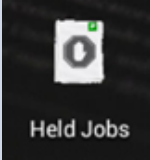
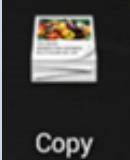
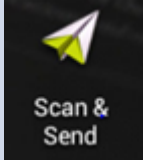




Multi-Function Printer Guide



To log in:

Place your University ID card over the blue sticker you can see on the front of the printer on the left, at the top.

Print	Make a copy	Scan to email
<p>To collect your printing press:</p> 	<p>To make a copy press:</p> 	<p>To scan to email press:</p> 
<ul style="list-style-type: none"> • Select the document you want to print and press 'Print' • Alternatively press 'Print all' to quickly print all your documents • Select individual jobs to delete and press the red X • Press 'Use copier functions' for copy and scan 	<ul style="list-style-type: none"> • Select the following: <ul style="list-style-type: none"> ✓ How many copies you need ✓ The paper tray ✓ 1 or 2 sided copies ✓ Black & White or colour ✓ Enlarge or reduce (e.g. A4 to A3) • Press  	<ul style="list-style-type: none"> • Your email address is pre-populated • Select the following: <ul style="list-style-type: none"> ✓ Colour ✓ File name ✓ Format ✓ Skip blank pages • Press 

To log out: Either press 'Log out' or place your University ID card on the blue sticker.