



CANON COPIERS/PRINTERS

Canon copiers are leased by SLOCOE, and provided at key locations throughout the main office, and at program sites. They provide photocopying, computer-to-copier printing, and document scanning services. These copiers are also equipped to provide full faxing capabilities as well. Copy codes have been programmed into the copiers so that any copy/print job may be run at any SLOCOE copier and charged back to the correct account line. The cost for **black/white printing is 3 cents/page**; for **color printing it is 15 cents/page**. Account lines are debited and/or credited, based on use of the copiers by copy codes assigned to each person's PIN# and per page printing at each copier.



DID YOU KNOW:

Disney received seven color copy machines in the late 1950s, which were used in the production of "101 Dalmations."

Ordering Supplies or Service for Your Canon

1. Each copier is equipped with a More Office Solutions ID tag on the front, with a phone number for service and supplies. Service and supplies also may be ordered by logging onto <http://raymorgan.com>. Click "Order Supplies" or "Request Service." Many copiers are on an automated ordering service, which means the machines signal when a toner cartridge has been replaced, and Ray Morgan automatically ships a replacement.
2. Training on use of new copiers is also available at each site upon request.

Printing to a Canon copier from Your Computer

1. SLOCOE staff may use their personal PIN #s at any Canon copier owned by SLOCOE. For more assistance with this, contact IT at 782-7240, 782-7226, or 782-7243. Printing to a Canon copier is more cost-effective than to a desktop printer.
2. To print directly from your computer to any Canon, select "SecurePrint on printsrv" in your print menu. Be sure to enter print settings at your computer.
3. All print jobs will be held in a queue at the copier. To access, enter your PIN # at the copier, and then "Print Queue."

Sending and Receiving Faxes with a Canon

1. From your computer, using Outlook: Create a new email and address it to the fax number (fax#@fax.slocoe.org). The fax number is entered without spaces or dashes, using a 1 and then 805 only if outside the 805 area code.
2. To fax from a Canon: log in and select SEND, then EMAIL, then EMAIL ADDRESS, and use the key pad to enter the fax number without dashes.
3. Email notifications provide confirmation of successful or unsuccessful transmission of the fax.

For Further Assistance with Questions or Problems

- ⇒ Connection/communication issues - IT at 782-7240, 226, or 243.
- ⇒ Copier malfunctions—866-754-7677 or <http://raymorgan.com>.
- ⇒ Leases and costs—Peggy Edwards at 782-7218.

Got questions?
Have you spotted
an error or glitch?
Call 782-7211.