

Free Printing, Copying & Scanning

WHAT

Free printing is available in the FSRC from all computer stations. Print your documents, projects, handouts for course work or workplace in black & white, color or both from the Lexmark B&W and Dell Color Laser printers. Or, if you need to make copies, scan articles, photos or other documents use the Multi-function printer with capability to print, copy, and scan.

WHY

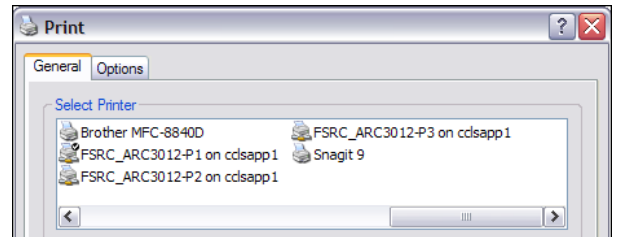
You can print, copy and scan from one convenient location on campus, before or after you teach your course(s) or go to work. And printing is free for all faculty and staff working on course or work related projects. In addition, you have the option of dedicating as much time as you need to your project and use other resources in the FSRC.

WHEN

- You are rushing to class and need to make copies of a handout for a course assignment you will be handing out to students.
- There are various book excerpts and diagrams you would like to scan and place in your SacCT course(s) or on your Faculty Website for students to access and use.
- You would like to make a digital copy of a large document for your department to store and use and need to scan quickly and easily.
- You would like to make a color transparency of an image or diagram you will show to your class.

HOW

Easily Print and Scan from any computer station in the FSRC. Simply select the printer name from the Print dialog box when you are ready to print.



For Black & White Printing:

- step 1.* Select **FSRC_ARC3012-P1 (Lexmark T622)** from print dialog box.
- step 2.* To Print back and front select **Properties, Layout** tab locate the **Print on Both Sides** category and select **Flip on Long Edge**.
- step 3.* Select other settings as needed for your specific document.



For Color Printing:

- step 1.* Select **FSRC_ARC3012-P2 (Dell 5110CN)** from print dialog box.
- step 2.* To Print back and front select **Properties, Print Setup** tab locate the **Duplex** drop-down menu and select **Flip on Long Edge**.
- step 3.* Select other settings as needed for your specific document.



Printing from Multifunction Printer:

- step 1.* Select **Brother MFC-8840D** from print dialog box.
- step 2.* To Print back and front select **Properties, Layout** tab locate the **Print on Both Sides** category and select **Flip on Long Edge**.



To scan in color or make B&W copies:

- step 1.* Use the **flatbed** to scan or make copies of bound documents.
- step 2.* Use the **document feeder** to scan or make copies of loose documents.
- step 3.* Scan documents to PDF or OCR using flatbed or feeder..

For details see the workshop handout [Adobe Acrobat 8](http://www.csus.edu/training/handouts/workshops/intro_to_acrobat.pdf) (http://www.csus.edu/training/handouts/workshops/intro_to_acrobat.pdf).