

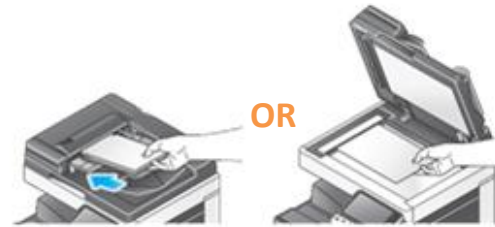
Please note that by default, the printers are set to black and white, duplex printing. These settings can be changed from the touchscreen, by selecting each setting icon at the bottom of the screen.

PRINTER C364 – Reception

QUICKCOPY



To begin, touch your card to the card reader located on the right hand side of the printer closest to you



1. Place the originals in the scanner. Multi-page documents should be placed face up in the tray on top. Alternatively can be placed face down on the glass pane, under the lid.

PLEASE ENSURE TO SLIDE THE TOUCHSCREEN BACK WHEN YOU ARE FINISHED.



2. Slide the touchscreen panel to the left to reveal the touchpad, select the number of copies you want.



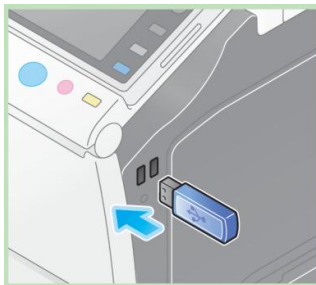
3. Press the start button

PLEASE REMEMBER TO LOGOUT WHEN YOU ARE FINISHED BY PRESSING THE ACCESS BUTTON.

Print from USB

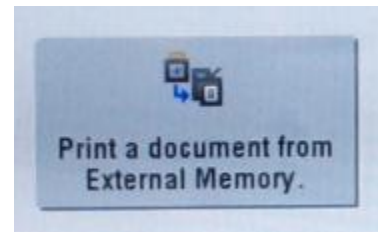


To begin, touch your card to the card reader located on the right hand side of the printer closest to you



1. Plug in your USB in the ports located on the right hand side of the printer, near the touchscreen.

PLEASE ENSURE TO SLIDE THE TOUCHSCREEN BACK WHEN YOU ARE FINISHED.



2. A list of everything printable on the USB stick, including: Word, Excel, PowerPoint, PDF, .txt . and a few others.
3. Select the file you want to print.



4. Press the start button



PLEASE REMEMBER TO LOGOUT WHEN YOU ARE FINISHED BY PRESSING THE ACCESS BUTTON

