



Your quick  
guides for...

Logging in

Printing onto  
special  
media (Windows)

Releasing a  
print job

Scanning to  
university email/  
One Drive

Copying

Printing from  
USB

Advanced  
copying

Scanning to  
USB

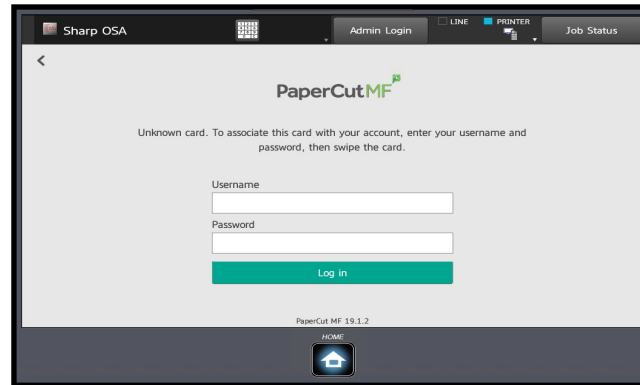
Printing onto  
special  
media (iMac)

Troubleshooting  
tips

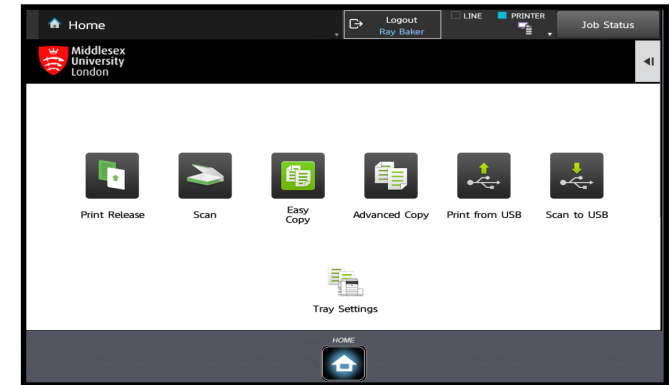
# First Log in



- Place your ID card over the Red Sticker
- Listen for the 'Bleep', the Card Association screen will appear

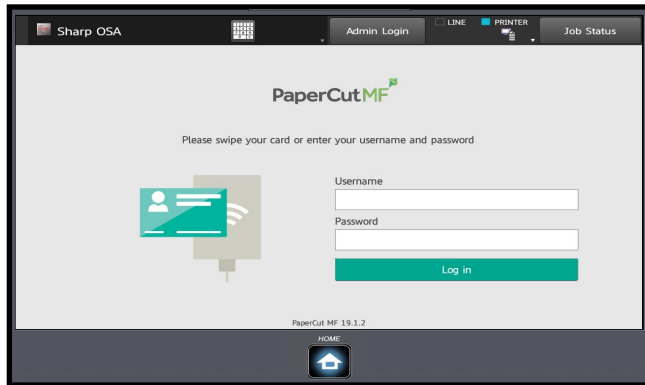


- Enter your IT Username and Password
- Select 'ok'

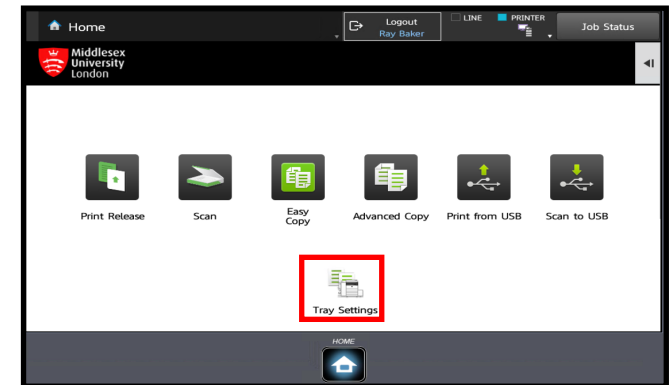


- Your ID card is now registered
- You can 'touch' in to any printer across campus to print / copy / scan
- Jobs will automatically be deleted from the print queue 12 hours after

# Logging In



- Place your ID card over the sticker
- Listen for the 'bleep', the **Home screen** will appear on the devices screen

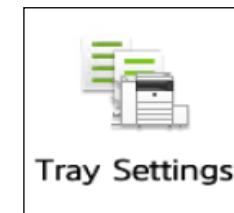


- On approach, the device Log in screen will appear
- If not, press the flashing **Green button** on the top right hand side of the devices screen

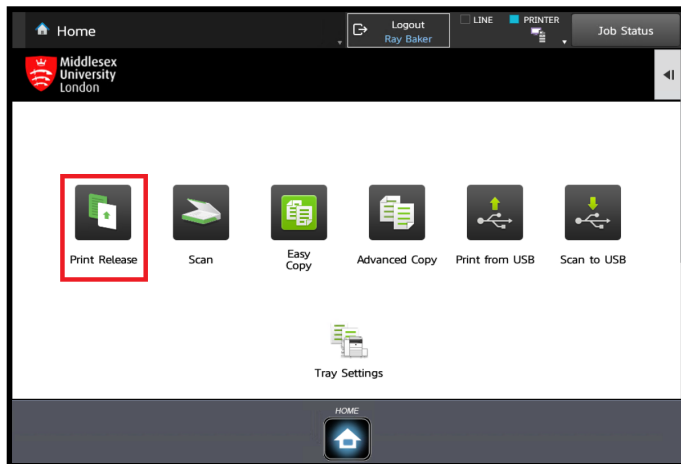


- If you are printing onto specialist media, click the **tray settings** icon and choose the same paperweight / type as selected at the computer

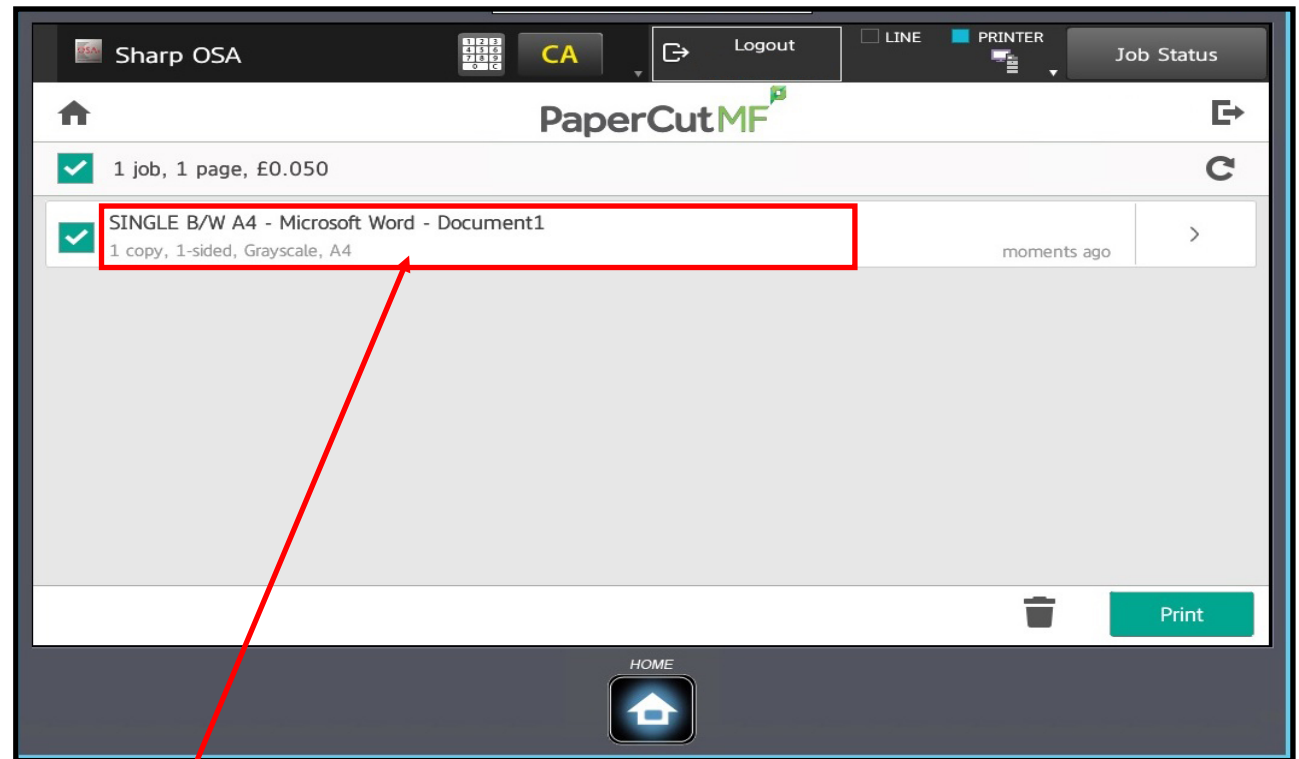
- If you don't have your card, login by typing in your IT Username and Password



# Releasing a print job



- Log onto the device
- From the Home screen pictured above, select the **Print Release** button
- Select the Job that you wish to print.
- Press the **Print** button



List of your Print Jobs

- If multiple jobs have been sent to print, please select 1 or 2 at a time only
- If you no longer require your job/s, select the waste bin icon

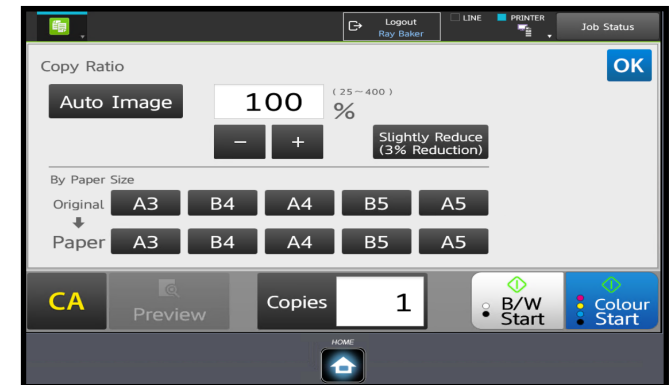
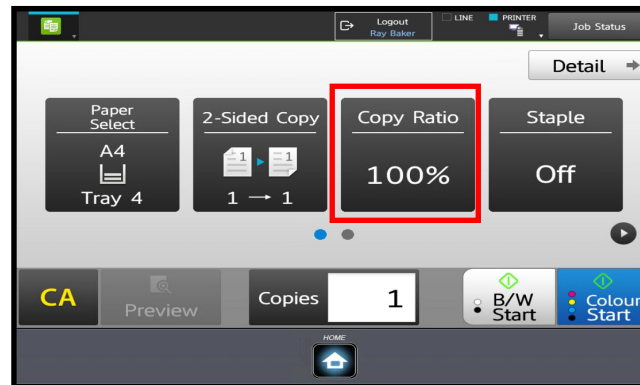
# Copying



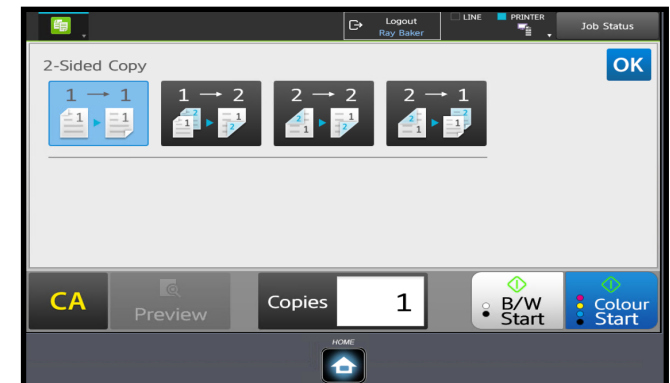
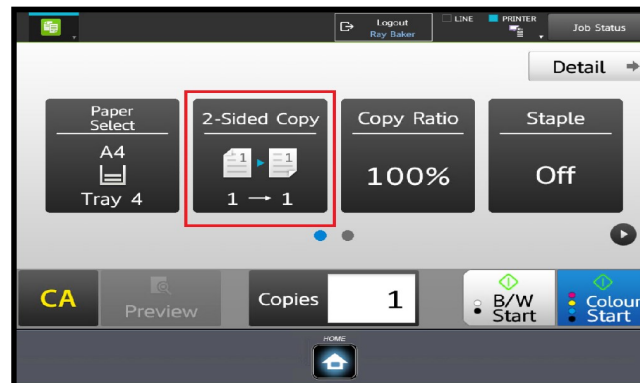
Easy Copy

- Log on to the device and select **Easy Copy** from the Home Screen
- Suitable for copying simple single or double sided documents
- Copy defaults are A4, single sided and same size
- If no changes are needed, press B/W or Colour Start buttons
- To change defaults, select the desired button to reveal the next page and follow on screen instructions

## Enlarge / Reduce

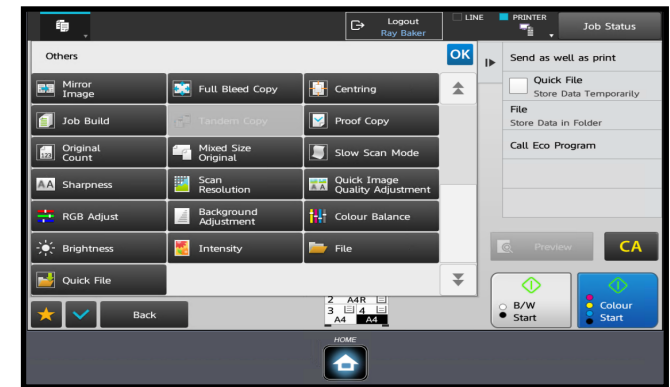
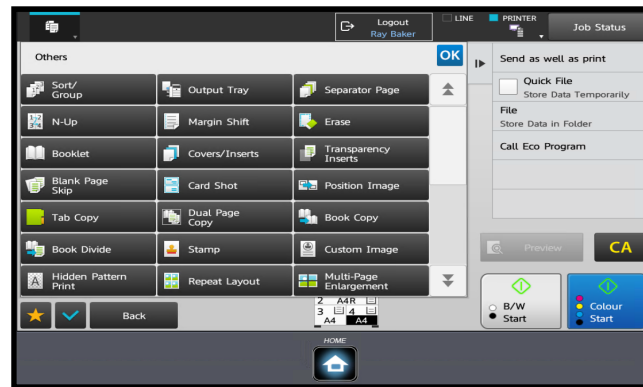
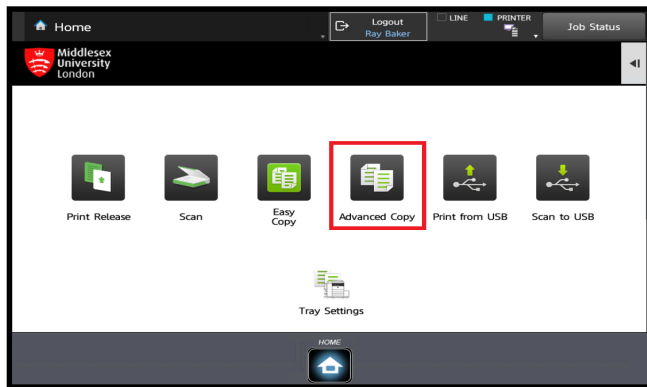


## Single Sided / Double Sided



For further information and frequently asked questions, please visit <http://unihub.mdx.ac.uk/print>

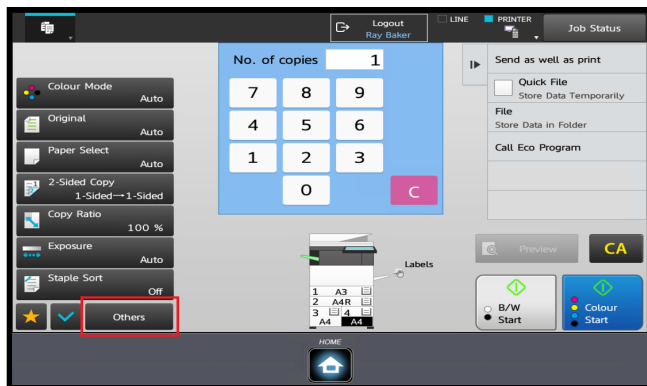
# Advanced copying



- Advanced Copy enables you to choose a wide range of copy options

## Some key functions

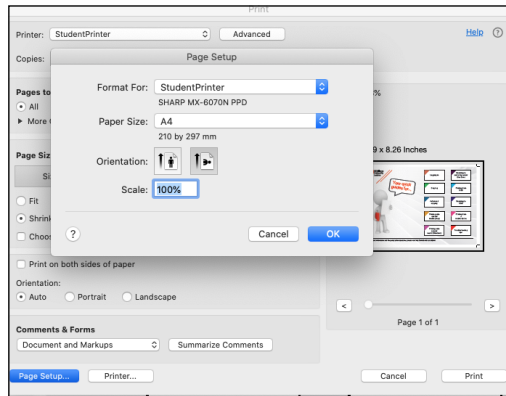
- **Card Shot** - copies front and reverse sides of i.e. Driving Licence onto one sheet
- **N-Up** - copies multiple original pages onto a single A4/A3 sheet
- **Multi-Page enlargement** - copies i.e. an original image onto multiple sheets
- **Copy Ratio** - use to reduce or enlarge your document. i.e. A4 to A3



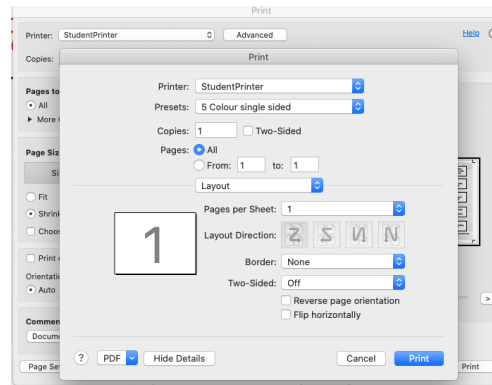
- Select others to reveal additional options

For further information and frequently asked questions, please visit <http://unihub.mdx.ac.uk/print>

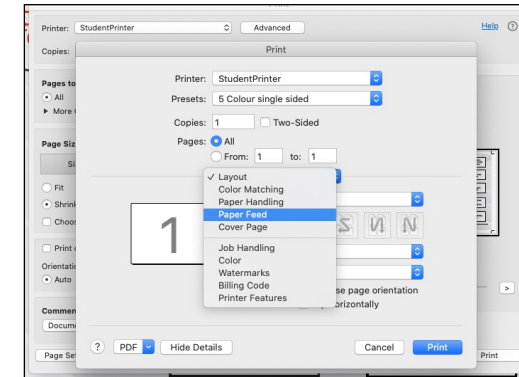
# Printing onto Special Media (iMac)



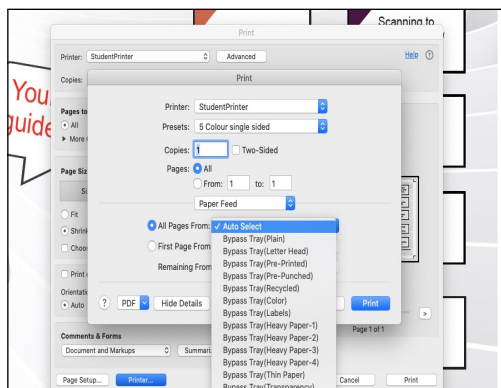
- Example shown is a pdf file
- Click Page Setup bottom right to reveal Paper Size selection and Orientation. This job is landscape



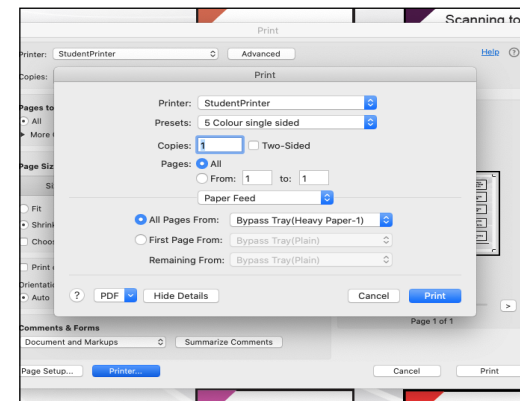
- Click the drop down on the Presets box and select as desired. The default is black and white double sided



- Click the Layout drop down to select Paper Feed



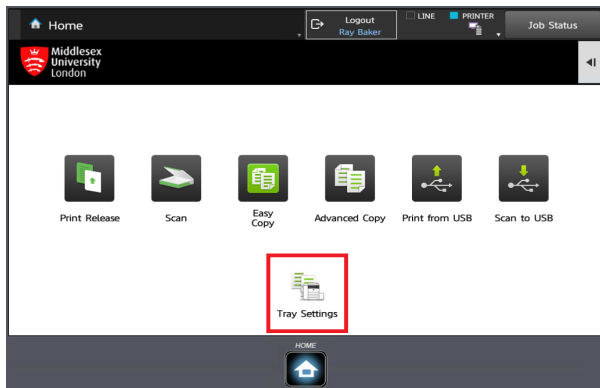
- Click the Paper Feed drop down and select the appropriate paper type/weight



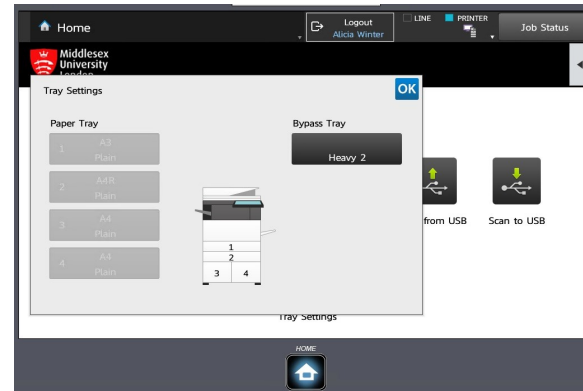
- Check your settings
- Select print
- When the printer Icon has left the dock, your job will be ready to release. See



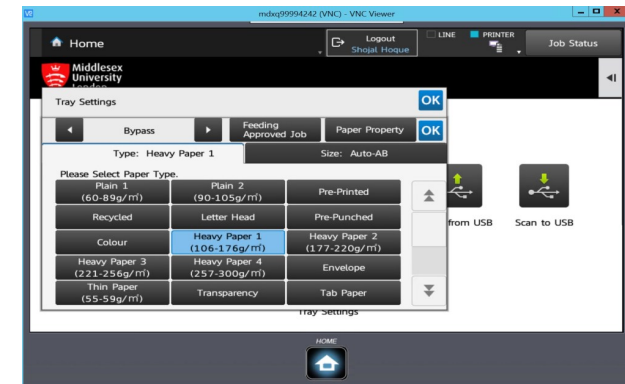
# Printing onto Special Media (iMac)



- Log on to the device
- Before releasing your print, you must configure the By-pass tray to accept the paper you specified on your Mac device—see Page 7
- Select **Tray Settings** from the Home Screen



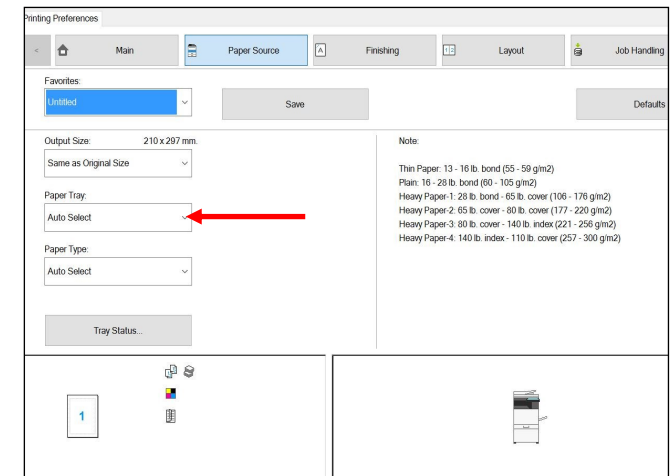
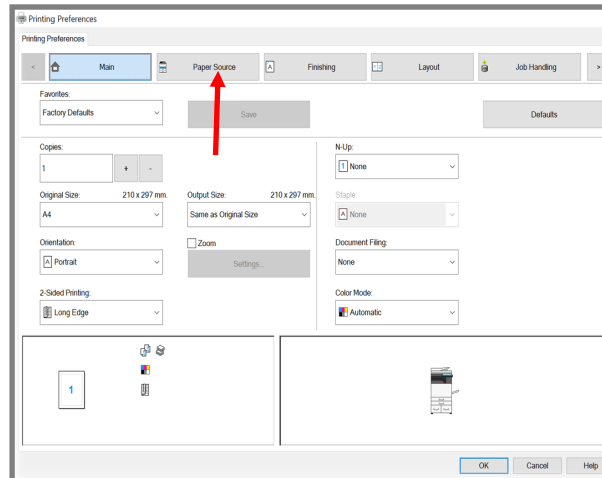
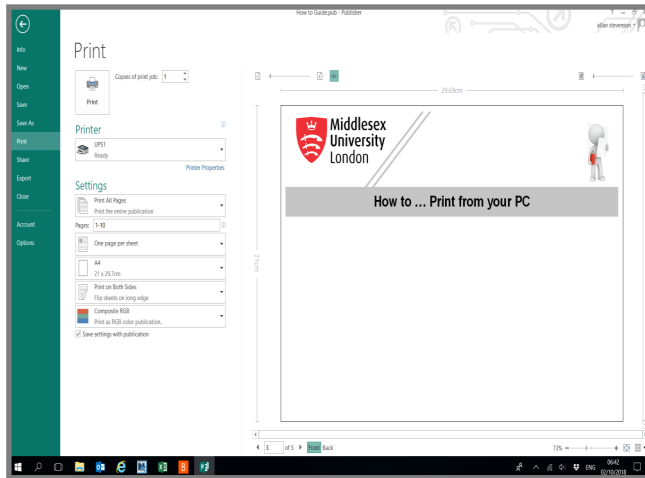
- Select the **Bypass Tray** button
- Please note you cannot change the paper settings for any tray other than the Bypass Tray



- Select the paper type to match the paper type that you selected on your Mac device
- The Printer will adjust its speed and temperature settings to match the paper type selected

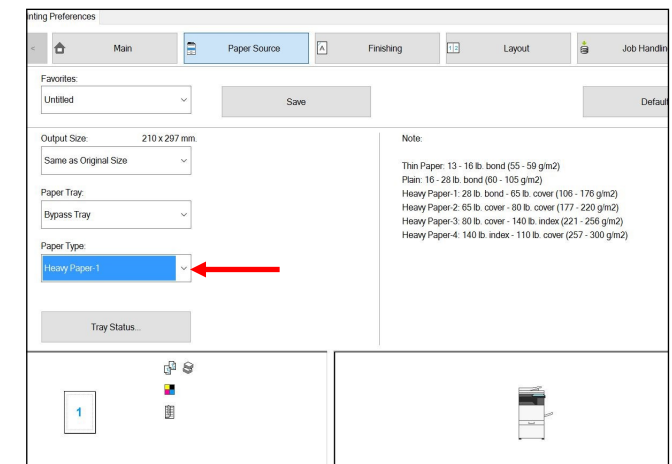


# Printing onto special media (Windows)

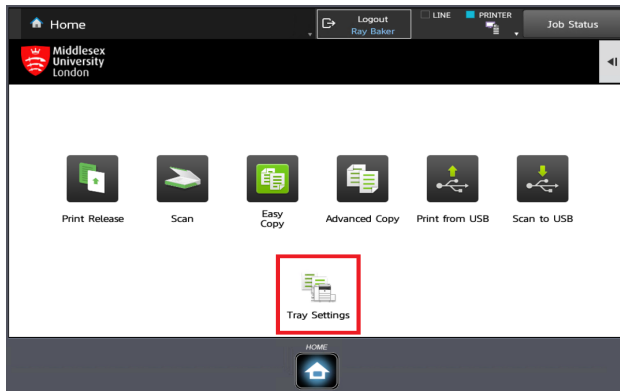


- From your program, select File > Print
- Please ensure you have selected **StudentPrint** as your printer
- Click on the Printer Properties button

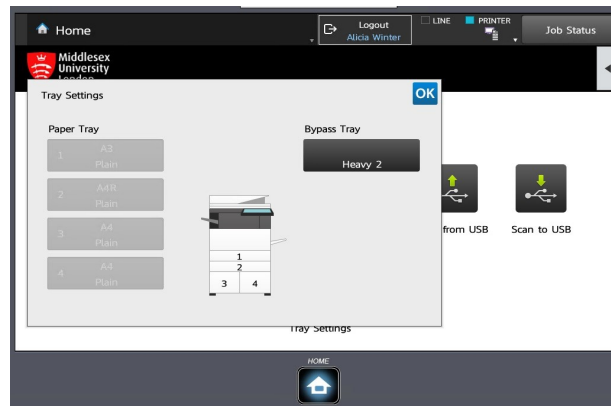
- Click on **Paper Source** to select your choice of paper type/weight
- Click on **Paper Tray** drop down. Select **By Pass Tray**
- Click on **Paper Type**. Select appropriate paper.
- To help you, examples of paperweights are listed on the right



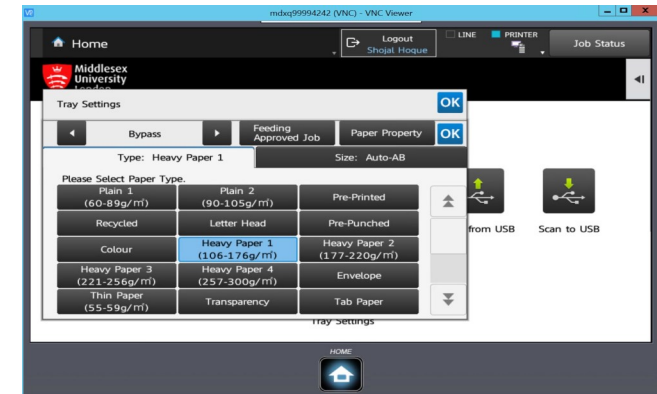
# Printing onto special media (Windows)



- Log on to the device
- Before releasing your print, you must configure the By-pass tray to accept the paper you selected on your PC
- Select **Tray Settings** from the Home Screen

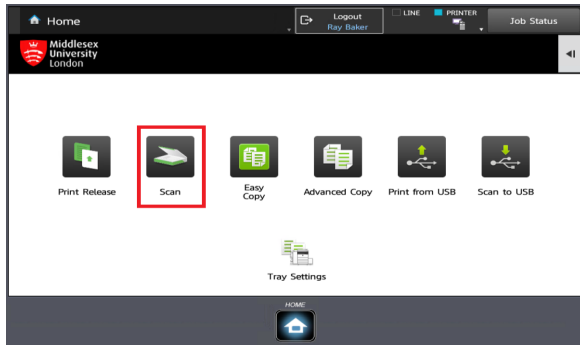


- Select the **Bypass Tray** button
- **Note:** you cannot change the paper settings for any tray other than the Bypass



- Select the Paper type that matches the paper type selected on your PC
- **Note:** the Printer will adjust its speed and temperature settings to match the paper type selected

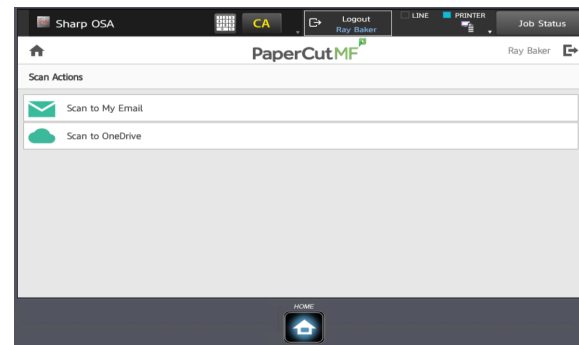
# Scanning to university email / OneDrive



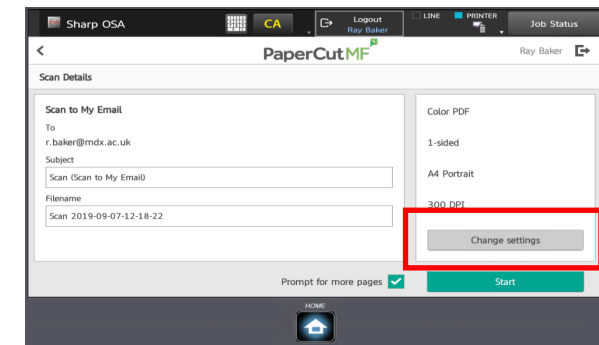
- Log onto the device.
- From the **Home screen** select the **Scan** button.



Scan

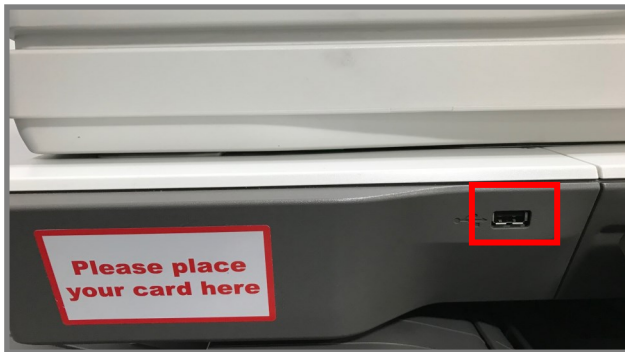


- Select either the **Scan to OneDrive** button or **Scan to My Email**
- **Note:** Scan to email **only** allows documents to go to your University email address
- We recommend scanning to your OneDrive especially with large files or pages in excess of 50

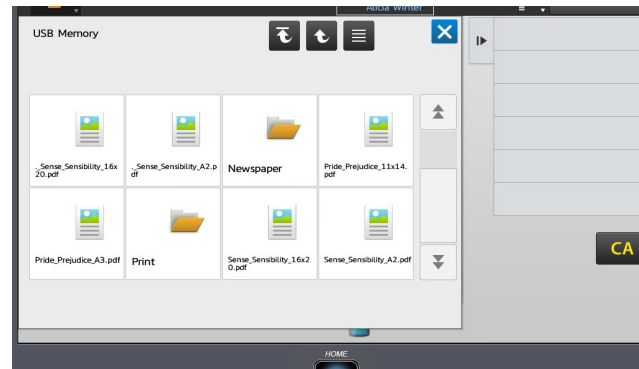


- The default options are scan to colour and PDF
- Select the **Settings** button if you want to make changes the default options

# Printing from USB



- The screen will show the files/folders saved on your USB



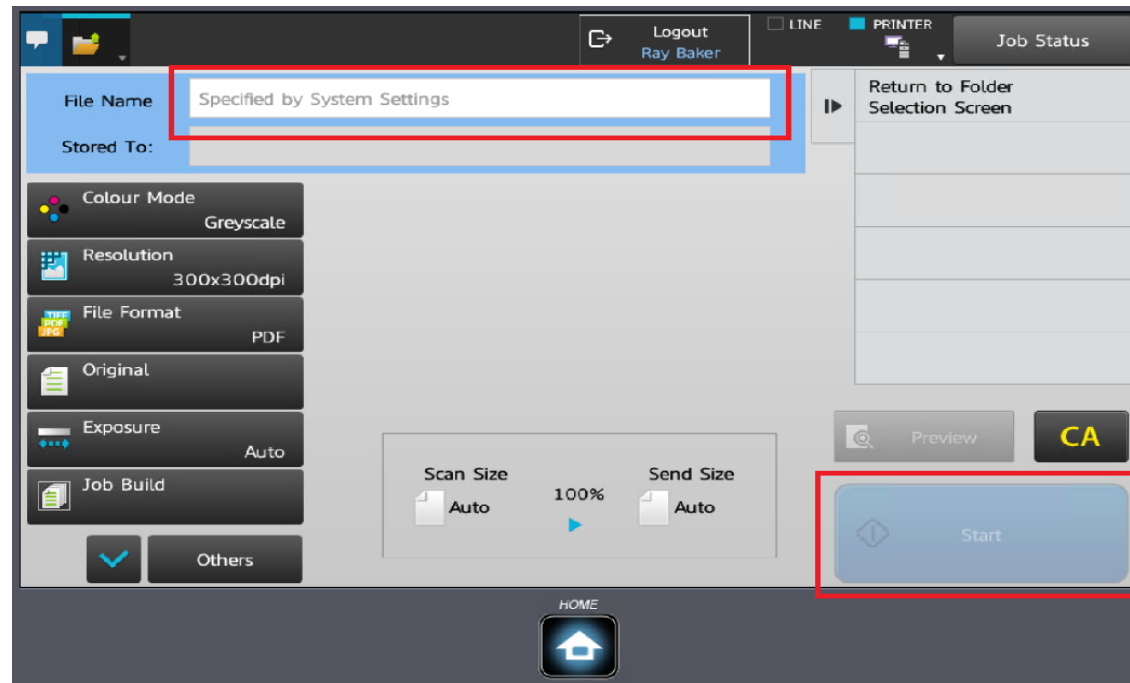
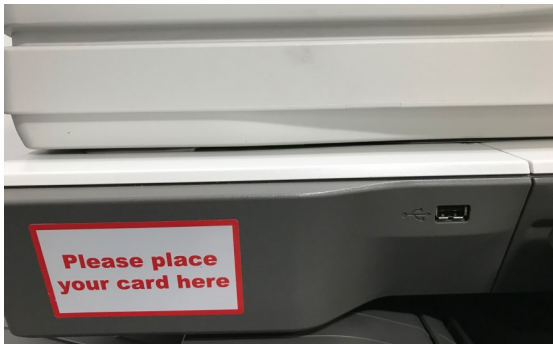
- The **USB Port** can be found just to the left of the screen on all the Printers
- **Login** to the device before inserting your USB
- Select **Print from USB** from the Home menu

- Any file which has an **underscore** at the start of the filename **\_** is a temp file and cannot be printed. Mainly if created on a Mac
- Scroll through to find the same



- Select the file you wish to print
- Select **Change Settings to Print**
- Select the settings required
- Select Start

# Scanning to USB



- The **USB Port** can be found just to the left of the screen on all the Printers.
- **Login** to the device before inserting your USB
- Select **Scan to USB** from the Home menu

- Input the filename for the scanned document
- Select the file options, the defaults are colour, PDF
- Load the document in the document feeder or place face down on the glass
- Press Start
- When completed, log out and remove the memory stick.

For further information and frequently asked questions, please visit <http://unihub.mdx.ac.uk/print>

# Troubleshooting tips

- Pink '**Paper Empty**' light Flashing

Generally this indicates the job has been configured to a paper size other than A4 or A3.

- To resolve: Click on **Check Job**
- Next screen: Click on **Reselect Paper**
- Next screen: Click on the desired **Paper Tray** i.e. A4. Your job will print

