

Print and copy 'How to' guides

Logging in

Copying

Advanced copying

Printing onto special
media (Mac)

Printing onto special
media (Windows)

Scanning to university
email / OneDrive

Printing from USB

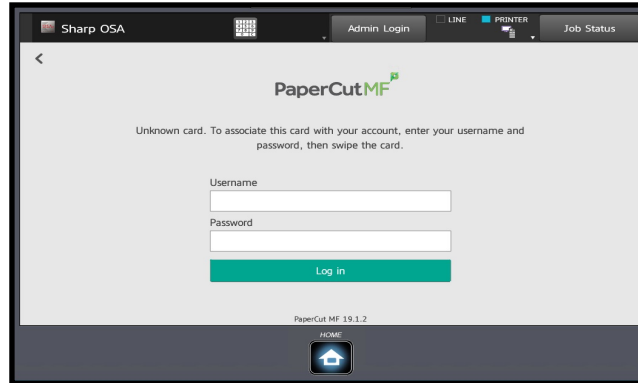
Scanning to USB

Troubleshooting tips

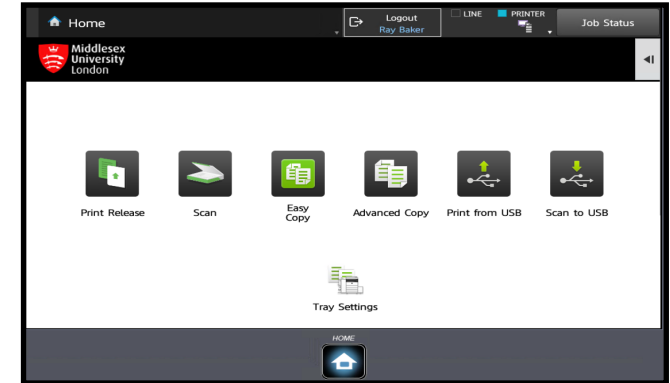
First Log in



- Place your ID card over the red and white sticker
- Listen for the 'Bleep', the Card Association screen will appear

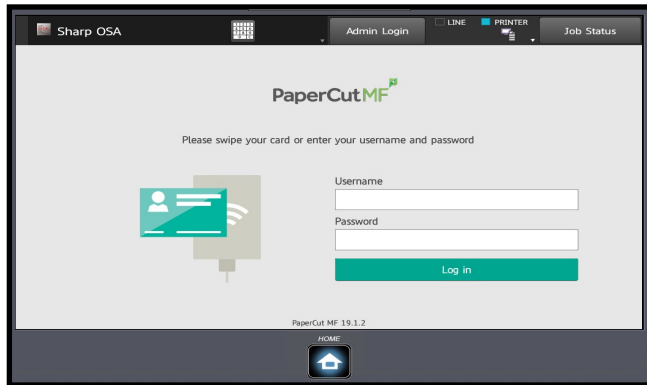


- Enter your IT Username (eg AB123) and Password
- Select 'ok'
- If a typographical error has been made, you will need to repeat the process

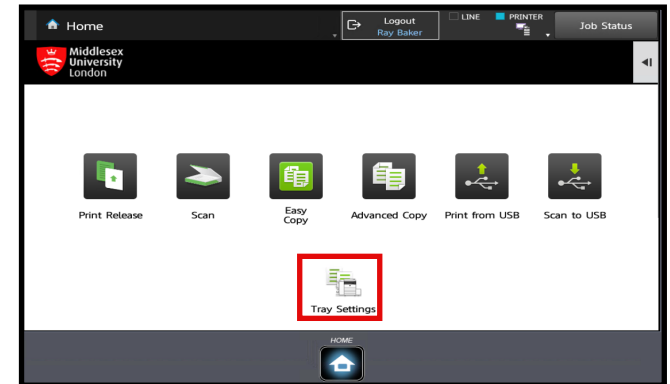


- Your ID card is now registered
- You can 'touch' in to any printer across campus to print, copy or scan
- Jobs will automatically delete from the print queue 12 hours after submission

Logging In



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

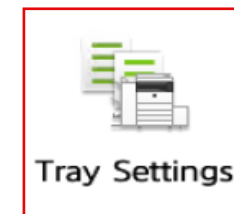


- On approach, the device Log in screen will appear
- If not, press the flashing **green button** on the top right hand side of the devices screen

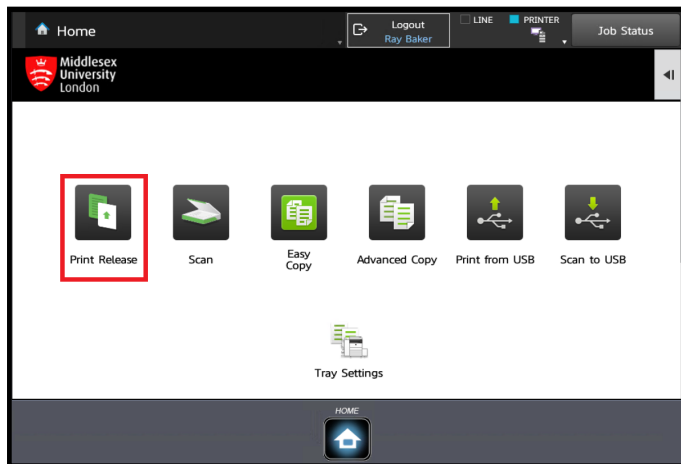


- If you don't have your card, login by typing in your IT Username and Password

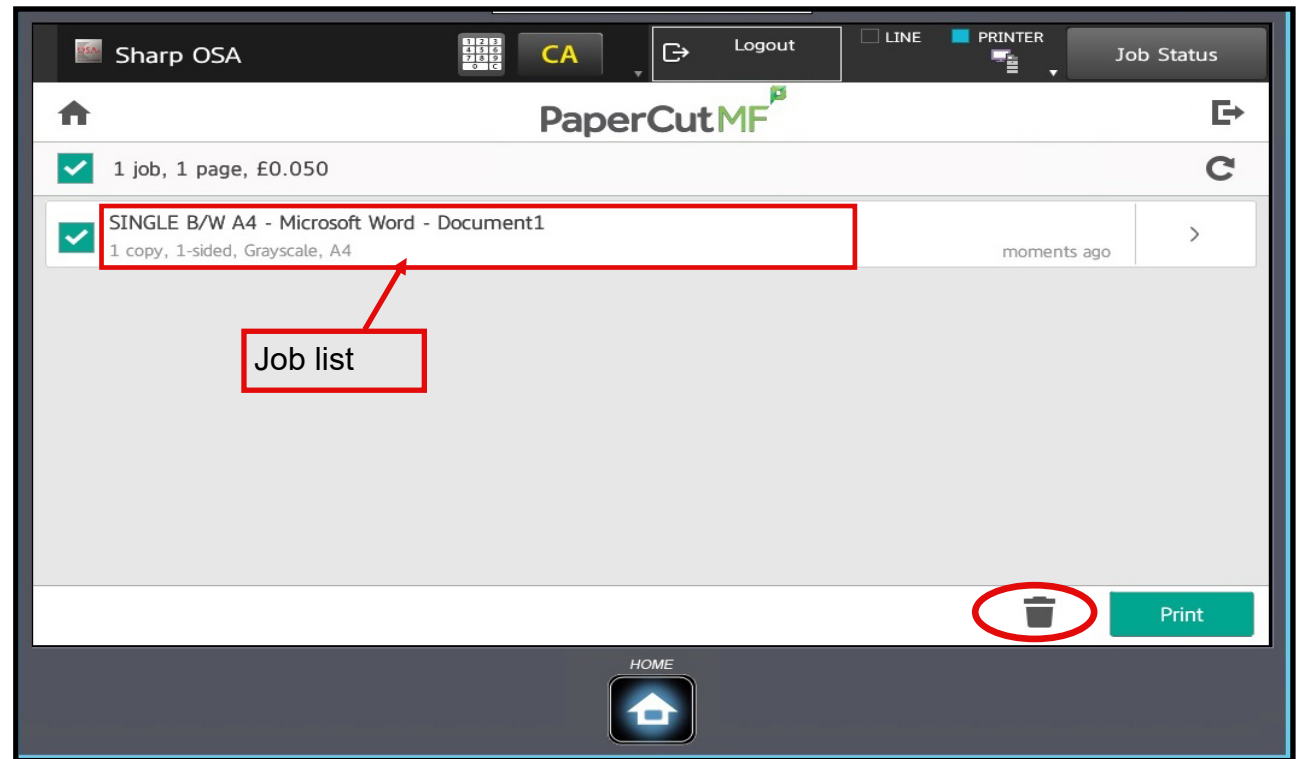
- If you are printing onto specialist media, click the **tray settings** icon and choose the same paperweight / type as selected at the computer



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



- **Tip...** if multiple jobs are on your list, please select 2 or 3 at a time only. If the printer jams, you could lose the remainder and will have to resend
- If you no longer require your job/s, highlight and select the waste bin icon

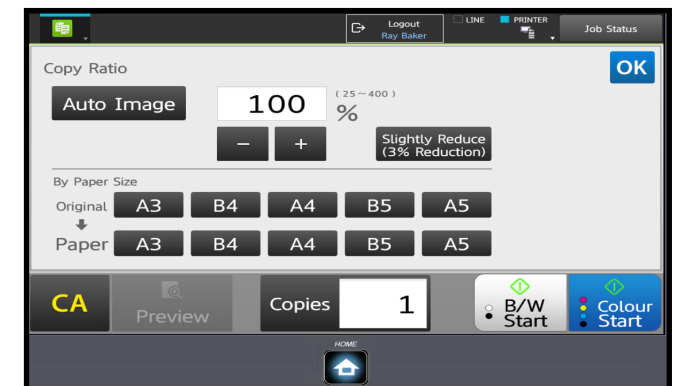
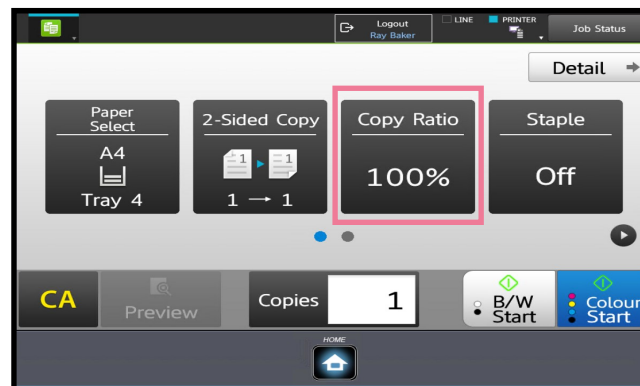
Copying



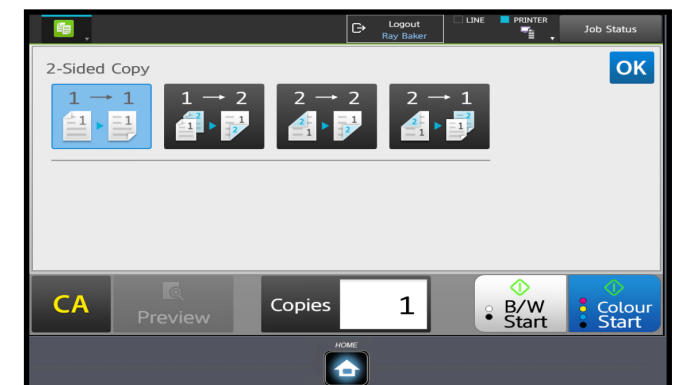
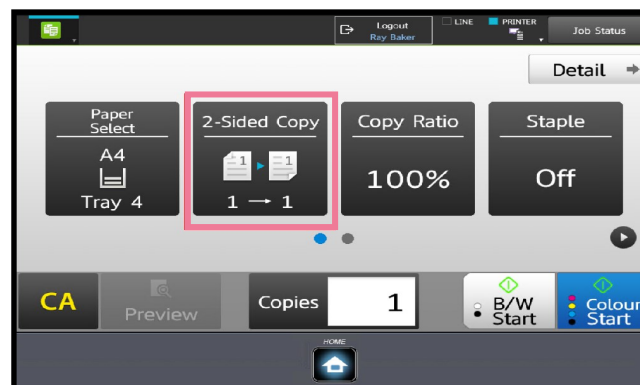
Easy
Copy

Enlarge / Reduce

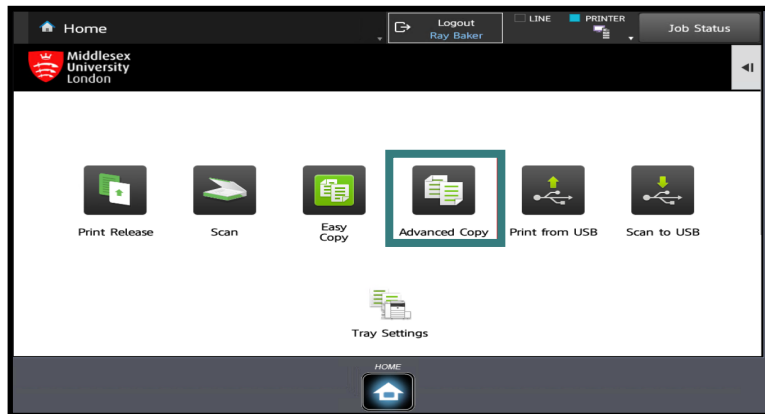
- Log on to the device and select **Easy Copy** from the Home Screen
- Suitable for copying simple single or double sided documents
- Copy defaults are A4, single sided and same size
- If no changes are needed, press **B/W** or **Colour Start** buttons
- To change defaults, select the desired button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



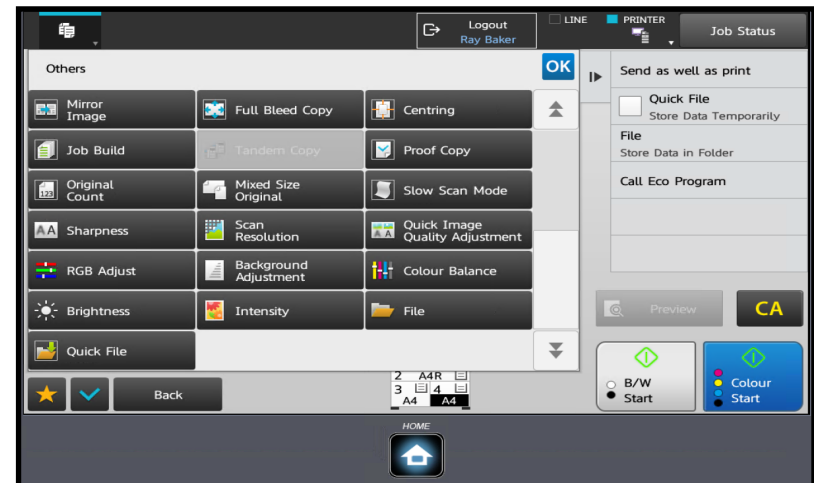
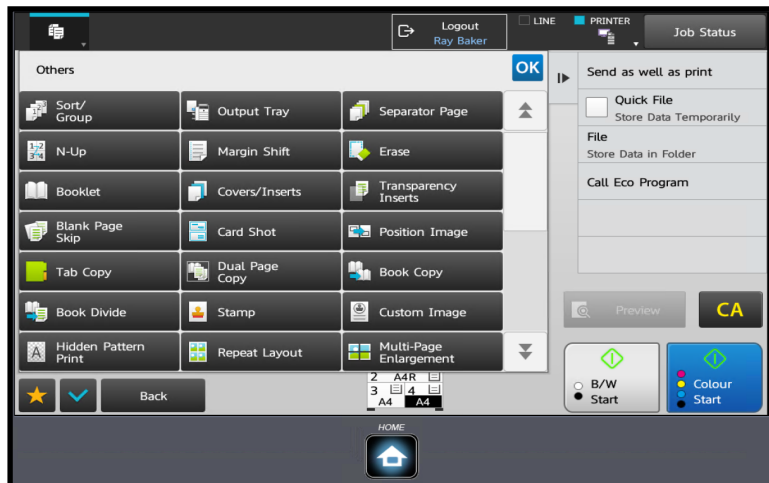
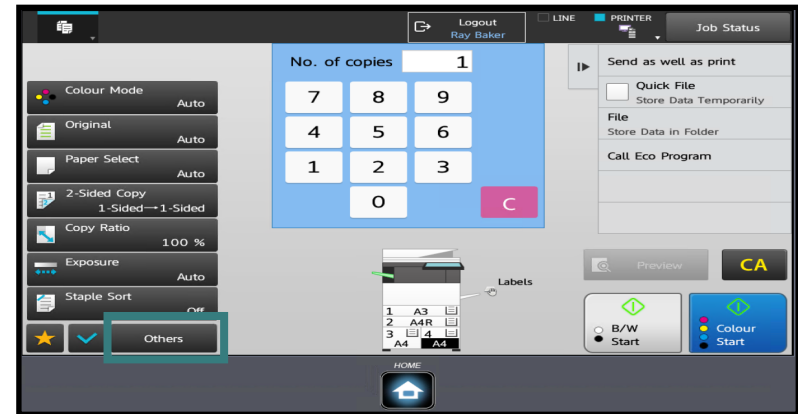
Single Sided / Double Sided



Advanced copying



- **Advanced Copy** enables you to choose a wide range of copy options
- Select **others** to reveal additional options

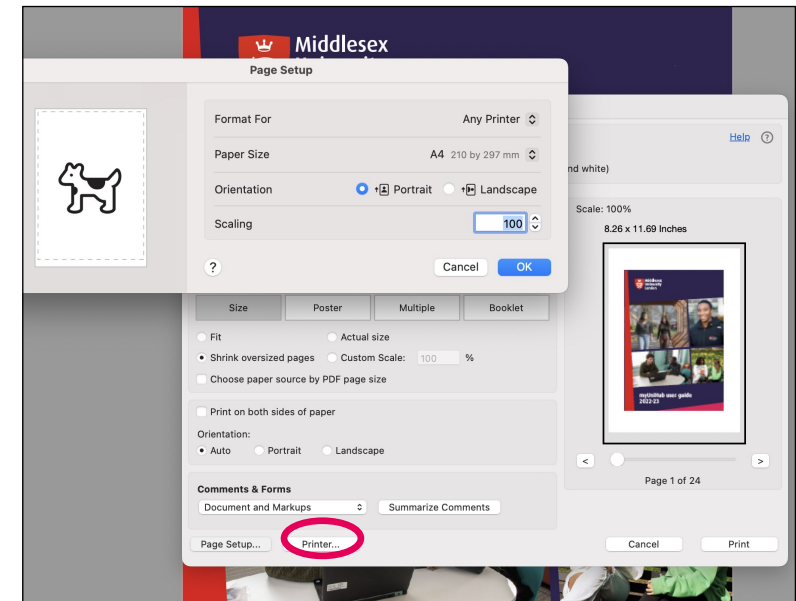
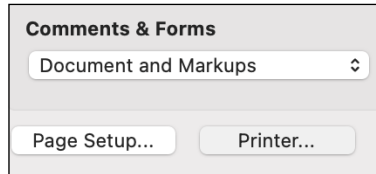
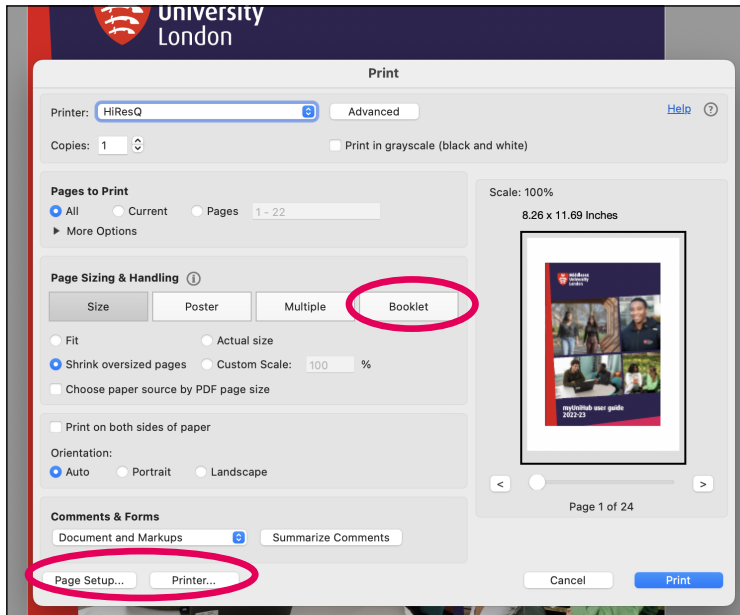


- **Some key functions...**
- **Multi-Page enlargement** - copies i.e. an original image onto multiple sheets

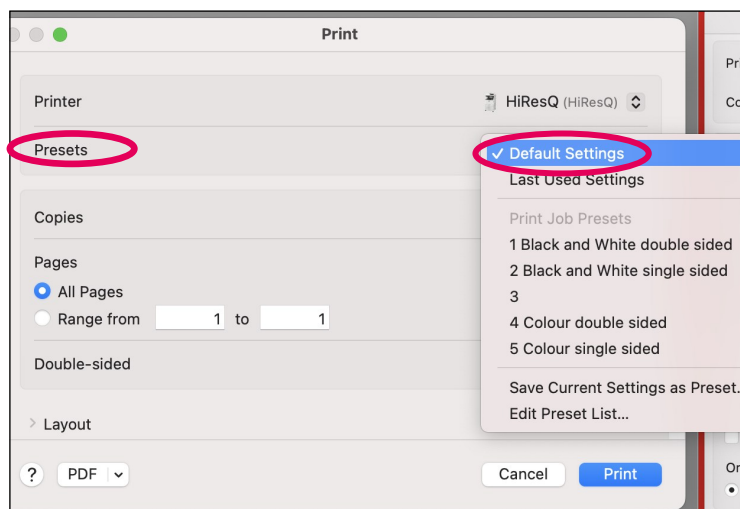
- **Copy Ratio** - use to reduce or enlarge your document. i.e. A4 to A3
- **N-Up** - copies multiple original pages onto a single A4/A3 sheet
- **Card Shot** - copies front & reverse sides i.e. driving license onto one sheet

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

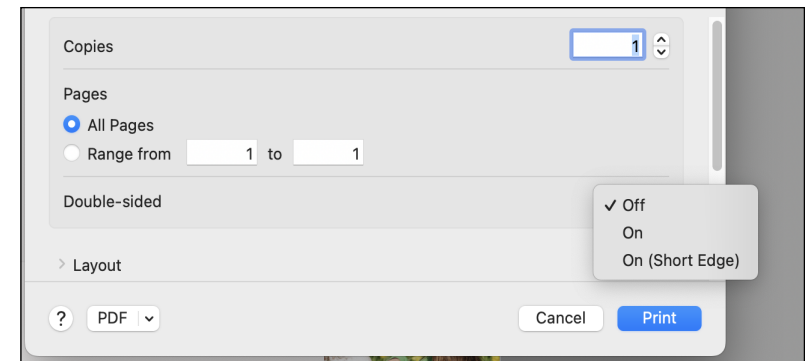
Printing onto Special Media (Mac)



- Click booklet option if required
- Click **Page Setup** as circled
- Choose paper size and orientation

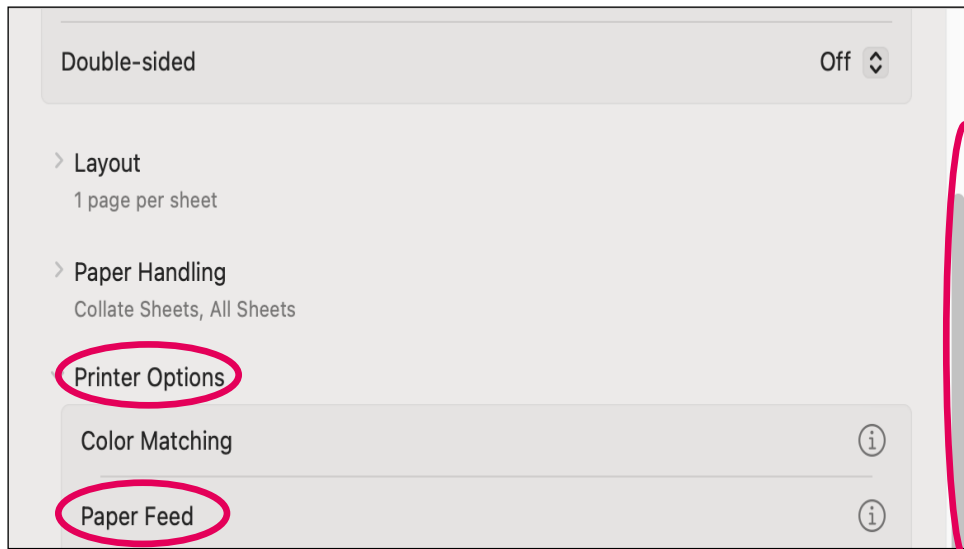


- **Presets** — click default settings drop down to select colour choice single/double sided
- Double sided landscape jobs generally need short edge option

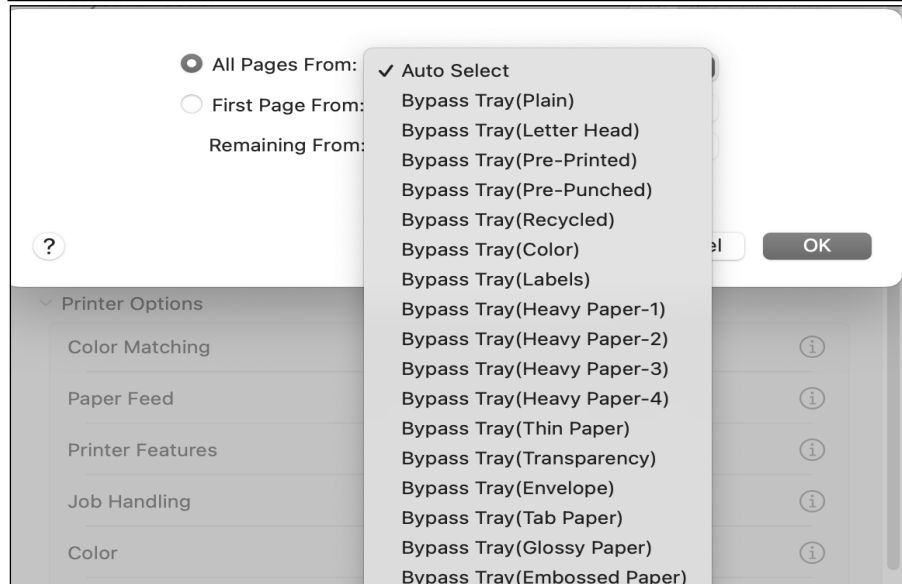
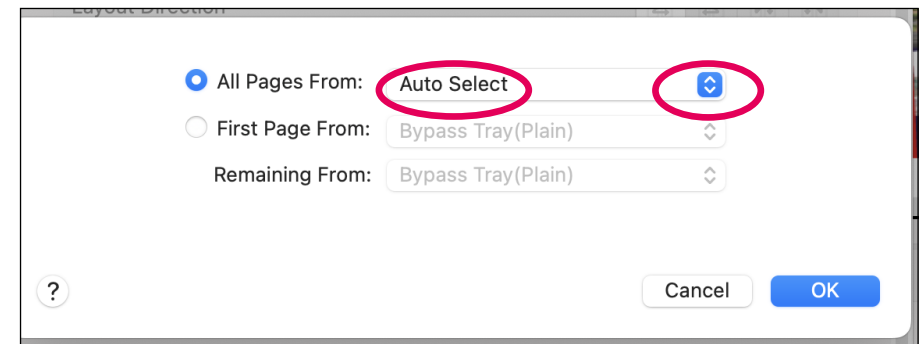


For further information and frequently asked questions, please visit <http://unihub.mdx.ac.uk/print>

Printing onto Special Media (Mac)



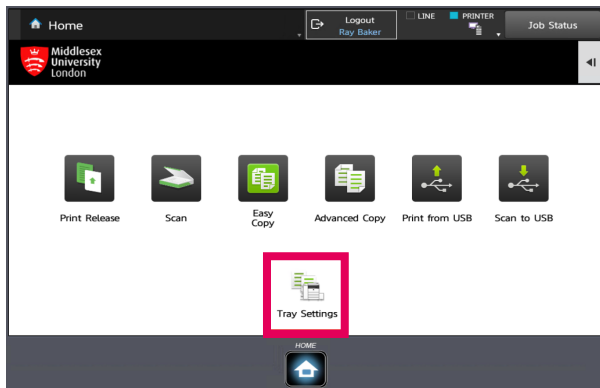
- Scroll down to find **Printer Options**.
- Click to open **Paper Feed**
- Click **Auto Select** drop down



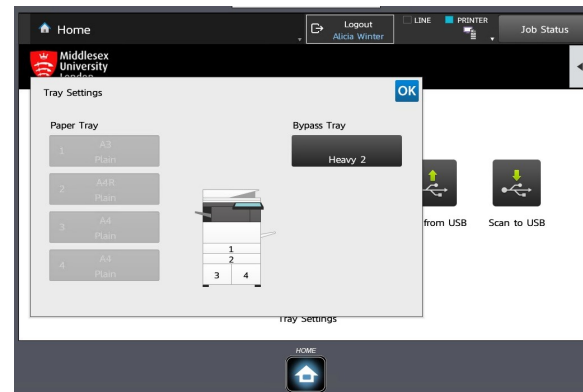
- Select your chosen paper type
- Click **Print** on both interfaces
- When the printer icon showing the red circle has left the dock, your job will be ready to release



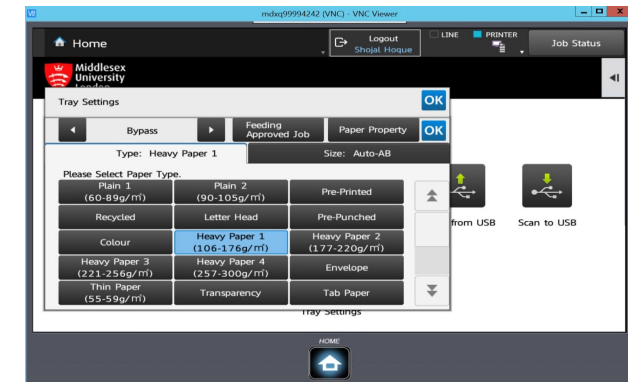
Printing onto Special Media (Mac)



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

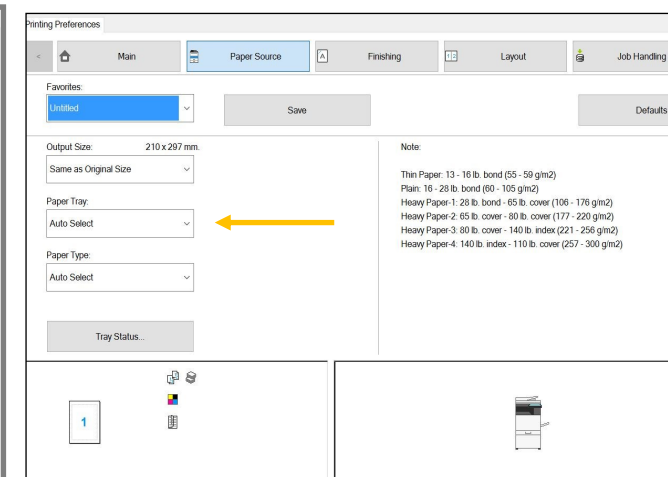
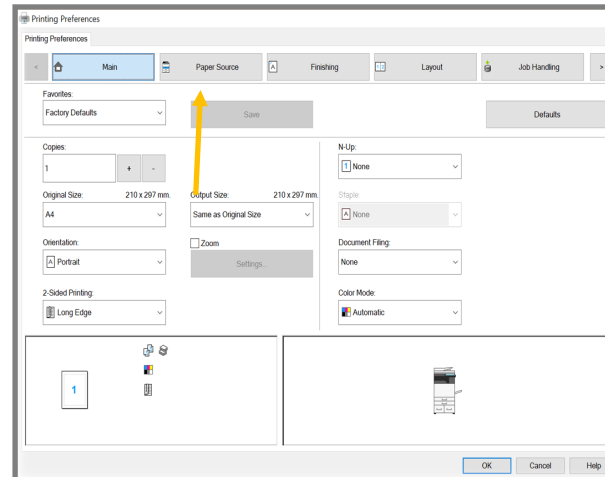
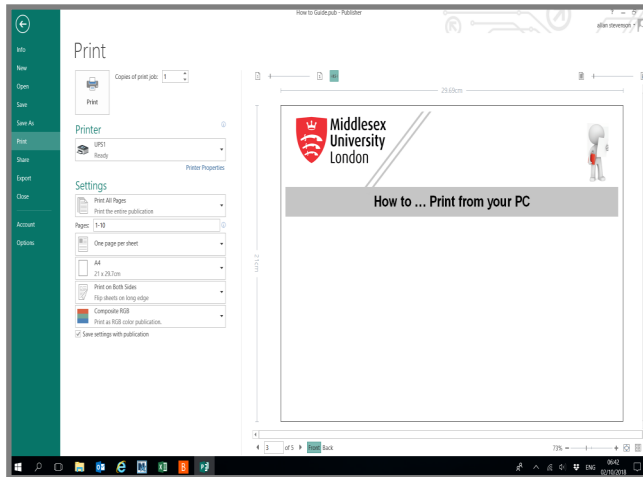


- Select the **Bypass Tray** button
- Please note you cannot change the paper settings for any tray other than the Bypass Tray



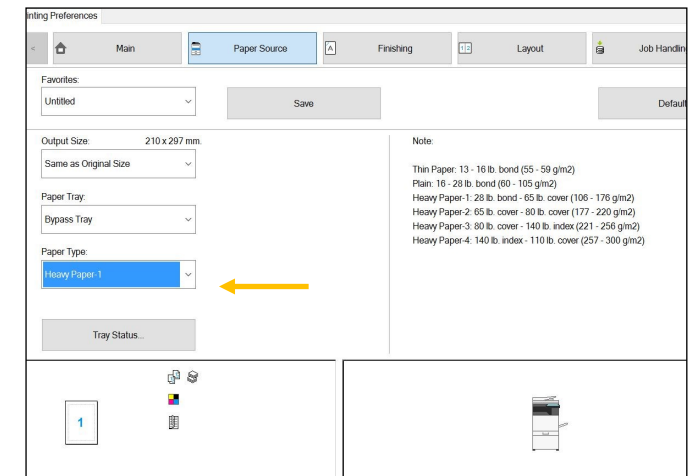
- Select the paper type to match the paper **type** selected on the Mac
- Don't forget to check the paper **size**. A student may have input a specific dimension other than standard.
- The printer will adjust its speed and temperature settings to match the paper type selected

Printing onto special media (Windows)



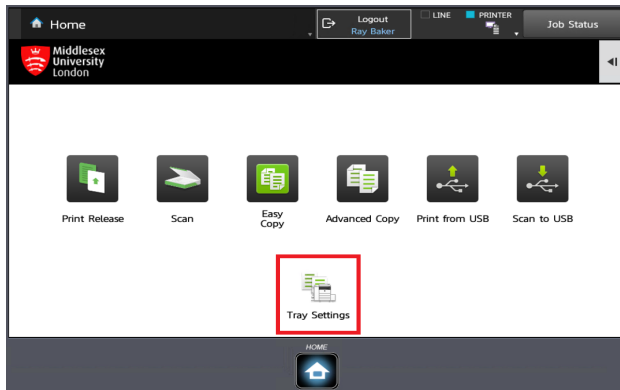
- From your program, select File > Print
- Please ensure you have selected **StudentPrint** as your printer
- Click on the Printer Properties button

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

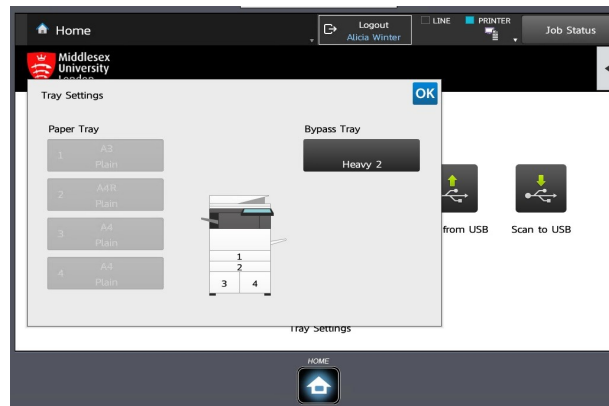


For further information and frequently asked questions, please visit <http://unihub.mdx.ac.uk/print>

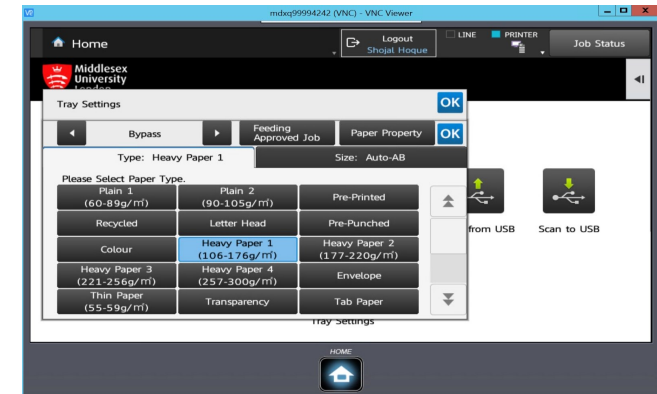
Printing onto special media (Windows)



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

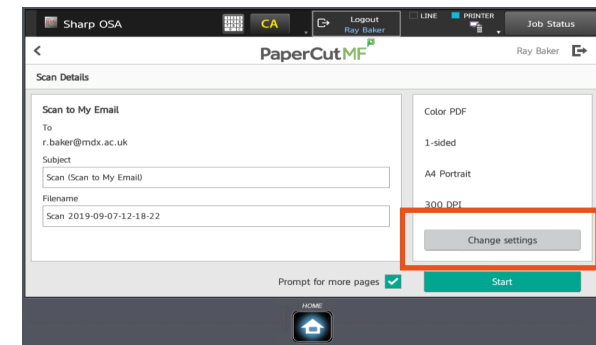
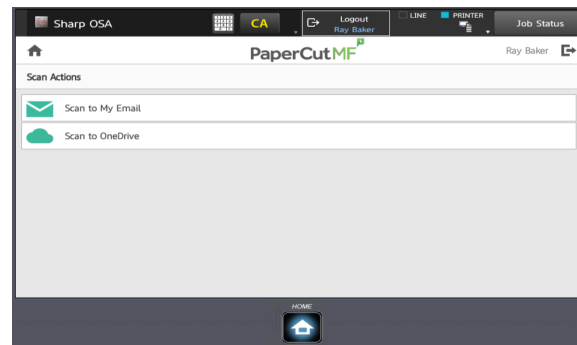
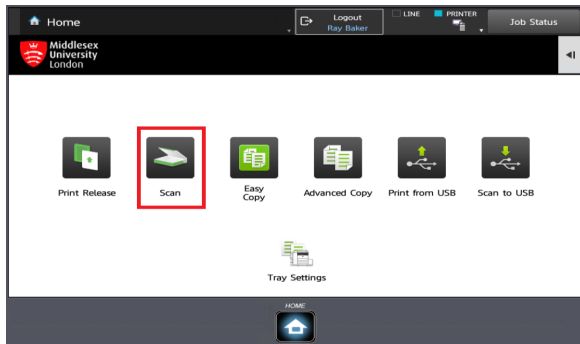


- Select the **Bypass Tray** button
- **Note:** you cannot change the paper settings for any tray other than the Bypass Tray



- 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 i.e. JPG, greyscale etc.

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

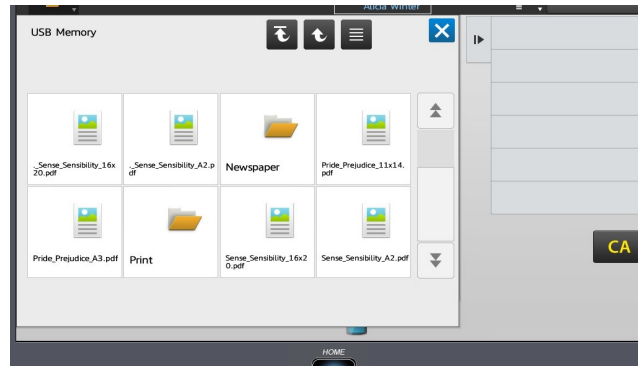
Printing from USB



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



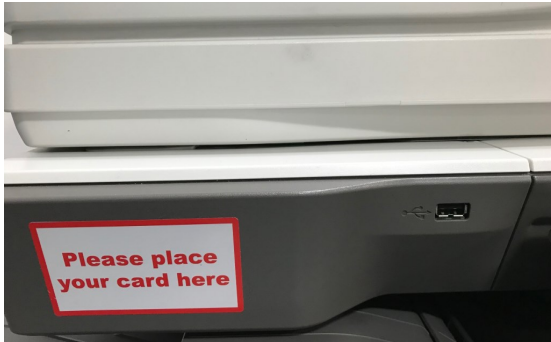
- The **USB Port** can be found just to the left of the screen on all the Printers
- **Login** to the device before inserting your USB
- Select **Print from USB** from the home menu



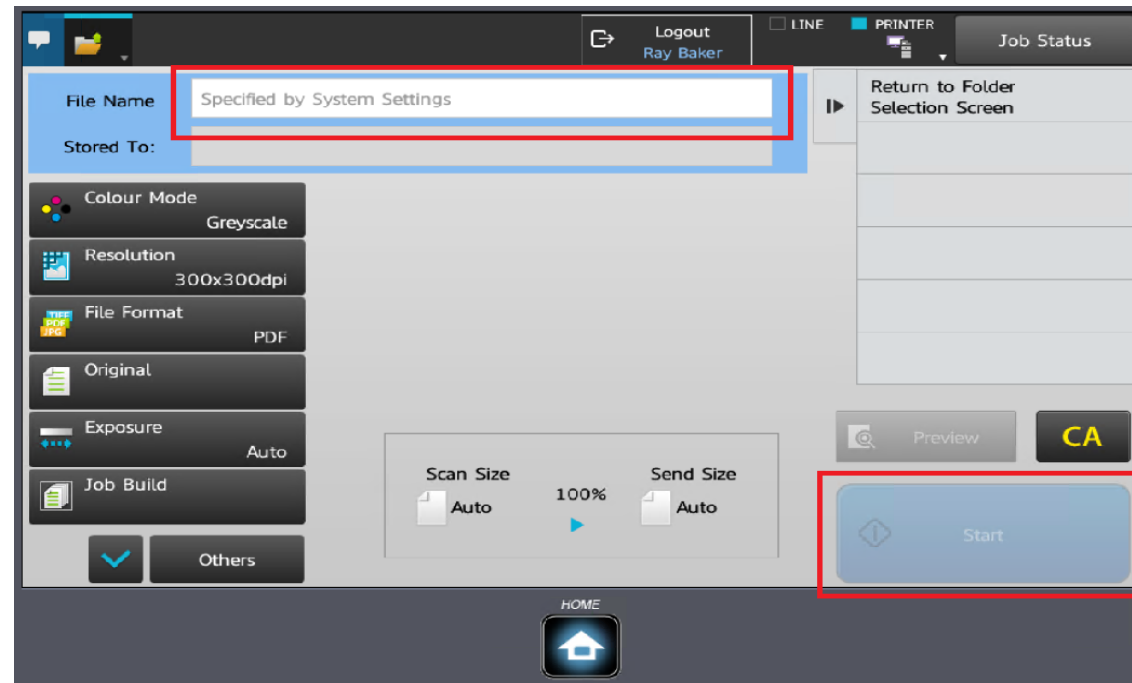
- Any file which has an **underscore** at the start of the filename **._** is a temp file and cannot be printed. Mainly Mac created documents
- Scroll through to find the same file without **._** and print

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

Scanning to USB



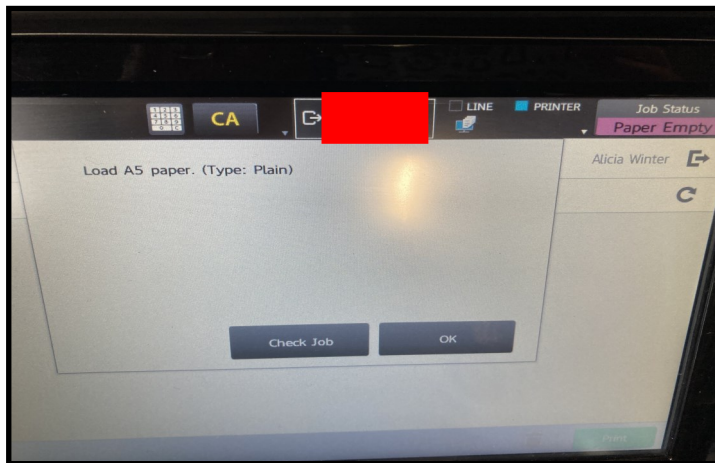
- The **USB Port** can be found just to the left of the screen on all the Printers.
- **Login** to the device before inserting your USB
- Select **Scan to USB** from the Home menu



- 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 USB

Troubleshooting tips

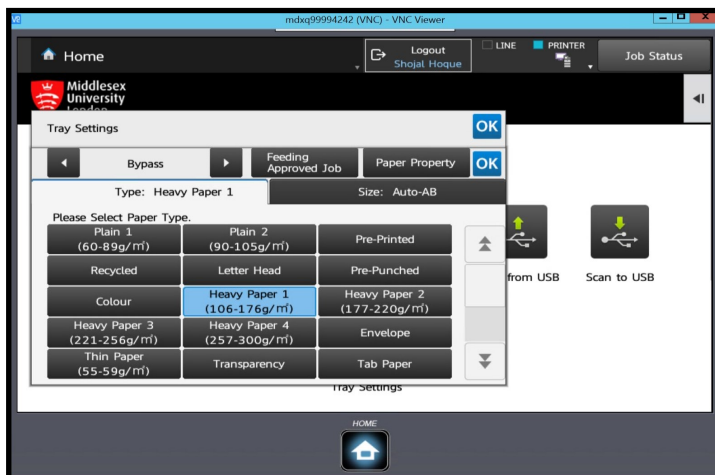
- **Paper Empty** light flashing



Job has been configured to a paper size other than A4 or A3

- To resolve: click on **Check Job>Reselect Paper**
- Next screen: Click on the desired Paper Tray, job will print

If you are using the **Bypass Tray**, job does not match the paper type selected at the computer



- Click the **Home Button** to return to the **Tray Settings** screen
- Select the correct paper type
- Job will print