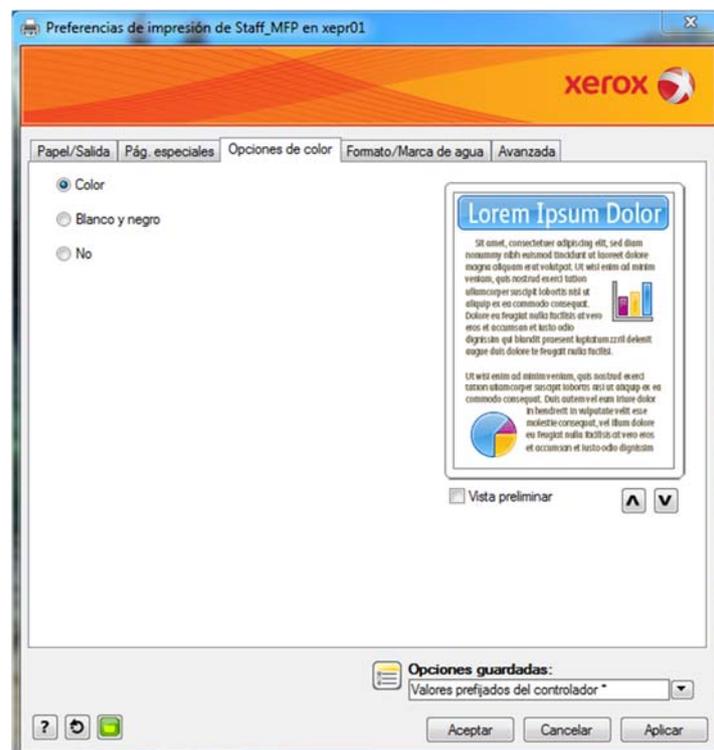# Print-Copy-Scan

How to Print

To print from computers, computer labs or personal laptops it's necessary to open the document and select "Print". - It is necessary to confirm that the printer name is "Student_MFP".

Staff_MFP en
xepr01

Normally, the print outs are in black and white (B/W) and double sided. In order to change any of these options, you can select "Properties" and customize them.

To change from B/W to color, go to "Color Options" tab, and check "Color" option.

Release Documents

If you want to print the documents sent previously from a computer, computer labs or personal laptops connected to IE's network, you will need to select the option "Release ".

A list of documents will be released to the system with our username and password.

You can select the documents one by one, or all at once. You can also delete the ones you do not want. To print the documents select, click on the "Print" button.

Copy

When you wish to use the Xerox MFP equipment, pass your student card through the reader located at the top of the MFP equipment.A menu will appear to the user with the different functions: If you want to make copies of documents, select the option "Copy".

By default the Xerox MFP equipment is set up in B/W, the initial settings can be customized from the equipment menus. It is important to note that a copy in B/W and a copy differ in price.

| Image Quality	Layout Adjustment	Output Format	Job Assembly
• Original Type	• Original Orientation	• Booklet Creation	• Build Job
• Image Options	• Original Size	• Special Pages	• Sample Job
• Image enhancement	• Book Copying	• Annotations	• Save current settings
• Color Settings	• Image Shift	• Transparency Separators	• Retrieve Saved settings
• Color Balance	• Edge Erase	• Page Layout	
	• Invert image		

Scan to your e-mail

If you wish to scan and send by email, select the menu "e-mail".
You can send documents in several formats to your own email account by clicking on "Add Me"
or enter a new email account by clicking on "New Recipient".
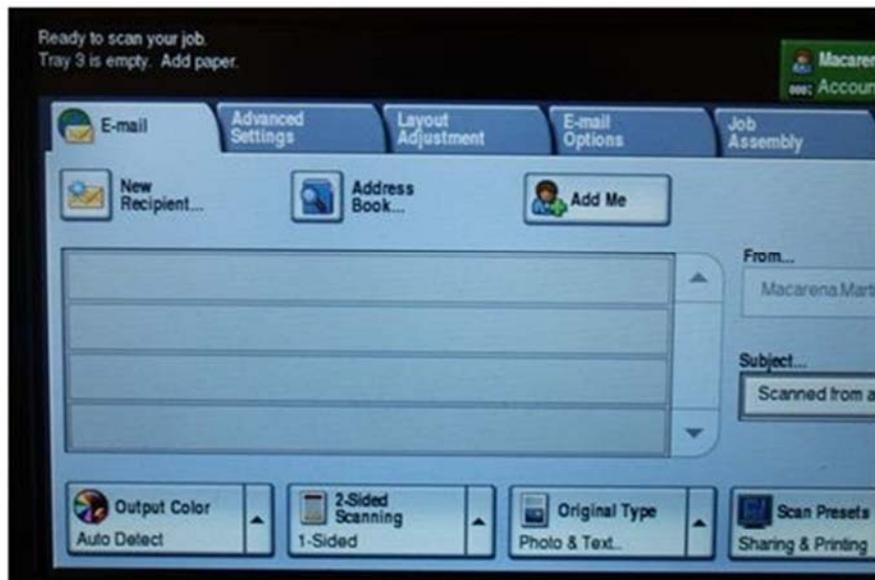
You can customize the default settings in the menus of the MFP equipment.

Original Type	Layout Adjustment	E-mail Options	Job Assembly
• Image Options • Image enhancement • Resolution • Quality / file size	• Original Orientation • Original Size • Book Copying • Image Shift • Edge Erase • Invert image	• File Name: Name of the attachment. File Format: PDF, PDF / A, XPS, Multi-Page TIFF, TIFF (1 file per page) or JPEG (1 file per page), PDF, PDF / A and XPS are both options to let you search only images	• Build Job