



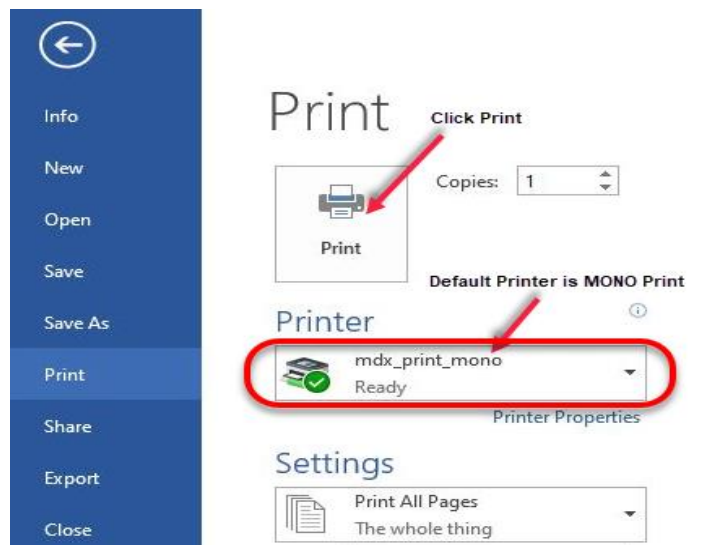
**Middlesex
University
Dubai**

**PRINT/COPY/SCAN
GUIDE
(LIBRARY and LGS)**

Step 1: Login to the [Library Student PC](#).

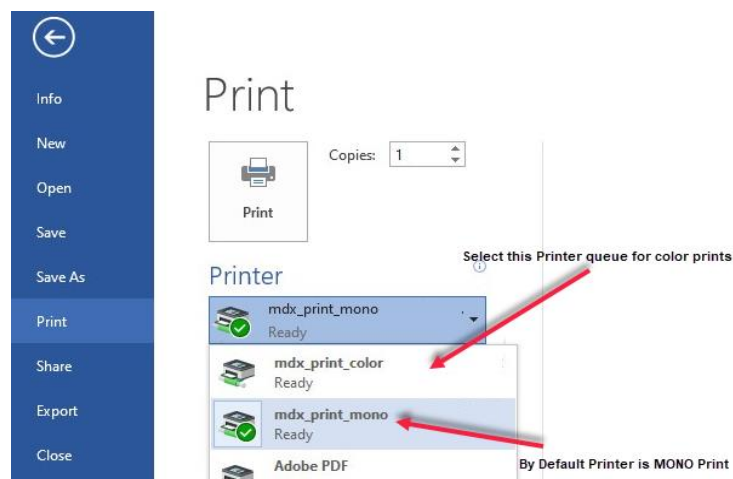
Step 2: Open your document which you want to print and give the print command.

It will show you the print window as below:



By **Default the Printer is set to Print MONO** i.e. Black & White

If you want to print the color, please select the Print queue ([mdx_print_color](#)) for color prints as shown below:



After the selection please:

Click→Print

Step 3: It will ask for the credentials for the User Account kindly enter as below:

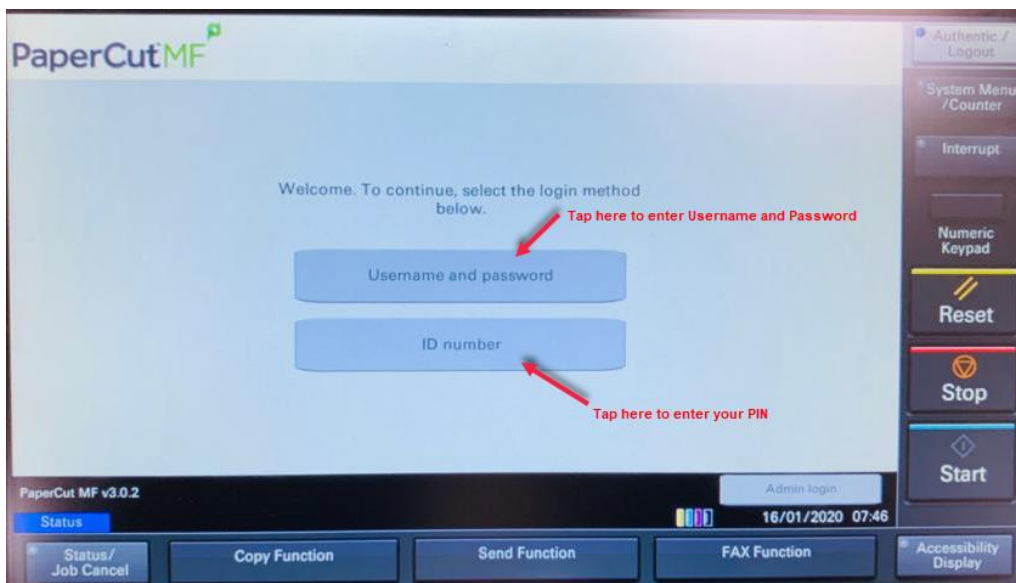
Username : **M00xxxxxx**
Password : **<PC Login / WIFI Password>**



Step 4: Please go to the Printer and login to your account for releasing the Print Job from your account.

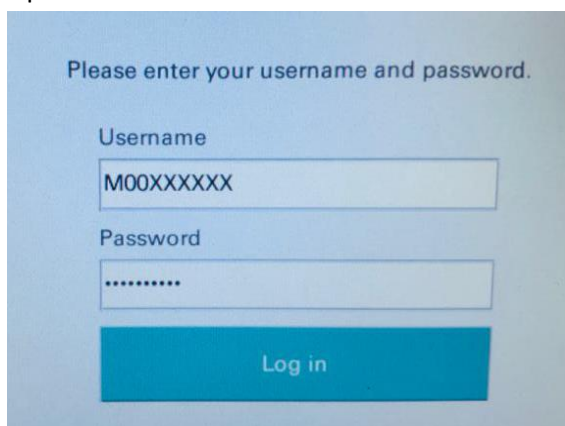
There are 2 ways to Login to your account:

- i. By entering the **Username and Password**
- ii. By entering **PIN (ID Number)** (sent to your University email)

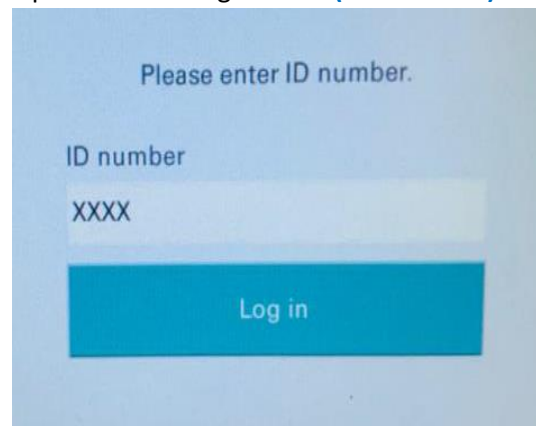


Please select one of the options for login to release your print job

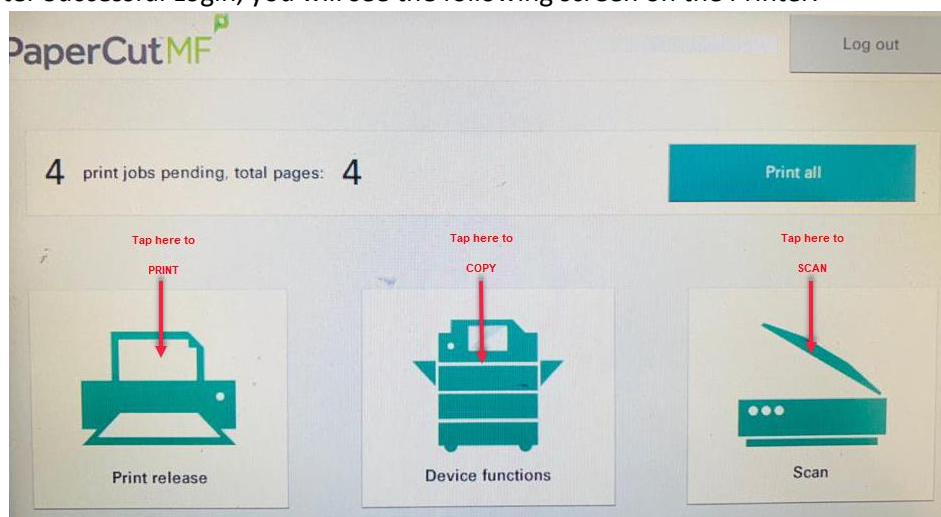
Option 1: **Username and Password**



Option 2: Entering the **PIN (ID NUMBER)**

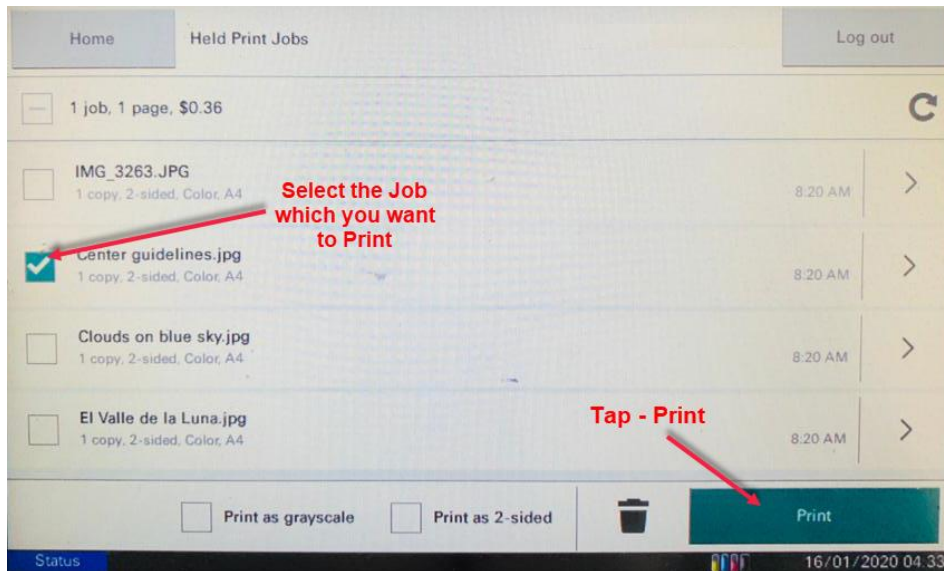


Step 5: After Successful Login, you will see the following screen on the Printer.



Please Tap → **Print Release**

You will see the following screen:



Step 6: Please select the job which you want to Print

Tap → Print

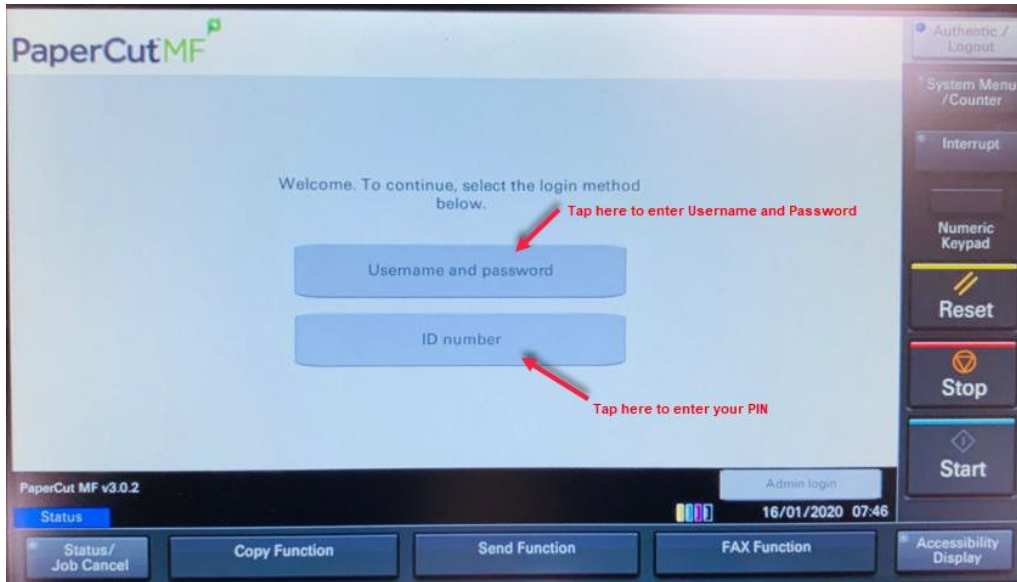
The printer will now print the job successfully.

HOW TO COPY

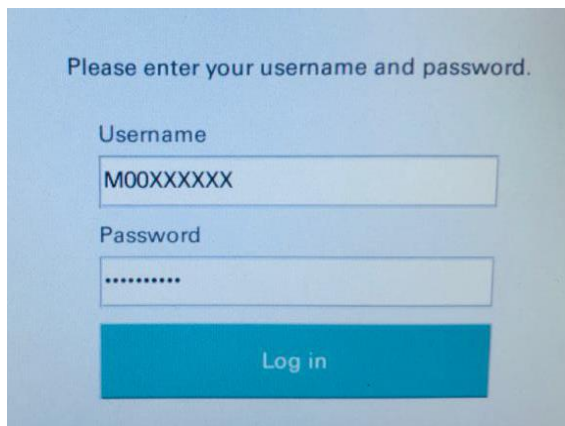
Step 1: Go to the Printer and login to your account.

There are 2 ways to Login to your account:

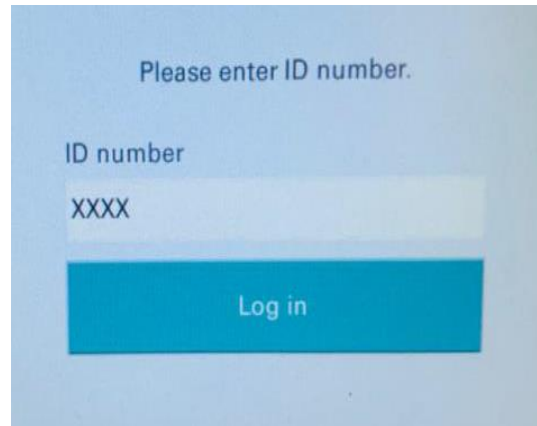
- iii. By entering the **Username and Password**
- iv. By entering **PIN (ID Number)** (sent to your University email)



Option 1: **Username and Password**

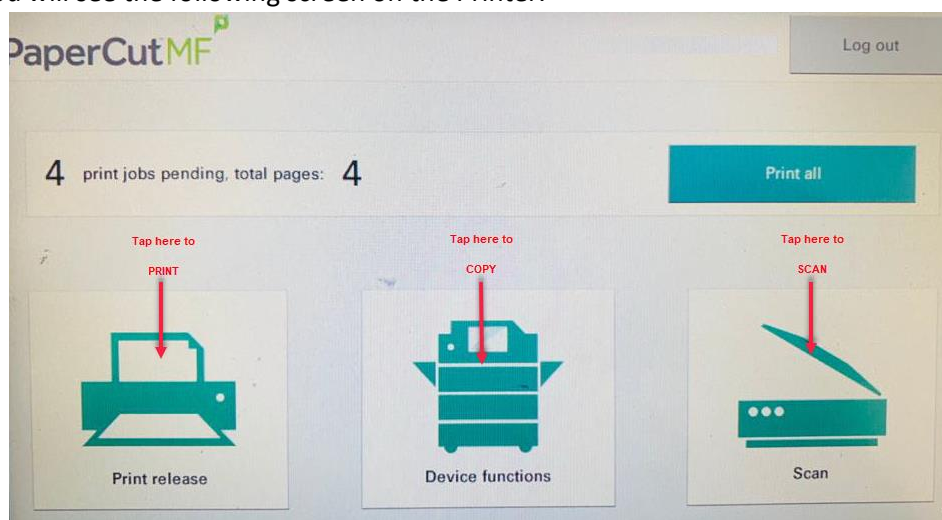


Option 2: Entering the **PIN (ID NUMBER)**



Step 2: After Successful Login

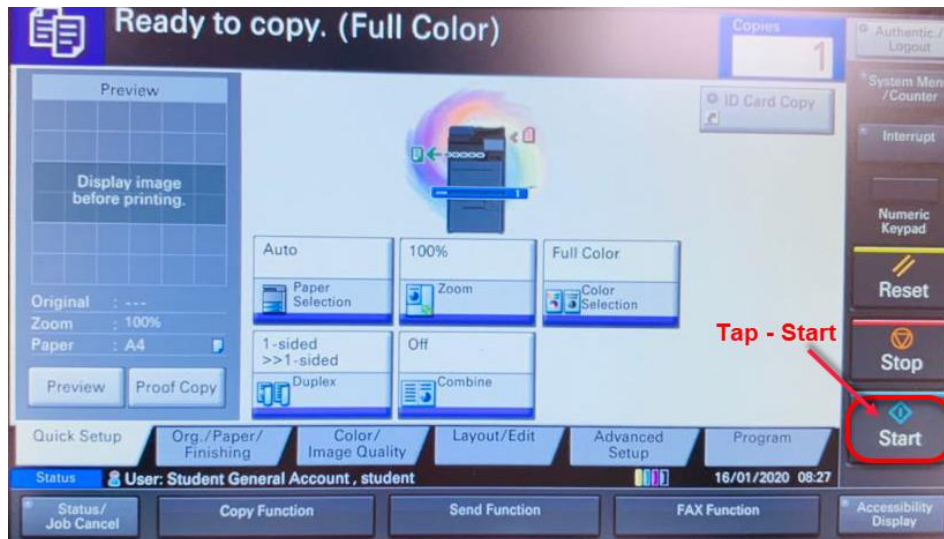
You will see the following screen on the Printer.



Please Tap → **Device Functions**

Step 3: You will see the following screen on the following

Put the documents which you want to copy and **Tap → Start**



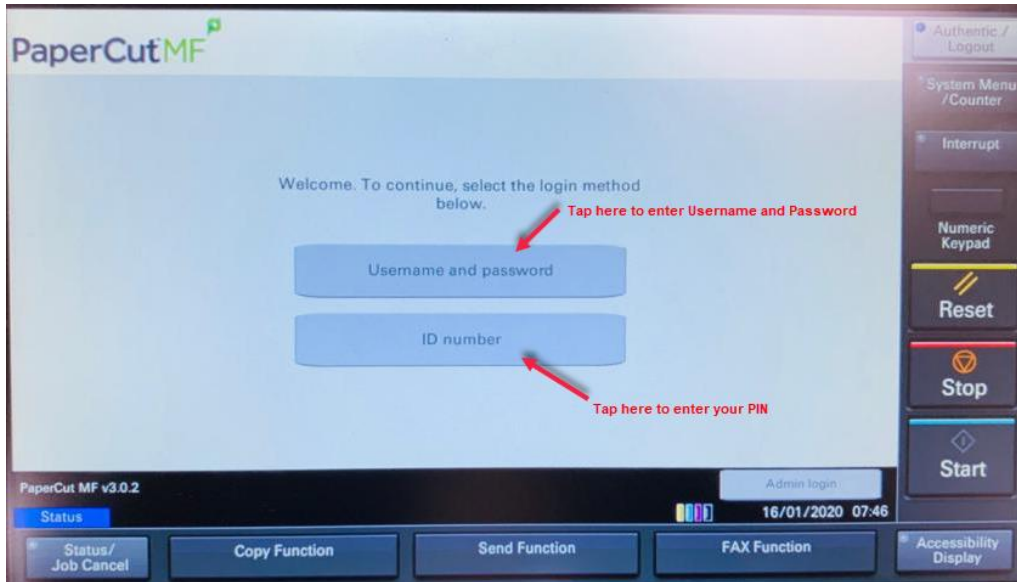
The printer will now copy successfully.

HOW TO SCAN

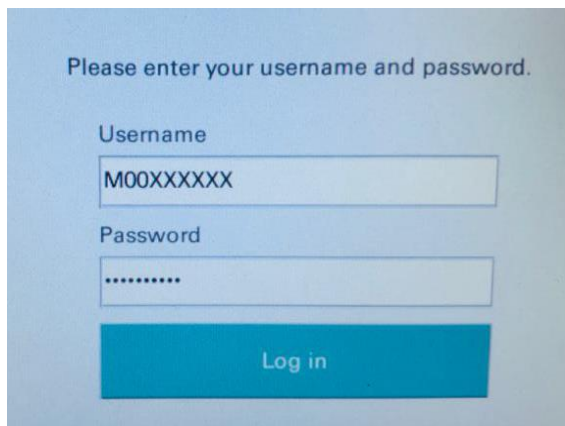
Step 1: Go to the Printer and login to your account.

There are 2 ways to Login to your account:

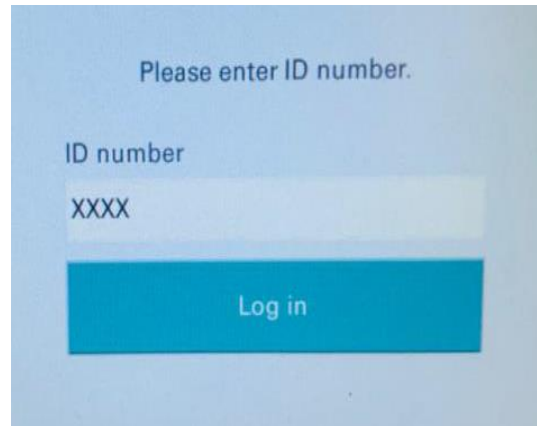
- v. By entering the **Username and Password**
- vi. By entering **PIN (ID Number)** (sent to your University email)



Option 1: **Username and Password**

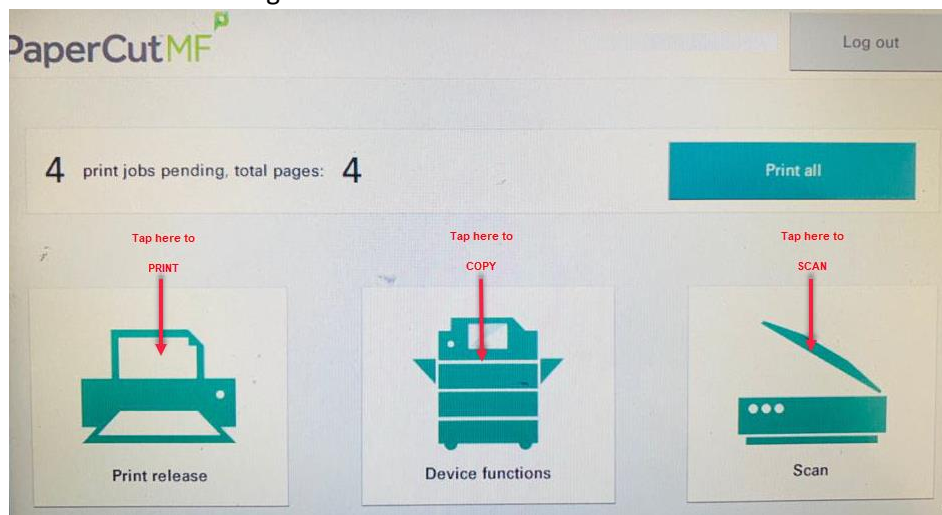


Option 2: Entering the **PIN (ID NUMBER)**



Step 2: After Successful Login

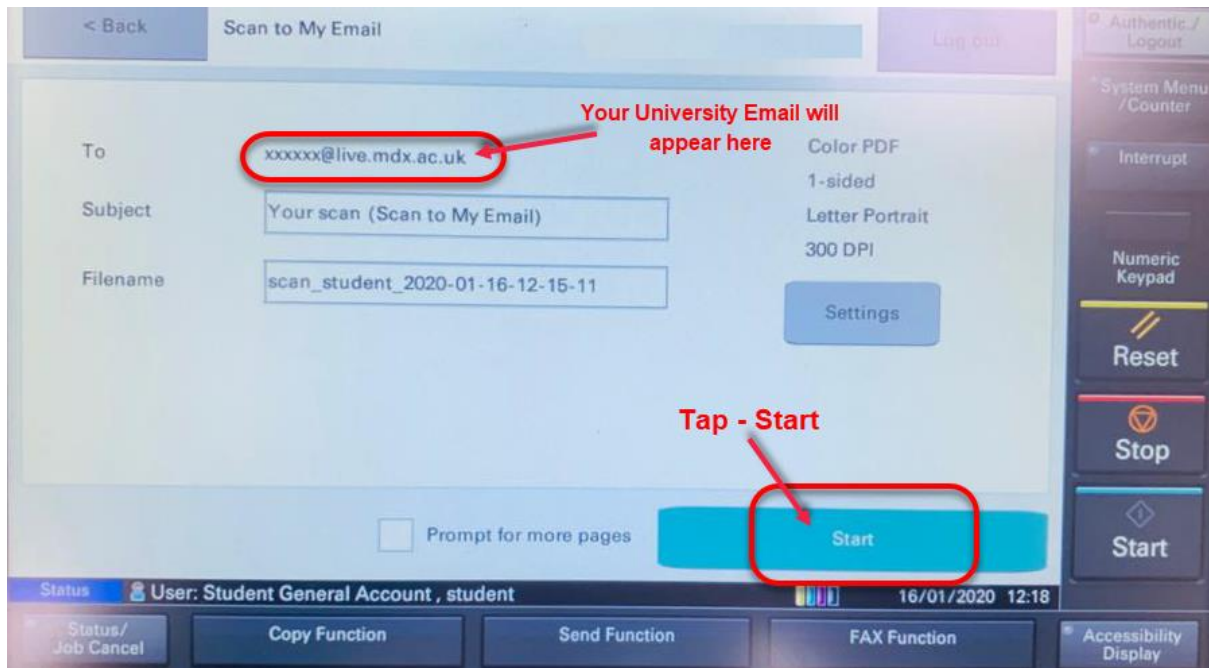
You will see the following screen on the Printer.



Please **Tap → Scan**

Step 3: You will see the following screen on the following

Your **University Email** will appear in 'To' section



Step 4: Please put the documents which you want to scan on the document feeder or the Scanner Flatbed.

and Tap → Start

It will send the scanned document to your university email.

*****END*****