Device Welcome Screen

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

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.

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

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 91918551000 for off campus numbers)