How to Log Into the Copier:
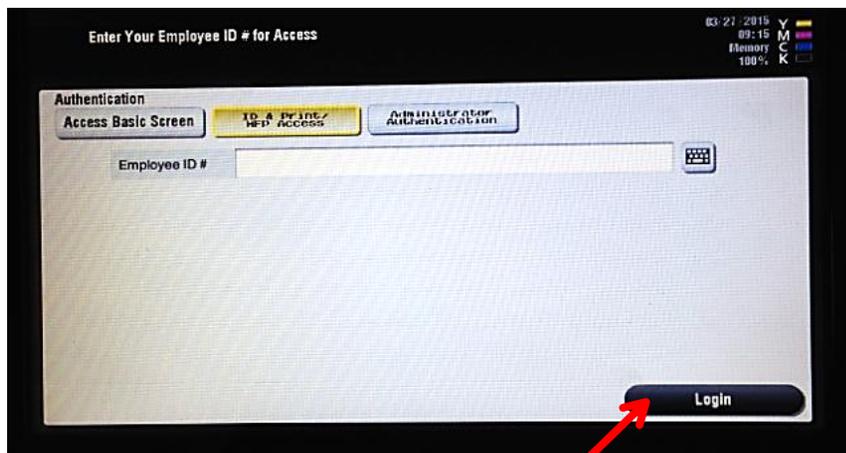

Press the Keyboard Icon
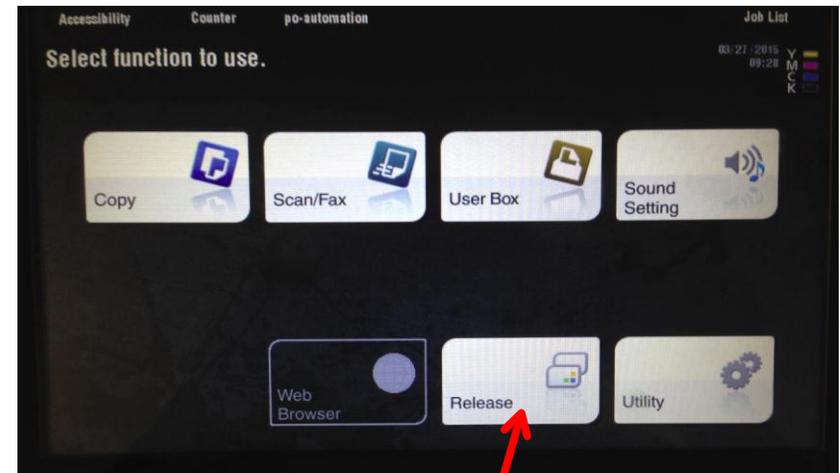

Select OK

Use the Keypad to enter in your User ID #
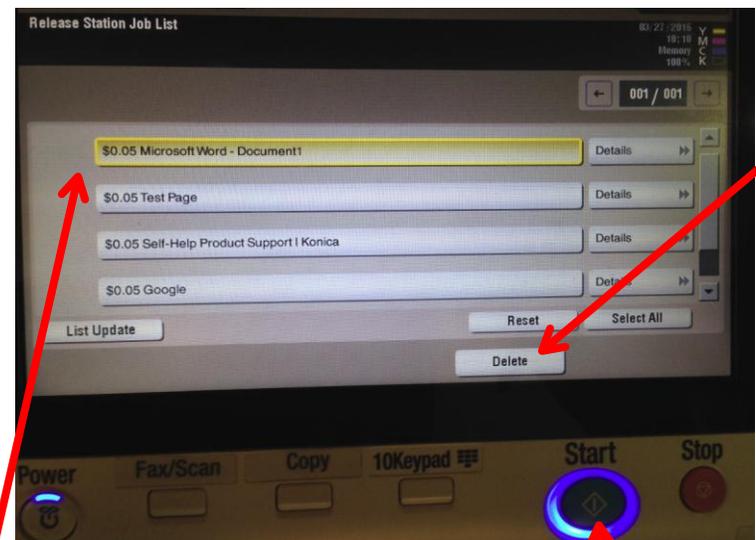

Select Login

How to Release Print Jobs:

Select the Release Button

You can delete jobs from the list here.

Highlight by touching the jobs that you want to print.

Press the Start button once you have selected the jobs that you want to print.

How to Make a Copy:

Press the Menu Button to navigate back to the main Menu Screen

Press the Color option to change your copy from printing in Black to printing in Color.

Use the Keypad to enter in the quantity of copies

Pressing the 'C' button will bring the quantity of copies back to 1
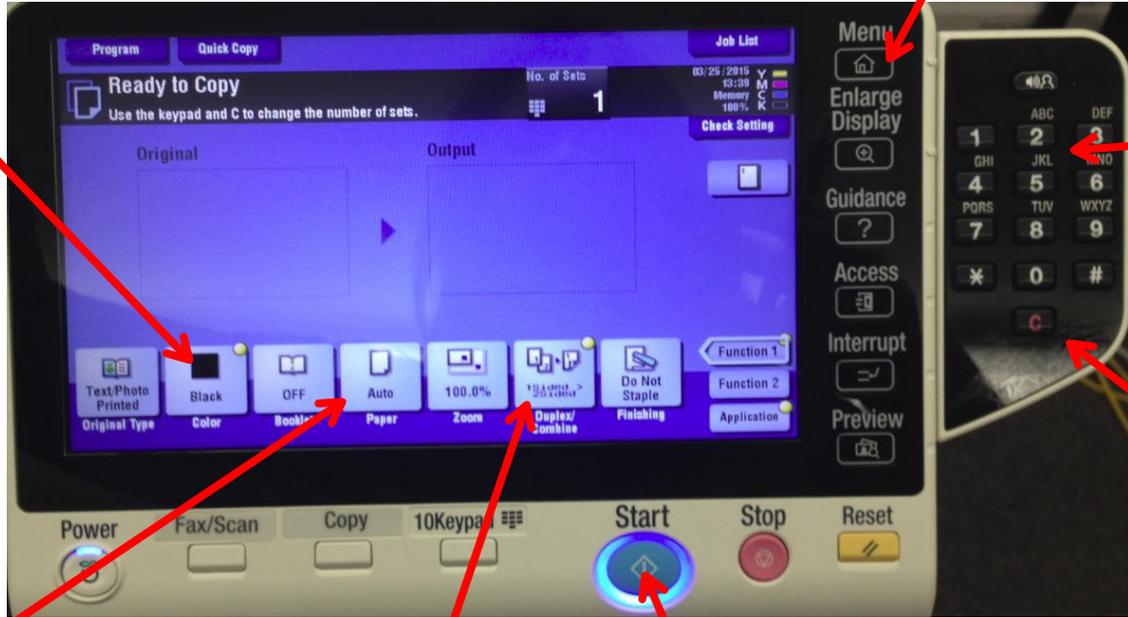
Press the Paper option to change the paper tray that you copy is made from

Select the Duplex option to change your copy from two-sided to single-sided

Press the blue start to make your copies

How to Scan:

Highlight by selecting who yo want to scan your document to. (Selecting 'Me' scans to yourself.)

Press the Color option to change your job to scanning in color

Select the Simplex/ Duplex option to change your scan from single-sided to double-sided

Select the blue Start button to scan your job