

PRINTING POLICY

Thank you for your ministry to our church. We acknowledge that the printing of support materials is an integral part of any ministry and the following is a set of guidelines to increase efficiencies and to support you and your team.

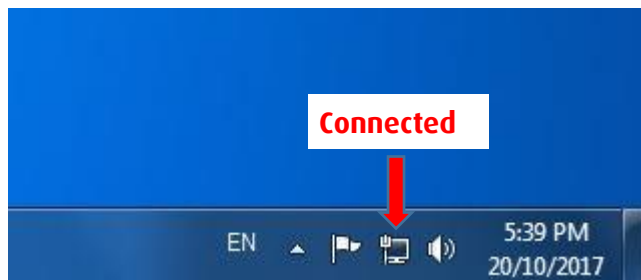
Please read these carefully and share with your team.

1. Printing can be done by the Office & Pastoral Team Assistant, office helper or by anyone who is involved in the ministries of The Lakes or ministries supported by The Lakes.
2. Anyone who requires assistance in printing should contact the Office & Pastoral Team Assistant directly via church office phone or email.
3. To ensure you can meet your printing deadline, it is important to allow sufficient time. Ideally, planning and communication with the Office & Pastoral Team Assistant should take place around 3 to 4 weeks before the deadline.
4. If you have a request for additional printing, please send it to the Office & Pastoral Team Assistant via email by Monday and printing will be ready by Friday of the same week.
5. Please bear in mind that the Office & Pastoral Team Assistant has to prioritise the existing tasks/ routines and often there is not an available office helper. For these reasons, no last minute request can be accepted or fulfilled (especially on a Friday).
6. If you do not require assistance in printing, please contact the Office & Pastoral Team Assistant directly via phone or email to find out a suitable time to use the photocopier. This is to ensure that the printing does not disrupt the general operations at the church office.
7. This policy along with the *Instruction of Printing* should be given to anyone who needs to use the photocopier at church office. Please ensure that they are familiar with the computer and photocopier before printing takes place.
8. If assistance with copying is required, a suitable time can be arranged (by appointment) with the Office & Pastoral Team Assistant to learn how to use the computer and photocopier prior to doing the print run.
9. At the time you do your printing, please complete the *Printing Expenses for On-Charge Purposes* form, sign and return to the Office & Pastoral Team Assistant. This is to assist with accounting. These forms are available in the Forms Filing Cabinet at church office.
10. When there are conflicting demands, the printing priorities will be as follows:
 - A) tasks the Office & Pastoral Team Assistant has to complete the particular day or week.
 - B) other ministries of The Lakes on first-come first-served basis.
 - C) others.

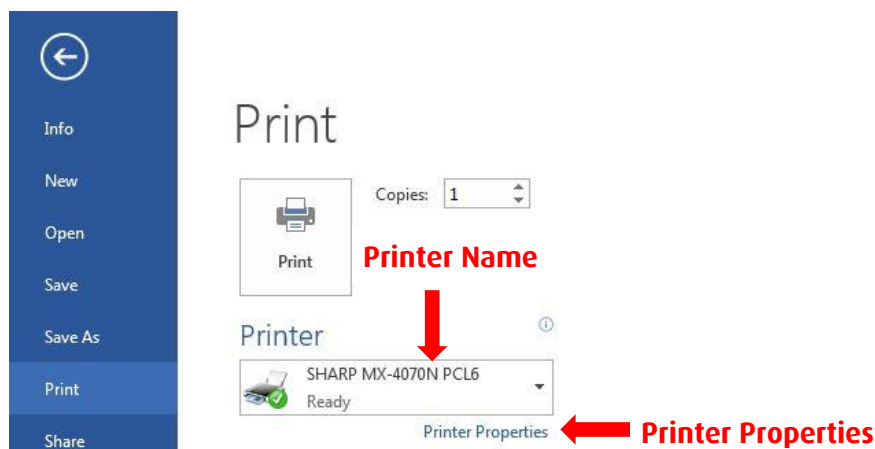
Thank you for your assistance and cooperation in this matter. We can all work together to reach our different goals and ultimately extend God's Kingdom.

Instructions of Printing:

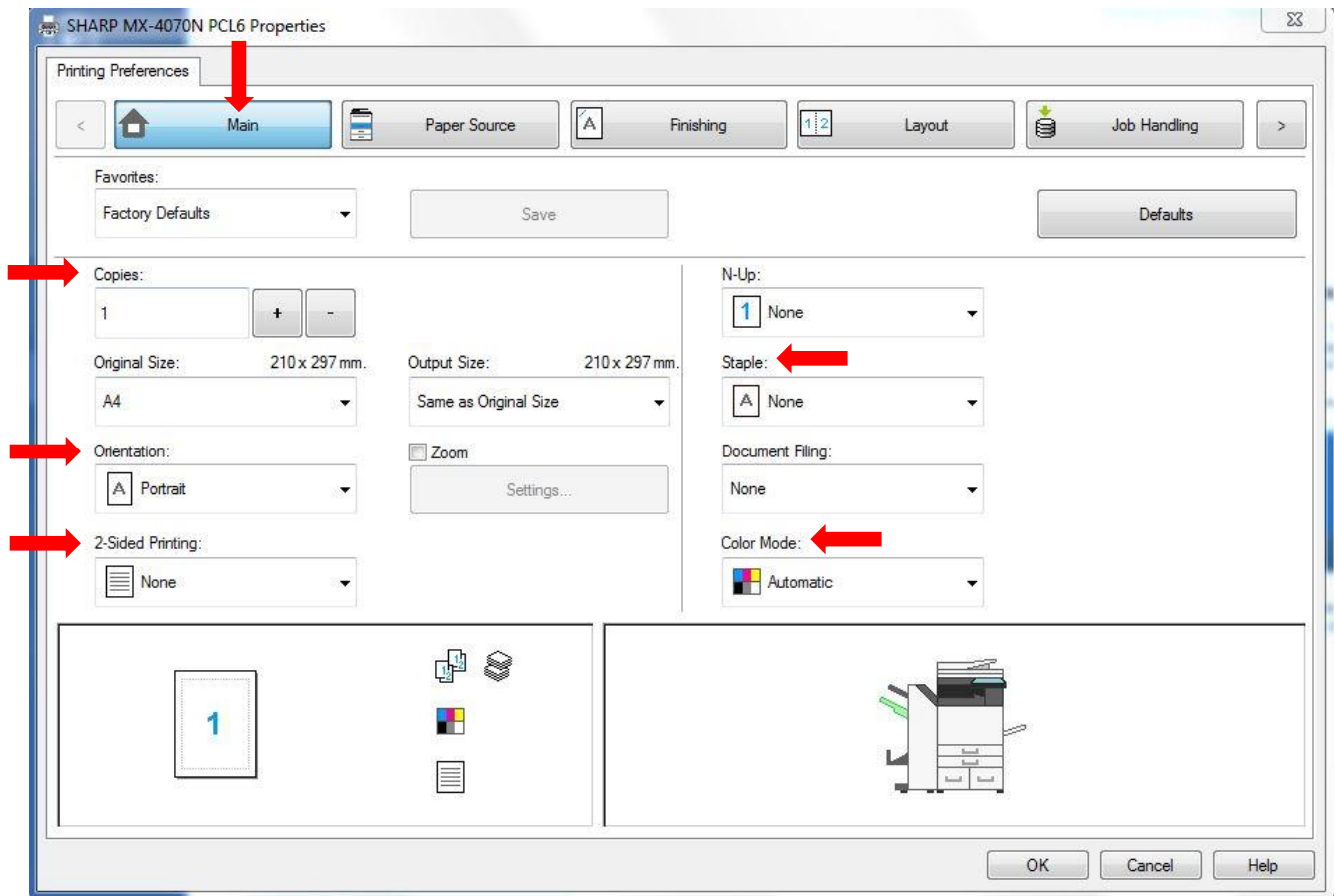
- Log in to the “Volunteer Computer”.
Username: Volunteer
Password: Growing@6PA
- Check the connection icon and to ensure the computer is connected to the office network.



- If the computer is not functioning or has lost the connection, check all the cables connected to the computer that they are plugged in and connected properly.
- Ensure the computer is connected to the photocopier at church office by checking the printer name (SHARP MX-4070N PCL6). Click on Printer Properties to go to Printing Preferences.



- Ensure you have chosen the right setting to print your document. You will find most of the settings needed on the Main Tab. The most common settings (see picture below):
 - Copies – how many copies?
 - Orientation – portrait or landscape?
 - 2-Sided Printing – 1-sided (None) or 2-sided (Long Edge – portrait document; Short Edge – landscape document)?
 - Staple – None, 1 staples, 2 staples or Saddle Stitch (for booklet printing)?
 - Color Mode – Color or Black & White?

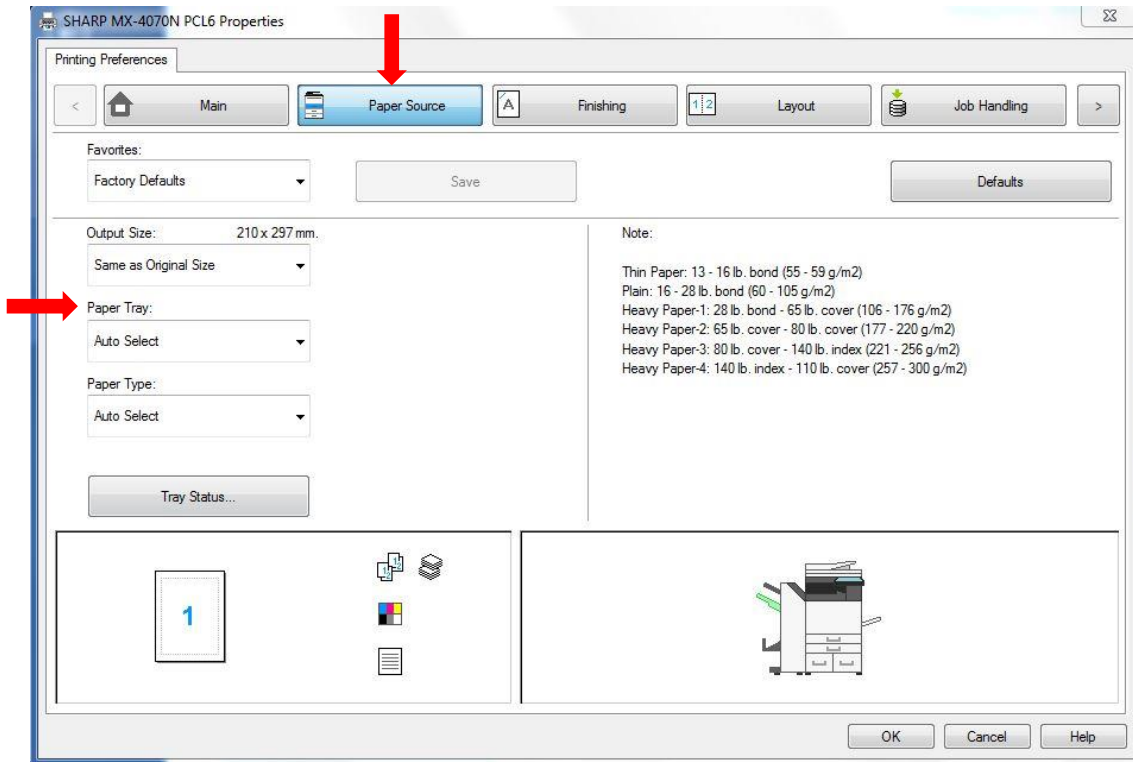


- **To print documents/flyers** with thicker stock, click on the Paper Source Tab. Make sure you put the thicker stock on the Bypass Tray on the photocopier and choose the right setting in the Paper Source Tab (see picture below):
 - Paper Tray – select Bypass Tray
 - Paper Type – select Paper Heavy-1

- **To print labels**, make sure you put the labels on the Bypass Tray on the photocopier and choose the right setting:
 - Paper Tray – select Bypass Tray
 - Paper Type – select Labels

On the screen of photocopier, tap on Tray Setting (at the bottom of the screen), tap on Bypass Tray section and choose “Labels” from the list.

- **To print A3 document**, select Tray 1 which has A3 size copy papers in it.



- To print booklets, go to Favourites in the Main Tab and select "a5 Booklet" from the list. Go to Colour Mode to select colour or black & white before printing.

