### PRICE SCHEDULE

AND

### COPY / PRINT BEST PRACTICES GUIDE

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COPYING

Single-Sided Copying
Perform the following steps for copying documents.

1. Login to the copier either by using your network user name and password on the touch screen, or by swiping your Messiah College ID in the card reader.
2. Place the document(s) in either (i) the automatic document feeder print side face up or (ii) face down on the glass aligned against the top left corner of the glass.

Note: *The blue lights on the front of the document feeder will illuminate when the document(s) are properly placed in the feed tray.

3. Press the COPY button on the control panel.
4. Key in the desired number of copy sets using the numeric keypad.

5. Press the **START** button on the control panel.
Double-Sided (Duplex) Copying

Perform the following steps for 2-sided copying.

1. Place the document(s) in the automatic document feeder.

![Automatic Document Feeder](image)

Note: *The blue lights on the front of the document feeder will illuminate when the document(s) are properly placed in the feed tray.

2. Press the COPY button on the control panel.

![Copy Button](image)
3. Press **2-SIDED** on the touch panel (see Figure 1) and select **2 → 2 Duplex** (see Figure 2).

4. Key in the desired number of copy sets using the numeric keypad.

5. Press the **START** button on the control panel.
**Automatic Stapling (Copying)**

Perform the following steps to select automatic stapling for your copies.

1. Place the document(s) in either (i) the automatic document feeder print side face up or (ii) face down on the glass aligned against the top left corner of the glass.

   ![Automatic Document Feeder](image)

   **Note:** *The blue lights on the front of the document feeder will illuminate when the document(s) are properly placed in the feed tray.*

2. Press the **COPY** button on the control panel.

   ![Control Panel](image)
3. Press **FINISHING** on the touch panel.

4. **Select the stapling position** you want (FRONT, DOUBLE, or REAR STAPLE). Then, press the **OK** button.

5. Key in the desired number of copy sets using the numeric keypad.
6. Press the **START** button on the control panel.
Outside Erase (Copying)

When copying thick originals like a book, dark shadows can end up being reproduced around the edges of copies. You can delete this shadow on copies by performing the following steps to use the outside erase feature.

1. Press the COPY button on the control panel.

2. Press the EDIT tab.

3. Scroll to next screen using the ARROW DOWN function and then select OUTSIDE ERASE.

4. Press ON.
5. Adjust the width of the border around the original by pressing either (-) or (+) as required. If you adjust the (+) side, the area to be detected as not belonging to the original is widened. If you adjust the (-) side, the area to be detected as not belonging is narrowed.

When you are finished, press **OK**.

6. Place document or book on the glass.

7. Press the **START** button on the control panel.
Copying ID Cards (or other two-sided cards)

1. Press COPY on the control panel.

2. Place card on the glass.

3. Press EDIT tab on the touch panel.

4. Press TEMPLATE on the touch panel at the top of the screen and select “Useful Templates.”

5. Press “ID Card Copy” on the touch panel.

6. Flip over the ID card placed on the glass.

7. Press NEXT COPY on the touch panel.

8. Press JOB FINISH to print the document.
PRINTING
(sending documents from your computer)

Single-Sided Printing
NOTE: The default for printing is single-sided printing.

Perform the following steps for single-sided printing.

1. With the document open, click File > Print.

2. From printer list, choose Toshiba-Anywhere on PSERVER for black and white prints, or Toshiba-Anywhere-COLOR on PSERVER for color prints

3. Click Print to send your single-sided print job to the copier.
Double-Sided (Duplex) Printing

NOTE: The default for printing is single-sided printing.

(Must change from single to double-sided at computer; cannot make change at copier)

Perform the following steps to print on both sides of the paper.

1. With the document open, click File > Print.

2. From printer list, choose Toshiba-Anywhere on PSERVER for black and white prints, or Toshiba-Anywhere-COLOR on PSERVER for color prints

3. Click Printing Preferences.

4. Click Finishing tab.
5. Under 2-Sided Printing, click the second icon for double-sided (duplex) printing.

6. Click OK.

7. Click Print to send your double-sided print job to the copier.
Color Printing (if using a color Toshiba model such as 2555, 3555)

Perform the following steps for color printing.

1. With a document open, click File > Print.

2. From printer list, choose Toshiba-Anywhere – COLOR on PSERVER.

3. Under the drop-down list for “Color,” Auto* should be automatically selected for color printing.

   ![Printer Settings](image)

   NOTE: *Selecting “Auto” means that you will only be charged the color price for the color documents in your set of documents.

4. Click OK.

5. Click Print to send your color print job to the copier.
**Stapling Print Jobs**

*(This must be done at your computer before printing; it cannot be changed at the copier.)*

Perform the following steps to staple sets of paper to exit from the system.

1. With a document open, click **File > Print**.

2. From printer list, choose **Toshiba-Anywhere on PSERVER** for black and white prints, or **Toshiba-Anywhere-COLOR on PSERVER** for color prints

3. Click **Printing Preferences**.

4. Click the **Finishing** tab.
5. Click the icon representing how to staple.

6. Click OK.

7. Click Print to send your stapled print job to the copier.
**Envelope Printing**
We have been advised to print envelopes using the Lexmark instead of the Toshiba for better printing quality.

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**Retrieving Print Jobs**

1. At the copier, swipe ID card or manually enter your Messiah login and password.
2. Press **SELECT JOBS** on touch panel.
3. Press **print** next to document required, or select **print all** to print all jobs in queue.
4. If you are releasing color prints, they will only be available at a color Toshiba device such as an Estudio 2555c, 3555c, or a 5540ct copier.
Print from USB

Perform the following steps to print from a USB storage device.

1. **Connect** the USB storage device to the USB port on the system. After a few seconds, “Found USB Device” appears on the touch panel (see Figure 1).

2. Press the **PRINT** button on the control panel (see Figure 2).

3. Select **USB** from the drop-down box (see Figure 3).

4. In the list of files, **select a file to print** (See Figure 4).

5. Press **SETTINGS** to set the required print options.

6. Press **PRINT**.
SCANNING

Basic Scan to E-mail
Perform the following steps to scan a document and send it to an e-mail address.

1. Place document(s) on either (i) the copier glass (Figure 1) or (ii) in the automatic document feeder (Figure 2).

2. Press the **SCAN** button on the control panel.

3. Press **E-MAIL** on the touch panel.
4. If you are signed into the machine with your user ID and would like to send the scanned documents to your own e-mail, go to **step 5**.

**OR**

If you would like to send the document to a different e-mail address:

(i) Press **TO**.
(ii) You can select e-mail addresses in various ways:
   a. To search an e-mail contact **from the address book**:
      • Press **SEARCH**.

      • Press **FIRST NAME** > Enter the e-mail address using the on-screen keyboard > press **OK**.
• Press SEARCH

b. To key in a new e-mail address manually:
   • Press INPUT @
   • Enter the e-mail address using the on-screen keyboard and press OK.
   • The new e-mail address will now appear as destination address on the address book screen. Press INPUT @ to enter an additional e-mail address. To start scanning, press the START button on the control panel.

5. Press OK.
6. To start the scan, press SEND on the touch panel or START on the control panel.
7. If you see the message “To continue, place document on glass. And press START or [SCAN],” place another original on the glass and press SCAN or START to continue scanning. When you have finished scanning, press JOB FINISH.
**Additional Scan Options to E-mail (2-Sided, Color, or Higher Resolution)**

1. Place document(s) in the automatic document feeder.

2. Press the **SCAN** button on the control panel.

3. Press **SCAN SETTING** on the touch panel.
- For **2-Sided Scan**: Press **SINGLE/2-SIDED SCAN** on the touch panel (see Figure 1) and then select **BOOK** (see Figure 2).

- To scan a **color document**: Under **COLOR MODE**, press **AUTO COLOR** on the touch panel.

- For **higher resolution**: Under **RESOLUTION**, press **400 dpi** on the touch panel.
4. Press E-MAIL on the touch panel.

5. If you are signed into the machine with your user ID and would like to send the scanned documents to your own e-mail, go to step 6.

OR

If you would like to send the document to a different e-mail address:

(i) Press TO.

(ii) You can select e-mail addresses in various ways:

a. To search an e-mail contact from the address book:
   • Press SEARCH.
• Press FIRST NAME > Enter the e-mail address using the on-screen keyboard > press OK.

• Press SEARCH
• Select the **name of the recipient** (the name will be highlighted) and press **OK**.

b. To **key in a new e-mail address manually**:
   - Press **INPUT@**
   - **Enter the e-mail address** using the on-screen keyboard and press **OK**.
   - The new e-mail address will now appear as destination address on the address book screen. Press **INPUT@** to enter an additional e-mail address. To start scanning, press the **START** button on the control panel.

6. **Press OK**.
7. To start the scan, press **SEND** on the touch panel or **START** on the control panel.

8. If you see the message “To continue, place document on glass. And press **START** or [SCAN],” place another original on the glass and press **SCAN** or **START** to continue scanning. When you have finished scanning, press **JOB FINISH**.
Scan to USB
Perform the following steps for scanning to a USB storage device.

1. Place document(s) on the copier glass or in the automatic document feeder.

2. Press the SCAN button on the control panel.

3. To store the scan in a USB storage device, connect the USB storage device to the USB port on the system and wait a few seconds.
4. When “Found USB DEVICE” message appears on the touch panel, press **USB**.

5. **Define the settings** for the file name and file format and press **OK**.

6. To complete the scan, press **SCAN**.

7. If you see the message “To continue, place document on glass. And press START or [SCAN]” you can place another original on the document glass and press **SCAN to continue scanning**. When you are finished scanning, press **JOB FINISH**.