



OANC QUICK TIPS

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Using the Shared ANC Printer in the Wilson Building

The OANC has a printer in the Wilson Building available for Commissioners' use 24/7. It is located in the hall just outside of the OANC office on the Ground floor of the Wilson building – to the right of our door at G11. You will need to turn on the printer (if it has powered off) and log in to the printer to access the copy and print functions.

This quick reference will go over the following topics:

- Powering on the copier/printer;
- Logging in to the printer;
- Selecting color or black & white copies; and,
- Directly printing a file in USB memory.

No. 1 – Powering on the copier/printer.

During normal business hours, the copier/printer will likely already be on. However, following periods of inactivity, the machine will automatically power off. If the display screen is black, the image below indicates where the power button is located to turn the machine on.

- The power button is located on the upper right edge of the display screen. Push the button with the icon below.



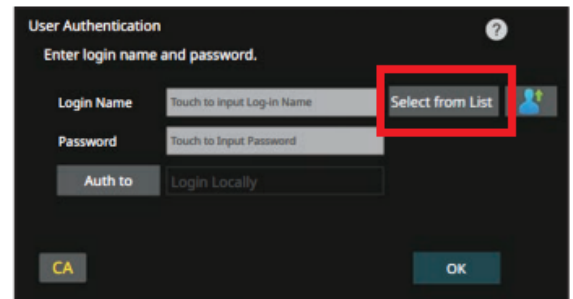
No. 2 – Logging in to the printer.

To log in to the printer, each Commission has been set up with a username related to their Commission. So, usernames are ANC1A, ANC1B, ANC1C, etc. all Uppercase. If you do not remember the username or need to look it up, you can select it from the list (the button is to the right of the Login Name on the control panel, see image below).

AUTHENTICATION BY LOGIN NAME/PASSWORD

This method enables users to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.

When starting the machine, the login screen appears.

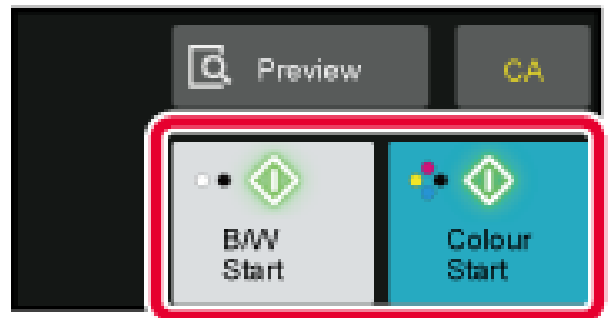


At this time, usernames are ALL CAPS (uppercase).

The password was distributed to Commissioners by email. If you need assistance with the password, please contact the OANC office between the hours of 10am and 6pm by phone (202) 727-9945 or by email at oancs@dc.gov.

No. 3 – Selecting color or black & white copies.

Once you have logged in to the printer, to copy a document you have, place it on the glass plate and close the lid or put multiple pages in the paper tray (face up) on the top of the lid. Then select the “Copy” icon. Upon doing so, you will notice a choice of B/W Start or Color Start in the lower right corner of the display. The default printing option is Color. To select B/W, you can select that option before printing. See the image to the right.



No. 4 – Directly printing a file in USB memory.

Files in a USB memory device connected to the machine are printed from the operation panel of the machine without using the printer driver. For instructions, see the following page from the user manual.



DIRECTLY PRINTING A FILE IN USB MEMORY

Files in a USB memory device connected to the machine are printed from the operation panel of the machine without using the printer driver.

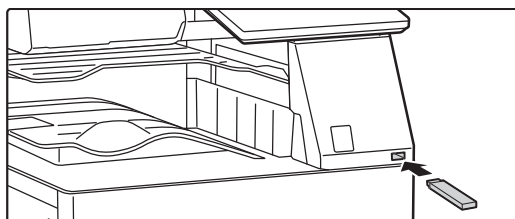
The file types (and corresponding extensions) that can be printed directly are shown below.

File Type	TIFF	JPEG	PCL	PDF/EncryptedPDF/Compact PDF* ¹	PS* ¹	DOCX, XLSX, PPTX* ²	PNG
Extension	tiff, tif	jpeg, jpg, jpe, jfif	pcl, prn	pdf	ps, prn	docx, xlsx, pptx	png

*¹ On the BP-50C26/BP-50C31/BP-50C36/BP-50C45/BP-50C55/BP-50C65/BP-55C26, the PS3 expansion kit is required.

*² On the BP-50C26/BP-50C31/BP-50C36/BP-50C45/BP-50C55/BP-50C65/BP-55C26, the Direct print expansion kit is required.

1



Connect the USB memory device to the machine.

2

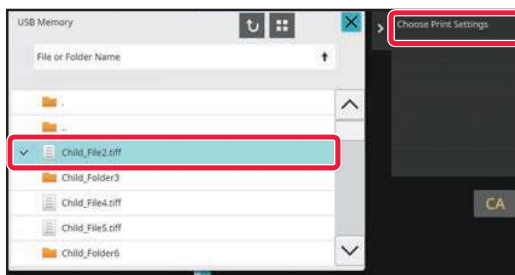


When a screen for selecting the action appears, tap [Print from external memory device (USB)].

If the screen does not appear, follow these steps:

- (1) Tap the [File retrieve] key.
- (2) Tap [Select File from USB Memory to Print] on the action panel.

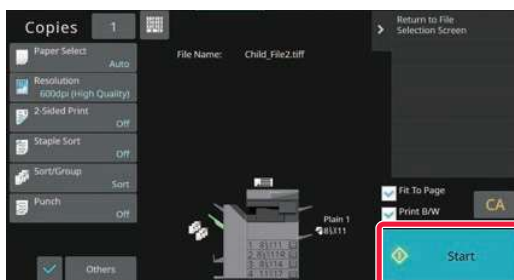
3



Tap the key of the file that you wish to print, and tap [Choose Print Settings] on the action panel.

- When printing multiple files, tap the keys of the files you wish to print, and tap [Print] on the action panel.
- Tap to switch to thumbnails.

4



Select print settings and tap the [Start] key.

5

Remove the USB memory device from the machine.

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