

Using the Multifunction devices for Printing, Scanning and Photocopying

Before using the Multi-Function Printers (MFPs) make sure you have sufficient credit in your print account. Logging on to an MFP will allow you to see your current credit. Logging on to a Print Credit Cash Deposit Station will also display your current amount of credit.

To credit your account use one of the Cash Deposit Stations located in Kimberlin Library foyer or Hugh Aston.

Logging on:

Swipe card on the Safecom card reader



You then have 10 seconds to choose an option before you are automatically logged out.

Printing:

Logon to a Computer on Campus using single sign-on credentials.

Select Print from the software program and choose the print queue to send to: either Black & White (Mono) or Colour.

By default printing will be Double-Sided. To override this setting choose single-sided from the print dialogue box when sending a file to print.

To print to A3 rather than A4 select the 'scale to paper size' in the print dialogue box when sending a file to print.

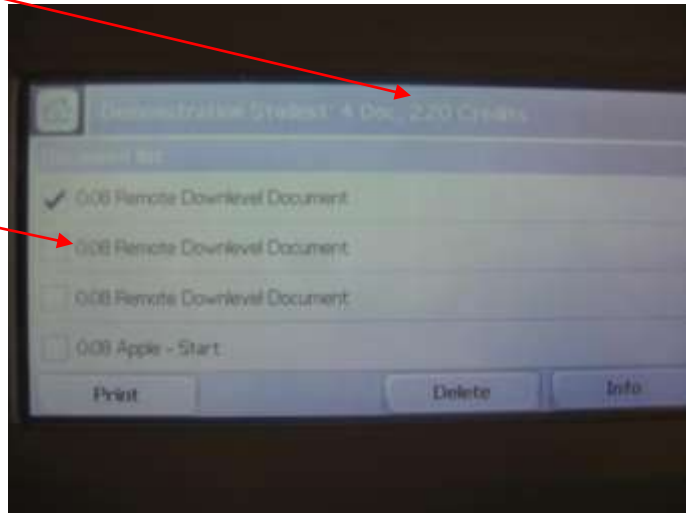
Click Print or OK to send file to print.

Logon to MFP anywhere on Campus and touch 'Pull Print' option



The **Print Balance** is shown at the top of the screen and a list of print jobs that have been sent will be displayed.

Each print job has the **cost** of the job displayed alongside.



To find out further details of the print job (eg colour settings, paper size, duplex settings): touch a job (a tick will appear next to it) and touch 'info' to obtain details of job (touch OK to close)

[To override these settings – see above]

Once a job is ticked touch **Print** to release the print job

To print all jobs, touch '**Print All**'

To **delete** a print job, select it and touch '**delete**'

Advanced printing:

The default printing settings are:

Double-sided printing

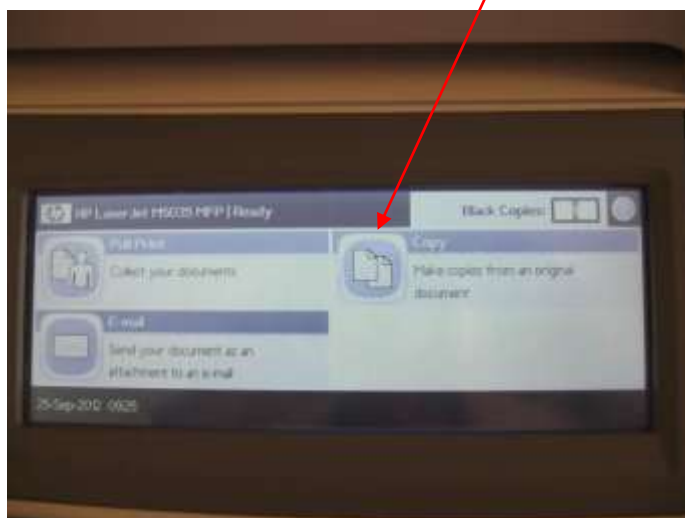
A4 paper size

To print single-sided the print job must be set to single-sided from the computer printing dialogue box

To print A3 the print job paper size must be set to A3 from the computer printing dialogue box

Photocopying:

Logon and touch the Copy option



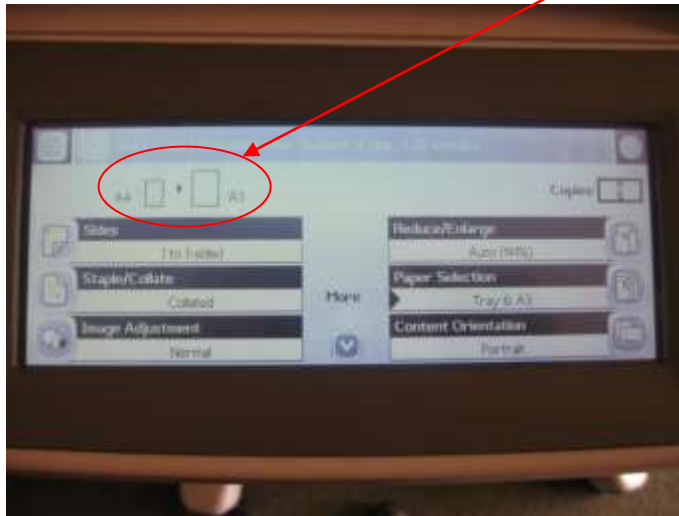
Copying can be done by placing the original face up through the sheet feeder on the top of the device or by lifting the flatbed cover and placing the original face down on the glass.



Once paper is positioned lower lid and press the green copy button

Enlarge/Reduce

To photo enlarge from A4 to A3 change the paper selection option to a tray containing A3 paper. This will automatically calculate the appropriate scaling factor (141%) and will display the relevant paper size increase:



To reduce the size of a document select the Reduce/Enlarge option and choose an appropriate percentage reduction size to scale down the original.

Scanning:

Logon and touch the E-mail option

Lift the flatbed cover and place item to be scanned face down on the glass

A pre-populated form will be displayed with the user's full name in the To: box – this is linked to their DMU email account and will send a PDF attachment directly to their email.

A default filename (scanned document) appears in the filename box, this can be amended as required.

The Cc and Bcc fields can be completed with additional email addresses for the scanned pdf to be sent to, if required.

To scan touch copy at top of screen or press the green copy button.

Once scanning is underway the user is asked if they want to remain signed in – select yes if additional copying or printing is required.

To scan multiple pages and send as one email attachment:

Touch email

Navigate down to Page 3 and touch Job Build and set to 'On'.

Scan individual pages as required and touch 'Finish' once all pages have been scanned. This will create one PDF file which will be sent by email to the user's DMU email account.

