



To Log In: Place your ID card or Fob-Key over the card reader on the left.



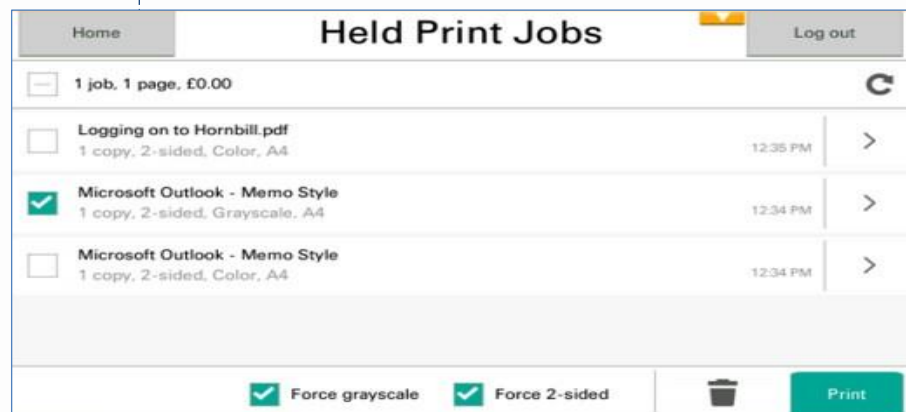
Collect Prints

To collect print, select **Print Release** from the screen.

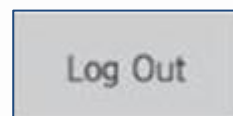


Touch the screen to select individual print jobs and choose to print or delete as required.

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

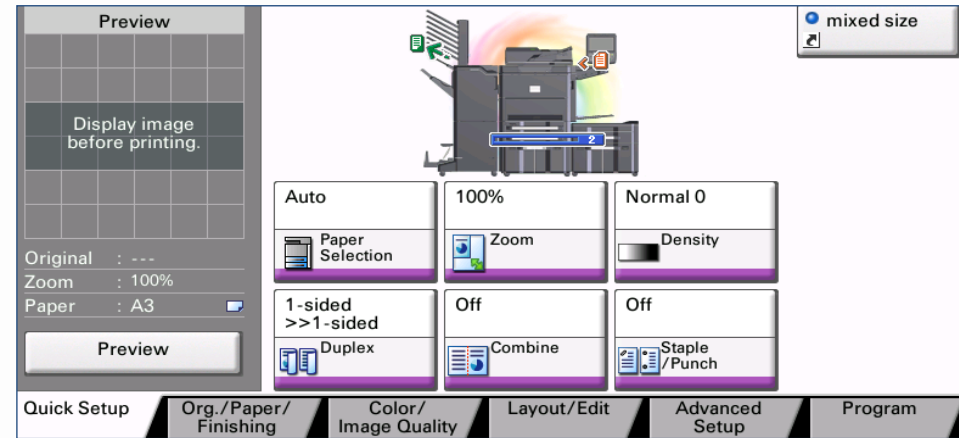


LOG-OUT: Select the logout button



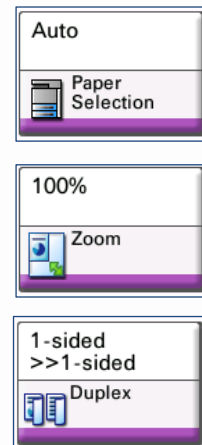

Make Copies

To **Copy**, select Device Functions, you will be directed to main copy screen.



Select your individual settings, once setting is enabled then press start for **copy**.

For **more settings** please select the tabs below at the bottom of the copy screen.



Choose a paper tray

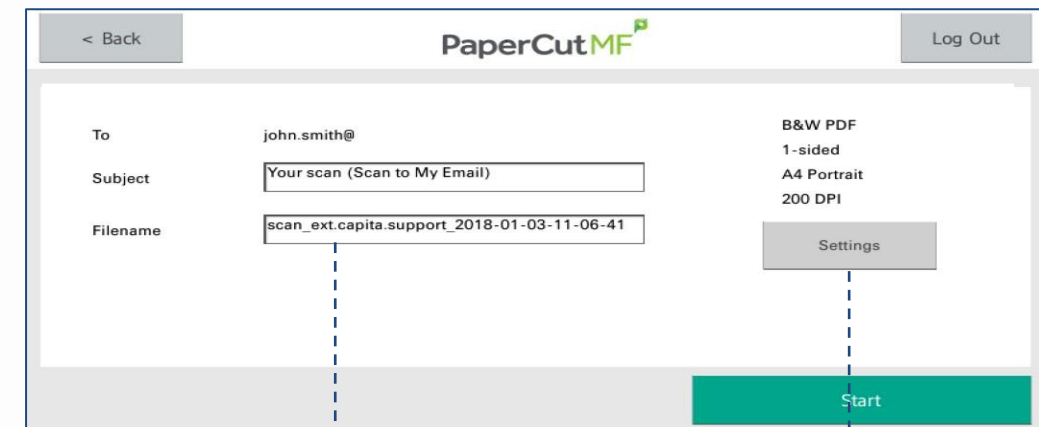
Reduce or enlarge copies

Choose single or double sided



Scan Documents

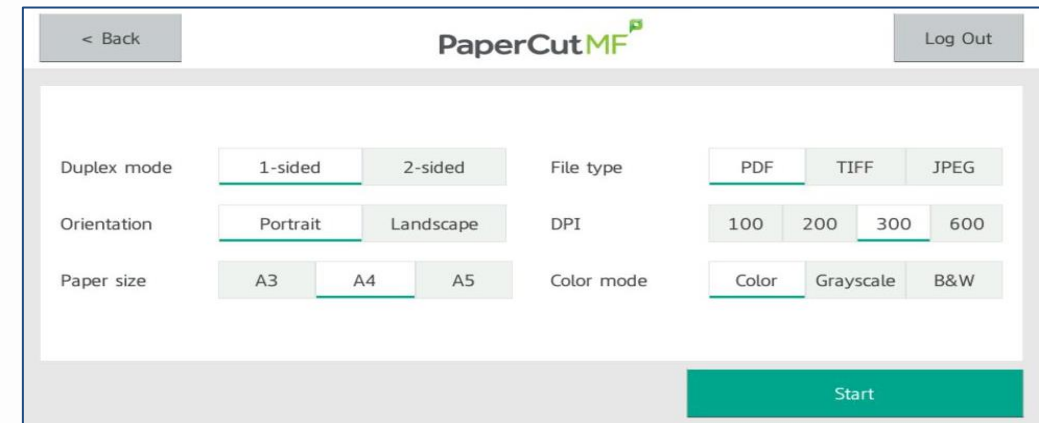
To Scan documents, select **Scan**, you will be directed to select a file name



Select the **filename** field to rename the document.

Click on **settings** to access more scan setting.

When you have finished selecting your settings then press **start** to scan your documents.



System automatically logs you out after 60 seconds inactivity