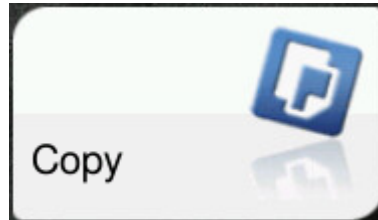# How to Copy?

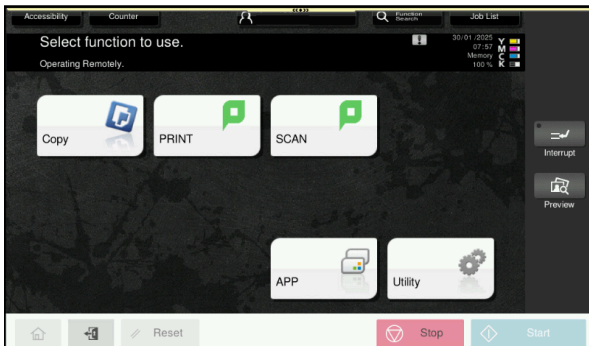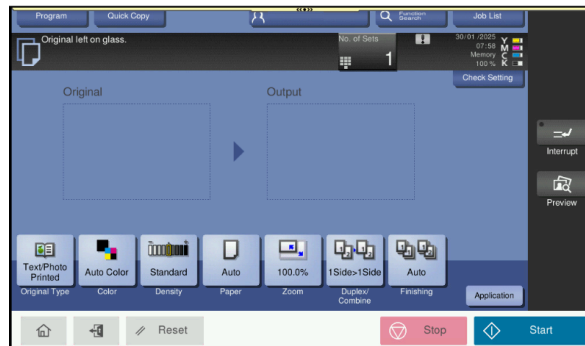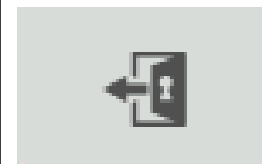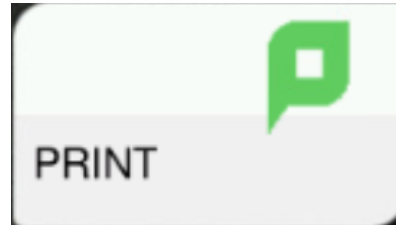|		
1. Log on to a device of your choosing:	**3. Select:** Put your originals on the glass plate or document feeder on top of the device	**5. Choose the correct finisher options** and press "Start"
2. You will land on the main menu:	**4. You will be redirected to the Copy menu**	**6. Logoff:** Press the button above to logoff

How to Print?

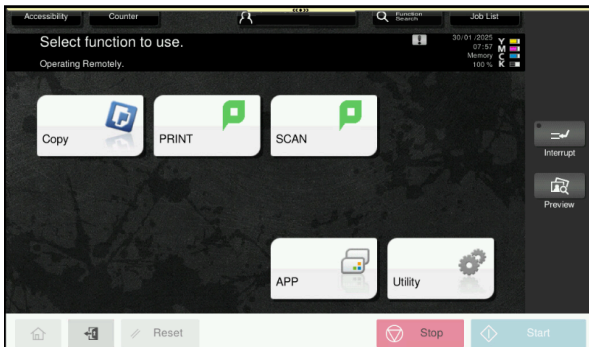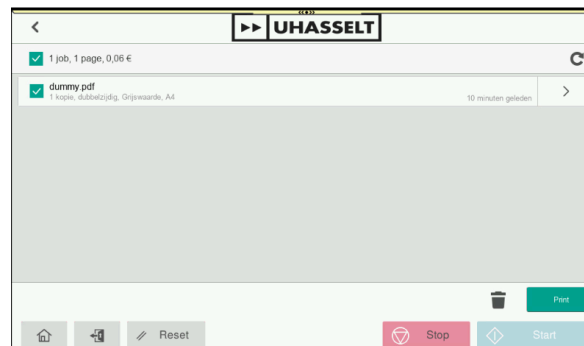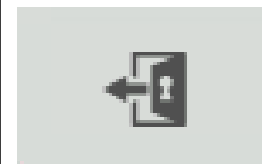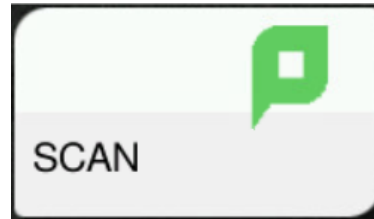|		
1. Log on to a device of your choosing: 	3. Select: **PRINT**	Press "Print". **Print** Your Print jobs will be printed
2. You will land on the main menu: 	4. You will be redirected to the Print menu; select the documents to be printed from the list 	6. Logoff: Press the button above to logoff
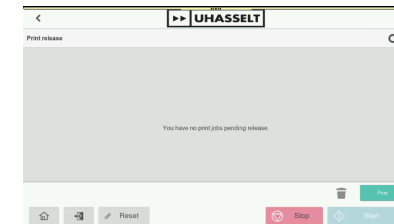
How to Scan?

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1. Log on to a device of your choosing:

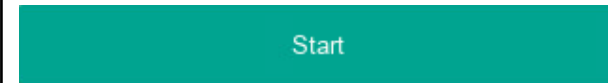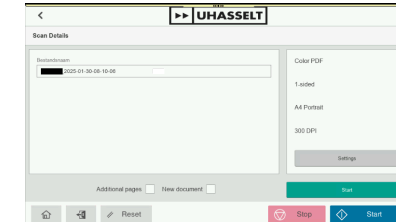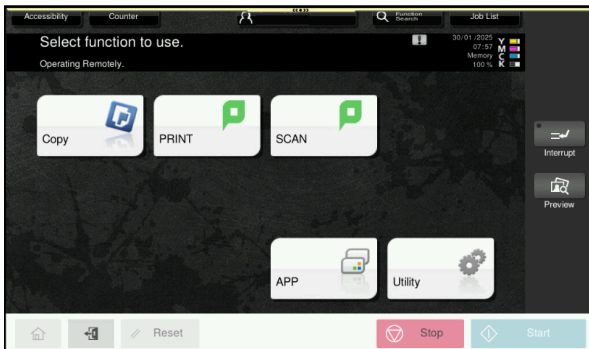
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3. Select:

Put your originals on the glass plate or document feeder on top of the device

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Press "Start" in the screen below
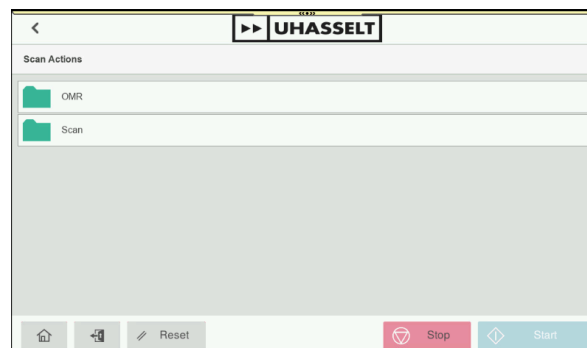

You will receive an email with further instructions

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2. You will land on the main menu:

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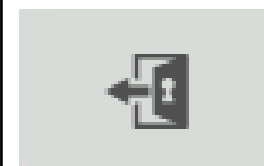**4. You will be redirected to the Print menu; select "Scan" or "OMR"**

</td>
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6. Logoff:

Press the button above to logoff

</td>
</tr>
</table>