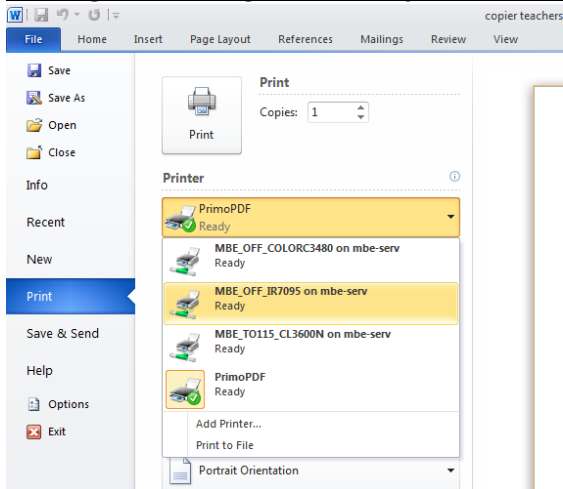


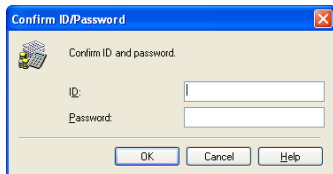
Printing to/Scanning from the copier in main workroom next to the office



MBE_OFF_IR7095 (Office b/w copier)
MBE_OFF_COLOR3480 (Office color copier)

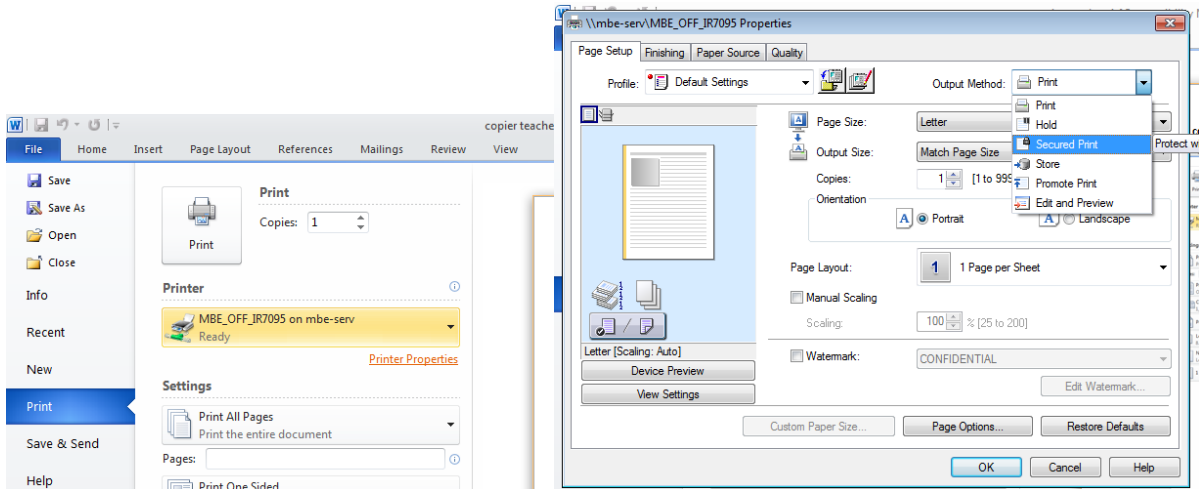
Choose **File/Print**.

In the Printer drop down, **choose MBE_OFF_IR7095**. Choose your number of copies. Click OK. You will be asked to type



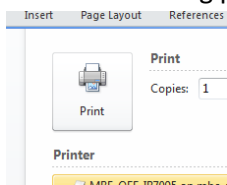
in your copier code. Type it in the ID. Leave Password blank because we don't have one on the copier. Click OK. Your print just went to the copier.

When you want to make a **secure print**—(the copies don't come out at copier until you type in a password at the copier). File/Print. Choose Copier/ Click **Printer Properties** right under the printer option. On the Page Setup tab, use the drop down on right of **Output Method** to choose **secure print**.



Click **OK**.

Then click the big print button.



Then **set your own password**—whatever you want; you will still type in your printer code afterwards. You will type the made up password at the copier. (Instructions on retrieving a secure print are taped to the top of the copier.)

Printing to/Scanning from the copier in main workroom next to the office

To Scan and Email the PDF to yourself:

On the new color copier in the main office, you can scan and have the copier email the pdf file to your email address. Please note that you can scan from either the feeder or placing it directly onto the plate.

TO ENTER A NEW ADDRESS

1. Enter your copy ID as usual
2. At the top of the screen, select SEND, then select:
3. ADDRESS BOOK
4. REGISTER
5. REGISTER ADDRESS
6. REGISTER NEW ADDRESS
7. EMAIL
8. At this point, select both the name and email address fields and enter your information on the on-screen keyboard. Then select:
9. OK
10. OK
11. DONE

Then when you are set up:

TO SCAN AND SEND DOCUMENTS

1. Enter your copy ID as usual
2. At the top of the screen, select SEND, then select:
3. ADDRESS BOOK
4. Select your name from the list and hit OK (you may have to use the scroll buttons to find it in the list)
5. Hit the big green START button on the copier