

SCAN

- 1 If the LCD control panel/screen is dark, press the **ENERGY SAVER** button to turn on
- 2 Press **SCANNER** button
- 3 Insert USB or SD card into slot on the side of the operation panel
- 4 Press **STORE FILE** at the top of the screen
- 5 Select **STORE TO MEMORY DEVICE** & then **OK**
- 6 Place original(s) face up in the feed tray on top of the machine OR lift top and place original(s) face down on the glass oriented to the top left corner
- 7 Press **START**
If you placed your documents directly on the glass, after scanning all your items press the # button on the keypad

- 8 When the LCD screen says **WRITING IS COMPLETE**, press **EXIT** and then the **RESET (yellow) button** before removing your USB or SD card from machine

COPY

Please Note: If you need to copy in **COLOUR** you must use the **COLOUR** machine.

- 1 If the LCD control panel/screen is dark, press the **ENERGY SAVER** button to turn on

TAP YOUR CARD ON THE READER



- 2 Press **USE DEVICE FUNCTIONS** on screen
- 3 Press **OK** on screen
- 4 Place original(s) face up in the feed tray on top of machine OR lift top and place original(s) face down on the glass oriented to the top left corner
- 5 Press **COPY** button
- 6 Press **START**



TAP AGAIN TO LOGOUT

PRINT

Please Note: Printing default is **BLACK & WHITE**. If you need **COLOUR** you must select the **COLOUR** printer before sending the print job from your computer and then retrieve your print job from the **COLOUR** machine.

- 1 Send your print job to the printer from a library computer
- 2 If the LCD control panel/screen is dark, press the **ENERGY SAVER** button to turn on

TAP YOUR CARD ON THE READER



- 3 On screen press **PRINT ALL** or press individual print jobs to select only certain jobs.



TAP AGAIN TO LOGOUT