

LOGGING IN

To use the device swipe Identification Card or enter username and password

If you have print jobs in the queue you can release them individually by selecting the *[Print release]* function. Alternatively you can select *[Print all]* to execute all jobs in the queue.

If you are wanting to use the other functions of the device i.e: scanning or copying press the *[Device functions]* option.



SCANNING

Please swipe your Identification Card to use the device and then select *[Device Functions]*

Place documents face up in document feeder or face down on the glass.

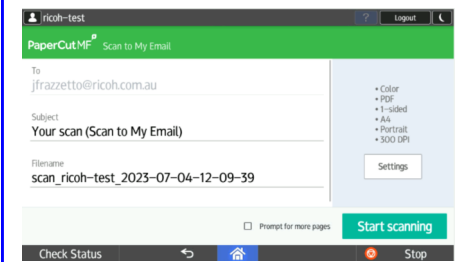
For Scanning to Email

Select *[Scan]* button from the PaperCut screen.

Ensure your name appears as the person logged in (see the "To" field).

Adjust Settings as required i.e. 1 Sided, B & W etc.

Press *[Start Scanning]*



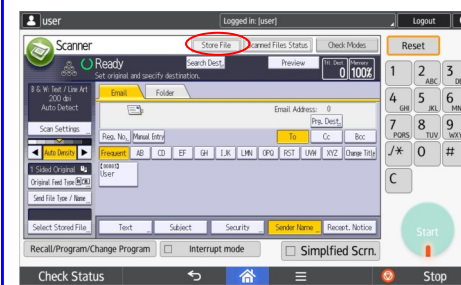
For Scanning to Memory Device (USB)

Select the *[Scanner Classic]* button from the Home Screen and Insert USB into slot on left hand side of screen.

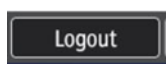
Select *[Store File]* and ensure *[Store to Memory Device]* is highlighted



3. Press *[Start]*



Once completed ensure you logout of the device by selecting *[Logout]* or by *[Logout]*



COPYING

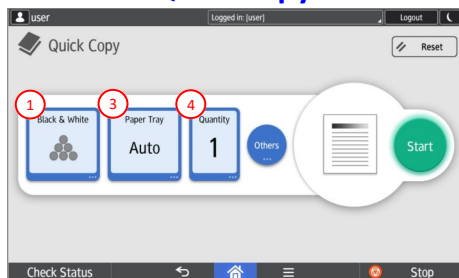
Please swipe your Identification Card to log in.

Select *[Device functions]* and then select either the *[Quick Copy]* or *[Copy]* function from the Home Screen.



Place documents face up in document feeder or face down on the glass.

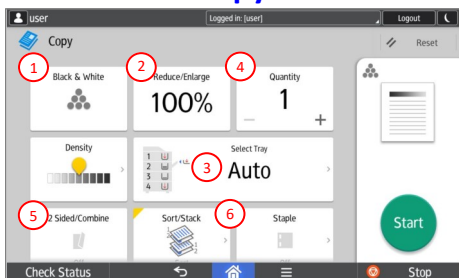
Quick Copy



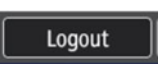
- 1 Colour Selection
**Only available on Colour Devices*
- 2 Reduce / enlarge
- 3 Tray Selection
- 4 Quantity Selection
- 5 Format Options
- 6 Finishing Options

7. If you have made all of your selections press *[Start]*

Copy



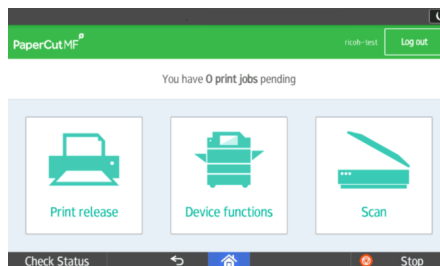
Once completed ensure you logout of the device by selecting *[Logout]* or by re-swiping your identification card



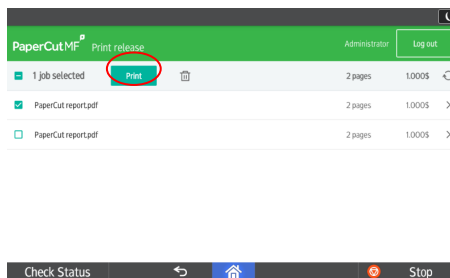
PRINTING

Please swipe your Identification Card to log in.

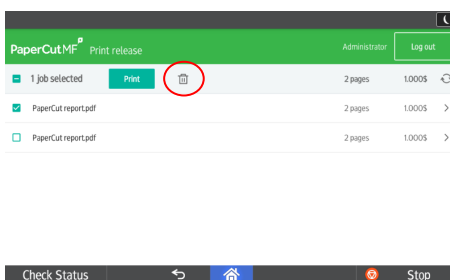
Select *[Print all]* to release all pending print jobs. Alternatively you can select *[Print Release]* to view and select individual jobs from the list.



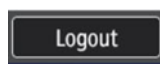
If *[Print Release]* has been selected tick which jobs you would like to release and press *[Print]*.



Alternatively, the Garbage Can Symbol can be pressed to delete the individually selected print jobs.



Once completed ensure you logout of the device by selecting *[Logout]* or by re-swiping your identification card



Logout

DON'T FORGET TO LOGOUT

Logout