

7. How to use the HP Multifunction Printers

To Release a Print Job:

- From the **HOME** screen, press the **PRINT RELEASE** button.
- Type in the **USERNAME** (student number) and **PASSWORD** (6 digit pin).
- Select the document to be printed.
- Press the **PRINT** button on the screen to begin printing the document.
- Alternatively press the **PRINT ALL** button to print all jobs



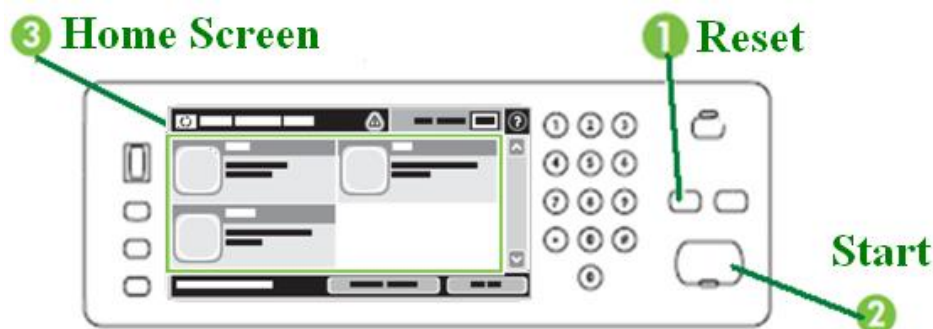
To Photocopy a Document:

- Place the document face-down on the scanner glass.
- From the **HOME** screen, touch the **COPY** button.
- Type in the **USERNAME** (student number) and **PASSWORD** (6 digit pin).
- Select the type of copy to be performed e.g. 1-sided, 2-sided etc.
- Press the **START** button to begin copying.



To Scan and Email a Document:

- Place the document face-down on the scanner glass.
- From the **HOME** screen, touch the **E-MAIL** button.
- Type in the **USERNAME** (student number) and **PASSWORD** (6 digit pin).
- The default mail address will appear as the students college email address
- Press **START** to begin scanning and sending the document.



Remember to Log out after use by pressing RESET.

Note: Computing Services are not responsible for refunding monies for printing which is not carried out correctly by the students.