



Let us contribute to environmental protection

This print prevents unintentional disclosure of confidential materials

Secure Copy/ Copy ID card

You can retrieve the scanned data from E-mail

Swipe Card

Swipe card before operation

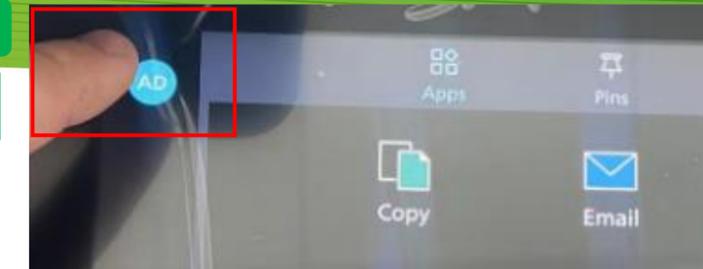
Before the operation, please Scan your E-Card or Swipe your ID Card. After the authentication is passed, follow up



End of Operation

Logout

After the operation is finished, press the **[Log in / Out]** button to exit.
(upper left corner of the screen)



Print

Print Job list

The Job list will popup, after login the printer.

If no job list please print again or contact help desk.



Printing Operation

You can click print button (right side) print job.

or select the checkbox left behind documents, and click print all button for print all documents.



Delete print job

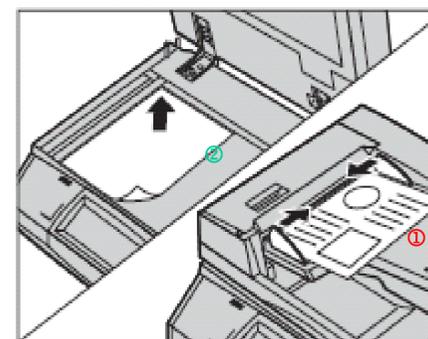
You can click delete print job button after you select documents for delete print job



Copy

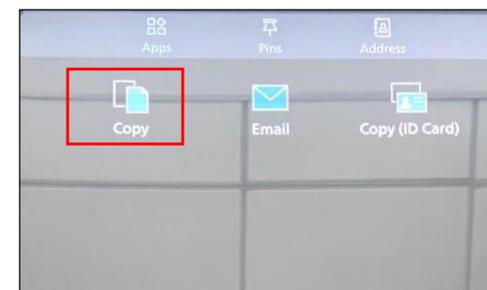
Place the document

Paper face up in the center of paper feeder ①, or face down and align it against the top left corner of the document glass ②.



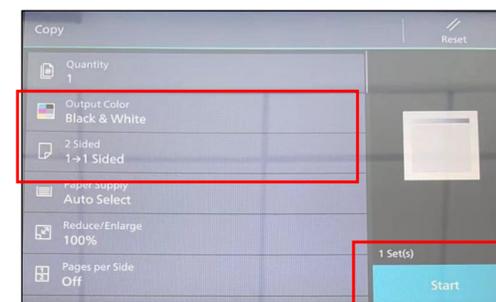
Menu

Select **[Copy]** after swipe card.



Output Format Select and start copy

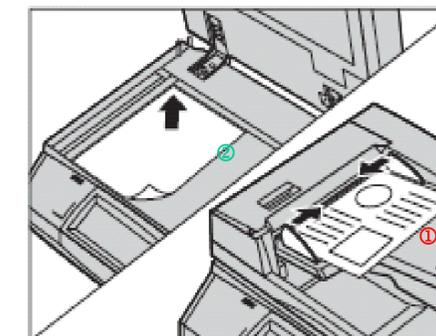
You can, Select **[2 sided copying]** and color output on the touch screen. Then press **[Start]** button on the control panel.



Scan to E-mail

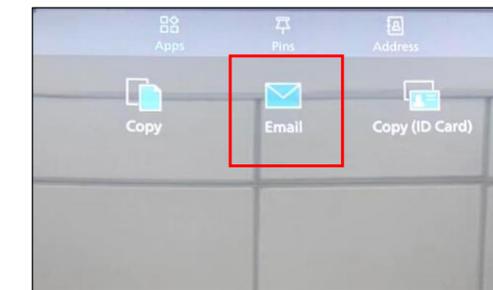
Place the document

Paper face up in the center of paper feeder ①, or face down and align it against the top left corner of the document glass ②.



Menu

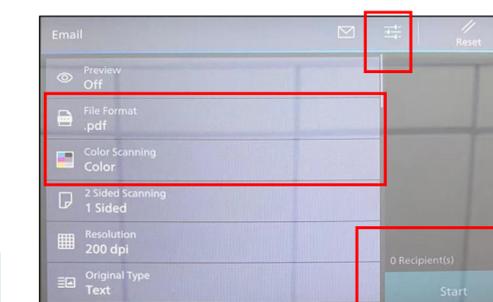
Select **[Email]** after login the printer.



Select a feature

Click **[Scan]** open scan feature

Select a feature on the **[Email]** screen.



Start to Scan

Press **[Start]** button to scan.