COPYING … on the Xerox copiers in AND, BLD, and WFS

As you have discovered, these copiers make copies in much the same way as the previous ones. Although there is some variation among the machine models, such as with the order of steps, here are the basics:

- **Load** the document face up into the Document Handler or face down on the glass.
- Touch the **Services** button on the Control Panel.
- Touch the **Copy** icon on the Touch Screen.
- Enter your copy code (Xerox calls this "User ID") and press Enter.
- Touch the **Copy** icon on the Touch Screen.
- Select the appropriate **Settings** on the Touch Screen. Examples:
  - Machine default is B/W; if you want color you must select it (Auto Detect is best)
  - Reduce/Enlarge
  - Paper tray, or Auto Paper Select
  - 2-sided copying
  - Copy Output (collated, stapled, folded, hole-punched)
  - Image Quality (photo and text original)
  - Layout Adjustment (book copying, odd-sized originals, edge erase…)
  - Output format (booklet creation, annotations…)
  - Enter the **Quantity** using the Number Keypad.
- Press the **Start** button on the Control Panel.
- When finished, be sure to press "clear all" to clear settings and code for the next user.

Additional notes

- ❖ Please put any custom paper, including transparencies, through the by-pass tray, *not* in the trays in the machines. Machines are stocked with standard sizes as noted, and changing these trays will cause problems with those sending print jobs. You must define for the machine what you are putting into the by-pass tray so that it can be handled correctly.
- ❖ The paper in these machines belongs to Creative Communications and has been specially selected to run smoothly in these machines. Please do not put other stock into the machines.
- ❖ Machines are filled routinely each morning, and they provide low-paper warnings to sfrcopy@u.washington.edu. There should not be any need for users to add paper. If you have a paper supply problem, email sfrcopy@u.washington.edu.
- ❖ B/W is the default. If you want color, you must select it; "Auto Detect" is recommended.
- ❖ Color copying is available only on AND115-COPIER, BLD253-COPIER, and WFS104-COPIER.
- ❖ Each copy code is attached to a specific budget number. Email sfrcopy@u.washington.edu for addition/deletion of codes. Copying is a permissible direct charge to grants, whereas toner cartridges and office supplies are not.
- ❖ The eraser end of a pencil makes a good selecting tool on the Control Panel; don't use anything sharp.

Questions/problems? Email sfrcopy@u.washington.edu