# HOW TO PRINT

**Middlesex University Dubai**

## Option 1: MDX Web Print
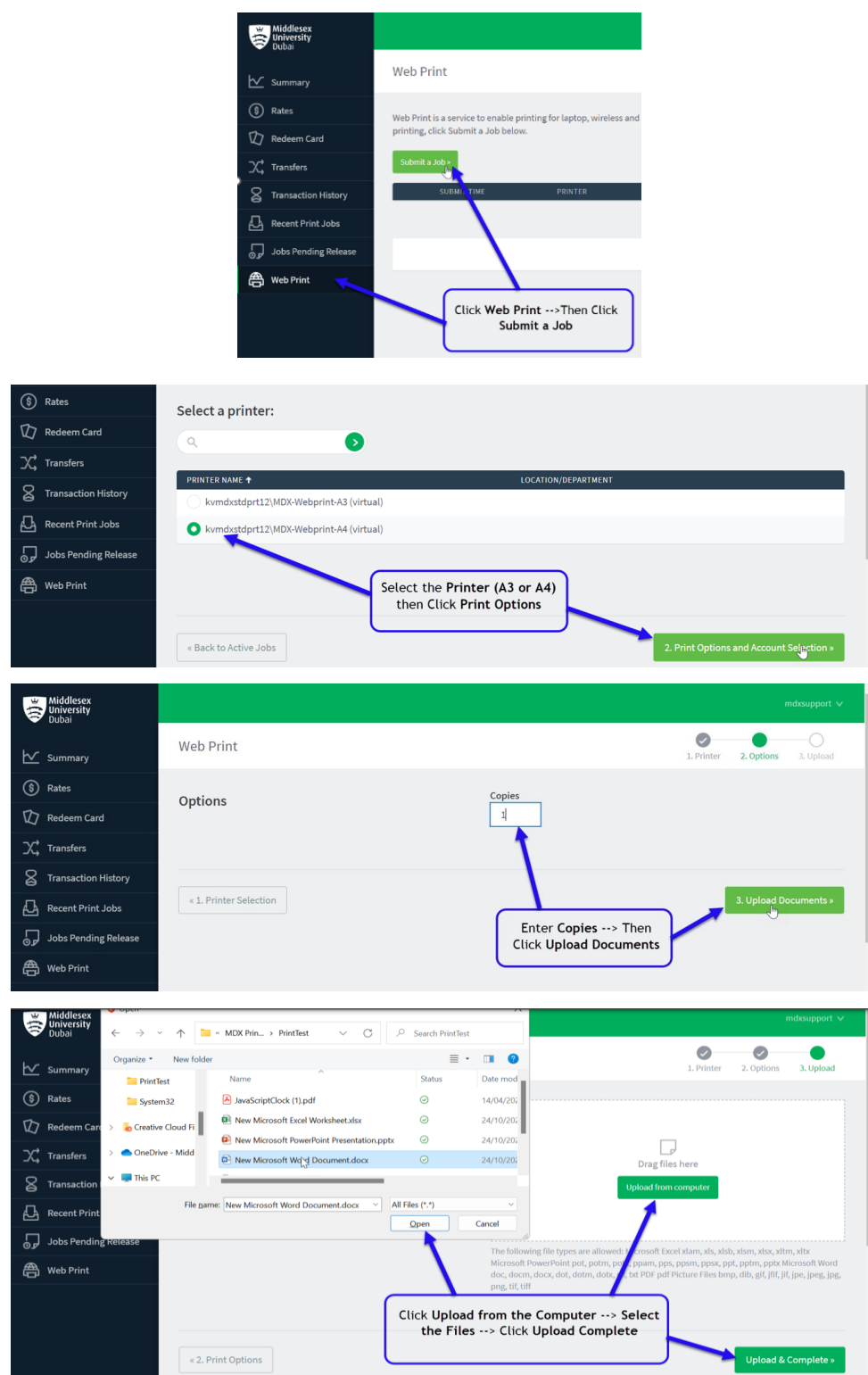
### Step 1:

- Please scan this **QR Code** (or) Visit this **URL** **https://mdxprinter.mdx.ac.ae/**

- Enter your **MDX Dubai Campus/WIFI/Lab PC Username** (For Students: **M00XXXXXX@studentmdx.ac** & For **Staff: X.XXXX@mdx.ac.ae**) and Your Password.
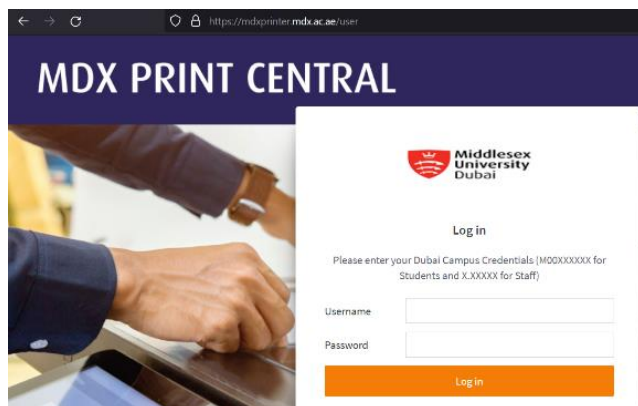


### STEP 2:

- Once you Log in → Click **Web Print** → then Click **Submit a Job** →Select the Printer **(A3 or A4)** → **Upload Documents** →**Upload Complete** → Then Release the Print Job from the Printer



## Option 2: Print from any Lab PC

### Step 1:

- Open the Document which you want to take the printout.
- Click **File → Print** (or) **Ctrl+P** to go to the print settings.
- On the Printer Options, Please select **MDX-PRINT-MONO** (or) **MDX-PRINT-COLOR,** then click Print → **Then Release the Print Job from the Printer.**
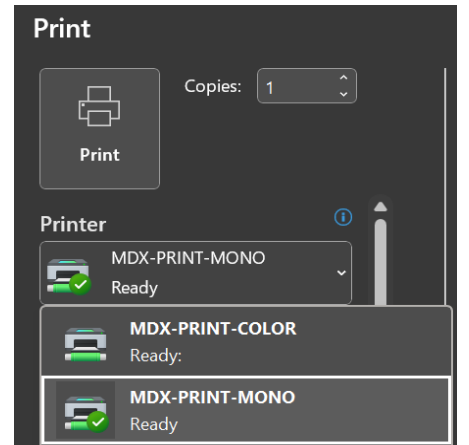


## Releasing Print Job in Printers (For Both Options 1 & 2)

- Go to any nearby Printer (Any **Sharp Printers/HP Printers**)
  - Click the **Home** button (or) Tap the **Display →Sign in**
  - Swipe Your **ID Card in front of the ID card Sticker** (Front Side Of the Printer) (or) Click **ID Number** (if you know your Pinter PIN) and Enter Your **Pinter PIN** (or) If you don't know your Printer **PIN**, Then click **Username** and **password** after that Enter your (Student: **MDX Campus Username M00XXXXXX** & **Password**) (Staff: **MDX Dubai Email** and Your **MDX Dubai Email Password**).
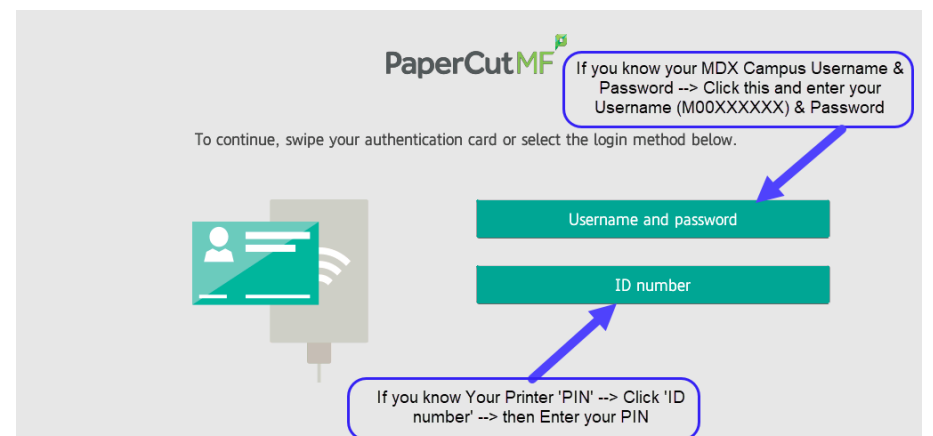


- Once you Log in to the Printer,
  - Click **Print All** to release all the printed documents with default settings (or); click **Print Release** to Release specific documents from your list of printed documents, then Select **'Color'** (or) **'Grayscale'** then click **'Print'**(Only In Color Printers).
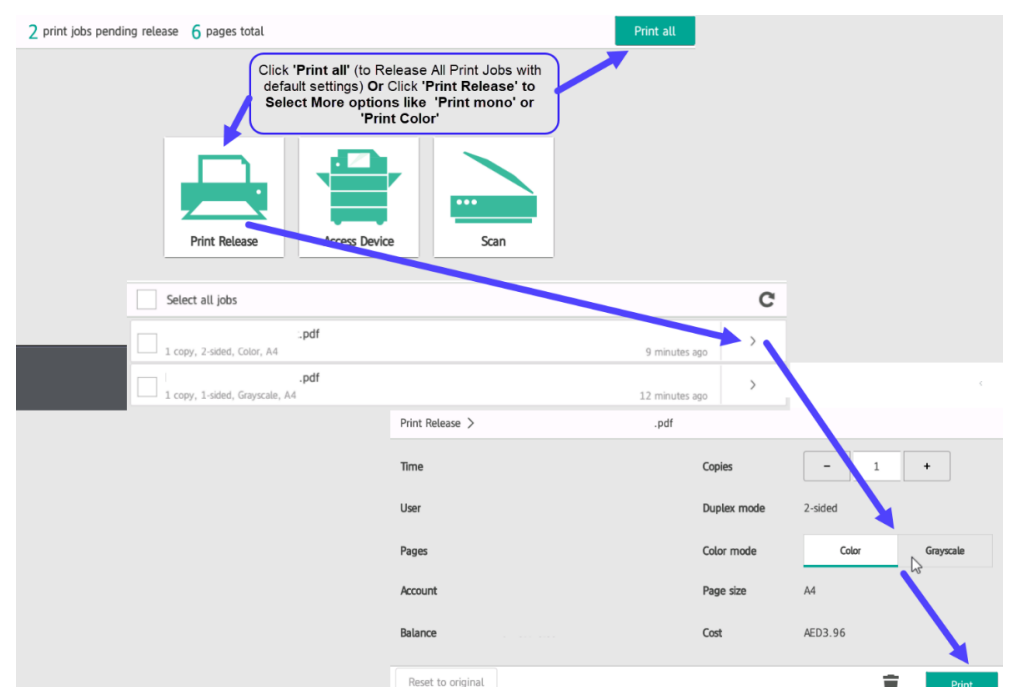


Note: Initially, Every Year, **AED. 110** (A4 : **1000 BW** Pages (or) A4 : **83 Color** Pages (or) A3 : **500 BW** Pages (or) A3 : **41 Color** Pages ) Will be Credited/Overwritten to your Campus account (**M00XXXXXX**) for Printing. Print Charging (per page) details as mentioned below.

| SIZE | GRAYSCALE | GRAYSCALE DUPLEX | COLOR | COLOR DUPLEX |
|------|-----------|------------------|-------|--------------|
| A4 | AED 0.11 | AED 0.11 | AED 1.32 | AED 1.32 |
| A3 | AED 0.22 | AED 0.22 | AED 2.64 | AED 2.64 |