This photocopier may look big and complicated, but it’s actually pretty easy to use. To use it for basic copying needs, you may either open the top of the photocopier and place the document on the screen face down, aligned up with the upper left corner, or you may put your document face up in the tray on top of the copier as the picture on the right shows (The tray on top is useful when copying a document that is several pages long. The tray will feed one page after another through the copier and copy them one after another. This is a lot easier than placing one page at a time on the photocopier’s screen). After you have placed the document, select the number of copies using the keypad on the right, and press Start.
Using the Simplified Display Screen

The image shown above is the home screen, or the screen you will see when you turn the photocopier on. It is also called the **Simplified Display Screen**, because it is a simplified version of the display screen itself. It only displays the options people use the most when customizing their print jobs. These options are described below:

The numbers below correspond with the numbers shown in the image above.

1) This section allows you to specify whether you would like to copy your documents in black and white or color.
2) This section allows you to specify the direction the originals are to be inserted into the tray on the top of the photocopier.
3) There are three different trays of paper the photocopier can take paper from in order to copy. The **Ppr Select** button allows you to specify which tray you would like the photocopier to take the paper from. Perhaps the patron would like to copy their documents on a certain kind of paper. Load that paper in one of the trays and then use this option to select that particular tray. Otherwise you can push the...
Auto Select button and the photocopier will take the paper from the default tray.

4) This section allows you to reduce or enlarge the documents you are copying. The Full Size button will copy the original in full size. The Auto R/E will fit the paper to the default 81/2 X 11 size. The two buttons to the right of these options will perform the command that they say. These are common size enlargements and reductions. You will find more enlargements and reductions on the other display screen.

5) This section allows you to specify how you would like the photocopied pages to be arranged. For example, the first button will take pages which are one-sided and make them two-sided. The second button will maintain the format of a two-sided page when it is copied. Refer to the diagrams on the buttons in order to make the correct selection.
The bottom picture shown above is the Display Screen. From here you can make specifications about your print job in greater detail. To get to the Display Screen, press the Simplified Display button just to the right of the Start button. You can also return to the home screen by pressing that button again. Many of the options shown here are the same options you will find on the simplified display screen, so I will not describe them again, but I will describe the new options on this screen.
The numbers below correspond with the numbers shown in the image above:

1) This section will allow you to specify whether you want to copy a document containing text, a picture, or a different type of medium.

2) This section allows you to specify how dark you would like the ink to appear when you copy. Use the arrows to make the ink darker or lighter.

3) This section gives you one more formatting option you can choose from when deciding how to format your copied document. It also will allow you to create margins for your document.

4) This section allows you to specify how you would like your copied documents to be sorted. The button on the left will sort them by putting them in numerical order. The button on the right will sort them by putting all the pages that have the same number together. For example, all the first pages will be stacked together, then all the second pages will be stacked together and so on.

5) This section allows you to specify whether you would like your documents to be stapled, as well as where the staple should go on the document. Select the button that contains the picture which will staple your document in the most appropriate way.

6) The Finishing button contains a menu with more in depth options about sorting and stapling your copied documents.

7) The Cover/Slip Sheet button will allow you to add a cover sheet to your document. It has several different options you can choose from so you can specify how you want your cover to be placed within your copied document.

8) This button will allow you to specify how you want colors to appear on your copied document. You can decrease or increase the brightness of the colors that will appear on your copied page as well as specify how colors will appear when they overlap.

9) The Dup./Combine/Series button will give you even more options about how you want the format of your copied document to appear. These options include combining to double-sided, putting two or more pages onto one, and sorting your documents to print in the order of a book.

10) The Reduce/Enlarge button gives you many options which will allows you to specify how much you would like to reduce or enlarge your document.
There are times when students have a multiple paged document they need to scan into the computer. Scanning each individual page can be time consuming. But you can use the photocopier to scan multiple paged documents quickly, one page after the other. The first thing you will need to do is place the document face up in the blue tray on top of the photocopier. Then press the Fierydriven button on the left side of the control console as the image shows above.
Make sure the **Scan** tab is selected, and then press the **Scan Options** button.
When you press the **Scan Options** button, this screen will appear. There are nine different options you will have to maneuver through in order to plan your scan correctly. These options are described below:

**NOTE:** Going through all these options sounds tedious, but they are necessary. This photocopier does not have a default setting that scans will usually scan to, so it will scan your document using the presets specified by the person who used it before. You have to look at each of these options so the scan will turn out the way the patron specifies.

The numbers below correspond with the numbers on the image above.

1) **Image Mode** allows you to specify whether you are copying a document that has text on it, or a document containing a picture. Press this button and select the appropriate mode.  
2) **Resolution** will allow you to specify how many pixels the scanner should use while scanning your document. A document containing text should be at about 200-300. A document containing a picture will probably need a higher resolution in order to get a really clear picture.
3) **Brightness** allows you to specify how dark you would like the ink to appear. Use the arrows to adjust it's brightness.

4) The **Drop Out Color** button allows you to choose a color you want to be dropped out of the scan completely. Just select the appropriate color.

5) The **Erase Mode** button allows you to pick a position in the document that you don't want to include in the scan.

6) The **Page Size** button allows you to specify the size of paper you would like the scan to appear on.

7) The **Orientation** button allows you to specify whether you want the document to be scanned in portrait, or landscape mode. It also allows you to specify whether the original is a single-sided document or a double-sided document.

**NOTE:** When you choose double-sided, you will have to select one of the options that appear below. One of the options is **Top to Top**. This means when you turn the double-sided original over by taking it on the left side of the paper and flipping it, the material on the other side is right side up. The other option is **Top to Bottom**. This means if you hold your document from the bottom and flip it over, the material on the other side will appear right side up. Select the appropriate button for the document you are scanning.

8) The **Compression** button allows you to compress the document you want to scan.

9) When scanning a document the patron may have more than one document they need to scan. The **Split Mode** button will give you about 60 seconds to put the next document to be scanned on the tray. If you have placed the document on the tray before the 60 seconds are up, you can press the pound key on the number pad, and the next document will start scanning.

After you have specified the settings for your scan, press the **Add to Preset** button in the bottom right corner of the screen.
Pressing **Add to Preset** will bring you to a page with a keyboard. Name the new preset and press **OK**.
Now that you have made and named your preset, you have to select it. Follow these directions below:

The numbers below correspond with the numbers on the images above.

1) Pressing **OK** on the previous page will bring you back to the page with the preset options. At the bottom of the screen, press the **Preset** button.
2) This will take you to another window which will give you two options. The **Scan Option Preset**, and the **Destination Preset**. Select the **Scan Option Preset**.
3) This will take you to a window that lists all the presets that are saved in the photocopier. The preset you created is probably further down on the list. So press the down arrow.
4) You should see the preset you created. Select it by pressing it on the touch screen. Then press **Load**.
Selecting the Destination Preset

Now that you have selected and loaded the scan preset, you need to select the destination preset, or select the computer you would like the photocopier to scan the image to. To do this, follow the directions below:
1) After you have selected **Load** in the previous step, you will be sent back to the preset window. Now press the **Destination Preset** button.

2) You do not need to design your own preset for the destination computer. We send scans to one default computer only. Therefore there is only one preset you can choose from: the **noproxy** preset. Select it, and then press **Load**.

Now that both presets have been selected, press the **Start** button, and the document will scan.

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**Retrieve the Scanned Document From the Computer**

1. ![Photo of a desk with a stack of paper]
2. ![Photo of a computer desktop]
3. ![Photo of a computer file structure]
4. ![Photo of a computer file structure]

Now that the scan is complete, you can return to the original copy windows by pressing the **Copy** button on the left of the console. The computer that all scans from the photocopier are sent to is the mac computer in the cage. Retrieve the patron's scanned document by following the directions below:

This time the numbers below do not correspond with the numbers on the pictures above.
1) Obtain a **USB drive**. These are now kept in Nathan's office, but first ask the student if he/she has one of their own.

2) Open the **Shortcut to Teacherlink** folder located in the upper left corner of the screen.

3) Find the **Photocopier** option in the window that opens and double click on it.

4) From this new window, find the document that was scanned. You will want to open it to see if it scanned alright. Then close it. (The scanned item may be difficult to find because it's name is just gibberish. A good clue to use when searching for the scanned item is to look over to the right where the date and time the item was scanned appears. If the date and time match the date the time when the item was scanned, then it is the right item.)

5) Open the USB drive you inserted into the computer.

6) Drag the scanned document into the USB drive. Eject it, and allow the patron to save it onto their own computer.

**NOTE:** It's always a good idea to go back and delete the scanned item off the mac computer.