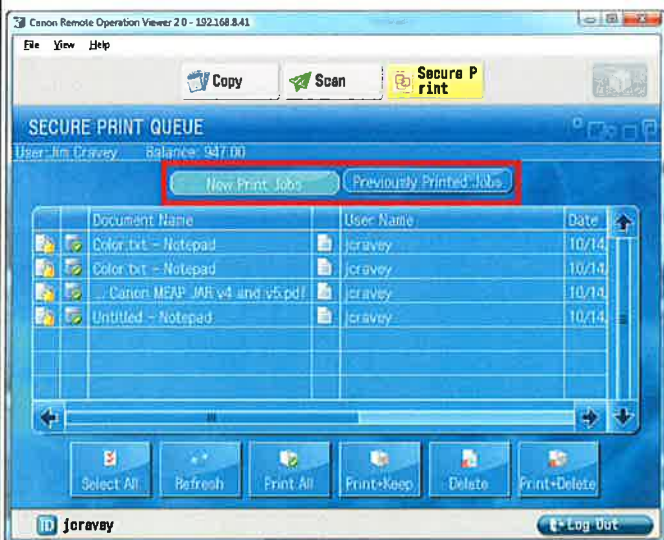## Device Welcome Screen

Swipe ID Card to Login
  Swipe ID Card through card reader on right side of MFD
  or
Use the touch screen
  Enter User Name
  Enter Password
  Press Login

Quick Menu Buttons

Printing

All of your submitted print jobs will appear on this screen. You may select a single print job by touching it on the screen.

Once selected, you can perform several tasks for that job only.

You may press the "Select All" button to select all your print jobs on the screen, and then perform the same tasks for all of them at once.

New Print Jobs
  Displays documents not yet printed
Previously Printed Jobs
  Displays Print & Keep Jobs

Copying

Choose number of copies, paper size and then press the green Start button on the MFD. Chosen options can be saved for quick future use.

Scan and Faxing

Scan Button (faxing function)

1. Press **Send to Myself** to scan and send the document to your email
2. Press **Address Book** to scan/fax to an address in the shared address book
3. Press **One Touch** to scan/fax to frequently used contacts
4. Press **New Destination** to scan/fax to a new address manually

New Destination menu choice for scanning or faxing says **E-Mail**. Choose it to continue.
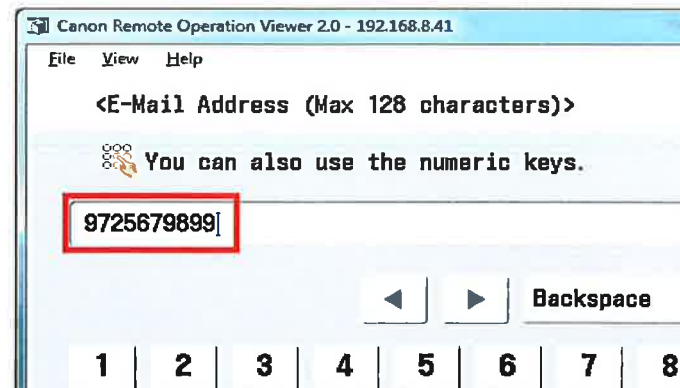
Enter the desired fax number and press the green Start button on the MFD. (e.g. 4001@fax.rsu.edu for on campus numbers or 919185551000 for off campus numbers)