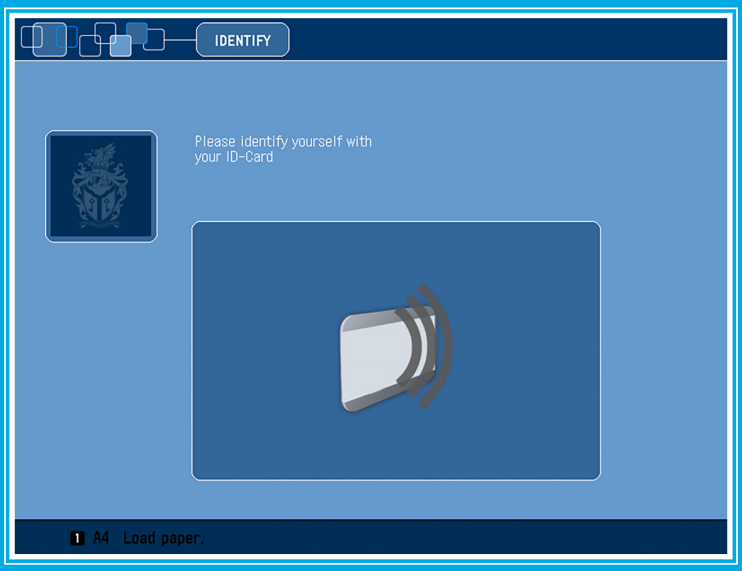
PrintStudio

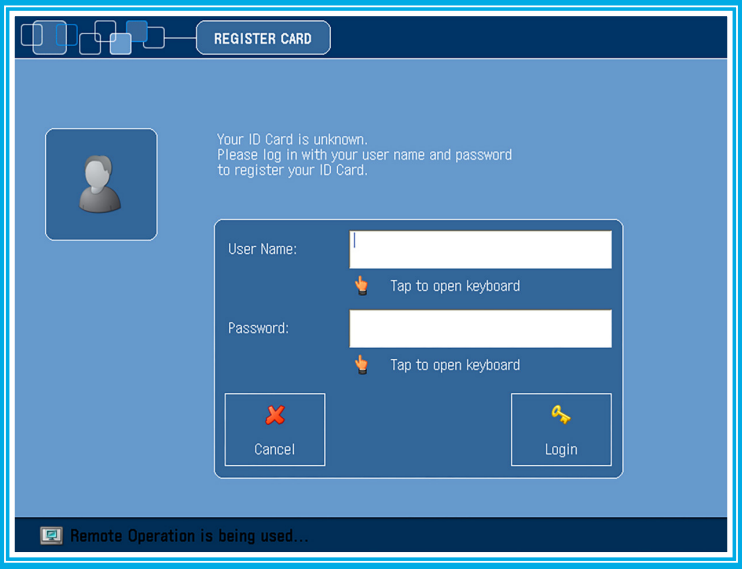
A guide to copying, printing and scanning

Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd

To start using the device you'll need to log in using your Metcard (staff card). There are two types of card reader for students and staff.

The staff readers have a swipe reader located to the left of the display. Student devices have a freestanding card reader that requires the card be fully inserted. Staff can use both types of device.

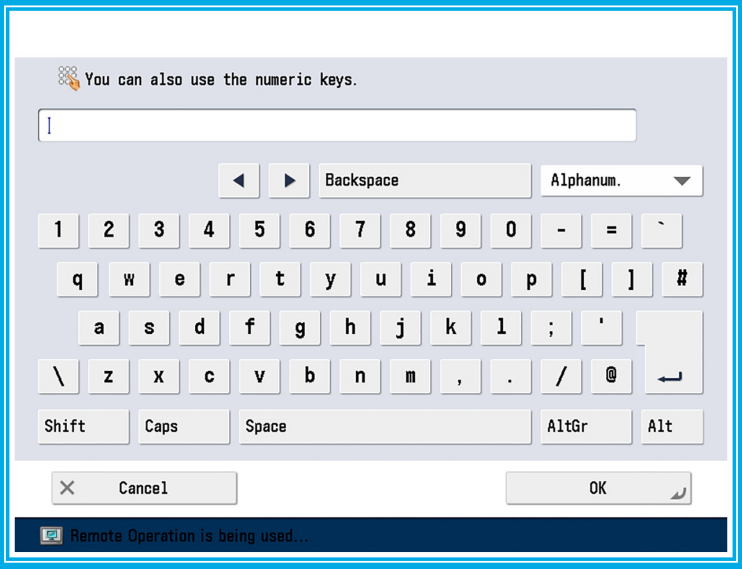




If you are using one of these devices for the first time you will need to register your card using your I.T. username and password.
Note - this can only be done on a staff device (swipe reader)

Press the white 'User Name' box to access a keyboard where you can input your username (e.g. sm20123). Press OK when finished. Do the same for the password (see the next page for help entering symbols, etc).

Once you've entered your information press the 'Login' button. You will not be asked for this information again unless you replace your Metcard!



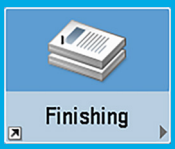
Use the 'Alphanum.' button to change the keyboard mode. You will find other symbols once the mode has been changed (useful for entering passwords).

If you are a new member of staff you will need to e-mail the Printstudio with your cost code (and staff number) after logging in to enable copying and print.

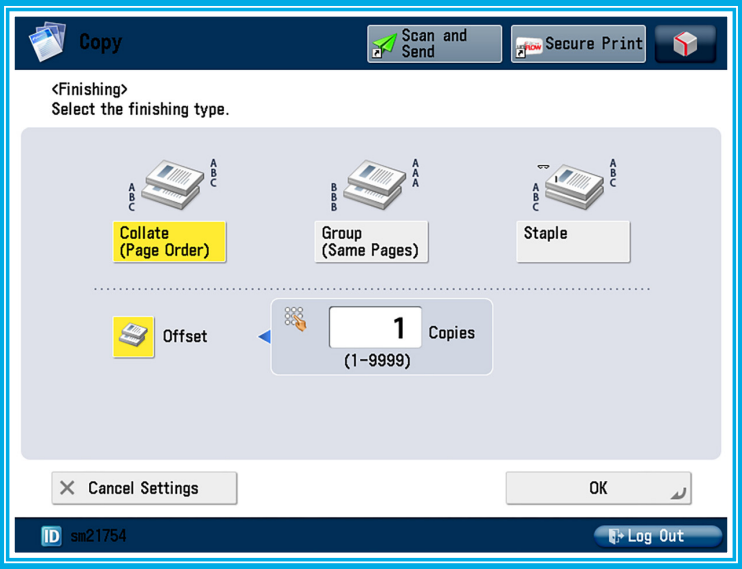
Copy

This is the copying main screen. Common functions used here include stapling, double-siding, changing between colour or black & white and selecting papers.

Many more options are available but this guide will just cover these basic operations. Please contact your local Printstudio for help using any other functions.



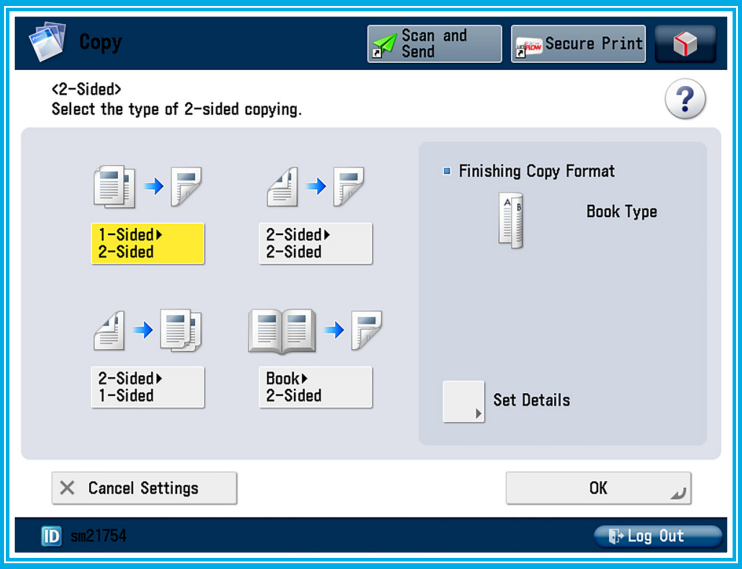
Finishing



The default setting is for the machine to ***collate*** copies, printing them off in sets. They will be ***offset*** so you can easily see where one set ends and the next begins.
You can choose to ***staple*** the sets together here (press the staple button to turn it on).

If you prefer to have copies of each page in seperate piles then choose the ***group*** option.

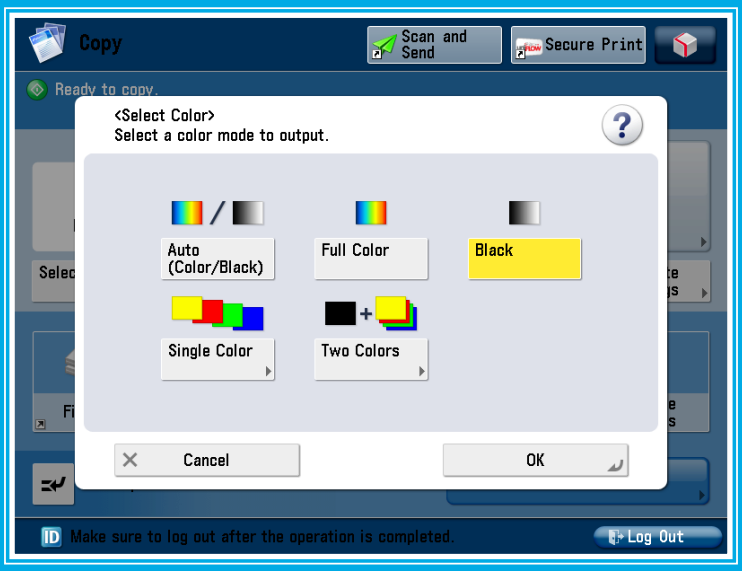
2-Sided Copying



1-Sided > 2-Sided	Create double-sided copies from single-sided originals
2-Sided > 2-Sided	Copy a double-sided original as is
2-Sided > 1-Sided	Create single-sided copies from double-sided originals

Select Color

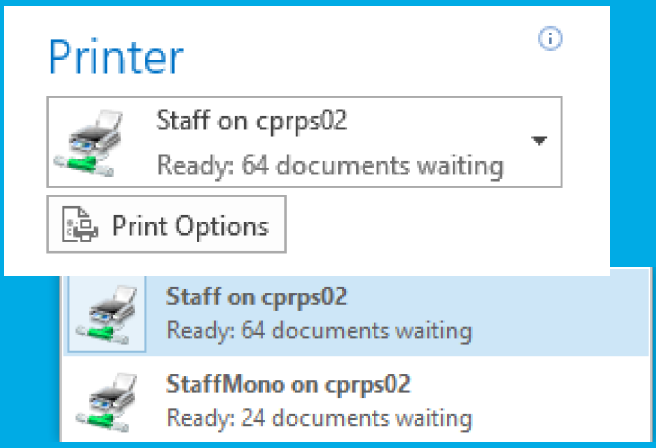
Select Color



All devices are capable of colour copying.

Simply choose ***Full Color*** or ***Auto (Color/Black)*** to produce colour copies. Auto mode will copy in colour or black mode based on each original.

Secure Print

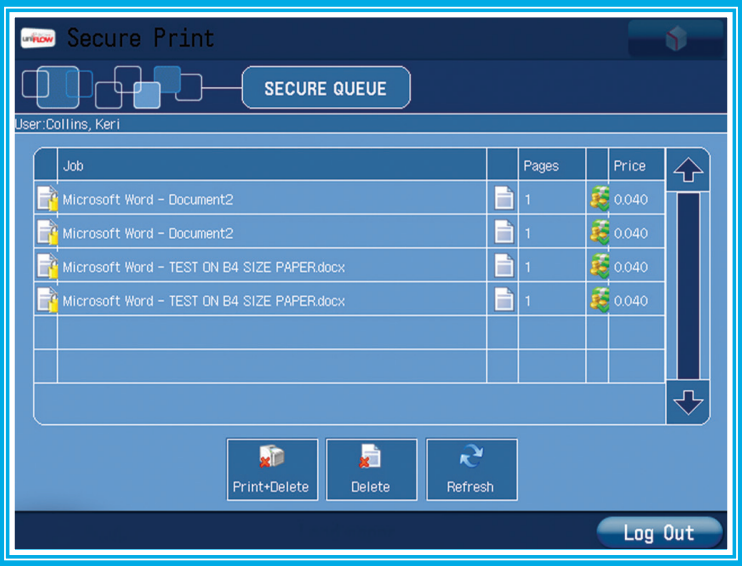


You should already be set up to print to the shared printers[1].

Printing to 'Staff on cprps02' will send your document to the shared print queue. You can then release this print job from any of the devices on campus!

Printing to 'StaffMono on cprps02' will have the same effect but will convert all of your printing to black & white. The settings available are the same for both printers.

[1] If you are using a Mac, or find the required printers are missing, please contact Printstudio and we'll arrange the installation of the devices.

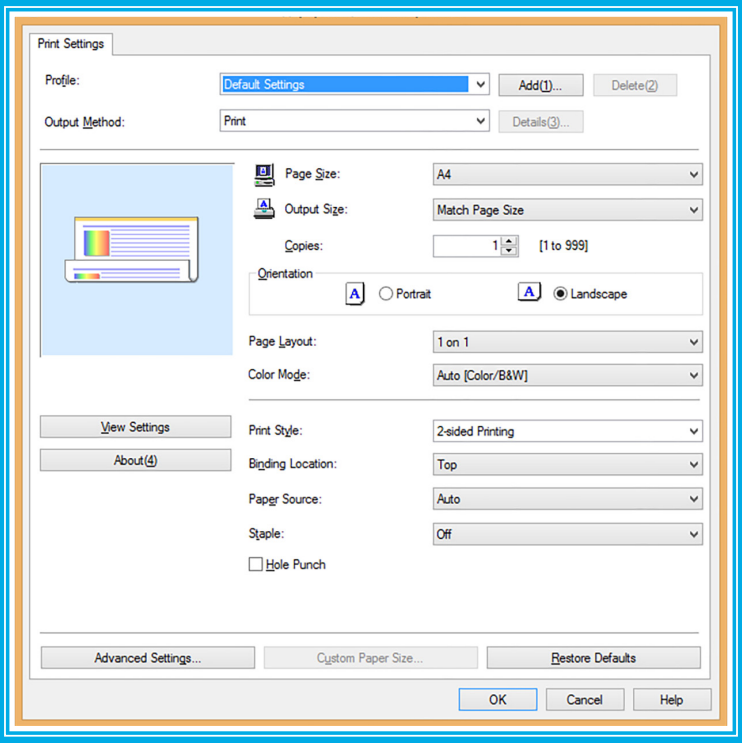


To release a document you have sent simply choose secure print from the home screen. Your print jobs will be displayed in a list [2].

Press to select a job (it will become highlighted) and press the Print and Delete button. The job will begin printing using the settings chosen earlier.

[2] Only the print jobs sent from an account matching the staff card used will be displayed. I.e. to retrieve a job you must use the card associated with the person logged on when the job was printed.

Printer Properties



You can change the way documents are printed by clicking printer properties before sending to print.

Note you will not be able to change any settings when releasing the print at the device.

Page Size

The printers are stocked with ***A4*** and ***A3*** paper only. Selecting other sizes will result in an error when releasing the job.

Output Size

We recommend the default ***Match Page Size*** setting.

Choosing a page size of A4 and output size of A3 would scale an A4 document to A3, for example. Usually this would be done within the software you are printing from.

✿ Copies

Select the number of copies required.

✿ Orientation

Send either ***Portrait*** or ***Landscape*** documents. The printer will automatically rotate documents as needed (for portrait A3, for example).

✿ Color Mode

Choose between ***Auto (colour)*** and ***Black and White*** (not available when using staffmono).

✿ Print Style

2-sided printing is the default setting (in line with university green policies to save paper). If you require ***1-sided printing*** you can choose it here.

Note: Booklet printing is displayed but unavailable on staff print. Please arrange any booklet printing through Printstudio.

✿ Binding Location

Only applicable when using 2-sided printing.

Choose the edge to flip pages around when double-siding. ***Left*** would result in prints that open like a book. ***Top*** would open like a calendar.

✿ Paper Source

Choose the drawer paper is taken from. We would recommend using the ***Auto*** setting unless you have loaded a specific paper type in another drawer.
Choosing ***multi-purpose tray*** selects the retractable tray on the right of the machine. This enables you to feed thicker card, for example. Contact Printstudio for help using this feature.

✿ Staple

Allows you to staple documents together. Typically choose ***Single [upper left]*** to place a staple in the left corner.

Hole Punch is also displayed but unavailable.

Mobile Print

You can also send print jobs to the queue through email by simply attaching a document and sending it to:

colourprint@cardiffmet.ac.uk
for colour prints

monoprint@cardiffmet.ac.uk
for black & white prints

You'll need to send the document from your staff email account for your card to link to it.

Please note that mobile print does not allow you to set paper sizes, finishing options (such as stapling or double-siding) or even the number of copies required! Your document will be printed without any scaling onto the nearest available paper size. We would only recommend it for basic printing from devices such as mobile phones or tablets.

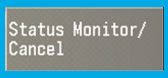
Due to email restrictions any emails larger than 10MB in size will not send successfully.

My print job has disappeared?

If you have released a job and nothing has printed you may have sent a format that doesn't match the standard paper sizes loaded.

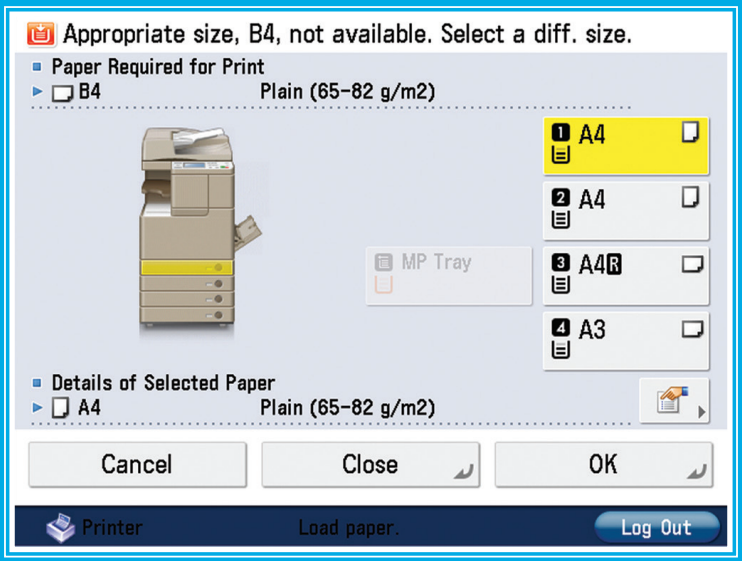
Depending on the size of the machine press either:

Physical button
(lower left of the display)



On-screen button
(located lower right)

If an error has occured then a description of the fault will be displayed. In the example below the print job was sent in 'B4' size paper.
You can either choose a tray (tray 1, A4, below) and press OK to print on A4 (note that this may not fit!) or simply cancel the job.



Outstanding Balance

When using a student / staff device it is possible to eject your card before being fully charged. The next time you use your card the reader may inform you that you have an outstanding balance on your Metcard.

To help avoid this please wait for any printing / copying to fully finish and then use the 'log out' button on screen:

If you already have an outstanding balance please email ***metcard@cardiffmet.ac.uk*** with both the amount outstanding and your staff number.

Consumables

If your local device has run out of paper or toner, or is displaying an error message, please contact your local Printstudio:

Llandaff

029 2020 **5533**

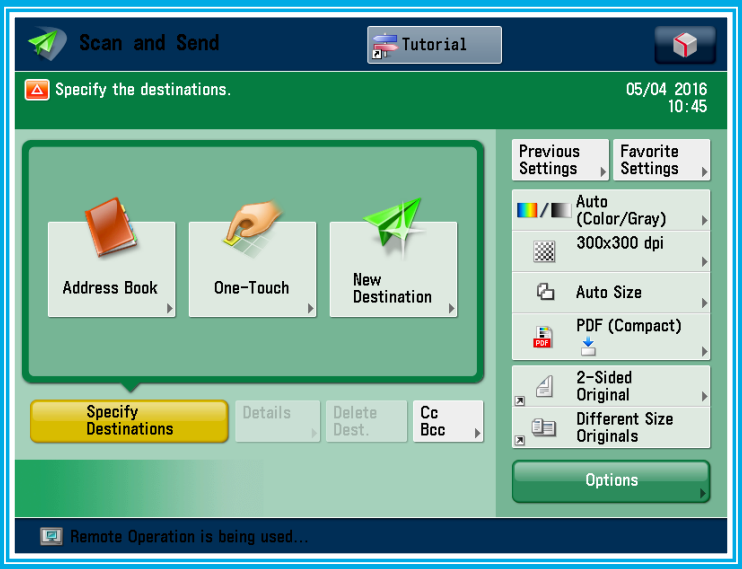
llprintstudio@cardiffmet.ac.uk

Cyncoed

029 2041 **7087**

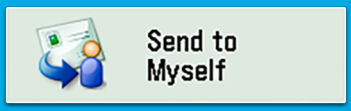
cyprintstudio@cardiffmet.ac.uk

Scan and Send



You can easily scan a document into your inbox using the device. There is no need to input your e-mail address, simply press the 'Send to Myself' button.

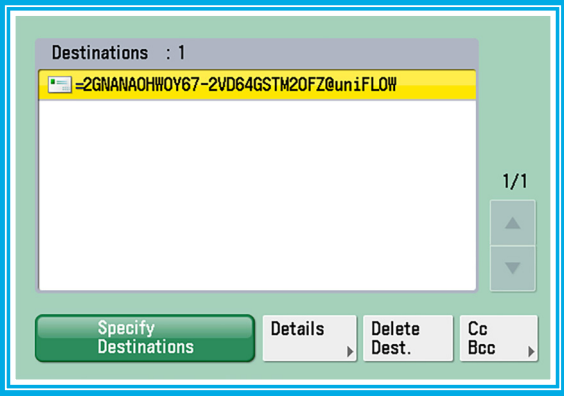
Please note that by default documents can only be sent to the user currently logged in. If you require the ability to scan documents to other university e-mail accounts please contact your local Printstudio. Documents cannot be scanned to external e-mail accounts due to university policy.

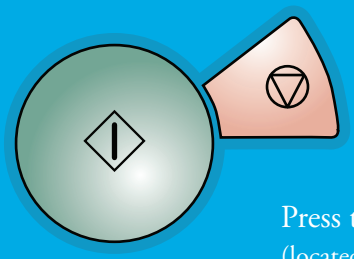


Send to Myself

The destination will show as a long string of random characters like below - don't worry, it will be sent to your inbox!

You can place your originals either in the document feeder or lift the lid to place onto the glass. The device will automatically detect where they are.



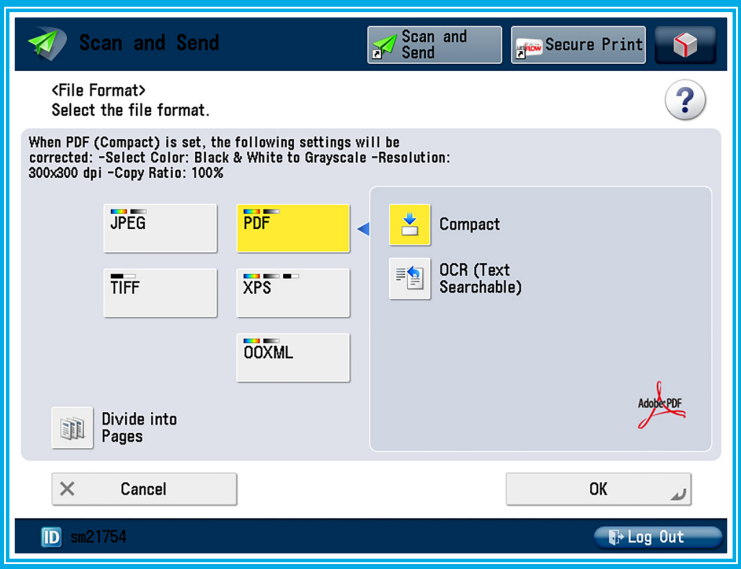


Press the **Green Start** button (located to the right of the display) when ready to scan

Choose file format

The default file format is a ***compact PDF***. If you require a higher quality PDF simply toggle off the 'Compact' setting here. You can also choose another format here.

Please note that attachments larger than 10mb are unlikely to send due to e-mail restrictions.

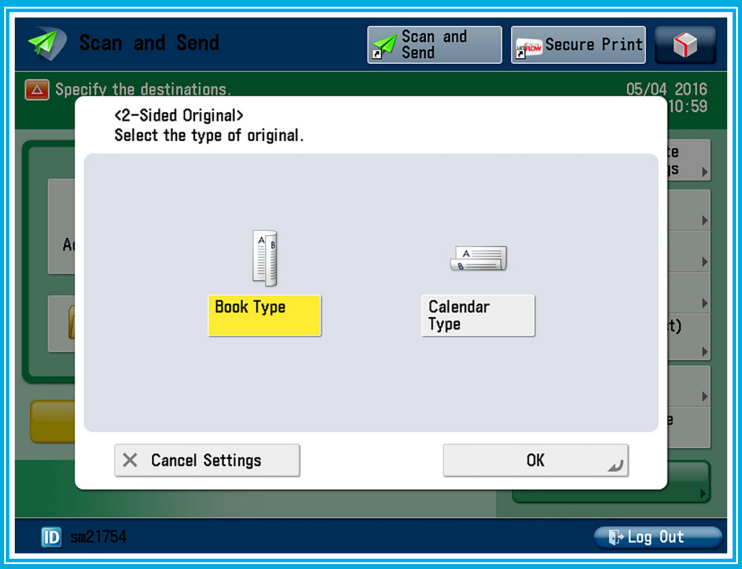


Scan 2-sided

You can scan double-sided originals through the document feeder. Simply press this button and select the type of original:

Book Type Pages are double-sided based around the ***left edge*** of the paper

Calendar Type Double-siding is based around the ***top edge***



Contact Us

Llandaff

029 2020 **5533**

llprintstudio@cardiffmet.ac.uk

Cyncoed

029 2041 **7087**

cyprintstudio@cardiffmet.ac.uk

www.cardiffmet.ac.uk/printstudio

@printstudio2