Print to the Sharp copiers

From your computer:

Prepare the document and select print from the program you're working in

Verify the copier is selected as the print device

Make note: For most, the default printer on your computer is NOT the copier. This will change in the next few weeks once everyone gets comfortable with the new equipment

Press print or OK to send the document to the copier

You will see a pop-up window – press OK

Make note: The pop-up window should already have all the information needed to print including your copier code. If it does not or you do not know your code, please contact Reechelle Carter in the Mail Center (ext. 1509)

From the copier:

Put in your 5 digit code and press "OK" on the screen

Verify the tab "DOCUMENT FILING" is selected; if it is not, press it now

Find the print job on the screen and press on the file name

Make note: If you send multiple files to the copier for printing, this folder will retain all of those until you print them. If needed, use the arrow on the right side of the screen to scroll through the list

Select Print on the screen

Select Print and Delete the data; the document will now print

Make note: Select Print and Save the data if you plan to print more copiers of this document later in the day

Once you have picked up your document from the tray, press the * button to log out (it is labeled as LOGOUT as well)

Please keep your document folder empty; when possible, select "Print and Delete the data" to conserve space.

Select the number of copies from either the computer or the copier; not both.