

## Printing and Copying Using the MFDs (Multi-Functional Devices) – You will need funds in your Smart Card!

### HOW TO PRINT

#### At Your PC

- **Defaults:** B&W, double-sided and collated.
1. Click on **File>Print** and select the correct print queue
    - 'Student Mono on STU-PRINT' will print documents in B&W (5p per side)
    - 'Student Colour on STU-PRINT' will print documents in Colour (20p per side)
  2. To select other print options such as stapling/hole-punching click **(Printer) Properties**. Click **OK** to save selected options.
  3. Click **Print** to send your document to the print queue. The print job will remain in the print queue for up to 3 hours and can be released from an MFD in any of the SCAs.

#### At the MFD

- **Note:** Go to a Colour MFD to print in colour. You can print in B&W from any MFD.
1. Insert your Smart Card into the reader and press the green **OK** button on the reader.
  2. Press the green **OK** button on the reader to print the displayed job or the red **Stop** button to move to the next job.
  3. Remove your Smart Card when prompted.

### HOW TO COPY

- The default settings for copying are B&W (5p per side) and single-sided.
- When using the glass plate, put documents on the **TOP LEFT HAND CORNER FACE DOWN**.

#### At the MFD

1. Place document on the document feeder face up, or on the glass plate face down.



2. Insert your Smart Card into the reader and press the red **Stop** button.
3. On the touch screen, select **Copy**.



Scan here to find out how to add funds to your Smart Card!



4. On the touch screen, select the options required. For colour copies, Under Output Colour, select **More** (20p per side).
5. For stapling/hole-punching options, Under Copy Output, select **More**.



6. Select the number of copies you require using the keypad to the right of the touch screen and then press the large green **Start** button on the MFD.
7. When you have finished, press the yellow **AC/Clear All** button **TWICE** to clear all settings
8. Press the red **Stop** button on the reader to remove your card from the reader.