

Copying / Network Printing / Fax / High-Speed Scanning Instructions

There are two copy machines located in the office suite. The copier in the workroom near the reception desk can also serve as a fax machine, high-speed scanner or network printer. The other copy machine is a stand alone copier, without these additional features. The cost for copies is \$0.12 per page for letter and legal size pages, or \$0.24 per page for 11" x 17" ledger size paper.

Copying Instructions

To make copies on either machine you must first enter your access code.

- To enter your access code on the workroom machine, perform the following steps:
 - On the display screen press "Account Name."
 - Enter your access code on the numeric keypad.
 - Press "Enter" in the upper right hand corner of the display screen.
 - Press "Login" on the display screen.
 - Performing these steps will get you entered into the machine and will display the default copy mode screen; allowing you to perform copies on your access code.
- To enter your access code on the secondary machine, simply enter your access code on the numeric keypad.

Network Printing Instructions

The copier in the workroom near the reception desk can also serve as a high-speed printer for any computer that is connected to the internet. The cost for prints on this machine is \$0.12 per page. The computers at the Touchdown Station in the Workroom, in the Vail Room, and in the Aspen Room all have this "NEC Workroom Copier" set as the default printer.

The Boardroom staff can also install the printer drivers for this machine on your laptop or desktop computer if you are interested. With the printer drivers installed, perform the following steps to print to this machine:

- From the "Print" window on your computer, click on the drop-down arrow to the right of the Printer listing.
- Select "NEC Workroom Copier" as your copier of choice.
- Click on "Properties."
- Under the "Set-Up" tab of the Properties window, you will see all of the print options available to you. You can change the paper source, select one-sided or two sided, or enter the number of copies that you wish to have printed.
- To print to this machine, you will also have to enter your access code. To do this, click on the "User Authentication / Account Track" button at the bottom of the window. This

will pull up another small window.

- Click on the box next to “Account Track.”
- Enter your access code on the “Department Name” line and click “OK.”
- Click “OK” on the Printer Properties window. Your print jobs will be sent to the lower tray on the left side of the machine.

Faxing Instructions

Sending Faxes: All of our clients can send faxes from the fax machine at our front desk or from the fax-enabled copy machine in the workroom. To have the receptionist send a fax for you, please hand him/her your fax along with the fax number to which it is being sent. To send a fax through the workroom copy machine, follow the log-in procedures listed in the Copying Instructions above. From there, perform the following steps:

- Press the “Fax / Mail / Scan” button above the numeric key pad.
- The first screen to appear will be for preset numbers. Ignore this screen.
- Select the “10 Key Dialing” tab.
- Enter “9” and the fax number you wish to fax to. To enter your access code for a long distance #, press the “Pause” button twice (located in the lower right section of the numeric key pad) after the telephone number. Then enter your access code.
- Press the green “Start” button to send the fax. If you are using the glass to scan your document, you will have the option to “Restart Scan” if you have additional pages, or “Scan End” if you are finished. Follow the on screen directions to complete the transmission.
- A transmission icon will appear in the lower left corner of the display screen next to the “Job List” button.
- Once the transmission is complete you will hear a confirmation beep. A transmission report will be printed only if the fax transmission fails.

Receiving Faxes: All clients can receive faxes through the common use fax machine located at the front desk. The incoming phone number for this fax machine is **303-399-6480**. Any incoming faxes that are received for you on this machine will be placed in your mailbox or delivered to your office along with the daily mail delivery, provided that your name is listed on the front page of the fax.

High-Speed Scanning Instructions

The copier in the workroom near the reception desk can scan documents and e-mail them to any address. The cost for this high-speed scanning service is \$0.25 per page. To scan a document and send it through workroom copy machine, follow the log-in procedures listed in the Copying Instructions above. From there, perform the following steps:

- Press the “Fax / Mail / Scan” button above the numeric key pad.
- The first screen to appear will be for preset numbers. Ignore this screen.
- Select the “10 Key Dialing” tab.
- Press the “Com. Mode” button in the lower left corner of the display screen.

- Select “PC” as your output method and “Email” as your transmission mode.
- Press the “Enter” button on the display screen. “PC (Email)” will be displayed above the “Com. Mode” in the lower left corner showing you that the machine is now in scan mode.
- Type in the e-mail address that you want to send the document to. To enter an underscore, hyphen, or other unique characters, press the “Alpha” button to display symbol options.
- The default scan type is set to a “PDF” file with “Super Fine” 400 x 400 pixel resolution. To change these settings select the “Quality / Resolution” tab on the right.
- Press the green “Start” button to send the e-mail. If you are using the glass to scan your document, you will have the option to “Restart Scan” if you have additional pages, or “Scan End” if you are finished. Follow the on screen directions to complete the transmission.
- Once the transmission is complete you will hear a confirmation beep.

