

# How to Print, Copy and Scan -

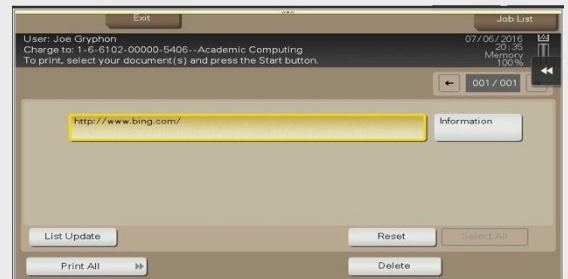
## 1) Log in

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



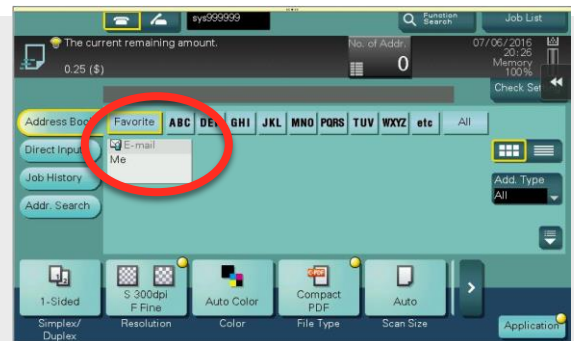
## 3) Copy

- 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!