

# Printing and Scanning Instructions

## Printing on the department copy machine

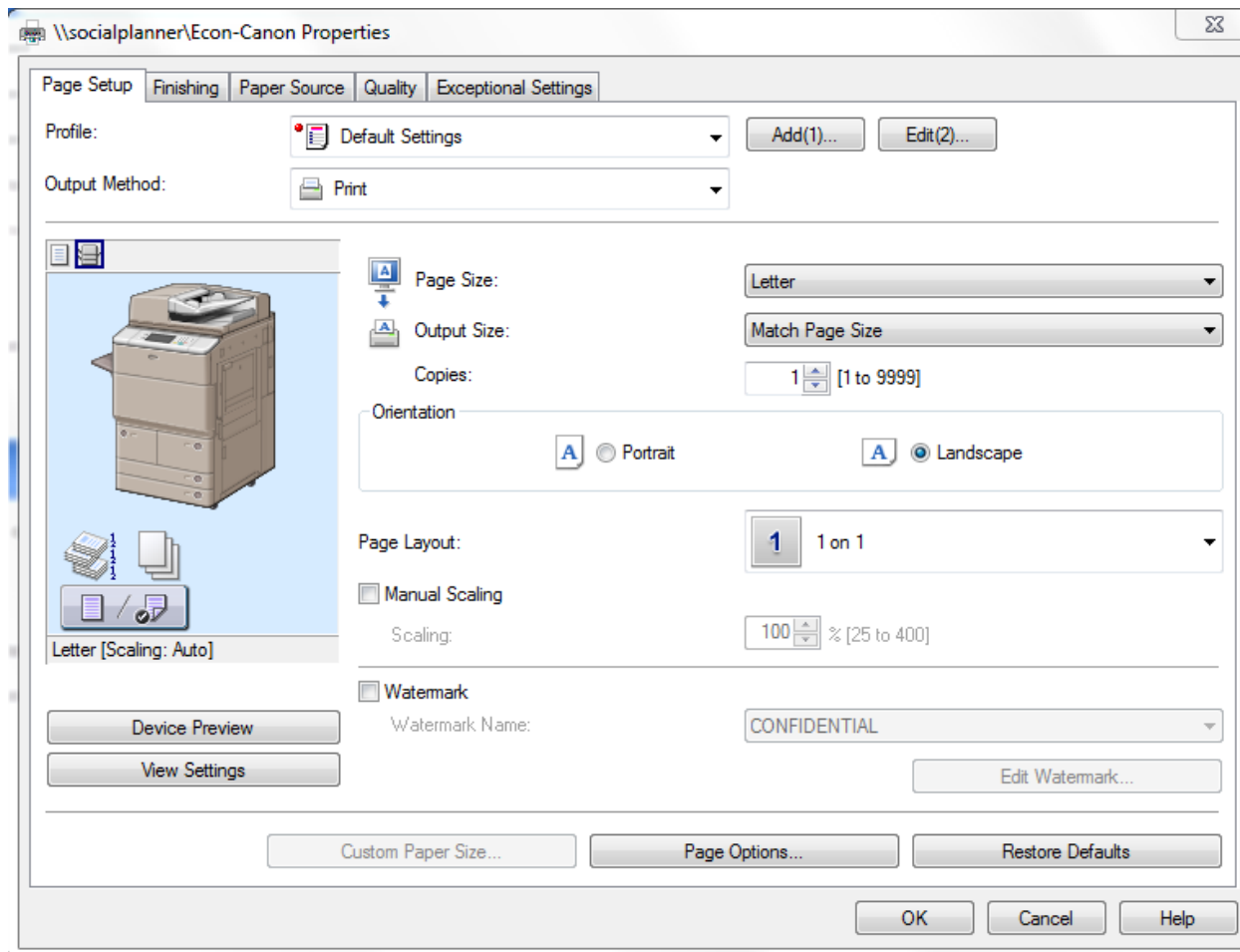
### (Reserved for Job Market/RA/TA print jobs ONLY):

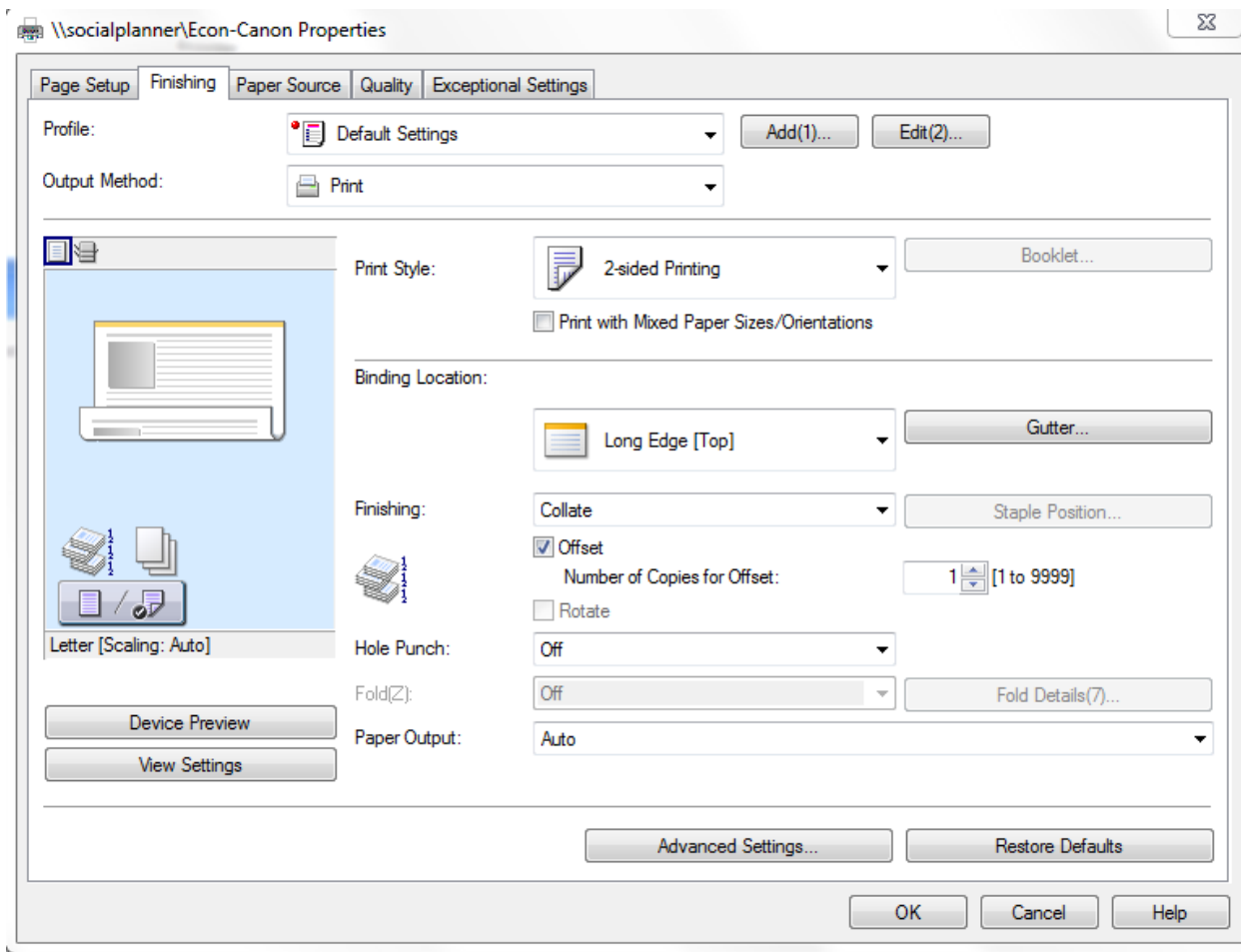
While logged on to a department computer, you need to add the **Econ-Canon** printer using the add printer wizard. Go to **Start – Settings – Printers – Add a printer**. Choose a network printer and then "**connect to this printer ...**". Under "**name**" type **\\aspen\econ-canon**.

Note: If you are connecting from a laptop you need to be connected either to the “Hopkins” wireless network or through one of the network wall jacks. You may need to enter the complete server name **\\aspen.win.ad.jhu.edu\econ-canon**

Once you bring up the printing window and choose the Canon you will need to click on "**Properties**" if you need to modify any of the available additional options. (see the figures below)

If you need to use some of the additional options available with this printer - double sided printing, stapling, or three holes punch, you can find them under the "**Finishing**" tab and "**Advanced**".





## Scanning (NOTE: scanning is Free of Charge)

A feature of the new copier is the option of using it to scan documents (single or multiple pages) and forward the scanned information as a PDF or image file (JPEG or TIFF) to an e-mail address. In order to make this as painless as possible, all e-mail addresses have been already entered in the machine. This will eliminate the need to key in your email address if you are scanning a document for your own use. There is no charge for any scanned documents.

### To change the default scanner settings (300 dpi; black&white):

- Log in and choose “Scan and Send” - look at the right side of the screen. You can increase the resolution to up to 600 dpi and scan in color.

**NOTE:** You will want to do this if you intend to do a subsequent Optical Character Recognition (OCR).

- Tap the address book icon and choose your e-mail address.
- Press the start button to scan and send.