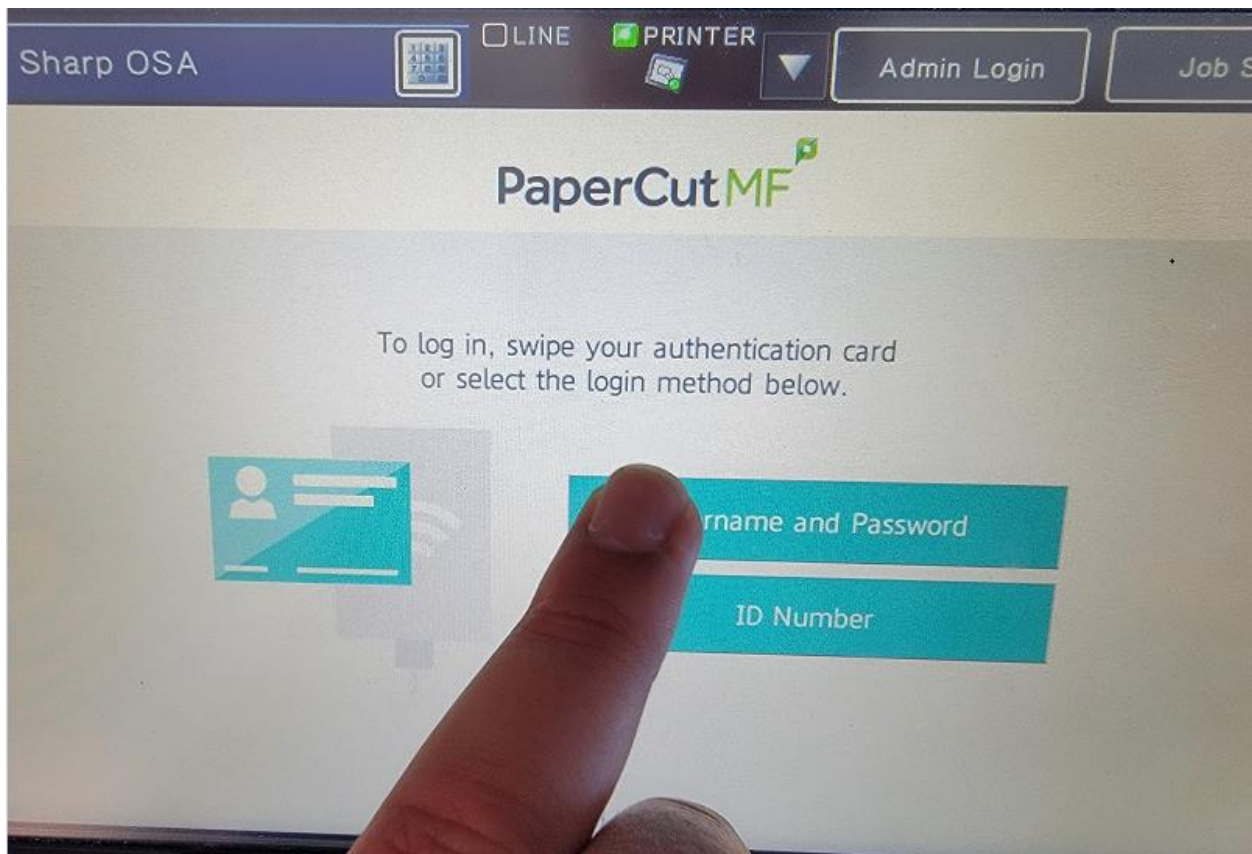


LOGGING IN TO THE PRINTER AND USING THE DEVICE

When you approach a printer the touchscreen will show a button for “Username and Password” as well as one for “ID Number”. The first one allows you to sign in with your network username and password. The other is simply typing in your student ID number. The 3rd option is to swipe your badge on the card reader attached to the right side of the printer. The first time you use your badge – it will ask you to log in with your network id to tie the badge to your account. From then on you can just swipe to get in.

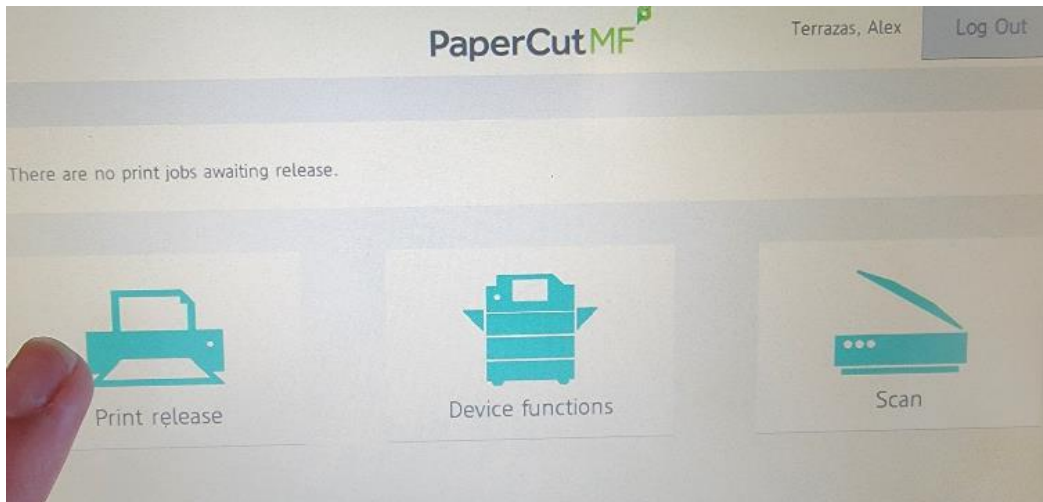


You will be presented with three options.

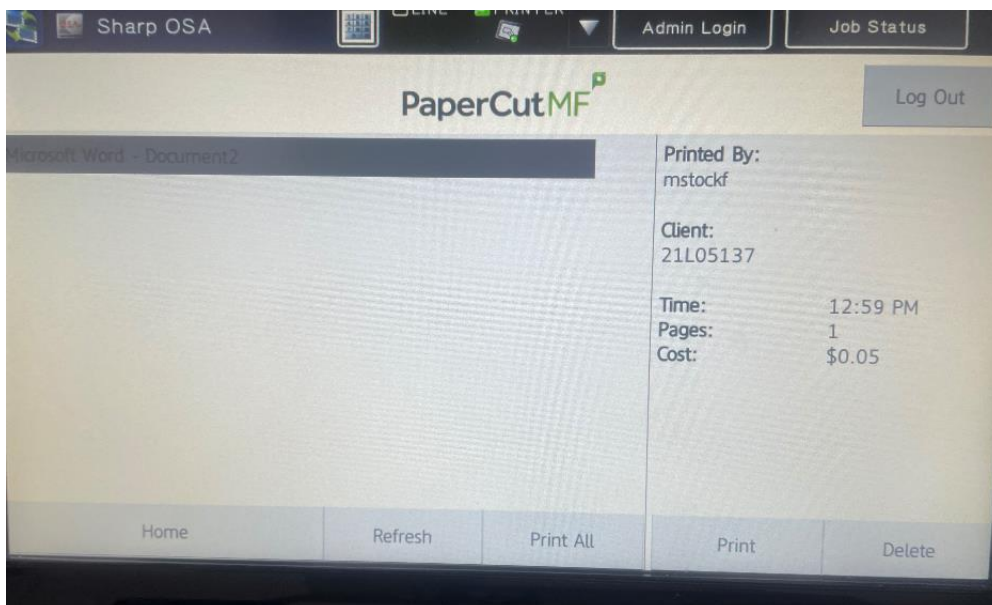
- **Print release** will take you to your print jobs waiting in queue.
- **Device functions** will let you enter the sharp menu to make copies.
- **Scan** will let you scan a document and email to your NMC address.

Print release

If you have jobs waiting – they will show in “awaiting release” (in this image below Alex had none)

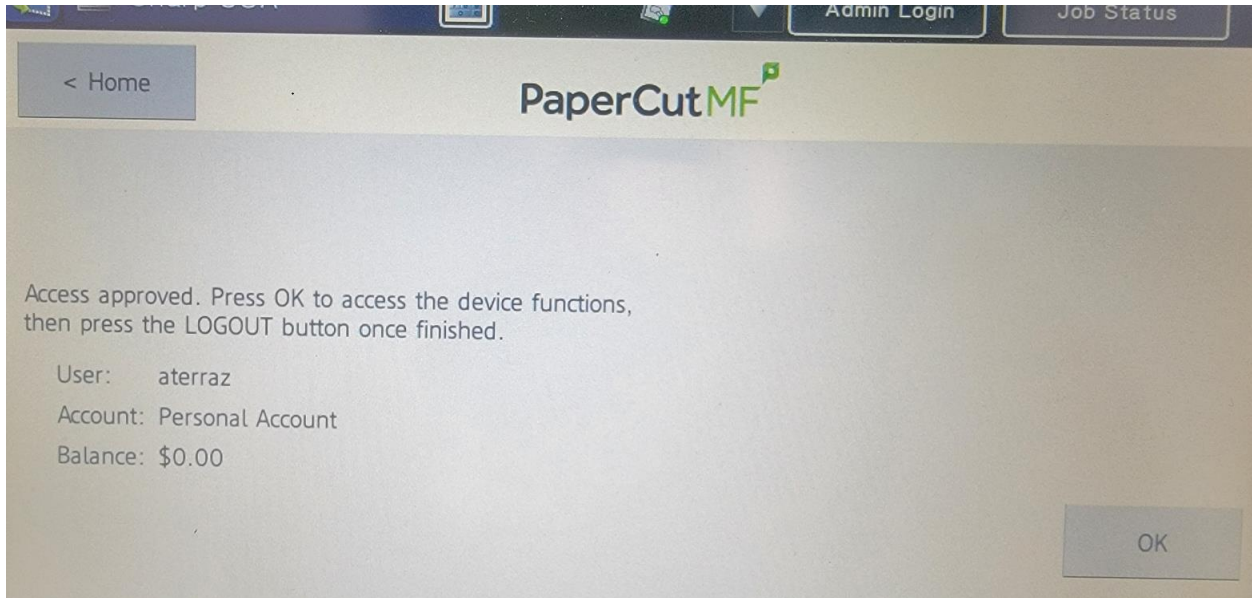


Here – I have a document waiting to release --- you can release all or select them individually – then tap print.



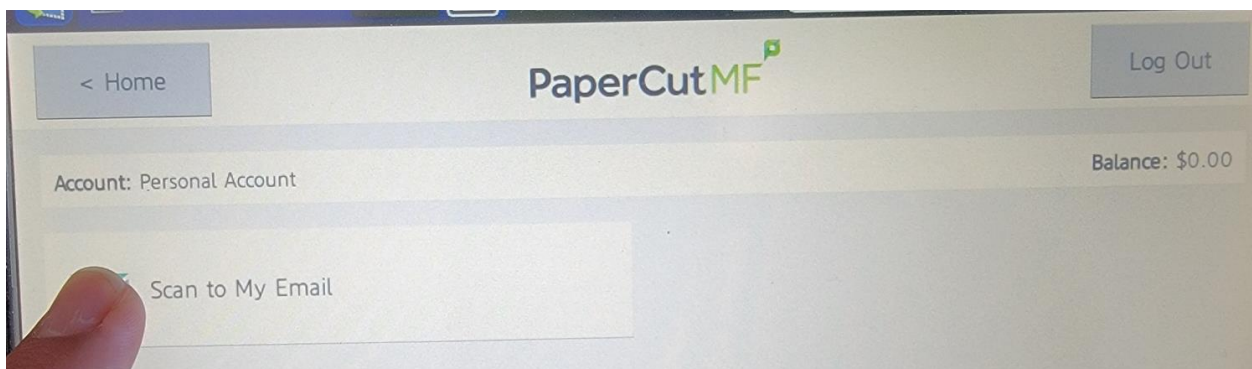
Device Functions

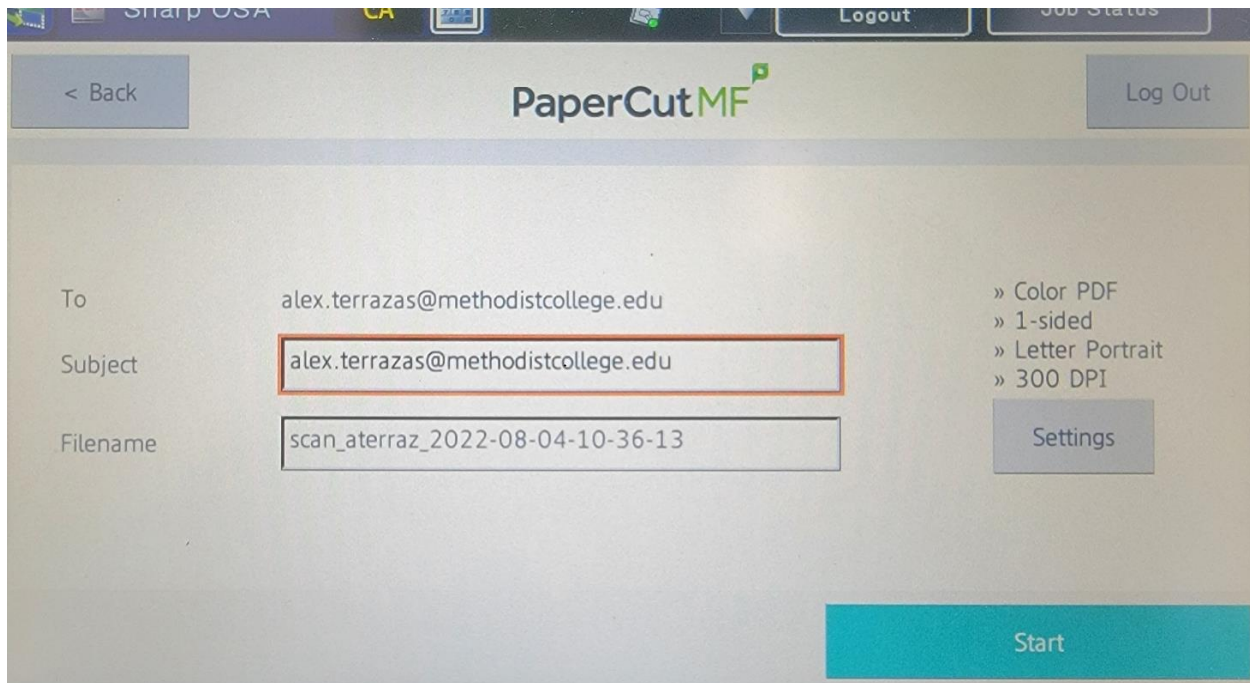
After tapping on device functions – you will see a screen similar to below and you need to click OK. From there you can make copies.



Scan

The scan function is the fastest way to scan a document to you email account





If at any time you feel like you're lost in the touchscreen interface – simply find the “Log Out” option and tap it. Then you have a fresh start logging back in.

If you have any questions or issues please email Educational Technology:

nmchelp@methodistcollege.edu