

Pfeiffer University Copiers

How to Copy

The logo for SHARP, featuring the word "SHARP" in a bold, red, sans-serif font. A small registered trademark symbol (®) is located to the right of the word.

SHARP BUSINESS SYSTEMS

The logo for Pfeiffer University, featuring the word "Pfeiffer" in a large, yellow, serif font. Below it, the word "UNIVERSITY" is written in a smaller, black, sans-serif font.

Service Requests and Supplies

For technical support, get in touch with the Help Desk at 704-463-3002 or email them at techsupport@pfeiffer.edu. In addition, access to your support request and frequently asked questions can be found at <https://techsupport.pfeiffer.edu>.

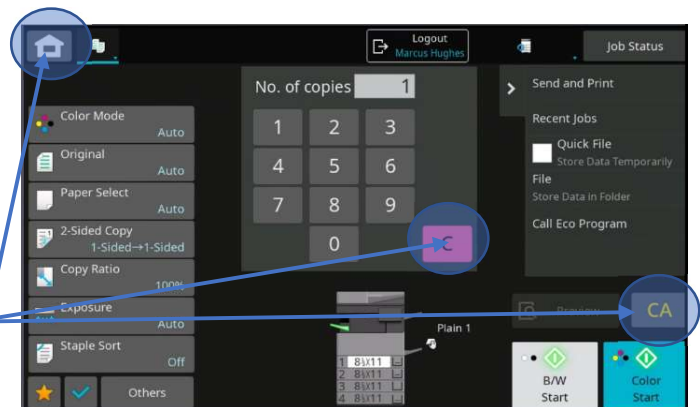
Making a Copy

- Press **Copy**



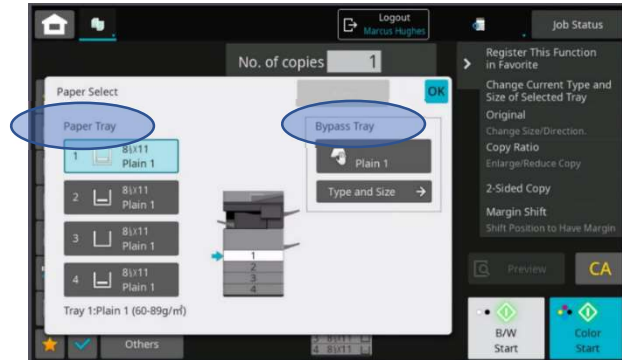
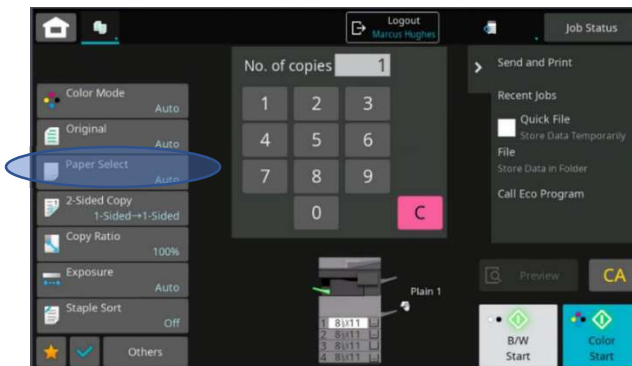
- Place originals face up in the feeder or face down on the glass.
- Press B/W or Color if Applicable

The left hand side of the screen has primary copier selections. Press the **Home** button to return to the 4 big buttons. Press **CA** to clear everything back to defaults. Press **C** to clear the quantity of copies.

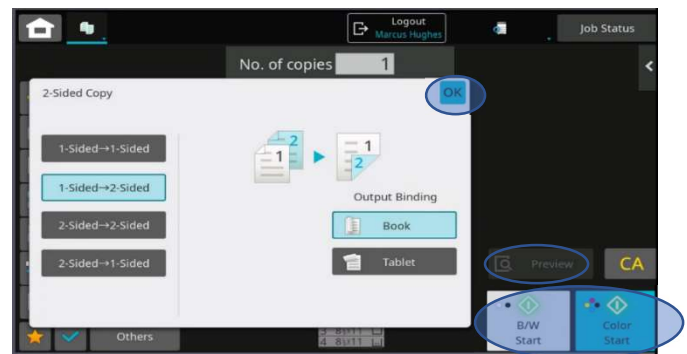
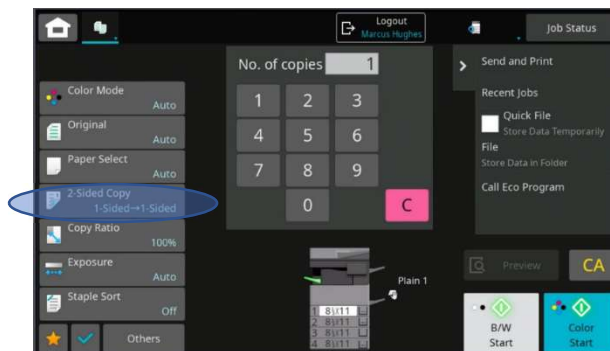


Choosing a Paper Drawer

- The copier will automatically choose the paper and drawer for you.
- To choose a different drawer, press **Paper Select** and choose your drawer. Another option is to touch the center of the screen and then choose the drawer.



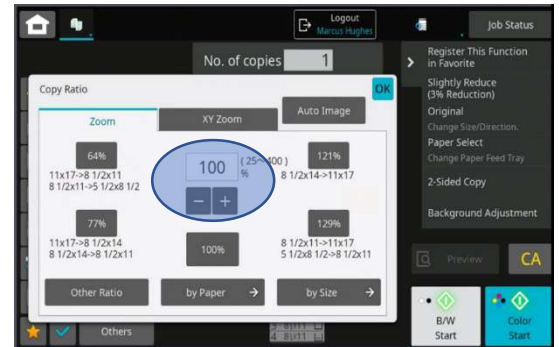
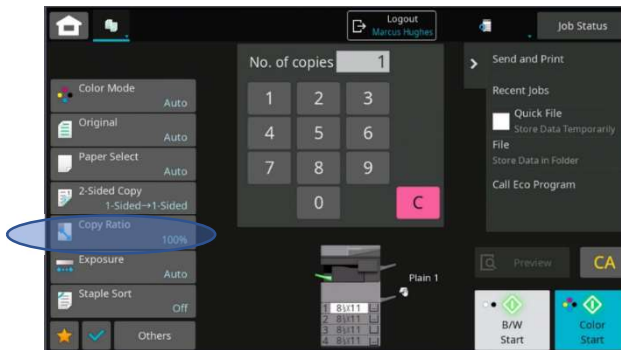
Two Sided Copying



- Press 2-sided from Main Copy Screen.
- Book equals long side (default)
Tablet equals short side.
- Press the **ok** button to accept.
- Press **Preview** to verify orientation OR press **Start**.

Copy Ratio: Reducing or Enlarging

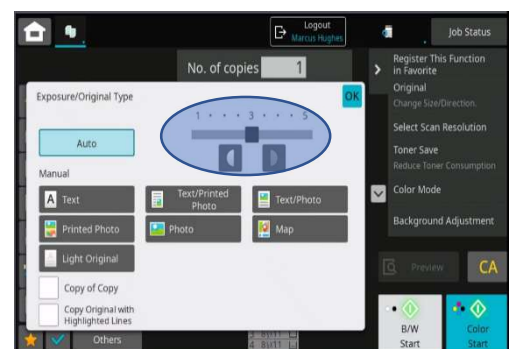
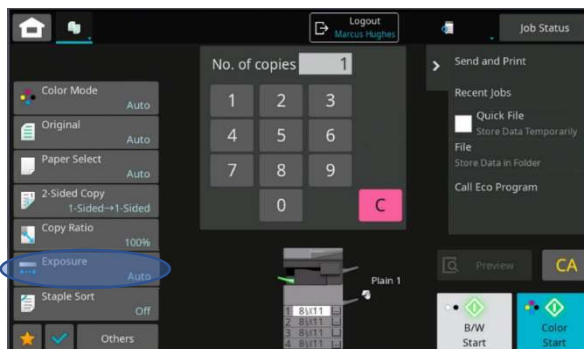
- Press **Copy Ratio** from the Main Copy Screen.



- Choose a preset key or use the + or - to adjust in between.
- Using the keypad, you can also type into the white box to enter the ratio then press ok to accept.

Exposure-Lightening or Darkening

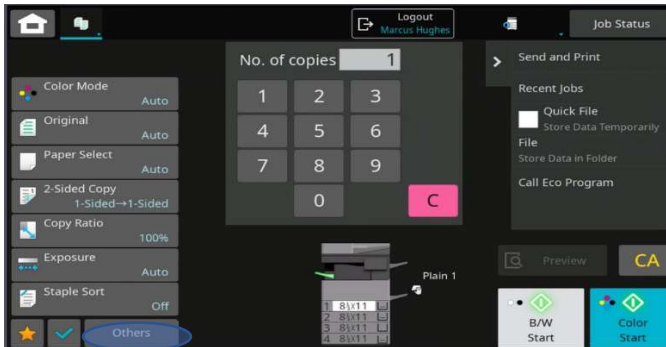
- Press exposure from the Main Copy Screen.



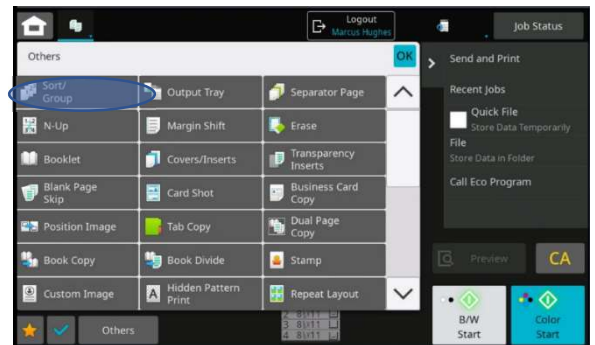
- Press lighter or darker using the half-moons.
- If copying a mixture of text and photo, use **text/photo**.
- If copying a picture, use **photo**.

Sorting and Grouping

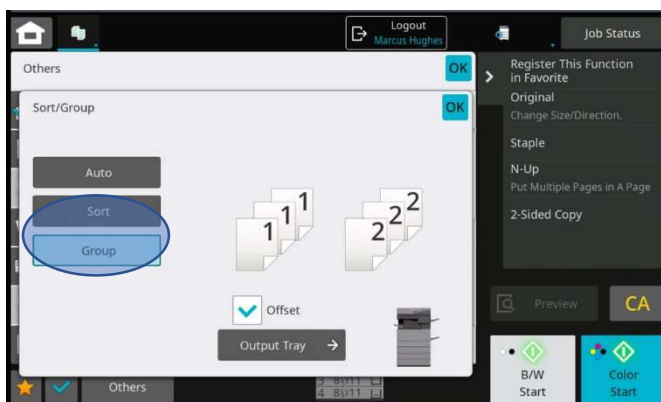
- The copier automatically sorts and offsets copies.
- If you do not want to offset, press **Others** from the Main Copy



Screen.

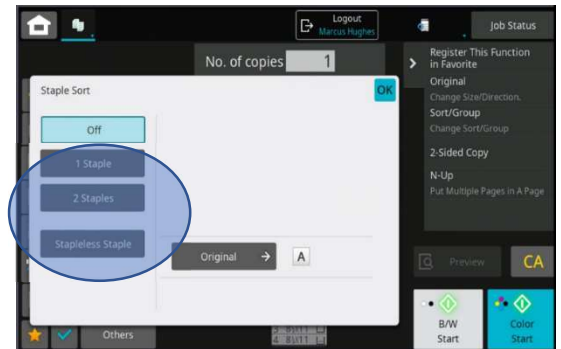
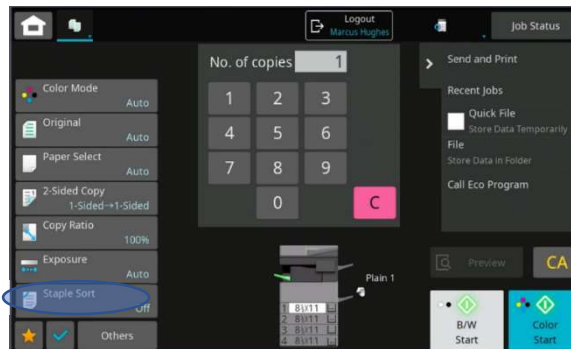


- Press **Sort/Group**.



- If you do not want to sort, press **Sort/Group** and press **Group**.
- Choose **Group** if you want all of page one together and all of page two together, etc.
- Press **OK** to accept.

Stapling



- Press **Staple Sort** from the Main Copy Screen.
- Choose the position where you want your staple (**1 staple**, **2 staples** or **stapleless**).
- 1 and 2 staples will staple up to 50 pages, staple-less staple is up to 8 pages.
- Press **OK** to accept.

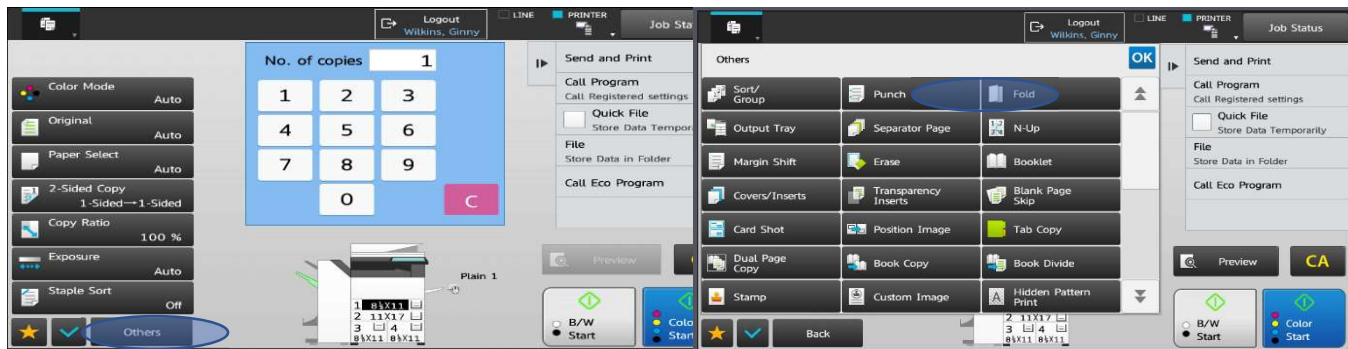
Hole Punching- **If Applicable**

Copiers that offer Hole Punching

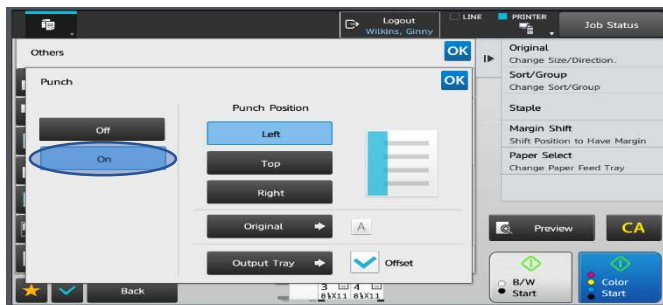
- Advancement Suite Office (Admin Building)
- Business Office Suite (Admin Building)
- Faculty Offices Second Floor (Jane Freeman)
- Nursing Offices (Harris)
- CHS Campus First Floor Lobby (Albemarle)
- Education Offices (Library)

3 Hole Punch

- Press **Others** from the Main Copy Screen.



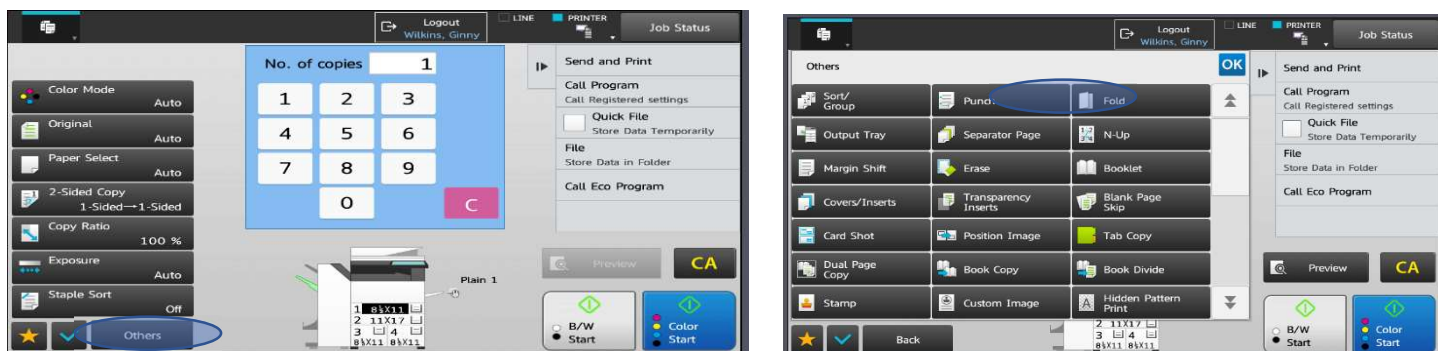
- Press **Punch**.
- Press **On**.



- Press **OK** to accept

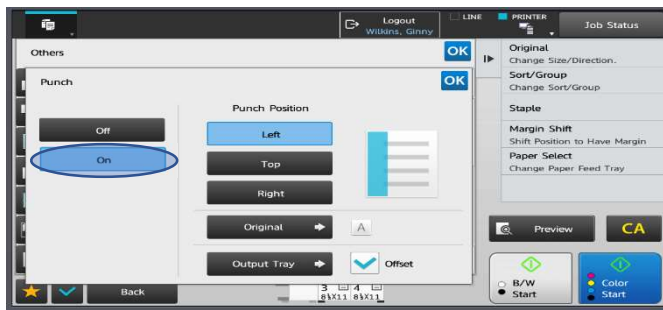
2 Hole Punch(Punched at top of page)

- Press **Others** from the Main Copy Screen.



- Press **Punch**.

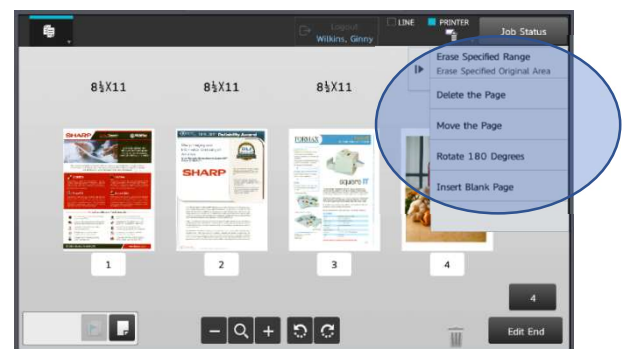
- Press **On**.



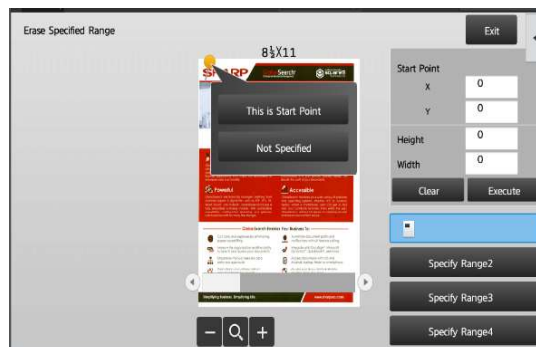
- Place your original **landscape** in the feeder and be sure to have 8 ½ x11R paper in one of the paper drawers.
- Press **OK** to accept.

Previewing Documents Prior to Copying

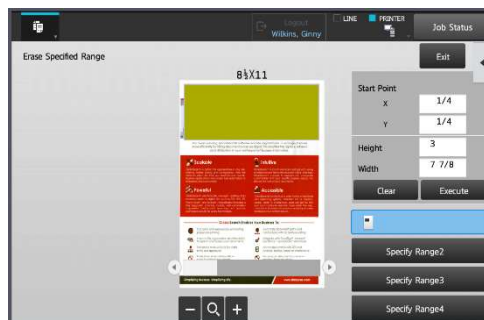
- Press **Preview** which is located above the start buttons. This allows you to look at your document prior to copying.
- If you want to make changes, such as reduction/enlargement, paper trays or exposure, press the arrow on the far left of the screen and make your changes.
- Once satisfied with the document, press **Start**.
- If you want to edit the document i.e. redact, delete, rotate, or move pages, press the **picture with the pen and paper icon** (located on the bottom left of the screen).



- Touch your page you want to edit and choose the option on the right side of your screen
- **Redaction**
 - If you are going to delete an area on the page (redaction) press **Erase Specified Range Erase Specified Original Area**.
 - Scroll to the page you want to redact. You have up to 4 areas per page you can delete.
 - You may use the + button to increase the size of your document to see it better on the screen once you chosen the page in which you want to delete an area on.
 - Press a spot on your document and press **This is Start Point**.



- Press another spot on your document and to create a box and press **This is End Point**.
- At this time, you may adjust the size of the box with the arrows to the area you want to delete.



- Once you are happy with your deletion press **execute**.

- If you have another place you want to delete repeat process by pressing specify range 2.
- Once you are done press **exit** then **Edit End** and you will see your document with the deletions you have made, then press start.