

# Printing, Scanning and Copying

How-to Article

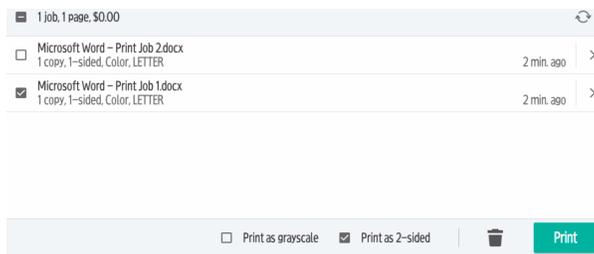
## Signing into the MFD

1. Tap the screen or tap with your YU-Card on the card reader to turn on the MFD
2. Tap your YU-Card on the card reader, or enter your Passport York credentials and tap

**Log in**

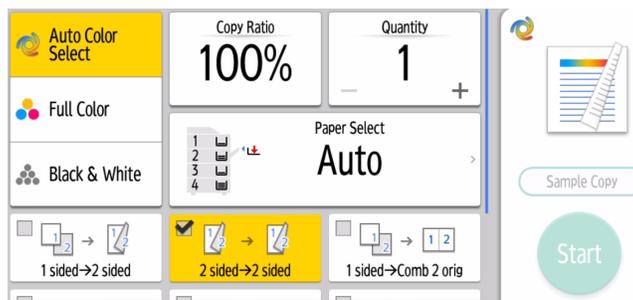
## Releasing a Print Job

1. Tap **Print all** to release all jobs, or **Print release** so select jobs to release, or change settings
2. Select **Print as grayscale** or **Print as 2-sided** as required
3. Select the print job(s) to release and tap **Print**
4. To delete a job, select the print job(s) to cancel and tap the trash icon



## Photocopying a Document

1. Tap **Device Functions**, then tap the **Copy** app
2. Change the copy settings if required
3. Press the **Start** button to complete the copies



## Scanning a Document

1. Tap **Device Functions**, then tap the **Scanner** app
2. Ensure *Scan to Email* is selected, and Tap **Add** next to *Specify destination(s)*



3. Select **Enter Using Keyboard** and enter your e-mail address
4. Change Colour and output settings as required. Tap **2 S: Rt/Lft** to change the setting to change one-sided/two-sided settings if required



5. Tap **Start** to scan the document



## Signing out of the MFP

1. Tap your YU-Card on the card reader, or **Logout**



## Printing Supplies



For **toner, staple cartridges or printer service**, contact [help@osgoode.yorku.ca](mailto:help@osgoode.yorku.ca)



For **paper**, contact the Office of the Executive Officer: [oeo@osgoode.yorku.ca](mailto:oeo@osgoode.yorku.ca)