

## THE STUDENT GUIDE TO USING THE MULTI-FUNCTION PHOTOCOPIER IN THE LRC

### How to login to the photocopier

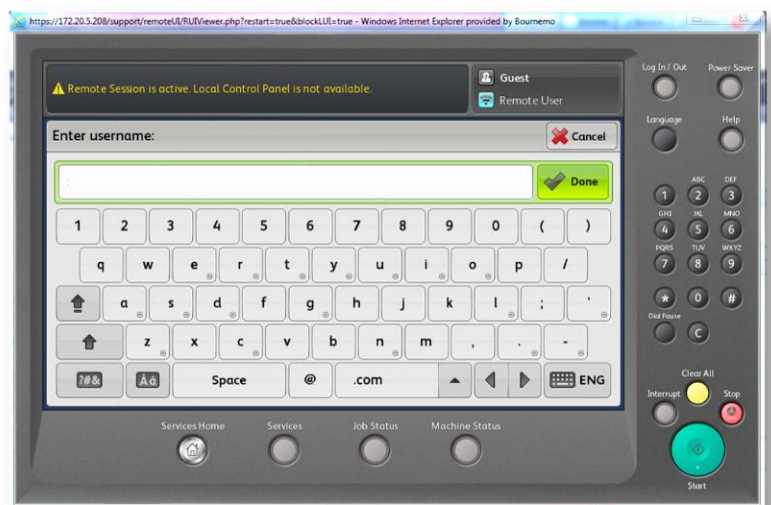
If the MFD is in sleep mode (blank screen), press the small green button located at the top right hand corner of the photocopier as indicated.



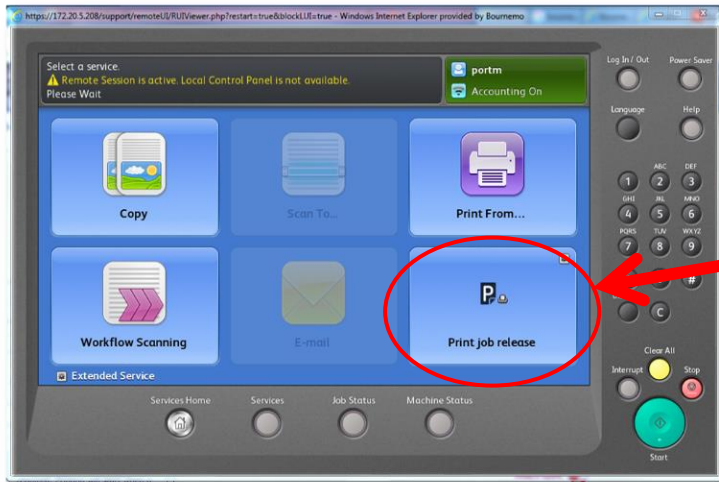
Select "Alternate Login"

Use the screen keyboard to carefully enter your student number and then click "Done"

You will then be prompted to enter your password, click "Done" to confirm it.



## How to print a document from a workstation



Select "Print Job Release"

You will see a list of all available print jobs.

If you have saved your work, they will be listed by file name, otherwise they will appear as Document 1, Document 2, etc.

Select the jobs that you wish to print (or "Select All") then select "Print"

When all jobs have been printed (or deleted), you will receive a notice that no outstanding documents can be found.



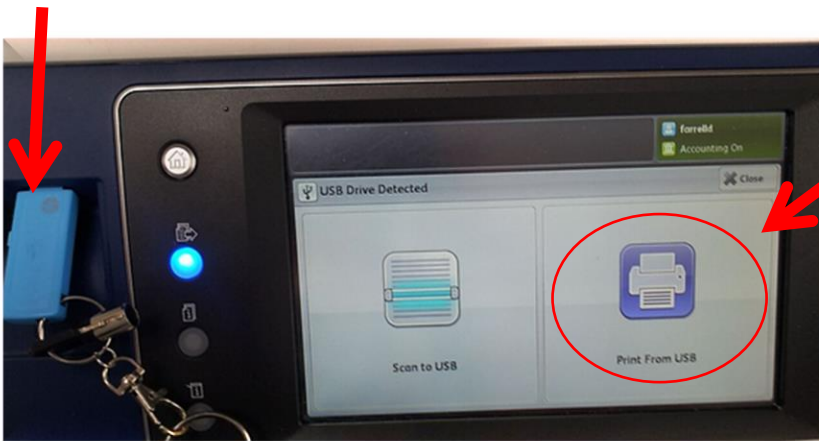
**NOTE:** Any uncollected work will be automatically *deleted from the print queue after 72 hours* and cannot be retrieved.

## Printing directly from a Memory Stick to the MFD/Photocopier?

Provided your document has been saved as an Adobe PDF document then you can print it directly from your memory stick.

(To convert any document to PDF, select “Adobe” from the list of printers and save it in the normal way).

Insert your memory stick in the USB port, the photocopier will automatically detect it and display the screen below.

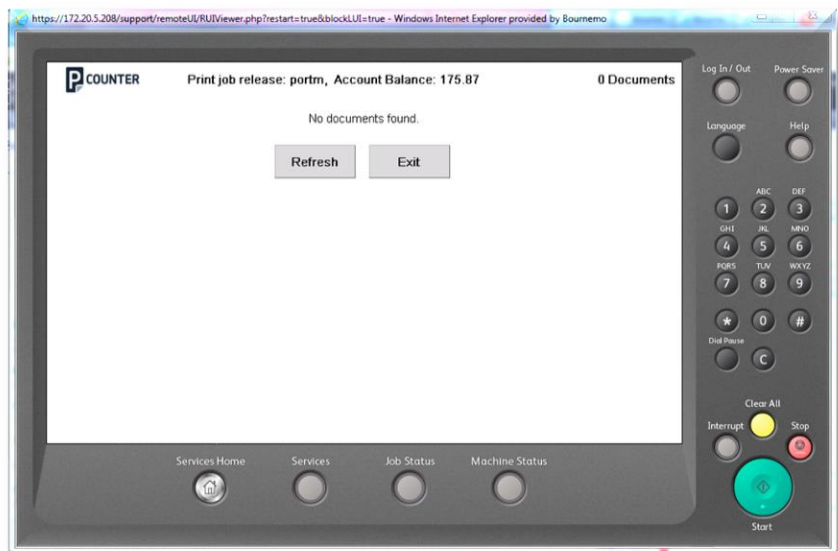


Select “Print from USB”.

Click on the document to be printed.

To change any of the print settings, use the options at the bottom of the touch screen. You will need to select Black or Colour and the correct paper size.

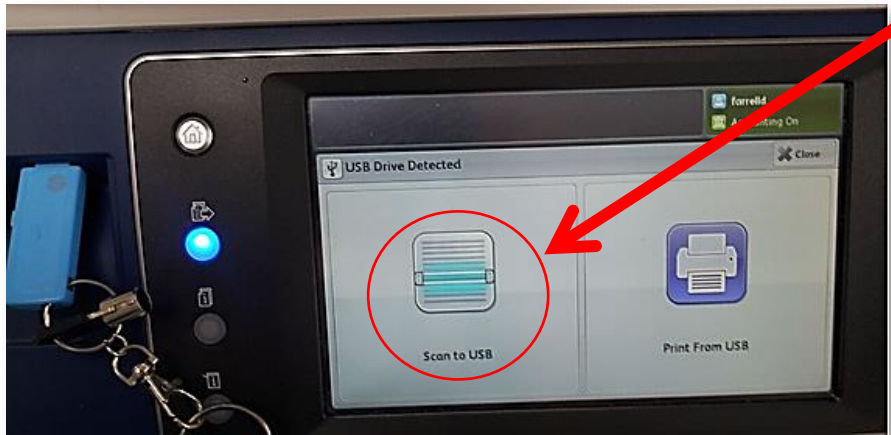
Select “Exit” to leave PCounter and return to the main MFD/photocopier menu.



## Scanning a document to a Memory Stick (this service is free of charge)

Insert your USB drive in the USB port on the left hand side of the photocopier control panel (as shown).

The photocopier will automatically detect the memory stick and display the screen below.



Select "Scan to USB".

Place your documents to be scanned either face up through the top feed tray (if you have more than 1 sheet to scan) or face down on the scanner glass (if you have 1 sheet to scan).

To change any of the scan settings, use the options at the bottom of the touch screen.

When your documents are placed and are ready to scan, press the green start button.

The Job Progress screen will appear and your original document(s) will be scanned. The file(s) will now stored on your USB drive.

Remove your USB drive from the photocopier.

**IMPORTANT: PLEASE MAKE SURE THAT you logout correctly otherwise someone else could use your credit.**

### To Logout:

Press the button circled below to log out

Confirm you wish to logout by selecting "Logout" on the touch screen

