

## Getting To Know Your Hi-Rise Printer

There should be a printer in the computer lab area. Many of the printers are Brother models. (MFC-7860DW, MFC-L2710DW, and several other models.) There are also a few Canon and Epson printers.

This is what the front of a lot of the Brother printers looks like.



This is the Canon.



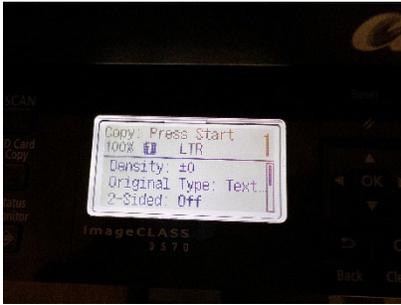
There are usually several paper trays available. Some printer models have an automatic document feeder for copying or scanning multiple pages.

Here are the control panels.

Here is the Brother:



Here is the Canon:



On the Brother, you use the copy and print option buttons to do things like change brightness and contrast or enlarge and reduce images. You navigate the menus using the four arrow buttons and the OK button.

To choose the number of copies:  
Press the "Copy" button under the LCD screen. You should see something like this on the screen.



You shouldn't see the word sleep though. The printer was in sleep mode still when I took this picture. Use the number keys to choose the number of copies you want. The "Clear" button returns the number back to 1.

Press the green "Start" button to start copying.

The Canon operates similarly, except there is no fax option on those printers. You use the arrow buttons to navigate on screen options and press "OK" to make your choice. You press the "Start" button to start copying.

All printer models have a similar setup for placing documents to be copied or scanned. You raise the lid and place your document face down on the glass. (Some printers do have a document feed option for scanning multiple pages at once.) There should be an arrow at one side of the glass to indicate where you should position your page.



If you don't position the page correctly, part of the text or images might be cut off.