



# Using the Multi-function Network Printer

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**Abstract:** This document provides instructions for individual users to install the software required to attach to and use a departmental, multi-function network printer.

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## The Network Printer

In an effort to contain costs and provide better controls on the consumption of paper and printing products, NJCU is promoting the use of departmental network-attached printer/copiers as a replacement for the single-function copier. These are special printers that attach directly to a network outlet instead of to a desktop computer. This allows a department to share a single, high-speed, high-capacity laser printer, which is placed in a central location within a department. Sharing printers allows the university to invest in units with better resolution and advanced capabilities.

The printers are provided, managed, and serviced through the department of Information Technology Services. Once installed, however, daily maintenance is the responsibility of the receiving department.

## Network Printer Functions

In addition to the typical printer functions (such as portrait & landscape printing, multiple copies, quality, etc.), network printers have additional functions that help in handling documents. These functions include:

- *Duplex printing* – Printing both sides of a sheet of paper.
- *Collating* – Sorting multi-page, multi-copy documents into sets.
- *Stapling* – A collating sub-feature that will staple-bind each multi-page set.
- *Watermarks* – Provides a standard set of words (Draft, Confidential, etc.) that print as a semi-transparent background image on each page.
- *Photocopying* – Scan single and multi-page documents, and print one or multiple copies.
- *Image Scanning* – Scan single and multi-page documents that are provided as image files.

## Installing a Network Printer

To install a network printer,

1. Find and select **Knight001**, the print server on the University network.
  - a. Double-click the “My Networks” icon (figure 1) on the desktop.<sup>1</sup>
  - b. Double-click Entire Network.
  - c. Double-click Microsoft Windows Network.
  - d. Double-click Gothic.
  - e. Scroll through the Gothic network list and double-click Knight001.
2. Find and install *your department’s* printer.



Figure 1.  
Desktop icon

Network printer names follow a pattern that describes where it is located and what it is. The general format is Building, Room Number, and Type. Table 1 provides examples of printer names and translation.

Table 1. Example printer names

Printer Name	Translation
ROSS58MFP	Rossey Hall, Room 58, Multi-function Printer
VODR123_PRT	Vodra Hall, Room 123, Laser Printer
K506_PRT	Karnoutsos Hall, Room 506, Laser Printer

- Double-click the printer name to install it.

The installation process will automatically install the required drivers for the printer and place an icon for it in the Printers and Fax folder of the Control Panel.

## Printing to a Network Printer

Once the printer is installed, it will be available to all applications that you can print from. To print to this device,

1. Select File > “Print...” from the application menu bar (figure 2). Alternately, you can use the Hot key combination, Ctrl-P, to start the print dialog.
2. Select the desired printer from the Printer Name drop-down menu in the Print dialog window (figure 3, next page.)
3. [Optional] Click the Properties button to select additional print options (duplex, collated and stapled, etc.). Figure 4 (next page) shows the Properties dialog window, Setup page.
4. Click the OK button to print the document.
5. On some printers, you will get one more dialog window asking for your account number. Use the same account number that was provided to you for access to Long Distance telephone calls.

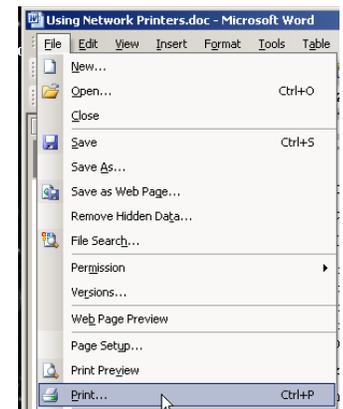


Figure 2. Menu bar File options

<sup>1</sup> If the My Network Places icon is not present on your desktop, you can add it from the Display Properties dialog box. Open Display, and then on the Desktop tab, click Customize Desktop and add it by checking the box next to the icon and clicking Apply. To open Display Properties, click Start, click Control Panel, and then double-click Display; or, right-click an unoccupied space on the desktop and select Properties from the short-cut menu.



Figure 3. Print dialog window. Select printer from drop-down menu.

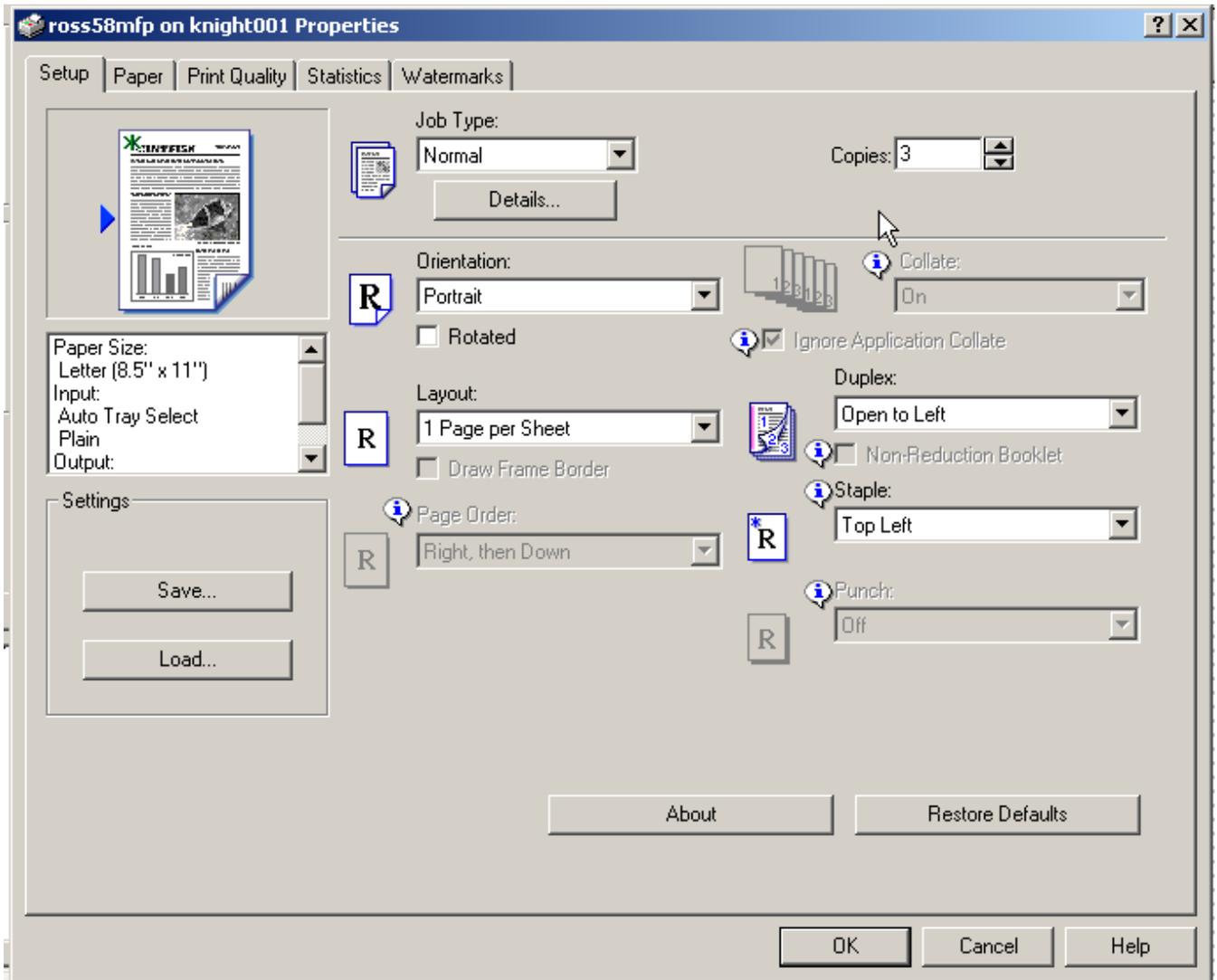


Figure 4. Printing options. This print job will make 3 collated copies, printed both sides, and stapled. Note the *Watermarks* tab.

## Using the Copier Function

As noted, NJCU has standardized on multi-function network printers that includes photocopying. To use the copier function,

1. Place one or more  $8\frac{1}{2} \times 11$  sheet(s), printed side up, in the top document feeder.
2. Enter your authorization code<sup>2</sup> using the keypad, then Press the # symbol in the printer's touch screen.
3. Enter the number of copies and other print options desired, then click the Copy button.

For odd shaped paper and books, lift the top, hinged section of the printer to expose the glass plate and place the item print-side down directly on it. Follow the alignment marks on the edges of the glass for proper placement.

## Using the Scanning Function

You can use the multi-function printer to scan documents or images in gray-scale. The resulting image is delivered to the root directory of your personal network folder<sup>3</sup> in various formats, including RTF and CSV (i.e. editable text documents for Microsoft Word and Excel, respectively). When selecting these formats the scanned image(s) is/are processed with optical character recognition (OCR) software before they are delivered to your folder.

To scan a document,

1. Select the Scanner Function and login.
  - a. Press the "Scanner" button on the printer control panel once or twice to bring up the Global Scan dialog in the touch screen.
  - b. Press the Login button on the touch screen. The screen will display a login dialog.
  - c. Press the Username box on the touch screen. The screen will display a keyboard.
  - d. Enter your network login name. (This is the same as the username you enter when booting your computer, which is typically your first initial, last name), and press the OK button.
  - e. Press the Password box. The screen will display a keyboard.
  - f. Enter your network password and press the OK button.
  - g. The third entry box (Network Domain) should show "Gothic" by default.
  - h. Press the OK button on the login screen. If the login information is accepted, the rest of the buttons on the Scanner dialog screen will become active and the Login button will change to a *Logout* button.
2. [Optional] Press the Scan Settings button in the touch screen and set alternate options. Table 2 (next page) lists and describes these options. Default settings are noted with an asterisk (\*). Press OK to return to the previous screen.

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<sup>2</sup> This is the same code that is used to make long distance calls from university telephones.

<sup>3</sup> If you do not have a personal network folder, contact the University Help Desk.

3. Press the Folder button in the touch screen and select the network folder where the documents will be delivered to. There is only one folder, called “Home”, which must be selected manually by touching it.
4. Place one or more 8½ × 11 sheet(s), printed side up, in the top document feeder and press the OK button in the touch screen to begin the scanning process.
5. **IMPORTANT:** When done scanning be sure to press the Logout button.

For odd shaped paper and books, lift the top, hinged section of the printer to expose the glass plate and place the item print-side down. **NOTE:** You can *not* use the Batch option when placing material directly on the scanning glass.

**Table 2. Scanning Options**

<b>Setting</b>	<b>Options</b>	<b>Description</b>
<b>Resolution (dpi)</b>	200	Reduced image size, low resolution for display on monitors and for importing to Word.
	300*	Normal image size, standard resolution for printers.
	400	Slightly larger image, higher resolution.
<b>Batch</b>	(on/off*)	This is used in conjunction with RTF, Excel, and PDF formats. All scanned pages are processing into a single, multi-page document.
<b>Format</b>	TIFF*	Picture format. This format is also good for OCR processing using a high-end application, like ScanSoft OmniPage Pro.
	Excel	Uses internal OCR software to translate the image to a Comma Separated Values (CSV) file, which can be read by Microsoft Excel and other spreadsheet applications.
	PDF [image]	Outputs the scanned image as an Adobe Portable Document File (PDF). The content of the PDF is an image, so the text can <i>not</i> be extracted. This document will be fairly large in size.
	PDF image/text	The scanned image is first processed by the internal OCR software before conversion to PDF. The OCR software will attempt to identify and <i>preserve</i> images, and convert anything that looks like text to text. Text in the PDF can be extracted. As some of the image has been converted to text, this document will be smaller in size. Character properties, such as bold and font size, are preserved.
	PDF text	The scanned image is first processed by the internal OCR software before conversion to PDF. The OCR software will attempt to identify and <i>skip</i> images, and convert anything that looks like text to text. Text in the PDF can be extracted. As there are no images in the final output, this document will be much smaller.
	RTF	Uses internal OCR software to translate the image to Rich Text Format (RTF), which can be read by Microsoft Word and other word processors. The OCR software will attempt to identify and <i>preserve</i> images, and convert anything that looks like text to text. Character properties, such as bold and font size, are preserved.

To retrieve the scanned document(s),

1. Use Windows Explorer to find and process the delivered files.
  - a. Hold down the Windows key<sup>4</sup> and press the E key to open Windows Explorer.
  - b. Select the “*your\_user\_name* on napp\user (X:)” drive in the Folder pane, on the left.
  - c. The scanned output will be listed in the Folder Contents pane, on the right (figure 4).

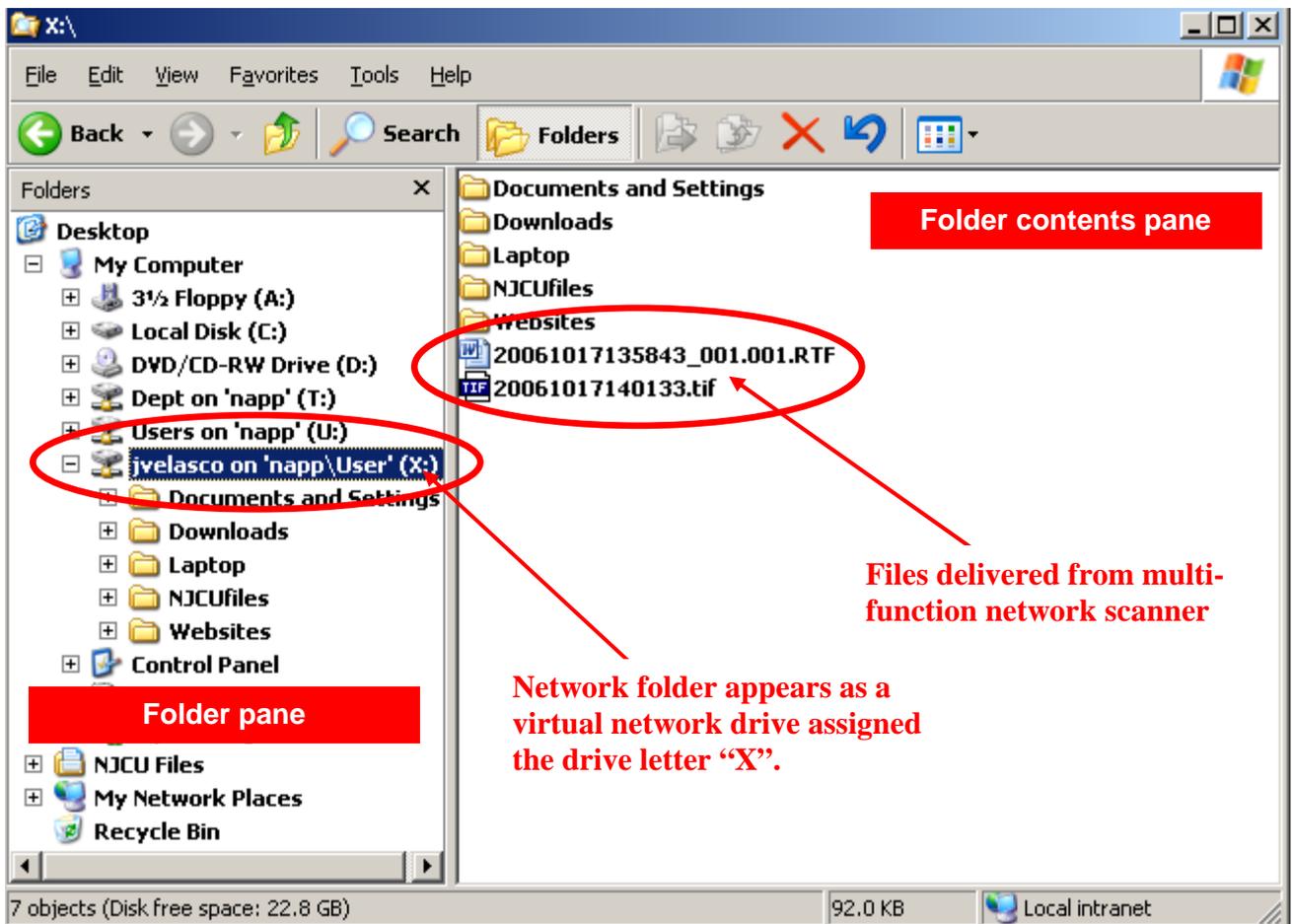


Figure 4. Explorer window showing User X: drive and contents of the top folder.

HINT: Keep the top folder of the X: drive empty so that newly delivered scans are easy to spot! Rename the files and move them to an appropriate folder in My Documents or other location immediately after delivery.

<sup>4</sup> The Windows key is located on the first row of the keyboard, left of the space bar, between the CTRL and ALT keys on all Dell and most PC keyboards. The key inscription looks like a waving Windows logo. If this key is not present, you can start Windows Explorer from the Start button, All Programs menu, typically under the Accessories sub-menu.

There is no facility to name the output files during the scan process. Consequently, the files are delivered using the following coded pattern for the name:

YYYYMMDDHHMMSS\_seq-number.filetype

Table 3 provides a translation for the coded file names.

**Table 3. Elements of coded file names**

Code	Meaning
YYYY	4-digits for year
MM	2-digits for month
DD	2-digits for day
HH	2-digits for hour (military time)
MM	2-digits for minutes
SS	2-digits for seconds
_seq-number	Additional sequential number for multi-page scans to separate files
.filetype	The appropriate file extension for the type of file

Examples:

20061017135843\_001.001.rtf  
20061017140133.tiff

NOTE: Although it appears active on the touch screen, the Deliver by Email option is currently disabled.

## Printer Maintenance and Support

### *Departmen/User Responsibilities*

- Each person using the network printer should know how to clear a paper jam.
- Each person using the network printer should know how fill the paper tray with paper.
- Someone within the department should know how to replace the toner cartridge.
- Clean the scanning glass periodically to remove finger prints and smudges.
- Order paper and toner as necessary.

### *Support*

- Call the University Help Desk (Ext. 4357) for service. In-house technicians will attempt to resolve the issue. If additional support or repairs is/are required the Help Desk will schedule a site visit by the vendor's support technicians.
- Help Desk service times and support details are posted on the ITS website, Support page (<http://www.njcu.edu/dept/its/support/>).