


Machines in the Library

- The Library has 4 MFDs for student use
- 2 black and white photocopiers for copying only and 2 colour machines which can be used as photocopiers and printers
- There are two machines on each floor

Help

If you have any questions, please ask a Librarian, Learning Skills your tutor or contact ICT Services 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 on campus*
- *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.*
- *If an assignment is due make sure that you have money in your printing account*
- *To check how much money there is in your account, click the green cabinet on the bottom right of the computer screen* 
- *We cannot give refunds so be sure to select the right colour*
- *Allow 24 hours after you receive your ID card for your account to activate or contact the ICT Services directly*
- *Scanning is available on some of the MFDs. You must have a Whitireia email account for this to work*

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 student card 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.

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Prepared for you by Whitireia Community Polytechnic Library

"Answering your information needs"



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



STUDENTS



USING THE MFDs

What do I need?

1. **Your student ID card** which will access any MFD on Campus
2. **Money on your account** — you have an initial allocation of \$20 which reduces when you print or photocopy.
3. To top up your paper allocation use the top-up machine in the library—notes only so there is a \$5 minimum. For EFTPOS top-ups visit the Cashier in Customer Services

How do I use the MFDs?

Colour or black and white

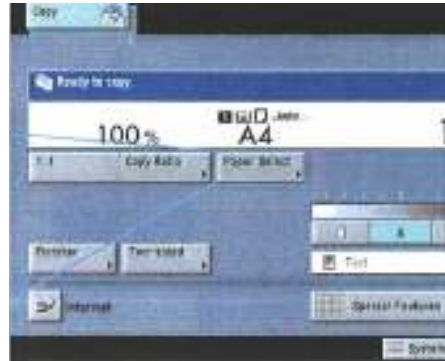
- If photocopying on the colour MFD, select colour in the drop down box on the top left hand side of the screen
- If printing, select the colour (Input) or black and white printer (InputBW) **at the computer before you begin to print**
- Black and white: 8c—A4 16c—A3
- Colour: 20c—A4 40c—A3

Photocopying

1. To photocopy, swipe your ID card 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. If you wish to change the size to A3 press the Paper Select button and select A3 (Your original may also need to be enlarged)



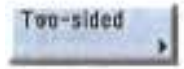
5. Next, press the green **Start** button
6. When finished, swipe your ID card to log out

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 Student ID card 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

