

Copying on Multi-Functional Devices

You can use this Multi-Functional Device (MFD) to copy documents up to A3 size.



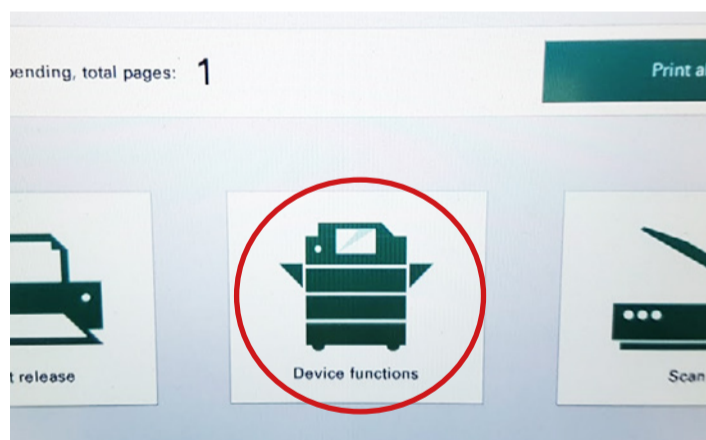
1. Login to the Multi-Function Device

First login to the Multi-Function Device (MFD). You can either enter your unique print ID Number, or log in using your SALTO card.

The first time you use your SALTO card, tap it on the reader and enter your usual ITS username and password. Your SALTO card is now registered. From now on, just tap your card on the reader on any MFD to log in.

2. Copy your document

Place the document face down on the glass and close the device lid.



Press the **Device functions** button



If you would like special settings for your copy, use the options on the screen



To enter the number of copies you need, use the physical keys. To begin copying, press the green button.

Remember to logout when you've finished