

PRINT/SCAN/COPY

QUICK START GUIDE

Press Energy Saver if printer is in sleep mode.



Tap screen to enter Banner/ Net ID using keypad:

ID Number

00123456

and press OK.

OK

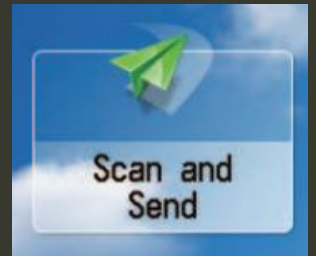
TO PRINT

Select document(s) from the touchscreen to print or delete.

You can print documents from any printer- even in another office.

TO SCAN

Select "Use Copier" and press NEXT.
Select Scan and Send:



Place item in tray or on scanner bed.

Choose "New Destination" and enter email address.

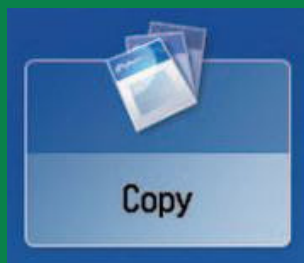
Press OK to confirm.

Press START to begin scanning.

Scanning multiple pages? Press START to scan each page.

Select "Start Sending" when done.

TO COPY



Select "Use Copier" and press NEXT.

Select Copy and choose number of copies.

Press START.

Remember to log out.

Call IT at 58092 if you need help.