

MERIT Advanced Training Overview



Topic: The Office Copier

Objectives:

- ❖ Learn how to send and print copies, manuals and handouts from supervisor's desk or any other computer that has the office copier as a designated printer

- ❖ Learn to interrupt a job in progress (in order to print another job) or to cancel a job in progress.

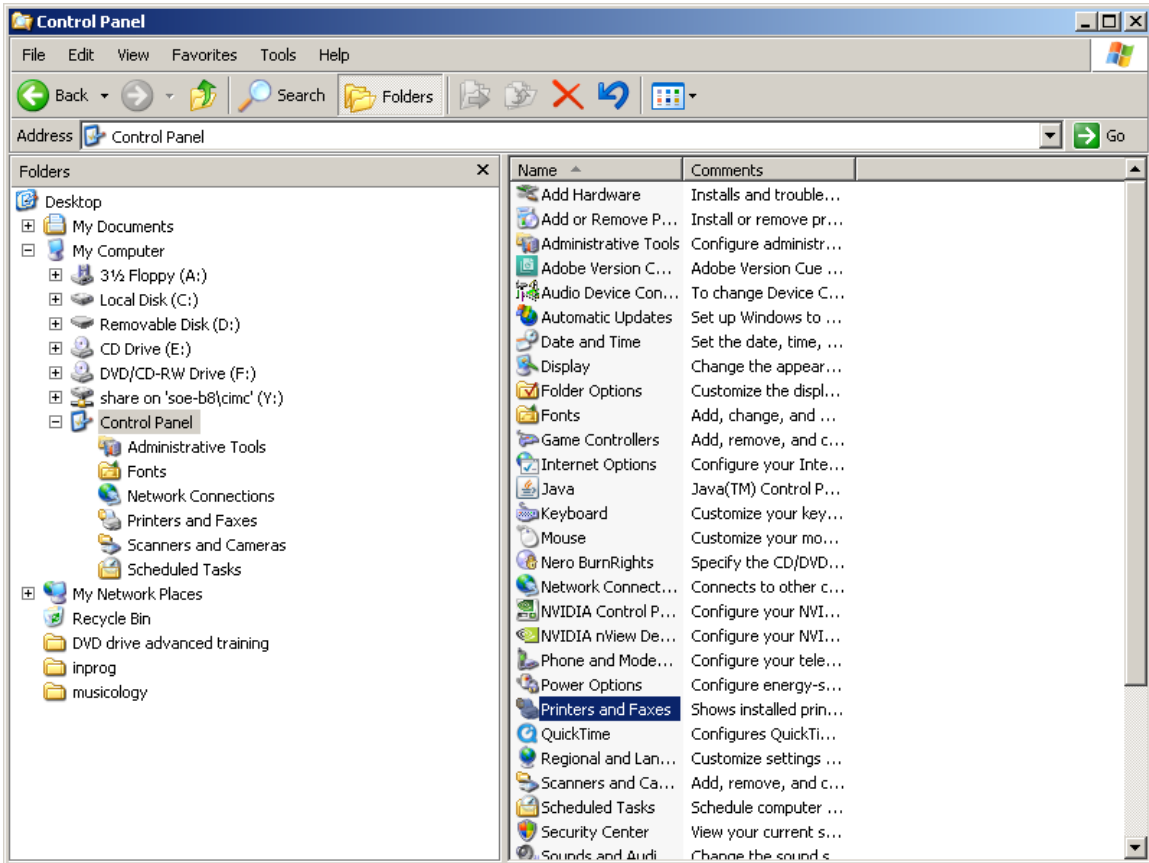
- ❖ Learn how to send a copy as a PDF to an email address

Estimated Time: 30 Minutes

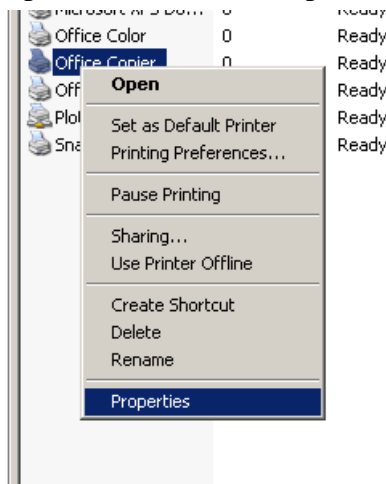
Setting Up Your Computer to Print on the Office Copier

You can do just about anything the copier can do when printing from your computer. First, however, you must change some settings. **These only need to be done once on each computer.**

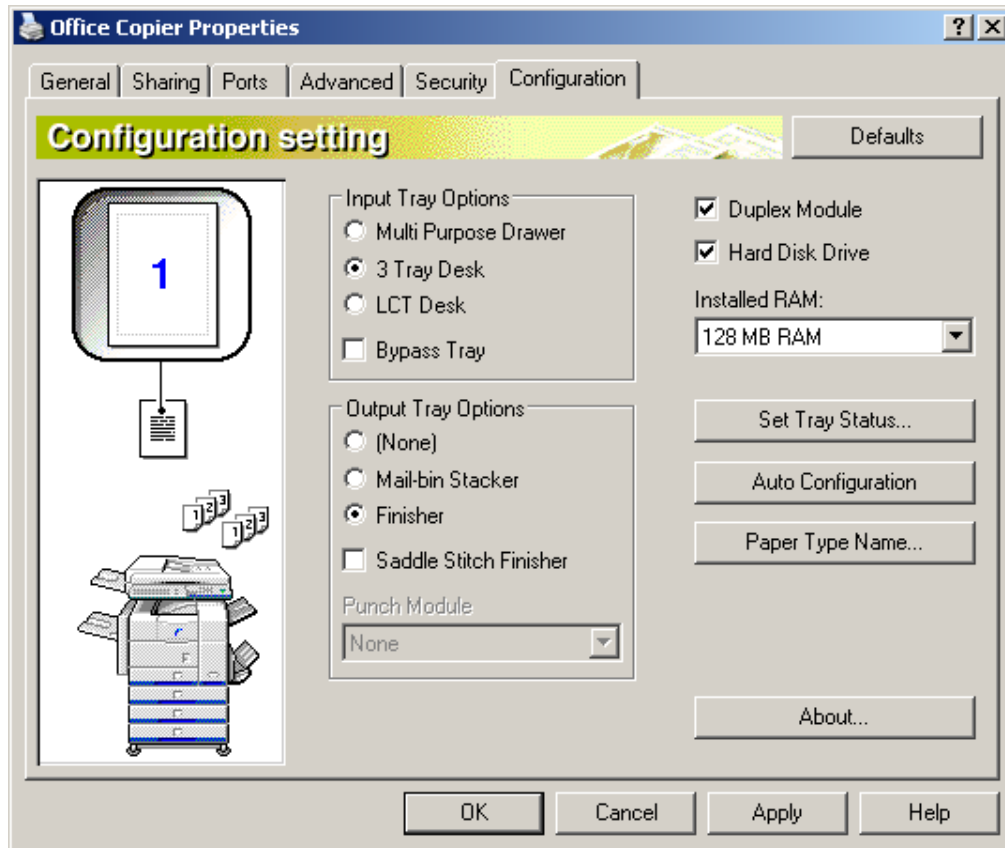
Open your control panel and choose “Printers and Faxes”



Right click on the “Office Copier” and choose “Properties”



Click on the “Configuration” tab. This tab allows you to tell your computer what features our copier has.



Match the settings to the one above.

Input Tray Options: Choose 3 Tray desk. This tells the computer how many input trays we have (three).

Output Tray Options: Choose Finisher. The finisher allows you to offset copies or staple them.

Duplex Module: Checking this box allows you to print on both sides.

Hard Disk Drive: You can store the files of printed items on the copier. I’m pretty sure you can email them from there, too.

Set Tray Status: Lets you tell the computer what paper we have in the copier. It defaults to letter, which we have in our first three trays. Choose the Paper Source as Tray 4 and under Set Paper Size choose ledger. Click OK.

Once you have all the setting as listed above, click on “Apply” and then “OK.”

New in
this
edition

Copying Basics:

This is just a list of basic tasks you should already be able to complete on the machine. Refresh yourself (if you need to) and if you're not sure how to do any of these, don't worry, just ask a supervisor to show you.

- Copying a single sided sheet from the glass
- Copying a single sided sheet from the Auto-feeder on top of the machine (remember to place your copy **face down**)
- Making a double sided-copy
 - 1→2 sided
 - 2→2 sided
- Entering a # of copies on control panel for making multiple copies
- Having the copier staple

Printing to the Copier:

You can do the same functions you would usually do at the copier from a computer when you print. That means you can print copies of double-sided, stapled packets from your computer. You can also take advantage of the pamphlet function to print multiple pages of information on a single page of paper.

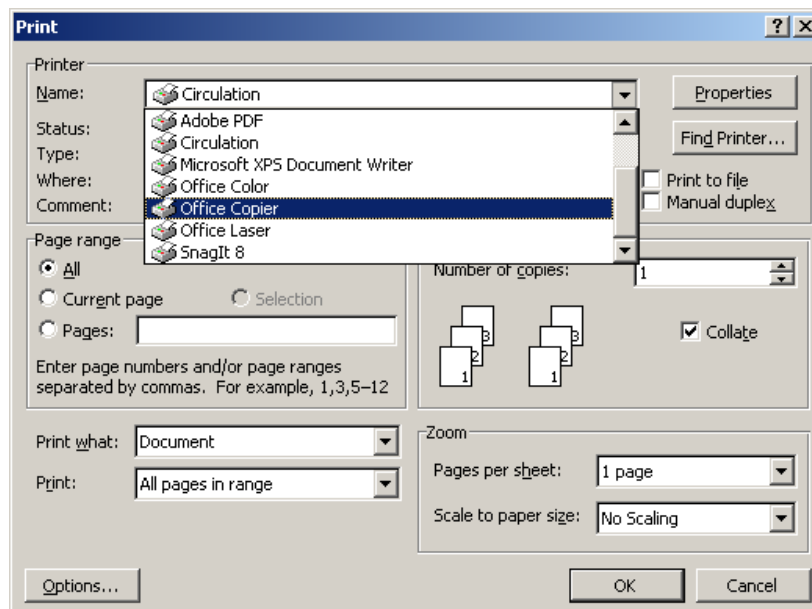
Start by opening the file “numbers.doc” located at:

Y:\CIRCMDIA\Advanced Training & PA\Advanced Training\numbers.doc

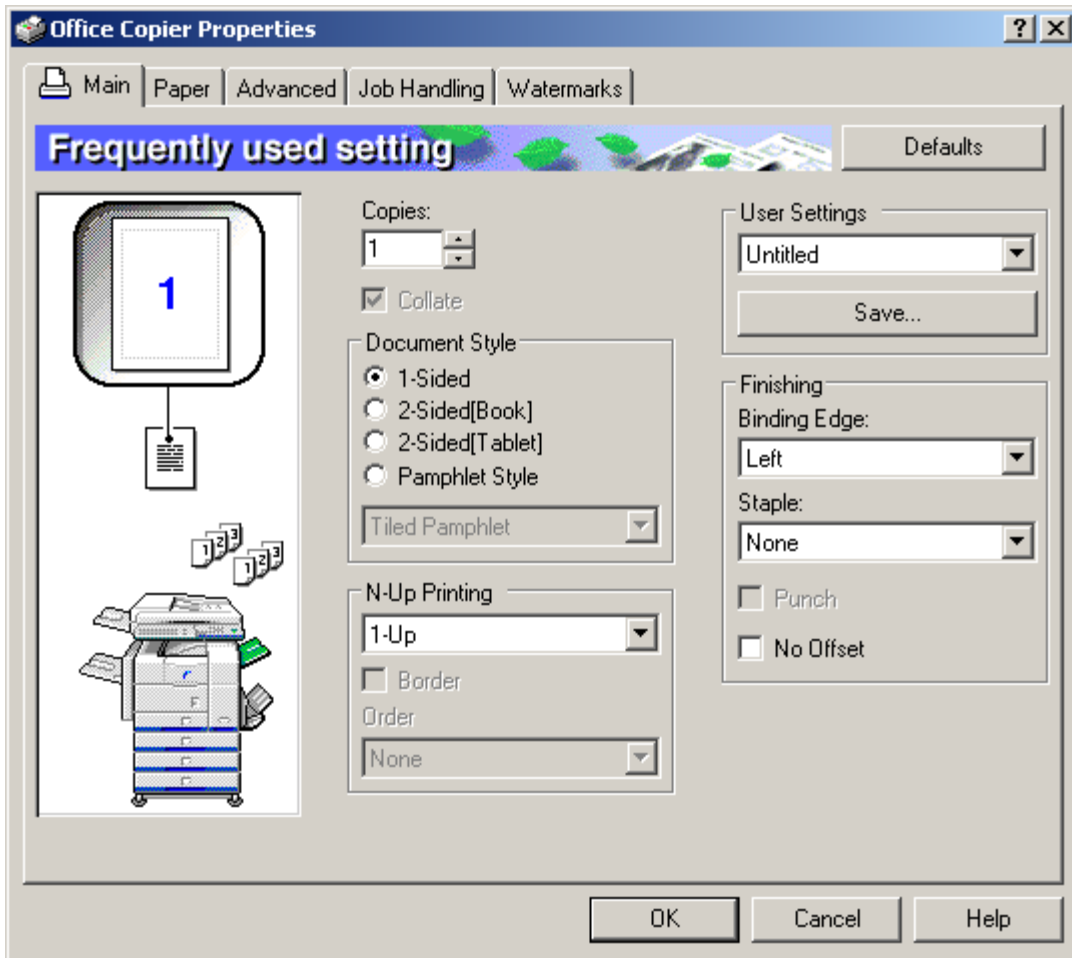
There are four pages in the file labeled 1, 2, 3 and 4.

Go to File and choose Print.

Under the Printer tab choose “Office Copier”



You are now set to print to the copier, but we want to change some of the settings. So, click on the “Properties” button.



Most of what we want to do is on the “Main” tab. This lets you set the number of copies (Copies), whether they will be one sided or two sided (Document Style), the number of pages on each page (N-Up Printing), and whether it staples the pages (finishing).

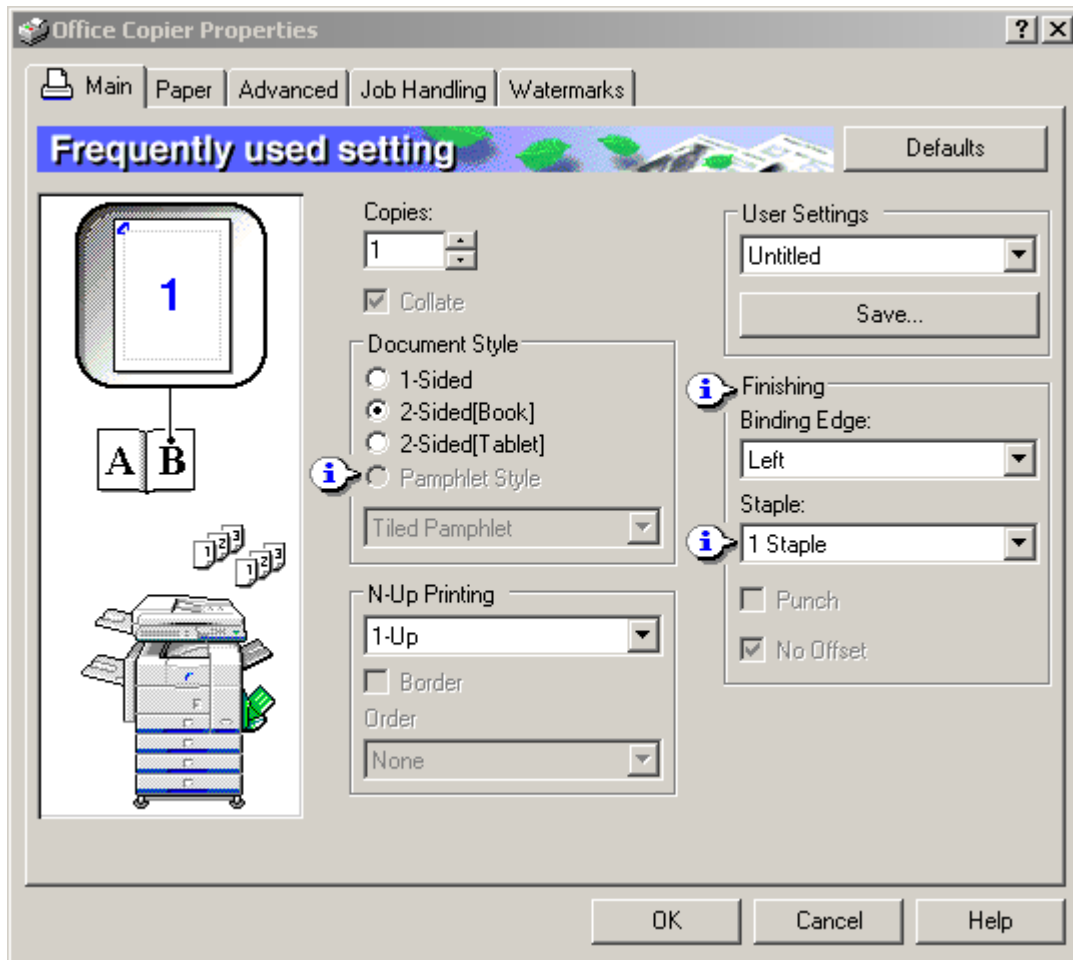
First, let’s print a stapled packet of our pages.

Change:

Document Style to “2-Sided[Book]”

Finishing Staple to “1 Staple”

Your screen should look like this. If it does, click “OK”. On the next screen click “OK” again to print.



You can go check the copier now, or you can go on to our other printing job.

Our second print job will be to make a pamphlet. Go to File and Print again and choose the properties tab.

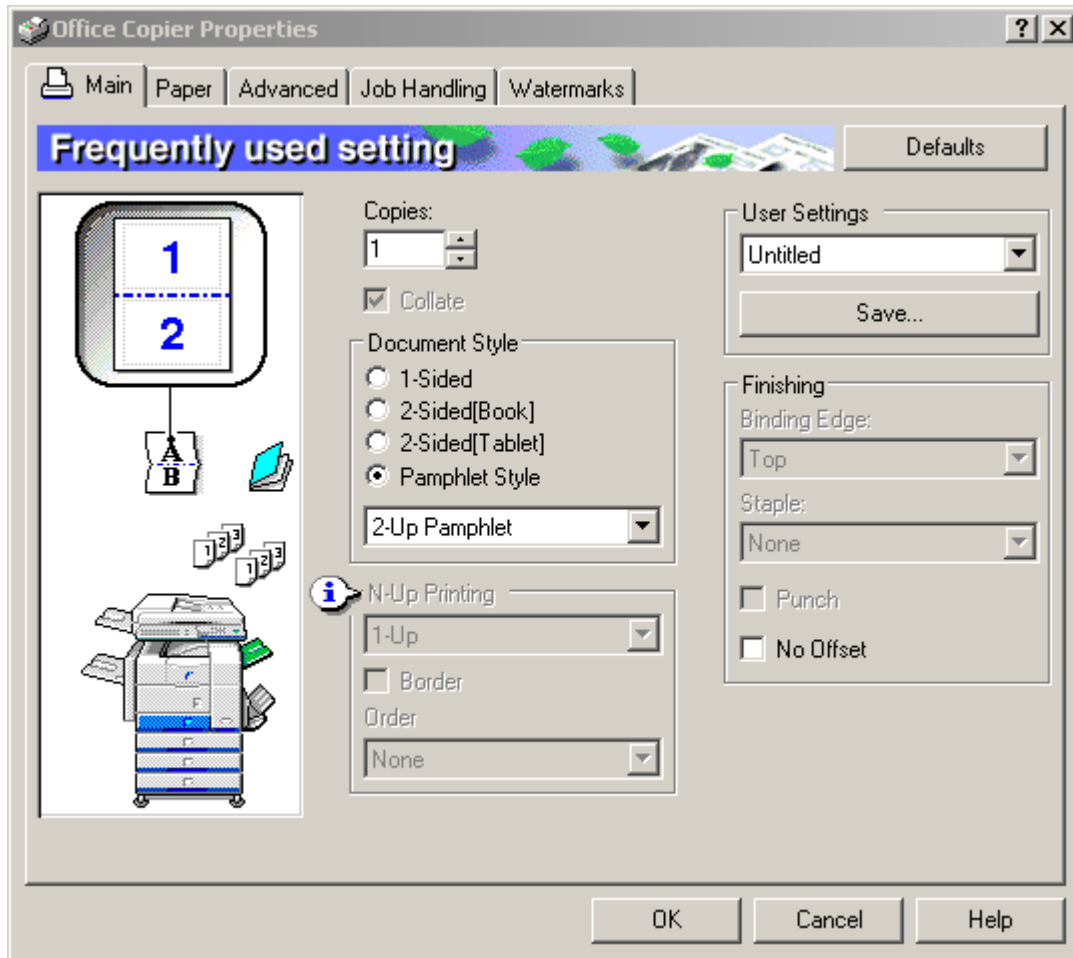
Change:

Finisher Staple to “None”

Document Style to Pamphlet Style

And change the Document Style drop-down menu to 2-Up Pamphlet

Your properties tab should look like the one below. Press “OK” on the Properties menu and “OK” again on the Print menu to print. The copier will print all four pages on one page that can be folded in half to make a pamphlet. This is a handy option, for example when you are replacing lost instruction books.



For our last printing job we will be printing all four pages on one size of a ledger (tabloid) size page.

On the main tab change:

Document Style to “1-Sided”

N-Up Printing to “4-Up”

Then, switch to the “Paper” tab. Change:

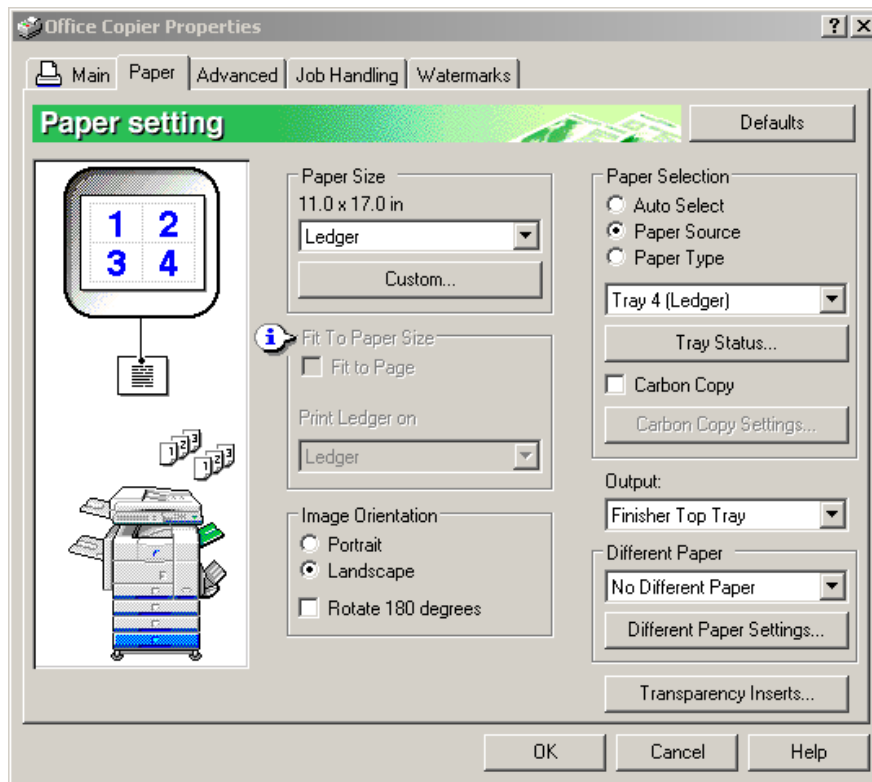
Paper Selection to “Paper Source”

The Paper Selection drop-down menu to “Tray 4 (Ledger)”

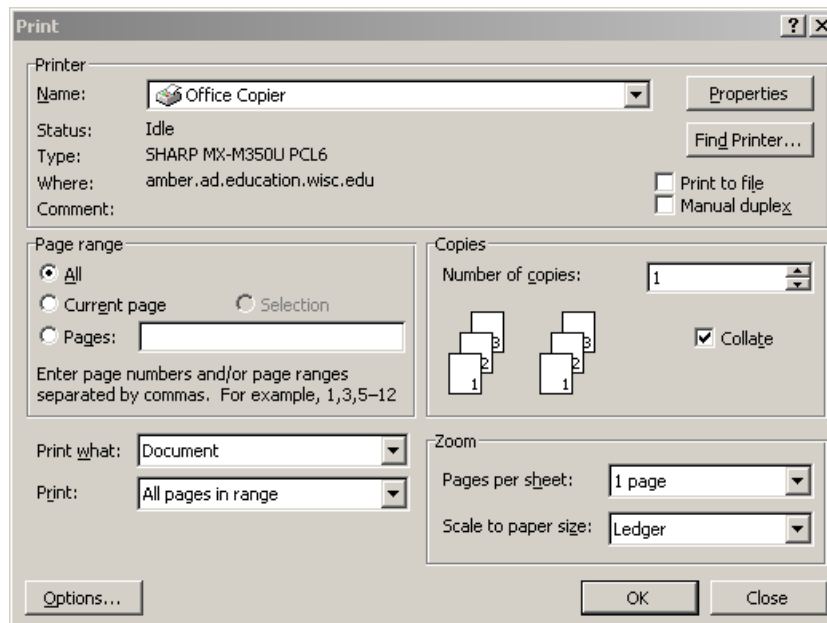
Paper Size to Ledger

Image Orientation to “Landscape”

The tab should look like this. Then press “OK” one time. (Don’t print yet)



Now you should have the Print menu still up. Under “Zoom” change “Scale Paper Size” to “Ledger” Now, press “OK” to print.

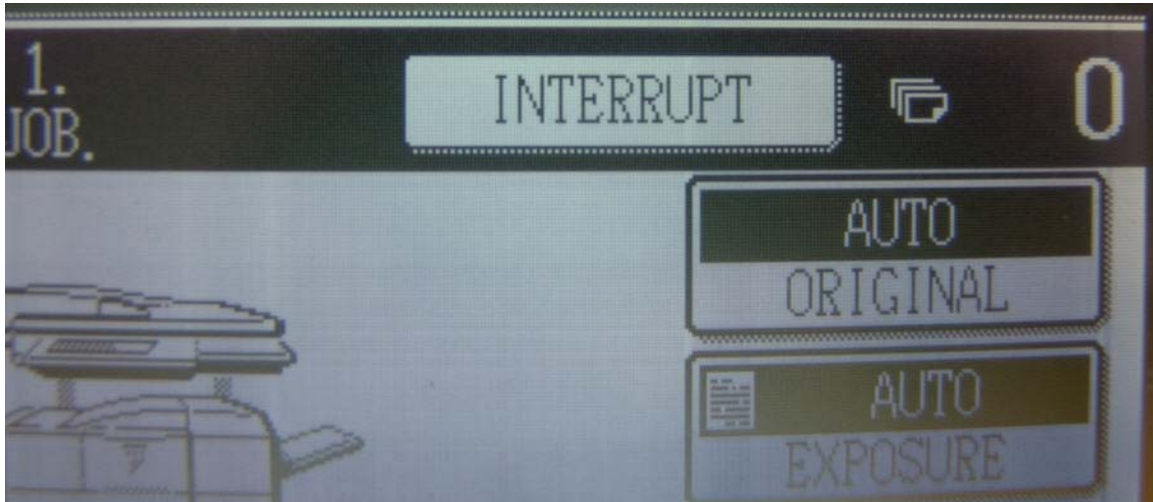


That concludes the printing portion of this training. Now you can go to the copier, pick up your pages and start the scanning to PDF section.

Interlude on Interrupting a Job in Progress

Imagine that somebody is doing a very large copying or printing job and you just need to do one, quick copy. You could wait until they are done, but you're much too impatient/important to do that. So, you can interrupt their job (best with the other person's consent if they're around).

To do so, press the "Interrupt" button that appears whenever a printing job is in progress.



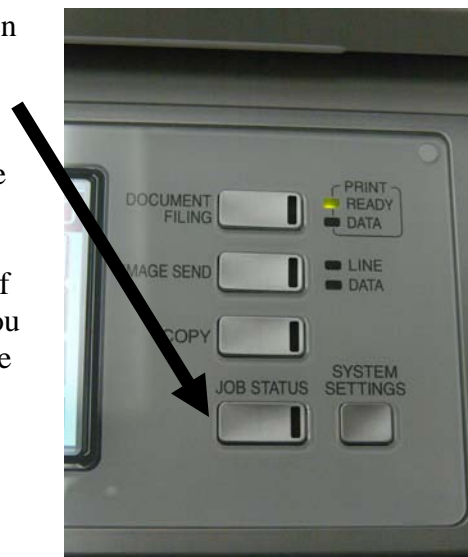
Run your copies as you would normally. Then, when you are done the other job will resume automatically.

Canceling a Job or Reprioritizing

Note that "interrupt" is not the same as "cancel" (even if you want it to be). To cancel a job, press the "job status" button.

From that menu, you can choose to "Stop/Delete" the job.

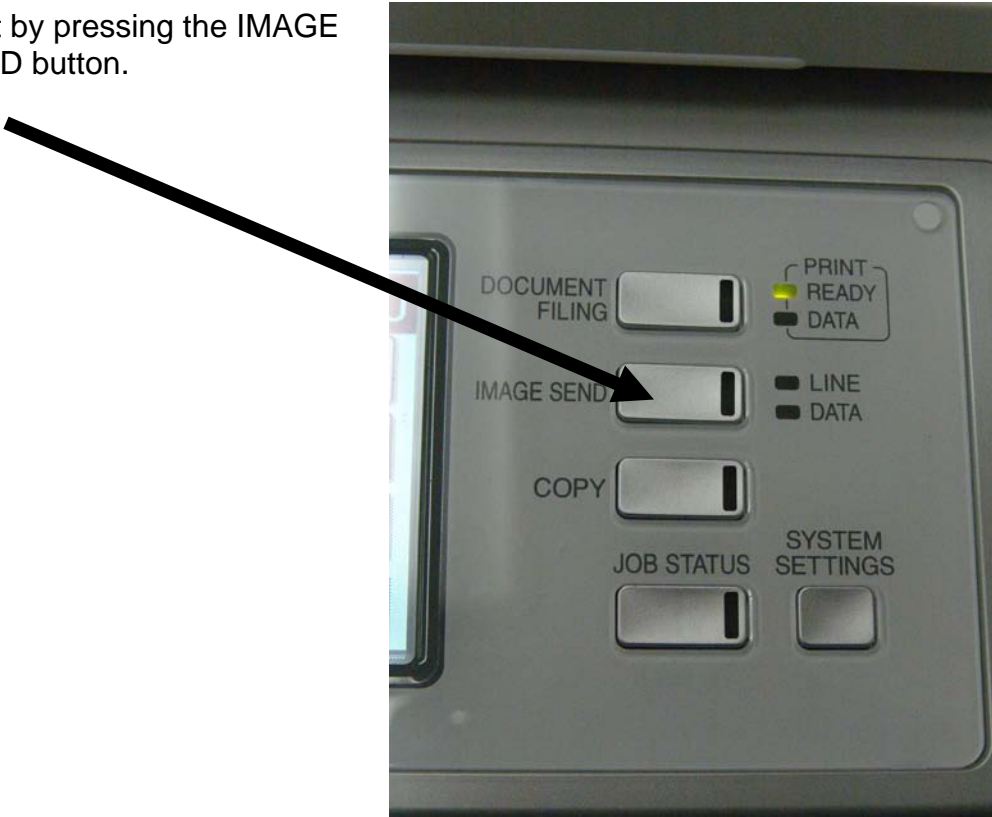
This menu also allows you to change the "priority" of the document (to move it to the front of the line). You can see details about your printing job by pressing the "details" button.



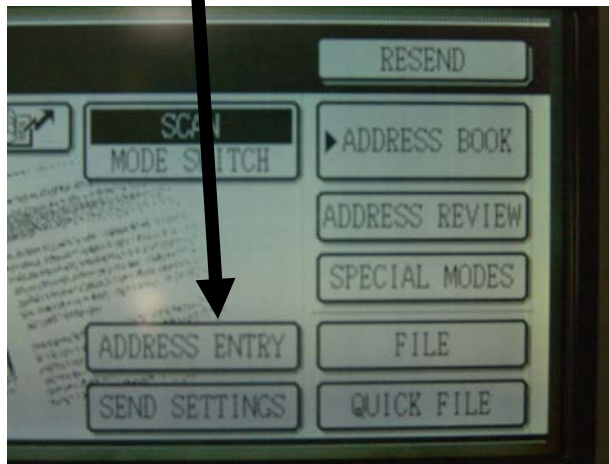
Sending a PDF from the copier:

You can scan using the copier and send a PDF of your file to any email address. This process is free and easy and a good alternative to making a copy (if you don't actually need a hard copy) or sending a fax.

Start by pressing the IMAGE SEND button.



Next, you will need to input to whom you are sending the file. To do this, press the ADDRESS ENTRY button.



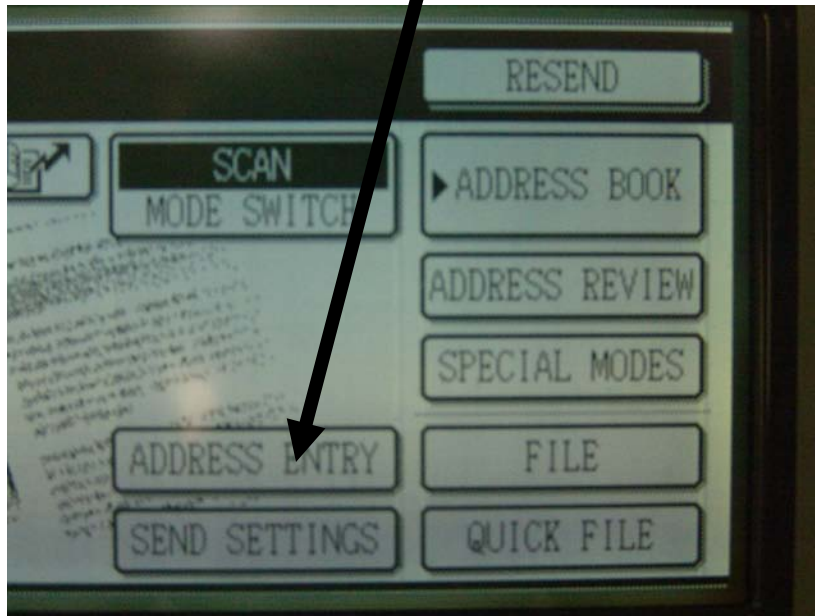
Then you will input the email address to which you are sending the document. In this case, send it to Anna Lewis at alewis@education.wisc.edu



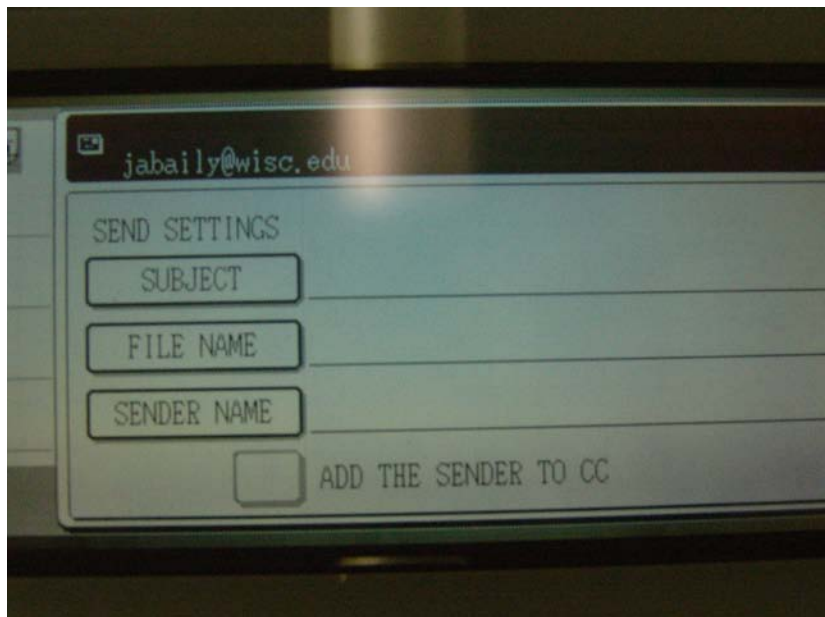
When you have finished putting in the email address, press OK. It will ask you the address type. Choose TO



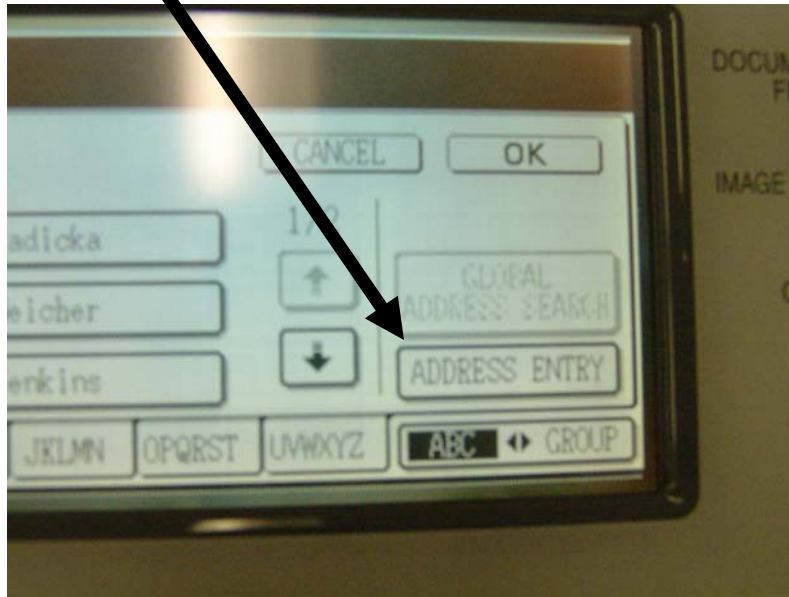
Next, you need to enter the email address that the file is coming from. To do this, press the SEND SETTINGS button.



Note that the address you are sending your file to is listed at the top of this box. Check the box that says ADD THE SENDER TO CC. Next, you will choose SENDER Name.



Rather than choosing from the address book, you will press the button that says ADDRESS ENTRY.

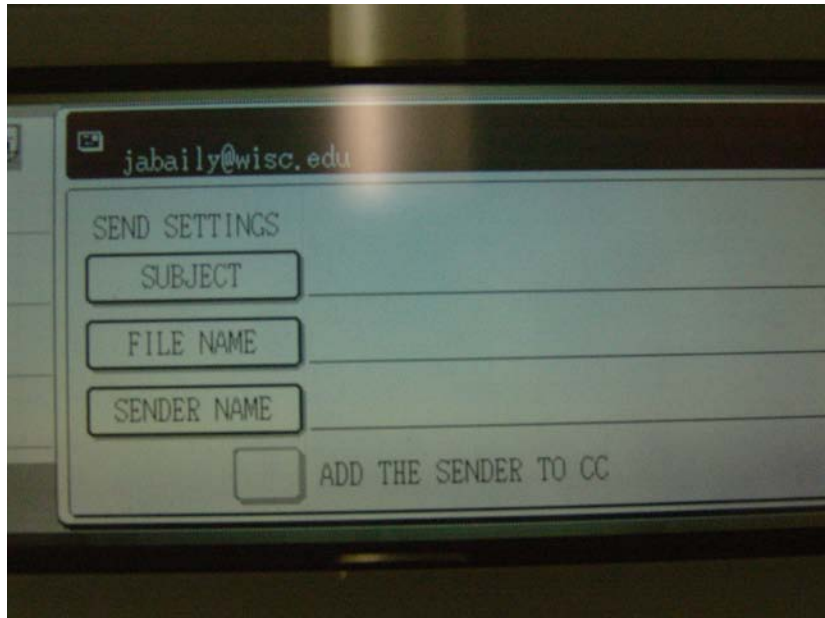


Then you can enter your email address.



When you are done, press OK.

Again at the SEND SETTINGS button:
Check the box that says ADD THE SENDER TO CC. This way you will get a copy of the file to see what it looks like.



You can also set the SUBJECT and the FILE NAME of the email and file you want to send. You can send the without these, but they are usually a good idea.

For now, put “ADVANCED TRAINING” in for the subject.

For the file name, enter “TEST” The copier will automatically add the .pdf when it sends it.

Finally, hit OK.

You are now ready to send your file. Put your paper (any paper will do) in the auto-feeder (face down). Then hit the copy button. Your file should appear in your email inbox immediately. You are now finished with this advanced training.

