Printing and Scanning

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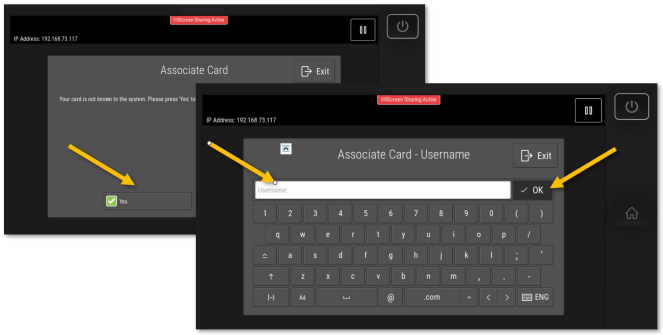
Xerox Copiers - First Log in - New users

If the copier is in standby, scan your card or press the Home button to wake it up. 	
If you have never used the copiers at ISB, scan your card, press Yes, type your username (your email without @isb.be), press OK, and add your network/email password. Press OK again; the copier will associate your card with your account. Swipe your card again to log in.	


IP Address: 192.168.73.117
Associate Card
Exit
Yes
IP Address: 192.168.73.117
Associate Card - Username
Exit
Username
OK
ENG

Xerox Copiers - Copy, Print, Scan (work in progress)

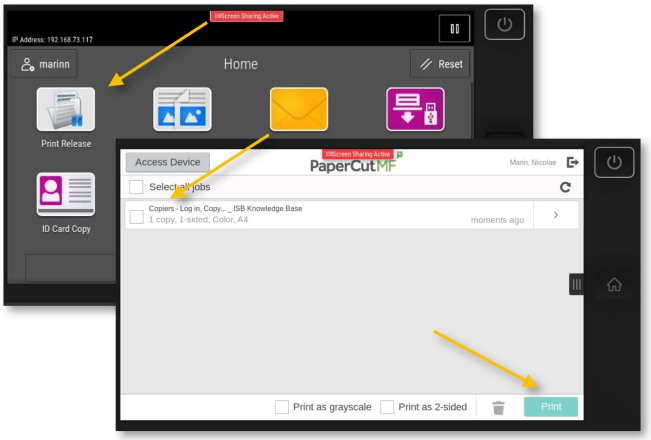
If the copier is on standby, scan your card or press the Home button to wake it up.

Print Release:

Computer: *if not already the default, select the '**XeroX-Papercut**' printer and press **Print**.*

- *If XeroX-Papercut is not on your list of printers, please install it from Self-Service - **click here** for a visual how-to. For Windows machines, please **click here**.*
- *Printing only works if connected to the ISB network.*
- *On Macs, the first time you print, Papercut will require your password. Do not forget to mark 'Remember this password.' If the password window does not pop up or your print jobs are stuck saying 'Hold for Authentication,' **click here** for a visual fix.*

Copier: Swipe your card to log in and select the **Print Release** option. Select the job that you want to print and press **Print**.
Log out by pressing your name, the sign-out icon next to your name, or by swiping your card again.



Copy:

Swipe your card to log in and select the **Copy** option. Put the document you want to copy in the tray that will give you the best/fastest results (arrows **1** or **2**), and press **Start** (**4**).

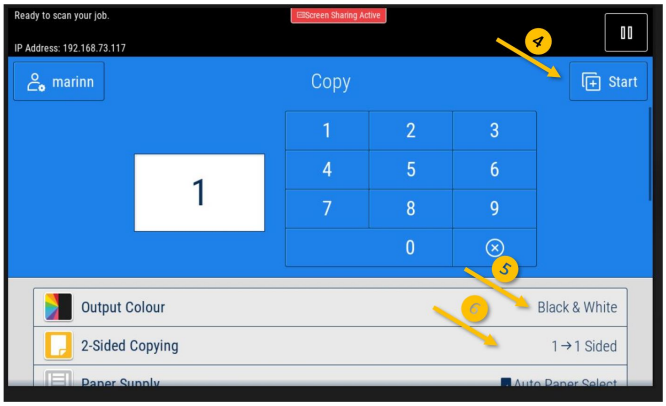
For simple pages that are not stapled, creasy, too thick, etc., you can use the **ADF** (automatic document feeder) on top of the copier (**1**). The ADF will rapidly scan all the pages. To **scan both sides automatically**, press the '2-Sided Copying" option (**6**) on the display and change it as desired.

If your document is a book, maybe it is stapled, you need/want to use multiple small pages at once, etc., please open the lid and place the original/s on the glass (**2**).

If you want the results on a different type of paper (thicker, colored, labels, etc.), please open and use the side tray (**3**), which you can find underneath the small tray noted with **X** (the X tray is used for faxes). Please remember that once this tray is opened, the copier will prioritize it.

Copying defaults to black and white; you can change to color from the Output Colour (**5**) option.

If you scroll down, you can find more interesting options, like **Reduce/Enlarge**, Finishing (staples, hole punch, folding), or **Booklet Creation**. Mirror Image, Book Copying, or Page Layout (for when you want multiple pages on the same page). ETC.



Scan to Email:

Swipe your card to log in and select the **Email** option. Press **Send**, and the Copier will scan all the pages in the ADF or the one from the glass. A PDF will be sent automatically to your email.

The '**To:**' field is automatically set to your email; if you want to send the email to somebody else (it only works internally), you can add it/them to the Cc or the Bcc by pressing the '**Add Recipient**' field. You can erase your email and add a different one if you click the 'To:' field. You can also change the 'Subject:' with something more meaningful.

Under Options, you can find more interesting options:
To **scan multiple pages** and create a single PDF without using the ADF, toggle the **Preview Mode**. The Send button will change to **Preview**. Press it to open the preview menu. Here, you can press on the big **+** to add and scan another page, reorder, or delete unwanted pages. Press **Submit** when ready to send the email.

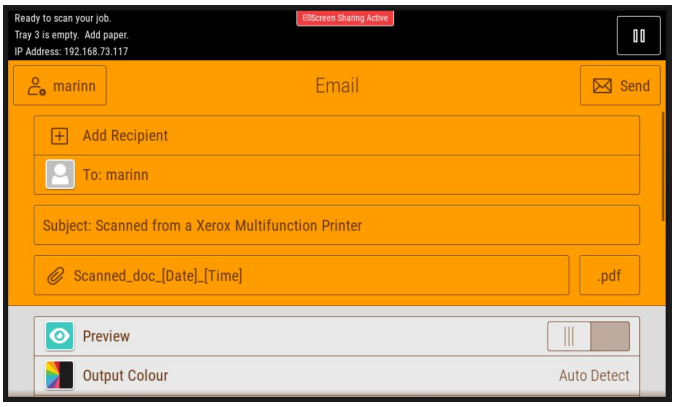
If needed, you can ask the ADF to **scan both sides** of the documents by pressing the '**2-Sided Scanning**' option.

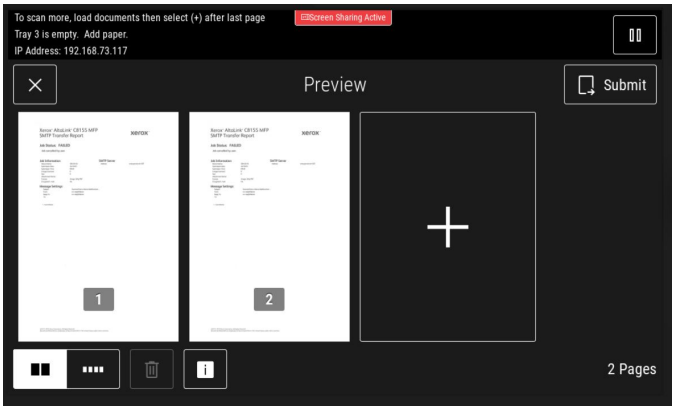
If you want to **create a searchable PDF**, in which you can select the text and copy-paste it, you can click on the "**.pdf**" button, select **More,** and in the **File Format** menu that pops up, select **Searchable - Yes**.

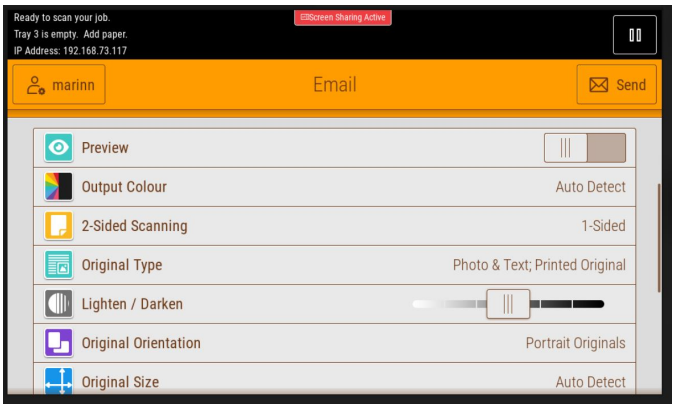
From the same menu, you can **change the type of file** to be attached to the email - '**.jpg**' is a picture and is usually smaller than a .pdf

If the copier has problems guessing the **content orientation** or the **size**, you can change it from "**Original Orientation**" and '**Original Size**,' respectively.

To enhance the scan further, scroll down, click 'Show Additional Features' and select a bigger 'Resolution.' Do not send too many high-**resolution** JPEG/PDFs simultaneously; the server will block the email because of the active size limitations. ETC.



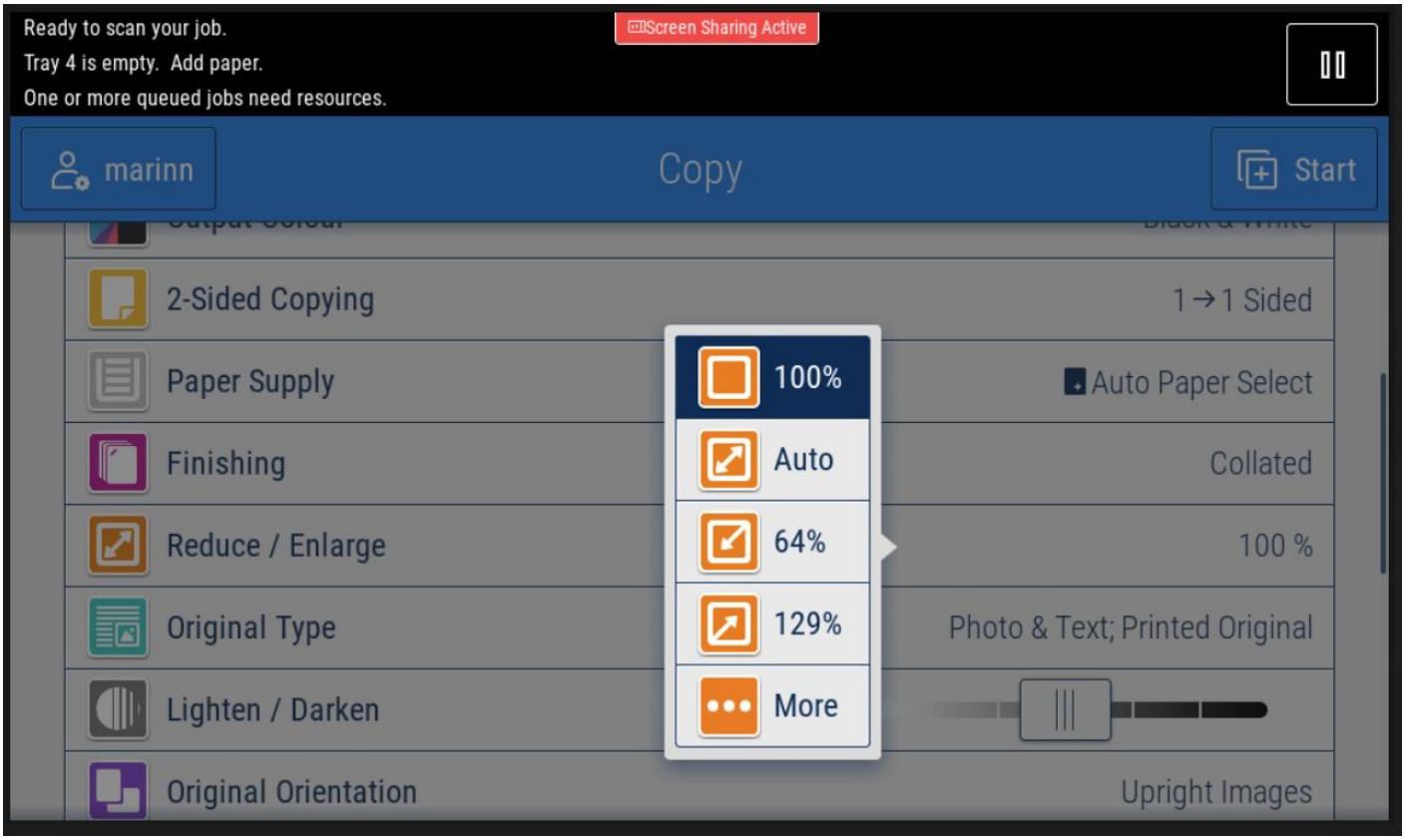




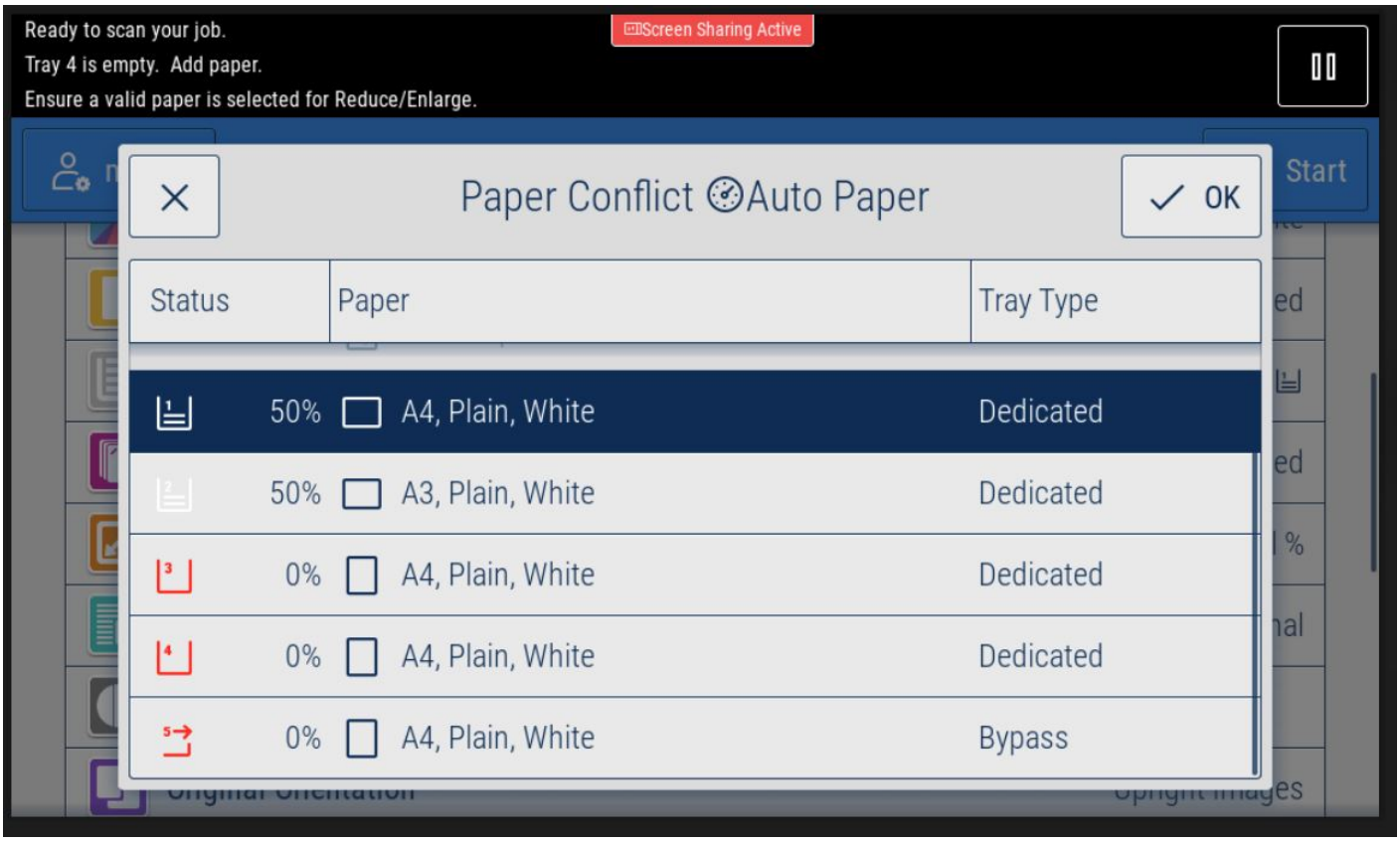
Xerox Copiers - Enlarge/Reduce

From **Copier:**

Sign in, place the originals on the glass, and choose Copy. Scroll to 'Reduce / Enlarge' and select 'Auto' from the pop-up menu.



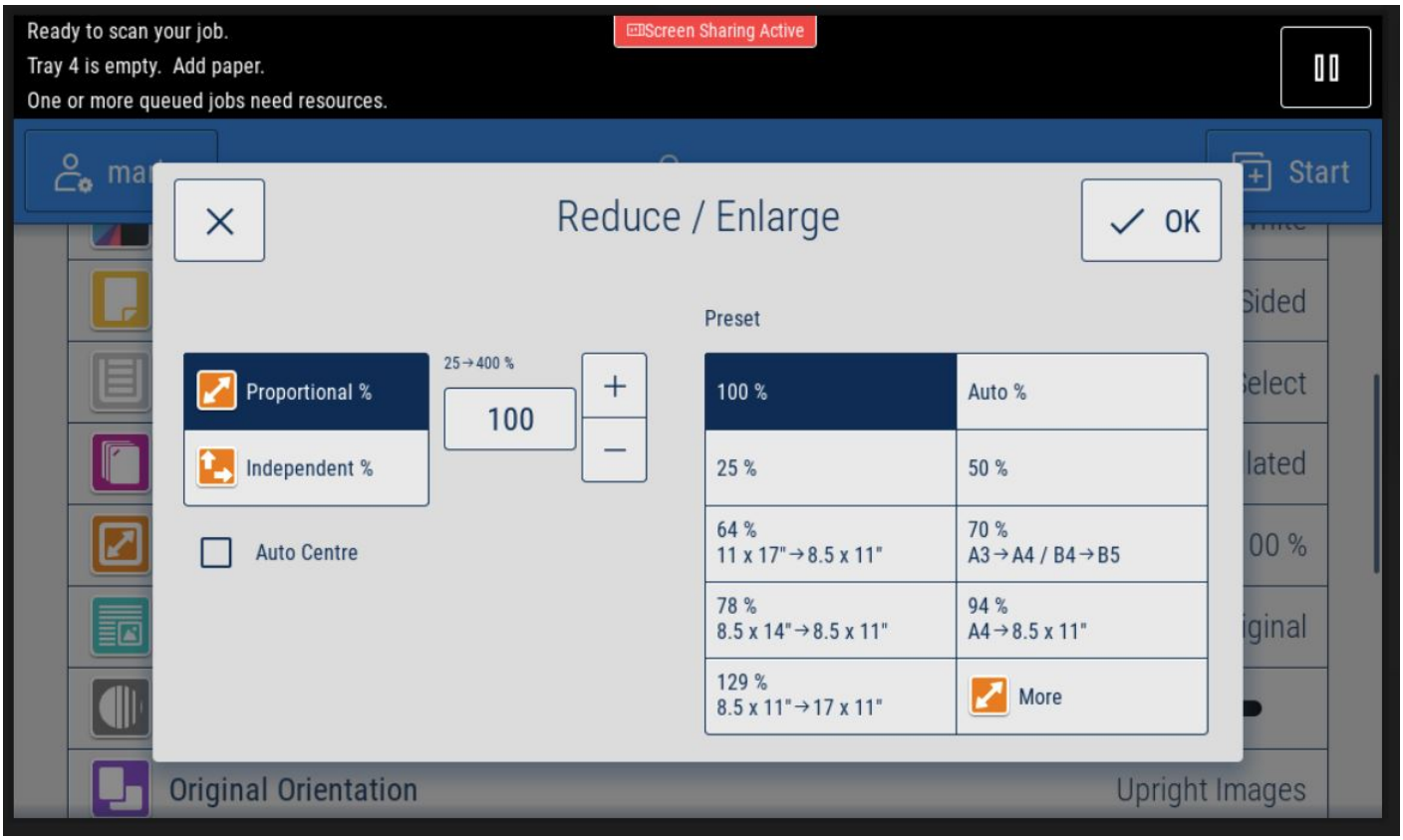
Select the needed size from the following menu - usually A4 or A3 - press OK and Start.



If you need a different size than the copier usually has in one of its trays, for example, A5, you will have to open the side tray and place A5 paper in it (not the X one, the one underneath). The copier will try to guess what type of paper you added - correct it if it chooses wrong.

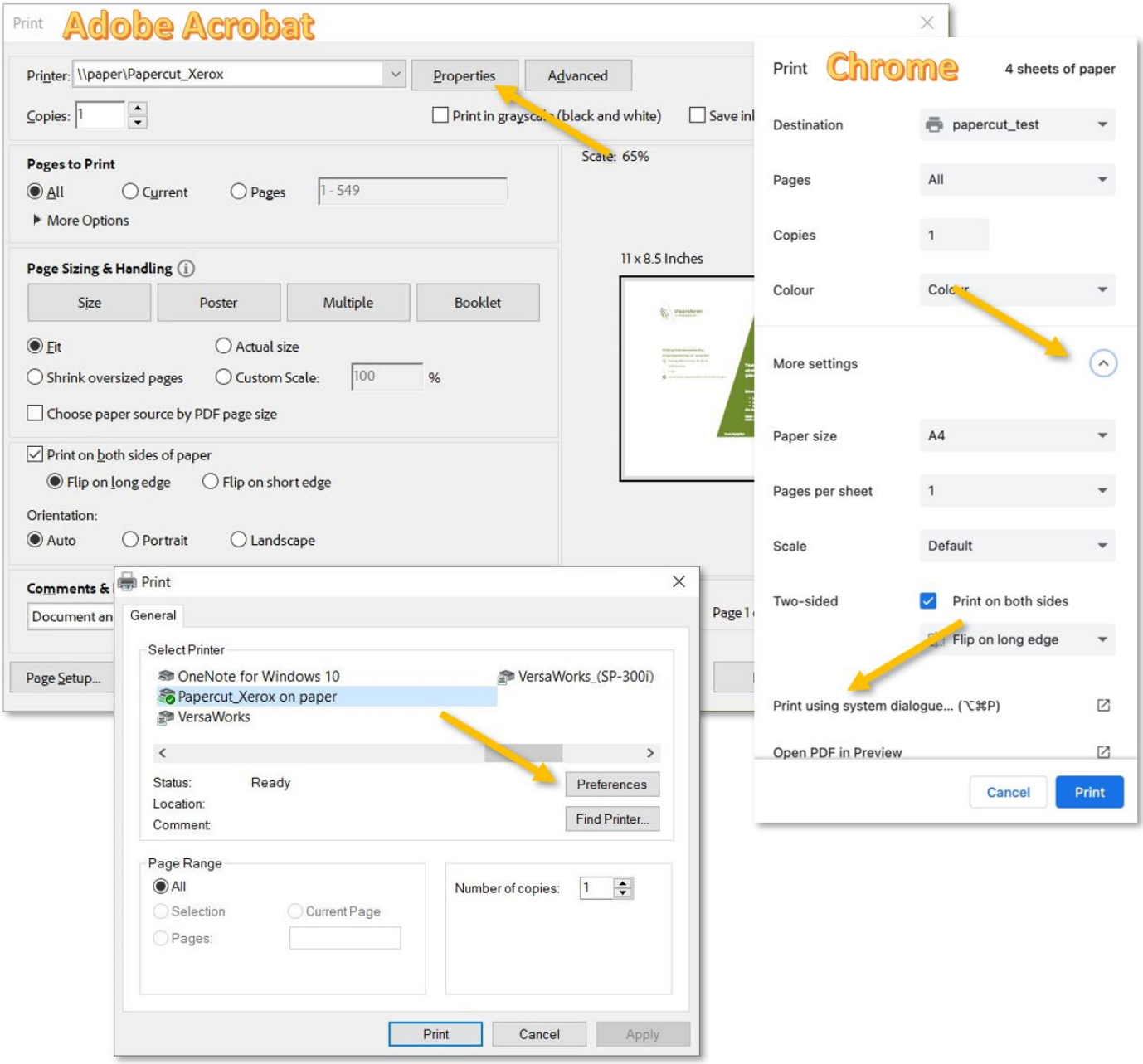
In the rare cases when the copier does not recognize the size of the original, or you want to

extend/reduce the scanning area, please select 'More' instead of 'Auto' after selecting the 'Reduce / Enlarge' options. In the occurring menu, you can play with the percentages or select a premade preset - for example, from A3 to A4 or from A4 to letter (8.5x11).



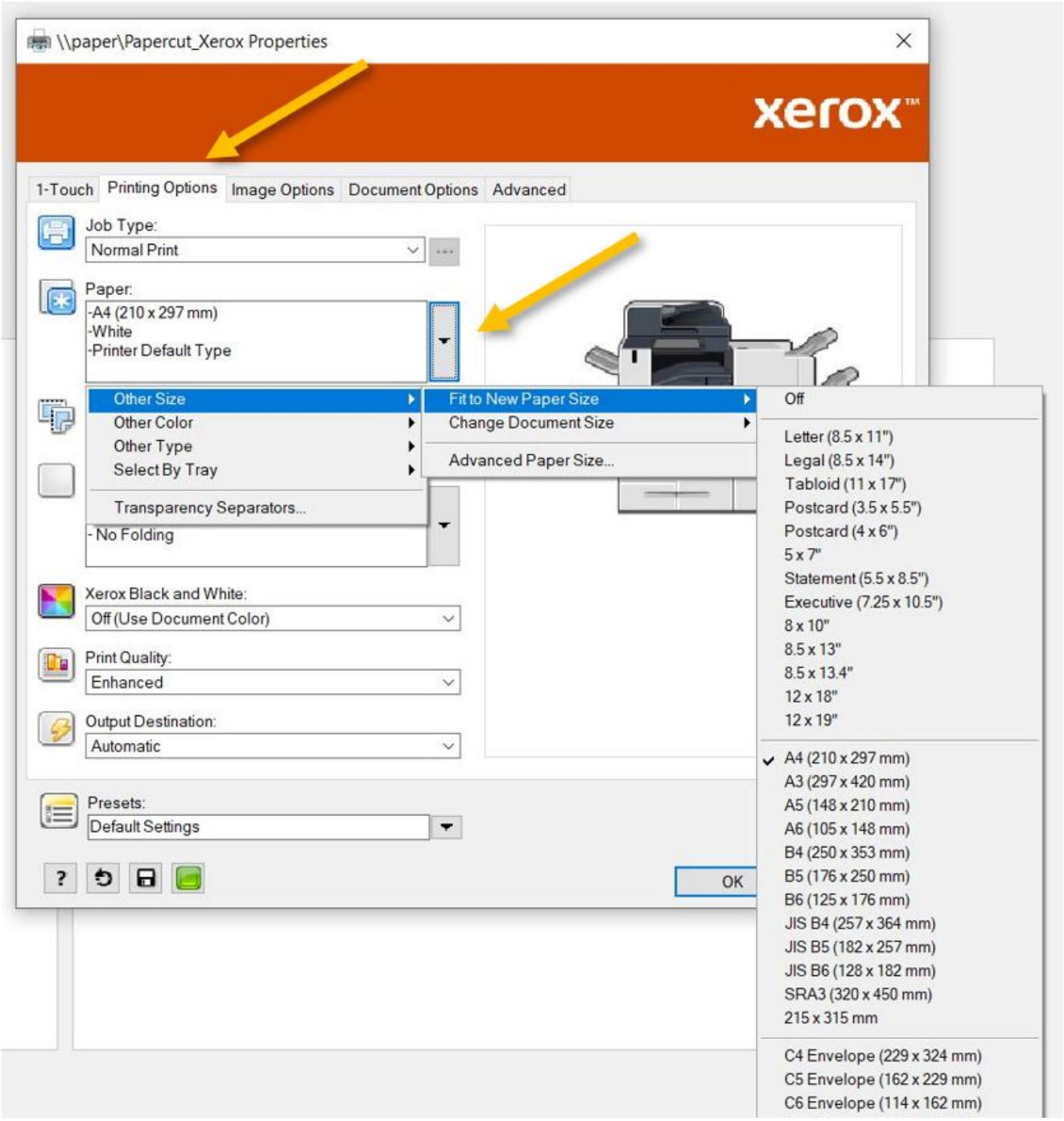
From **Windows:** (If you print from a Mac, please jump to the next section)

Most apps cannot interact with the copier's menu directly. After pressing print, we must find the Xerox settings in the print menu. In Adobe Acrobat, for example, we need to press on 'Properties...'; in Chrome, 'More settings' and 'Print using system dialog...'; in Word, 'Printer Properties.'



If the Windows Print menu pops up á make sure that Papercut_Xerox is selected and click on Preferences.

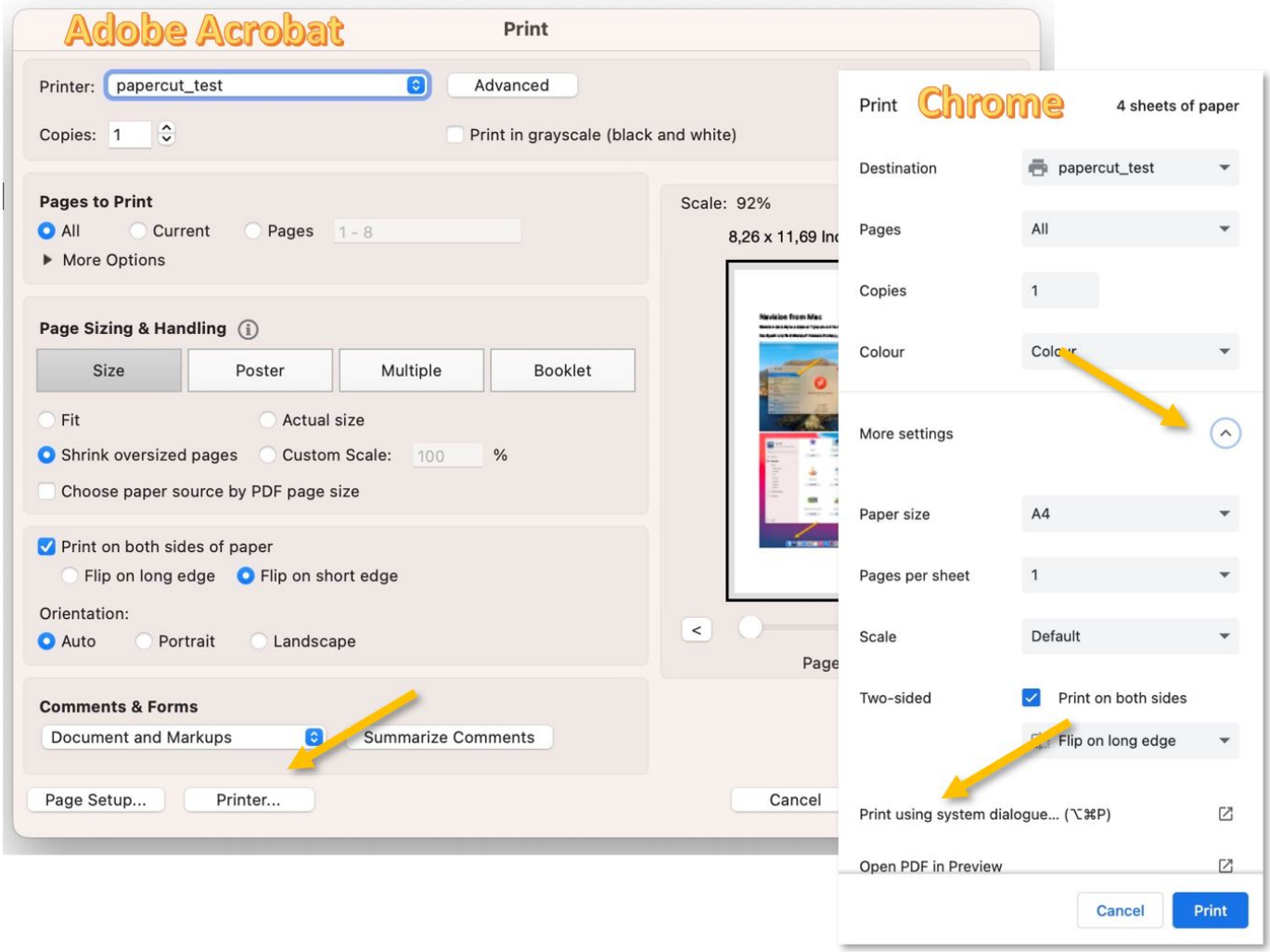
In the Xerox print menu, go to the Printing Options tab, extend the Paper menu, and from 'Other Size' - 'Fit to New Paper Size,' select the needed size. OK - Print - Print.



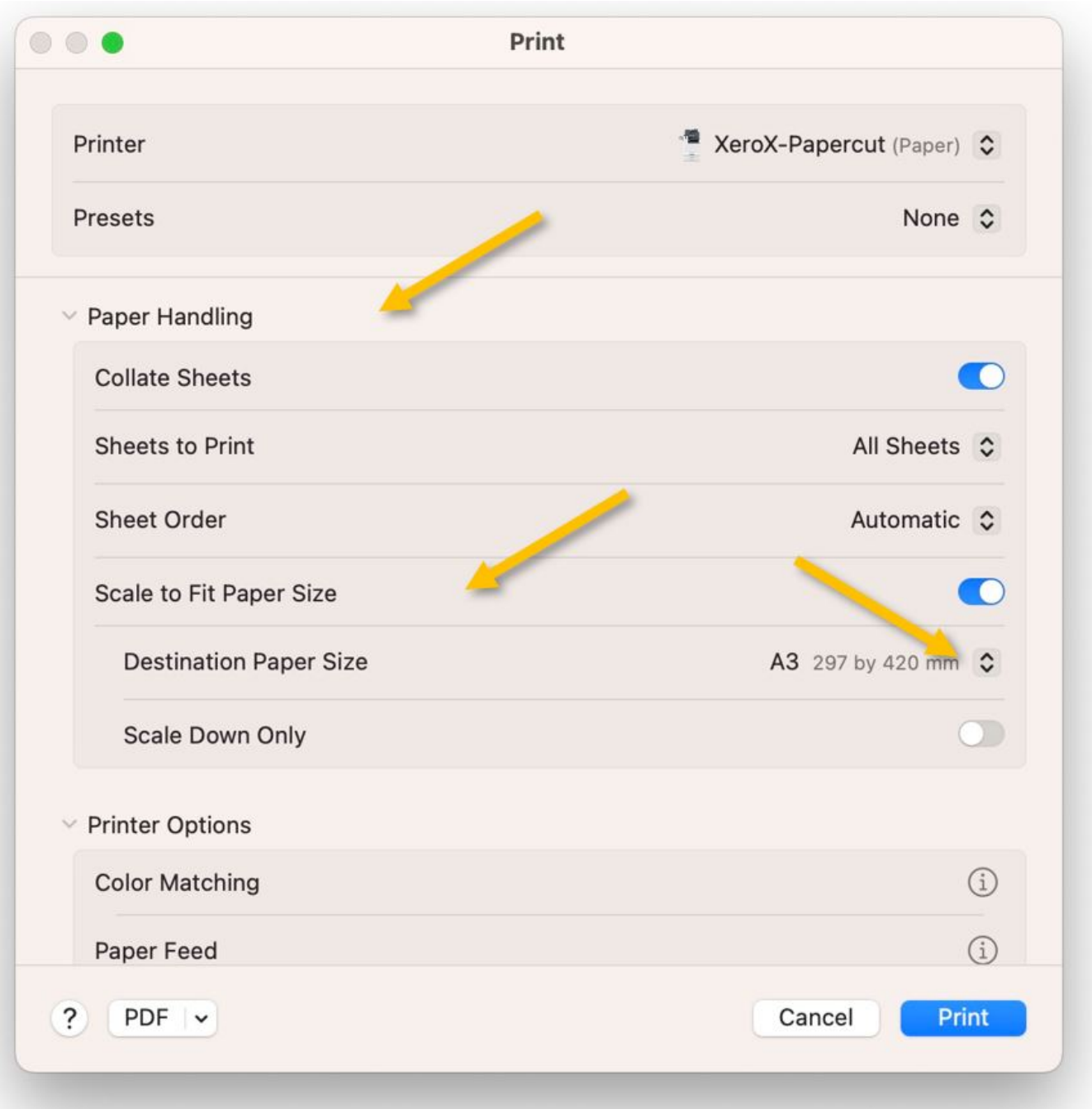
If you need a different size than the copier usually has in one of its trays, for example, A5, you will have to open the side tray and place A5 paper in it (not the **X** one, the one underneath). The copier will try to guess what type of paper you added - correct it if it chooses wrong.

From **Mac:**

Most apps cannot interact with the copier's menu directly. After pressing print, we must find the printer settings in the print menu. In Adobe Acrobat, for example, we need to press on 'Printer...'; in Chrome, 'More settings' and 'Print using system dialog'.



In the new pop-up window, scroll down to 'Paper Handling,' extend it, and turn on 'Scale to Fit.' Under 'Destination Paper Size,' select the needed size.



If you need a different size than the copier usually has in one of its trays, for example, A5, you will have to open the side tray and place A5 paper in it (not the **X** one, the one underneath). The copier will try to guess what type of paper you added - correct it if it chooses wrong.

ISB
The International School of Brussels
xerox
AltaLinK C8155
xerox

Xerox Copiers - Booklets

Please keep in mind that not all copiers are created equal; only some of them can make a booklet, perforate, staple, or fold your print/copy job. However, if the nearest copier cannot do what you have in mind, do not fret. Print the job and find the closest copier with the capabilities you need. No matter where you print, the job will be visible on any of the school's copiers when you log in:

Location	Hole Punch	Staple	Folding / Booklet*
Annex 2nd Floor	no	yes	no
Blue Gim GO	no	yes	no
Chateau 1st Floor	yes	yes	no
Chateau Comm. Off.	no	no	no
ECC Ground Floor	yes	yes	yes
ES Ground Floor	yes	yes	yes
ES Second Floor	no	yes	no
HS Ground Floor	yes	yes	yes
ICC Ground Floor	yes	yes	yes
Metairie Ground Floor	no	yes	no
MHS Lib. 1	yes	yes	yes
MHS Lib. 2	no	no	no
Chalet	no	yes	no

*Almost all the copiers in the school can print or create a booklet, but only a few can fold it and staple it.

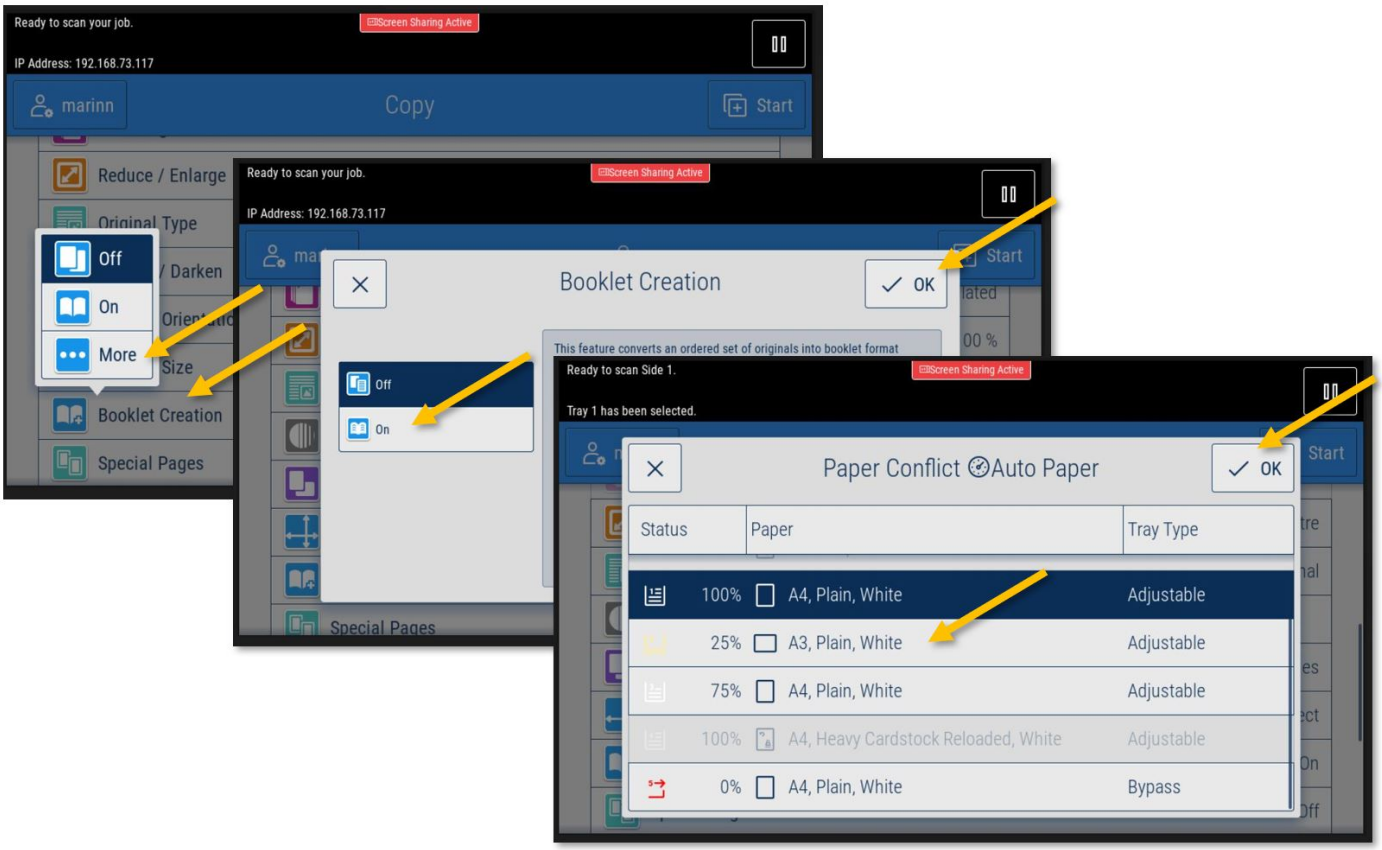
** If you need to create more than 10 booklets, please use the copiers outside the MHS library or plan your printing with the schools' GOs. When creating booklets, the copiers must print on both sides, fold, and staple. This could take a long time, and nobody else would be able to use them.

How to **Create Booklets from the:**

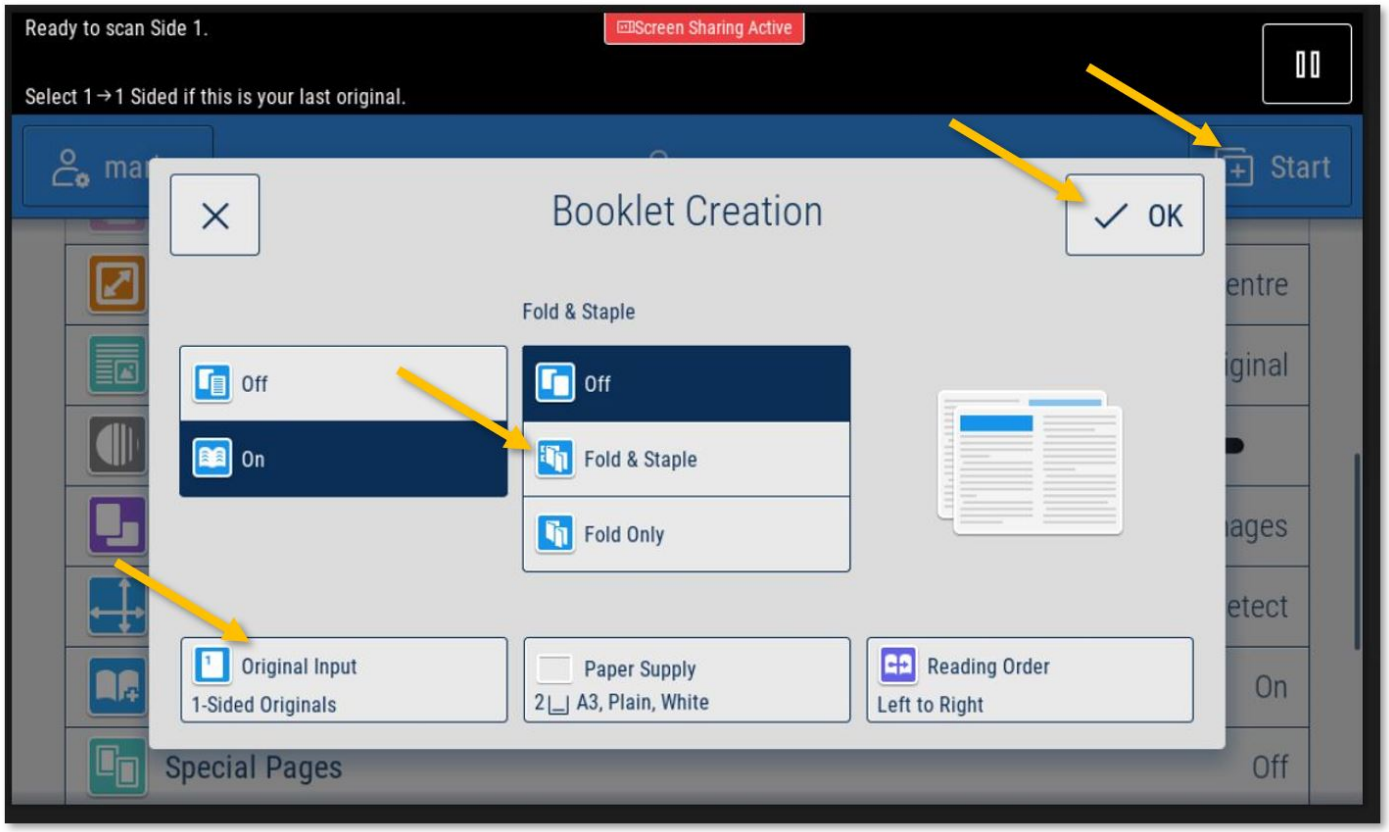
Copier:

Sign in, place the originals in the Automatic Document Feeder, choose *Copy*, and scroll down to see the options. The default copy mode is black and white; if needed, please change it to Color from the *Output Colour* option.

Select the *Booklet Creation* option and *More*. In the pop-up window - *On* and *OK*. Then, choose the paper size that you want to use. If A4 is chosen the resulting booklets will be A5. With A3, the booklets will be A4. Press *OK* again.



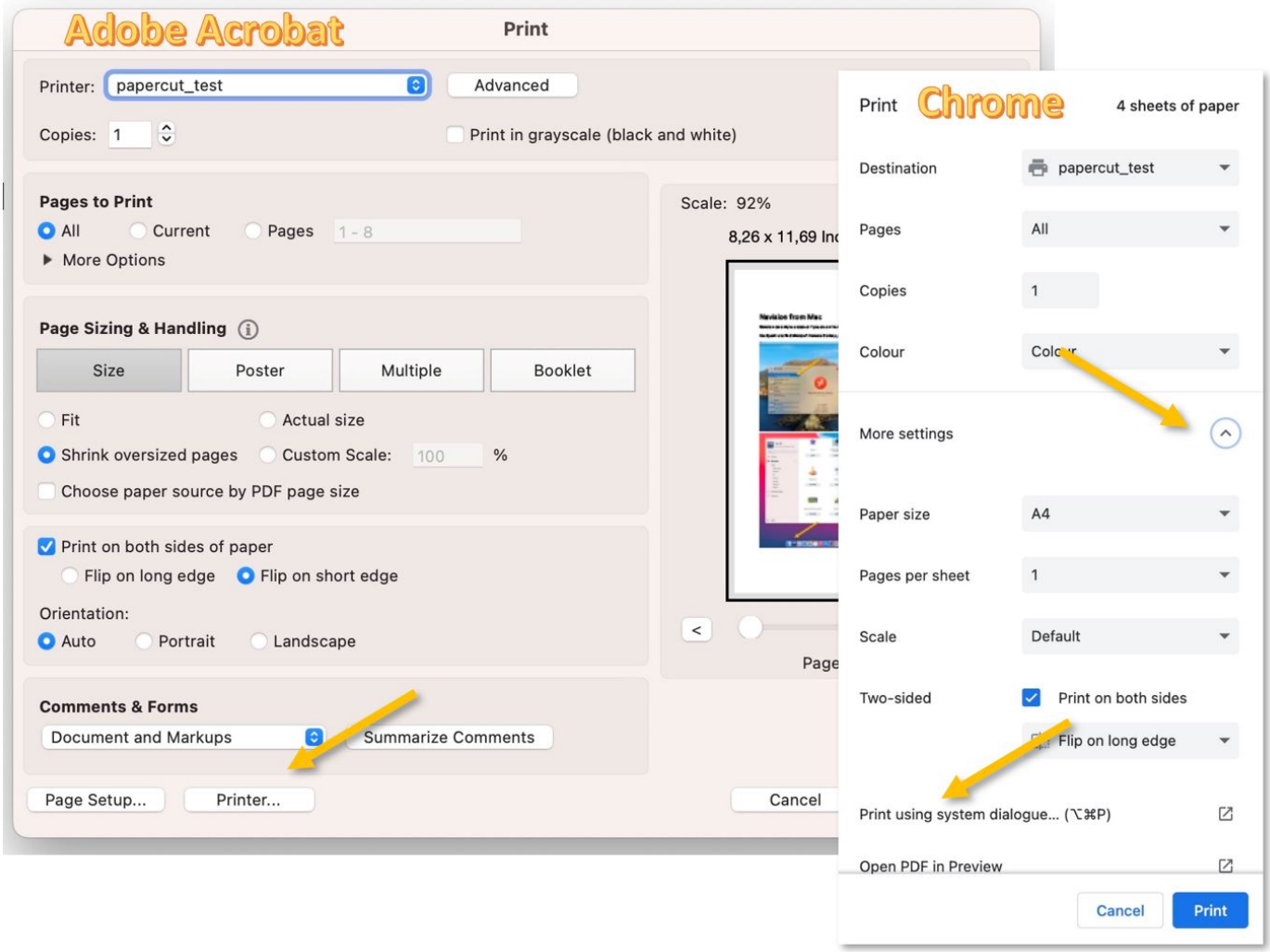
In the next menu, you can ask the copier to *Fold & Staple;* scan both sides of the originals, and even reverse the reading order. When ready, please press *OK* and *Start*. If the result meets the expectations, print the rest of the needed booklets.



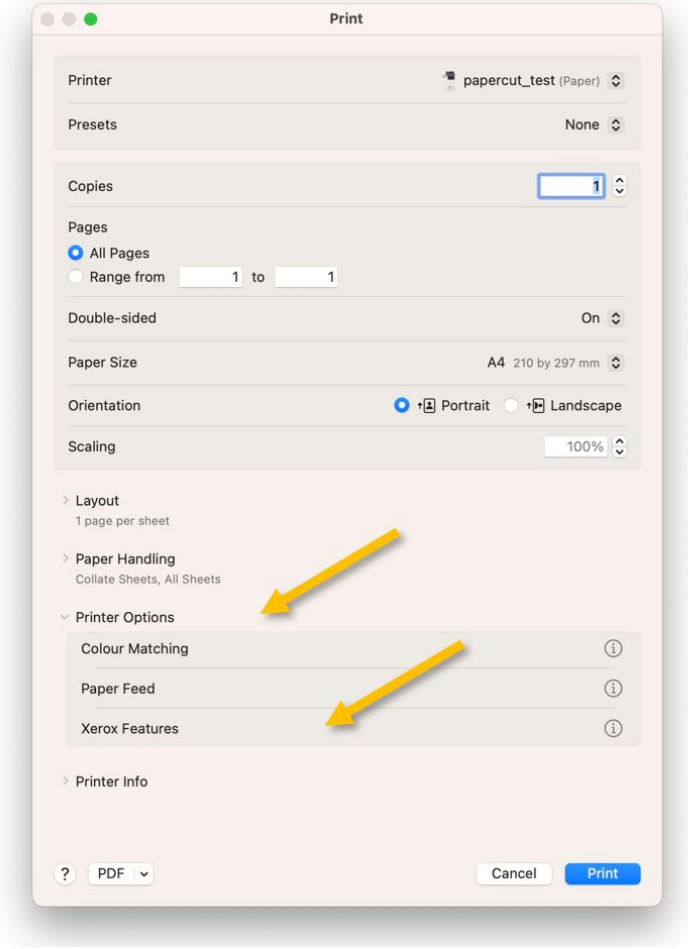
Mac:

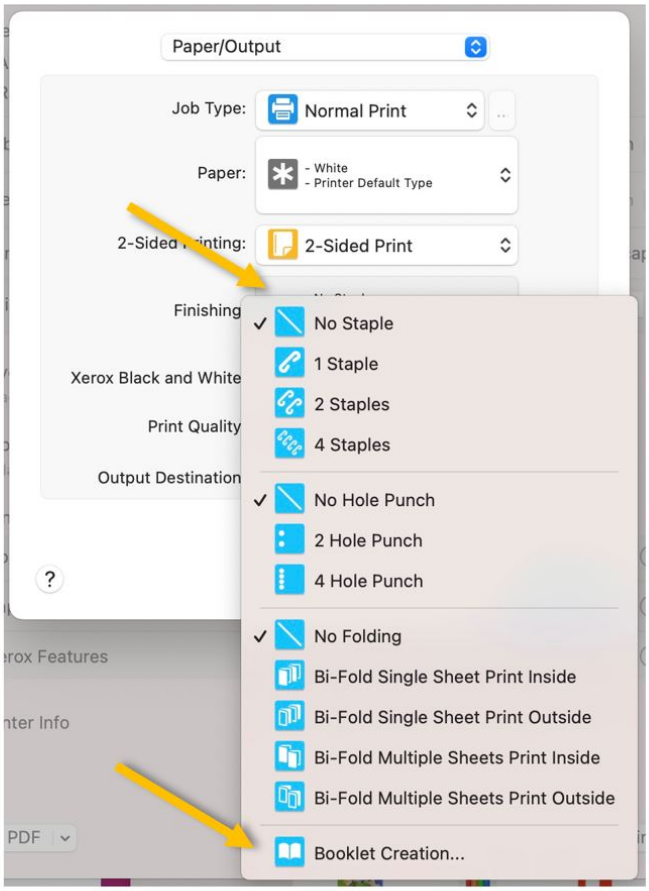
(If you print from a Windows machine, please jump to the next section.)

Most apps cannot access the booklet menu directly. After pressing print, we must find the printer settings in the print menu. In Adobe Acrobat, for example, we need to press on 'Printer...'; in Chrome, 'More settings' and 'Print using system dialog'.



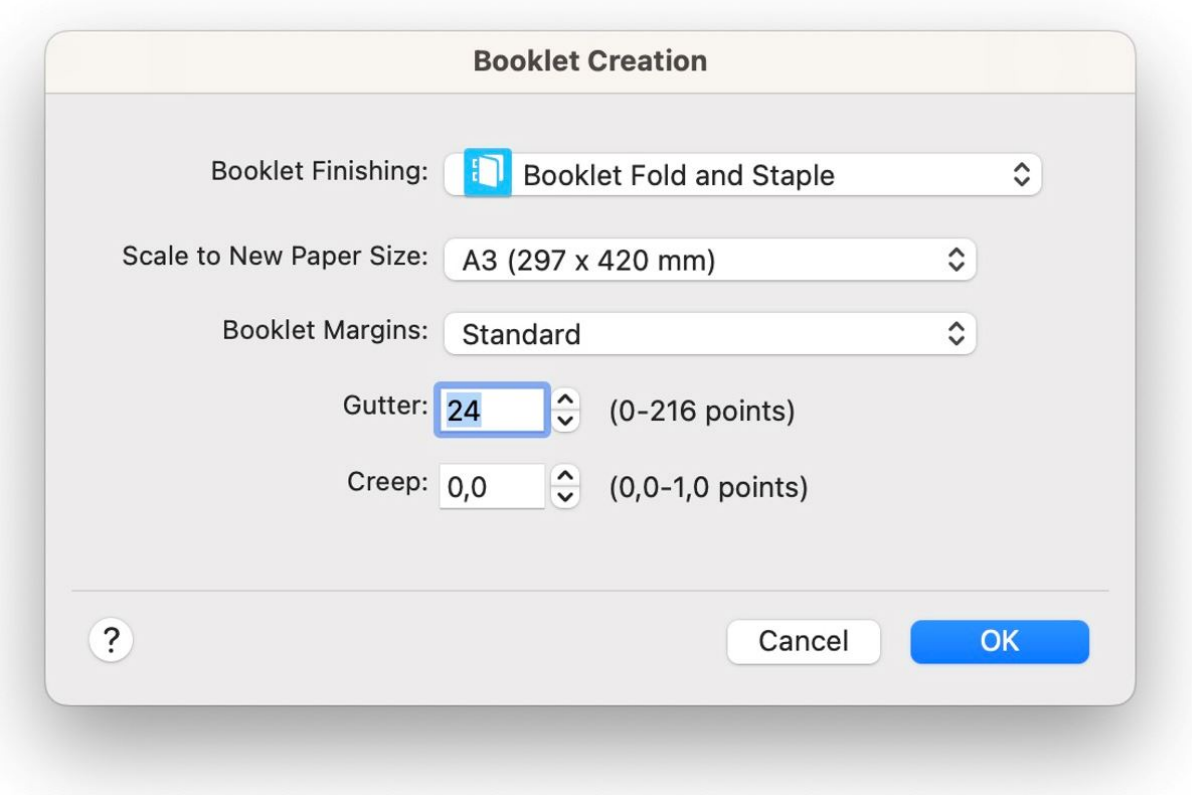
In the new pop-up window, scroll down to 'Printer Options', extend it, and select Xerox Features. Click on the 'Finishing' box and select from the drop-down list 'Booklet Creation...'





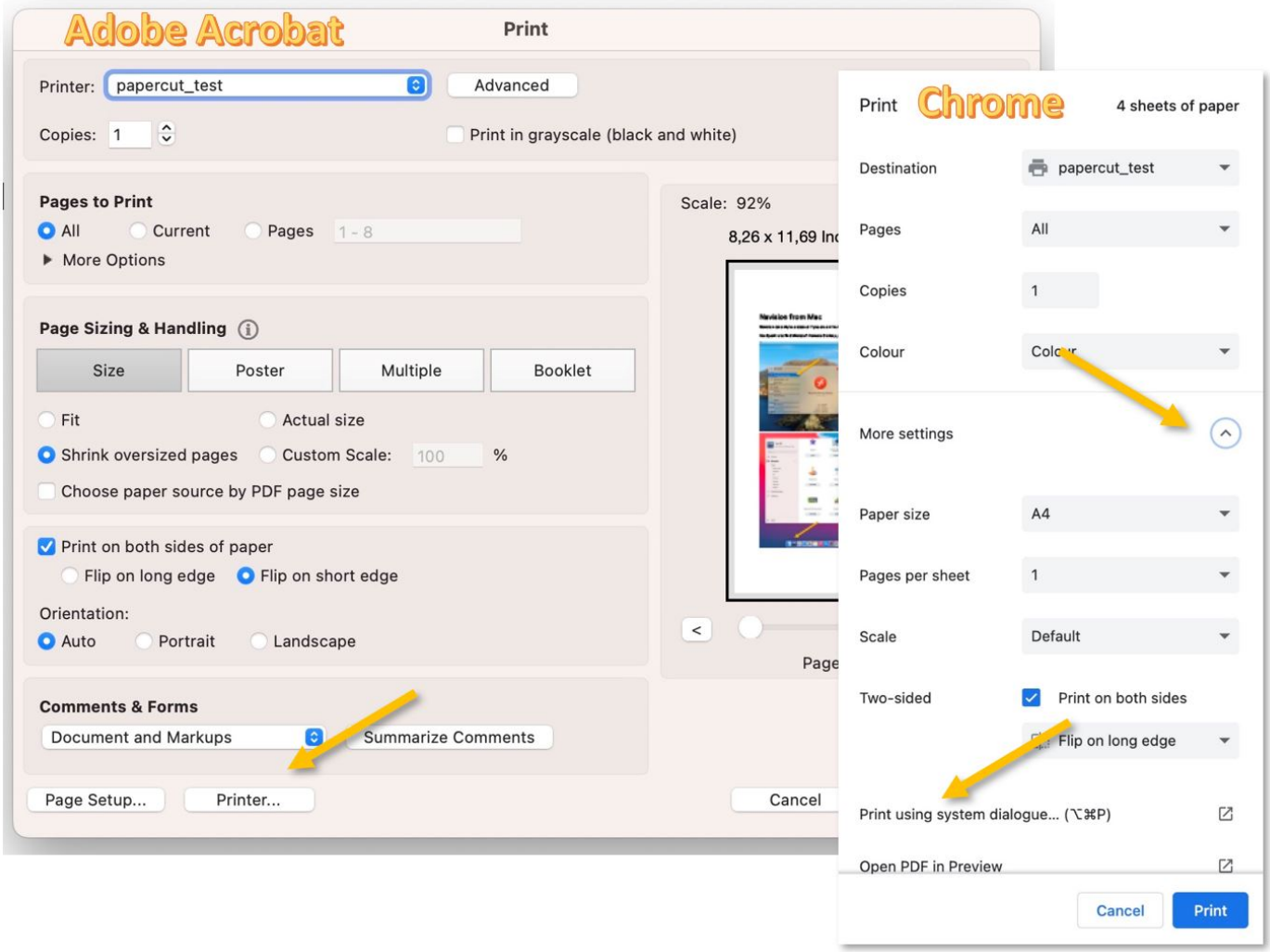
In the 'Booklet Creation' menu, select the appropriate 'Booklet Finishing' for your case, usually 'Booklet Fold and Staple' and, from 'Scale to New Paper Size:' the paper size to be used. Usually A3 (for A4 booklets). A4 (for A5 booklets).

Press 'OK', then 'Print' and 'Print' again to send the job to the copier.

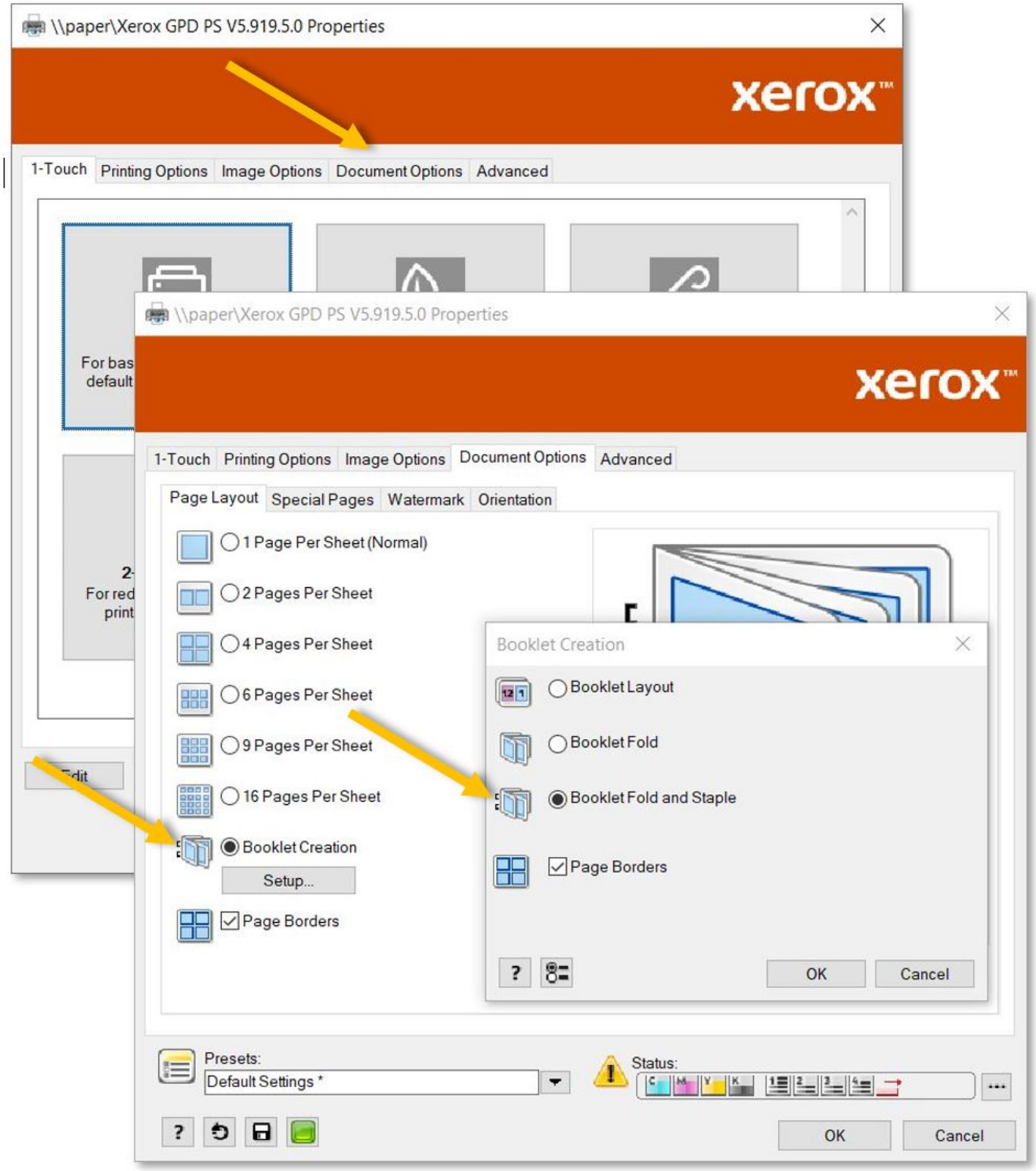


Windows:

Most apps cannot access the booklet menu directly. After pressing print, we must find the printer settings in the print menu. In Adobe Acrobat, for example, we need to press on 'Printer...'; in Chrome, 'More settings' and 'Print using system dialog...'; in Word, 'Printer Properties.'



In the menu that pops up, select the 'Document Options' tab, 'Booklet Creation,' and the desired type of booklet, usually 'Booklet Fold & Staple.'

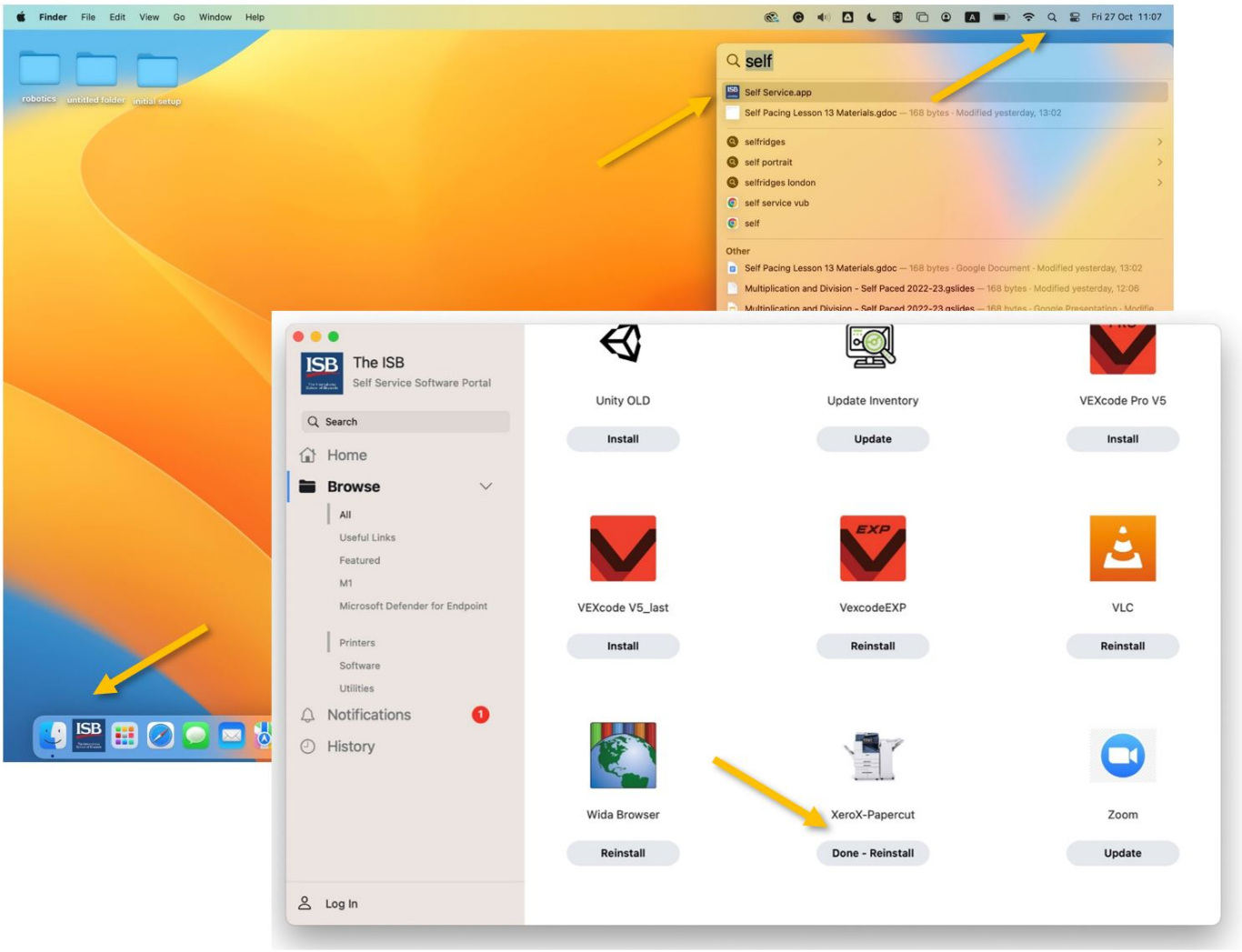


Press 'OK', 'OK' again, and 'Print' to send the job to the copier.

XeroX-Paparcut Missing on Mac? Install it from Self-Service

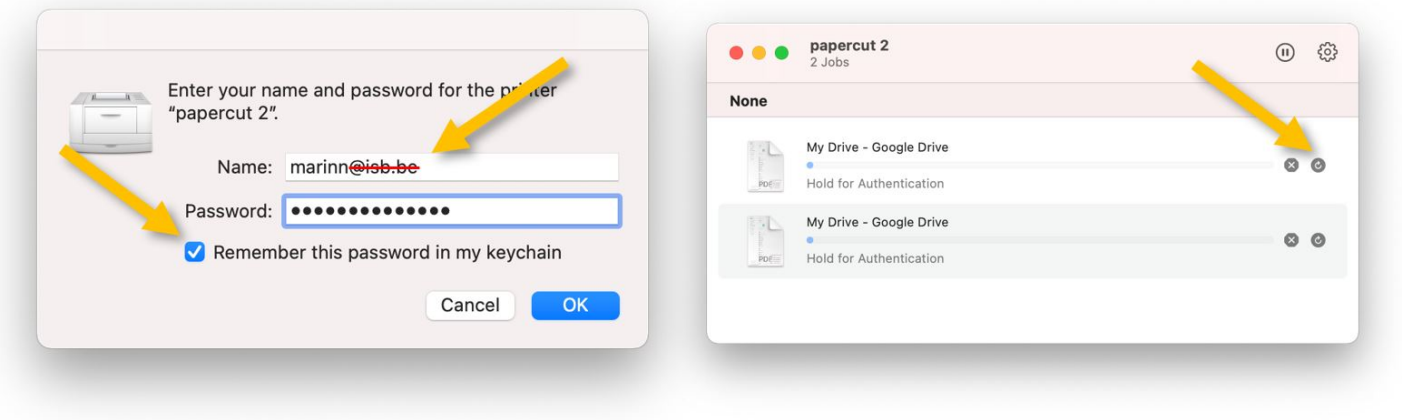
If XeroX-Papercut is not in your list of printers, please install it from the Self-Service portal.

If Self-Service (the icon with the ISB logo) is not present in the dock, please search for and open it using the magnifying glass (Spotlight) in the upper-right corner. In the window that opens up, scroll down to find the XeroX-Papercut printer in the list and click on Install.



The first time you print to the new copiers will require your password. Do not forget to mark 'Remember this password.'

If the password window does not pop up or your print jobs are stuck saying 'Hold for Authentication,' click the reload sign (screenshot on the right) and insert your email password in the new pop-up window.

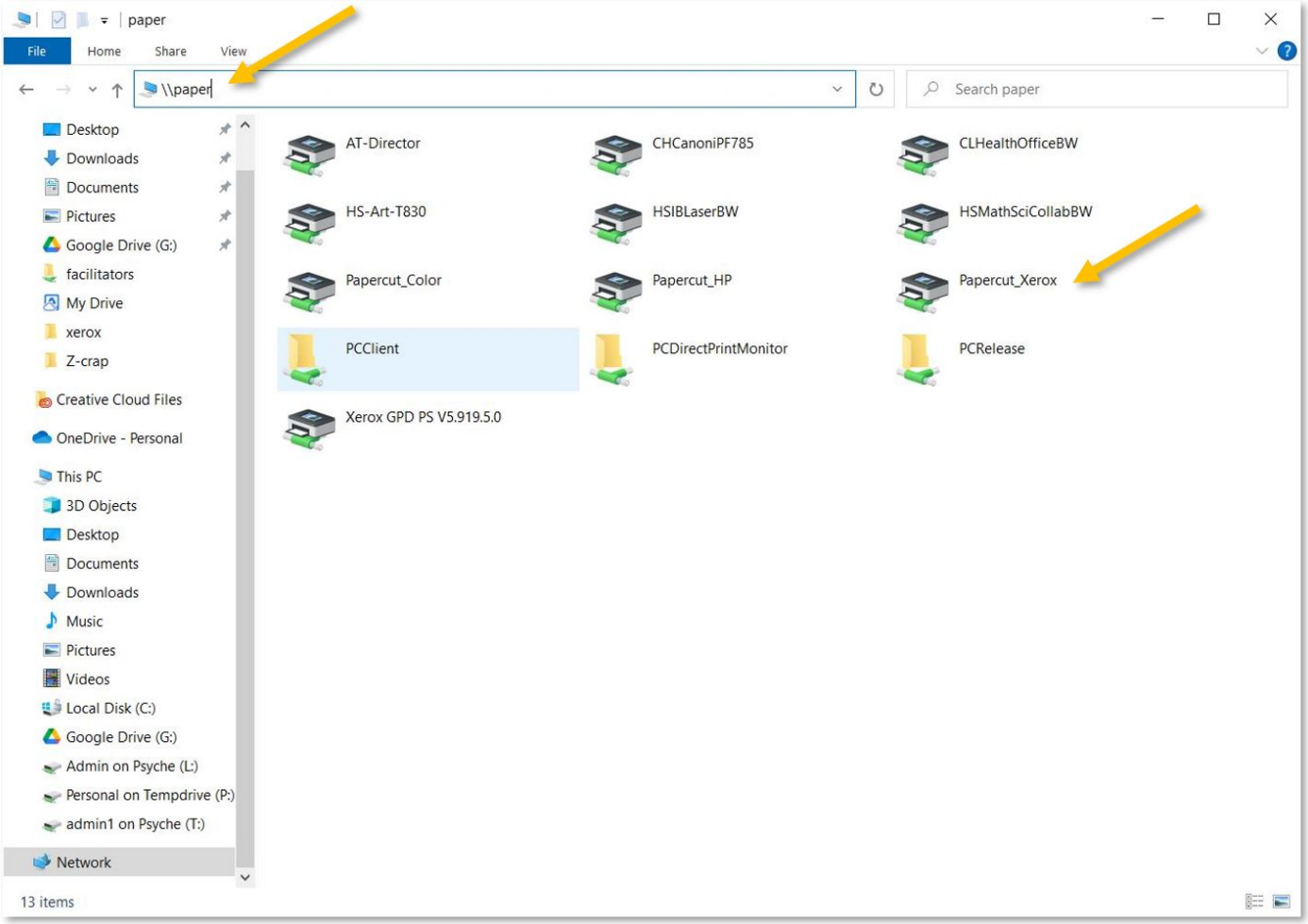


Good to know: In rare cases, the operating system could prefill your username (Name) with your email. Please erase @isb.be and continue as above.

Once the print jobs disappear from your queue, you can find them at the copier (click here for instructions).

XeroX-Paparcut Missing on Windows? Install it from \\paper

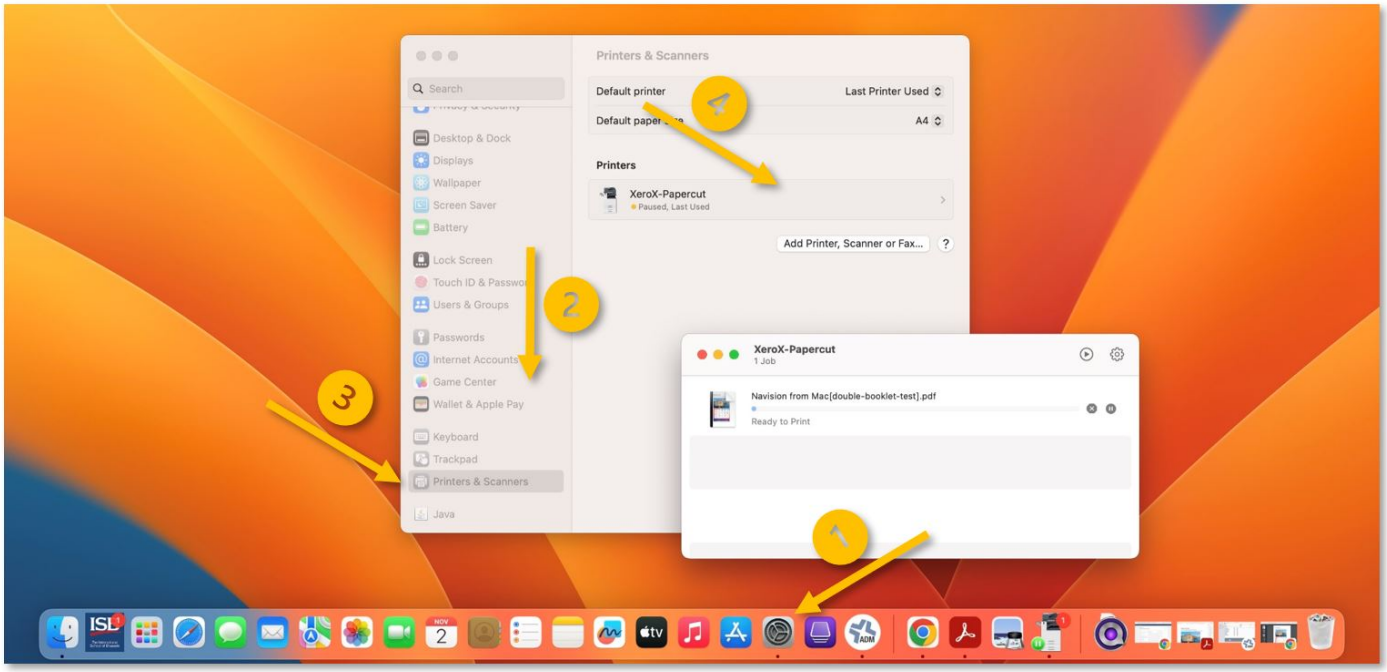
If you cannot find the new XeroX-Papercut printer in your list of printers, please open a folder and copy-paste \\paper into the location field. Press enter and double-click Papercut_Xerox from the list of printers to install it.



Reopen the print menu and select Papercut_Xerox from the list of printers.

Xerox Printing - Jobs Stuck in the Queue - Fixes

If you cannot find your queue, please open it from System Properties (settings) - scroll down to Printers and Scanners - and double-click on XeroX-Papercut.

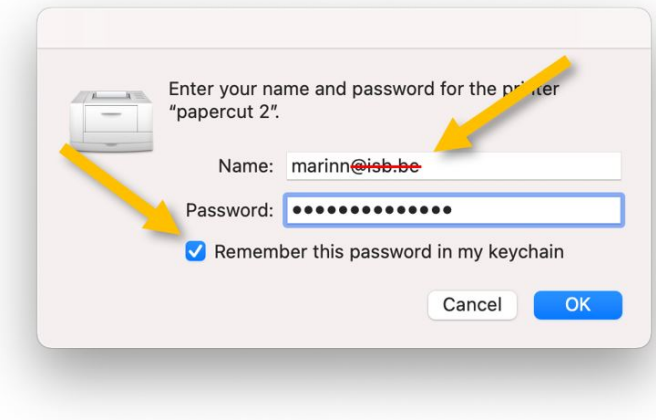


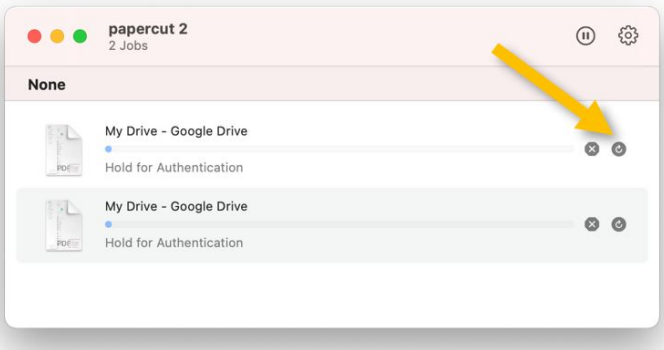
Hold for Authentication fix:

Usually, when your print jobs get stuck in your queue with the message Hold for Authentication, you need to input your username and password to convince them to leave.

Click the reload sign (right panel) and insert your email password in the new pop-up window. Mark 'Remember this password' before pressing OK.

Once the print jobs disappear from your queue, you can find them at the copier level.



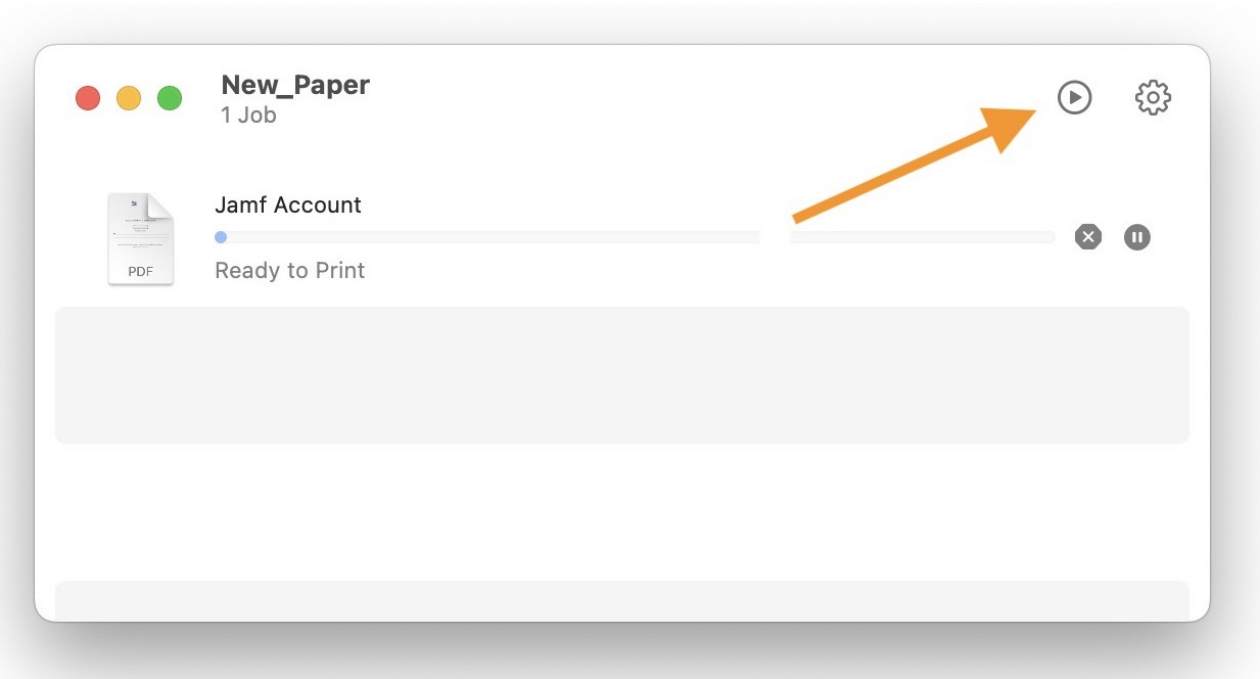


Good to know: In rare cases, the operating system could prefill your username (Name) with your email. Please erase @isb.be and continue as above.

Hold for Authentication usually shows its ugly head the first time you installed or reinstalled the printer, when you change your email/system password, after logging in on a new computer, or after a reimage.

Ready to Print fix:

If your print jobs stay in your queue with the message Ready to Print, the usual fix is to make sure that you are connected to ISB and then press the Play button in the upper right corner.



Once the print jobs disappear, you can find them in the copier queue.

Good to know: printing only works if connected to the ISB network.

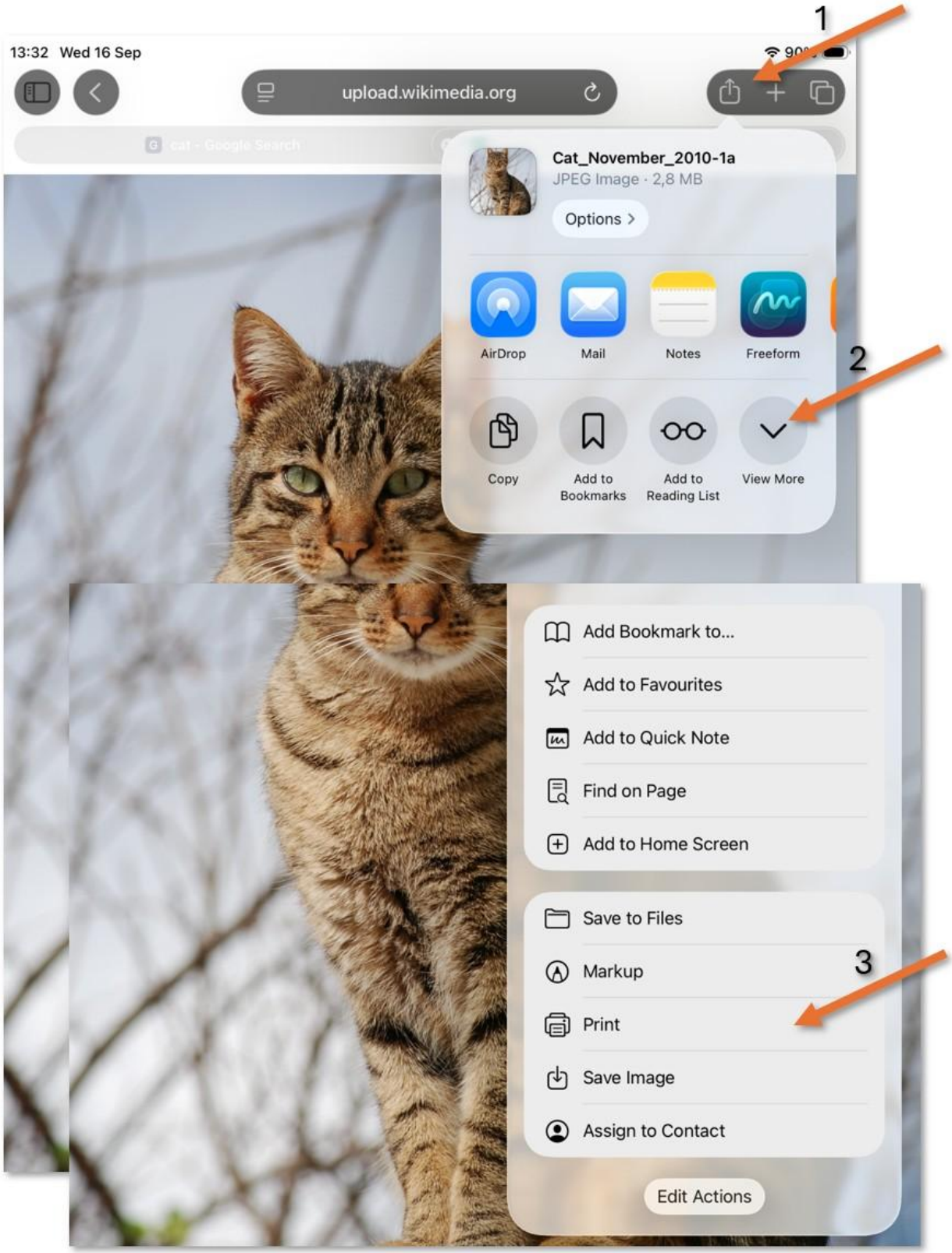
If you print and the Mac cannot communicate with the printer, it automatically pauses the process.

It could happen if you are not on the ISB network. For example, if you do not want to forget and print something from home.

Unfortunately, the Macs do not resume printing when the communication is reestablished, not even when you print something new.

LS Student Printer - iPad - how to

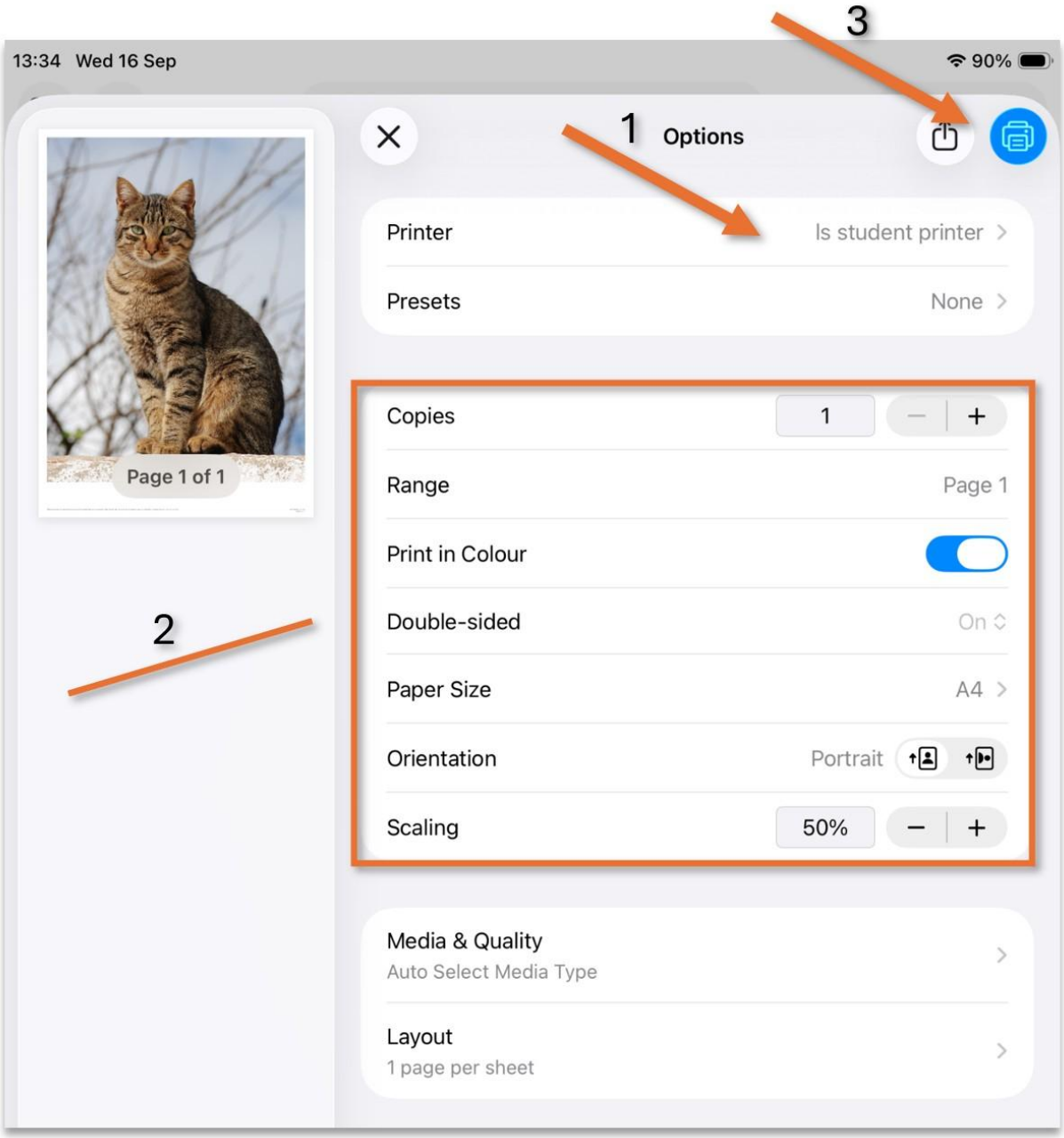
To print from an iPad to the Lower School student printer, find and click Share (**1**). Then, tap View More (**2**) and Print (**3**)



Make sure that the **Is student printer** is selected (**1**), and check the settings. How many **Copies** do you need? Do you need to print all the pages or only some (**Range**)? Disable **Print in Color** if you don't need it; the black toner is much cheaper. Save paper by leaving **Double-sided On** when possible. Make sure that the selected **Paper Size** is **A4**. If you print a different size, the printer will

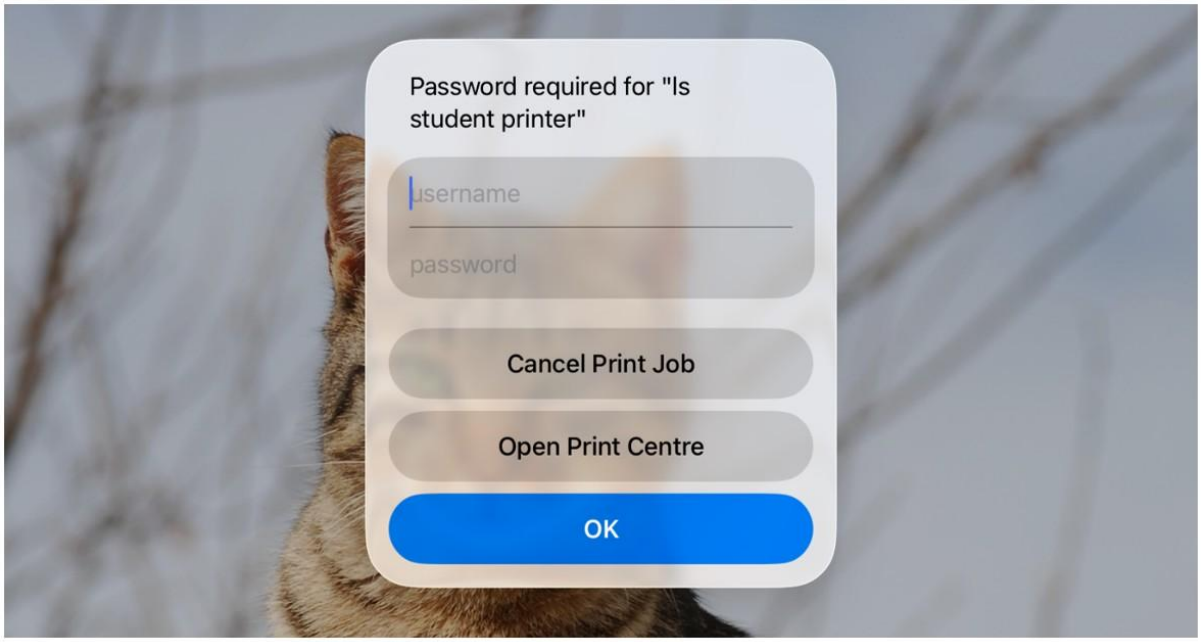
present an error - it only has A4 paper in its trays. If you think the data will fit better in landscape, change the **Orientation**. Sometimes a photo is too big; adjust the **Scaling** so it will fit on only one page.

When ready, press the Print button (**3**)



The first time you print, you will be asked to enter a user and a password.

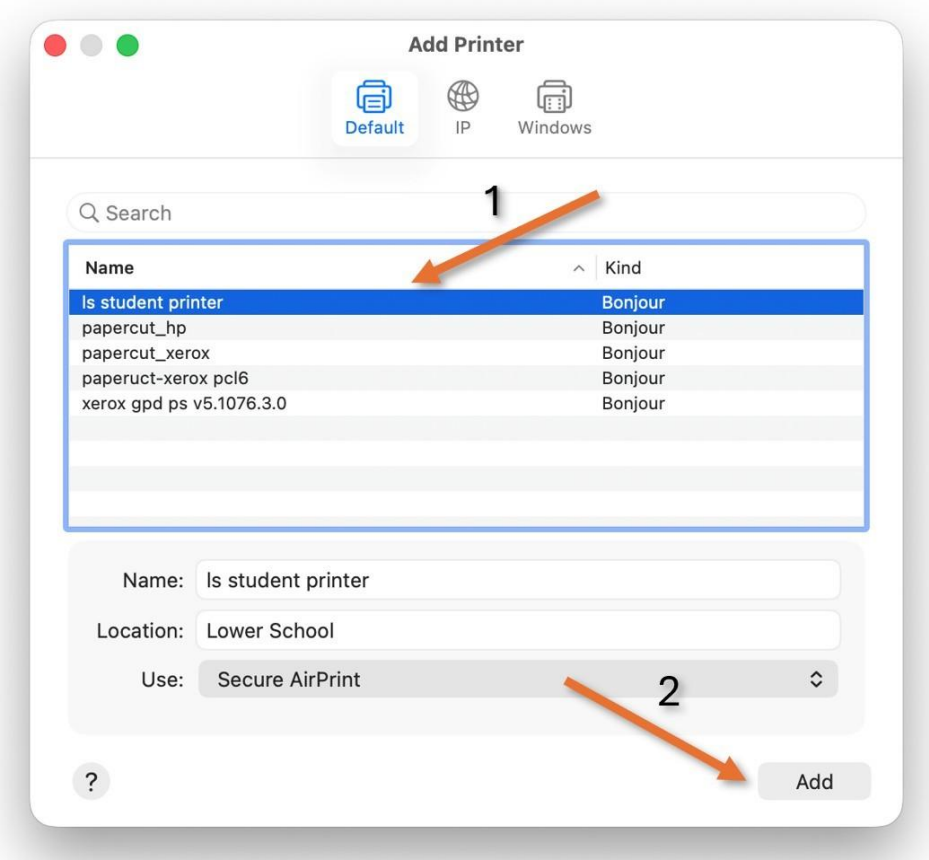
The username is: **student**
The password is: **printprint**


Password required for "Is student printer"
username
password
Cancel Print Job
Open Print Centre
OK

LS Student Printer - Mac - installation and tips

To print from a Mac, we first need to install the printer. Open System Settings (**1**), then scroll down to the end of the left option panel and select Printers & Scanners (**2**). Click on Add Printer (**3**)

Select the ls student printer (**1**), and then Add (**2**)

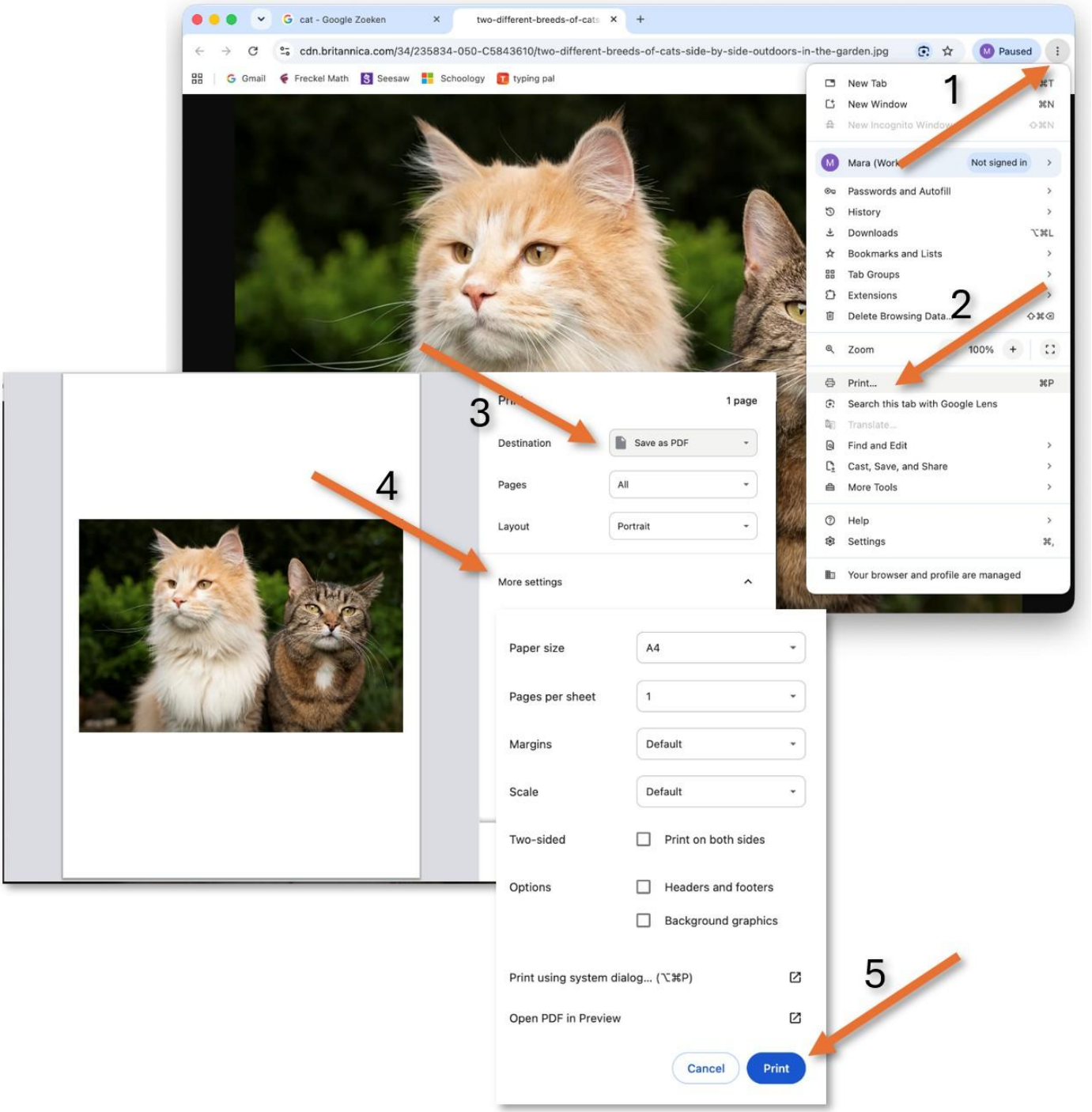


Now that the printer is installed, we can open Chrome, for example, find the **Print** menu (**1,2**), select the new printer, and print.

Under **Destination** (**3**), click on **Save as PDF**, then **See more...** and select the newly installed printer.

Before printing, make sure that all the settings are correct. Do you need to print all the **Pages**? If you think the data will fit better in landscape, change the **Layout.** Open **More settings** and make sure that the **Paper Size** is **A4.** If you print a different size, the printer will present an error - it only has A4 paper in its trays. Sometimes a photo or table is too big; adjust the **Margins** or the **Scale** so it fits on one page. Save paper by **Printing on both sides** when possible. Uncheck **Headers and footers** if you don't want the website details printed. Press **Print (5**) when done.

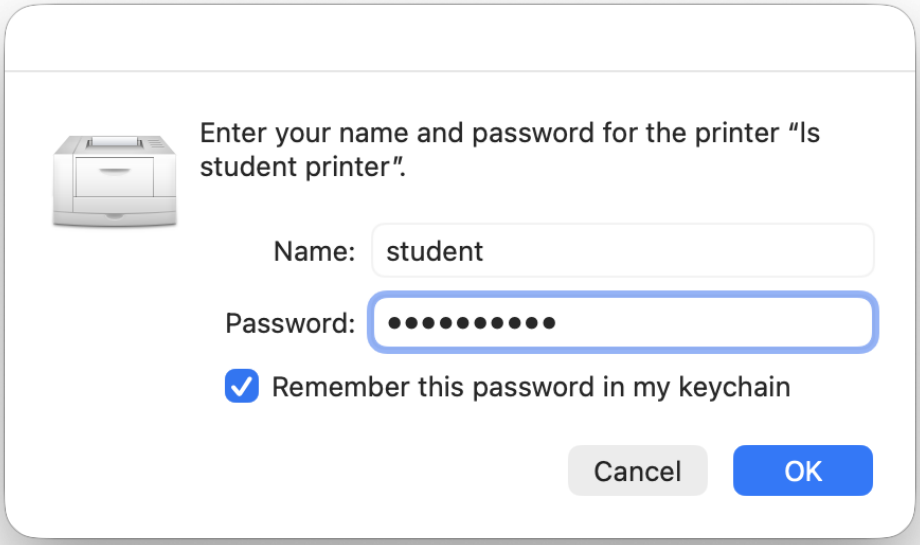
Chrome remembers the latest adjustments - make sure to check your settings for every print; not all prints are the same.



The first time you print, you will be asked to enter a Name and a Password.

The name is: **student**
The password is: **printprint**

Make sure to check **"Remember password"** before pressing **OK.**


Enter your name and password for the printer “ls student printer”.
Name:
student
Password:
Remember this password in my keychain
Cancel
OK