

## 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

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<ul> <li>2. Select PRINT</li> <li>3. Select the <u>FINDME</u> Printer</li> <li>4. If needed, Select Properties to make any changes to the print</li> </ul>	- 1. Select FILE -	Basic         Layout         Finish         Cover Mode         Stamp/Composition         Quality         Other           8 1/2x11 (215 9x279.4 mm)         Favorine Seminy         Ondiginal Orientation         Add.         Edit.           9 1/2x11 (215 9x279.4 mm)         Original Orientation         Output Method
<ul> <li>3. Select the <u>FINDME</u> Printer</li> <li>4. If needed, Select Properties to make any changes to the print</li> </ul>	2. Select PRINT	Contract     Clandscape     Original Size     8 1/2x11 ✓     User Settings     Authentication/Account Track
4. If needed, Select Properties to make any changes to the print	3. Select the <u>FINDME</u> Printer	Same as Original Size           zoom [25.400%]           Auto           100 0 %
	4. If needed, Select Properties to make any changes to the print	Image: Construction of the sector of the

OK Cancel He

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

job.

# II. How To Release Your Print Jobs at the MFD

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

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1		S	elect all			C
		N 11	ficrosoft Word - Print Job Find M 0 copies, 1-sided, Grayscale, LETTER	le	moments ago	>
		<b>N</b> 1	ficrosoft Word - Print Job ABC copy, 1-sided, Grayscale, LETTER		1 minute ago	>
50		<b>N</b> 3	ficrosoft Word - Print Job 1 copies, 1-sided, Grayscale, LETTER		2 minutes ago	>
//		<b>N</b> 5	ficrosoft Word - Document1 copies, 1-sided, Grayscale, LETTER		2 minutes ago	>
1. Scan y	our Badge		Print a	as grayscale Print as	2-sided	Print
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	Microsoft Word - Print Job ABC 1 copy, 1-sided, Grayscale, LETTER			1 minute ago	>	
	Microsoft Word - Print Job 1 3 copies, 1-sided, Grayscale, LETTER			2 minutes ago	>	
	Microsoft Word - Document1 5 copies, 1-sided, Grayscale, LETTER			2 minutes ago	>	
	Print	as grayscale	Print as 2-sided	<b> </b>	Print	
企	🕂 🥢 Reset		$\bigcirc$	Stop	Start	

- 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



Color Auto Color Full Color Black 2 Color (Text Priority) 2 Color (Photo Priority) Single Color	Paper Auto	Zoom 100.0 % Minimal Auto x1.0 &x	Original -> Output  Original -> Output  Original -> Output  Original -> Output  Sided>1Sided  Sided>2Sided>1Sided  Sided>2Sided>2Sided  Binding Position  Combine  OFF 2in1	Check Setting Original Type	Sca Relea Previ
Light Dark	Settings	200.0% 50.0%	4in1 8in1 Horizontal Vertical	Finishing	Guida

## IV. How To Scan at the MFD



- 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