

Print, copy and scan

How to use your Smart Printer

Print

1. Tap **Print Release** on the touch screen
2. Login using your University IT account **username** and **password**
3. Tap **Print** to print selected documents, or tap **Print All** to print all your documents

Copy

1. Place the document on the glass screen face down or in the sheet feeder face up
2. Tap **Copy** on the touch screen
3. Login using your University IT account **username** and **password**
4. Choose **More Options** for additional copy settings
5. Tap the button next to **Copy** to photocopy

Scan to email

You can scan a document and this will be automatically sent as an attachment to your University email address.

1. Place the document on the glass screen face down or in the sheet feeder face up
2. Tap **Email** on the touch screen
3. Login using your University IT account **username** and **password**
4. Enter a **Subject** for the email. Tap **OK**
5. Choose **More Options** for additional scan settings
6. Tap the button next to **Send Email** to scan
7. If prompted to **Add Recipients to Address Book** tap **No**

Always sign out when you are finished.
Tap **Home** and select **Sign Out**.

