The basics...

Print

At your PC/laptop/phone etc.:

Select File, then Print.

Select the Staff or Student Follow You printer.

Select the number of prints required. The default print setting is black and white, A4, double-sided.

Click OK. Your print job will be held in the system for 72 hours.

At the printer:

Tap your ID card on the card reader or input your printing pin number.

Select the Print function.

Select the job you wish to print.

Press the Start ◇ button. Choosing Print and Save will keep the job in the system.

Press the Logout button when you have finished.

Copy

Tap your ID card on the card reader or input your printing pin number.

Lift the lid and place your document face down on the glass screen.

Select the Copy function .

The default print setting is A4, black and white. If you need a different type select an onscreen option.

Press the Start ◇ button.

When finished, press the Home 🏠 button then the Logout option when you have finished.

Tip: Don't forget to retrieve your original document from the copier screen.

Scan

Tap your ID card on the card reader or input your printing pin number.

Lift the lid and place your document face down on the glass screen.

Select the Scan to Me function then the Scan option.

Press the Start ◇ button and a colour pdf file will be sent to your University email.

Select the Done option and then the Logout option when you have finished.

Tip: If you are scanning multiple images, press Stop Scan between scans. This will ensure that your scans are sent separately. Don't forget to retrieve your original document from the scanning screen.

Do not switch this machine off!

This machine is part of a fleet managed by **Digital IT.**   The printer supplier, Ricoh, monitor it remotely and it is essential that contact is maintained at all times.

Troubleshooting... (for staff only)

If you see a red light, press the Check Status button 🔲 and follow the onscreen instructions.

● If there is no paper, please load paper and then press Continue.

● If there is no toner please make sure that the correct toner cartridge is used. The 3503 and 5503 toners look similar but will not work if put in the wrong machine. The table below lists the colour codes for each machine:

	Black	Cyan	Magenta	Yellow
MPC306ZSPF	842095	842096	842097	842098
MPC3503SP	841817	841820	841819	841818
MPC5503ASP	841853	841856	841855	841854

If you have any queries relating to printer paper, toner, or if you would like to move a machine, please contact

https://salfordprod.service-now.com/dit_sp   quoting the serial number and location.

The legal stuff...

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