Instruction for copy machine

➢ Copy
1. Press "Power" to start the machine
2. Enter your Dept.ID (account number) and Pin number(Password) to "login"
3. Press "Main menu"
4. Select "Copy" on the screen
5. Press "Start"

➢ USB Print
(For USB Print, the format of the file should be PDF. Copy machine is not able to recognize Microsoft Office.)
1. Press "Power" to start the machine
2. Enter your Dept.ID (account number) and Pin Number(Password) to "login"
3. Press "Main menu"
4. Select "Access Stored Files" on the screen and then select "Memory Media"
5. Select the file you want to print in the memory media, and select "print" on the lower right corner on the screen
6. Select "Start Printing" on the lower right corner on the screen

➢ USB Scan
1. Press "Power" to start the machine
2. Enter your Dept.ID (account number) and Pin Number(Password) to "login"
3. Press "Main menu"
4. Select "Scan and Store" on the screen and then select "Memory Media"
5. Select "Memory Media"
6. Select "Scan" on the lower right corner
7. Press "Start" on the panel