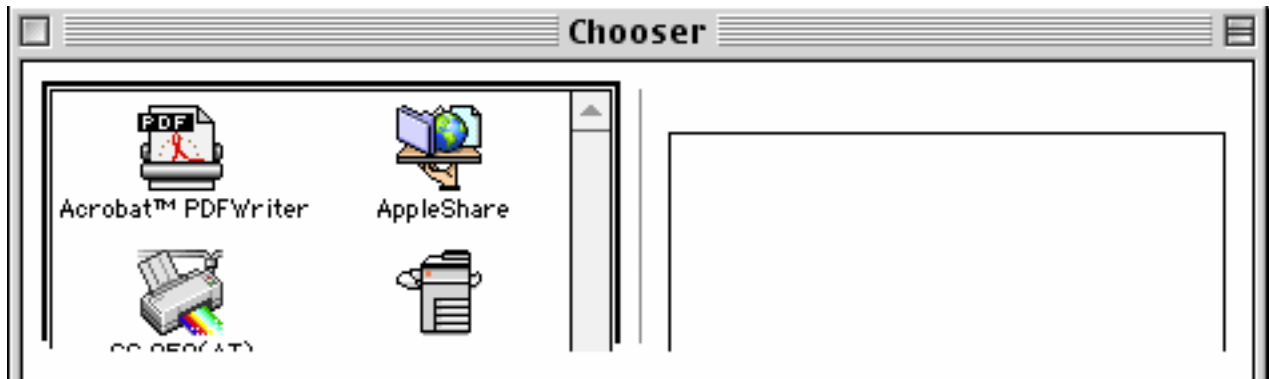


Printing Instructions
Xerox Copier
Document Centre
555

**LOCATIONS:
MCCO Annex
HHS Media Center
WOOD Addition**

I. Selecting the Printer

A. From the Apple Menu (upper left of screen) select the Chooser



B. From the left column, select the icon Xerox DC555

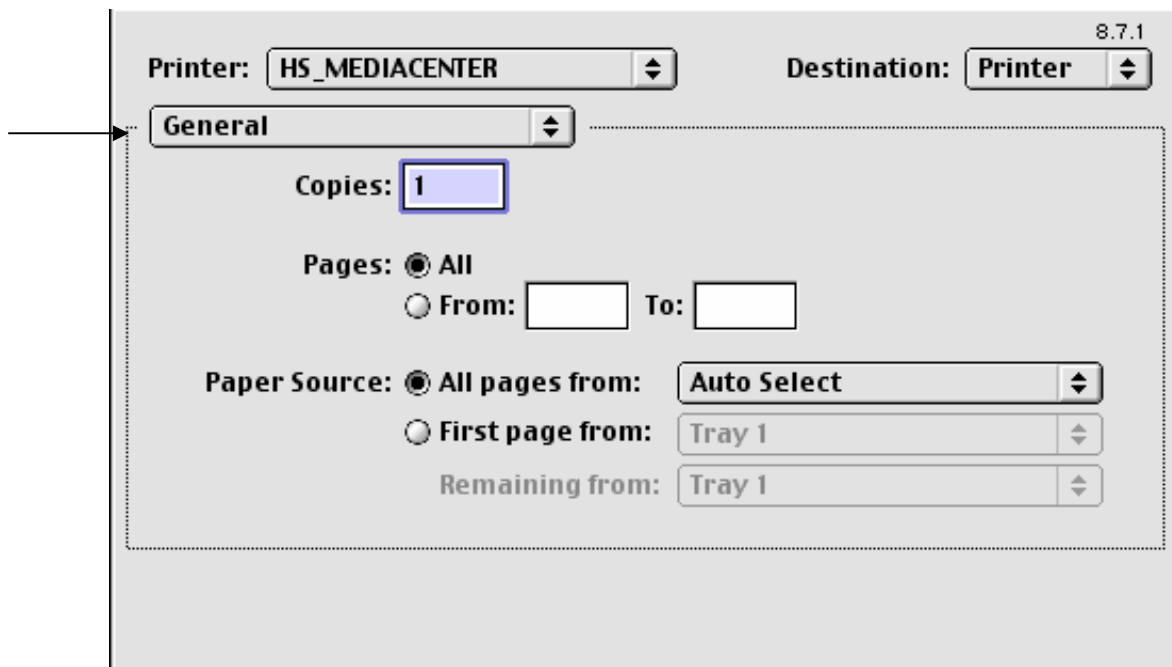
C. Make sure that in the right column the item HS_MEDIACENTER is selected.

D. Close the Chooser. You shouldn't have to do this unless again unless you switch to the Xerox machine in the office.

II. Printing using Special Features

A. From your open application select "Print"

B. The following screen should appear. Click on the bar labeled General.



C. From the drop down menu, select “Xerox Features”. The following screen should appear.

8.8.0 (301)

Printer: HS_MEDIACENTER Destination: Printer

Xerox Features

Paper **Output** **Options**

Document Body

Type: Plain Paper

Color: White

Covers

Same as Body

Type: Other

Color: White

D. Click on the tab Labeled “Output”. The following screen should appear.

8.8.0 (301)

Printer: HS_MEDIACENTER Destination: Printer

Xerox Features

Paper **Output** **Options**

Job Type

Normal Print

2 Sided Printing:

1 Sided

Staple/Output Options:

Collated

Accounting


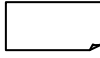
Fold/Punch Options:

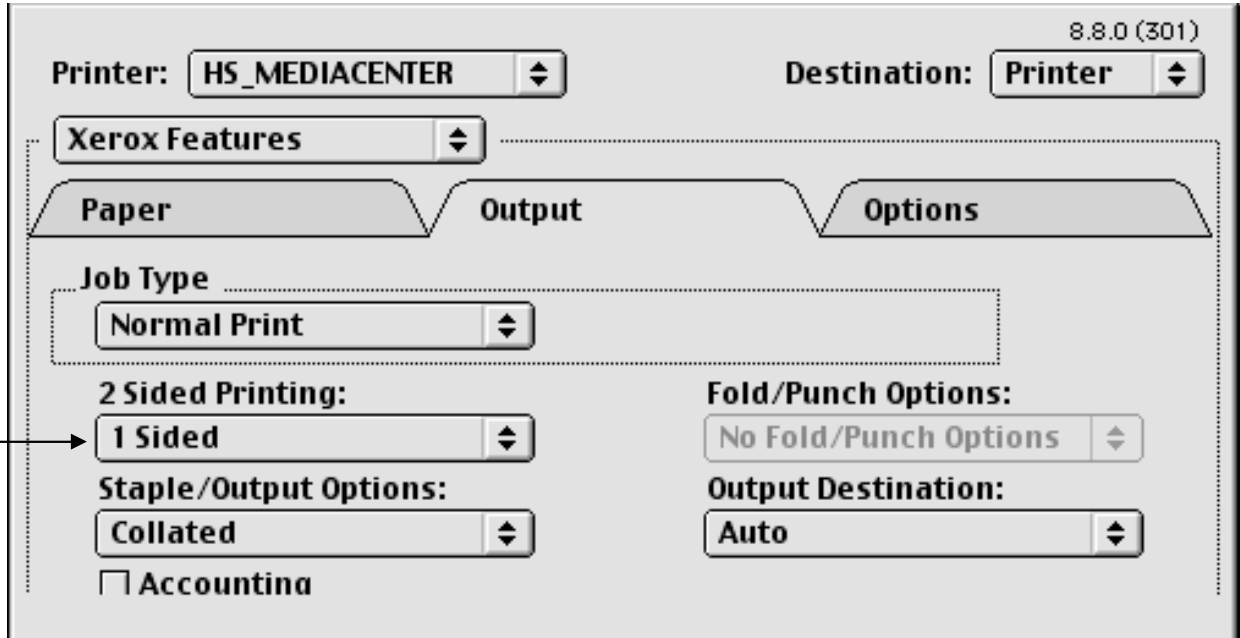
No Fold/Punch Options

Output Destination:

Auto

E. Printing double sided.

1. To print pages in portrait layout () double sided, select 2 sided (long edge)
2. To print pages in landscape layout () double sided, select 2 sided (short edge)



8.8.0 (301)

Printer: HS_MEDIACENTER Destination: Printer

Xerox Features

Paper Output Options

Job Type

Normal Print

2 Sided Printing: **1 Sided**

Fold/Punch Options: No Fold/Punch Options

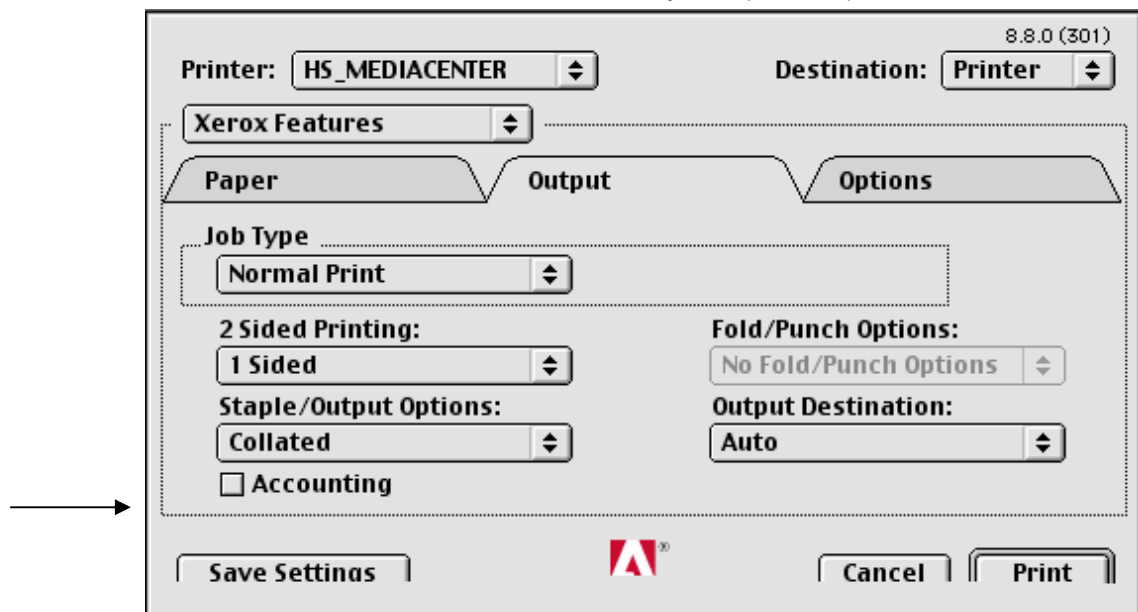
Staple/Output Options: Collated

Output Destination: Auto

Accounting

F. Stapling Pages

1. Select the desired number of staples (max 2)



8.8.0 (301)

Printer: HS_MEDIACENTER Destination: Printer

Xerox Features

Paper Output Options

Job Type

Normal Print


2 Sided Printing: 1 Sided

Fold/Punch Options: No Fold/Punch Options

Staple/Output Options: **Collated**

Output Destination: Auto

Accounting

Save Settings  Cancel Print

G. Sending a Secure Print Job

1. Select Secure print under “Job Type” and enter a 4 digit password. This will be needed to retrieve the copy job from the copier. (Use this method for sending interim reports, tests, or other documents you don’t want students to have access to.)
2. When you get to the copier, press the job status button and select your print job. In order to release the print job you will have to enter the 4-digit code you entered when you sent the job.

