

# Quick Start Guide for Campus Multifunction Printers

## Copy

1. Place your original(s) face down on the glass or face up in the feeder.
2. Touch **User Name** on the screen. Enter your KU Online ID. Touch **OK** on screen or press **Enter** on keyboard.
3. Touch **Password**. Enter your KU Online ID password. Touch **OK** on screen or press **Enter** on keyboard.
4. Touch **Login**.
5. Press the **Copy** button.
6. Touch the **Color, Paper, Zoom** and **Duplex/Combine** to select the options you need. (Default is gray scale, 8 1/2 x 11 paper, 100%, duplex.)
7. Press the number of copies that need to be made using the **Keypad**.
8. Press the **Start** button to make your copies.
9. Press the **Access** button to logout. (**Note:** If you logout while your job is being printed, it may be canceled.)
10. Take your original(s).

## Print

### At a central campus computer:

After logging in, a small window appears in the top right corner of the screen. This window shows the current amount of funds that are available to you in your free printing or Beak 'Em Bucks account.

1. Have your document open and select **File > Print**.
2. When the print window opens, select the printer you want to use. (**Note:** Printers are named by the building they are located in. For example, if you are in the Budig Computer Lab, select BUDIG-HOLD.)
3. Click **Print Preferences** to select desired options such as Auto-Color, Duplexing, etc. (**Note:** Select **Bypass Tray** to print on your own paper.)
4. Select **Print**.
5. **Special step for Mac users:** At this point, a small window will open asking for authentication. Delete your name from the box. Enter your KU Online ID and Password. Select **OK**.
6. A window will now open, listing the document name, the printer you selected, the number of pages and a total cost for printing the document. If this information is correct, select **Print**.
7. A small notification will appear above the clock in the Task Bar indicating that your document is waiting to be released at the device. Go to any device in that building, and login using the touchscreen and keyboard.

### At the multifunction printer:

1. Approach any multifunction printer in the building you selected at your computer.
2. If you have specialty paper, insert it in the bypass tray on the right side of the device. (**Note:** You must have completed step #3 to the left.)
3. Touch **User Name** on the screen. Enter your KU Online ID. Touch **OK** on screen or press **Enter** on keyboard.
4. Touch **Password**. Enter your KU Online ID password. Touch **OK** on screen or press **Enter** on keyboard.
5. Touch **Login**. Then, touch **OK**.
6. Touch **Release** at upper left of the screen.
7. Touch **file name(s)** to release and touch **Print**. (**Note:** You don't have to release all documents at the same time.)
8. Verify print settings and press the blue **Start** button on the printer and touch **OK** (**Note:** You are not charged until this step is complete.)
9. Press the **Access** button to logout. (**Note:** If you logout while your job is being printed, it may be canceled.)
10. Collect your printed pages under the scanner. Make sure you have all of your pages and that you haven't picked up others' documents.

**Reminder:** You are not charged until the job is printed, and you can choose not to print something you sent to the printer.

## Scan to your KU Email

1. Place your original(s) face down on the glass or face up in the feeder.
2. Press the **Access** button on the device.
3. Touch **User Name** on the screen. Enter your KU Online ID. Touch **OK** on screen or press **Enter** on keyboard.
4. Touch **Password**. Enter your KU Online ID password. Touch **OK** on screen or press **Enter** on keyboard.
5. Touch **Login**.
6. Press the **Fax/Scan** button.
7. Touch **Email Me**.
8. Press the blue **Start** button.
9. Press the **Access** button to logout. (**Note:** If you logout while your job is being scanned, it may be canceled.)
10. Take your original(s).
11. Check your email.

## Scan to USB

1. Touch **User Name** on the screen. Enter your KU Online ID. Touch **OK** on screen or press **Enter** on keyboard.
2. Touch **Password**. Enter your KU Online ID password. Touch **OK** on screen or press **Enter** on keyboard.
3. Touch **Login**.
4. Place your original(s) face down on the glass or face up in the feeder.
5. Connect USB drive to machine. The USB port is located on the right side of the machine below the scanner bed.
6. Touch **Save a Document to External Memory** on the screen. (**Note:** If you don't see this option, remove and then reconnect your USB drive.)
7. Touch **Scan Settings** to make any additional specifications.
8. If settings are correct, touch **Start** on screen or press **Start** button. (**Note:** You will not receive a notification that your documents have been scanned).
9. Take your original(s) and disconnect your USB drive.
10. Press the **Access** button to logout. (**Note:** If you logout while your job is being scanned, it may be canceled.)
11. Check your USB drive.

## Print from USB

Some campus printers have the ability to print from a USB drive. Unfortunately, the multifunctional devices don't work with all types of external memory and file formats. Due to the limitations, we encourage you to print from a central campus computer.

## Scan to Hawk Drive

You may also scan to your Hawk Drive. For complete instructions, please visit [print.ku.edu/#](http://print.ku.edu/#).

### Need additional assistance?

Ask an assistant for help. The nearest assistant for this machine is located at \_\_\_\_\_.  
You can also call or email the IT Customer Service Center at 864-8080 or [itcsc@ku.edu](mailto:itcsc@ku.edu).

(Continued on Other Side)