How to Print, Copy and Scan -
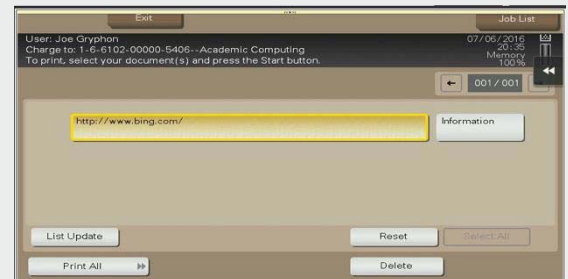

1) Log in

Place your card on the card reader. Remove the card once you hear a *beep*.

2) Print

1) Select the document(s) you would like to print from the menu
2) Select "print all" on the screen to print all documents
3) Alternatively to print an individual document, Select the document(s) you would like to print from the menu, press the "START" button to print those documents

3) Copy

1) Press the "copy" button
2) Select the number of copies
3) You can also make the copies one-sided or two-sided (default)
4) When you are ready to copy place your documents on the tray or on the glass
5) Press the "START" button. Or if you are using the glass hit the finish button on the screen and then hit the "START" button.

4) Scan

1) Press the "scan/fax" button
2) Select the "me" button to email the document to your SLC email address
3) Place your document(s) in the tray to be scanned
4) Press the "START" button. if you are using the glass hit the finish button on the screen and then hit the "START" button.

5) Save to USB

1) Insert USB into the printer
2) Select "save to external drive"
3) Place document to be scanned on tray or glass
4) You can alter the file name by selecting the keyboard icon.
5) Press the "START" button to save

Don't forget to Log Out by pressing the "Access" button!