

Office Equipment 101

Computers, Fax, & Copier Information

COMPUTERS

- You can access your student e-mail and internet from the three computers in the student office. "Comserv\$on'fileserver1' (K)" is the drive where you need to save community service/organization related work. You cannot save to the **general** Student H and I drives like on the lab computers.
- It will ask you for a password upon boot-up. Just hit enter and then follow the instructions on the "cheat sheet" taped to the monitor.
- Comserv1 has Exchange email for volunteer opportunities and campus emails. Only Center Staff is authorized to send digest emails. Please see a staff member for help submitting campus emails.
- Student Organization leaders are welcome to use Comserv, Comserv1, 2, 3 & 4 along with work-study staff (the work study staff have priority during work hours).

PRINTER

- The printer is in the front office - **all** of our computers are linked to it.
- For printing on letterhead, use the "Manual Feed" option when printing and put the letterhead in the manual feed tray.
- If you print using the manual feed option, you must put the letterhead in the manual feed tray prior to sending the job.
- All print jobs must be Community Service related: **DO NOT PRINT PERSONAL OR CLASS RELATED MATERIAL ON OUR PRINTER!!!**

COPIER

- We have a brand new copier in our office. You must use your student organization's copy code to make copies. If you do not know your copy code, ask a staff member.

FAX

- Place papers to fax in the print tray face down. Only attempt to fax up to 1 page at a time. The machine should advance the first page about 2" down.
- Dial your number (don't forget the 9 for the outside line) and press the Start button. The fax will dial and send your document.

COPYING HUGE JOBS

- The copy center is located two buildings south of Wooglin's on Tejon St. Leave jobs to be done there and ask them to call when the job is complete if they cannot complete it right away. Take a requisition form with the correct copy code on it with you.