

# ACAD-MFD Quick Reference Guide

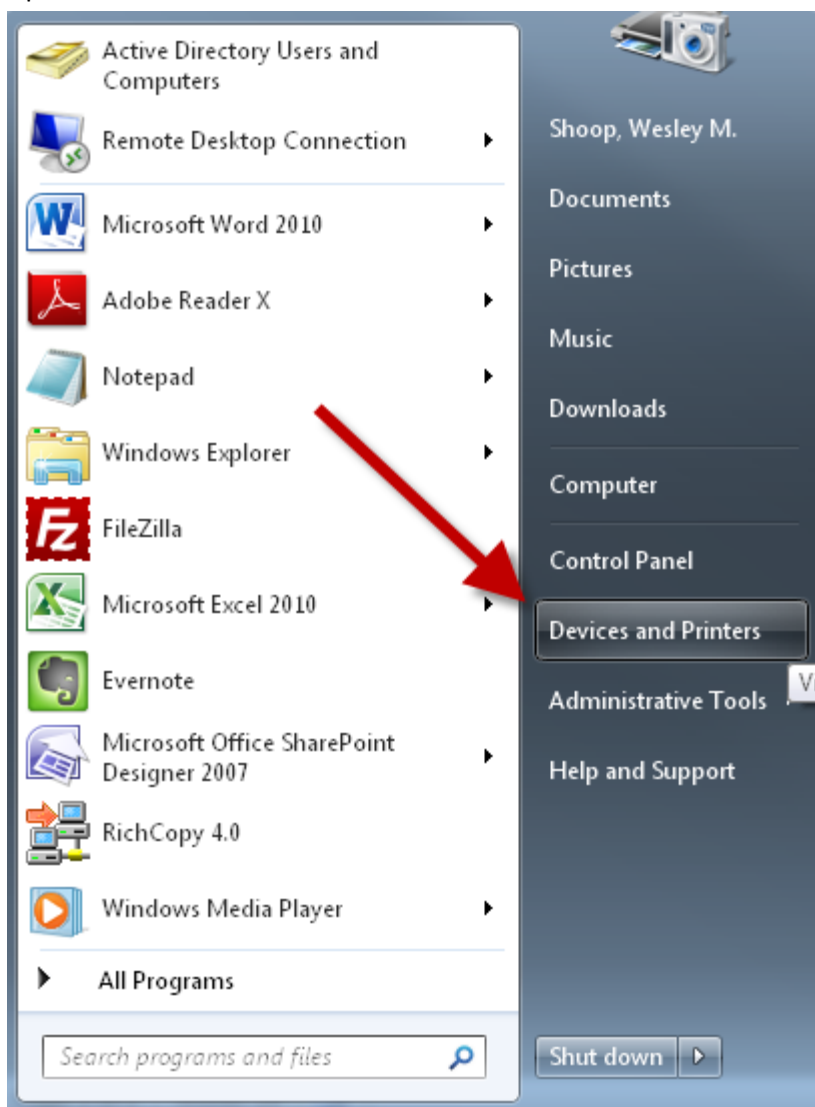
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This guide will show you how to configure your printing options when printing to the EDST multi-function device (printer/copier/scanner) located in BRNG 5112.

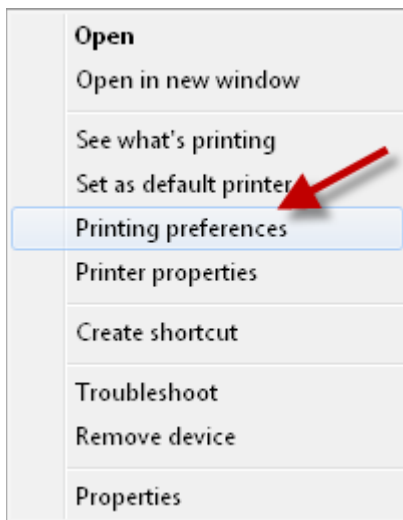
1. [Add printer/copier code](#)
2. [Change duplex options](#)
3. [Staples and Hole Punch](#)
4. [Print Release](#)
5. [Set as Default Printer](#)

## Add Printer/Copier Code

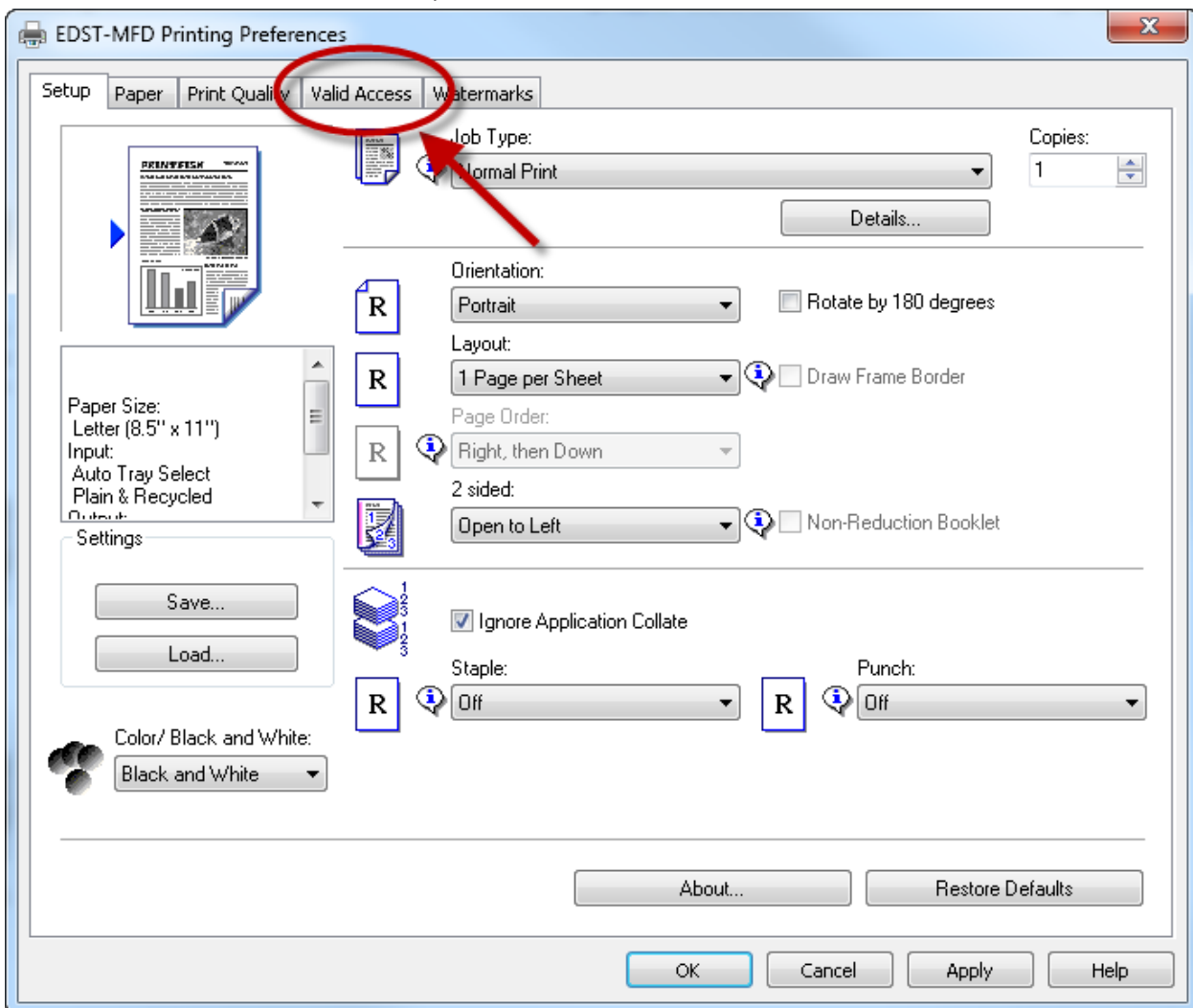
1. Open Devices and Printers from the Start Menu



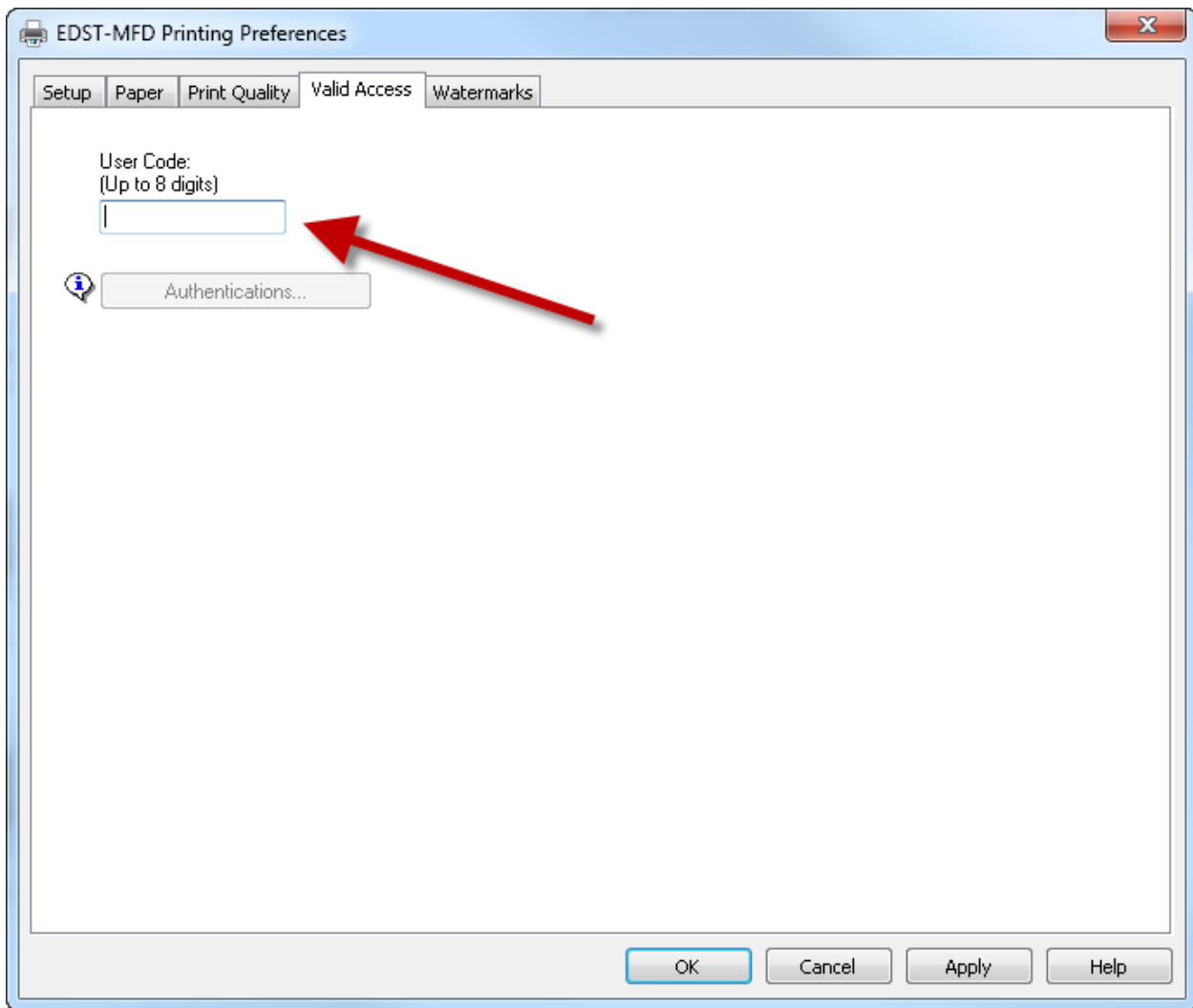
2. Right click on the EDST-MFD printer and select Printing Preferences



3. Click on the Valid Access tab at the top of the window.



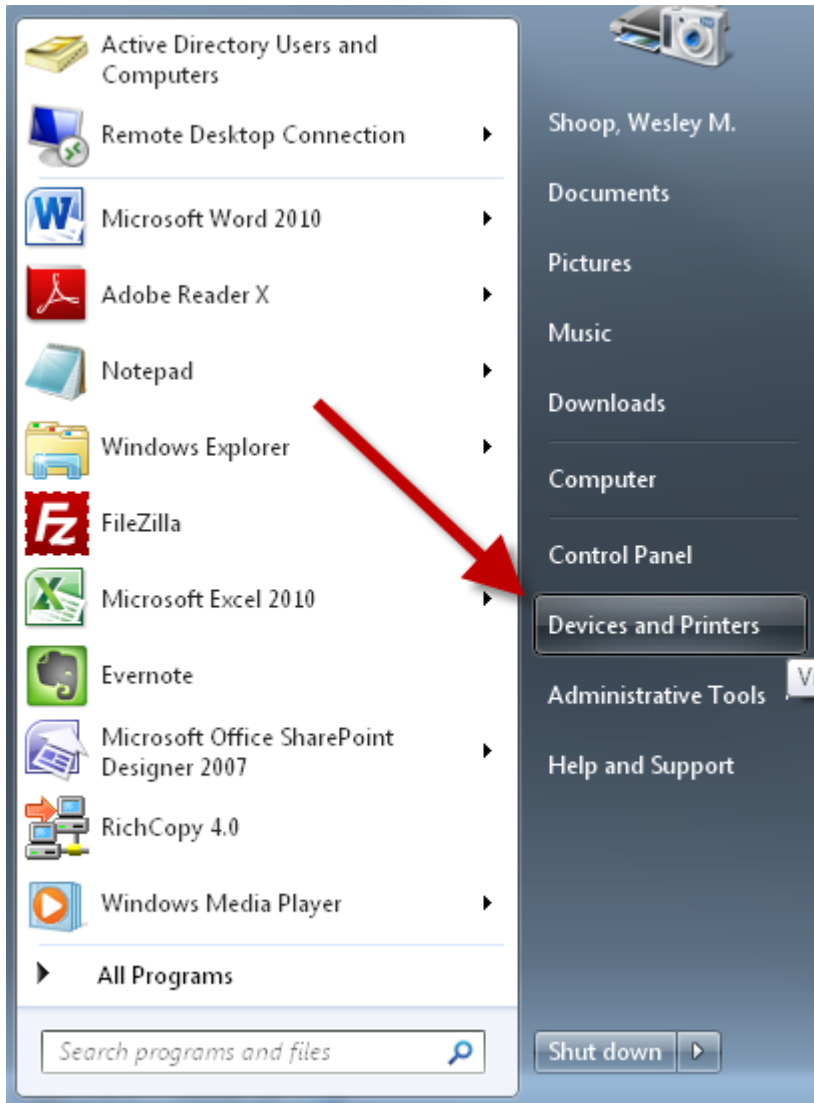
4. Enter your copier code into the User Code box.



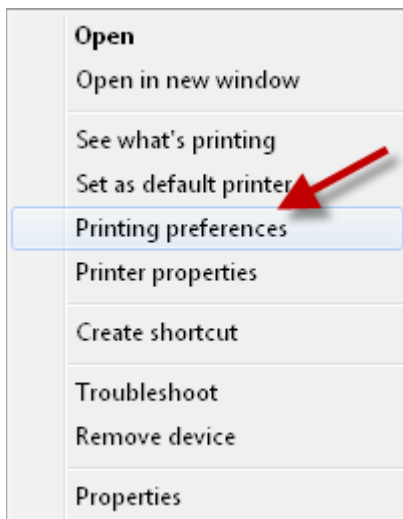
5. Click OK, and you're done. [\(back\)](#)

## Change Duplex Options

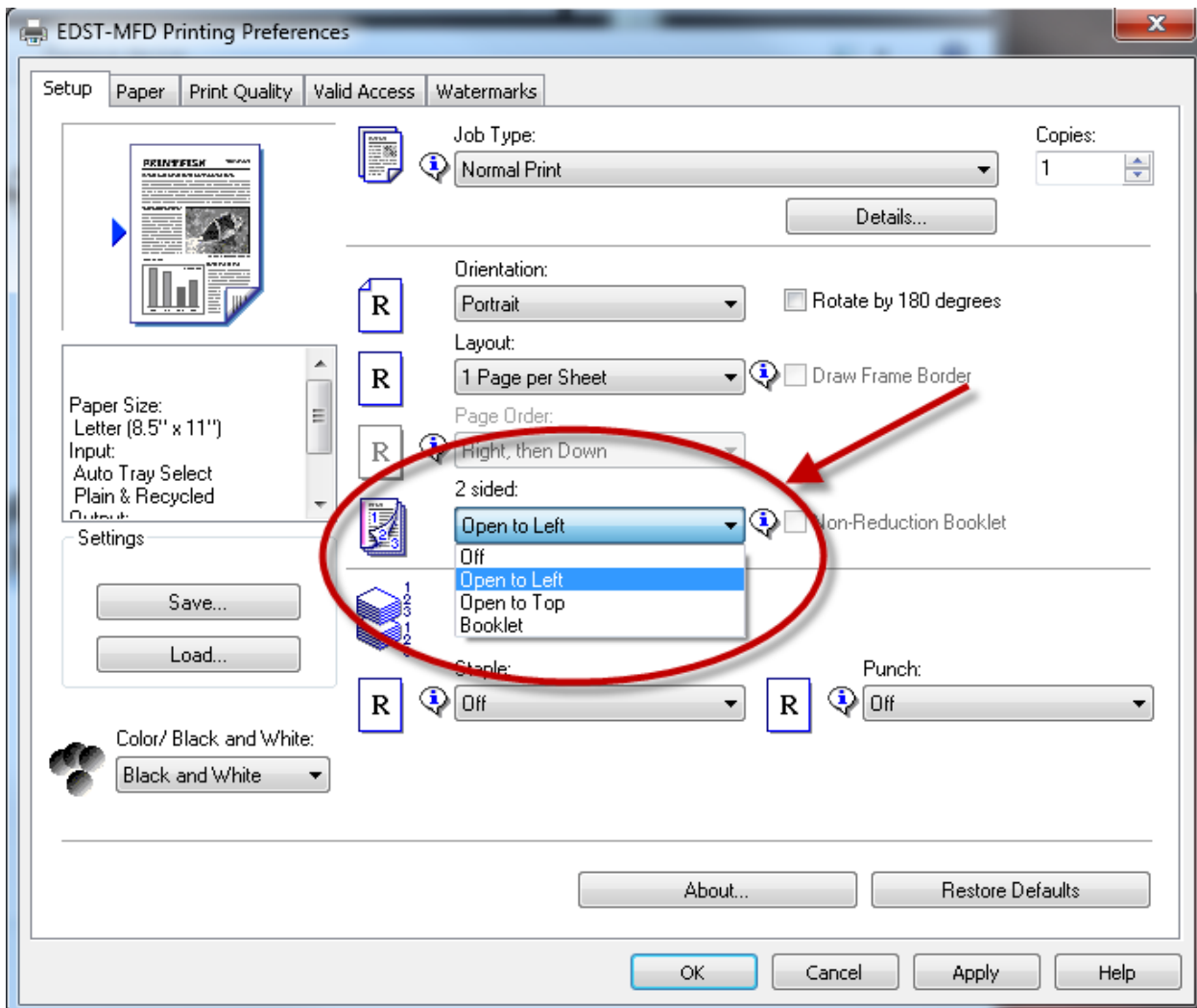
1. Open Devices and Printers from the Start Menu



2. Right click on the EDST-MFD printer and select Printing Preferences



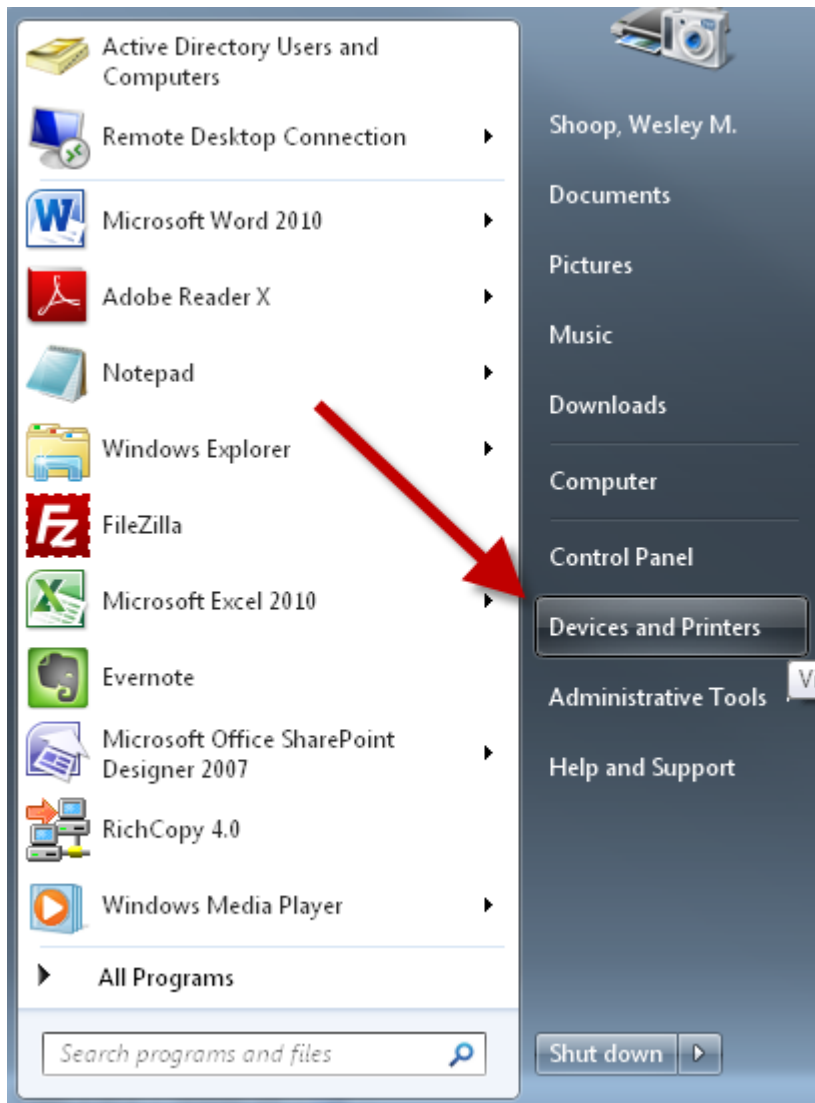
3. Click on the 2 sided drop down menu to select your preferred option



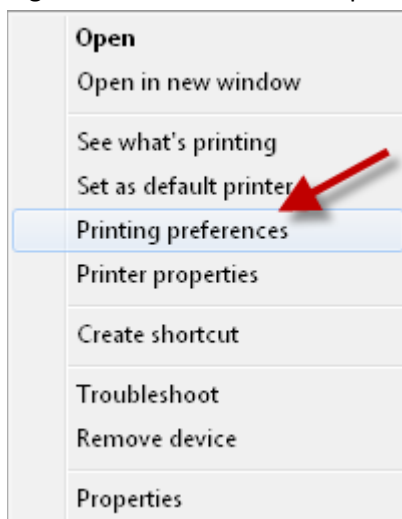
4. Click OK, and you're done. ([back](#))

## Staples and Hole Punch

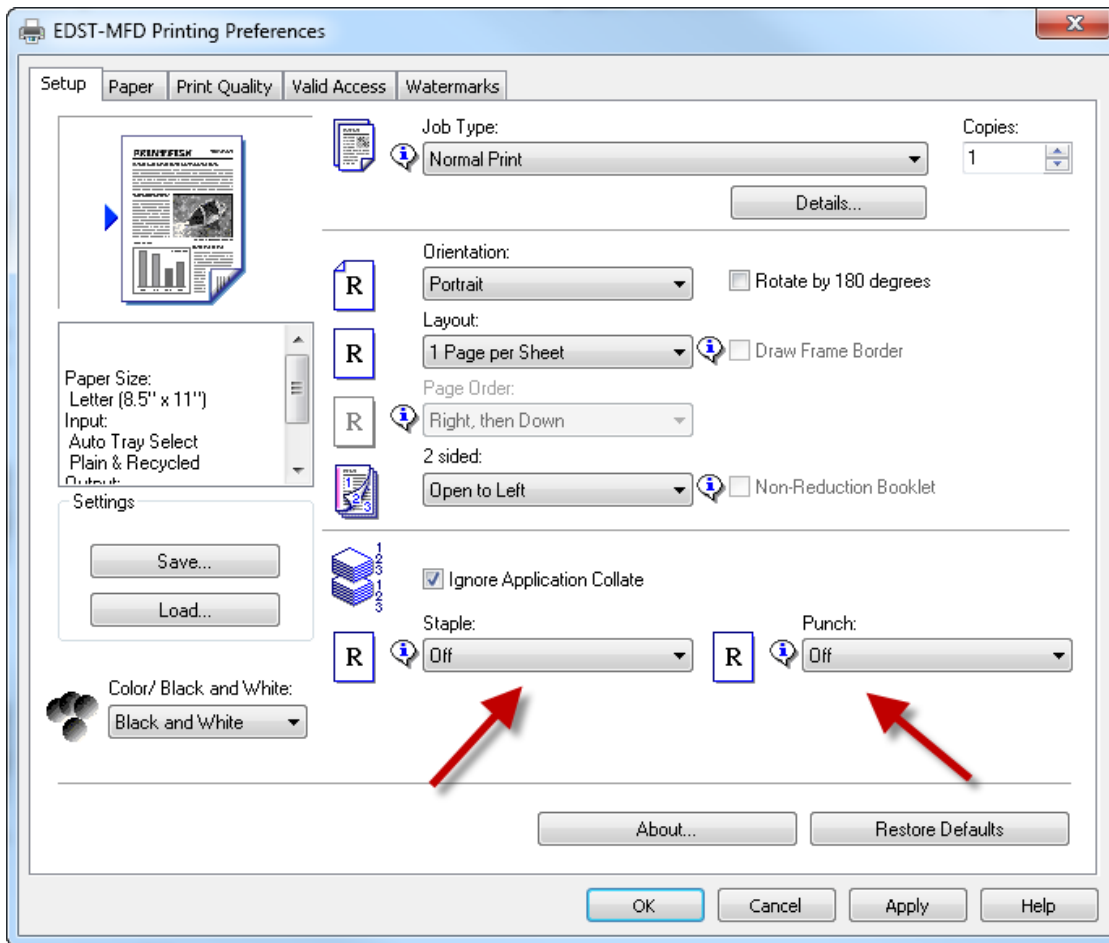
1. Open Devices and Printers from the Start Menu



2. Right click on the EDST-MFD printer and select Printing Preferences



3. Click on the Staple drop down menu for staple options. Click on the Punch drop down menu for hole punch options.

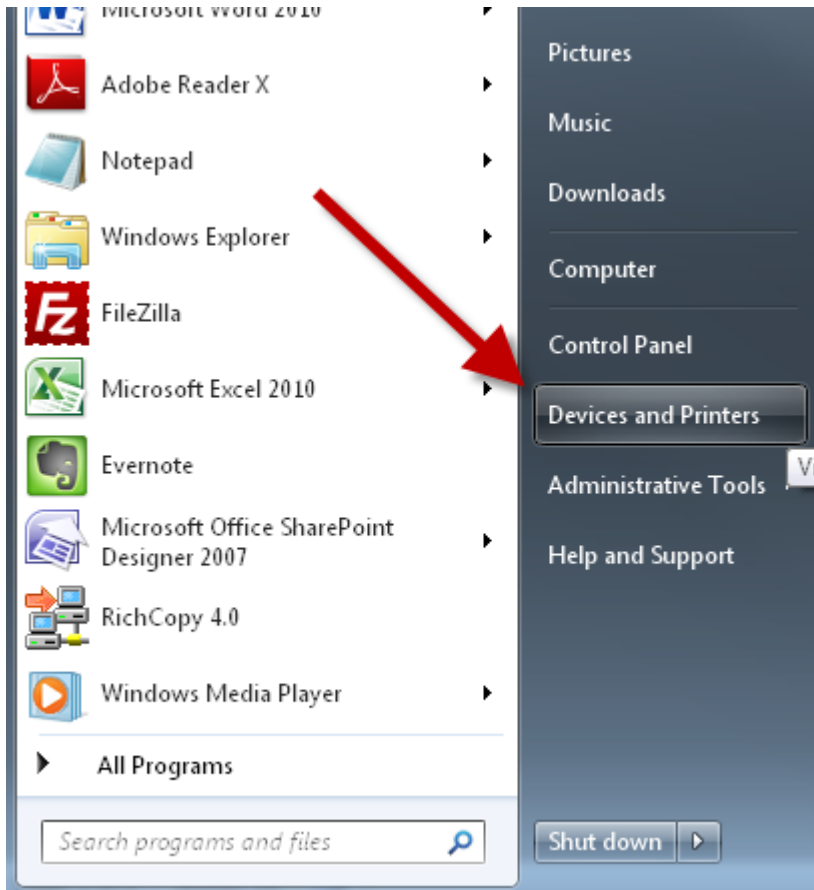


4. Click OK, and you're done. [\(back\)](#)

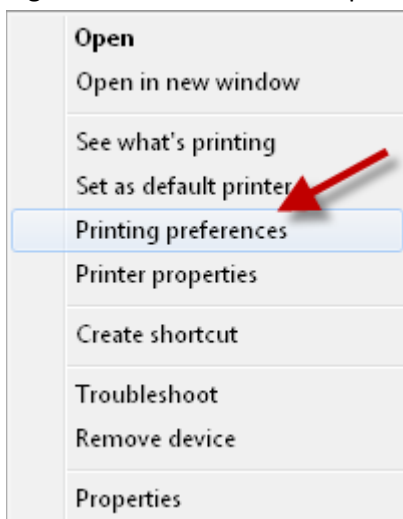
## Print Release

Print release is an option which allows you to send print jobs to the printer and have them wait for you to arrive to print. These jobs are stored in the printer and are password protected. When you enter your password, you can then select which jobs to print and which to delete (if desired).

1. Open Devices and Printers from the Start Menu

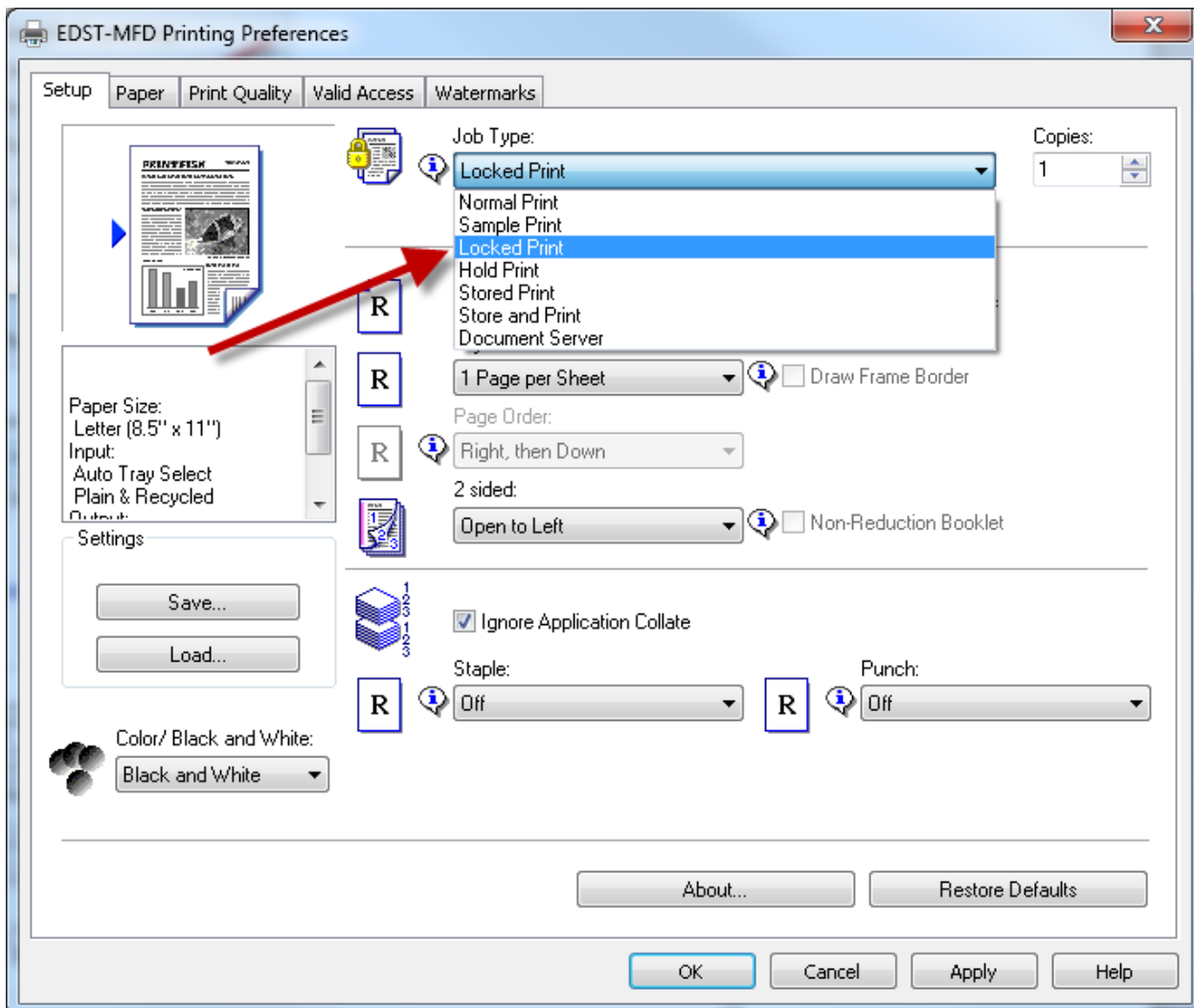


2. Right click on the EDST-MFD printer and select Printing Preferences

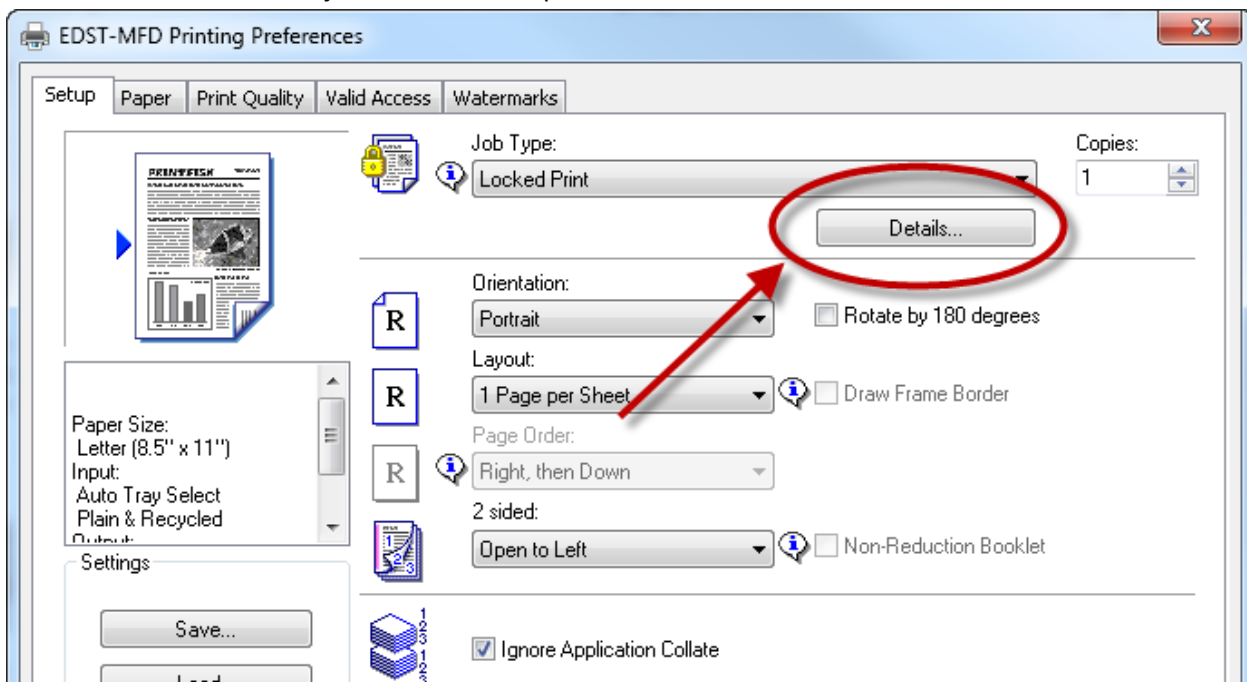




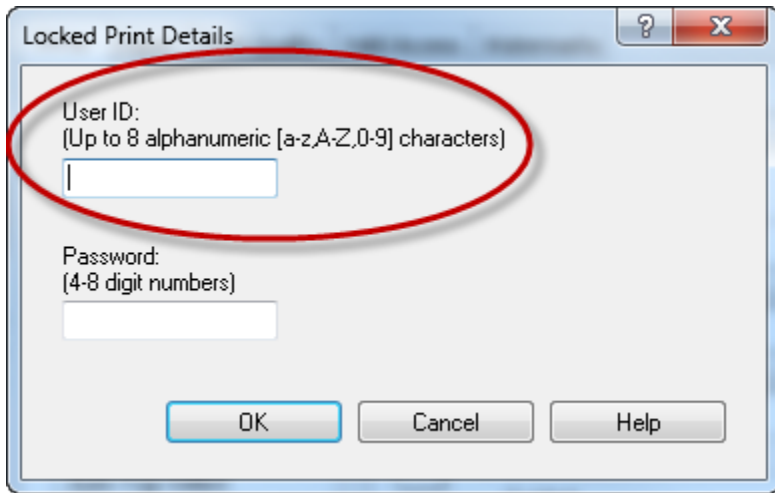
3. Click on the Job Type drop down menu and select Locked Print



4. Click on the details button just below the drop down menu

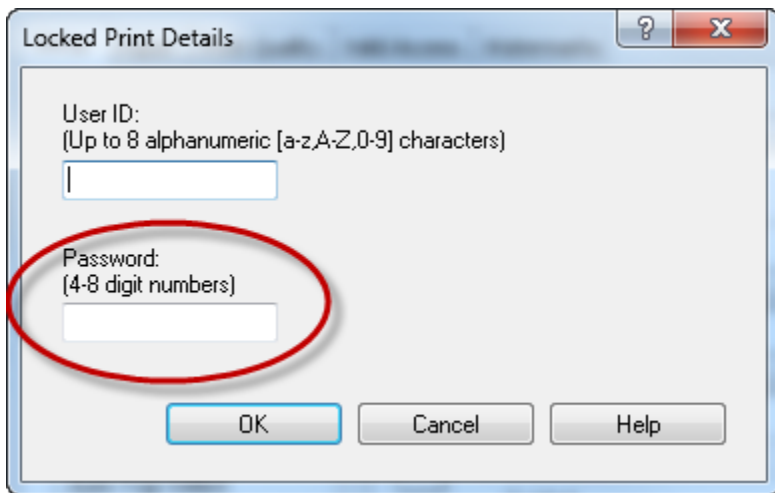


5. Enter a username in the User ID box. We recommend using your Purdue career account username.



The screenshot shows a dialog box titled "Locked Print Details" with a question mark icon and a close button (X) in the top right corner. The dialog contains two input fields. The first field is labeled "User ID:" with the instruction "(Up to 8 alphanumeric [a-z,A-Z,0-9] characters)" and is currently empty. This field is circled in red. The second field is labeled "Password:" with the instruction "(4-8 digit numbers)" and is also empty. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

6. Enter a password into the Password box. We recommend using your copier code. If you share your copier code, your document may not be secure.



The screenshot shows the same "Locked Print Details" dialog box. In this view, the "User ID" field is empty, and the "Password" field is circled in red. The "Password" field is currently empty. The "OK", "Cancel", and "Help" buttons remain at the bottom.

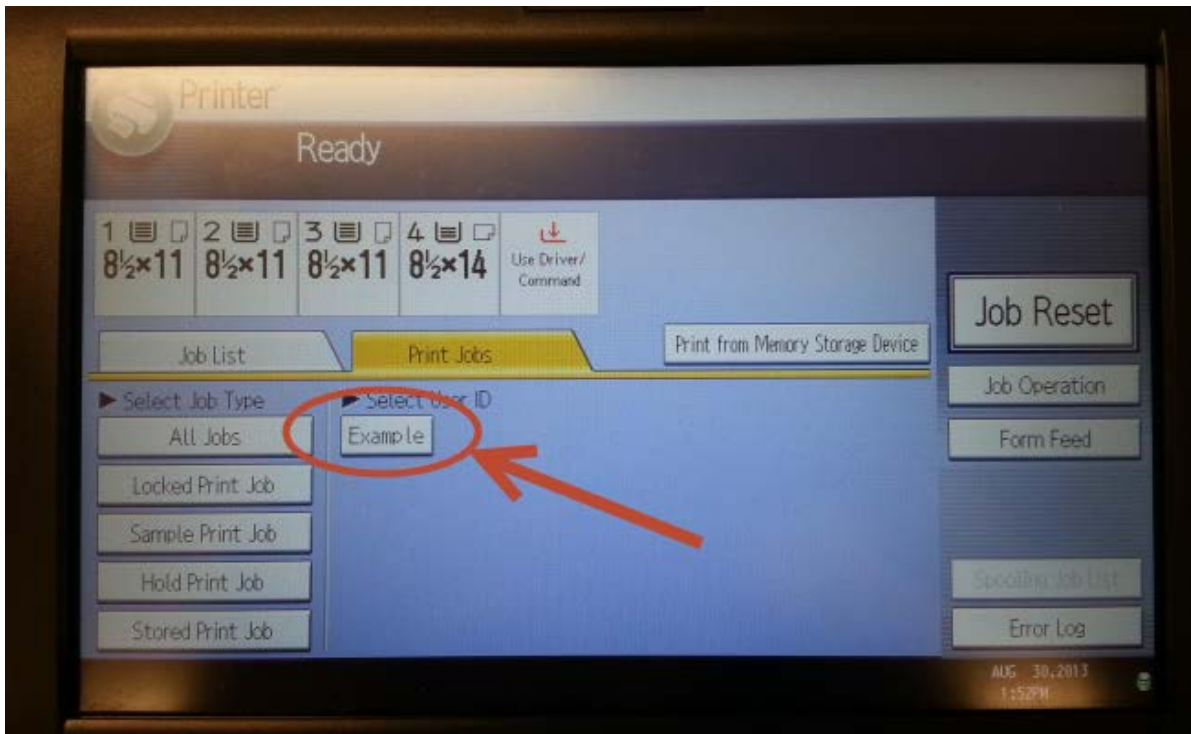
7. Click OK and again at the next window. Print your document.

(...continued on next page...)

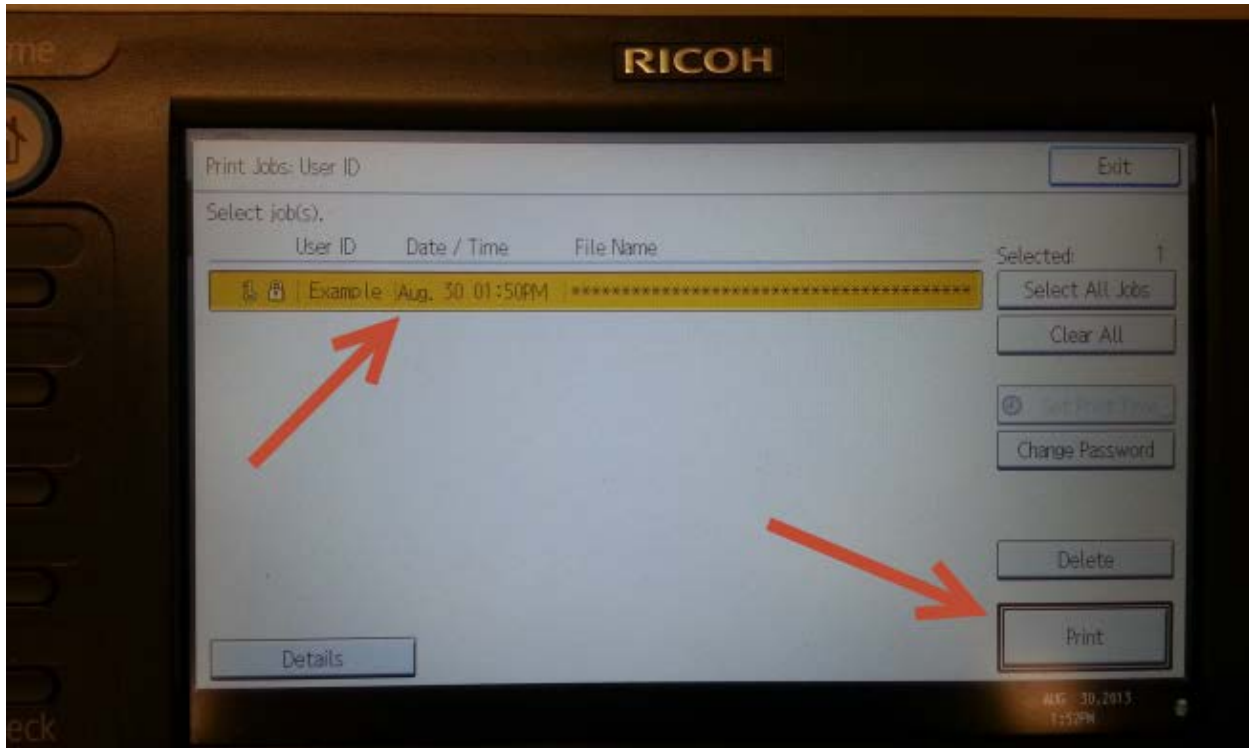
8. At the Copier, press the Printer button on the screen.



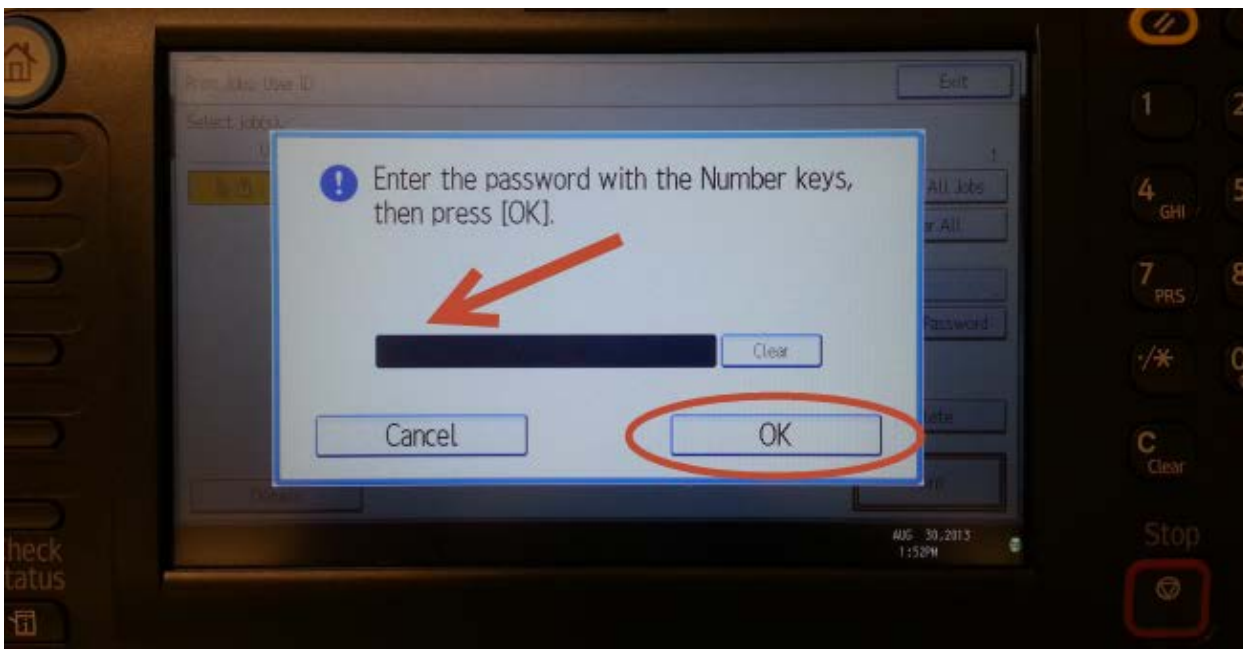
9. Press the Print Jobs tab. A list of print jobs will be shown on the screen. Find your username and press it.



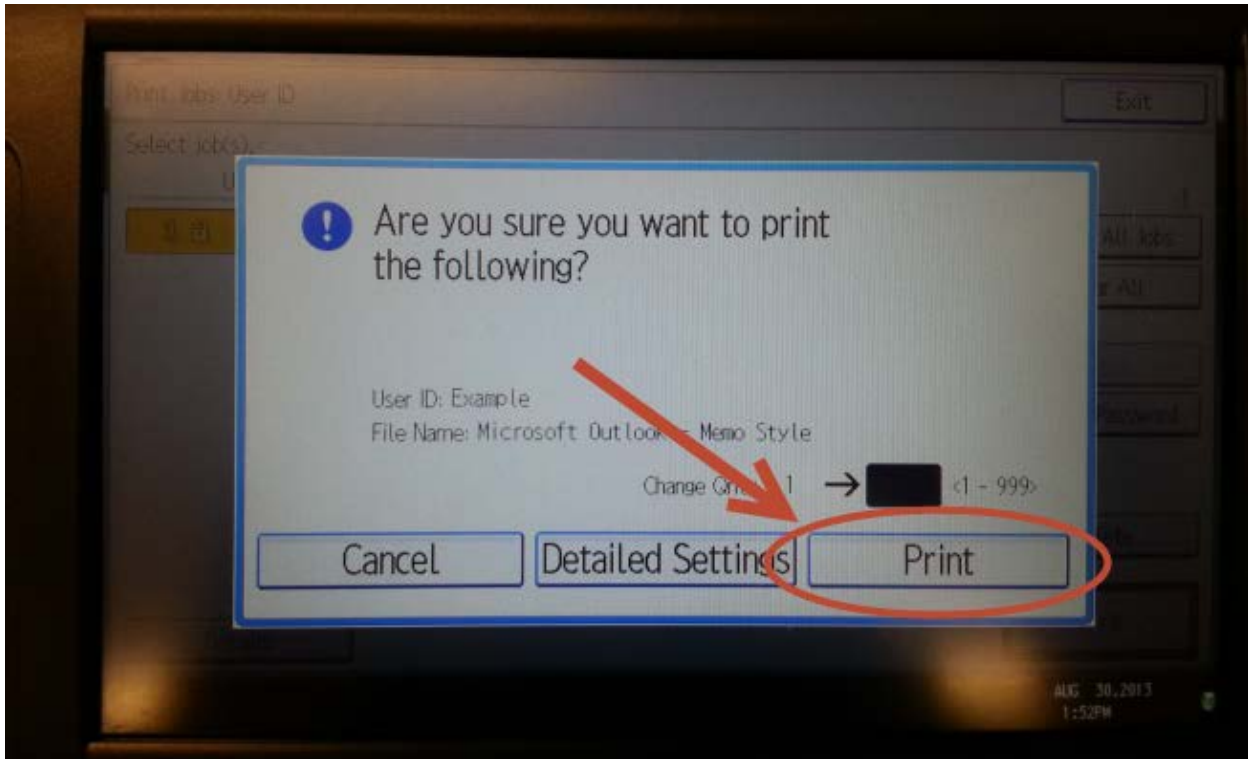
10. Highlight the print jobs you wish to print and click Print.



11. Enter your code when prompted and press OK.



12. Press Print on the next screen to print your job.



13. Press the Home button to return to the main screen.

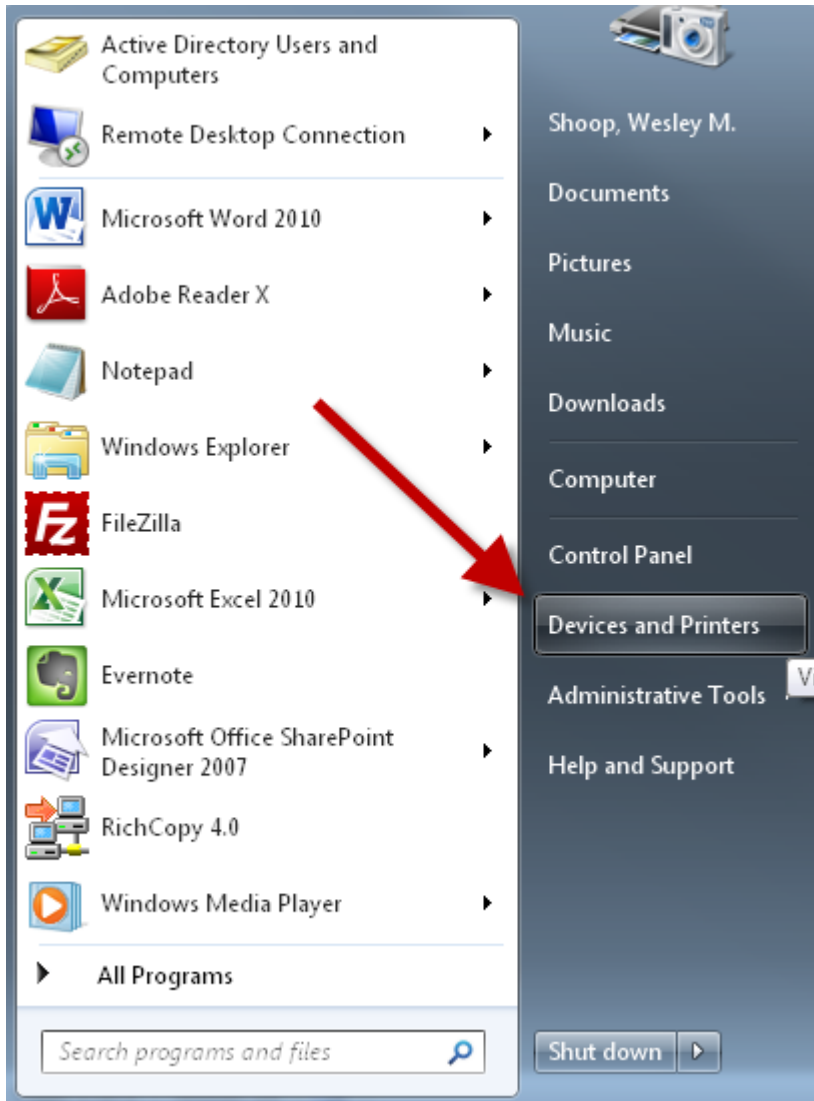


14.

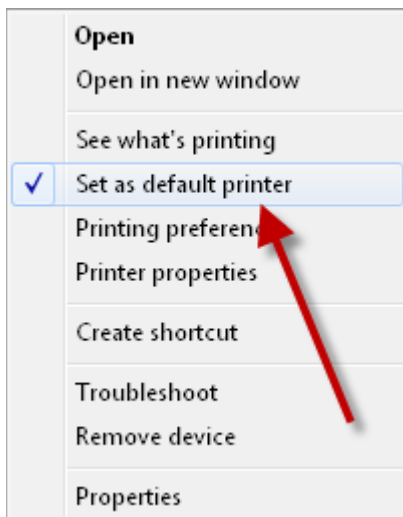
And you're done. [\(back\)](#)

## Change Default Printer

1. Open Devices and Printers from the Start Menu



2. Right click on the EDST-MFD printer and select Set as default printer



And you are done. ([Back](#))