

INSTRUCTIONS FOR NYLS STUDENTS

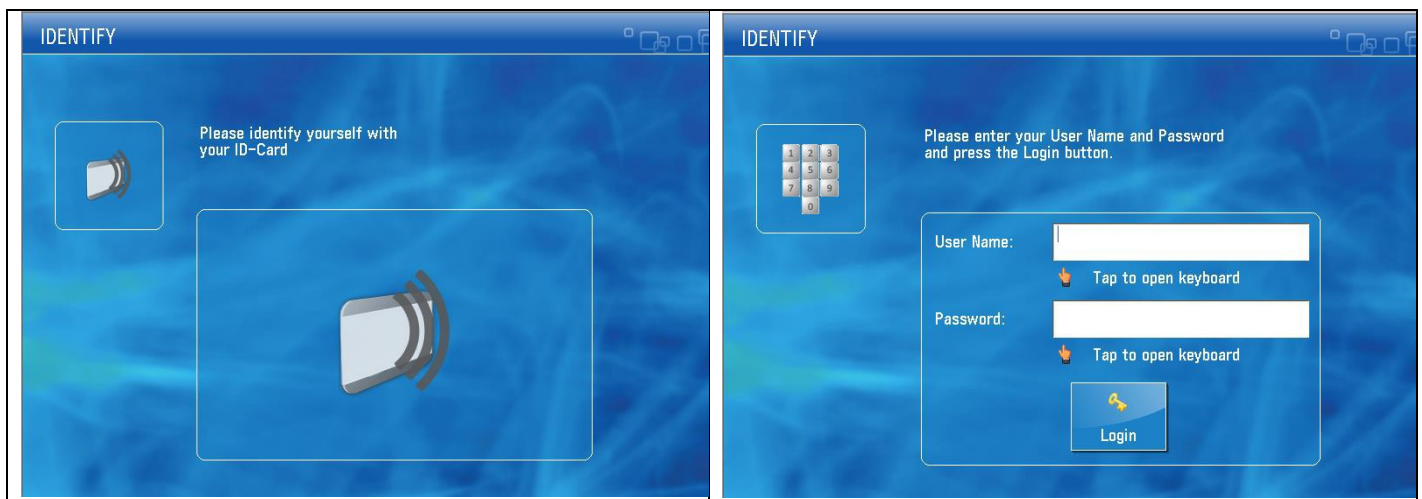
Networked Printing / Copying / Scanning with the Canon ImageRunner Printers

NYLS has implemented a new system for networked printing, copying and scanning, using Canon ImageRunner printers. You can send a print job from any device, using your Outlook 365 email client. You then retrieve your print job from any of the four Canon ImageRunner printers on campus.

Copying and printing are each \$.10 per page. A double-sided copy or print is considered one page, so you will save money and paper by choosing this option. Scanning is *free*.

STEP 1 – REGISTER YOUR ONECARD:

To get started, you must register your OneCard in the new networked system. This can be done at any ImageRunner printer on campus. You need not send a print job before you do it.



1. Swipe your OneCard through the reader (front of card faces you)
2. Enter your NYLS network credentials: Touch the **User Name** field to open the keyboard. Enter your network user name and touch **OK**.
3. Touch the **Password** field to open the keyboard. Enter your network password and touch **OK**, then **Login**.
4. Once you've registered this way, your card will be recognized at every ImageRunner printer on campus.

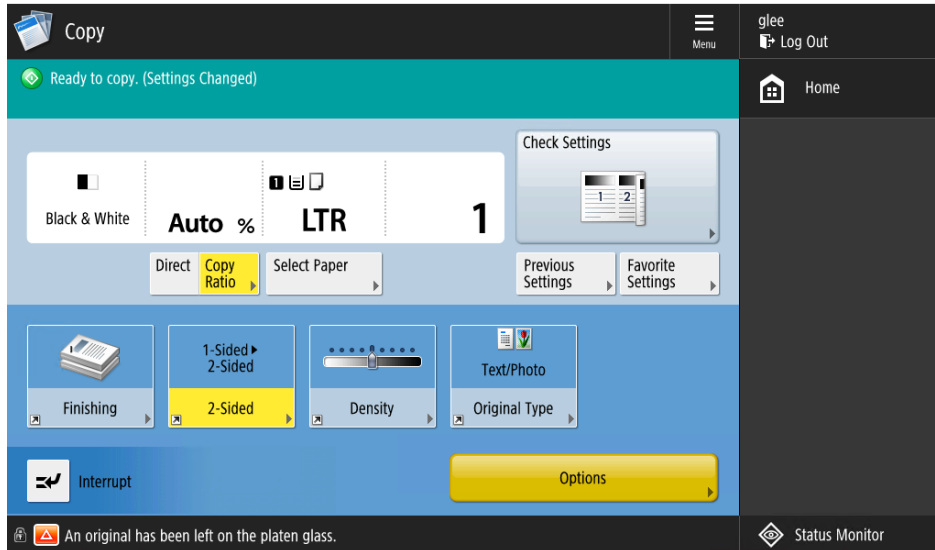
STEP 2 – PRINT, COPY, OR SCAN. ImageRunner printers are located in Mendik Library rooms L100 and L204, and in the Student Center room W500.

• Printing from any network-connected desktop, laptop, or mobile device --

1. Attach your documents to an email message, and send it to nylsuniprint@nyls.edu. **Your message must originate from your @law.nyls.edu email account.**
2. Proceed to any ImageRunner printer on campus, and swipe your registered OneCard (front of card faces you).
3. Touch the **Secure Print Scan** icon, and choose **Print**. You'll see a queue of the jobs you've sent. Touch the names of the documents you want to print.
4. If you want to adjust print options, click on the **Options** icon, select, and **Set Options**.
5. Touch **Print + Delete** or **Print + Keep**.
6. When you're finished, make sure to **Log Out**.

• Copying –

1. At any ImageRunner printer on campus, swipe your registered OneCard (front of card faces you).
2. Insert your document face down onto the glass platen or face up into document feeder.
3. Touch the **Copy** icon. At the next screen, you may adjust copying options.




4. Once you're ready to copy, press the green **Start** button to the right of the screen.
5. If you want to manually staple your document, a stapler slot is located on the left side of the machine, below the output tray.
6. When you're finished, make sure to remove your original document and **Log Out**.

• Scanning to Email –

1. At any ImageRunner printer on campus, swipe your registered OneCard (front of card faces you).
2. Insert your document face down onto the glass platen or face up into document feeder.
3. Touch the **Secure Print Scan** icon, touch **Scan**, and choose your email destination. At the next screen, you may adjust scanning options.
4. Once you're ready to scan, press the green **Start** button to the right of the screen. An image of your document will appear on the screen.
5. Touch **Next** and you may insert a file name, then touch **Next** and **Finish Scan**. The file will be sent to your inbox.
6. When you're finished, make sure to remove your original document and **Log Out**.

• Scanning to a Flash Drive –

1. At any ImageRunner printer on campus, insert your flash drive in the USB port to the left of the screen.
2. Insert your document face down onto the glass platen or face up into document feeder.
3. Swipe your registered OneCard (front of card faces you).
4. Touch the **Scan & Store** icon, touch **Memory Media**, and choose a destination on your flash drive.
5. Touch the **Scan** icon. At the next screen, you may adjust scanning options.
6. Once you're ready to scan, press the green **Start** button to the right of the screen.
7. When you're finished, touch the  eject icons to safely remove your flash drive, remove your original document, and **Log Out**.

FOR BOOK SCANNING – Scannx flatbed scanners are located in Mendik Library rooms L100 and L300.