

How to print via your NEW Samsung printer

How to send your file to print

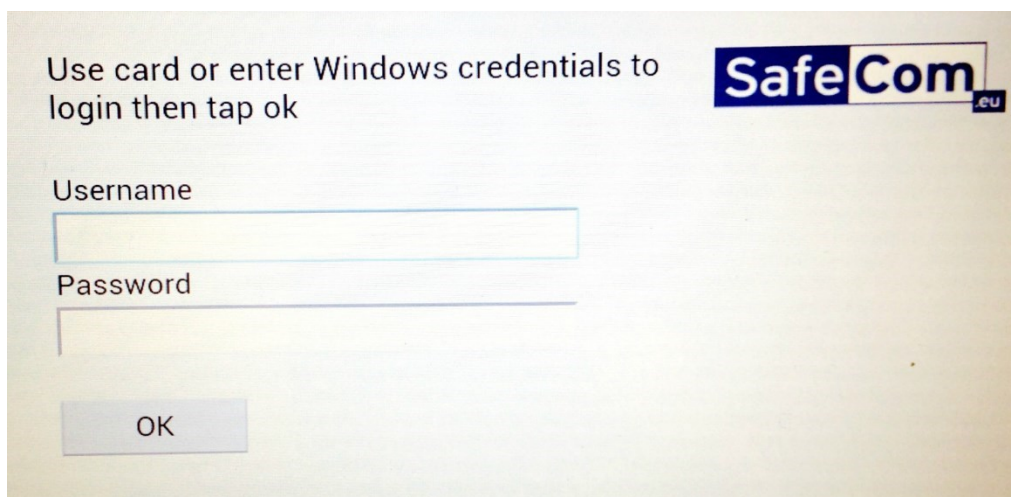
Select File> Print in your chosen application.

This should automatically send your file to your default printer, which will be either: [MMUPrint-Mono](#) or [MMUPrint-Colour](#)

How to collect your printed files

You can collect your prints from any one of the printers across the University. However, they will not be physically printed until you select print on the printer itself.

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



Use card or enter Windows credentials to login then tap ok

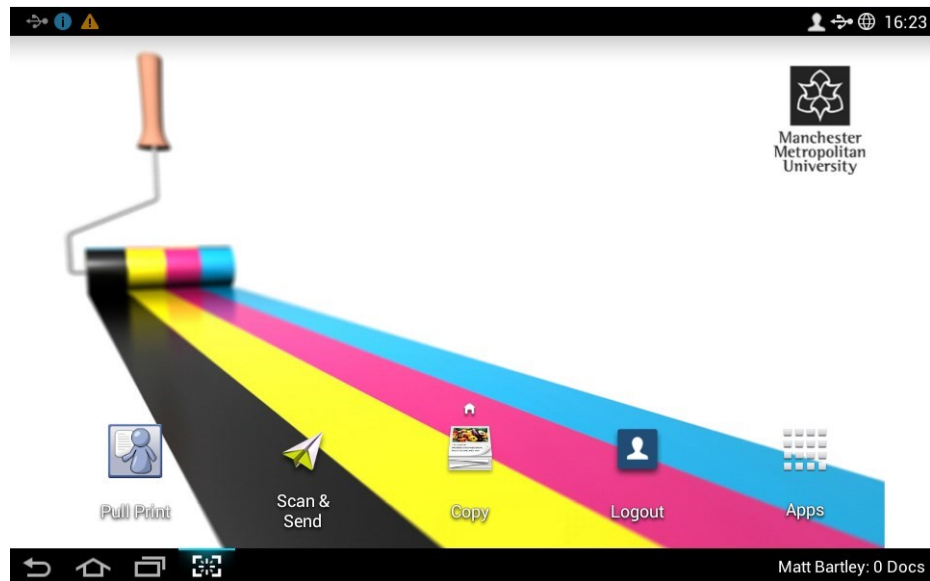
SafeCom.eu

Username

Password

OK

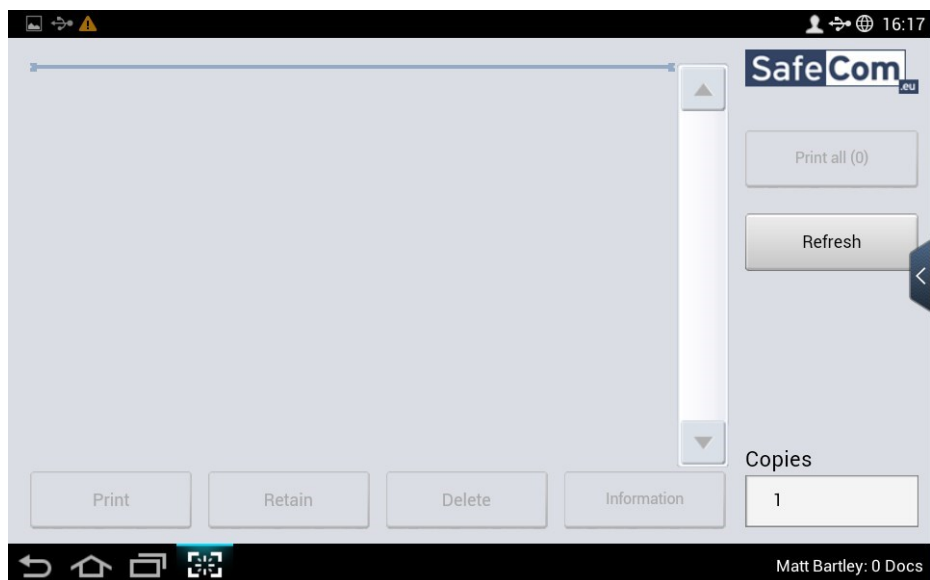
Note: Some of the printers will print in colour and black & white, while others will only print black & white. Check the label on the front of each printer which will note the machine type.



Once logged in you will then see the homescreen (as above).

Press the Pull Print  icon.

After a moment or two, a list of all the documents you have sent to print within the last 48 hours will be displayed (as below).



To print individual items from the list, press the name of one of them to select it (so a tick appears in the box), and then press [Print](#).

You can also delete unwanted items by selecting each item and then pressing [Delete](#).

If you wish to print all of the items listed then you can simply press [Print All](#). This means you then don't have to select each individual item.

The numbers given on each item show you the approximate cost of printing. This is a 'best guess' based on the number of pages, whether or not you have requested single or double-sided printing and if any of the pages contain colour.

NOTE: a full cost breakdown can be found on our [IT Services website](#).

Note: You will only be charged for what you physically print. This means that if you send a file with colour pages to print, you will only be charged colour prices if you have (a) chosen the MMUPrint-Colour print queue and (b) collected them from a colour printer. So if you send your file to the colour queue, but look at the estimated cost and decide it is too expensive, you can log out of that printer and collect your file from one which only prints in black & white therefore avoiding being charge.

Printing multiple copies

If you want to print more than one copy of your file, then the best method is to select the number you want in the application you are using. For example, in Microsoft Word, you would go to File – Print, and then type in the number of copies you need.

However, the printer also allows you to increase the number of copies of a file, on the printer itself, independently of the application you are using.

A calculator-style keypad will open and you can type in the number of copies you require, followed by OK.

When complete you must logout by swiping your card or by tapping the logout icon



Further help

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

