## Printing on Multi-Functional Devices

You can use this Multi-Functional Device to print:

📾 \\anuosprt01.uosprinting.com\UoS\_Secure\_Print Properties

Print size:

A4 [100%

Media type:

Unspecified

Destination

Copies

Carbon copies

Batch copies

1

Printer default

Page Sizes.

Auto source selection

• A4 or A3

Print

÷

Print

Printer

Ready

Settings

Pages:

Copies: 1

UoS Secure Print on ar

Print All Pages

The whole thing

Print One Sided Only print on one side of th.

1,2,3 1,2,3 1,2,3

Collated

No Staples

Printer Propertie

black and white or colour

### **1.** Print to the multi-function device

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

🖄 Quick Print

Basic

Layout

Finishing

🚻 Imaging

Publishing

Advanced

Job



To change your settings, click Printer Properties

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

To switch betwen 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.

Collate: Or

Ο

Orientation: Portrait

**T** 

9

AA

Ο

B€

٩

EcoPrint

### You can then collect your print:

PaperCutMF



 $\times$ 

To print your document, choose



#### Print All.

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

# University of Sussex

## More information on printing sussex.ac.uk/its/printing