

Copy/Print/Scan/Fax

Quick Reference Guide

Functions

Copying:

- 1) Load original document and press the Home button.
- 2) Tap the Copy button and adjust settings as needed.
- 3) Key in number of copies and then press the Start button.

Scanning:

- 1) Load original document and press the Home button.
- 2) Tap the E-mail button and then set desired settings.
- 3) Tap on New Recipient, key an address, and tap +Add.
- 4) Repeat the third step until all addresses have been added.
- 5) Tap the Close button and then press the Start button.

Faxing:

- 1) Load original document and press the Home button.
- 2) Tap the Fax button and adjust settings as needed.
- 3) Enter a fax number and then tap the +Add button.
- 4) Repeat the third step until all numbers have been added.
- 5) Tap the Close button and then press the Start button.

Eco-friendly Suggestions

Looking to help save the planet? Consider adopting the following “green” behaviours when copying, printing, scanning, or faxing:

- Output only when absolutely necessary
- Duplex (output to both sides of the page) to use less paper
- Produce only the quantity needed
- Avoid use of colour whenever and wherever possible
- Check work for errors prior to outputting it
- Recycle all paper, toner cartridges, and surplus print equipment

Please Note: It takes 3,960 trees (a third of the Arboretum) and 27.4 million gallons of water (a year’s drinking supply for 15,000 people) to sustain Humber’s annual print needs. Employees account for 61% of Humber’s print volume.

Loading Documents

Documents can be loaded two different ways when copying, scanning, or faxing:

On the Glass: Lift the cover. Align sheet face down according to the diagram under the cover. Close the cover.

In the Feeder: Remove all staples, paper clips, and creases. Neatly stack sheets (50 or less) face up in the feeder.

Adding a Network Printer

Customizing your desktop/laptop to leverage an on-campus multifunction device is quick and easy.

Windows

- 1) Click the Start button and then click Settings.
- 2) Click on Device and then click Printers & Scanners.
- 3) Click Add a Printer or Scanner and then click the printer that I want is not listed.
- 4) Click the Select a shared printer by name option and then key in the print server's name (\\pwh-print-01\) followed by the name of a networked printer.
- 5) Select the network printer and click the Next button.
- 6) Click the Finish button.

Please Note: To remove a printer, click the Start button, click Settings, click Devices, and then click Printers & Scanners. Select a printer and click Remove Device.

Mac*

- 1) Click the Apple button and then click on System Preferences (System Settings in Mac Ventura OS or later). Then, click Printers and Scanners.
- 2) Click the plus sign (+) button.
- 3) Right-click beside the Windows icon in the resulting dialogue box and select Customize Toolbar.
- 4) Continue by dragging the Advanced icon down to the toolbar area and clicking the Done button.
- 5) Click the Advanced icon and fill in the following fields as shown:
 - a. Type: Windows Printer Via Spoolss
 - b. Device: Another Device
 - c. URL: smb://pwh-print-01.humber.org/<PRINTERNAME>
 - d. Name: <PRINTERNAME>
 - e. Use: Select Software

Please Note: Setting the Use field to Select Software will trigger a dialogue box. Use said box to search for your printer model. Select your model and click the OK button.

- 6) Click the Add button, then Configure, then OK.

Please Note: To remove a printer, click the Apple button and select System Preferences (System Settings in Mac Ventura OS or later). Then, click Printers and Scanners in the resulting window. Select the printer you want to delete and then click the minus sign (-) button.

*Mac OS will require Xerox drivers be installed prior to these steps. Xerox drivers can be installed on Humber imaged MacBooks from the Humber College Self Service app. Open the app and select 'All' at the left to view Xerox drivers at the bottom of the section and click to install.

Setting the Default Printer

Unless one selects another device at time of print, the operating system will route print jobs to the computer's default printer.

Changing the Default Printer in Windows:

- 1) Click the Start button and then click on Settings.
- 2) Select the Devices, Printers & Scanners option.
- 3) Click on a printer, click on Manage, and then click Set as Default.

Changing the Default Printer on a Mac:

- 1) Click the Apple button and select System Preferences (System Settings in Mac Ventura OS or later).
- 2) Click on Printers and Scanners in the resulting window.
- 3) Set the default printer in the Default Printer dropdown box.

Help & Support

Please contact the I.T. Support Centre if you experience any issues.

Phone: 1 (416) 675-6622 ext. 8888

Web Chat: <https://humber.ca/techtalk>

Campus Location: I.T. Support Centre - A212 (Lakeshore) or Tech Zone – H109 (North) or IGS 5th floor

Please Note: Information Technology Services regularly checks academic copiers/printers to reload paper, clear jams, and replace toner.

Visit our Web site to order Xerox supplies (toner, staples, etc.) at no cost.

Please Note: Please contact Capital Development & Facilities Management at 416.675.6622 X4444 to order paper.