ACAD-MFD Quick Reference Guide

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.  

**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**

   ![Devices and Printers screenshot](image1.png)

   - Adobe Reader X
   - Notepad
   - Windows Explorer
   - FileZilla
   - Microsoft Excel 2010
   - Evernote
   - Microsoft Office SharePoint Designer 2007
   - RichCopy 4.0
   - Windows Media Player

   ![Search programs and files](image2.png)

   ![Devices and Printers](image3.png)

   - Pictures
   - Music
   - Downloads
   - Computer
   - Control Panel
   - Devices and Printers
   - Administrative Tools
   - Help and Support

   - **Open**
     - Open in new window
     - See what's printing
     - Set as default printer
   - **Printing preferences**
   - Printer properties
   - Create shortcut
   - Troubleshoot
   - Remove device
   - Properties

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

   ![Devices and Printers](image4.png)
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.

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.

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

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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.
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.