University of Winnipeg Device Training

PSD: Solution Training Specialist Team

Summary

Document Feeder & Exposure Glass

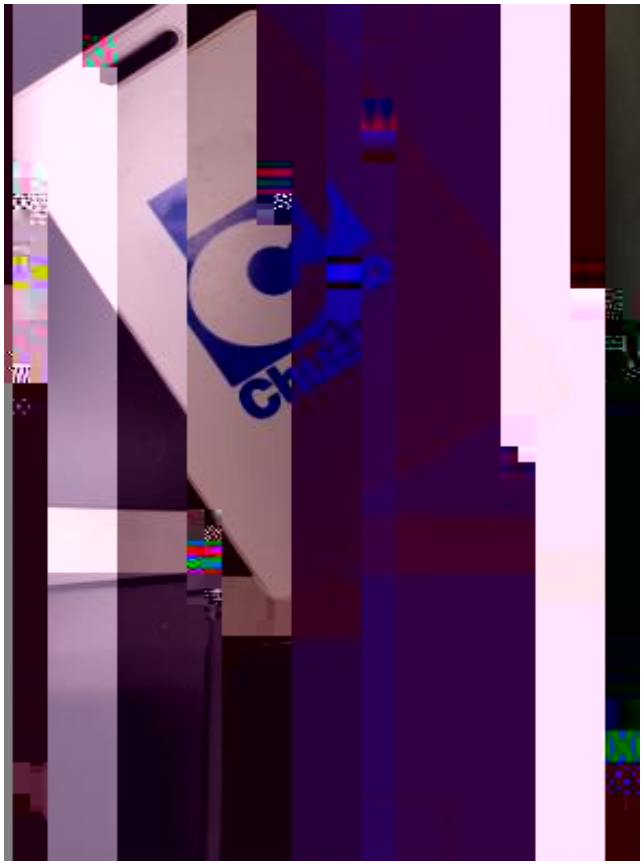
Face up, 200 originals

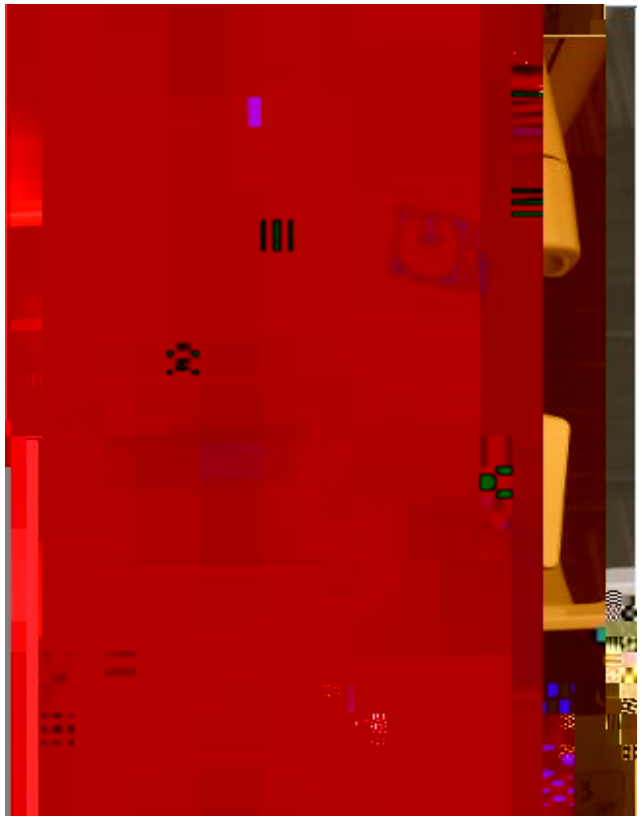
Paper Trays

To adjust

FIRST TIME REGISTRATION

Scan your university ID card on the printer.





STEPS

After you swipe Ai9M833 470.48 l404r2 74.335 45 card35 ,s.391e8 45 c(8r)1

Logging in at a Terminal

Signing into Terminal

When coming up to the Print Terminal, you will be welcomed with the Nuance screen.

Signing into Terminal

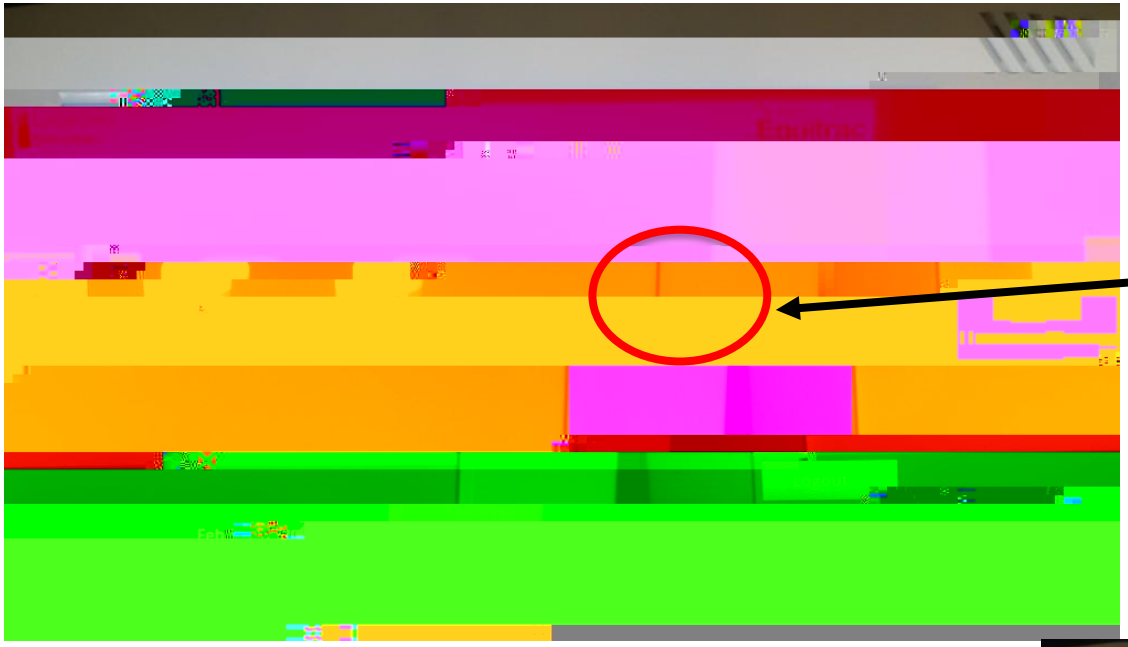
There are two ways you can sign into the Print Terminal:

1. Swipe your card, the screen will let you know once the card has been recognized.

2. Touch the screen to be prompted to type in your User ID and password.

Printing from the Print Terminal

Copying from Print Terminal

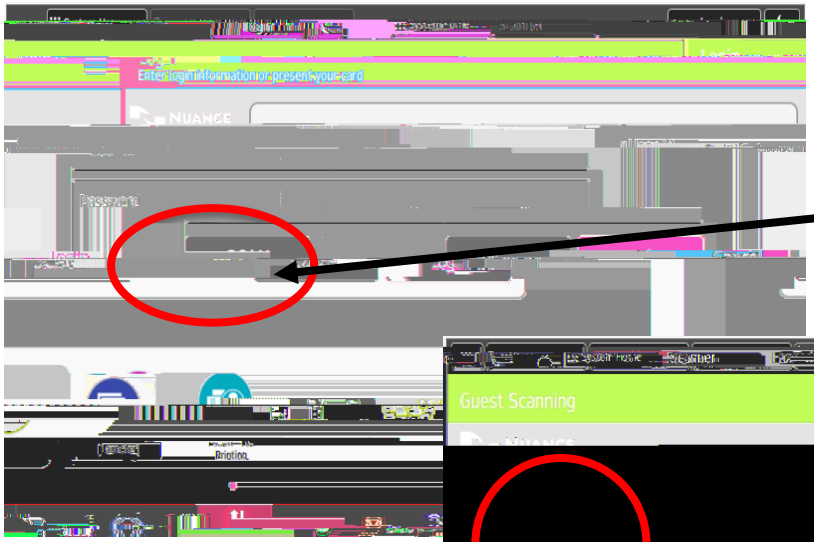


Once you have logged in you can also select the Copier mode.

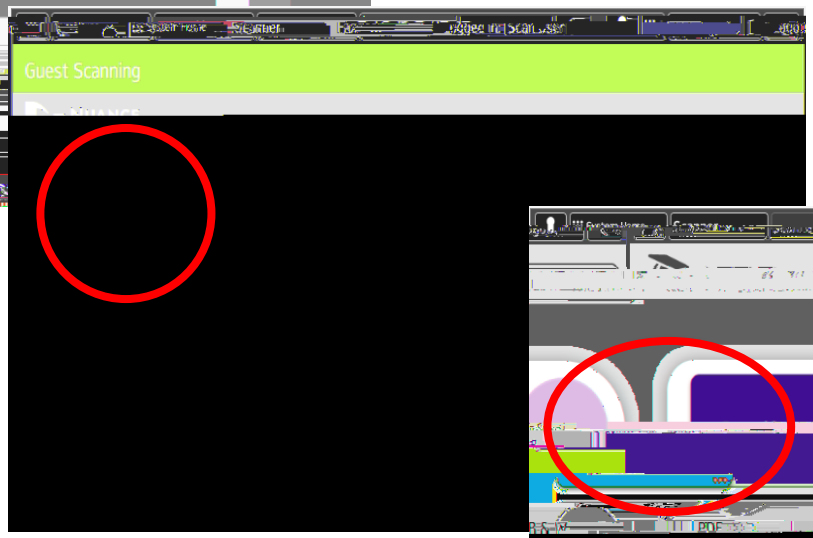
Once you have finished copying the panel will give you your Total Impressions and the cost.

Scanning

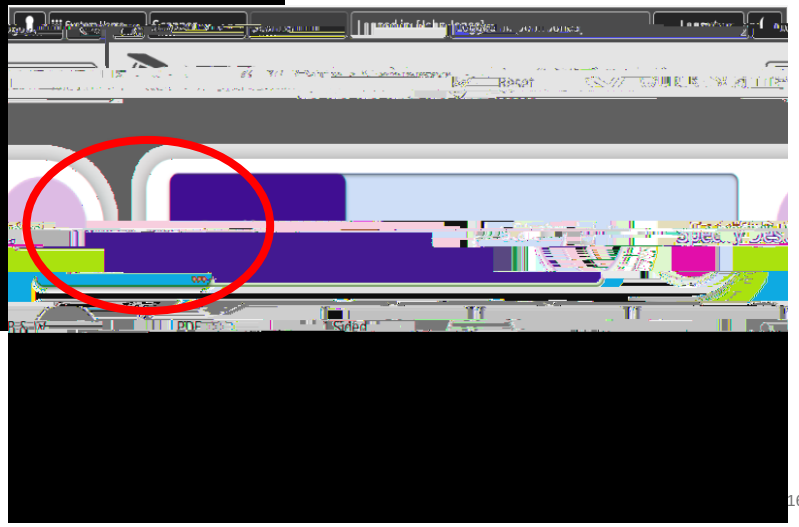
You can scan without having to login.



On the home screen select the “Scan” button



Select the “Enable Scan” optionop



Equitrac Options

OPTIONS

Once logged in, you will have the following Options to chose from:

1. **Follow -You Printing**
2. **Scan-to-Me**
3. **Copy**
4. **Scan**
5. **Fax**

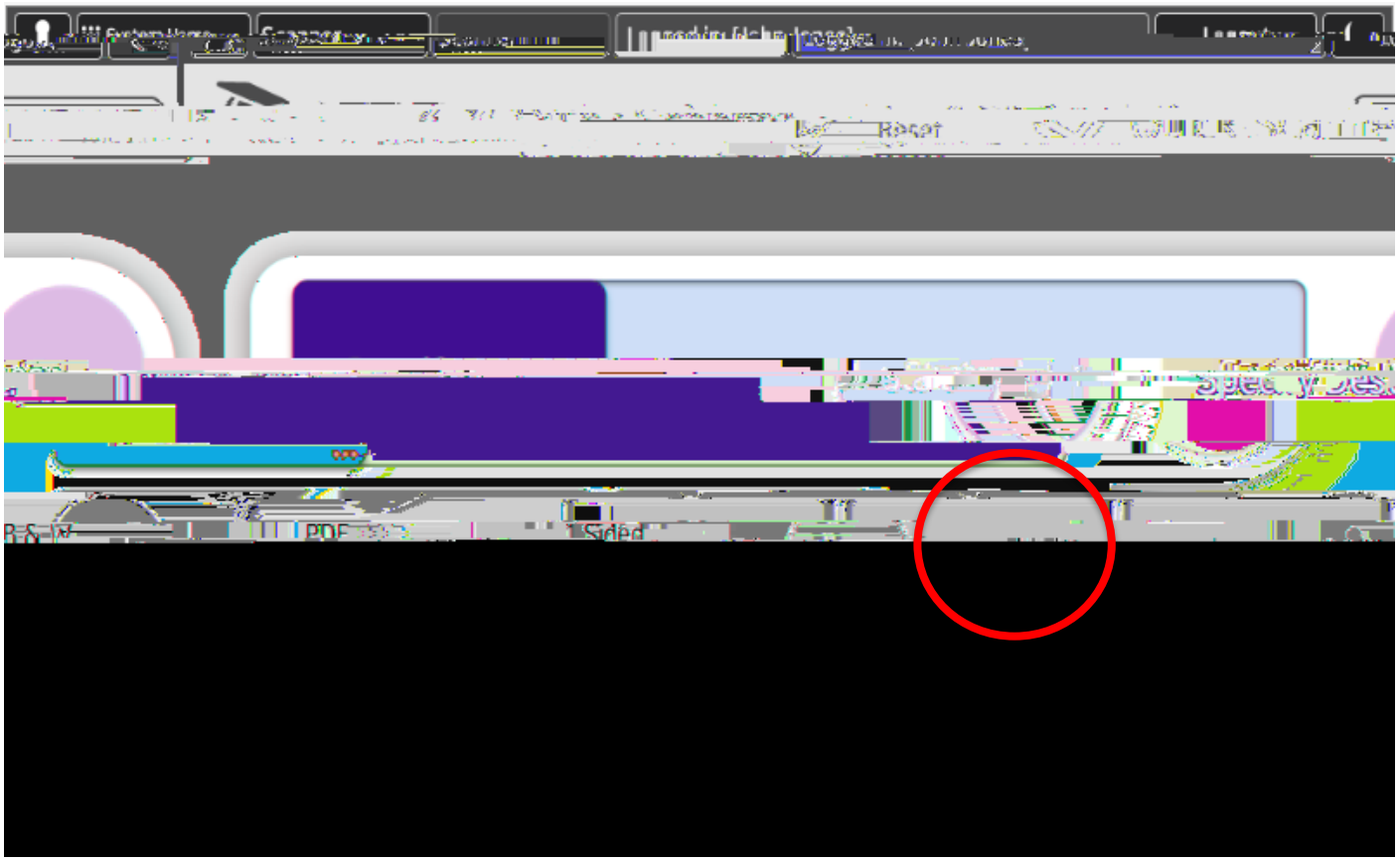
Follow You Printing

1) FOLLOW-YOU PRINTING

Scanning

2) Scanning

Place your original in the feeder and press “Scan” button to initiate scanning. Additionally, you may select “Other” for additional scan settings.

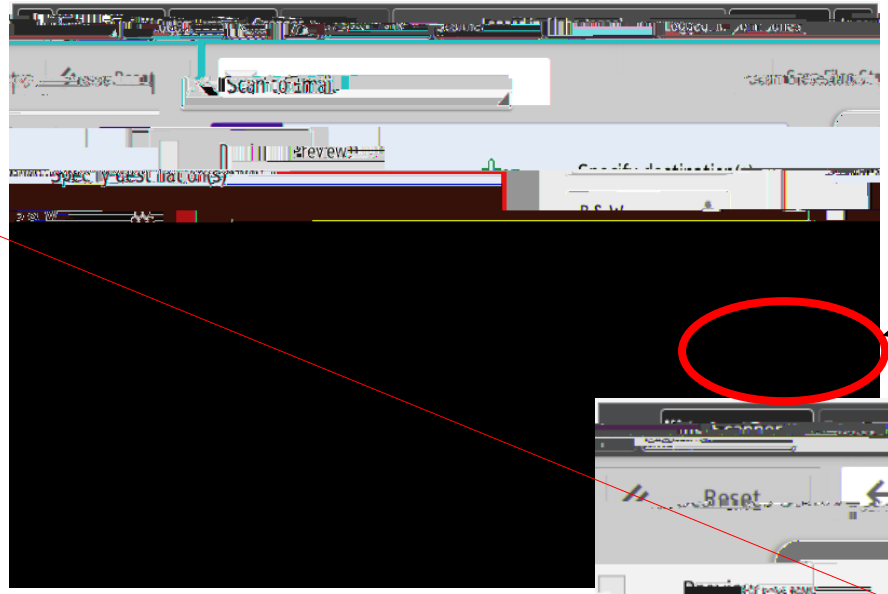


2) Scanning

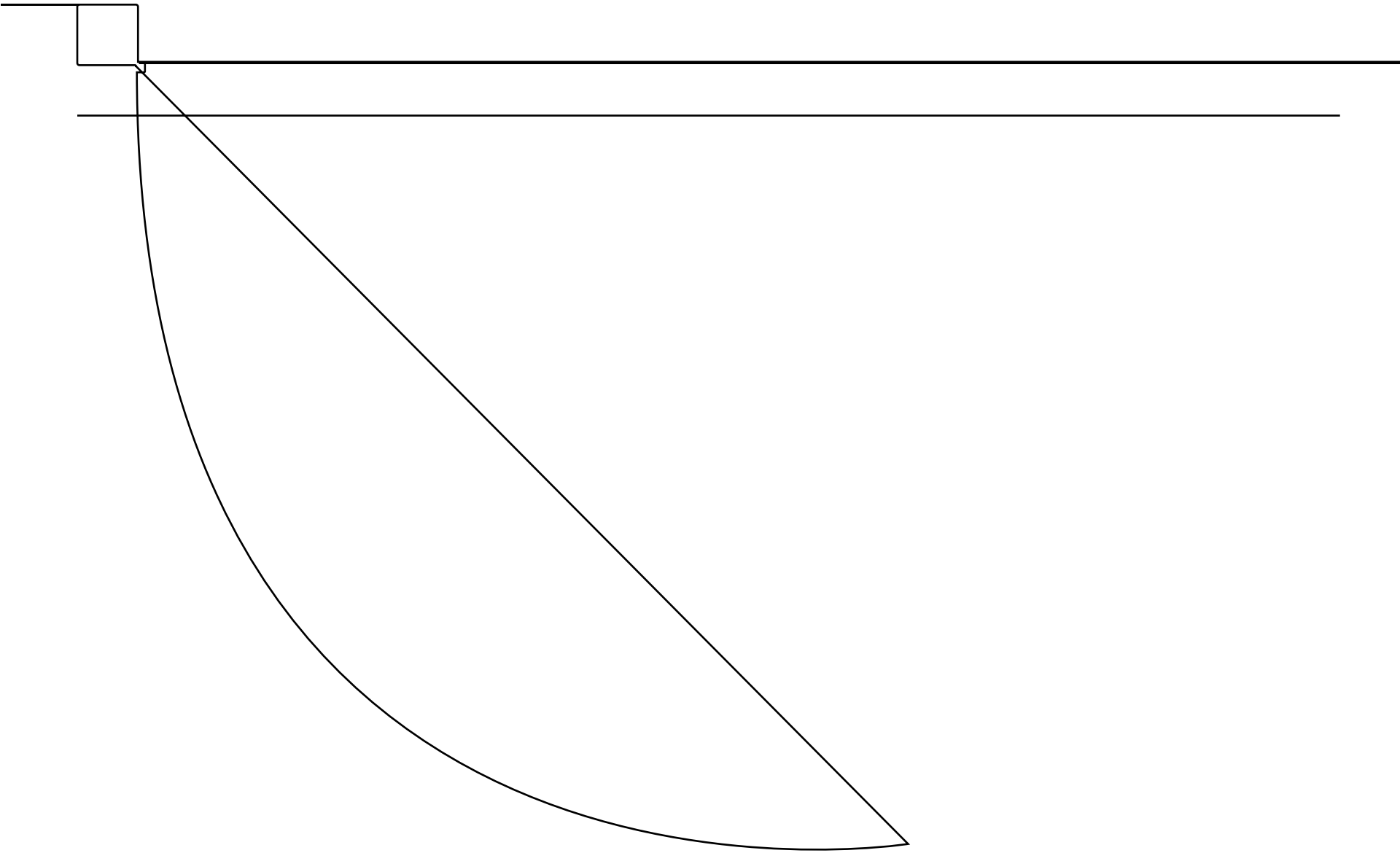
Advanced Scan

To choose between **Black & White** or

Advanced Scanning - OCR

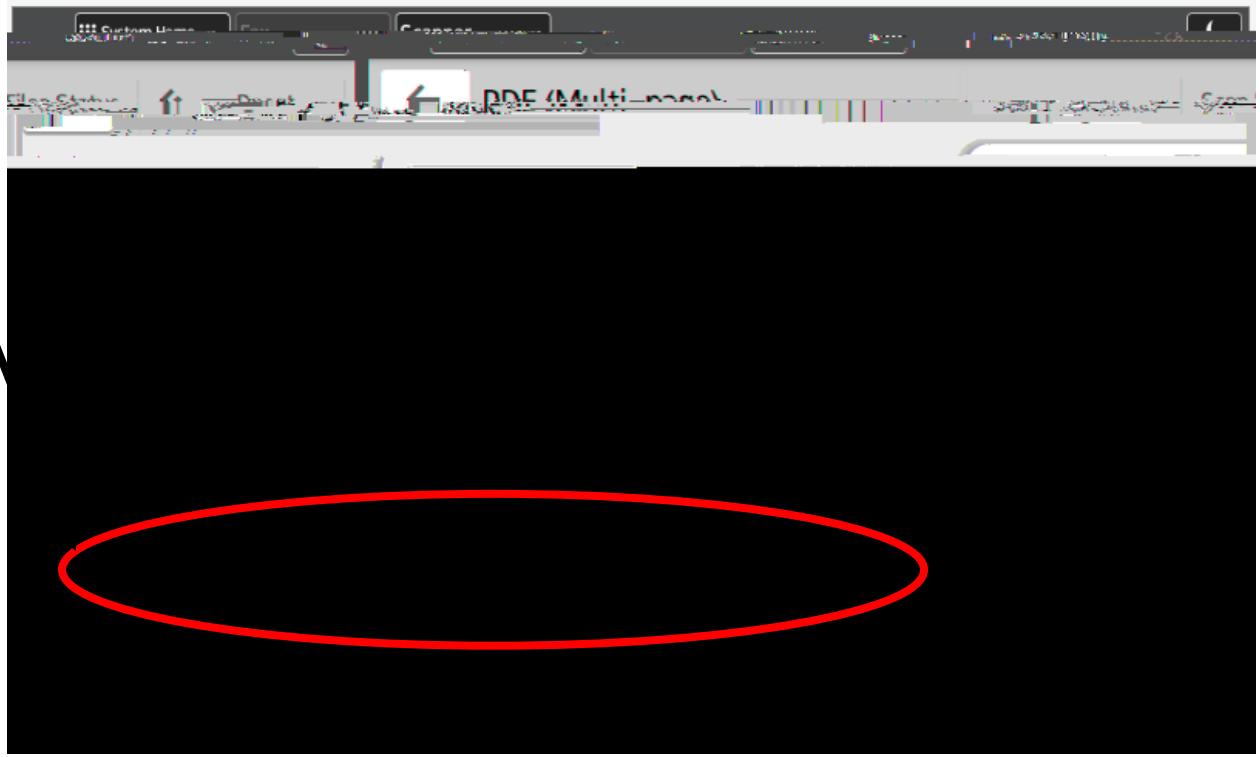


To find the OCR option, select the Send Setting button.



Advanced Scanning - OCR

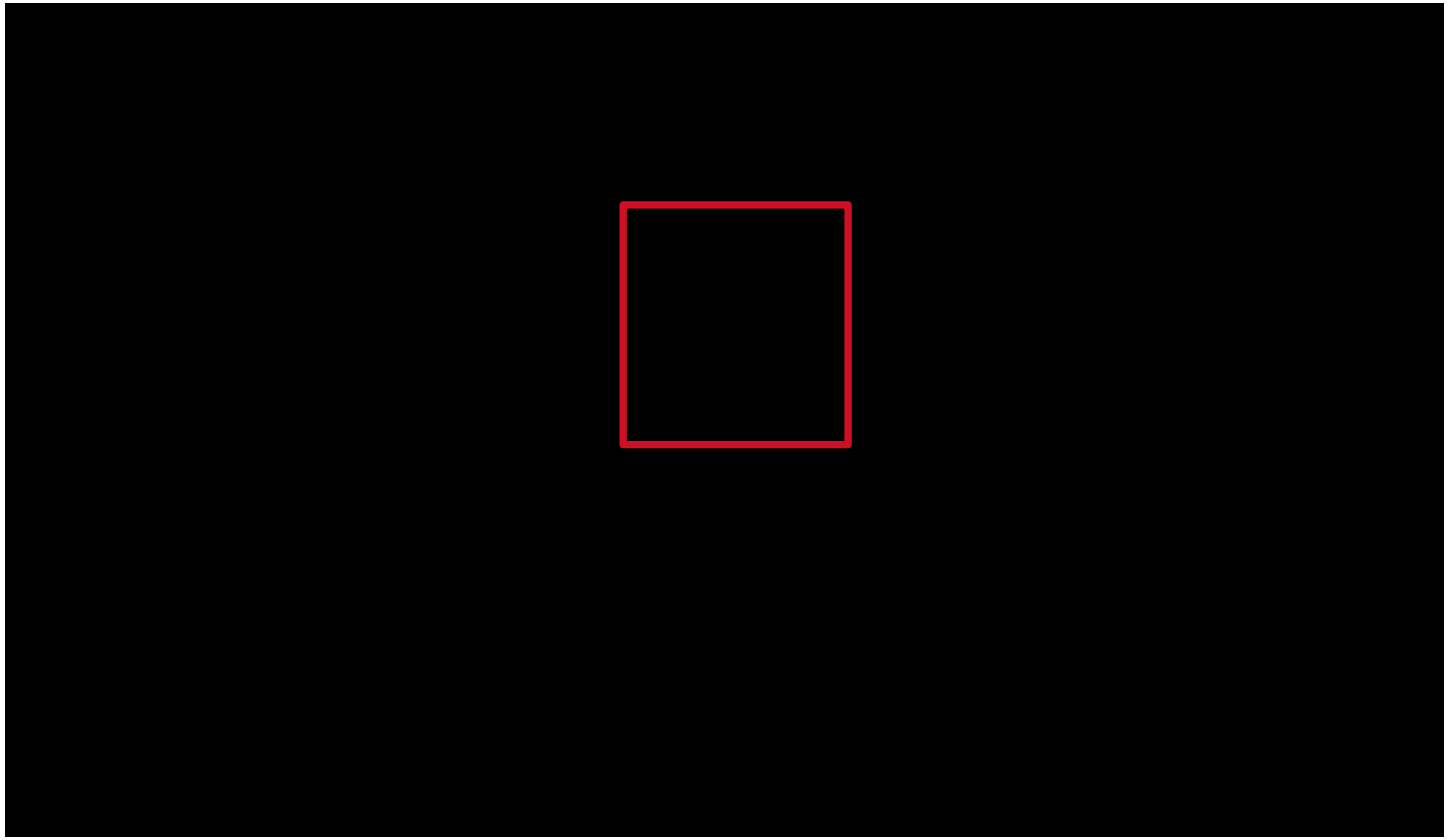
Swipe up to find



Copy Mode

Copy Mode

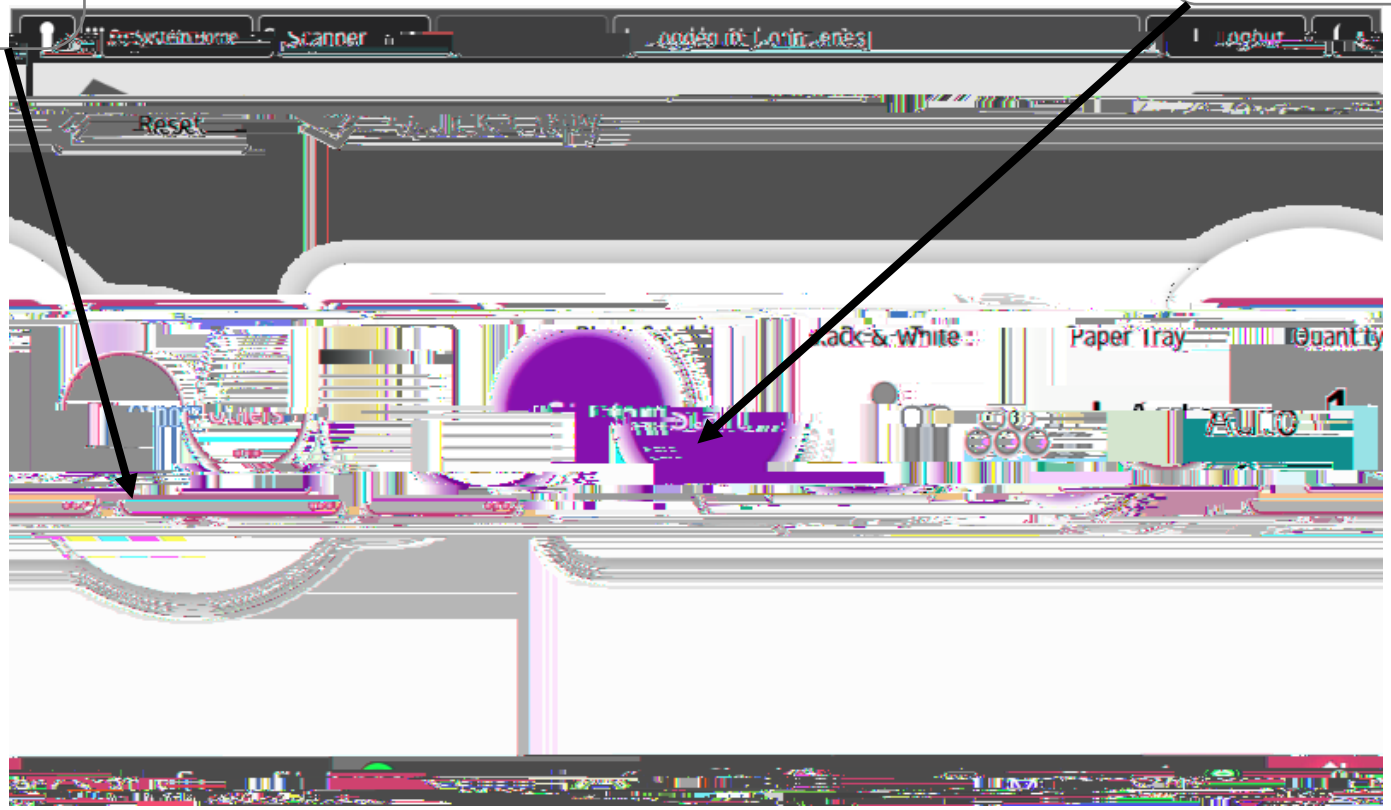
To copy, select “Enable Copier”



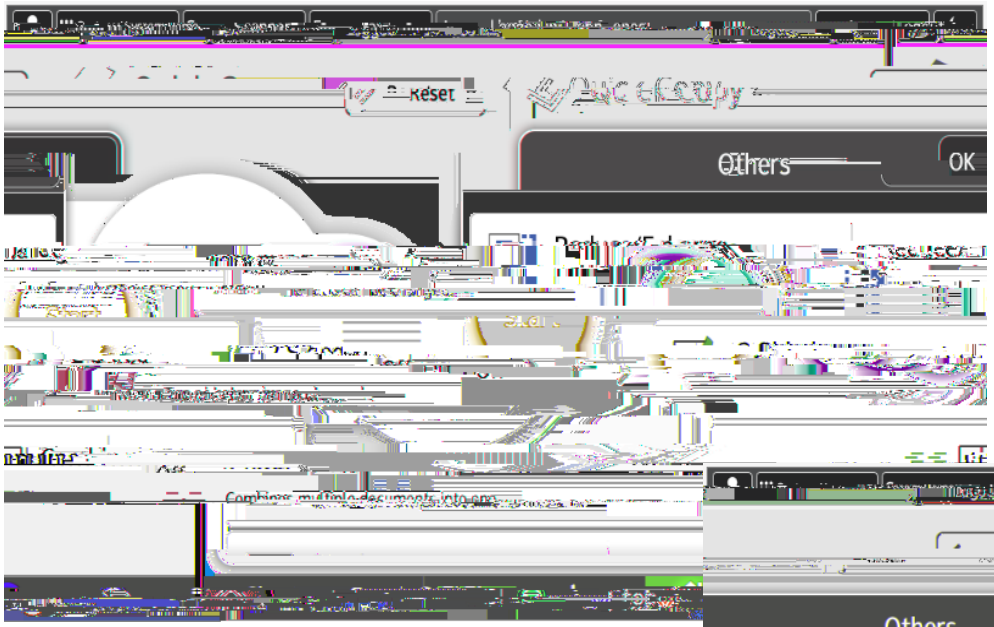
Copy

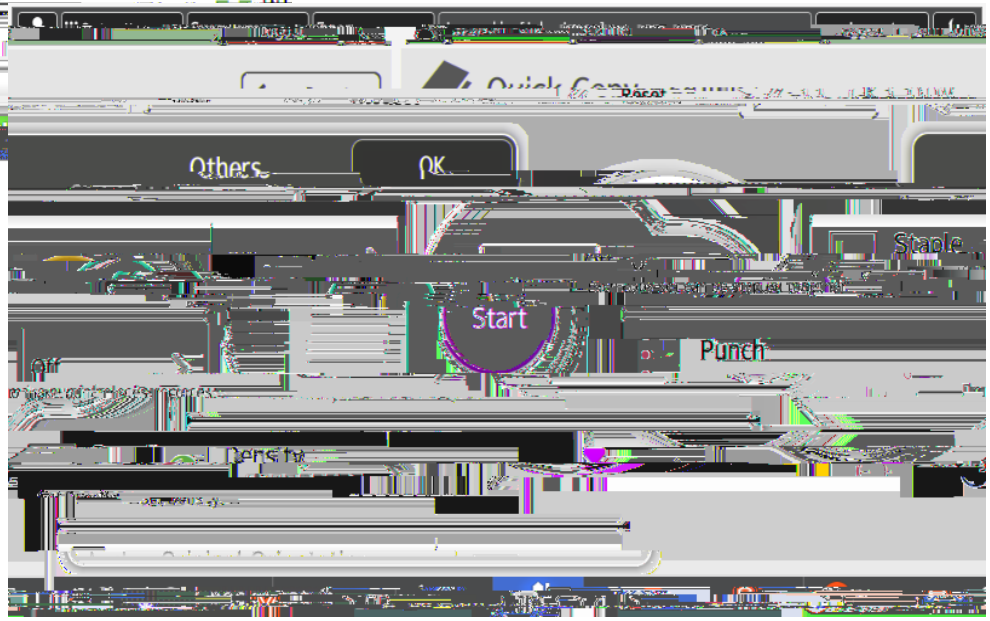
To choose between **Black & White** or **Color** coping

Select quantity needed

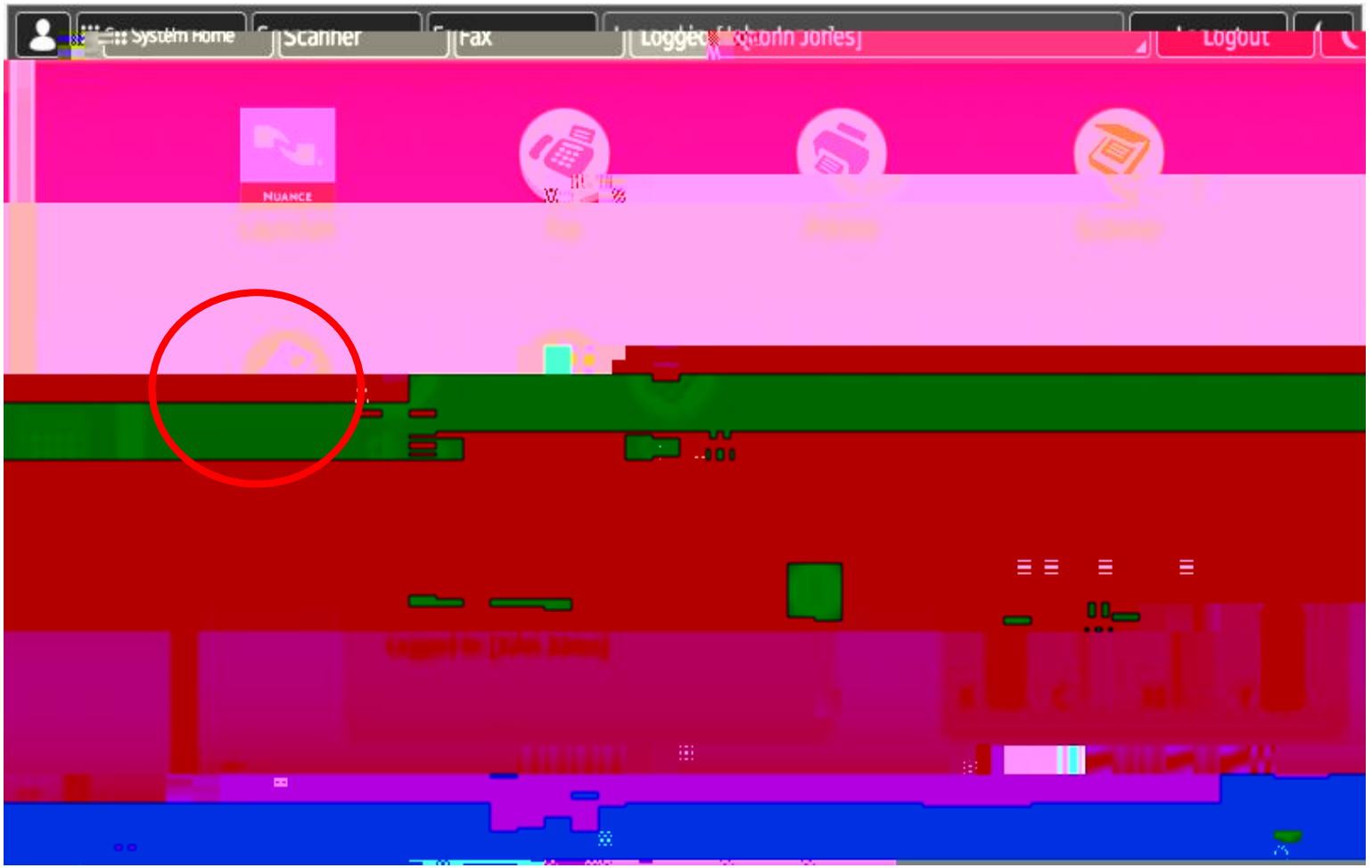


Copy – Other Settings





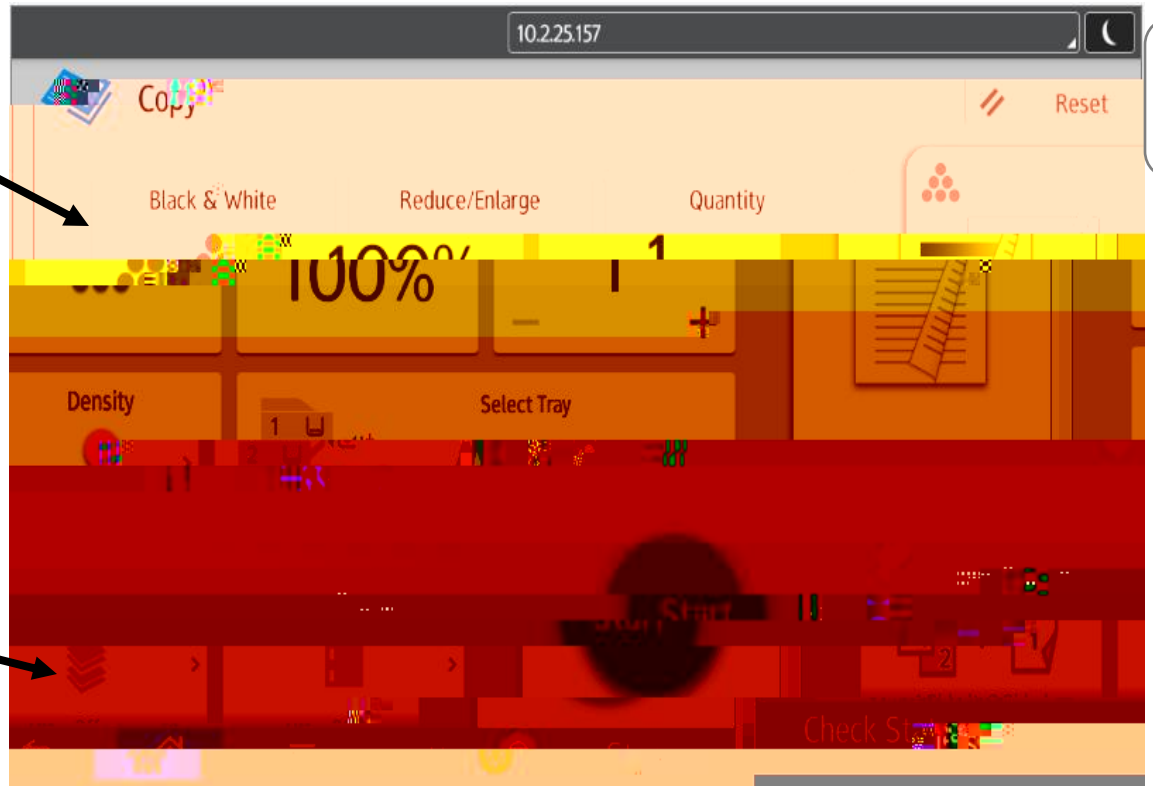
Advanced Copy



Advanced Copy

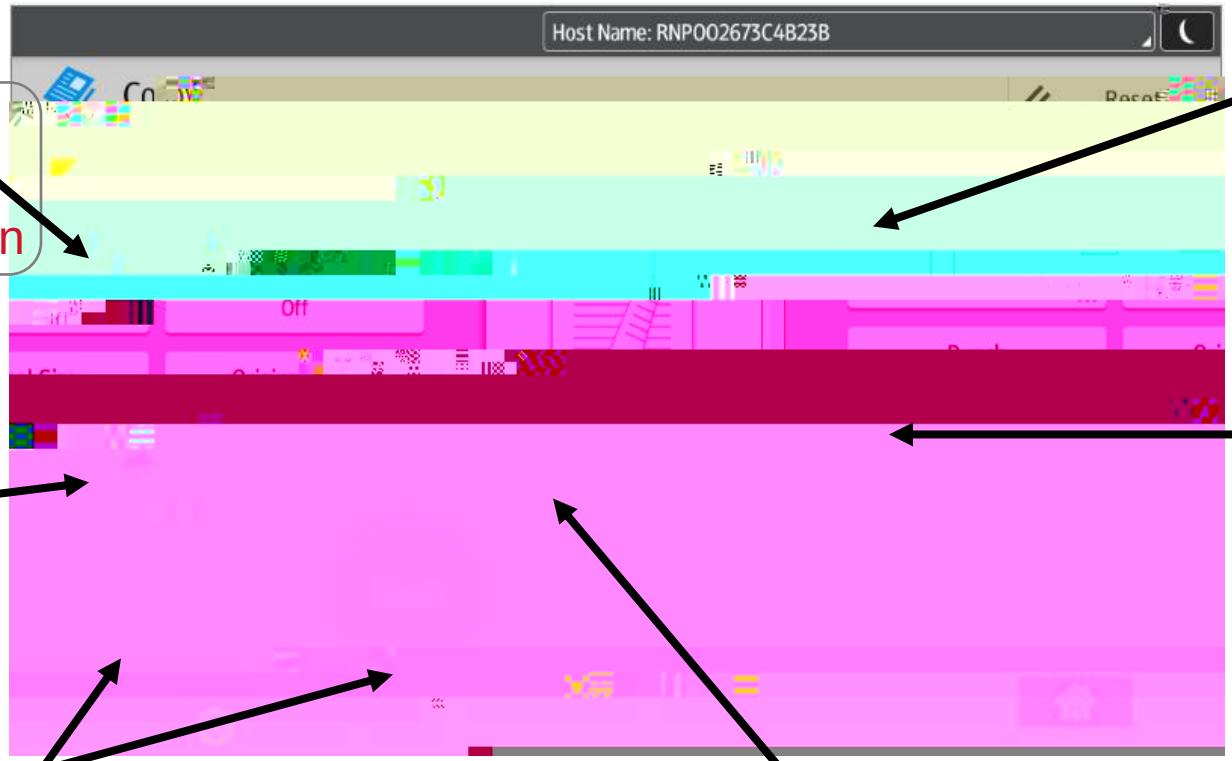
To choose between **Black & White** or **Color** coping

To choose a duplex option



A quick preview of option selected

Advanced Copy



To choose extended duplex option

Staple options

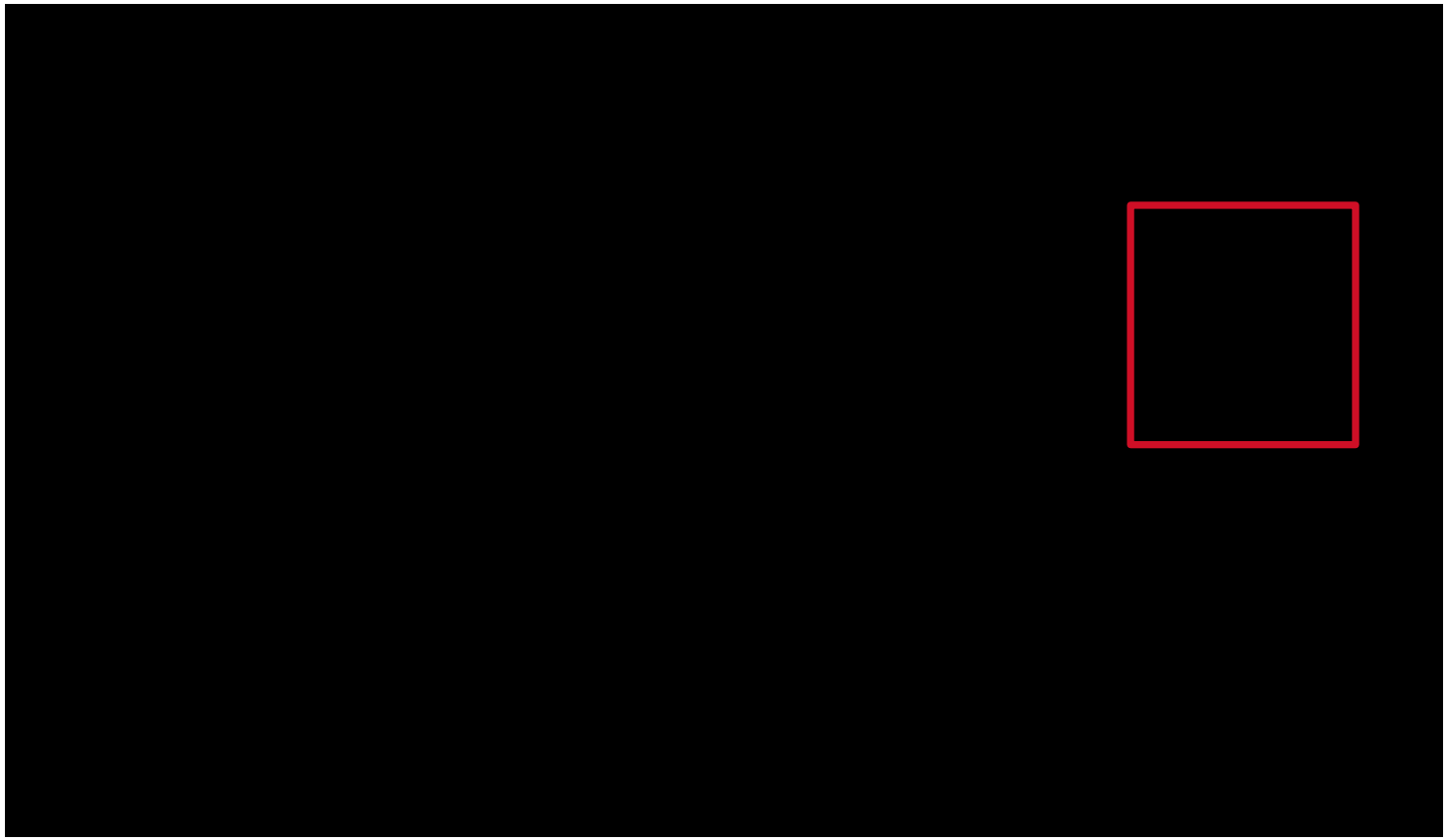
Hole Punch options

Original type: text or photo

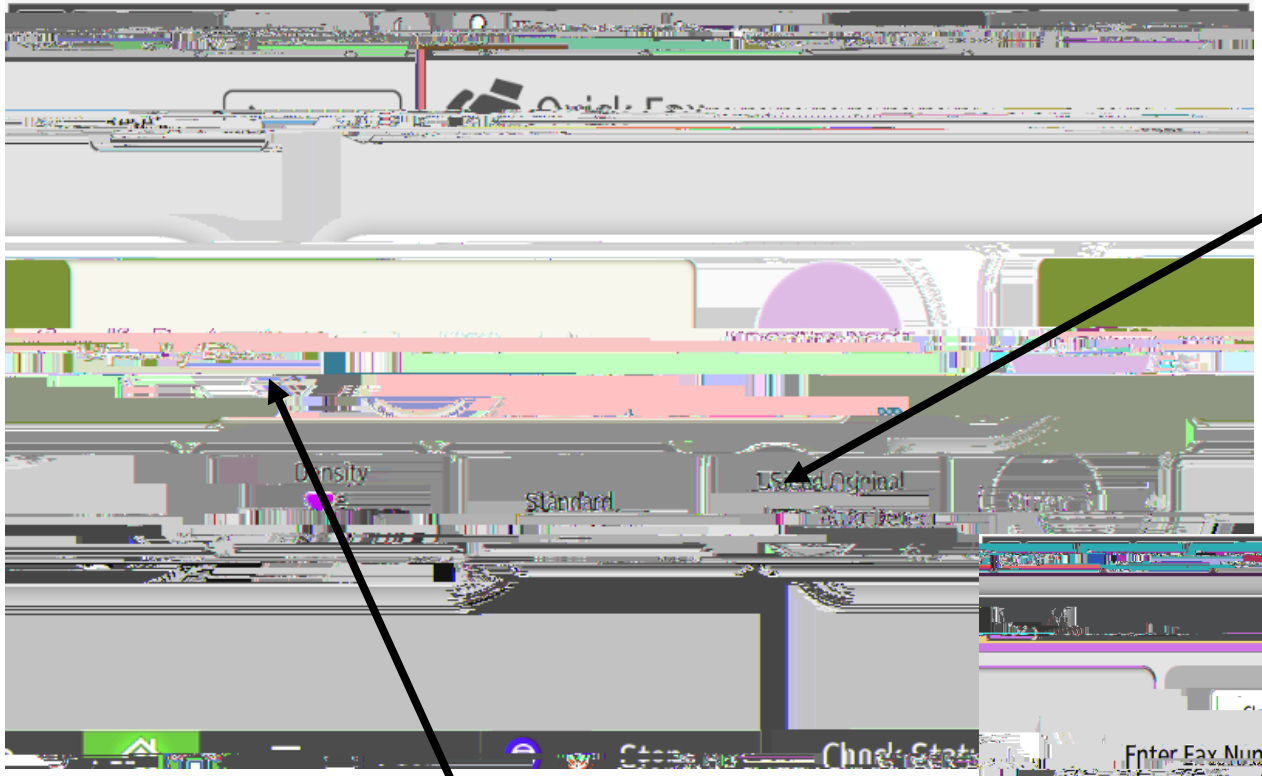
Batch and Cover / Slip Sheet options

Reducing or enlarging

Fax Mode



Fax Features

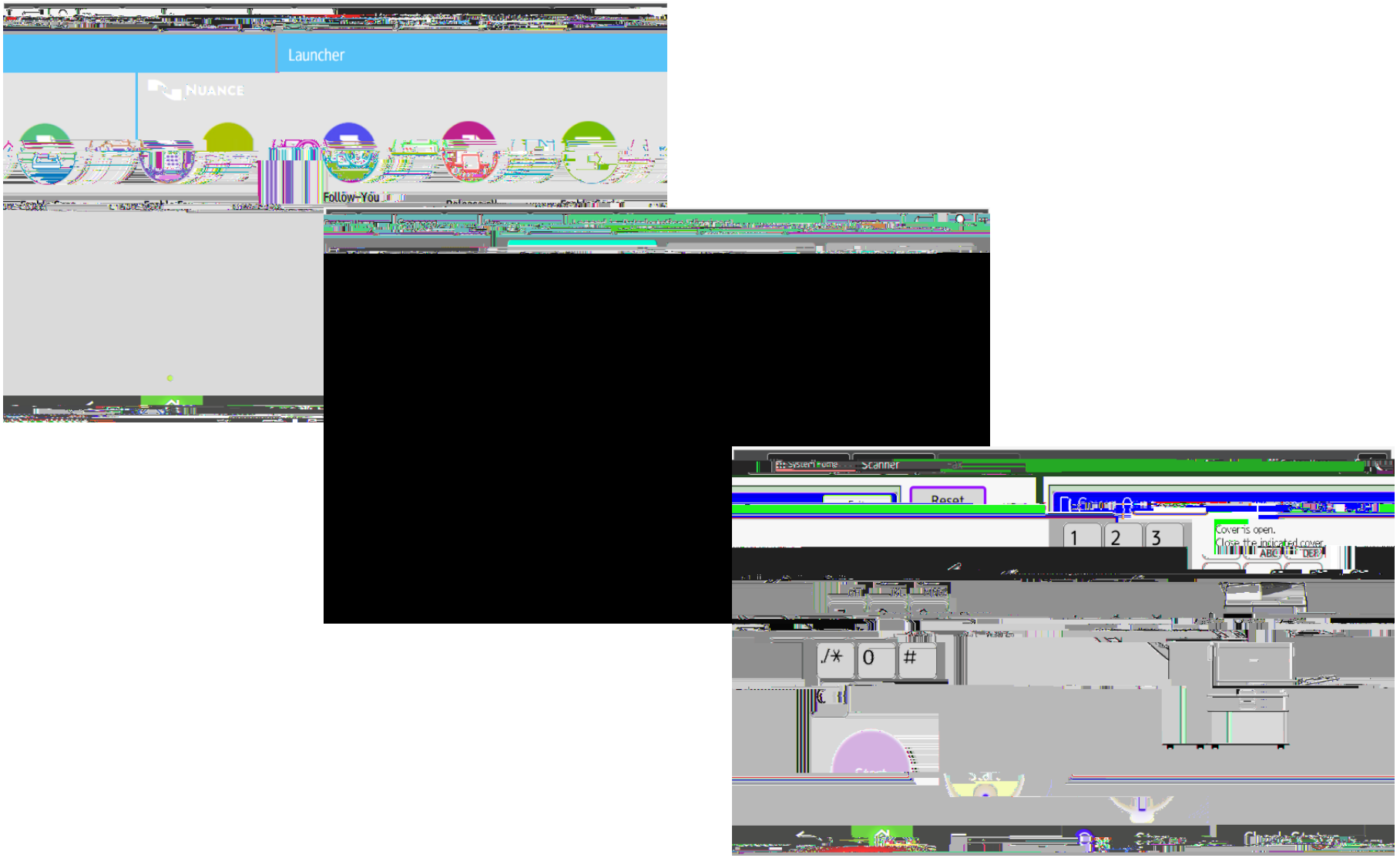


Select fax features; 1 sided, density

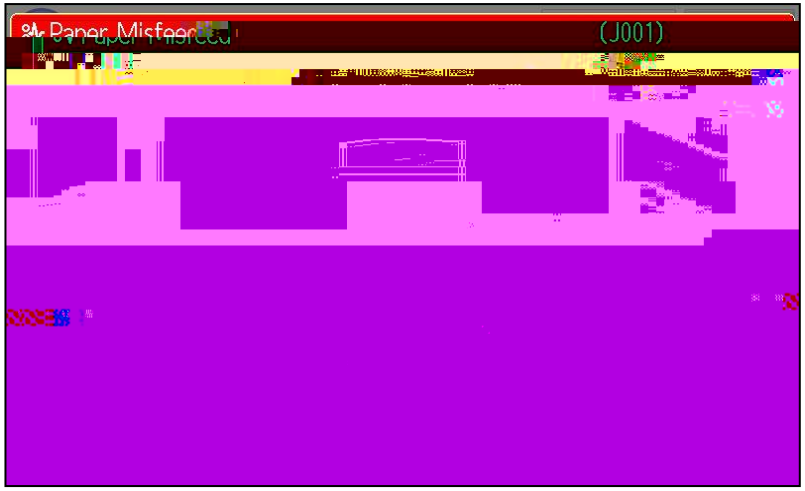
Select “Specify Dest” to enter the fax number you would like to send to

Clearing Misfeeds and Maintenance

Clearing Misfeeds- Logged In



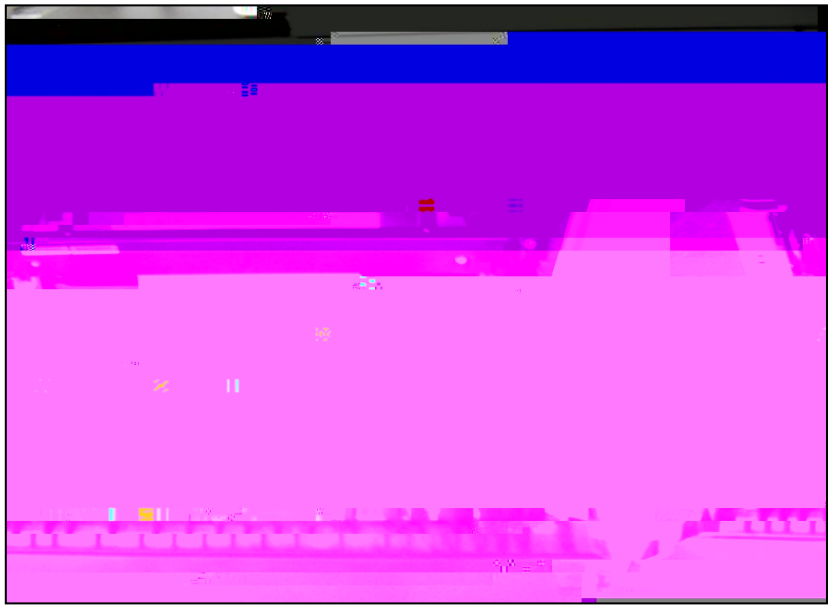
Misfeeds



Follow

Misfeeds

Section Y



Sections B and C

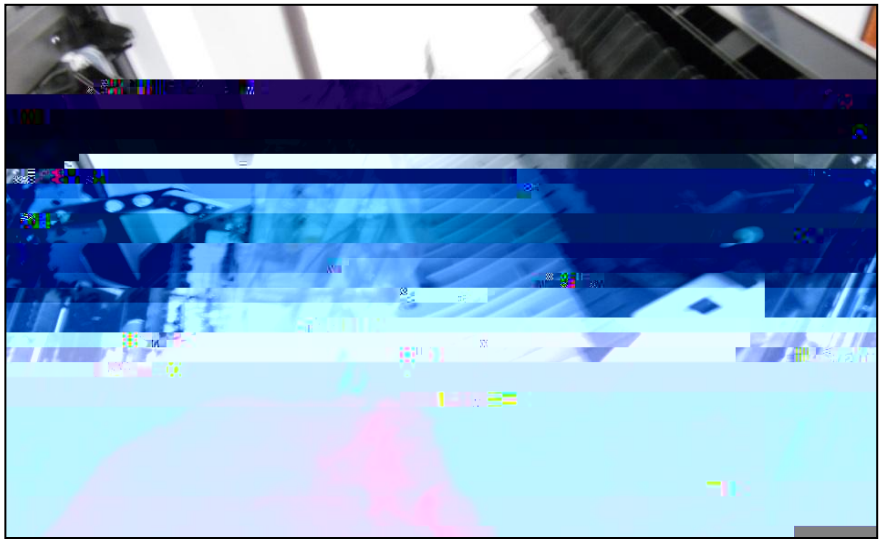
Always remove the misfed paper in the same direction as the feed rollers.

Do not pull sideways as the paper will tear and the rollers will wear.

Misfeeds

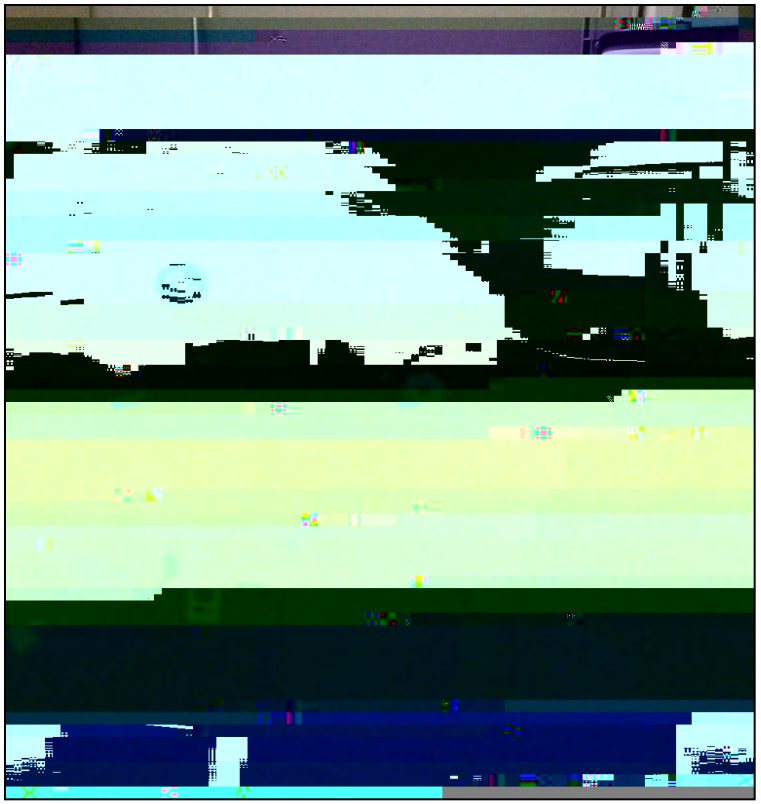
Section D

Section Z (Duplex unit), located inside the right panel



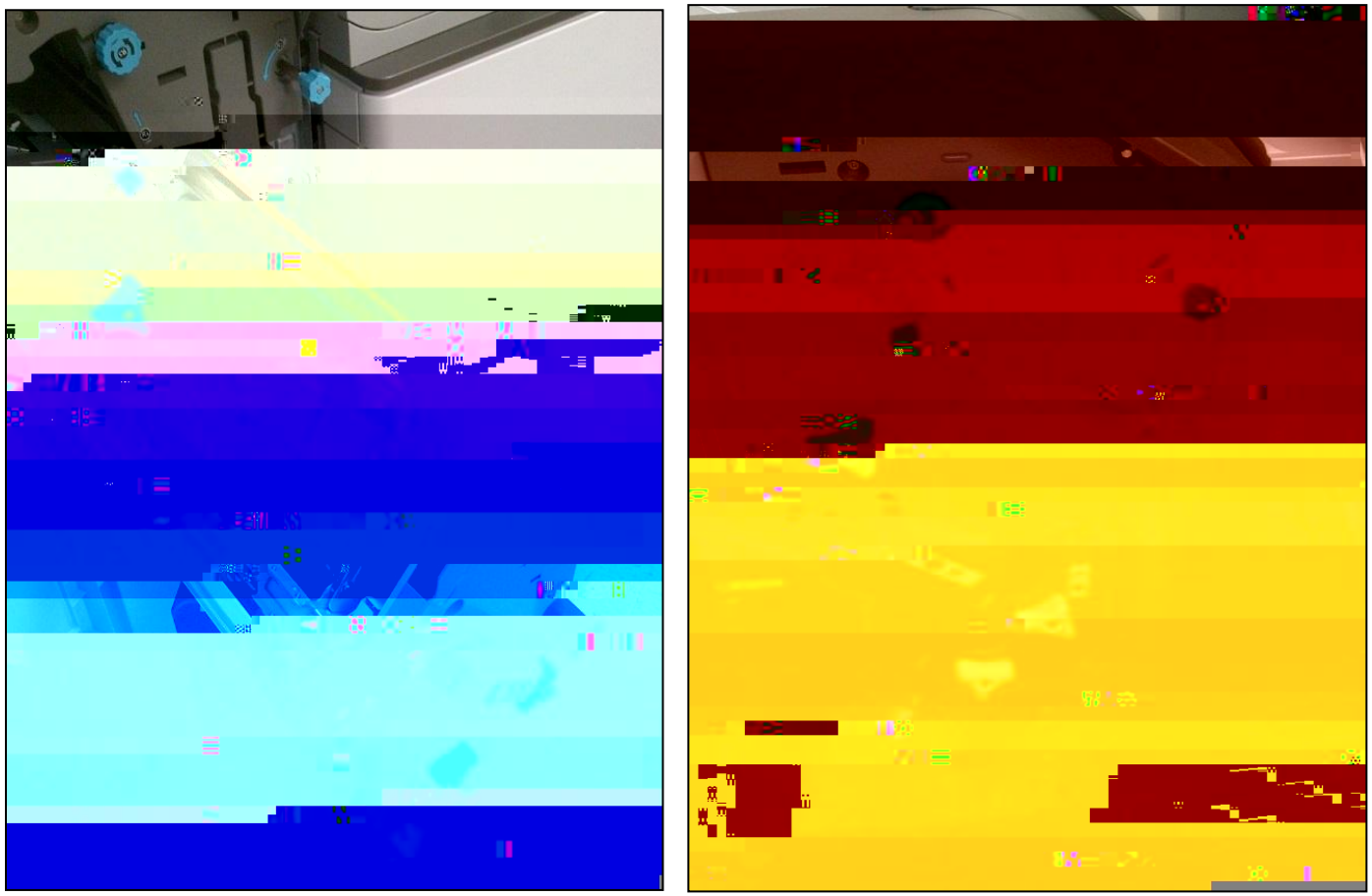
Misfeeds - Finisher

Section R
(1000-sheet finisher)



Misfeed areas in Finisher **SR3140**

Misfeeds - Finisher

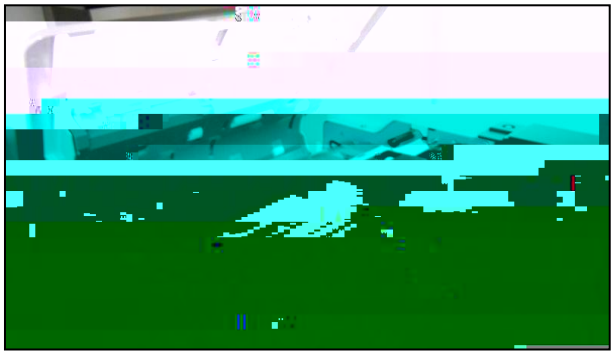


Section R (1000-sheet finisher + Booklets)

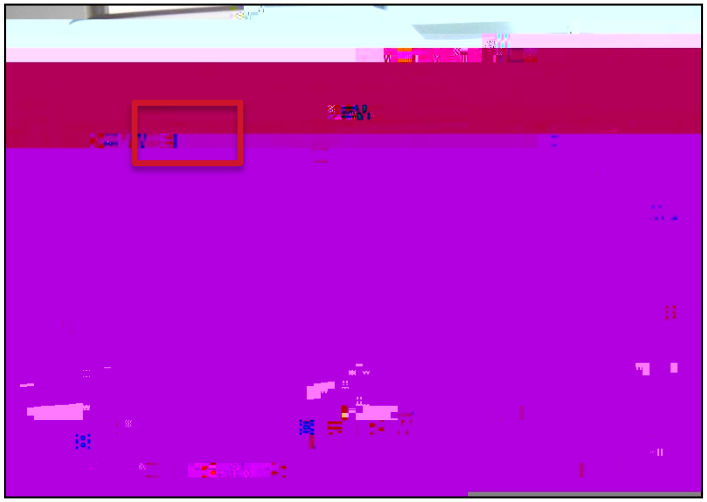
Misfeed areas in Finisher **SR3150**

Misfeeds – Document Feeder

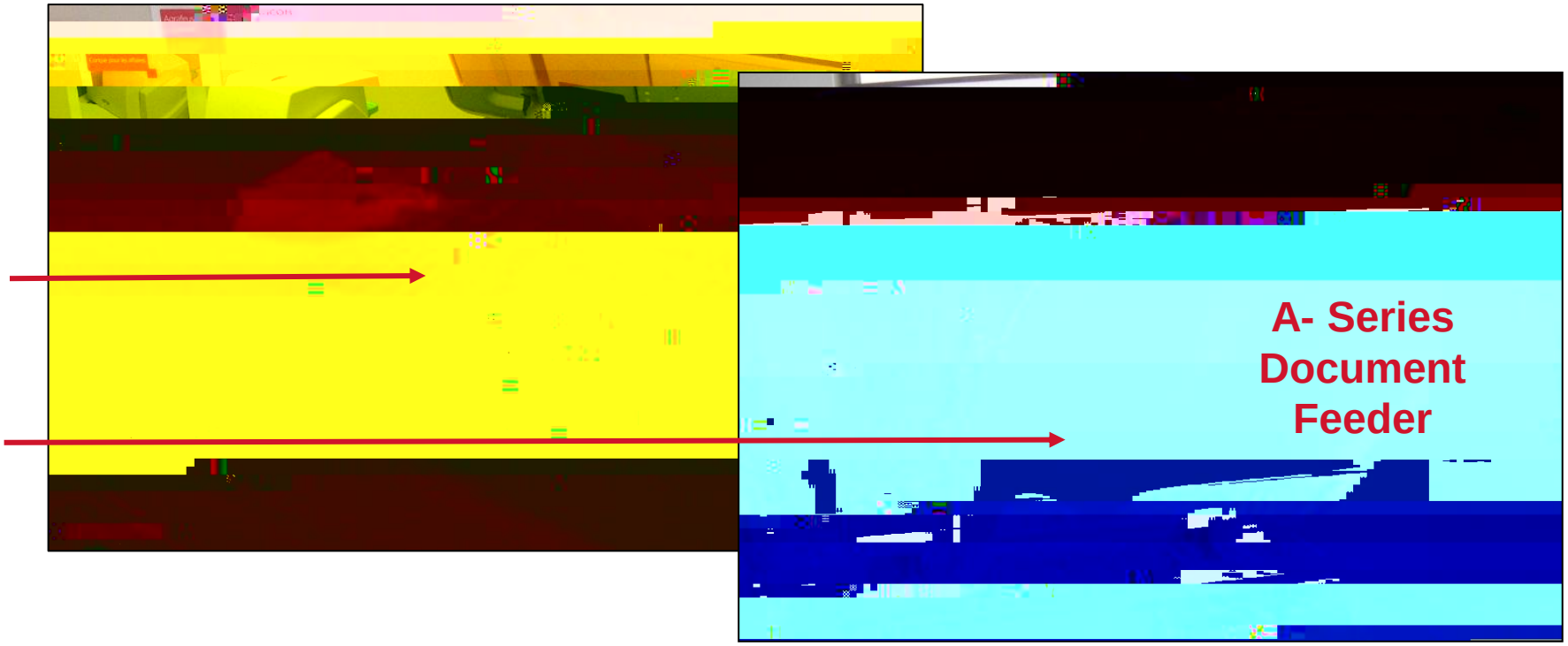
Section P



C4504-6004 : Push the grey latch to access the paper from the inside



Maintenance – Document Feeder

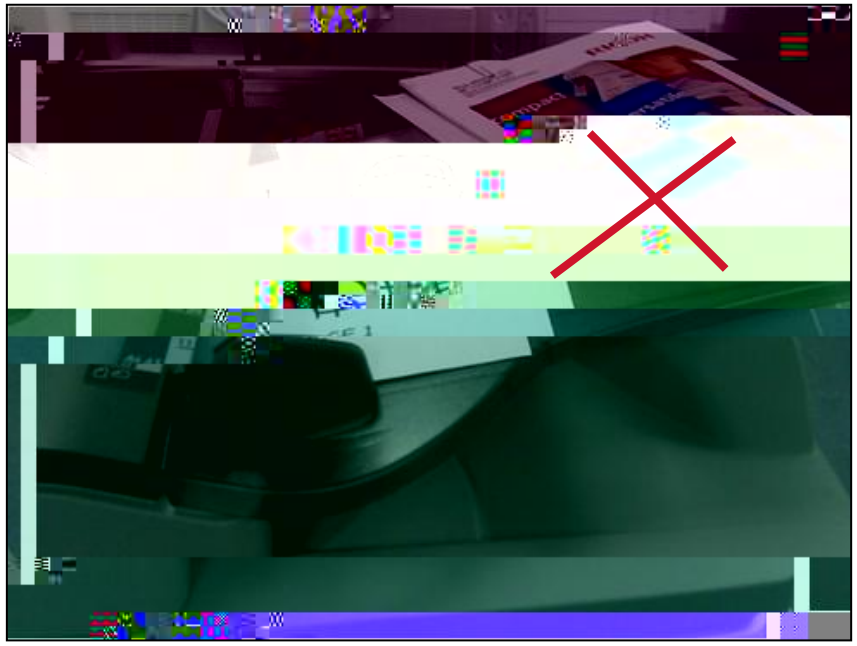


Cleaning the glass: a cloth is supplied with your unit

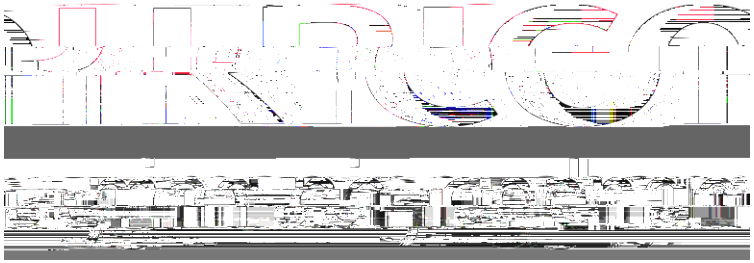
Please clean the scan glass and exposure glass frequently, or when you notice lines or spots on your copies

Document Feeder

The 3 sensors on the feed table should not be blocked by paper, etc. It will result in undesired paper size output, or the unit will beep indicating to load special paper size in the tray



Document Feeder Sensors

Remove the blue cleaning wand from its slot in the front panel

At an angle, slide it in and out, a few times, in each of the 4 color slots. This should be done every 2 months, to prevent dust build-up on the slit glass, which causes the laser to