INSTALLING MULTI FUNCTIONAL DEVICES (MFDs) AT SIGHTHILL

Before installing the MFDs you will need to contact Print Services to request access:

Email: printservices2@napier.ac.uk
Phone: 0131 455 2486
0131 455 2340

To install the MFDs at Sighthill:

Windows 7 users:

- Click on the Start button
- In the Search programs and files field type \oce1, then press the Return key. The following screen will appear:

![Search Programs and Files Screen](image)

- Either double click on Colour Pull Q (for colour printers) or Mono Pull Q (for mono printers), unless you require a specific printer (e.g. HR, Principals) in which case double click on the relevant printer. The printer will automatically install.

- You then log in to the MFD to retrieve your document.