

USING THE PHOTOCOPIER 101

A PHOTOGRAPHIC GUIDE

UCSD

Xerox codes for instructional use

Faculty use

Teaching Visitors use

Summer Session use



GO TO THE MATH FRONT DESK (APM 7409)
TO BORROW THE GREEN COPY CARD

7018

Mathematics
Copier / Printer /
Supplies Room

UC San Diego | MATHEMATICS

DEPARTMENT OF MATHEMATICS

Copy /
Printer /
Supplies

UC San Diego

THE PHOTOCOPIER IS IN APM 7018.

COPIER

UC San Diego
TRITON PRINT & DIGITAL MEDIA

Swipe Card to Begin



SWIPE THE CARD WITH THE
BLACK STRIPE FACING INWARD

COPIER

Authentication

Chart String(PTFS) or 0 [REDACTED]

EXIT [←]

1	2	3	4	5	6	7	8	9	0
!	@	#	\$	%	^	&	*	()
-	_	+	=	.	,	[]	{	}
ABC	space	-/?	Enter						



TYPE IN THE APPROPRIATE BUDGET NUMBER (WITH THE DASH) AND PRESS [ENTER]



MATERIALS CAN BE PLACED FACE UP IN THE TOP FEEDER

Chargeable App

Please insert card into the external accounting device to access the selected app.

5.5" A5

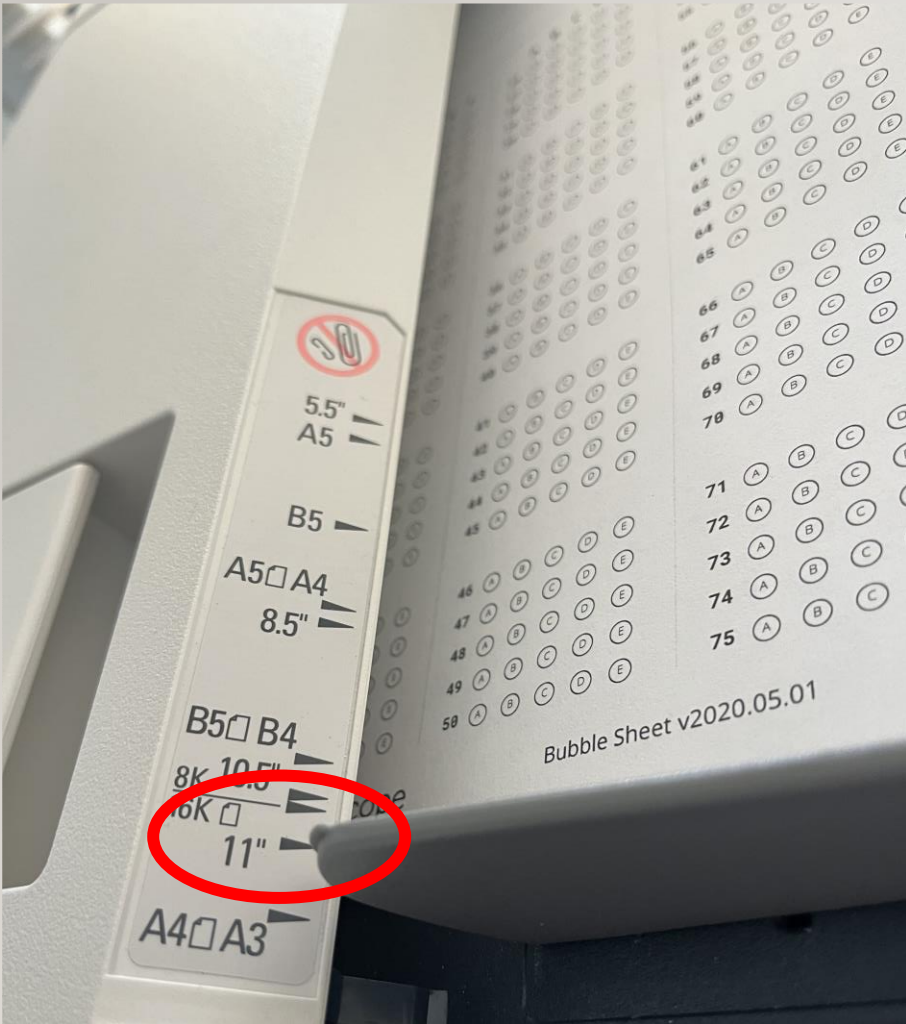
B5

A5/A4 8.5"

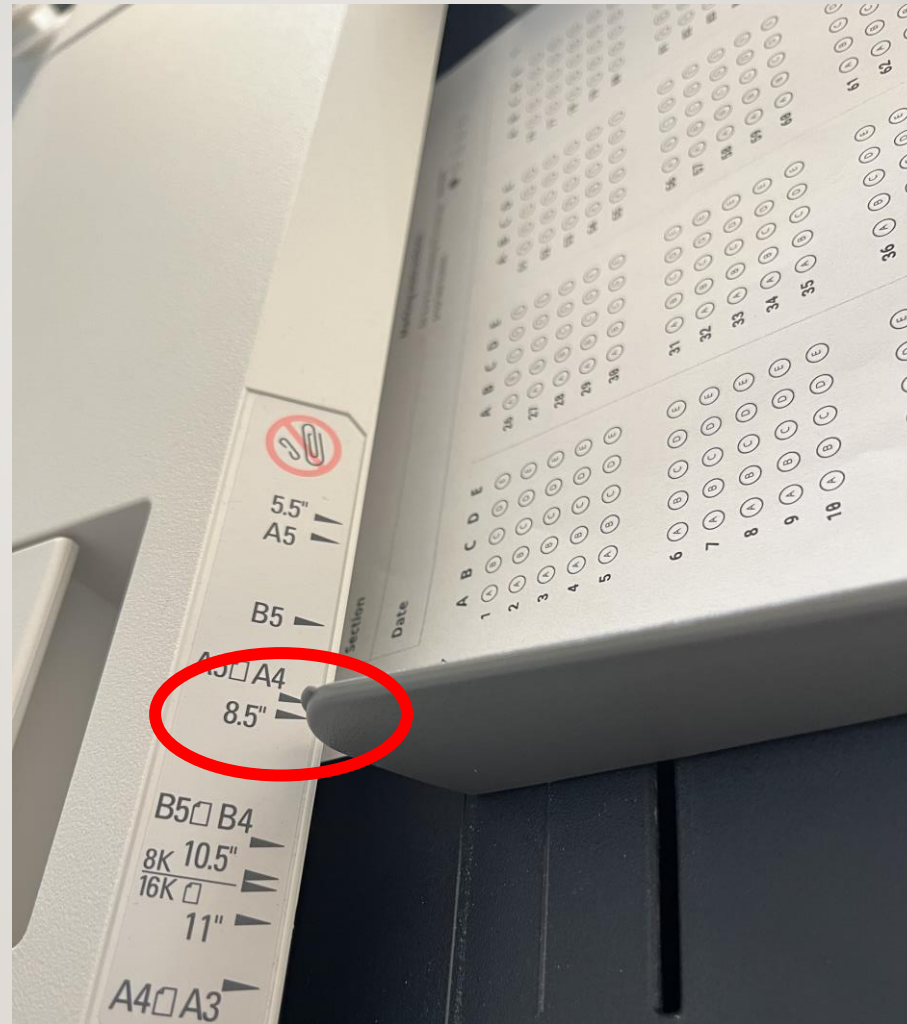
B5/B4 10.5" 16K

Page 1

PORTRAIT

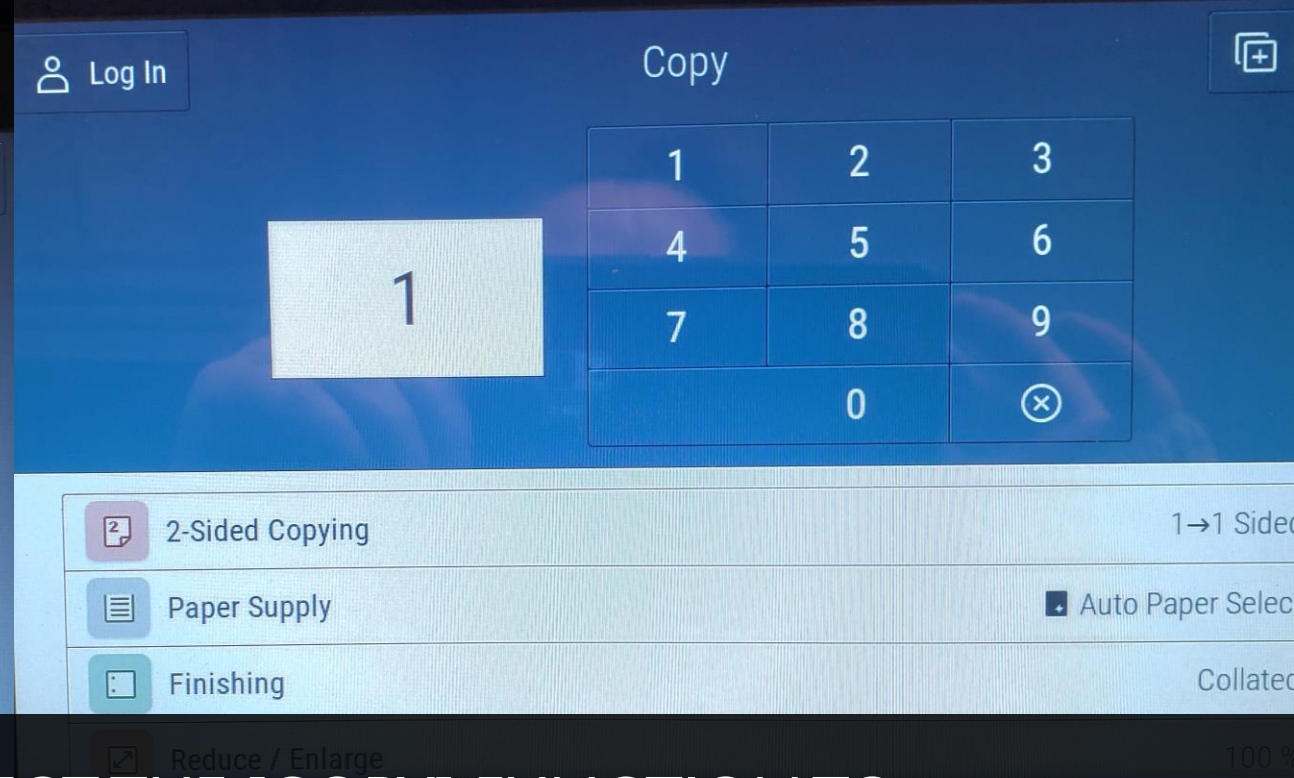
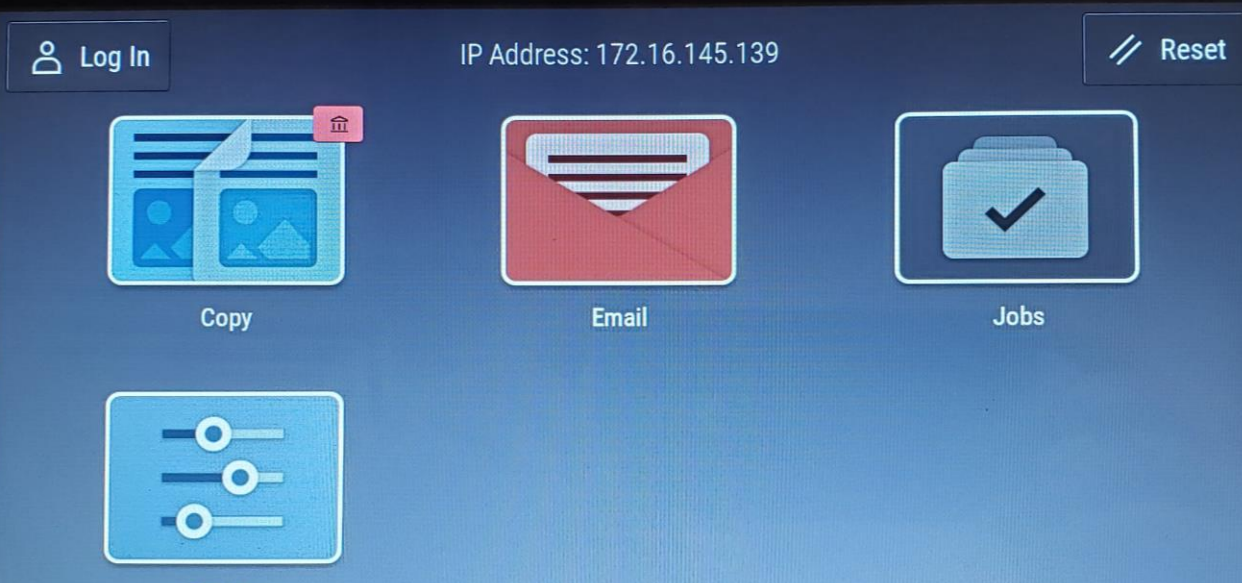


LANDSCAPE



USE GUIDES TO
MAKE TRAY
GUARDS FIT PAPER
SIZE





FROM THE HOME SCREEN, SELECT THE [COPY] FUNCTION TO CHOOSE YOUR SETTINGS

Ready to scan Side 1 of 2

YOU CAN CHOOSE TO DO SINGLE-OR DOUBLE-SIDED COPIES


2-Sided Copying


2→2 Sided

Paper Supply

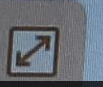
Auto Paper Select


- 1→1 Sided
- 1→2 Sided
- 2→2 Sided
- 2→1 Sided
- More



 2-Sided Copying



 Paper Supply



 Finishing

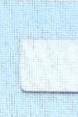

 Reduce / Enlarge

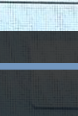

 Auto Paper Select

 8.5 x 11"
Plain, White 

 8.5 x 11"
Plain, White 

 8.5 x 11"
Plain, White 

 8.5 x 11"
Plain, White 

 8.5 x 11"
Plain, White 

2→2 Sided

Paper Select

Collated

100 %

YOU CAN CHOOSE A SPECIFIC PAPER TRAY (GOOD FOR USING COLOR PAPER)

Ready to scan Side 1 of 2



Log In

Copy

7

8

0

2-Sided Copying

Paper Supply

Finishing

Reduce / Enlarge

Collated

1 Staple Portrait

1 Staple Landscape

2 Staples Portrait

More


1 Staple; Portrait

100 %


Ready to scan Side 1 of 2.









NEED YOUR COPIES STAPLED? CLICK ON THE [FINISHING] OPTIONS



 Log In

Copy

 Start

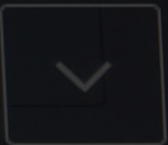
 Book Copying	On
 Annotations	Off
 Transparency Separators	Off
 Page Layout	Off
 Sample Job	<input checked="" type="checkbox"/> 
 Save Current Settings	
 Retrieve Saved Settings	

[ADDITIONAL FEATURES]
[SAMPLE JOB]


TRY IT!

Ready to scan Side 1 of 2.

Reset




SELECT YOUR
NUMBER OF
COPIES AND
HIT [START]

In Copy 


1	2	3
4	5	6
7	8	9
	0	⊗


15

2-Sided Copying 2→2 Sided

Paper Supply  Auto Paper Select

Finishing 1 Staple; Portrait

o scan Side 1 of 2. Reduce / Enlarge 100% 



COPIER

Copier Ready

User:

Balance: Unlimited

Total Copies: 0



REMEMBER: HIT THE RED [EXIT] BUTTON
WHEN YOU ARE DONE TO LOG OUT



THAT'S IT :)