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.

Document Feeder	Or	Glass

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.

HOW TO SCAN TO EMAIL
(There is no charge for this service)

Defaults: Single-sided, PDF (image only), Auto Detect Colour.

At the MFD

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

Document Feeder	Or	Glass

2. Insert your Smart Card into the reader and press the red **Stop** button.

3. On the touch screen, select **Email**.

4. Select **New Recipient**, enter the email address into the **To** field and select **Add**. Other email addresses can also be entered into the **To** field. Make sure you select **Add** after entering each email address.

5. Select **Close** when you have finished adding email addresses.

6. Select **Subject** and/or **File Name** to change the default entries. Select **OK**.

7. Press the large green **Start** button on the MFD.

8. When you have finished, press the yellow **AC/Clear All** button TWICE to clear all settings.

9. Press the red **Stop** button on the reader to remove your card from the reader.

HOW TO SCAN TO USB
(There is no charge for this service)

Defaults: Single-sided, PDF (image only), Auto Detect Colour.

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 **Workflow Scanning**.

4. On the touch screen, select **USB** and insert your USB into the USB port to the left of the touch screen.

5. If you want, select **File Name** to change the default entry. Select **OK**.

6. Press the large green **Start** button on the MFD. Wait until **Completed** is displayed.

7. When you have finished, press the yellow **AC/Clear All** button TWICE to clear all settings.

8. Remove your USB from the MFD.

9. Press the red **Stop** button on the reader to remove your card from the reader.