Solutions Management Group’s
Phase 2 – Refresher- Training Agenda
Kirkwood Community College

Make / Model: ____________________________  Serial #: ____________________________

Phase 2a  Overview Equipment:
Document Feeder: documents face up in feeder; sensors that indicate paper size
Document Feeder: demonstrate how to open feeder
Copying from the Glass: documents face down on glass; cleansing cloth for glass
Bypass Tray Location
Jam Clearance Locations
Paper Tray Loading / Change Paper Types / how to adjust trays
Finishing Options / demonstrate how to collate and staple in copy mode and print mode
Replacing Toner / Supplies
Clear Modes / Stop / Start Buttons

Phase 2b  Copy Features:
Copying – Input: Original Type (photo, pale, generation), Mixed Size Original, Custom Size Original
Copying – Throughput: Paper Tray Selection, One & Two Sided Copies; Enlarging & Reducing; Copy Features
Copying – Output: Sorting; Stapling

Phase 2c  Print Features:
Printing – review the print driver options
Printing – releasing locked jobs, deleting sent jobs
Printing – Output: sorting and stapling

Phase 2d  Fax Features:
Faxing – sending a fax, using the address book
Faxing – how to send a long distance fax, entering pausing for user codes

Phase 2e  Scan Features:
Scanning, Scan to E-mail – manually inputting an email address, using the address book, attaching sender’s
information, read receipts, changing file types

Please enter a School Dude Ticket for Service & Supplies:
Order toner BEFORE running out

Kirkwood Employee: ____________________________

Date of Training: ____________________________

SMG Employee Providing Training: ____________________________