How to Login



To begin, touch your card to the card reader located on the right hand side of the printer closest to you.

If you have forgotten your University Card you can login by inputting your DS Print credentials on the initial screen:

thentication			
ccess Basic Screen	ID & Print/ MFP Access	Administrator	
Username			
Password			
			Login

How to Copy



1. Place the originals in the scanner.

Multi-page documents should be placed face up in the tray on top. Alternatively can be placed face down on the glass pane, under the lid.



2. Press the copy button

Program	Quick Copy	sysljw					Job List
Ready Use the ke	to Copy	ange the numbe	r of sets.		No. of Sets	1	20/06/2014 Y 14:21 M 14:21 M Memory C 100% K
				Output			Check Setting
			•				
Text/Photo Printed Original Type	Black Color	Standard Density	A4 Paper	5 100.0% Zoom	Conbine	Do Not Staple Finishing	Application

3. If you want to change any of the copy options from the default, select the option from the panel at the bottom of the screen





4. The start button will turn blue to indicate everything is ready. Press this button to start the copy.

6. To logout press the 'Access' button. When prompted press 'Yes' to confirm

