

## Volunteer Training on Office Equipment

### 1. Postage Machine

- ✚ Push Start
- ✚ Enter code "9876"
- ✚ Place envelope on top of the scale to get the correct postage
- ✚ If it is an envelope larger than a standard letter, be sure to select "large envelope" to get the correct postage amount (ask your supervisor for assistance)
- ✚ Please take any outgoing mail to the blue post box on Fox St. (near liquor store)

When working with larger or heavier envelopes please ask your supervisor for assistance

### 2. Copy Machine

- ✚ Use 2<sup>nd</sup> drawer for colored paper
- ✚ Place colored paper in 2<sup>nd</sup> drawer and remove when finished

Single sided copy (for black and white or colored copies)

- ✚ Select Drawer 2 ( if colored paper)
- ✚ Select Black and White – or – Color
- ✚ Select Number of copies
- ✚ If Staples are needed, please ask your supervisor for assistance

Single sided to double sided

- ✚ Select Drawer 2 ( if colored paper)
- ✚ Select Black and White – or – Color
- ✚ Select 1-to-2 sided copies
- ✚ Select Number of copies
- ✚ Select Staples (if desired)

### 3. Fax Machine

- ✚ Put copy in tray (single sided only) face up
- ✚ Push the Fax button
- ✚ Press 9-then phone number with area code
- ✚ Watch until paper has fully fed through fax machine (there will only be a printed notice if the fax has failed)