Printing

1. Hold your card over the reader to login.
2. The documents you have sent to the printer (CJBS-STUDENT) will automatically appear.
3. Select the documents you want to print.
4. Press

Photocopying

1. Hold your card over the reader to login.
2. Press the photocopy button [ ] on the top left.
3. Place your document face down on the glass and close the lid.
4. Press the green button.

Scanning

1. Press before you log in, or from the home screen

(Please note: If you are already on the print screen, you will need to press [ ] first)

2. Hold your card over the reader to login.
3. Place your document face down on the glass and close the lid.
4. Follow the steps and then press [ ]

And finally... press [ ] or the button when you are finished!