AskOtago | UiaŌtākou

Print Scan Copy - Learning Lab

TRAINING MODULE – STUDENT BOOKLET

TRAINING MODULE OVERVIEW	
PURPOSE	To demonstrate how to Print, Scan and Copy.
OUTCOME	You will be able to print scan and copy
OWNER	Student IT Contact us… Phone: 034795170 Facebook page and chat: www.facebook.com\uostudentit Web: www.otago.ac.nz/studentit
REVISION	5/02/2020

Top up your printing budget.

You can top up on campus using an EFTPOS autoloader in any of the following locations:

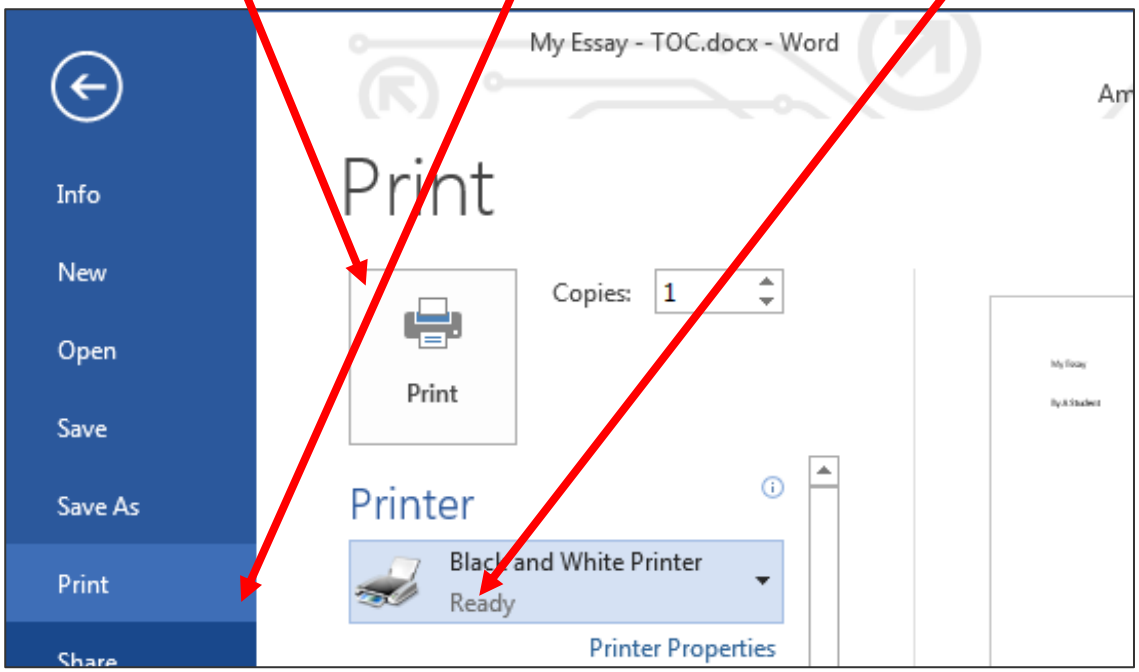
- Central Library
- Medical Library
- Science Library
- Robertson Library

You can add credit to your printing account online at www.recharge.otago.ac.nz

or visit the Uniprint Central Library branch

Printing from the Student Desktop www.otago.ac.nz/studentdesktop

1. Open the document you wish to print
2. Click on **File** and then choose **Print** from the menu
3. In the new window that opens, select **Black and White Printer** or **Colour Printer** from the drop down menu.
4. Press **Print**



Printing at Uni from your own device

You can print from your own device in 2 ways:

@Print

(using student email)

Open your student email account and start a new email.
Type in either:

printmeblack@otago.ac.nz (for black and white – at 10 cents a sheet)
printmecolour@otago.ac.nz (for colour – at 50 cents per sheet)

Attach the document and send it. (No heading or other text is required)

PLEASE NOTE only the following file types are supported:

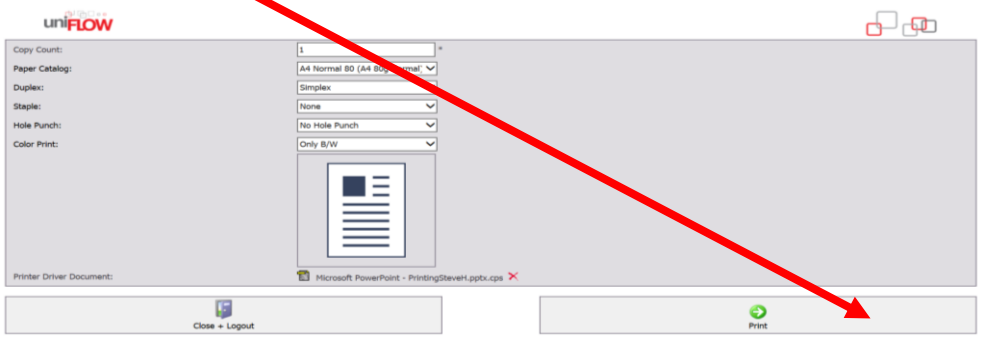
- Word documents (.docx, .doc)
- PowerPoint documents (.ppt, .pptx, .pps)
- Excel documents (.xls, .xlsx)
- PDF (.pdf)
- Text documents (.txt)

mPrint

(using the mPrint app downloadable from www.otago.ac.nz/mprint)

Install the mPrint app if you don't already have it

1. Open the file you wish to print
2. Click on the **File** menu and select **Print**
3. Select **mPrint** from the list of printers
4. Wait for the uniFLOW window to load— this will take a few moments
5. Press **Print** (*Note: Don't change options on this screen as they won't be picked up by the printer*)

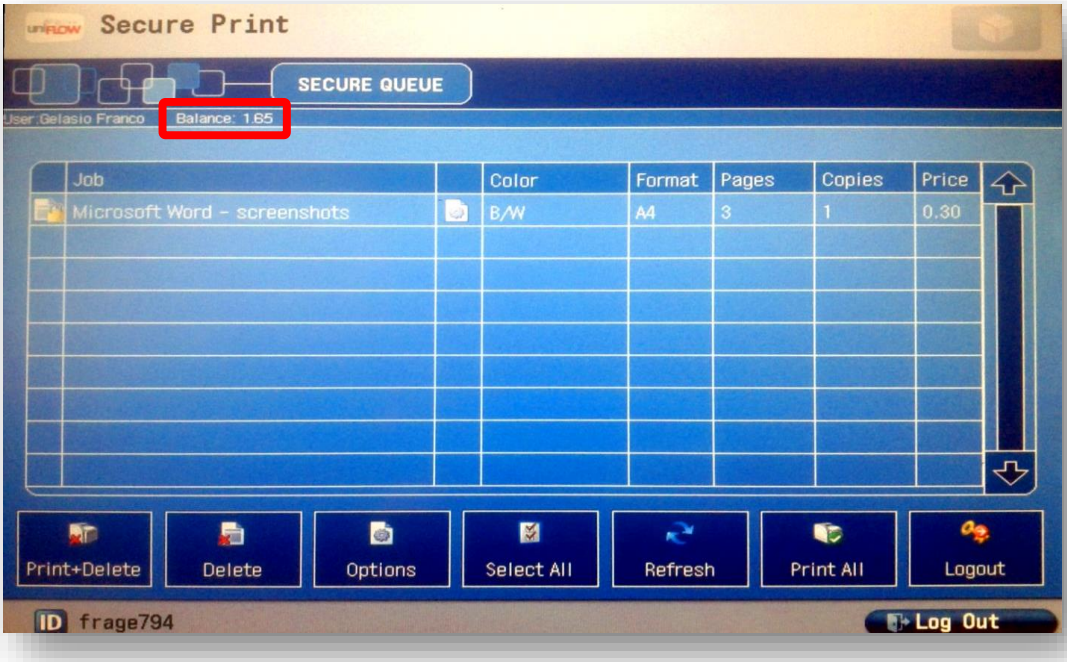


Using the Printers

You can print using any of the branded Uniprint stations around campus.

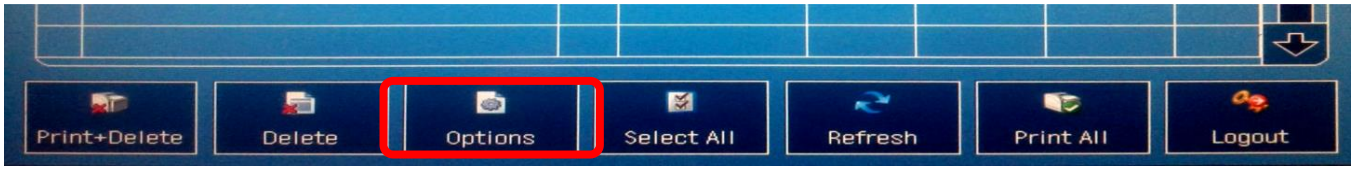
- Tap your Student ID Card onto the card reader or enter your username and password to log in to the printer
- Select **Secure Print**

- Select the job(s) you wish to print then press **Print + Delete** (or touch **Print All**)
- Your balance is shown at the top left
- Further finishing options can be found by touching the **Options** button.



Double Sided Printing

1. Before printing, 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**

Other printing Options

You will also find the following with the printer **Options**:

- **Colour Mode** (If required, choose from b/w (black and white) or color)
- **Copy Count** (Choose how many times you want to print the document)
- **Page Range** (Use this option to just print a section of your document)

Remember to **Logout!**

If you stay logged in your credit could be used by others for photocopying.

Scan to Email

- **Login** to a printer with either your ID card or your student username and password.
- Touch **Scan and Send** on the touch-screen.
- Place your original on the document feeder ***face up*** to copy multiple pages at once.
- Tap **Send to Myself**.
- Change any settings by using the options on the screen or by tapping the **Options** button.
- When you are ready, press the green **Start** button on the printer keypad.
- If you need to place your documents directly on the document glass put the first sheet down and press the **Start** button on the printer. Repeat until done and press **Start Sending**
- Wait for the file to be scanned, converted to PDF and sent. Remember to Logout when you are finished!

Scan to USB

As above except:

- insert your USB Flashdrive into the USB socket to the right of the printer screen
- Choose **Scan and Store**

Photocopying

- Login to a printer with either your ID card or your student username and password. Non-student users—use your PIN.
- Touch **Copy** on the touch-screen.
- Place your original on the scanning plate or use the document feeder to copy multiple pages at once.
- Make sure the corner of the document is aligned with the red arrow.
- Change any settings by using the options on the screen or by tapping the **Options** button.
- When you are ready, press the green **Start** button on the printer keypad.
- If your page is not A4 then the printer will ask you to select a page size. Choose **A4 > OK** and then press the **Start** button again.
- Choose **Start Copying** and wait for the printer to scan and print your documents

Check your printing Balance

To check your balance, you need to go to the printing screen:

- Press **Main Menu** on the printer and choose **Secure Print** on the touch-screen. Your balance can be found near the top left of the screen.
- **Logout**

Printing Cheat Sheet!

- Print, photocopy, scan to USB or scan to StudentMail
- Go to any student printer on campus to get your print job
- Log in to printers with your username and password, or use your ID card for faster access

Cost:

A4 black & white: 10c	A4 colour: 50c
A3 black & white: 20c	A3 colour: $1

Top-up your Printing Funds

Kiosks - Central, Robertson, Science, Health Sciences libraries

Use your Student ID card to top-up at kiosks. EFTPOS or credit card.

Online - recharge.otago.ac.nz

Top-up online via credit card - transaction fee applies.

Three Ways to Print

Student Desktop - print directly in a lab or on your laptop

Just choose **Black and White Printer** or **Colour Printer**

mPrint - the best way to print lecture slides from your laptop

Print directly to any printer on campus via the print menu on your laptop. Quick and easy to install at otago.ac.nz/mprint - Mac and Windows.

@Print - print from any device that can email an attachment

Black & White	printmeblack@otago.ac.nz
Colour	printmecolour@otago.ac.nz

Supported file types: Word, PowerPoint, Excel, PDF, text (.txt)

Printing Tips

Double-sided: on the printer, choose **Options > Duplex > Long Edge**

Posters, binding and laminating: Uniprintshop or otago.ac.nz/uniprint

Need printing help?

Each printer has a notice with our contact details – call us!

If you need a refund for a print job go to otago.ac.nz/printerrefunds