

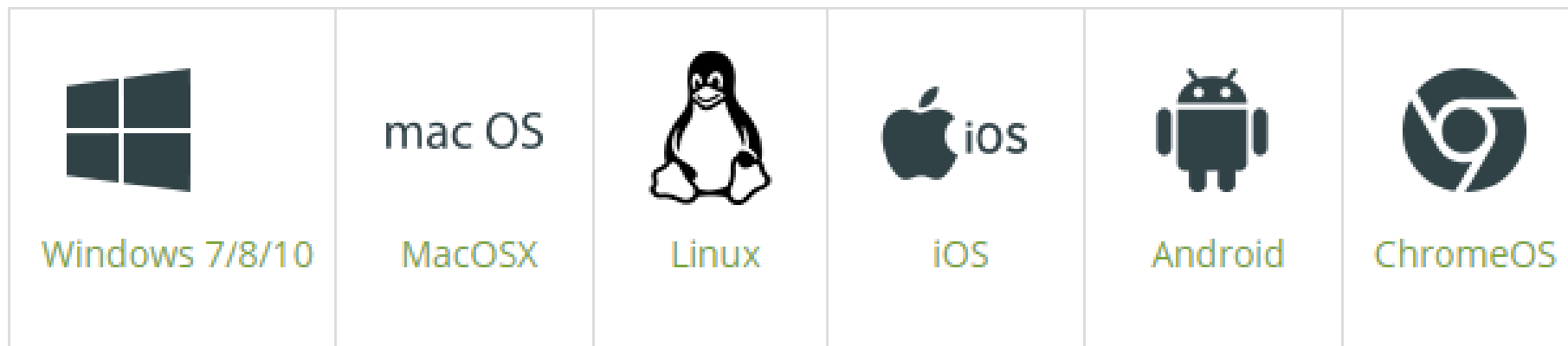
# MFP – Install the printer & print

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

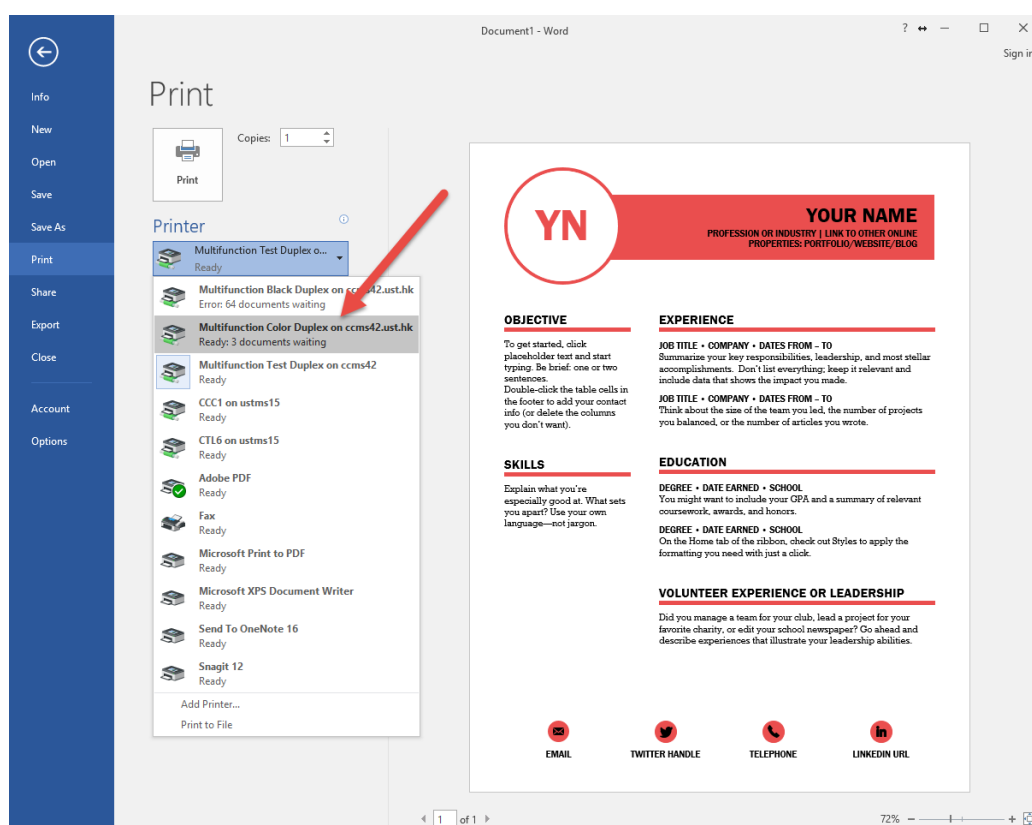


**Printer Names: Multifunction Black Duplex (For B/W print-out)**

**Multifunction Color Duplex (For Color print-out)**



2. Print your document from your PC/mobile with the installed print queue (Multifunction Color / Multifunction Black).

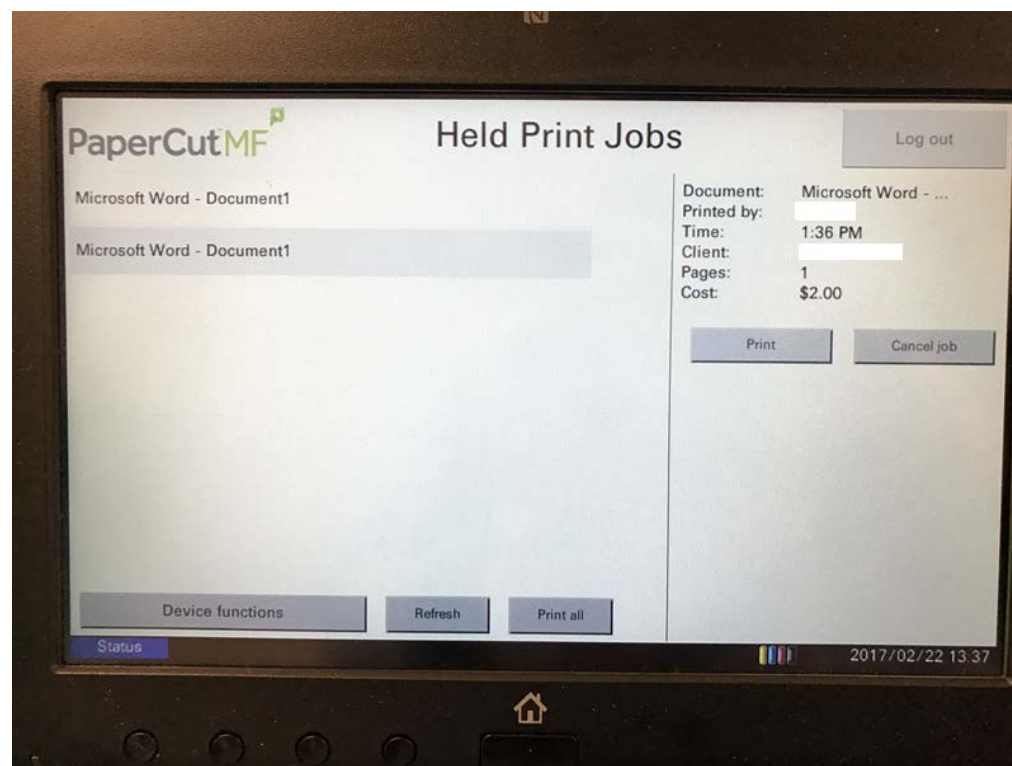
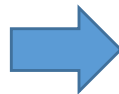
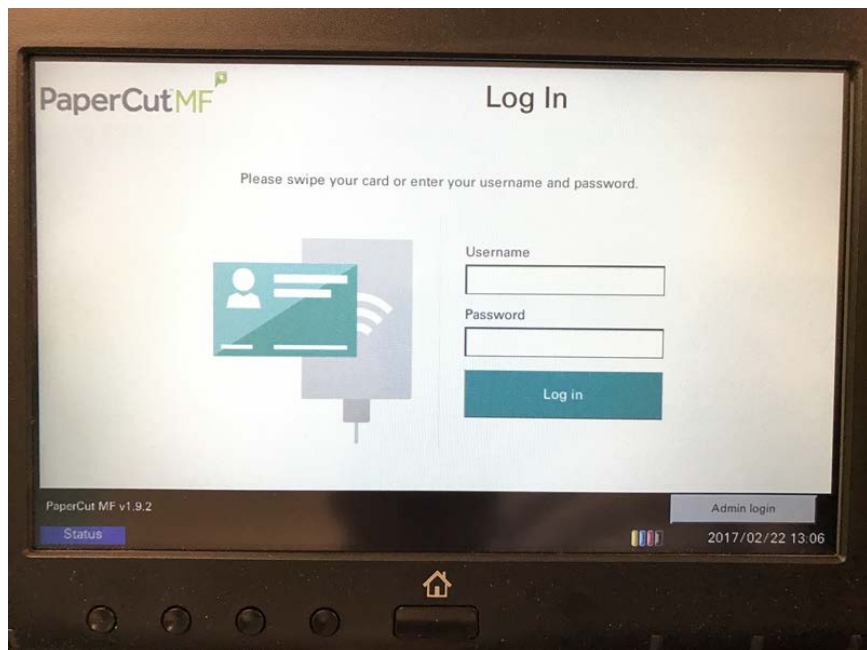


Default setting is to print on both sides, you may change the setting from the software or the printer properties

# MFP – Collect your print-out

4. 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)



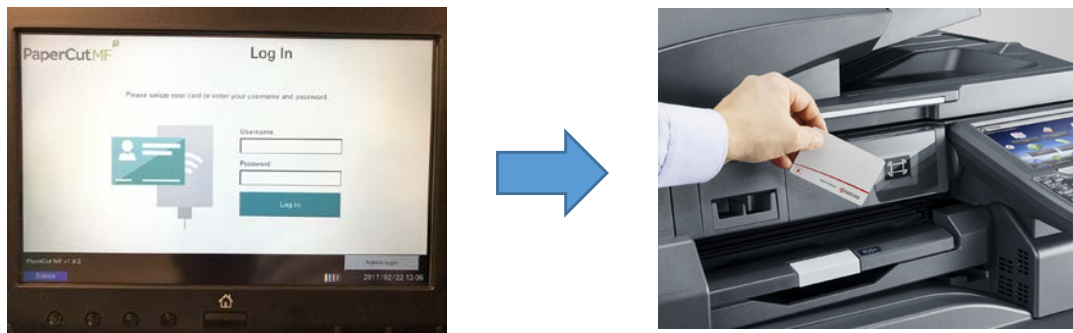
**\*\* Remember to logout the Multi-function printer after use**



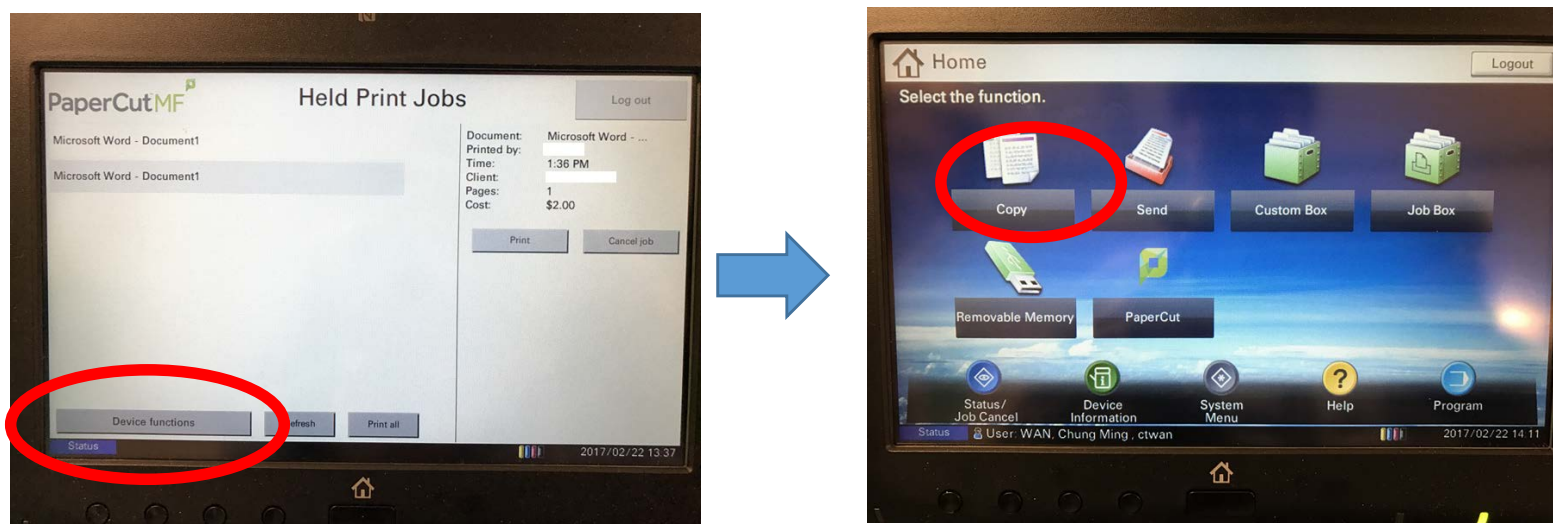
For any enquiry, please contact us at  
cchelp@ust.hk

# Copy / Scan

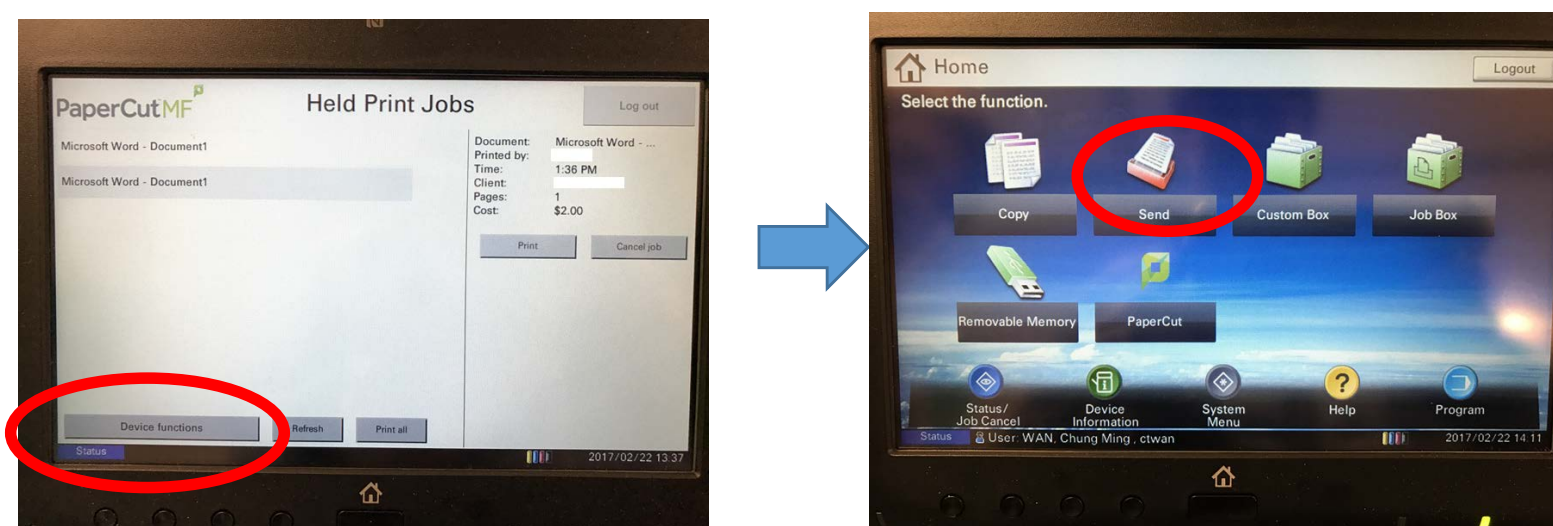
## 1. Tapping your student card near the reader



## A. To copy, touch the “Device Functions” from the screen and touch on the “Copy” icon



## B. To scan document, touch the “Device Functions” from the screen and touch on the “Send” icon

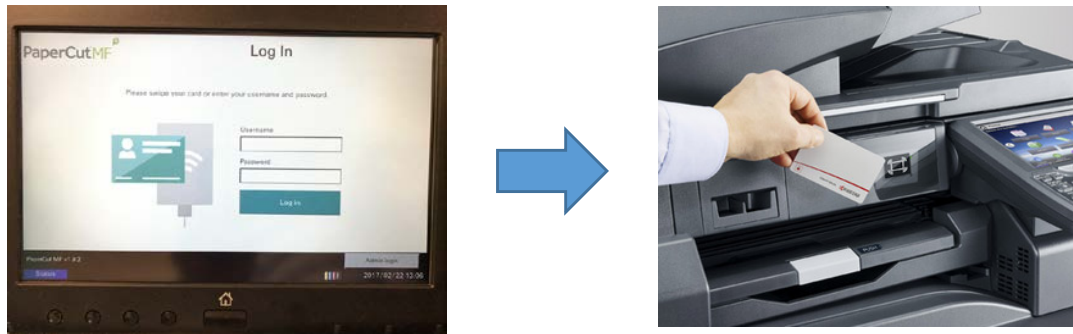


**\*\* Remember to logout the Multi-function printer after use**

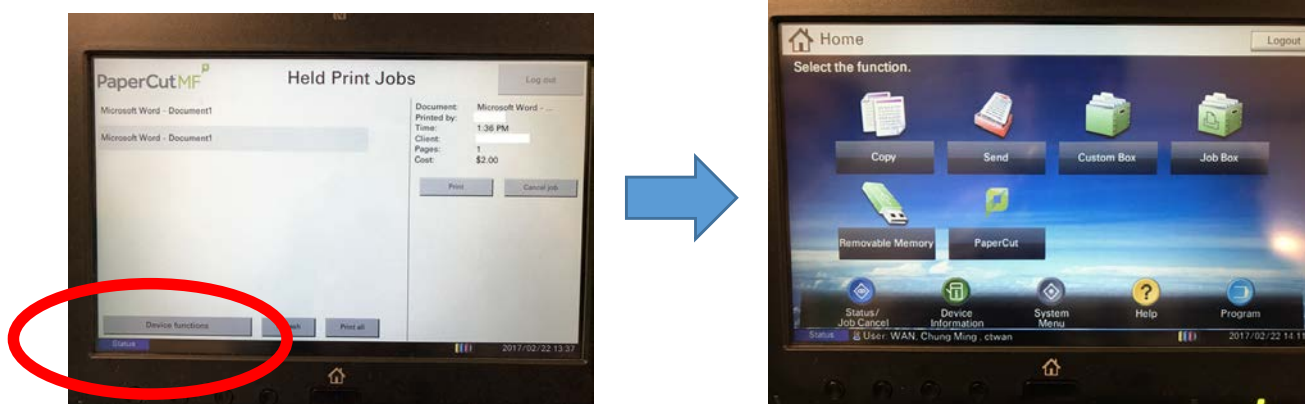


# Print from USB thumb drive

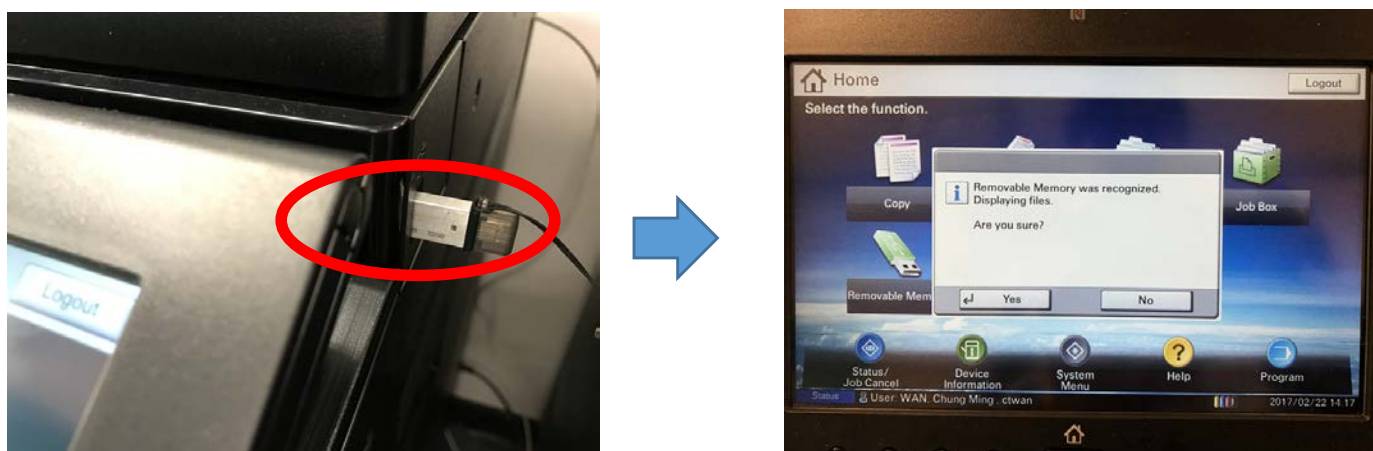
## 1. Tapping your student card near the reader



## 2. To print from thumb drive, touch the “Device Functions” 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](mailto:cchelp@ust.hk)