# Using the Printers

In order to print you **MUST** be logged into an INTO Manchester computer - you cannot connect wirelessly from your personal phone or laptop.

Step 1: Sending a document to print

1. Log into the computer using **the same details as for Brightspace** (the VLE)
2. Open the document you want to print and hit select **print**
3. Check that the selected printer is **Manchester-Student-Printing**
4. Select whether it should print on **Both Sides or One Sided**, and whether it should print in **black and white or colour**.

Step 2: Printing Checks

Once you have sent the document to print you may see a pop up message, you must complete any that appear before your document will be sent to print!
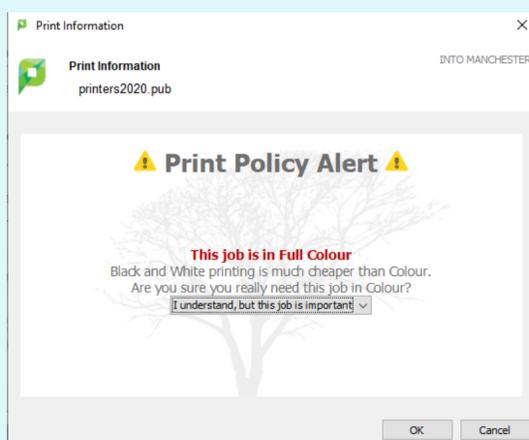
If you need it in colour, or to print on only one side of a sheet of paper, select **"I understand, but this job is important"** otherwise it will print in black and white/on both back and front.

You are also only able to print **max. 10 pages at a time** - if your document is too long, split it into batches (e.g. 1-10, 11-20, etc.)

Only when you see this message ->
is your printing ready to collect!

Your documents aren't printed immediately - you must log into the printer in order to release them from the queue!

Step 3: Logging into the printer

Place your INTO Student Card on the "PLease place your card here" panel on the printer.

First time printing? You'll need to register your card.

1. Type in your username (INTO followed by your student number)
2. Type in your password (same as the VLE/the computer)
3. Select set
4. Scan your card - you may need to do this twice for it to be recognised!

Top tip: type with your nails, the screen responds better to this!

Step 4: Printing and other functions

A screen will now appear with four options:
- Print All
- Print Release
- Device Functions
- Scan

- To print your queued documents, just select Print All or Print Release.
- To make a copy of something select Device Functions then Copy
- To scan something (make a digital copy sent to your email) select Scan.

Still not sure of anything?
Come to the Staff Desk and we'll help you figure it out!

INTO >> MANCHESTER