

Print to the Copier from Your Computer

Our schools now have the capability of printing from the computer directly to the copy machine. Teachers may elect to use this option. **ALWAYS** check to see where you are printing before you press Print!

Printing to the copier from your computer will allow you to

- print any number of pages
- collate pages in a set
- print double sided pages
- hole punch
- staple

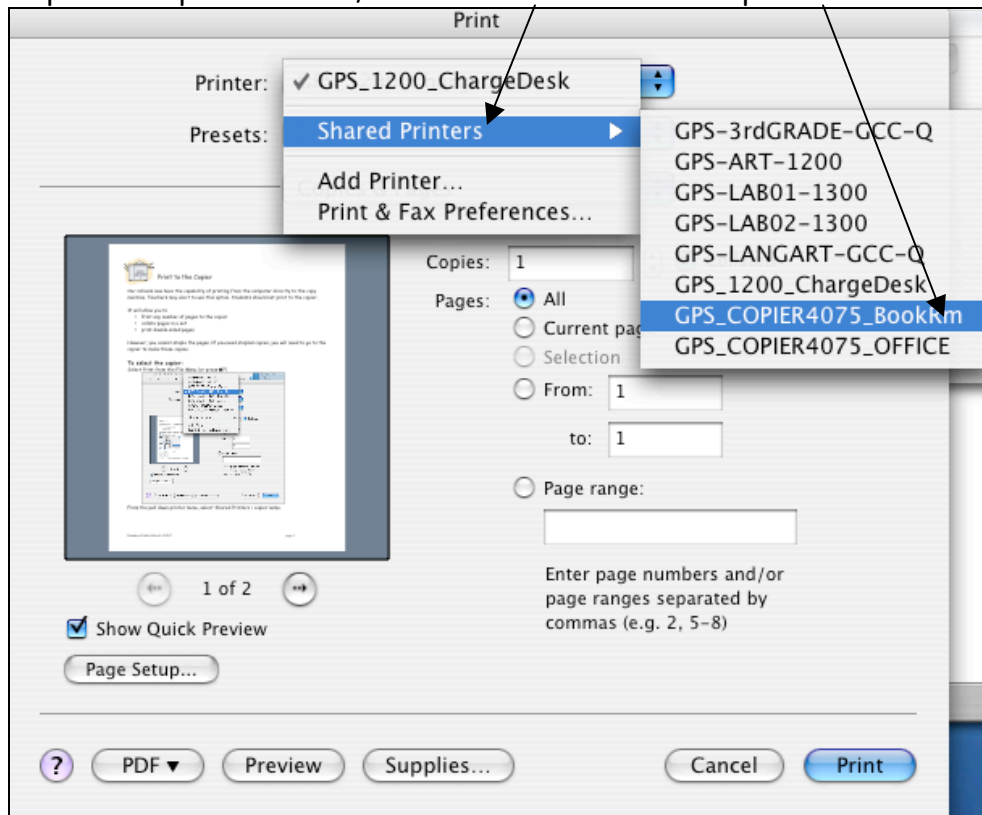
Guidelines:

- Although students can SEE the copiers in Shared Printers, they are NEVER allowed to print there for any reason.
- Teachers are encouraged to print to copiers when they have big jobs; this will help curb our printer costs. (We are billed for printing to our printers by the page)
- Courtesy demands that a teacher who sends a job to the copier from a computer either follow that job down to retrieve it OR schedule the copying for a time they know he/she can go down to retrieve it. (see Advanced Features) A large job, for example, can cause a copier to run out of paper; you should be there to remedy that!
- **Copier jobs from a person standing at the copier always take precedence.** At any time, a copier job that has come in from a computer takes second priority to a person at the copy machine who needs to make a few copies. If a job is already coming in from a computer, and the person happens to not be there to receive it, just put your document into the copier, and it will automatically interrupt. The copier will return to the computer's job when finished with your job.

To select the copier:

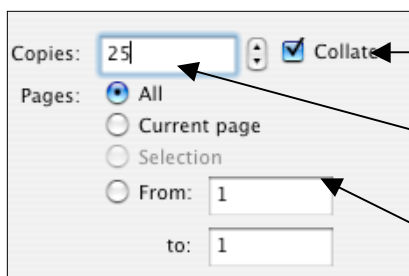
Select Print from the File Menu (or press **⌘P**)

From the pull down printer menu, select Shared Printers > copier name.



It will remember your choice, so **next time make certain to check where you are printing or it will go to the copier again!**

To Collate and print many copies:



Pages will automatically collate if the Collated Box is checked.

You can set the number of copies you want printed.

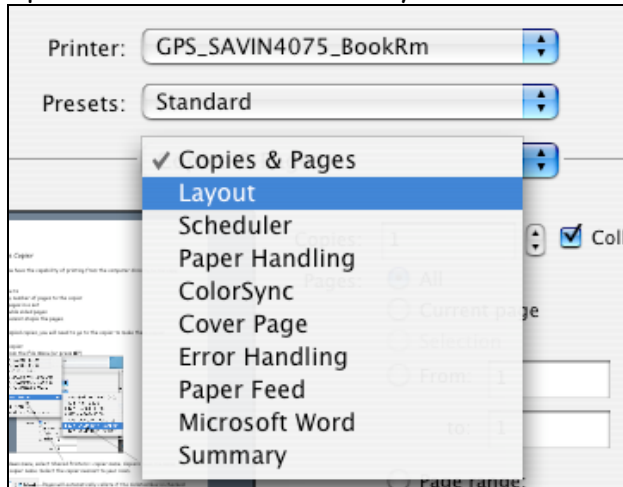
You can print specific pages instead of the whole document.

Advanced Features

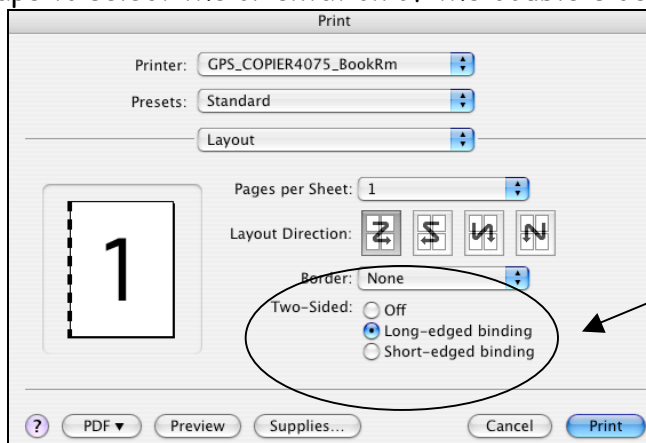
Make certain you have selected a copier from the printer list in order to use these features!

To print double-sided pages:

Use the pull down menu to select Layout . . .

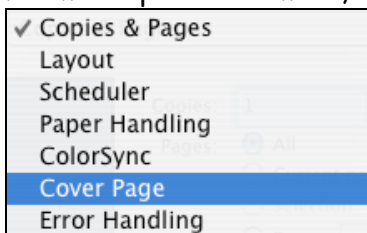


Select the Long edged-binding to print 8.5 X 11 (portrait) or Short-edged binding for landscape to select the orientation of the double-sided printing.

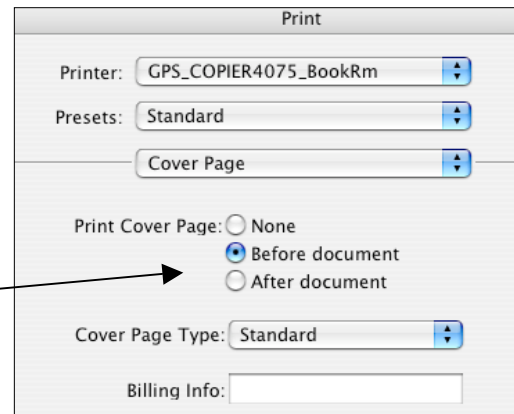


Add Cover Page - Print a single page before your set of copies to identify who sent the print job.

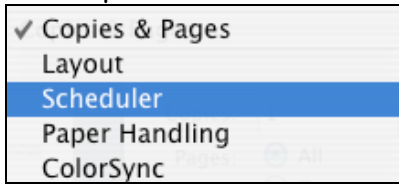
From the pull down menu, select Cover Page



Click Before Document.

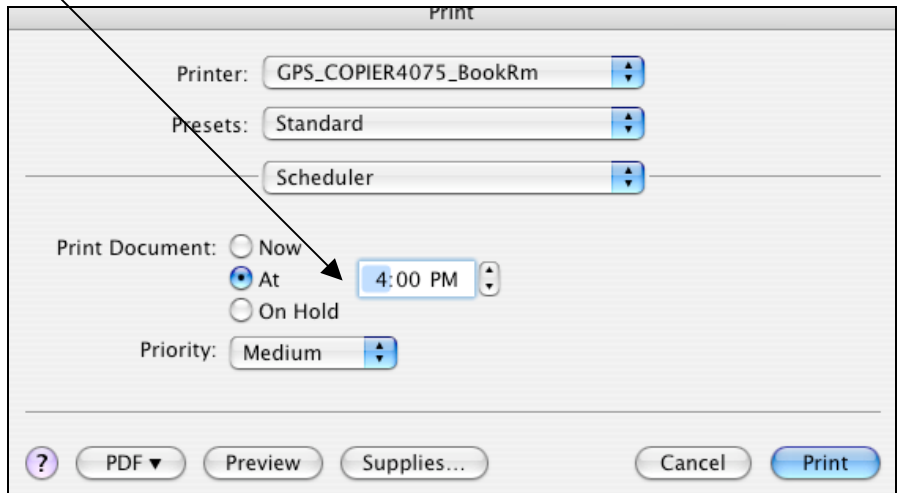


Scheduling -Tell the copier to print your document at a specific time.



From the pull down menu, select Scheduler

Set the time (Note: The copier will follow the computer's clock rather than the one on the copier.)



Stapling, Hole Punching:

Select "Printer Features" from Pull-down Menu.

Be sure to select 'Set 2" from the Feature Sets:

Use the pull-down menus to turn ON stapling and/or hole punching. Once you turn one ON, you have more options for where/how many staples or holes you wish to use.

