

Quick Start Guide for Departmental Multifunction Printers

Copy

1. Place your original(s) face down on the glass or face up in the feeder.
2. If your device requires login, provide those credentials at this point. If your device does not require login, skip to #4.
3. Press the **Copy** button.
4. 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.)
5. Press the number of copies that need to be made using the **Keypad**.
6. Press the **Start** button to make your copies.

Secure Print

At your computer:

1. Have your document open and select **File > Print**.
2. Select the multifunction printer and click on **Properties**.
3. On the **Basic** tab, use the **Output Method** pull down menu to select **Secure Print**.
4. Select **User Settings**.
5. Enter an ID that is 1 to 16 characters long. You can use any ID you want, this is not tied to your KU Online ID.
6. Enter a password that is 1 to 8 characters long. This is not tied to your KU Online ID password. (**Note:** The program will save this information to Secure Print.)
7. Click **OK** and **Print**. You may need to hit OK more than once depending on the program.
8. After you print, you can return to regular printing by repeating steps 1-3 and selecting **Print** instead of Secure Print.

At the multifunction printer:

1. Press the **User Box** button on the device.
2. Touch the **System User Box** tab on the screen.
3. Highlight the **Secure Document Print User Box** by touching it.
4. Touch **Use/File**.
5. Touch **OK**.
6. Type in the ID you entered at your computer earlier. Touch **OK** on screen or press **Enter** on keyboard.
7. Type in the password you entered at your computer earlier. Touch **OK** on the screen or press **Enter** on keyboard.
8. Select the document by touching the **Icon** for the document and touch **Print**.
9. Verify print settings and press the **Start** button.

Scan to Email or Scan to Home (V: drive) **NOTE:** Not all departments have V:drive.

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** or **PC (SMB) Home** (if available) to save to your user location on file storage.
8. Press the blue **Start** button.
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).
11. Check your email (or your file storage location if you selected Scan to Home).

(Continued on Other Side)

Scan to Hawk Drive

Before you can scan to Hawk Drive be sure to:

- Complete the "One-time setup for a new Hawk Drive destination" instructions in the left column below.
- Log in to your account on Hawk Drive (hawkdrive.ku.edu) at least once.

One-time setup for a new Hawk Drive destination:

In order to scan from a multifunction printer to your Hawk Drive file storage you must add a WebDAV destination to the address book on the multifunction printer.

1. Press the **Utility/Counter** button on the device.
2. On the screen touch **One-Touch/User Box Registration**, then **Create One-touch Destination**, then **Address Book (Public)**, then **WebDAV**.
3. Touch **New** at the bottom of the screen.
4. Touch **No.**, and enter any number.
5. Touch **Name**, and enter a name for the destination such as 'John Smith Hawk Drive'. Touch **OK** (at the bottom right of the screen).
6. Touch **User ID**. Enter your KU Online ID. Touch **OK**.
7. Touch **Password**. Enter your KU Online ID password. Touch **OK**.
8. Touch the **down arrow** at the bottom of the screen.
9. Touch **Host Address**. Enter "**documents.ku.edu**."
10. Touch **File Path**. Enter "**users2/username**" replacing username with your KU Online ID.
11. Press the **down arrow** for the next screen.
12. **Proxy** should be set to **OFF**. **OFF** should appear highlighted. Change if needed.
13. **SSL** should be set to **ON**. **ON** should appear highlighted. Change if needed.
14. **Port Number** should be **443**. Change if needed.
15. You may choose a different icon if you want.
16. Touch **OK**. You may see a momentary "Please wait" statement on the screen.
17. The one-time set up is done. You are ready to scan to Hawk Drive. Press **Close**.

After the setup is complete:

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. Press **Enter**.
4. Touch **Password**. Enter your KU Online ID password. Press **Enter**.
5. Touch **Login** on the screen.
6. Press the **Fax/Scan** button.
7. Touch the alphabetical tab in the middle of the screen that corresponds with the name of destination name you entered on step 5 of the "One-time setup for a new Hawk Drive destination" instructions. For the "John Smith Hawk Drive" example, you would touch the "JKL" tab.
8. Touch the WebDAV destination (e.g. WebDav John Smith Hawk Drive).
9. Press the blue **Start** button.
10. Press the **Access** button to logout.
11. Take your original(s).
12. Check your Hawk Drive folder to view the file.

Need additional assistance?

Contact your departmental technical support staff: _____ at _____

Contact your department MFD Super User: _____ at _____

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