

How to use MFP....



• How to login....

Place your ID Access Card over the Card Reader located on the Xerox MFP till it beeps or Select Alternate Login and Username and Password (Same as PC Login)

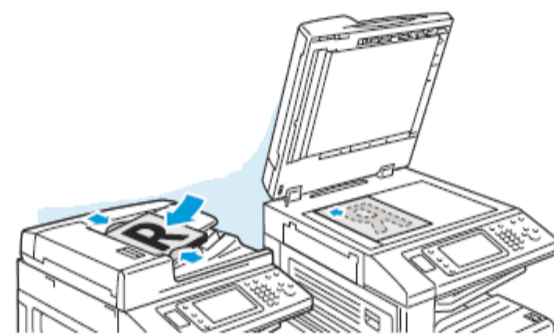
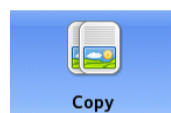


• How to Photocopy....

Log onto the Xerox MFP, select Copy option
Making Copies

Place originals **face up in document feeder** or place **face down on the glass**

Select the number of copies required using the keypad and press the **green** start key

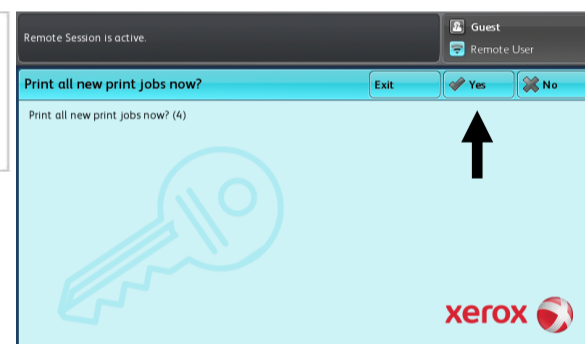


• How to Print....

Open the application from which you want to print from, Press File > Print > Select

Print-Student-BW or Print-Student-Colour

Log onto the Xerox MFP, Choose Yes Print all new jobs now?

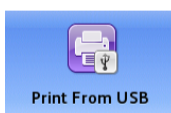


How to....

Print from USB Key

Log onto the Xerox MFP using a valid Student ID Card and select Print From USB, insert USB key into device located left of the touch screen, select the name of the printable file, Select the number copies and the paper size, colour for the print job then press the green start key.

Note: Only PDF, TIFF and XPS files can be printed directly from a USB Key



To log out Press the Key Symbol button or Swipe Card over the Reader