CALIFORNIA NATURAL RESOURCES AGENCY

Managed Print Services (MPS)

"How To Quick Guide"

This document is your guide to printing, scanning, and copying securely utilizing the new Managed Print Services (MPS) in the Natural Resources Headquarter building.

Printing, scanning, and copying are available from any Bizhub C750i Multi-Functional Device(MFD) on any floor within the Natural Resources Headquarter building.

I. How To Print from your desktop
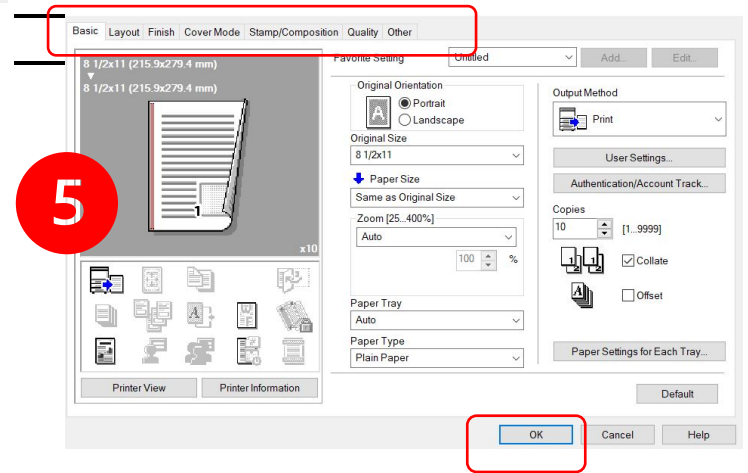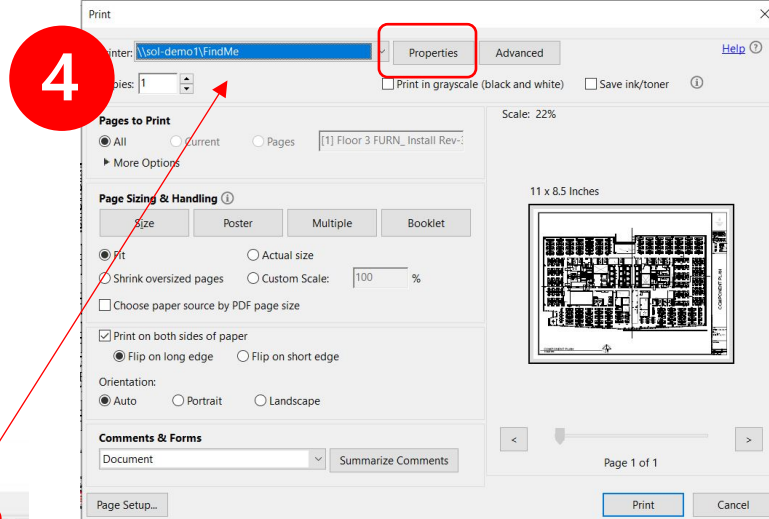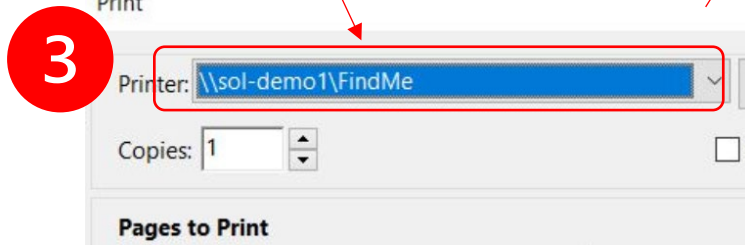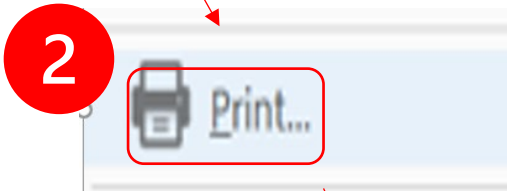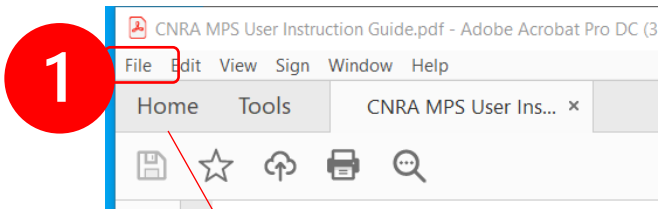
1. **Select FILE**

2. **Select PRINT**

3. **Select the _FINDME_ Printer**

4. **If needed, Select Properties to make any changes to the print job.**

5. **If needed, Select your setting(s) for your print job. print job. (Color, Staple, 2-Sided, Watermark, etc.)**
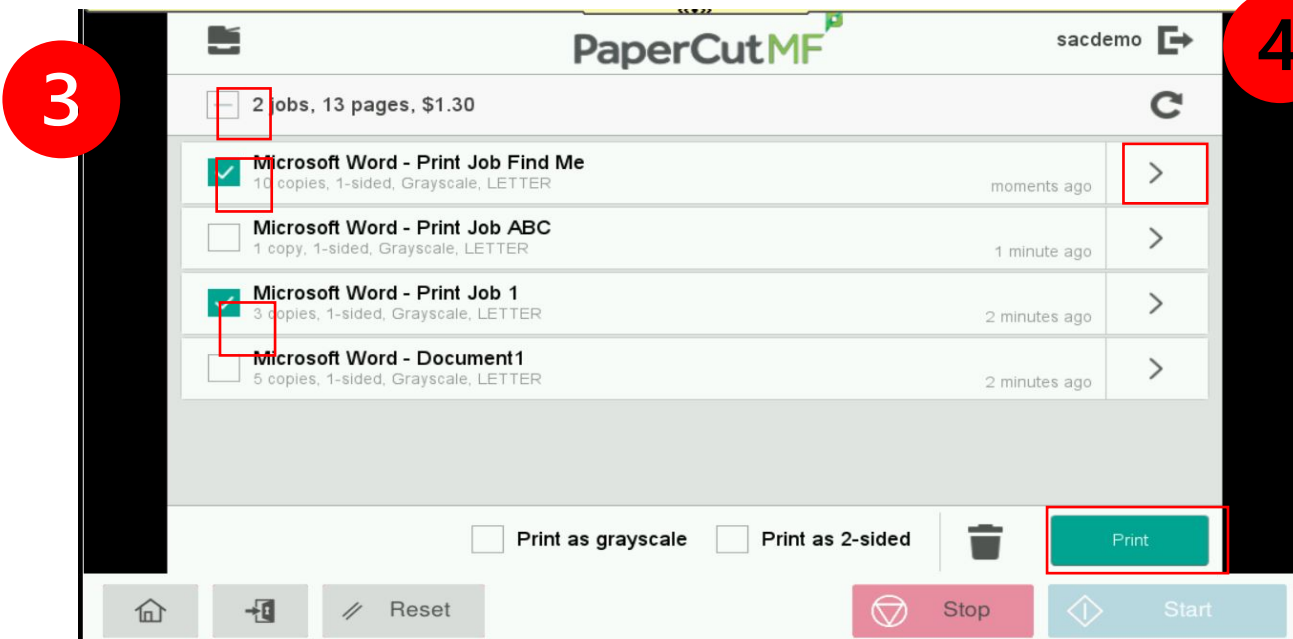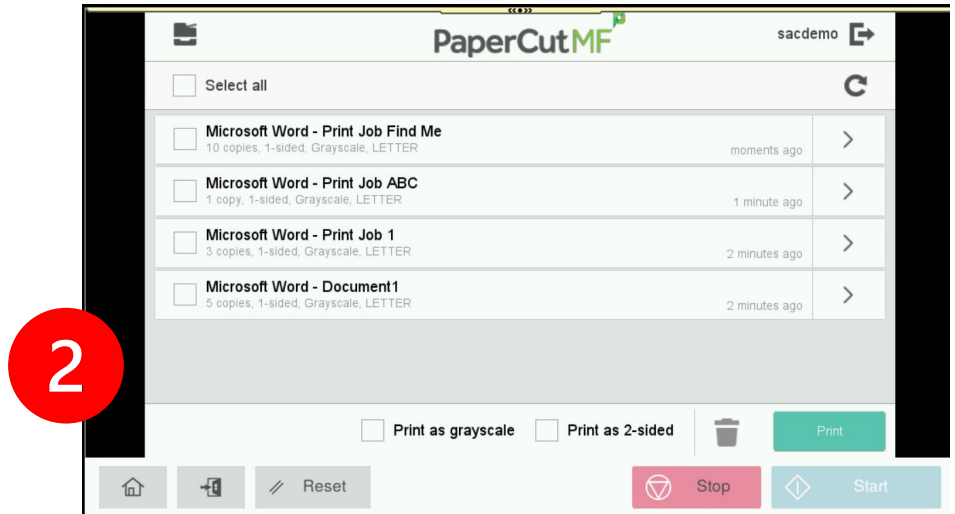
6. **Select Print (step 4)**

II.   <u>How To Release Your Print Jobs at the MFD</u>

*** A print job can be released from any MFD machine on any floor within the building.**

1. Scan your Badge

2. All Print Jobs will appear automatically

3. Select All or select the desired print job(s) you wish to print at this printer (MFD).
    a.   If needed, Select the > button for additional settings:
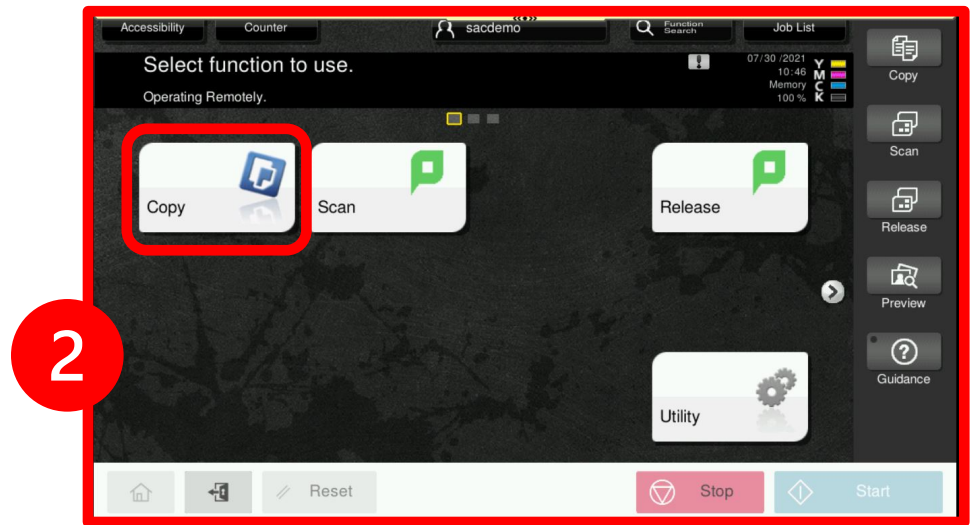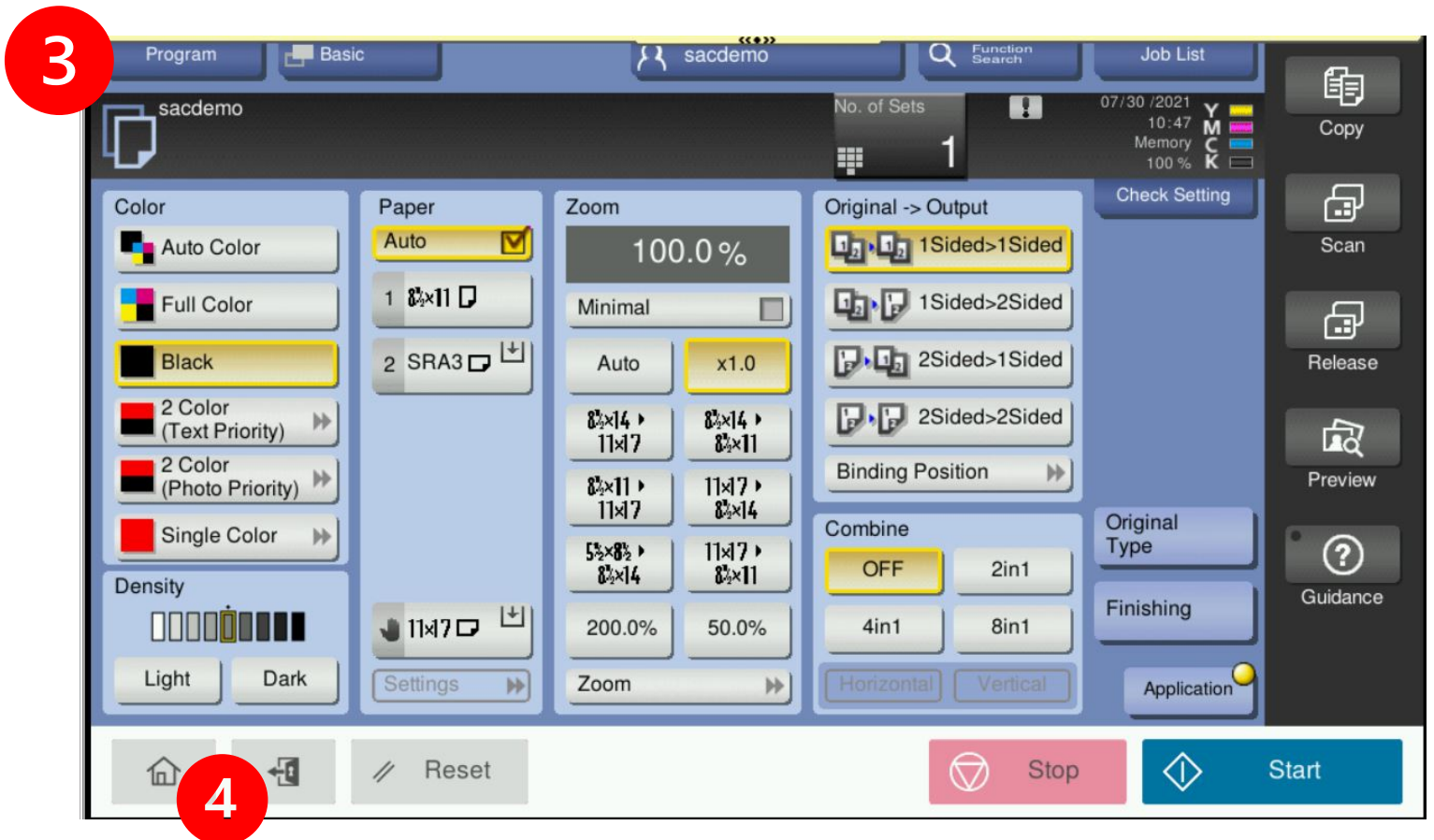   i.   1 Sided or 2 Sided
        ii.   Quantity change
    b.   Press Start button to Printout Jobs
4. Logout

III. **How To Make Copies at the MFD**
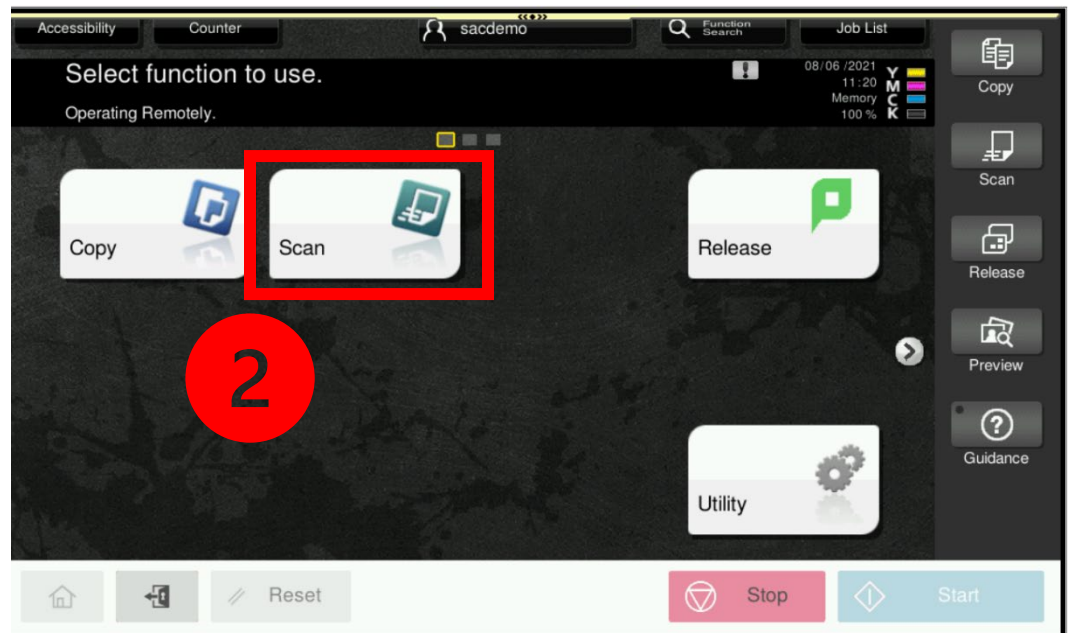
1. Scan your Badge

2. Select Copy on the Main Window
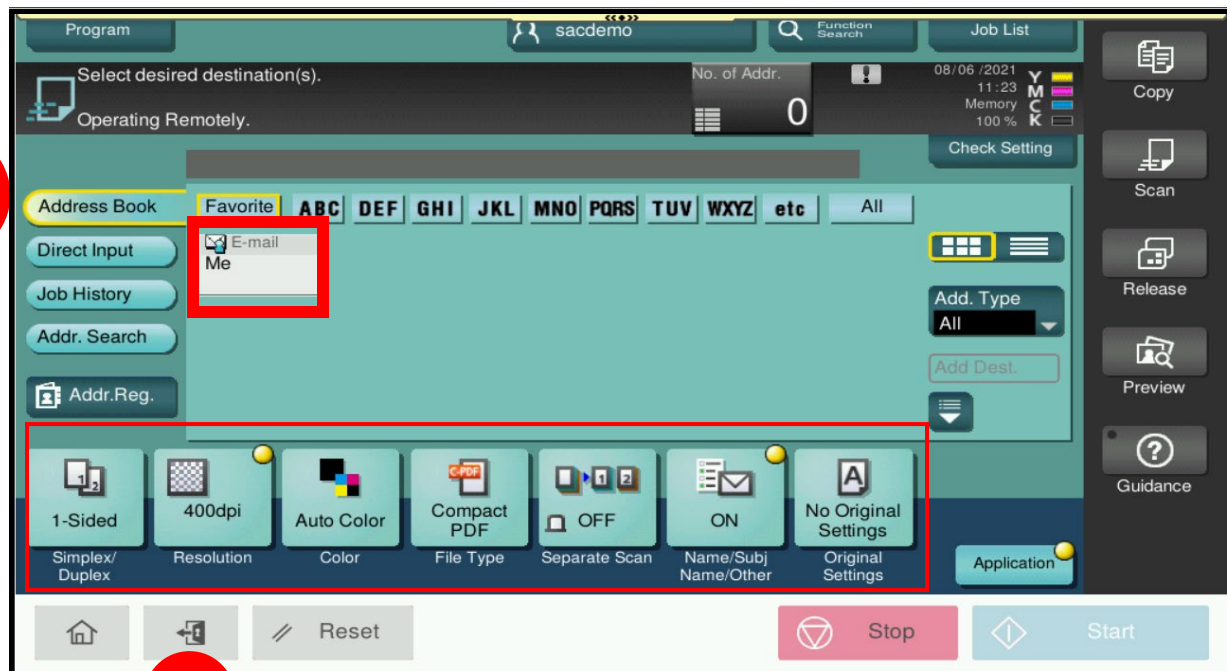
3. Select your copy options and hit Start

4. Logout

IV.   **<u>How To Scan at the MFD</u>**

1. Scan your Badge
2. Select Scan on the Main Window

3. Select "Me" to proceed with scanning to your email
      a. If needed, Select settings on bottom of screen to change scan defaults
4. Logout