

INSTRUCTIONS for the Media Center Copier



Enter your 6-digit copier code then press Done. If you do not have a copier code, please contact your unit secretary to request one.



You will first enter the Copy screen. Scroll down the menu to see the features that are offered.



FEATURES

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	1	2	3						
1	4	5	6						
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Output Color				Black & White					
2-Sided Copying				1→1 Sided					
Paper Supply			E At	uto Paper Select					
Collation Collated									
Reduce / Enlarge 100 %									
Original Type Photo & Text; Printed Original									
Lighten / Darken									
Original Orientation Upright Images									
Original Size Auto Detect									
Booklet Creation				Off					
Special Pages									
Auto Start When Originals are De									
Build Job				Off					
Show Additional Features									
Reset									

These are the features to select from

- Output Color
- 2-Sided Copying
- Paper Supply
- Collation
- Reduce / Enlarge
- Original Type
- Lighten / Darken
- Original Orientation
- Original Size

Features NOT available

Booklet Creation (does not apply)

Special Pages (does not apply)

Build Job (does not apply)



Output Color

Black and White is the only option. There is a fee if you would like to print in color. Please submit a work order to *uhmchelp@hawaii.edu* for color copy requests.

2-Sided Copying Select your choice.

Paper Supply Choose your paper size.

Collation

Collated pages will print in the order in which they are in, 1, 2, 3...

Uncollated pages will print 20 copies of the first page, **then** print 20 copies of the second page and so forth.









Reduce / Enlarge

Use this feature if you would like to reduce/enlarge your print/image.

Original Type

For better quality, select an original type that is suitable for your originals.

Lighten / Darken To lighten or darken your copy, use the scale provided to adjust the color.

Original Size Select between portrait and landscape.





Ready to scan your job.

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Booklet Creation Not Applicable

Special Pages Not Applicable

Making Copies

After you have selected your features to apply, enter the amount of copies you would like to print.

Then press Start

Logging Out

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Select your username on the top left corner and log out.

Select Log Out

After you successfully logged out, the initial login screen will re-appear.

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	View Account Su	mmary				
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Out	tput Color					Black & White
2-5	Sided Copying				-	1→1 Sided
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