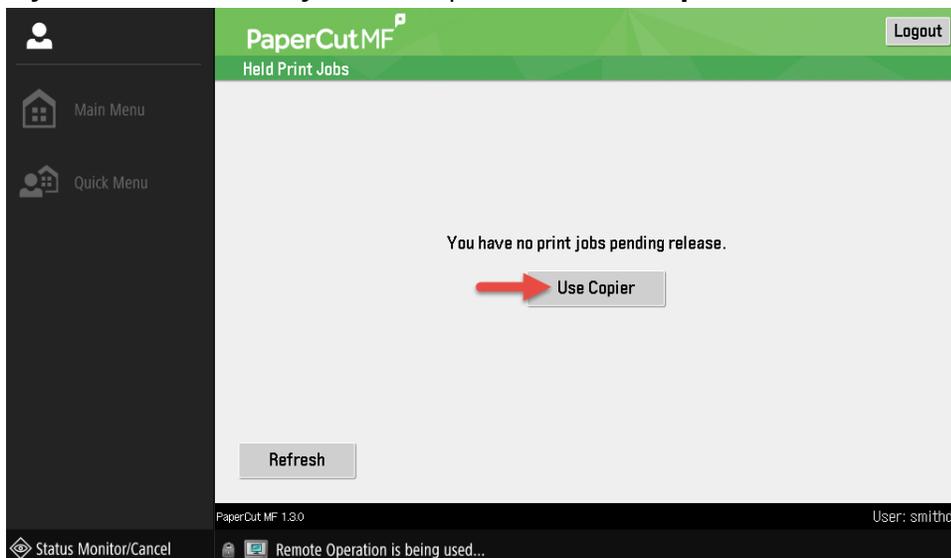


Logging In to the MFD

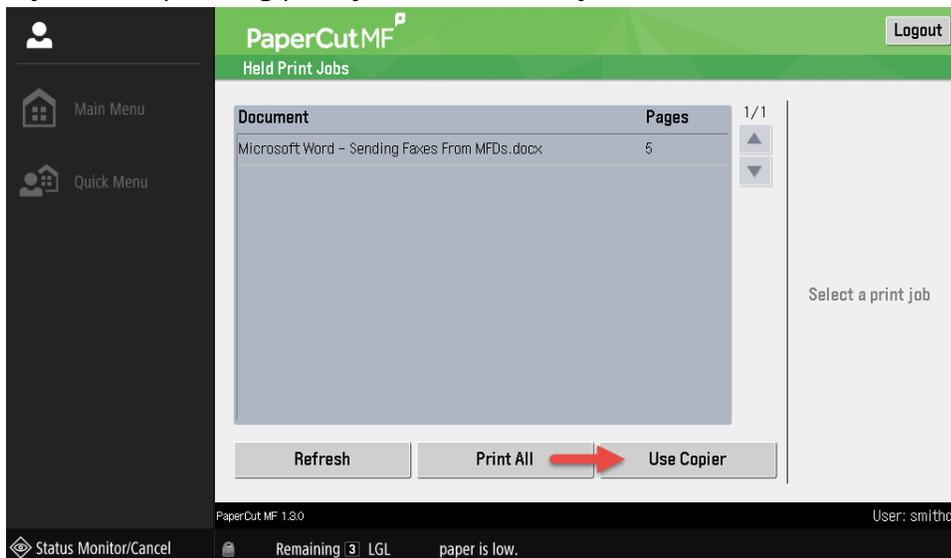
1. Log in to the campus MFD following the directions in the **Logging in to the Campus MFDs** document.

Accessing MFD Functions

1. If you have not already done so, press the **Use Copier** button on the PaperCut screen.

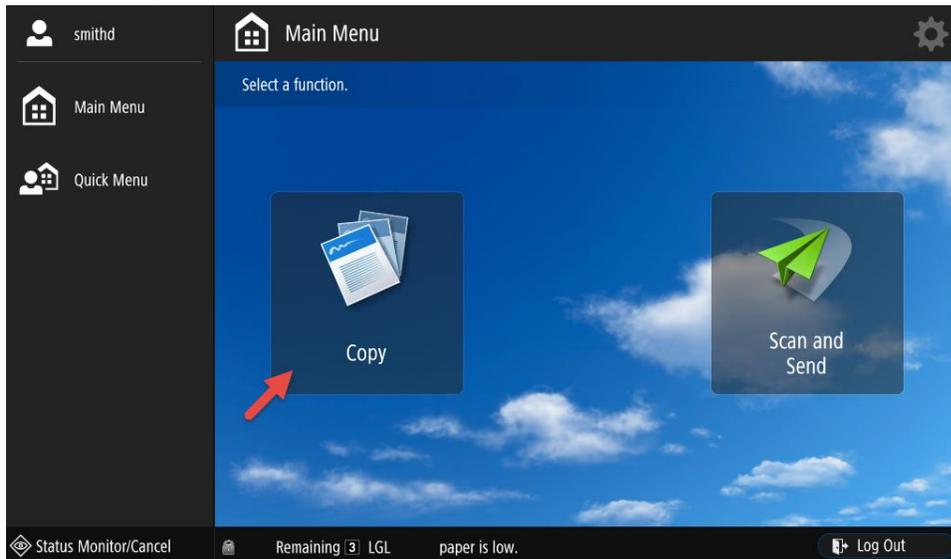


If you have pending print jobs, the **Use Copier** button will be located at the bottom of the screen.

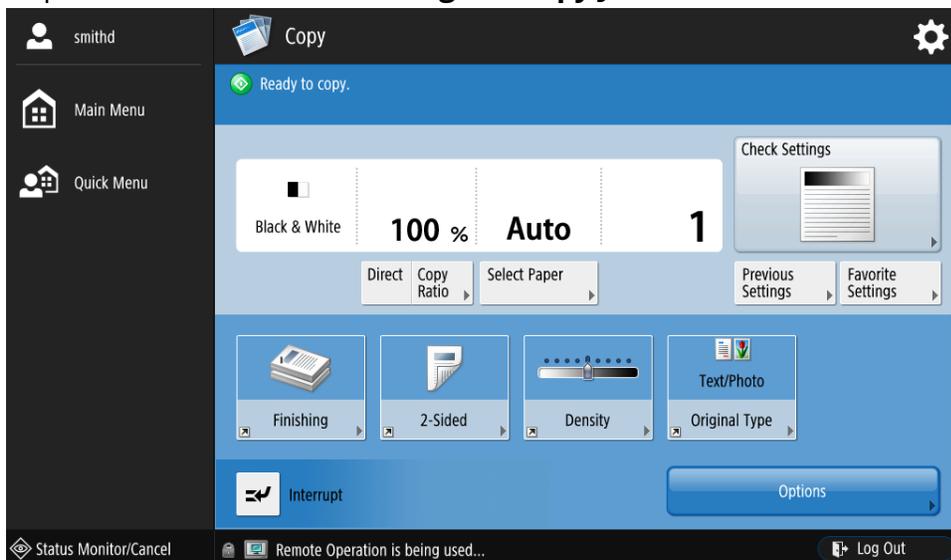


Accessing the Copy Function

1. Select **Copy** from the MFD menu.



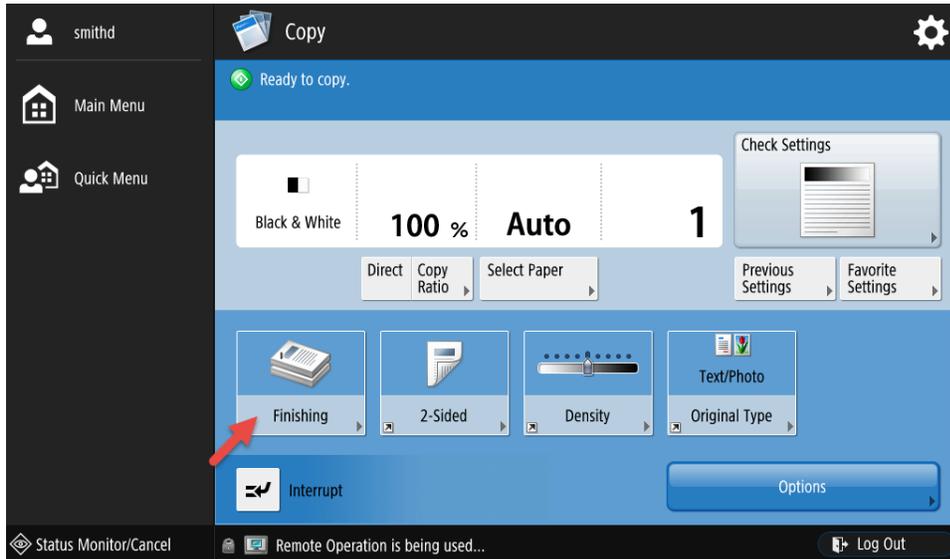
2. The current settings for the copy job will be displayed. For details on how to change settings, see the section titled **Changing Copy Job Settings** below. If the default settings work for your job, skip to the section titled **Starting the Copy Job** below.



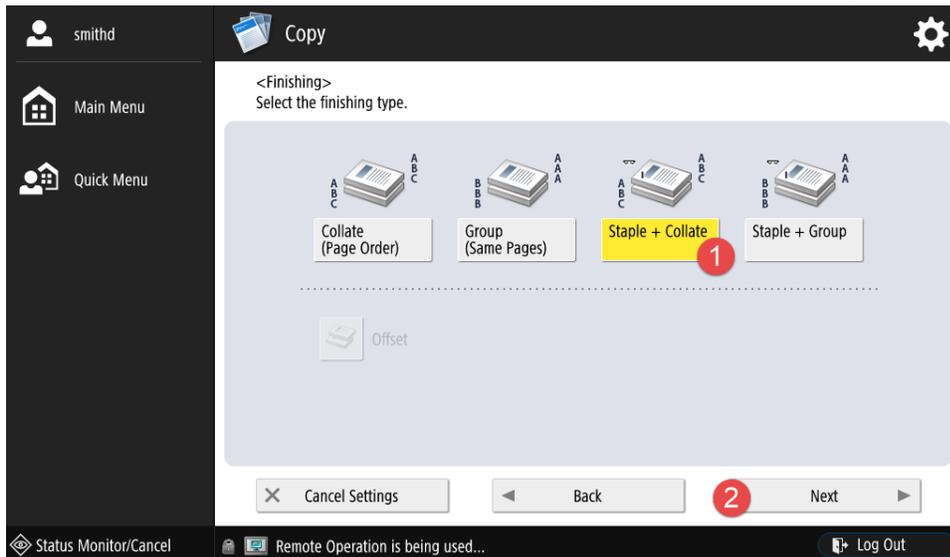
Changing Copy Job Settings

Stapling and Collation

1. To staple the document, or change the collation of the job, press the **Finishing** button on the touch panel.

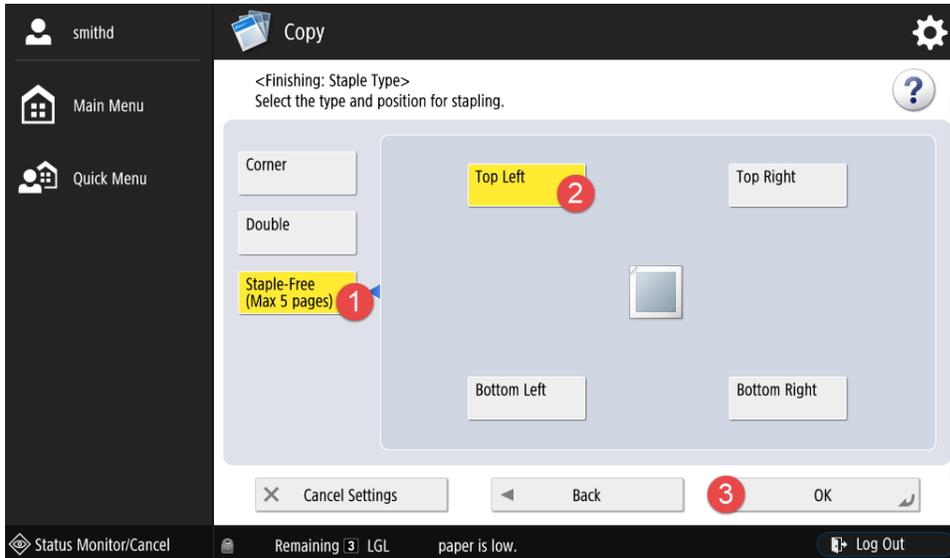


2. Select the desired option from the available choices. For example, to staple and collate the job, press the **Staple + Collate** button on the touch panel (1). Then press the **OK** button (if Collate or Group were selected) or **Next** button (if Staple + Collate or Staple + Group were selected) (2).

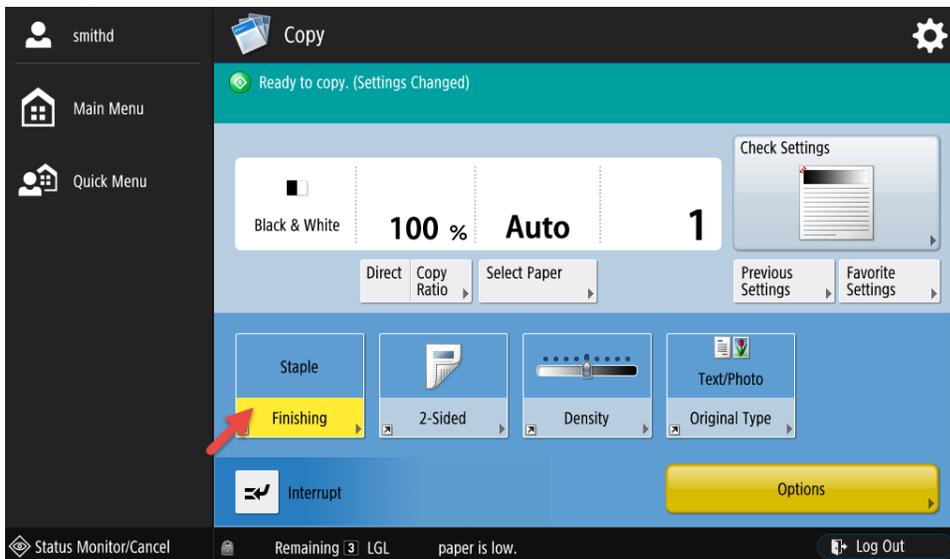


3. If stapling was selected, press the button for the staple type desired (e.g., **Staple-Free**) on the touch panel (1). Then press the button for the desired staple location (e.g. **Top Left**) on the touch

panel (2). Then press the **OK** button (3).

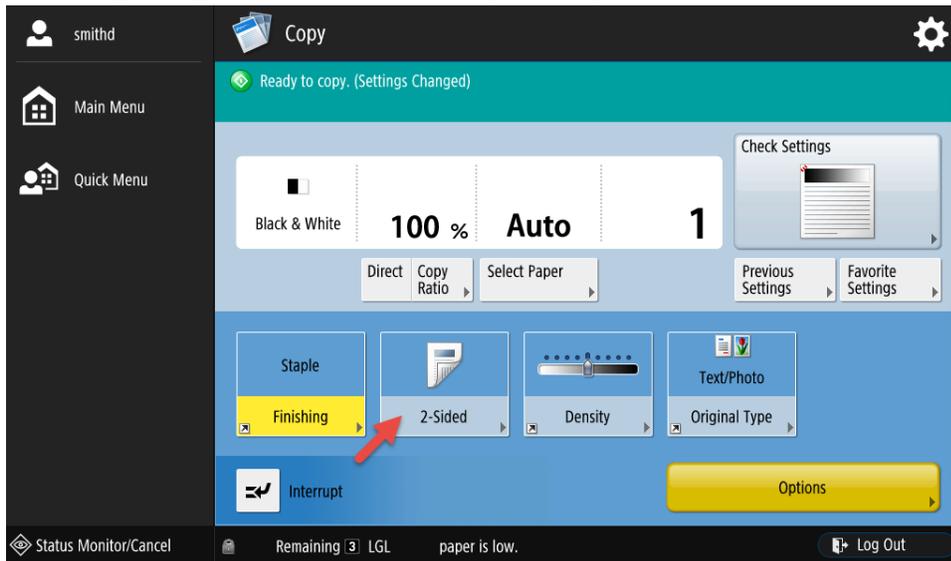


4. The **Finishing** button on the settings screen will be highlighted and display a summary of the settings chosen.

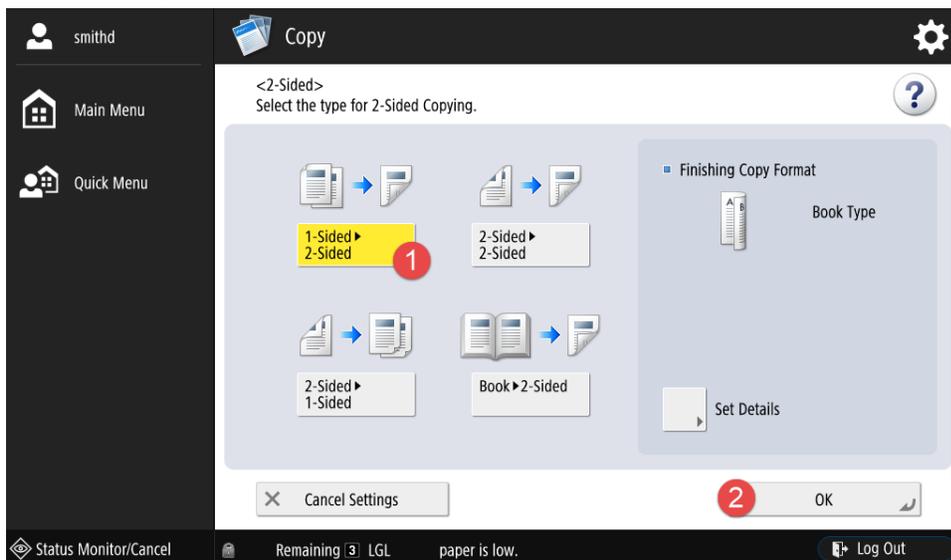


Single-Sided / Double-Sided Originals

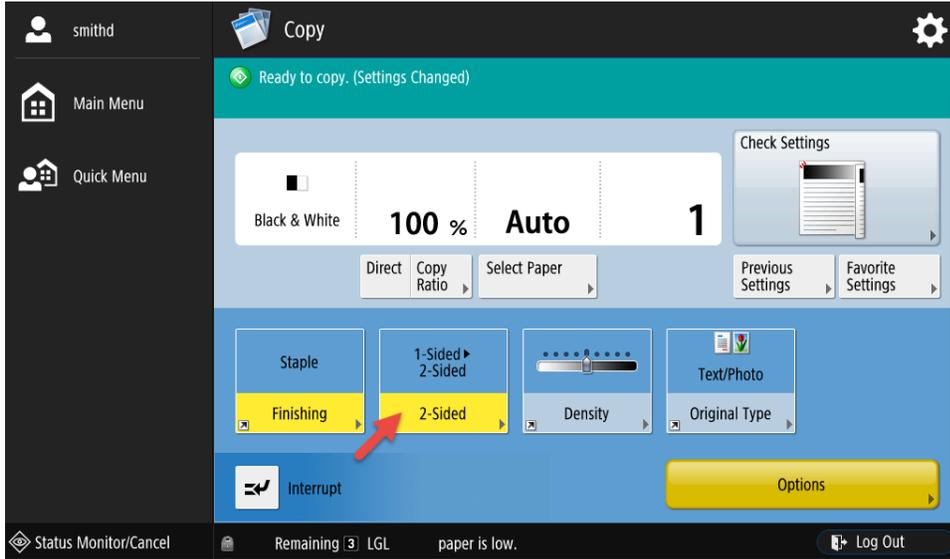
1. To change single- or double-sided options, press the **2-Sided** button on the touch panel.



2. Select the desired option from the available choices. For example, to copy a single-sided original to a double-sided copy, press the **1-Sided > 2-Sided** button on the touch panel (1). Then press the **OK** button (2).

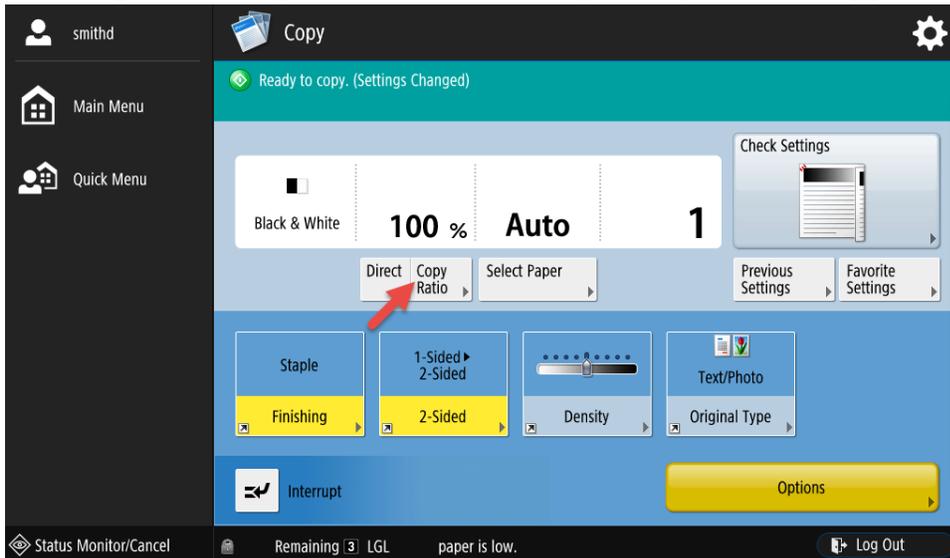


3. The **2-Sided** button on the settings screen will be highlighted and display a summary of the settings chosen.

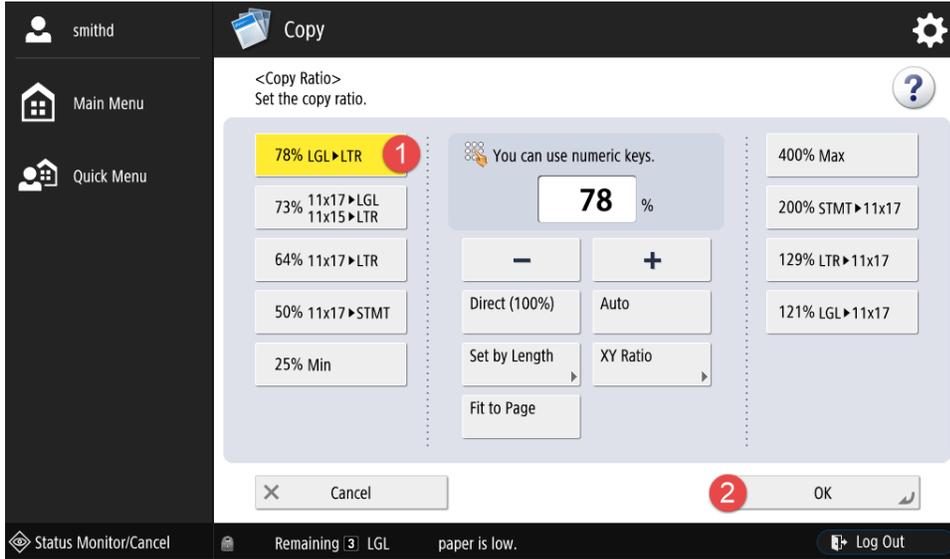


Enlarge / Reduce Originals

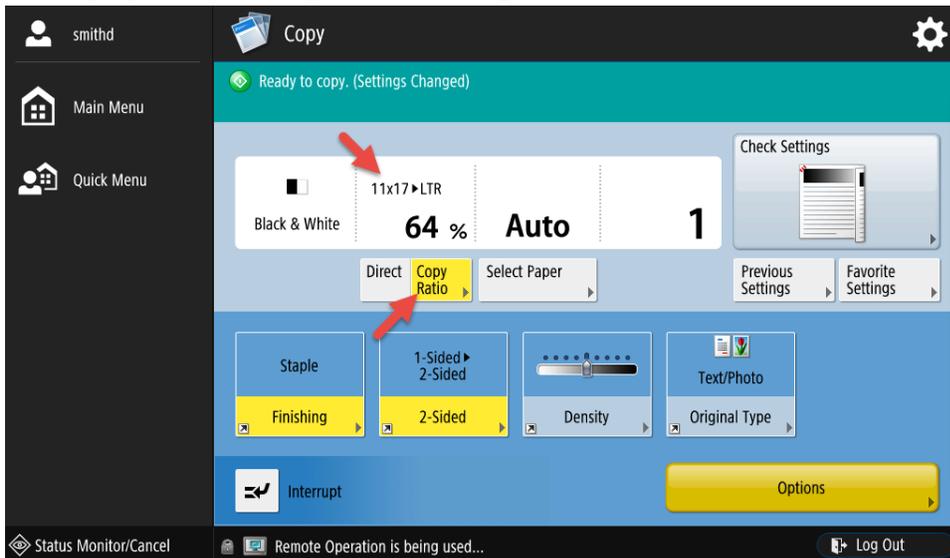
1. To change the enlargement or reduction options, press the **Copy Ratio** button.



2. Select the desired option from the available choices. For example, to copy a legal-size original to a letter-size copy, press the **LGL > LTR** button on the touch panel (1). Then press the **OK** button (2).

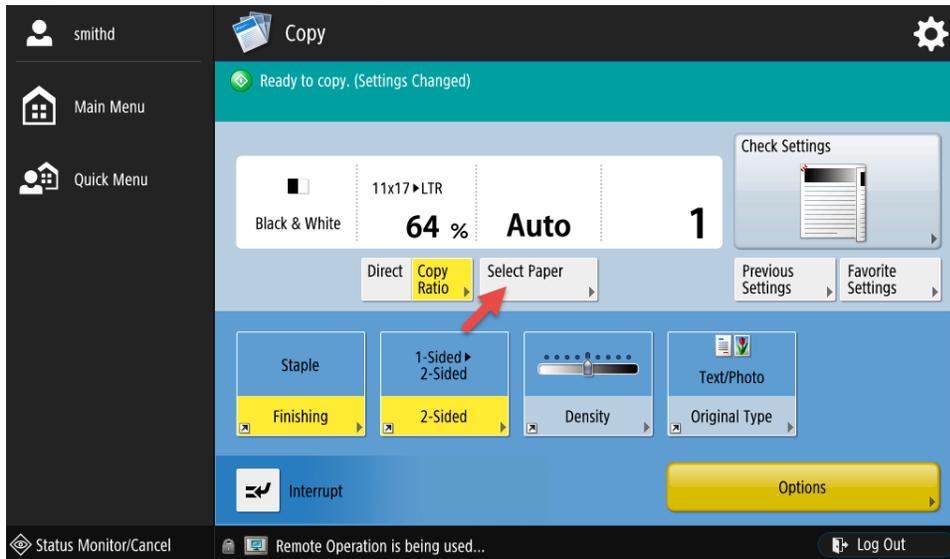


3. The **Copy Ratio** button will be highlighted, and you selected enlargement / reduction settings will be displayed on the top of the settings screen.

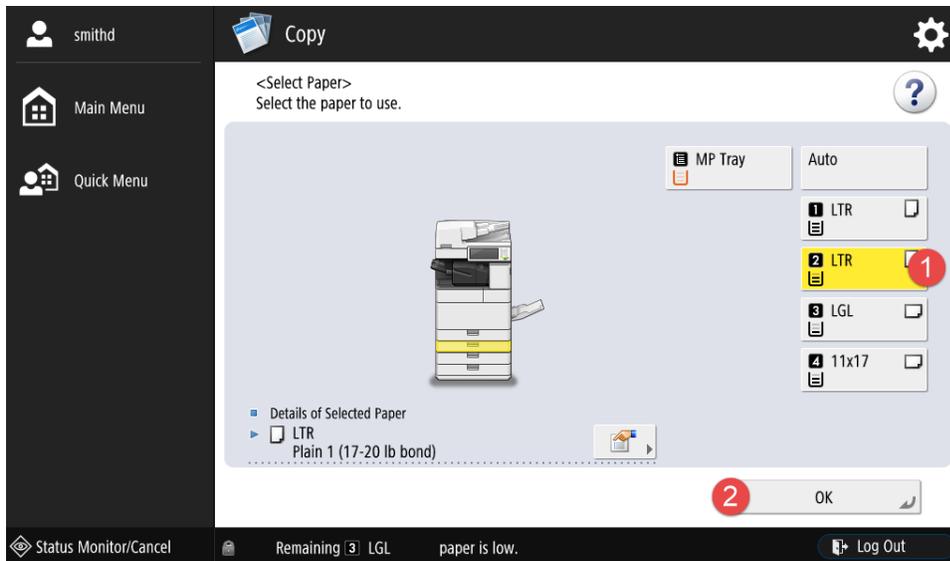


Paper Source

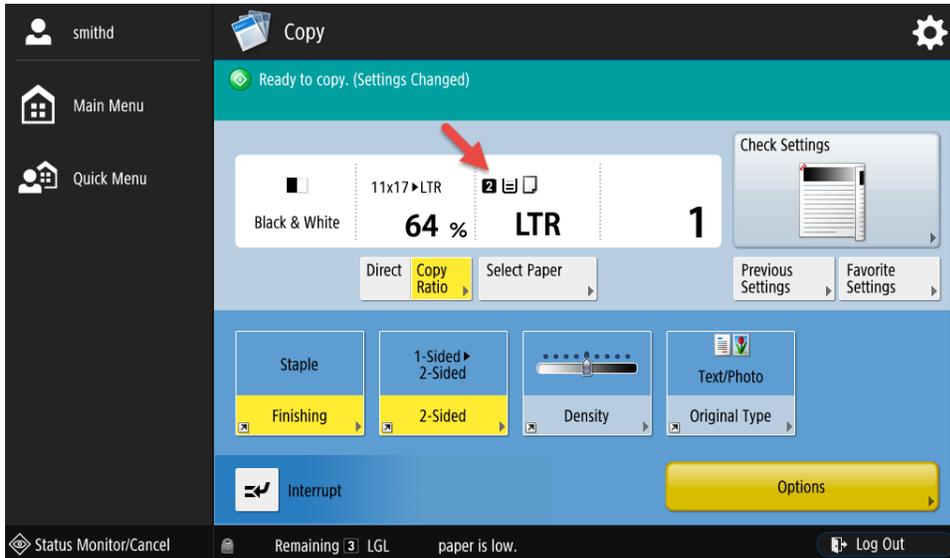
1. To select a specific paper tray to copy from, or to copy from the bypass tray, press the **Select Paper** button on the touch panel.



2. Select the desired tray to copy from. For example, to print from tray 2, press the **2** button on the touch panel (1). Note that the text on the buttons will differ depending on what type of paper is loaded in the tray. Then press the **OK** button (2).

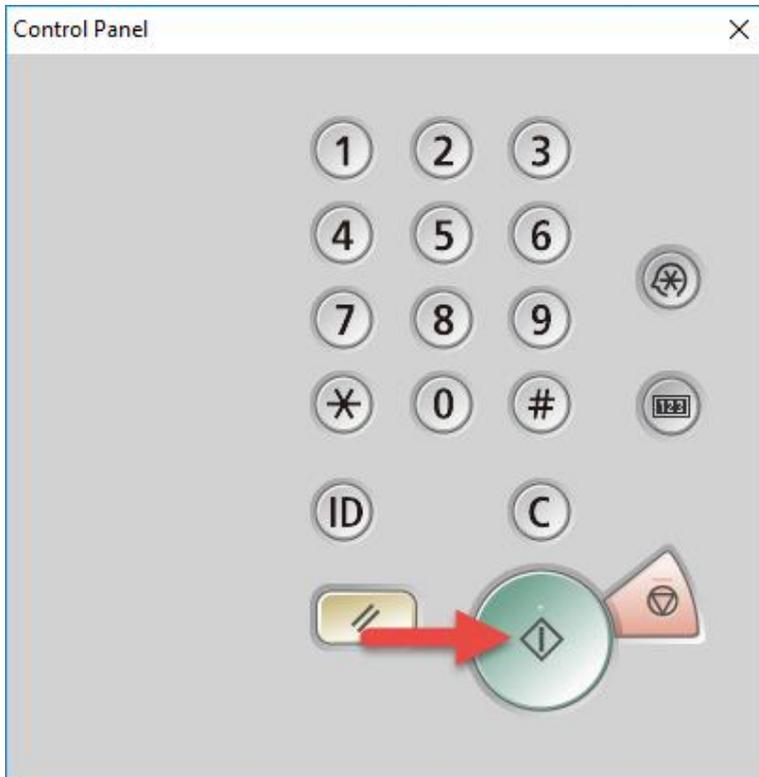


3. The select paper source option will be displayed at the top of the settings screen.



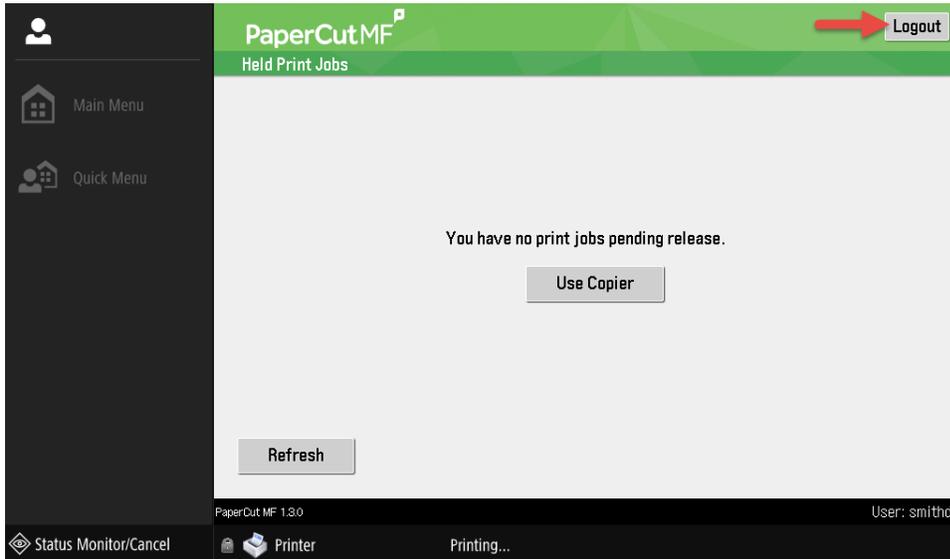
Starting the Copy Job

1. Using the physical keypad, enter the number of copies you wish to make.
2. Place your document (including cover page) in the auto-feeder, or on the platen glass, and press the green start button on the physical button panel to start your copy job.

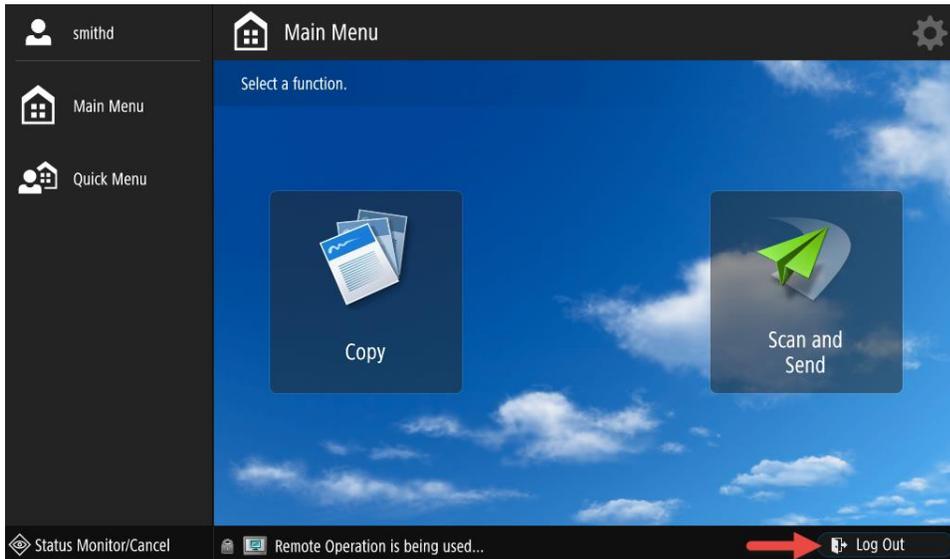


Logging Out

1. When you are finished using the campus MFD, log out by pressing the **Logout** button.



or



NOTE: You will be automatically logged out after approximately 30 seconds of inactivity.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.