PRINTING

STEP 1: setting up your printing account

Setting up your printing account is easy and should take less than a minute. And the good news is that you will only every do it once.

To do so, you need to swipe your student card against a "Copicode" terminal, thereby creating or 'associating' your account.

The Copicode terminals are located on top of the Xerox Multi-Function Devices (MFDs: those big white Xerox printer/copier/scanner things).

There are 2 in the Library and 2 in the computer room in the Main Building. You can set up your printing account on ANY one of these Copicode terminals.

Here's how:

The Copicode terminal screen says: "Welcome type or swipe"

- **Swipe your card**

The Copicode terminal screen then says: "Associate card? C: no E: yes"

- **Press E** (the GREEN button on the bottom right of the Copicode terminal)

The Copicode terminal screen then says: "Enter user name"

- **Type in your <u>username</u> using the keyboard, then press E.**

Note 1: This is the <u>SAME</u> username you use to log onto the PCs inside King's Inns (e.g. Joe Blogg's username would be: jbloggs).

Note 2: If you make a mistake typing and want to backspace, press the ← button on the top left hand corner of the Copicode terminal.

Note 3: If at any stage you want to quit the process and start again from scratch, just press either the STOP or C button.

The Copicode terminal screen then says: "Enter password"

- **Type in your <u>password</u> using the keyboard, then press E.**

Note 1: This is the <u>SAME</u> password you use to log onto the PCs inside King's Inns.

Note 2: For upper case letters, press the <u>upward pointing arrow</u> on the top left of the Copicode terminal (beside the ← button).

Note 3: For lower case letters, press the <u>downward pointing arrow</u> on the top left of the Copicode terminal (beside the ← button).

Note 4: To enter any 'complex characters' such as # or $ (these symbols are in white on the Copicode keys) <u>HOLD DOWN</u> the white → button in the top left hand corner of the Copicode terminal and press the key with the desired symbol.

Once your username and password are correctly entered, the Copicode terminal screen will then say: "Association succeeded"

Your account is now created.

STEP 2: topping up your printing account

Before you can go any further, you'll now need to add some money to your newly created printing account.

Here's how:

There are two "Cash Loaders" in King's Inns: one in the reception area of the Library Building; and one just inside the door of the computer room in the Main Building. They are white metal boxes with, wait for it, "Cash Loaders" written on.

Topping up your account is simple. There is a computer beside each Cash Loader. The screen is green and reads: "Value Add Station". You must log on in one of two possible ways, the choice is yours:

1) Simply swipe your card over the "Air ID" device (it has a red light on it)
   Or
2) Type in your username and password (the <u>SAME</u> username and password you used above to create your account)

Once logged on, top up with coins or notes and away you go.

NOTE: the Cash Loaders <u>DO NOT</u> give change.

STEP 3: using your printing account

Now that you've created your account and topped it up, you can start using it. You have the ability to:

a) Print
b) Scan
c) Copy

a) Printing
   You have a choice of <u>FIVE</u> devices you can print to:

   <u>TWO</u> in the Library:
   2 Xerox Multi-Function Devices (MFDs)

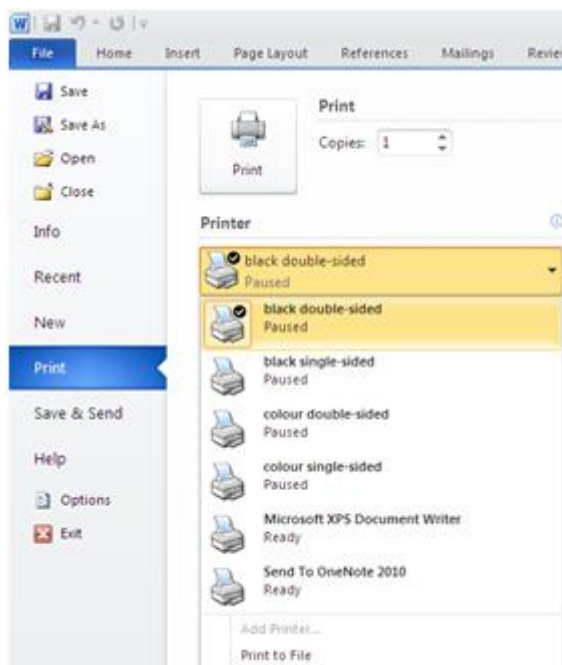   <u>THREE</u> in the computer room of the Main Building:

1 Xerox Laser printer
2 Xerox Multi-Function Devices (MFDs)

When you log onto a PC here inside King's Inns, all these printing devices are available to you.

NOTE: Only the Xerox MFDs are capable of duplex printing.

NB: When printing—a Word document for example—**you will have to specify which printer you want to print to.**

Do this by selecting the printer from the drop-down box in Word: File→Print (the diagram—apologies for the quality—is only for illustration purposes and doesn't list the actual King's Inns printers):

The default is Xerox02 in the library, but you probably wouldn't want to print to this if you're in, say, the computer room in the Main Building (unless you fancy some exercise). So remember—you need to choose which printing device you want to print to.

Alternatively, you can of course set your own default printer: Start→Devices and Printers→Right-click the printer of your choice→Set as default printer

So—how do you then retrieve your print job?

If you send a print job to one of the Xerox MFDs, you simply swipe your card over the Copicode terminal of the MFD in question, your job pops out, and the appropriate amount is deducted from your account balance. When done, swipe card again to log out.

If you send a print job to the laser printer, you go up to the "Print Release Station" computer beside the laser printer. The screen is green and reads: "Print Release Station". Log on—with the SAME username and password you used to create your printing account—and you will see all your print jobs. Then click "Print" or "Print All" and your job will come out of the selected laser printer and the appropriate amount is deducted from your account balance.

Without wishing to confuse you—you can in fact also release jobs sent to ANY printer (laser or Xerox MFD) from a Print Release Station computer…

b) **Scanning on the MFDs**

You can scan pages to your email account.

Here's how:

- Swipe your card over the Copicode terminal on the Xerox MFD.
  You are now logged in.
- Place whatever pages you want scanned, writing face up, onto the loading tray on top.
- There is a 'house icon' on the control panel of the MFD (to the left of the screen). Press the button below the icon.
- The screen will display two options: "Copy" and "Email".
- Select "Email"
- On the next screen select "New Recipients"
- On the next screen select "Add(To:)"
- Enter your email address and select "Add"
- Then press the large green button on the right hand side of the Xerox and your job is scanned and emailed.
- When done, swipe card again to log out.

  There is no cost for this.

c) **Copying on the MFDs**

Swipe your card over the Copicode terminal on the Xerox MFD.
You are now logged in.
Place whatever pages you want copied, writing face up, onto the loading tray on top.
The screen displays options e.g. duplex copying. Select if desired.
Then press the large green button on the right hand side of the Xerox MFD and your job is copied. The balance on your account will be deducted accordingly.
When done, swipe card again to log out.