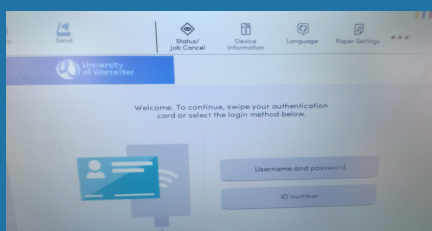


# How to Print from the new Kyocera printers

When sending a job to the printer select 'Temporary Queue' from the list of printers.

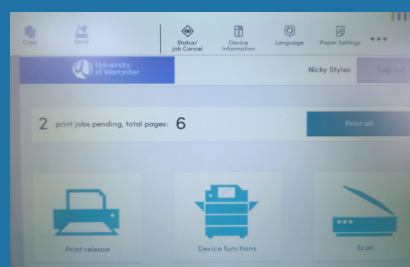
To release a print job from the queue you will need to log into one of our Multi-Function Devices (MFDs) by scanning your card. Alternatively log in Manually using your University credentials.



To scan your card hold your staff or student card against the card reader. You should then see a list of the jobs you have submitted by selecting print release or alternatively select print all to print all queued jobs.

To copy select Device Functions.

To Scan to OneDrive, select the Scan option



## Note on standard print settings

Please note that all University Print jobs are set to black and white (mono) and double-sided (duplex) by default to reduce paper and toner waste. You can change this in the printer options when sending a job to print. See the print options FAQ for more details.

## Wireless printing

To print from your own device, you can use our Webprint service.

## IT Service

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### Online:

[www.worcester.ac.uk/it](http://www.worcester.ac.uk/it)

### Telephone:

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