PROCEDURE

CIRCULATION:
PHOTOCOPY MACHINES (ADMINISTRATION OFFICE)

XEROX 5100

There are two Xerox 5100 copy machines located in the Administration Building’s mailroom. The best time to do copy jobs for the library is late in the day or just after classes start (not 15 or 20 minutes before classes are to begin).

- Ask the library staff for the 4-digit copy access user number

There are 3 paper trays: #1 and #3 have 8 1/2” x 11” paper, #2 has 8 1/2” x 14” paper. The machine will indicate low paper (on screen) or windows on the door show the level of the paper. It can be seen when the paper is low. Tray #3 is the main tray for white letter size paper. If #3 runs out of paper:

- Pull up on the handle and pull out tray
- Take out the old paper
- Add paper (The machine will take up to four reams. Reams of paper are located in the storage cabinet below the mailboxes)
- Aerate or “fan” the paper
- Replace the old paper on top of the new
- Close door

Before starting copy assignment, read the instructions carefully. Upon completion of the job, check off the pages copied and sign your name. Paper clip the completed work to the original(s) or put the copies in the magazine or book they were copied from and route back to the person making the copy request.

- Key in the 4-digit user # and press “Enter” [gray square on screen]
- Reference the pictures on the screen menu
- Touch to select the options you want
- Place originals face up in the tray, making sure that all sheets are arranged face-up and in the same direction
- Refer to the screen for duplex (both sides) and stapling instructions
- As the machine copies, job will appear in the tray at the far right side of the machine
- Always check the finished copies to see if the pages were properly copied
- When finished, hit the “yellow” button to clear the user #

To copy a single sheet:

- Position the paper guide so that it “sizes” (abuts to or is flush) to the original(s)
- Lay the original face up in the top tray
- Other options for copying one-sided are:
  - Use the side document feeder, face down
  - Face down directly on the glass
- Enter user # and press “Enter” [gray square on screen]
- Push green button to start
- Always check the copy to see if the page was properly positioned and copied
Use the top feeder to:
- Copy on both sides of paper (duplex)
- Make multiple copies
- Sort
- Collate/staple

To copy pages from books and/or magazines:
- Lift the top document handle
- Place the book or magazine face down on the window, at the top, left side over the glass screen
- Adjust quality for photo, dark, light, etc.
- Machine will auto size document
- Always check the copies to see if the pages were properly copied
- For information about any feature, press i (information)
- When finished, hit “yellow” button to clear user #

Some basic hints:
- If doing multiple copies, first make a copy to be certain it will be done right
- Always create a master from the copier, rather than use laser originals
- Machine copies better if 1 → 2
- 2 → 2 jams

Troubleshooting hints:
- If the machine jams, the screen will indicate where the paper jam has occurred with diagrams for clearing the jam, in words and pictures.
- If necessary, call Alma Chong (x 6237) in the Business Office for help if problems persist.

**CANON COPIER**

- Enter Department four-digit ID #
- Press password
- Enter four-digit ID # again
- Press ID Button
- Program copy job (press selections), for example:
  - 1 sided
  - 2 sided
  - Collate
  - Staple
- #1: Letter-sized drawers
- #2: Letter-sized drawers
- #3: Legal-sized drawers

Some Basic Hints:
- Master on top – face up
- To copy from book or periodical:
  - Life cover and place on glass
- If help is needed for complex jobs, call Alma Chong at ext. 6237