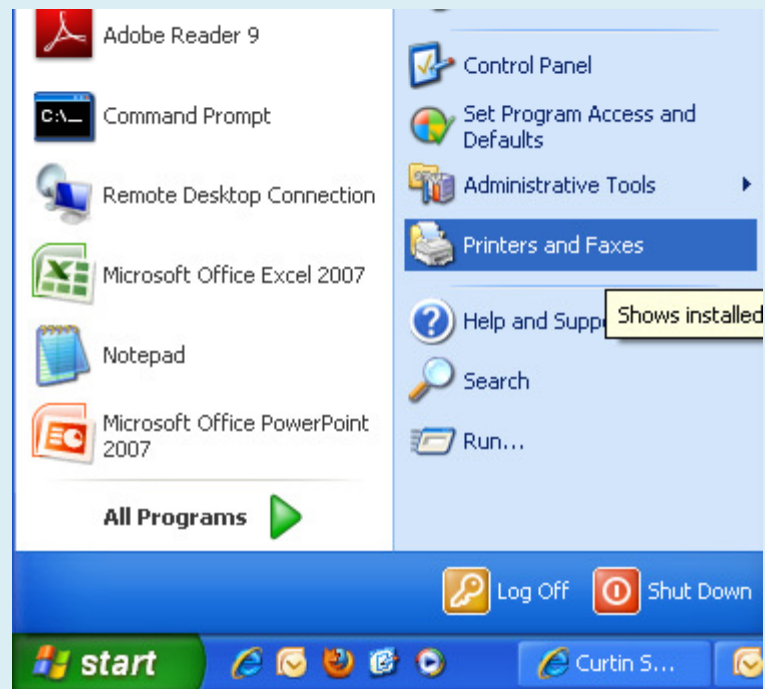


Using Photocopier Machine to Print

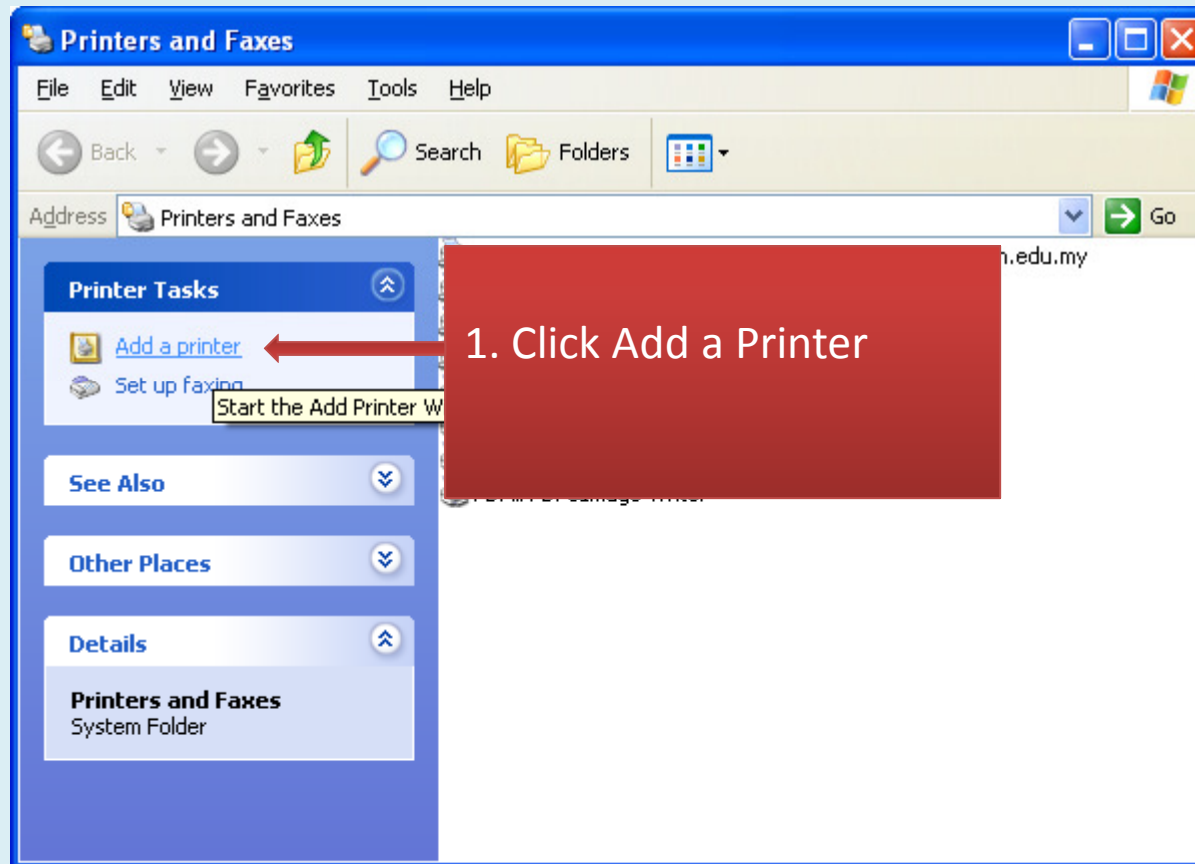
Learning Centre Staff
and
University Life

First : Install Photocopier

Select START and Chose Printers and Faxes



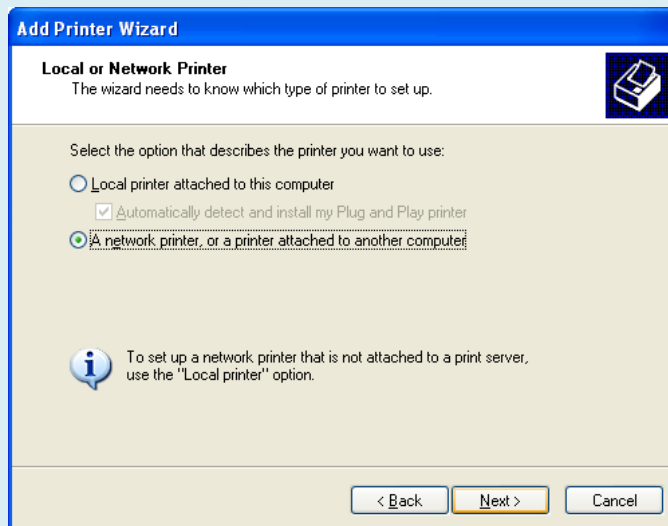
Add Printer



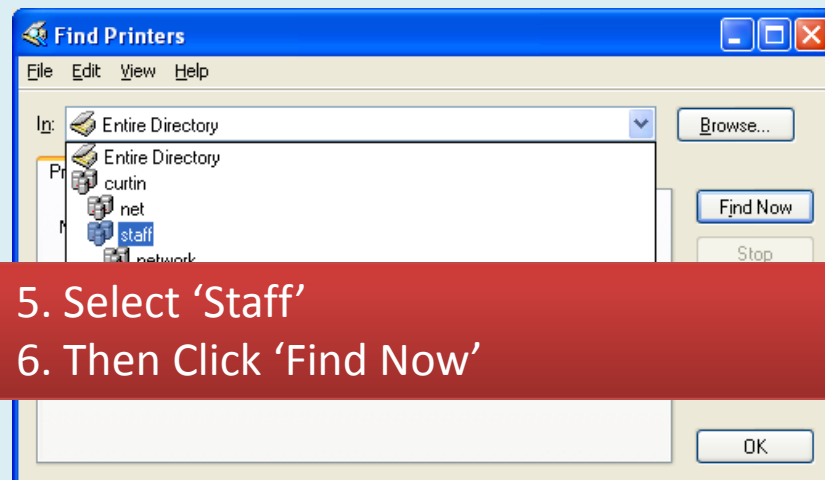
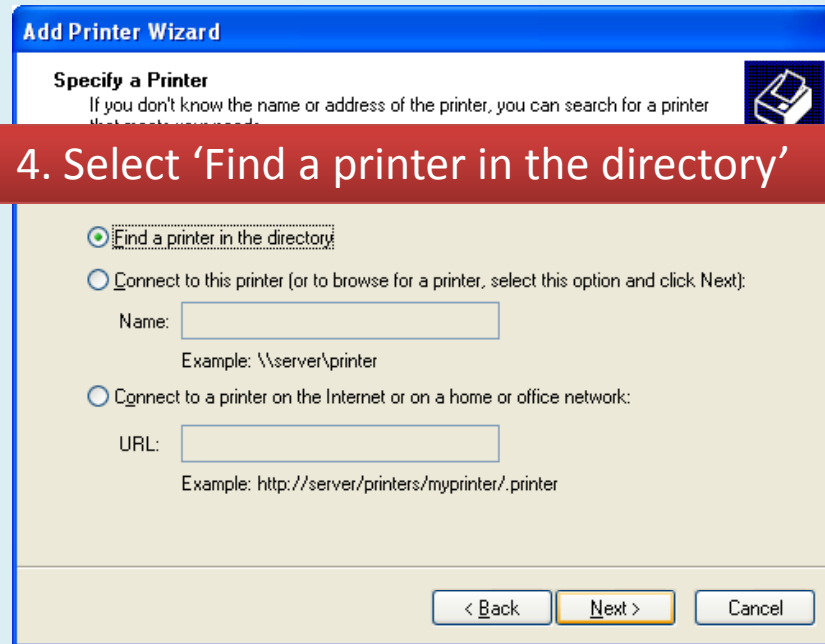
Follow the Add Printer Wizard



2. Press Next



3. Press Next



Find Printers

File Edit View Help


In:

Printers Features Advanced

Name:

Location:

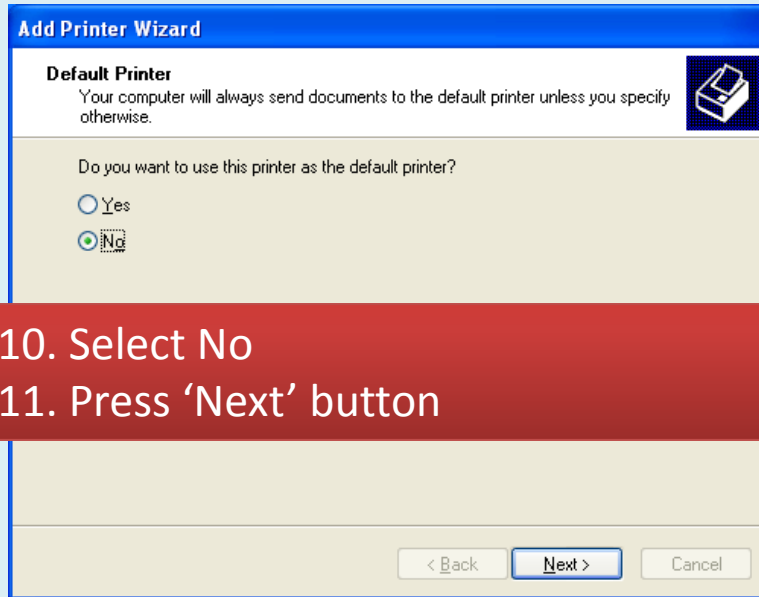
Model:



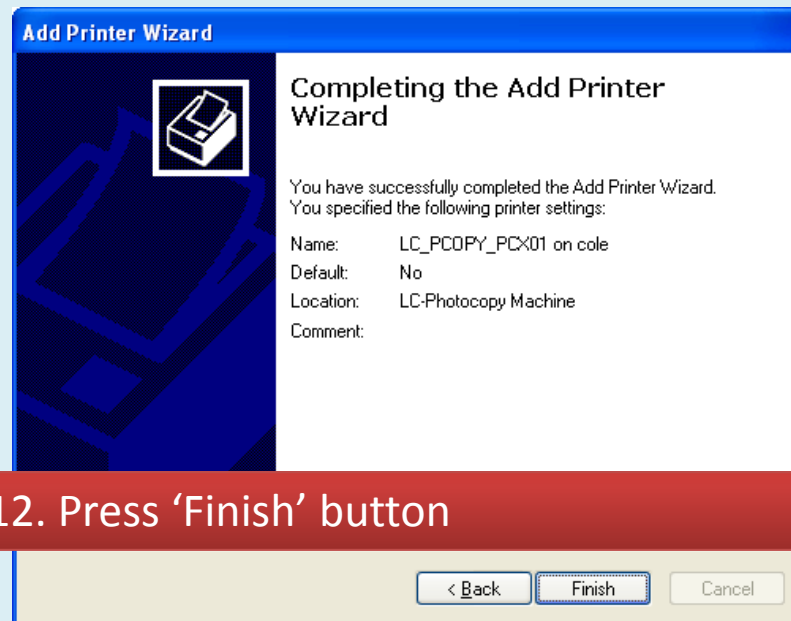
Name	Location	Model	Server Name
HP LaserJet P1006		HP LaserJet P1006	CE1-20506.staff.curtin.edu
ICT_Color_P01	ICT Building-ICT Department	HP Color LaserJet 4550 PCL	cole.staff.curtin.edu.my
ICT-L01-X02_STAFF_ARU314898	ICT-L01-ARU314898	Xerox Phaser 4510N PCL6	cole.staff.curtin.edu.my
LC_PCOPY_PCX01	LC-Photocopy Machine	FX DocuCentre 450 I PCL 6	cole.staff.curtin.edu.my
LC1_X01	Learning Centre	FX DocuPrint 340A-AP	cole.staff.curtin.edu.my
LTBS_AA_P01_CNFXX39568		HP LaserJet 5200 PCL 6	cole.staff.curtin.edu.my
LTBS_CCS_P01_VNB399Y0B0	LTBS-CCS	HP LaserJet P3010 Series PCL 6	cole.staff.curtin.edu.my

60 item(s) found

7. You can see the Printer List
8. Select 'LC_PCOPY_PCX01'
9. Click OK

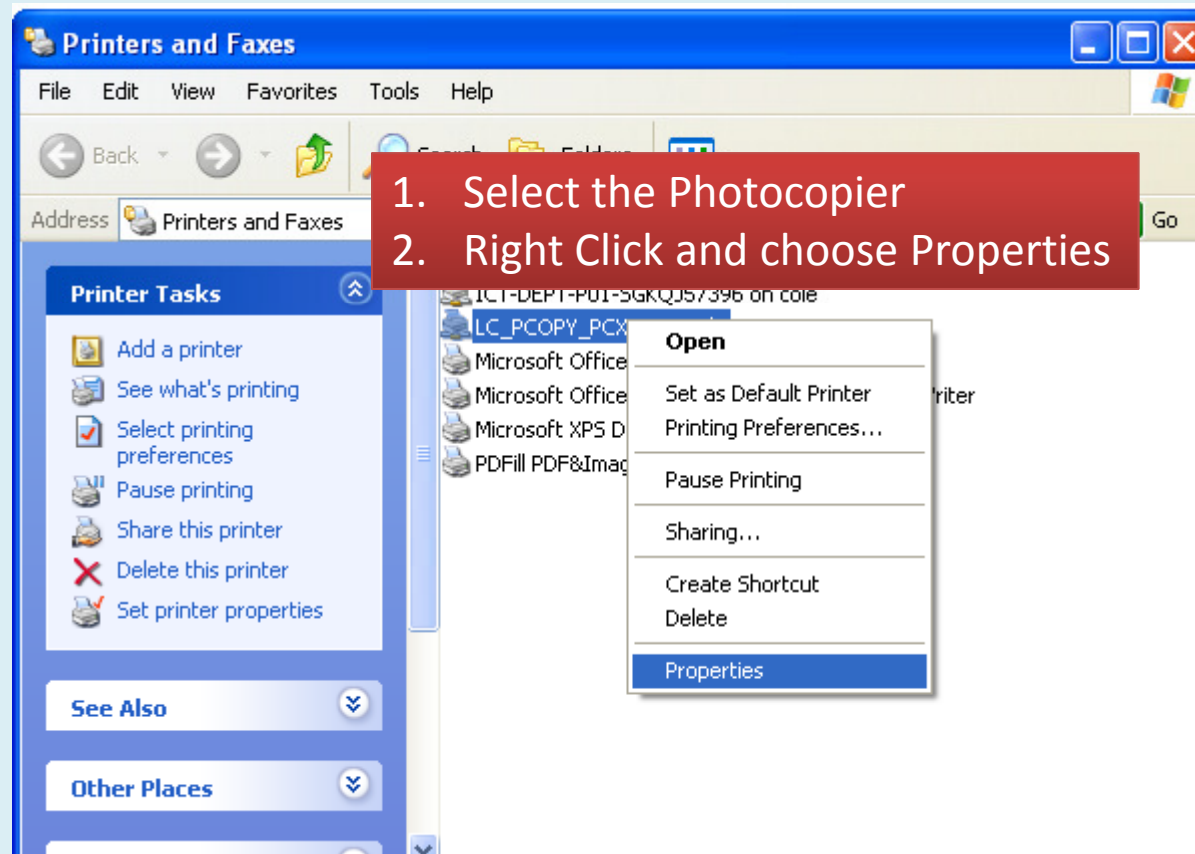


10. Select No
11. Press 'Next' button

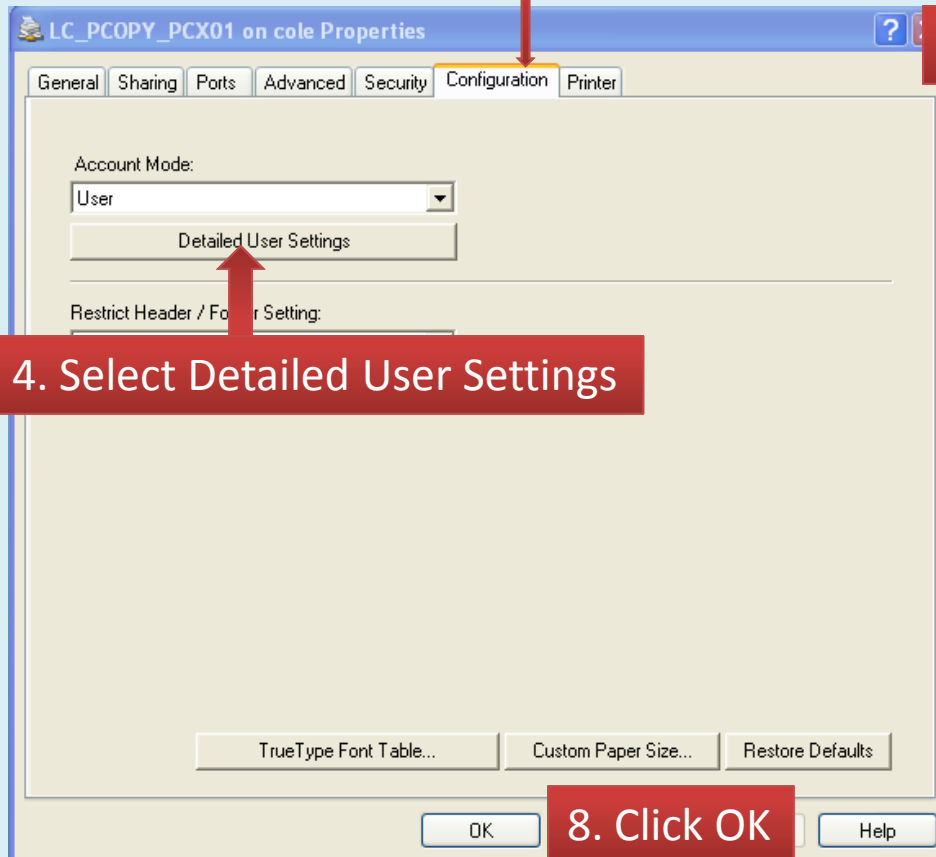


12. Press 'Finish' button

Second : Configure the Photocopier machine (one time configuration)

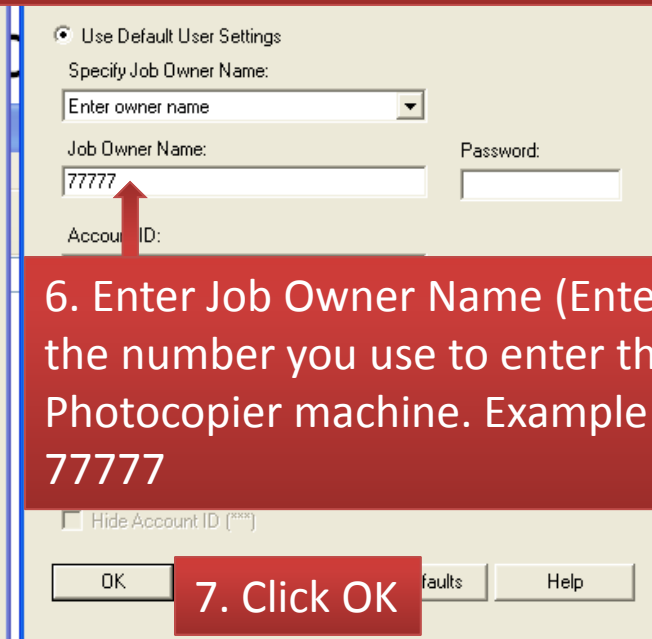


3. Choose Configuration Tab



4. Select Detailed User Settings

5. Choose 'Use Default User Settings'



6. Enter Job Owner Name (Enter the number you use to enter the Photocopier machine. Example: 77777)

7. Click OK

8. Click OK

How to use the Photocopier for printing

1. Once you have added the Photocopier and configured it, you can use it as a printer like any other printers.

Example: Open a document that you want to print. Click print. In the Printer Option select the Photocopier Machine which is LC_PCOPY_PCX01. Then click Print.

2. If you deleted the Photocopier machine, repeat the same processes again.