

Scanning, Printing, & the Copy Machines

for TAs & Instructors in Languages & Literatures
2017-18

Copy Machines are located on even numbered floors. Your code will allow you to use any floor, but please use the floor nearest your department (unless it's out of service). The copy rooms are located in Sproul 222, 414, 614, and 814.

Scanning is the new copying!

- ▶ All grad students & TAs have scanning privileges.
- ▶ In an effort to save paper, TAs are encouraged to scan & upload course materials (readings & assignments) to CANVAS (course management & collaboration systems), rather than printing them out or photocopying them for each student.
<https://login.canvas.ucdavis.edu/>.
- ▶ Course access is delegated to you by your TA supervisor.

Scanning on the Copy Machine

4th & 8th Floors

- ▶ To login, type in your code and then press **ID**. Ignore the password box (leave it blank).

Dept. ID

Password

Log in/
out

ID

- ▶ To Scan Documents click **Send**. 
- ▶ Then click **Email** and click the *empty rectangle* to type in your email address. When you're done, press **OK**.
- ▶ If you want to scan both sides of your original document, click **2-Sided Original**.
- ▶ If you prefer a PDF file, rather than a TIFF file, click **File Format** and choose PDF. Just don't choose the "OCR" text-reading function (our copier doesn't have that function, so you won't get the email).
- ▶ If you want to change the subject line of the email or the document name, click **Send Settings** and touch the rectangle to enter text.
- ▶ You can scan documents using the feeder (print side up) *or* place them on the glass.
- ▶ When you're happy with the settings and have your document in place, click **START** to scan your item(s). If you're scanning multiple pages on the glass, keep pressing start after each page. When you're done with all pages, click **Done** on the touch screen.
- ▶ When you're finished scanning, logout by pressing the **ID** button again.

START

Log in/
out

ID



Scanning on the Copy Machine

2nd & 6th Floors

- ▶ To Scan Documents click **Scan and Send** on the main menu.
- ▶ Click **New Destination** and click the *empty rectangle* to type in your email address. When you're done, press **OK**. (Or select an email address from the address book.)
- ▶ If you want to scan both sides of your original document, click **2-Sided Original**.
- ▶ You can scan documents using the feeder (print side up) *or* place them on the glass.
- ▶ When you're happy with the settings and have your document in place, click **START** to scan your item(s). If you're scanning multiple pages on the glass, keep pressing start after each page. When you're done with all pages, click **Start Sending** on the touch screen.
- ▶ When you're finished scanning, logout by pressing the **ID** button again.



Log in/
out

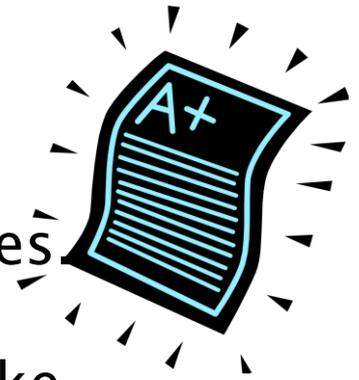


Setting up your laptop to print

- ▶ In order to be able to print from your personal computer to a copy machine, follow the “Wireless Printing” set up instructions at <http://harcs-it.ucdavis.edu/printing-directions>.
- ▶ If you are having trouble printing from your computer to the copy machine, you can email our IT Staff: harcs-help@ucdavis.edu



Printing from your laptop



- ▶ Some items, like exams, will require hard copies. For these, TAs can print all copies from their laptops directly to a copy machine. Please make sure to pick up your copies promptly and to check your copies before leaving the copy room. Leave any copies that aren't yours in the designated tray.
- ▶ You are allotted up to 2500 pages each quarter you TA.
- ▶ ***Word of Caution:*** Remember that your offices are ***shared***. Take your laptop with you when you leave your office!

Printing – General Instructions



- ▶ To print to a copier, click **File**, then **Print** as usual.
- ▶ For the printer name, select the name of the copy machine (222_Copier, 414_Copier, 614_Copier, or 814_Copier).
- ▶ Use printer properties to select any preferences (2-sided, Staple & Collate, etc.), then print.
- ▶ Don't forget to pick up your items from the copy machine you chose. And make sure to take only your copies and leave unclaimed ones in the designated tray.

Photocopying on the Copy Machine

4th & 8th Floors

- ▶ When you have a hard copy or book you need to photo copy, use the **copy code** (different from the scanning code) emailed at the beginning of each quarter. Copy codes change each quarter and only TAs have access to a code.

- ▶ To login to the CANON copy machines, type in your 4-digit *copy* code and then press **ID**. Ignore the password box (leave it blank).

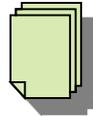
Dept. ID

Password

Log in/
out

ID

- ▶ To Copy Documents click **Copy**.



- ▶ For double sided printing, press **Two-sided** to choose 1 ▶ **2-sided** or 2 ▶ **2-sided**
- ▶ For stapled packets, press **Staple**, then select the corner where you'd like the staple and press **OK**. [NOTE: The 8th floor copy machine can no longer be used for stapling]
- ▶ To enlarge or reduce, press **Copy Ratio** and select the appropriate percent (e.g. 125% for a 25% enlargement or 75% for a 25% reduction).
 - ▶ Place papers in the Feeder, use the number pad to select the number of copies, then click **START**.

OR

- ▶ Place first sheet on the glass, use the number pad to select the number of copies, then click **START** to cue the first sheet. Flip the sheet over on the glass or place the next sheet on the glass and click **START** again to cue the next sheet. Repeat as many times as needed and then click the **DONE** button on the glass.
- ▶ When you're finished copying, logout by pressing the **ID** button again.

Log in/
out

ID

START



Photocopying on the Copy Machine

2nd & 6th Floors

- ▶ When you have a hard copy or book you need to photo copy, use the **copy code** (different from the scanning code) emailed at the beginning of each quarter. Copy codes change each quarter and only TAs have access to a code.
- ▶ From the Main Menu, click **Copy** to copy Documents.



Dept. ID

Log in/
out

ID

Password

- ▶ To login, type in your 4-digit *copy* code and then press **ID**. Ignore the password box (leave it blank).
- ▶ For double sided printing, press **Two-sided** to choose **1 ▶ 2-sided** or **2 ▶ 2-sided**
- ▶ For stapled packets, press **Finishing**, then **Staple**, then select the corner where you'd like the staple and press **OK**.
- ▶ To enlarge or reduce, press **Copy Ratio** and select the appropriate percent (e.g. 125% for a 25% enlargement or 75% for a 25% reduction).
 - ▶ Place papers in the Feeder, use the number pad to select the number of copies, then click **START**.

OR

- ▶ Place first sheet on the glass, use the number pad to select the number of copies, then click **START** to cue the first sheet. Flip the sheet over on the glass or place the next sheet on the glass and click **START** again to cue the next sheet. Repeat as many times as needed and then click the **Start Copying** button on the glass.
- ▶ When you're finished copying, logout by pressing the **ID** button again.

Log in/
out

ID

START



Technical Difficulties

- ▶ If you are having trouble printing from your computer to the copy machine or if the machine jams or malfunctions, please email our Computer Support Team for assistance:

harcshelp@ucdavis.edu (e-mail strongly preferred)

If you can't access email, call (530) 754-5712

