

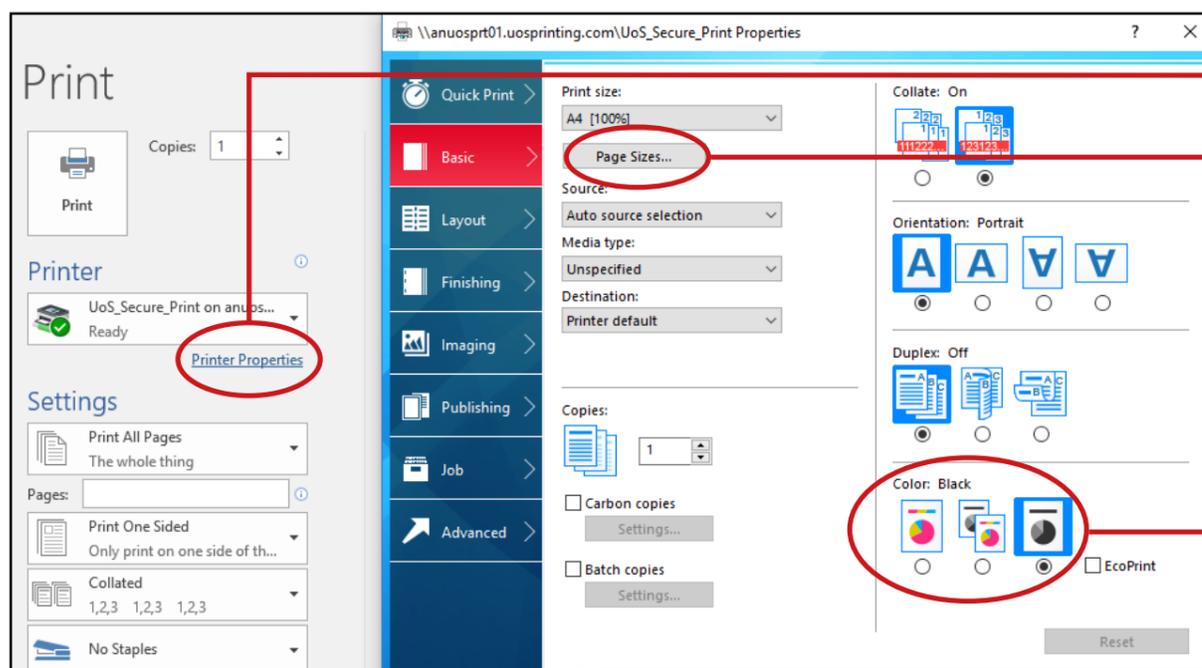
# Printing on Multi-Functional Devices

You can use this Multi-Functional Device to print:

- A4 or A3
- black and white or colour

## 1. Print to the multi-function device

When you come to print, choose *UoS\_Print\_Secure* as your printer.



To change your settings, click Printer Properties

To change the print size, click on Page Sizes...

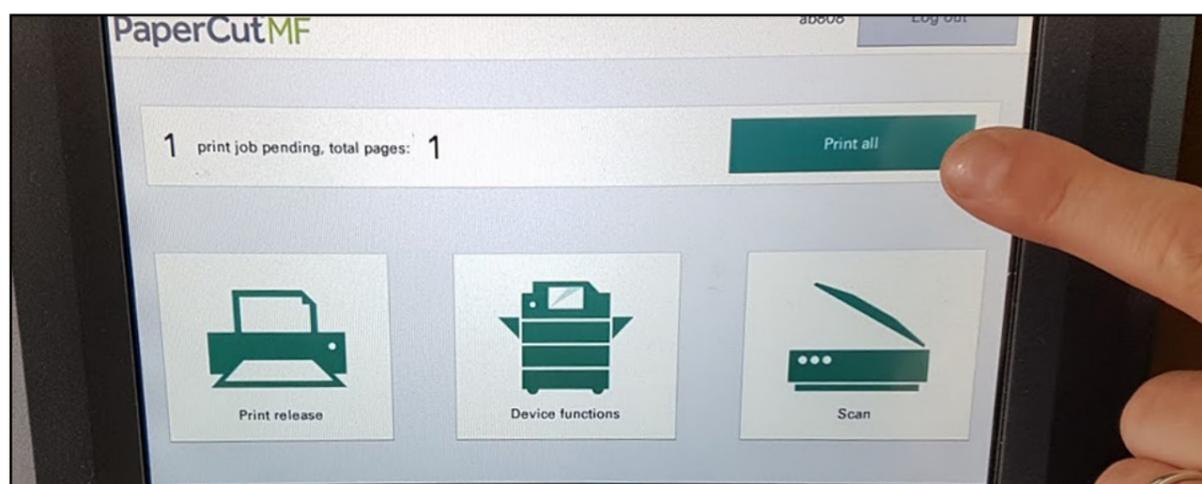
To switch between colour and B/W, select down here.

## 2. Release your print

You will need to go to an MFD and release your print job. Log in, either with your unique print ID Number, or using your SALTO card.

The first time you use your SALTO card, tap it on the reader and enter your usual ITS username and password. Your SALTO card is now registered. From now on, just tap your card on the reader on any MFD to log in.

You can then collect your print:



To print your document, choose **Print All**.

Make sure you tap **Log Out** to finish.