

# 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: <a href="http://www.facebook.com\u005Cuostudentit">www.facebook.com\u005Cuostudentit</a> Web: <a href="http://www.otago.ac.nz/studentit">www.otago.ac.nz/studentit</a>
REVISION	26/02/2021



Printing (scanning and copying) at Otago is done on the Uniflow system which is administered by Uniprint and uses Canon equipment. Almost every printer you see on campus can print your print jobs. (Technically they are called MFDs or Multi - Function Devices.

## Top up your printing budget.

You can add credit to your printing account online at [www.recharge.otago.ac.nz](http://www.recharge.otago.ac.nz)

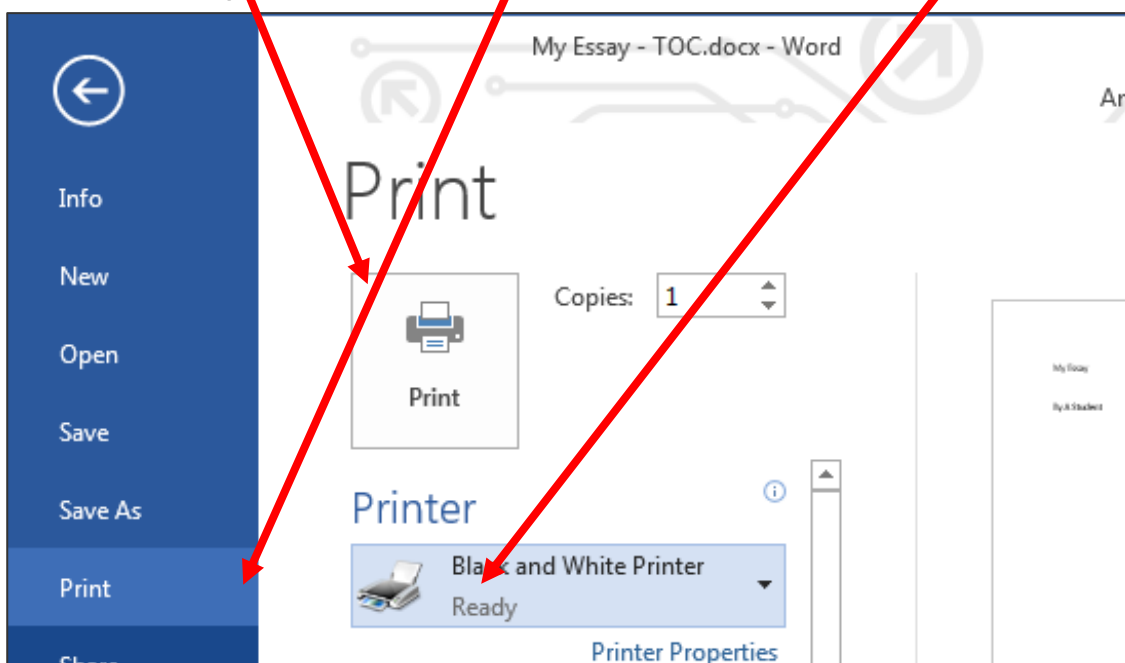
or visit the Uniprint Central Library Unitprint shop.

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## Printing from the Student Desktop

[www.otago.ac.nz/studentdesktop](http://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 from your own device

You can print from your own device in 2 ways:

## 1. Email the file you wish to print (using student email)

Open your student email account and start a new email.

Type in either:

[printmeblack@otago.ac.nz](mailto:printmeblack@otago.ac.nz) (for black and white – at 13 cents a sheet)

[printmecolour@otago.ac.nz](mailto:printmecolour@otago.ac.nz) (for colour – at 52 cents per sheet)

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

Please note that 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)

## 2. Download a print driver

Details are here:

<https://blogs.otago.ac.nz/studentit/printing/printing-own-device/uniflowdriver/>

### PC Instructions

- Click on the **Windows** icon or tap the **Windows** key
- Paste this into the search box  
`\\unf-rpsd-p02.registry.otago.ac.nz\UO_uniFLOW_Print`  
When the dialogue box pops up, enter your University username with student\ in front of it (eg student\bonja007) and enter your university password and click the Remember my Credentials box.
- Open the document you wish to print and under File > Print choose **UO\_uniFLOW\_Print** printer

### Mac Instructions

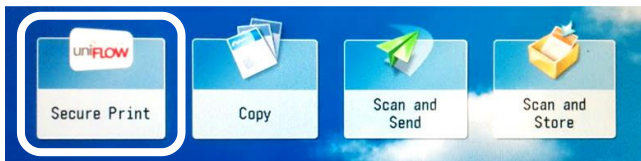
Email us at [studentit@otago.ac.nz](mailto:studentit@otago.ac.nz) to get a print driver.

- Double click on the file once you have downloaded it (If it doesn't run, right click on it and choose **Open**)
- When you want to print, you should see a new printer in the print menu called **UO Print printer**
- When prompted, enter **student\yourusername** followed by your University password and click the **Remember this password in my keychain** box.
- You may need to go to **System preferences > Printers and Scanners** and locate the **UO-Print** printer  
Click **Options and Supplies**  
Go to **Utility** tab and open **Printer Utilities**

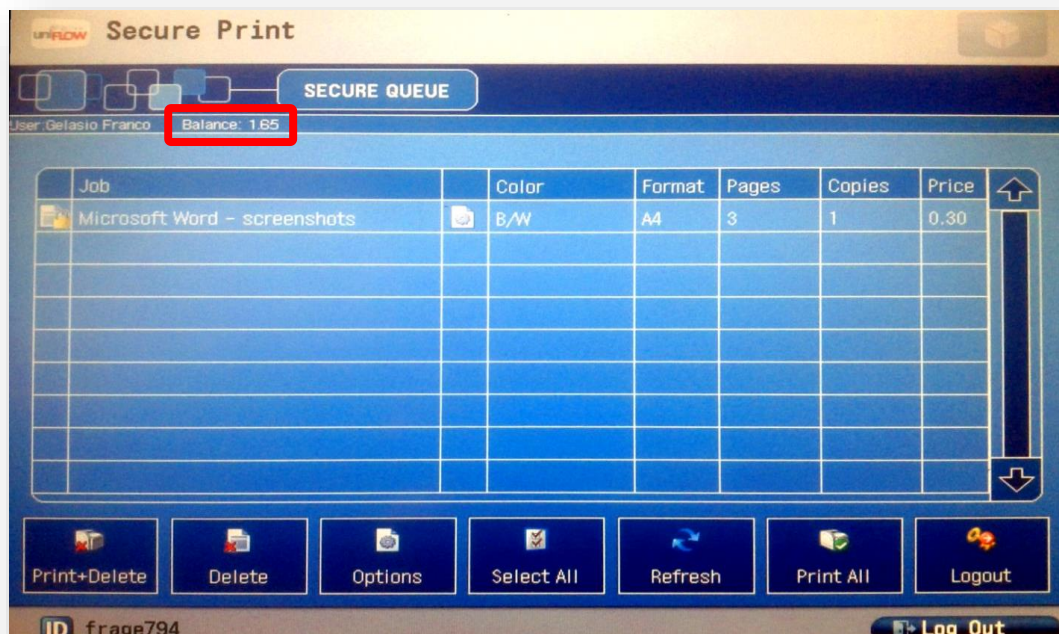
# Using the Printers

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**

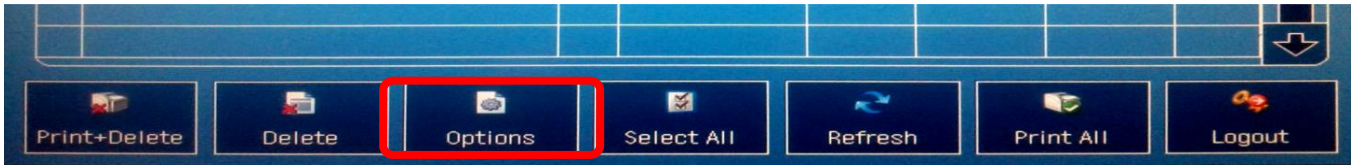


- Select the job(s) you wish to print then press **Print + Delete** (or touch **Print All**)
- Your balance is shown at the top left
- Further finishing options can be found by touching the **Options** button.

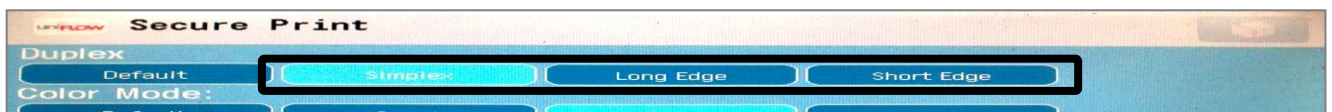


# Double Sided Printing

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)



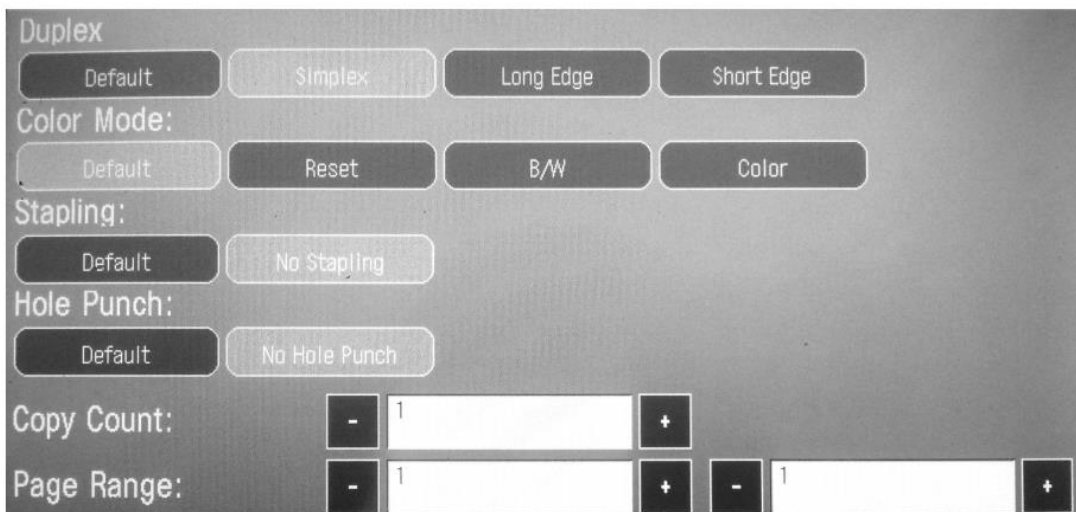
4. Tap Print + Delete

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## 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**



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## 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!

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- 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: 13c    A4 colour: 52c

A3 black & white: 26c    A3 colour: \$1.04

## Top-up your Printing Funds

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### Online - [recharge.otago.ac.nz](http://recharge.otago.ac.nz)

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

### At Uniprint in the Central Library

## Three Ways to Print

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

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

**2 Download a print driver** - the best way to print lecture slides from your laptop

Print directly to any printer on campus via the print menu on your laptop.

<http://www.otago.ac.nz/studentit/printing/printing-own-device/uniflowdriver/>

**3 Email** - print from any device that can email an attachment

Black & White [printmeblack@otago.ac.nz](mailto:printmeblack@otago.ac.nz)

Colour [printmecolour@otago.ac.nz](mailto:printmecolour@otago.ac.nz)

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

This method can cause a **Load Paper error**. See instructions at printer to fix.

## Printing Tips

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

Posters, binding and laminating: Uniprintshop or [otago.ac.nz/uniprint](http://otago.ac.nz/uniprint)

## Need printing help?

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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](http://otago.ac.nz/printerrefunds)