

Networked Copier Training

1. NETWORKED COPIERS SAVE TIME AND MONEY

A. SAVE TIME

- Send documents directly to the Copy Center from your desktop
 - Skip the pickup step
- Send documents to the nearest convenience copier from your desktop
 - Collate, staple, print 2-sided
 - Copiers print faster than laser printers
- Bonus – every page is an “original”

B. SAVE MONEY

- Copiers cost less per page than typical HP laser printers (based on est. 15% coverage)
 - Black & White 4¢ less*
 - Color 40¢ less*

2. ON-LINE JOB TICKET – <https://www1.jlab.org/ul/apps/copyservice/request.cfm>

- Can be used for documents with the following extensions:
 - .doc
 - .ppt
 - .pps
 - .pdf
 - .pub
 - .rtf
 - .txt
 - .xls
- See Attachment 1

3. NETWORKED CONVENIENCE COPIERS

- Available to All Networked Users on Site – PC Windows, Mac, Unix
 - A few tabletop copiers are not networked
- Add printer like any other networked printer
 - Get the copier ID (located on top of the copier: cs05, cs09, etc.)
 - For assistance, Computer Center Help page:

http://cc.jlab.org/docs/services/printing/new_jlabprinting.html

- See Attachment 2



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Business - Copy Services

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[SUBMIT NEW REQUEST](#)

Copy Form

All fields in red are required.

Needed by:

Format: mm-dd-yyyy hh:mm

Sets:

Access Code:

Copy:

Black & White

Both

Color

Paper:

Transparencies

8 1/2 x 11" Color:

8 1/2 x 11" White

3 Hole Punched

Other:

8 1/2 x 14" White

11 x 17" White

Binding:

None

GBC

Staple

Other:

Clip

Rubber Band

Cover Color:

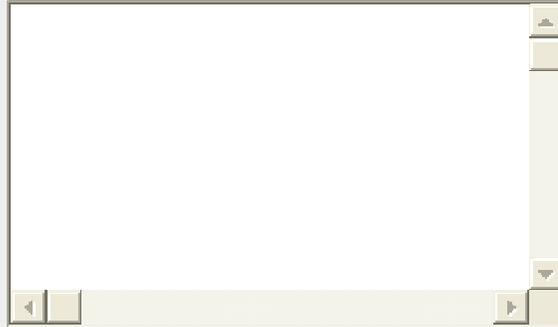
Velo Bind

Special Instructions:
(700 character limit)

Copy One-Sided

Copy Two-Sided

Other:



Title of Your Request:

Number of Supporting documents:

(cover, charts, etc. for job request)

If you need copy center service assistance, please call 7666. If you need help with the application, please email webmaster@jlab.org.

Continue Request >



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Document:

*The document **must** have an extension.*

We only accept documents with file extension/type of: .doc, .xls, .ppt, .pps, .rtf, .pdf, and .txt.

Please browse the document you would like to enter in the copy request queue.

Save Document*:

Document Upload:

[Browse](#)

** Save document with copy center for one month*

[< Edit Work Request](#)

[Complete Request >](#)



Business - Copy Services

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Thank you for submitting your request to the copy center. It will be done as soon as possible and delivered to your office, unless otherwise arranged. Please call 7666 if you need further assistance.

maintained by webmaster@jlab.org



Show:

Req No	Submit Date	Status	Title	Requester
36	02/12/03	Working	Teacher Books for NSTA conference	Steve Gagnon
39	02/20/03	New	J-1 Information Sheet	Shauna Cannella

content by dlucas@jlab.org
maintained by webmaster@jlab.org

Attachment 2 How to Print to JLab Copiers

Add Printer:

1. Get the Copier ID (CSxx) from the top of the copier.
2. Add the copier to your computer, just like you would add any networked printer.

Printing Basics:

1. When you are ready to print a document, select the copier from the drop-down list of printers available to you on the print screen
2. If more than one copy is needed, change the "number of copies" to the number needed.
3. Click **"OK"** to send the document to the copier.

Special Features:

(Note: Always **De**-select "Collate" on the Print Screen (the copier automatically collates)

1. Click on **"Properties,"** then proceed as follows:

Stapling	2-Sided Printing	Transparencies (with sheet of paper between each one)	Photographs
<i>"Finisher"</i> Tab	<i>"Finisher"</i> Tab	<i>"Paper Source"</i> Tab	<i>"Quality"</i> Tab
Click on "Staple"	Under "Print Style" select drop down menu	Under "Paper Selection" select drop down menu	Select "Manual Grayscale Settings"
May also select the location of the staple – top or bottom corner	Select "Two-Sided Printing"	Select "Transparency Interleaving"	Click on "Grayscale Settings" button. Lighten the settings by moving the marker to the left

Mailbox Printing: To Combine Two or More Documents into One, or Store a Document to Print when You Get to the Copier:

1. Click on **"Properties"** on the print screen (See Printing Basics, above).
2. Open the upper right, drop down window that currently says, **"Print"**
3. Select **"Store"**, you will be prompted that you have chosen **"Store"** mode. Click **"Yes."**
4. **Select the number of your mailbox, then give this file a name in the upper window.**
5. Click **"OK"** three times to send the document to the Canon copier
6. Repeat for each of the documents (in any format) that you want to combine, using the same mailbox number each time, but giving each file a different name.
7. Walk to the copier. Select the **"Mailbox"** button and push the number of the mailbox you stored your file(s) in.
8. Touch the name(s) of the files to be printed, in the order you want them to print. Push **"Print"** and **"Start Print."** (Note: The document will remain in the copier until it is erased).

9. Select the number of copy sets and any other options you want (like 2-sided or staple). Push **"OK"** and **"Start Print"**.

Secure Mailbox Printing:

1. Click on **"Properties"** on the print screen (see Printing Basics, above).
2. Open the upper right, drop down window that currently says, **"Print"**
3. Select **"Secure Print"**, you will be prompted that you have chosen **"Secure Print"** mode.
4. In the new box that appears, **type in your PIN number** (up to 7 digits).
5. Click **"OK"** twice to send the document to the Canon copier.
6. At the copier, touch **System Monitor** on the screen (lower right).
7. Push the Print Button and you will see your job listed on the screen.
8. Select the **"Secure Print"** button and you will be prompted to **enter the same PIN number**, then **"OK"** and the print job will be delivered.