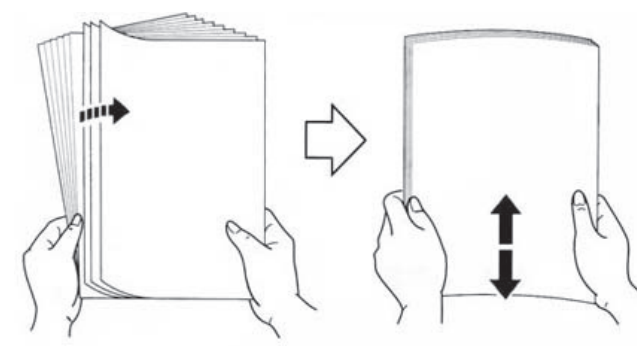


## Tips For A Successful Copy Job

### Energy Saver

 Press the green Energy Saver button to get started!



### Avoid Copy Paper Jams

- Gently fan paper and square up the edges before placing a new ream in the tray.
- Make sure the paper tray is fully pushed in and closed.
- Always confirm or change paper size and type settings as needed.
- Keep shelved copy paper wrapped to keep out humidity.

### Clearing Jams

- Follow the screen instructions and move the green handles as indicated.
- If you can't clear the jam yourself, contact the Copy Center (See "Service Standards").

### Before Placing Original Documents In The Feeder...

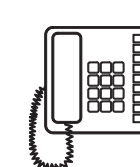
- Remove any paper clips, staples, or Post-its before placing documents in the feeder.
- Make sure your correction fluid is dry.
- Make sure the glass is clean.
- Follow the guides along the copier glass for paper placement.
- Wait until your job is completed before touching or removing pages from the finisher.

### Using The Touchpad

- Enter your selections slowly - give the system time to respond.
- Touch the screen with the pad of your finger - avoid using a stylus (pen tip) or your fingernail.

## Service Standards

These UCSF Copier Management Program standards illustrate our commitment to providing excellent service to the Berkeley campus and they establish the performance expectations for service responses.



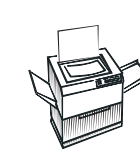
### Telephone

Call us at **3-7427** and we'll try to resolve your situation over the phone.



### On-Site Service

If we can't resolve your situation over the phone, we'll send a technician to your location within 15 to 90 minutes. The longer response time is needed if your request is received around the technician's lunch break between 1pm to 2pm.



### Toner and Fuser Replacements

Toner and waste containers are supplied near your machine and are easy to replace. Please let us know if you would like one of our staff members to show you how this is done.



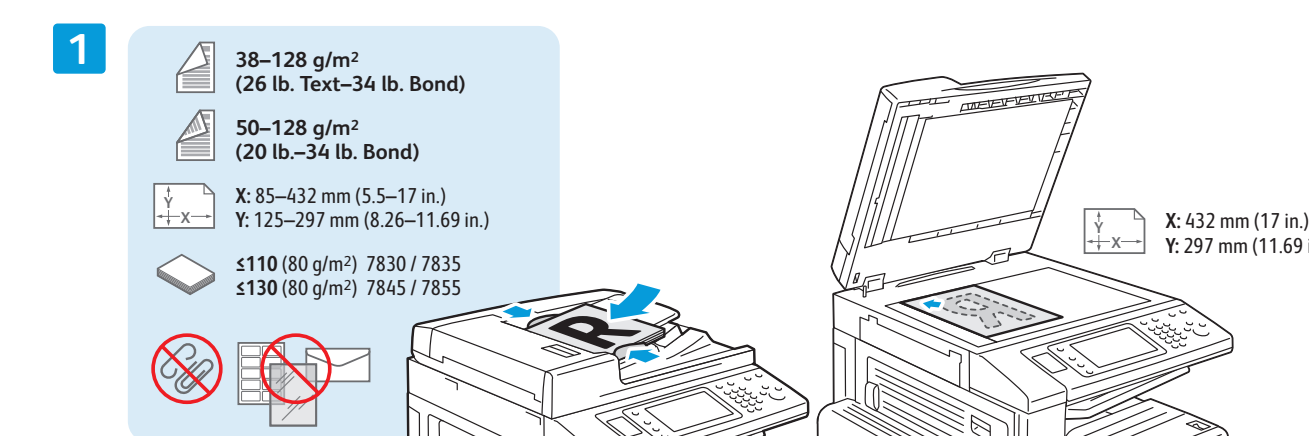
### Xerox Service

If we are unable to resolve your situation by phone or in person, we will contact Xerox directly and provide you with the Xerox technician's ETA as soon as we know it.

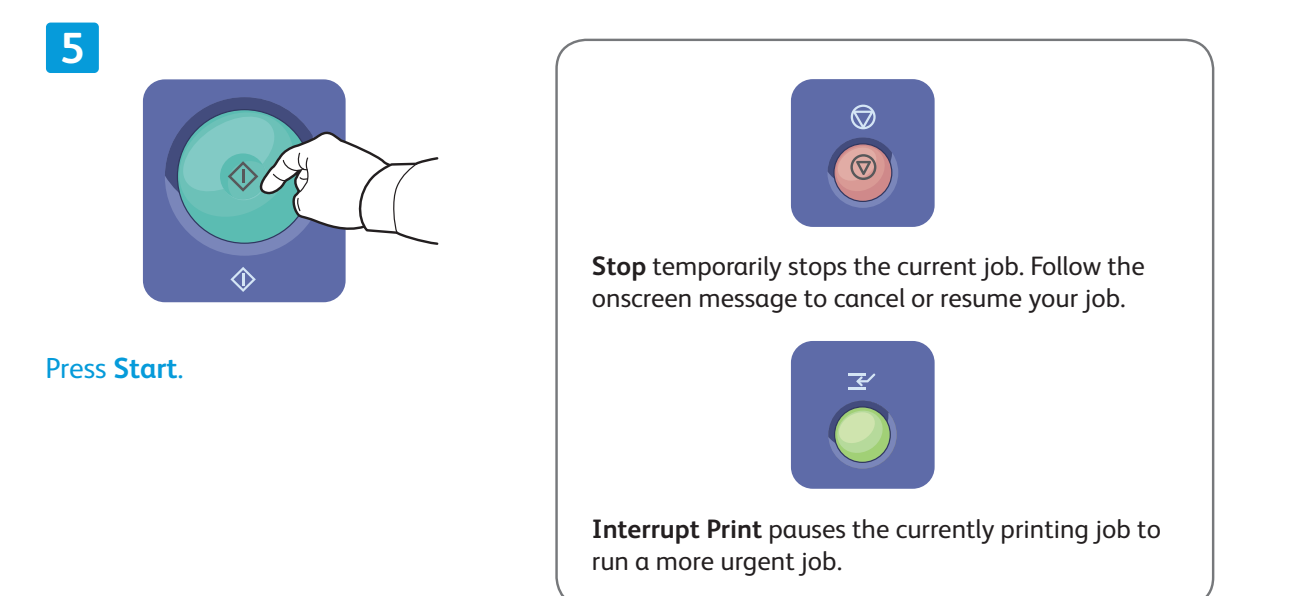
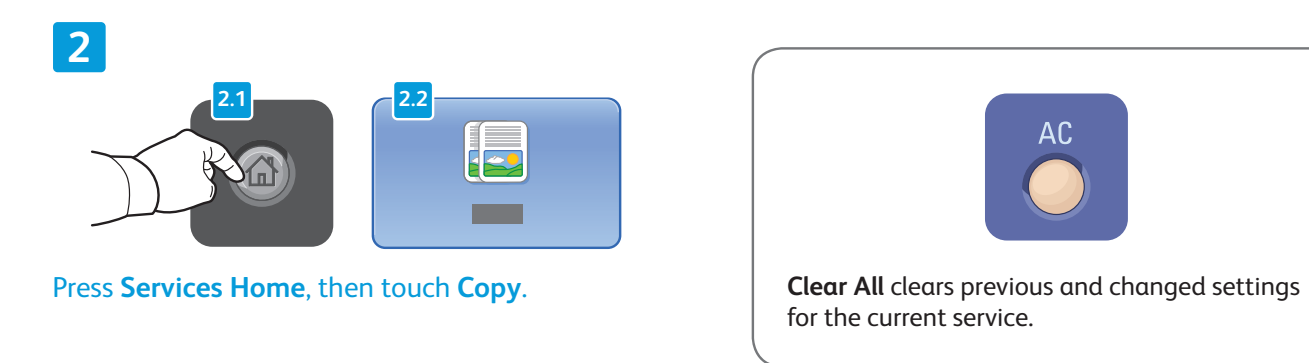
**If the copier is temporarily out of service, please contact the Moffitt Copy Center to run your job.**

## 7800 Series Xerox WorkCentre

Multifunction Printer (MFP)  
Copy / Print / Scan / Fax Capability



Load the original.



### How to Scan to Email

1. Press Services Home button.
2. Select Email.
3. Enter new recipient email address or search directory for name (Search Directory – Enter last name into search window).
4. Enter email information on touchscreen options (To:, CC:, BCC:).
5. Follow on-screen scanning instructions.

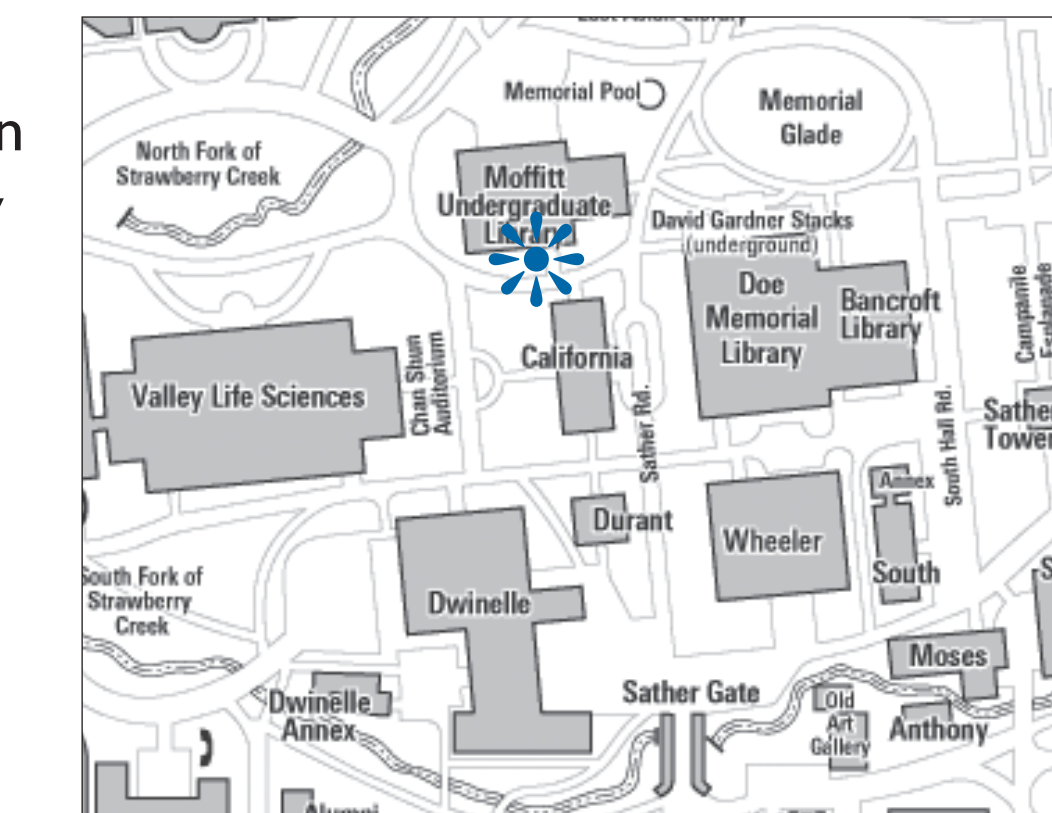


### Releasing Your Secure Print Job

1. At the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs** or **My Secure Jobs** tab.
3. Touch the folder that holds the print job.
4. Using the keypad, enter the passcode that you assigned (under Printing Options, **Secure Print** at your desktop when you sent job to the machine) tab to the print job, then touch **OK**.
5. Touch the corresponding print job in the list, then touch **release**.

## ☀ We're Right On Campus!

When your copy project is more than your copier can handle or you simply don't have the time to do it yourself, let the Moffitt Copy Center handle your job. And, we're closer than you think - send us your project electronically and we'll deliver your copies directly to your location.



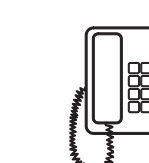
Use your chartstring to pay for your business-related copy project. Many of our services are exempt from sales tax which saves you money.

The Moffitt Copy Center specializes in producing top quality:

- Brochures • Newsletters • Flyers
- Posters • Classroom Materials • Readers
- Programs, posters and other event-related materials

We can:

- Print and bind your thesis
- Print and fold your copies - one fold, two fold, Z-fold
- Bind your copy project - velo, comb, GBC, tape in various colors
- Print large quantities



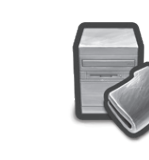
### Call Us: 3-7427

We'll pick up your order and deliver your completed project to you.



### Email Us: [copycenter@library.berkeley.edu](mailto:copycenter@library.berkeley.edu)

We'll complete your order and deliver it to you.



### Upload Your Job: <http://ucprint.ucsf.edu>

Put your project files on our secure FTP server and we'll complete your order & deliver it to you.

# UCSF Copier Management Program

Moffitt Copy Center • Phone: 643-7427 • <http://ucprint.ucsf.edu> • Monday-Friday 9:00am-5:00pm • [copycenter@library.berkeley.edu](mailto:copycenter@library.berkeley.edu)