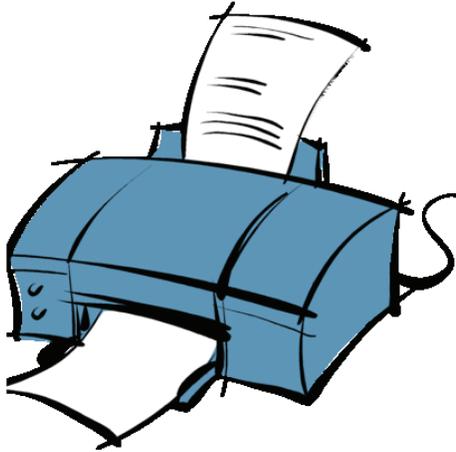




IT NEWS

March 1, 2016
Volume 1, Issue 2



Network XEROX Printers

This newsletter contains useful information about the details and features of our network printers.

In 2013 the IT department added and updated printers to the network. These printers cost the County about \$15,000 per machine. And boy do these machines perform! They are true work horses designed to be used frequently at high capacity.

A Networked printer—is a printer that you can access from your computer to print anywhere within the county.

XEROX printers are mapped to your computer so that you are able to print to any printer within the Counties network infrastructure. We wanted to highlight some really useful features that are great ways to boost productivity and collaboration throughout the County

Boise Office Equipment services and maintains these printers. We will go over some simple troubleshooting steps as well as what do when its time to request more assistance.

Inside this issue: Printer

Printer Locations	2
Printer Features	2
Features Continued	2
Toner Recycling	3
Troubleshooting	3
Security	3

Special points of interest:

- Check out our DID YOU KNOW boxes for short cuts
- If you'd like to submit information send us an email.
- Next months issue will focus on digitization

Provided by the IT Department

XEROX PRINTER LOCATIONS

Clerks

Prosecuting Attorney

Assessors

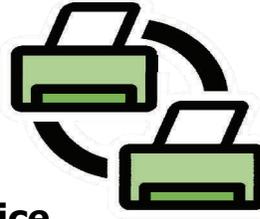
Planning and Zoning

Treasure

Court Clerk

Sheriffs Office

UI Annex



Did you know?

Using these network printers can save you time when printing bulk.

Xerox printers print 55-65 Pages per minute.

So printing 3000 pages = 45-55 minutes.

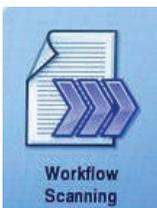
XEROX PRINTER FEATURES

Secure Printing— If you don't want your confidential or private documents to be left in the output tray, open for viewing, or even taken by someone else, Secure Print allows you to control the print timing of your documents. [Follow This link for more.](#)

Delayed Print— Do you have a big job to print? Do you want to avoid the scornful looks from co-workers as your 800 page job prints out? Well I have a feature for you, the delay print feature allows you to set a job to print on off hours so that you do not get those looks. [Click here for more info.](#)

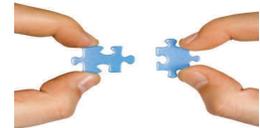
Print To Fax (LANFax)— This feature enables you to fax a document directly from your workstation without ever printing the document or even going to the Xerox printer. So Sit back, relax and LANFax!

[Check out this link for more.](#)



Workflow Scanning — The Workflow Scanning feature simplifies the task of scanning multi-page documents and saving the scanned image files in one or more file locations.

[See How it can work for you.](#)



Not connected to one of these printers? Let us know and we will get your workstation set up to print to one of these locations.

Why use of these? The county pays BOE to maintain and supply ink for these printers.

Using these printers cost your department nothing!

Did you know?

That the Cost per page using a Xerox printer is less than one cent?

As compared to 3-5 cents for other printers within the County. That can add up to some real cost savings!

BOE Support: 208-377-1666



TONER/INK RECYCLING

We offer **INK/TONER** recycling.

Go to: [http://](http://www.evolverecycling.com)

www.evolverecycling.com

Login using the following credentials.

User: admin@co.valley.id.us

Pass: ValleyCounty!

Click print labels

The address information will be pre filled out for.

Print label and attach it to package.

Note: Please send in a minimum of 20 items or 20 lbs. of mixed product. Please refer to our [shipping guidelines](#) or call your customer service representative with any questions toll free at 1.855.933.8658.

The screenshot shows the 'Welcome to your Evolve Recycling Master Account, Valley' page. It includes navigation links for Shipping to Evolve, Payment Info, Promote Recycling, and Sustainability Report. There are three main sections: 'Print Labels' (print a prepaid UPS label), 'Order Labels' (print return labels for HP, IBM, and Xerox), and 'Freight Pickup' (request pickup for 200+ lbs of toner). A 'We're Here to Help' section provides contact information for customer service.

Did you know?

Xerox printers automatically alert BOE when your printer Ink is low. So, you'll never have to worry.



PRINTER TROUBLESHOOTING

Nothing boosts productivity like technology. But when hardware or software do not work as expected, it can quickly become a time sink. Here's how to easily resolve printing problems that aren't related to equipment failure.

Paper Jams. Unfortunately, jams happen. Fortunately, Xerox makes easy to follow instructions for clearing jams on your printer's display.

Poor Image Quality. There are a variety of print quality issues that users experience from time to time. Image quality remedies fall within a few common areas that you can address.

- Check your print properties to be sure that correct paper type is selected.
- Check to be sure the paper loaded in the tray matches the type selected.
- Check Toner cartridges for damage and replace if damaged.
- If your pages have smudge marks, print several blank sheets of paper, then reprint your original document.



BOE is here to help! If there is problem that you can't handle call BOE!

208-377-1666

They will need the BOE printer number which is located on the BOE sticker, typically on the left front of the printer.

Then submit a ticket to the IT Dept. so we can be on the lookout for the Tech.

DON'T GET TRICKED!

Don't be tricked into giving away confidential Information

Don't respond to emails or phone calls requesting confidential company information including employee information, or financial results

Report any suspicious activity to IT Dept. immediately.

Click [HERE](#) to watch this months video.



Reminder:

IT security is of the utmost importance when reading emails, searching for information on the web and providing the public information from Counties resources.

SEC_RITY is not complete without U.