

PRINTER C36 – Basement, 3rd Floor

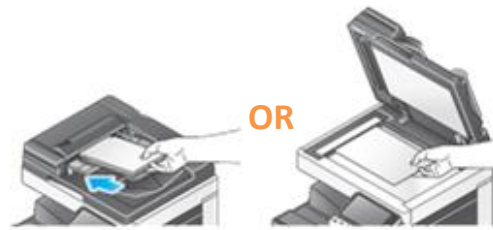
Please note that these are **BLACK AND WHITE ONLY MACHINES**, and also by default the printers are set to duplex printing. These settings can be changed from the touchscreen, by selecting each setting icon at the bottom of the screen.

QUICKScan TO E-MAIL



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

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



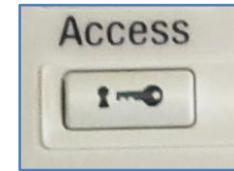
1. Place the originals in the scanner. Multi-page documents should be placed face up in the tray on top. Alternatively can be placed face down on the glass pane, under the lid.



2. Press 'Scan to e-mail' on the touchscreen, then press 'Direct input' and enter your university e-mail, you can only mail to this address.



3. Press the start button, when the scanner finishes, **REMEMBER TO PRESS ACCESS BUTTON TO LOG OUT.**



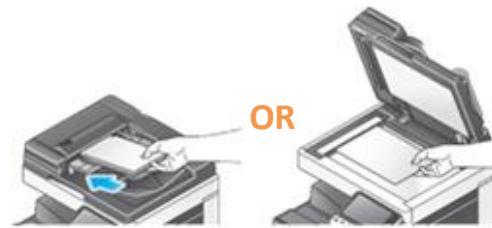
4. You should receive an email from your own CrisID, this contains your scanned file as an attachment.

QUICKCOPY

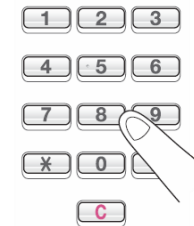
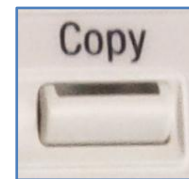


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PLEASE ENSURE TO SLIDE THE TOUCHSCREEN BACK WHEN YOU ARE FINISHED.



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.



2. Press the 'Copy' button, then type the number of copies you want. If you make a mistake you can press 'C' to clear



3. Press the start button, when the scanner finishes, **REMEMBER TO PRESS ACCESS BUTTON TO LOG OUT.**

