

Class assignments

- If you set an assignment for students that requires specialised knowledge of computer applications and the MFDs, e.g. a brochure, please ensure that they are taught the skills for completing such tasks

Machines at the Campus

- Machines are located at convenient points across the campus
- Printing can be picked up from any machine

Help

If you have any questions, please ask contact your Administrator or the ICT Helpdesk on 3783

Helpful hints

- *When you print from a computer to an MFD, your document is stored for 4 hours and can be picked up from any MFD*
- *Don't forget to log out with your swipe card when finished. Logging out ensures others cannot copy using your paper allocation or see your documents*
- *Scanning is available on some of the MFDs. The PDF will be sent to your Whitireia email*

What is a MFD?

A Multi Functional Device (MFD) is both a printer and a photocopier.

Canon MFDs are situated across the polytechnic.

A swipe card reader that reads your staff pipi is attached to each MFD.

This allows you to retrieve your print jobs from a queue on the server and print them to any of the polytechnic's MFDs.

Whitireia Community Polytechnic Library

Wineera Drive Porirua,
Private Bag 50910,
Porirua City

Phone: 04 237 3105

E-mail: library@whitireia.ac.nz



COMMUNITY POLYTECHNIC
Te Kōwhiri Matatini o Whitireia

Prepared for you by Whitireia Community Polytechnic Library

"Answering your information needs"



Using the Photocopier/Printers (MFDs) at the Porirua Campus



STAFF



USING THE MFDs

What do I need?


1. Your blue pipi which is available from Property Services on X3219

How do I use the MFDs?

Colour or black and white

- If photocopying on the colour MFD, select colour in the drop down box on the top left hand side of the screen
- If printing, select the colour (Input) or black and white printer (InputBW) **at the computer before you begin to print**
- Black and white: 8c—A4 16c—A3
- Colour: 20c—A4 40c—A3

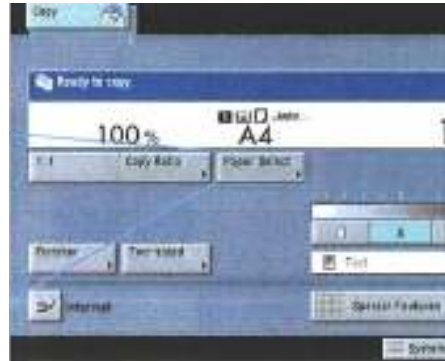
Photocopying

1. To photocopy, swipe your pipi to log in
2. A blue screen will appear. Use the arrow key at the top right to move to the Copy screen 
3. The paper size is set to Auto and will read the size of your original
4. To change the size to A3 press **Paper Select** and select A3 (Your original may need to be enlarged)
5. Next, press the green **Start** button

6. When finished, swipe your ID card to log out

Printing

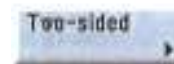
1. To print a page or document from your computer, select File and Print



2. The document will not print automatically
3. Go to the MFD and swipe your pipi over the card reader
4. The screen will change to your login and a list of the document/s waiting to be printed
5. Please be patient, it can take time for large files to be sent via the server
6. Select document to be printed (press on it) and then the **Print & Delete** button at bottom left of screen
7. Your document will then print and will be removed from the queue
8. When finished, swipe your ID card to log out

Double Siding and brochures

1. When photocopying, select the **Two-Sided** button
2. Choose the type of double siding required



3. When printing, select two-sided in printer settings — Preferences — Finishing
4. For brochures, select two-sided, short edge left

Enlarging or reducing

1. Select the **Copy Ratio** button from the copy screen
2. On the Copy Ratio screen select the required size
 - A4 to A3 = 141%
 - A3 to A4 = 70%.
 - 100% will copy at the original size
 - 400% is the maximum enlargement



3. Press **Start** to make your copy

User Protocols

1. Please complete your printing/photocopying within ten minutes if others are waiting
2. Do not leave the MFD unattended if you have started a print job
3. If you require more that 300 pages, please use the Reprographic Centre

Problem Solving

1. If you cannot clear a paper jam, ask your Administrator or the ICT Help Desk on 3783
2. Do not leave the MFD in a jammed state.