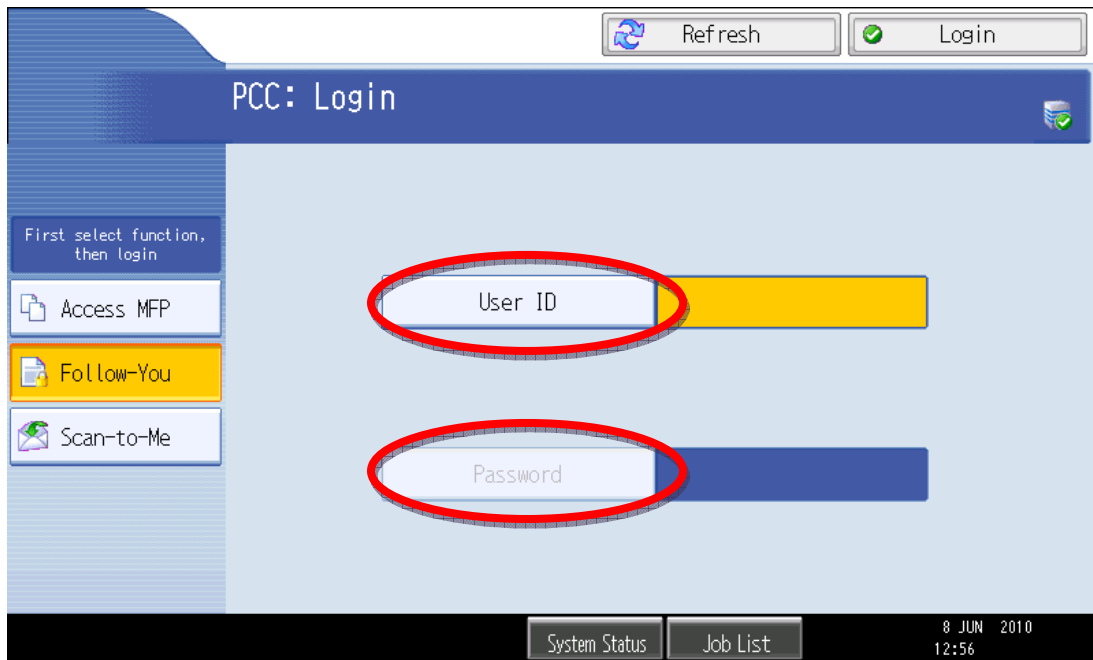


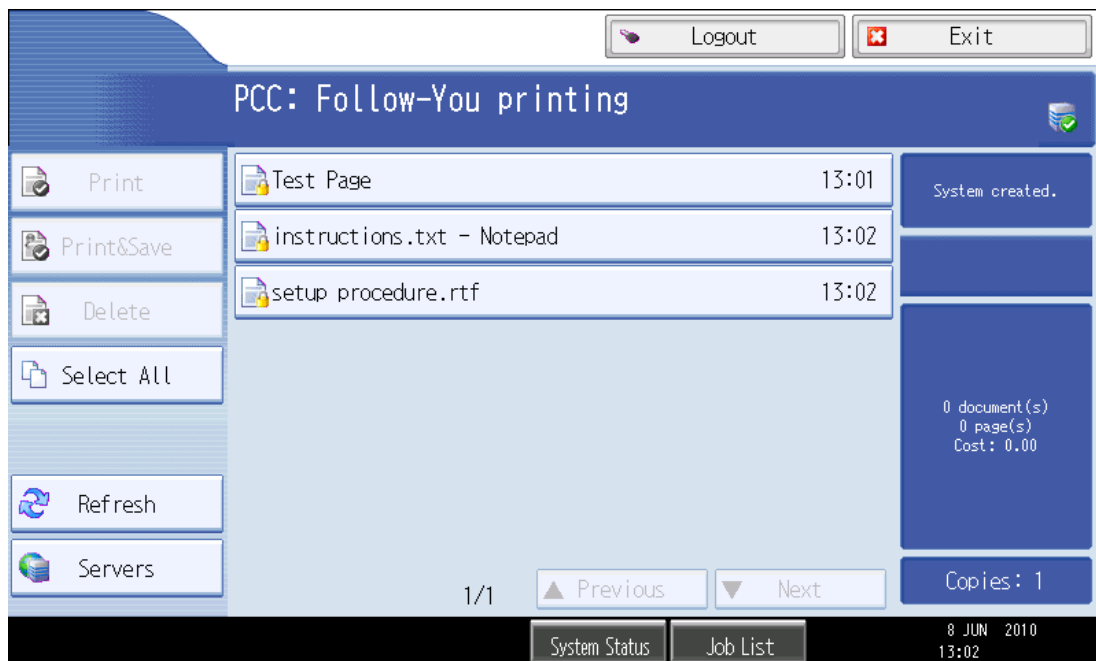
# Student Photocopying and Printing

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

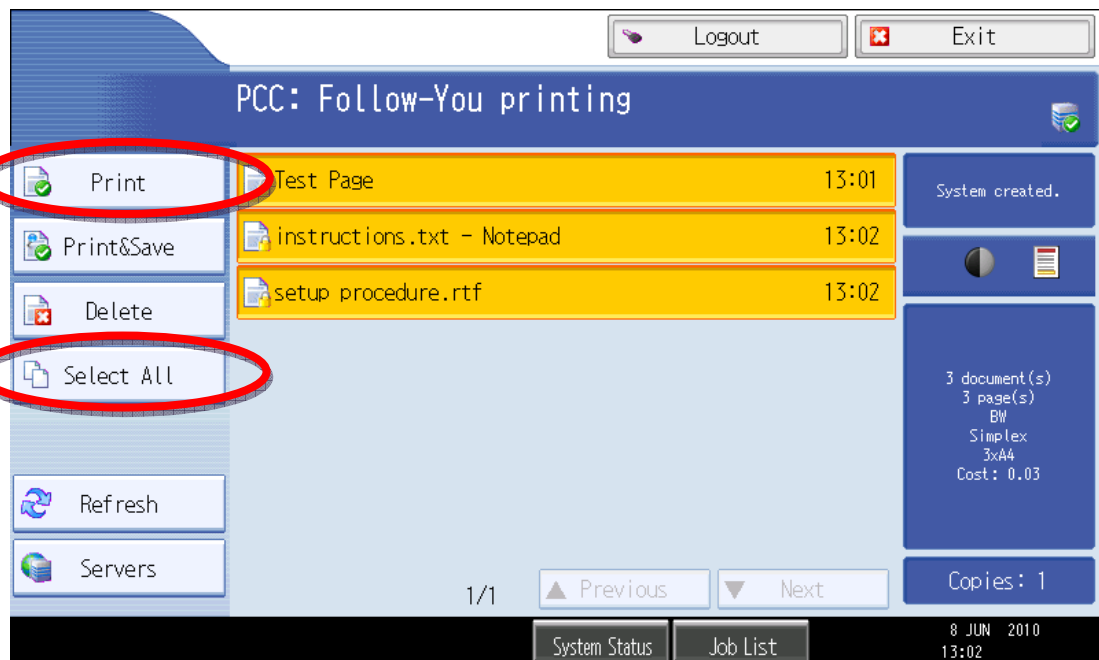
## Secure Print Release



At the login screen, touch 'User ID' and enter your network username. Then similarly enter your password and touch 'Login' or press the large green copy button.



A list of your documents will be displayed.

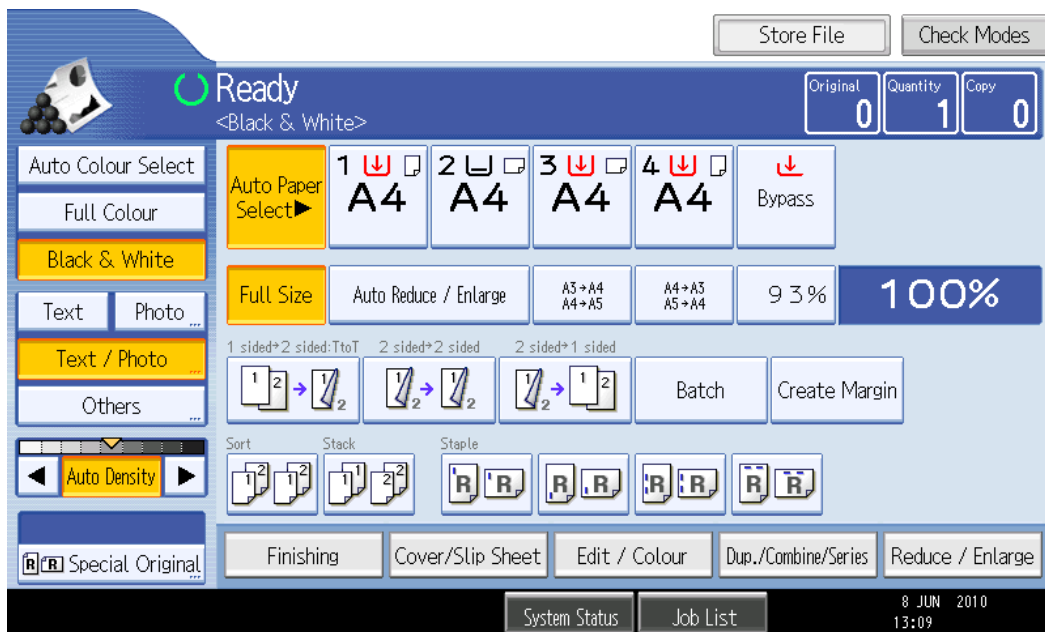


You can choose to print individual documents by highlighting your selection and touching 'Print' or you can touch 'Select All' and then 'Print'. Alternatively you can delete any unwanted documents.  
Note: any documents left unclaimed will be automatically deleted after 12 hours

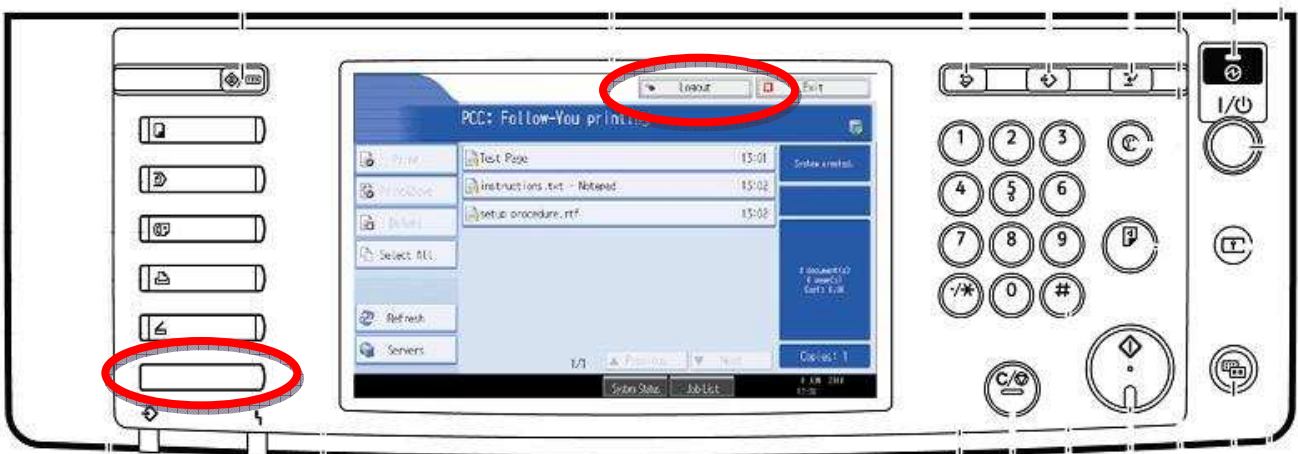
# Photocopying



Once logged into the photocopier at the Follow-You-Print screen 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'