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. 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 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.