

Elizabeth

MEMORANDUM TO ALL DPC STAFF

From: Erin Haley

Re: new copy machine in 213

Dorothy has appointed me to be the point person in regards to our latest copier acquisition. But, as you all know, I will only be here until December. So that means that I only have 2 more months to get everyone in the DPC to be copier proficient. But don't worry, the new machine is very easy and I am here 4 days a week (not Fridays) to answer any questions or give little lessons on copy machine technology.

The new copier in the support center, the Canon 6050, is actually a much better machine than the other copier, the Canon 6650. The two machines are not compatible, so do not try to put the toner or staples from one machine into the other. The new machine is much smarter, as anyone who has had to fix a jam in it knows. The little computer screen on the top will show you pictures of where the jam is and how to get to it. Just about every panel on the 6050 opens or pulls out to make access to the inner workings very simple. Some other features are:

- **# of oriinals:** The top feeder holds 100 pages to be copied, as opposed to the 50 pages of the old machine.
- **# of copy sets:** 40 sorted copies can be made, as opposed to 20 on the old machine. The new machine will layer the sets at angles (2 in each slot.)
- **Lock in options:** Always press the "OK" button to lock in a choice made on how you want your copies to turn out. Pressing "C" cancels any choices. Press buttons with the very tip of your finger. The copier doesn't like the whole fingerprint and usually doesn't recognize choices made that way.
- **Stapling copies:** There is a choice of how you can have your copies stapled. They can be in the upper left corner at the typical angle, two staples on one side like a book, or in the upper corner horizontally. All of these choices can be made by pressing "staple/sort" on the main menu screen. Another important step with all sorted and stapled copies is to wait for the machine to sort, staple, and push the copies out to you. Please do not reach in and grab the copies until the copier is ready.
- **Double-sided:** Two pages of a book can be made onto one, double-sided page. Just press "special features" on the main menu screen, then press "2-page

separation."

- **Bypass tray:** There is a bypass tray which opens on the right side of the copier with which you can copy onto different paper than what is already in the trays (which are labeled drawers on the front of the machine.) There are several "special features" which involve this tray. For example, if you would like to make packets with covers of different colors or with different color insertion sheets, you would load the colored paper in the bypass tray. To access the bypass tray, simply choose "paper select." Letterhead and the original should both be loaded face-up, but they should be facing opposite directions. (Remember: always ask questions if I've confused you.)
- **Subfeeder tray:** There is another tray on the right side called the subfeeder tray. This is for especially thick or thin originals. Using this tray will help avoid harming and bending your originals.
- **Questions on features:** Pressing the guide button after choosing a feature you have a question about will give you a description of the feature.
- **Special features:** The "special features" button offers a variety of other choices. Just press that button and follow the self-explanatory directions.
- **To load toner:** there is a small, square panel on top right of the machine where the toner container is located. Take the new 6050 toner cartridge, shake it up and then hold it upside-down over the opening. Fit the cartridge grooves into the opening grooves. There is a grey tab on each component, pull out both tabs when you are ready to pour the toner into the machine. Once the bottle is empty, tap it gently, and push the grey tabs back into place into their respective components. Recycle the empty bottle when finished by putting it back into the box, labeling it "recycle" and putting it out into the hall.
- **To refill staples:** Open the long panel on the left side of the machine. Pull out the bottom, green-handled drawer and you will see the staple cartridge. Pull out the plastic component which houses the staples. Remove the empty cardboard container and throw it away but DO NOT throw out the plastic housing (like in the older machine.) Take the new staple packet and remove the white tab. Carefully put the staples into the plastic cartridge and replace the whole thing. After closing the panel, run 10 stapled copies to clean out the staple system before beginning your project.

- **Energy saver:** When you are done copying, please press the "energy saver" button to conserve energy. Simply press it a second time to use the copier.
- **More questions:** If you have a question about a feature and I'm not around, I know nothing, we can't find an answer in the manual (which is on the ground next to the copier), or we don't have time to research the solution, one of us can call: Sharon Clark at (703) 807-3402 ext. 6534. She is the lovely lady who taught me everything I know.

- Add Carol -

July 30, 1996

To: Elizabeth Drye

From: Bridget Carberry
Manoj Mate

Re: End-of the-Year Budget Requests- **EQUIPMENT**

Janet Abrams-
Cellphone, printer, better computer

Jeremy Ben-Ami- (via Dorothy)
HP Printer Laser Jet, Laptop, 2 cushion chairs

Molly Brostrom-
No

Sandra Bublick-Max- see Chris Jennings

Dennis Burke-
Printer , cell phone

Pam Cicetti-
No

Mike Cohen-
Laptop, faster computer

Dorothy Craft-
Television, Netscape for OEOB 213 Computers

Elizabeth Drye

Debbie Fine-
No

✓ Diana Fortuna-
small TV, phone headset

Lyn Hogan-
Air Conditioner

Chris Jennings-
Better printer, Microsoft Publisher or Page Maker, new pager

Jennifer Klein-
Laptop (Maternity Leave for the Fall)

Ira Magaziner- He is in Europe, so Denise will get back to you

Cathy Mays-

Laptops for travel (Bruce) on Air Force One

Fax machine (current one gets bogged up with Ira's stuff)

Bruce Reed- see Cathy Mays

Diane Regas- she is not here

Denise Ricketson- see Ira Magaziner

Jeanine Smartt-

told us to get back to her, but she's gone now

Steve Warnath-

told us to get back to him, but he's gone now

Paul Weinstein-

Laptop, CD-rom drive for computer

Printer

HP Printer Laser Jet (JBA)

Dennis

Cell phones

(2)

Laptop

Jennifer

Mike

JBA

Bruce

- Televisions
- handsets
- all as of 10/03