

## Print/Scan/Copy

To print\*:

- Log-on to a library computer with your Catawba username and password (see a staff member, if needed)
- Once you've opened your document, go to "File," "Print" and choose your printer from the dropdown menu
  - If printing in B/W, print to any of the following printers: PCILIBUP\_LASER (printer by the Reference section), PCILIBUP2\_LASER (printer by the Circulation Desk), or secureprint (copier by the Circulation Desk or in the lab)
  - If printing to the laser printers, simply retrieve your documents after printing
  - If printing in color, you will need to choose "secureprint."
    - **If printing to secureprint, you will need your Catawba ID**
      - Take your ID to a copier and place it on the pad by the copier screen (it looks like a hand holding a card)
      - Once you've logged in, choose "Secure Print"
      - Select your print job from the list, and click "print + delete," OR if you want to print all the print jobs listed, you can click "print all"
        - You can also click each item and choose "Options" to change the settings of a document such as color, duplex (double-sided), page range, or number of copies
- If you are printing an 11x17 paper, the copier should automatically choose that size paper.
  - We have a limited number of 11x17 pages already in drawer 2 of the copier
- Make sure to click "Log Out" at the bottom of the screen

\*If you would like to print from your laptop or cell phone, attach the document to a new email and send it to [print@catawba.edu](mailto:print@catawba.edu) from your Catawba e-mail. It will be sent to the copier (secureprint).

To scan:

- You must have your Catawba ID
- Take your ID to the secureprint copier and place it on the pad by the copier screen (it looks like a hand holding a card)
- Choose "Scan and Send"
- Click "Cancel"
- Choose "Send to Myself"
  - This is your Catawba email address; it's already attached to your card.
  - Scanned documents will **only** send to Catawba emails.
  - If you would like to send the scan to another Catawba email address, select "New Destination" and then "E-mail"
    - Enter the Catawba e-mail address, click "OK" and then "OK" again
- To scan the document, simply press the large green "Start" button on the keypad
  - If you put your documents face-up in the tray on top of the copier, the scanner will automatically pull all of the documents
    - If they are double-sided, see a staff member for assistance
  - If you are scanning using the glass (instead of the top-feeder) and have multiple pages to scan, the scanner will give you time to scan each page. After scanning the first page (**before you click "Start Sending"**), place the new page on the glass and press the green "Start" button again. Repeat for as many new pages as you need to scan. **THEN**, click "Start Sending."
  - The scanner settings are automatically set for B/W and color 8 ½ x 11 documents, but see a staff member if you need to change any settings
- Click "Start Sending"

- Make sure to click “Log Out” at the bottom of the screen
- The document should be emailed to your Catawba email as a PDF attachment.

To copy:

- You must have your Catawba ID
- Place your ID on the pad by the secureprint copier screen (it looks like a hand holding a card)
- Place your document on the copier glass in the top left corner of the copier
  - If your document is 8 ½ x 11, you can put it in the **tray on top of the copier**, face up
  - If your document is in **color**, click “Select Color” and choose “Auto”
  - If your document is **double-sided**, click “2-Sided”
  - If your document is an obscure size, or you’re trying to copy pages from a book, ask a staff member for assistance
- Press the green “Start” button on the keypad
  - If a screen pops up asking the document size, choose “LTR”
  - If your document is double-sided, and you are copying on the glass, you will need to copy one side, and then turn the sheet over, and press the “Start” button again
- Take your documents, and make sure to click “Log Out” at the bottom of the screen