STUDENT PRINTER QUICK START USER GUIDE

The student multi-function copier (MFC) is located in the Open IT area for all students to use. The MFC is secured for all services, copying and printing, it requires a student account and card authentication before any services will be available.

USER PROCESS:

1. Login to a student desktop with your Student account as normal.
2. In Internet Explore navigate to - http://printer/
3. You will be presented with the screen as per Figure 1, click Setup as circled in Figure 1

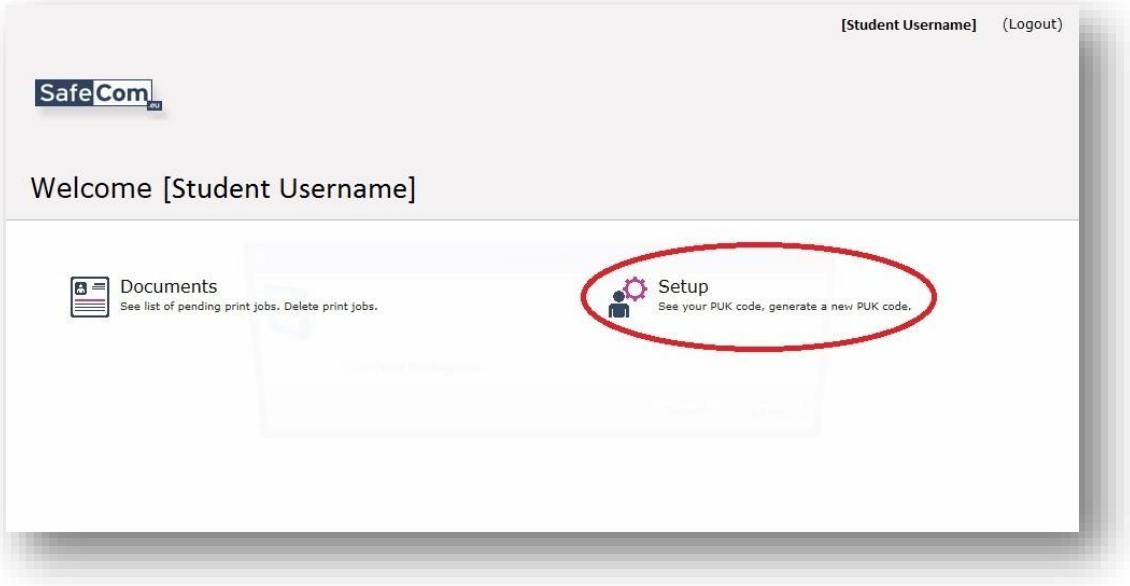

Figure 1

4. You are then presented with your unique PUK/ID code, as can be seen in Figure 2, make a note of this as it will be needed to complete the next step of the setup.

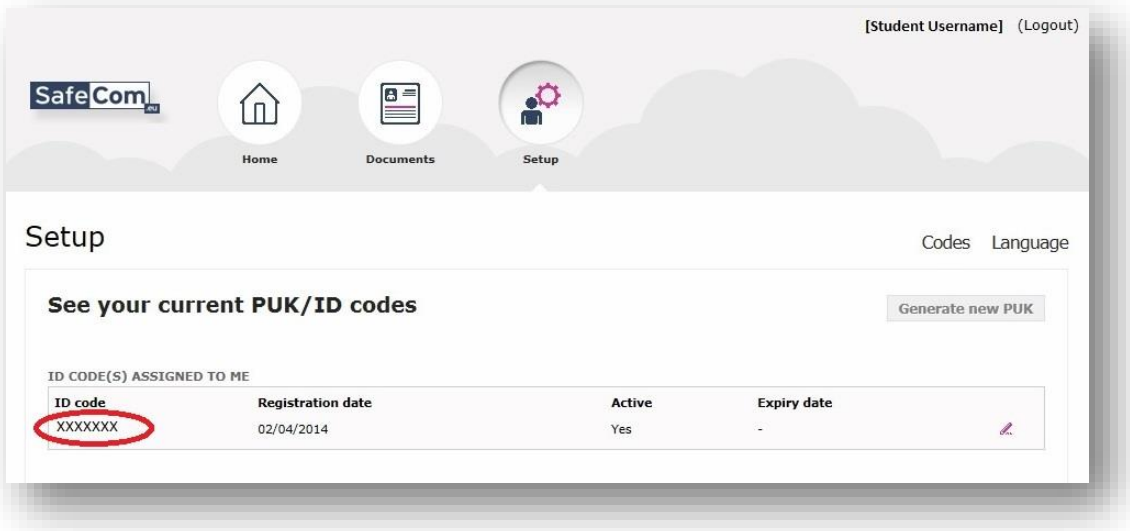

Figure 2

5. You can now go to the MFC and present your key card at the SafeCom scanner attached to the MFC (Figure 3).

Note: The first time this is done it will ask for the PUK/ID code which must be entered at the MFC keypad.

Figure 3

6. You will also be asked for a PIN, make this PIN 1234 - it will never be asked for again.
7. Once you are logged in the services will be made available to you as at Figure 4.

Figure 4

8. When printing you must logon to the MFC to retrieve your prints. You will use your card to do this. Once the card has been presented at the MFC and you have the ***Service*** screen up. Select ***Pull Print.*** – See Figure 4

Figure 5

9. The screen at Figure 5 will show your name and there will be a list of any documents which are ready to be printed. Select the job and press Print to print out.
10. Once you have finished at the printer **it is important to remember to logout** using the **Log Out / Home** button in the top right of the display. The session will timeout after **2 mins of inactivity.**