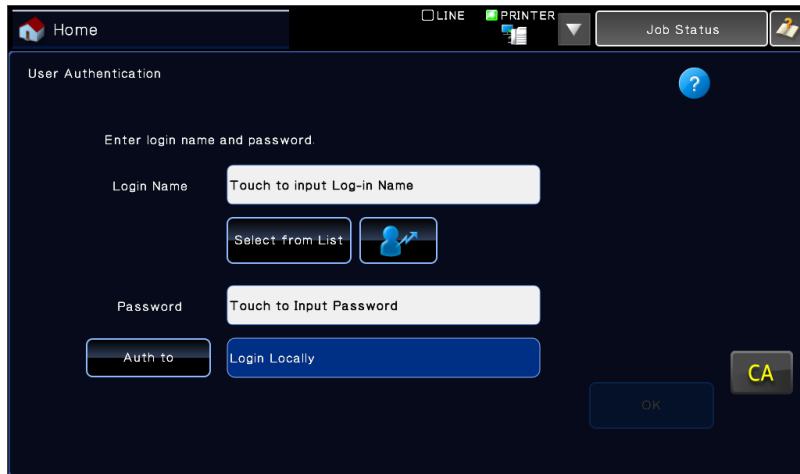


next{Copier Instructions}



# Logging in to the copier

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Slide the keyboard out from the bottom of the copier and type in your user name and password (if you don't know your username/password, email [next-printer@mit.edu](mailto:next-printer@mit.edu))

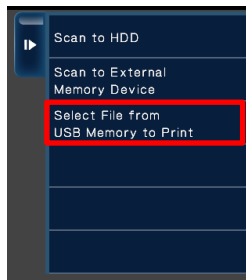
# Printing from a flash drive

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1. Insert the flash drive into the USB port on the front of the copier.
2. On the home screen, press "Print stored file"
3. Press the up button



4. On the right side, choose "Select File from USB Memory to Print"



5. Check the box next to file you want to print
6. On the right side, press "Choose print settings"
7. Choose printing options on the left side (double-sided, staple, hole punch, quantity) etc.
8. Press "Start"
9. If you see a dialog box that says "Job stored", just press OK.

# Scanning

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## Scanning to email:

1. On the home screen, press “Scan to email”
2. Press the empty white space next to “To” and type in an email address (hint: reach to the bottom side of the screen and slide out the keyboard)
3. (Optional) If you want to put in a subject or file name, you can do so
4. On the left side, choose the quality and file type settings that you want.
  - a. If you are trying to scan something double-sided, click on the “original” tab on the left side and choose “2-sided booklet”
  - b. If you are scanning receipts or a size that the copier doesn’t recognize, click on the “original” tab, and for “scan size”, choose a different dimension.
5. Press start
6. If you have another page, press start again. When you are done, press “Read-End”.

## Scanning to a flash drive:

1. On the home screen, press “Scan to email”
2. (Optional) If you want to put in a file name, you can do so
3. On the left side, choose the quality and file type settings that you want.
  - a. If you are trying to scan something double-sided, click on the “original” tab on the left side and choose “2-sided booklet”
  - b. If you are scanning receipts or a size that the copier doesn’t recognize, click on the “original” tab, and for “scan size”, choose a different dimension.
4. Press start
5. If you have another page, press start again. When you are done, press “Read-End”.

# Copying

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## Normal copies:

1. On the home screen, press “Copy”.
2. Insert originals into the scanner:
  - a. Document feeder:
    - i. Make sure the document has no staples or paperclips – they will jam. If the document is shredded or damaged, use the glass.
    - ii. Place face up, text up (exactly how you would read it), portrait orientation,
    - iii. slide the paper guides so that they fit tightly against the edge of the paper
  - b. Glass:
    - i. Place in the top-left corner in portrait orientation
3. Press “Color start” or “B/W start”
  - a. Note: choose based on your desired *output*, not input.

## Extra features:

- 2-sided copying
  - On the left side, choose “2-sided copy”. Choose 1->1, 1->2, 2->1, or 2->2, and press the X
- Stapling
  - On the bottom left of the copy screen, press staple sort. Choose the staple location you want, and then press the X.
- Hole punching
  - On the bottom left of the copy screen, press other, then press punch, press On, and press the X.
- Irregular size/shape
  - Use the glass, not the feeder
  - In the top left area, press the “original” button. Choose 8.5x11. Place the originals anywhere in the 8.5x11 marked area (portrait).
- Enlarge and reduce
  - On the left side, choose “copy ratio”. Choose a percentage, or click on “by paper” to choose different ratios.
- On-screen copy preview
  - Press preview (right above the copy start button)

# Printing Setup Instructions

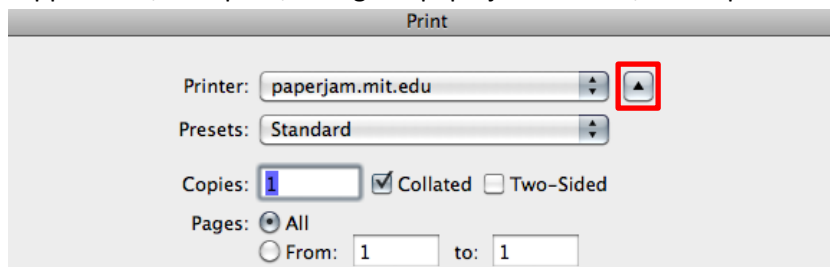
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## Windows 7:

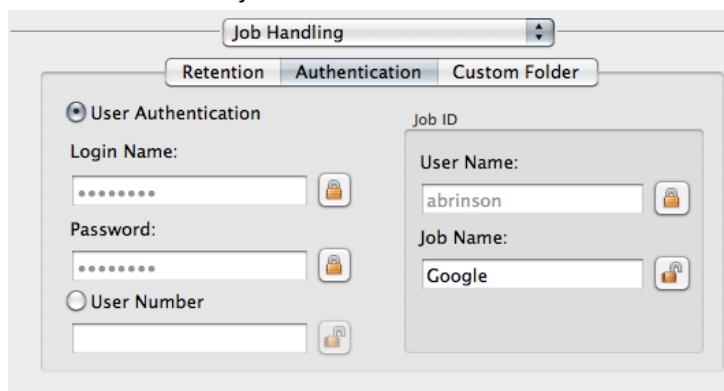
1. Download <http://next.mit.edu/drivers/Windows32.zip> for 32-bit Windows or <http://next.mit.edu/drivers/Windows64.zip> for 64bit Windows.
2. Extract the zip file and then run setup.exe
3. Choose “custom installation”
4. Make sure “LPR Direct Print (Specify Address)” is selected and press Next.
5. Type in “paperjam.mit.edu”, say no to tandem print, and press Next.
6. Choose “MX-2610N” and press next
7. Check the PCL6 box, leave PS and PPD unchecked. Press next.
8. Choose No, unless you want it to be your default printer. Press next.
9. Rename to something of your choice (Such as “Next House – Paperjam”) and press next
10. Press next
11. When installation of software is finished, press OK.
12. Go to start->Devices and Printers, right click on the printer, and choose “Printer properties” (Not properties or printing preferences”). Go to the “Configuration” tab and choose “Auto Configuration. When it finishes searching, press the buttons next to each of the fingers (four trays, saddle stitch, no, no). Press okay.
13. Right click on the printer and choose “Printing Preferences”. Go to the “Job Handling” tab, check the boxes next to “Login Name” and “Password”, and type in the user ID and password on your password card.

## Mac

1. Download <http://next.mit.edu/drivers/OSX10.6orless.zip> if you have OSX 10.6 or less or <http://next.mit.edu/drivers/OSX10.7orhigher.zip> if you have OSX 10.7 or newer.
2. Extract and open MX-C26. Install using the default settings.
3. Go to Apple->system preferences ->print & fax
4. Press the + button to add a new printer
5. Select IP on the top ribbon:
  - a. Address: paperjam.mit.edu
  - b. Queue: ipp
  - c. Make sure "Print using" is set to "SHARP MX-2610N PPD"
  - d. Press Add
6. When the installable options window comes up, select:
  - a. Input tray options: four trays
  - b. Large capacity tray: not installed
  - c. Output tray options: saddle stitch finisher
  - d. Punch module: installed
  - e. Right tray: not installed
7. Open an application, click print, change to paperjam.mit.edu, and expand the window:



8. Select Job Handling in the dropdown box and switch to the Authentication tab. Enter your username (for login name and user name) and your password, and press the padlock icons next to each of those fields. The job name doesn't matter.





# Printing

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In windows:

When printing, select the copier, and then choose preferences.

## **Document Style:**

- 1-sided
- 2-sided
  - Book: Portrait
  - Tablet: Landscape
- Pamphlet Style:
  - Tiled Pamphlet: keeps document at original size, prints on double size paper (ex: 8.5x11 document will be printed on 11x17 paper with each page at 8.5x11)
  - 2-Up Pamphlet: halves document and prints on original size paper (ex: 8.5x11 document will be decreased to 5.5x8.5 and printed on 8.5x11 paper)

## **N-Up Printing:**

Allows multiple pages on one sheet of paper

## **Finishing:**

Allows for automatic stapling and hole punching of documents. For Pamphlets, make sure to use “2 staples”.

## **Black and White Print:**

Check this if you don't need to print in color (Color costs Next House much more per page)

## **Mac**

(Look above for descriptions of each feature)

### **Top section of the window:**

- Two-sided

### **Printer features->Feature Sets: Output:**

- Pamphlet style: Tiled Pamphlet, 2-Up Pamphlet
- Staple
- Punch

### **Color:**

- Color Mode: Black and white, Automatic, Color (Change to black and white if your document is color and you don't need it printed that way)



# Changing your password:

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- On your computer, go to <http://paperjam.mit.edu>
- Log in with your username and password
- Click on “user control” on the left side. Go through the list until you find your name (you will only be able to edit your own account, not anybody else’s account.) If your username is near the end of the alphabet, you might want to change “Display Items” to a higher number.
- Check the box for “Change Password”, and then type your password above. Click Submit.

Don’t try to change other copier settings from the site, or to log in as administrator. All user actions are logged.