

STEP 1: Log In

Choose from one of the following two methods:

1. Place your **McGill ID Card** against the uPrint sticker on the device. Enter your **McGill Password** if prompted.

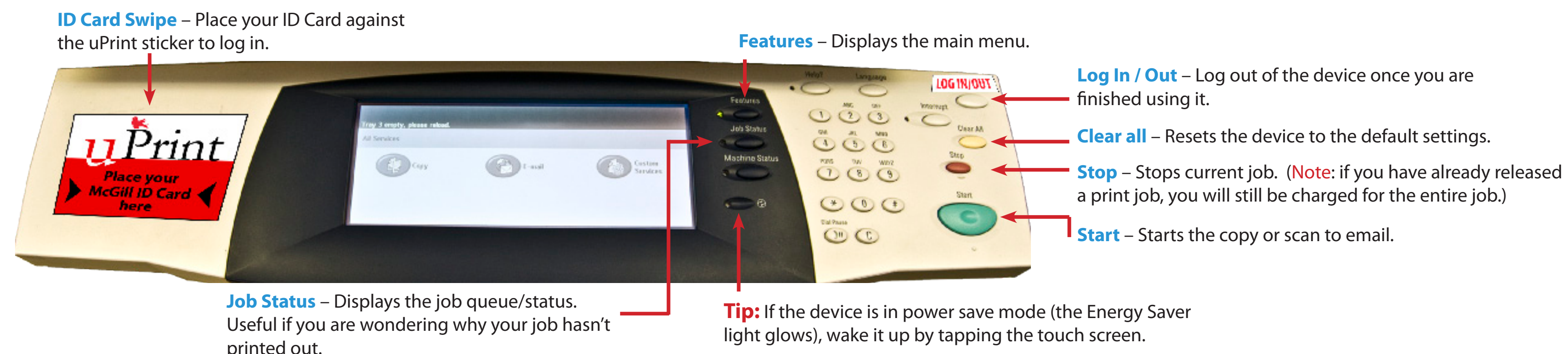
OR



2. Press the **Keyboard Access** button, then enter the following:
 - » UserID: enter your **McGill Username** (jane.smith@mcgill.ca) or **Short Username** (jsmith).
 - » Password: your **McGill password**.

If you are not a McGill student: This machine does not accept Prepaid cards. Please use the Xerox 6400 (color) device.

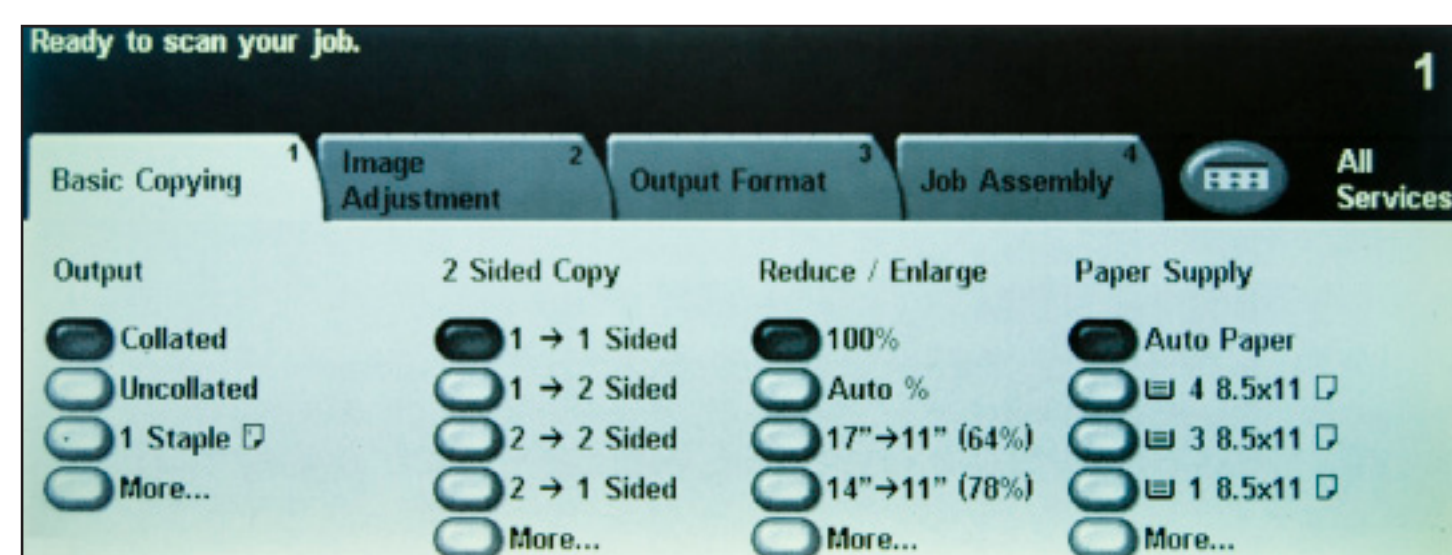
Xerox 5638/5655 (black & white)



STEP 2: Copy, Scan or Print

Copy

1. Load documents face-up in document feeder **or** face-down in the top left hand corner on the plate glass.
2. Press **Copy** on the touch screen.
3. Choose any **Copying Options** you might want (see below).
4. Enter the number of copies on the keypad and press **Start**.



Advanced Copying Options

Reduce/Enlarge:

If your text is cut off, use this setting to shrink your document to fit on a page.

- **100%** produces copies that match the size of your original document.
- **More...** displays a list of commonly used Reduce/Enlarge settings.

Paper Supply / Select paper size:

- **Auto Paper Select** lets the machine to choose the paper tray for your copy job.
- **OR...** pick which tray to use as a source.

2-Sided Copying:

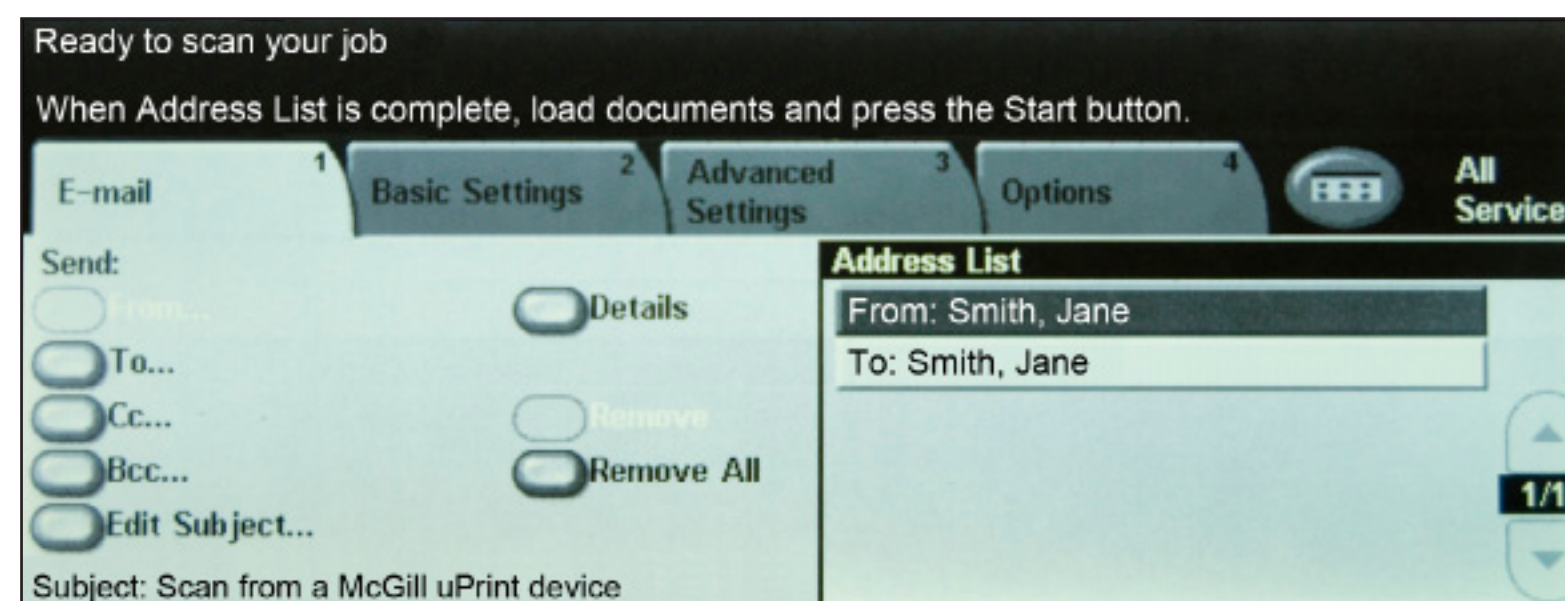
Depending on your original documents and your required output, you can select:

- 1-1 Sided Copy:** 1 sided pages to 1 sided paper (Default).
- 1-2 Sided Copy:** 1 sided pages to double-sided paper.
- 2-2 Sided Copy:** 2 sided pages to double-sided paper.
- 2-1 Sided Copy:** 2 sided pages to 1 sided paper.

*If desired, use the additional tabs to refine your print job.

E-Mail (Scan)

1. Load documents face-up in document feeder **or** face-down in the top left hand corner on the plate glass.
2. Press **E-mail** on the touch screen.
3. By default, the **From...** and **To...** fields will be filled in with your McGill email address.
4. To email the scan to others, press **To...**, **CC...** or **BCC...**, enter their email address, then press **Add**. You can either enter the full email address, or type part of their name to find and add McGill students, staff or faculty members.
5. Press **Done** once you have added all recipients.
6. To send the scan, press **Start**.
7. Once the scan has been sent, the machine will return to the Email screen.

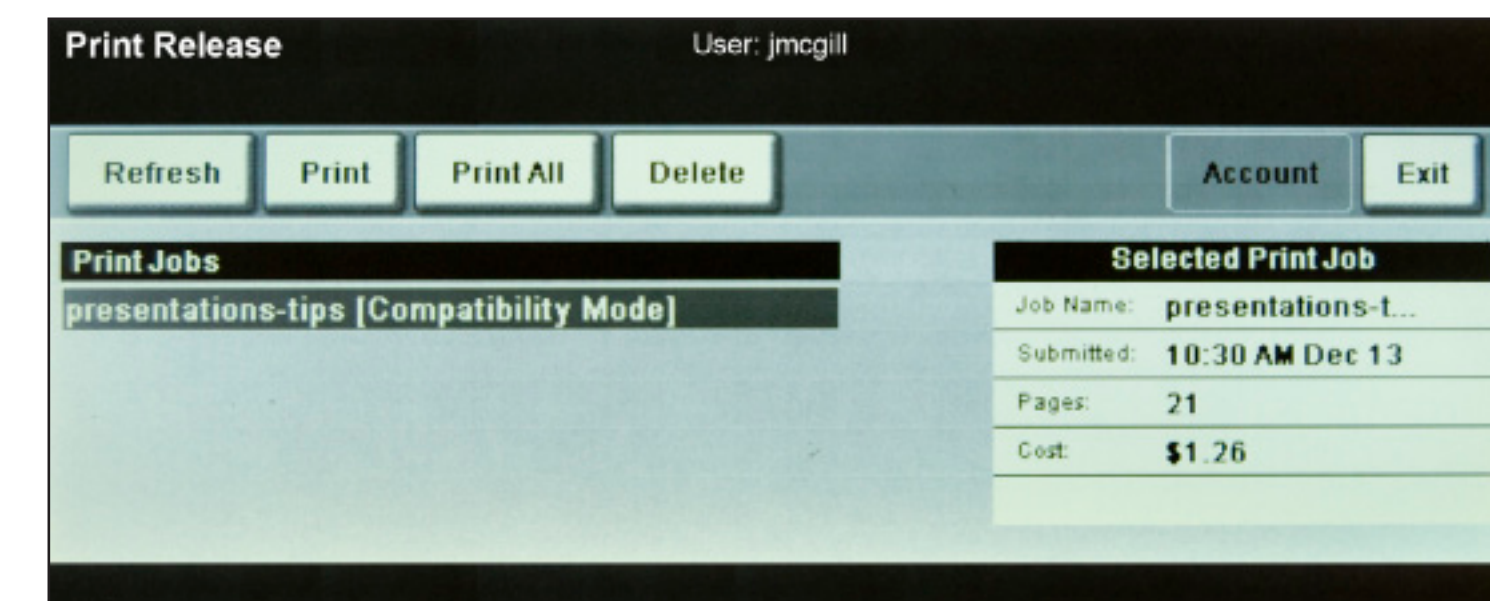


Custom Services > Print Release

Release your print jobs at any uPrint machine on campus!

1. Select the job you wish to print and then press **Print**.
 - » Select a job to confirm that the cost and number of pages is accurate.
 - Note: Price shown doesn't include taxes.**
 - » **Delete:** select a job to delete it. Jobs stay in your print job list for 24 hours if not deleted manually.
 - » **Print All:** print all the jobs belonging to you. This list may include jobs that you many not want (accidentally sent to the queue, etc.), so be sure and check the job list before using it.
2. Press **Exit** to return to the main menu.

* If you use McGill's VPN, you can also send jobs to print from home and release them on campus.

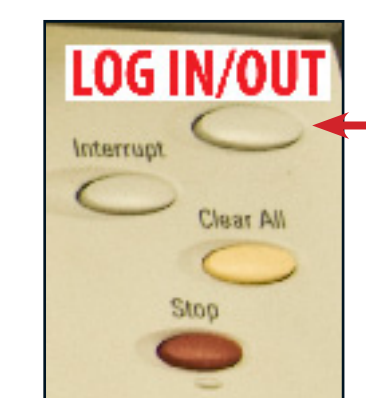


STEP 3: Don't Forget to Log Out!

When finished releasing your job(s):

1. **press the Log In/Out button on the control panel**
2. **confirm by pressing the Logout button on the touch screen**

If you do not log out, users could charge copies to **your** account.



Library computers all in use? Print from your laptop! Find out how to do this and more at: <http://kb.mcgill.ca/it/uprint>

Need support? Contact the ICS Service Desk at **514-398-3398** / support.ist@mcgill.ca

Check your charges: Go to **Minerva > Student Menu > uPrint**. | Refunds: <http://webforms.mcgill.ca/printing/refunds.asp>

