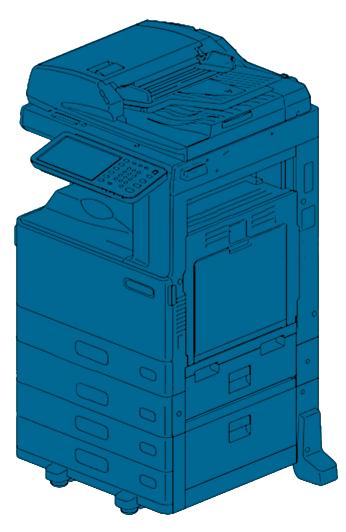
NGAD DUBLIN On Campus Print

Printing



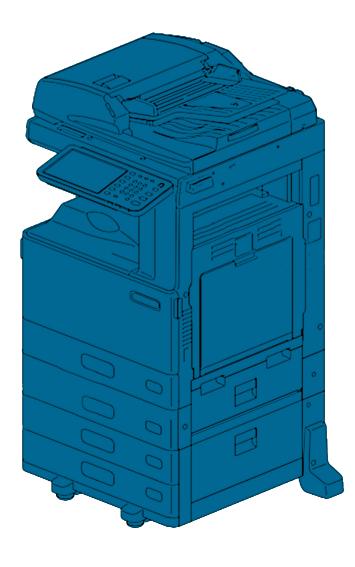


There are a number of methods of sending documents to the MFP:

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

2



Printing Methods Email

New Message	_ 2	•
To pr	Cc	Bo
Sul NCAD PrintMe PRINTME@staff.ncad.ie		
Schedule.rtf (1K)	×	
Sans Serif - _T T - B I U A - ≣ - ≟⊟ ⊞ ⊡ ⊡	99 <u>I</u> x	
Send A D A C C C	Saved	

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: < <u>printme@student.ncad.ie</u> > Date: 3 June 2016 at 10:53 Subject: Gespage Mobile printing To: <u>@staff.ncad.ie</u>
		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 wil		eve a email response like the one above.

Click 'Print'

4	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.



Printing Methods

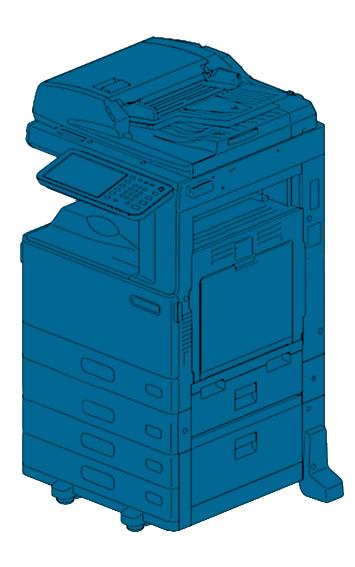
Email

4	Gespage Mobile	Back
Select print optio	ns	
Printer	NCAD-Print ᅌ	
Pages	All	
Print	All pages in interval ᅌ	
Copies	1	
Sort	No	
Format	A4 🗘	
Landscape	No	
Color	No	
Duplex	Long edge ᅌ	
Fit to page	No	
	Print	

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.





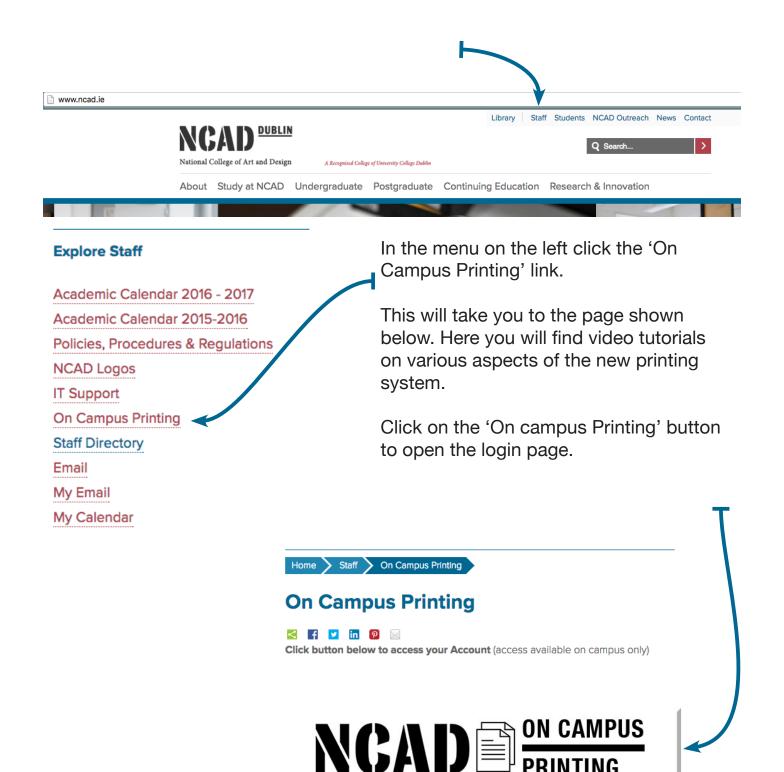
Upload



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



PRINTING



National College	of Art and Design A Recognised College of University College Dublin Select your language: English
	Log In User ID: Password: Log in Log in Copyright © 2015 Electronic Purse Sweden AB (Ver: 5.0.0.150818) chrome/mac

Enter your login information.

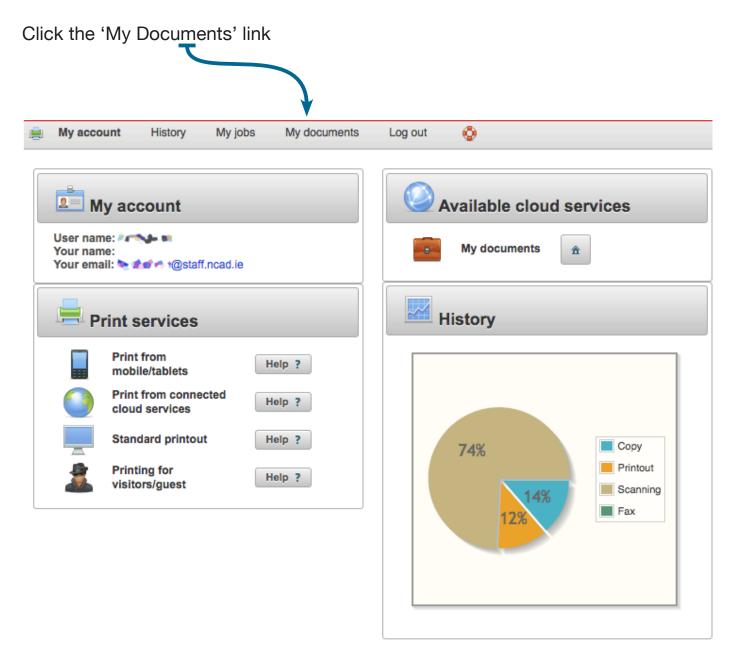
Your login information is the same as your wifi login.

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.



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



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

Print Web/URL printing		
	Upload a new document or image	

NCAD PRINTING

Printing Methods

Upload via website

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 ᅌ
Pages	
Print	All pages in interval ᅌ
Copies	1
Sort	~
Format	A4 ᅌ
Landscape	
Color	✓
Duplex	Long edge 📀
Fit to page	~
📮 Print	Ø 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.

A					Selected	
Date 10:31:01	File Document for print(mobiprint) Black & White, Simplex	Pages 1	Copies	Cost 0.08	Environment Water : Energy :	al impact 0.28 L 0.03 kWh
					CO2:	0.01 kg
	 The second sec					
F	Refresh	Prin	t			

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.

Gespage	Welcome	MENU FUNCTIONS INTERF	UPT COUNTER
	Swipe your card. or Enter your login and password.		
	User :	SCAN GHI JAL PRINT PORS TUV P-FILLING V	VXXZ 9 STOP
	Login	FAX ACCESS	# Image: Constraint of the second

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

		🛧 TEMPLATE 🗼	<u>.</u> ?	MENU FUNCTIONS INTERRUPT COUNTER
JOB TYPE PRIVATE	•		C REFRESH	COPY ABC DEF 1 2 3 ENERGY SAVE
Document Name	Date,Time	Paper Pages	Sets	SCAN GH JKL MNO FUNCTION CLE
×		<u>k</u>		PRINT PORS TUV WXYZ FC TO 8 9 STOP
			1	e-FILING * 0 #
RETURN DELETE ALL C	LEAR SELECT ALL		PRINT	FAX ACCESS CLEAR
Found USB DEVICE.		12/09/2016 11:51	JOB STATUS	MEMORY RX PRINT DATA MAIN POWER

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

🚔 PRINT			TEMPLATE	?	MENU FL	USER UNCTIONS INTERRI	
JOB TYPE	PRIVATE	•			COPY	ABC	ENERGY SA
•	PRIVATE			C REFRESH		(1) (2)) 3 🕹
	HOLD	Date,Time	Paper Pages	Sets	SCAN	GHI JKL	FUNCTION CI
	PROOF					PQRS TUV	WXYZ GFC
			N.		PRINT	7 8	
	USB						STOP
	HOLD (FAX)			1	e-FILING	* 0) (#) 🔍
				~		\bigcirc \bigcirc	START
		SELECT ALL			FAX	ACCESS	
Found USB DE	EVICE.		12/09/2016 11:52	JOB STATUS 🗼	C MEMORY RX	PRINT DATA	MAIN POWER



JOB TYPE USB Document / Folder Name Document / Folder Name Document / Folder Name Document / Folder Name System Volume Information x DoviceList_Registration_Manualpdf DeviceList_Registration_Manualpdf		PRINT			1	🔆 TEMPLATE 🖡	<u> </u>	MENU F	USER UNCTIONS INTERRI	JPT COUNTER	ON/OFF
JOB TYPE USB Document / Folder Name Document / Folder Name Spotlight-V100 Trashes System Volume Information x bkup DeviceList_Registration_Manualpdf ALL CLEAR SETTINGS OPEN OPEN Found USB DEVICE					7						\bigcirc
Document / Folder Name Spotlight-V100 Trashes System Volume Information × bkup DeviceList_Registration_Manualpdf DeviceList_Registration_Manualpdf ALL CLEAR SETTINGS OPEN 12/09/2018 12/09/2018 12/09/2018 12/09/2018 12/09/2018	JOB TY	'PE	USB	•					00	DEF	
Spotlight-V100 Trashes System Volume Information × bkup DeviceList_Registration_Manualpdf ALL CLEAR SETTINGS DeviceList_Registration_Manualpdf Found USB DEVICE 12/09/2016 12/09/2016 12/09/2016 12/09/2016 12/09/2016 12/09/2016				ument / Folde	r Name			SCAN			
System Volume Information bkup DeviceList_Registration_Manualpdf ALL CLEAR SETTINGS OPEN PRINT			00				~	(Luz	\cap		ICTION CLE
System Volume Information bkup DeviceList_Registration_Manualpdf ALL CLEAR SETTINGS OPEN FAX ALL CLEAR DeviceList_Registration_Manualpdf Image: Constraint of the second secon						•	001	PRINT	00		FC
DeviceList_Registration_Manualpdf ALL CLEAR SETTINGS OPEN PRNT FAX ACCESS CLEAR CLEAR 12/09/2016 JOB STATUS			me information ,	<				(L)	(7) (8)) (9)	STOP
ALL CLEAR SETTINGS OPEN OPEN FAX ACCESS CLEAR CLEAR			Registration_Manual.p	df				e-FILING	* 0) (#) (Q
ALL CLEAR SETTINGS OPEN OPEN CLEAR CLEAR							\sim		\bigcirc \bigcirc		START
Found USB DEVICE.			AL	L CLEAR	SETTINGS	OPEN			ACCESS		$\left(\begin{array}{c} \\ \\ \\ \\ \\ \\ \end{array} \right)$
	Fo	ound USB DEVICE				12/09/2016 11:52	JOB STATUS	MEMORY R		MAIN	POWER

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.

		PRINT			1	TEMPLATE	3.?				₽
ľ	JOB T	YPE [JSB	Document / Fok				COPY	1 ABC	ENERGY S	AVER
		.Spotlight-V1 .Trashes System Volu	00 me Information	×		N.	001	SCAN PRINT	GHI JKL 4 5 PQRS TUV 8		
		bkup	Registration_Ma				001	e-FILING	 (7) (8) (9) (9)	(4) STOP (4) (5) (5) (4) (5) (5) (5) (5) (5)	
			(ALL CLEAR	SETTINGS	OPEN		FAX	ACCESS		
		Found USB DEVICE.				12/09/2016 11:52	JOB STATUS 🗼	MEMORY R>	RINT DATA	MAIN POWER	



Tap the 'PRINT' button to begin printing.

🚔 PRINT		👷 TEMPLATE , 💽	?	MENU FL	USER UNCTIONS INTERRU	IPT COUNTER
JOB TYPE USB	-			COPY	ABC 2	ENERGY SAVE
.Spotlight-V100	Document / Folder Name			SCAN	GHI JKL	6 FUNCTION CLE
System Volume Information	on _×	k	001	PRINT	PQRS TUV	9 STOP
bkup DeviceList_Registration_	Manualpdf		001	e-FILING	* 0) # START
	ALL CLEAR SETTINGS		PRINT	FAX	ACCESS	
Found USB DEVICE.		12/09/2016 11:52 JOB	STATUS	MEMORY RX	(Print Data	MAIN POWER

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.