

Printer

You no longer need your access card or log in to print. Instead, once you have printed from your computer make a mental note of your particular computer's username. (it is on a label on top of the computer and also listed there when you first log in). Then go to the printer and select <Print> from the home screen. It will list all the print jobs held in the printer. Select yours (you can tell which is yours by the username listed, as it will match the computer username you noted from your computer) and then select print. Your prints should now start printing.

If you need to replace toner, new toner can be found in bottom cupboard to the left when facing printer. Just follow the instructions on the printer screen. Also please let one of the staff know it was replaced so we can make sure a new one is ordered

To Print From USB

- **Save document to a USB (MUST BE IN PDF FORMAT)**
- **From the home screen on the printer, tap Access Stored Media**
- **Tap Memory Media**
- **Highlight your USB**
- **Select the files you want to print**
- **Press Print**
- **Remove USB once done by pressing the eject symbol**

To Scan Documents to a USB

- From the home screen on the printer, tap Scan and Store
- Tap Memory Media
- Highlight your USB
- Load document in top feed tray or lay facedown on glass
- Check scanning options, then press scan
- Remove USB once done by pressing the eject symbol

To Send Documents to an email as a PDF Attachment

- From the home screen on the printer, tap Scan and Send
- Select New Destination
- Select Email
- Type in the email address you wish to send it to
- Load document in top feed tray or lay facedown on glass
- Check scanning options, then press scan
- Please note email may likely go to your junk email folder, so make sure you check there if you don't see it in your inbox.