

Printing:

Your tech staff should have automatically configured your ability to print to your local MFD. Talk with your department's IT support staff if you are having issues printing.

Copying:

1. Log in by touching the box by Username. Use the keyboard to enter your **KU Online ID** and **Password** and touch **Login**.
2. Select **Copy** on the touch screen.
3. Use the functions at the bottom to select options for 2-sided scanning, color, staple (where available), etc.
4. Touch **No. of Sets** and **choose the number** of copies needed. Touch **Close**.
5. Place originals on glass or in the top feed tray (face up).
6. Press the **blue Start button**.
7. Remove originals and copies from printer.
8. Press the **access button** when finished to log out.

Faxing:

Some multifunction devices are enabled to fax.

1. Log in by touching the box by Username. Use the keyboard to enter your **KU Online ID** and **Password** and touch **Login**.
2. Select **Scan/Fax** on the touch screen or using the button.
3. Select **Direct input** (on left) and enter the 10-digit fax number starting with area code for on-campus and off-campus fax locations (785864#####).
4. Place originals on glass or in the top feed tray (face up).
5. Press the **blue Start button** or touch **Send**.
6. Remove originals and copies from printer.
7. Press the **access button** when finished to log out.

Scanning:

1. Log in by touching the box by Username. Use the keyboard to enter your **KU Online ID** and **Password** and touch **Login**.
2. Select **Scan** or **Scan/Fax**.
3. Select an option to receive the file:
 1. Choose **Email Me** to receive an email with the PDF attached.
 2. Choose **SMB Home** if you'd like to scan to be stored in your V:// Drive. When your personal storage location appears, touch **Close**.
4. Use the functions at the bottom to select options for 2-sided scanning, color, etc.
5. Place originals on glass or in the top feed tray (face up).
6. Press the **blue Start button**.
7. Remove originals.
8. Press the **access button** when finished to log out.

Having Trouble?

- **ASK** your department's IT support staff
- **CONTACT** the KU IT Customer Service Center at 864-8080 at itcsc@ku.edu
- **VISIT** print.ku.edu

Secure Print

At your Windows computer:

1. Have your document open and select **File > Print**.
2. Select the **multifunction device** and click on **Printer Properties**.
3. On the Basic tab, use the **Output Method** pull-down menu to select **Secure Print**'.
4. Enter a **Document ID** that is 1 to 16 characters long. You can use any ID you want, this is not tied to your KU Online ID.
5. Enter a **password** that is 1 to 8 characters long. This is not tied to your KU Online ID password.
6. Click **OK** and **Print**. You may need to click **OK** more than once depending on the program.

Note: After you print, you can return to regular printing by repeating steps 1-3 and selecting Print instead of Secure Print.

At your Mac computer:

1. Have your document open and select **File > Print**.
2. Select the **multifunction device**.
3. Select the **Output Method Property** in Printer Properties.
4. Under **Output Method**, choose **Secure Print**.
5. Enter a **Document 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.
7. Click **OK** and **Print**. You may need to click **OK** more than once depending on the program..

Note: After you print, you can return to regular printing by repeating steps 1-3.

At the multifunction device:

1. Log in by touching the box by Username. Use the keyboard to enter your **KU Online ID** and **Password** and touch **Login**.
2. Select **Secure Print**.
3. Enter the **Document ID** and **password** that you specified from your computer.
4. Select the **document(s)** or **Select All** and select **Print**. Or, Select All.
5. Verify print settings and press the **blue Start button** or touch **Send**.
6. Remove your prints.
7. Press the **access button** when finished to log out.