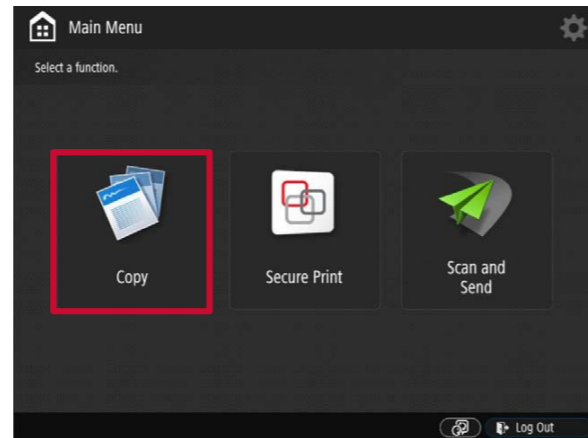# How to Copy ?
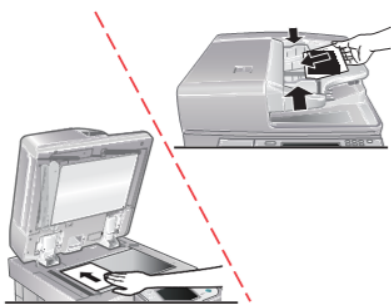
1 Go to the device of your choice and pass your **badge** over the badge reader on the left side of the screen.

3 Place your document:
***face-up** in the automatic document feeder, or
***face-down** on the platen glass.

5 Press the **green** button to start copying.

2 Once logged in, you will see the **[Main Menu]**. Switch to **[Copy]**.
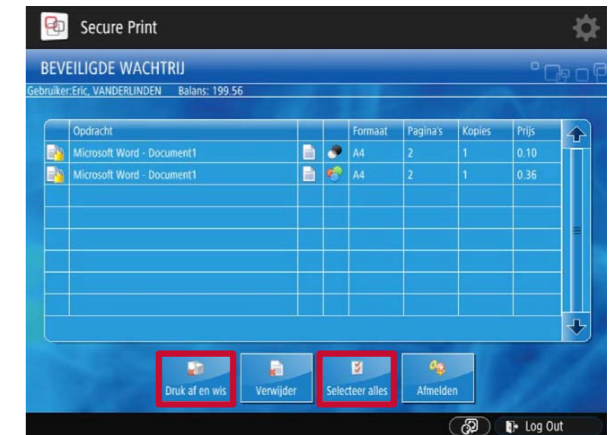

4 Here you can change the default copy settings.

6 Press the Ⓘ button to logout.

How to Print ?

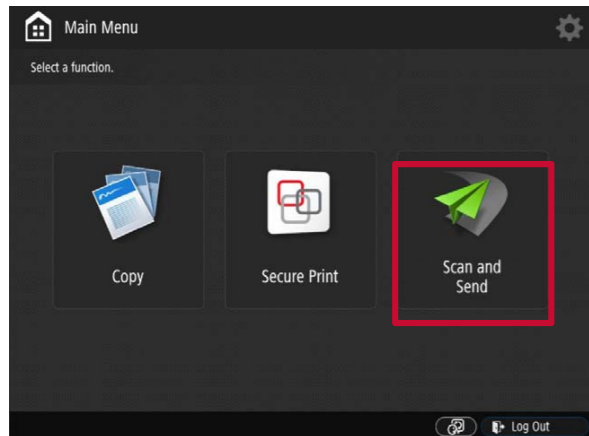**1** Once logged in, you will see the **[Main Menu]**. Switch to **[Secure Print]**.

3 When there is an error, a **red** light will be flashing. Please consult the **[Status Monitor]** to resolve the problem.

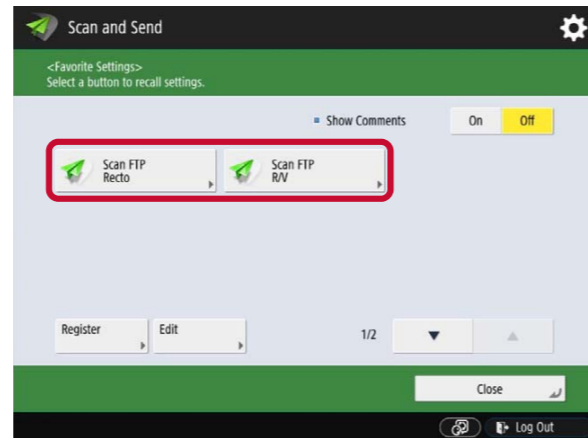**2** Select the jobs you want on the screen and press **[Print+Delete]**.

4 Press the Ⓘ button to logout.
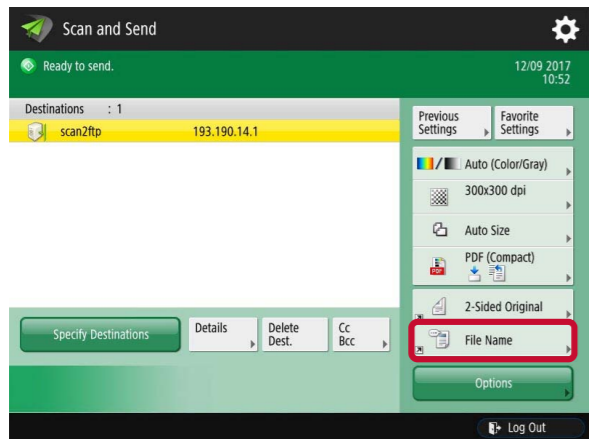
How to Scan ?

1 Once logged in, you will see the **[Main Menu]**. Switch to **[Scan and Send]**.

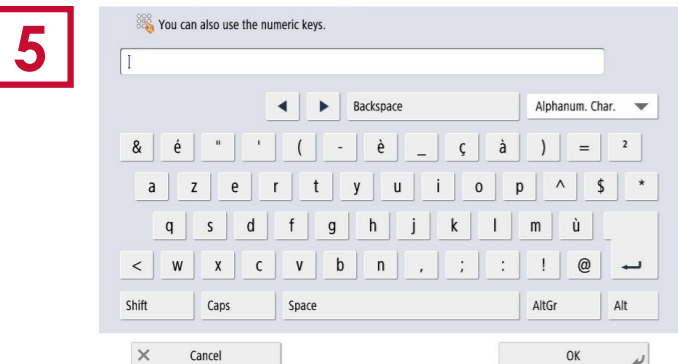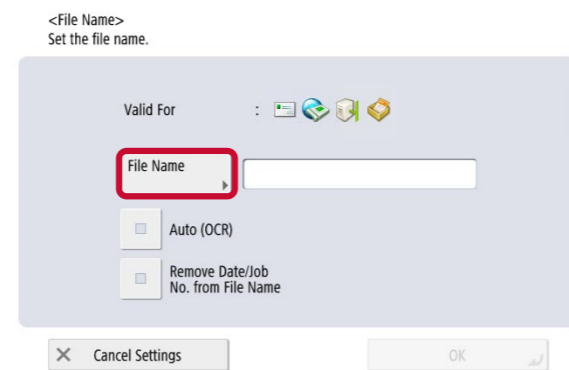**2** Select the settings you want to use.

3 Select **[File Name]**.

4 Press **[File Name]**.

5

Enter **the numeric part of your staff-or studentaccount** and press **[Ok]**. This is necessary to send your file to your email address.
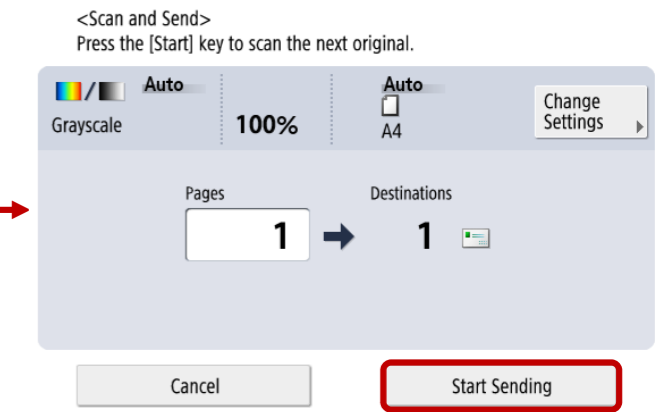
6 Place your document:
*
face-up in the automatic document feeder, or
*
face-down on the platen glass.

7 Press the **green** button to start scanning.

8 If you placed your document in the feeder, it's automatically sent to you by email. Did you place it on the plate, then don't forget to press the **[Start Sending]** button.
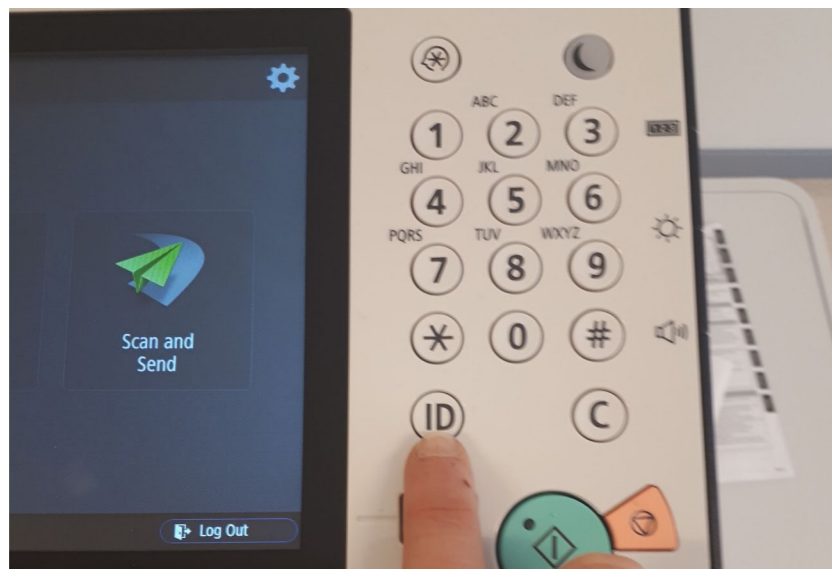

9 Press the (ID) button to logout.

Canon

How to Log in-out ?

To log in put your badge on the badge reader on the left side of the screen.

To Log out please push the (ID) button

Remarks

Please touch the screen BEFORE every 9 minutes to avoid automatic Log-Out.

Please do not Log-Out during a printjob.

Please always log-out when you have finished using the printer.

Please don't log tickets for the message:
"LOAD PAPER"
Canon-Team is monitoring the paper supply

Canon