

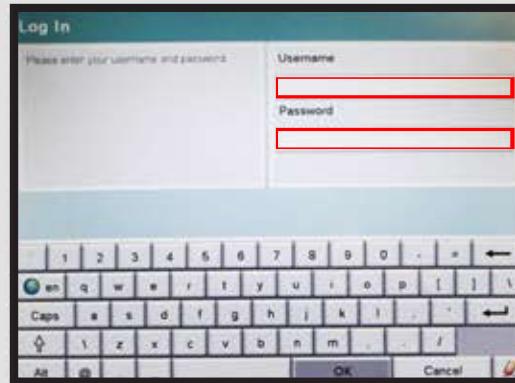
PHOTO COPIER GUIDE



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Login

1. Login using your career account and password.




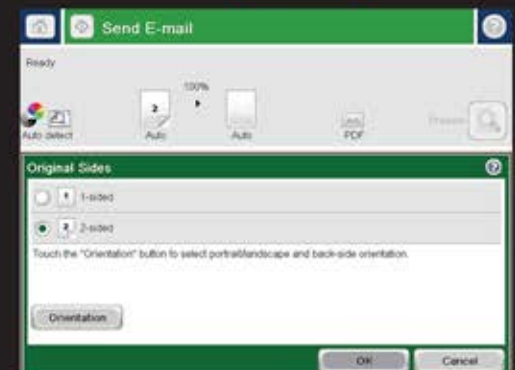
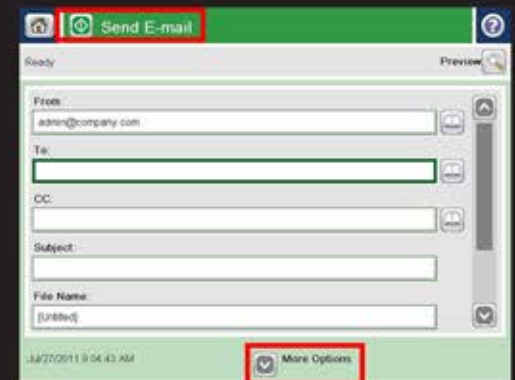
Job Build

-To scan several pages under one File, go to Page 3 under **More Options**, and Job Build. Select **Job Build ON**. If Job Build is **OFF**, your scans will all be separate files.




Scanning via Email

1. From the Home screen, select the **E-mail** button. Fill in the From, To, CC, Subject, and File-name fields.
 2. To change the document type (ie JPEG, PDF) and other settings, touch the **More Options** Button
 3. To scan documents up to 17 inches, choose **Legal**, then continue.
 4. Touch the Start  button to send.
- DOUBLE SIDED:** If you are sending a two-sided document, select the **Original sides** Menu, and then select the 2-sided option.



Copying


1. From the Home screen, touch the **Copy** button.
2. To adjust the number of copies, touch the **Copies** field to open a keypad.
3. Upon adjusting any settings (ie. Sides, Color, Image adjustment, etc.) touch the Start  button to copy.

Pricing: Through the Papercut Software,
Black and White: 4 cents.
Color: 12 cents.




USB Functions

Retrieving from USB

1. Insert your USB in the port to the left of the screen.
2. Upon detecting the USB drive, touch the **OK** button to access the drive, or select the **Retrieve from USB** option from the list of available applications under the home menu.
3. Select the file you want to print. To adjust the number of copies, touch the **Copies** Field.
4. Touch the Start  button to print the document.



Saving to USB

1. Insert your USB in the port to the left of the screen.
2. Select the **Save to USB** option from the list of available applications from the home menu.
3. Choose the folder to save it to, and set the file name and file type.
4. Touch the Start  button to save to the folder.



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