MFD (MULTIFUNCTIONAL DEVICE)
BASIC INSTRUCTIONS FOR SCANNING AND PHOTOCOPYING

For general assistance with using the MFD, please consult a member of library staff.
For login problems please contact either library staff or the Computer Officers in room M18 (or tel. 36506, or email support@ch.cam.ac.uk).

For instructions on sending print jobs to the MFD please see the 'Printing in the Chemistry Library' poster next to this one.

TO LOG IN
- Hold your University Card against the card reader on the right hand side of the machine.
- Alternatively, enter on the Touch Screen the login and password that you use to log on to the computers in the library. (This is your Desktop Services account login, which may be the same as your Raven login but which is *not* your Admitto login).
- Press 'Ok' on the Touch Screen to continue.

TO LOG OUT
- Select the 'Access' button on the Panel.
- Press 'Yes' on the Touch Screen when asked "Do you want to log out?". (The machine logs you out automatically after 30 seconds but it is safer to log yourself out).

SCANNING GUIDANCE
- The default colour setting for scanning is colour. If you wish to scan in black & white, please see Additional Settings below.
- **Scanned items are converted into PDF format and sent to your @cam email address, free of charge, and immediately after you press the Start button.**
- **You can use the document 'feeder' on top of the MDF to scan multiple pages at once!** Just remember to select Duplex under the 'Simplex/Duplex' option if your originals are 2-sided. This creates one PDF combining all the pages.
- We advise scanning <50 pages at one time because the MDF will not email large PDFs and you may waste a lot of time scanning.
- **NOTE WHEN USING THE GLASS PLATE:** the default paper size is 'Auto' so the MFD will select what it thinks is the correct size and orientation. This is not always appropriate, especially when scanning books or journal volumes. We advise that you set this yourself, see the additional settings below.

To scan a one-sided item (single or multiple items):
- Place item on the glass plate (face down) OR all items in the 'feeder' on top of the MFD (face up, A4 portrait orientation).
- Select 'Scan/Fax' on the Touch Screen.
- Touch 'Email – Me'. Your @cam email address is now displayed.
- *If using the feeder:*
  - Press the Start button. (Multiple items are scanned automatically into one PDF document).
- *If using the glass plate*:
- Press the Start button to scan each item and create separate PDF documents.
- If you want multiple, one-sided items to be included in one PDF document either use the feeder or:
  - Select 'Simplex/Duplex' on the Touch Screen.
  - Touch '2-sided'.
  - Touch 'Close'.
  - Press the Start button to scan each page.
  - Repeat this process until you have finished your last scan.
  - Select 'Finish' on the Touch Screen.
  - Press the Start button – IMPORTANT step required to finally email your scan to you.

To scan a 2-sided item (single or multiple items):
- Place (first) item on the glass plate (face down) OR all items in the 'feeder' on top of the MFD (face up, A4 portrait orientation).
- Select 'Scan/Fax' on the Touch Screen.
- Touch 'Email – Me'. Your @cam email address is now displayed.
- Select 'Simplex/Duplex' on the Touch Screen.
- Touch '2-sided'.
- Touch 'Close'.
- *If using the feeder:*
  - Press the Start button. The second side of each item is scanned automatically.
- *If using the glass plate*:
- You will need to scan each page separately:
  - Press the Start button to scan each page.
  - Repeat this process until you have finished your last scan.
  - Select 'Finish' on the Touch Screen.
  - Press the Start button – IMPORTANT step required to finally email your scan to you.

- The default photocopying colour setting is in black & white. If you wish to copy in colour, please see Additional Settings below.
- Photocopies are charged for and cost the same as printing. For pricing see the 'Printing in the Chemistry Library' poster next to this one.
- **You can use the document 'feeder' on top of the MDF to photocopy multiple pages at once!** Just remember to select Duplex under the 'Simplex/Duplex' option if your originals are 2-sided.
- **NOTE WHEN USING THE GLASS PLATE:** the default paper size is 'Auto' so the MFD will select what it thinks is the correct size and orientation. This is not always appropriate, especially when photocopying books or journal volumes. We advise that you set this yourself, see Additional Settings below.

To photocopy a one-sided item (single or multiple items):

- Place (first) item on the glass plate (face down) OR all items in the 'feeder' on top of the MFD (face up, A4 portrait orientation).
- Select 'Copy' on the Touch Screen.
- *If using the feeder:*
  o Press the Start button.
- *If using the glass plate*:
- If you want the copy(ies) to be one-sided also, you will need to copy each page separately:
  o Press the Start button to copy each page.
  o Repeat this process until you have finished your last copy.
- If you want the copy(ies) to be 2-sided:
  o Under 'Original > Output' on the Touch Screen select '1 sided > 2 sided'.
  o Touch 'Ok'.
  o Press the Start button to scan the first item.
  o Place the second item on the glass plate.
  o Press the Start button.
  o Select 'Finish' on the Touch Screen.
  o Press the Start button – IMPORTANT step required to finally print out your copy.

To photocopy a 2-sided item (single or multiple items):

- Place (first) item on the glass plate (face down) OR all items in the 'feeder' on top of the MFD (face up, A4 portrait orientation).
- Select 'Copy' on the Touch Screen.
- Select 'Duplex/Combine' on the Touch Screen.
- Under 'Original > Output' on the Touch Screen select '2 sided > 2 sided'
- Touch 'Ok'.
- *If using the feeder:*
  o Press the Start button.
- *If using the glass plate*:
  o Press the Start button to scan each page.
  o Repeat this process until you have finished your last scan.
  o Select 'Finish' on the Touch Screen.
  o Press the Start button – IMPORTANT step required to finally print out your copy(ies).

More than 1 photocopy required?
- Select 'No. of Scans' on the Touch Screen.
- Use the keypad to enter the desired number.
- Touch 'Close'

Want to photocopy in colour?
- Select 'Color' on the Touch Screen.
- Touch 'Auto Color'.

Want to scan in black & white?
- Select 'Autocolor' on the Touch Screen.
- Select 'Gray scale'.

Want to change the paper size/orientation?
- Select 'Paper' on the Touch Screen.
- Touch to select desired paper size/orientation.
- Touch 'Close'.

Want to zoom?
- Select 'Zoom' on the Touch Screen.
- Touch to select the desired zoom setting.
- Touch 'OK'.

Want to staple your photocopies?
- Select 'Finish' on the Touch Screen.
- Touch 'Corner' or '2 Position' to specify the desired location of the staples.
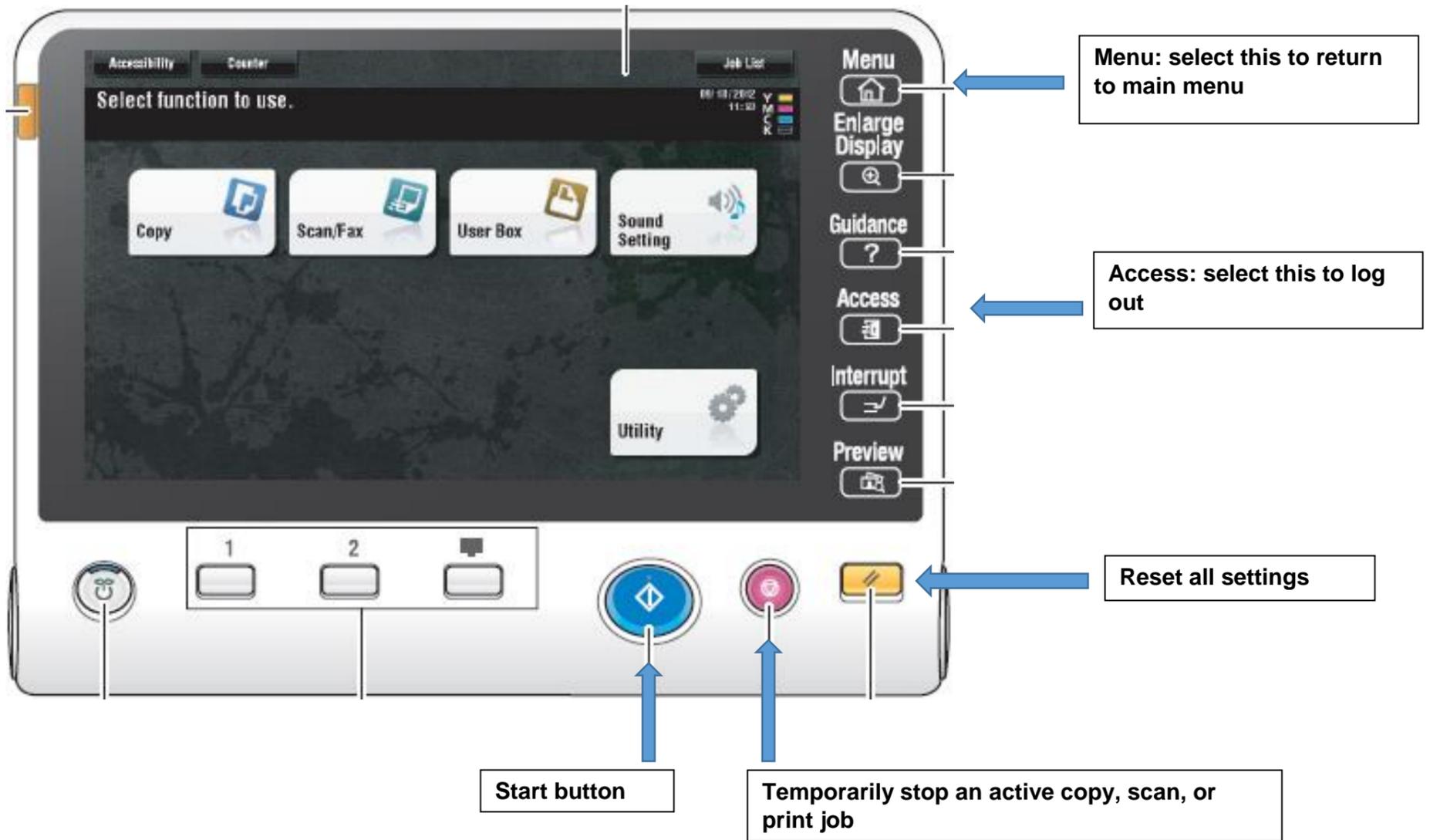- Touch 'OK'.

PRINTING FROM USB DEVICE
- Recommended memory size is 2GB and it must be FAT32 formatted.
- Only PDF, Compact PDF, JPEG, TIFF, XPS, Office Open XML (OOXML: .docx, .xlsx, .pptx), and PPML (.ppml/.vdx/.zip) format files can be printed out.
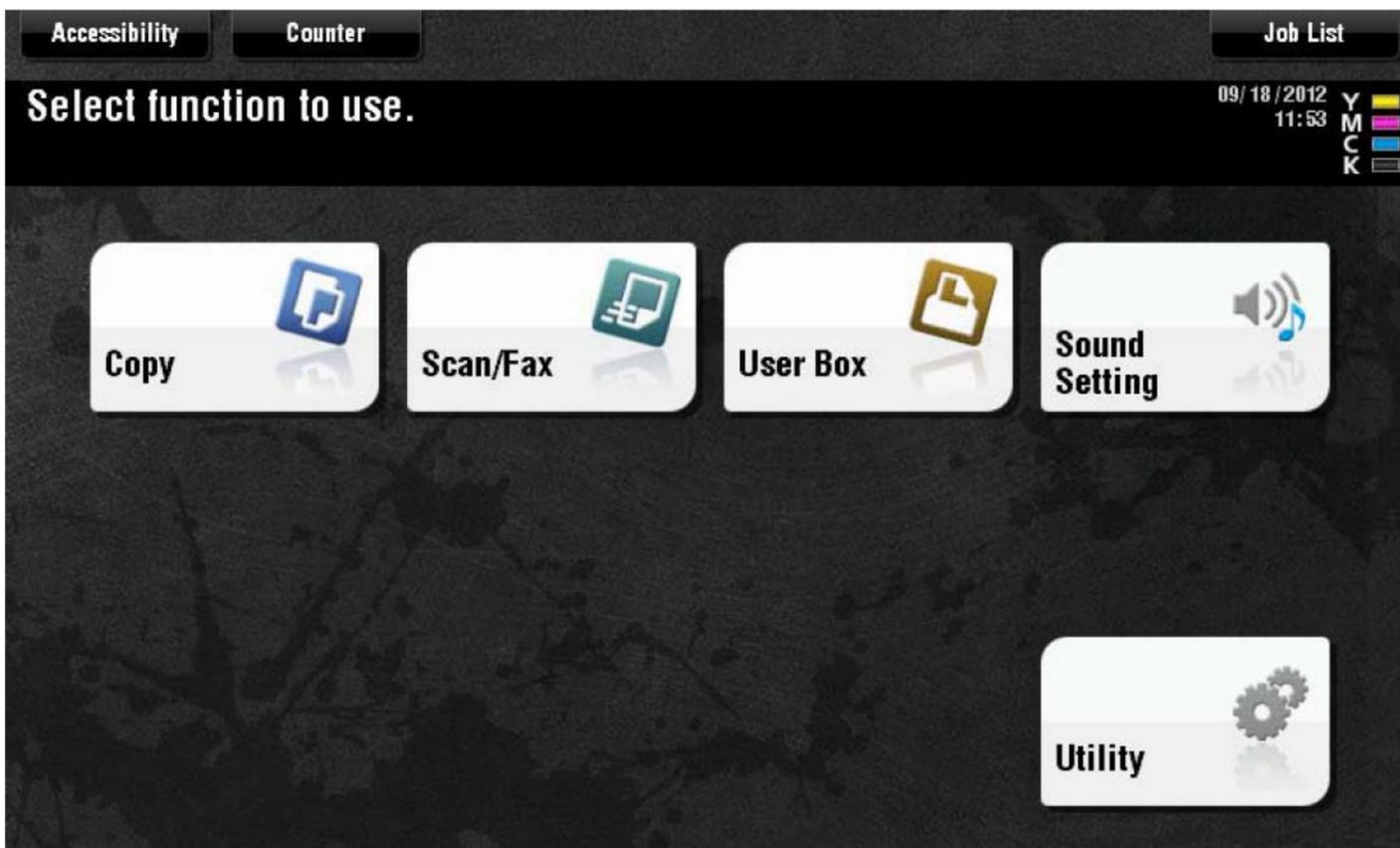
Instructions:
- Put the device in the USB connector present on the right hand side of the MFD at the front, near the Panel.
- The Panel displays a screen informing you that External Memory has been connected.
- Select 'Print a document from External Memory' on the Touch Screen.
- Touch to select the document you want to print.
- Touch 'Print'.
- You can also select 'No. of Sets', 'Color', 'Paper Size', '2-Sided', or 'Finishing' (use this to staple your prints) settings on the Touch Screen here.
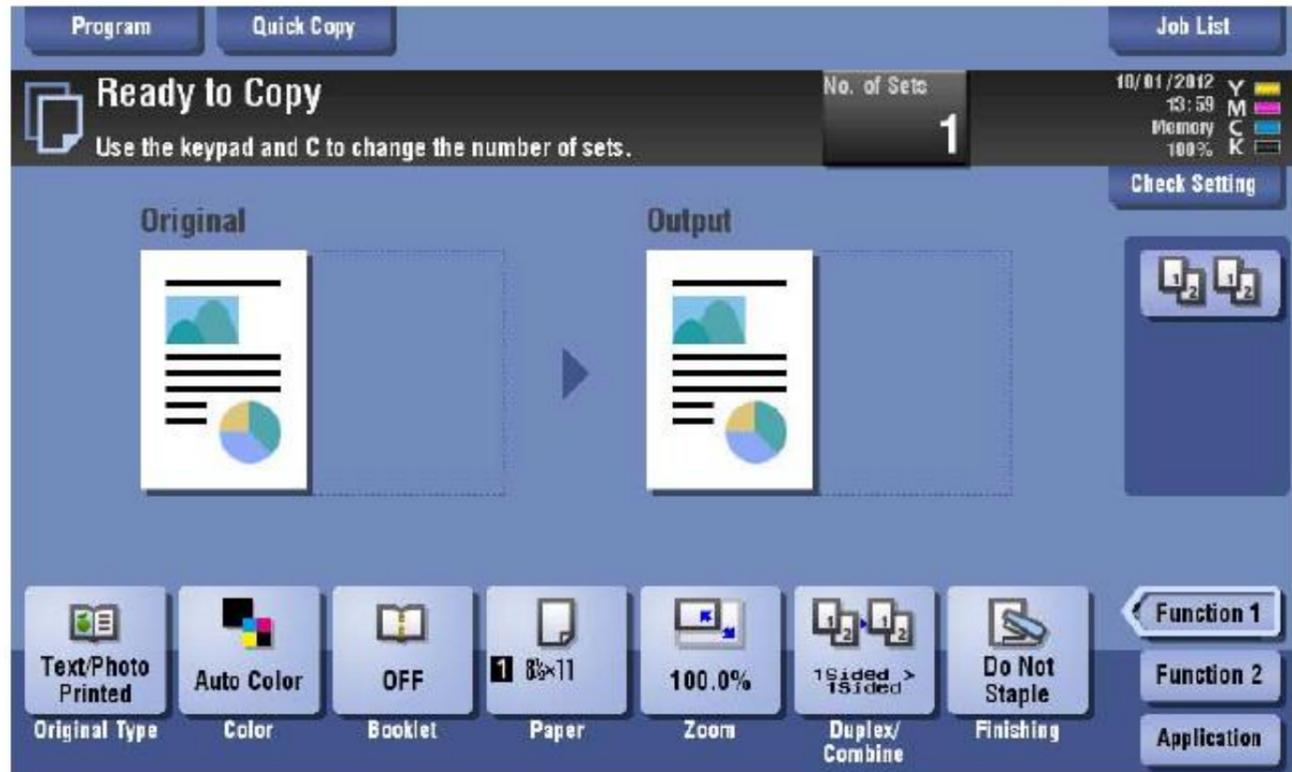- Press the Start button to print.

Panel:

Menu: select this to return to main menu

Access: select this to log out

Reset all settings

Start button

Temporarily stop an active copy, scan, or print job

Touch Screen:

Photocopy settings:

Scan settings:

Where to insert a USB device: