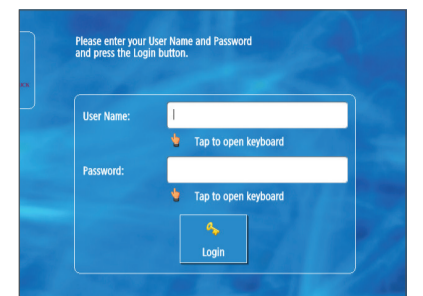
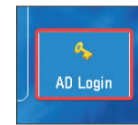


Tap your student card on the Card Reader **to login**

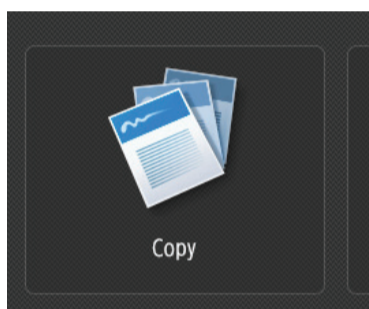


If you have forgotten your student card you can use the **AD Login** button to enter your student username and password.

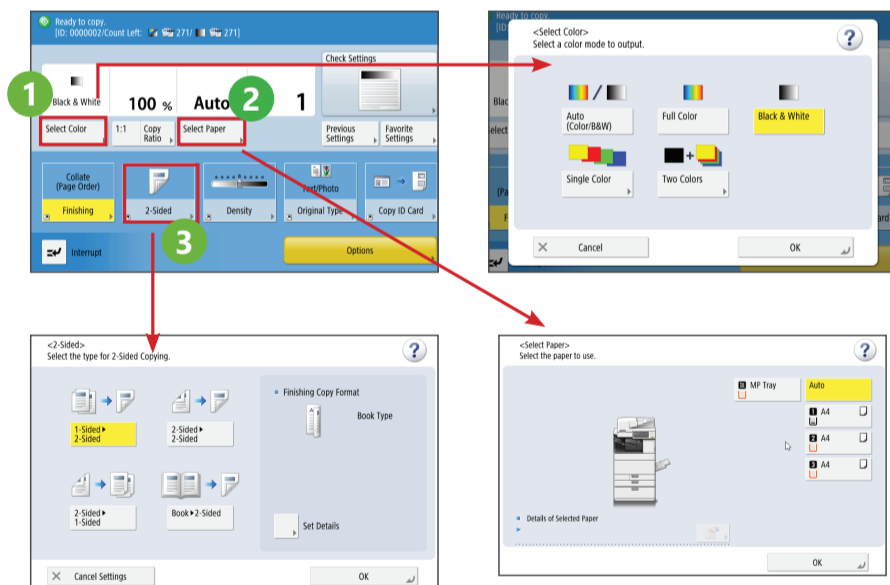


TO COPY

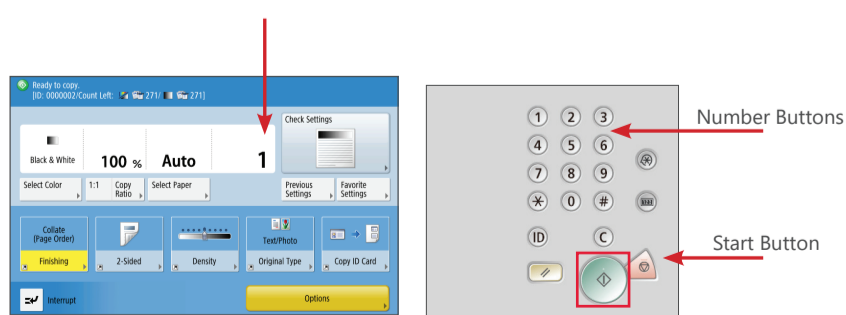
You will be logged into the **Home Screen** where you can select **Copy**.



- 1 **Select your Print Requirement:**
Black or Colour
- 2 **Select your Paper Requirement:**
Paper tray/size.
- 3 **Select type of 2-sided copying**

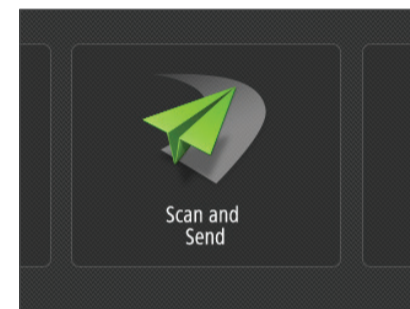


Load the documents you wish to copy. Use the **number buttons** to select the **quantity** you require and press the **green start button**.

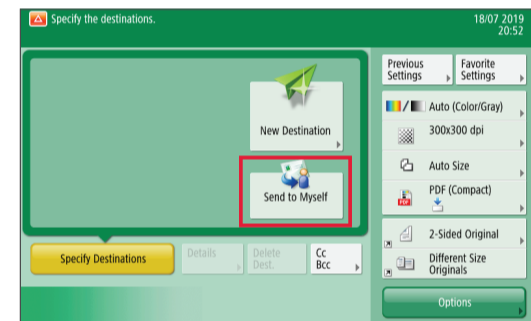


TO SCAN

You will be logged into the **Home Screen** where you can select to **Scan and Send** your document to your e-mail.



Press the **Send to myself** button.



Load the documents you wish to scan and press the **green start button**.



REMEMBER

STAY LOGGED IN
while the device is processing your job.

ALL JOBS WILL BE CANCELLED
if the user logs out before completion of the job.

LOG OUT WHEN YOUR JOB IS COMPLETE:

*tap your card against the reader
or
press the ID button on the control panel
or
press the blue LOG OUT button*