CPS instructions

HOW TO COPY

<u>Step 1:</u>

At the Printer Station, swipe your USEK ID card and select Copy



Note: First time you log in, enter your USEK username and password to activate your account

<u>Step 2:</u>

Place your paper(s) in the feeder or on the glass and choose your options

Сору						
Ready to copy						
				Check Settings		
Black	100 %	Auto	1			
-	1:1 Copy Ratio	Select Paper		Previous Settings	Favorite Settings	
Finishing	2-Sided	Density	Text,	/Photo nal Type		
Interrupt				Options		
D System Management Mode				E Log Out		

Step 3: Click the GO button:



HOW TO PRINT

<u>Step 1:</u>

To print your document, select the following printer:



Step 2:

Swipe your USEK ID card at the Printer Station



Note: First time you log in, enter your USEK username and password to activate your account

<u>Step 3:</u>

To print your paper:

- Click on Secure Print
- Select your document
- Set your options
- Click on Print & Delete



HOW TO SCAN & SEND

Step 1:

At the Printer Station, swipe your USEK ID card and select Scan and Send



Note: First time you log in, enter your USEK username and password to activate your account

<u>Step 2:</u>

Select Send to Myself; your USEK e-mail address will appear automatically.



Note: You can change the e-mail address and type in any other address by clicking on Specify Destinations

<u>Step 3:</u>

- Place your papers in the feeder or on the glass
- Click on the GO button.



• You will receive an e-mail with a PDF file containing your scanned pages.