Copier Training 2024

For most functions, we are sure that you've found the copiers to work in the same way. However, while reviewing the functions of the copier with Loffler staff we thought it would be good to remind staff of a few items. Vicki, Val and Walker are all happy to show you how any of these functions work.

Our copiers have a function calling **ecostapling**. The copier binds pages without using staples. That limit has increase to 10 pages with the new machines. It's a great function as stacks of handouts are much less likely to bind up with each other. Choose the setting in the same menus as stapling.

If you need **to scan a book or some other thick item**, you can change how the copier cover hinge works with a simple adjustment. The pro of using this is that you're less like to damage the binding of the book and it's easier to line up the top of pages with the top of the scanner bed. Ask Vicki, Val or Walker if you'd like us to show you how to do this.

A reminder that when you're scanning or coping, there is a menu option to "**Skip blank pages**." This is a great option specifically for scanning as it saves you the time of deleting the blank pages on the computer after the file is saved to it. If you're copying if can save you time at the machine. Also we scanning, be sure to tap the guides closed after placing your documents in the feeder to ensure your scan is straight.

If you want to print a document with different types of paper, use the "**Build a job**" function. For example, if you're creating a booklet and want cardstock for the front cover and a colored page for the back cover, you can have the copier automatically pull from different feeders.

As we're seeing above, there are many different options for individuals to use. If you have some favorites that you would like the copier to remember when you log in, you can **"Personalize settings**." As you might guess, these settings will only be retained for you and not other users.

Each of the copiers has a built-in stapler for documents not being printed/copied. It is on the front left. Typically you'll want to flip your document stack upside down and insert it.

The copier in the copy room at city hall no longer has legal sized paper in a built-in drawer. You can go to the small copy room or use the by-pass tray.

You can save up to three fobs or badges in the copier system. Just scan, sign-in and chose to add instead of replace.

There are many other options available. If you have any questions, please contact on of the folks listed above and we'll work with you.