PrintPoint

PRINT • SCAN • COPY

RELEASE STATION

PRINT

RELEASE PRINTING

1. Swipe CARD to Login
2. Documents for print will be listed on the touchscreen
3. Select job to print from the list or select PRINT ALL
4. Press ⬦ to PRINT

PRINTING FROM USB KEY

1. Insert USB key
2. Follow on-screen instructions
3. Contents of USB key will be displayed
4. Select File and choose print
5. Press ⬦ to PRINT

Please note: large documents may take some time to print
A flashing blue light indicates that the printer is still active
Do not forget to remove USB KEY when printing is finished

COPY

SINGLE SHEET

1. Select COPY AND SCAN on the touchscreen
2. Swipe CARD to Login
3. Place document on glass
4. Change any settings (zoom, duplex etc)
5. Press ⬦ to COPY

MULTIPLE SHEETS

1. Select COPY AND SCAN on the touchscreen
2. Swipe CARD to Login
3. Place documents in feeder
4. Change any settings (zoom, duplex etc)
5. Press ⬦ to COPY

SCAN

1. Select COPY AND SCAN on the touchscreen
2. Swipe CARD to Login
3. Press FAX/SCAN button below screen
3. Select E-MAIL ME on the Touchscreen
4. Press ⬦ to SCAN

Please note: Document will be scanned to your NUI Galway e-mail account

To increase display size, press the Enlarge Display button on panel

To return to normal display, press the Enlarge Display button

To Logout:
*Press **ACCESS** button twice*