

Lewis & Clark

How-To Guide

For additional information, please visit
www.lclark.edu/offices/business/managed-print-services/

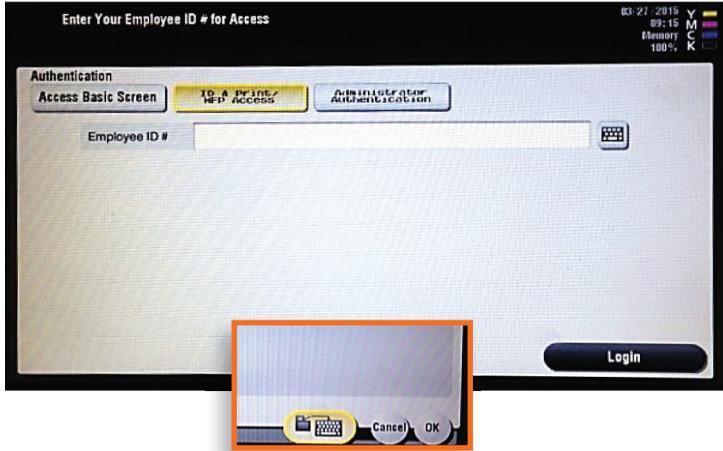


PACIFIC OFFICE AUTOMATION

— PROBLEM SOLVED —

**LOGGING IN/
RELEASING PRINTS**

How to Log Into the Copier



- 1 Press the white box or keyboard icon  before typing in your user Lewis & Clark ID number.
- 2 Use the keypad number pad on the screen or off to the side to enter in your user Lewis & Clark ID number.
- 3 Press **OK** when done then **Login** to completely log in.

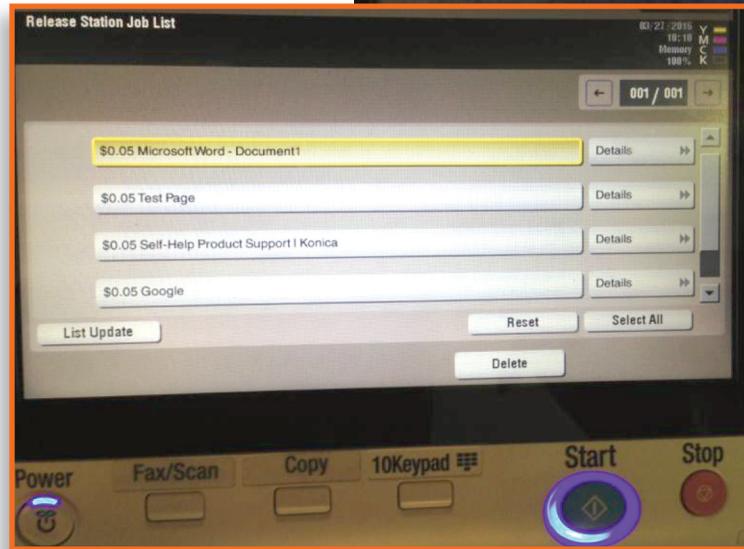
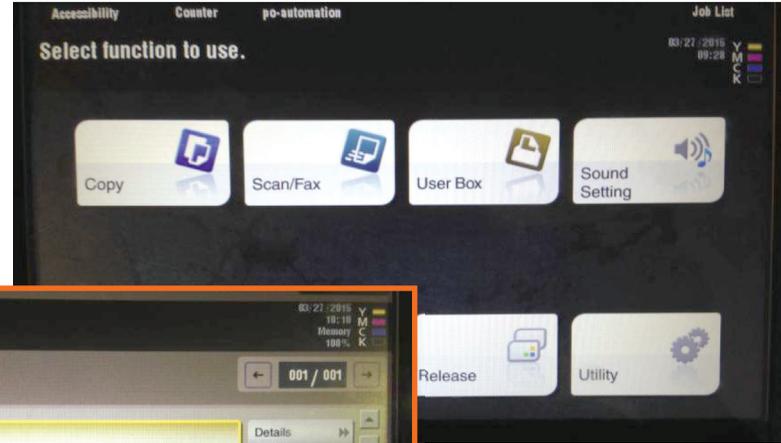


How to Release Print Jobs

1 After logging in, press the **Release** button to view the jobs that you have sent over to print.

2 Press the jobs that you want to print, highlighting the file. *If you have multiple files to print, press the **Select All** button (right next to **Reset**) to highlight all of your files.*

3 To print the highlighted jobs, press the **Start** button. If you would rather delete those files that are highlighted, press **Delete** instead of the **Start** button.



**HOW TO
PRINT/COPY/SCAN/FAX**

How to Scan



Tap the name of the person's name that you want to scan your document to—selecting **Me** scans to yourself. If the email address is not in the address book, see **How to Scan to an Email Address** on page 8.

Press the **Color** button to change your job to scan in color. Scanning in color will create larger files than if scanned in black and white.

Select the **Simplex/Duplex** option if you are scanning a 1-sided or 2-sided document. *If you are scanning from the document feeder, it will automatically scan both sides if chosen. If you are scanning off of the glass, you will need to scan each page individually.*

Select the blue **Start** button to scan your job.

How to Scan to an Email Address

(An email not already programmed into the copier)

Make sure that you are in the Fax/Scan screen before continuing.

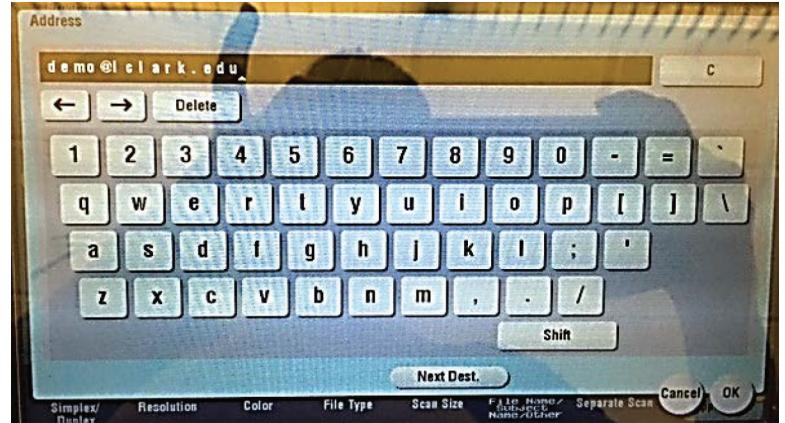
1 Select **Direct Input** from the left hand side of the screen.



2 Select **Email**

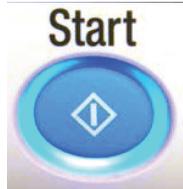


3 Type in the email address that you want to scan to. (Use the **Shift** key to access the "@" symbol and other characters as necessary.)



4 When complete, tap on **OK** on the screen.

5 Press the blue **Start** button on the machine.



How to Add an Email Address to the Address Book

1 Log in to the copier as normal (see **How to Log Into the Copier on page 3** for instructions on logging in).

2 Once you are logged in, press the **Menu** button to access the **Utility** menu.



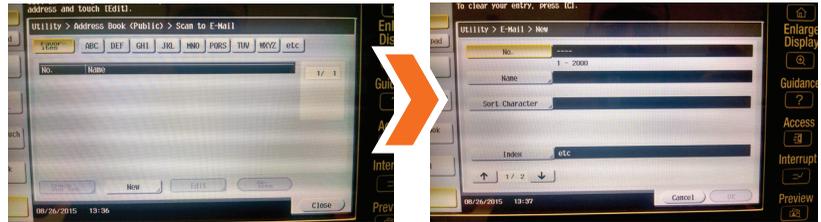
3 Touch the **One-Touch/User Box Registration** button, then **Create One-Touch Destination**.



4 Once you are in the **Create One-Touch Destination** screen, touch **Address Book (Public)**, then **E-Mail**.



5 Touch **New** to access the screen where you will have to enter the information. Enter in all of the information for the person you are adding.



6 Make sure you press **Index** to select the set the person will be categorized in.

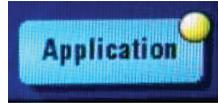
7 When you finish typing all of their information, touch **Close** until you reach the **Utility** screen. Touch **Access** to complete the process.

Scanning Multiple Pages on Glass and/or Doc Feeder into one PDF Doc

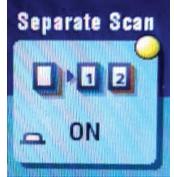
Make sure that you are in the Fax/Scan screen before continuing.

1 Select the name of the person that you are scanning the file to (or type the email using the Direct Input method).

2 Select **Application**.



3 Select **Separate Scan**. Make sure that this says **ON**. If it does not say on, it will scan each page as a separate PDF file.



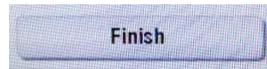
4 Select the **Simplex/Duplex** button (select **1-Sided** for single-sided documents or **2-Sided** for double-sided documents).



5 Place your document on the glass or in the document feeder. *Make sure when placing documents in the feeder that all staples have been removed prior to scanning.*



6 When you are complete, press the **Finish** button



7 Press the blue **Start** button.

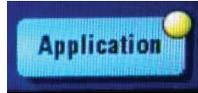
8 The documents will then be scanned to you as a single PDF document.



How to Turn ON or OFF the Separate Scan as Default

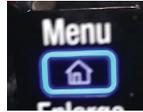
1 Make sure that you are in the Fax/Scan screen.

2 Select **Application**.



3 Select **Separate Scan** - make sure that this says **ON** or **OFF** (On if you want the separate scan to be on by default, and Off if you want to turn off separate scan as default).

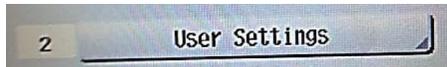
4 Select the **Menu** button.



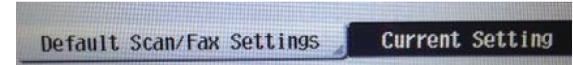
5 Select **Utility**.



6 Press **User Settings**.

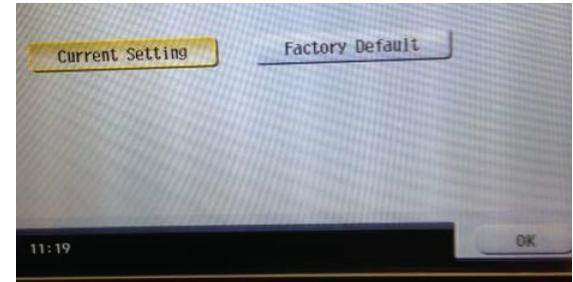


7 Select **Default Scan/Fax Settings**.



8 Select **Factory Default** then select **Current Setting**. Then select **OK**.

9 Select **OK (2X)** then **Close (2X)**.



How to Add/Change Default Function Buttons to Fax/Scan Screen

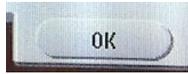
1 Select **Menu** then **Utility**.



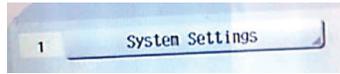
2 Select **Administrator/Machine Settings**.



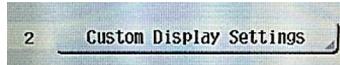
3 Key in the password: 12345678, press **OK**.



4 Select **System Settings**.



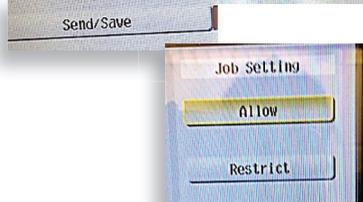
5 Use the **Forward** button to scroll through the options and look for/press **Custom Display Settings**.



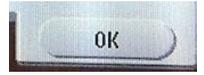
6 Press **Function Display Key (Send/Save)**, **Send/Save**.



7 Press **Allow**.



8 Select **OK** then **Close (4X)**.



9 Select **Menu** then **Utility**.



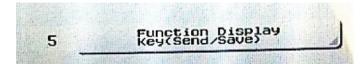
10 Select **User Settings**.



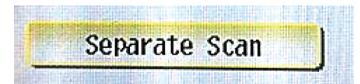
11 Select **Custom Display Settings**.



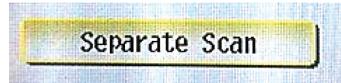
12 Select **Function Display Key (Scan/Save)**.



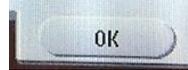
13 Scroll to find an empty function key (in this example: **Function Key # 7**) Touch where it says **Function Key 7**, then select **ON**.



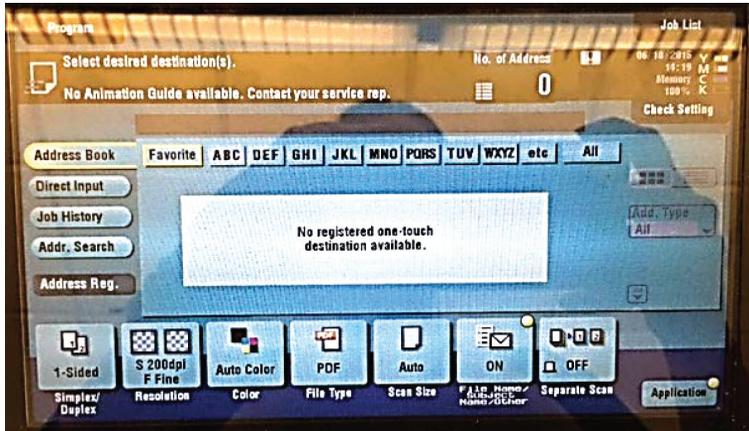
14 Select the button option that you want to show up on the main Fax/Scan screen (for this example: Separate Scan).



15 Select OK then Close (4X).



16 Now go back into the main Scan/Fax screen. The **Separate Scan** button will now be at the bottom of the screen as one of the defaulted functions.



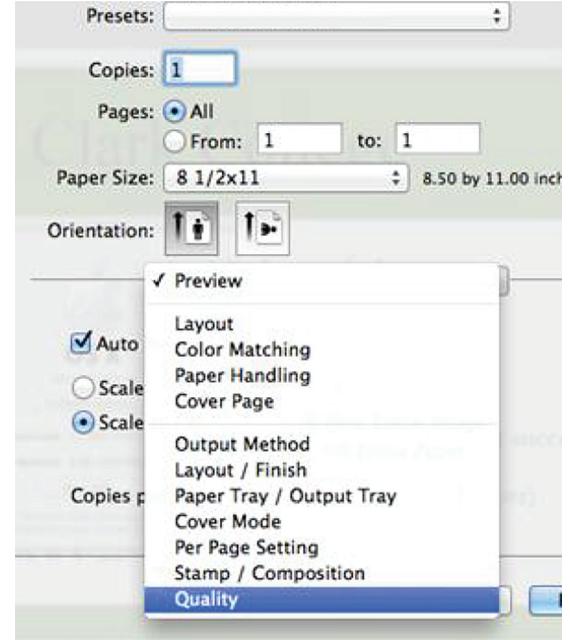
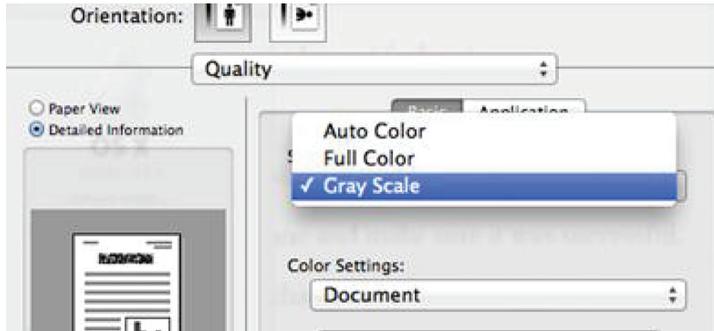
How to Change from Grayscale to Color

1 In the print dialog window before you send the document to print, click on the drop-down menu below **Orientation** (ie **Preview**).

2 Select **Quality**.

3 Change **Grey Scale** to **Auto Color**.

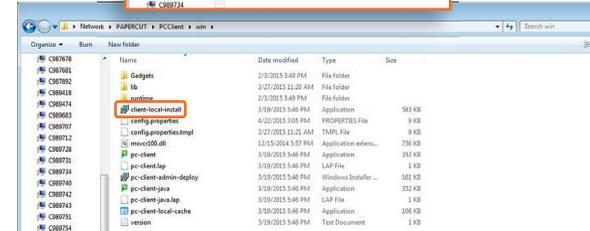
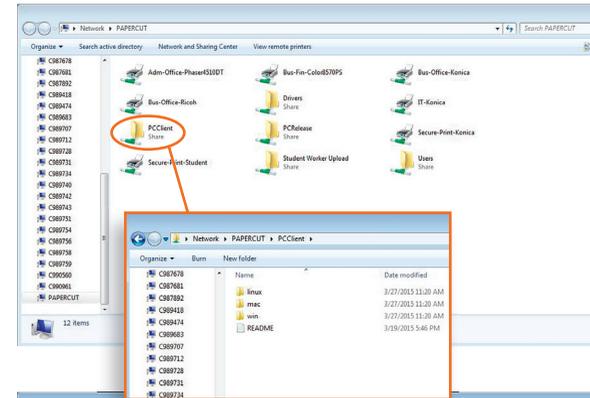
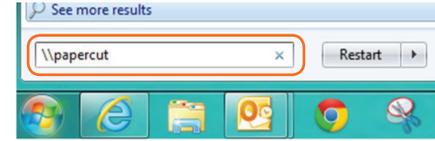
4 Click **Ok** or **Print** to send the document as color.



Installing the PCClient on a PC

This will need to be done only once on a machine.

- 1 Click on the **Start Menu** icon in the bottom left corner of the screen. Type `\\papercut` into the search bar and press **Enter**.
- 2 The Papercut window will pop up. Double click on the **PCClient**.
- 3 In the folder should be three folders (**linux**, **mac** and **win**). Double click on the **win** folder to access the installation file for PCClient.
- 4 Double click on the **client-local-install** file to start the installation wizard. Follow the prompts for the wizard.
- 5 Once you have finished the installation wizard, the PCClient should be installed and ready for all users on the PC.



SETTING DEFAULTS

Mac: Setting PCClient as a Log In Item

1 Click on the **System Preferences** icon in the system tray or, click on Apple in the upper left-hand corner, scroll down to **System Preferences** to open the **System Preferences** box.

2 Click on the **Users & Groups** icon to launch.

3 Next, click on the **Login Items** to access what applications need to be started when logging into the computer.

4 Click on the **+**, navigate to the **Applications** folder and click **Add** to add the **PCClient** to the **Login Items**.



MAC: Setting the Greyscale Printing Default

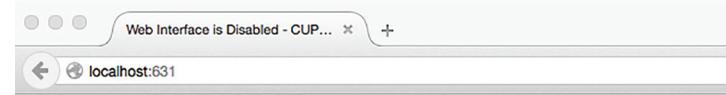
1 Open a web browser window (ie Firefox, Chrome, Internet Explorer), or tab if the application is already running.

2 Type in the address bar `localhost:631` and click **Enter**. The image to the left will appear. Copy the part within the quotes (`cupscctl WebInterface=yes`). Do not close the window/tab. If a different screen appears (the bottom right), skip to step number 5.

3 Open **Terminal**  from your applications. It can be found in the **Applications/Utilities** folder. When the window opens, paste the line (or type `cupscctl WebInterface=yes`) from step 2 and click **Enter**. Close the program.

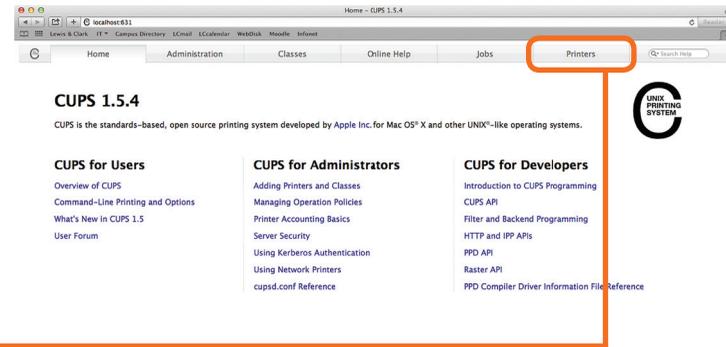
4 Navigate back to the web browser and refresh the window/tab. You should see the image to the left.

5 Click on the **Printers** tab on the far, top right corner of the window.



Web Interface is Disabled

The web interface is currently disabled. Run "`cupscctl WebInterface=yes`" to enable it.



6 Click on the **Secure-Print-Konica** printer. Two drop-down menus will appear (image below right). Click on the second drop-down to access the **Set Default Options** menu.

Queue Name	Description	Location	Make and Model	Status
EPSON_Perfection_2480_2580	EPSON Perfection 2480/2580	c9895:14	EPSON Perfection 2480/2580	Idle
Overseas	Overseas	Albany 206	Xerox Phaser 4510DT	Idle
Secure_Print_Student	Secure-Print-Student		KONICA MINOLTA C654e P5	Idle

7 Scroll down the list until you find **Select Color**. Change both of those options from **Auto Color** and **Color** to **Gray Scale**. Then scroll down some more until you find **Simulation Profile**: and change it to **None**. Click on **Set Default Options** to set the defaults.

Secure_Print_Student (Idle, Accepting Jobs, Not Shared)

Maintenance: Administration: **Select Color: Gray Scale**
 Description: Secure-Print-Student
 Location:
 Driver: KONICA MINOLTA C654e
 Connection: smb://papercut/secure-print-student
 Defaults: job-sheets=none, none media=oe_8

- ✓ Administration
- Modify Printer
- Delete Printer
- Set Default Options**
- Set As Server Default
- Set Allowed Users

Home	Administration	Classes	Online Help	Jobs	Printers
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Set Default Options for Secure_Print_Student

Options Installed | **General** | Finishing Options | Banners | Policies | Port Monitor

Finishing Options

Collate: Off On
 Collate: Off On
 Offset: Off On

Output Method: Print

User Authentication: Off On
 User: Public User Recipient User

User Authentication Settings: Device

Server Setting: Device

Account Track: Off On

Enhanced Server: Off

Authentication Settings: Authentication Settings

Public User: Off On

Relay Server: ID Only

Print Type: 2-Sided

Binding Position: Left Bind

Poster Mode: Off

Overlap width line: Off On

Select Color: Gray Scale

Select Color: Gray Scale

↓

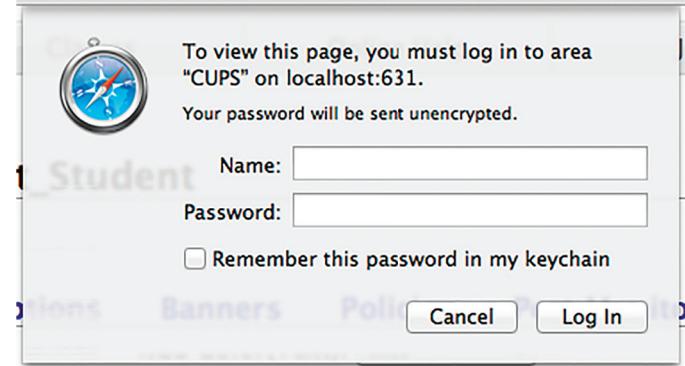
Simulation Profile: None

↓

Set Default Options

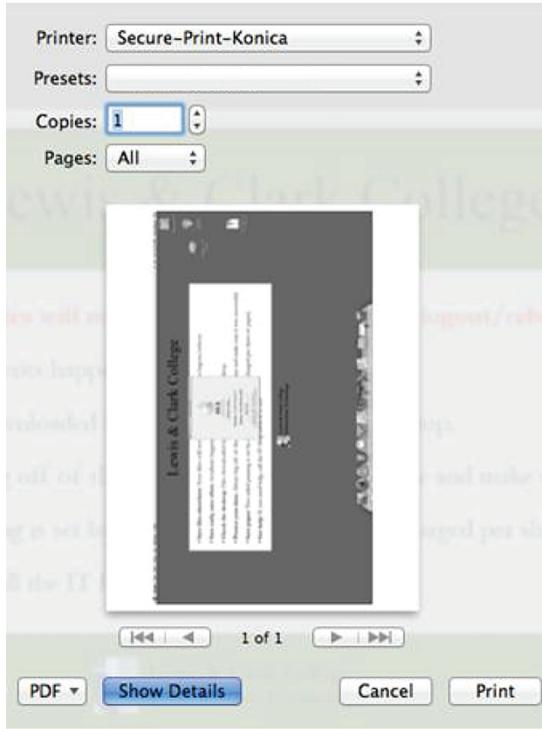
8 After clicking the **Set Default Options**, a dialog box will pop up asking for your credentials. Enter your Lewis and Clark username and password to complete the process.

9 Your defaults will now be only grayscale. If you would like to print in color turn to page....



Creating a Printing Preset

Open up a document for print. (This can be any document—defaults are only set up once.)

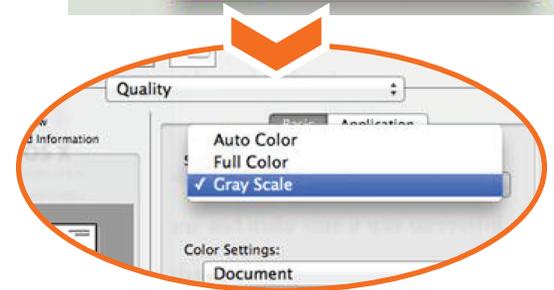
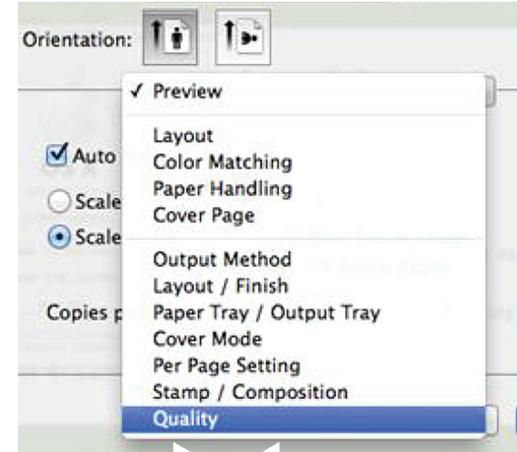


1 Select Secure-Print-Konica printer from the drop-down menu.

2 Select Show Details.

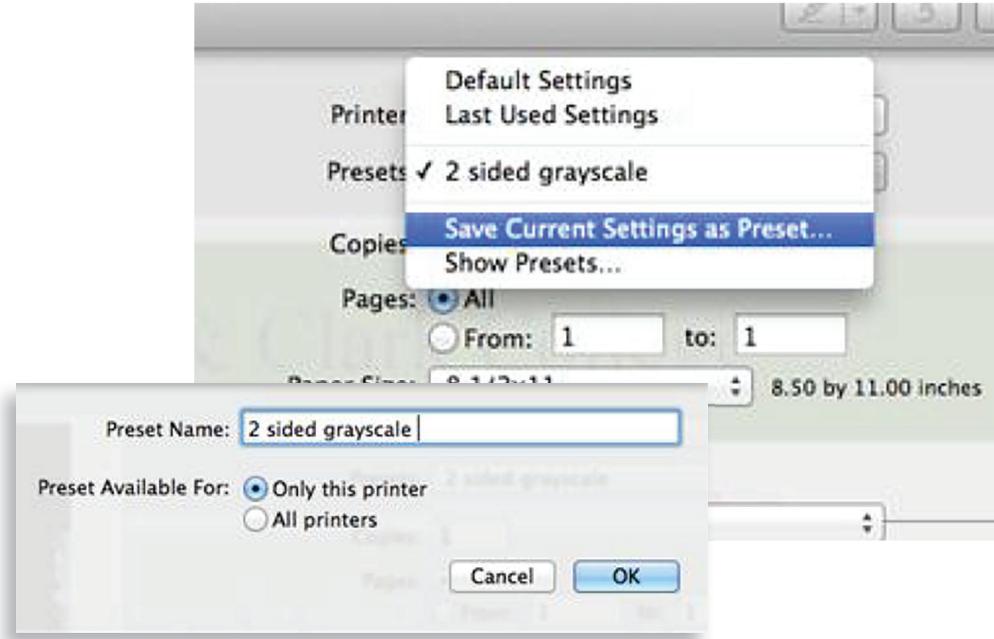
3 Click on **Preview**, scroll down to **Quality** and select it.

4 Under **Color**, select **Grey Scale**.



- 5** Under **Presets**, select **Save Current Settings as Preset**. For preset name type: **2 Sided Grey Scale**.
Click **OK**.

- 6** Click **Print**.



How do I change the default settings from black and white to color for a single print?

In the print dialog window before you send the document to print, click on the drop-down menu below **Orientation** (ie **Preview**). Change this from **Black and White** to **Color**. Also see **How to Change from Grayscale to Color on page 15**. *This only changes the output for the single print and does not make it a default.*

How do you keep the default settings (grayscale) on a MAC from changing to color automatically?

The defaults should be set to grayscale already when a tech installed the drivers. If not, then a tech can come out and set these at a scheduled time and date. *If printing from Chrome, the application does not adhere to the workstation's "preferred default printer selection."* However, if a user notices the default is color and changes it to black and white while selecting the printer and other settings, Chrome will remember the preference and the next print attempt will be black and white. See also **MAC: Setting the Greyscale Printing Default on page 19**.

How do you print envelopes or other special paper?

There is a tray located on the side of the machine named the **Bypass Tray**. Add your stock to this tray to avoid others printing on your special paper stock. Follow the instructions in the following question to select the proper tray.

How do you specify which tray to print from?

In the print dialog box, click on **Show Details**. Click where it says **Preview** to access the drop-down menu. Find **Paper Tray**, select the tray you would like to print from (ie. **Bypass Tray**). *Be sure to add the paper in this tray to ensure that the copier takes from the proper tray.*

If we have a multipage document that we need scanned in, how do we scan in all of the additional pages to create one PDF file versus a bunch of one-page PDFs?

At the copier, under **Application** (bottom right-hand corner) make sure that **Separate Scan** is turned on. *This feature will automatically turn off after every complete scan project unless it has been set up as a default (see **How to Add/Change Default Function Buttons to Fax/Scan Screen on page 13**).*

How to scan to a folder on our shared drive?

Currently, scanning is sent only through email.

Does Pacific Office Automation have online reporting as an alternative to phone?

Not at this time. To report issues, please call a customer support specialist at 503-214-0209 or email at service-lc@pacificoffice.com.

**IMPORTANT CONTACT
INFORMATION**



PACIFIC OFFICE AUTOMATION

— PROBLEM SOLVED —

Having training questions or trouble printing to the machine?

Please call Pacific Office Automation's customer support specialist at

(503) 214-0209

or email at

Service-LC@PacificOffice.com

Placing a Service Call and Ordering Toner

Call the number on your equipment ID sticker to place the service call or order toner.

Make sure to give the dispatcher the equipment ID# located on the equipment sticker. This lets them know which machine needs the service/toner.

