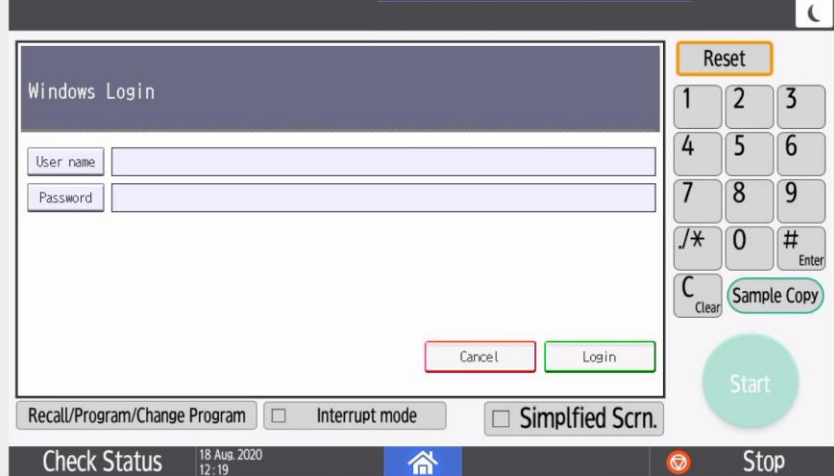
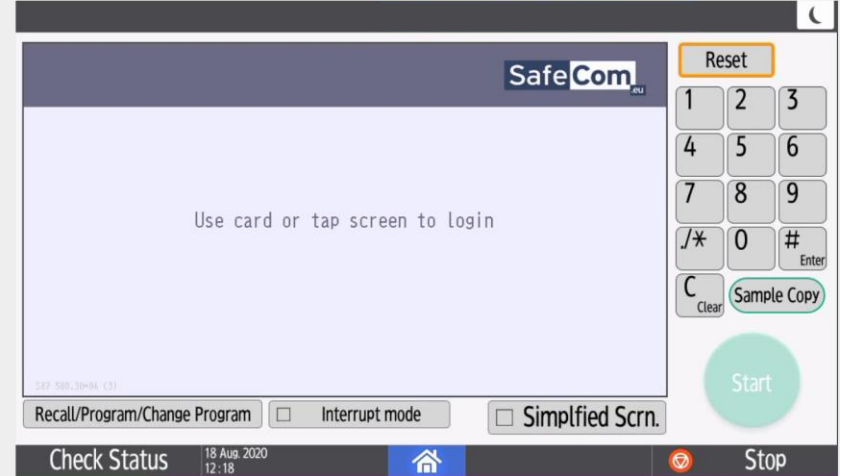


HOW TO LOG IN



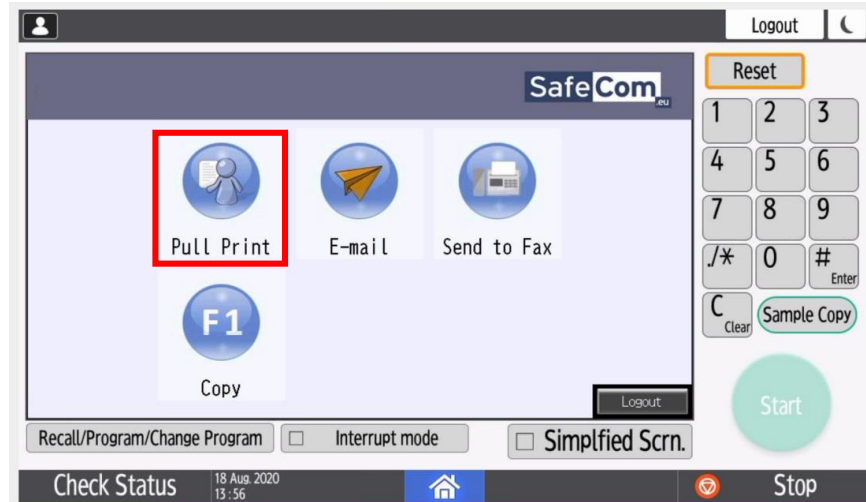
To login tap your card against the card reader, or tap the screen and enter your network ID and password and tap 'LOGIN'



HOW TO RELEASE A PRINT

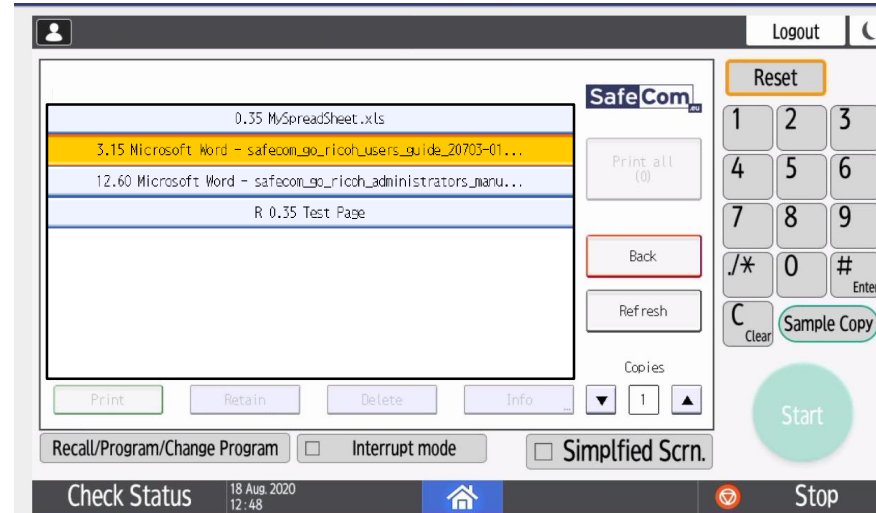
Tap the **'Pull Print'** icon to access the Document list.

The latest document sent to print will appear at the top of the list



Tap **'Print all'** to print all documents (**'Print all'** will only print one copy of each document)

Tap the documents you wish to print. Tap **'Print'** to print the selected documents



Tap **'Refresh'** to update the list of documents. Any pending documents will appear that have been received by the printer after the user has logged in

Use the physical keypad or the up and down buttons to enter the number of Copies you want of the selected documents

Tap **'Retain'** if you want the selected documents to remain on the list (server) after they have been printed

Tap **'Delete'** to delete the selected documents

Tap **'Info'** to see information about the selected documents, including cost, double sided and use of colour

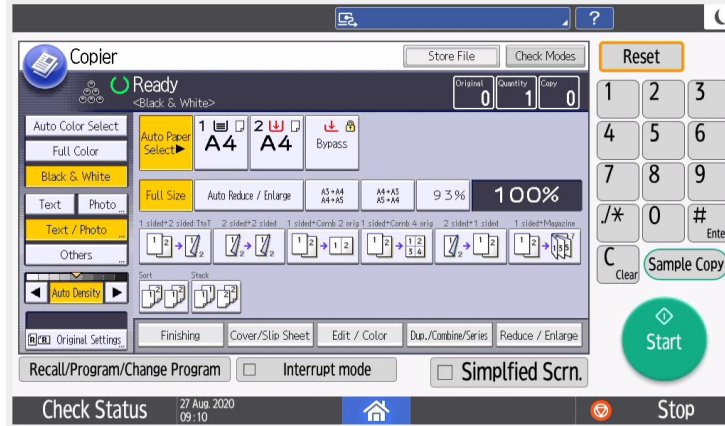
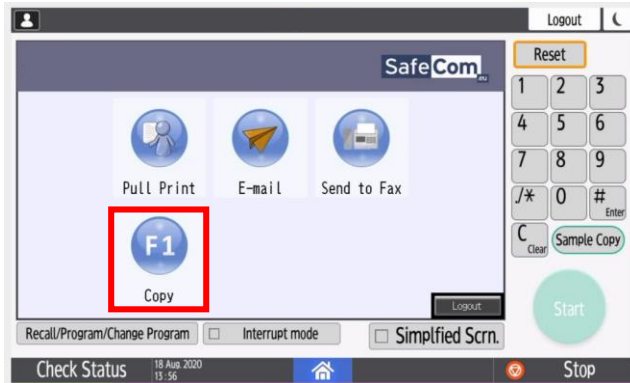
HOW TO COPY – AUTOMATIC DOCUMENT FEEDER

This type of copying is beneficial for multiple and double sided pages

Place the documents you wish to copy in the automatic document feeder (ADF) - The first page you wish to copy place face up

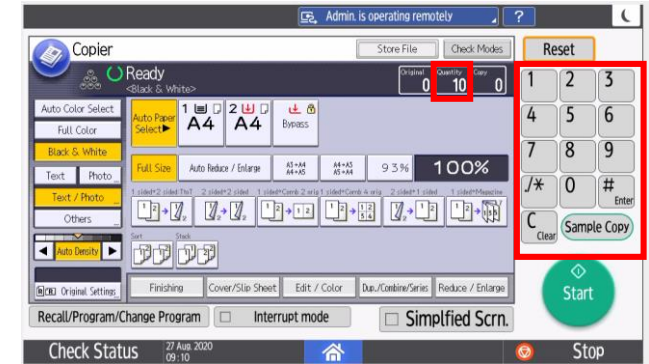


Tap the 'Copy' icon to copy the documents placed in the automatic document feeder (ADF)



The next screen, is where you can choose Copy properties such as:

- Black & White or Colour
- Duplex (double sided)



If you wish to change the number of copies click on the keypad that is to the right of the screen, insert the number of copies you wish to have

Tap the 'Start' button to complete copying your document

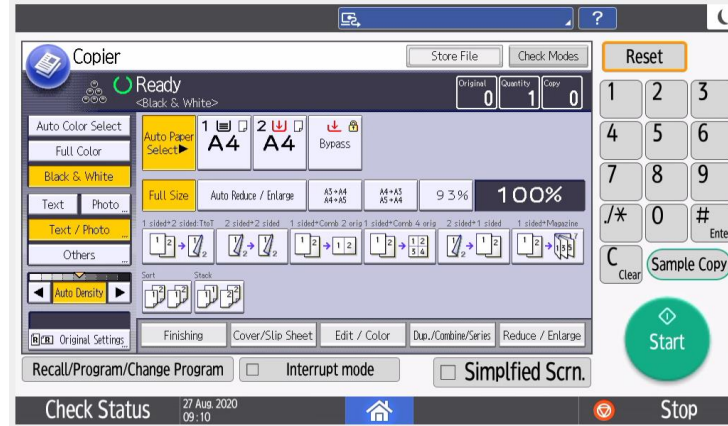
HOW TO COPY – SCANNER BED

This type of copying is beneficial for one page, one sided documents that are smaller than A4 & A5



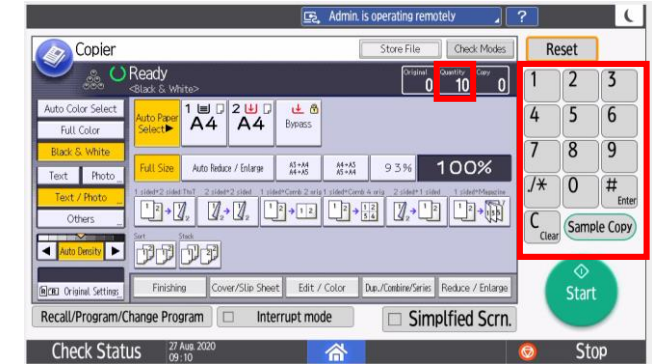
Place the documents you wish to copy in the scanner bed- Ensure the page you wish to copy is face down

Tap the 'Copy' icon to copy the documents placed in the automatic document feeder (ADF)



The next screen, is where you can choose Copy properties such as:

Black & White or Colour
Duplex (double sided)



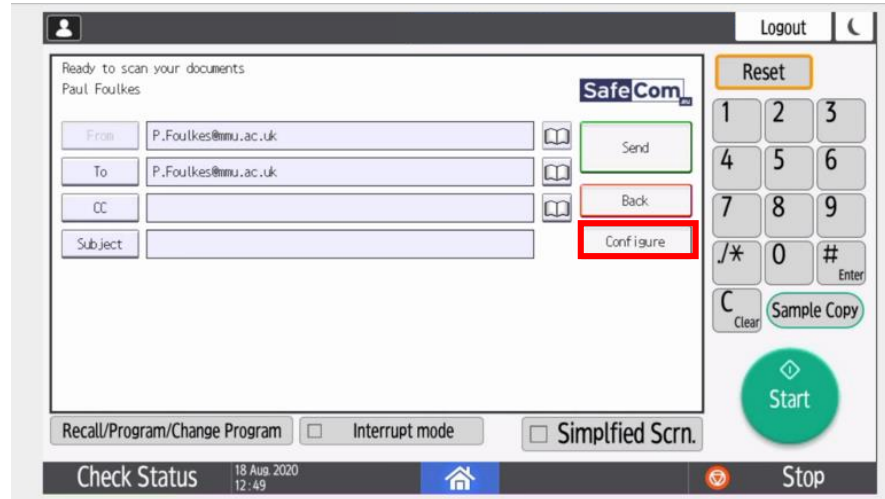
If you wish to change the number of copies click on the keypad that is to the right of the screen, insert the number of copies you wish to have

Tap the 'Start' button to complete copying your document

HOW TO SCAN TO EMAIL – AUTOMATIC DOCUMENT FEEDER

This type of scanning is beneficial for multiple and double sided pages

Place the documents you wish to scan in the automatic document feeder (ADF) - The first page you wish to scan place face up

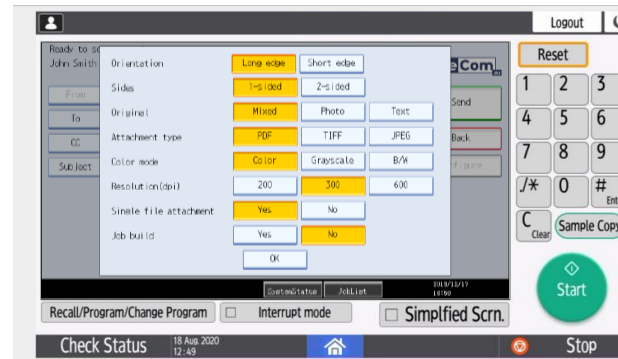
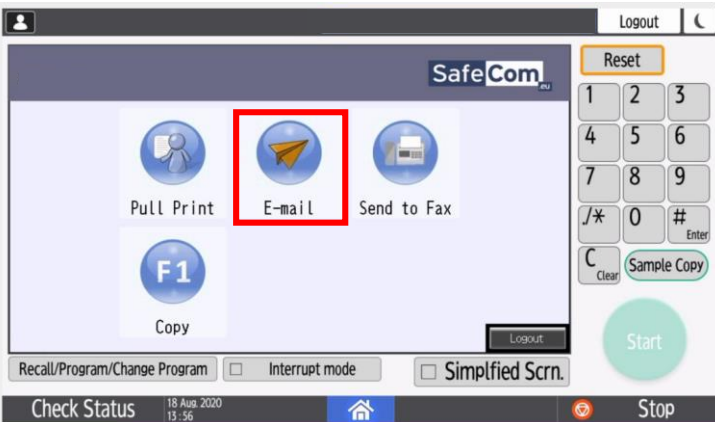


Tap the **'Start'** button to complete copying your document

Tap the **'E-mail'** icon to scan the documents placed in the automatic document feeder (ADF)

Tap **'Configure'** to choose Scan properties such as:
Black & White or Colour
Duplex (double sided)

Once you have selected all your options tap **'OK'** to return to Scan to Email



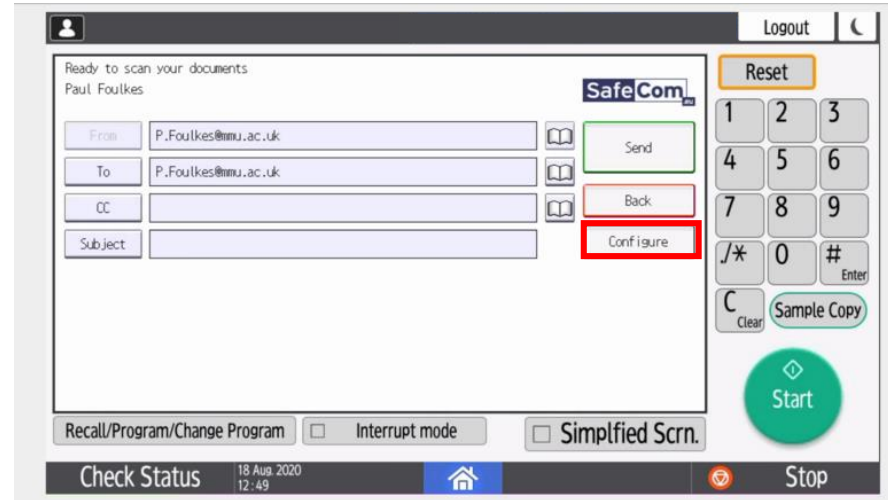
HOW TO SCAN TO EMAIL – SCANNER BED

This type of scanning is beneficial for one page, one sided documents that are smaller than A4 & A5



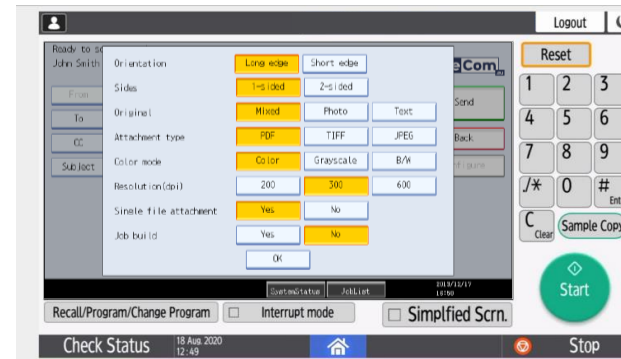
Place the documents you wish to scan in the scanner bed- Ensure the page you wish to scan is face down

Tap the 'E-mail' icon to scan the documents placed in the automatic document feeder (ADF)



Tap 'Configure' to choose Scan properties such as:
Black & White or Colour
Duplex (double sided)

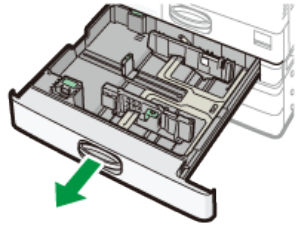
Once you have selected all your options tap 'OK' to return to Scan to Email



Tap the 'Start' button to complete copying your document

HOW TO LOAD PAPER TRAYS (TRAYS 1-4)

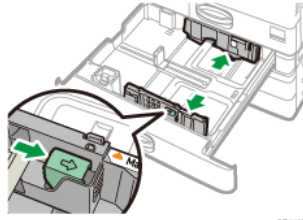
Pull the tray out carefully



D2W112

1

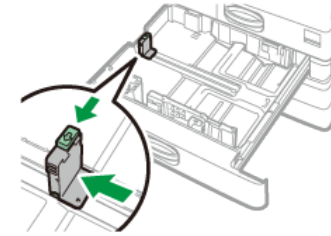
IF NEEDED : While pressing the release lever of the side fence, slide the side fences outward



D2W113

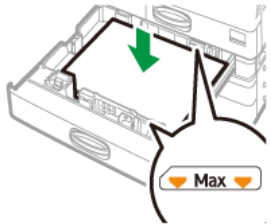
2

While pressing the release lever of the end fence, slide the end fence outward



D2W116

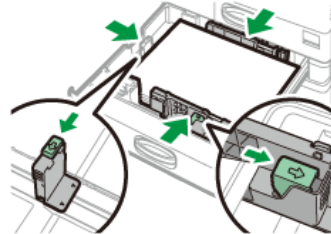
Square the paper and load it with the print side facing up



D2W117

3

While pressing the release lever, adjust the side and end fences to the paper size



D2W118

4

Push the tray in the original position carefully.
To return the completely pulled out tray to the original position, push the tray straight in

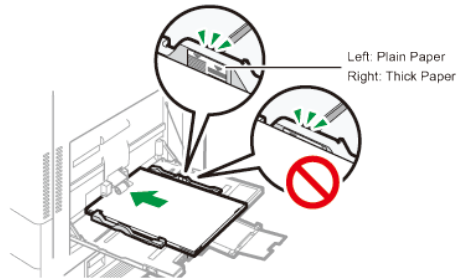
Fan sheets before loading so that multiple sheets of paper do not stick to each other and are not fed at once

Do not stack the paper over the limit mark

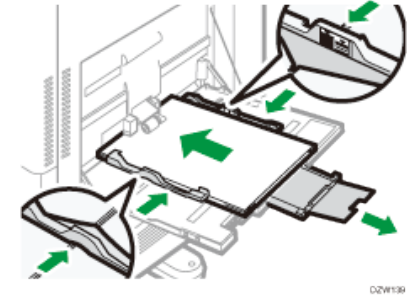
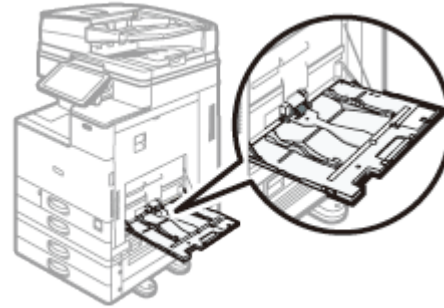
If the paper tray is damaged, it may cause a paper jam. Also, if you push the tray forcibly, the side fence of the tray may be moved

HOW TO LOAD BYPASS TRAY – FOR CUSTOM PAPER

Do not stack paper over the limit mark. If you load paper over the limit mark, the print image may be slanted or the paper may be jammed



When loading paper larger than the bypass tray (longer than A4 paper in landscape orientation), pull out the extender



Align the paper guides to the paper size

Load the paper with the print side down, and push it in lightly until you hear a beep.
Fan sheets before loading so that multiple sheets of paper do not stick to each other and are not fed at once.
If you are loading envelopes or letterheaded paper, confirm the orientation, face and back, or location of flaps.