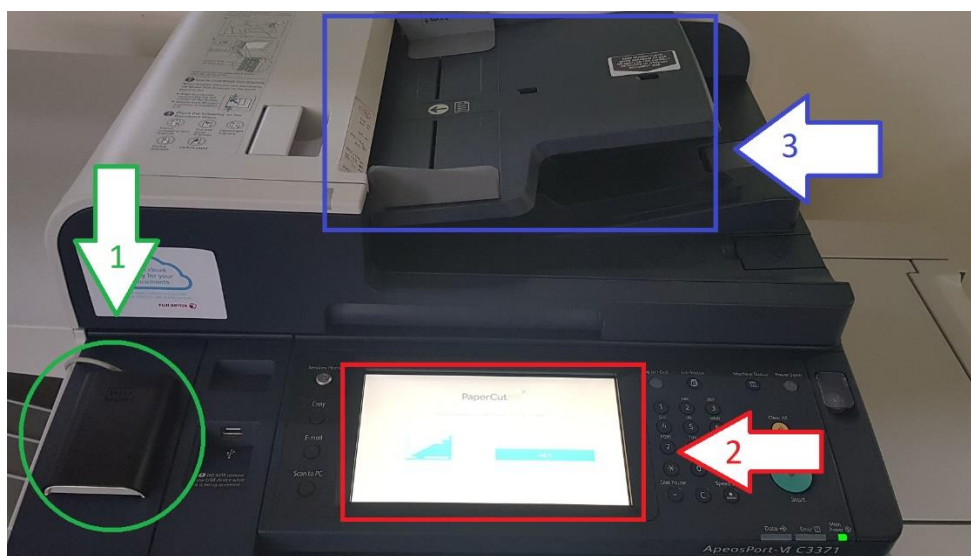


Printer guide:

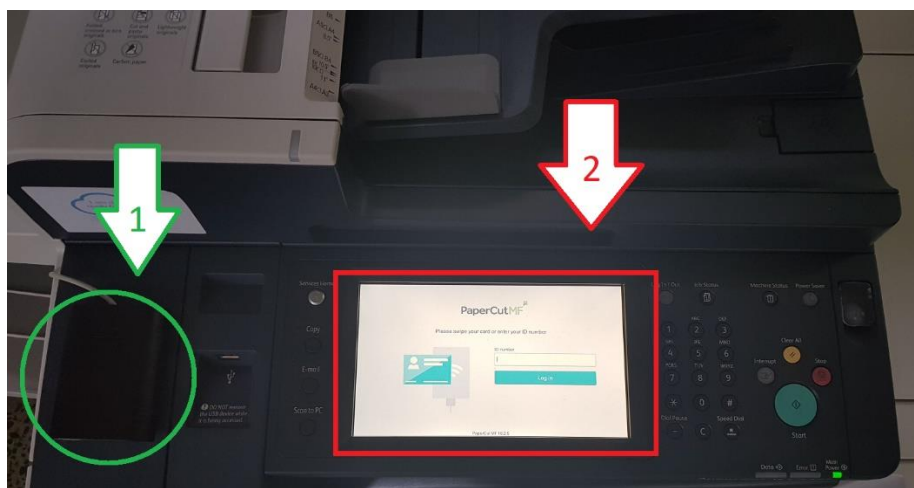
Getting to know the new printers:

1. With the new printers there are no more swipe units, there will only be “Scan” units which you will use your school provided ID card to login with.
2. The PaperCut user interface is now integrated within the printer as seen below. This is where you will be selecting all your options such as printing, copying or scanning.
3. This is the Scan/copy feed tray. Put the documents you wish to scan or copy in here. This will be explained and shown in more depth later.
4. Please note that C block and Admin at both Deloraine and Callistemon are different printers. The guide for them can be found at the end of this guide.



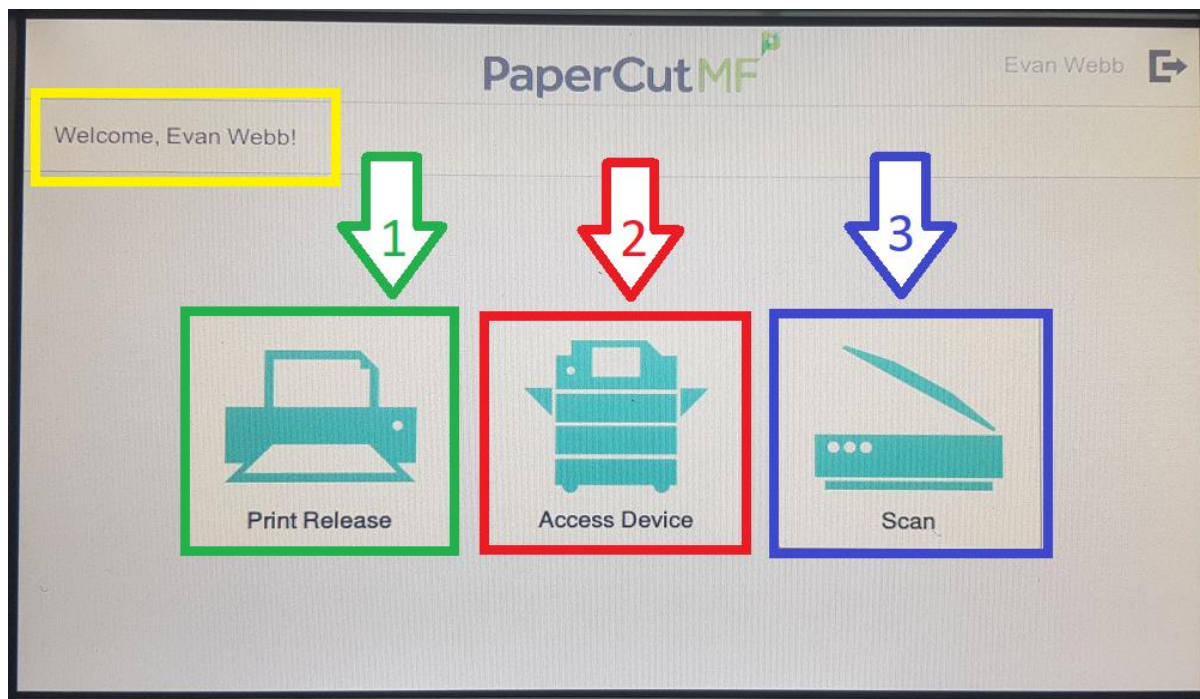
Logging into the printers.

To log into the printer, simply tap your ID card onto the black card reader as shown in the **Green Circle** below.



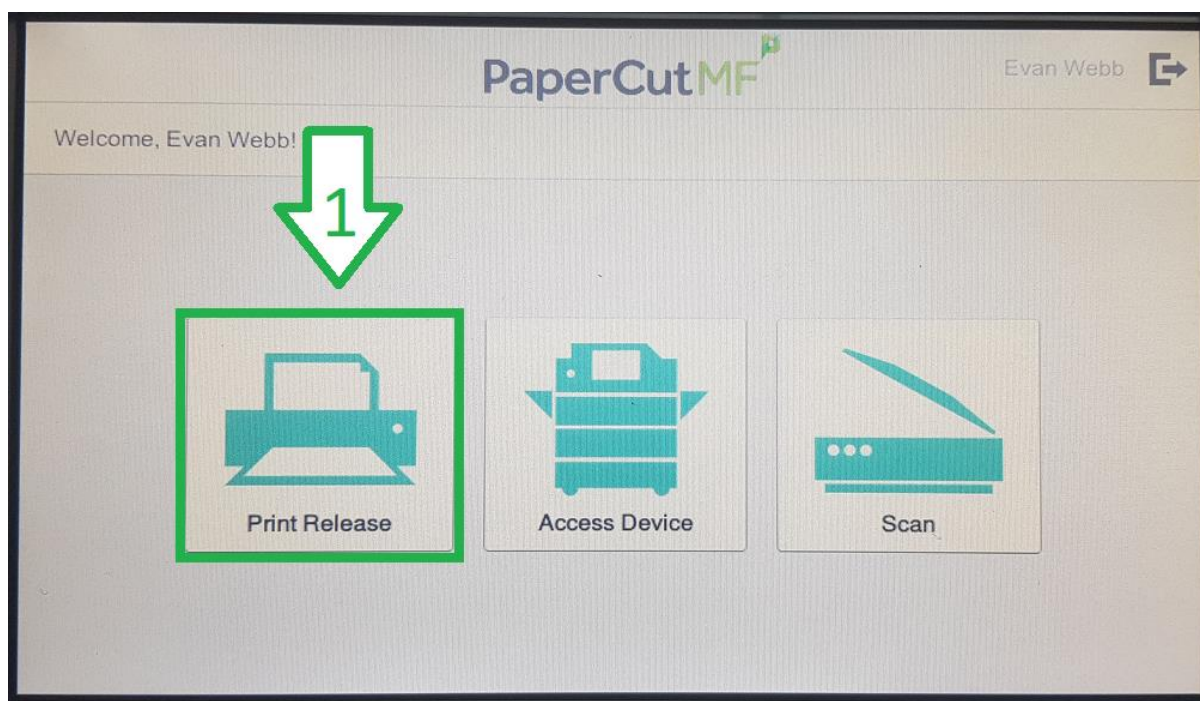
Using the new papercut interface:

Once you have logged in, you will have 3 options. "Print Release", "Access Device" and "Scan".

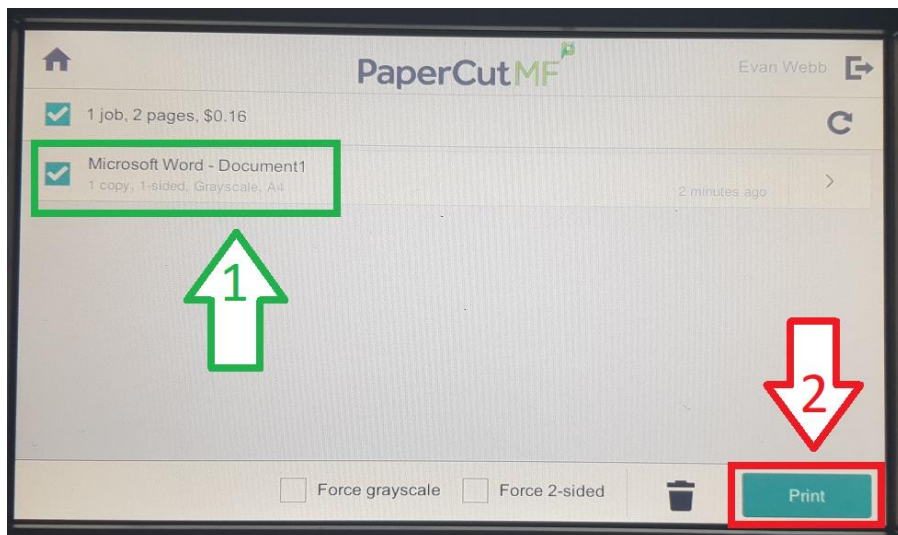


How to Print:

Step 1. Select "Print release" as seen below. This can only be done once you send a print job from your computer. That process hasn't changed.

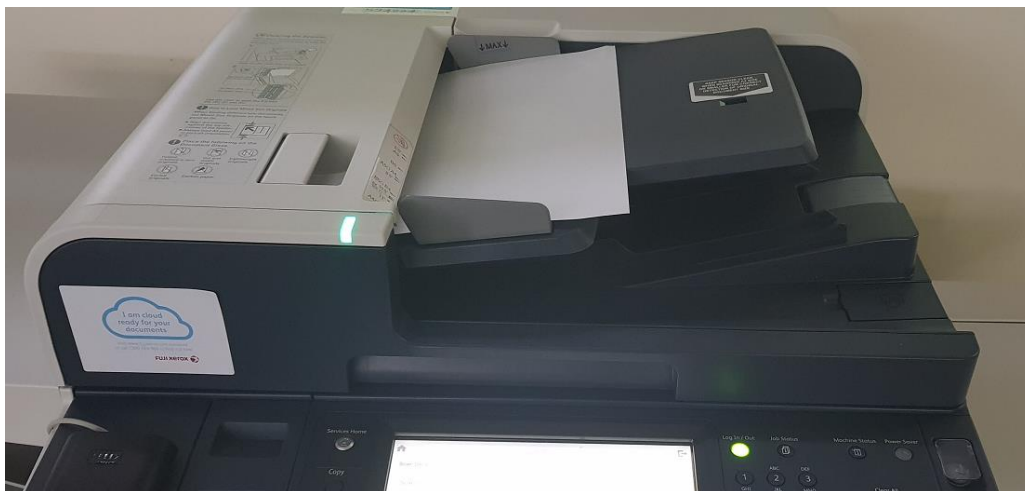


Step 2. Select the job as seen below and proceed to print by clicking **"Print"**.

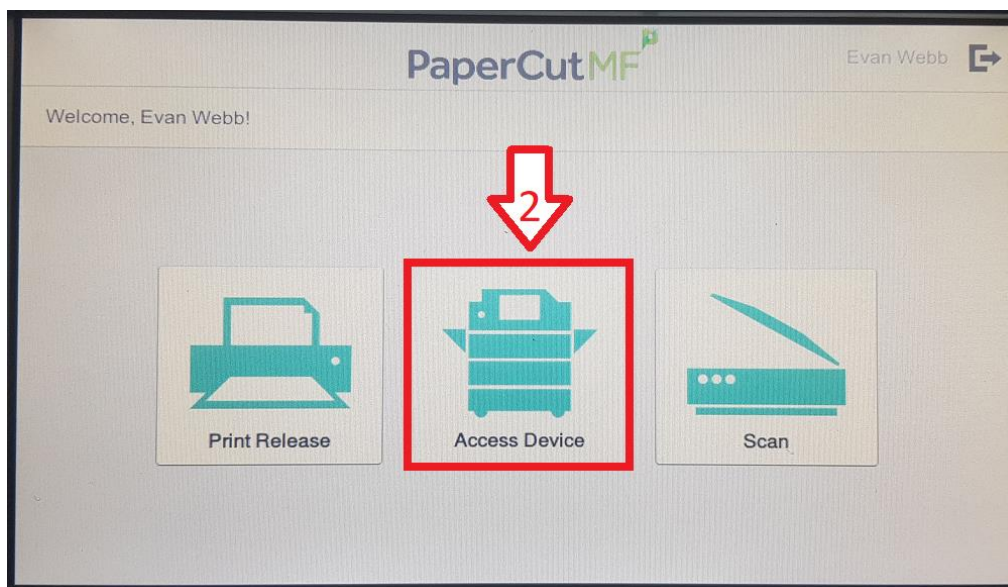


How to Copy:

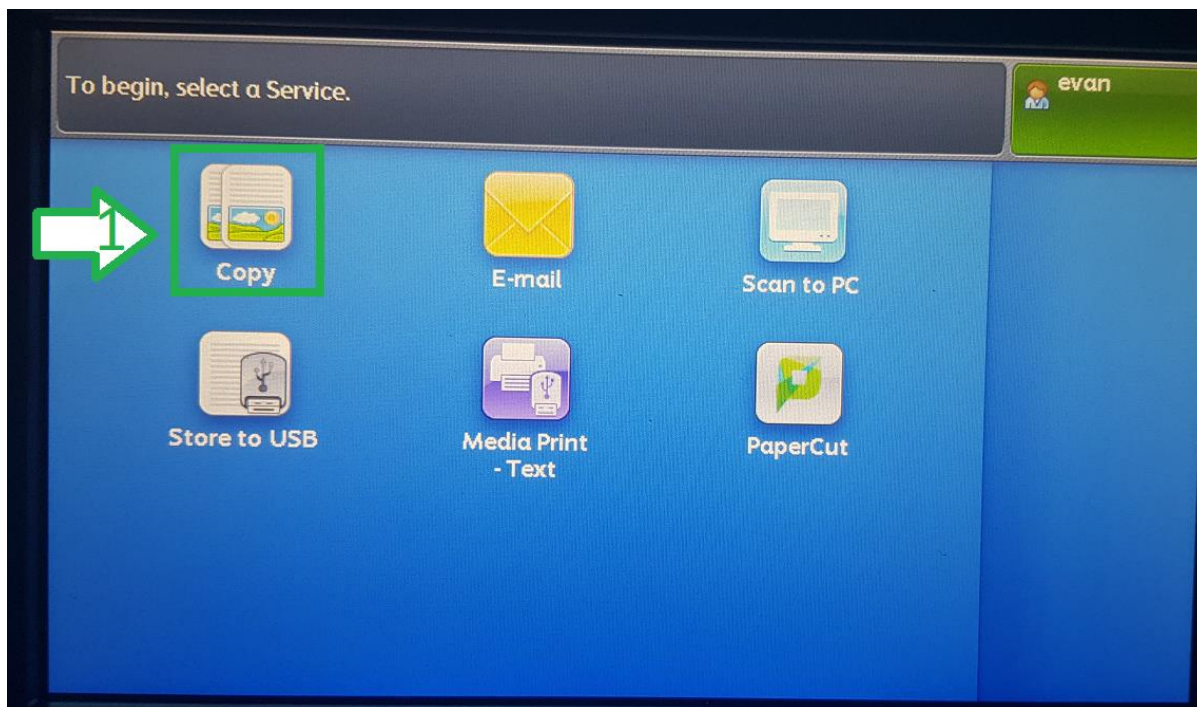
Step 1. Make sure you have your document/paper ready to copy as seen below.



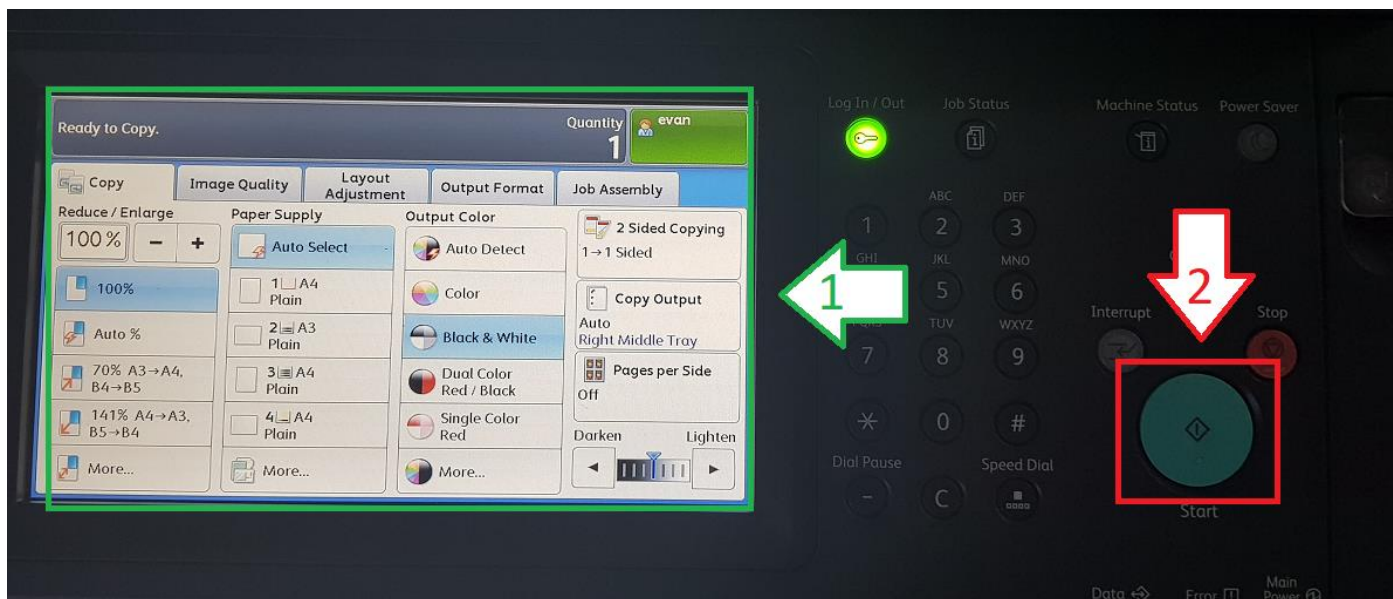
Step 2. To copy, select **"Access Device"**. From here you will be given more options.



Step 3. From the next menu, select “Copy” as seen below. This will bring up a standard copying menu, similar to the old printers.



Step 4. Select your copy settings as seen in the green highlighted box, proceed to copy by clicking the **“Start”** button.

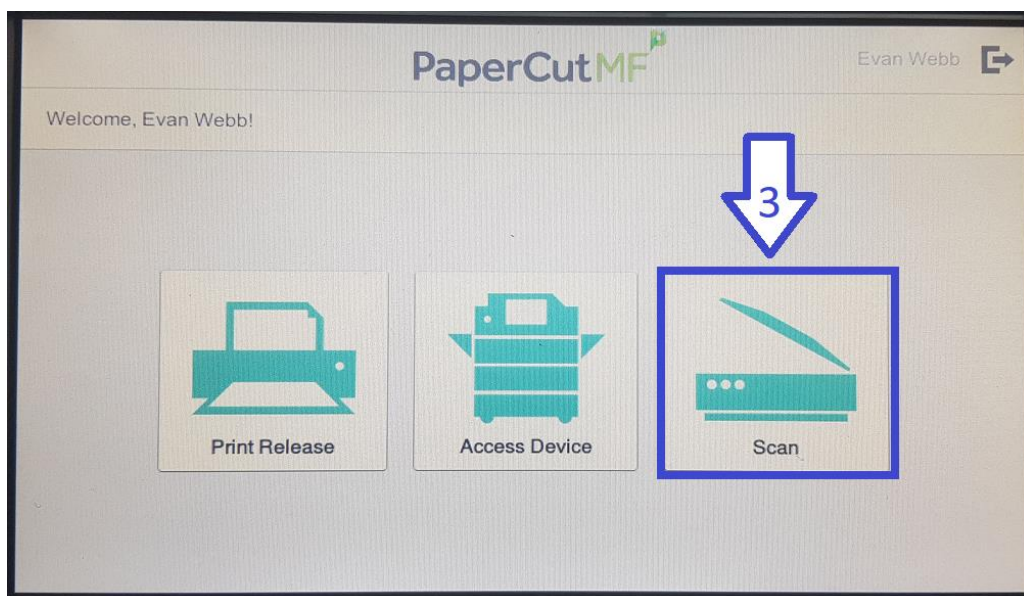


How to Scan:

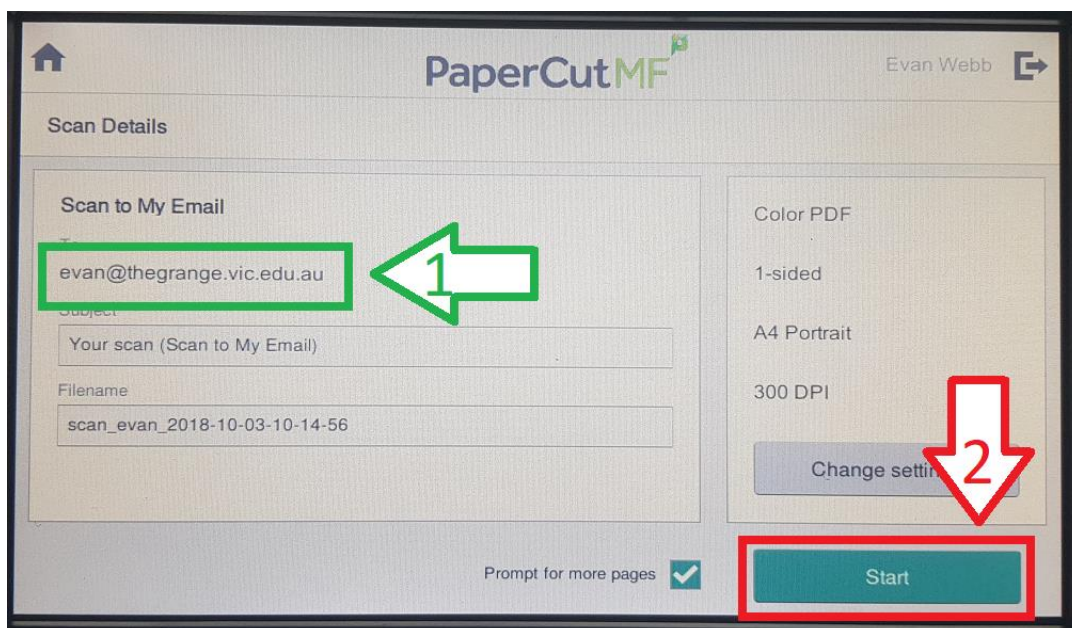
Step 1. Make sure you have your document/paper ready to scan as seen below.



Step 2. From the papercut menu, select the "Scan" option as seen below.

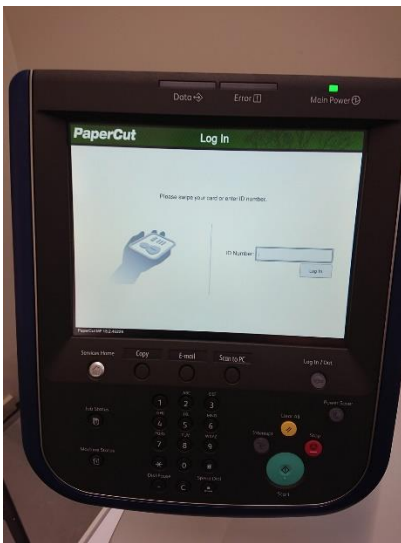


Step 3. On the next page you will see your email listed, select "Start" to scan the document to your Grange Mail.

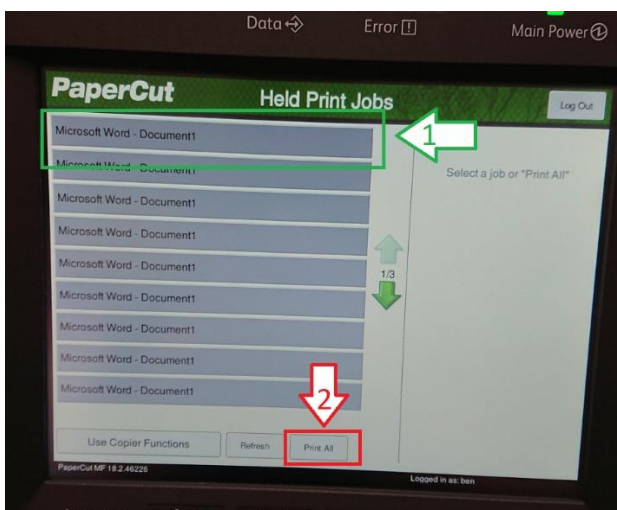


Using the Fiery Controlled printers (C block and Admin Printers):

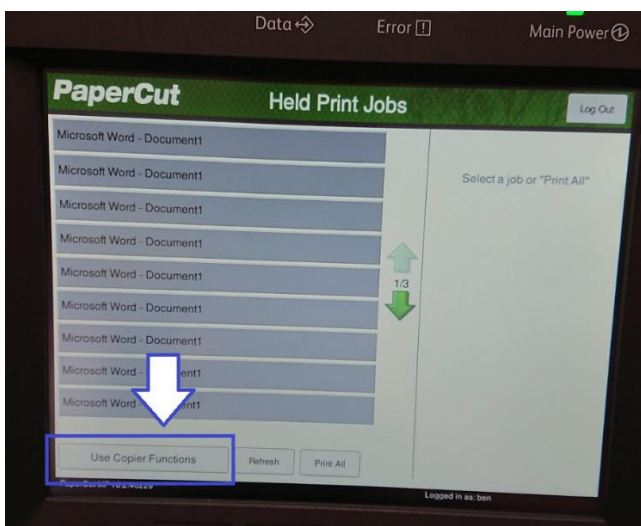
Unlike the other printers, the screen is not built into the machine, it is attached to the side, as seen below.



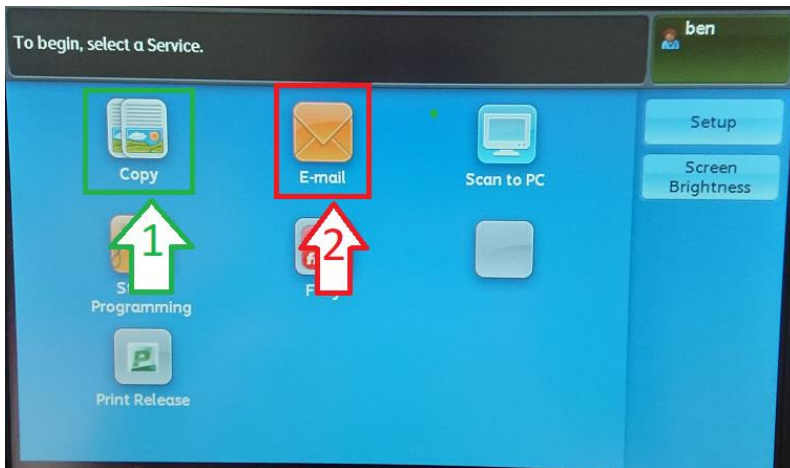
Once you log into the machine using the card scanner, you will be taken straight to the job print screen. From here either select a single print job as seen highlight in **Green** or select **Print All** down the bottom.



If you wish to Copy or Scan, select “Use Copier Functions” as seen below.



From here you will see the following menu:



Copying:

To copy, select the **"Copy"** option as seen above. From here you will see the standard copying menu, select your desired options and select **"Start"**.



Scanning:

If scanning to email, select the **"Close"** button. Once you close the search function your email will already be inputted. Press the **"Start"** button to scan to your email.

