

How to Print Using the Print System



Need IT help?

Ask a friendly Student IT Advisor

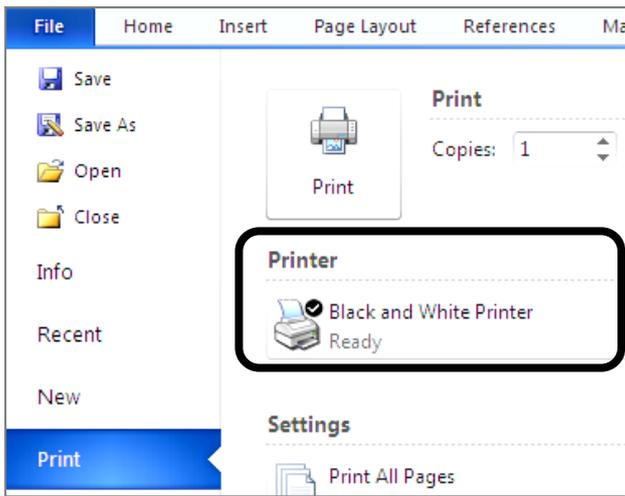
Try our help site: otago.ac.nz/studentIT

Chat to us on Facebook: facebook.com/uostudentit

Printing From the Student Desktop

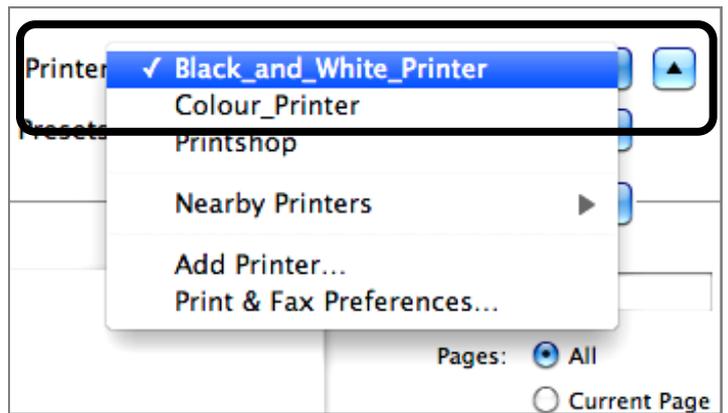
Windows

1. Print as normal, and choose one of the following from the list of printers:
 - ◆ **Black and White Printer**
 - ◆ **Colour Printer**
2. Click **Print/OK**

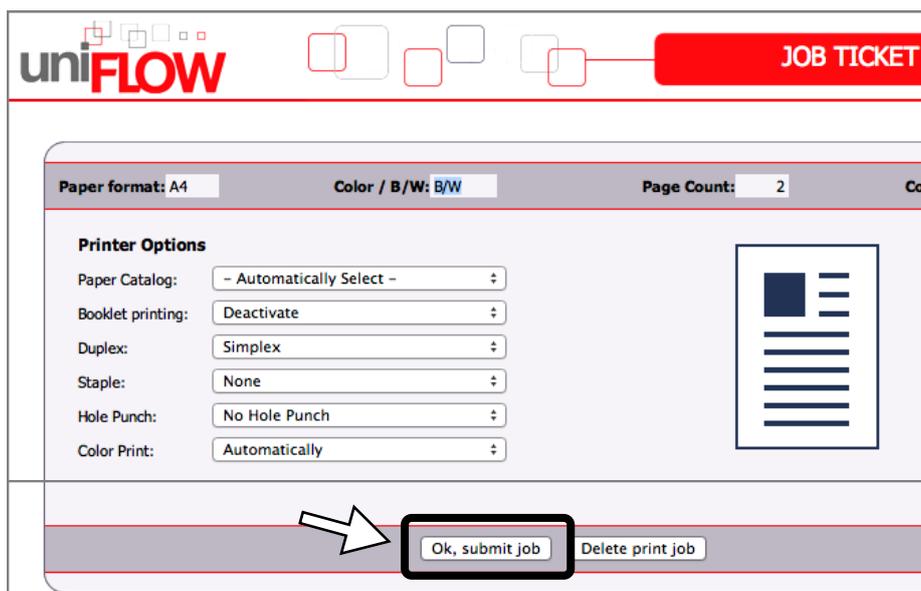


Mac OSX

1. Print as normal, and choose one of the following from the list of printers:
 - ◆ **Black_and_White_Printer**
 - ◆ **Colour_Printer**
2. Click **Print**



3. **Wait** for the uniFLOW window to load— this will take a few moments
4. Click **OK, submit job**



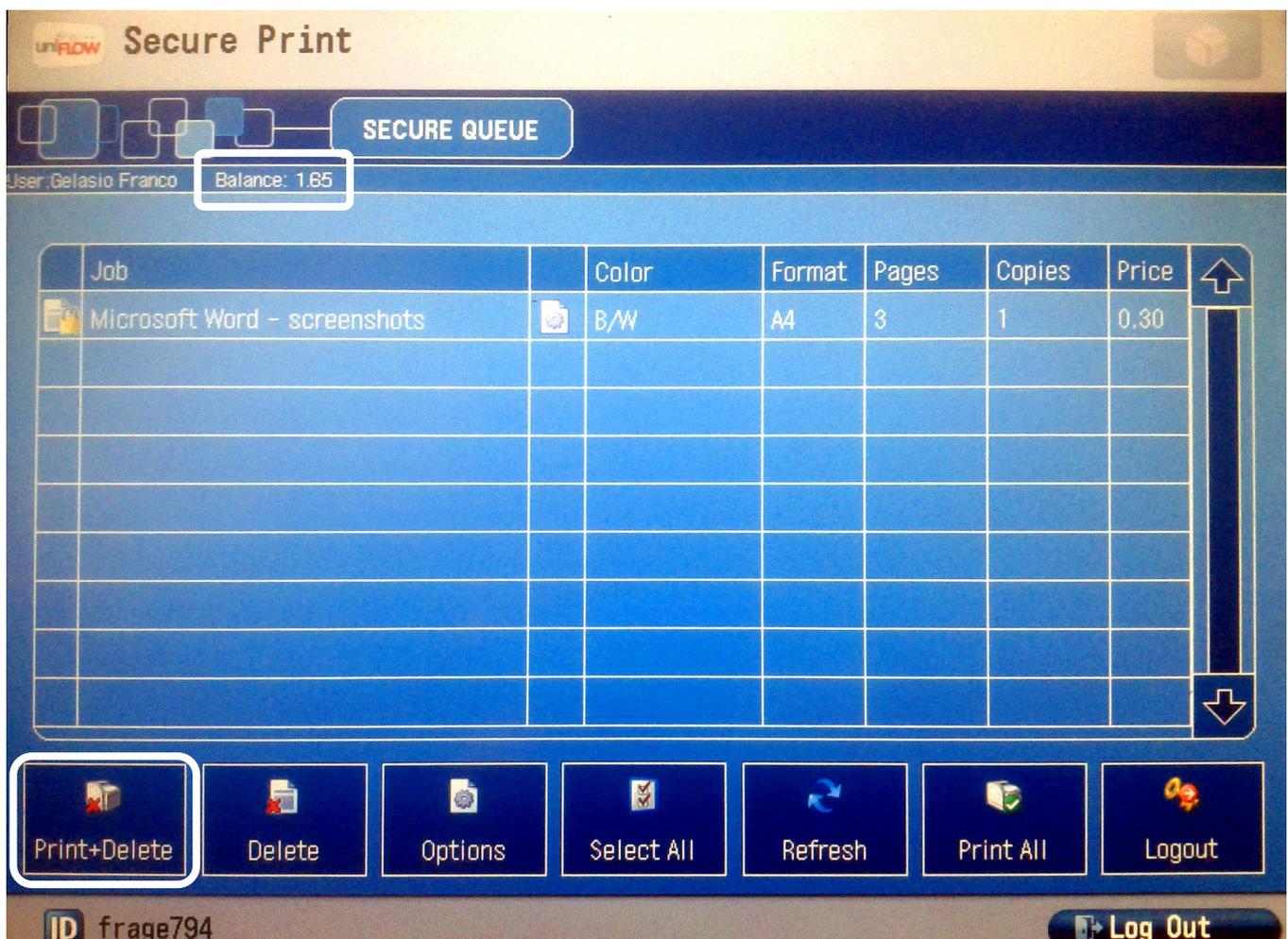
Note: Do not change the options on this screen as they will not be picked up by the printer

Printing Your Job at the Canon MFD Printer

1. **Login** at any of the Canon MFD printers on Campus
You can login with your Student ID or by typing in your Student Username and Password—register your card using the instructions by the printer
2. Touch **Secure Print**



3. Select the documents you wish to print and touch **Print and Delete** (or touch **Print All** to print all documents)



Your balance is shown at the top left.

4. Further finishing options can be found by touching the **Options** button
5. Remember to **Logout!**

Frequently Asked Questions

How much does printing cost per page?

	Black & White	Colour
A4	10 cents	50 cents
A3	20 cents	\$1

Where can I top up my printing funds?

Kiosks to add funds to your printing account can be found in or outside the following libraries: Central, Science, Robertson and Medicine

Can I print double-sided (a.k.a duplex)?

Yes! You can change a job from single-sided (simplex) and double-sided (duplex) at the printers.

On the printer touch-screen:

1. Select the job you wish to print double-sided
2. Tap **Options**



3. Under the **Duplex** option choose **Long Edge** (for portrait documents) or **Short Edge** (for landscape documents)



4. Tap **Print + Delete**