

How to print, copy and scan

Printing

1. Make sure there's enough credit in your account to pay for the number of sheets you want to print (you can top up online via epayments, or at a print kiosk).
2. Click **PRINT** in the application you want to print from.
3. **SWIPE** your student card on any printer with a card reader.
4. Press the **PULL** print button, then select your job from the list.

If you wish, you can collect your printing (swipe and pull) up to two days after you clicked Print.

Copying

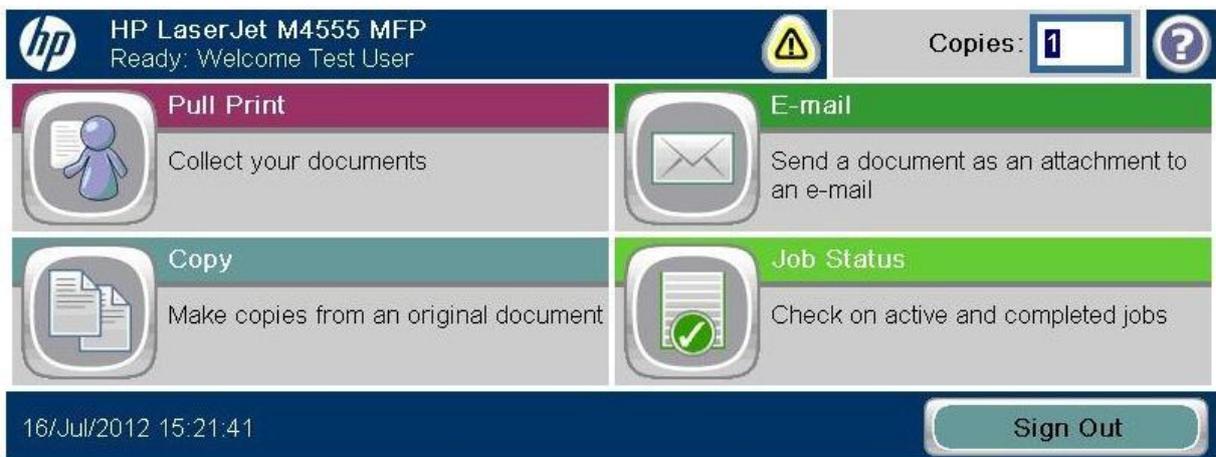
- Lift the printer lid and place your document face down on the glass document scanner.



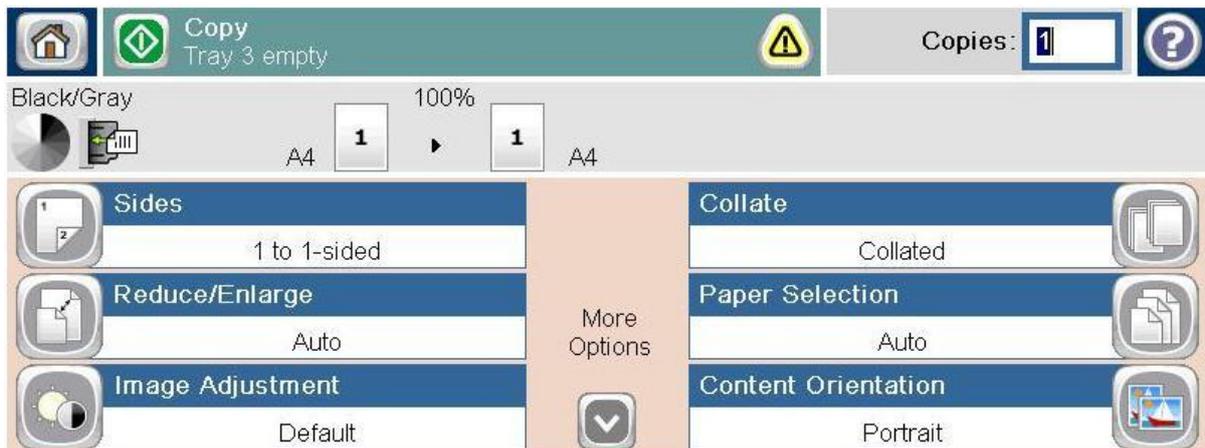
- Alternatively if you have single sheets you can place your documents face up into the document feeder at the top of the machine.



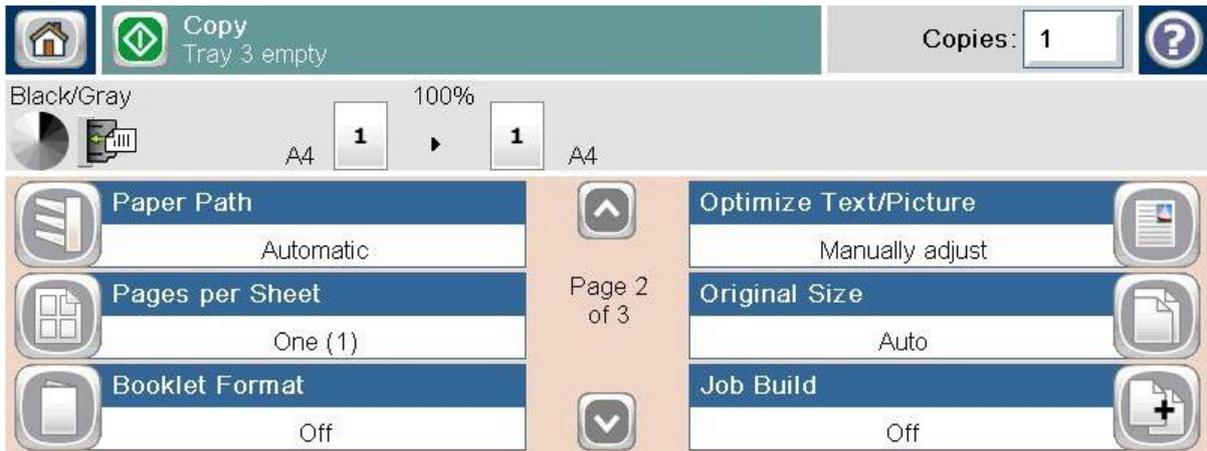
- Swipe your UoM student card through the Safecom swipe card reader.
- The printer will now display a welcome message and your name.
- Press the "Copy" button on the Control Panel.



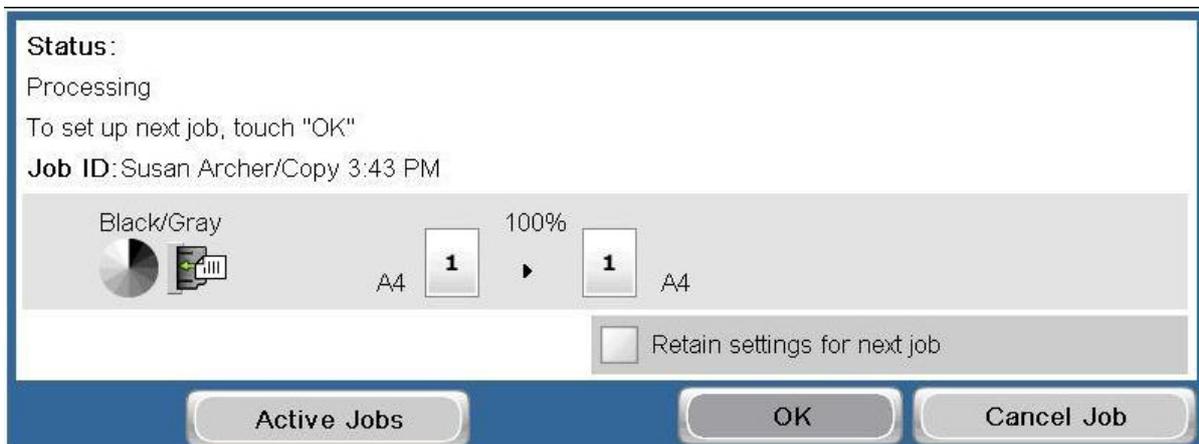
The following screen will be displayed:



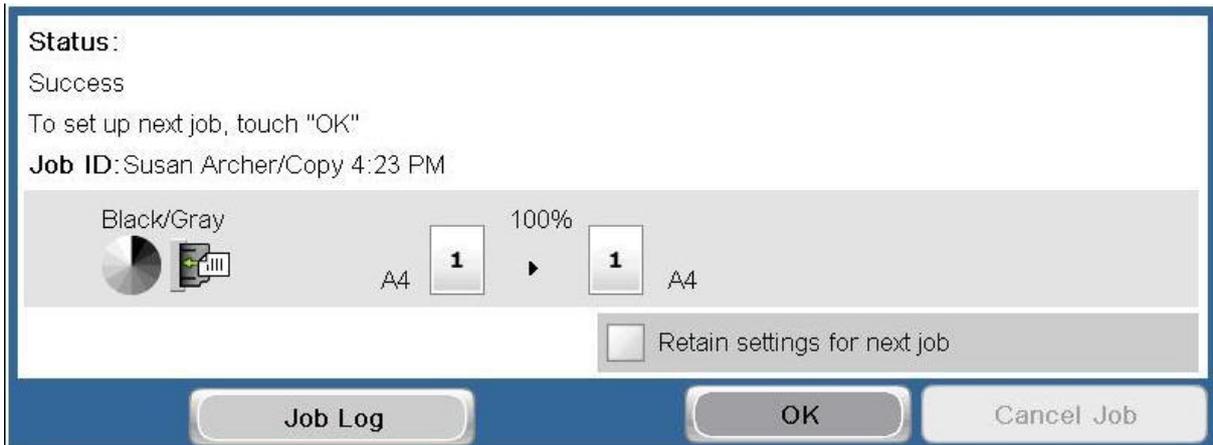
- You can change the number of copies required on this screen at the top right.
- Press the 'Copy' button on the Control Panel top right to produce copies.
- There are also more advanced settings you can select, if you press 'More Options'



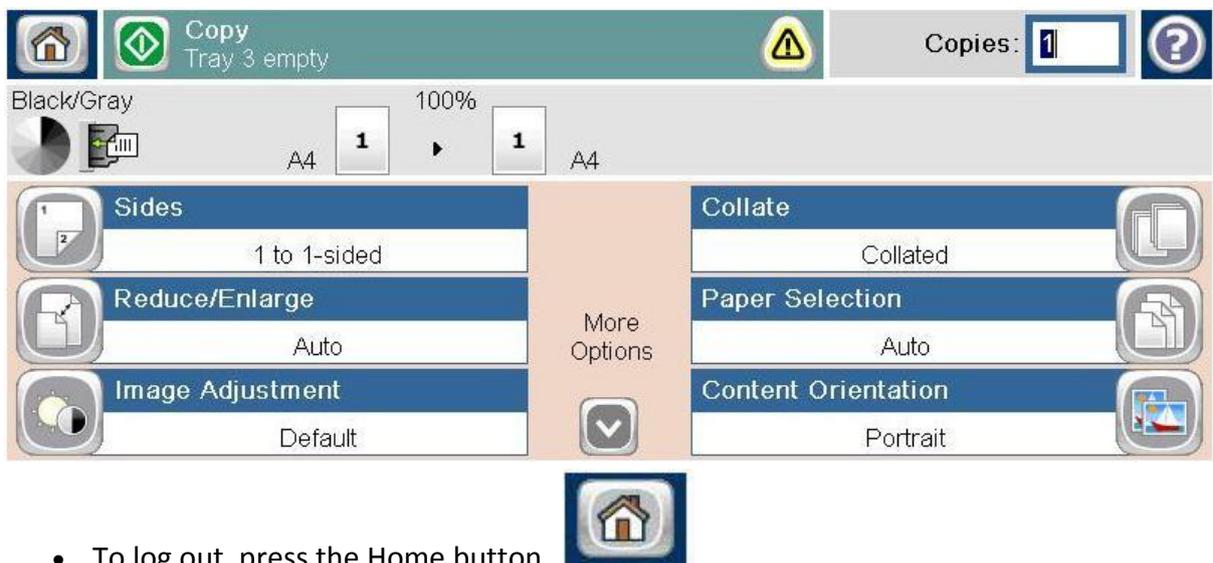
- Once you press the 'Copy' button the Job Status screen is displayed:



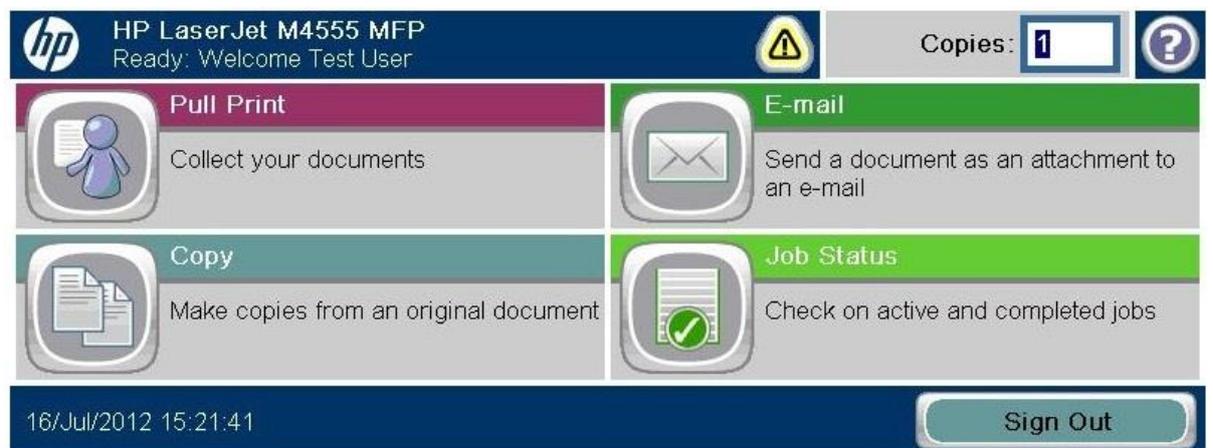
- From this screen you can choose to cancel the job currently running by pressing the 'Cancel Job' button on the right hand side
- You can also choose to 'Retain settings for next job' which is useful if you have made changes in the advanced settings and want to keep these settings for further photocopy jobs.
- Once the photocopy job is complete the Job Status screen will update:



- Once you have finished copying, press OK to go back to the main copy screen.



- To log out, press the Home button
- This will return you to the Home Screen. Now press the Sign Out button at the bottom right of the screen.



- If you do not log out manually your session will be automatically logged out after one minute.

Scanning

- Walk to printer, lift the lid and place your document face down on the glass document scanner.



- Alternatively if you have single sheets, load your documents face up in the document reader.



- Swipe your UoM student card through the swipe card reader.
- The printer will now display a 'welcome message and your name.

A screenshot of the HP LaserJet M4555 MFP control panel interface. The top status bar shows the HP logo, the model name 'HP LaserJet M4555 MFP', and the status 'Ready: Welcome Test User'. To the right of the status bar is a warning icon, a 'Copies: 1' counter, and a help icon. Below the status bar are four main function buttons: 'Pull Print' (Collect your documents), 'E-mail' (Send a document as an attachment to an e-mail), 'Copy' (Make copies from an original document), and 'Job Status' (Check on active and completed jobs). At the bottom left, the date and time '16/Jul/2012 15:21:41' are displayed. At the bottom right, there is a 'Sign Out' button.

- Press the E-mail button on the Control Panel.

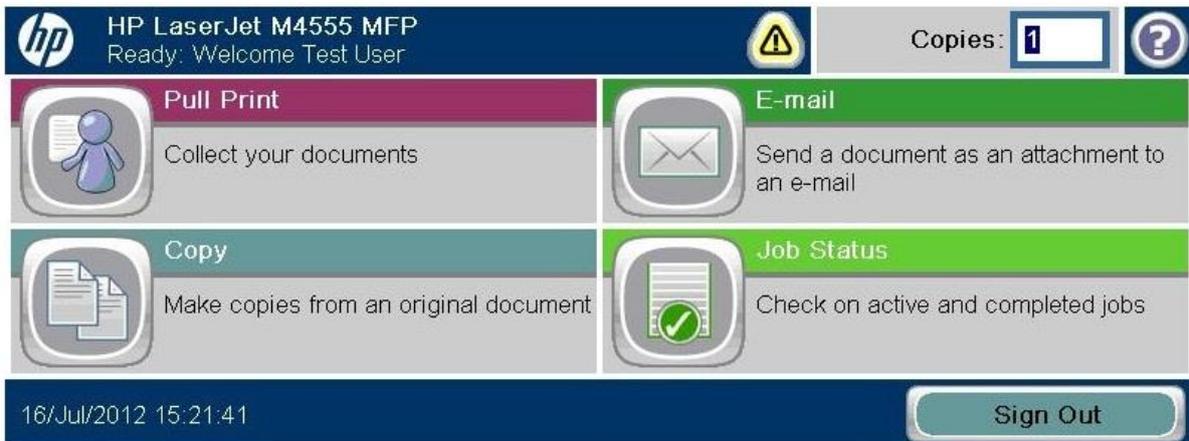
- The printer displays the Send E-mail screen. (It's not possible to change the email addresses on this screen.)



- Press the 'Send E-mail' button at the top of the Control panel screen.
- The pages will now scan to a .pdf file and be sent directly to your email account.



- To log out, press the Home button
- This will return you to the Home Screen. Now press the Sign Out button at the bottom right of the screen.



- If you do not log out manually, your session will be automatically logged out after one minute.