



# Print, copy and scan user guide

---

## Contents

1. Accessing the print service .....	1
Activate your account.....	1
Logging into the printer .....	2
2. Printing.....	4
Printing from a University PC or Virtual Desktop .....	4
Printing from a University managed macOS or Linux device.....	4
Printing to a Desktop Phaser .....	4
Printing from a non-University PC or mobile device using Mobile Print .....	4
Releasing print jobs from MFDs.....	5
3. Copying.....	6
4. Scanning.....	7
Loading documents to be scanned .....	7
Scan to Email .....	8
Scan to UoN OneDrive .....	9
5. Using the MyPrint website .....	10
6. Help and support.....	10

These instructions are for using the UoN Print Service and apply to the Multifunctional Devices (MFDs) found in computer rooms and libraries across the University.

## 1. Accessing the print service

Before you can access the printers (MFDs) or MyPrint website (for student print credits) you must have first activated your print account.

### Activate your account

Activate your print account by following either of these two options:

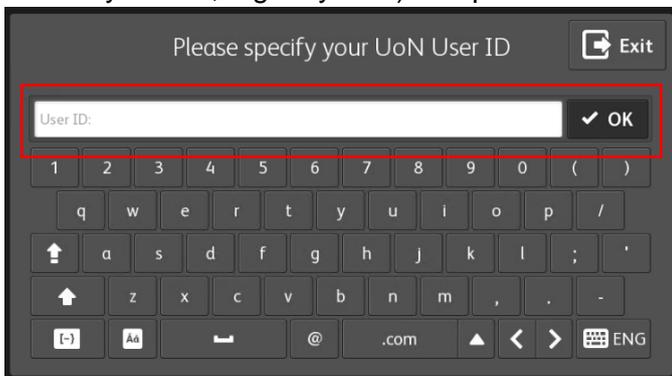
- send a document to print from a University PC or Virtual Desktop
- tap your student/staff card on the MFD card reader and log in with your University username (UoN User ID) and password

If you have already sent a document to print, your account will have already been registered and you should be able to log into the device straight away. If you have not submitted a print job, then you must register your account at the device by following the steps below:

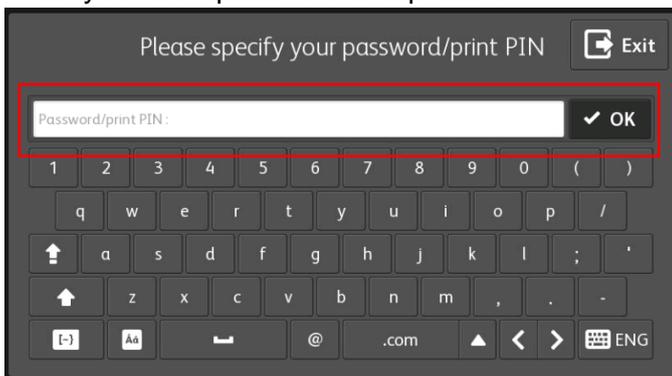
1. Tap your UoN staff/student card on the integrated MFD card reader.



2. When prompted, enter your UoN user ID (This will be the same username you use to access your PC, e.g. abycd12) and press OK.



3. Enter your UoN password and press OK.

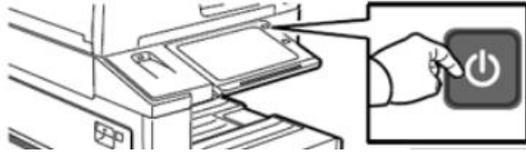


The system will now log you in and register your ID card. The next time you tap it at a device you will be granted access without having to enter your details again.

## Logging into the printer

Once you have registered your account you can log into any MFD by tapping your ID card on the machine's card reader. If you have set a Print PIN for your card using the MyPrint website, you will need to enter this before the machine will log you in, otherwise you will be logged in immediately.

**Option 1:** 'Wake' the printer by pressing the green button at the top of the control panel or the power button as shown below. Place your University ID card above the card reader – you will then be logged in.

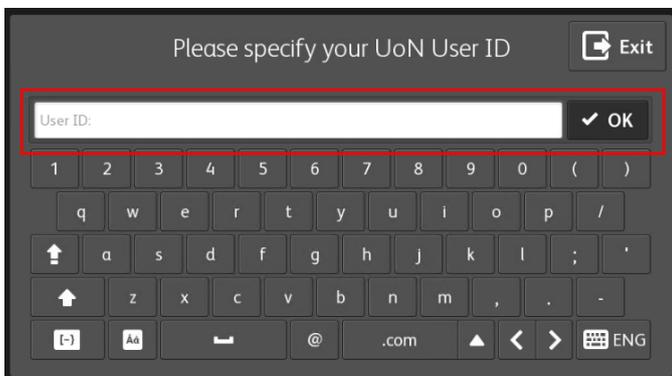


**Option 2:** If you don't have your University ID Card, you can log in manually using your University credentials. To use **Alternate Login**, follow the steps below:

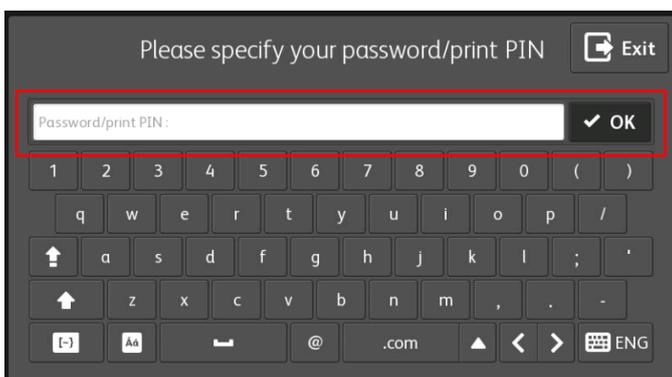
1. Press the Keyboard login button in the top right of the home screen.



2. Enter your University username and press OK.



3. Enter your University password and press OK.



## 2. Printing

There are several ways which users can submit their documents to the print system depending on the type of device they are using or whether they are on-campus or working remotely.

### Printing from a University PC or Virtual Desktop

If you are working on a University managed Windows PC or Virtual Desktop, the standard print queues will be installed automatically.

These will appear in your list of available printers as follows:

- **Mono on nottsprint** – Defaults to black and white, double sided printing
- **Colour on nottsprint** – Defaults to Colour, double sided printing
- **Draft on nottsprint** – Defaults to black and white, double sided and 2 pages a side.
- **Booklet on nottsprint** – Automatically converts documents to folded, stapled booklets. Jobs sent to this queue will only be available on devices that have an advanced finisher.

Print jobs submitted to the system will be held for 24 hours before being deleted.

### Printing from a University managed macOS or Linux device

If you are using a UoN managed macOS or Linux device, you may have to install the standard print queues manually. Instructions to do this can be found at the link below:

<https://workspace.nottingham.ac.uk/display/ISSKB/Printing>

### Printing to a Desktop Phaser

If you have access to a Phaser desktop printer you will need to manually install the correct queue for your device. To install your print queue please follow the instructions on this link:

<https://workspace.nottingham.ac.uk/display/ISSKB/Printing>

### Printing from a non-University PC or mobile device using Mobile Print

If you need to print from a mobile device or a device that is not managed by the University, you can send documents to print via the mobile print system. This can be done as an email attachment:

**Mobile print via email** – Print by sending your document(s) as email attachments to [mobileprint@nottingham.ac.uk](mailto:mobileprint@nottingham.ac.uk). The attachment(s) needs to be sent from your University account and the job will be automatically routed to the print service. Please note, during busy printing periods there may be a 10 minute delay before your document(s) will be ready for you when you log in at the device.

Currently the mobile print system is limited to the following file-types: All Microsoft Office files plus PDF, JPG, GIF, PNG, TIF, BMP and TXT.

Print jobs submitted via mobile print will be held for 24 hours before being deleted.

**Note:** Mobile print automatically defaults to colour printing for any page that contains colour. You can override this by enabling the 'BW' option to force Black and White at the printer before printing your documents.

## Releasing print jobs from MFDs

Once you have sent your print job to the system you can log in and release it from any MFD across all of the UK campuses. To release your print jobs, log into the printer and press the Print icon on the main display. You will then be shown the KOFAX print application. To release your prints, follow the steps below:

1. Press the Print icon on the device home screen.



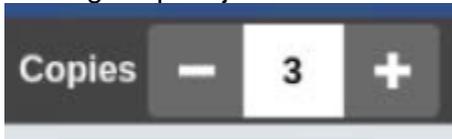
2. Choose the jobs you wish to print either by selecting the individual documents or the select all checkbox. A breakdown of the number of pages, page size and other details can be found under the menu options.



3. If you wish to convert jobs sent to the colour queue or via mobile print to black and white, press the 'BW' slider. This will not update the job cost on the display but once the job has been released the cost will be recalculated and charged as a mono print.



4. You can increase the number of copies using the +/- buttons. **Please be aware that this will multiply the number of copies specified in the print job.** For example, if you have chosen to print 10 copies of a document in the driver settings at your PC and you then increase the copy count at the device, you will get multiples of 10. If you use this function, please ensure you have only printed one copy of the document in the original print job.



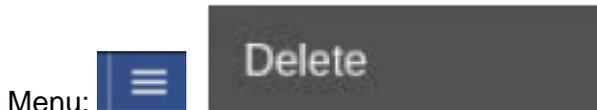
5. When you are happy with your selection press Print, your jobs will then be released to the device and will print out immediately.



6. If you wish to print your jobs and have them stay in the system to be printed again later, press the menu button and choose Print & Save instead.



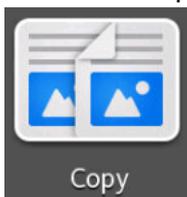
7. If you wish to delete your jobs from the queue, press the menu button and then press the Delete button.



### 3. Copying

To make copies from any MFD, follow these steps:

1. Press the Copy button on the home screen.



2. On colour devices only you will be asked whether you would like your copies to be black and white, colour or to have the MFD decide based on the content of the originals.

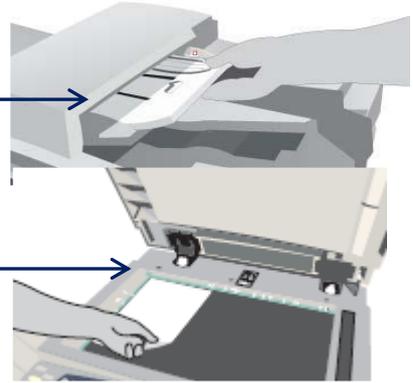


3. Load your original document(s):

**Option 1:** Original documents can be loaded face-up into the document feeder

Or

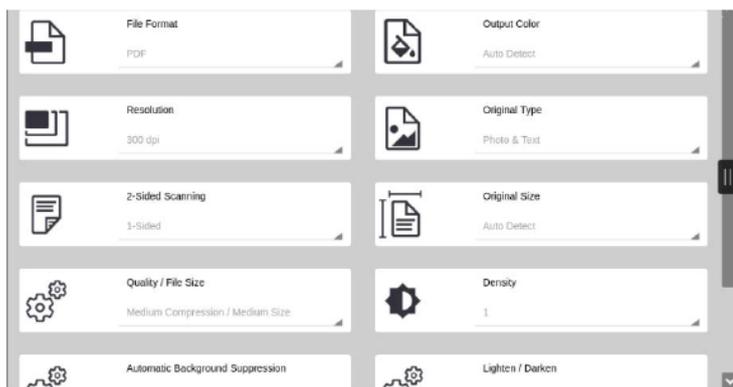
**Option 2:** face-down onto the glass next to the arrow in the corner



4. Choose the number of copies.



5. Scroll down and make any required adjustments to the scanning and output settings.



6. When you are happy with your selections press Start to begin copying.



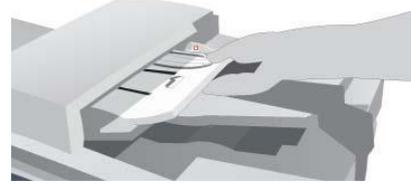
## 4. Scanning

All MFDs across the University have the capability to scan hard copy documents to a digital format. Scans can be received either via your University email or into your OneDrive folder.

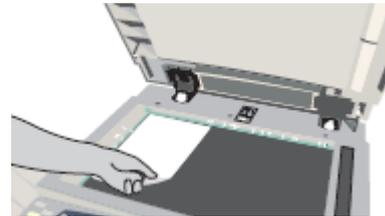
### Loading documents to be scanned

Original documents can be loaded into the device in 2 ways.

1. Automatic Document Feeder – This can handle pages up to A3 size. Please ensure that the pages are not too torn or damaged at the edges and that there are no staples or paperclips present that could damage the feeder or the scanner.



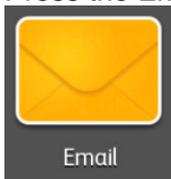
2. Platen Glass – Documents can be scanned directly from the glass. Please ensure that the top corner of your document is placed all the way into the correct corner of the glass. On most devices this is on the left and side but on older mono machines the scanner works from the right. Look for the guide arrow to be sure.



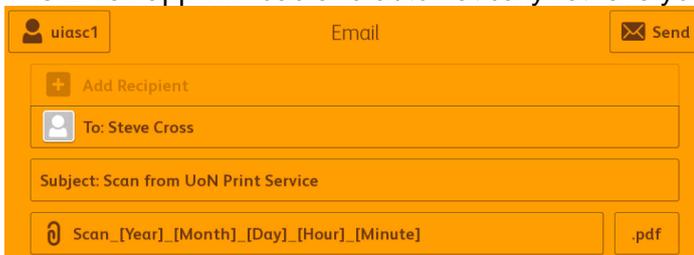
## Scan to Email

To scan to email from an any device:

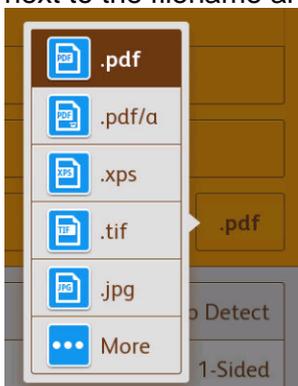
1. Press the Email icon on the home screen.



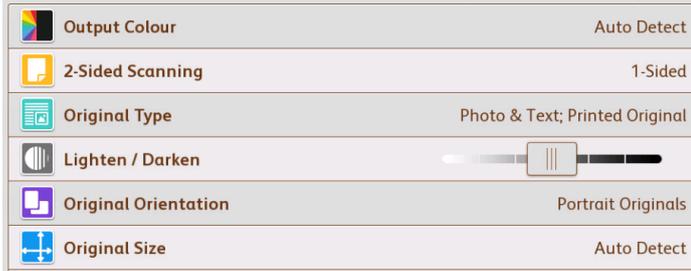
2. The Email app will load and automatically retrieve your UoN email address.



3. If you wish to change the file type of the scanned document, press the .pdf button next to the filename and select the desired file type.



4. Load your documents and make any required adjustments to the scanning settings.



5. Press Send. Your documents will then be scanned and sent as an email attachment to your University email address.

## Build Job

Scan to email has a build job function which can be useful when scanning multiple pages from the glass. Scroll down the menu to Build Job and press to enable it.

## Scan to UoN OneDrive

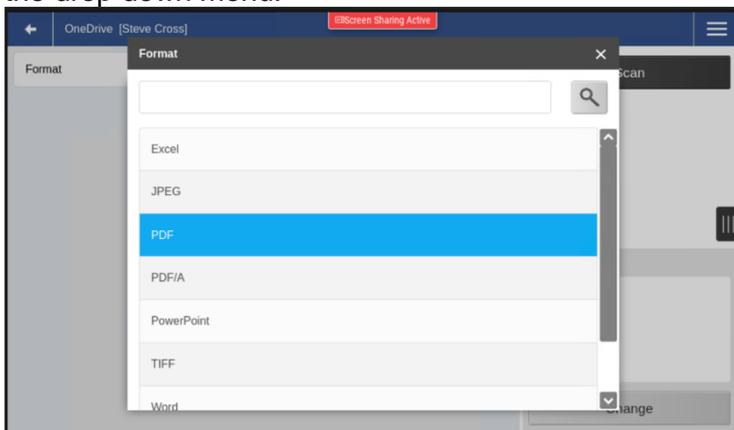
In addition to email scanning it is possible to scan your documents directly to your UoN OneDrive folder. Note, the interface is different to email scanning.

To scan to your OneDrive folder from any compatible MFD:

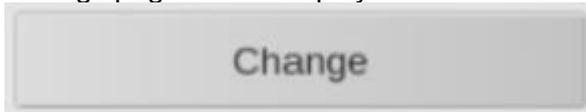
1. Select the KOFAX Scan to OneDrive on the device display. The system will authenticate you and connect to your OneDrive folder.



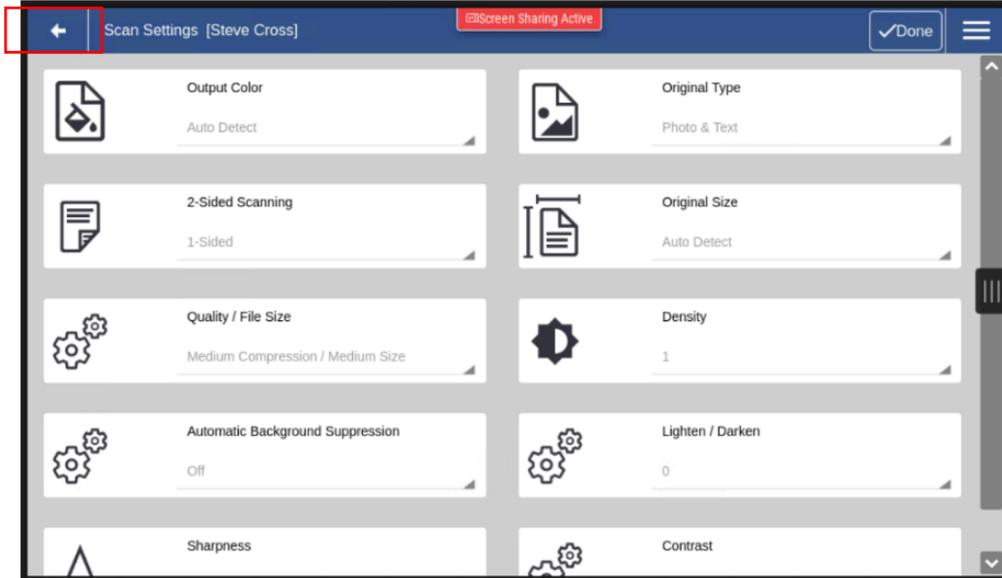
2. Load your documents, press the Format button and select your desired file type from the drop down menu.



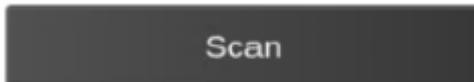
3. If you wish to change any of the scanning options, press the Change button and the settings page will be displayed.



4. Press the back arrow in the top left to return to the main scan to OneDrive page.



5. When you have made your adjustments, press Scan and your job will be scanned and saved into the 'My Scans' folder in your OneDrive.



## 5. Using the MyPrint website

The MyPrint website (<https://myprint.nottingham.ac.uk>) allows you to manage your print account, setting a Print PIN to secure your University card and if you are a student, top up your print credit balance.

For a detailed user guide, visit the IT Services website:  
<https://www.nottingham.ac.uk/dts/equipment/print-copy-scan>

## 6. Help and support

Please contact the IT Service Desk on 0115 95 16677, following option 1 and you will be directed to the Xerox helpdesk.

You can also contact your local Print Champion(s).

For further support, visit the DTS help and support page:  
<https://www.nottingham.ac.uk/dts/help>