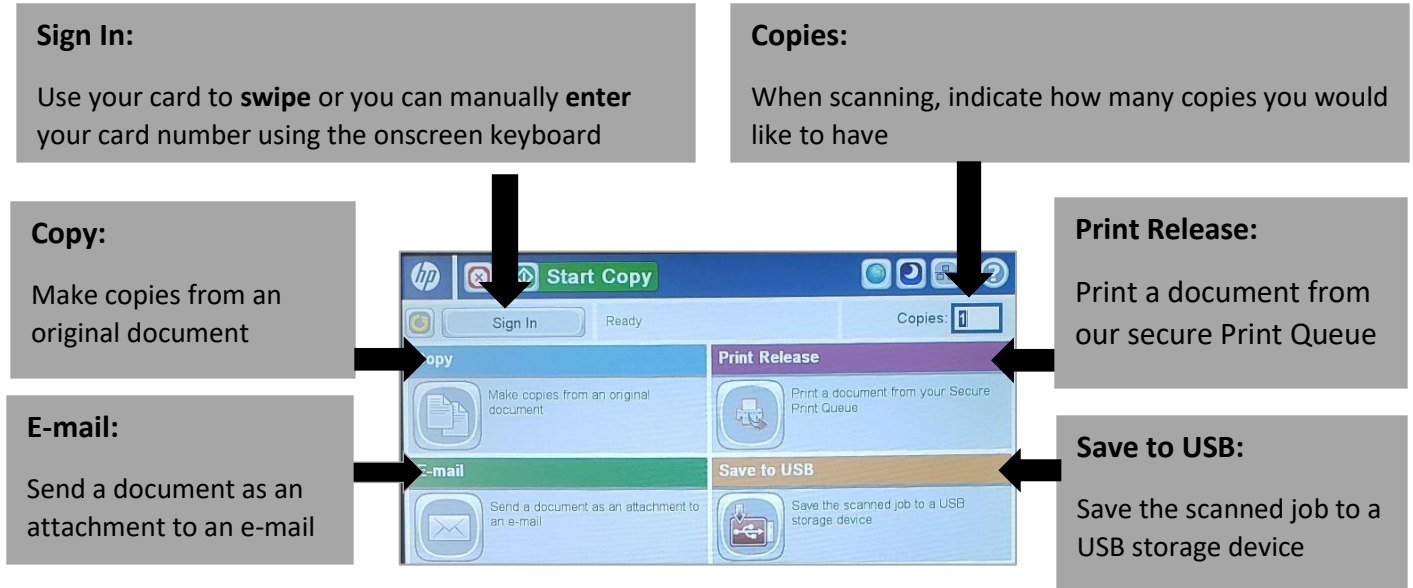




# Quick Guide: MFP Printer/Copier Basics

Not quite sure how to make copies? Is there a long line to release your prints? Need to Scan an item to your USB? Scan a document to email? You can do all that on the copier.

## NAVIGATING THE HOME MENU

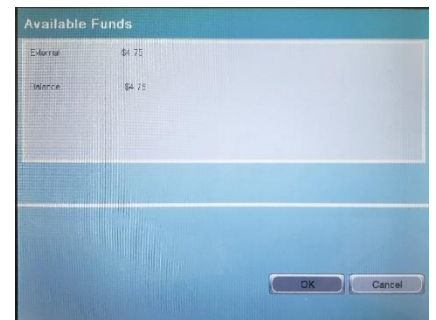


## Using the Copy Machine

Sign into the copy machine with your library card or Guest Pass by typing your barcode or swiping your card. Note: Before you can make a copy your library card/ Guest Pass needs Funds.

Once you are signed in, you will be able to see the funds on your account for printing/copying. If you have sufficient funds press ok to continue.

Note: Before you can make a copy your Library Card/ Guest Pass must have funds available. See the document Quick Guide: Navigating the Kiosk for instructions on how to add funds to your account.





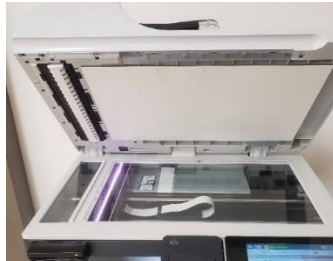
# Quick Guide: MFP Printer/Copier Basics

When you are ready to make a copy, you can do so in multiple ways:

Place your original document(s) face up in the top tray.



You can also place the original document onto the glass face down



After placing your original document in the tray or glass, you can select how you want the copy from the menu.

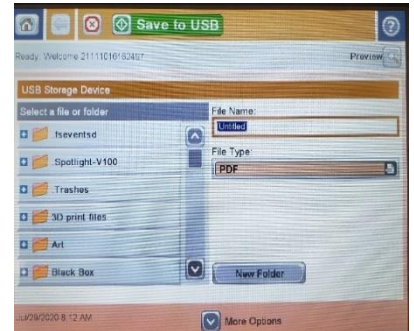
1. Print 1 or 2 sided copies.
2. Print in Black & White or Color.
3. Reduce or Enlarge your copy.

Once you are done customizing your copy, press **Copy**. Your documents will dispense in the tray below the library card swipe

The MFP Printer also allows you to do the following

### Scan To save to USB:

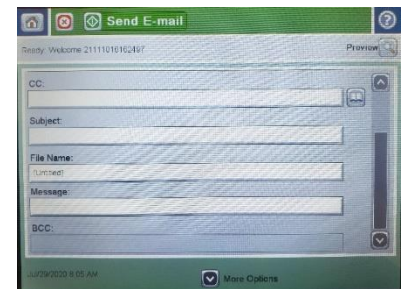
1. Plug your USB into the port located on your left side of the touch screen.
2. Place your document(s) into the top feeder of the copier or, place your document on to the glass.
3. Name the file, you can select the folder to store them in or create a new file.
4. Click Preview to preview the document or press **Save to USB** to save document.



### To send e-mails:

Place your document into the top feeder of the copier or, place your document on to the glass. You can also send a document from a USB.

Once you decide how you will send the document, fill in the information in the correct fields, then, press **Send E-mail**



### Release your prints:

Your print jobs will be listed into the print queue. To release your prints, select your print job, and press **Print**.

