

## To release your print job at the MFD:

1. Swipe your KU Card to login *or* follow the manual login instructions.

### Manual Login Instructions:

- a. Using the keyboard, press Tab to select Username. Enter your **KU Online ID**. Press tab to advance to **Password** and enter your online password.
  - b. Touch **Login**.
2. Touch **Print Release** on the screen.  
**\$ You are not charged until after the next step \$**
  4. Touch the document file name(s) and touch the **Print**. Or, touch **Print All** to print all documents on the screen.
  5. Touch the **Log Out** on the screen.
  6. Collect your printed pages.

## Need to add funds?

1. Log in to the KU Portal at **my.ku.edu** with your KU Online ID and password.
2. Select **Services > Recharge your card**.

Funds may take a few moments to be available for printing.

## Having Trouble?

- **ASK** a staff person for help
- **CALL** the KU IT Customer Service Center at 785-864-8080
- **EMAIL** [itcsc@ku.edu](mailto:itcsc@ku.edu)
- **VISIT** [print.ku.edu](http://print.ku.edu)

## Print from your own computer or device:

Use your personal laptop or computer to print to campus multifunction devices (MFDs).

1. Log in at **myprint.ku.edu** with your KU Online ID and password.
2. Select **Web Print > Submit a Job**.
3. Select the building where you want to pick it up.
4. Specify your print options and upload your document(s).
5. Go to any MFD in the building within two hours.
6. Release your print job by logging in at any multifunction device in the building.

Visit **print.ku.edu** for more information.

## Copying:

1. Swipe your KU Card to login *or* follow the manual login instructions.  
Manual Login Instructions:
  - a. Using the keyboard, press Tab to select Username. Enter your **KU Online ID**. Press tab to advance to **Password** and enter your online password.
  - b. Touch **Login**.
2. Select **Device Functions > OK > 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.
9. Press **OK**.

## Scanning:

1. Swipe your KU Card to login *or* follow the manual login instructions.  
Manual Login Instructions:
  - a. Using the keyboard, press Tab to select Username. Enter your **KU Online ID**. Press tab to advance to **Password** and enter your online password.
  - b. Touch **Login**.
2. Select an option to receive the file:
  1. Choose **Email Me** to receive an email with the PDF attached.
3. Use the functions at the bottom to select options for 2-sided scanning, color, etc.
4. Place originals on glass or in the top feed tray (face up).
5. Press the **blue Start button**.
6. Enter your **KU Online ID and password** using the keyboard.
7. Remove originals.
8. Press the **access button** when finished to log out.
9. Press **OK**.