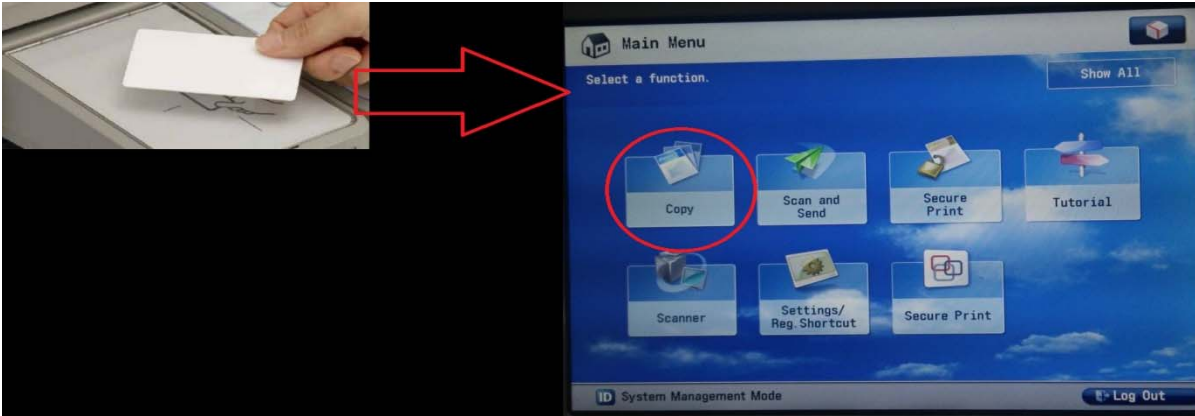


CPS instructions

HOW TO COPY

Step 1:

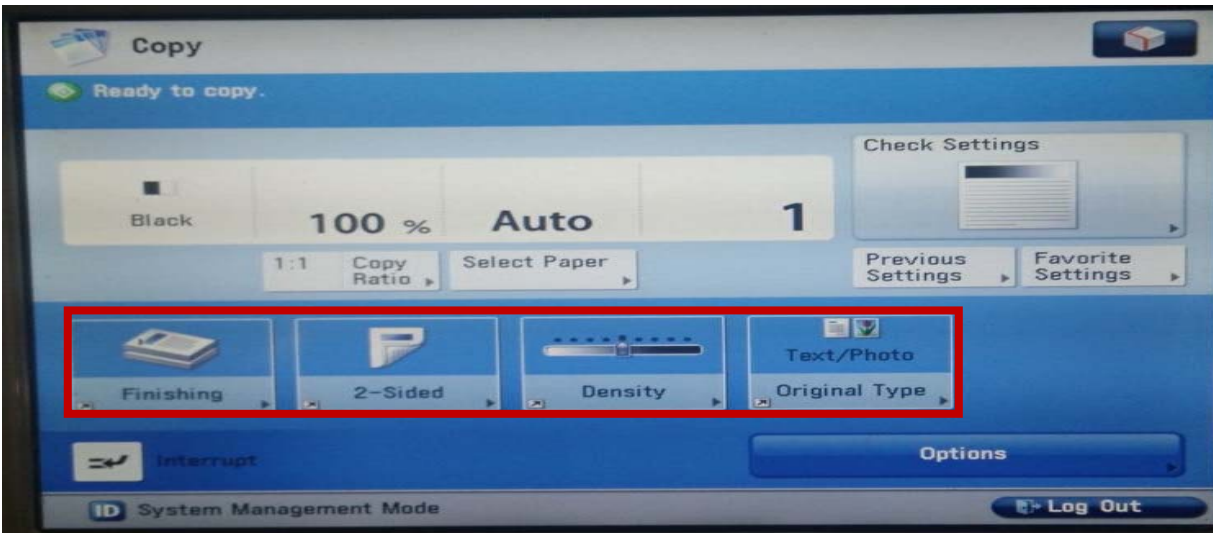
At the Printer Station, swipe your USEK ID card and select Copy



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

Step 2:

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



Step 3:

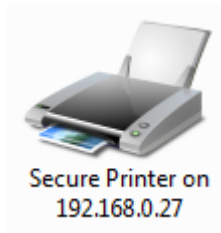
Click the GO button:



HOW TO PRINT

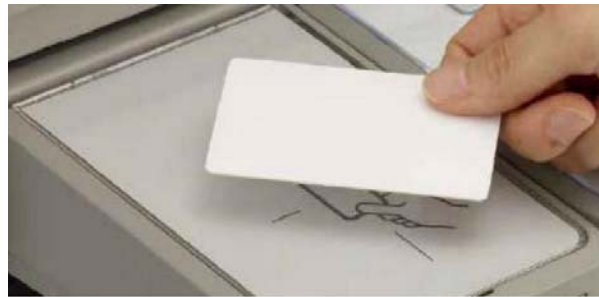
Step 1:

To print your document, select the following printer:



Step 2:

Swipe your USEK ID card at the Printer Station

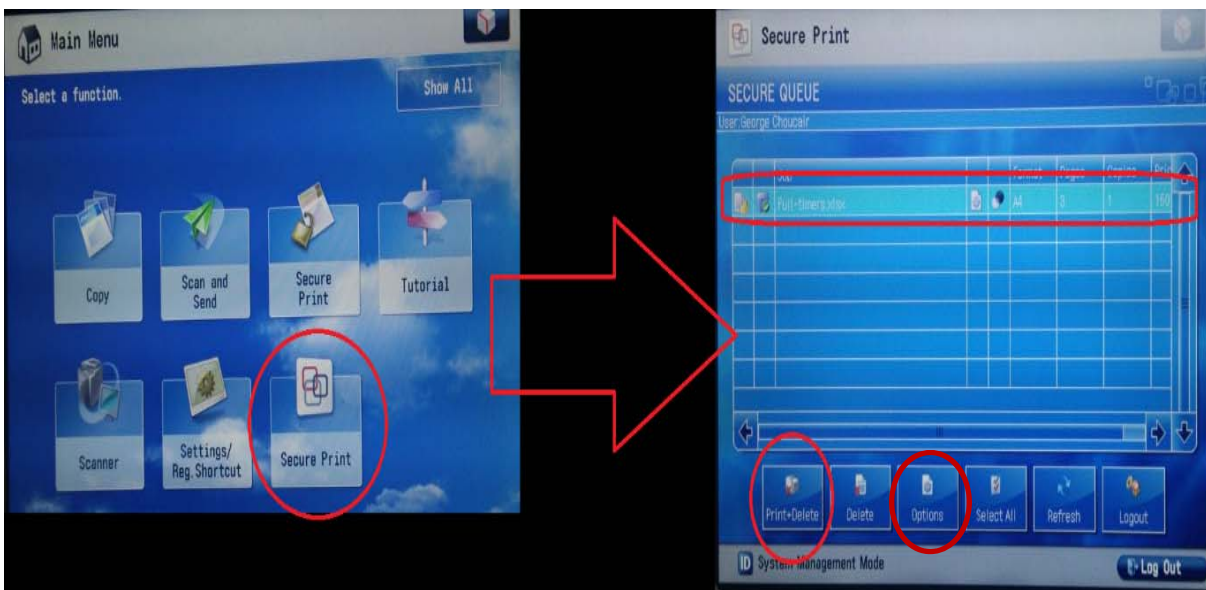


Note: First time you log in, enter your USEK username and password to activate your account

Step 3:

To print your paper:

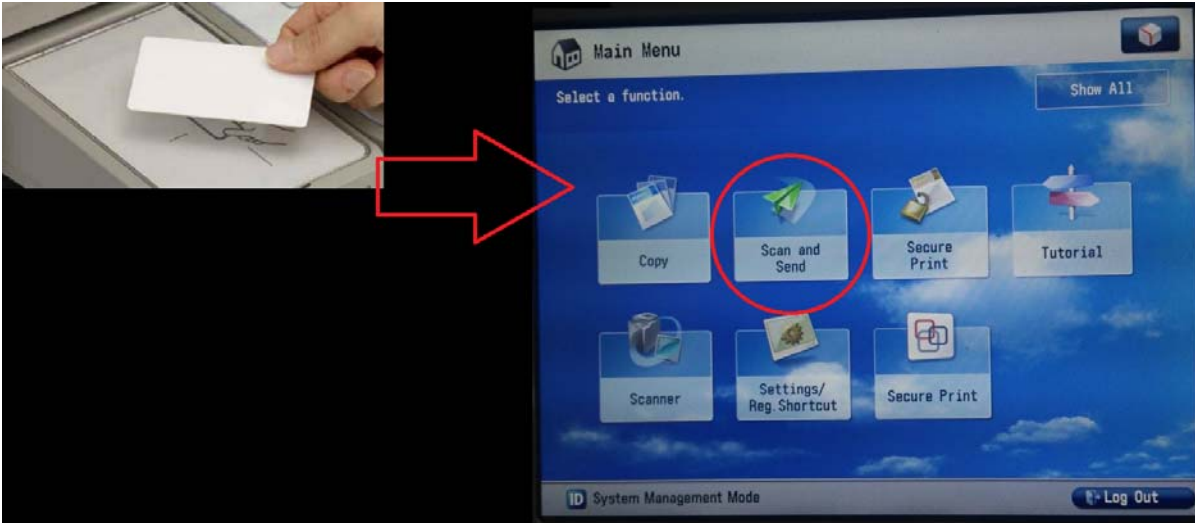
- Click on Secure Print
- Select your document
- Set your options
- Click on Print & Delete



HOW TO SCAN & SEND

Step 1:

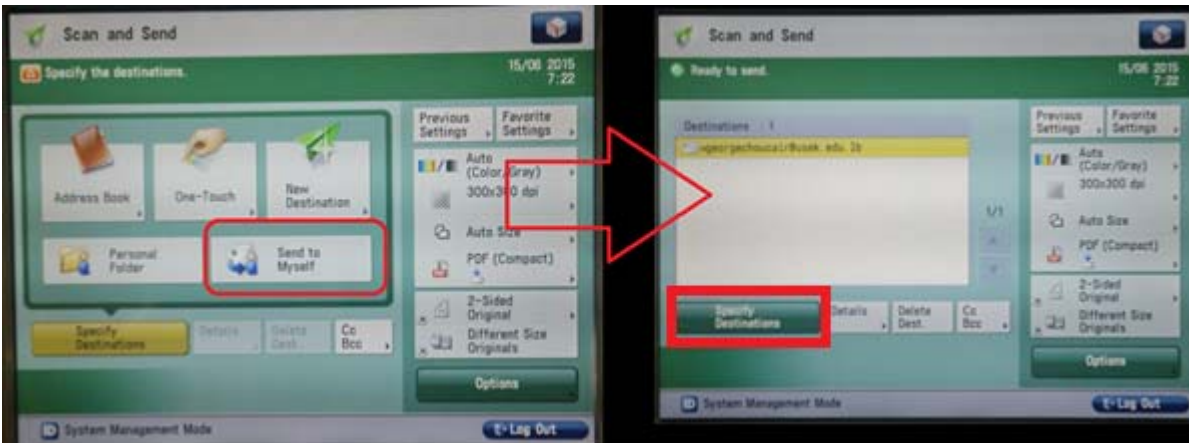
At the Printer Station, swipe your USEK ID card and select Scan and Send



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

Step 2:

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

Step 3:

- 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.