



DEPARTMENT OF  
**CHEMISTRY**

**DUPLICATING**  
HANDBOOK

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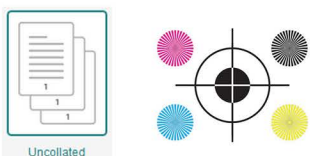
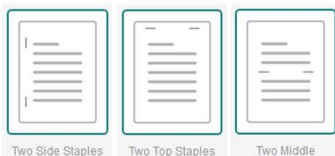
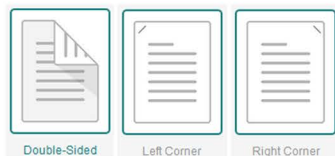
# 1 FILLING OUT THE ONLINE FORM

Before printing or duplicating any documents, you must fill out the online form located at:

[www.chem.indiana.edu/about/online-forms/duplicating](http://www.chem.indiana.edu/about/online-forms/duplicating)

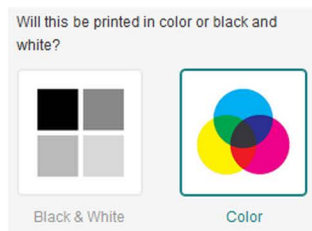


## FORM ICONS



The online duplicating form offers several options to choose from in order to adapt to a wide variety of needs. Each option is represented by a clickable icon and title as shown in the left hand column of this page.

When an icon has a colored border, that means it's selected. You can click or touch the icon again to deselect it.



We offer 4 paper types:

Plain	Cardstock
IU	Other

Note that the **IU** paper can either be *Bond*, *Letterhead*, or *Memo* paper. Select **Other** if the paper type you need isn't listed and use the **Additional Instructions** box to explain what type of paper you'd like.

You can choose multiple paper colors when submitting a single form with different versions to be printed. Remember, any paper color that is selected will have a colored border around it. White is selected by default.

If multiple colors are selected for multiple different documents, be sure to specify the printing instructions in the **Additional Instructions** box.

Once you've selected your printing options you can scroll to the bottom of the form to preview your options and fill out additional details. Your name and email should auto-fill but be sure to check these fields to make sure they're correct.

Next you will either upload your documents or choose to bring hard copies to the duplicating office. You will choose this option if you're emailing the documents as well.

- I will upload my file(s)
- I will deliver hard copies to the duplicating office (C051).

Please upload your files here.

Hold Ctrl (Windows) or Cmd (Mac) to select multiple files.

Select Files

Ensure all selections and fields are correct and click the **Submit** button to finalize your request.

Any further questions or concerns should be emailed to:



[chemdup@indiana.edu](mailto:chemdup@indiana.edu)

## PAPER COLORS



## PREVIEW



Print in Color:	Yes
Double-Sided:	Yes
Paper Type:	Plain
Paper Color:	White

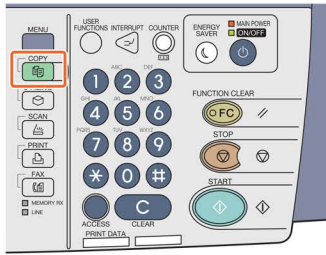
**e-STUDIO857**

# BASIC OPERATIONS



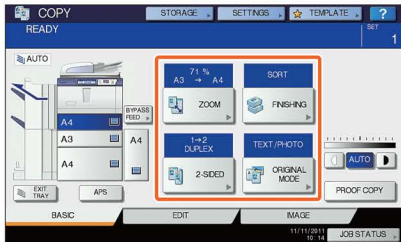
# 1 E-STUDIO 857 MAKING COPIES

- 1 Press the [COPY] button on the control panel.

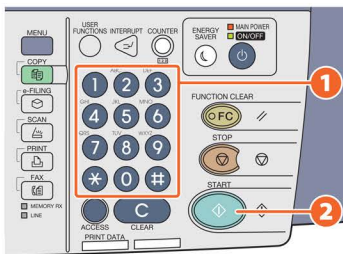


- 2 Place the original(s).

- 3 Select the copy modes as required.



- 4 1 Key in the desired number of copies, and then 2 press the [START] button on the control panel. Copying starts.



## Tips

- To stop copying, press the [STOP] button on the control panel and then [MEMORY CLEAR] on the touch panel.
- Printed paper exits to the exit tray of the equipment or the Finisher (optional). The tray to which the paper exits is indicated by the arrow on the touch panel.

## FINISHING MODE (SORTING)

Press [FINISHING].



## Tip

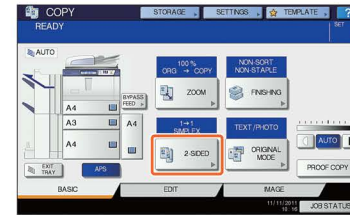
When you use the Reversing automatic document feeder, the sorting mode is automatically set.

- 1 Press [SORT] and then 2 [OK].

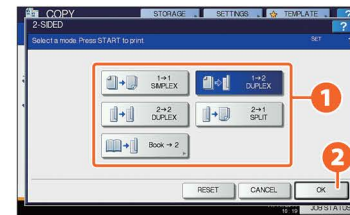


## DUPLEX COPY

- 1 Press [2-SIDED].



- 2 1 Select the desired duplex mode and then 2 press [OK].



## Tip

You can choose from 5 types.  
For example, the following settings can be made.

- 1-sided original to 2-sided copy: 1-2 DUPLEX
- 2-sided original to 2-sided copy: 2-2 DUPLEX

## DENSITY ADJUSTMENT

You can manually adjust the density by pressing either or .

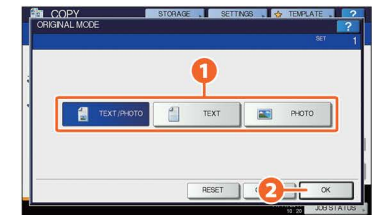


## ORIGINAL MODE

- 1 Press [ORIGINAL MODE].



- 2 1 Select the desired original mode and then 2 press [OK].



## Tip

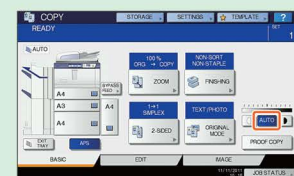
You can choose from 3 types.  
For example, the following settings can be made.

- Originals with text and photographs mixed:

## Tip

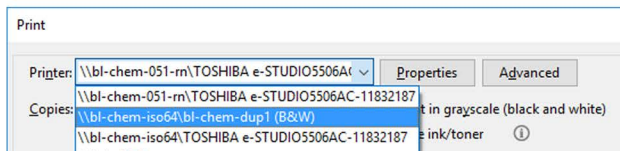
To lighten the density, press to darken it, press .

Press [AUTO] to adjust the density automatically.

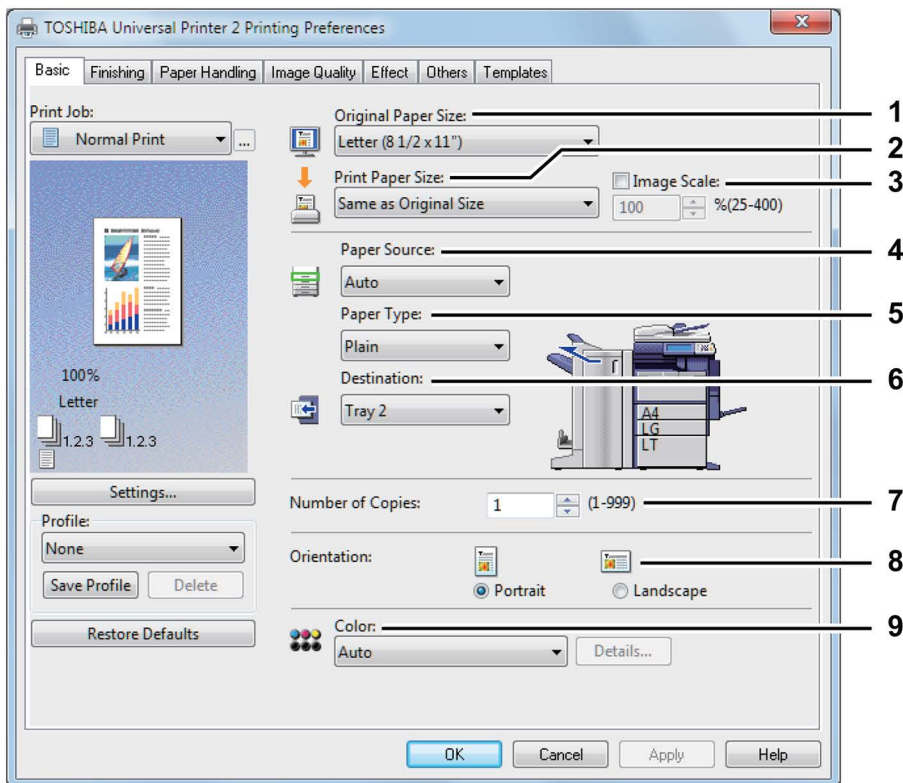


# 2 E-STUDIO 857 PRINTING

When printing to the e-Studio 857, make sure to select \\bl-chem-iso64\bl-chem-dup1 (B&W) from the list of available printers.



The **Basic** tab contains basic print operation settings, such as the original paper size, print paper size, paper source, paper type, destination, number of copies, orientation, and so on.



**1 Original Paper Size**  
This selects the size of a document to be printed.

**2 Print Paper Size**  
Select this to enlarge or reduce a page image to fit exactly in the selected paper size. If you do not wish to enable enlarge or reduce printing, select **Same as Original Size**.

**3 Image Scale**  
Select this check box to enter the scale manually to enlarge or reduce an image. The ratio can be set at between 25 and 400%.

**4 Paper Source**  
This selects a paper source to print a job in the most suitable paper size.

**5 Paper Type**  
This sets the media type of the paper.

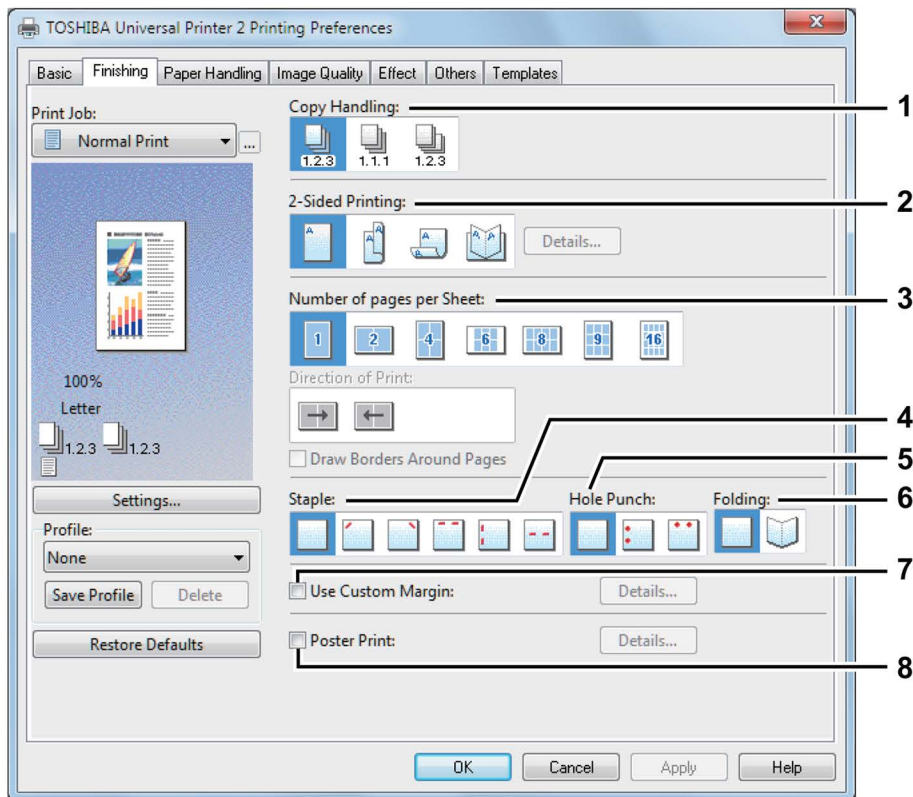
**6 Destination**  
This selects the tray to which the print job is made to exit. The figure on the left indicates the destination currently set with an arrow.

**7 Number of Copies**  
This sets the number of printed copies.

**8 Orientation**  
This sets the paper printing direction.

**9 Color**  
This sets whether a print job is printed in the color or black mode.

The **Finishing tab** allows you to enable sort printing, 2-sided printing, N-up printing, poster printing, stapling and punching.



### 1 Copy Handling

This sets how to sort the printed sheets when numerous copies are made for printing.

### 2 2-Sided Printing

This sets printing on both sides of paper. Select the position of the margin for 2-sided printing.

### 3 Number of pages per Sheet

This sets the printing of multiple pages on one sheet. The pages are reduced to fit the selected paper size automatically and printed.

### 4 Staple

This sets whether a print job is printed with staples. Select the staple position.

### 5 Hole Punch

This sets whether a print job is printed with hole punches. Select the hole punch position.

### 6 Folding

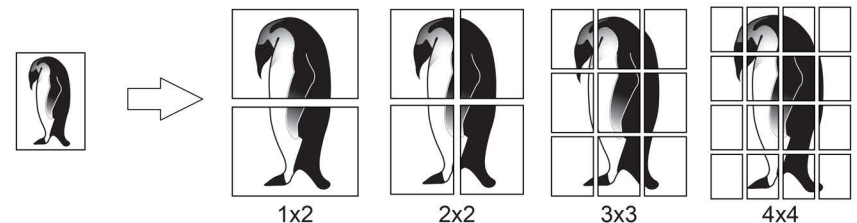
Select this option if you want to have the printed paper folded when it exits. The job is printed according to the other print options set, and then exits with its center folded.

### 7 Use Custom Margin

Select this check box to set the margin on the printed pages. When this box is selected, click *Details* to set the margins in the *Custom Margin* dialog box. The selectable range of the margin width differs depending on the model.

### 8 Poster Print

You can divide a print job onto more than one sheet of paper, so you can create one large image, such as a poster, by connecting the divided images. If this option is enabled, click *Details* and set the Output number of Sheets.



**e-STUDIO5506AC**

# BASIC OPERATIONS





# 1 E-STUDIO 5506AC MAKING COPIES

1 Press [Copy] on the home screen.

2 Place the original.  
P.19 "Placing originals"

3 Specify the 1 number of copies, 2 orientation, and 3 mode as necessary.

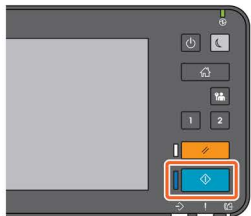


## Tip

You can switch the color mode. The following modes are available.

- Full Color:** Copies in full color. (Default)
- Black:** Copies in black and white.
- Auto Color:** Automatically determines the color of the originals.

4 Press the [START] button. Copying starts.

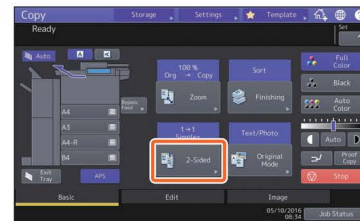


## Tips

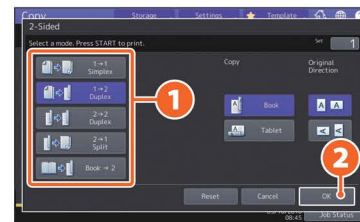
- To stop copying, press [Stop].
- Printouts are ejected to the receiving tray of the equipment or the Finisher. The tray to which the paper is ejected is indicated by the arrow on the touch panel.

## DUPLEX COPY

1 Press [2-Sided].

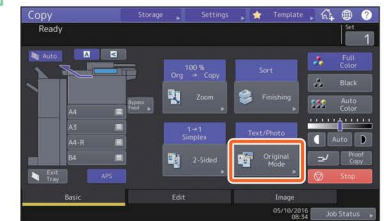


2 1 Select the duplex mode and then 2 press [OK]. Specify the [Copy] and [Original Direction] as necessary.

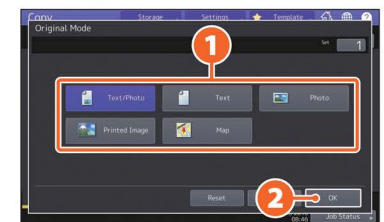


## ORIGINAL MODE

1 Press [Original Mode].

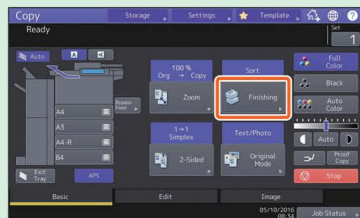


2 1 Select the original mode and then 2 press [OK].

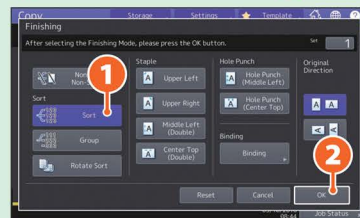


## FINISHING MODE

Press [Finishing].

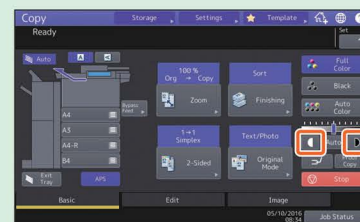


1 Press [Sort] and then 2 [OK].

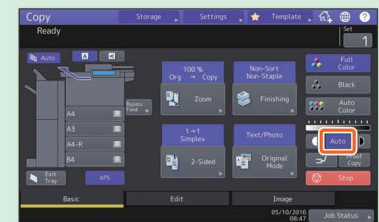


## DENSITY ADJUSTMENT

Press **C** or **D** to adjust the density manually.



Press [Auto] to adjust the density automatically.

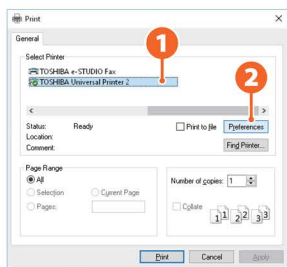


# 2 E-STUDIO 5506AC PRINTING

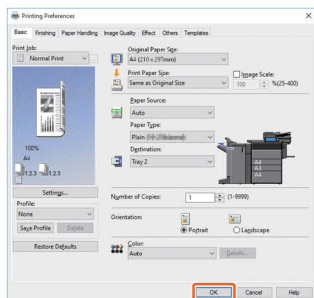
When printing to the e-Studio 5506AC, make sure to select \\bl-chem-iso64\bl-chem-dup2 (Color) from the list of available printers.

1 Select [Print] in the [File] menu of the application.

2 1 Select the printer driver of the equipment, and then 2 click [Preferences] ([Properties]).



3 Set the print options, and click [OK].



4 Click [Print] ([OK]).



## PRINT OPTIONS

For a more detailed breakdown of the available Print Options for the e-Studio 5506AC, please refer to pages 7-10 of this handbook.



### Tip

To install the printer driver in a Windows computer, see the following guide:

📖 P.20 "Installing Client Software"

📖 **Software Installation Guide** (PDF) : "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS"

To install the printer driver in a Mac computer, see the following guide:

📖 **Software Installation Guide** (PDF) : "Chapter 4: INSTALLING PRINTER DRIVERS FOR MAC OS"



Contact Us  
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