



Using the Multi-function Network Printer

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Abstract: This document provides instructions for individual users to install the software required to attach to and use a departmental, multi-function network printer.

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The Network Printer

In an effort to contain costs and provide better

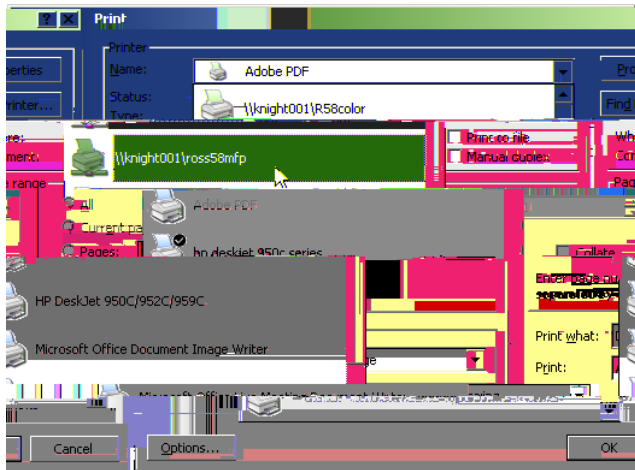


Figure 3. Print dialog window. Select printer from drop-down menu.

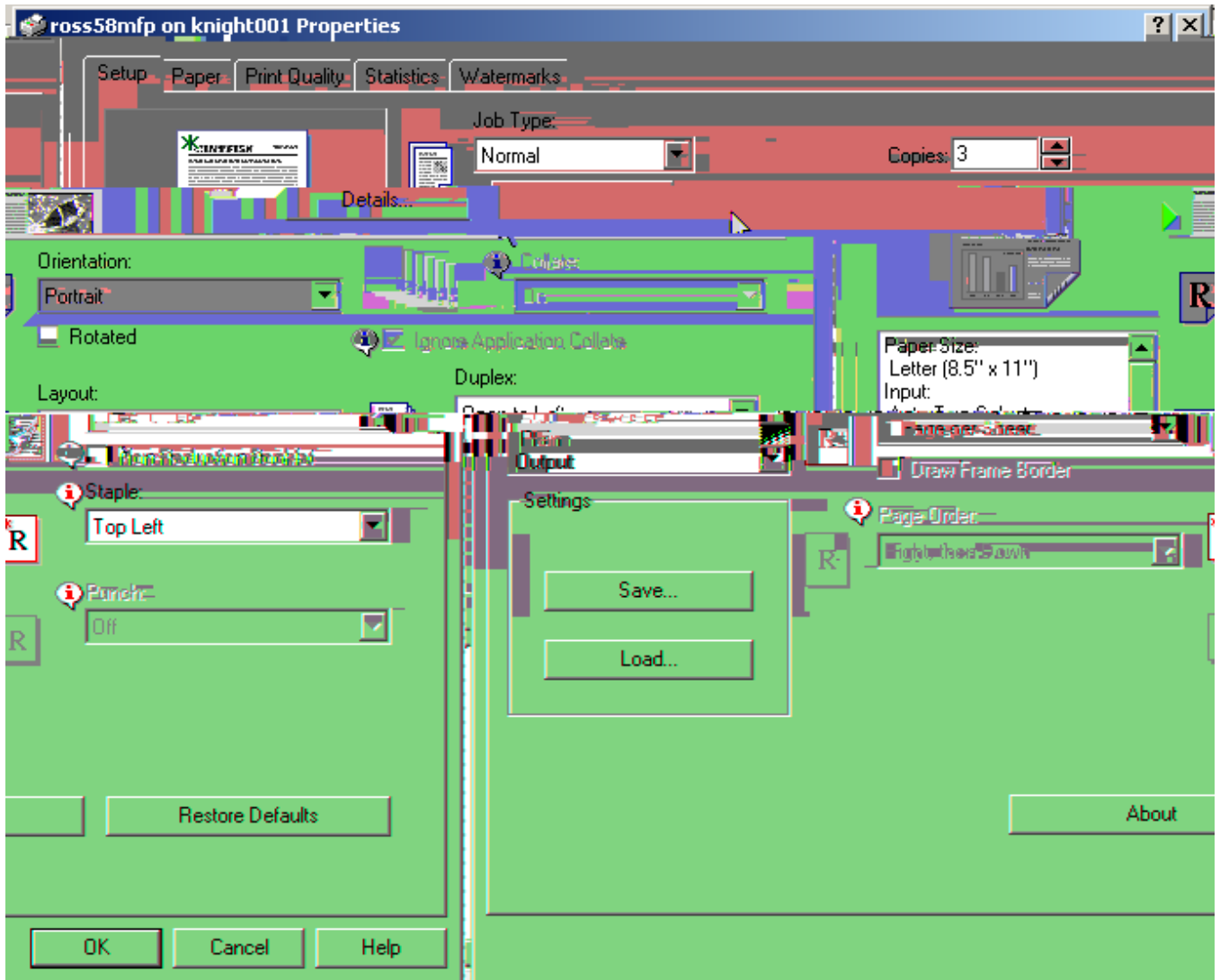


Figure 4. Printing options. This print job will make 3 collated copies, printed both sides, and stapled. Note the *Watermarks* tab.

Using the Copier Function

As noted, NJCU has standardized on multi-function network printers that includes photocopying. To use the copier function,

1. Place one or more $8\frac{1}{2} \times 11$ sheet(s), printed side up, in the top document feeder.
2. Enter your authorization code² using the keypad, then Press the # symbol in the printer's touch screen.
3. Enter the number of copies and other print options desired, then click the Copy button.

For odd shaped paper and books, lift the top, hinged section of the printer to expose the glass plate and place the item print-side down directly on it. Follow the alignment marks on the edges of the glass for proper placement.

Using the Scanning Function

You can use the multi-function printer to scan documents or images in gray-scale. The resulting image is delivered to the root directory of your personal network folder³ in various formats, including RTF and CSV (i.e. editable text documents for Microsoft Word and Excel, respectively). When selecting these formats the scanned image(s) is/are processed with optical character recognition (OCR) software before they are delivered to your folder.

To scan a document,

1. Select the Scanner Function and login.
 - a. Press the "Scanner" button on the printer control panel once or twice to bring up the Global Scan dialog in the touch screen.
 - b. Press the Login button on the touch screen. The screen will display a login dialog.
 - c. Press the Username box on the touch screen. The screen will display a keyboard.
 - d. Enter your network login name. (This is the same as the username you enter when booting your computer, which is typically your first initial, last name), and press the OK button.
 - e. Press the Password box. The screen will display a keyboard.
 - f. Enter your network password and press the OK button.
 - g. The third entry box (Network Domain) should show "Gothic" by default.
 - h. Press the OK button on the login screen. If the login information is accepted, the rest of the buttons on the Scanner dialog screen will become active and the Login button will change to a *Logout* button.
2. [Optional] Press the Scan Settings button in the touch screen and set alternate options. Table 2 (next page) lists and describes these options. Default settings are noted with an asterisk (*). Press OK to return to the previous screen.

² This is the same code that is used to make long distance calls from university telephones.

³ If you do not have a personal network folder, contact the University Help Desk.

To retrieve the scanned document(s),

1. Use Windows Explorer to find and process the delivered files.
 - a. Hold down the Windows key⁴ and press the E key to open Windows Explorer.
 - b. Select the “*your_user_name* on napp\user (X:)” drive in the Folder pane, on the left.
 - c. The scanned output will be listed in the Folder Contents pane, on the right (figure 4).

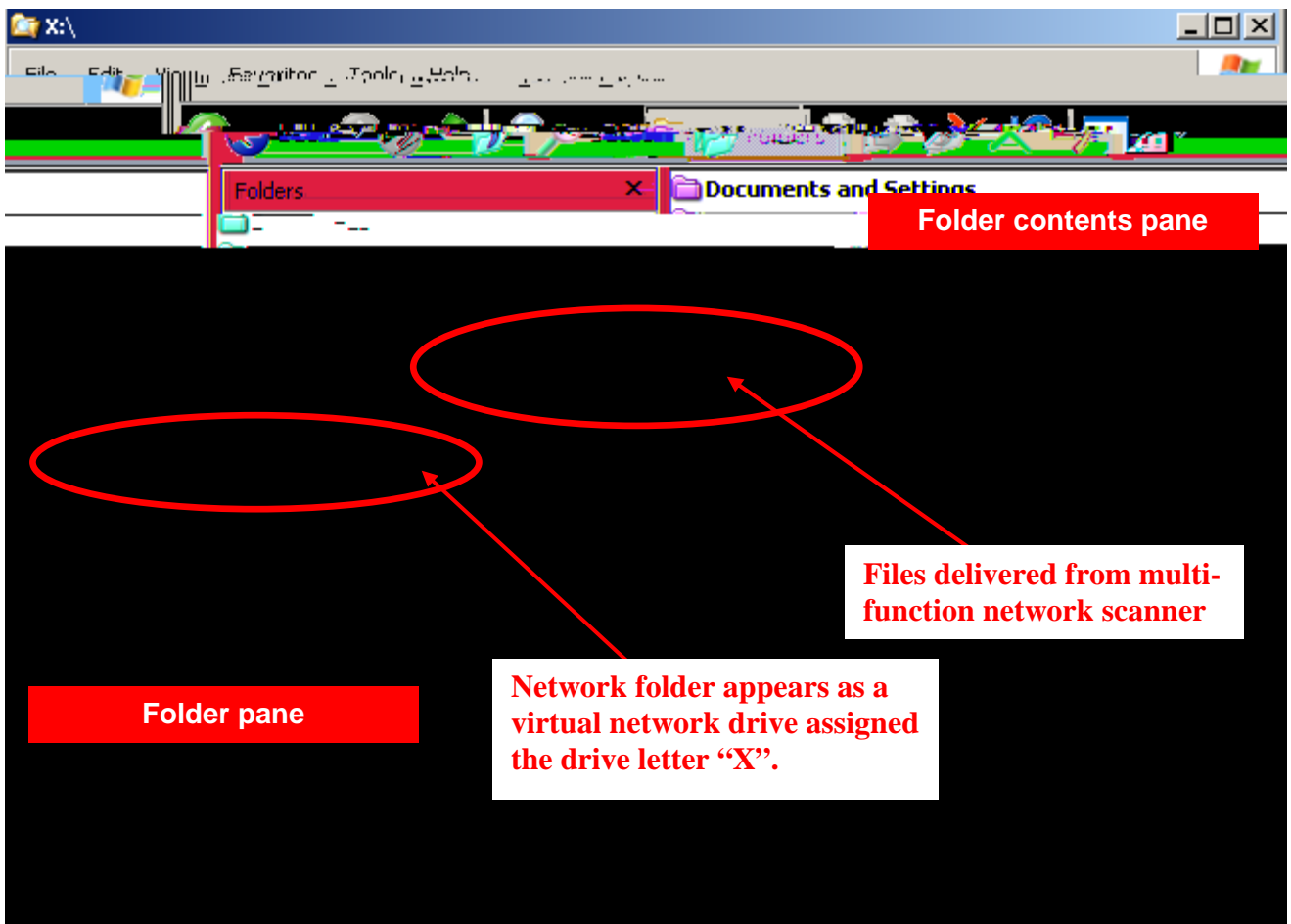


Figure 4. Explorer window showing User X: drive and contents of the top folder.

HINT: Keep the top folder of the X: drive empty so that newly delivered scans are easy to spot! Rename the files and move them to an appropriate folder in My Documents or other location immediately after delivery.

⁴ The Windows key is located on the first row of the keyboard, left of the space bar, between the CTRL and ALT keys on all Dell and most PC keyboards. The key inscription looks like a waving Windows logo. If this key is not present, you can start Windows Explorer from the Start button, All Programs menu, typically under the Accessories sub-menu.

There is no facility to name the output files during the scan process. Consequently, the files are delivered using the following coded pattern for the name:

YYYYMMDDHHMMSS_seq-number.filetype

Table 3 provides a translation for the coded file names.

Table 3. Elements of coded file names

Code	Meaning
YYYY	4-digits for year
MM	2-digits for month
DD	2-digits for day
HH	2-digits for hour (military time)
MM	2-digits for minutes
SS	2-digits for seconds
_seq-number	Additional sequential number for multi-page scans to separate files
.filetype	The appropriate file extension for the type of file

Examples:

20061017135843_001.001.rtf
20061017140133.tiff

NOTE: Although it appears active on the touch screen, the Deliver by Email option is currently disabled.

Printer Maintenance and Support

Departmen/User Responsibilities

- Each person using the network printer should know how to clear a paper jam.
- Each person using the network printer should know how fill the paper tray with paper.
- Someone within the department should know how to replace the toner cartridge.
- Clean the scanning glass periodically to remove finger prints and smudges.
- Order paper and toner as necessary.

Support

- Call the University Help Desk (Ext. 4357) for se