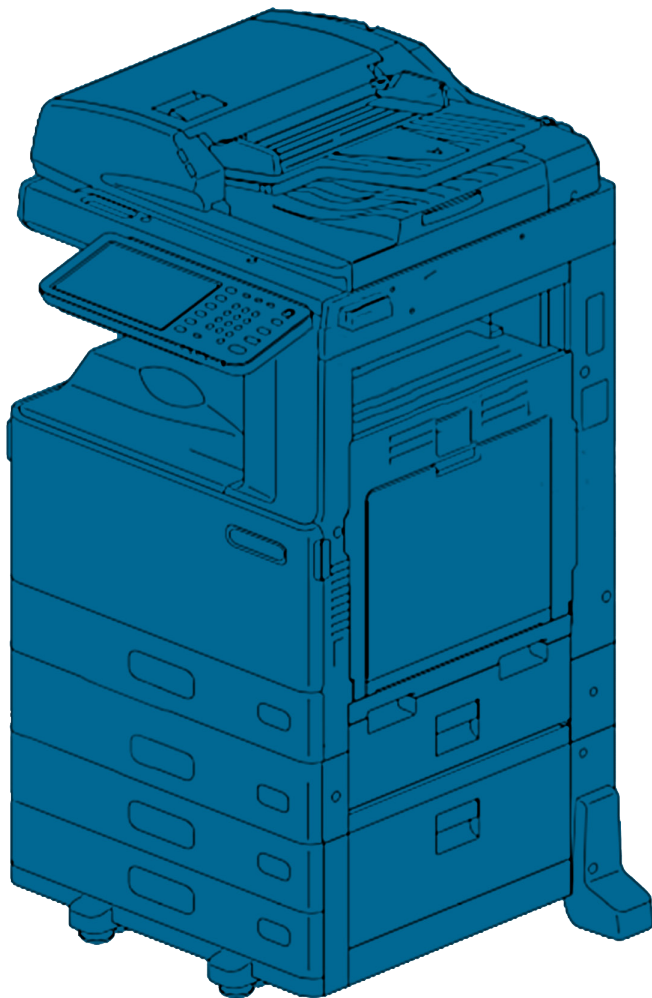# NCAD DUBLIN
On Campus Print

Printing

Printing Methods

There are a number of methods of sending documents to the MFP:
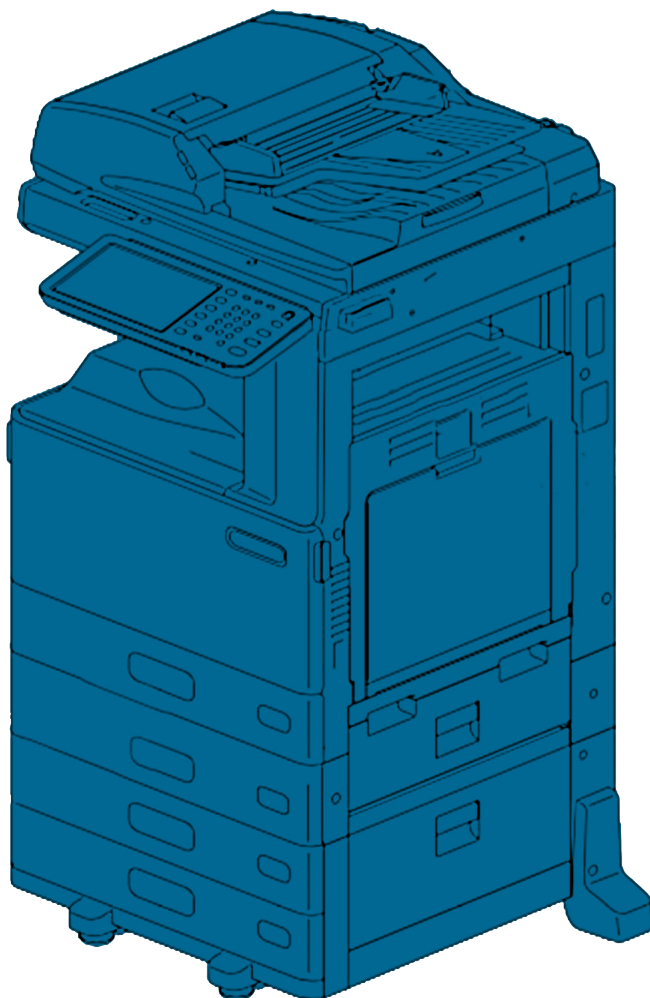
Email

Upload via the ncad website

The term 'Job' is used by the MFP and in this documentation.
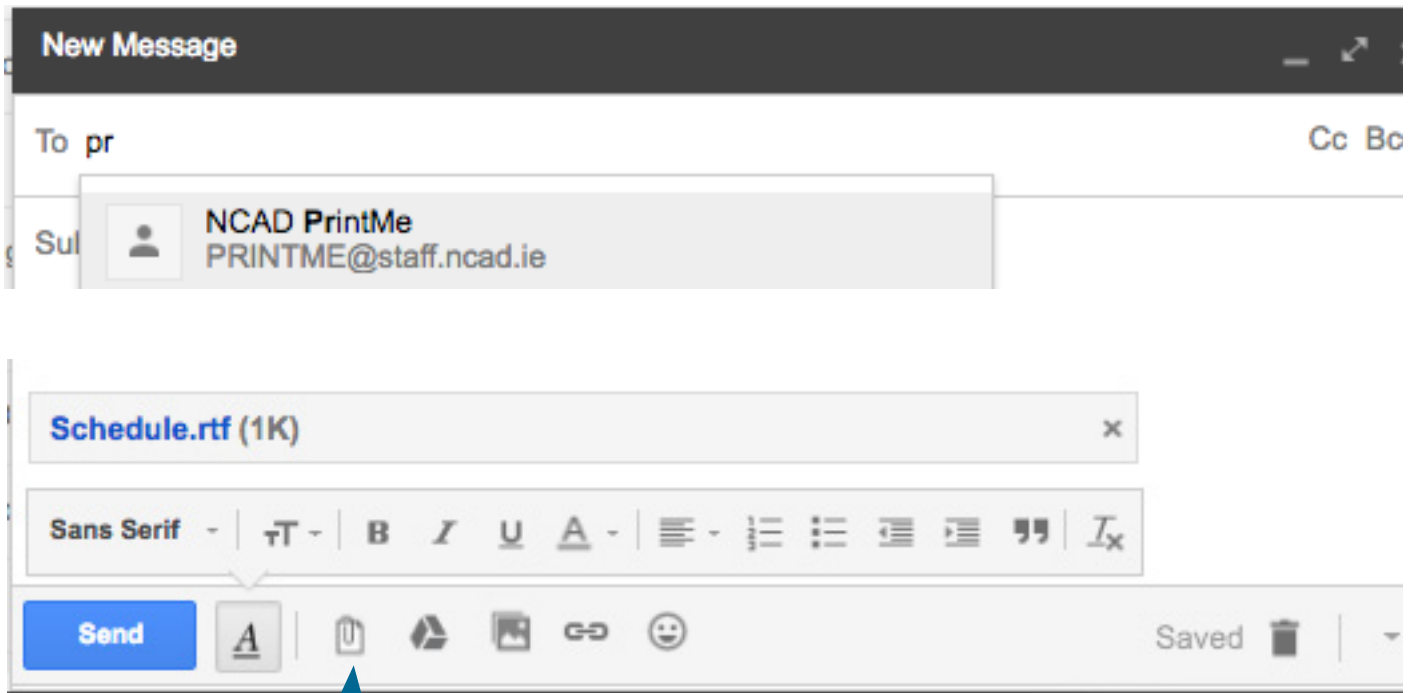A job is any document you send to the MFP.

Email

Printing Methods

Email

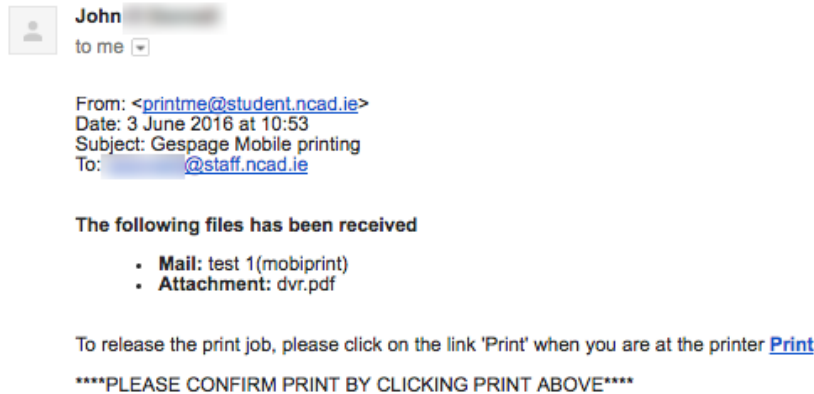Sending a job to the MFP via email is as simple as sending any other email.

add the file you want to print as an attachment and send it to:
printme@staff.ncad.ie for staff
printme@student.ncad.ie for students

Note: Google Drive links will NOT work.
The files must be an attachment. Files over 25mb cannot be sent via email. For larger files please use the upload method.

Printing Methods
Email

John
to me

From: <printme@student.ncad.ie>
Date: 3 June 2016 at 10:53
Subject: Gespage Mobile printing
To: _____@staff.ncad.ie

The following files has been received

- **Mail:** test 1(mobiprint)
- **Attachment:** dvr.pdf

To release the print job, please click on the link 'Print' when you are at the printer **Print**

****PLEASE CONFIRM PRINT BY CLICKING PRINT ABOVE****

You will recieve a email response like the one above.
Click 'Print'

Gespage Mobile

Select printer and enter your print code

Print code	4754
Select print options	**Print all** ⌄
	Log in

On the next page click the 'Log in' button. You will NOT be asked for a username or password. This actually means logging the job into the print server.
You must be on campus and using the college WIFI to log in.
If you are printing from a mobile please insure it is connected to the college wifi and not using mobile data.
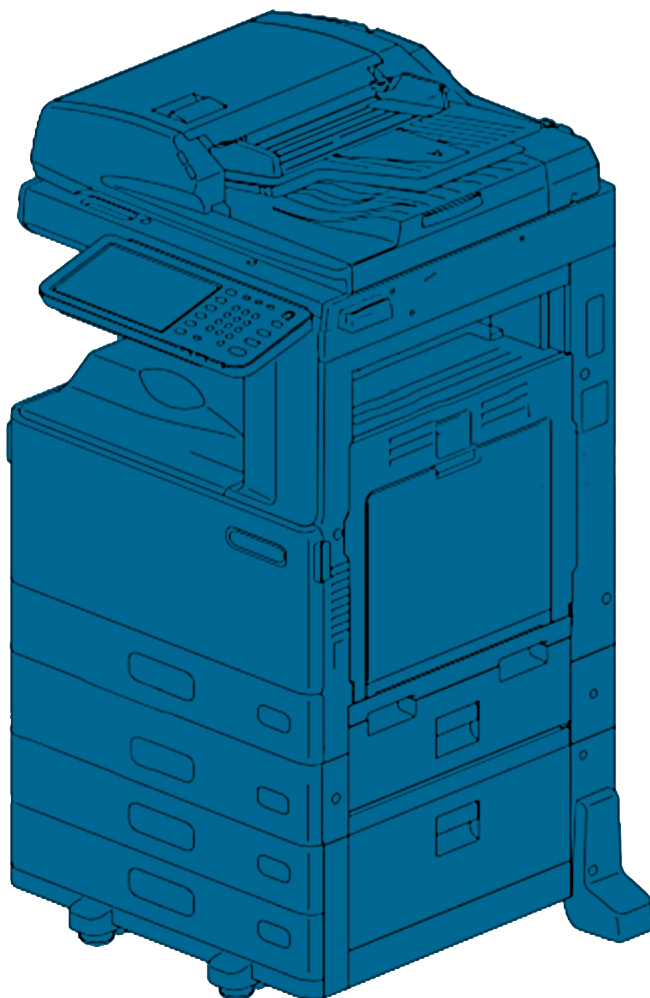
You will now be shown the print options/settings. These are explained on page 10. Once you are happy with the settings click Print to send the document to the MFP.

You can now read the 'Logging into the MFP' document.
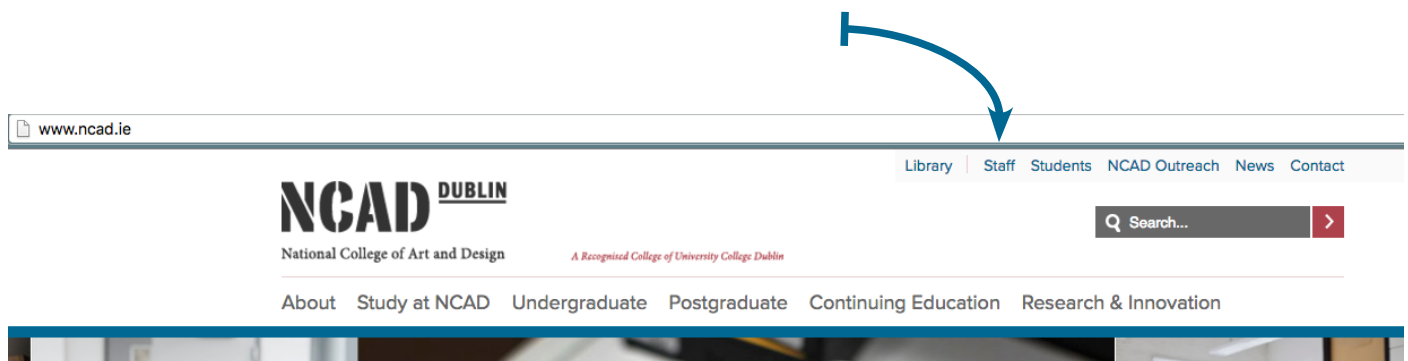
Upload

Printing Methods
Upload via website

For larger files you can upload them to the MFP through the college website.

Open your web browser and go to www.ncad.ie.

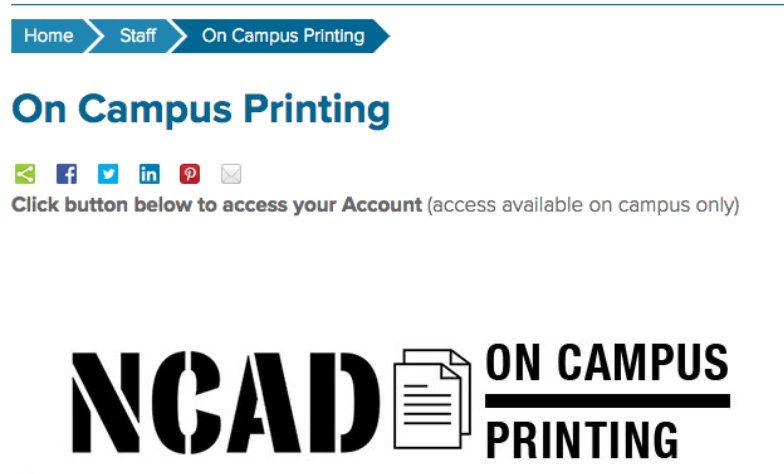Click on the 'Staff' link at the top right

www.ncad.ie

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NCAD DUBLIN
National College of Art and Design
A Recognised College of University College Dublin

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In the menu on the left click the 'On Campus Printing' link.

This will take you to the page shown below. Here you will find video tutorials on various aspects of the new printing system.

Click on the 'On campus Printing' button to open the login page.

Home > Staff > On Campus Printing

On Campus Printing

Click button below to access your Account (access available on campus only)

NCAD ON CAMPUS PRINTING

Printing Methods

Upload via website

Enter your login information.

Your login information is the same as your wifi login.
Your User ID is everything before the @ in your staff or student email address
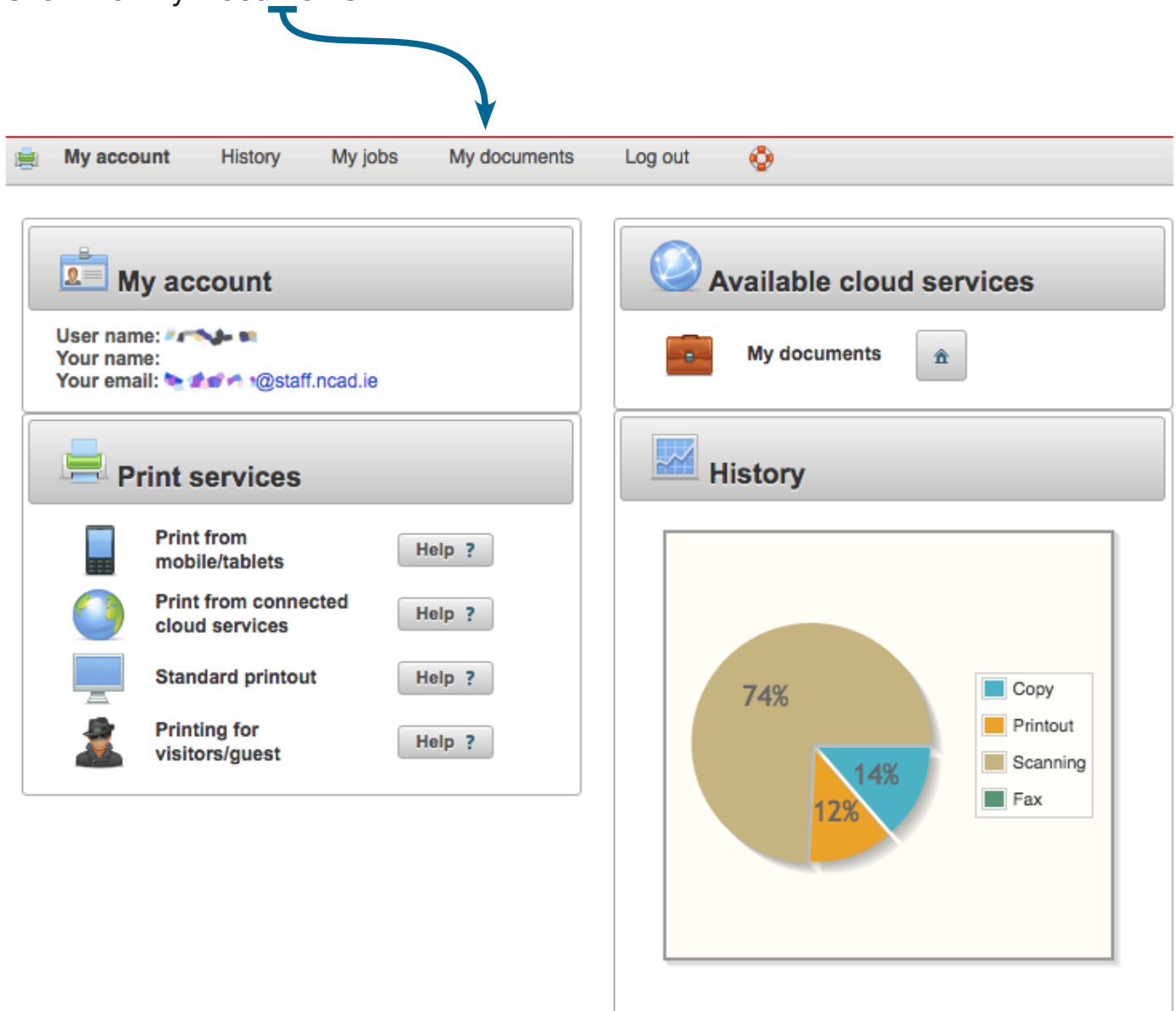Your Password is whatever you set up your NCAD wifi password as.
If you do not have Wifi within the college please contact IT to create a password.

Printing Methods

Upload via website

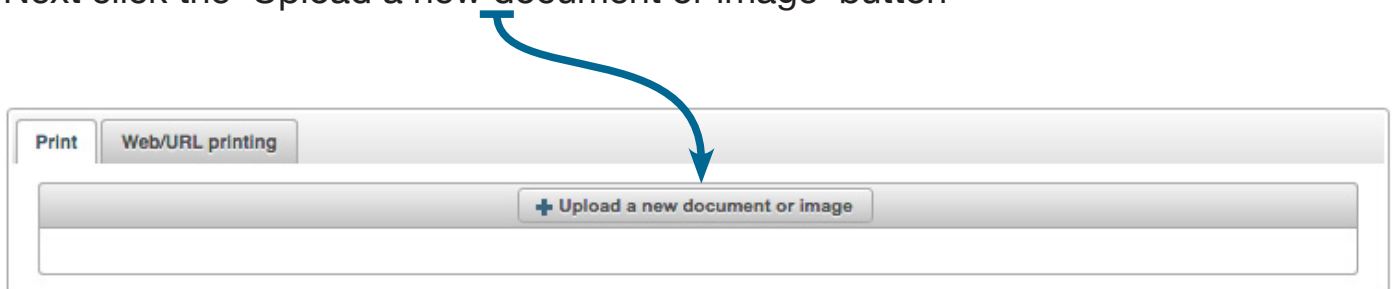When logged in you will see the 'My account' screen.
This shows some basic statistics on your account history.

Click the 'My Documents' link

Next click the 'Upload a new document or image' button

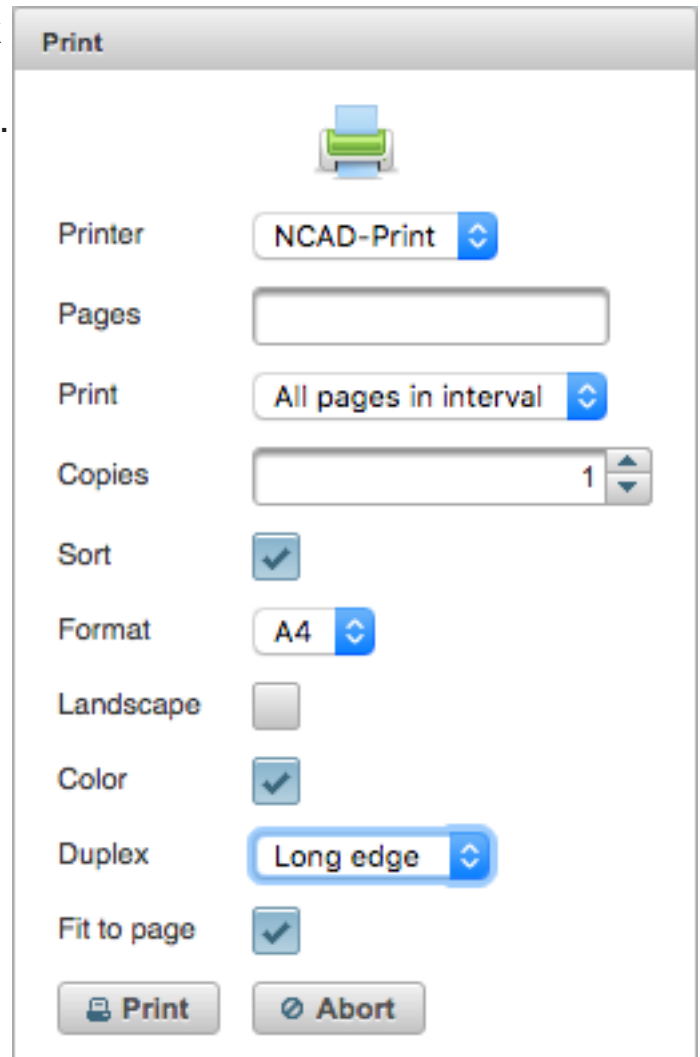A window will pop up allowing you to pick the file to print.
Browse to the file you want and click 'OK'.

After the file has uploaded you will be shown the print settings.
These are similar to any other MFP and are explained on the next page.

Once you are happy with the settings you can click 'Print'.

You can now read the 'Logging into the MFP' document.

Print

Printer	NCAD-Print
Pages	
Print	All pages in interval
Copies	1
Sort	✔
Format	A4
Landscape	
Color	✔
Duplex	Long edge
Fit to page	✔

🖨 Print   ⊘ Abort

Printing Options

MFP settings

Pages:
If you have uploaded a PDF or a text document you can choose individual pages to print. Enter the page numbers followed by a comma. e.g
1,6,8,9

You can print a range of pages using a dash. e.g
5-9

Print:
This drop down gives you the options to print only even or odd pages

Copies:
How many copies you want printed

Sort:
When printing multiple copies if sort is ticked the pages will be sorted
1,2,3,4,1,2,3,4.
If it is not ticked the pages will come out in the order 1,1,2,2,3,3,4,4 and so on.

Format:
A4 is the only option

Landscape:
tick if your printing Landscape images or spreadsheets

Color:
Untick for a black & white print. Note: when sending via email it defaults to black and white.
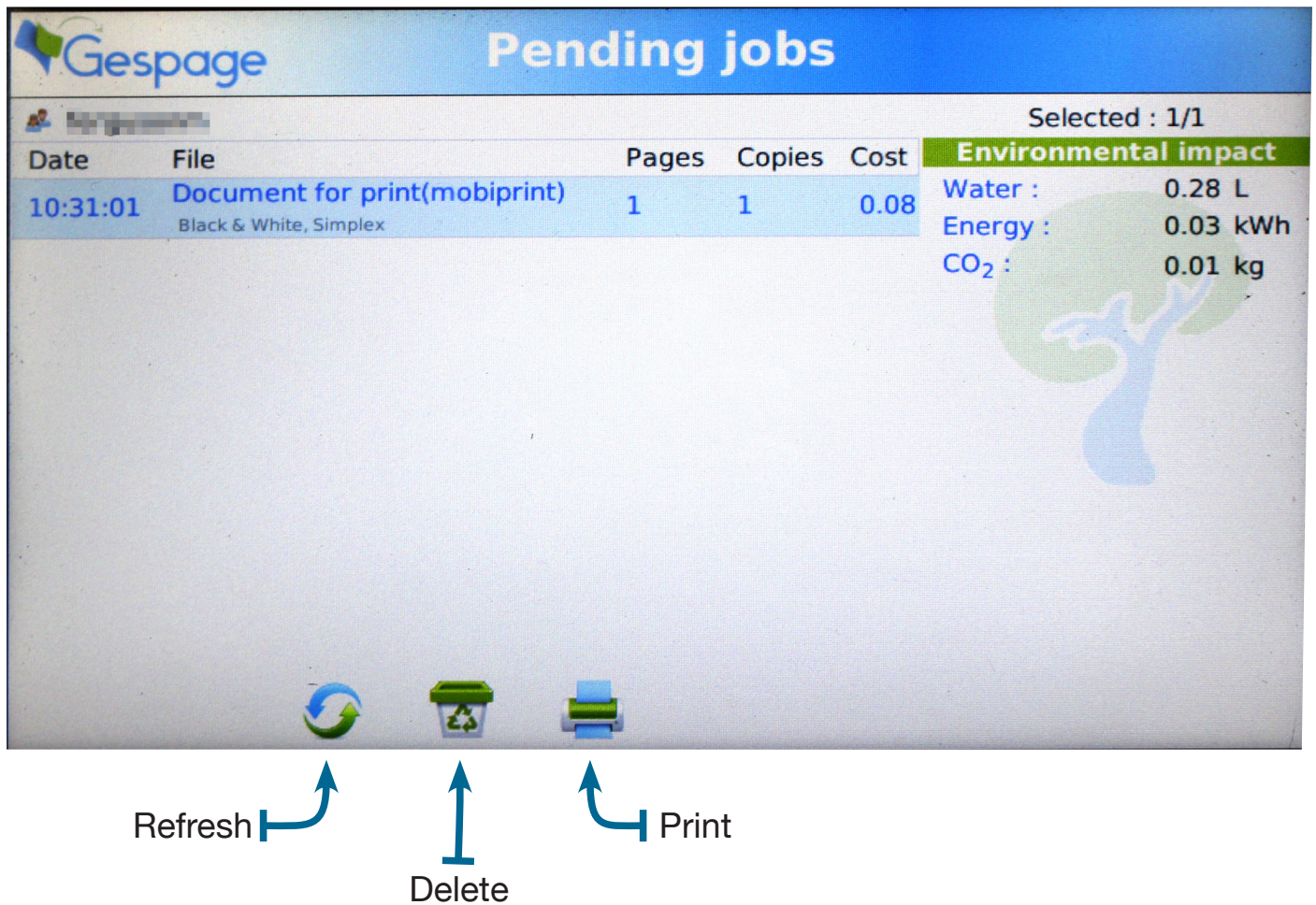
Duplex:
Duplexing is printing on both sides of the page. 'Long Edge' is the standard book format.
Choose 'None' for single side printing.

Fit to page:
If your document is not A4 this will scale it to fit.

Starting your print

Once logged in you will be presented with your list of files for printing.
To start printing your file simply touch its name on the screen and touch the 'Print' button.
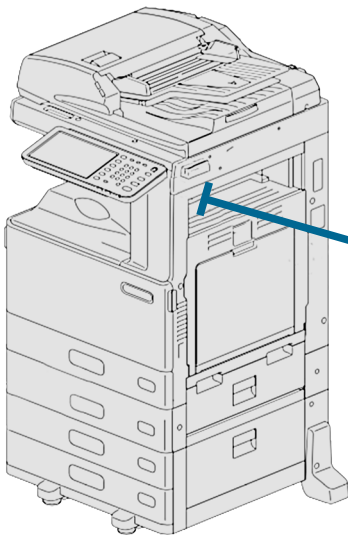
Printing from USB

To print a file from a usb stick first log into the MFP.
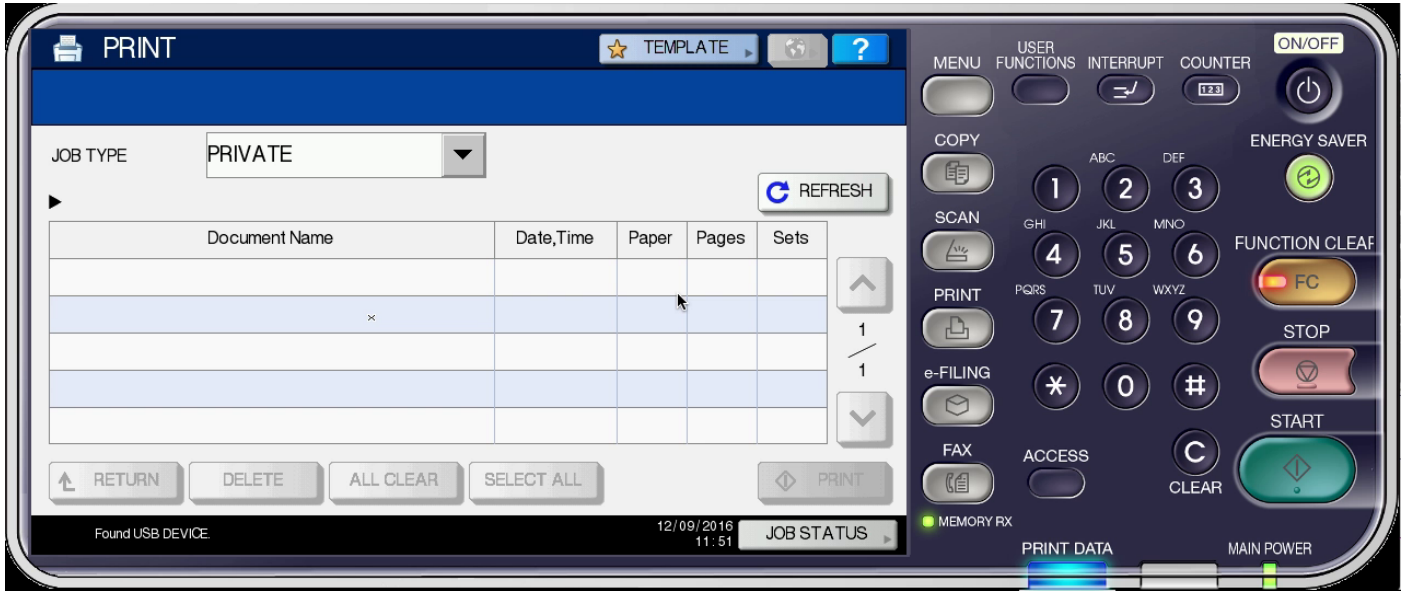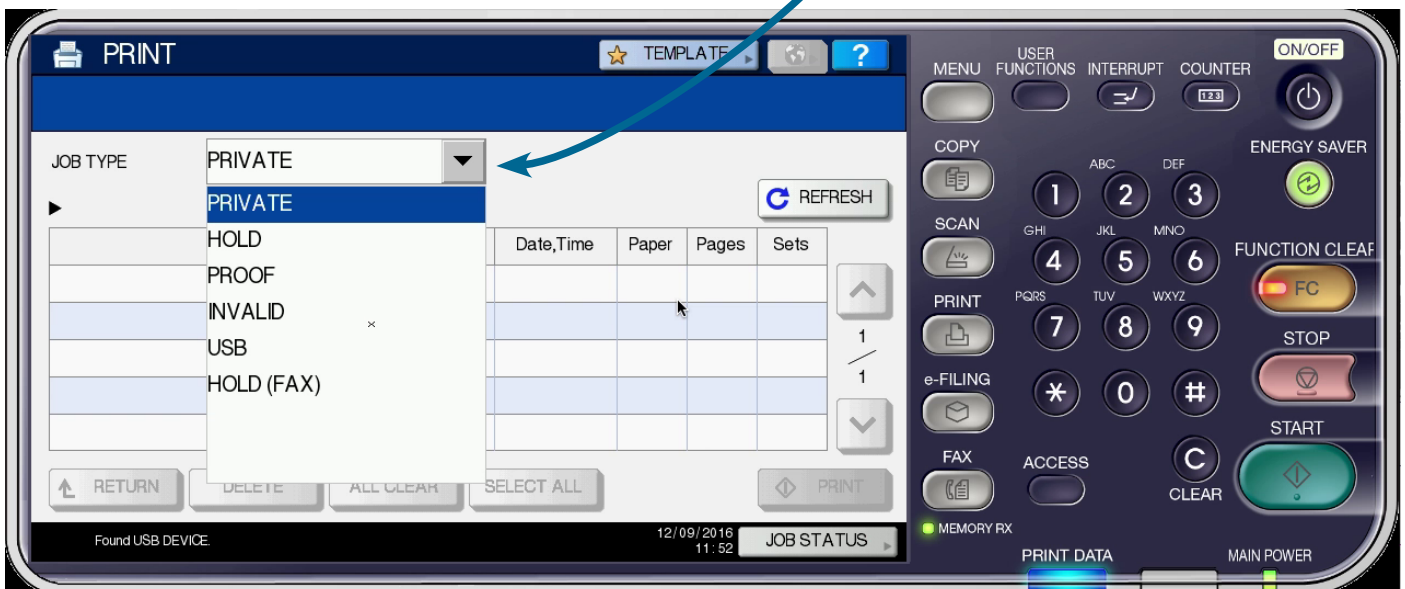
Tap the 'PRINT' button.

You can now plug in your USB stick. The USB port is on the right side of the MFP just below the card reader.
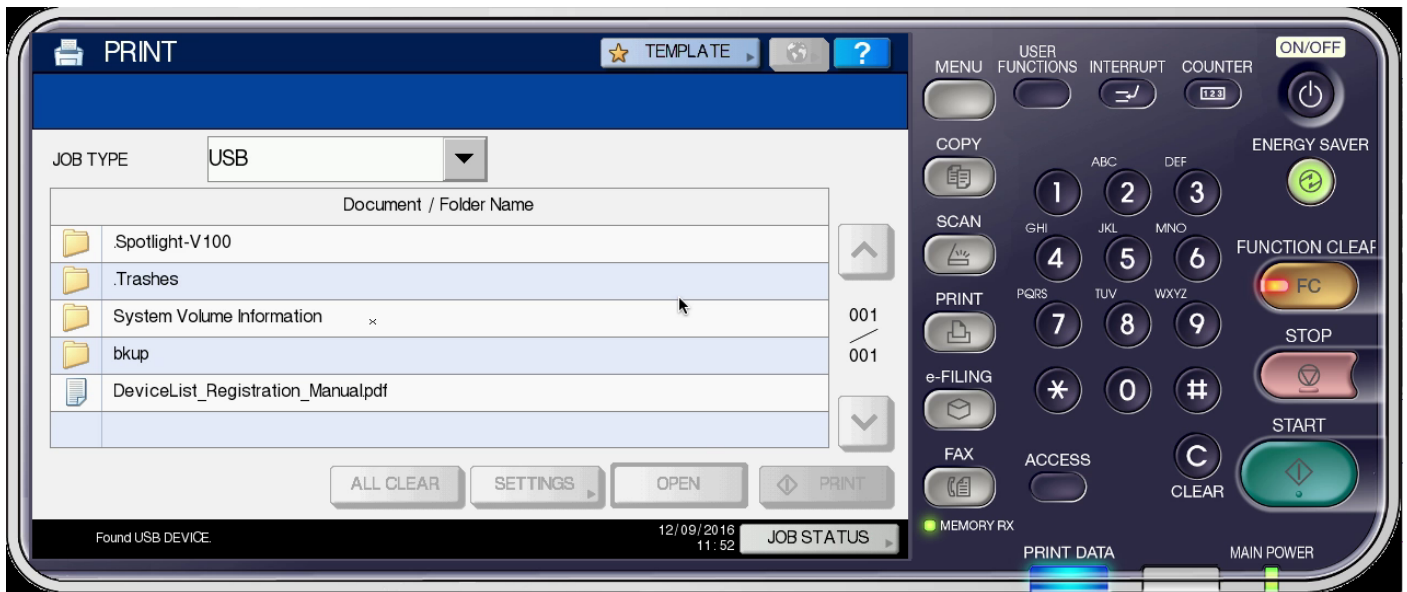
Printing from USB

You should see the 'Found USB DEVICE' message at the bottom of the screen. You can then select 'USB' from the drop down menu.
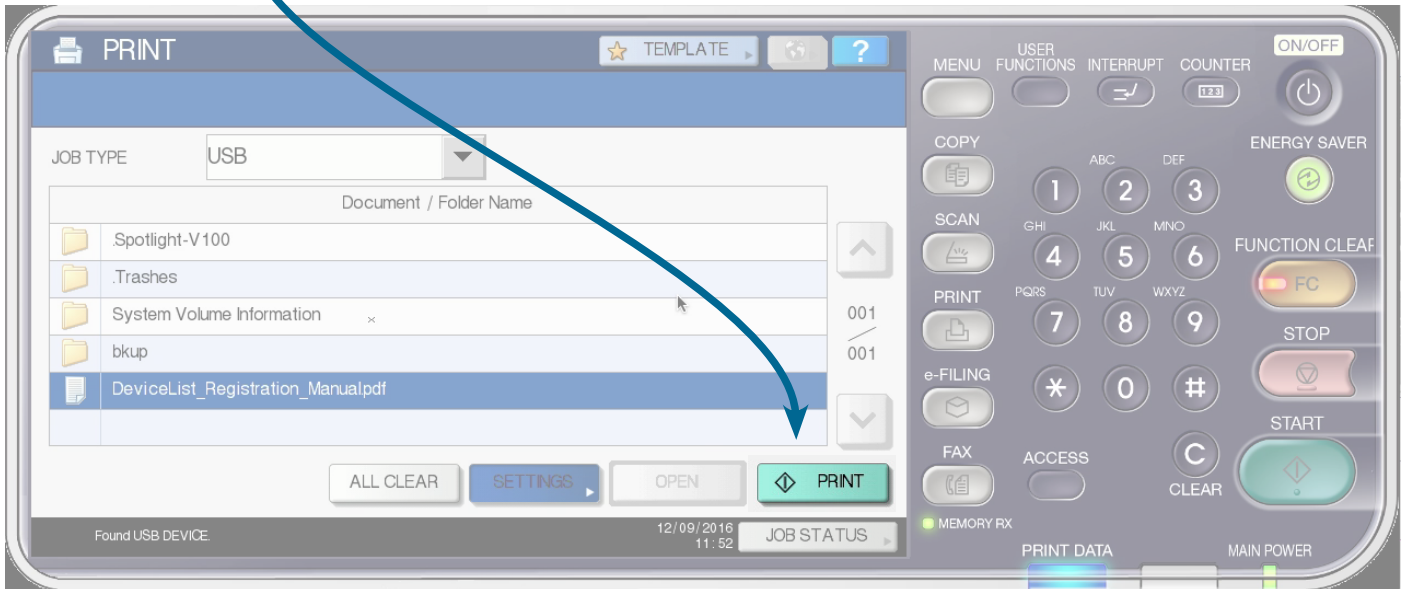
Printing from USB

You will then be shown a list of all the files on your USB.
Tap the name of the file you want to print. It will be highlighted in blue.

You can then tap the 'SETTINGS' button for all the options for your print. These options are covered earlier in this document.

Printing from USB

Tap the 'PRINT' button to begin printing.

You will be shown a progress bar for you print job counting through each page printed.

When done you can take your prints from the left side and log out of the MFP.

Once logged out it is safe to remove your USB stick.