


Printing


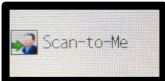
1. Hold your card over the reader to login.
2. The documents you have sent to the printer (CJBS-STUDENT) will automatically appear.
3. Select the documents you want to print.

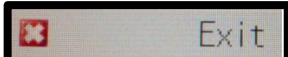


Photocopying

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.



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