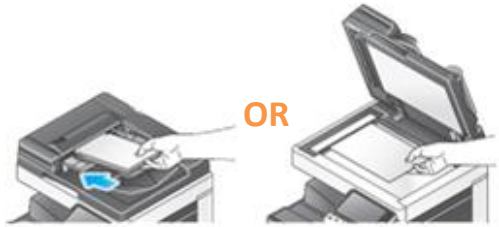
PRINTER C284 – Library, 1st floor, 2nd floor

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.

QuickCopy

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

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.

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

3. Press the start button

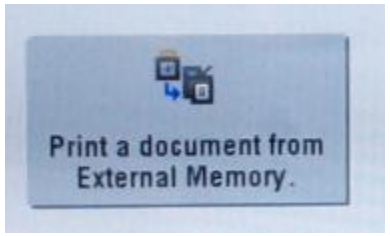
PLEASE REMEMBER TO LOGOUT WHEN YOU ARE FINISHED BY PRESSING THE ACCESS BUTTON.

Print from USB

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

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.



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

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