

Print: Select print on your pc, enter any 4 digit pin code into the pop up box on your screen

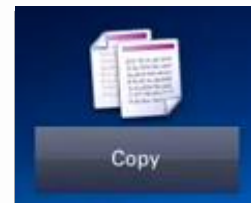
You must use a unique four-digit pin code for each user.

Please do not use predictable pin numbers such as 1234, 0000 or multiples of the same number

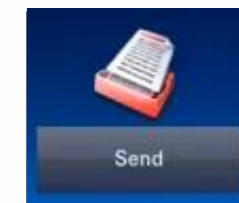


Collect Prints

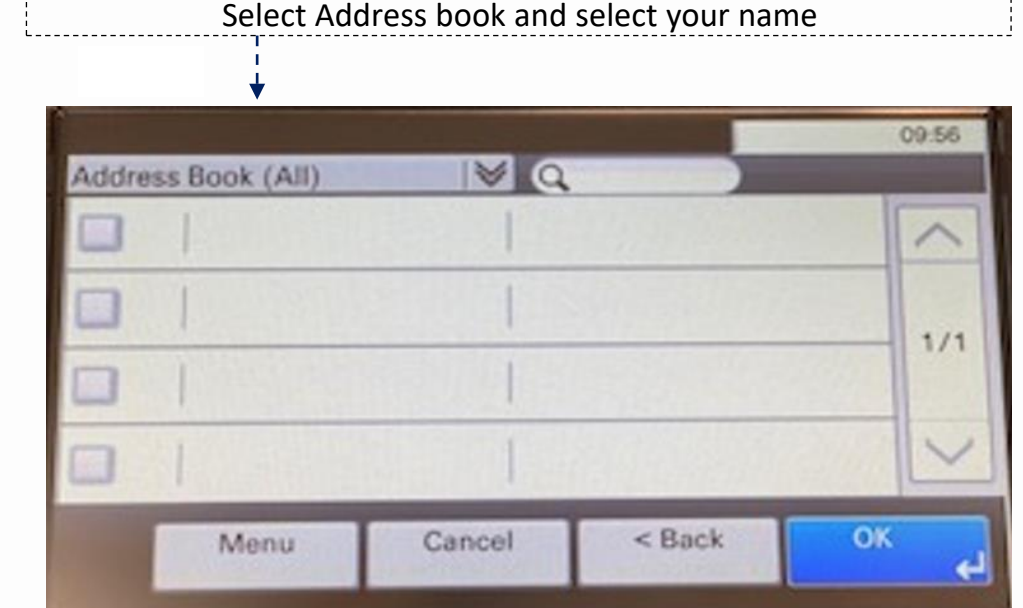
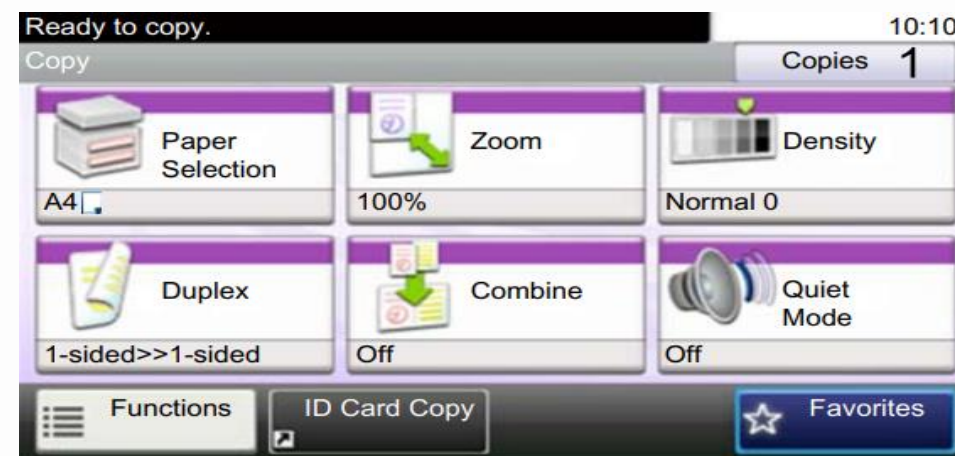
To collect print, select **JOB BOX** from the screen.



Make Copies



Scan Documents

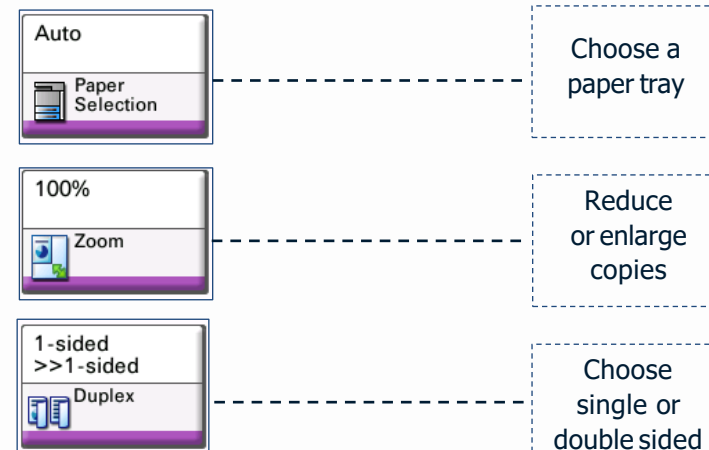


Select Private Print / Stored Job and press Open

Select your user name and press open

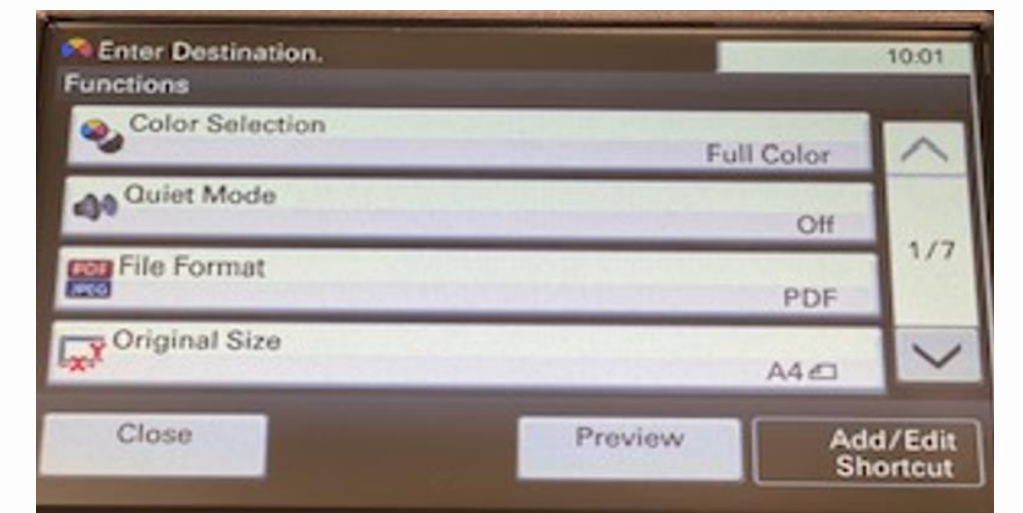
Select the tick box beside the document you wish to print, then select Print and enter Pin Code to release your prints

Select your individual settings



Select MENU to make any changes to your scan such as 2-2 sided, B&W / Colour etc

For **more settings** select the FUNCTION button at the bottom left of the copy screen.



Select START to Copy

Select START to Scan

