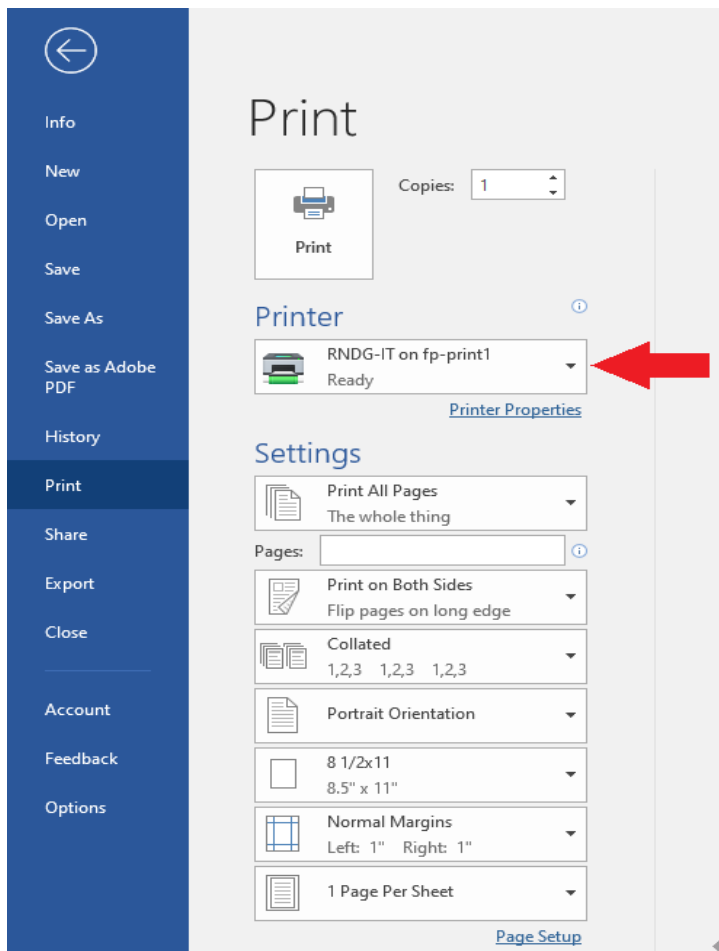


Accessing Franklin Pierce Multifunction Devices

Franklin Pierce University has provided public devices for printing, copying and scanning. These devices will allow you to securely print from any network device. This includes both private and FPU provided computers. Secure retrieval of user documents that have been sent to their print queue, can be accessed by scanning their id card or entering their franklin pierce credentials into the MF device.

How to submit a document to your print queue

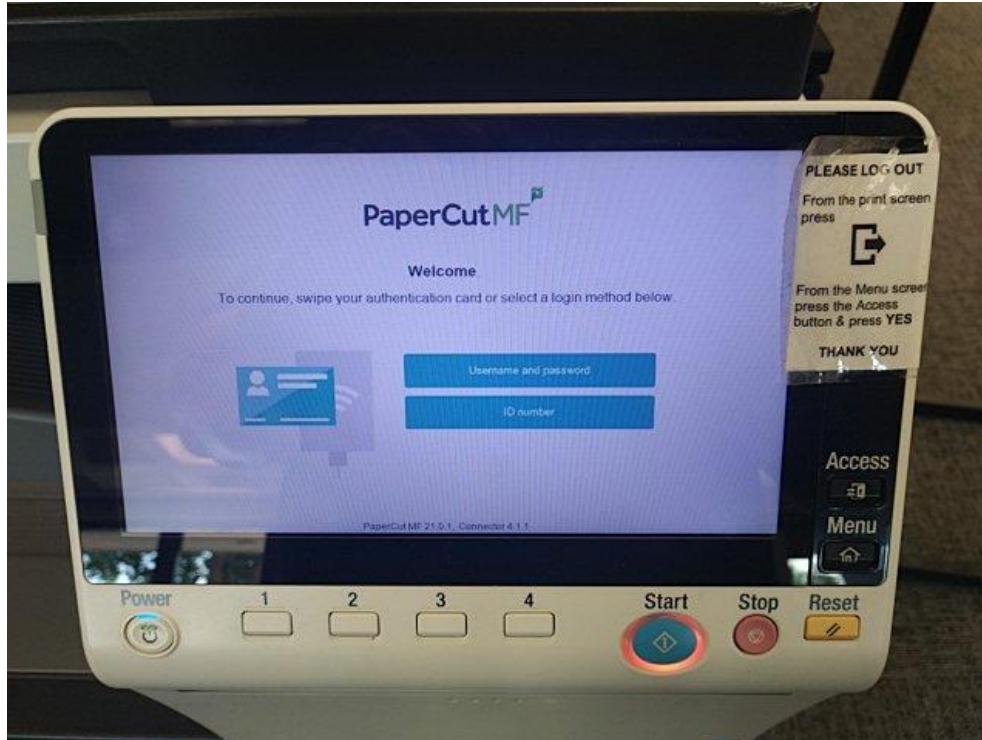
By default, the system uses Raven Print to send the documents to your print queue.



The following steps will assist you in retrieving your documents from your queue at one of the public Multi-function devices throughout campus.

Logging into a Multi-function device

Each of the FPU public facing printers has a touch screen and a card reader attached to them.



There are two ways to login to these devices.

- 1) Use your Franklin Pierce ID card with the card reader attached on the device.
or
- 2) Sign into the device via the touch screen using your franklin pierce credentials.

First use enrollment

If you are using the devices attached card reader for the first time you will need to enroll your id card with your network credentials. You may be prompted to enter your username and password and press the set button. Or follow any prompts that show on the screen to enroll your id card. You will only have to enroll once, unless your ID card is lost then you will need to re-enroll your new ID card.

In the event that your ID card is lost please contact Campus safety to assist you with getting a new ID card.

Using your Franklin Pierce credentials

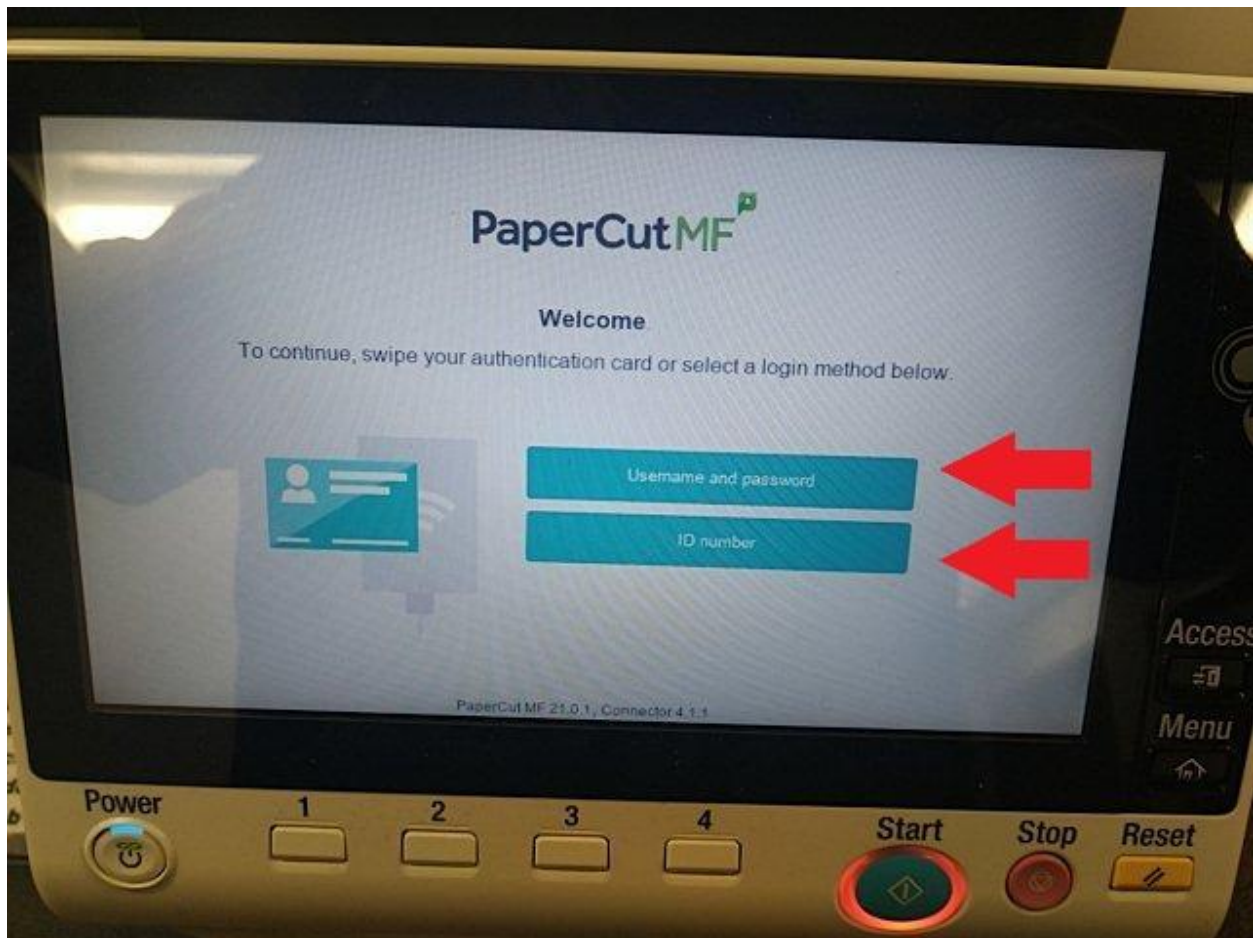
Touch the Username and Password sections of the touch screen. You will be prompted to enter your **User Name** and **current** password. Enter your credentials using the keypad displayed on the touch screen. When you are finished entering your information, touch the **Login** button to proceed.

Please Note:

If you are having trouble logging into the device try entering the following text before your username.

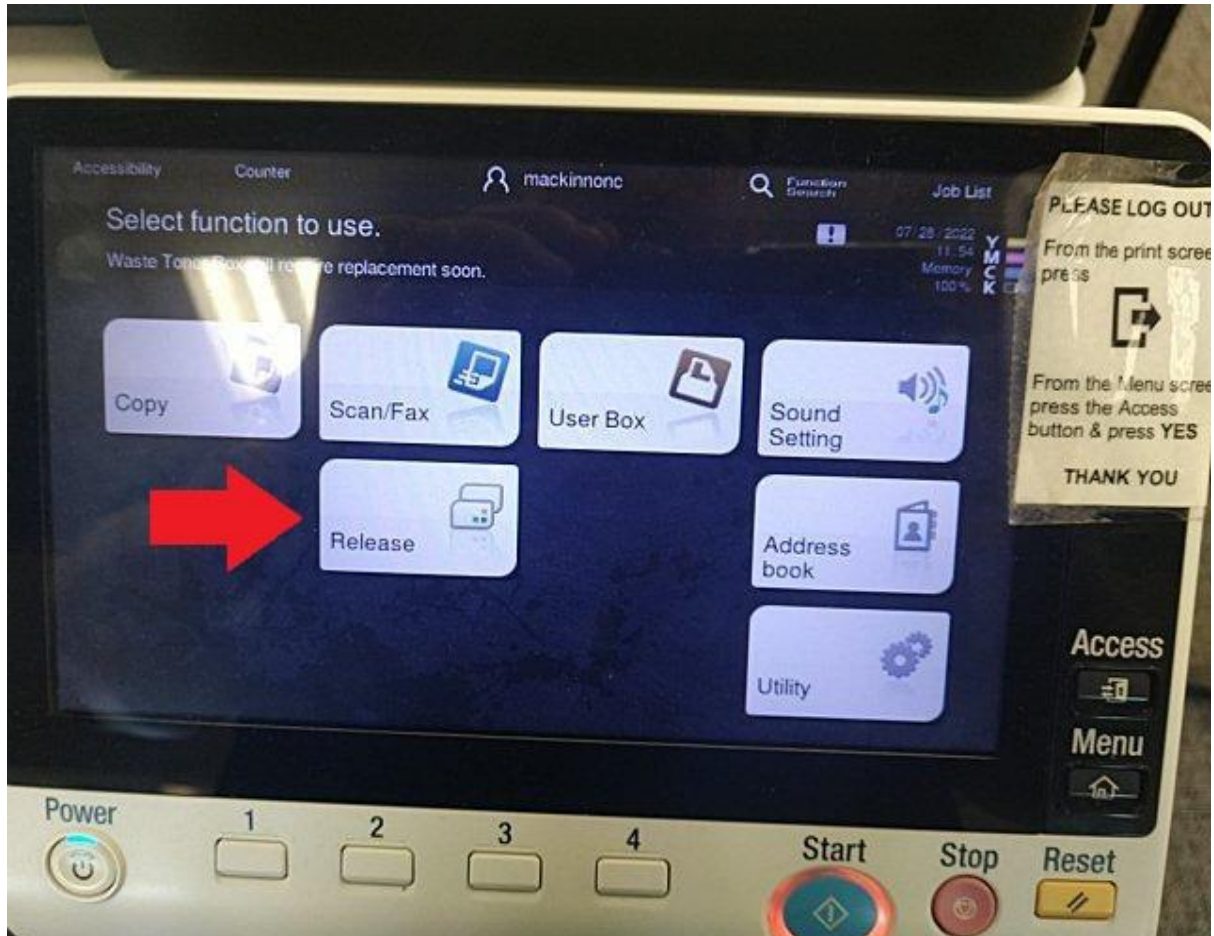
For students: fpcstudent\username

For faculty or staff: pierce\username

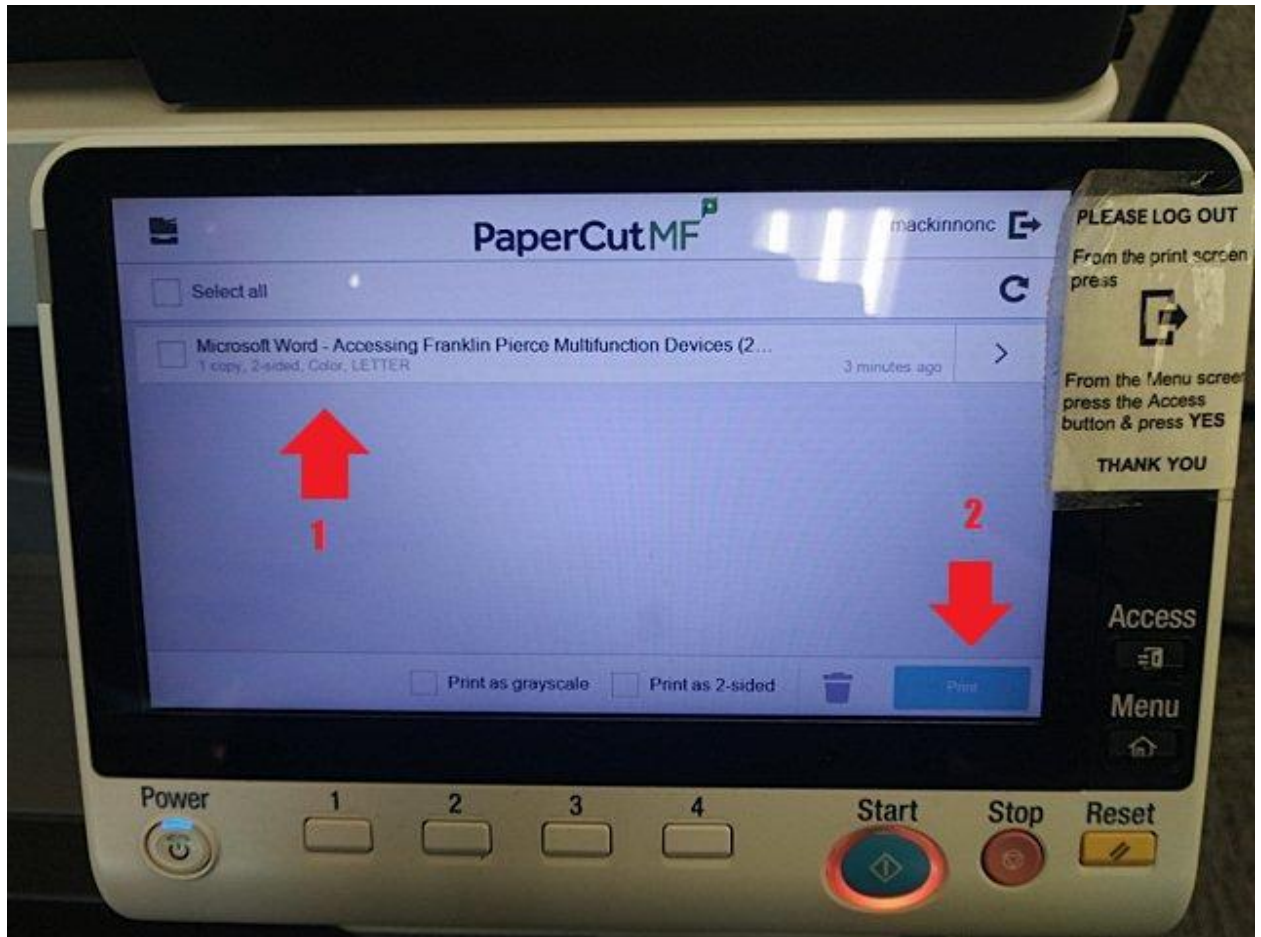


Accessing your print queue

Once you have logged into the device you may need to press the **Release** button to allow your print queue to be shown on the screen.



Once your queue has been displayed you can select the document you want (1). Then press the **Print** button (2), this will release the document for printing.



Please remember to log out of the device when you are finished printing.

To do this press the **Access** button (1) on the touchscreen panel and select the **Yes** option (2).

