PRINT, SCAN & COPY SERVICES - QUICK GUIDE

SAFEQ™

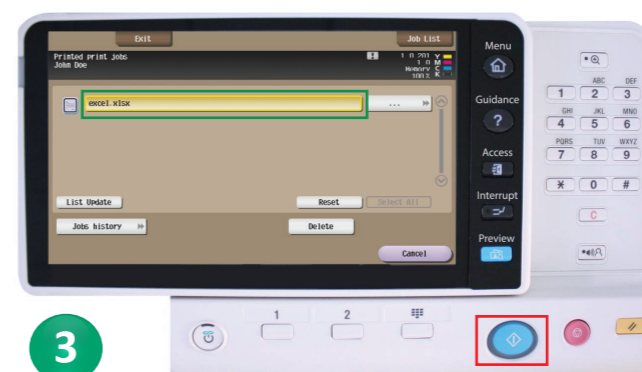**mj flood**
Managed Print Services

PRINT

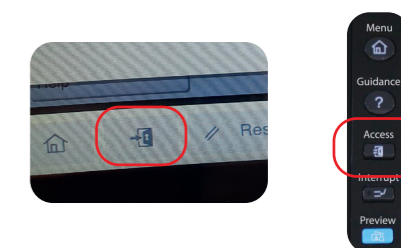**1** Swipe your ID badge on the printers card reader image

2 Touch the 'SafeQ Print' button

3 Select the document to print and click the 'Start' button to print selected jobs.

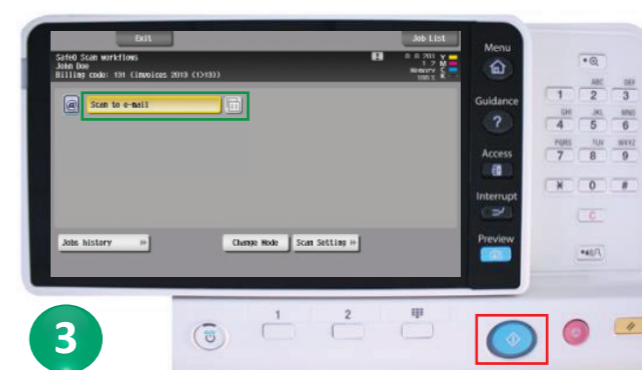Once you are finished, logout with the door symbol on the screen or device

SCAN

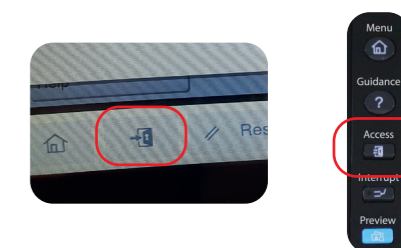**1** Swipe your ID badge on the printers card reader image

2 Touch the 'Scan' button

3 Scan workflows are displayed. Select the desired workflow, place document on feeder, then press 'Start'

Once you are finished, logout with the door symbol on the screen or device

COPY

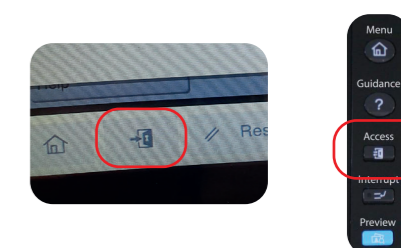**1** Swipe your ID badge on the printers card reader image

2 Touch the 'Copy' button

3 Select copy options and start by clicking on the required options continue by pressing the 'Start' button.

Once you are finished, logout with the door symbol on the screen or device