



THE UNIVERSITY OF  
MELBOURNE



**STUDENT PRINT**  
a seamless way to print

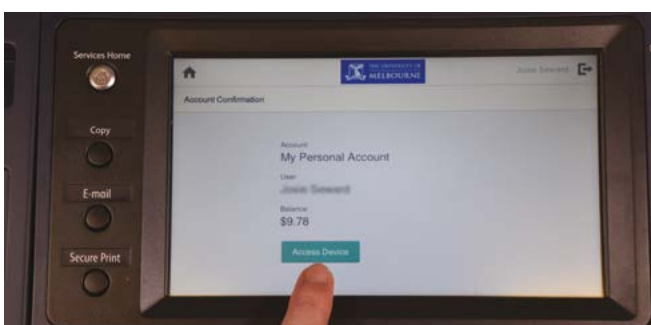
## MULTI-FUNCTION DEVICE (MFD GUIDE) COPY, COPY-STAPLE, COPY ID

### COPY

1. Select [Access Device] icon



2. Your account details and balance will appear, select [Access Device]



3. Select [Copy]



4. Select the required features from each tab



5. Enter the number of copies using the numeric keypad



6. Press the [Start] button

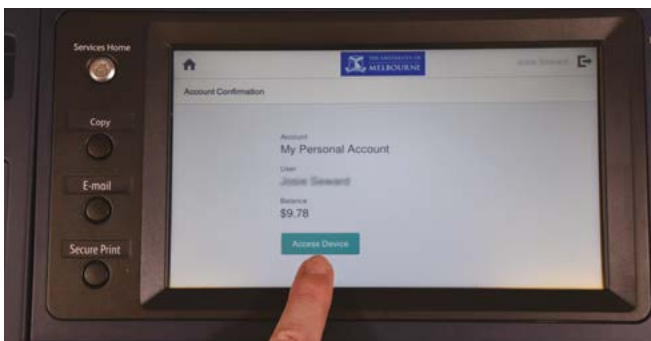
# STUDENT PRINT

## COPY STAPLE

1. Select [Access Device] icon



2. Your account details and balance will appear, select [Access Device]



3. Select [Copy]



4. Select [Copy Output]



5. Select [Auto]



6. Select staple options



7. Select [Save]



8. Settings applied, complete steps 5 and 6 from 'Copy' instructions





## COPY ID

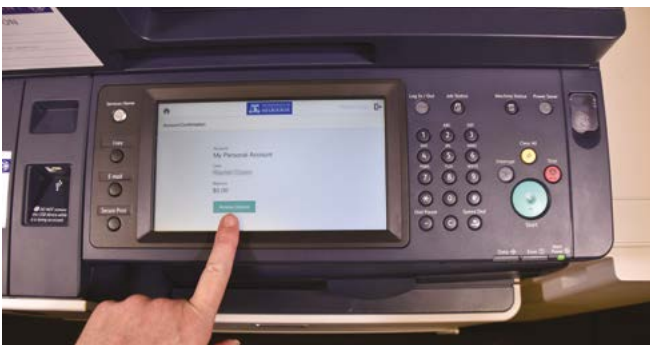
1. Select [Access Device] icon



4. Select [ID Card Copy]



2. Your account details and balance will appear, select [Access Device]



5. Select [On]



3. Select [Copy]



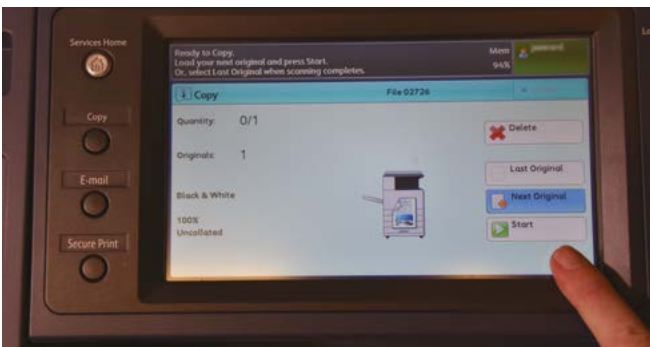
6. Select [Save] (Place ID onto the scan bed in the top left corner and close the lid)



7. Select [Start] button (The printer will scan one side of the ID, then lift the scan bed lid and turn the ID over and close the lid again)



8. Select [Start]



9. The printer will scan the other side of the ID and print out on one page

