

Using the Multi-function Copier

Information Technology Services
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The Multi-Function Network Printer / Copier

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. 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.

Network Printer / Copier Functions

In addition to the typical copier tasks, network printers can provide additional functionality that can help in handling and processing 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.

Using the Copier Function

To use the copier function,

1. Place one or more 8½ × 11 sheet(s), printed side up, in the top document feeder.
2. Enter your authorization code¹ 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.

¹ This is the same code that is used to make long distance calls from university telephones.

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. 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.
3. Click the OK button to print the document.

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 folder² 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 using the printer’s touch screen.
2. 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.
3. 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.
4. IMPORTANT: When done scanning be sure to press the Logout button.
5. Retrieve the scanned document(s) from your personal network folder (X:).

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.

Support

Please contact the University Helpdesk (ext. 4357) for service and support.

NOTE: For detailed instructions with pictures and an explanation of the various scanning parameters please refer to the full version of this document, *Using the Multi-Function Network Printer*, posted on the ITS website Support Page, Network Services section (<http://www.njcu.edu/dept/its/support.thml#network>).

² If you do not have a personal network folder (X:), contact the University Help Desk.