By default all printing is black and white and double sided!
Check the settings BEFORE you send the job to print!
Print jobs sent to **Student** on print3 or print4 can be released on this printer

LOGON
Make sure there is no flashing red icon on the bottom left of the screen - this indicates a problem and you should use another machine

Logon by holding your smart card over the card reader

If your card is not recognised you will need to logon using your username and password

PRINTING
Your print jobs will be listed automatically

Tap each job to select and then tap:
  PRINT – to print the selected jobs
  PRINT & SAVE – to print the job and keep it in the queue
  DELETE – to remove the job
  FORCE B\W – to print a job in black and white that was submitted in colour

Tap **Logout**
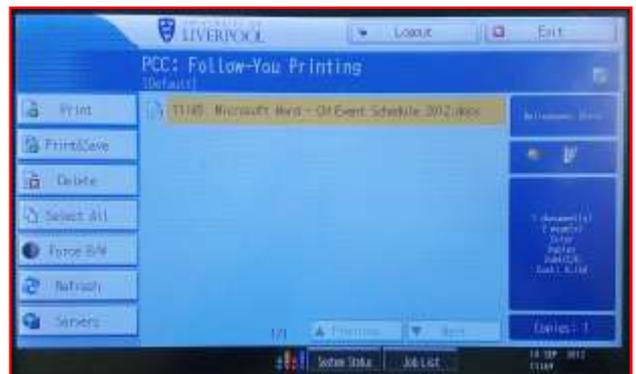
SCANNING
Tap the **Exit** button then tap **Scan-To-Me**.
Place the document to be scanned face up in the feeder on top of the machine, or face down if using the glass

Your e-mail address will appear in the **To:** field

Make any necessary changes to the options:
  To rename your scan, tap **Filename/type**
  To adjust the resolution, tap **Scan settings**

Tap **Start scan** on the screen, then tap **Logout**
Your scan will automatically be emailed to you
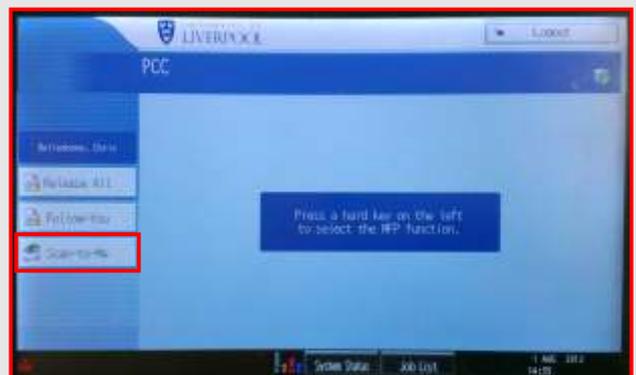
COPYING
Press the top button to the left of the screen

Place the document face up in the feeder on top of the machine, or face down if using the glass

Select the copy functions as required (colour, double sided etc.)

To start copying press the big green button

When finished, press bottom button to the left of the screen.
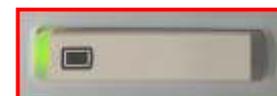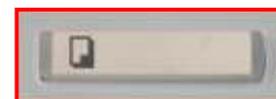
If a print/copy fails to come out?
Check the buttons by the side of the screen if one has a red light next to it press it and this will give you more information about the problem. You can also cancel (reset) the job. When finished, press the bottom button to the left of the screen, then tap **Logout**