

To login tap your card against the card reader.

To log in manually, press the option on the home screen you wish to use (i.e. 'Print', 'Copy' or 'Scan') and you will be directed to a sign in page. Sign in using your network ID and password and tap 'OK'

**Please note:**

You can also sign in by selecting the 'Sign-in' button on the top menu bar.

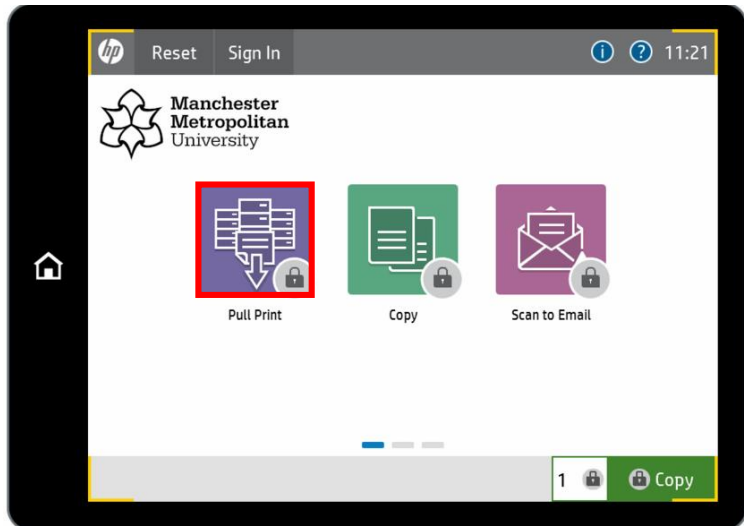
You must ensure that the 'SafeCom' option is selected in the top left drop-down in order to sign on to the network in this way.

# HOW TO RELEASE A PRINT

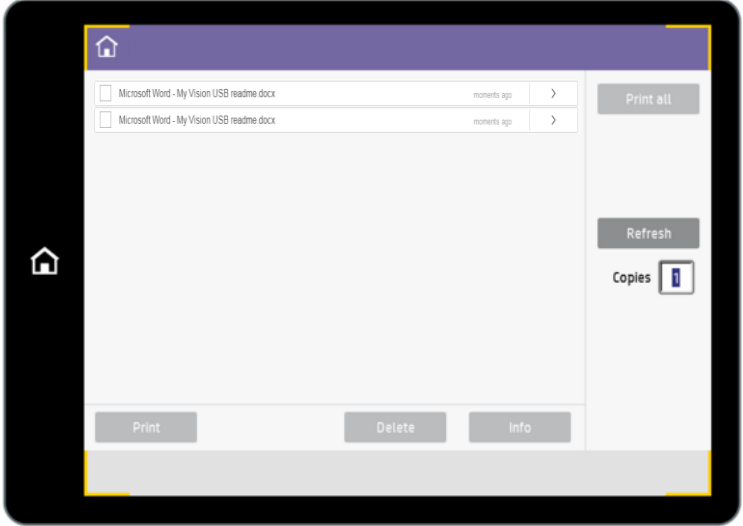


Tap the 'Pull Print' icon to access the Document list.

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

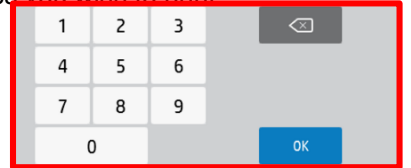


Tap 'Print all' to print all documents ('Print all' will only print one copy of each document)



Tap '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.

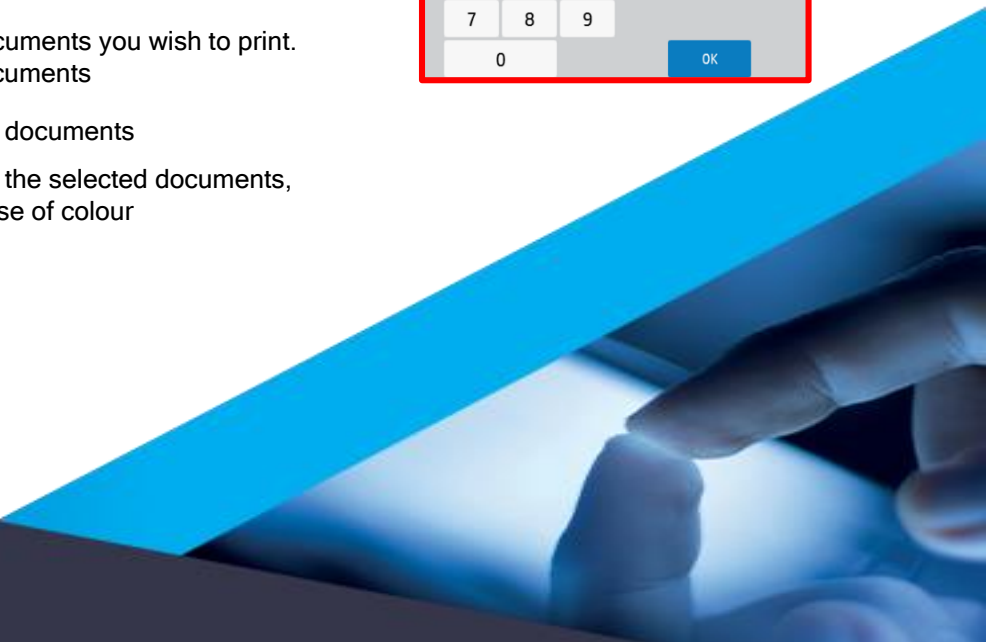
To change the number of copies you wish to print tap the number next to 'Copies'. On the keypad that appears insert the number of copies you wish to print



Tap the 'check box' next to the documents you wish to print. Tap 'Print' to print the selected documents

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

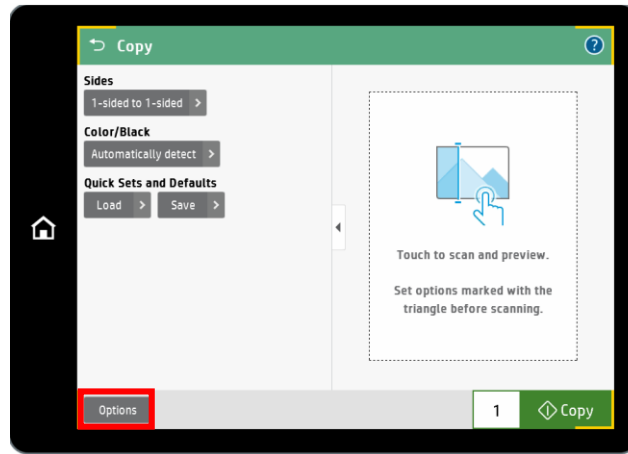
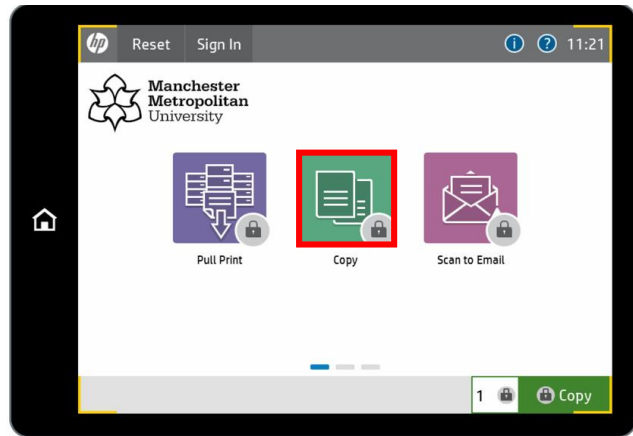


This type of copying is beneficial for multiple and double sided pages

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

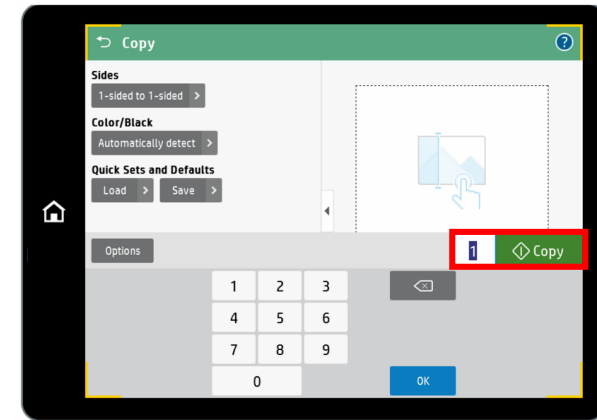
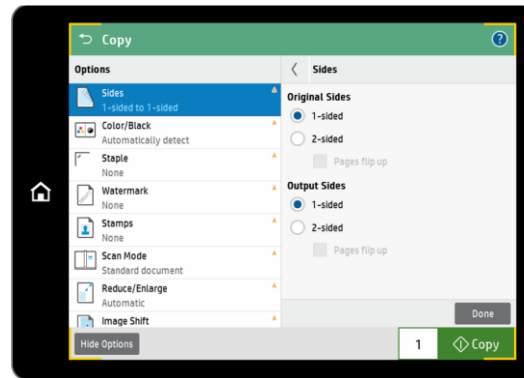


Tap the 'Copy' icon to copy the documents placed in the automatic document feeder (ADF)



Tap the 'Options' button for copy options such as:

- Black & white (or colour)
- Duplex (double sided)



Once you have selected all your options tap 'Hide Options'

If you wish to change the number of copies tap the number next to Copy. On the keypad that appears insert the number of copies you wish to have

Tap 'Copy' to complete copying your document

# HOW TO COPY – SCANNER BED

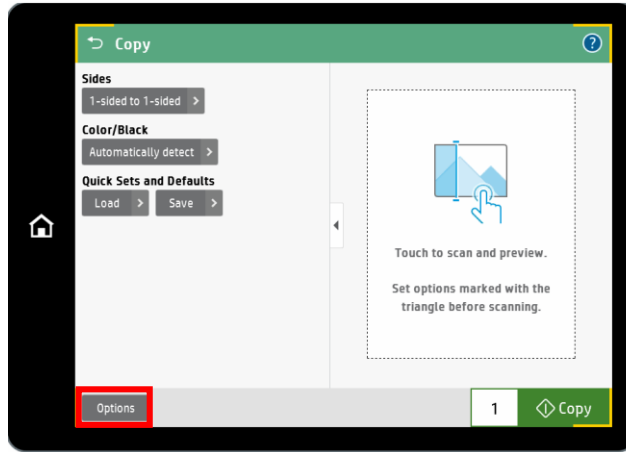


This type of copying is beneficial for one page, one sided documents that are smaller than A4 & A5

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

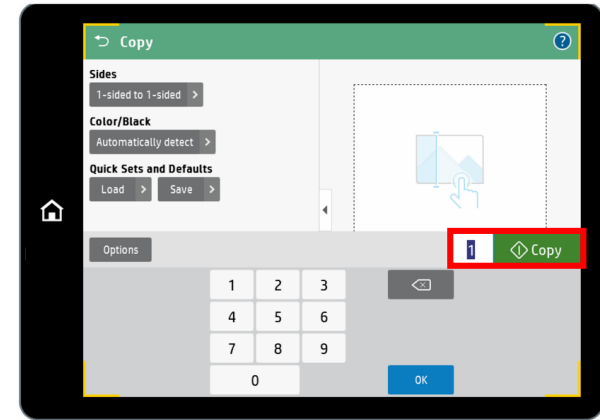


Tap the 'Copy' icon to copy the documents placed in the scanner bed



Tap the 'Options' button for copy options such as:

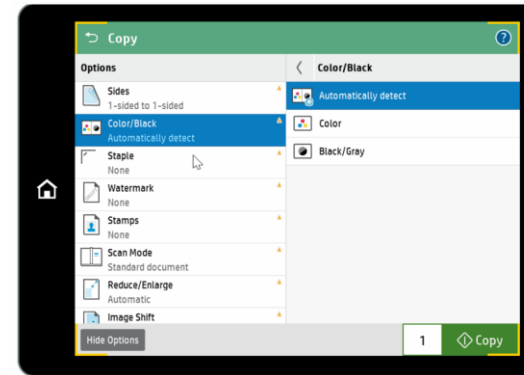
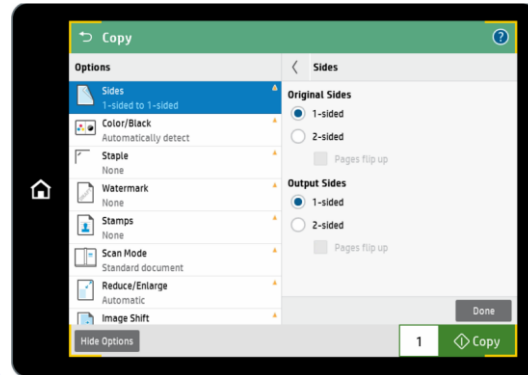
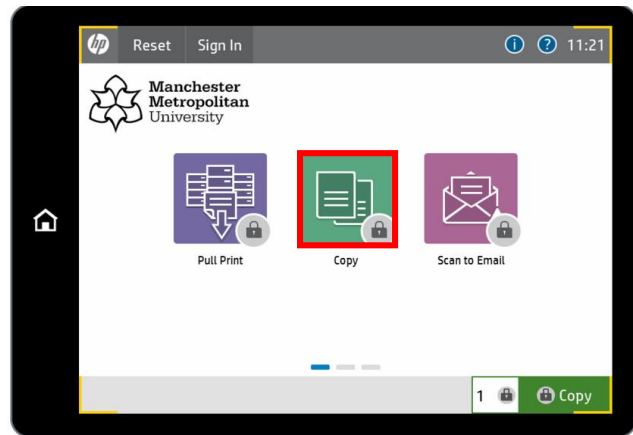
Black & White or Colour  
Duplex (double sided)



Once you have selected your options, tap 'Hide Options'

If you wish to change the number of copies tap the number next to Copy. On the keypad that appears insert the number of copies you wish to have

Tap 'Copy' to complete copying your document



# HOW TO SCAN TO EMAIL – AUTOMATIC DOCUMENT FEEDER

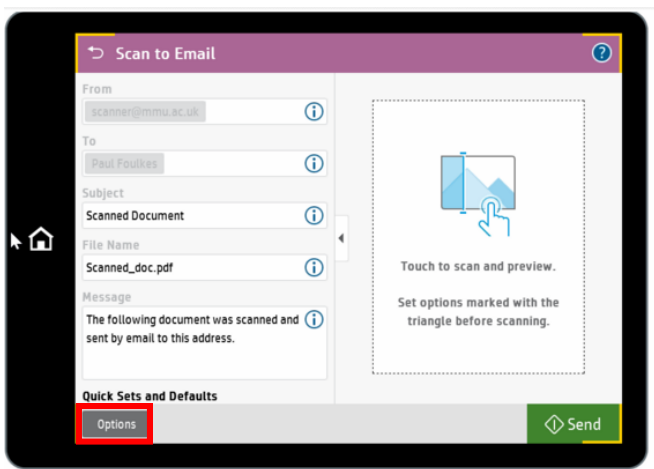
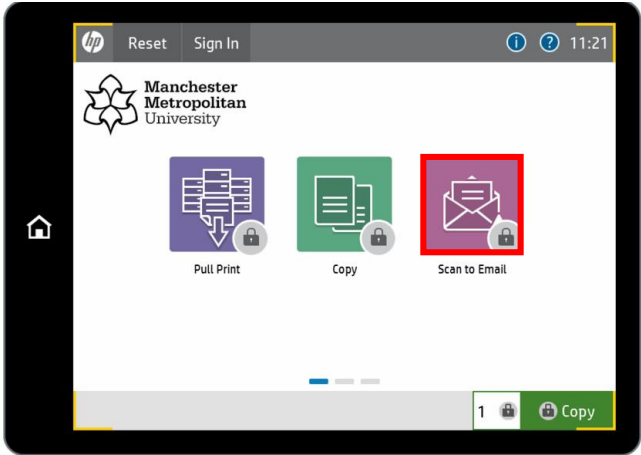


This type of scanning is beneficial for multiple and double sided pages

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

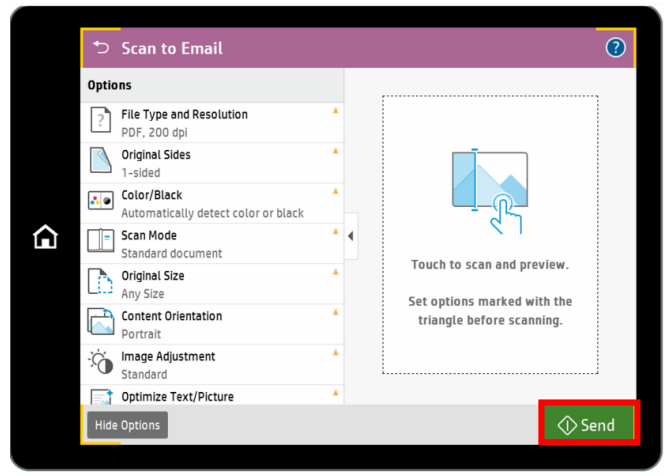


Tap the 'Scan to E-mail' icon to scan the documents placed in the automatic document feeder (ADF)

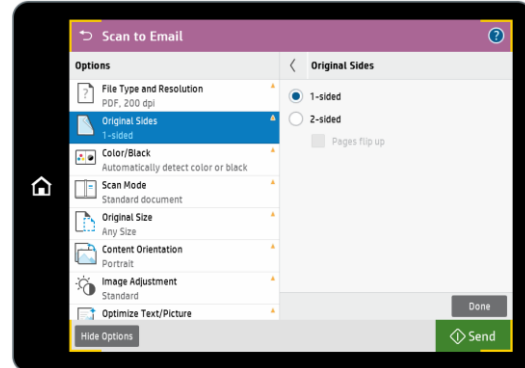
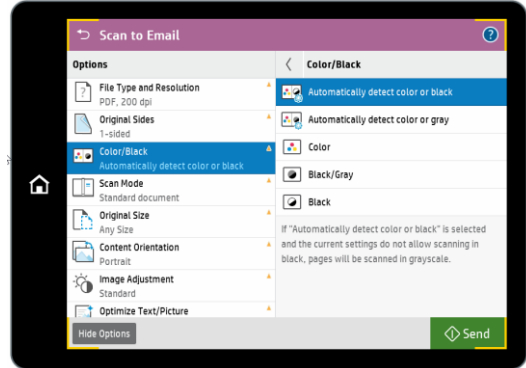


Tap the 'Options' button for scan options such as:

Black & White or Colour  
Duplex (double sided)



Tap 'Send' to complete scanning your document(s)



# HOW TO SCAN TO EMAIL – SCANNER BED

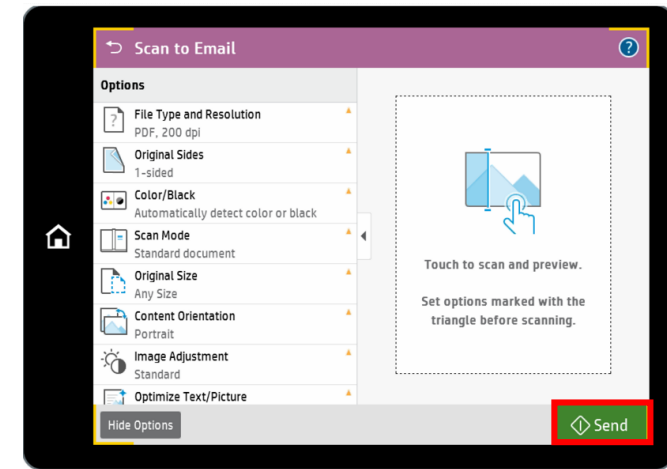
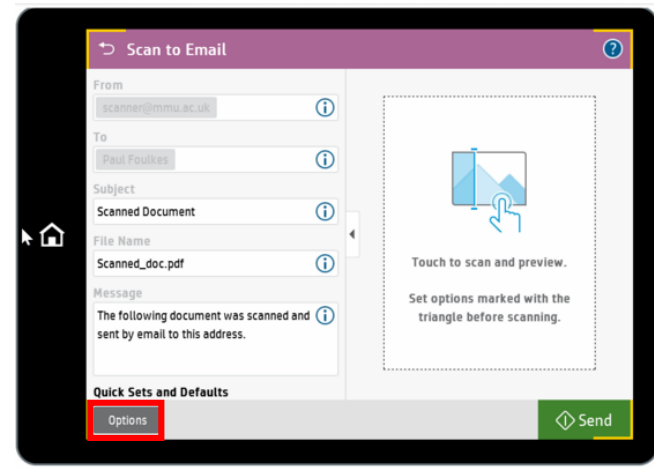
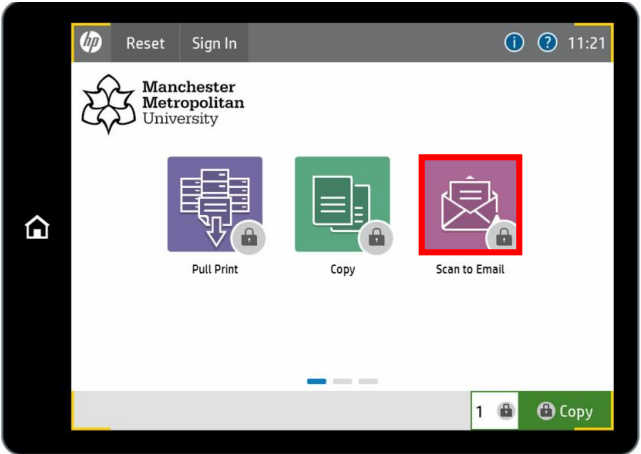


This type of scanning is beneficial for one page, one sided documents that are smaller than A4 & A5

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



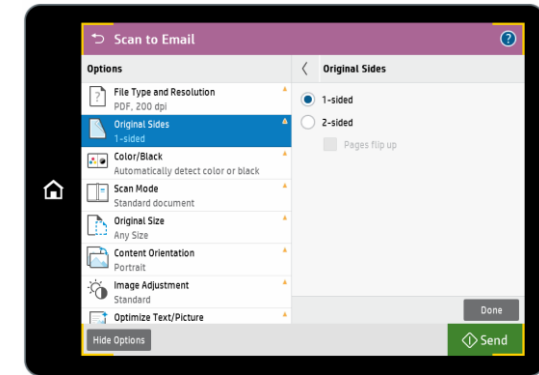
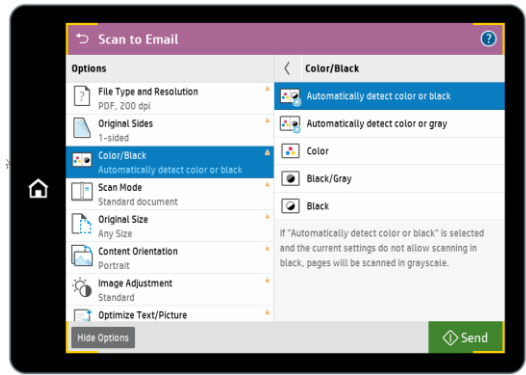
Tap the 'Scan to E-mail' icon to Scan the documents placed in the automatic document feeder (ADF)



Click the options button for Scan options such as:

Black & White or Colour  
Duplex (double sided)

Tap 'Send' to complete Scanning your document(s)



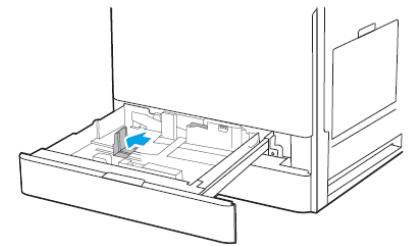
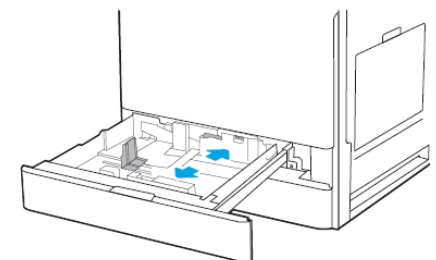
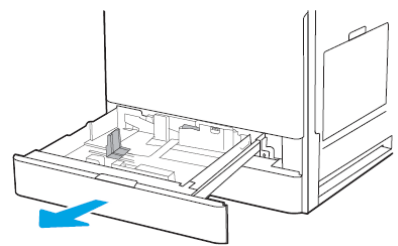
# HOW TO LOAD PAPER TRAYS (TRAYS 1-4)



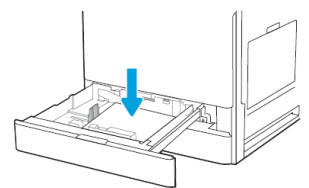
**IF NEEDED :** Before loading paper, adjust the paper-width guides by holding down the blue lock/unlock toggle switch on the rear paper-width guide, pinching the blue adjustment latch on the front paper-width guide, and then sliding the guides to the fully open position

Adjust the paper-length guide by pushing in at the bottom of the blue adjustment latch while sliding the guide to the size of the paper being used

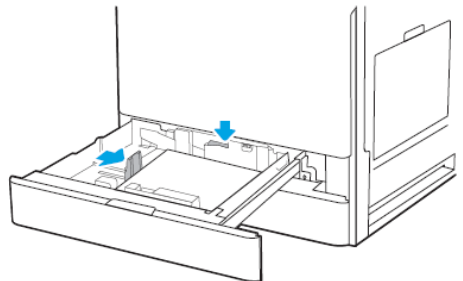
Pull the tray out carefully



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

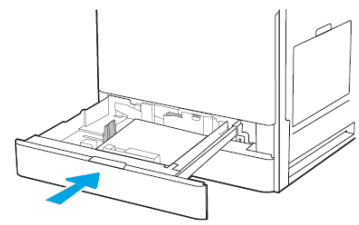


While pressing the release lever, adjust the side and end fences to the paper size



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

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



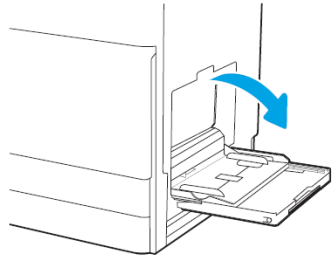
Fan sheets before loading so that multiple sheets of paper do not stick to each other and are not fed at once  
**Do not stack the paper over the limit mark**



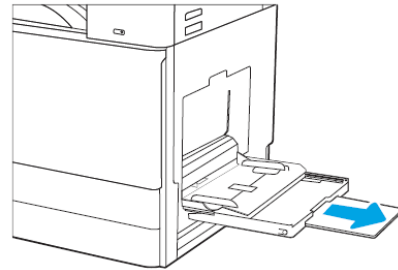
# HOW TO LOAD BYPASS TRAY – FOR CUSTOM PAPER



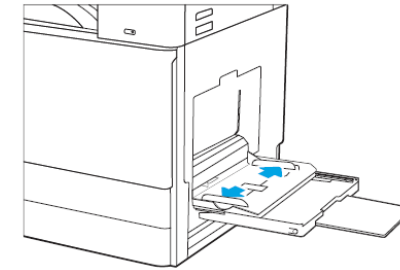
Open Bypass Tray



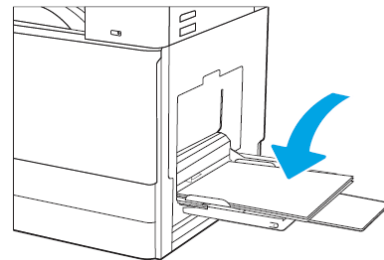
Pull out the tray extension to support the paper



Use the adjustment latch to spread the paper guides outward



Load paper in the tray  
Make sure that the paper fits under the fill-line on the paper guides



Using the adjustment latch, adjust the side guides so that they lightly touch the paper stack, but do not bend it

