

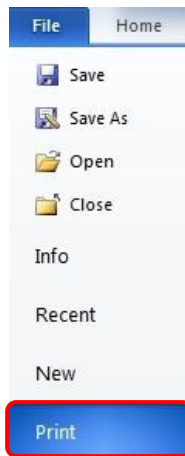
On a Windows computer of a public room

1. Log in with your University account.
2. Open the desired file. The only restriction for printing is a maximal size of 100 MB.
3. Open the printing menu of the used program.



WATCH OUT

The printing menu will change from a program to another. In this example, the used program is Microsoft Word.



4. Select the printer « MFP-UNIFR ».



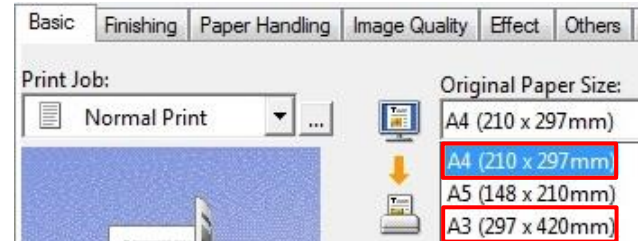
5. Click on **Printer Properties** or depending on the used program, “Properties” or “Preference”. Configure the printer properties according to the printing type and format desired and click on “OK”.



WATCH OUT

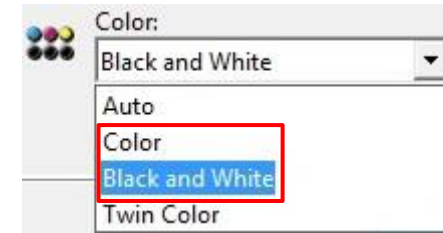
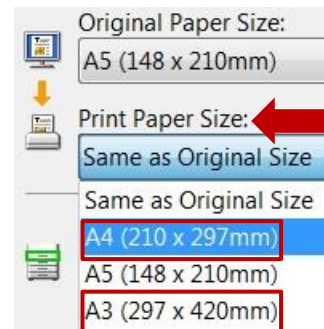
The chosen configuration will determine the printing cost.

On « Basic » Tab :

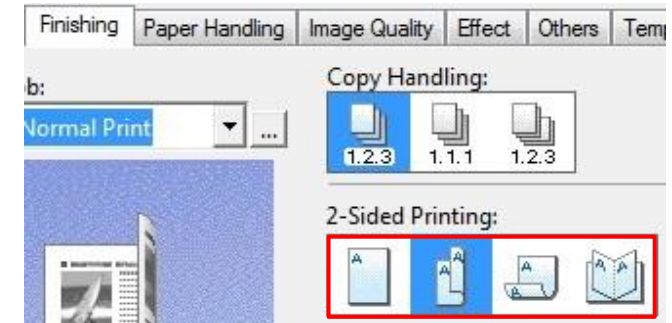


WATCH OUT

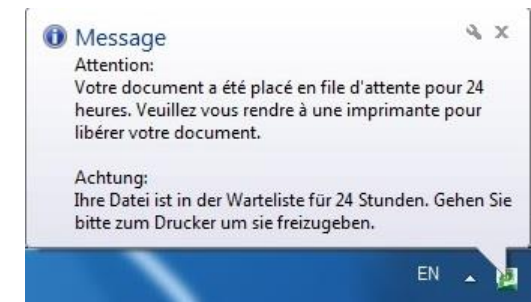
Only two paper sizes are available in the printers: A4 and A3. If the original paper size is different, modify « Print Paper Size » value in A4 or A3. Otherwise, the document won't be printed.



On « Finishing » Tab:



6. When the following message has appeared, go in front of any printer equipped with the new system and follow the instructions of point « Print from a computer ».



On the printer (MFP)

1. To release the printer for each following feature, place your Campus Card on the printer, where this sticker is.



A beep shows that the card was detected. Remove the card. The main menu will appear:

Information utilisateur

Bienvenue, username.

Travaux d'impression attendant libération:

Travaux en attente: 1

Votre utilisation copie/scan/fax sera comptabilisée pour:

Nom d'utilisateur: username

Compte: Compte personnel

Solde: SFr. 0.60

Print from a computer

2. Press the button
3. Press the button « Imprimer » on the line of the document that you wish. To print the whole list, press the button « Tout imprimer ».

Travaux d'impressions non libérés

Temps	Document	Pages	Coût		
13:13:37	Microsoft Word – Document1	1	SFr. 0.10	<input type="button" value="Imprimer"/>	<input type="button" value="Annuler"/>

4. To disconnect, press the button and press « Oui ».

Print from a USB device

2. Insert the USB device
3. Press the button of the printer panel.
4. Choose « USB » on « Type de travail ».
5. Select your file (PDF only)
6. Press on PARAMETRES

IMPRESSION

TYPE DE TRAVAIL: **USB** 4.

▶ SCAN

Nom du document / dossier

- DOC:200314-20032014144904.pdf
- DOC:210314-21032014092200.pdf** ← 5.
- DOC:210314-21032014092338.pdf

6.

PERIPHERIQUE USB TROUVE 26/06/2014 07:56 ETAT TRAV.

7. Choose the desired print options and press on IMPRIMER. **WATCH OUT: Paper size only in A4 and A3. Otherwise, the document won't be printed.**

PARAMETRES

= A4 or A3

8. To disconnect, press the button and press « Oui ».

Copy

2. Press the button of the printer panel.
3. Choose the options that you wish.

COPY READY

BASIC EDIT IMAGE 2016/04/28 02:53 JOB STATUS

4. Press START
5. To disconnect, press the button and press « Oui ».

Scan

2. Press the button of the printer panel.
3. Select the destination as wished (e-mail or usb), and configure it.

4. Press START
5. To disconnect, press the button and press « Oui ».