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 BW – 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.