

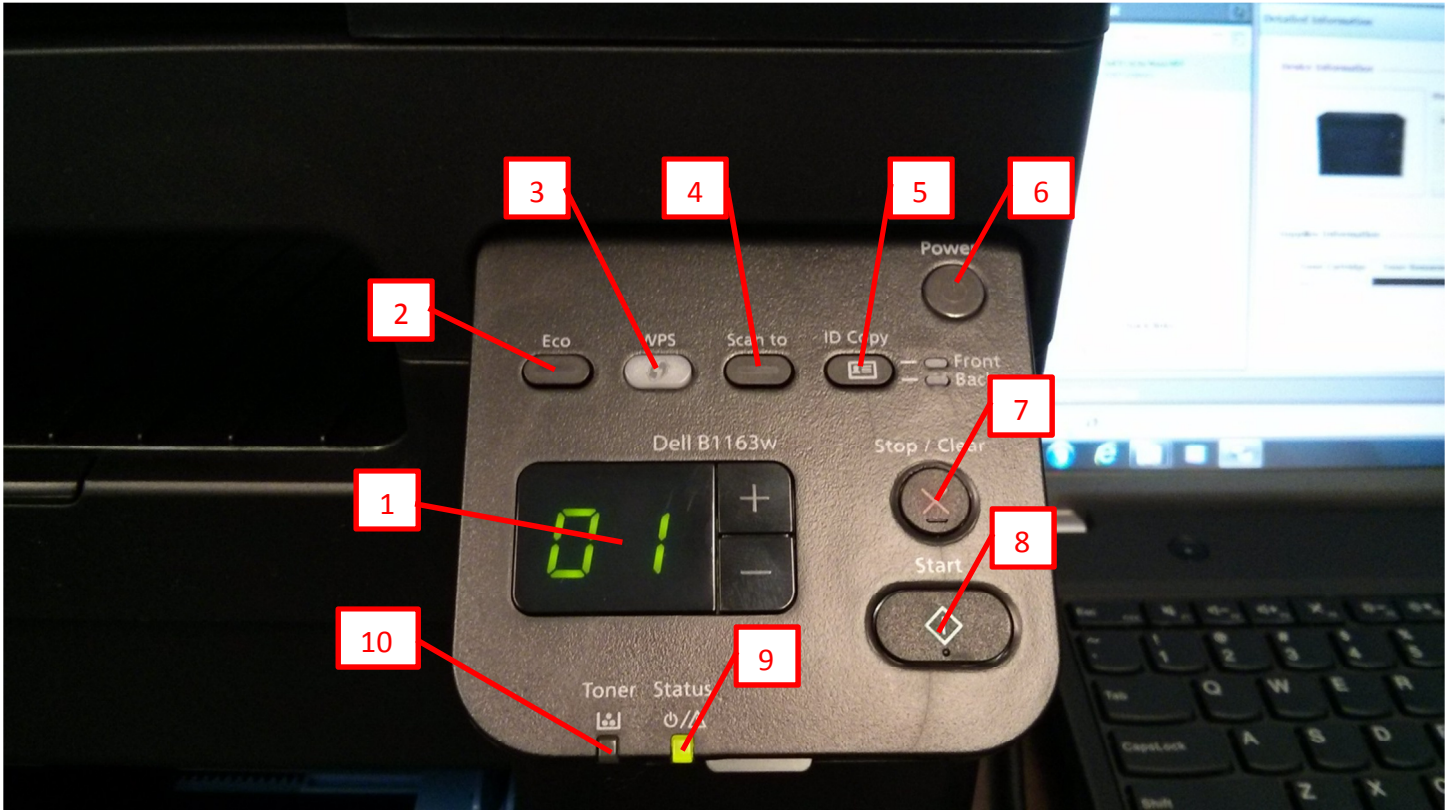
Niagara Child Care Technology Initiative

Getting to Know your New Multifunction Printer



Section 1: Hardware

Your new B1163w Multi-Function Printer (MFP) is setup using the first USB port on the front left of your new laptop. Here's a look at the control panel on the physical printer. By default, the printer is automatically in "copy" mode, ready for printing.



1. LCD Display with + / - button. To print:
 - a. Place your document with front face down on scanner/copier glass.
 - b. Use the + / - to set the amount of copies you would like to do.
 - c. Press the *Start* button when ready
2. *ECO Boost* button (currently disabled via Software settings)
3. *WPS* button (Wi-Fi Protected Setup)
4. *Scan To* button - used to scan a document and send it directly to the preset "Scans" folder (see Section 2) Used for quick scanning of a single document.
5. *ID Copy* button. To copy 2-sided identification cards, licenses, etc:
 - a. Place card with front face down on scanner/copier glass.
 - b. Press *ID Copy* button and make sure "Front" light is lit up **green**.
 - c. Press *Start* button.
 - d. Let the copier finish; "Back" light will light up **green**.
 - e. Turn the card over on the glass and place to the back so it is facing down.
 - f. Press *Start* and the copy will finish.

6. *Power* button - press and hold for 5 seconds to power off. The Power button light is **blue** when printer is in sleep/idle mode. Press once to either power on or wake from sleep/idle mode.
7. *Stop/Clear* button - used to stop a print job and clear any device errors.
8. *Start* button - used to start copy/scan jobs.
9. *Status* light - for power, paper jams and other errors. When **solid green**, device is on and idle; **blinking green** is processing jobs; and **blinking red** for errors.
10. *Toner* light - no light means that toner is in good status; **solid amber** means that it has no toner remaining.

Section 2: Software

Your new laptop has been pre-loaded with the most current Dell software for working with your new B1163w Multifunction Printer (MFP). We have already configured the settings for the device to print, scan, and alert. However, below are instructions for the Printer Manager console where these default settings can be changed.

We placed a shortcut on the desktop to the *Dell Printer Manager*. You'll also find it in *Start > All Programs > Dell Printers > Dell B1163w Printer > Dell Printer Manager*. Open to manage your printer's settings.

On the main page, you will find general device information, the status of the printer, the amount of toner remaining, the paper type set on the printer's tray, and the network status of the machine as seen in the screen below.

The screenshot displays the Dell Printer Manager web interface. The top navigation bar includes 'Device Settings', 'Scan to PC Settings', and 'Alert Settings'. The left sidebar shows a 'Printer List' with one entry: 'Dell B1163w Mono MFP' (PORT:US8001). The main area is titled 'Detailed Information' and contains the following sections:

- Device Information:** Shows a printer icon, a status of 'Sleeping...', and a 'User's Guide' button.
- Supplies Information:** A table showing toner levels.

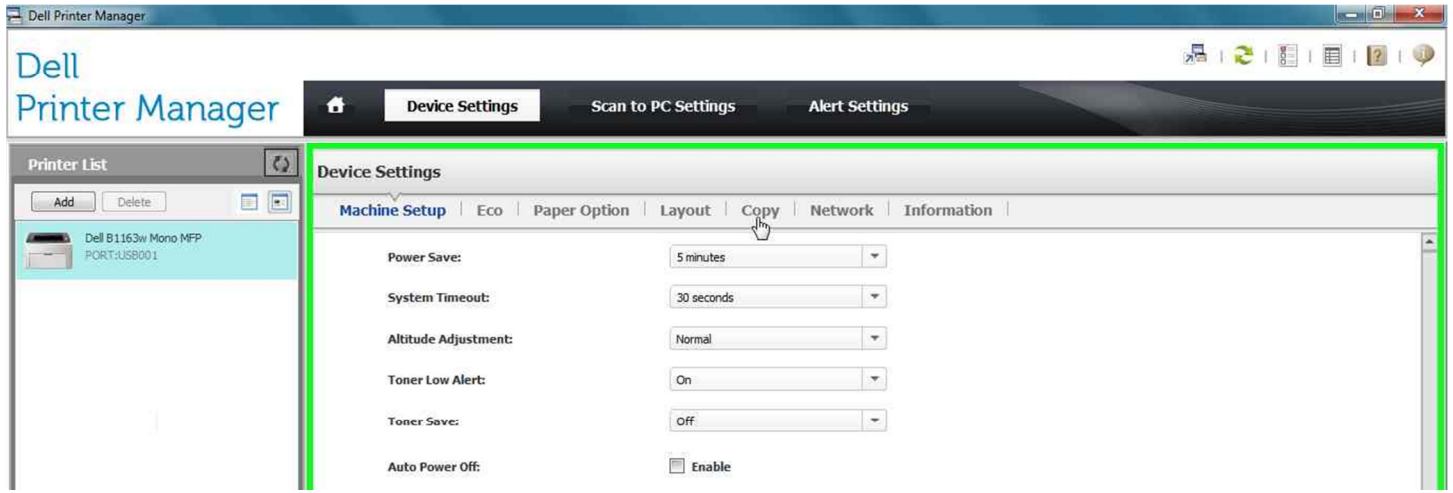
Toner Cartridge	Toner Remaining	Model ID
Black	100%	MLT-D101S

* % value is estimated value.
- Paper Information:** A table showing paper settings.

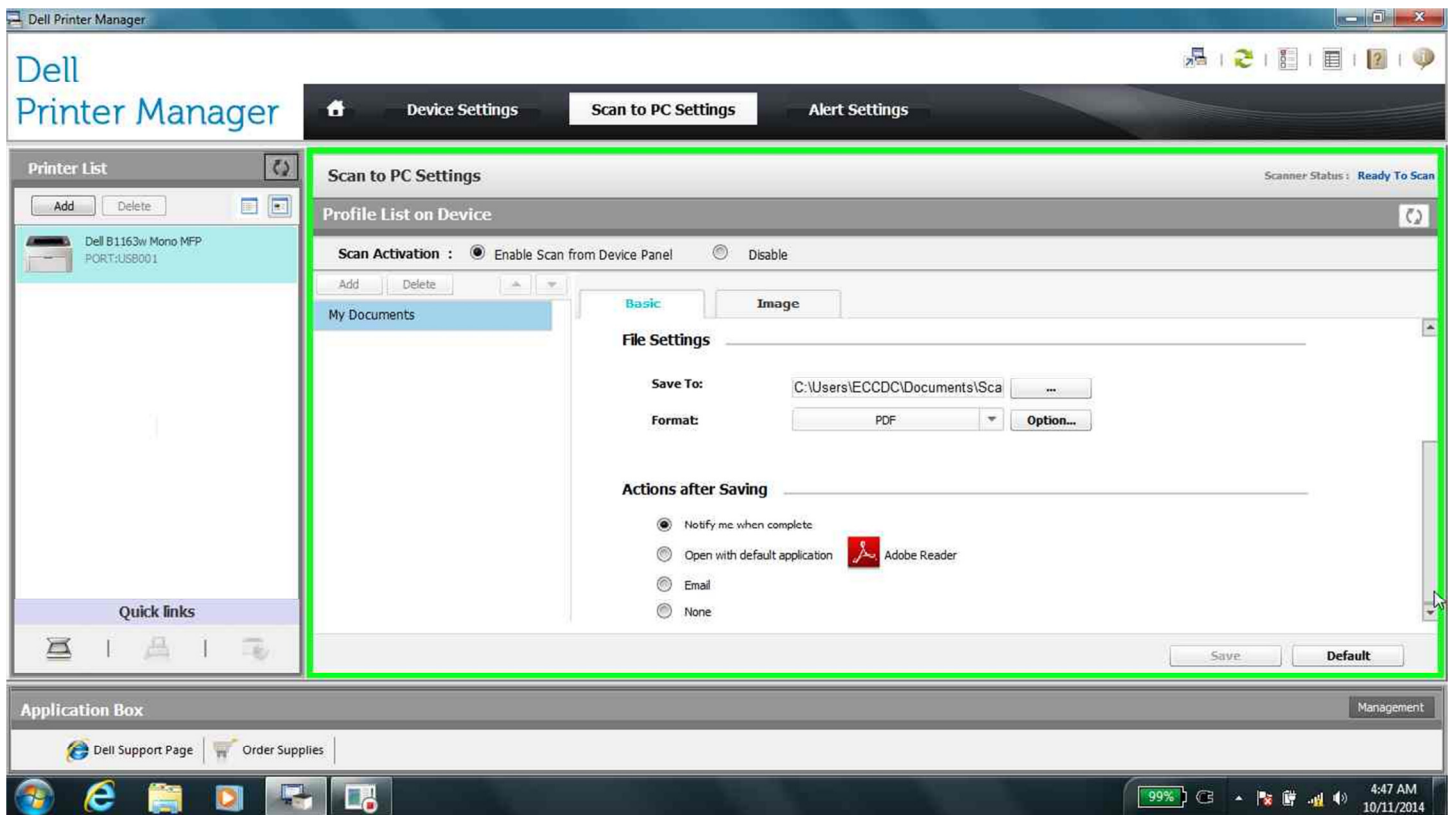
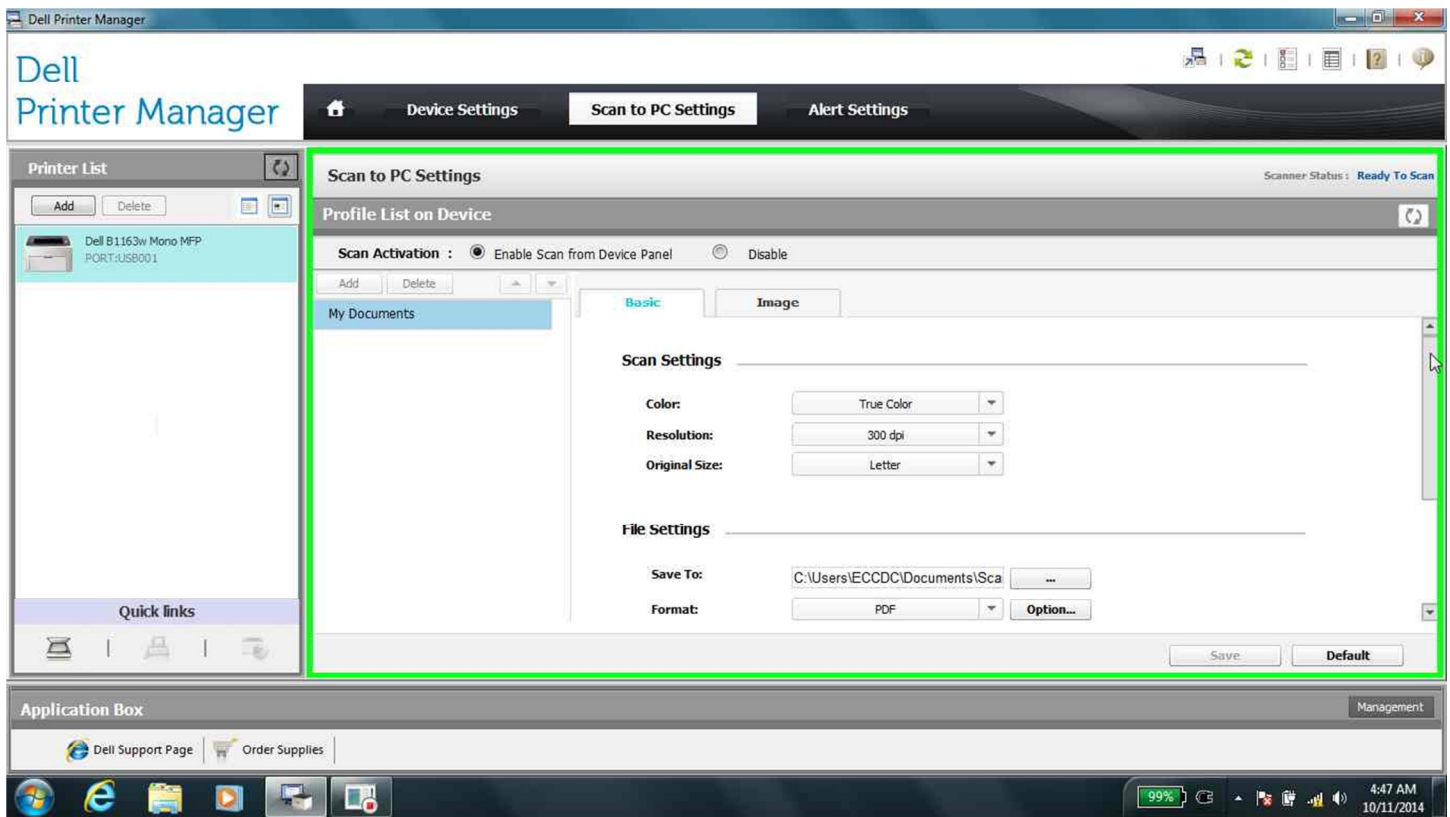
Input Trays	Paper Type	Paper Size
Tray 1	Plain	Letter

The bottom of the interface features an 'Application Box' with links to 'Dell Support Page' and 'Order Supplies', and a system tray showing the time as 4:46 AM on 10/11/2014.

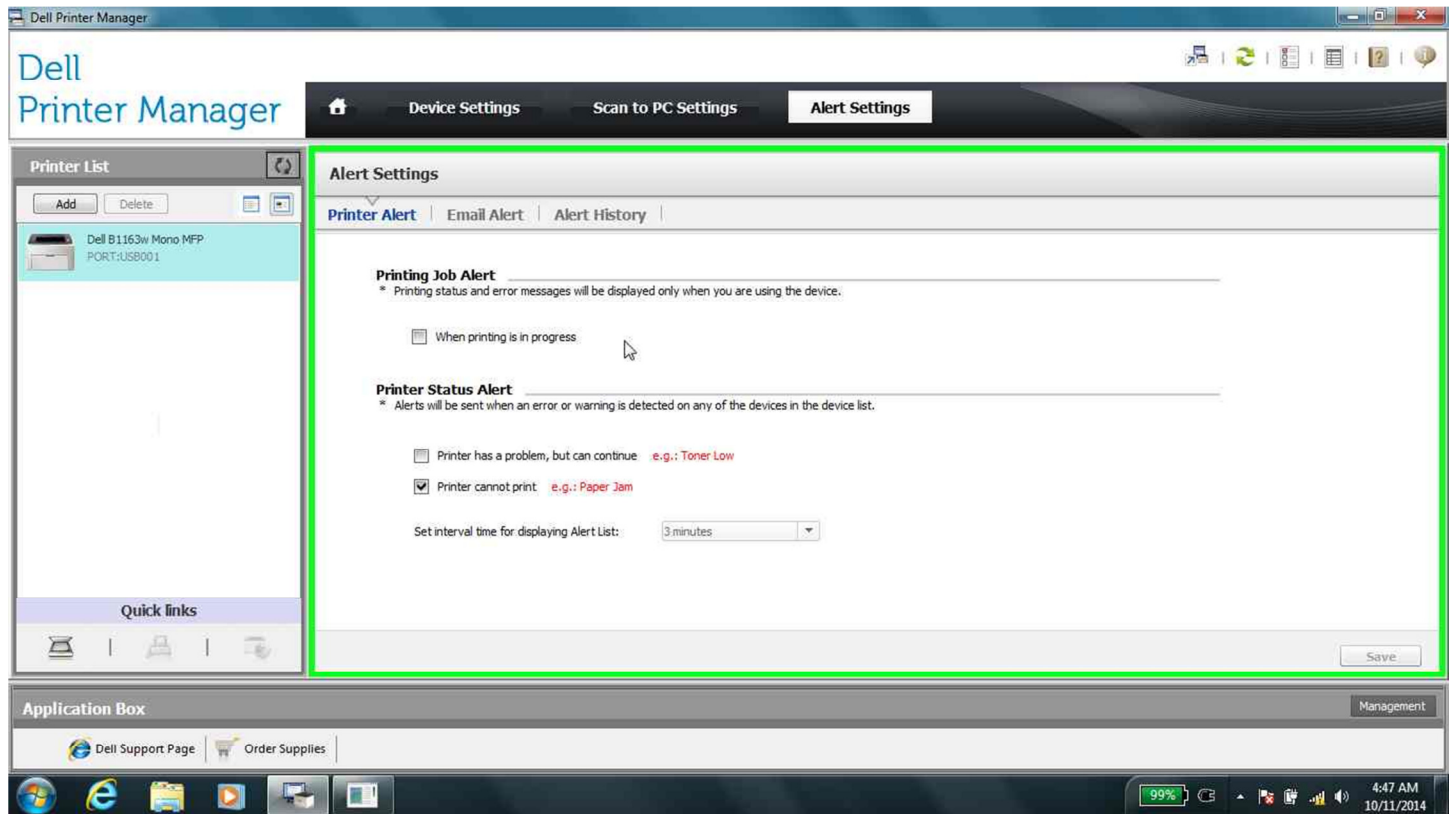
Click the *Device Settings* tab to show device options for the printer as shown in the screen below. The 3 main areas are *Machine Setup*, *Paper Option*, and *Network* where your own IT department may need to gather networking information for the MFP.



The second tab is where to find Scanning settings for the MFP. Your MFP is already configured to automatically send all documents you've scanned to a Users\My Documents\Scans folder, also accessed by a shortcut on the desktop.- Each scan is tagged by date, listed in chronological order, and has a default save format set to the Adobe PDF file format (.pdf).



The third tab in the Dell Printer Manager is *Alert Settings*. To prevent multiple unnecessary pop-ups, the only alert we've enabled is the "printer not functioning correctly and therefore cannot print" notification. These alerts can be adjusted according to your preferences.



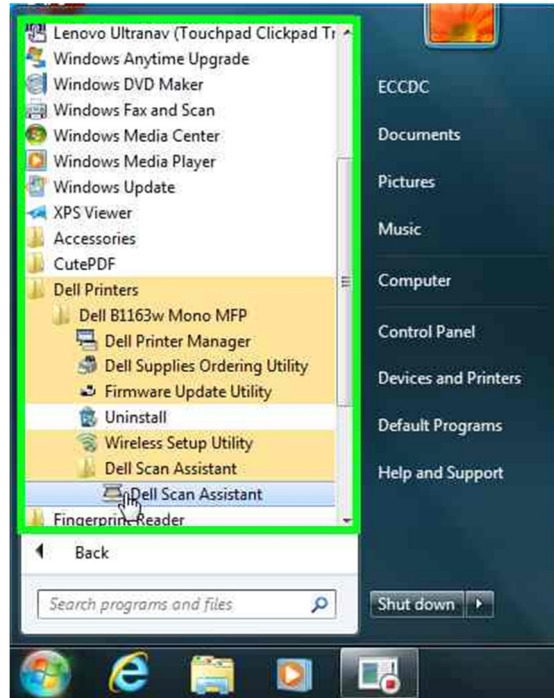
The screenshot displays the Dell Printer Manager application window. The main navigation bar includes "Device Settings", "Scan to PC Settings", and "Alert Settings". The "Alert Settings" tab is active and highlighted with a green border. On the left, the "Printer List" shows a single device: "Dell B1163w Mono MFP" with port "PORT:USB001". Below it are "Quick links" for various printer functions. The "Alert Settings" panel contains two sections:

- Printing Job Alert**: A note states "Printing status and error messages will be displayed only when you are using the device." There is an unchecked checkbox for "When printing is in progress".
- Printer Status Alert**: A note states "Alerts will be sent when an error or warning is detected on any of the devices in the device list." There are two checkboxes: "Printer has a problem, but can continue" (unchecked, with example "e.g.: Toner Low") and "Printer cannot print" (checked, with example "e.g.: Paper Jam"). Below these is a dropdown menu for "Set interval time for displaying Alert List:" set to "3 minutes".

A "Save" button is located at the bottom right of the alert settings panel. The "Application Box" at the bottom contains links for "Dell Support Page" and "Order Supplies". The Windows taskbar at the very bottom shows the system tray with a 99% battery level, network and volume icons, and the date/time "4:47 AM 10/11/2014".

Section 3: Scanning Multiple Pages

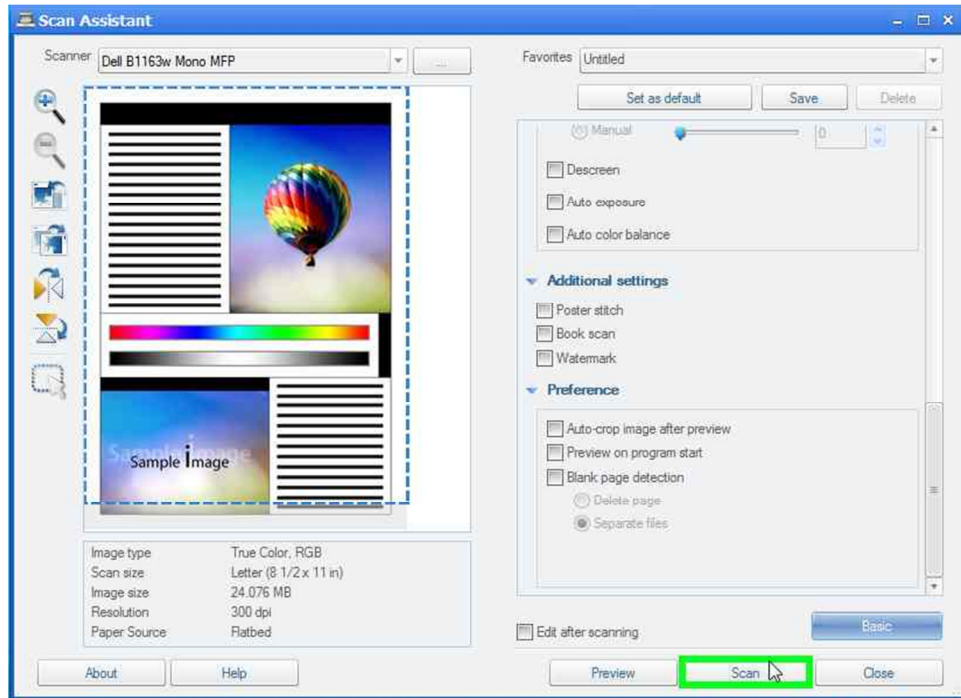
To scan multiple pages with your new MFP, use Dell's **Scan Assistant** Utility. We placed a shortcut to it on the desktop (also find it in *Start >All Programs > Dell Printers > Dell B1163w Printer > Dell Scan Assistant*).



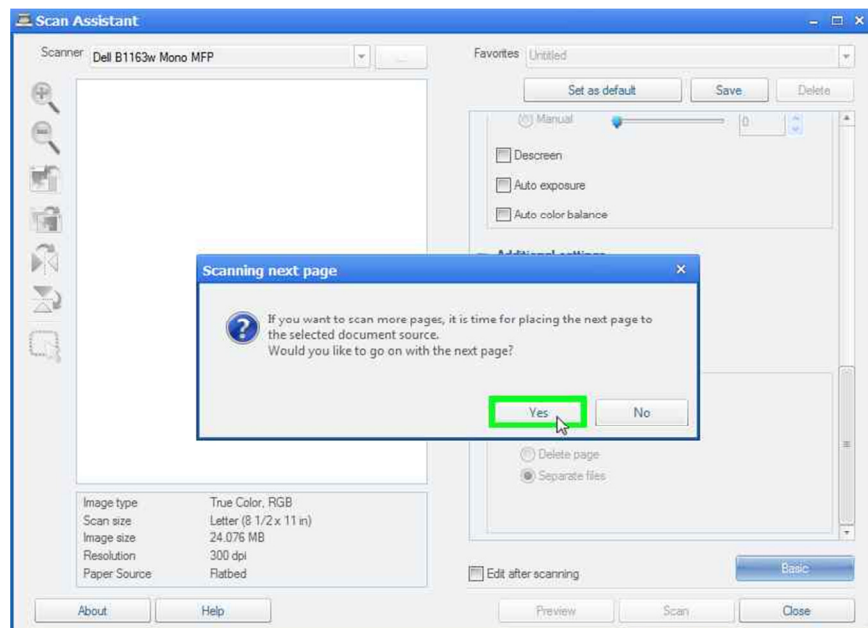
From here, you can change the preset scan settings—including making multiple-document scan settings by default. For multiple page scanning, be sure *"Prompt for Additional Pages"* is selected otherwise you will only be scanning one page at a time and creating multiple documents instead of consolidating multiple pages into a single document. When ready, click on the *Scan* button in the bottom right. A preview window will pop up.

Steps and screenshots for Multi-Page Scanning

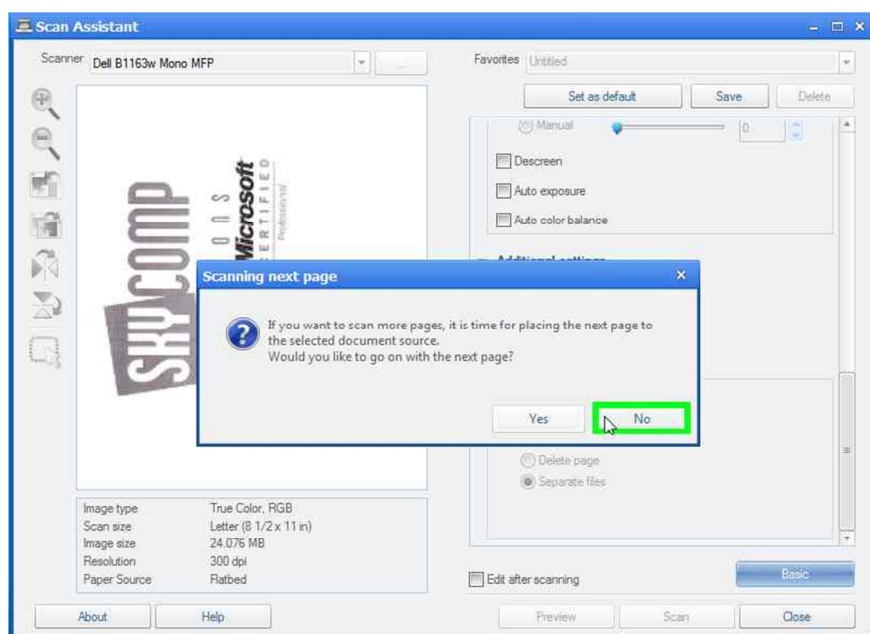
1. Place your document's first page face down on the copier glass.
2. Open the Dell Scan Assistant and check your scan settings; be sure to select *Prompt for Additional Pages*.
3. Press *Scan* at the bottom right start your document.



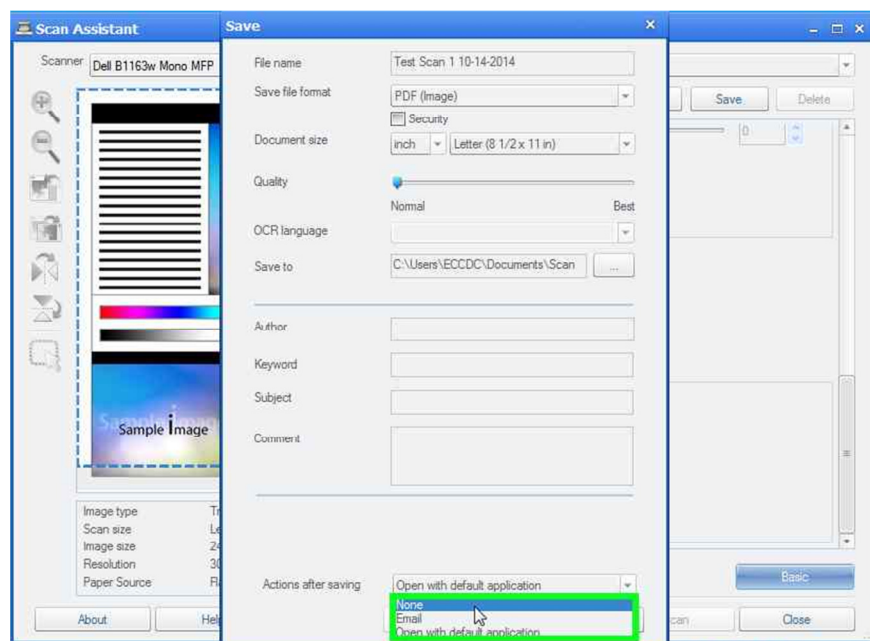
4. When the first page has finished scanning, the software will prompt you scan the next page. In the popup window, select "yes" then open the lid and replace the existing piece of paper with the next page.



- The software will continue prompting *Scanning Next Page* until you are finished creating your document and press “No”.



- In the “Save” window that pops up, name your document and pick a different location for it if necessary (remember, scans are preset to save in your Users\My Documents\Scans folder, also accessed by a shortcut on the desktop).
- You are also able to perform an additional “action” with this document after saving:
 - Automatically open the document for viewing, or
 - Automatically open your default mail program (ex. Microsoft Outlook) with a blank email ready with your document already “attached”.



In this example, we have named the document “Test Scan 10-14-2014”, chosen to save the document as a PDF file, picked the “letter” paper size, allowed it to save in it’s default folder, and chose not to open or email it after it is saved.