# Guide for Using Print and Scan Facility

Printing

Printer drivers have been installed on all Engineering staff computers over the summer months for the two printers. These two printers have been given the following names:
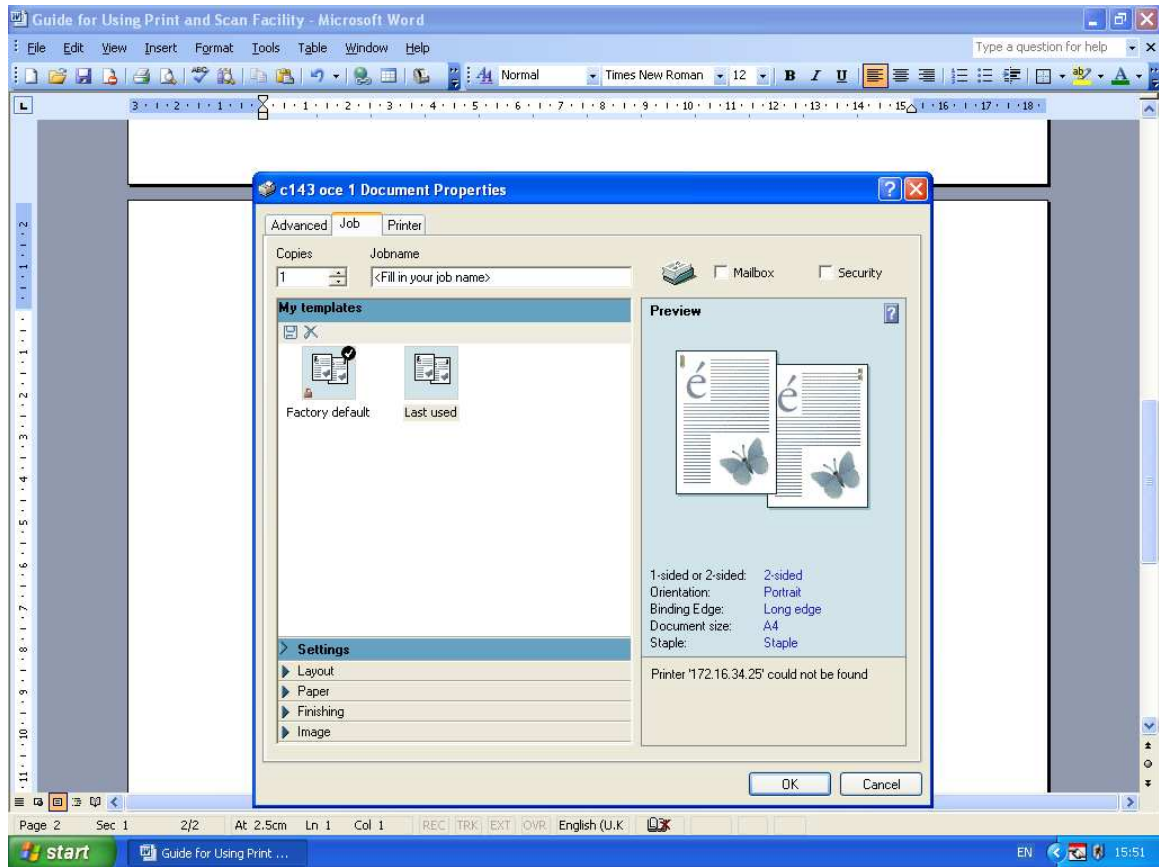
C143 oce 1 and C143 oce 2

C143 oce 1 is located on the right hand side wall as you enter the photocopying room and C143 oce 2 is located at the far wall.

Sending a Print Job

- To send a document from your PC, select either of the above printers to print from the print menu on your PC as shown:
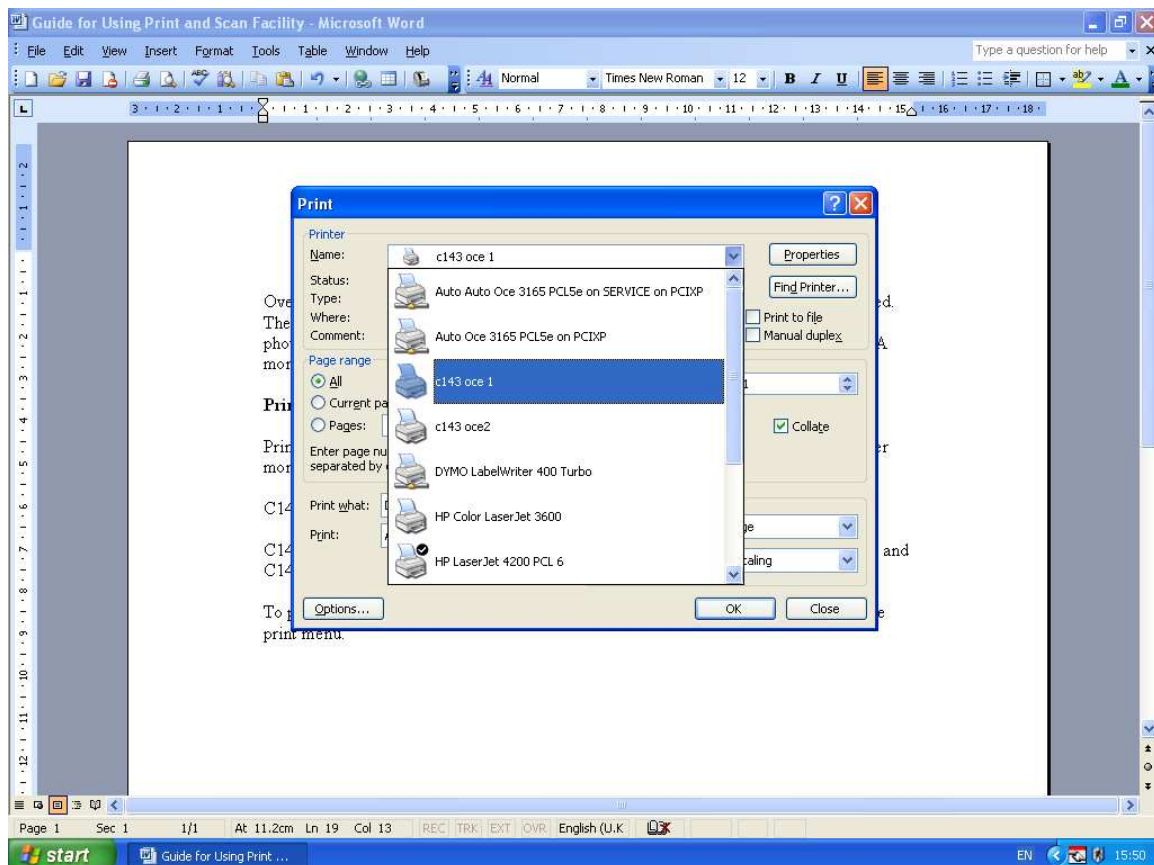
- Select the properties tab to configure your print job as shown

A number of options can be configured in this window. You can:

- Specify the number of copies to print

- Give each print job a specific name

- Apply a specific print template to a specific job

- Tick the security box to apply an additional security code of your choice to your print jobs. You will be prompted for this 4 digit code when you tick this box

- Tick the mailbox box to send your print jobs to the printer mailbox. This is already configured as default on the two printers
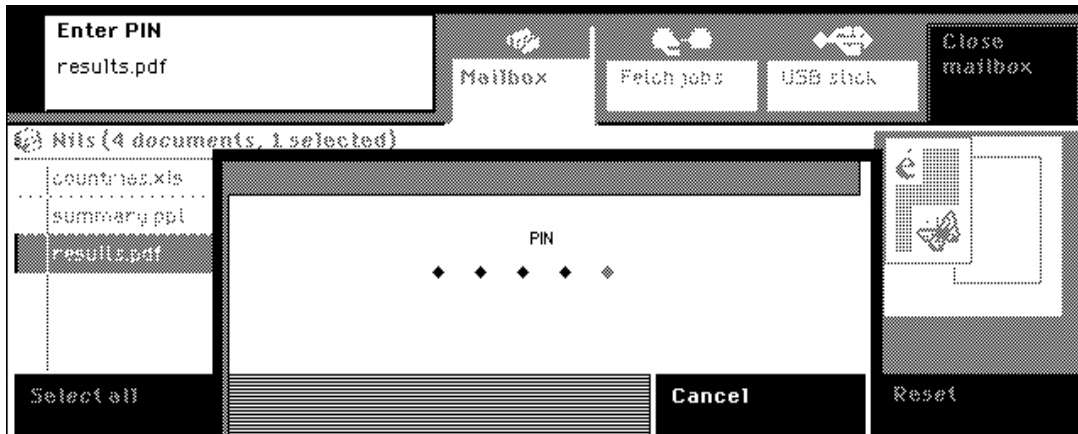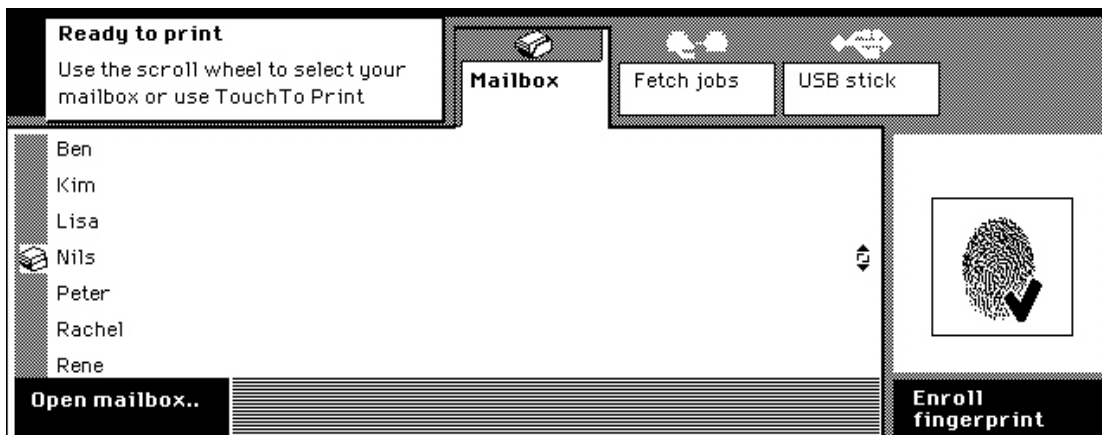
An example
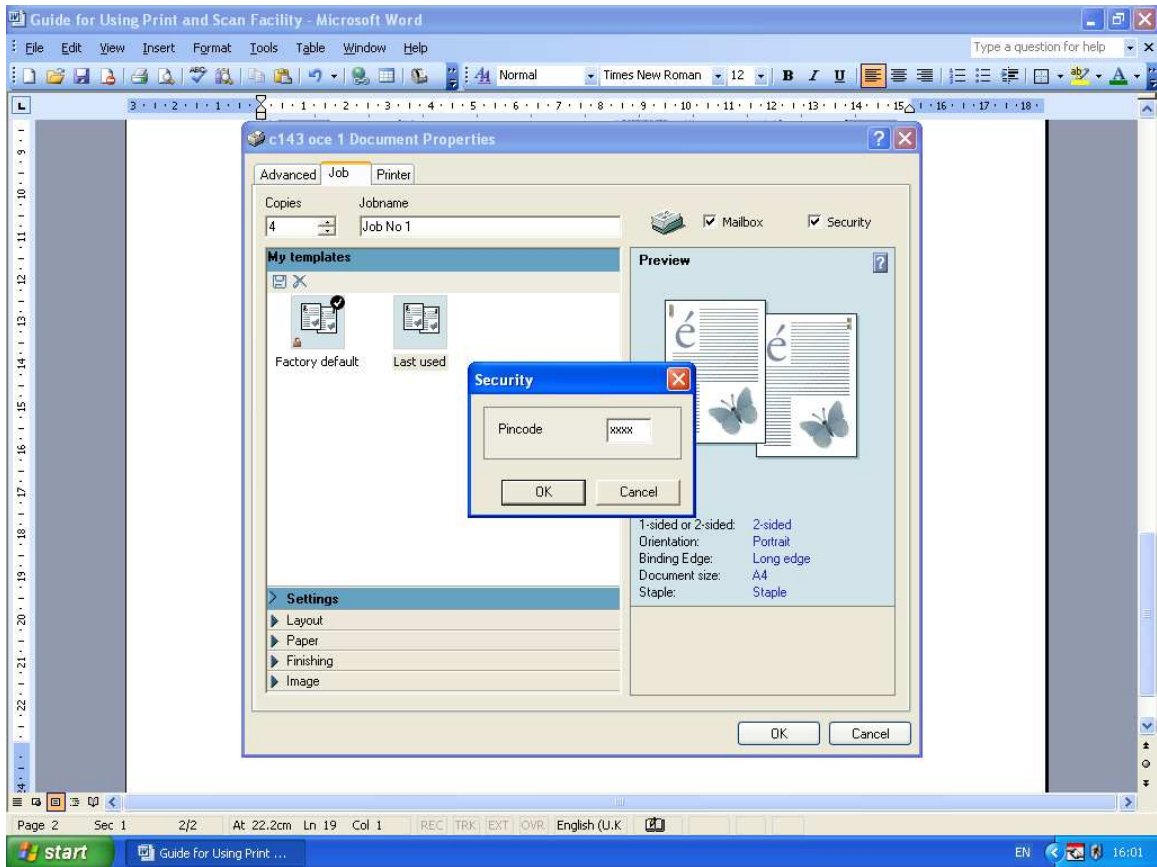
- When you are finished configuring your print job click ok on all open windows until the print job has been sent

Printing Your Documents from the Photocopier

- Logon to the photocopier using the 5 digit code provided to you via email. If you have not received this yet contact the Engineering office for your code

```
Enter PIN                                    Close
results.pdf         Mailbox   Fetch jobs  USB stick   mailbox

Nils (4 documents, 1 selected)
  countries.xls
  summary.ppt
  results.pdf
                         PIN
                    ◆  ◆  ◆  ◆  ◆

Select all                          Cancel        Reset
```

- Press the print button

- Using the scroll wheel select your username on the display screen and press the open mailbox button

```
Ready to print
Use the scroll wheel to select your
mailbox or use TouchTo Print      Mailbox   Fetch jobs   USB stick

 Ben
 Kim
 Lisa
 Nils
 Peter
 Rachel
 Rene
Open mailbox..                                    Enroll
                                                  fingerprint
```

- Your print job or jobs will be displayed on the display screen
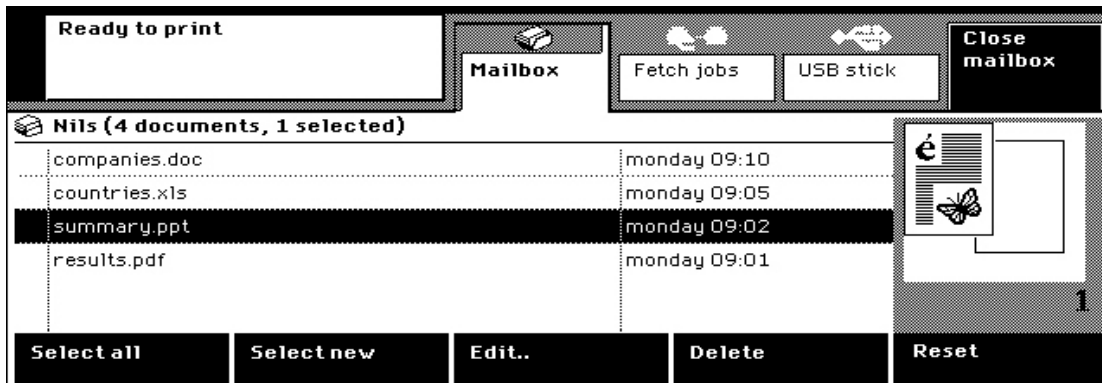
- Press the green button to print the selected job. If you have assigned a 4-digit security code when sending your print job or jobs you will be prompted for it at this stage. When this is entered your document will be printed

- If no security code is used then the document is printed immediately when you press the green button

- A tick is placed beside a job when it has been printed
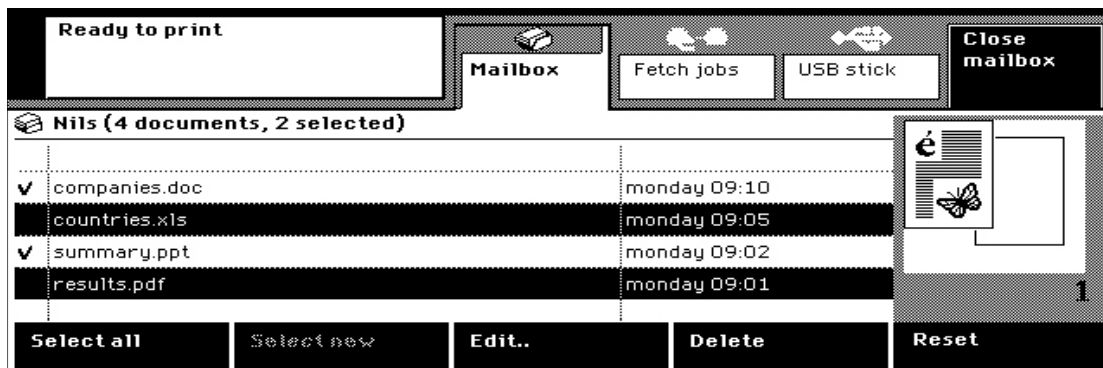
- You can delete the print job by pressing the delete button once you have finished printing your document
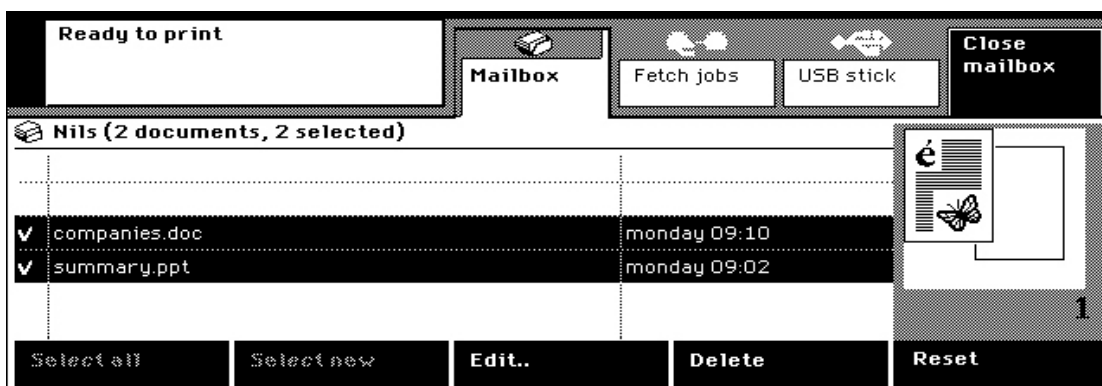
- Note that all print jobs from all users are deleted every morning at 1 am. Sending your print jobs at 4:45pm with the intention of picking them up the next morning will not work as the jobs will not be present on the printer

Printing from USB Memory Stick

Both photocopiers have the facility to print from a USB memory stick. In order to carry out this you need to:

- Have your document saved in PDF format

- Logon to the photocopier using the 5 digit code provided

- Plug in the memory stick to the photocopier

- Press the print button

- Press the USB stick button

- Use the scroll wheel to select the directory where the document you want to print is stored. Use the open directory button to open this directory. Using the scroll wheel select the PDF document you want to print

- If you select the wrong directory use the close directory button to move back up one level in the directory

- Once you have the correct PDF document selected press the green button to print the document

- Close all open directories using the close directory button

- Unplug the USB memory stick when your finished printing your document or documents

Scanning to USB Memory Stick

- Logon to the photocopier using the 5 digit code provided

- Plug in the memory stick to the photocopier

- Place your document in the automatic sheet feeder face down

- Press the scan to USB stick button
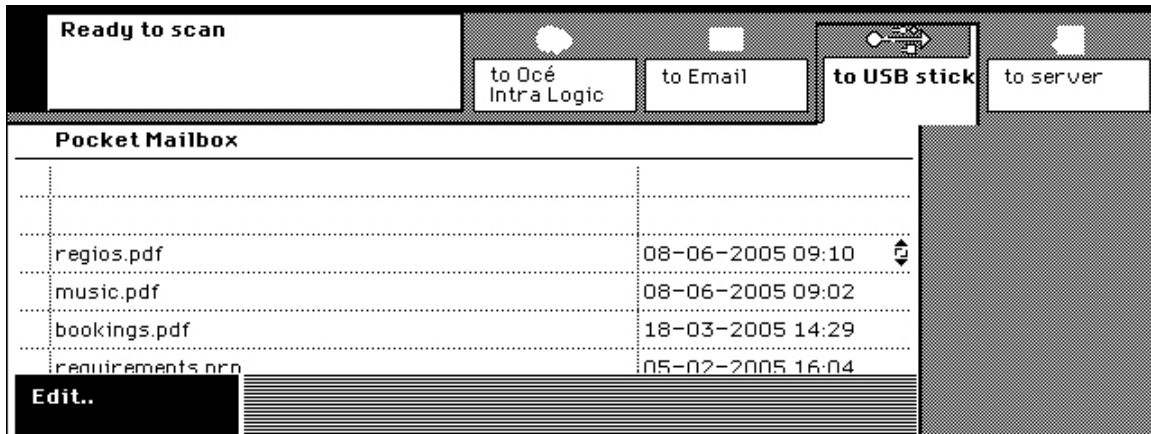
- Use the scroll wheel to select the directory where the document is to be scanned to. Use the open directory button to open the directory where the document is to be scanned to. If this step is not taken then the document will be scanned to the USB's root directory

- Press the green button to scan your document

- The photocopier will assign a default name to the scanned document, eg Scan001

- Once the document has been scanned close all open directories in your USB memory stick using the close directory button and then remove your USB memory stick