Multi-Function Printer Guide

**LOG-IN:** Place your ID card over the card reader found on the front of the MFD printer

**Collect Prints**
- Touch the screen to select individual print jobs and choose to print or cancel as required.

**Make Copies**
- Choose a paper tray
- Reduce or Enlarge Copies
- Choose Single or Double Sided
- START to create your Copy

**Scan Documents**
- Tap to send scans directly to your own email account. Press START
- Tap to make changes to scan output if required

**LOG-OUT:** Place your ID card back on the reader or press ->

System automatically logs you out after 60 seconds inactivity