Q u i c k   S t a r t   G u i d e

How to Print, Copy & Scan

BNU Printers have the functionality to allow users to print, copy and scan documents of A4 and A3 size. The locations of printers on all three campuses is available here. To print and copy, you **must** ensure your account has the relevant funds available to release a print job (There is no charge to scan a document to email).

Your printing account can be managed by logging into https://myprint.bucks.ac.uk. Here you add print credits, check transaction history, recent print jobs and use the Web Print function.
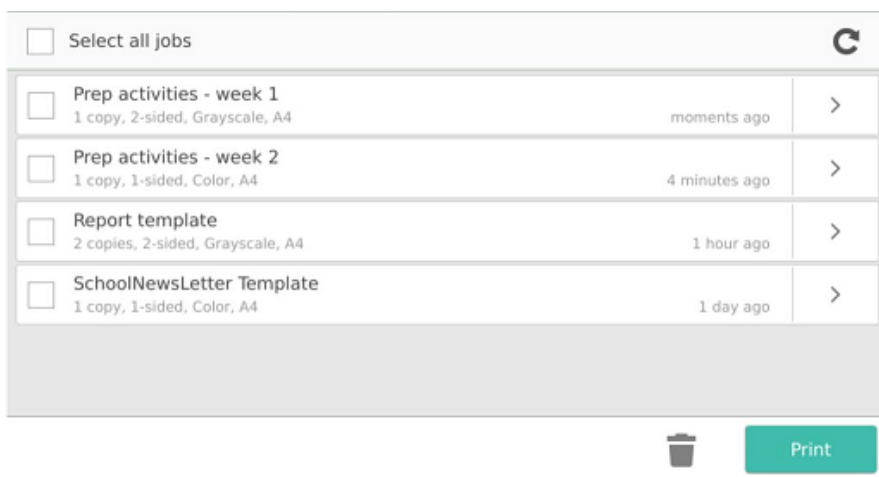
NOTE: When logging into the printers for the first time or if you have had your ID card replaced, you will be asked to enter your student ID and account password.

Printing

To print a document, you need to select **Print-BW** or **Print-Colour.** The job can then be released, by tapping your card on the card reader on the left hand side of the printer and choosing the **Print release** option.

Highlight the required print job(s) and then tap Print. Print jobs that are not required can be highlighted and deleted.
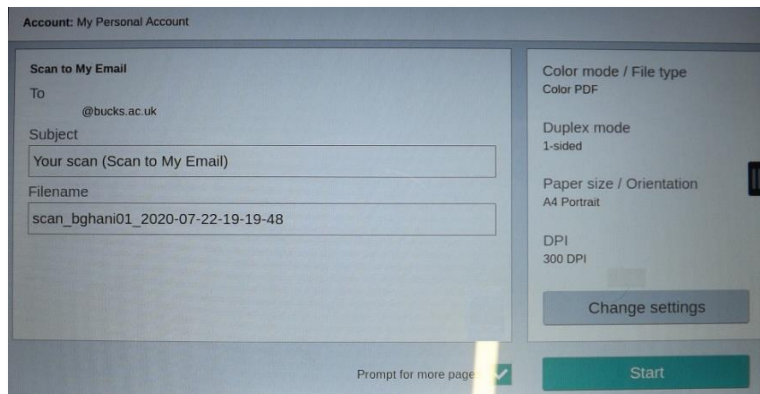
Copying

To photocopy a document, walk to any printer and after tapping your card to login, choose the **Access Device** option, then tap **Copy**. Documents can be placed in the document reader at top of the printer. Once required settings have been selected, tap **Start**.
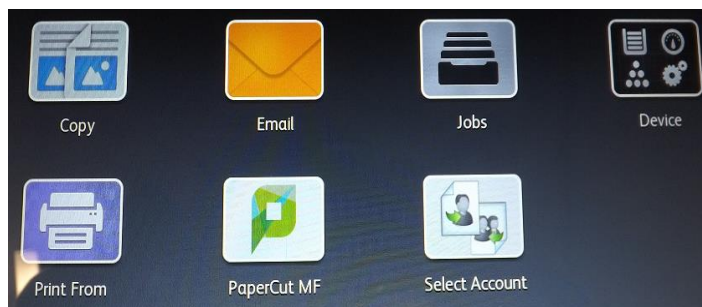

Scanning

To scan a document to your email, walk to any printer and after tapping your card to login, choose the **Scan** option. Settings of document can be modified and once ready to scan, tap **Start**. The document will be sent to your forwarding address.

Other Options

Jobs – Choose this option to cancel any active print jobs.
Print From – A USB can be connected to print directly from your USB stick.