

INSTRUCTIONS FOR
COPIER/PRINTER/SCANNER

TO MAKE QUICK COPY – use for simple copying – **Do not use for printing from the computers**

1. Put money into coin box which is located behind you
2. Touch – QUICK COPY
3. Touch – CONTINUE
4. Press – START

TO MAKE PRINT FROM COMPUTER

1. Put money into coin box which is located behind you
2. Touch – CLICK HERE TO BEGIN
3. Touch – CONTINUE
4. Touch – PRINT
5. Touch in the white box, a keyboard will appear to put in your initials. Use the same initials that you used on the computer.
6. Touch – PROCEED
7. Touch – SELECT ALL (if you want all your jobs printed) OR touch the job you want to print
8. Touch – OK

PRESS THE LOGOUT BUTTON ON THE COPIER TO GET CHANGE IF IT DOES NOT COME AUTOMATICALLY