Copier Training

Quick Tips

And

Authentication

Procedures

Orange County
Public Schools

!!!!!Please Follow These Steps <u>The First Time</u> You Use The Machine!!!!!

The first time you log in you may be asked to re-register your card by manually logging in. If you have problems call the help desk.

Logging In
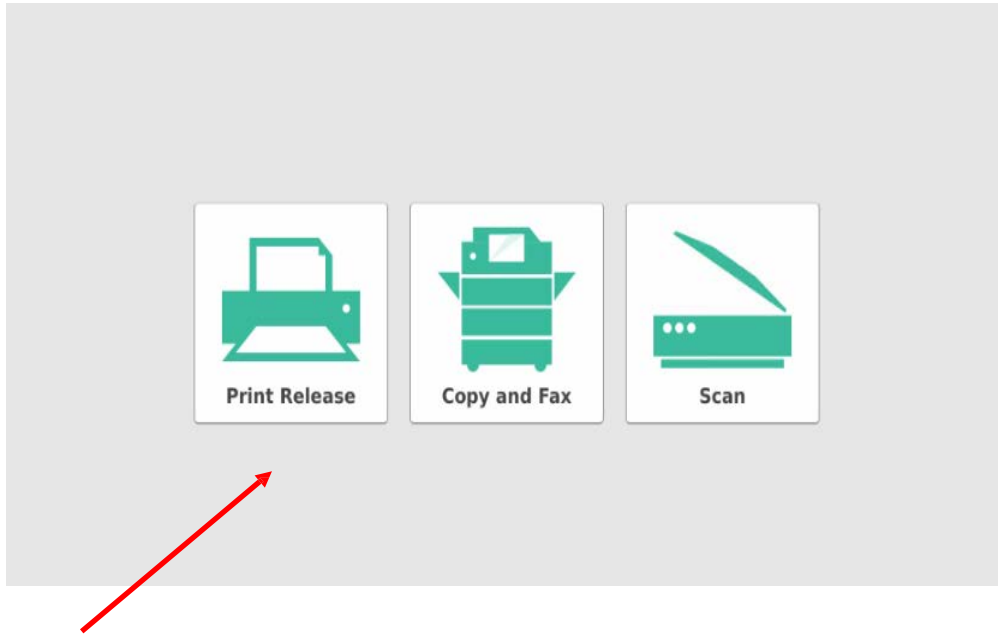
Welcome Screen Log In

You may log in with your ID Badge by touching the card to the area to the left of the control panel. You may also log in with your network credentials if you do not have your ID badge.

Once you are logged in you may:

- **Print Release**
- **Make COPIES**
- **Scan**

Toshiba PaperCut Training Guide v082919_Rev3

Releasing Held Print Jobs

Print Release-Print held print jobs at any Toshiba copier

Copy and Fax- Takes you to the main control panel for copy jobs

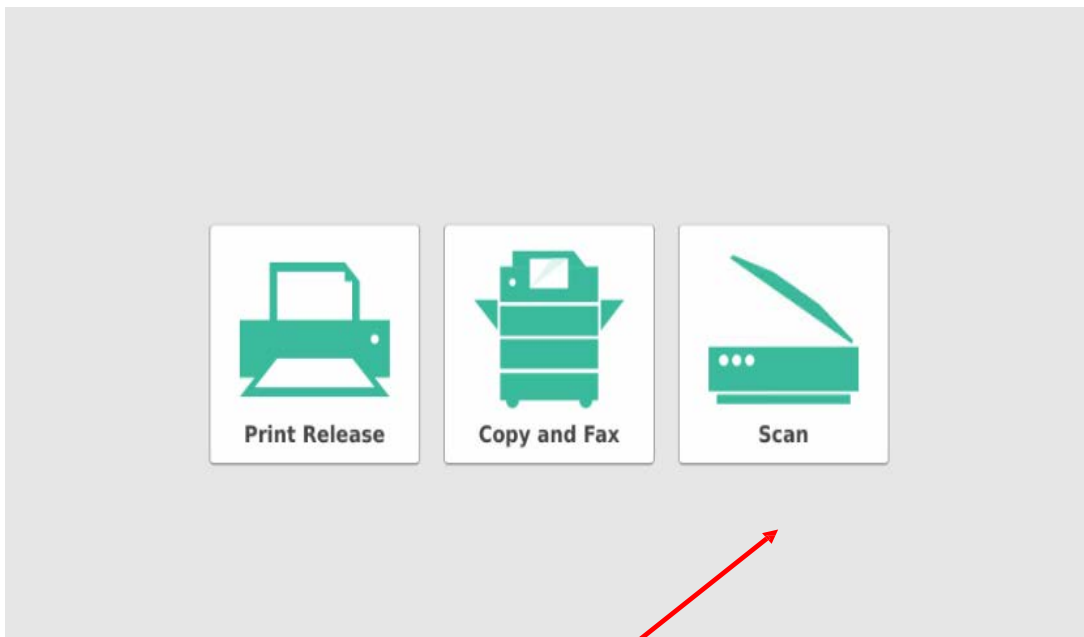**Scan-**This will allow you to scan to your email.

Releasing Held Print Jobs-You may go to any Toshiba copier to release your print jobs. Simply log in with your card and select PRINT RELEASE. You will see a list of your pending print jobs per the diagram below. Touch the job(s) you wish to print, select the number of copies, and press PRINT. You may delete jobs that you no longer need.

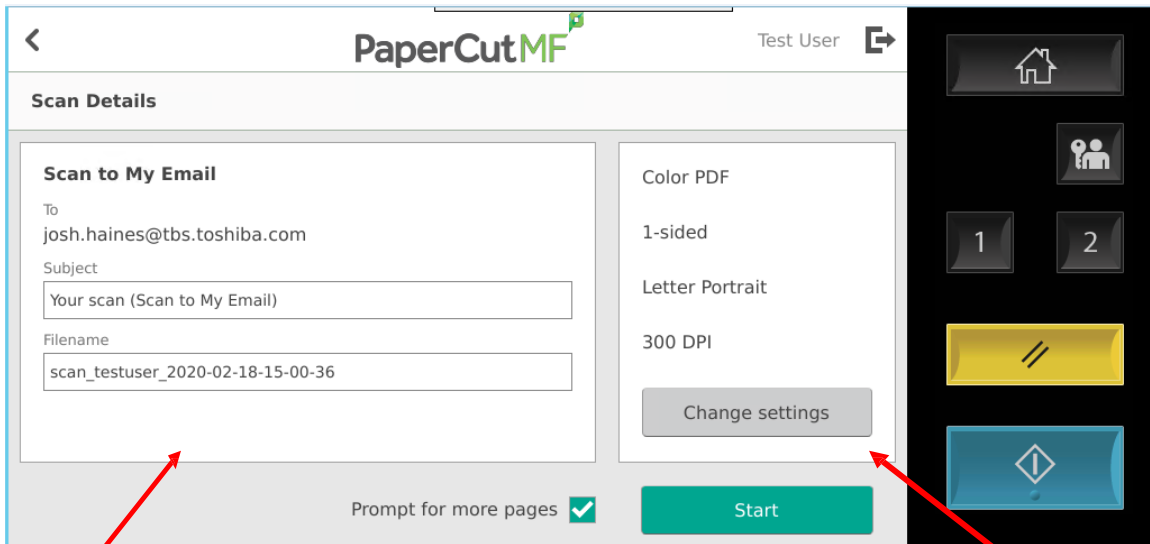# Integrated Scanning

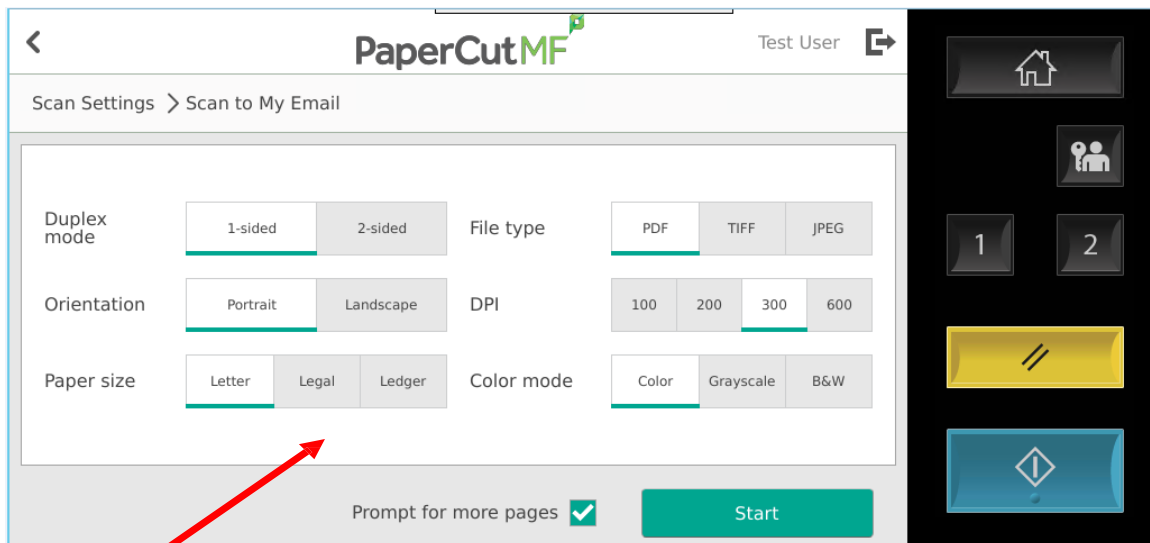**Scan-**This will allow you to scan to your email.

Users can scan documents to predefined folders and email addresses.
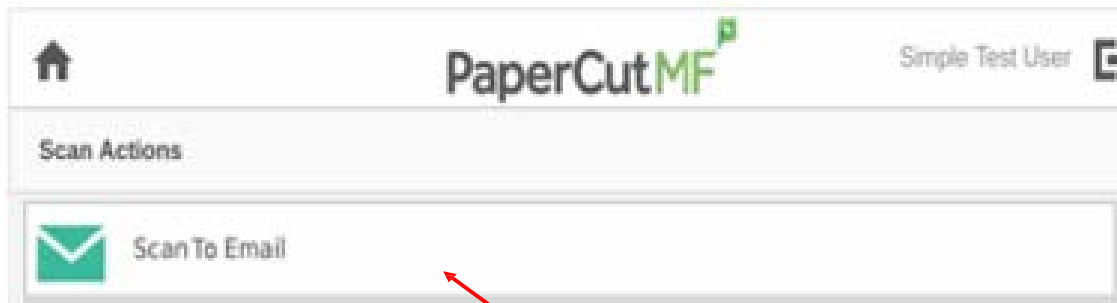

Click on Scan to Email.

In Scan Details, you can customize the "Subject" and 'File Name" as well as click on "Change Settings" to further customization.

In Change Settings, you can alter your duplex mode, orientation, paper size, file type, DPI and color mode. Upon customization completion, click 'Start" then the blue button on the lower right-hand side.

Copy and Fax Functionality
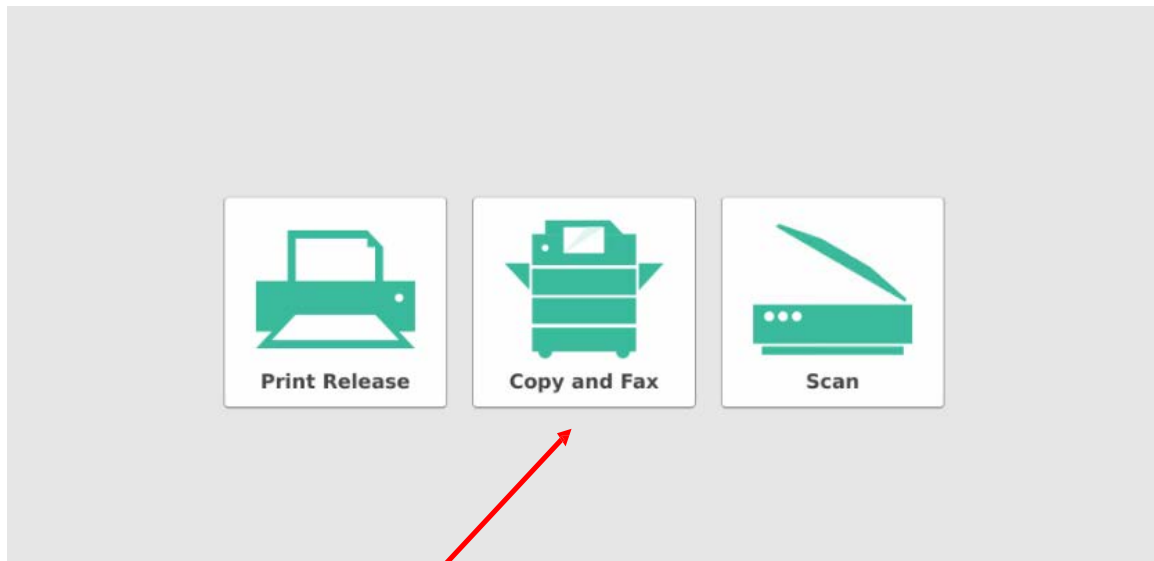
Copy and Fax
Takes you to the main control panel for copy jobs

Press the Copy and Fax button to reach the copy controls.

Copy:

❶ Select the number of copies or sets

❷ If you wish to make Landscape copies, make your selection at figure 2 below.

Fig. ❸

Select **Finishing** to sort into sets with staples

Select **2 Sided** to select 2 sided (Duplex) copy modes

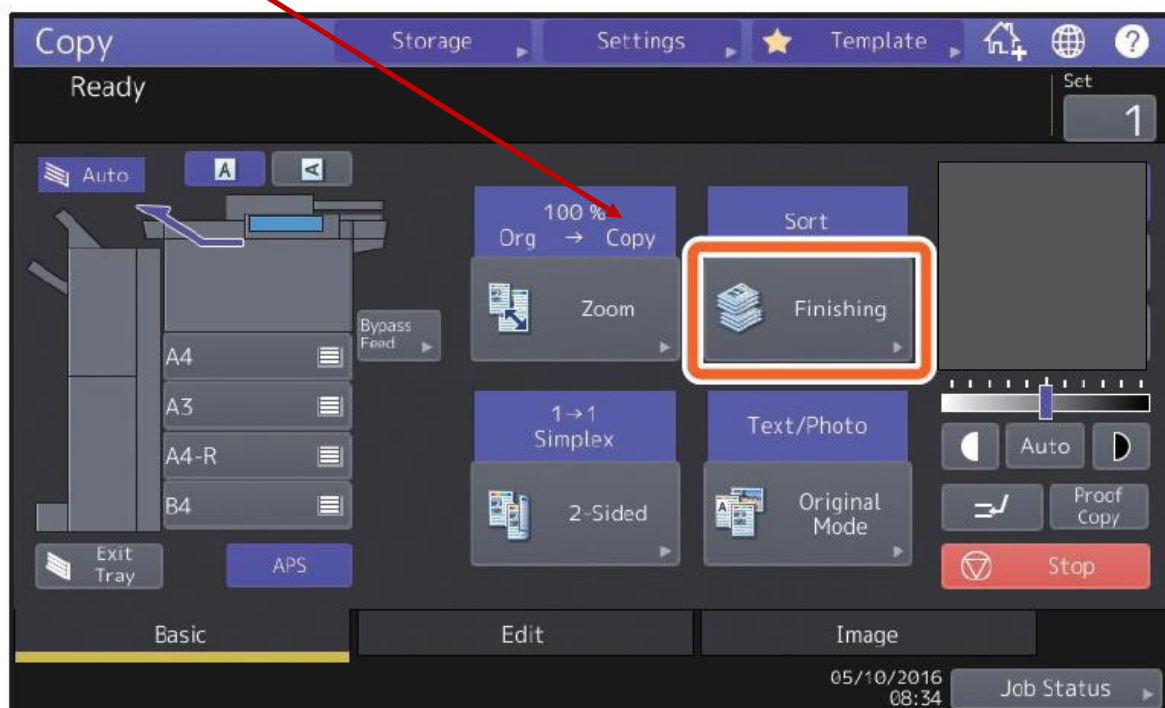Select **ZOOM** to reduce and enlarge (25-400%)

Select **Text/Photo** to copy photographs.

NOTE: the color controls will be on front office units only

Creating Stapled Sets:

You may corner staple, or create a booklet with two staples on the left-hand side
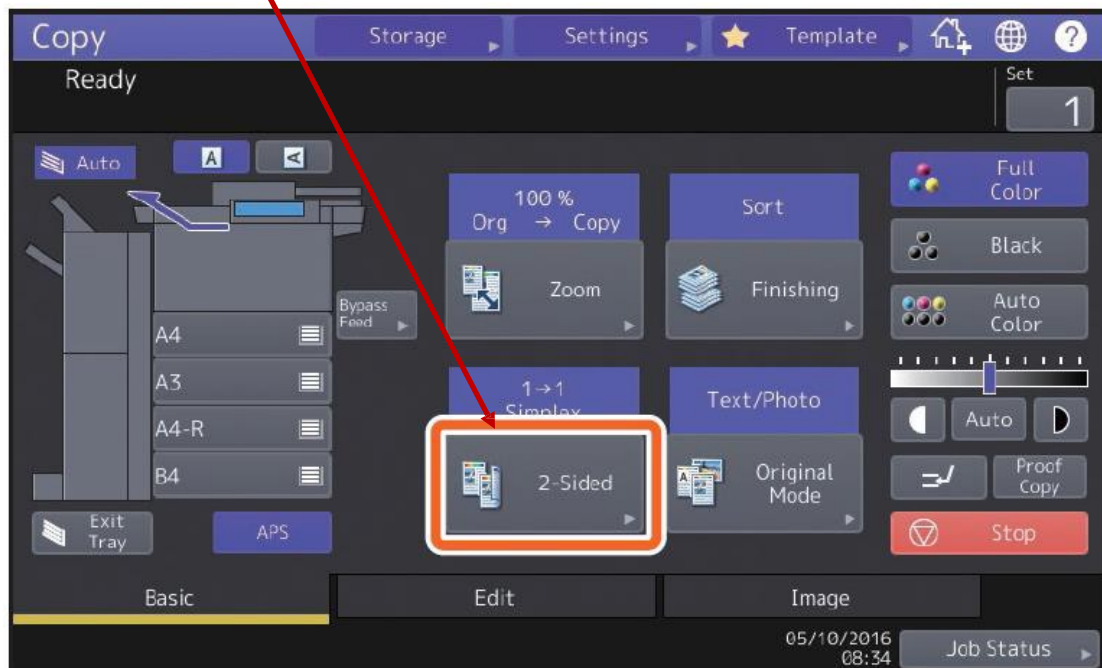
1. Press [Finishing]

You may sort without staples (Figure 1), or Sort with staples in several different positions: Upper Left puts one staple in the top left corner. Middle Left creates a booklet with two staples on the left-hand edge. Staple limit is 50 pages.
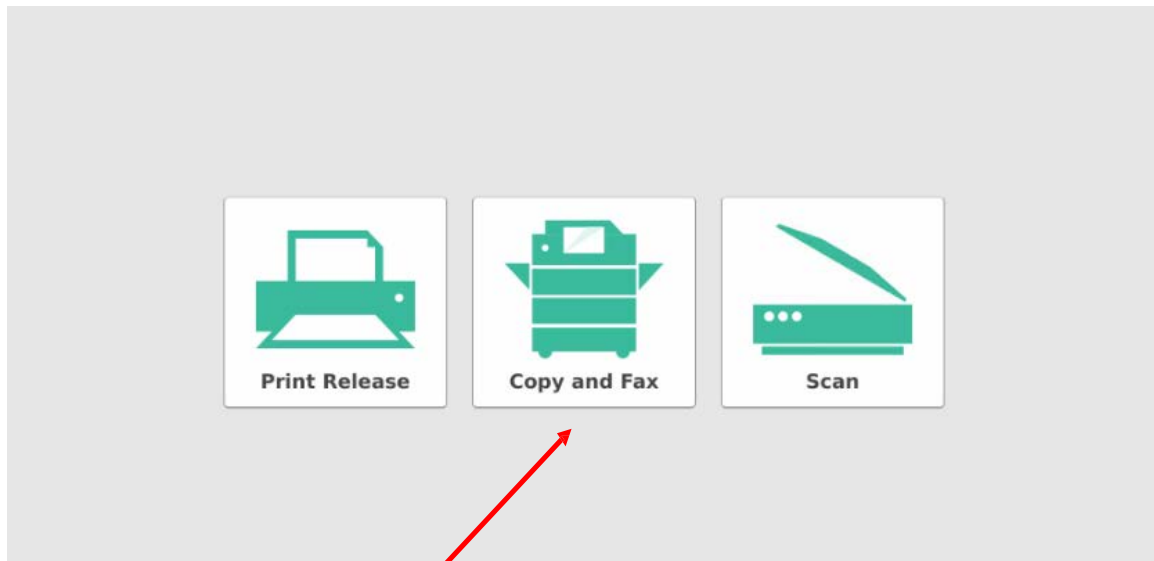
Press OK to start the print job (Fig. 2)
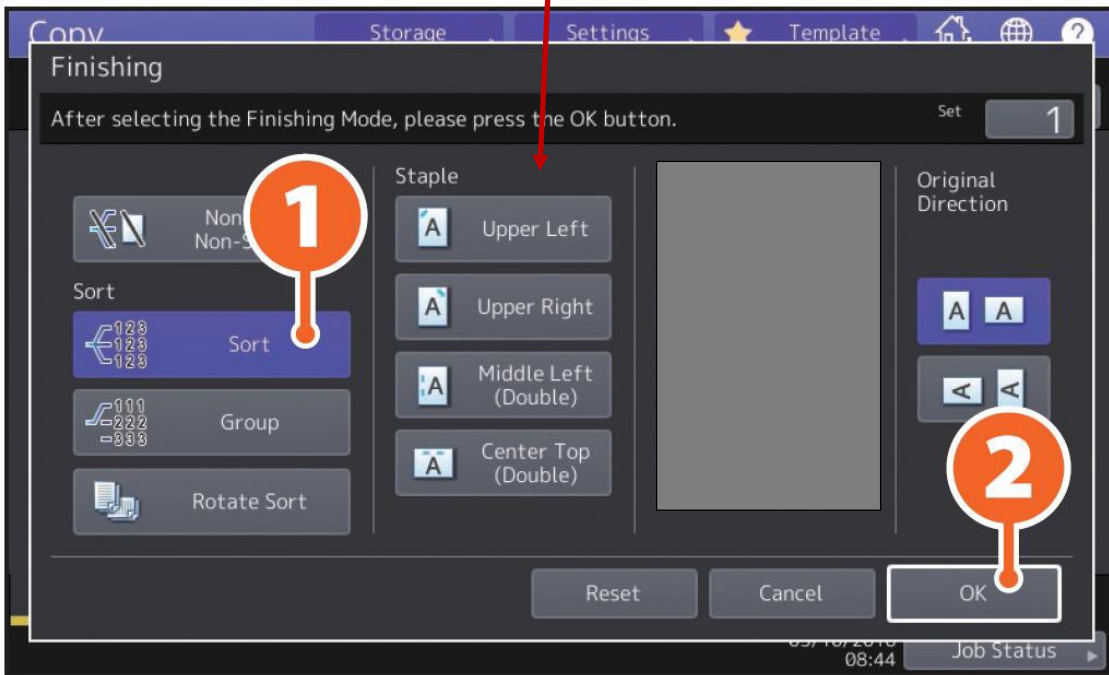
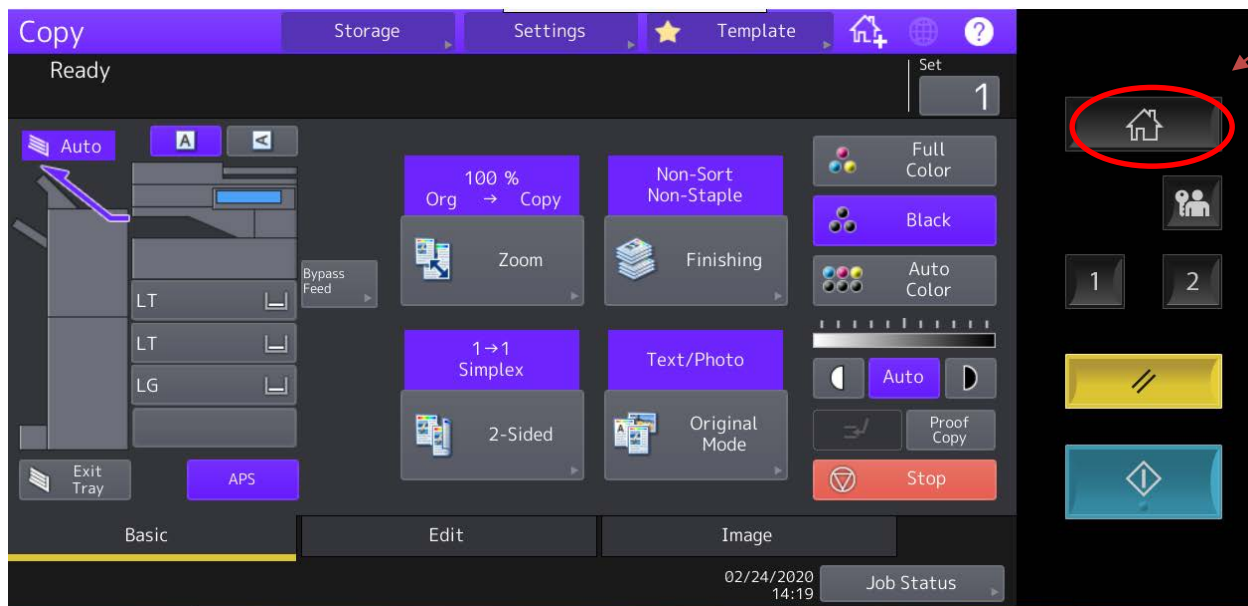**Copying in Duplex Mode-2-Sided Copy**

1. Press [2-Sided]

2. Press the desired duplex mode ❶ and then press [OK] ❷.
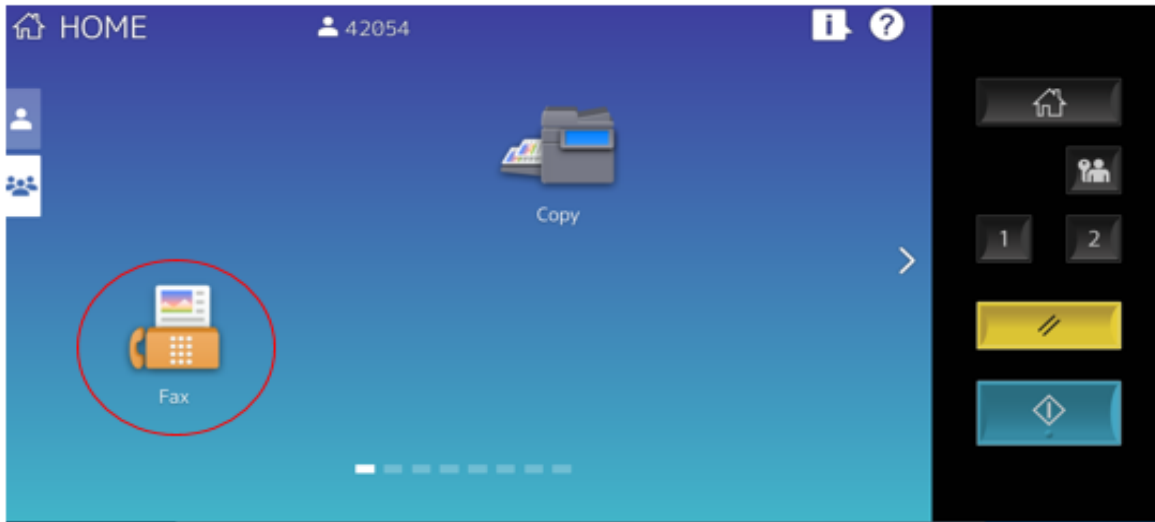
Fax Functionality

Copy and Fax
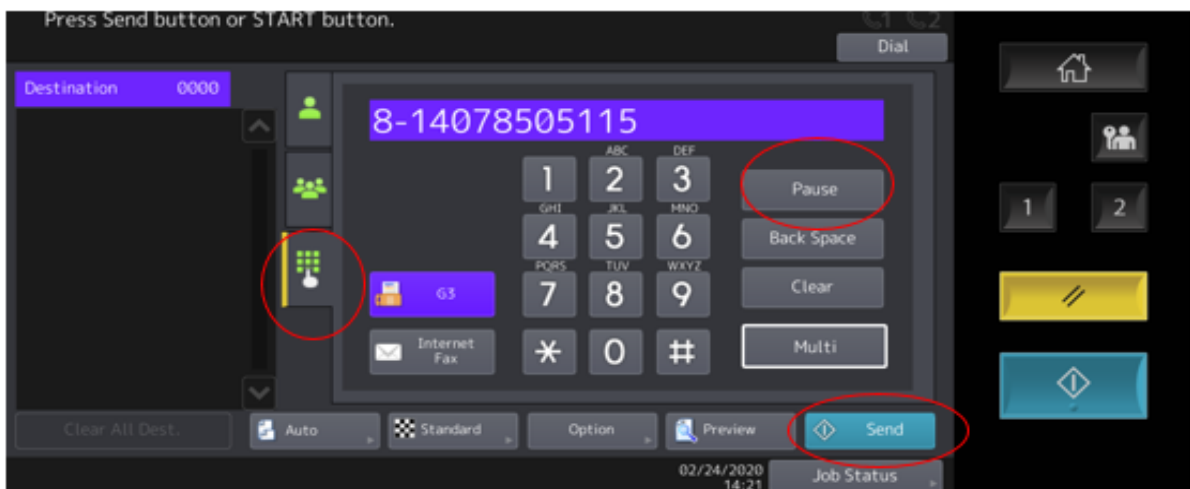Takes you to the main control panel for copy jobs

Press the Copy and Fax button to reach the copy controls.

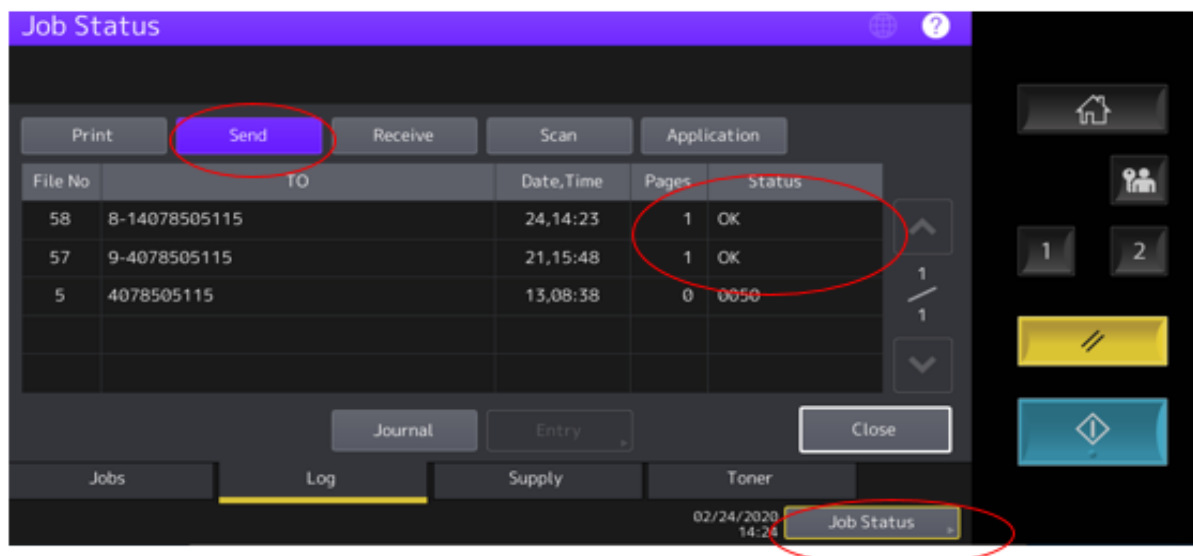Select the home button to access fax**.**

Select Fax icon.

Select the tab to input fax number.

Type either 8 or 9 to access outside line. Then pause key, this shows as a dash. Then click send.

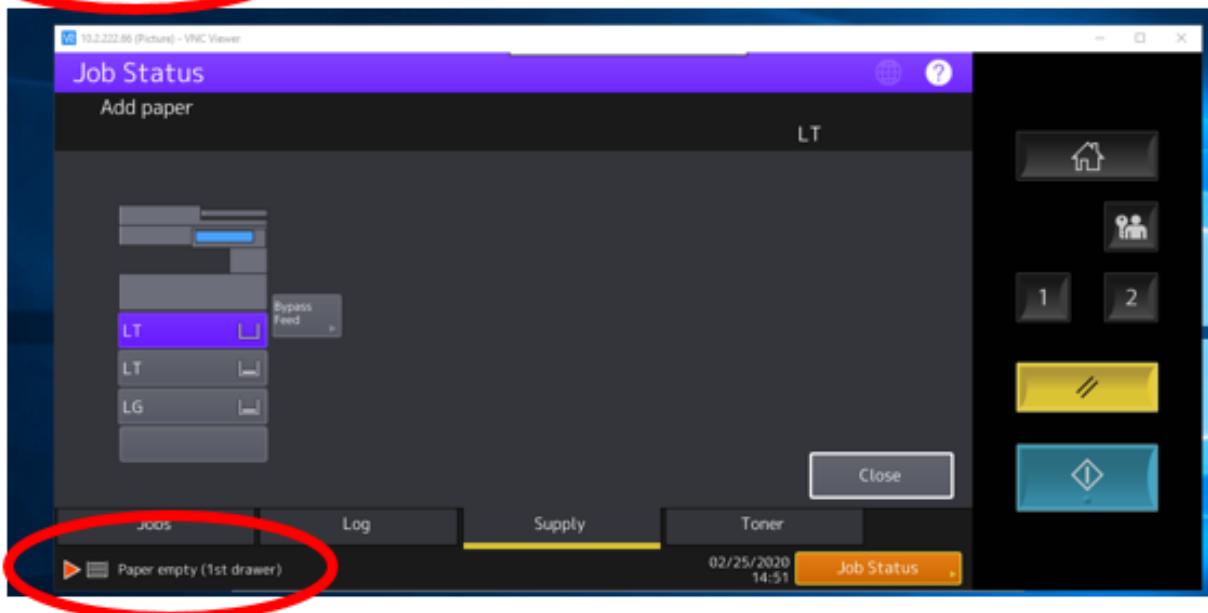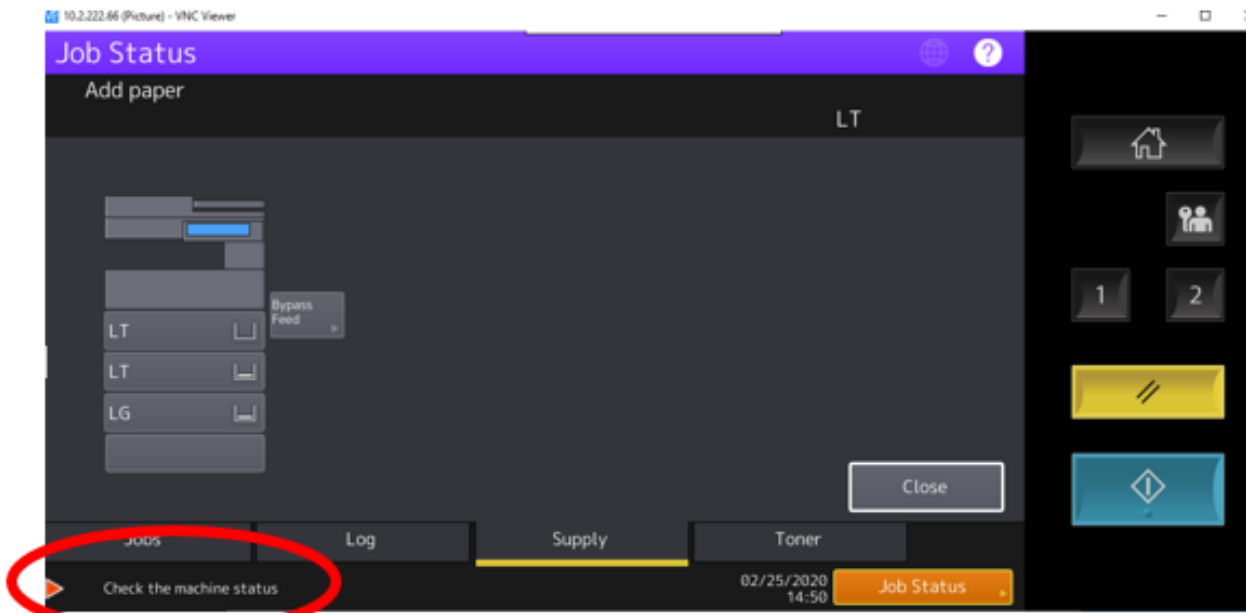To verify fax is sent, select job status.

Out of Paper Status

A print job that is released successfully will show a banner across the bottom of the machine.

Once the job starts and recognizes the devices is out of paper. The image of the device shows up on the screen. The bottom left corner will flash "Check the machine Status" and "Paper Empty". Just add paper and the job will resume.

NOTES

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