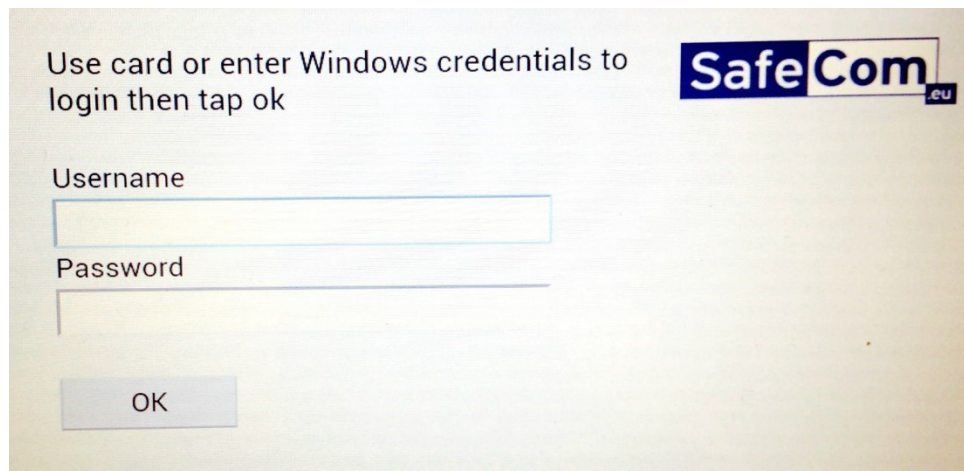



How to copy on your NEW Samsung printer

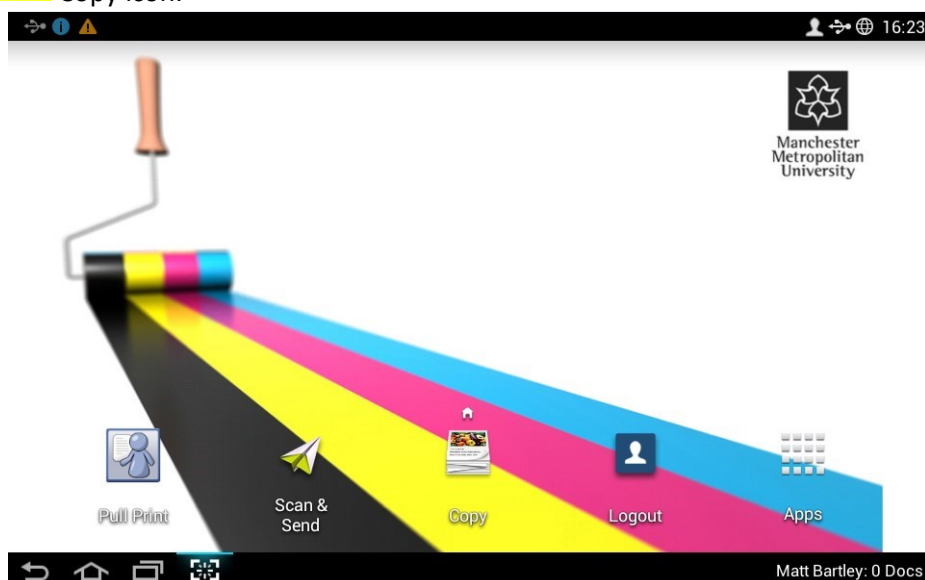
How to copy files

Begin by logging in to the printer. (You can do this by swiping your MMU ID card or by manually logging in using your University username and password on the main screen. See our separate guide on How to login in for more advice.)

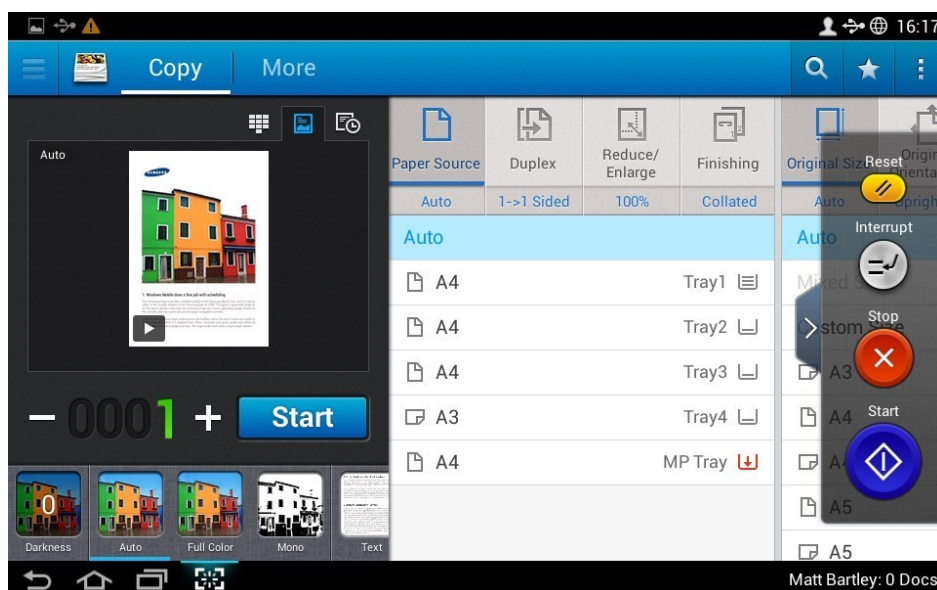


Once logged in you will then see the Homescreen (as below).

Press the  Copy icon.



Once you have clicked Copy, you will come to the screen below.



The photocopy function has a large range of options, but for simple photocopying, it works in much the same way as any other photocopier.

Begin by placing your item to be scanned on the glass plate. Make sure the side you want to copy is face down and, for best results, close the lid.

If you want to use the sheet feeder in the lid for multiple sheets of paper, make sure you insert these face down and slide them in until the light comes on.

Select the number of copies you would like using the -/+ function and then select start.

Note: There is a range of other options available including selecting which tray you would like to print from, whether you would like to print in colour or black & white and if you would like to add any finishing.

Double-sided Photocopying

To save money and paper, we recommend double-sided photocopying. Press the Copy icon, then Duplex.


Here you will be able to select one or two sides.

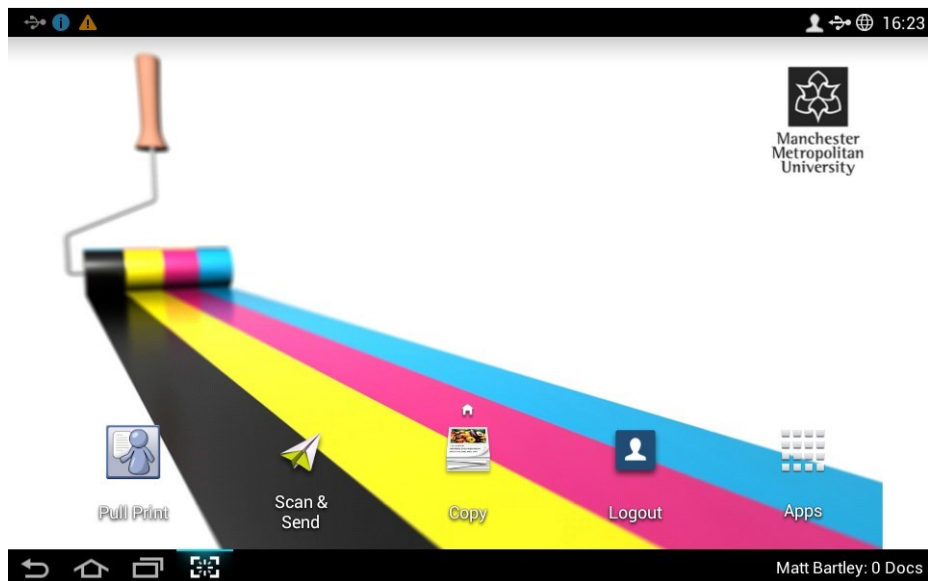
Select the number of copies you would like using the -/+ function and then select start.

Copying and scanning to your email

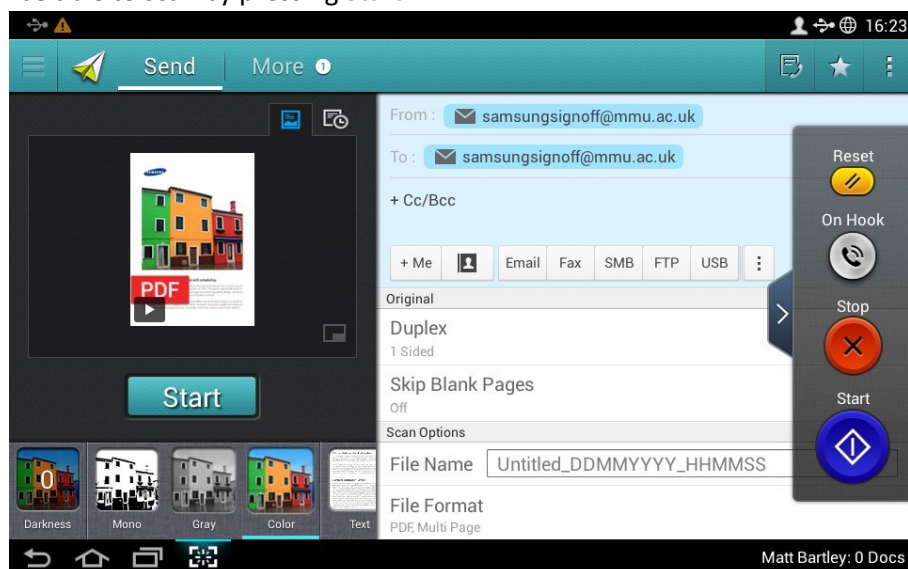
You can also scan and email a copy of a document to yourself and others.


Once logged in you will then see the Homescreen (as below).

Press the  Scan & Send icon.



You will then be able to scan by pressing [Start](#).



When complete, logout by swiping your card or by tapping the logout icon  Note: Some of the printers will print in colour and black & white, while others will only print black & white. Check the label on the front of each printer which will note the machine type.

Further help

For any IT queries please contact the [IT helpline](#) on 0161 247 4646 or via it.helpline@mmu.ac.uk



VISION



SAMSUNG