Print, Scan and Copy

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Attention

If your document does not print, press the 'Status Monitor/Cancel' button on the printer, select your document and press CANCEL on the screen before going to another printer. Make sure you log out when finished.

Print

1 Swipe card or login. Card balance will be shown. Press **OK**.

2 Select the box to the left of the job(s) you want to print or delete. Note: GMU default is duplex (2-sided) for printing
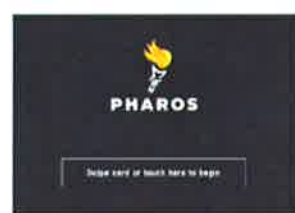
3 Select one of the following options. **Delete, Print or Print All** Note: Document will only be saved for 24 hours and then will auto delete.

4 Select **Log Out** when finished. Lower right of the display.

Scan

1 Swipe card/login Press **OK**.

2 Press **Main Menu**

3 Select **Scan and Send**.

4 Select **Send to Myself** – sends your document to your Mason email. -or- Select **New Destination** – sends via email to one or more Mason recipients. Enter email address(es). Note: Must be within Mason domain.

5 Select any of the settings you would like to change. Note: Additional settings to choose from when you press **Options.**

6 Press **Start** to start sending document.

Copy

1 Swipe card or login. Card balance will be shown. Press **OK**.

2 Select **Make Copies**

3 Place originals in feeder or on glass. Use keypad to enter number of copies. Change settings as needed.

4 Press **Start** to begin copying.