MFP – Install the printer & print

1. Install the printer according to the installation guide
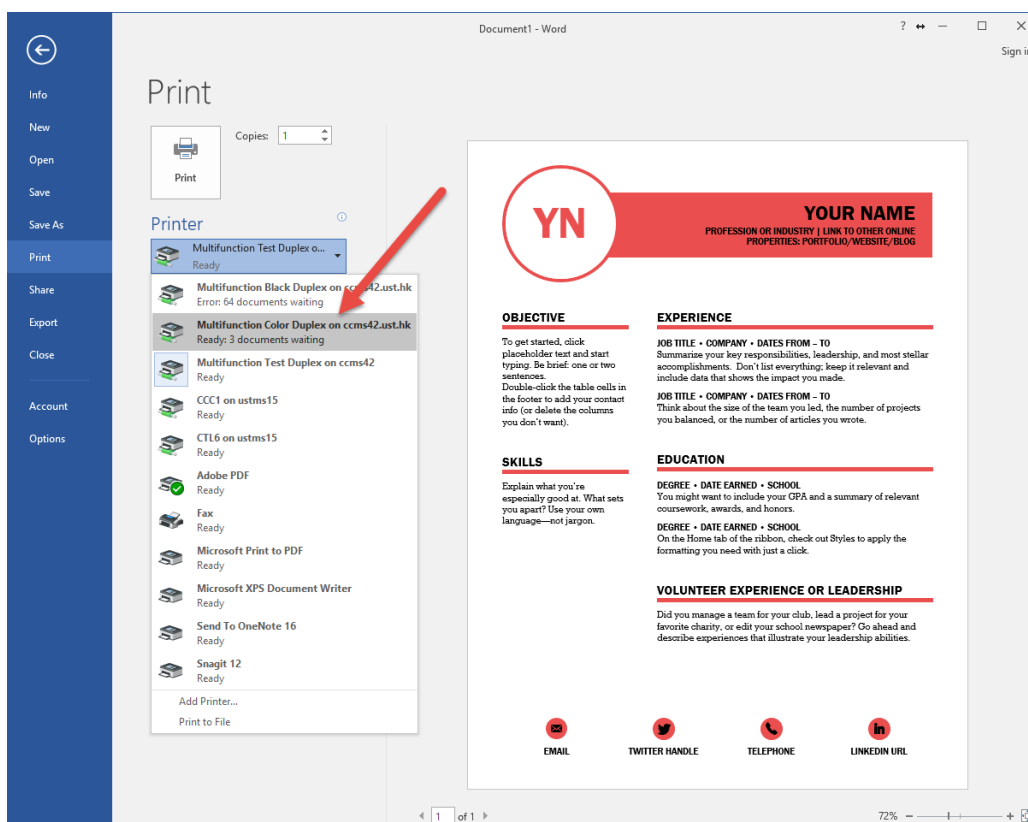   http://itscapps.ust.hk/pqueue/guide.php

   Printer Names: **Multifunction Black Duplex (For B/W print-out)**

   Multifunction Color Duplex (For Color print-out)

Windows 7/8/10	MacOSX	Linux	iOS	Android	ChromeOS
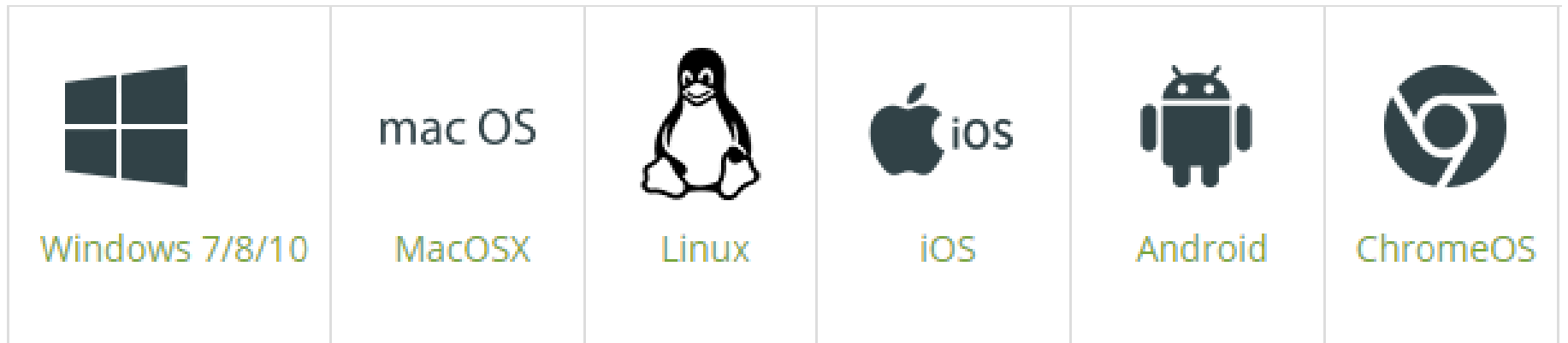
2. Print your document from your PC/mobile with the installed print queue (Multifunction Color / Multifunction Black).
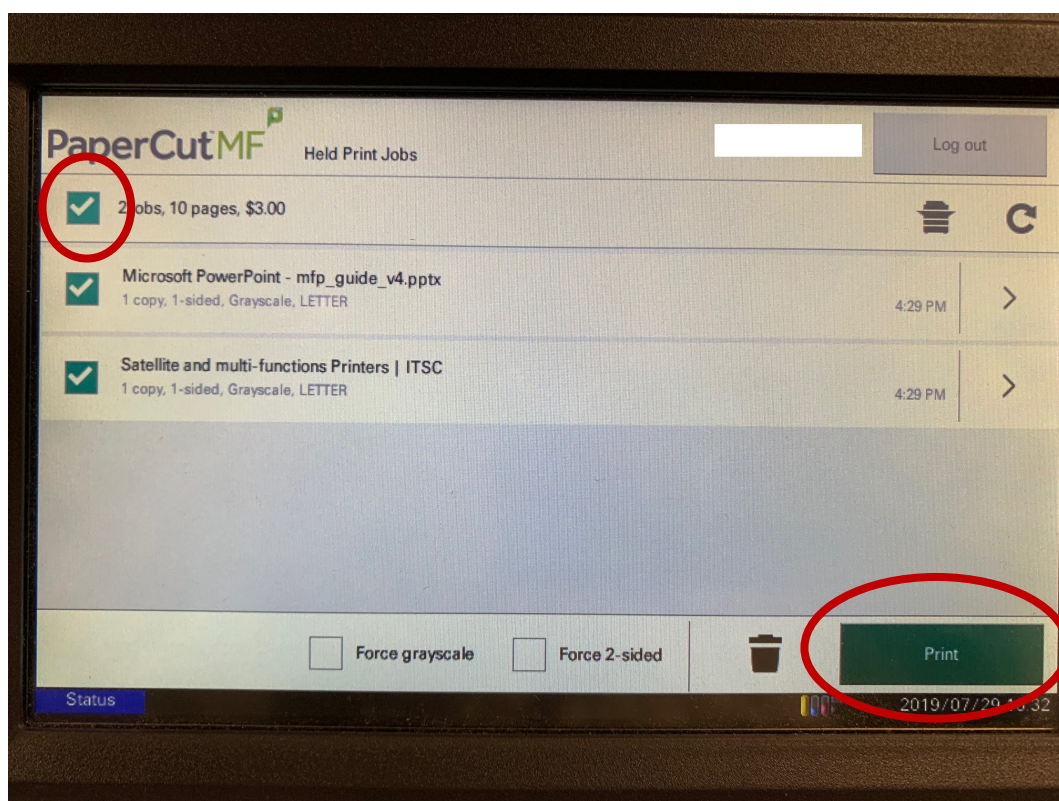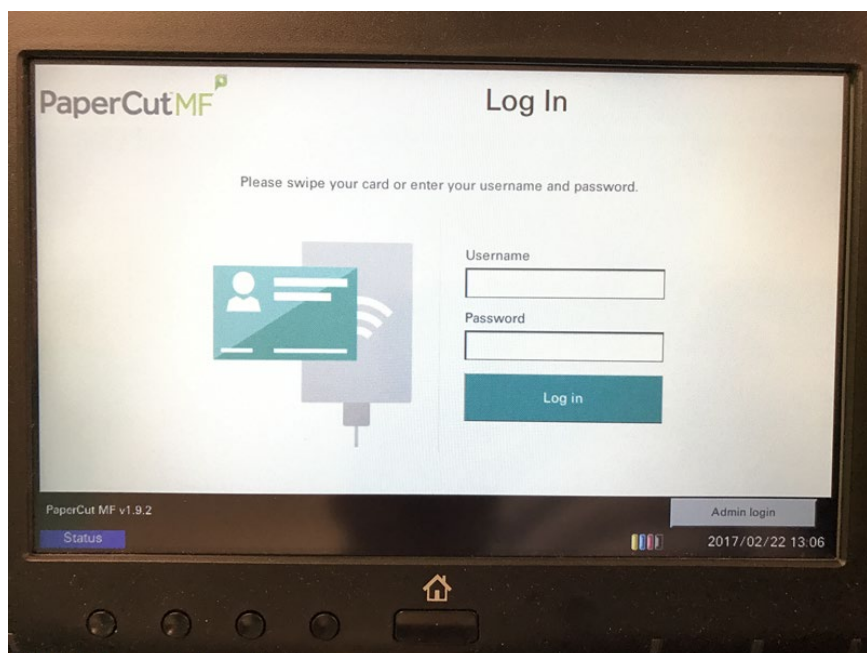
Default setting is to print on both sides, you may change the setting from the software or the printer properties

MFP – Collect your print-out

Go to any one of the MFP printers in the campus, tapping your student card near the card reader and select the print job to print.

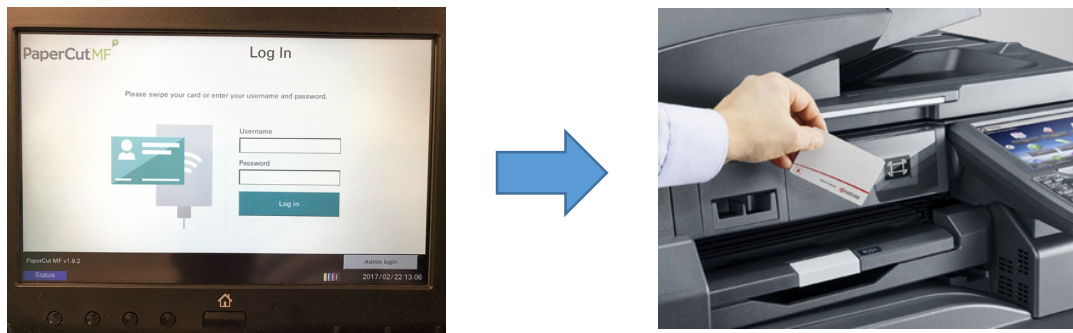Note: You will be asked for the ITSC login and password for the first time use)

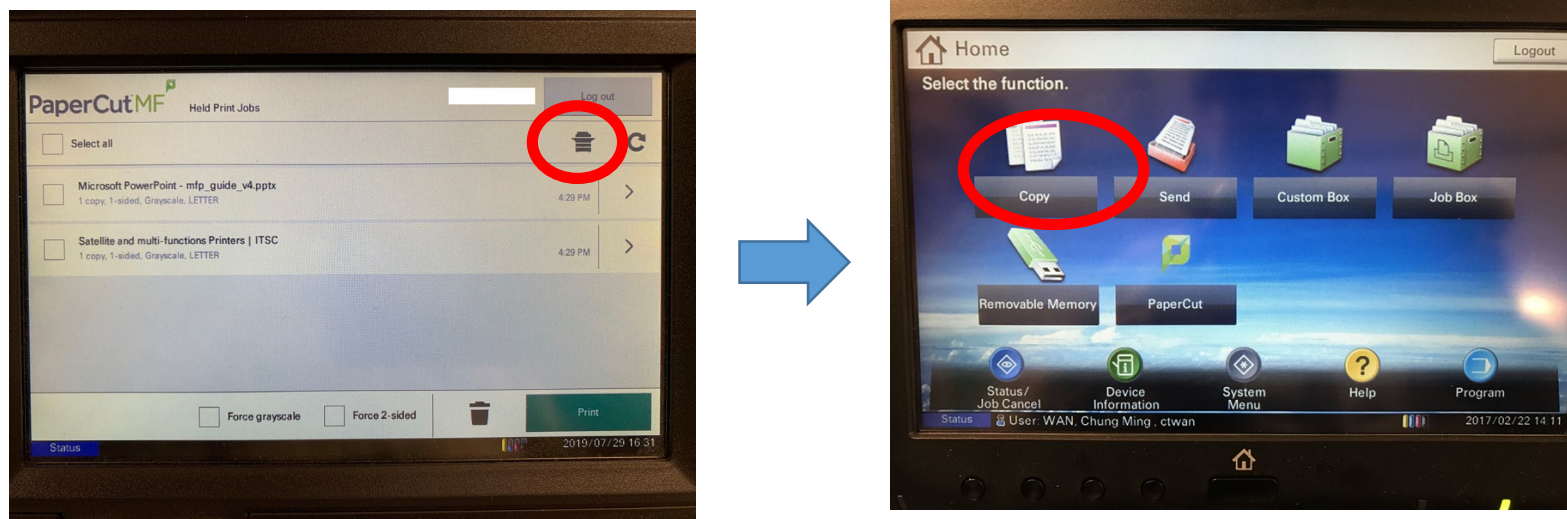**** Remember to logout the Multi-function printer after use**
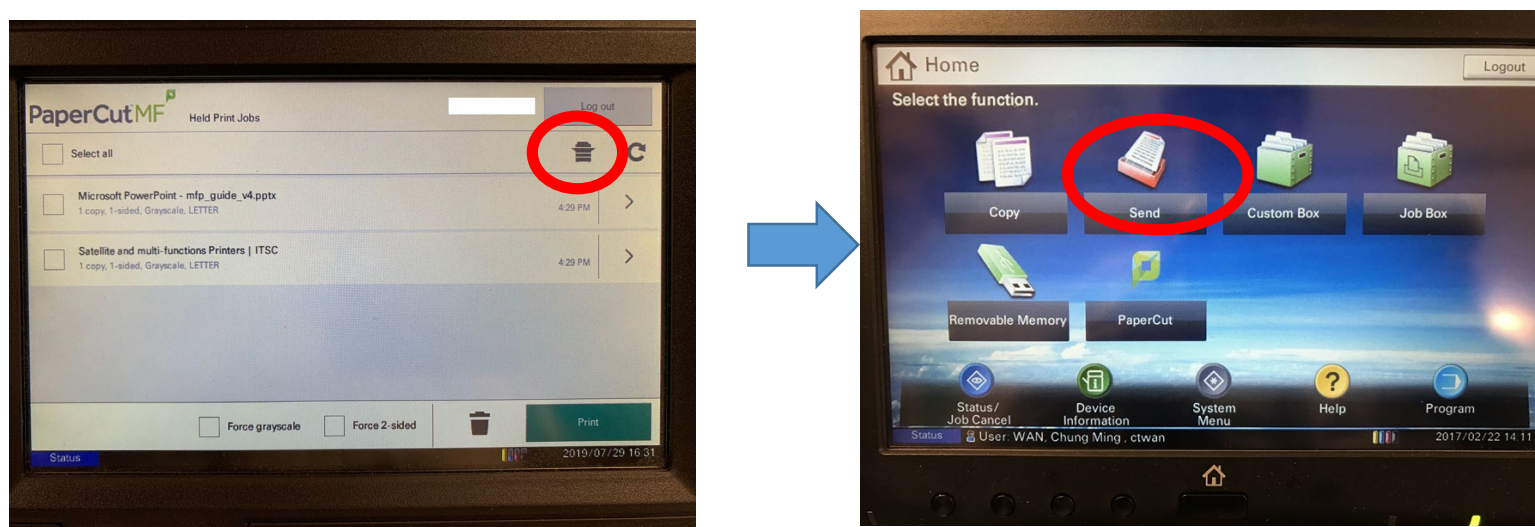
For any enquiry, please contact us at
cchelp@ust.hk

INFORMATION TECHNOLOGY SERVICES CENTER

Copy / Scan

1. Tapping your student card near the reader

A. To copy, touch the "Copier" icon from the screen and touch on the "Copy" icon

B. To scan document, touch the "Copier" icon from the screen and touch on the "Send" icon
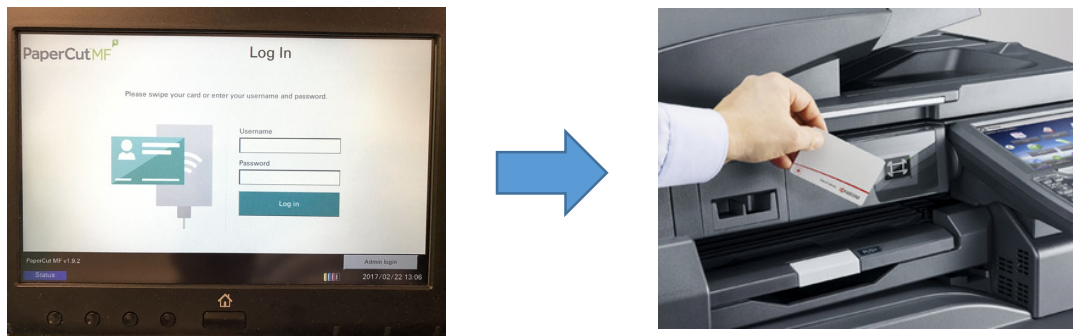

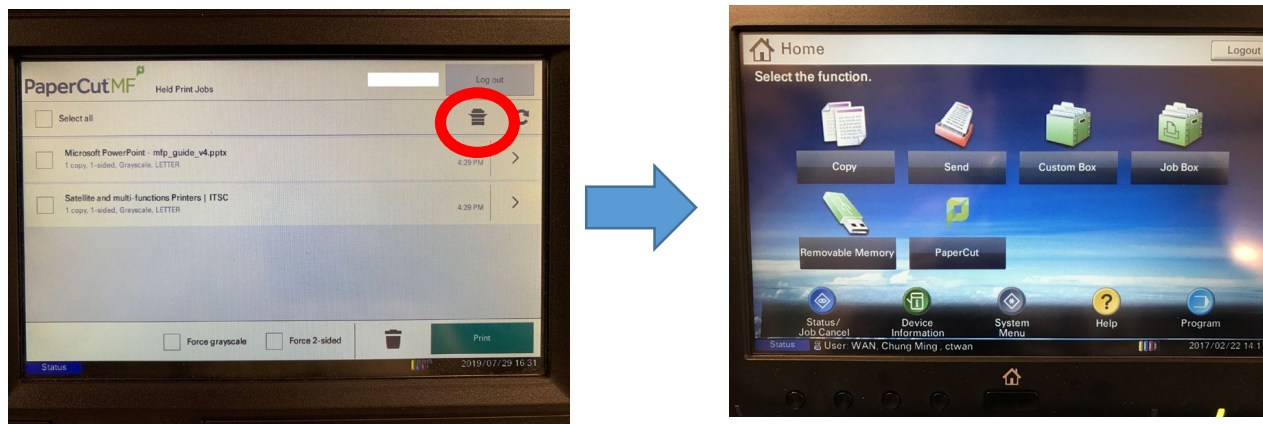**** Remember to logout the Multi-function printer after use**

For any enquiry, please contact us at
cchelp@ust.hk

ITSC *INFORMATION TECHNOLOGY SERVICES CENTER*
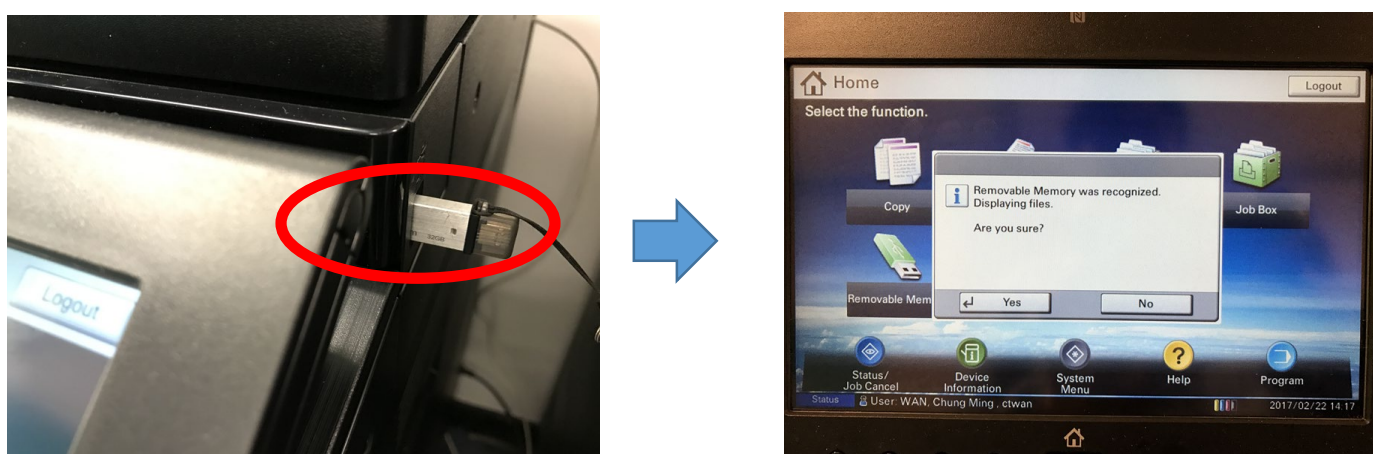
Print from USB thumb drive

1. Tapping your student card near the reader

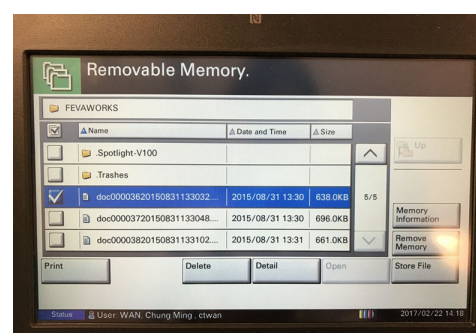## 2. To print from thumb drive, touch the "Copier" icon from the screen.

3. Insert your USB thumb drive at right hand side and press "Yes" to display files (support FAT32 format only)

4. Select file(s) and press print

** Remember to logout the Multi-function printer after use

For any enquiry, please contact us at cchelp@ust.hk

INFORMATION TECHNOLOGY SERVICES CENTER