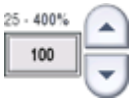
Making Copies

[Depending on a number of factors, Steps 1 and 2 may be in reverse order; sorry.]

1. Enter your Print Code using the numeric keypad or the on-screen keyboard. (Don't press the "Log In/Out" button — yes, it's confusing.)
2. If the copy screen is not already displayed, press the silver Services Home button to the left of the screen, then select "Copy."

Services Home button

3. There are two ways to load documents
    a. Load your documents face up in the document tray and adjust the guide to just touch the documents.
    b. Lift the lid and place the original face down on the glass. ***PLEASE NOTE***: the original must be aligned to the **upper right** corner
4. Select the required features using the touch screen



Reduce / Enlarge can be used to reduce or enlarge the image by 25% to 400%.

Paper Supply is used to select the required tray and size of paper for the copy output. This is what you will use for **letterhead** (which goes in the bypass tray). You may also need to select a tray if you're using **oddly-sized originals**.

2-Sided Copy is used to produce 1 or 2-sided copy output.

Copy Output is used to select collating and stapling options.

5. **NOTE:** Are you both (1) using the flatbed glass; *and* (2) printing more than 1 page single-sided or 2 pages double-sided?
    a. **You may want to use the "Build job" feature**. See pg. 2.
6. Enter the copy quantity using the numeric keypad and press **Start** to scan the originals.
    a. If you are producing a large number of sets, you may want to run a **Sample Job**. See pg. 2.
7. There will be a small pause while the machine scans the document; it's surprisingly quiet.
8. **When you are finished, please log out**: click on your name in the green box in the upper-right corner, select "Log Out," and confirm by clicking "Logout."

(Copying, cont.)

Building a Job

Build job is a very powerful feature; it does all sorts of wild and crazy things.

For our purposes, it's most useful for when you want to copy multi-page documents from the flatbed, or if you're mixing document sizes/sources. **If you do not use "build job,"** your flatbed-placed multi-page documents will not be stapled or collated, and they will print as one sheet per job, which can be annoying.

1. Select your copy options from the copy screen as described in "Making Copies"
2. On the **Job Assembly** tab, select **Build Job.**
3. Switch on *Build Job* by selecting the **On** button and selecting **Save**.
4. The printers call each component part of a multi-page job a *segment*. So, load the first "segment" originals (i.e., place the first page on the glass) and press **Start**.
5. Remove the first segment originals after they have been scanned. The *Build Job* screen displays the first segment in the list. The following options can be applied to any segment:
    a. **Sample Last Segment** produces a proof print of the last segment scanned. If you are satisfied with the proof you can continue programing the *Build Job*.
    b. **Delete Last Segment** deletes the last segment scanned. You can continue programing the *Build Job*.
    c. **Delete All Segments** deletes the current *Build Job* and returns you to the main *Build Job* screen.
6. Repeat these steps until all segments of your job have been programmed and scanned.
7. After the last segment has been scanned, select **End Build Job** to indicate you have finished scanning and the job will be processed and printed.

Sample Job

You may want to combine Build Job with **Sample Job**. (You can also use it by itself when running documents through the document feeder.) When copying a large number of sets, use the *Sample Job* feature to review a proof copy to ensure that all the print settings are correct before printing the remaining sets.

1. Select the **Sample Job** button on the **Job Assembly** tab.
2. Select the **On** button and the **Save** button.
3. Copy as usual, whether using *Build Job* or not.
4. One copy set of the job, the **Sample Job**, is printed.
5. If the *Sample Job* is acceptable, select **Release**. The programmed number of sets will be produced.
6. If the *Sample Job* is unacceptable, select **Delete** and **Delete Job** to confirm. Your job will be deleted from the list, and you can start over.

Sending a Fax

Faxing is available to all department users; the system will require you to log in with your print code. Faxing is only available on printer **DE 421-A**.

[Depending on a number of factors, Steps 1 and 2 may be in reverse order; sorry.]

1. Enter your Print Code using the numeric keypad or the on-screen keyboard.
2. If the fax screen is not already displayed, press the silver Services Home button to the left of the screen, then select "Fax."
3. Place your documents, incl. cover sheet if desired, face-up in the document feeder.
4. Dial the number as follows, using the numeric keypad:

   On-campus: Dial the 5-digit extension (ex: 2-5555).

   Off-campus local: Dial the 10-digit number (ex : 614-555-5555)

   Off-campus long distance: Dial 1 and then the 10-digit number (ex: 1-202-555-5555)

   International: Dial 011, then the country code, then the number, including any county/city codes (ex: 011-33-155555555).

5. Hit Start; the fax will auto-send.
6. If successful, there is no confirmation page. However, if the fax was not successful the machine will print an error report.
   a. Be aware that, in the case of a busy line, the machine will automatically make multiple attempts (with a pause in between) before giving up. Other users can copy/scan/etc while this is ongoing.
7. **When you are finished, please log out**: click on your name in the green box in the upper-right corner, select "Log Out," and confirm by clicking "Logout."

Scanning to Email
(labeled, only slightly confusingly, “Email”)

[Depending on a number of factors, Steps 1 and 2 may be in reverse order; sorry.]

1. Enter your Print Code using the numeric keypad or the on-screen keyboard.
2. If the Email screen is not already displayed, press the silver Services Home button to the left of the screen, then select “Email.”
3. Select “New Recipients…” on the lefthand side of the screen.
4. Type the first few letters of your last name, then press “Search” (to the right of the input field).
5. Select your name from the list on the left, then choose “Add(To:)” and press Close to get rid of the search box.
    a. If you’re sending to a different address then we have programmed, or if your name doesn’t appear for whatever reason, you can type your full email address in the initial box (step 4).
6. Place documents in the feeder and hit Start.
7. **When you are finished, please log out**: click on your name in the green box in the upper-right corner, select “Log Out,” and confirm by clicking “Logout.”

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8. **If you’re scanning a book or another document that requires the flatbed scanner**, you will need to use “Build Job,” just as in copying. Please see pg. 2.
9. There are actually a number of other options — file format, file name, email subject, resolution, etc. — but the above should be sufficient for most people’s purposes. The advanced options, though, are fairly self-evident. Feel free to look around in the options, and ask the front desk for help if you need to.

Releasing a Print Job

[Note: this function is **NOT** in the Services area, like copying/scanning/faxing.]

1. If the screen is asking for an account login, ignore it.
2. Press the Job Status button to the left of the screen; it is the third button down.
3. Select the “Secure Print Jobs” tab and select your name.
4. Enter your user code with the numeric keypad, then press Enter.
5. You will see a list of all your pending prints.
    a. To print everything you have waiting, select “Release All” in the upper left.
    b. To print a single job, select the job and then select “Release.”
    c. You can also delete unwanted jobs; again, you can Delete All or select an individual job to delete.
6. Select “Back” (near Delete All and Release All) to exit your secure folder. This is, effectively, your logout for this function, but if you logged in via Services, please logout as usual