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.

QUICKScan TO E-MAIL

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

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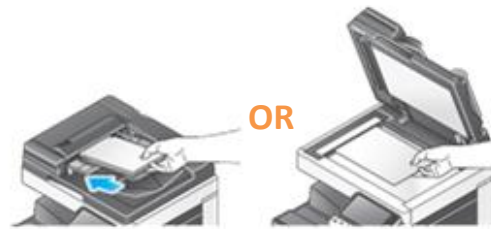
1. Place the originals in the scanner. Multi-page documents should be placed face up in the tray on top. Alternatively can be placed face down on the glass pane, under the lid.
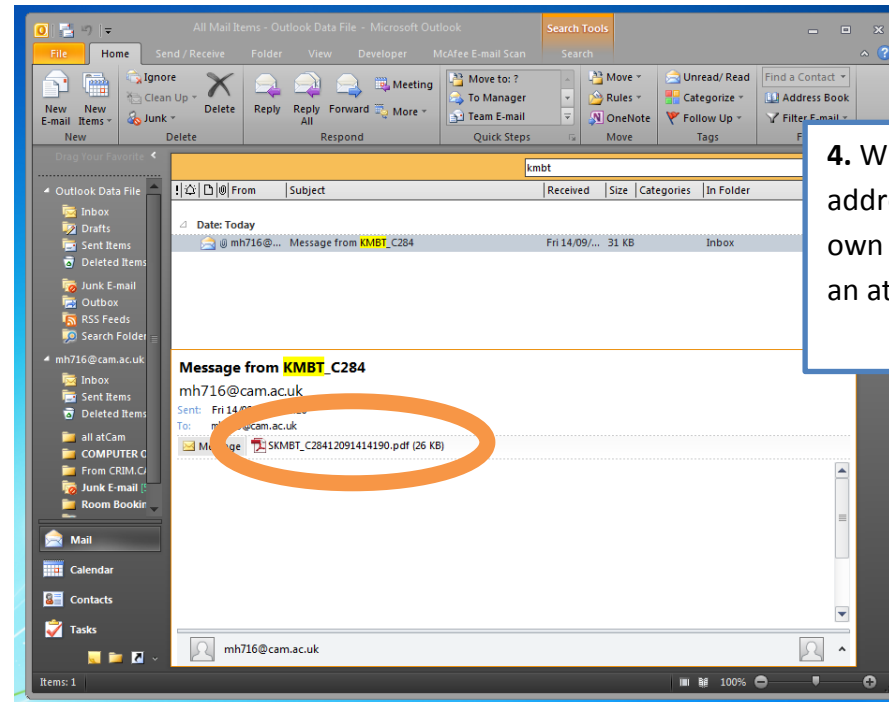

2. When you press Scan/Fax, your own university e-mail will come up as a 'Favourite' and be labelled **'Me'** tap the grey box to select.

3. Press the start button

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

4. When you check your university e-mail address there should be an email from your own CrisID, this contains your scanned file as an attachment.