1. Login

Touch your Card on the target to begin

2. Initial Screen

Touch ‘SafeQ Print’ button and continue with step 3 & 4 or Touch ‘Copy’ button and continue to step 5 or Touch ‘Scan’ button and continue to step 6

3. Jobs Queue

Select the desired queue.

4. Jobs List

Select the document to print and click the ‘Start’ button for printing selected jobs.

5. Copying

Select copy options and start copying by click on ‘Start’ button. Continue with logout (step 6) or return to main menu (step 2) by pressing ‘Menu’ button.

6. Scan Workflows

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

To logout, press the ‘Access’ button