

Colby School District

# Training Packet

## *TOPICS*

- ❖ **Printing Defaults & Print Properties**
- ❖ **Follow Me Printing**
- ❖ **Copy Functions**
- ❖ **By-Pass and Special Paper**
- ❖ **Scan to Email & Scan Features**
- ❖ **Fax**

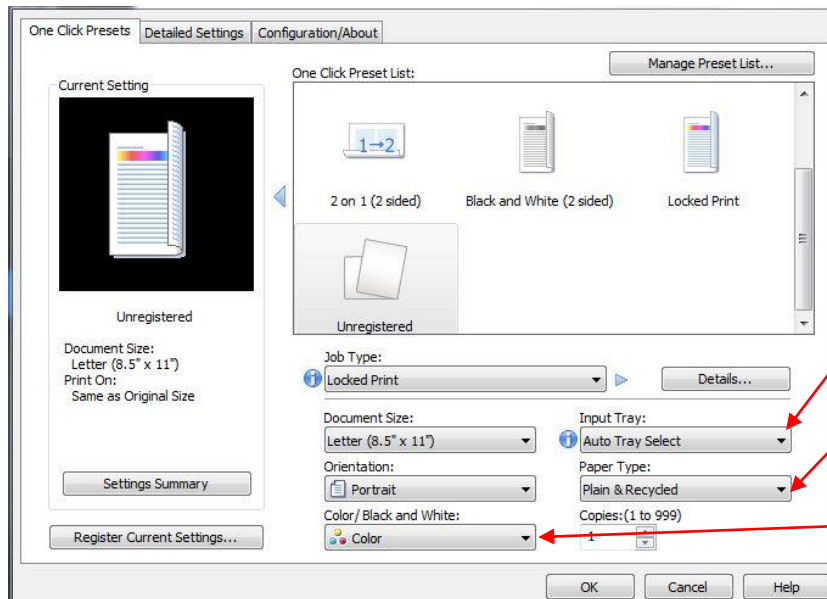
Training provided by:



economize.optimize.™

# Options in Print Properties:

Go to **File – Print**. Click on **Print Properties**



## Options:

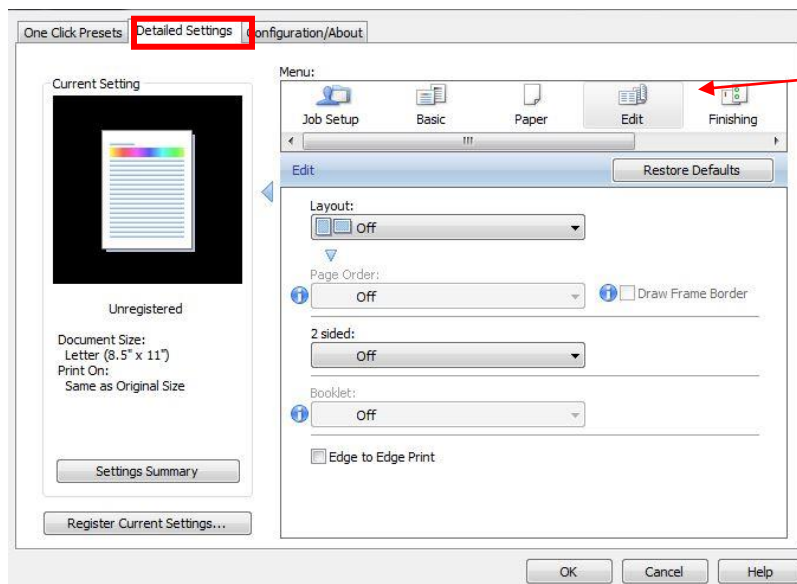
### Input Tray:

Select Tray 1, 2, etc or By-pass tray

### Paper Type:

Select cardstock, labels, etc.

### Color/Black and White:



## Detailed Settings Tab:

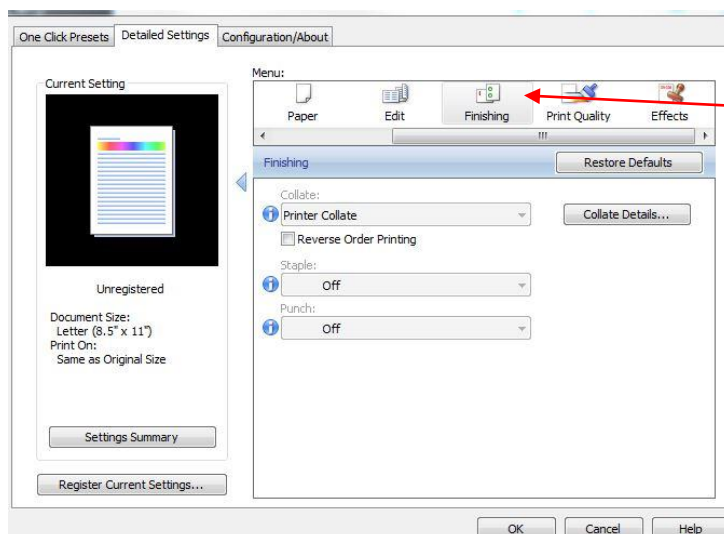
Click on **Edit** in top menu:

### Layout:

Option for combine 2 pages per sheet, etc.

### 2 sided (duplex):

Select Off, 2 sided open to left or 2 sided open to top



## Detailed Settings Tab:

Click on **FINISHING** in top menu:

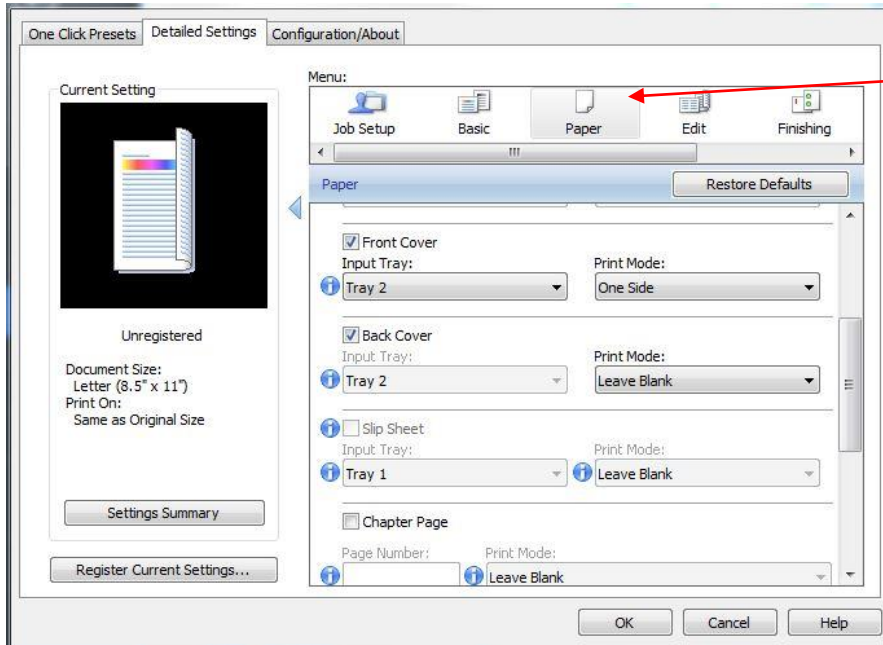
### Collate Option

### Staple: (if you have this option)

Select number of staples and position

### Punch: (if you have this option)

Select number of punch



**Detailed Settings Tab:**

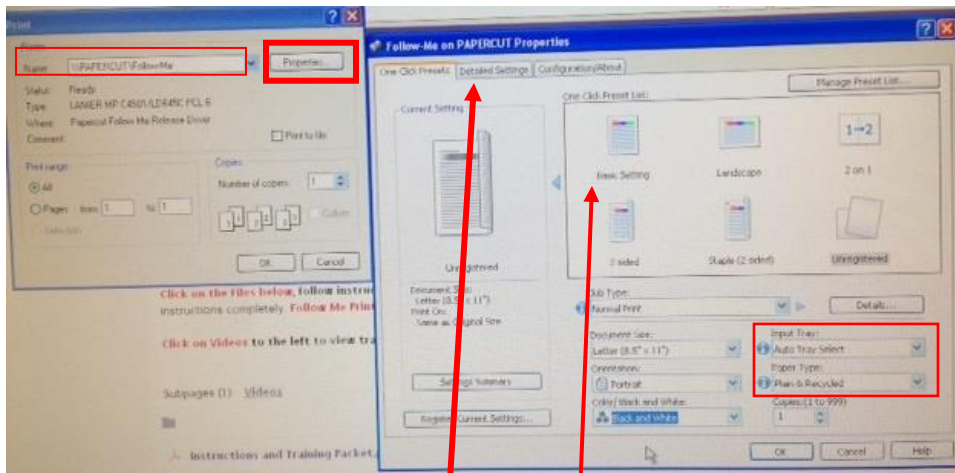
**Click on Paper in top menu:**

**Insert a Different Front and/or Back Cover:**

Options to the left  
If using front and back cover,  
they must be in the same  
drawer.

# Print Defaults

Print default settings are black/white and duplex (2-sided). Other Options listed below.



All print jobs will print 2-sided and B/W. For other options:

## File / Print:

Click on **PROPERTIES** for:

- single sided print
- color
- staple
- combine

**1-sided:** to just print on 1 side, click on *Basic Setting* and change color to black and white.

**Staple:** Click on the tab *Detailed Settings* to select Staple.

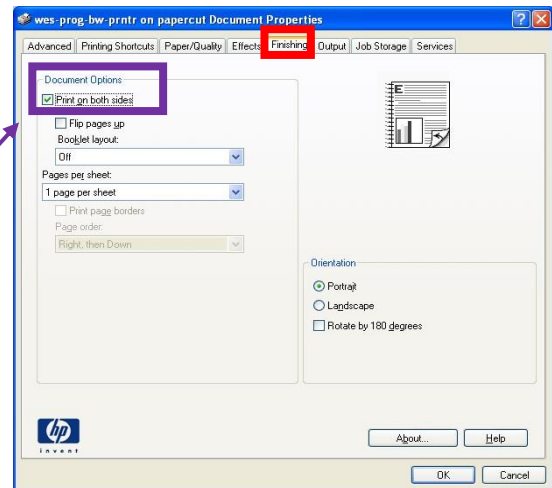
**Input Tray:** option to select specific tray or bypass tray and Paper Type: cardstock, labels etc.

## HP Printer Properties:

Some print properties may also appear in a different layout (to the right).

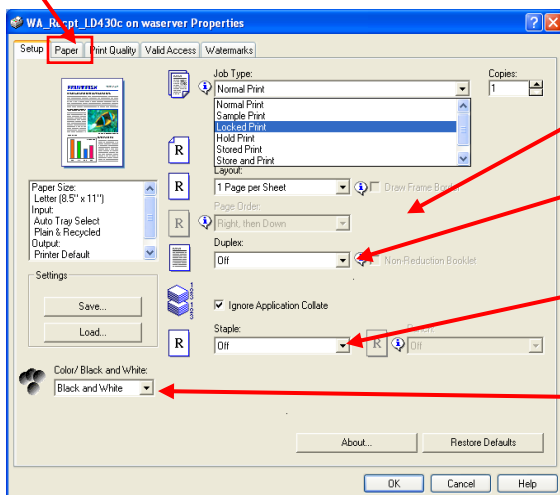
## 2-sided/Duplex:

Change under **Finishing** tab  
Uncheck the box **Print on Both sides** to turn off



## Another version of Print Properties:

**PAPER tab:** Finishing (duplex or single sided), paper trays, etc. When printing labels, card stock or colored paper you would select By-Pass here.



## Layout:

(Great for Handouts)  
Can print 2 pages onto 1 sheet (side by side)

## 2 Sided / Duplex Default

Click on drop down box and select Off

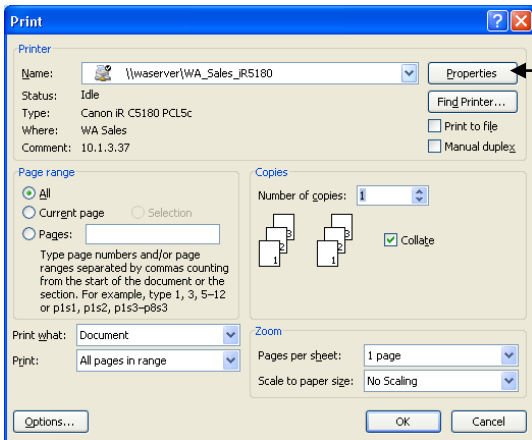
## Staple

If your printing to a machine with staples, click on drop down box for staple options.

## Color / Black and White

If you have an option for color, click on drop down to select color

# Change Settings when printing Cardstock or Heavy Paper

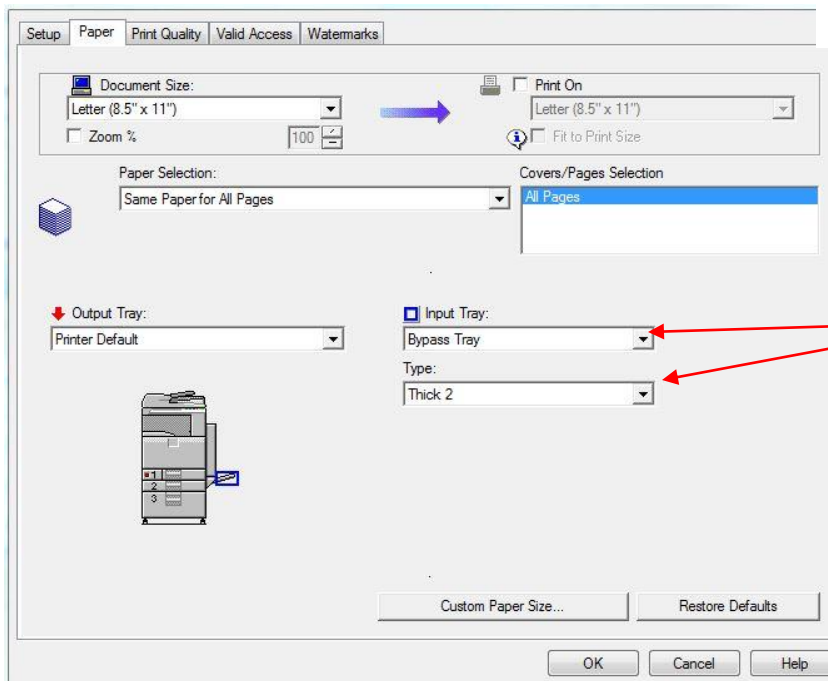


Go to File Print

Select **Properties** or “print properties”

**Paper tab:**

Select **Paper Size** or **Bypass Tray**  
Labels, Card Stock, etc.



**Bypass Tray – Thick 2.**

When in printing properties, this is the area where you can also set or change any of your other printing preferences such as staple, paper tray selections etc.

## **Follow Me** Printing to HP Printer

When you print, select the printer named – Follow Me. It will then be held in a print que until you retrieve it at a printer or copier.

To retrieve your print jobs, you must use your person login ID number. Copiers give you options. HP Printers with the black keypad do not give you options when releasing them.

**HP Printers have a black keypad attached to it:**

**Type in your ID number**

**All your jobs held in your Follow Me print que will automatically be released**

If you login to a copier/printer, you will have an option to select which jobs you want to print. The black keypads on the printers do not give you a choice. It releases everything you have held in your print que.

### **Troubleshooting**

1. If jobs do not print when you enter your ID number on the black key pad, first make sure the Num Lock light is on.
2. Login to a different printer or copier to verify your print job is in the que to determine if it is a problem with the specific keypad or if your job did not process through to the que.

# Follow Me Printing

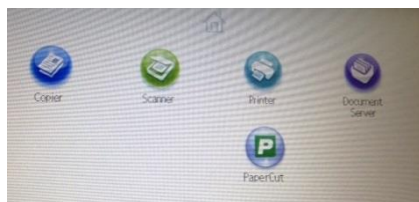
Follow me printing allows you to **print at any multi-function device within the county**. That is any printer/copier with a touch login screen. This feature provides new functionality for staff that travel to different buildings.

Follow Me is also secure for confidential printing.

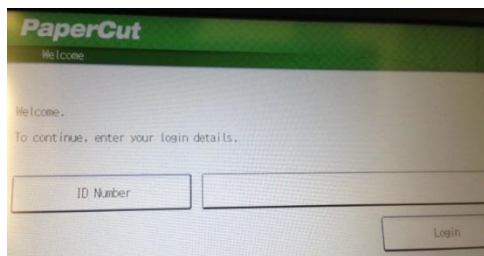
## How to use Follow Me Printing:

1. Go to File > Print.
2. Click on the drop down menu, select **Follow\_Me**, then **Print**.  
*No one else can access your print jobs when using Follow Me printing since you must login to access them.*
3. **Release your document to print** from any printer/copier with a login screen:

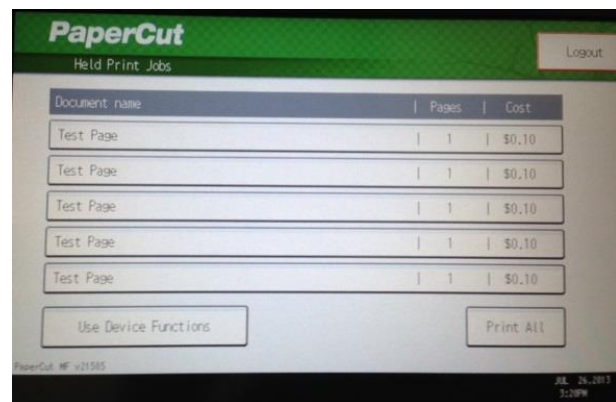
- Go to a multi-function device and select **Paper Cut** to login.



- **Login with your user ID number**



- **Select your print job** from the list displayed by Document Name or Print All.
- When you select a document, the next screen will ask you to Confirm print or cancel.
- **Use Device Functions** button (bottom left) will take you to Copy, Scan, Fax.





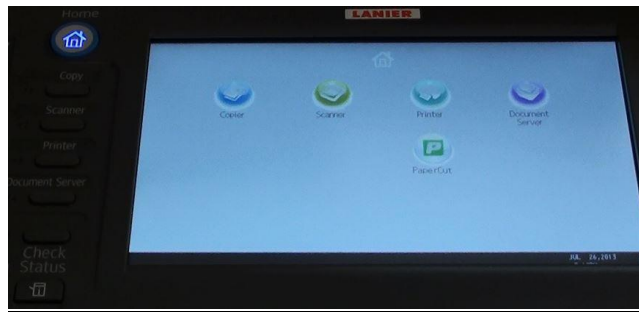
# Sign in to COPY

Individual **ID Numbers** are necessary for making copies and printing.

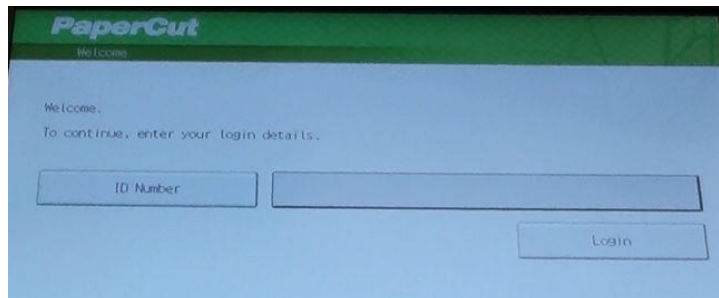
Your **Personal ID Number** is **numerical and assigned to you**. Do not share your code.

## COPY function:

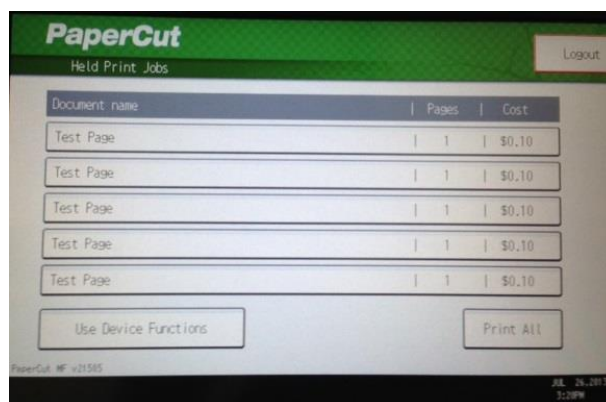
1. **Sign into Paper Cut** with your user ID number.  
If you hit Copy first, you will receive an **error**: “use key card”. Go back to **Home**.



2. Enter your **user ID Number** and **Login**.



3. Select [Use Device Function] to **COPY**



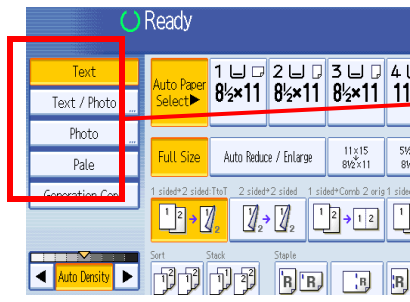
4. **Logout** when you are done before walking away from machine located on right panel.  
Use Login/Logout button on right of pane.
5. You can also press **Home** and **PaperCut** to get to the login/logout screen.



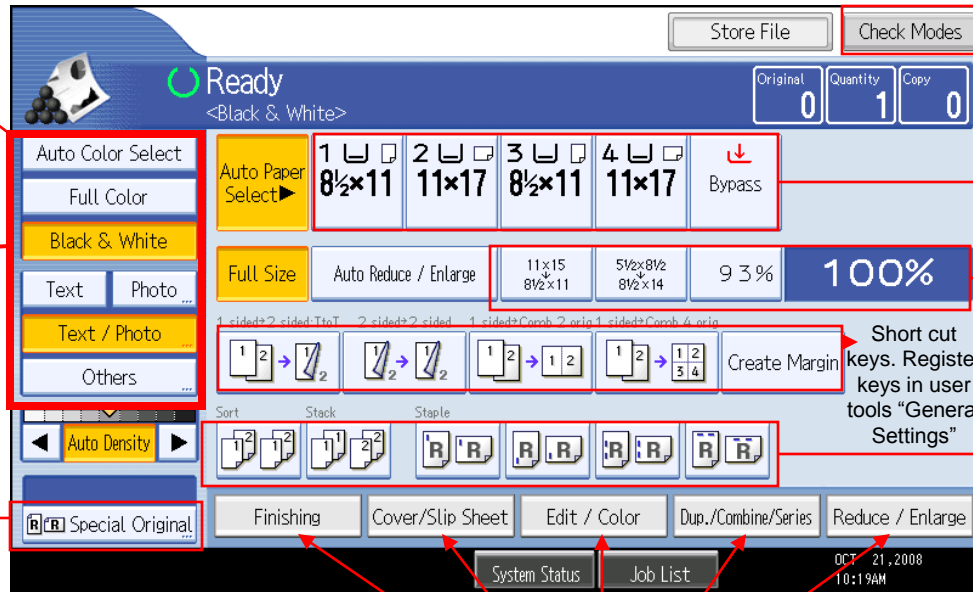
# Color Copier Display Panel

Specify color mode and quality.

## Black & White Display



Batch & Mixed Originals.



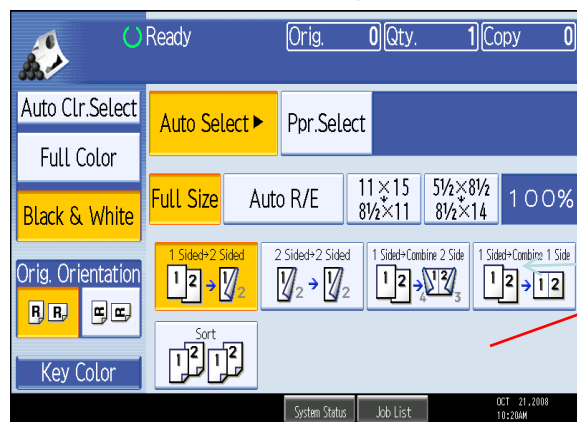
Confirm current settings.

Paper tray status.

Frequently used reduce/enlarge ratios. These can be adjusted to suit users needs.

Finishing options. Sort, Stack, Staple and punch.

## Simplified Display



Extended feature options including; margins, stamps, page numbering, covers & slip sheets.

Finishing options may be added to this screen.



Key color is only available in simplified display mode.



# COPY FUNCTIONS

## Hard Buttons on Right Control Panel:

### SAMPLE COPY

Use this option to review a print before making a long copy run after selecting settings.

Place originals

Select any other necessary functions for copy job (sort, staple, 2-sided, etc.)

Enter number of desired copies

Instead of **[START]** press **[Sample Copy]** key

-One set is delivered as a sample

If Sample Copy is acceptable, press **[Continue]**

-The number of copies made is the number of copies requested minus the proof copy.

If you press **[Suspend]** after checking the results, return to step 1 to adjust the copy settings as necessary.

-Depending on the combination of functions, you may not be able to change some settings.

You can press **[Sample Copy]** again or press **[Start]** to output the job

### NEW JOB

You can key in a new job behind a current job running. You do not have to wait for the current job to finish. Set new setting and copy. The job will be placed in the que and printed immediately after the current job.

### INTERUPT Option (button on top right of control panel)

Use the INTERRUPT function when you want to interrupt a long copy job, to make urgently needed copies.

Press the [Interrupt] key

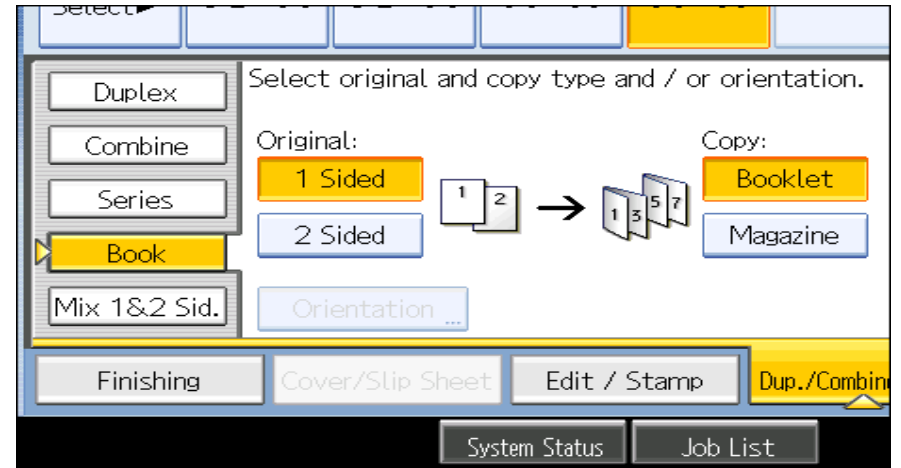
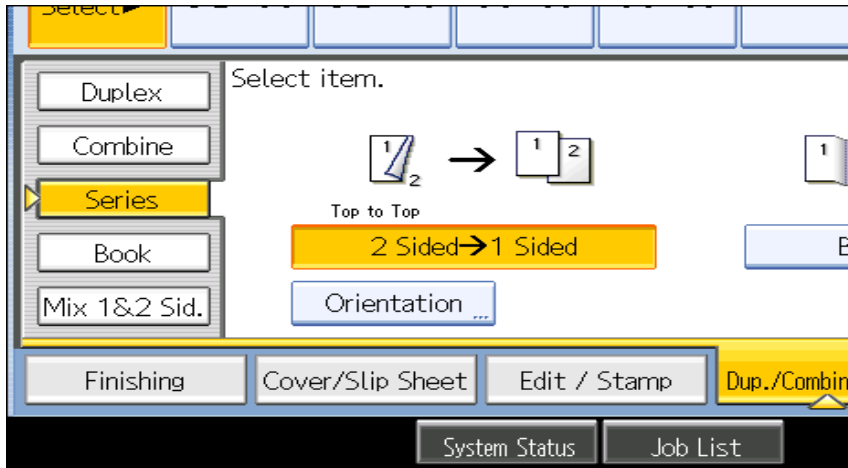
Place the originals in the document feeder or on the glass. Select Settings

Press the [Start] key and the machine starts making your copies

Press the [Interrupt] key again (the interrupt indicator goes off) press [Start]

The previous job continues.

# Dup./Combine/Series



## Full menu for short cuts on panel

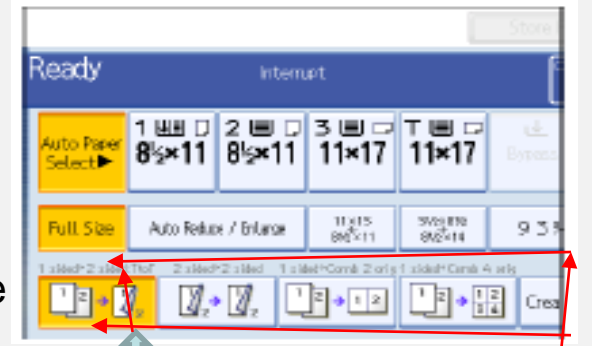
**Duplex** – 1 sided+2 Sided

2 Sided+ 2 Sided

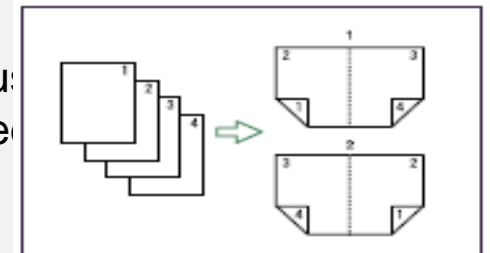
**Combine** – Combine multiple pages on single pages with options for 2 sided or single sided output and options of placing 2, 4, 8 or pages on a single page. Users can choose different size pager for output.

**Series** – output documents from 2 Sided to 1 Sided  
Copy 2 face forwarding pages of a book to 2 single pages.

**Book** – Create a magazine output (use booklet for 4 page output) u: Magazine for 5 or more pages. When the booklet finisher is installed Users can choose to have the job stapled and folded.  
Use to copy 2 face forwarding pages of a book as a duplex output.



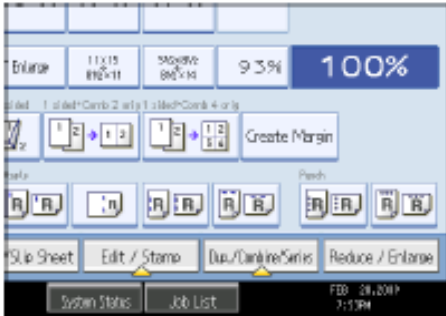
Default Screen Settings



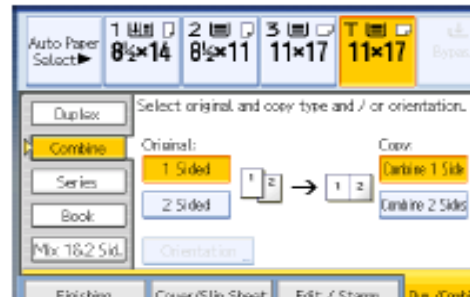
# Combine Multiple Pages to 1 or More Pages

Use this option to combine multiple single pages or 2 sided pages for multiple pages copied on each side of a page. Originals can be copied in portrait or landscape orientation.

## 1. Press [Dup./Combine/Series].

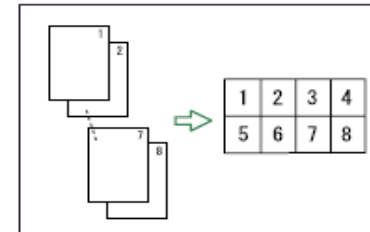


## 2. Press [Combine].



## 1 Sided 8 Pages → Combine 1 Side

Copies eight 1-sided originals to one side of a sheet.



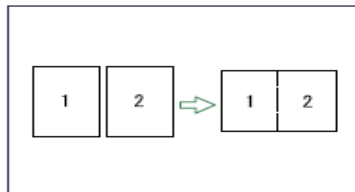
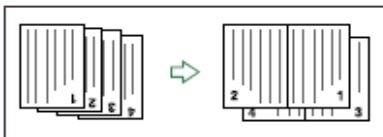
## 3. Select [1 Sided] or [2 Sided] for Original, and then press [Combine 1 Side] for Copy.

Placing originals (originals placed in the ADF)

- Originals read from left to right



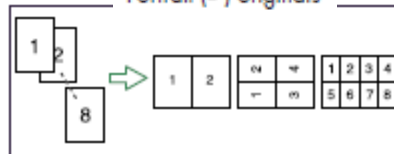
- Originals read from top to bottom



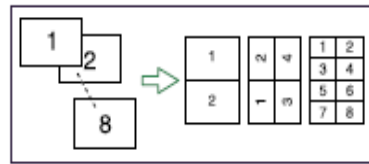
## 1 Sided 2 Pages → Combine 1 Side

Copies two 1-sided originals to one side of a sheet.

Portrait (📄) originals



Landscape (📄) originals



## 1 Sided 4 Pages → Combine 1 Side

Copies four 1-sided originals to one side of a sheet.

## 4. Select the number of originals to combine.

## 5. Select the paper size.

## 6. Press [OK].

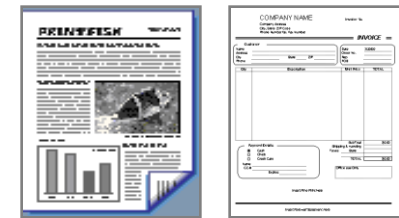
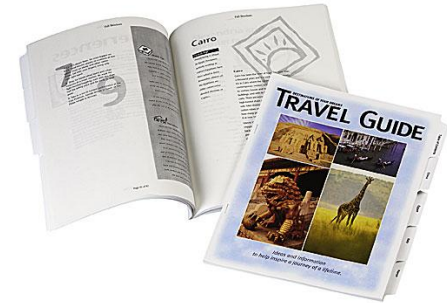
## 7. Place the originals, and then press the [Start] key.



Some of these options are available from the main copier panel. You cannot use the Bypass tray with this option.

# Book Copying

Place open Book on Glass Platen



Book 1-Sided

Press [**Dup./Combine/Series**] button

Select [**SERIES**] button

Press [**Book - 1 sided**] for single pages

Outputs 2 single pages for the right and left pages

Press [**OK**]

**OR**

Press the [**BOOK**] button

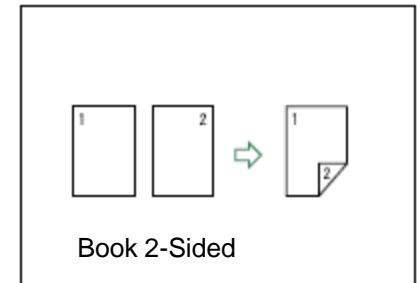
- Select [**BOOK TO 2 SIDED**]

- Copies the left and right pages and place front and back to a single page

- Press [**OK**]

Enter desired sets

Press [**Start**]

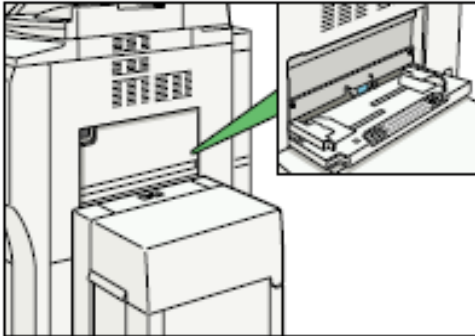


Book 2-Sided

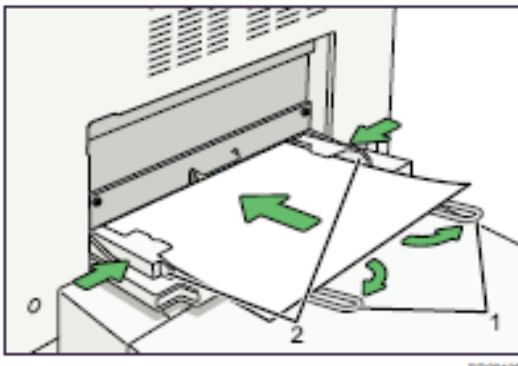
# Using the By-pass Tray

For Labels, OHP Transparencies, Cover Stock

1. Open the bypass tray.



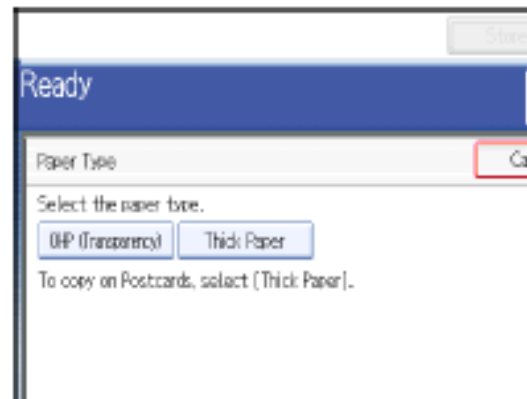
2. Place copy paper in tray  
Adjust tray paper guides to fit paper size



3. On copier panel press the # key

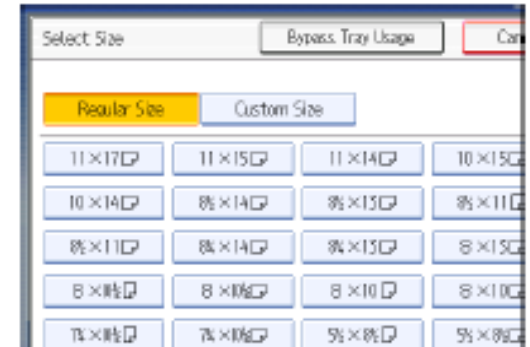


4. Press Paper Type, Select Paper option, Press OK

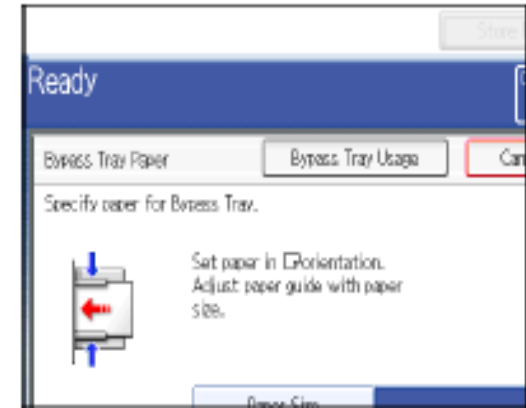


5. Press Paper Size

Select the paper size.



6. Press OK

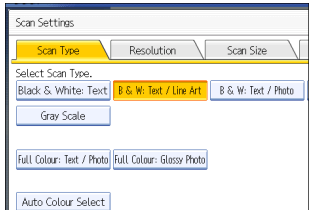


7. Place originals, enter desired number of copies, press START, Press Clear Modes

# Scanner Display Panel Options

Select tabs to switch between email and folder scan destinations.

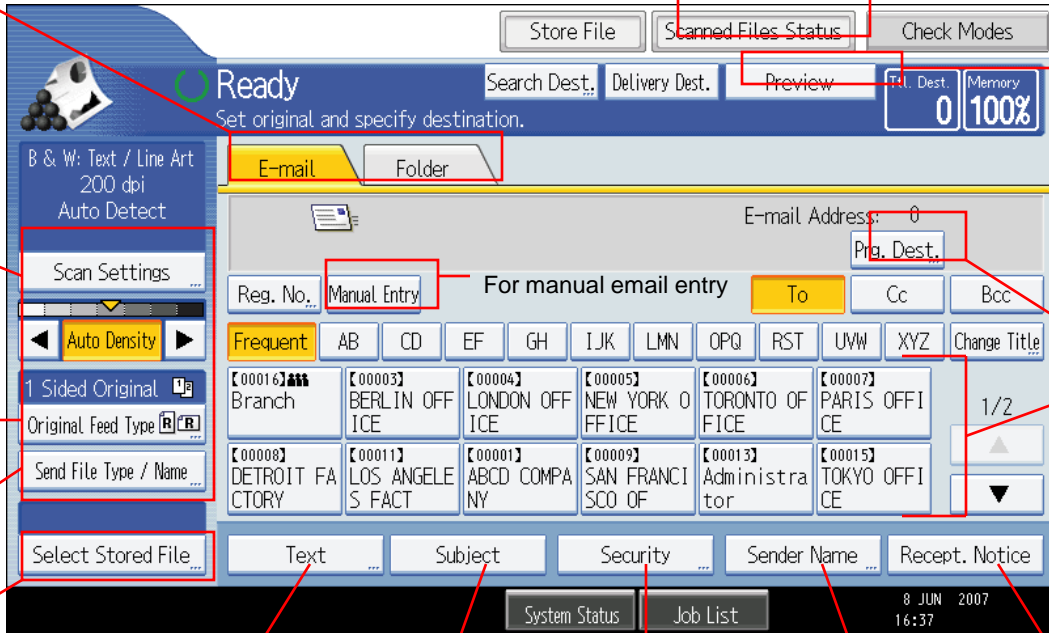
Set resolution, scan size & scan type.



One or two sided original.

Set file types between multi and single page PDF, TIFF and JPEG\*

Select file stored in the document server.



Add email message.

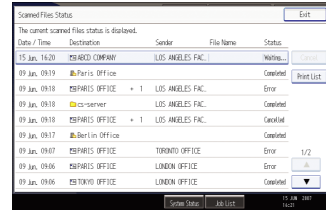
Add subject heading.

Add security features to document i.e. encryption & signature.

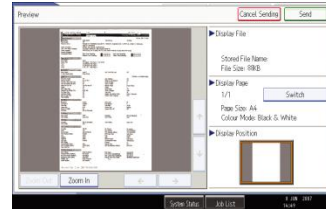
Set sender from list of registered users.

Set up notification when your email is opened.

Check file status.



Preview scan before sending.



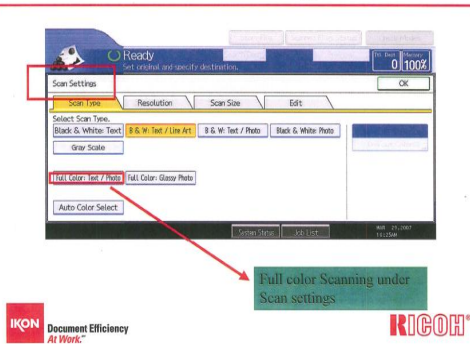
Program email destinations into one touch buttons. Groups and individual addresses can be programmed.

\* JPEG scanning in single page mode only.

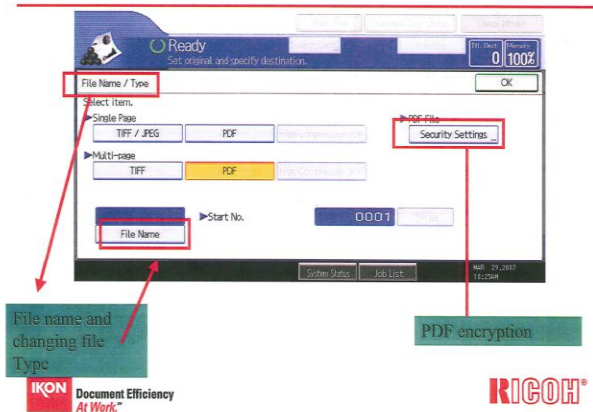


# Scanning Options for Documents

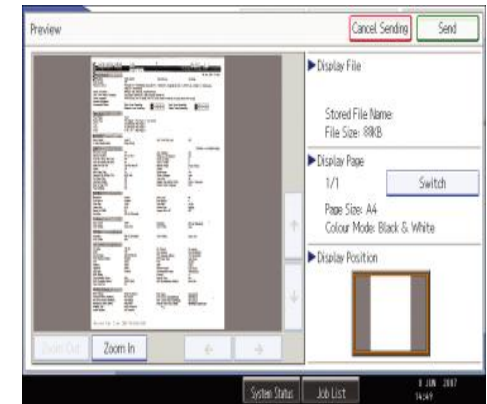
## Scan Settings



## File Type and File Name



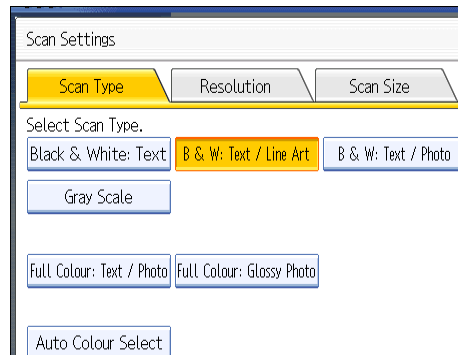
## Preview scan before sending.



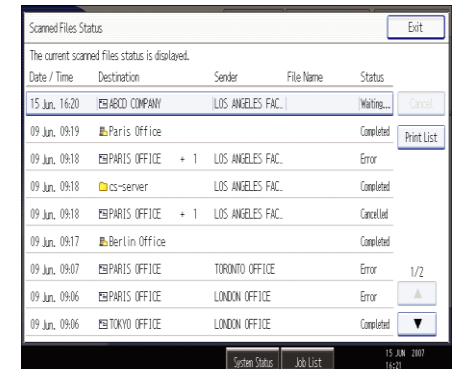
## Drop Out Color From Documents



## Select Document Types



## Check file status.



(Note: Screenshots are provided for reference purposes only. Your display may vary depending on your operating system and device.)

# FAX

Ricoh/ Lanier

If your original document is **2 Sided**, Select 2 Sided Original here.



## TX File Status:

Check status of faxes you sent / transmitted

## RX File Status:

Check status of faxes Received

**To Fax A Document**  
Press [Facsimile] key

Place Document in Feeder or on Glass  
Enter Fax Number using numeric Key Pad or  
Select from Programmed List  
Press **Start**