

Pfeiffer University Copiers

How to Print – Employees

The logo for SHARP, featuring the word "SHARP" in a bold, red, sans-serif font with a registered trademark symbol (®) to the right.

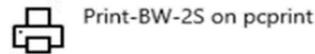
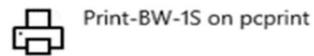
SHARP BUSINESS SYSTEMS

The logo for Pfeiffer University, featuring the word "Pfeiffer" in a large, yellow, serif font, with the word "UNIVERSITY" in a smaller, black, sans-serif font centered below it.

Service Requests and Supplies

For technical support, get in touch with the Help Desk at 704-463-3002 or email them at techsupport@pfeiffer.edu. In addition, access to your support request and frequently asked questions can be found at <https://techsupport.pfeiffer.edu>.

TO PRINT TO THE SHARP MFPs FROM AND EMPLOYEE DEVICE USE THE FOLLOWING



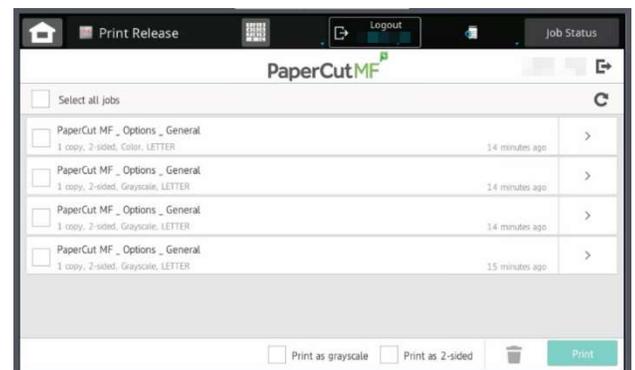
BW = Black and White Print

Color = Color Print

1S = One Sided Print

2S = Two Sided Print

Releasing Print Jobs



WALK TO ANY OF THE COPIERS AND RETRIEVE YOUR DOCUMENT(S) BY LOGGING IN AND PRESS **PRINT RELEASE**

- Either press **select all jobs** or **choose the job** you want to print. (The print jobs will be held for 5 days).
- Press the **log out** button with your name in the upper right-hand corner of screen.
- To change the format, check the box **Print as 2-sided**.
- To delete, press the delete button.
- To change color settings, check the **Print as grayscale** or **Print in color**.
- To change the quantity, press the arrow to the right of your print job.