How to Login
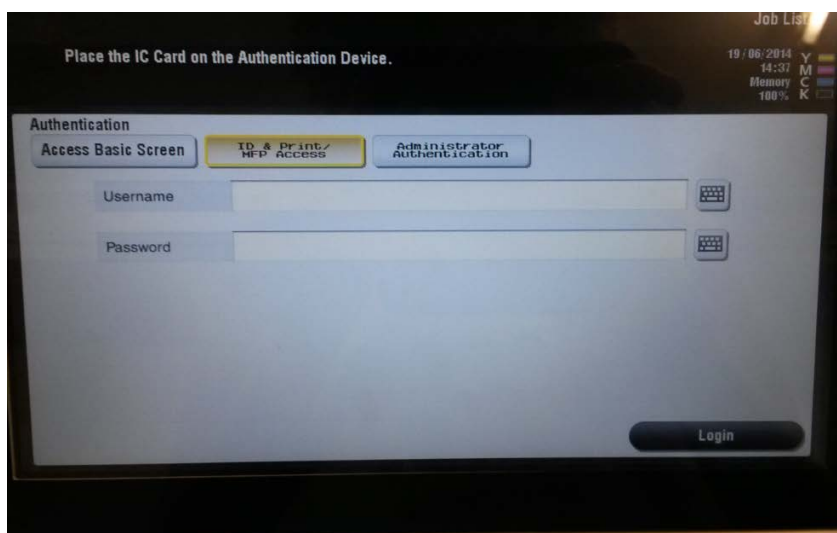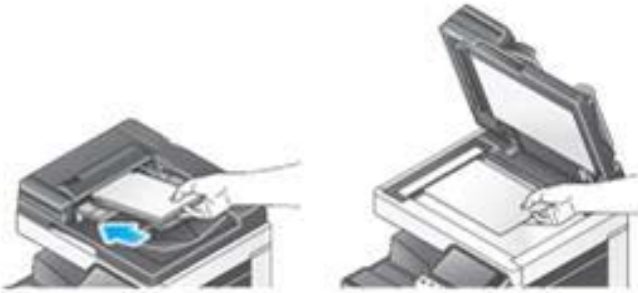

To begin, touch your card to the card reader located on the right hand side of the printer closest to you.

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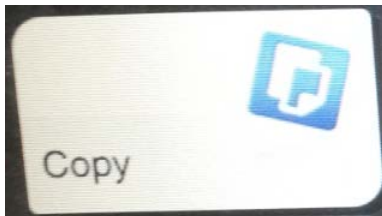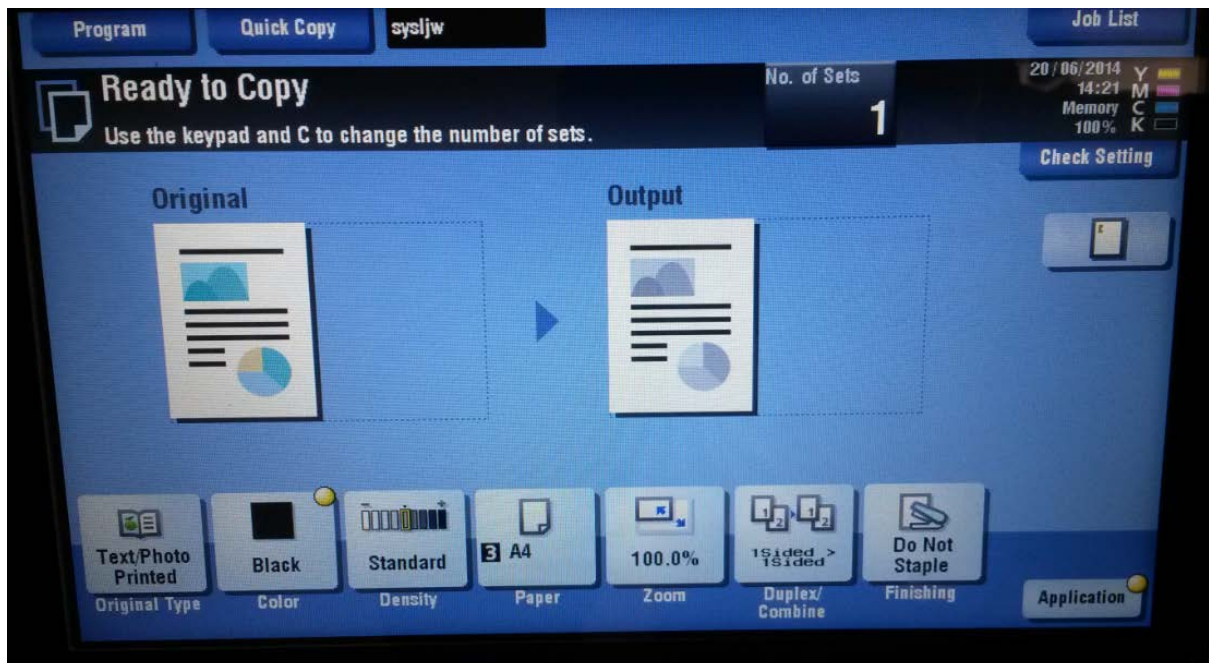
How to Copy

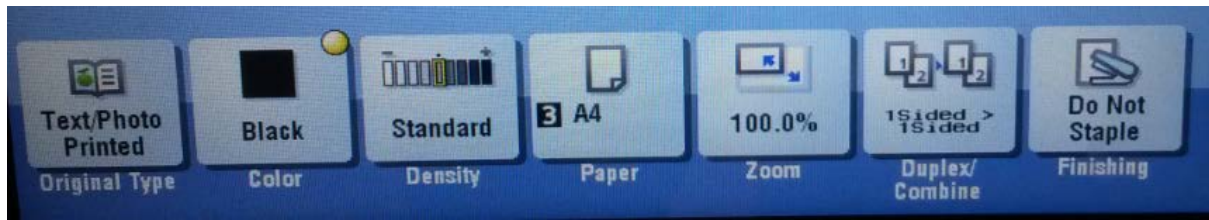**1. Place the originals in the scanner.**
Multi-page documents should be placed face up in the tray on top. Alternatively can be placed face down on the glass pane, under the lid.

Copy

2. Press the copy button

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