



Printing to the Oakdale Copier

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

These directions demonstrate how to print to the copier in the workroom. The job demonstrated is a multiple-choice math test from Pearson. The printing steps (p. 4-8) apply to any printing job you would send to the copier.

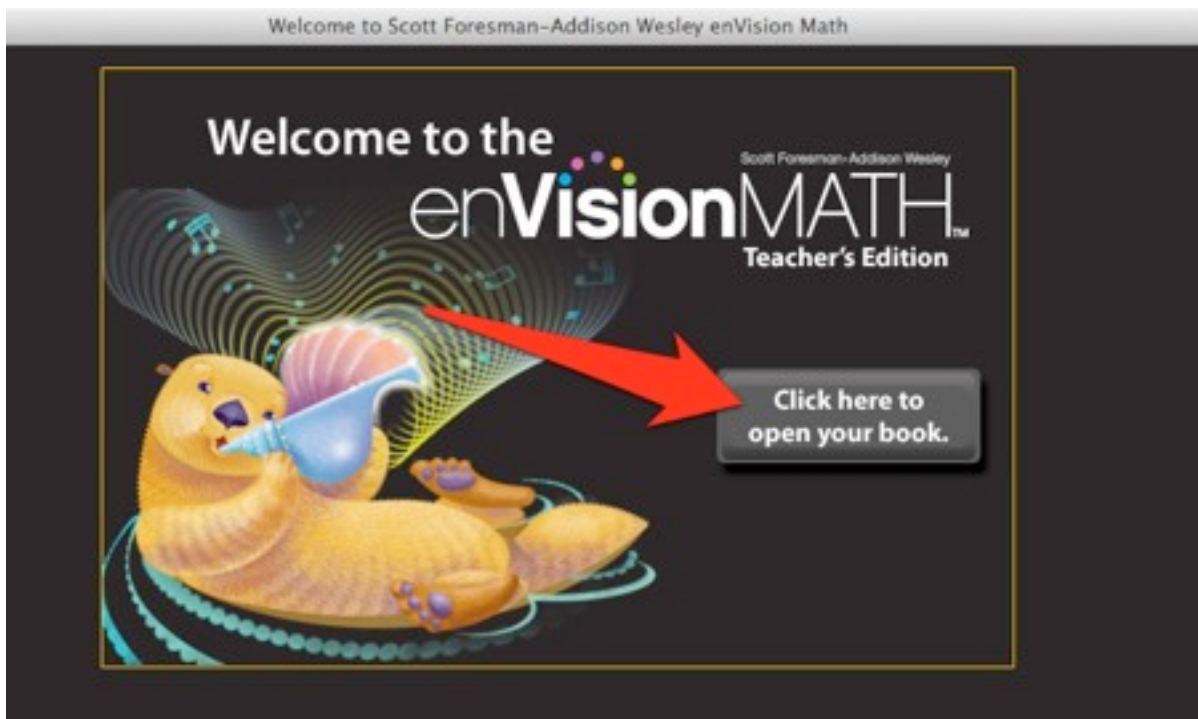
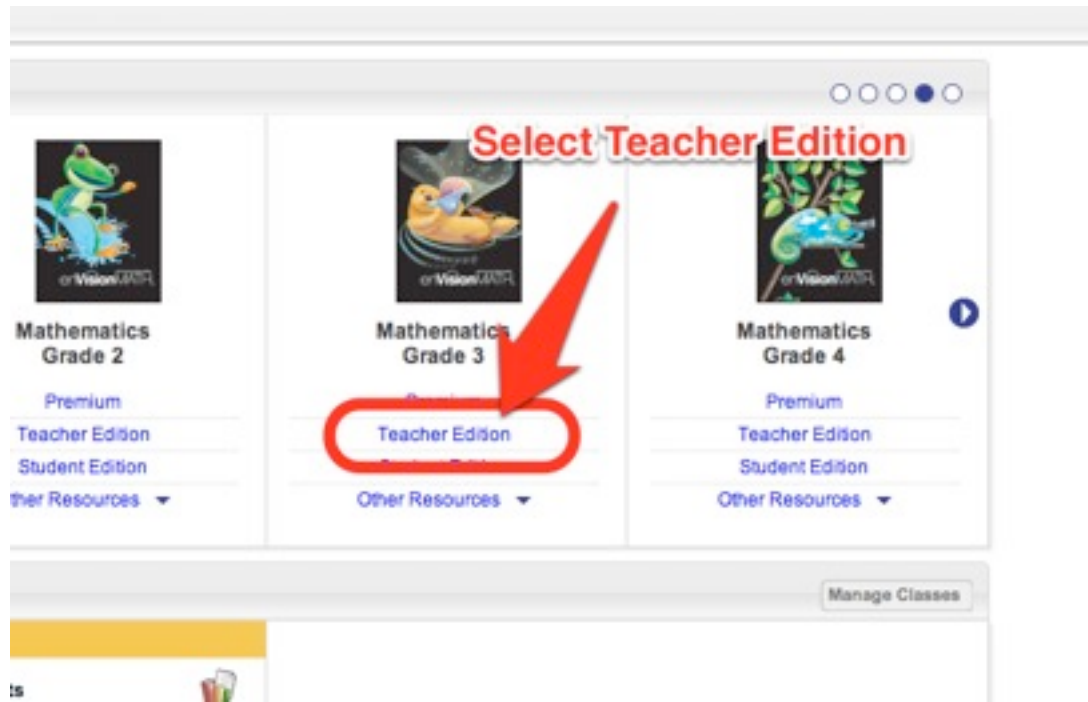


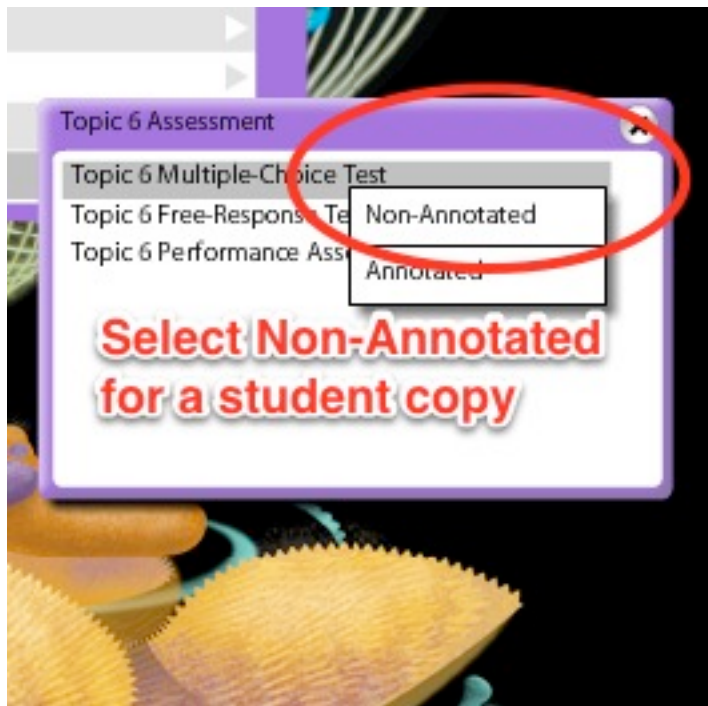
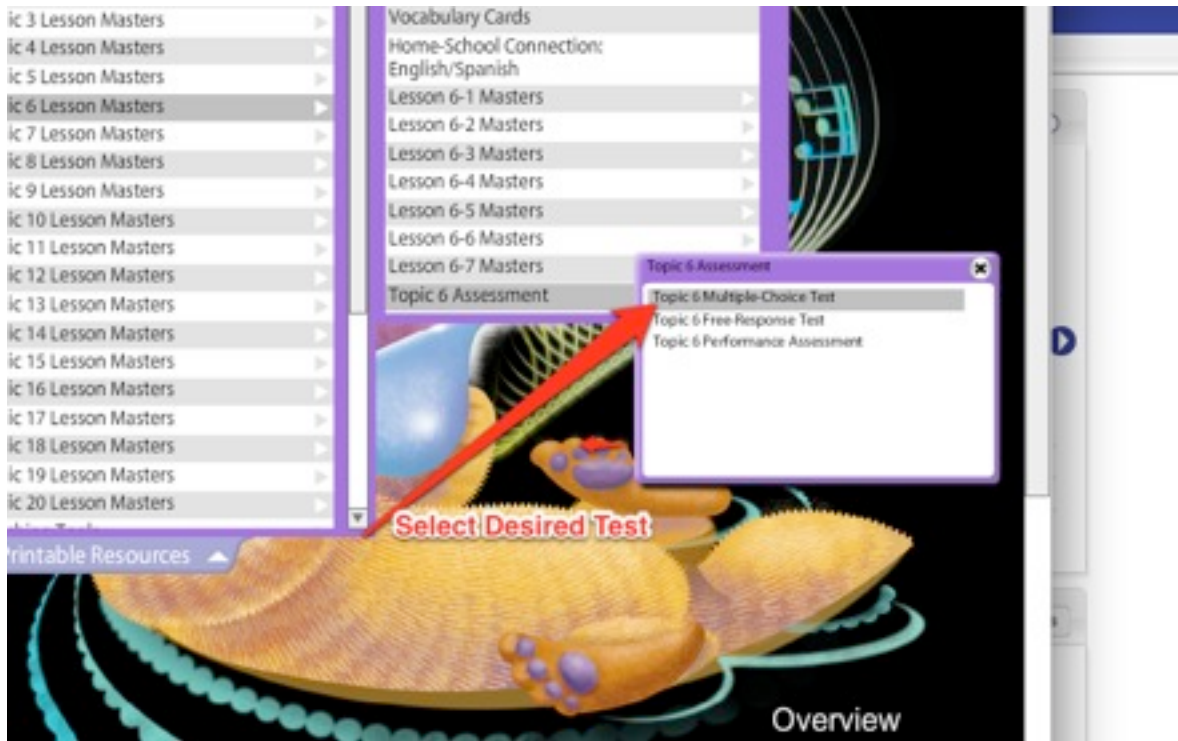
If you send a job to the copier, please take your laptop to the workroom, so you can ensure you are using the proper paper, the copier is available, etc...

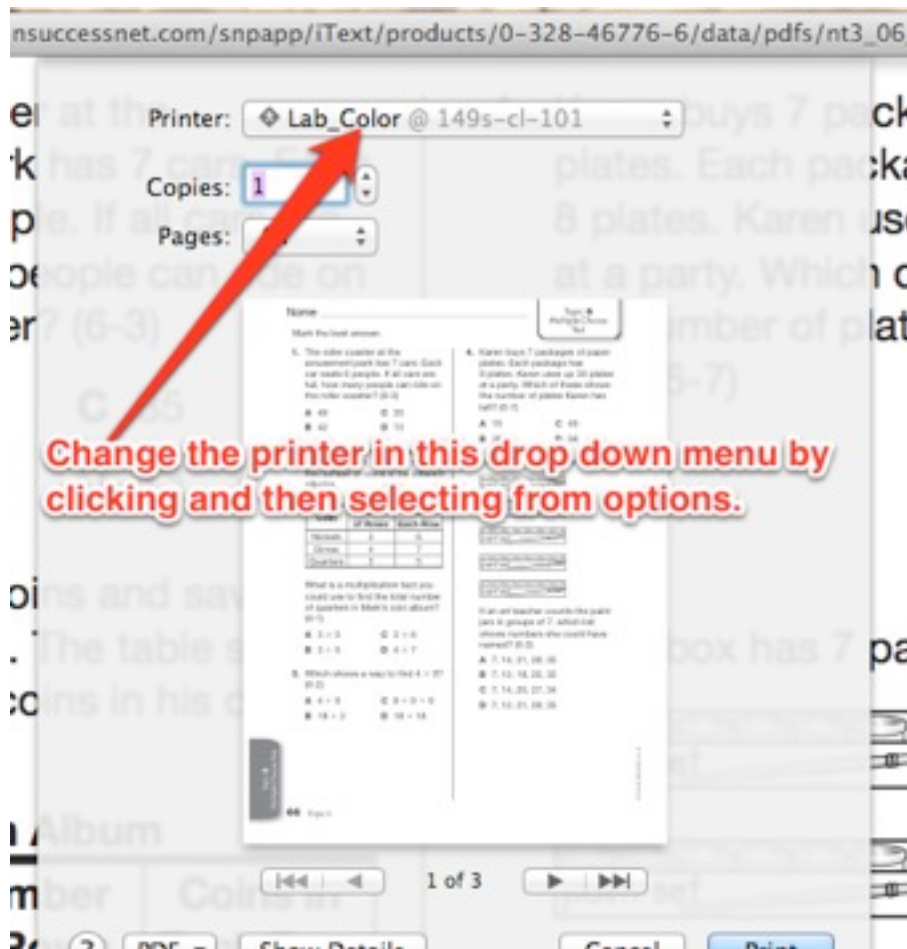
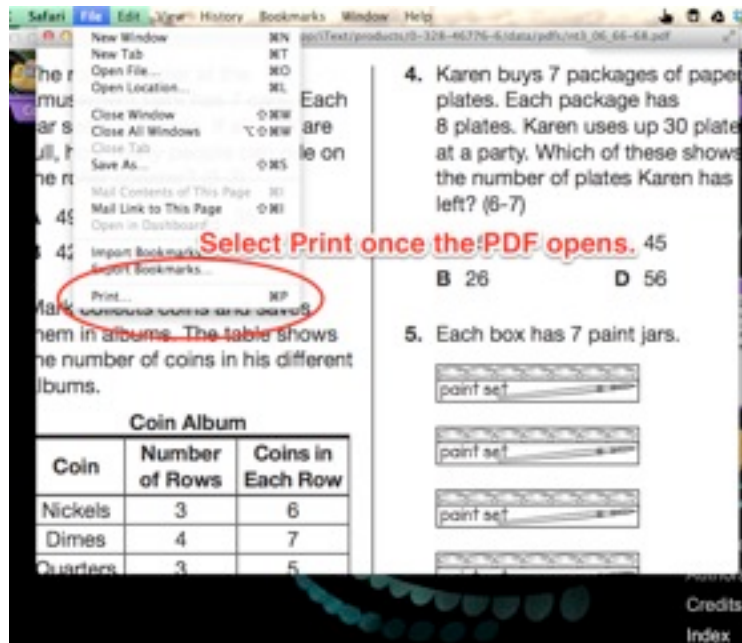


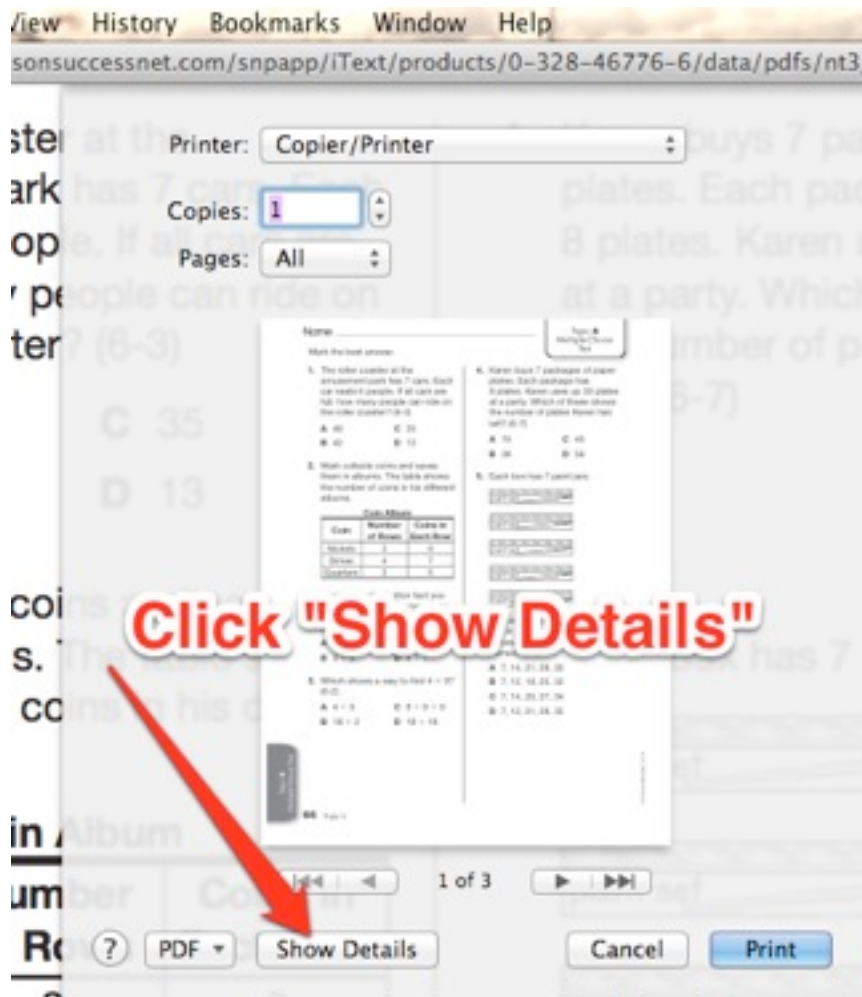
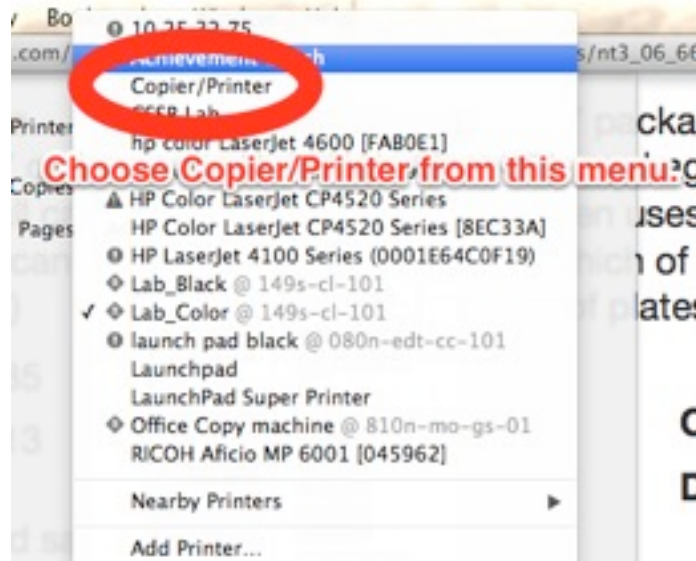


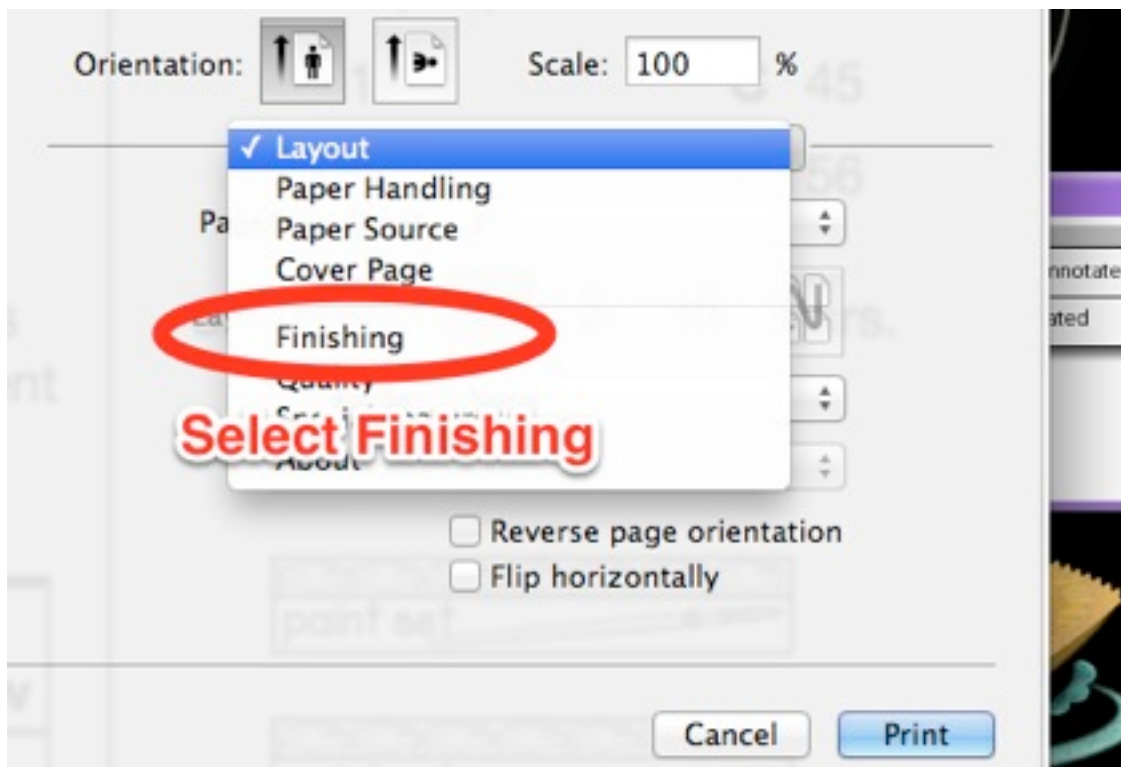
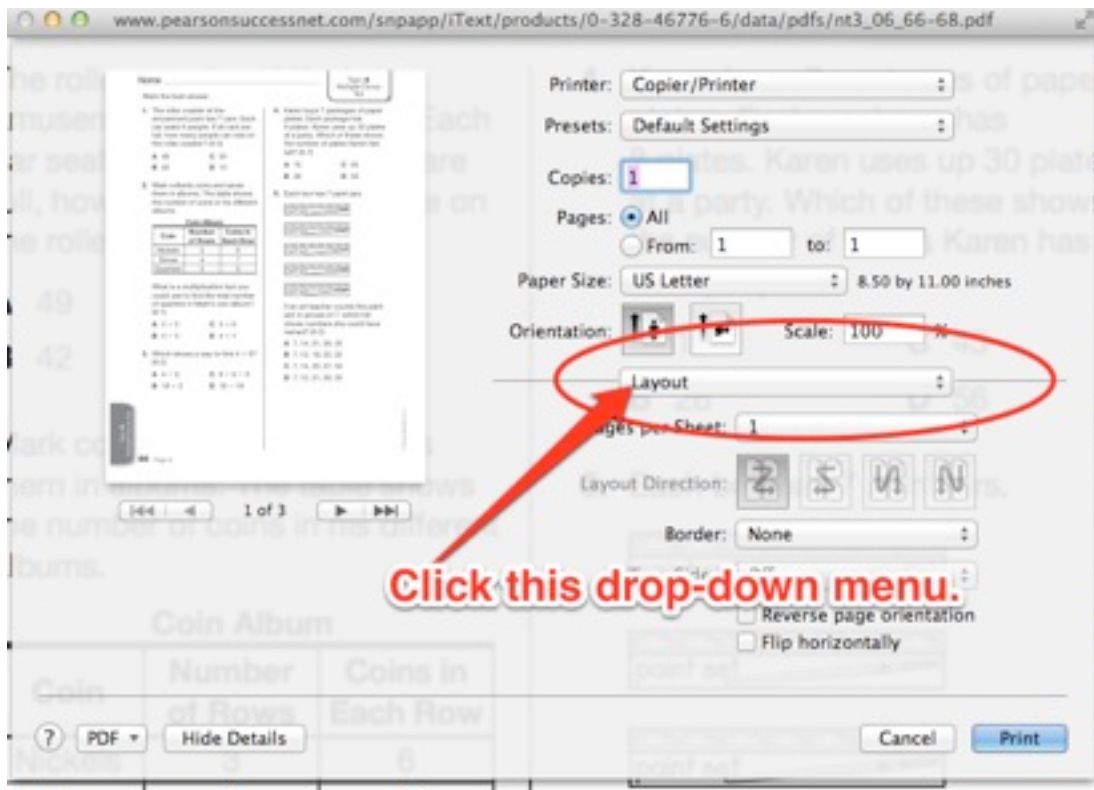
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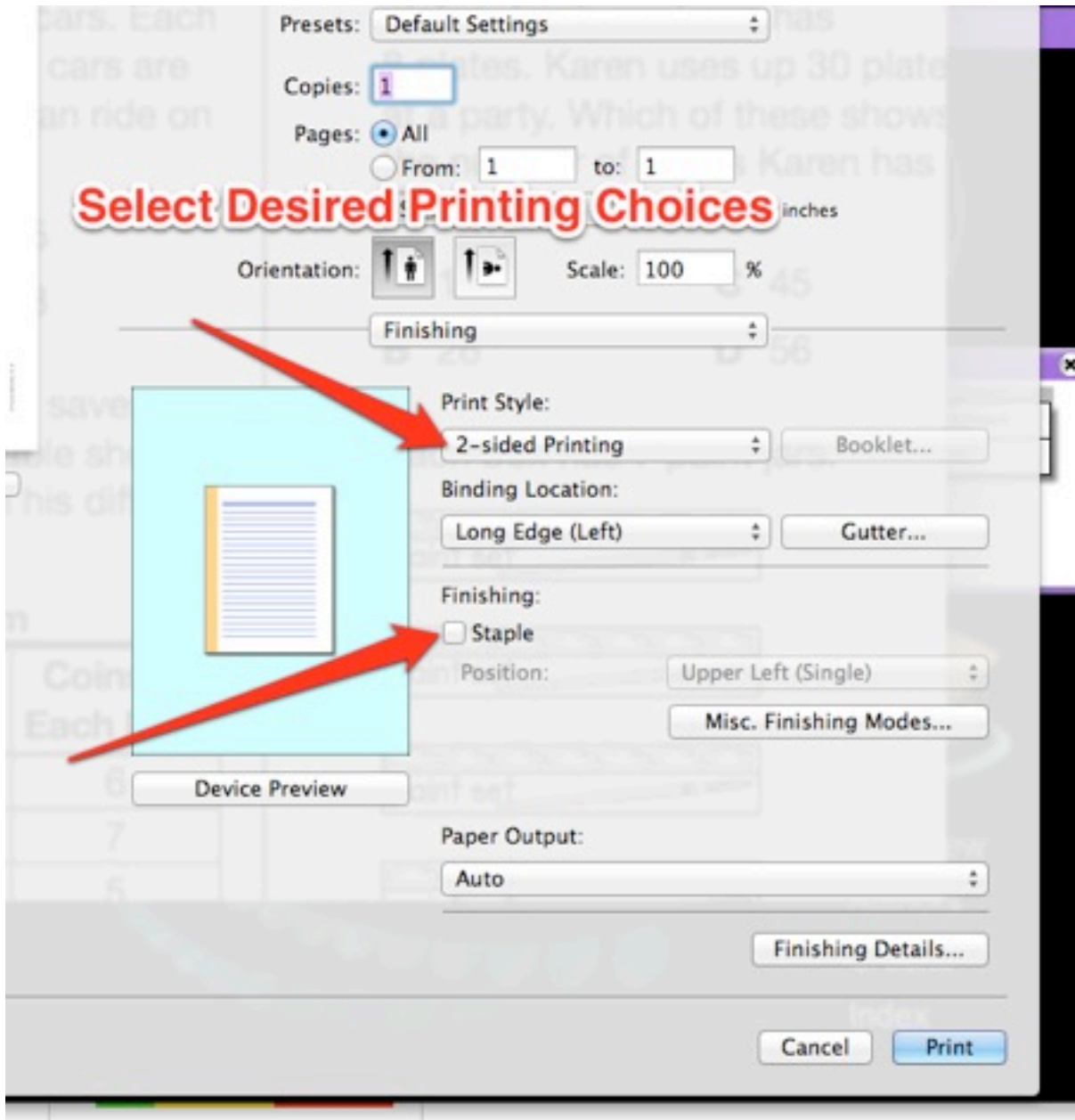














Select the desired number of copies.

When ready, press Print!

Printer: Copier/Printer
Presets: Default Settings
Copies: 30
Pages: All
Paper Size: US Letter 8.50 by 11.00 inches
Orientation: Portrait Scale: 100 %
Finishing: 2-sided Printing, Booklet...
Binding Location: Long Edge (Left), Gutter...
Finishing: Staple, Position: Upper Left (Single), Misc. Finishing Modes...
Paper Output: [Dropdown]
Finishing Details...
Cancel Print