

# Equipment - Public Photocopiers/Printer/Scanner

A public photocopier/printer/scanner is located on each floor in the alcove. Each machine offers photocopying, printing from a public computer, and scanning to email or a USB device.

**Press power button to ensure that the device is on**

## Photocopying

- Touch the **copy** icon or **guest** button on the screen
- Type in your Michigan Tech username
  - Touch **next**
- Type in your ISO password
  - Touch **done**
- Select **copy** tab
- Load document into feeder or place on glass
- Press **start** button
- After photocopy is completed remove the document and log out.

## Scanning to Email

- Touch the **email** icon or **guest** button on the screen
- Type in your Michigan Tech username
  - Touch **next**
- Type in your ISO password
  - Touch **done**
- Select **email**
- Type in the receiver's email
  - Select **add me** to send document to yourself
- Load document into feeder or place on glass
- Press **start** button
- After scanning is completed remove the document and log out.

## Scanning to a Flash drive

- Insert flash drive into **USB port** located to the left of the photocopier screen
- Select **options**
  - bottom of screen
- Load document into feeder or place on glass
- Press the **start** button
- After scanning is completed remove the document and log out.
- Remove the flash drive from the USB port



IT is responsible for all public photocopiers/printers/scanners in the library. When IT personnel are off-duty, Library Service Desk personnel will troubleshoot and report problems.

### **Printing - Release Print Job**

All public computers in the library are linked to all public printers.

### **Library Service Desk personnel release print jobs**

- Jobs are completed when patron uses the Generic, Anonymous login
  - If a patron (Michigan Tech affiliated) is logged in under their username, we cannot print their document
- To release a print job
  - Log into PaperCut
    - PaperCut is labeled on the Google Chrome Bookmarks
  - Select the jobs pending release tab
  - Ask patron for name of print job, click on print job
  - Select print
  - Select printer
    - Garden Level
      - G01a copier
    - First Floor
      - 100b copier
    - Second Floor
      - 200a copier
      - 200a copier
    - Third Floor
      - 300a copier
      - 300a color copier
- Print Cost
  - Black and white copies are FREE to all patrons
  - Color Prints are FREE to all Michigan Tech faculty and staff
  - Color Prints are
    - \$.25 for single page
    - \$.40 for duplex copy

