

Students and guests at the University Center are able to print, copy, and scan using two (2) multi-function printers. We use the EFI M500 kiosk system to manage the payment processing for these services. There is an M500 kiosk attached to each of our devices. To view a video or to learn more about this print management system you can go here:

- YouTube: www.youtube.com/watch?v=i8ld5Y0nSSA
- EFI Website: www.efi.com/M500

We have not implemented all the functionality shown in the video, but it will give you a good sense of how the M500 system functions.

Please note...

- You will need a credit or debit card to use the devices. Print Key Fobs are no longer accepted.
- Black/White copies are \$.20/page
- No credit card information is kept in the UCLC network; it is passed through to the credit card processing system.
- You may print from:
 - USB (“thumb”) drives
 - Mobile devices and the UCLC network using [EFI’s PrintMe](#) capabilities, and
 - Cloud-based file storage services.
 - [Box](#), [DropBox](#), [Google Drive](#)
- The vast majority of file types can be printed, though Excel files must first be converted to PDF.
- To scan, please use the device in Room 101B, select COPY at the kiosk, and then select SEND from the device screen. You will then be able to scan and send to one or more email addresses.

-

Printer Location	B&W Only	Scan
Room 101B – Workroom (behind Receptionist area)	X	X
Room 301 – Library	X	