

NEW - Pay For Print Process

8.5 x 11 = B/W - .07 **Color** - .50
11 x 17 = B/W - .14 **Color** - 1.00

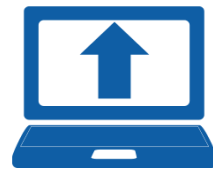
Scan B/W or **Color** = .01
Staple Per Set = .01

STUDENT PAY FOR PRINT USING UNIFLOW. More functionality...



MAKE A COPY

- TAP EAGLECARD AT THE PFP COPIER
- SELECT "COPY"
- REMOVE ANY STAPLES
- SELECT OPTIONS (# OF COPIES, COLOR, ETC.)
- LAY FLAT ON GLASS OR USE FEEDER TRAY
- PRESS THE START BUTTON
- THE TOTAL \$ AMOUNT WILL BE DEDUCTED FROM YOUR BEAKERBUCKS ACCOUNT



SECURE PRINT STUDENT LAB PC/MAC

- PRINT FROM LAB PC AND ENTER YOUR EAGLE ID # (M0000000)
- TAP EAGLECARD AT THE PFP COPIER
- SELECT "SECURE PRINT"
- SELECT YOUR PRINT JOB, CHANGE OPTIONS, ETC.
- SELECT "PRINT AND DELETE" TO RELEASE YOUR PRINT JOB
- THE TOTAL \$ AMOUNT WILL BE DEDUCTED FROM YOUR BEAKERBUCKS ACCOUNT



SECURE PRINT FROM A MOBILE DEVICE

- LOG IN TO YOUR MSU EMAIL
- CREATE MESSAGE TO PAYFOR-PRINT@MOREHEADSTATE.EDU
- ATTACH THE FILE(S) YOU WISH TO PRINT AND SEND EMAIL
- PRINT JOBS CREATED FOR EACH ATTACHMENT AND THE EMAIL (HTM)
- TAP EAGLECARD AT THE PFP COPIER
- SELECT "SECURE PRINT"
- SELECT YOUR PRINT JOB, CHANGE OPTIONS, ETC.
- SELECT "PRINT AND DELETE" TO RELEASE YOUR PRINT JOB
- THE TOTAL \$ AMOUNT WILL BE DEDUCTED FROM YOUR BEAKERBUCKS ACCOUNT



PRINT FROM YOUR USB DRIVE

- TAP EAGLECARD AT THE PFP COPIER
- INSERT USB AT PORT ON RIGHT OF THE COPIER
- SELECT "ACCESS STORED FILES"
- SELECT "MEMORY MEDIA"
- SELECT YOUR PRINT JOB, CHANGE OPTIONS, ETC.
- SELECT "DISPLAY IMAGE" TO PREVIEW
- SELECT "PRINT" TO RELEASE YOUR FILE
- THE TOTAL \$ AMOUNT WILL BE DEDUCTED FROM YOUR BEAKERBUCKS ACCOUNT
- SELECT WHITE ARROW BY LOGOUT, THEN GREEN REMOVE BUTTON TO EJECT USB



SCAN TO YOUR USB DRIVE

- TAP EAGLECARD AT THE PFP COPIER
- INSERT USB AT PORT ON RIGHT OF THE COPIER
- SELECT "ACCESS STORED FILES"
- SELECT "MEMORY MEDIA"
- SELECT "EDIT FILES"
- SELECT "ADD FILES (SCAN AND STORE) PDF FORMAT"
- REMOVE ANY STAPLES
- LAY FLAT ON GLASS OR USE FEEDER TRAY
- PRESS GREEN START BUTTON
- PDF IMAGE SENT TO USB
- THE TOTAL \$ AMOUNT WILL BE DEDUCTED FROM YOUR BEAKERBUCKS ACCOUNT
- SELECT WHITE ARROW BY LOGOUT, THEN GREEN REMOVE BUTTON TO EJECT USB



SCAN TO YOUR EMAIL

- TAP EAGLECARD AT THE PFP COPIER
- SELECT "SCAN"
- REMOVE ANY STAPLES
- LAY FLAT ON GLASS OR USE FEEDER TRAY
- SELECT "SCAN TO MY EMAIL" (PDF FORMAT)
- PRESS THE "START" BUTTON
- SAMPLE IMAGE WILL DISPLAY
- IF OK SELECT "NEXT"
- THE IMAGE WILL BE SENT TO YOUR MSU EMAIL
- THE TOTAL \$ AMOUNT WILL BE DEDUCTED FROM YOUR BEAKERBUCKS ACCOUNT



Always clear or close out of MFD device/account when finished by tapping your EagleCard to the flyBUY reader.

For more info visit - <http://www.moreheadstate.edu/Administration/Auxiliary-Services/Document-Services/Pay-for-Print>

PLEASE CONTACT THE IT SERVICE CENTER AT 606-783-HELP OR LIBRARY STAFF (IF WITHIN LIBRARY) TO REPORT ISSUES.