

How to... Photocopy

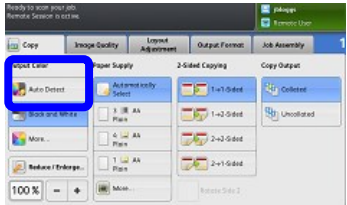
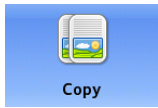
Basics

Log onto the Xerox MFP using a valid Student ID Card and select Copy Service,

Making Copies

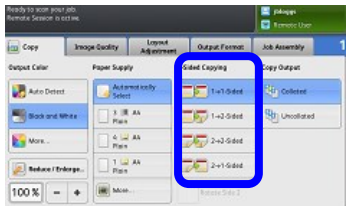
Place originals **face up in document feeder** or place **face down on the glass**.

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



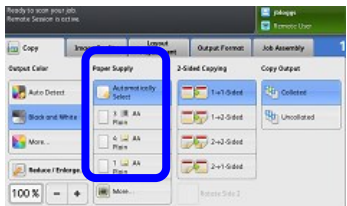
Colour Copying

Select the Auto Detect Option, this will allow you to do Colour copies



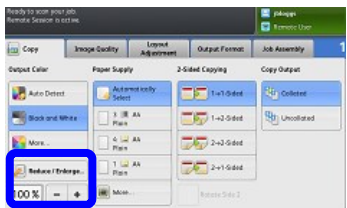
Double Sided Copying

Select 1-2 Sided, this will allow you to do double sided Copying
1 sided > 2 sided



Paper Size

If copying unusual sized documents i.e. passports, Select the Paper Tab, This will allow you select the required output paper size



Zoom/Reduce Print Size

This option will allow you to reduce or increase your printed output document

To log out of the Xerox MFP press the Key Symbol button



How to... Mobile Printing

To print from your mobile device

Send an email to

studentprinting@dkit.ie from your DkIT student email account with the attachment being the document/s you want to print, your print job/s will be queued up against your SafeQ account, follow normal steps on releasing a Print job



Note: The email must be sent from your DkIT email account.. Also your print job will print out in same Colour as it was sent i.e. if the document is in colour it will print out in colour

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 (use the arrows to the right of the list to scroll through the list, If the print file is in a folder select the name to open folder) 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

Price Guide €

A4 B&W	0.07 Cent
A4 Colour	0.20 Cent
A3 B&W	0.10 Cent
A3 Colour	0.30 Cent

If you require assistance, Please make contact with onsite IBS Xerox Support
Telephone: 0876172596
Email: studentprintdkit@ibs.ie

IBS

A **xerox** Company

How to... Use Copy & Print Services Quick Guide



Student Guide

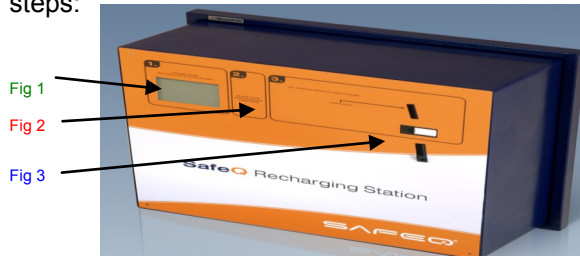
Version 3.0

How to...

Top up my SafeQ Account

SafeQ Cash Recharging Station are located in the following areas:

- Library, Nursing and PJ Carrolls Building
- To Add credit onto your student card follow these steps:



1. Place Student Card over **Figure 2** on the Safe Q recharge station.
2. Insert coins or notes into **Figure 3**
3. Press the END option on the touch screen **Figure 1**.
4. You will then see a message to advise you that your account has now been topped up with the inputted amount.

How to....

view my SafeQ account balance

- **From Recharge Station**

Place card over Figure 2, Balance will appear on bottom right of Figure 1 (Display Screen)
Press END to escape.

- **From Xerox MFP**

Log onto the Xerox MFP by placing Student ID card over the card reader located on the right hand side of the Xerox MFP > Select YSoft SafeQ icon your current balance will be displayed on the bottom of the screen.

How to...

Print from a PC

To print your desired job follow these steps:

- On your PC select File
- Select Print
- Choose Printer **Print-Student-BW Or Print-Student-Colour**
- Choose the number of copies you require
- Click OK

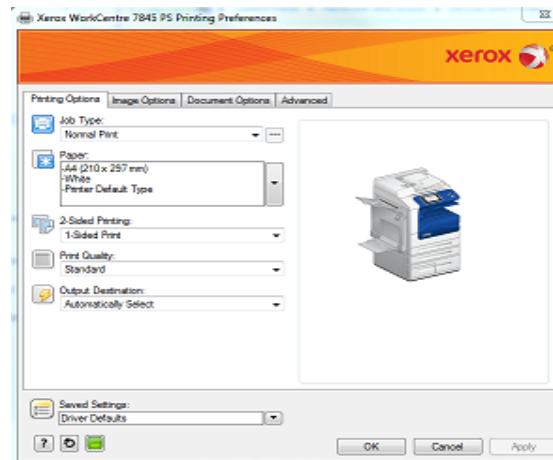
This will store your print job/s in the SafeQ system for 24 hours.

To release your print job at the MFP, see “How to release a print job”, in this leaflet.

By default, your print job will be set to print 1 - Sided, Auto Paper Size Output

If you wish to change these options for your desired print job/s, follow these steps:

- Click File
- Select Print
- Choose printer **Print-Student-BW Or Print-Student-Colour**
- Click Properties
- Select from the 2-Sided Print drop-down box to 2 - sided print
- To Specify a Paper Tray Select Paper drop down menu and choose Select by Tray
- Once you are happy with your options, click OK
- Choose the number of copies you want
- Click OK



How to....

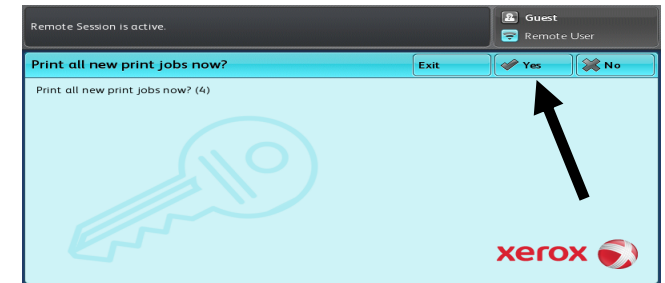
Release a print job

There are two methods to release print job/s.

- Option 1: Automatically Print out all waiting job/s.**
- Option 2: Manually select which print job/s to print.**

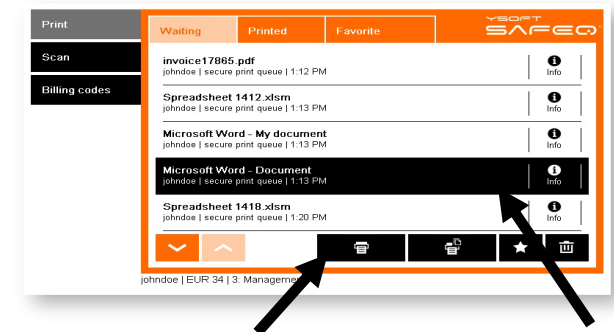
Option 1: Automatically Print out all waiting job/s.

- Log onto the Xerox MFP using your Student Card
- Select **Yes** to Print all waiting jobs now?
All your pending print job/s will be printed



Option 2: Manually select which print job/s to print.

- Log onto the Xerox MFP using your Student Card
- Select **No** to Print all waiting jobs now?
- Select YSoft SafeQ or Custom icon from the Xerox MFP touch screen
- Under Waiting Tab
- Highlight the print job/s you want to print
- Select Print option



Unprinted print job/s will be automatically deleted from SafeQ after 24 hours.

