

Staff Photocopying and Printing

A new system of 'Secure' printing and Copying is being introduced. Print sent to either the 4034-Secure-MFD-BW or 4034-Secure-MFD-Colour will be held securely until you authenticate at the photocopier to release it.

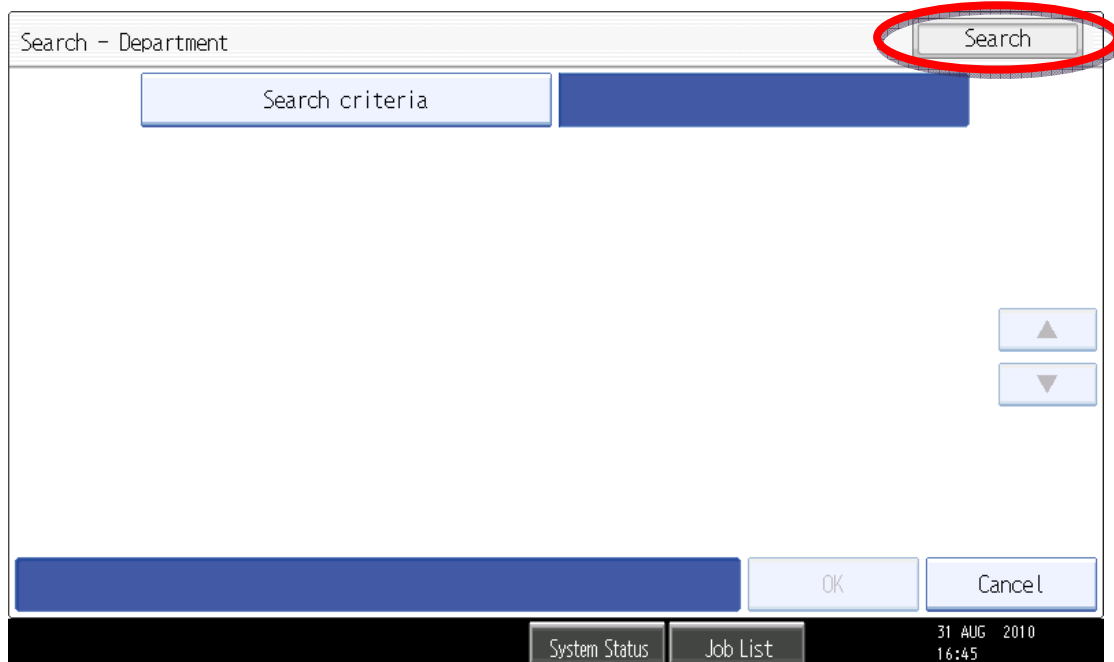
Secure Print Release

The screenshot shows the 'PCC: Login' interface. At the top right, there are 'Refresh' and 'Login' buttons. The main title is 'PCC: Login'. On the left, a sidebar lists options: 'First select function, then login', 'Access MFP', 'Follow-You', and 'Scan-to-Me'. The central area contains two input fields: 'User ID' and 'Password'. At the bottom, there are 'System Status' and 'Job List' buttons, and a date/time stamp '8 JUN 2010 12:56'.

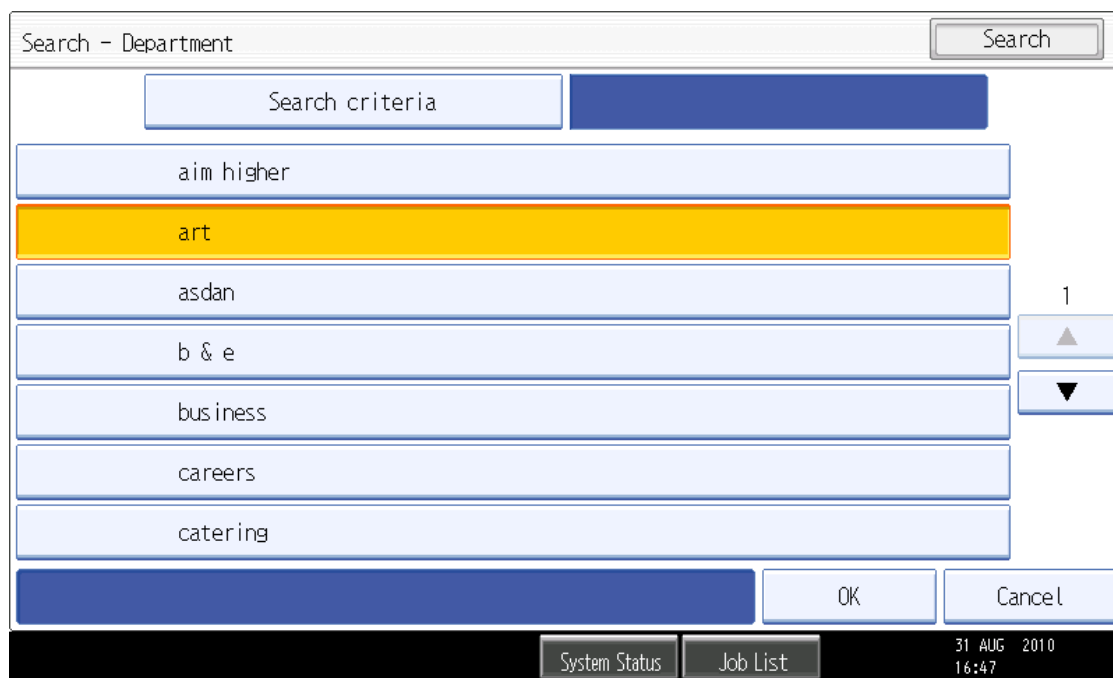
At the login screen, enter your PIN using the number keys and touch 'Login' or press the large green copy button. (Alternatively if you do not have a PIN you can Login using your network login and password). If you work for more than one department you will get the following screen asking for your department:

The screenshot shows the 'PCC: Billing Code' interface. At the top right, there are 'Cancel' and 'Next' buttons. The main title is 'PCC: Billing Code'. On the left, a sidebar contains a 'Search' button, which is circled in red. Below the sidebar is a 'Department' input field. At the bottom, there are 'System Status' and 'Job List' buttons, and a date/time stamp '31 AUG 2010 16:45'.

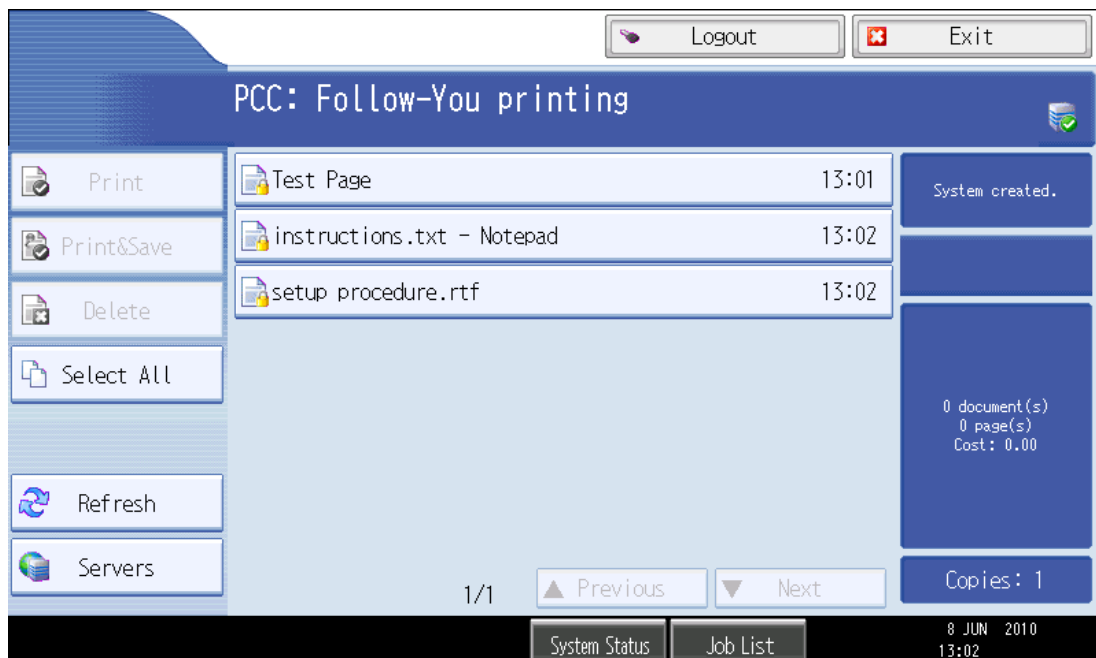
Touch 'Search'



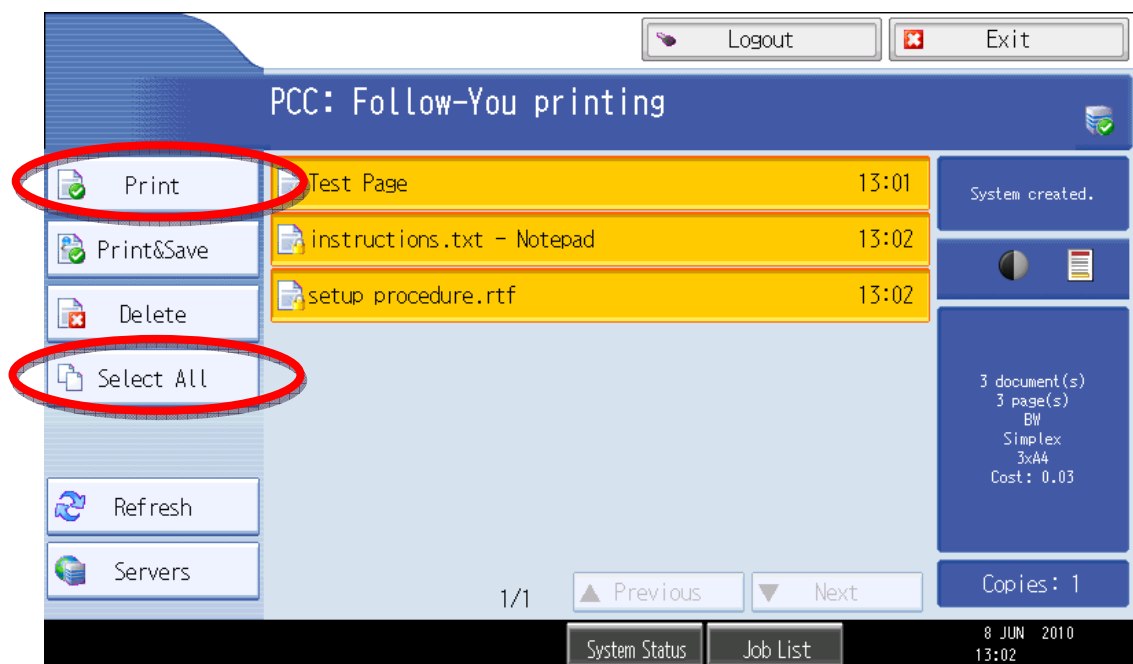
And again touch 'Search'



A list of your available departments will be listed. Highlight one that you wish photocopying to be charged to and then touch 'OK'



A list of your documents will be displayed.



You can choose to print individual documents by highlighting your selection and touching 'Print' or you can touch 'Select All' and then 'Print'. Alternatively you can delete any unwanted documents.
Note: any documents left unclaimed will be automatically deleted after 12 hours

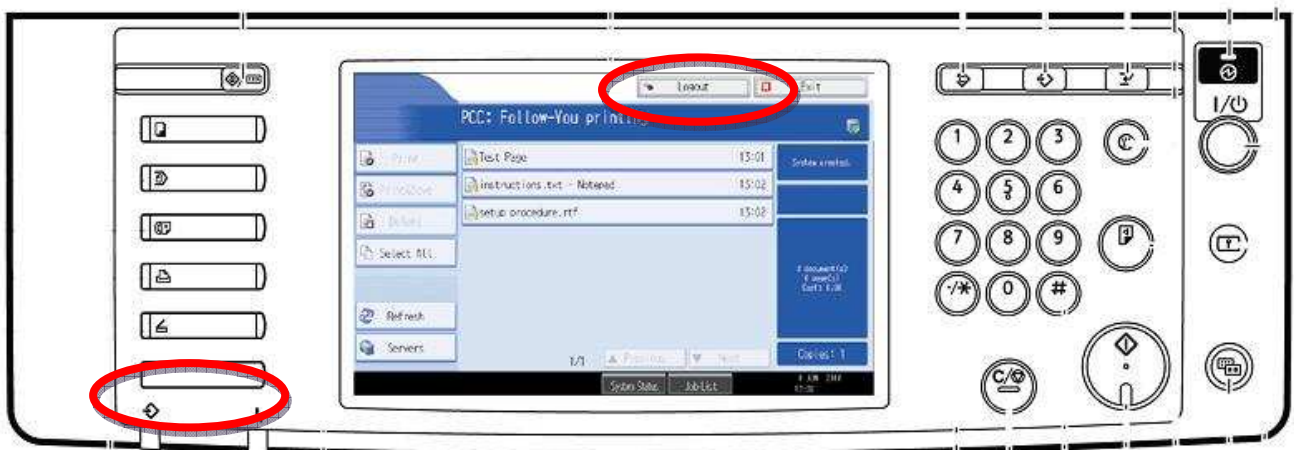
Photocopying



Once logged in, simply press the copy function button on the left .



The familiar photocopy screen will appear



When you have finished your photocopying press the bottom button on the left to return to the Follow-You-Print function and then touch 'Logout'