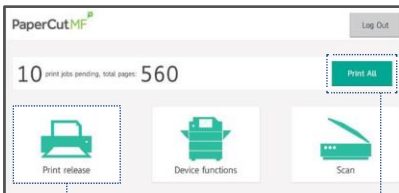




Register your card & login

Place your ID card over the card reader & register with your windows user name and password. Once registered just place card over the card reader to login.

Collect Prints

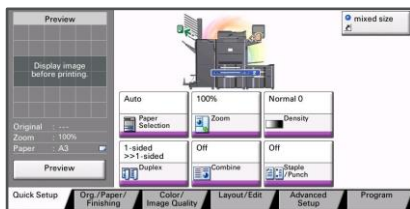


Touch the screen to select individual print jobs and choose to print or delete as required.

TIP: 'Print All' quickly releases all the print jobs you have waiting.



Make Copies



Choose a paper tray



Reduce or Enlarge Copies

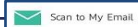


Choose Single or Double Sided



START to create your Copy

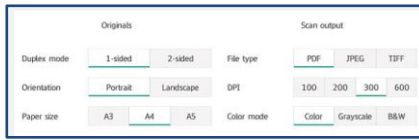
Scan Documents Copies



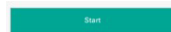
- Your email address will be displayed
- Select the subject field to rename the subject
- Select the filename field to rename the document



To make changes to your scan output select the settings tab this will show the below options.



Select start to scan



Log-out: Select the logout button

The screen will automatically log you out after 60 seconds inactivity