

Office of Information Technologies

Printing, Copying and Scanning



By default all **printing** is black and white and double sided
Check the settings BEFORE you send the job to **print**

LOGON

Logon by holding your ID card over the card reader

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



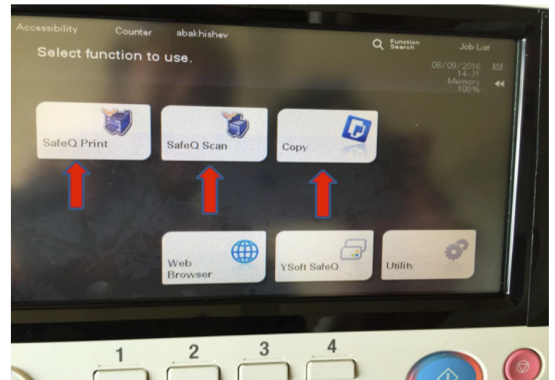
PRINTING

Waiting - your already sent print jobs.

Printed – your already printed jobs

Favorite – your favorite jobs (jobs can be as favorite from the SafeQ web interface)

Select your waiting print jobs and press **Blue** button to print.



SCANNING

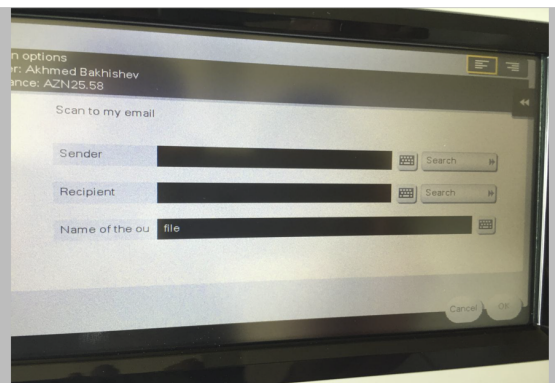
Tap the Exit button then tap **Scan-To-Email**.

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

Make any necessary changes to the options:

To rename your scan, tap **Filename/type**

To adjust the resolution, tap Scan settings



COPYING

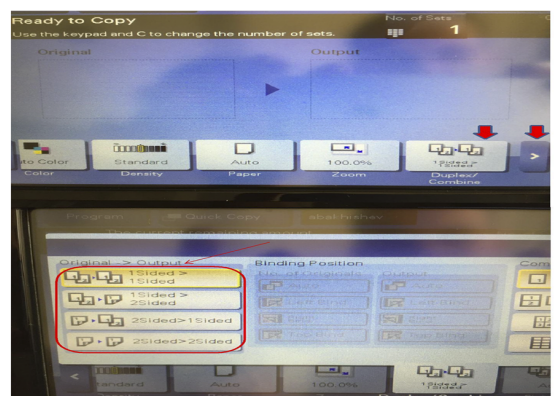
Press the top button to the right of the screen

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 right of the screen, then tap **Logout**