

### 1. Copying

- A. All Masters' students are issued a 7-digit copy code
- B. Students are permitted to use two copiers: 1 is located in the Circulation Desk office of the Library; the other is located in the Student Computer Lab on the 2<sup>nd</sup> floor
- C. To the right of each of these copiers is a keypad device
- D. To activate copying, type in the copy code and hit the Enter key
- E. The copier will then be activated and copying may proceed
- F. If no copy work is performed for about 2 minutes, the copy code entry will be deactivated; to continue copy work, re-enter the copy code as described above
- G. When the copy work is completed, hit the Exit key on the keypad device to deactivate your account (so others will not use your account for their work)

### 2. Printing

- A. For printing, the student must log onto a Student Lab computer using their united email credentials:

User Name = uts\username

Password = Password (case-sensitive)

Domain = UTS

- B. After a successful logon, the student should set the default printer as follows:
  - i. Click the Windows start button, then select "Devices and Printers"
  - ii. Right-click the "StudentLab on SR21-Security" printer (if this printer is not visible, call the IT Dept. at ext. 3600 or 3602)
  - iii. Left-click to select "Set as Default Printer"
  - iv. Right-click the printer icon again and left-click to select "Printing Preferences"
  - v. An Error message may appear; click "Ok" to proceed
  - vi. Click the dropdown arrow to the right of the "Paper Source" box and left-click to select "Auto"
  - vii. Click the "Apply" button, then click the "Ok" buttons twice
- C. The student will have to go through this process the first time he or she logs onto a particular machine; after completing this process, that machine will "remember" these settings for future logon sessions

### 3. Charges

The Student's account will be billed at the end of the term for copying and printing.

The rate as of March 2011: \$0.05 per side

### 4. Scanning a document to email

Documents can be scanned and sent to an email account; this service is free-of-charge; the copy code does not need to be entered.

- i. On the copier, press the "Fax/Scan" button
- ii. Place the document to be scanned face-up in the document feeder or face-down if placed directly on the copier glass
- iii. On the LCD touchpad screen, touch "Direct Input"
- iv. Using the LCD keyboard on the touchpad screen, enter the destination email address
- v. When ready, press the Start button

The document will be scanned and a PDF version will be emailed to the destination email address. PDF is the default format and is best for documents.

If scanning a picture or other graphic image, the TIFF mode can be selected by touching the "Scan Mode" button and selecting TIFF.

Please note – these copiers are monochrome only; for color scanning, please contact the IT Dept.