

Printing

Do not print directly from websites, including Moodle, save as a file first

- Select **Print** in window
- Wave your ID Card over scanner on right of printer
- **Select All** documents and press Start
- OR Select documents individually and press Start
- OR Select **Info** if details of job required
- OR Select **Update List** if documents do not appear
- Select **delete** if document not required
- **Log out** when finished

Print directly from USB

(can print PDF, TIFF & JPEG files - Not MS Word)

- Select **Copy, Fax, Scan** in printer window
- Wave your ID Card over scanner on right of printer
- Press **User Box** on keypad, then put in USB
- Select *"Print a document from External Memory"*
- Select documents to print (documents listed in window)
- Press Print and then OK
- From print settings choose number of copies, Colour/Black
- Print 1 or 2-sided
- Paper
- Press Start
- **Log out** when finished

Scan to USB

- Place your document on the top feeder tray (loose pages only, text side up) or a single page face down on the glass in top left corner
- Select **Copy, Scan, Fax** in printer window
- Wave your ID Card over scanner on right of printer
- Press **User Box** on keypad, then put in USB
- Press *"Save a document to External Memory"*
- For a single sided page or pages press Start and it will be saved on USB as a pdf file
- Optional **Scan Settings**
Simplex/Duplex: Select **2-sided** for double sided page or pages
Colour: **default is Auto Colour**. Press Auto Colour for Black or Gray Scale
File Type: PDF or TIFF can be single or multiple pages in a file: JPEG is single page only, **default is PDF**
Scan Size: select Auto to change scan size, press OK
- Press Start to scan each page and the document will save to USB
- **Log out** when finished

Photocopying

- Place your document on the top feeder tray (loose pages only, text side up) or a single page face down on the glass in top left corner
- Select **Copy, Scan, Fax** in printer window
- Wave your ID Card over scanner on right of printer
- Single sided automatic photocopying: press Start
- For optional settings:
 - Colour: select Auto Colour or Black
 - Paper: select A4 or A3
 - Zoom to enlarge or reduce document
 - Duplex/Combine: e.g. **2 sided>2 sided** for double sided pages
- Press Start
- **For continuous double sided photocopying to ensure both sides are the same way up**
 - Press Application
 - Select Page Margin
 - Select Left and OK
- Press Start
- **Log out** when finished

Scan and E-mail Me

- Place your document on the top feeder tray (loose pages only, text side up) or a single page face down on the glass in top left corner
- Select Copy, Scan, Fax in printer window
- Wave your ID Card over scanner on right of printer
- Press Fax/Scan on keypad
- Select **E-Mail Me** and press Start for one or more single sided pages, saved as a pdf
- For double sided pages in one file select Scan Settings:
 - Simplex/Duplex: select **2 sided** for one or more double sided pages in same file, press OK
 - Colour: **default is colour**. Press Auto Colour for Black or Gray Scale, press OK
 - File type: **default is PDF**. PDF or TIFF can be single/multiple pages in a file; JPEG is single page only, press OK
 - Scan Size: **default is Auto**. Press Auto to change scan size, then press OK
 - Press Start and document will be emailed to your University Gmail account (Note: it will not go to any other email account)
- **Log out** when finished