LOGGING IN AND PRINTING

Select Stran Print on Printsrv

Users identify themselves to the system by placing their Staff Card above the card reader logo on the flat area on the top of the device.

The printer will bleep to acknowledge the card. The first time this is done the user will then be asked to log in to the printer with their normal Stranmillis username and password. Please take particular care with the password and make sure you are using the shift key correctly for upper and lower case letters. A list of your printing documents will then appear. Tap the item(s) on the list and you will see the oval print button turn blue. Press this button to print.

LOGGING OUT

Once you have finish - please log out of the printer with the lock button.

Next time you use your card you will log in automatically after beeping.

PHOTOCOPYING

Press the Home key.

Press Copy and for simple copying just place your original face up on the feeder and press the blue button.

Please exit via the lock button to finish.

SCANNING TO EMAIL

Press the Home key. This will display the copy / scan options.

Press Scan/Fax - the following screen will appear: Tap "E-mail Me" so it becomes highlighted in yellow. Now for simple scanning, just place your original face up on the feeder and press the blue button.

Please exit via the lock button to finish.