

Get started

How to start using your Smart Printer

Set your default print queue

You should set your default printer as **MonoDuplex on psv-stamps-i1** which is black and white double sided

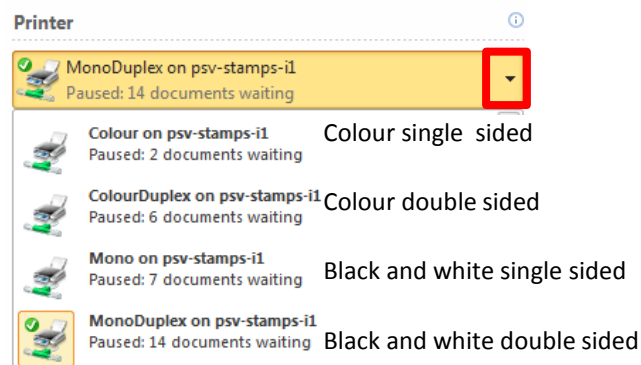
On your PC:

1. Click **Start**
2. Type **Devices and Printers** into the **Search** box
3. Choose **Devices and Printers** from the search results
4. Select **MonoDuplex on psv-stamps-i1**
5. Choose **File > Set as Default Printer**

Choose a different print type

To choose a different print type from your PC e.g. single sided:

1. Choose **Print**
2. Click the arrow next to your default printer
3. Select a different print type
4. Click **Print** to send your document to the print queue



Print Release


- Login to the smart printer to release your documents
- Your documents will appear in the print queue for 4 hours after which they will be automatically deleted


Login

When you tap **Login**, **Print Release**, **Copy** or **Scan** on the touch screen you will be prompted to login

- Enter your University IT account **username** and **password**

Capital letters and symbols

You will see either a  key or a **Shift** key on your screen. Use this to access capital letters and symbols.

- If you use the  key, the keyboard will change back to lower case once you've typed a letter
- If you use the **Shift** key, this will apply caps lock until you press **Shift** a second time to set it back to lower case

