

# AIT Student print, photocopying and document scanning system

AIT provides students with facilities to print documents, photocopy documents and scan documents. This service has been upgraded for the academic year 21/22. Please follow these instructions to use this system.

This document provides instructions on how to:

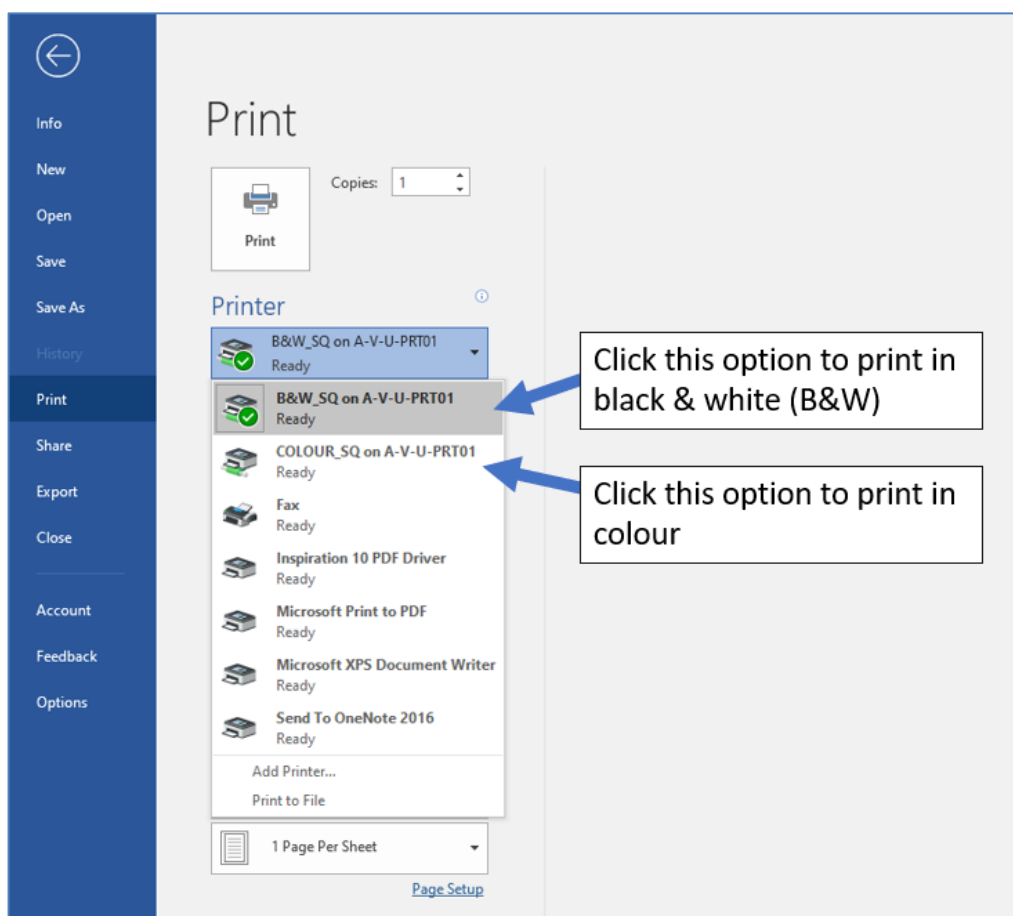
| Task   | Page |
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| Send a print job to the printer from an AIT computer | 1    |
| Login to a printer on the AIT Student print system   | 2    |
| Print the document you sent from an AIT computer     | 3    |
| Photocopy a document using the system                | 4    |
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## Printing from an AIT Computer

### Step 1: Send the print job from an AIT computer to the centralised printing system

Students can send print jobs from AIT computers to the printing system in the normal way that print jobs are sent from any computer to any printer.

To print, click File, Print and the printing options as shown below should appear.



If you do not see these exact options for B&W and Colour, please reboot the computer, login again and try again. If you still don't see the printers, please log a call on the student I helpdesk (shortcut on your desktop) stating the location (open access or lab name/number) and the pc number you are at.

## Step 2: Logging into the Printer (to retrieve and print the document)

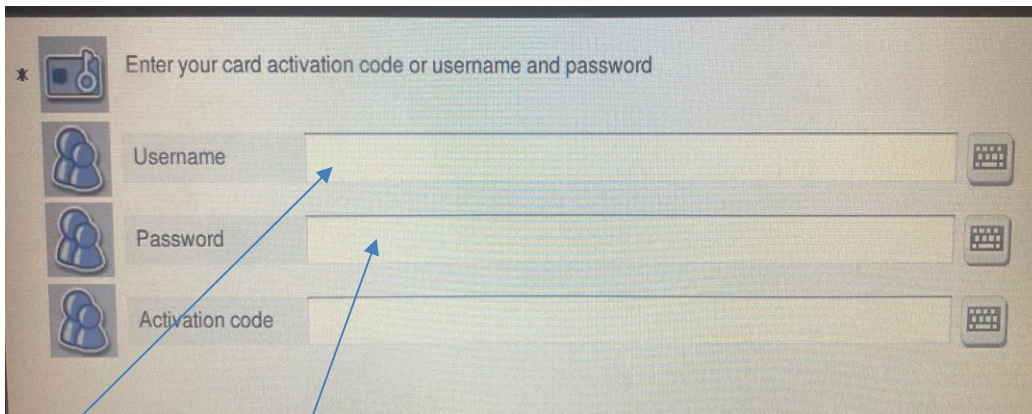
Swipe your student card at the card reader panel (see below) on the front of the printer.



Note: The printer will automatically log you in, provided that you have previously registered your Student Card with the printing system. If you have not registered your student card on the printing system, please see separate notes on how to do this on the AIT Student Learning Portal Page <https://www.ait.ie/life-at-ait/campus-services/student-learning-portal>

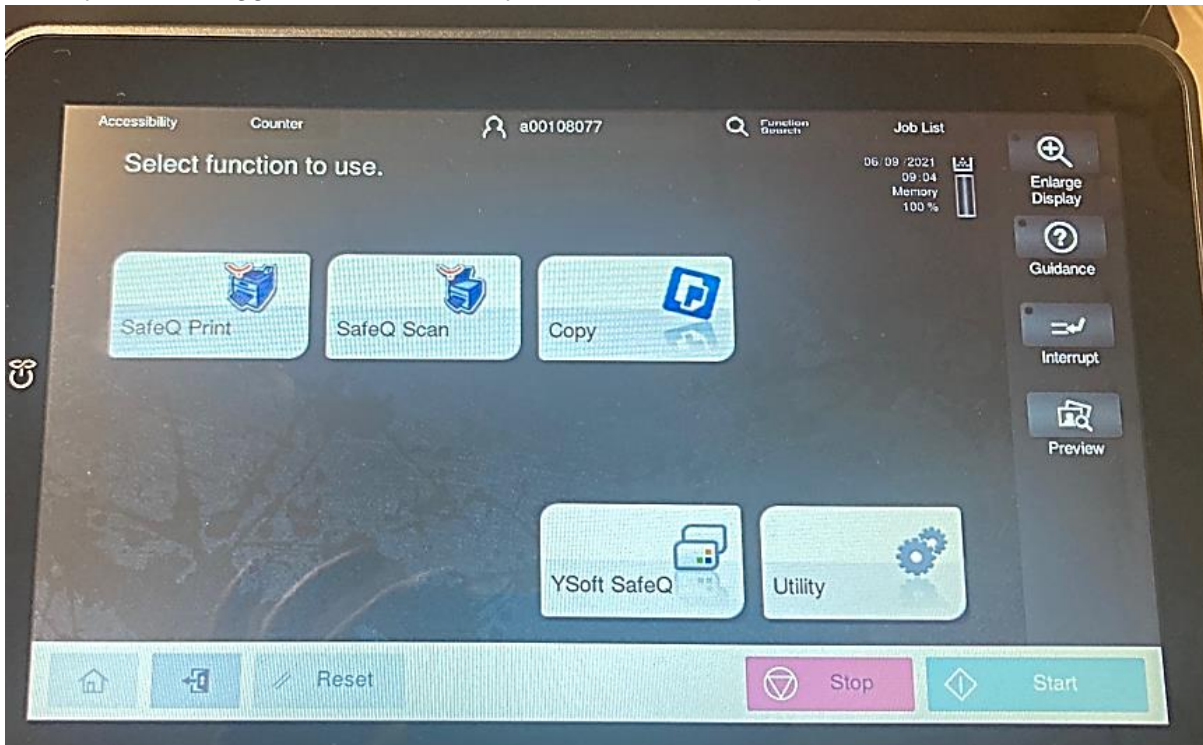
If you do not have your student card (or have not registered it), you can still print by logging in manually.

Enter your student username (AXXXXXXXXX) and your computer login password on the main screen below.



- Type in your username (your computer login\ email address without @student.ait.ie)
- Press OK
- Press Password
- Type in your password (your computer\ email password)
- Press OK

Once you have logged into the device you will see three options as shown below:

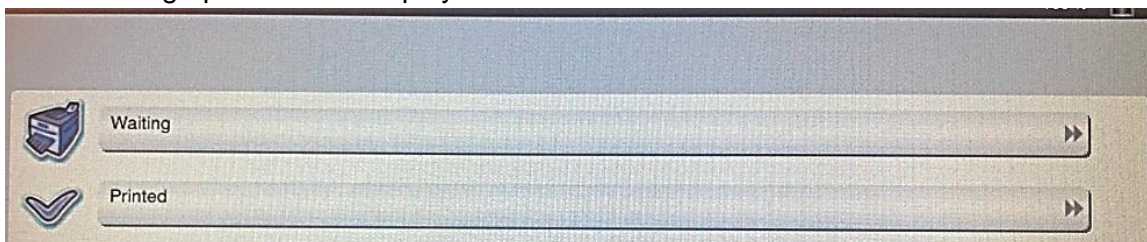


**1. SafeQ Print: Displays the Print Menu on the MFD (Multifunctional Device)**

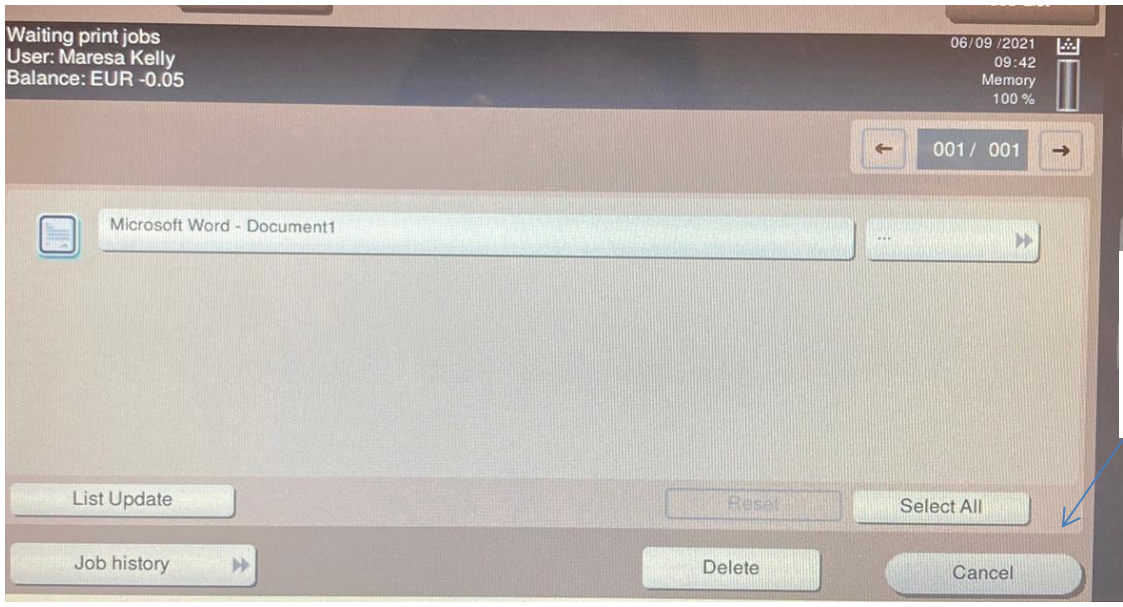
Once you select SafeQ Print



The following option will be displayed

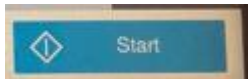


1. Choose waiting
2. The following screen is then displayed



You can select all jobs by pressing this button

- 3. Select the document you want to print
- 4. Press the start button



- 5. The job will now print.
- 6. Press the home button to get back to the main screen



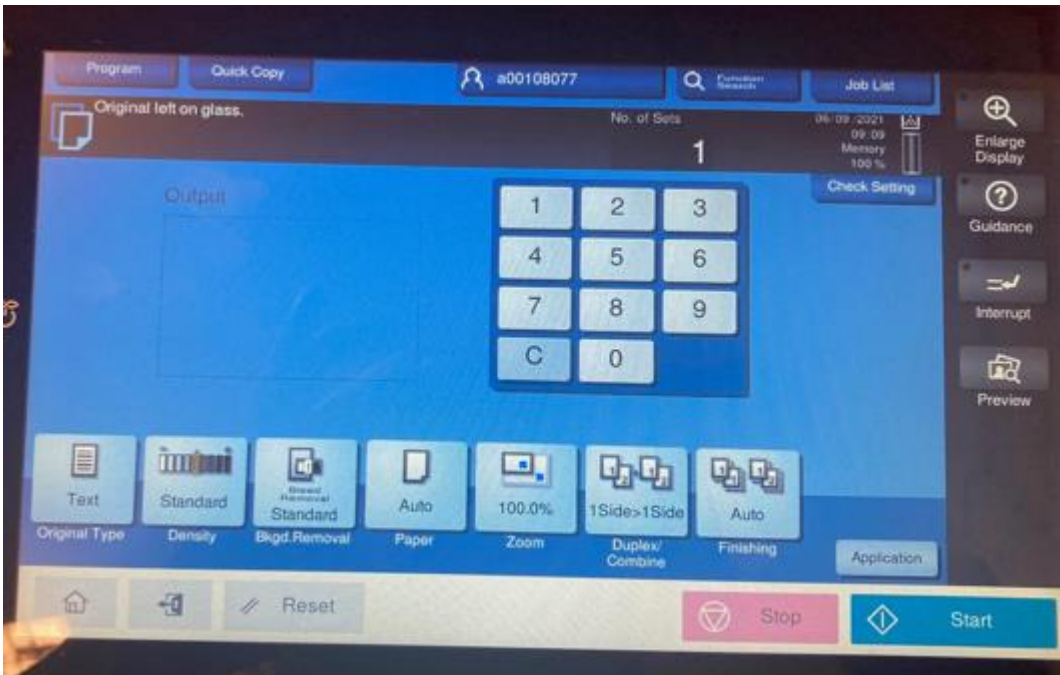
**2. Safe Q Copy: Displays the Photocopying Menu on the MFD (Multifunctional Device)**

If you want to photocopy a file press the copy button



You will then see the photocopy options as shown below





Press the Home button to go back to the main menu

### 3. Safe Q Scan: Displays the Scan Menu on the MFD (Multifunction Device)

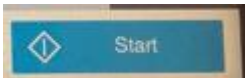
If you want to scan a file to email select the Scan option from the main menu



Select Scan to Email

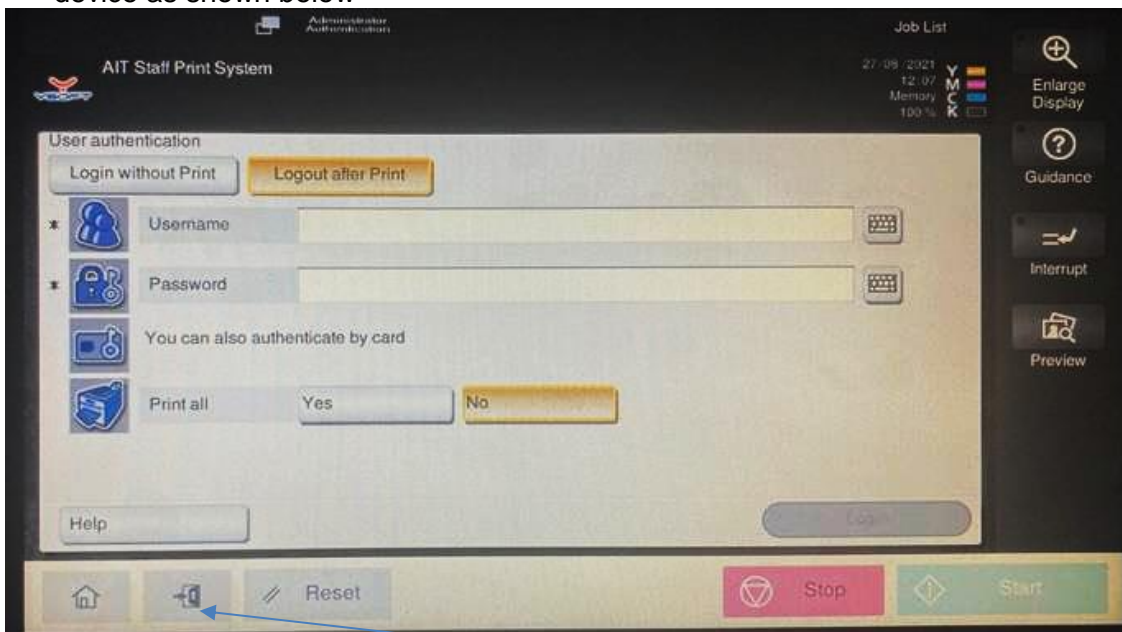


Place the document in the feeder and press Start



## Logout from Multifunctional Device (MFD)

1. To logout of the printer, press the logout button that is located at the bottom left hand corner of the device as shown below



Logout Button