

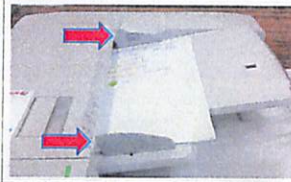
Tips and how to's for the Xerox machines



And other helpful
information

How to Staple, Hole Punch or Both

Place your documents in the feeder.
Adjust the guides.



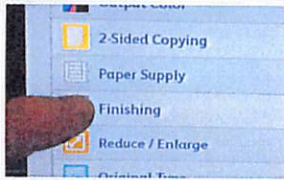
Press the **COPY** BUTTON



Press **PAPER SUPPLY**. Select paper you want to use for your copy.



Press **Finishing**.



Press your selection. Or Select **More**




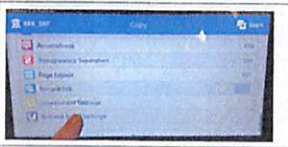







Make your selections.
Press **OK**.






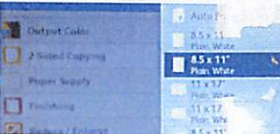
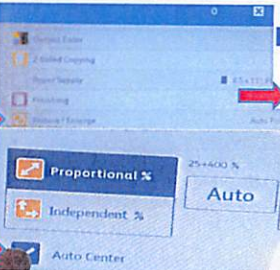
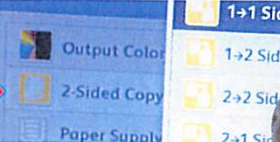




Press **Start** button.




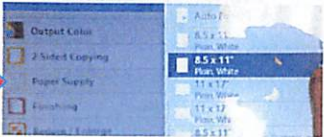
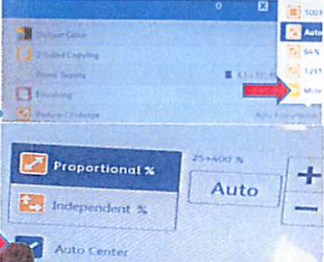
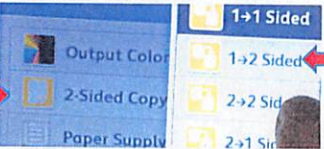
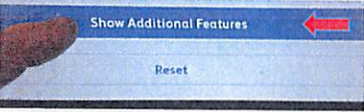



Copying 9x12 scores on to 8.5x11 paper

<p>Press the COPY BUTTON</p>	
<p>Scroll down and Press the RETRIEVE SAVED SETTINGS</p>	
<p>Select the setting you want.</p>	
<p>Press OK.</p>	
<p>Place document on glass with the top of the page against the left edge of the glass.</p>	
<p>Press Start button.</p>	
<p>If you are doing 2-sided copies, scroll to top of page, press 2-Sided copying, and select 1-2.</p>	
<p>Place the top of EACH page against the left edge of the glass so your 2nd page isn't upside down.</p>	
<p>Press Start button for each side.</p>	



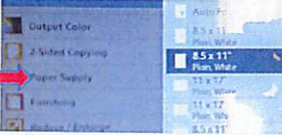
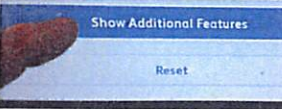

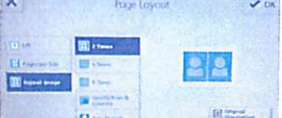

Copying ODD SIZES on to 8.5x11 paper

<p>Measure your original.</p>	 <p>Width</p>  <p>Length</p>
<p>Press the COPY BUTTON</p>	
<p>Press PAPER SUPPLY. Select paper you want to use for your copy.</p>	
<p>Press REDUCE/ENLARGE. Select AUTO % And if you wish, More: AUTO CENTER.</p>	
<p>OPTIONAL: If you want 2-sided copies, scroll to top of page, press 2-Sided copying, and select 1-2.</p>	
<p>Press ORIGINAL SIZE.</p>	
<p>Press Custom Size Enter the size of your original. Press OK.</p>	
<p>Place the original on the glass. Press Start button for each side.</p>	 

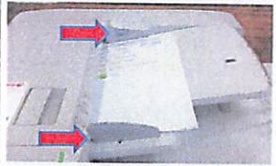

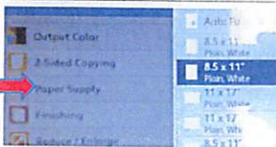
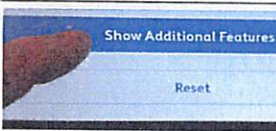
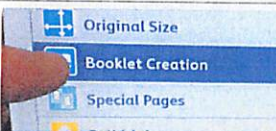
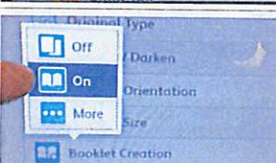



Copying from Books

<p>Press the COPY BUTTON</p>	
<p>Press PAPER SUPPLY. Select paper you want to use for your copy.</p>	
<p>Press REDUCE/ENLARGE. Select AUTO %. And if you wish, More: AUTO CENTER.</p>	
<p>OPTIONAL: If you want 2-sided copies, scroll to top of page, press 2-Sided copying, and select 1-2.</p>	
<p>Scroll down and Press Show Additional Features</p>	
<p>Press Book Copying.</p>	
<p>Select what page(s) you want to copy as you are reviewing the book.</p>	
<p>Place the book on the glass. Press Start button.</p> <p>The first scan will measure your book – don't move it! The second scan will copy the page you selected. The third scan will copy the other page if you selected both pages. Now its ok to remove the book.</p>	

How to Copy 2 pages (or more) on 1 sheet of paper

<p>Place your documents in the feeder. Adjust the guides.</p>	
<p>Press the COPY BUTTON</p>	
<p>Press PAPER SUPPLY. Select paper you want to use for your copy.</p>	
<p>Scroll down and Press Show Additional Features</p>	
<p>Press Page Layout</p>	
<p>Make your selections. Pages Per Side: puts different pages on 1 side Repeat Image: puts 1 page multiple times on 1 side. Press OK.</p>	
<p>Press Start button.</p>	

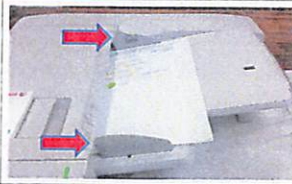
Making your own recital programs or booklets

<p>Make each page on its own sheet of paper.</p> <p>Place your pages in the feeder in the order you read them. (Page 1 on top, then 2,3 etc.)</p> <p>Adjust the guides.</p>	
<p>Press the COPY BUTTON</p>	
<p>Press PAPER SUPPLY. Select paper you want to use for your copy.</p>	
<p>Scroll down and Press Show Additional Features</p>	
<p>Press Booklet Creation</p>	
<p>Press On.</p> <p><i>If you are using a copier with a booklet maker: Press More</i></p>	
<p><i>using a copier with a booklet maker: Press More and select FOLD AND STAPLE. CHOOSE A PAPER TRAY THAT HAS PAPER LOADED IN A LANDSCAPE POSITION!</i></p>	
<p>Press Start button.</p>	
<p>Pages will come out in the correct reading order.</p> <p>Fold booklet in half and use booklet stapler if needed in copy center.</p>	

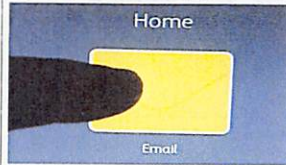
How to EMAIL to scan your documents

Place your documents in the feeder.
Adjust the guides.

Note: UR policy will only allow about 30 pages at a time to be emailed. Larger documents will need to be emailed in sections and reassembled at your computer.



Press the **EMAIL** BUTTON



Press **Add Recipient**



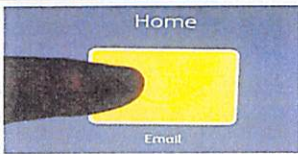








Press **Manual Entry**.
Enter your email address.
Press **OK**.



Press **Start** button.
Your document will be sent to your email as a PDF attachment. May take a few minutes depending on the size of the document.



How to EMAIL Scores or Odd size documents

<p>Press the EMAIL BUTTON</p>	
<p>Press Add Recipient</p>	
<p>Press Manual Entry. Enter your email address. Press OK.</p>	
<p>Scroll down and Press ORIGINAL SIZE.</p>	
<p>Press Custom Size. Enter the size of your original. Press OK.</p>	
<p>Scroll down and Press Build Job - Press ON</p>	
<p>Place your first document on glass with the top of the page against the left edge of the glass.</p> <p>Press Scan.</p>	
<p>Place the NEXT page on the glass.</p> <p>Press Scan Next Segment.</p> <p>Repeat until all the pages are scanned. <i>Note: UR policy will only allow about 30 pages at a time to be emailed. Larger documents will need to be emailed in sections and reassembled at your computer.</i></p>	
<p>When done Press Submit</p>	

EMAILING Extras

Note: By changing the default settings to a higher quality WILL decrease the amount of pages you can scan as a single PDF.

Press the **EMAIL** BUTTON.



Press **Add Recipient** or Press **Manual Entry**.
Enter your email address.
Press **OK**.



Press the **.pdf** button. Press **More** to change your PDF options.

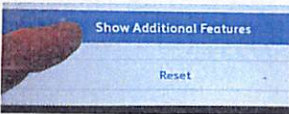


You can select :

- Different file formats.
- Whether the PDF has searchable text or not.
- Add a Security Password for the PDF.
- If scanning multiple 1-SIDED documents,
- You can have 1 email with multiple attachments.



Scroll down and Press **Show Additional Features**



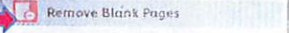
These are the additional setting that you can use to optimize your scan.



Press **Resolution** to increase the quality of your scan.



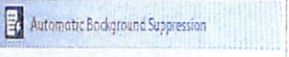
If you have originals that you are scanning and some are 1-sided and others 2-sided, selecting **Remove Blank Pages** will remove the blank sides.



Press **Edge Erase** and enter the amount of area from all or a specific edge to get rid of unwanted marks (such as hole punches, margin notes etc).
Press **OK**.



Press **Automatic Background Suppression** to remove the light color background from old scores.



To use the computers for printing:

1. Log in using your UR credentials.
2. Download the document to be printed.
3. Open downloaded document.
4. File ⇒ Print

for DEPARTMENTAL Card select:

7845 b/w secure
or
7845 Color secure

Go to the machine with the **BLUE** department label.

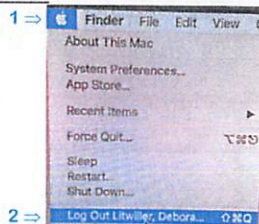
for STUDENT Card select:

7970 b/w secure
or
7970 Color secure

Go to the machine with the **GREEN** student label.

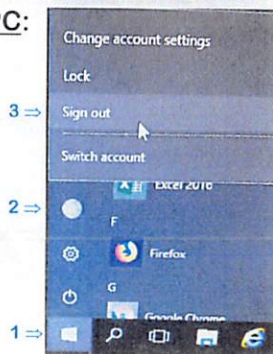
DON'T FORGET TO LOG OUT!!!

On the Macs:



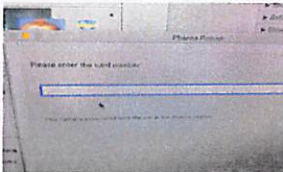
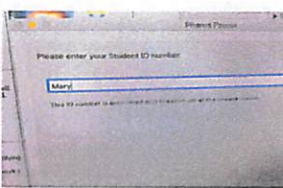

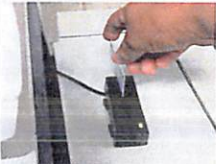

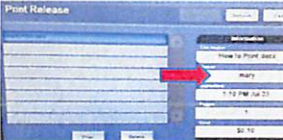
1. drop down under the Apple located in the top left corner of the screen:
2. log out

On the PC:

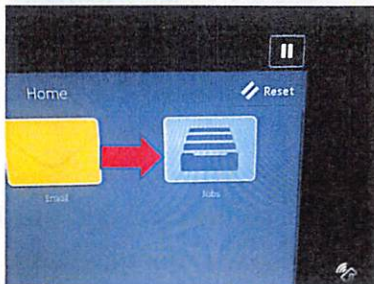

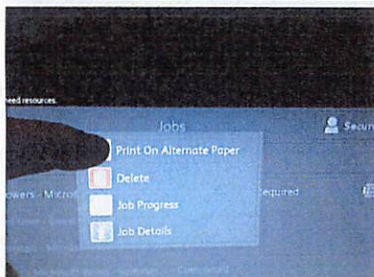



1. select the windows icon on the bottom left corner of the screen.
2. Select the person icon:
3. sign off

How to Print to the Xerox printers

<p>Log in using your UR credentials. Download the document to be printed. Open downloaded document. File ⇒ Print <u>In the Copy Center:</u> Under Printer choose one of the Xerox printers.</p>	<p>Printer: CC Xerox 7845 BW Secure \\\its-prnt-wp1.ur.rochester.edu Copies: CC Xerox 7845 BW Secure CC Xerox 7845 Color Secure Microsoft Print to PDF Pages: Xerox 7970 BW Secure <input checked="" type="radio"/> All Xerox 7970 Color Secure</p>
<p>Note: if you are using a DEPARTMENTAL card, Select: CCXerox 7845 BW Secure -for black and white prints CCXerox 7845 Color Secure -for Color prints Press Print. <u>WAIT</u> for this window to appear and enter your card number.</p>	
<p>If you are using a STUDENT or LIBRARY card, Select: Xerox 7970BWSecure -for black and white prints Xerox 7970ColorSecure-for Color prints Press Print. <u>WAIT</u> for this window to appear and enter your NAME.</p>	
<p>Go to the printer . (in the copy center, a sign on the printer will identify a STUDENT or DEPARTMENTAL printer) Note: Departmental card users: for color go to a color enabled machine.</p>	
<p>Swipe your card in the card reader. Wait a few seconds while the reader is verifying your card. (see what if... page if your card doesn't work.)</p>	
<p>Press Print Release.</p>	
<p>Touch your job. (on Student printers verify your name). Press PRINT</p>	

How to find and release your Print Job if it does not print after you release it.

<p>Press Jobs Button</p>	 A screenshot of the Windows Home screen. The 'Jobs' button is highlighted with a red arrow. A yellow box is drawn around the 'Jobs' button. A 'Reset' button is visible in the top right corner.												
<p>Find and press your job.</p>	 A screenshot of the Windows Jobs window. It shows a list of print jobs with columns for the job name and status. The jobs listed include 'Microsoft Outlook - M...', 'Email 2212', 'Microsoft Word - Docu...', 'Microsoft Word - Summer...', 'Microsoft Outlook - Macro...', and 'Microsoft Word - Fall 201...'. The status for all jobs is 'Completed'.												
<p>Press Print to Alternate Paper</p>	 A screenshot of the context menu for a print job. The 'Print On Alternate Paper' option is selected and highlighted. Other options visible include 'Delete', 'Job Progress', and 'Job Details'.												
<p>Press paper you want to use. Your job will start printing using the paper you selected.</p>	 A screenshot of the 'Print on Alternate Paper' dialog box. It displays a list of paper options with columns for 'Paper', 'Troy Type', and 'Adjustable'. The options shown are: <table border="1"><thead><tr><th>Paper</th><th>Troy Type</th><th>Adjustable</th></tr></thead><tbody><tr><td>75% 11 x 17", Plain, White</td><td>Adjustable</td><td></td></tr><tr><td>75% 11 x 17", Plain, White</td><td>Adjustable</td><td></td></tr><tr><td>75% 8.5 x 11", Plain, White</td><td>Adjustable</td><td></td></tr></tbody></table>	Paper	Troy Type	Adjustable	75% 11 x 17", Plain, White	Adjustable		75% 11 x 17", Plain, White	Adjustable		75% 8.5 x 11", Plain, White	Adjustable	
Paper	Troy Type	Adjustable											
75% 11 x 17", Plain, White	Adjustable												
75% 11 x 17", Plain, White	Adjustable												
75% 8.5 x 11", Plain, White	Adjustable												

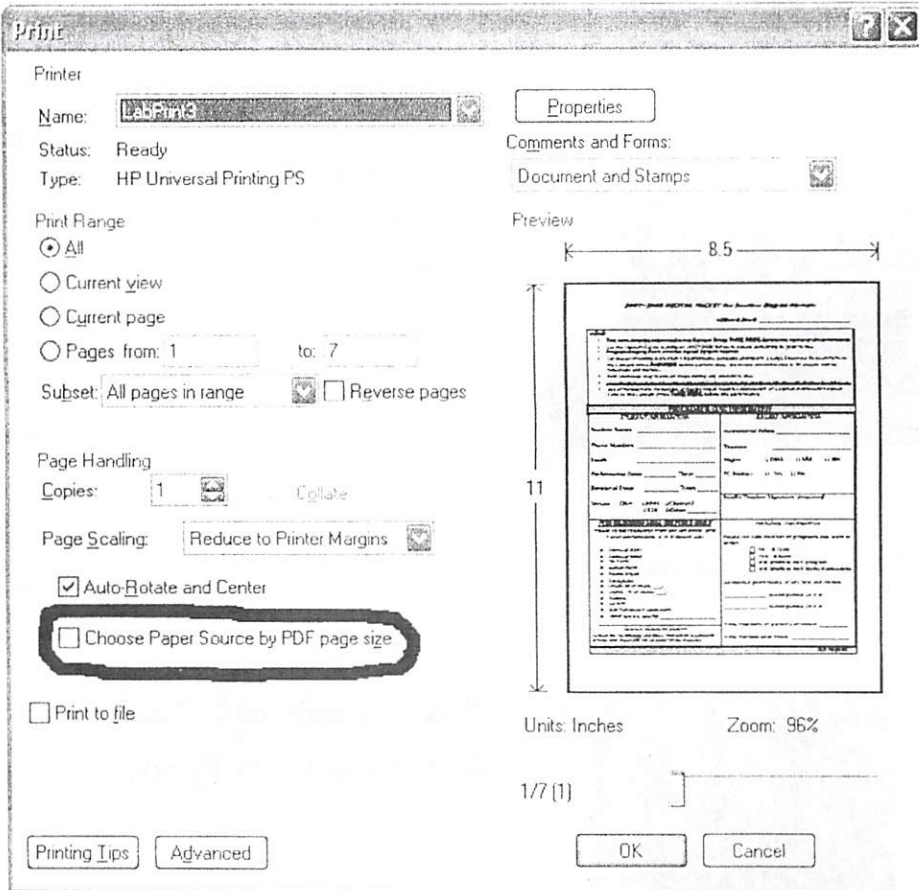
Printing PDFs

Is the printer asking you to load paper of a certain size when printing a PDF?

Is your PDF printing sideways from a PC?

If so...

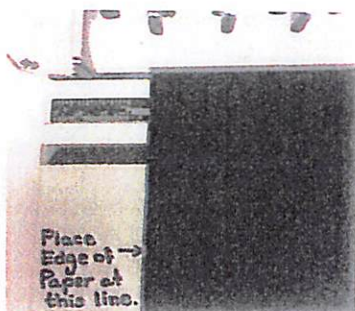
Make sure you deselect "Choose Paper Source by PDF page size" when printing.



Now try again!

How to use the Binder.....

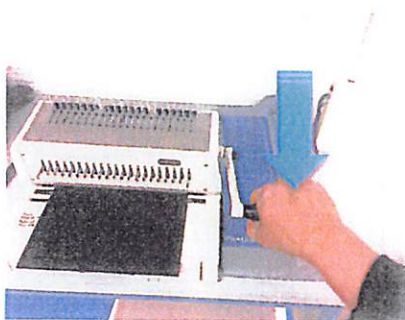
1.



Place a **SINGLE COVER** in the binder -> all the way until the paper hits the back wall of the binder.

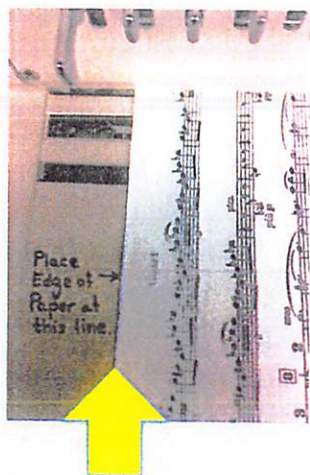
Align the edge of the cover to the mark.

2.



Bring the handle down **GENTLY** and then bring the handle up. Remove the cover.

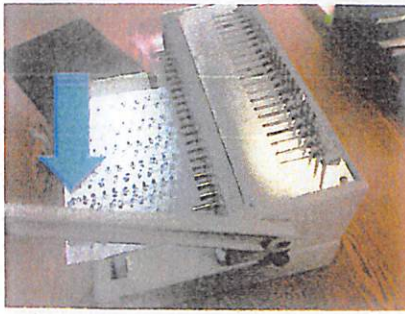
3.



Place **ONLY 5-6** sheets of paper in binder until you hit the back wall.

Align the edges to the 11" mark.

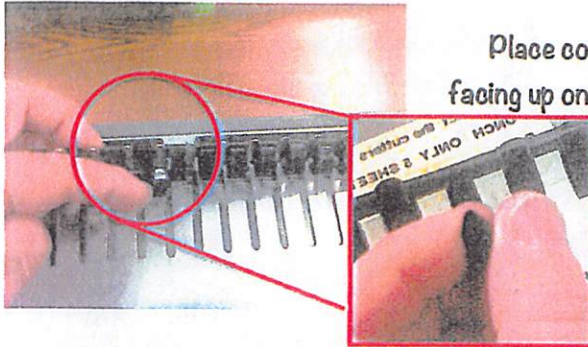
4.



Bring the handle down **GENTLY** and then bring the handle up. Remove the pages.

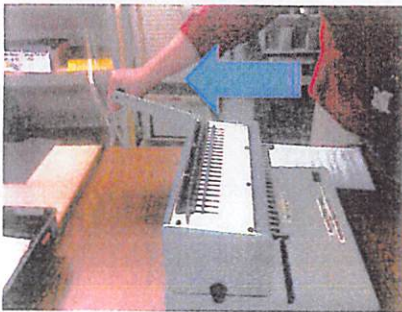
Repeat until finished with pages.

5.



Place comb fingers with the opening facing up on metal posts.

6.



Push the handle backwards **GENTLY** to open the comb fingers.

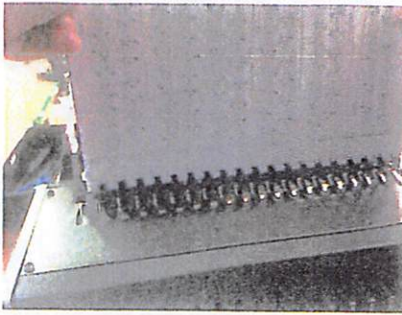
Leave the handle back.

7.



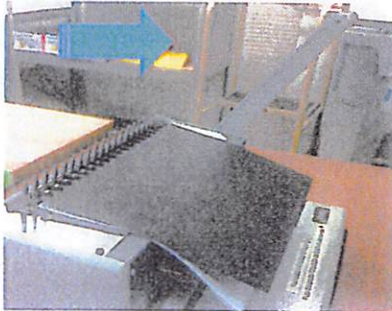
Place the covers and sheets straight down into comb.

8.



Align holes with comb fingers and rotate down.

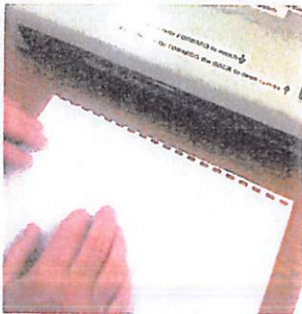
9.



Bring handle back towards you to MIDDLE position to close the comb fingers.

Remove the bound document.

Troubleshooting Problems:



What went wrong:

The paper **WAS NOT** touching the back wall evenly.

A piece of paper was causing the paper not to hit the back wall evenly.

How to fix or avoid the problem:

Slide the paper in from the right side of the machine to make sure the paper is touching the back wall. This will dislodge any paper stuck in back.



What went wrong:

Can't remove the paper. Very hard to bring down handle.

How to fix or avoid the problem:

TOO MANY pages in at once.

Only put in 5-6 pages at once.

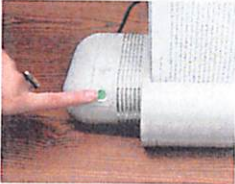
Do **NOT** put covers in with pages. Punch the Covers **SEPARATELY**.

This will prevent damage to your paper and the **BINDER CUTTERS**.

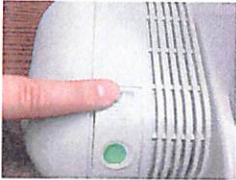
Using the Electric 3-Hole Punch:



1. Place **NO MORE** than **15 sheets** of paper in the machine (please count)



2. Press **Green** button.



3. If paper gets stuck, press silver triangle

If problem persists, CALL: 274-1160

How to Add \$\$ Money to your UROs.....

1.



Access your Blackboard account by going to learn.rochester.edu.

2.



Use your NetID to log in.

3.



Click on "Services"

4.



Click on "Accounts".

5.



Click on the "eAccounts" link on the left hand side.

6.



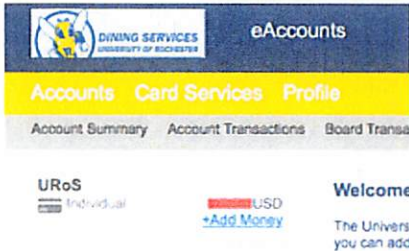
Click on the "Sign In" Button

7.



Log in with your NetID again.

8.



Click on "+ Add Money."

9.



Customize your deposit amount and payment type.

If this doesn't work, you need to call 585-275-3975

What to do IF.....

- ❑ I lost my copy card /student ID card !
 1. Go to Lost and Found (Eastman Theatre Box Office), someone may have found it.
 2. Call ID office @ 275-3975 IMMEDIATELY to de-activate it and call Security @ 275-3333 to report it.
- ❑ I lost the departmental copy card!
 1. Go to Lost and Found (Eastman Theatre Box Office), someone may have found it.
 2. Tell the department administrator.
 3. Go to selfservice.ur.rochester.edu → Service requests → cancel card
- ❑ My card won't work!
 1. Make sure the copier/printer you are using has the large STUDENT sticker on it. Student ID's will not work on the machines that have STAFF / DEPARTMENT stickers on them.
 2. Make sure you have sufficient funds on your card.
- ❑ I run out of money on my student card!
 1. We have no way of adding money here in the copy center. You need to go to my.rochester.edu and follow the instructions to add funds to your UROs account. (Note we do have a computer here in the copy center for your use, if you need to do on site.)
- ❑ Machine won't do what I want it to do/ or it has a problem!
 1. Call 274-1160 or email: help@esm.rochester.edu
 2. Don't hit, kick or abuse machine- please use the brick wall provided for your convenience.
- ❑ Are there other copiers/printers available to use?
 1. In the student dorms -1st floor
 2. In the basement of the Main Building -Cave
 3. In the Sibley Library (2nd and 3rd floors)
- ❑ I need to use a copier/printer and the door is locked!
 1. This room is open from 7:00 am → 11:00pm normal school days, and on Sunday 8am → 11pm.
 2. If the room is locked during this time, go to Security on the 1st floor of Lowry Hall to have the room opened, or call 275-3333.

What to do IF.....

Supplies I would like to use are not available!

1. Call 274-1160 or email: help@esm.rochester.edu
2. Plain white paper is always available in 8 ½ x 11, 8 ½ x 14 and 11 x 17 sizes. This paper is supplied for any size copy or print job.
3. We will always have a limited stock of color, cardstock, binding combs and cover sheets available. These are for convenience or casual use small jobs. For larger jobs or special colors or paper, we would ask you have your department order the required stock (the Xerox print center 275-3879 carries and delivers a lot of specialty papers). We have a sample book here so you can see all the papers available.

I have a lot of copying /printing to do, is there a cheaper and easier way of getting it all done?

1. The Xerox Print Center (located at Strong) is a great way to have your jobs done exactly as you want and delivered in a timely manner. You can submit your jobs on line at Rochester.edu/printcenter or manually with the forms found here in the copy center.

How do I use the binding machine?

1. There are instructions in this book and by the binding machine OR Call 274-1160 or email: help@esm.rochester.edu
2. Please do NOT overload the machine with pages...Use 1 cover sheet (heavyweight or clear plastic) at a time, no more than 5 sheets of paper at one time. The machine cutters will be dulled if misused and render the machine unusable to all.

I need to fax a document?

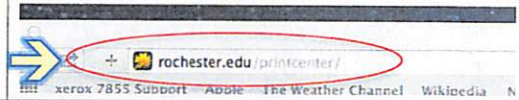
1. Unfortunately we do not have a fax service available at this time. Your alternatives are: Utilize a free fax website: faxzero.com and follow the instructions. Or go to Kinko's, City Blue or other off site provider.

I don't know how to do something... **Ask** - Call 274-1160 or email: help@esm.rochester.edu

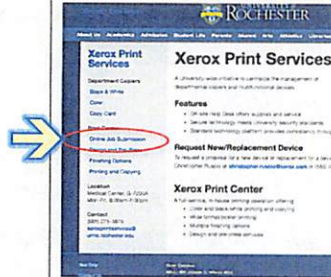
How to: Order from the Copy Center ONLINE

– you get your job back faster! And IT'S EASY!

1. Go to the internet and enter this address:
Rochester.edu/printcenter



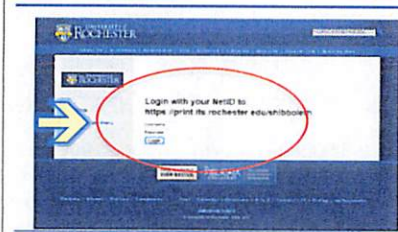
2. Click: "Online Job Submission".



3. Click: "Submit Job".

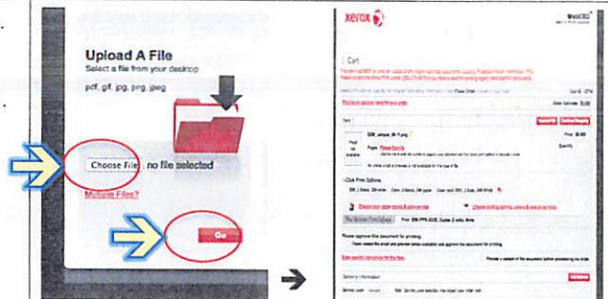


4. Enter your login information.
(it's the same as you do on your computer)



5. Click: "choose file"... find and "choose" your file.
(the system will accept PDF, GIF JPG and JPEG)

Press: "Go" button to proceed to the next screen.



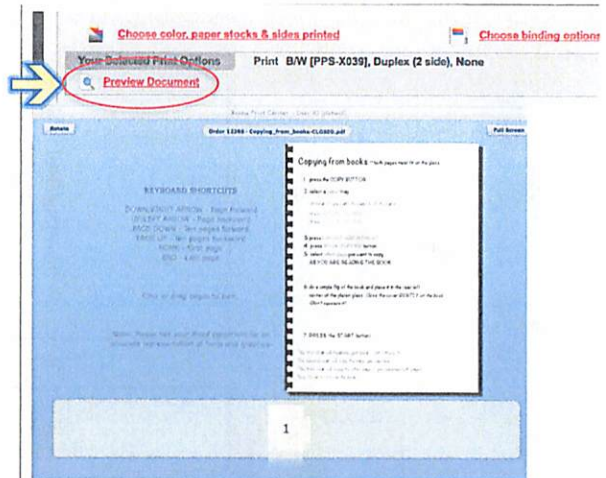
6. Click:
"Choose color, paper stocks & sides printed"
and/or
"Choose binding options, covers & special services"
Make your selections.



7. Click:

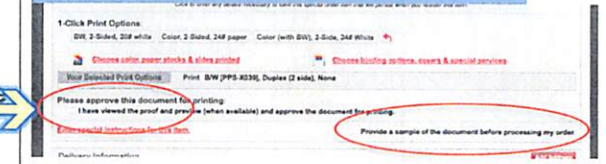
“Preview Document”

You will see what all your selections look like. You can flip through the pages.



8. Check:

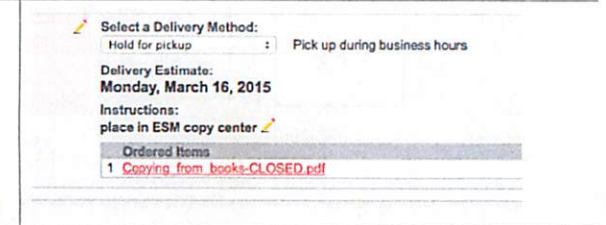
“I have viewed the proof and approve the printing” or “Provide a sample of the document before processing my order”



9. Enter:

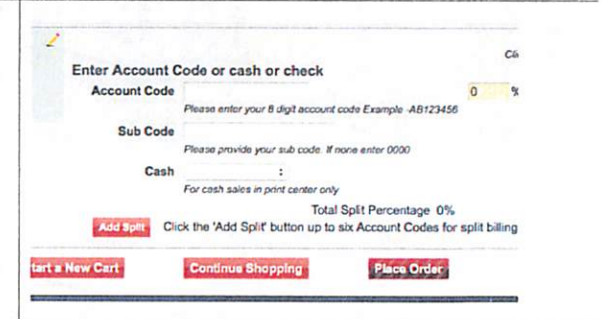
Delivery information (to save money select hold for pickup and in the notes have it delivered to the copy center –ESM Copy Center Annex M1)

use "🗑️" icon → to delete any items



10. Enter:

Your payment method and info

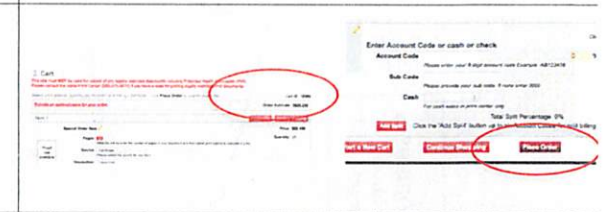


11. Review and submit:

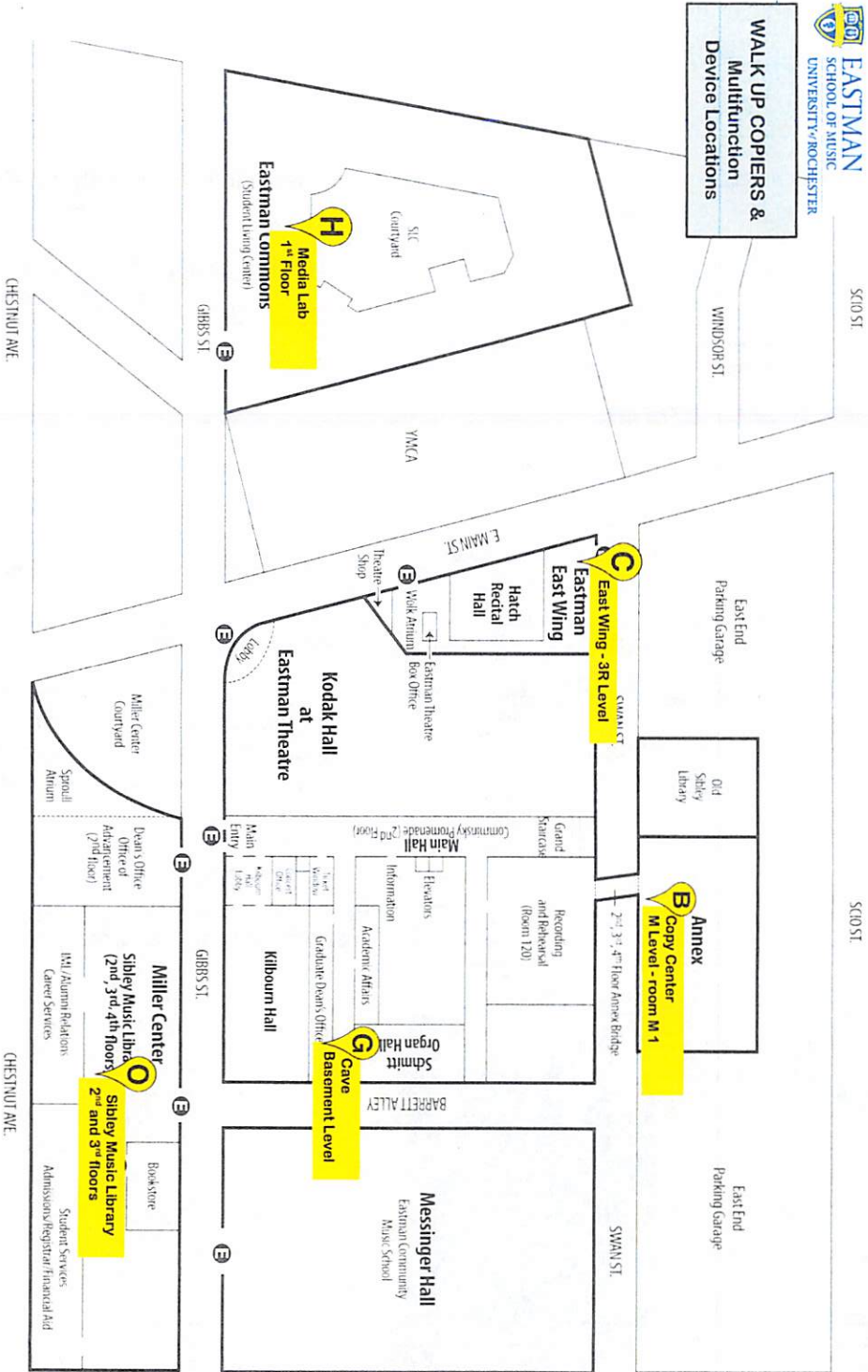
Your order cost is at the top of the screen.

To place the order, Click:

Place order at the bottom of the screen.



WALK UP COPIERS & Multifunction Device Locations



E = Entrance