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For further questions please contact reception on  
(03) 9650 1599 / [rosshouse@rosshouse.org.au](mailto:rosshouse@rosshouse.org.au)

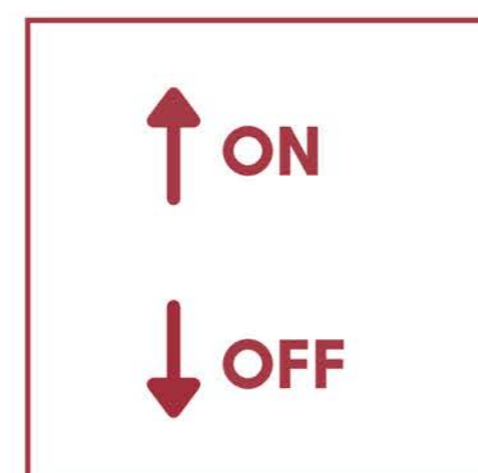
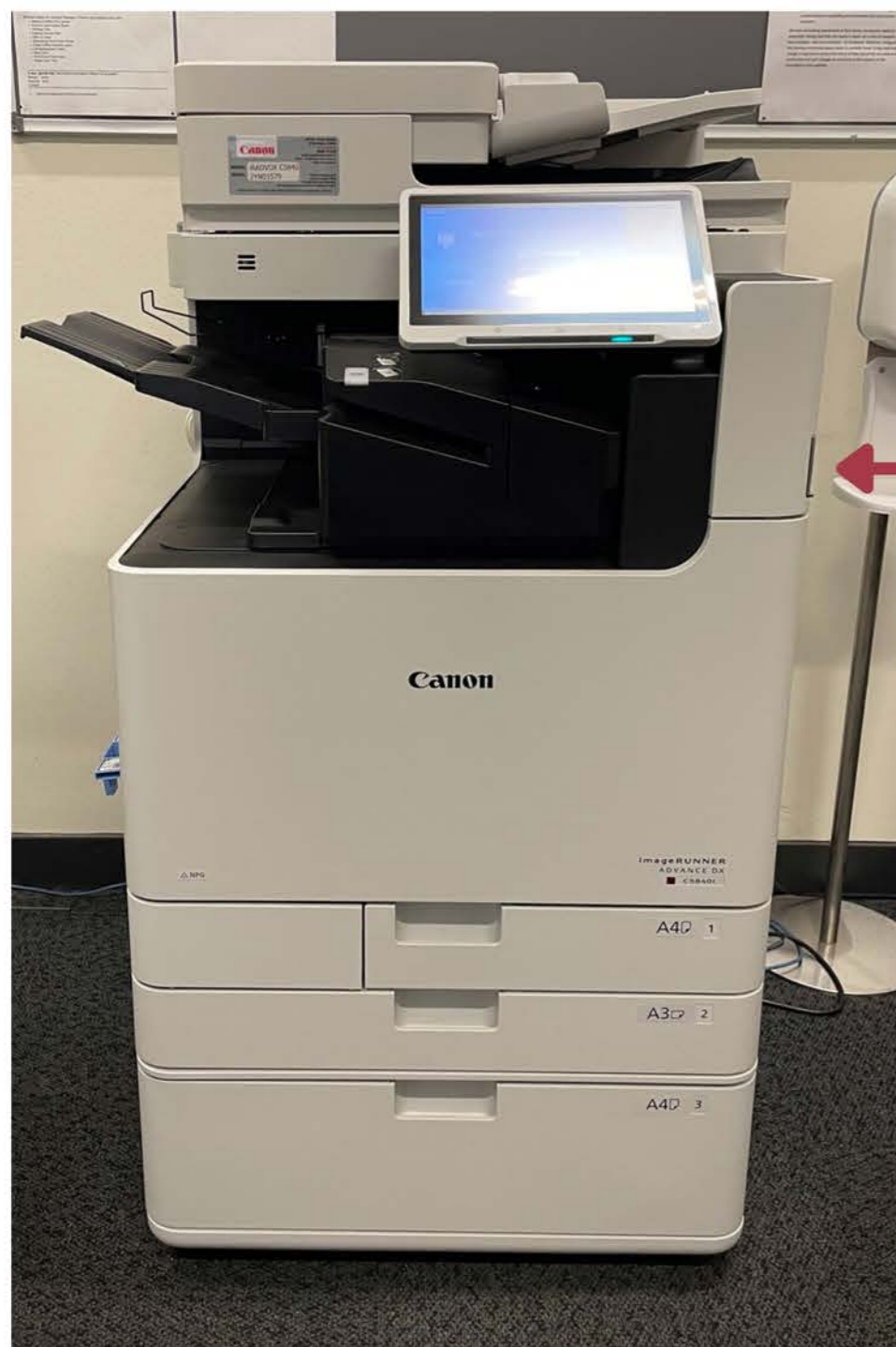
# First Steps



## Turn On

If the touch pad isn't responding the printer may be off. To turn it on use the **ON/OFF switch** on the right hand side of the machine.

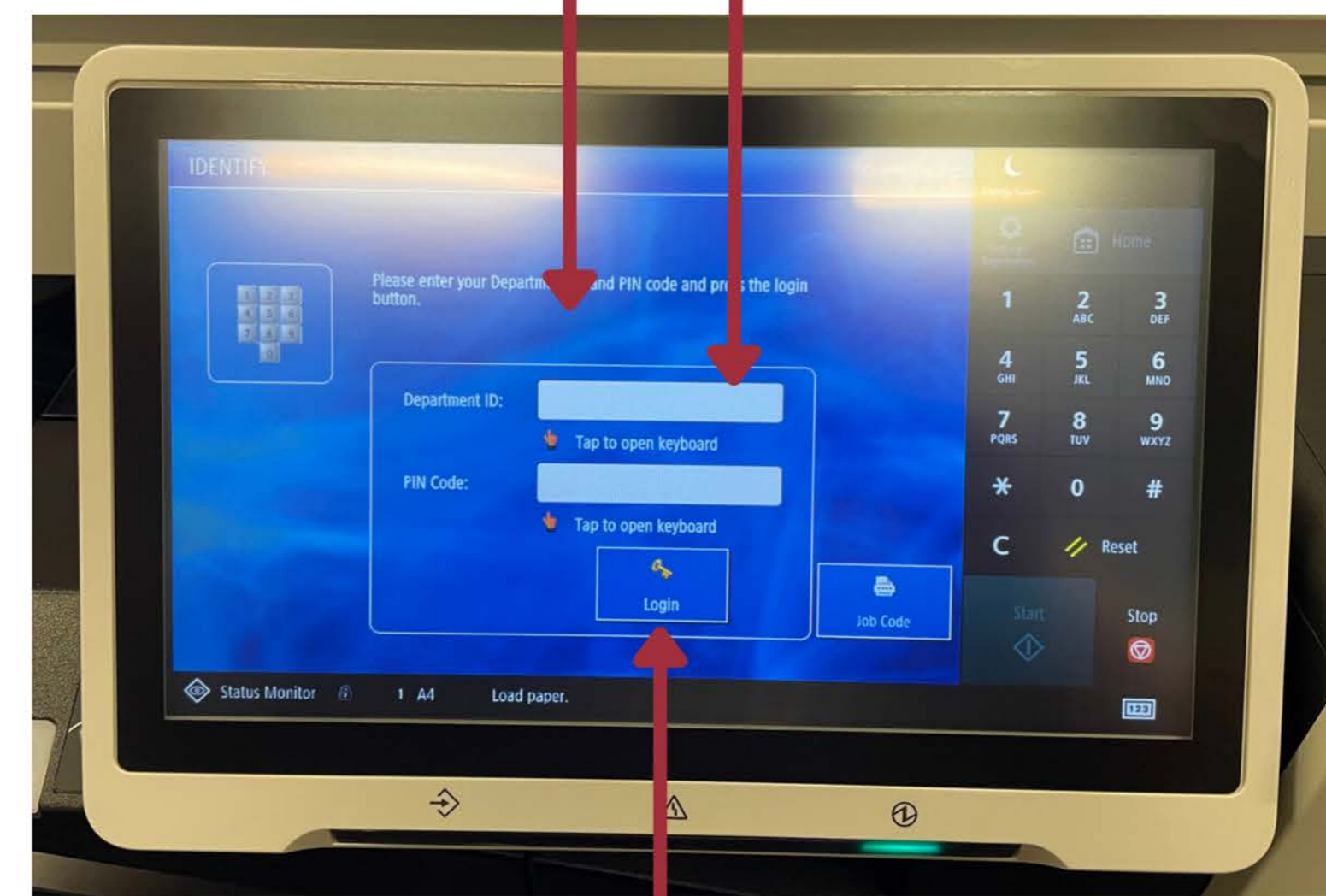
**Sleep Mode:** If in sleep mode the display will light up simply by tapping the screen or lifting the ON/OFF switch cover.



## Log Into Your Account

1. Enter your unique printer code in both the **Department ID** and **PIN Code** sections by tapping on each text box.
2. Tap the **Login** button.

### Input printer code into both text boxes



### Tap Login Button

*If you do not know your code, please contact reception on (03) 9650 1599 / [rosshouse@rosshouse.org.au](mailto:rosshouse@rosshouse.org.au).*

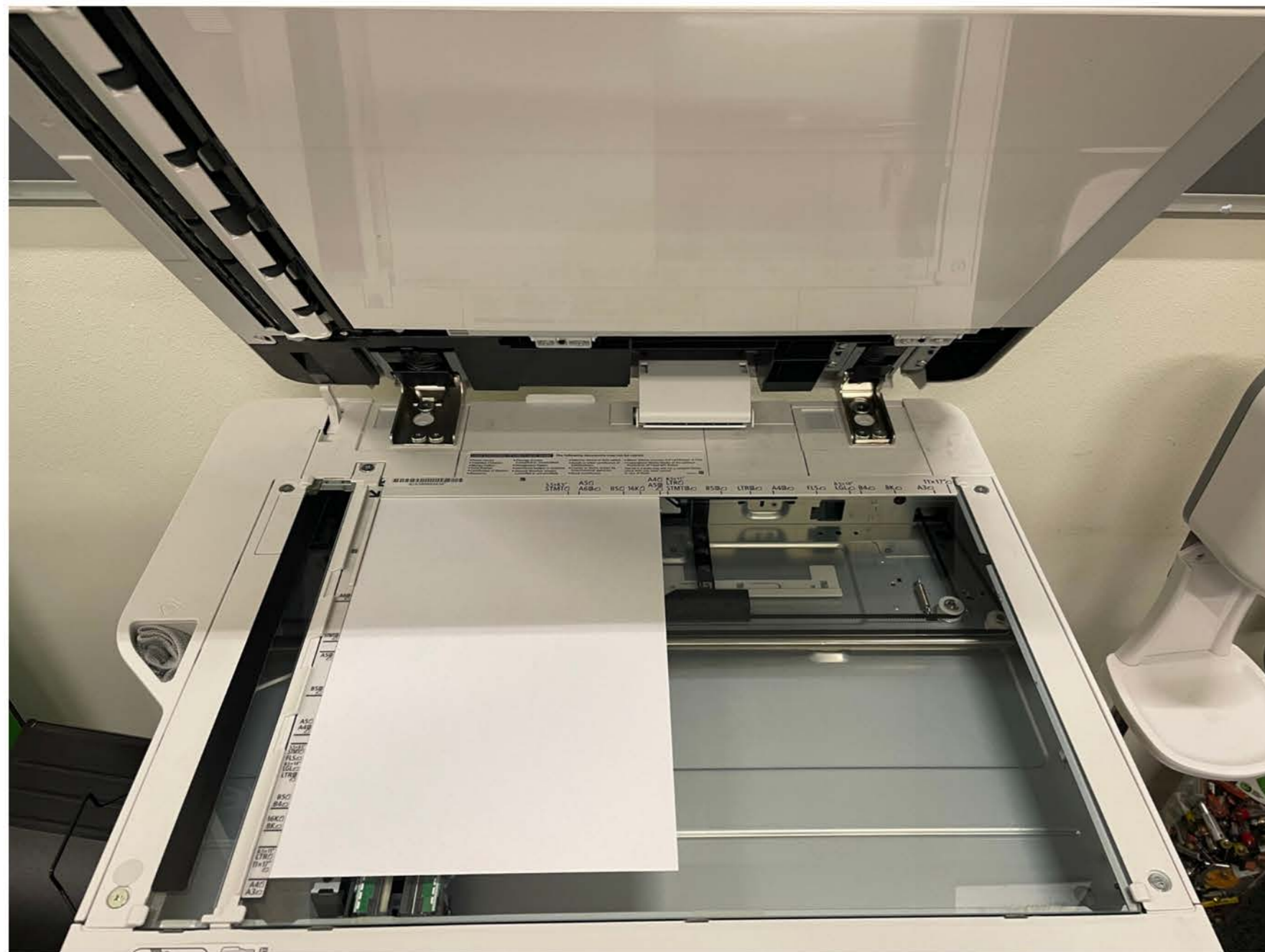
# Inserting Documents



There are two options for inserting items into the printer. **Flat bed** for single pages, or odd sized images and documents. **Document feeder** for multiple A4 or A3 documents.

## Flat Bed

Lift up cover and insert document face down on flat bed. Line up document with size guides around the edges (A4 shown as an example).



## Document Feeder

Located on the top of the printer, insert documents face up. Adjust the sliders according to the size of your document. If you are copying double sided you will need to select this option in settings. See **page 10** for more information and 2-Siding printing.

Please ensure the documents you insert are free from staples and tape.



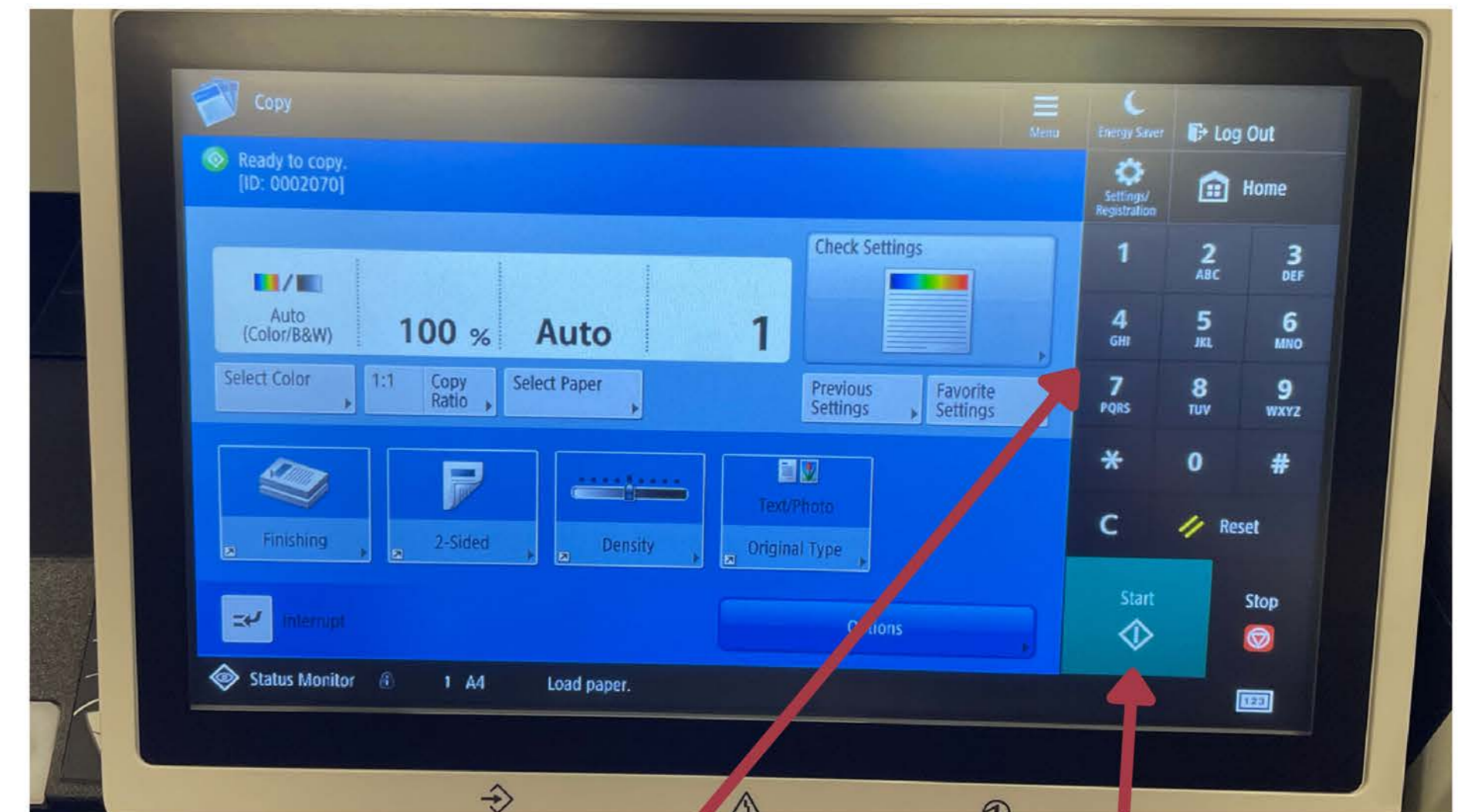
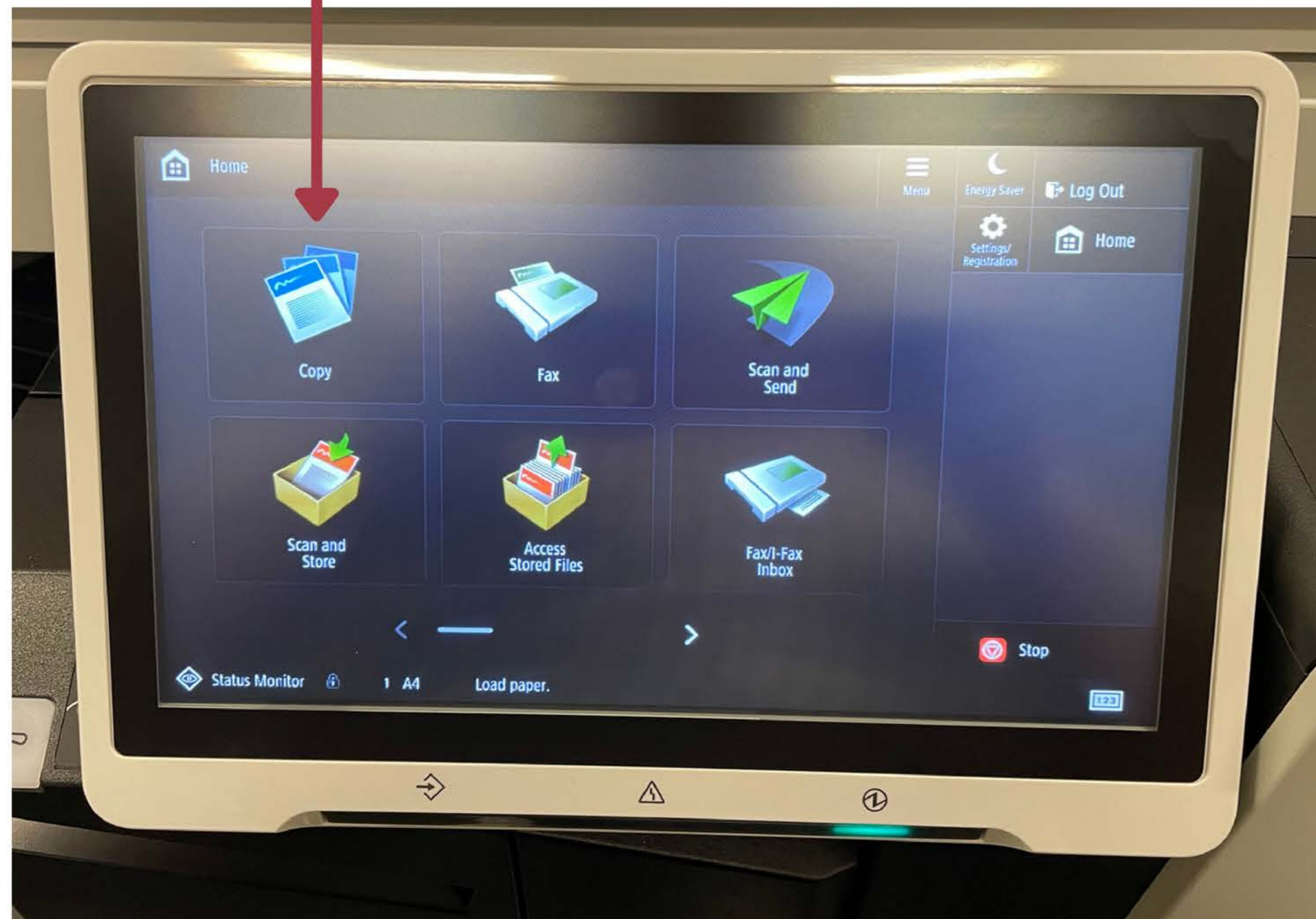
# Copying



1. Insert documents into machine (instructions on **page 2**)
2. Tap the **Copy** icon on the homepage.

3. Use the **keypad** to select how many copies you want to make.
4. Press **Start** to begin copying

Select Copy



Select number of copies

Press Start

*The printer will automatically detect the original colour and size of the document you are photocopying. See **pages 9 and 10** for details on adjusting scale, colour, and 2-sided printing.*

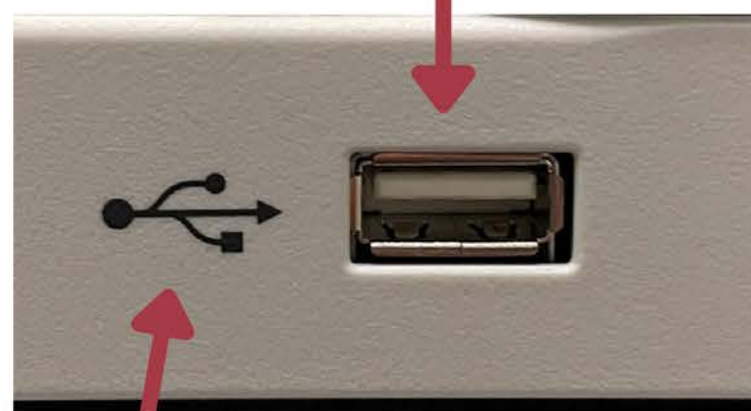
# Inserting your USB



Insert USB into the port, before selecting options on the display screen.

The **USB port** is located on the right hand side of the photocopier.

Insert USB into  
USB Port



Universal Symbol  
for USB



USB Port  
Here



# Printing From USB



1. Insert USB into the USB port (Instructions on **page 4**)

2. Tap on **Access Stored Files icon** on the homepage.



3. Select **Memory Media**.



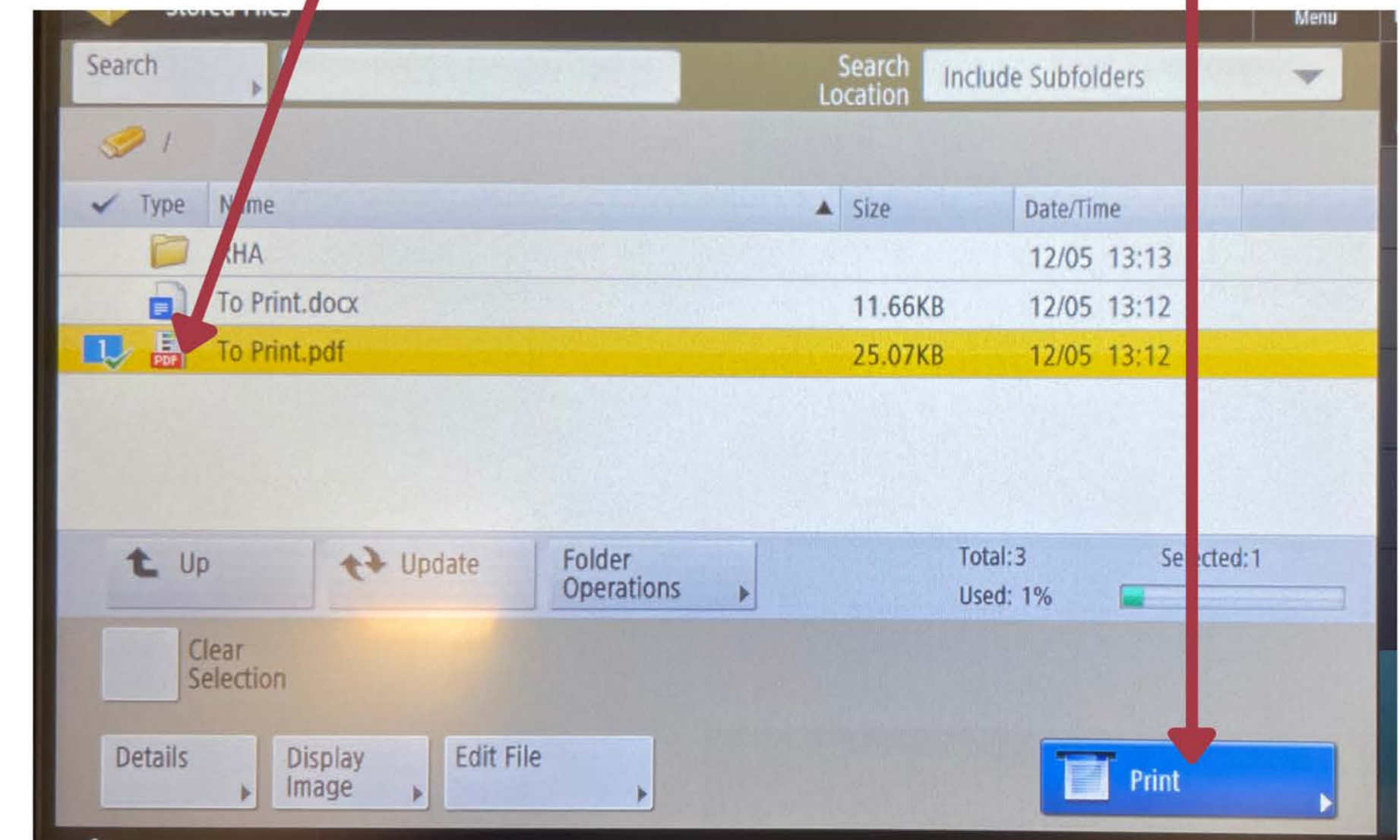
4. Select **Memory Media** again from the list to show file on your USB



5. Select the **PDF file** you want to print and press **Print** (you can select more than one at a time)

Select PDF File

Select Print



**PLEASE NOTE:** Files can only be printed in **PDF** format. You can use the computer in the foyer to save them as PDF if needed.

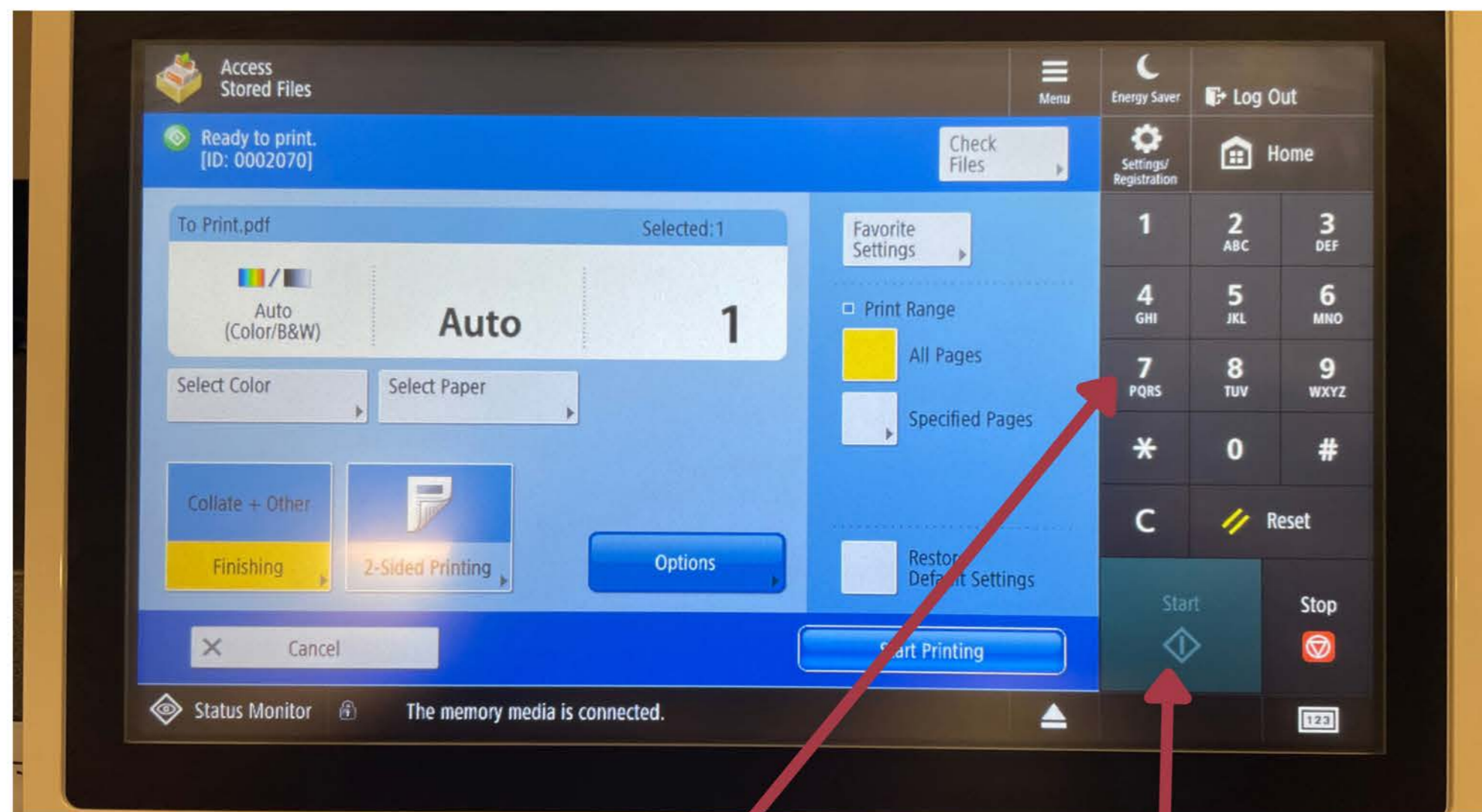
Password: password

# Printing From USB Continued



6. Use the **keypad** to select how many copies you want to print.

7. Press **Start** to begin printing



**Select number of copies**

**Press Start**

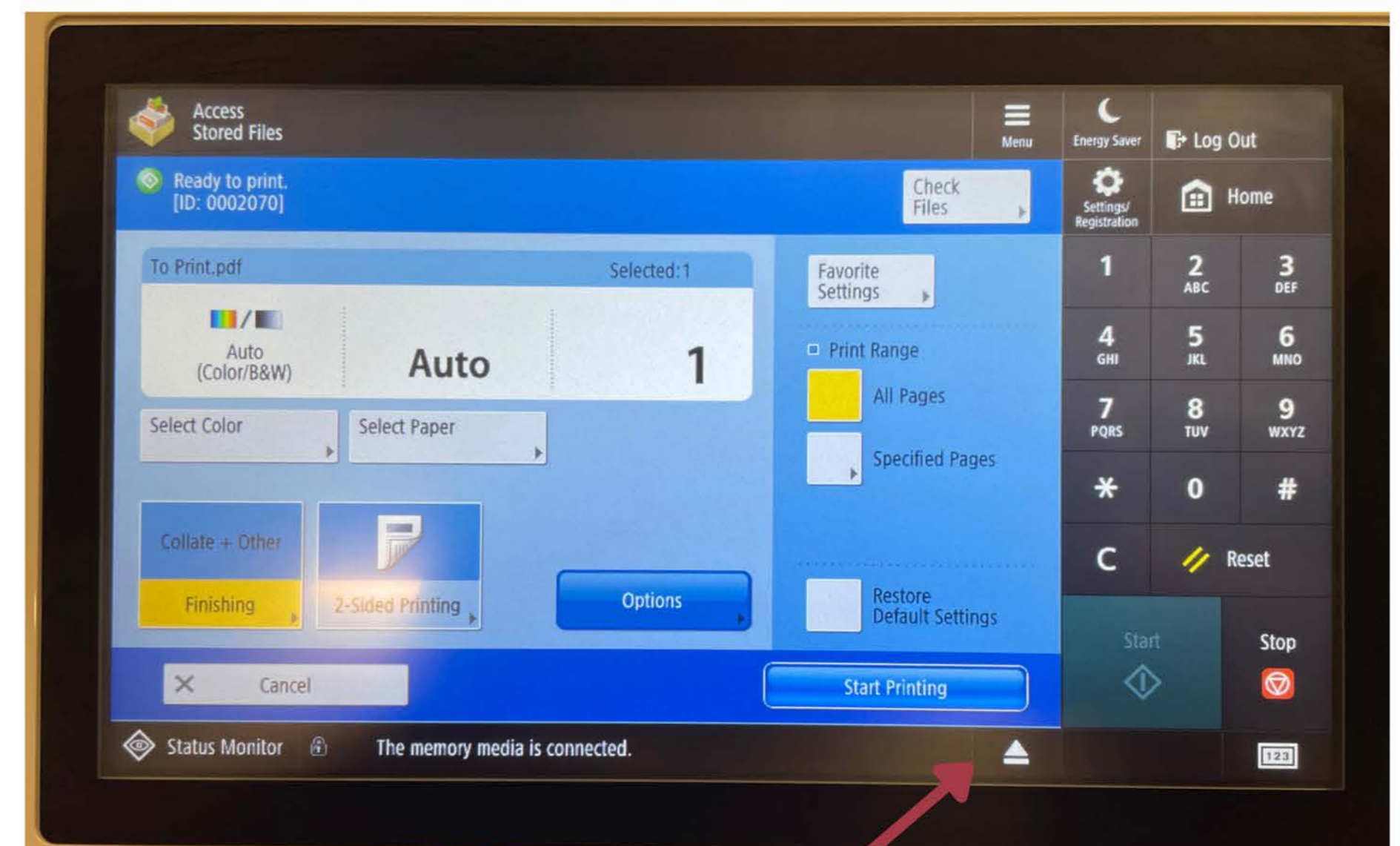
*The printer will automatically detect the original colour and size of the document you are photocopying. See **pages 9 and 10** for details on adjusting scale, colour, and 2-sided printing.*

## Removing your USB

The USB must be **EJECTED** properly so that none of your files are damaged.

1. Tap on the eject icon at the bottom of the screen

2. It is now safe to remove your USB



**Press to Eject USB**

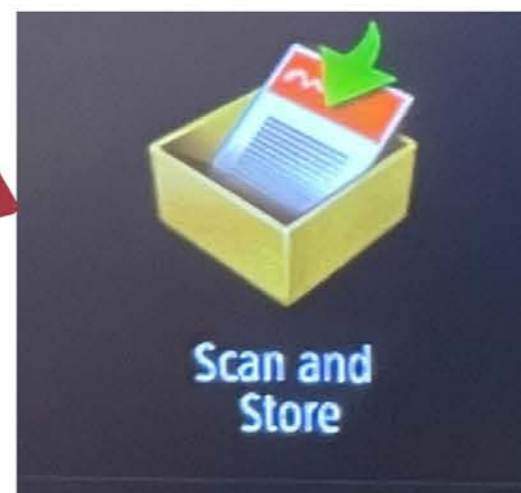
# Scanning To USB



1. Insert documents into machine (instructions on **page 2**)

2. Insert USB into the USB port (Instructions on **page 4**)

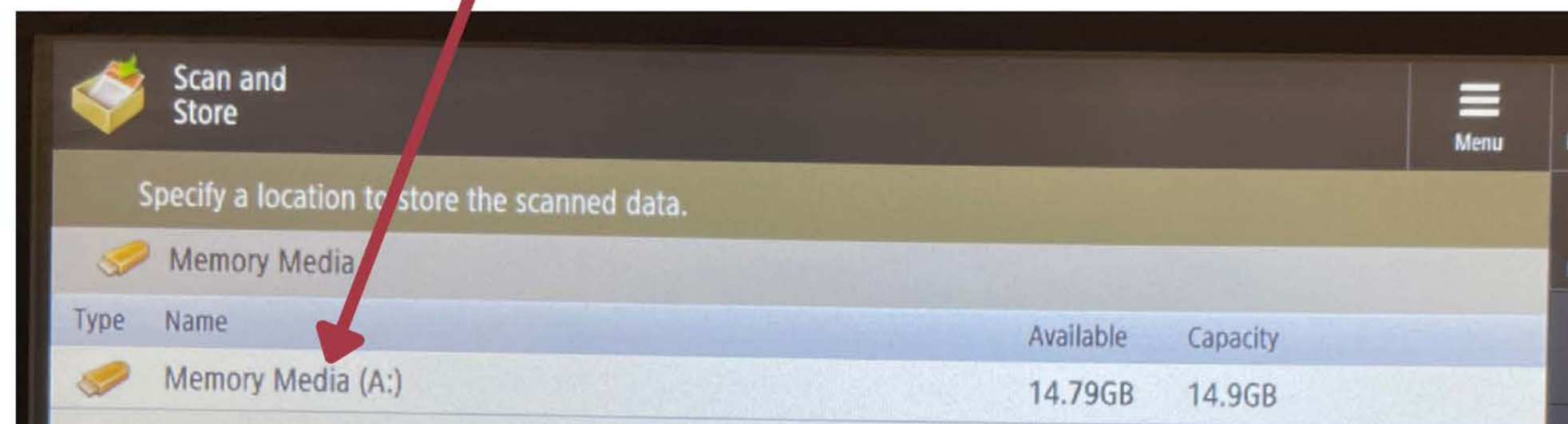
3. Tap on the **Scan and Store** icon on the homepage.



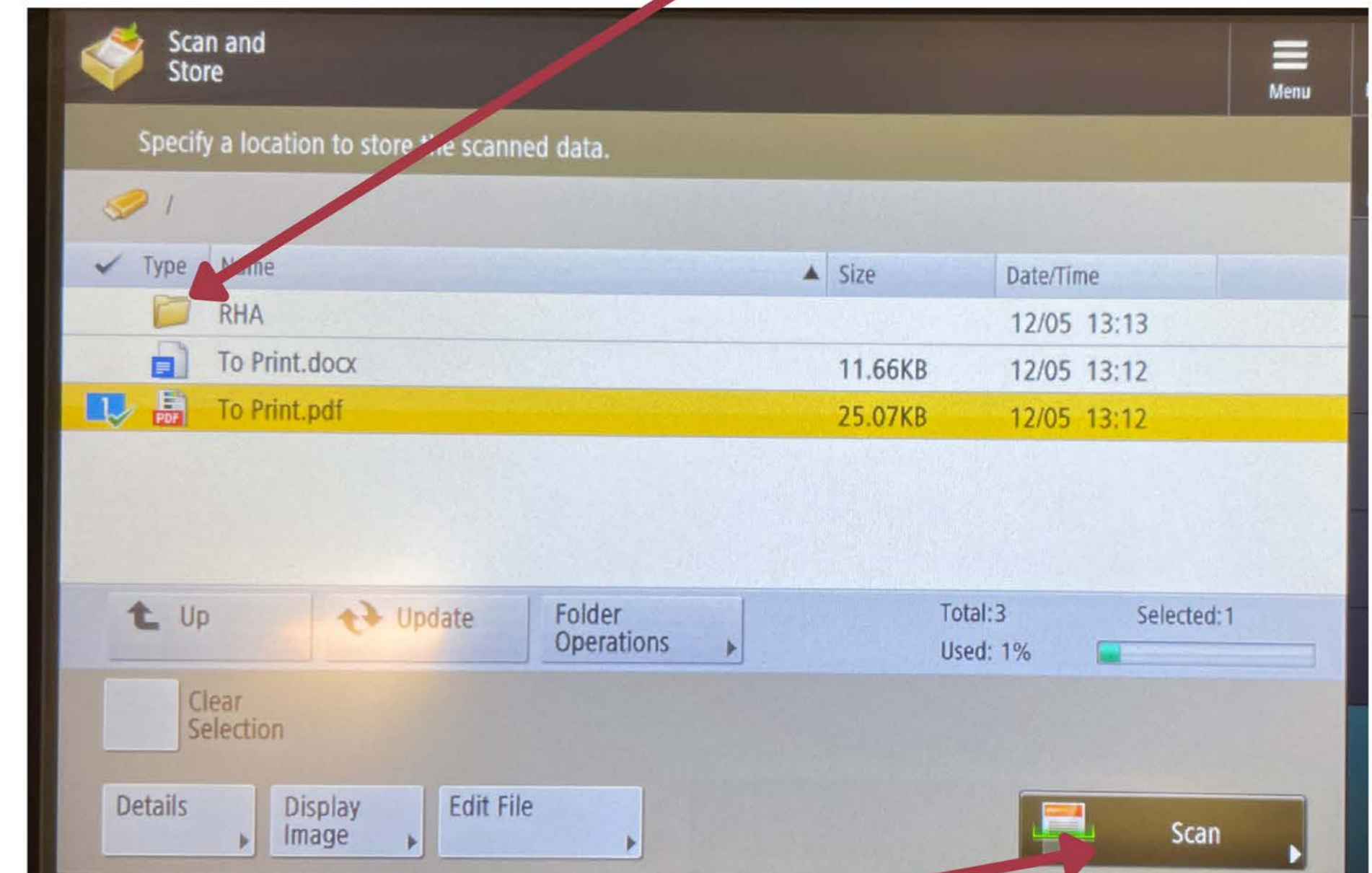
4. Select **Memory Media**.



4. Select **Memory Media** again from the list to show file on your USB

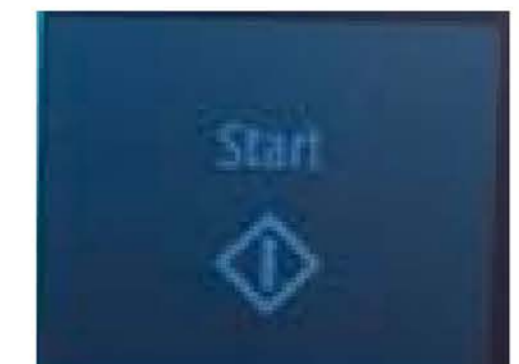


5. Choose where you would like the scanned data to be saved to, for example a **folder**.



6. Press **Scan**.

7. Press **Start** to begin scanning to USB.



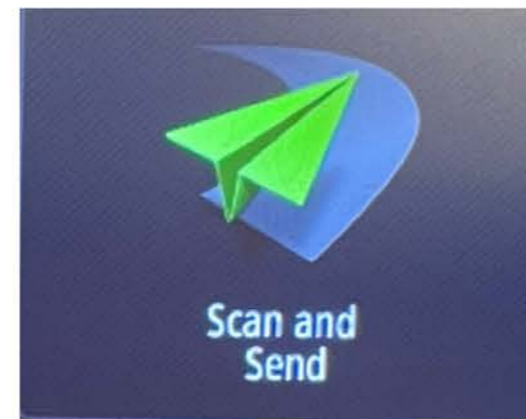


# Scanning To Email



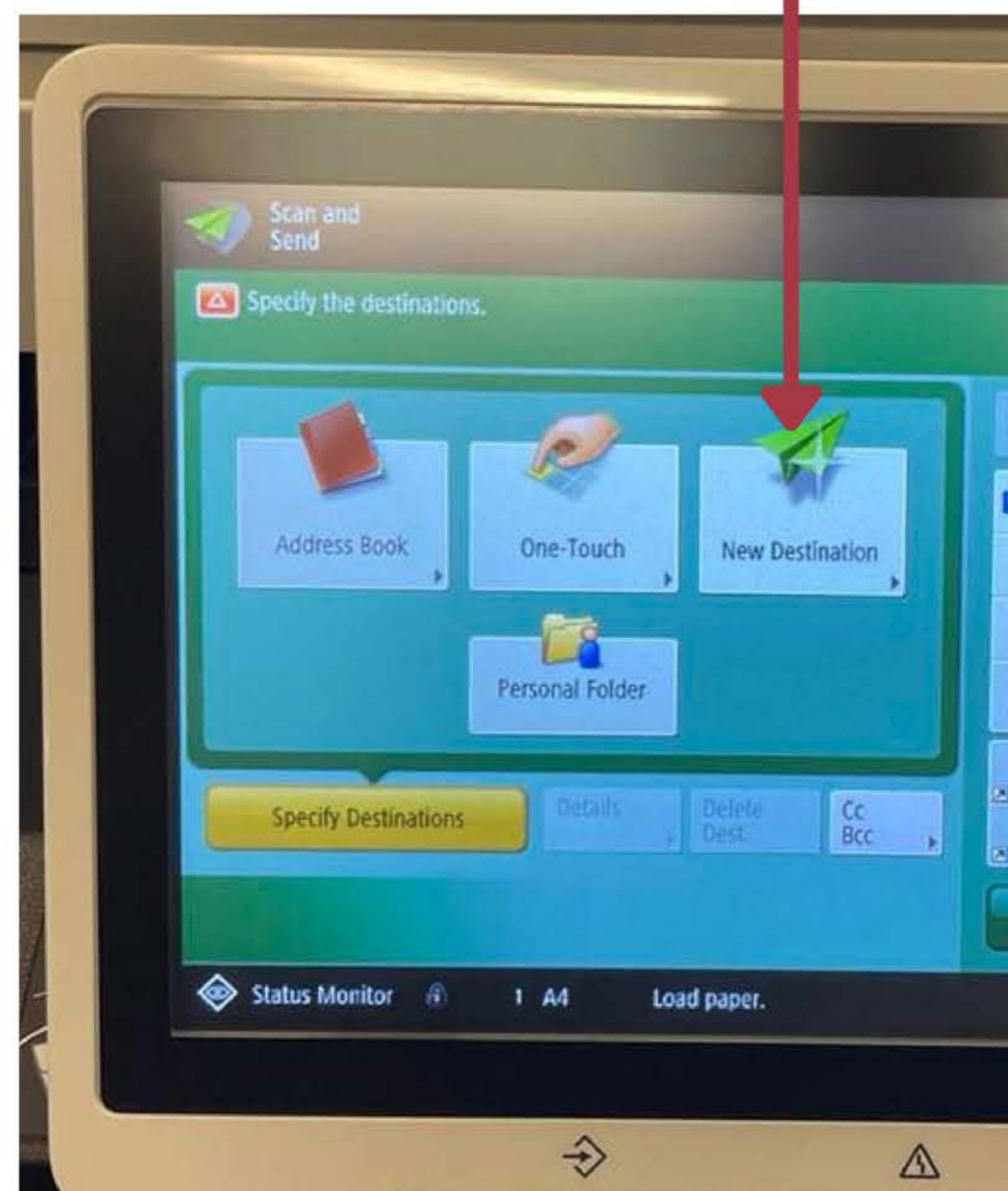
1. Insert documents into machine (instructions on **page 2**)

2. tap on the **Scan and Send** icon on the homepage.

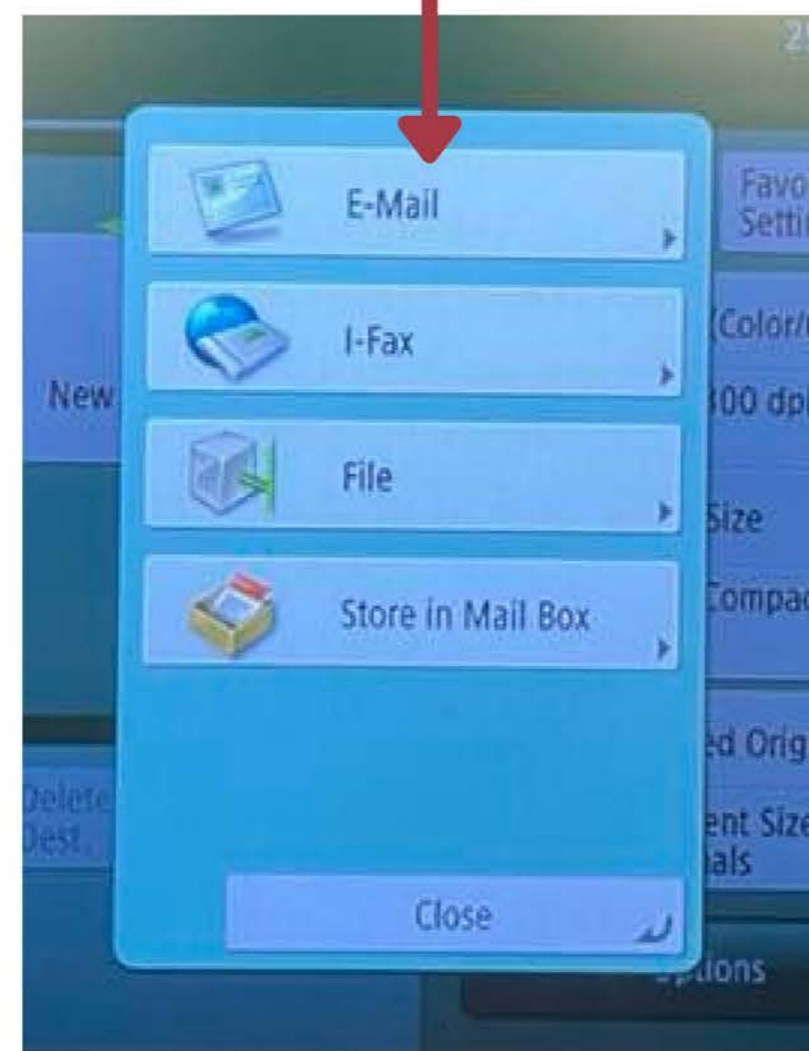


3. Tap on **New Destination** and then **E-Mail**. Follow the prompts to input the email address you wish to send to.

**Select New Destination**

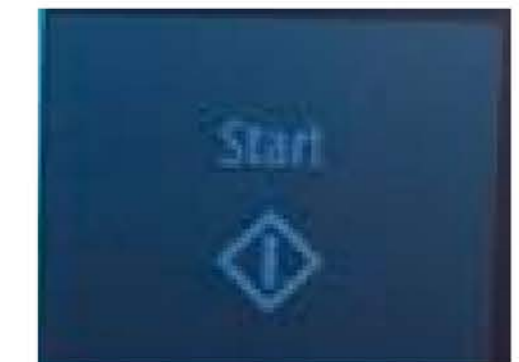


**Select E-Mail**



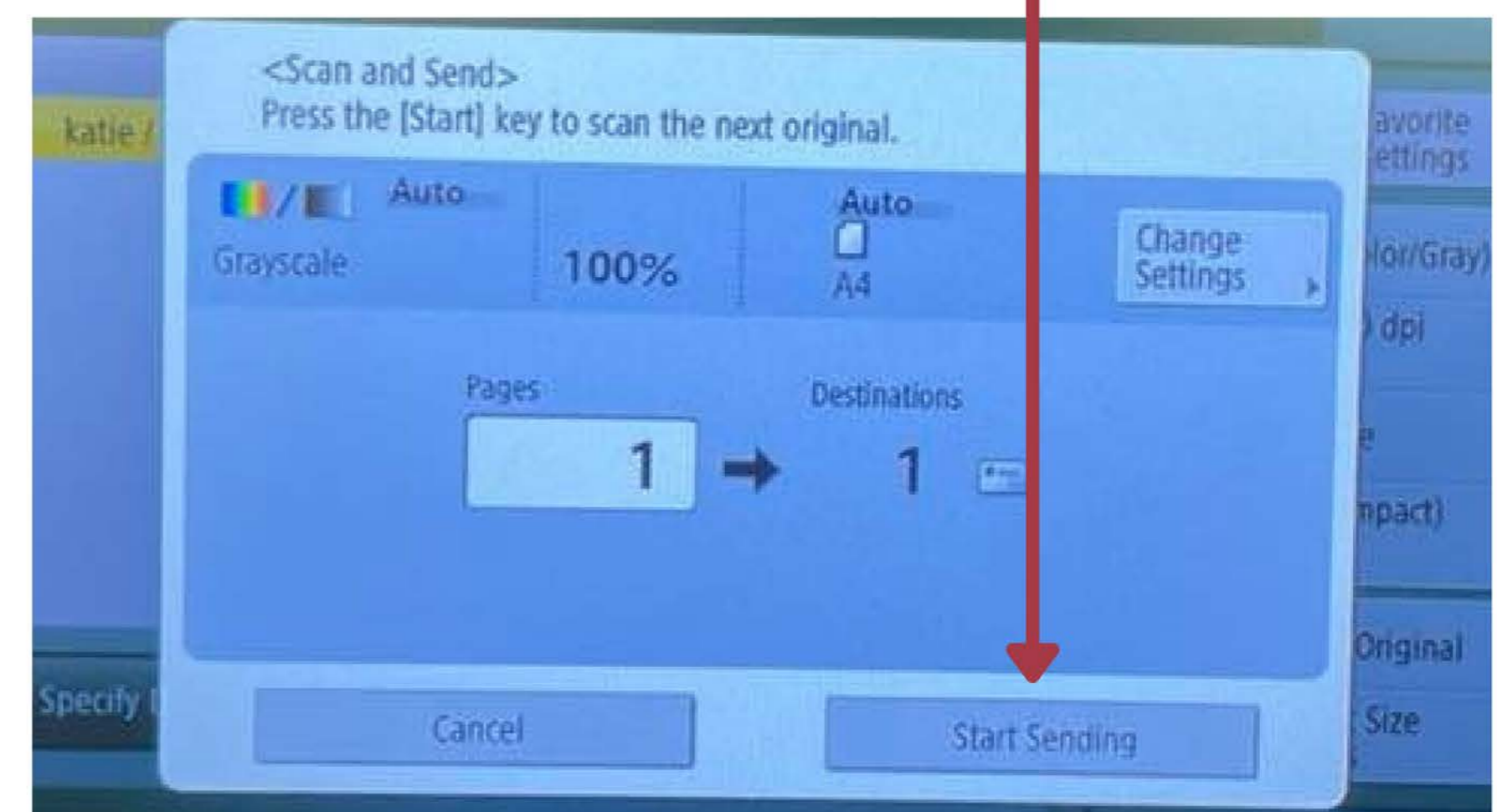
*The printer will automatically detect the original colour and size of the document you are scanning. See **page 10** for details for managing 2-Sided Printing.*

4. Press **Start** to begin scanning



5. Scan all documents required, pressing start each time. Once complete press **Start Sending** to send to the email address selected

**Start Sending to Email**



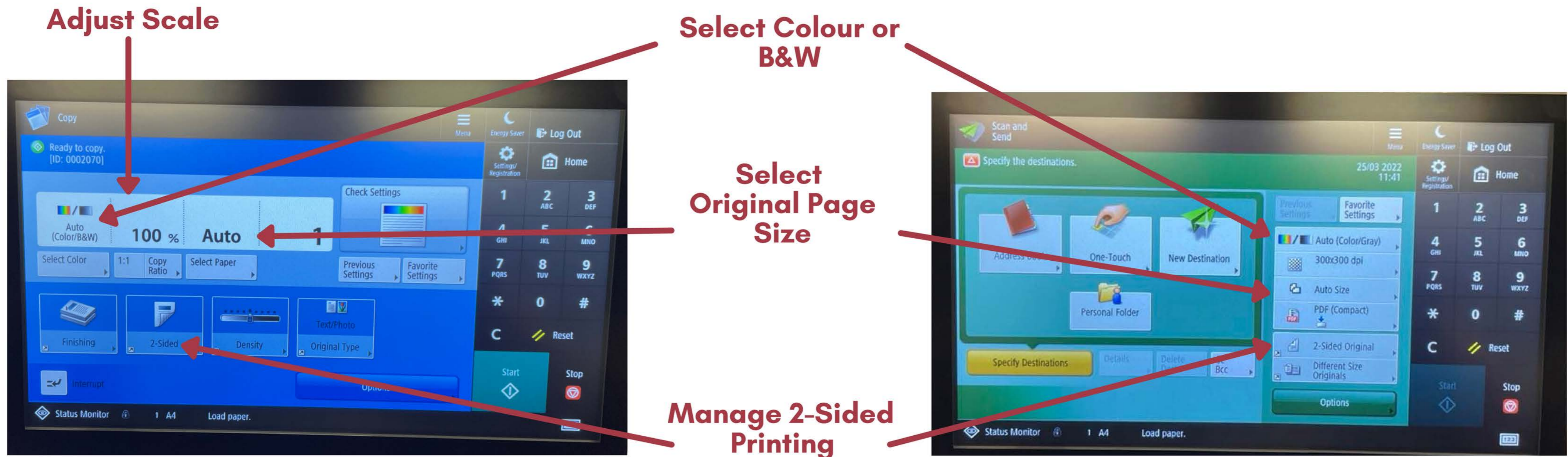
# Print Settings



The printer will automatically detect original size and colour of your document. However, from the settings page you can choose to manually adjust settings such as colour, scale (increase/decrease size), page size, or manage 2-sided printing.

**Depending on the print task the setting pages may look different but they have similar functions.**

Follow the prompts to manually adjust settings as needed and ensure to check the settings before pressing Start.

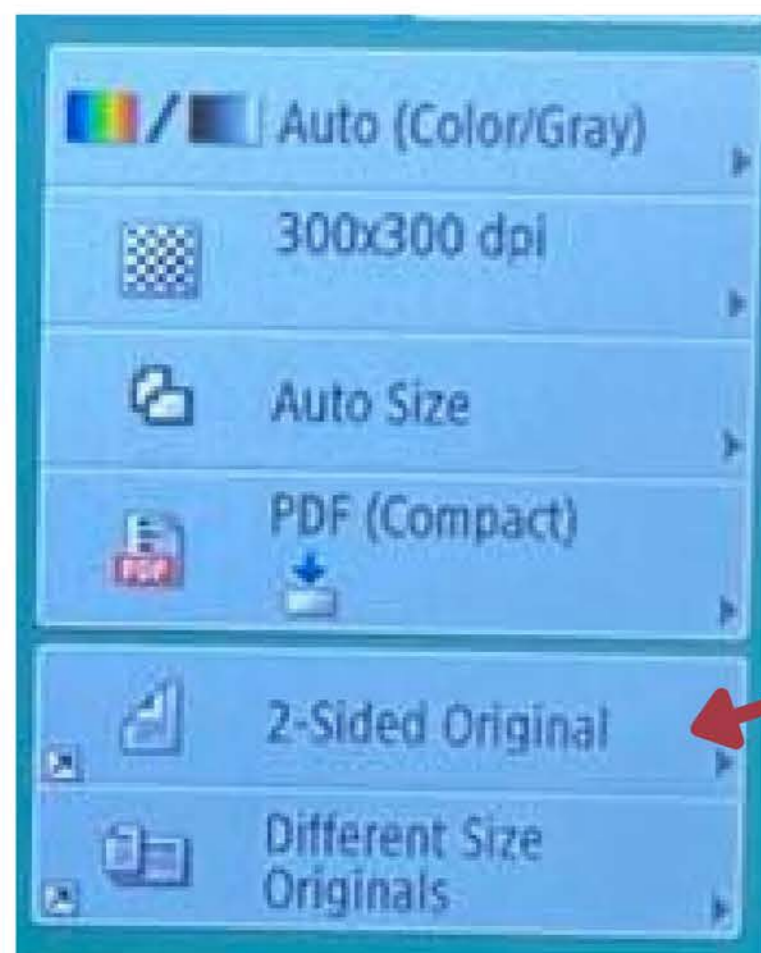
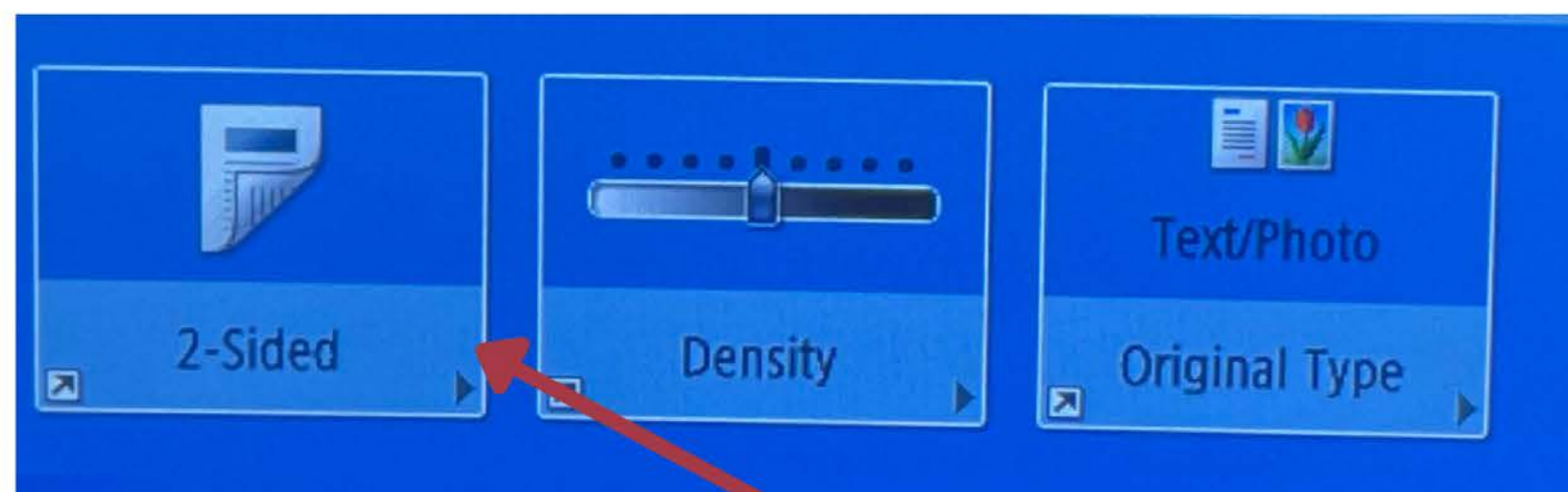


# 2-Sided Printing



If you are printing, copying or scanning double sided documents you must manually select this as an option in settings.

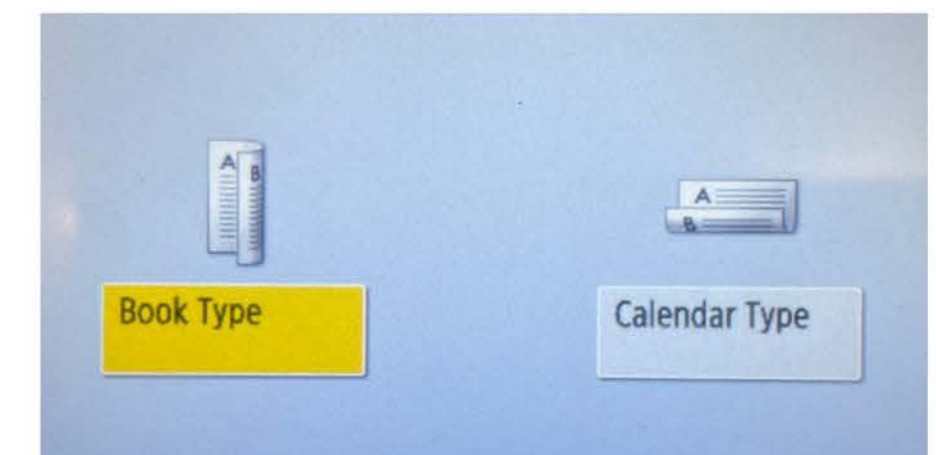
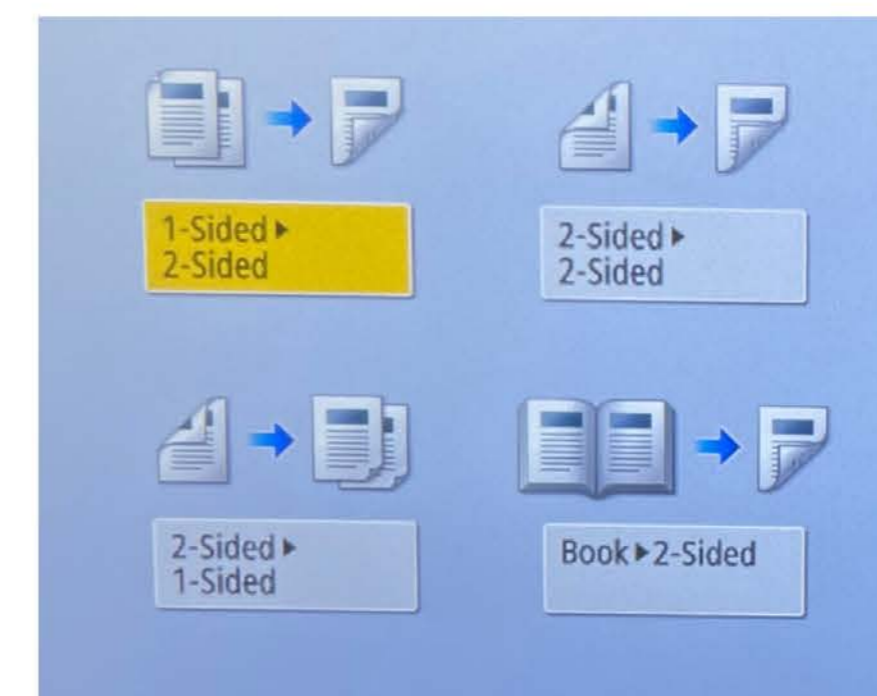
To do this tap on the **2-sided** button in print settings. This option can look different depending on what you are doing.



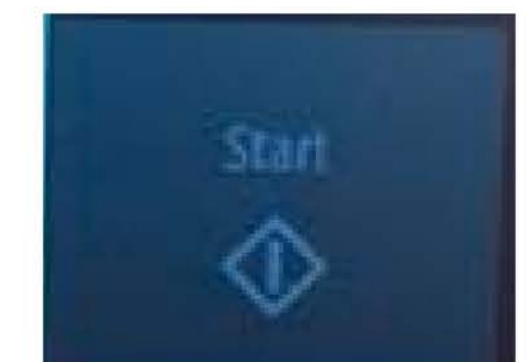
Select 2- Sided Button

Follow the prompts to select the style of 2-siding printing you require.

The options will be different depending on what you are doing. Make your selection and press **OK**.



Press **Start** to begin scanning

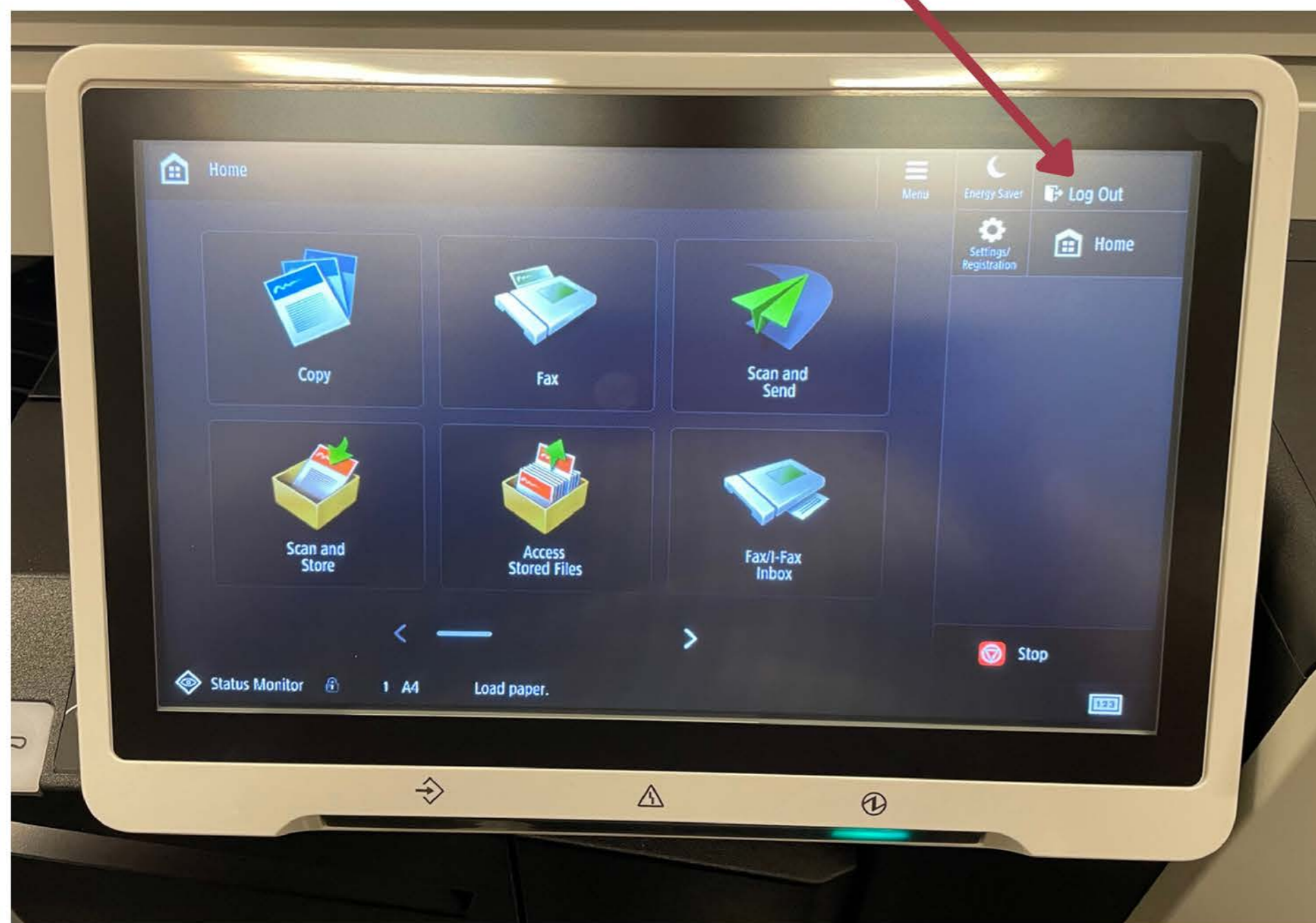


# Logging off



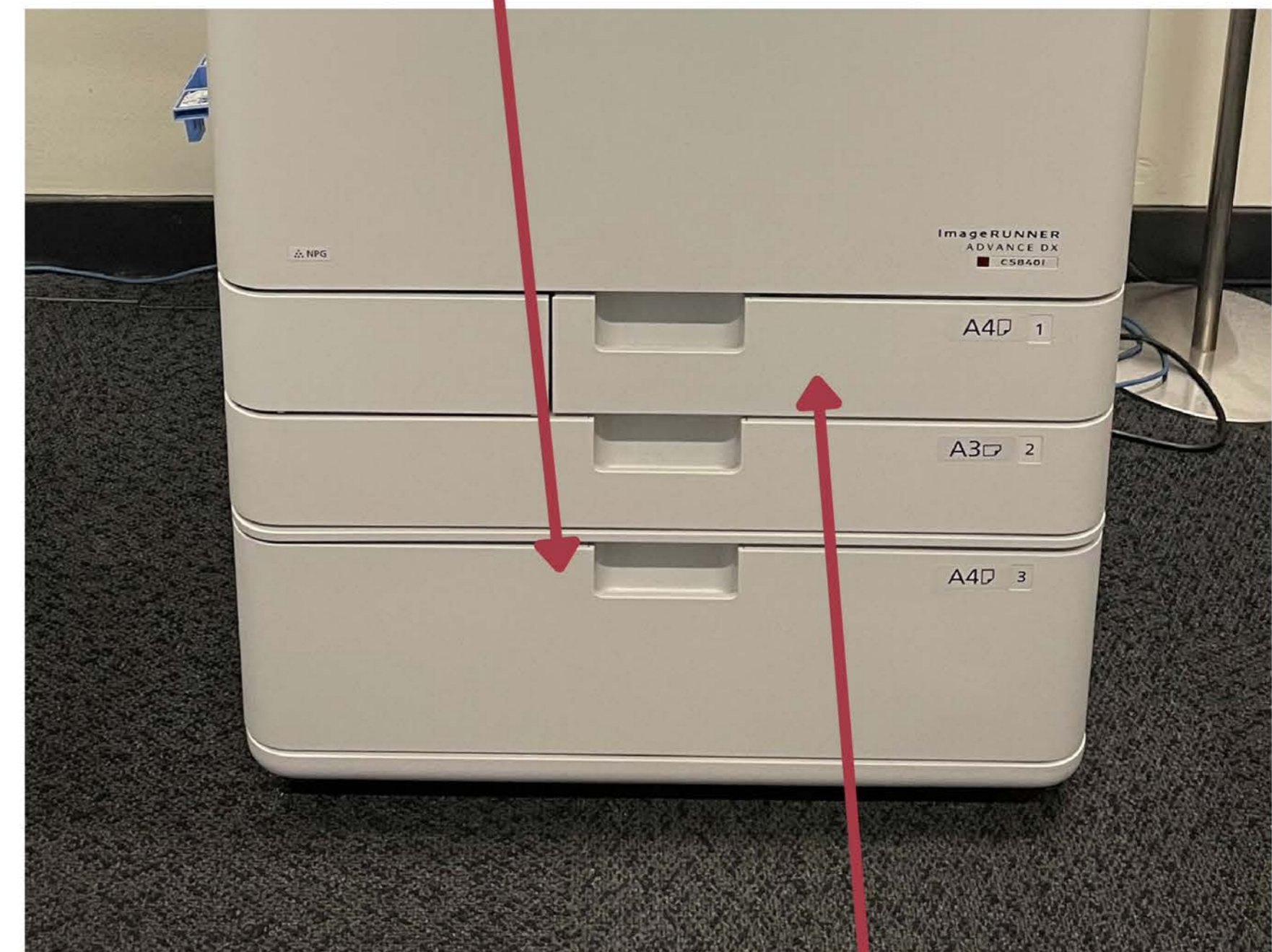
Don't forget to log out!

To log out press the **log out button** in the top right hand corner of the screen.



## Restocking the Paper

If the printer has run out of paper, there is spare A4 paper in the **bottom/third draw** of the copier.



Fill up the A4 paper in the **first draw**.

For any other trouble shooting questions please contact reception.