

How To Use Copier

Power / Power Saving
Powers machine on / off

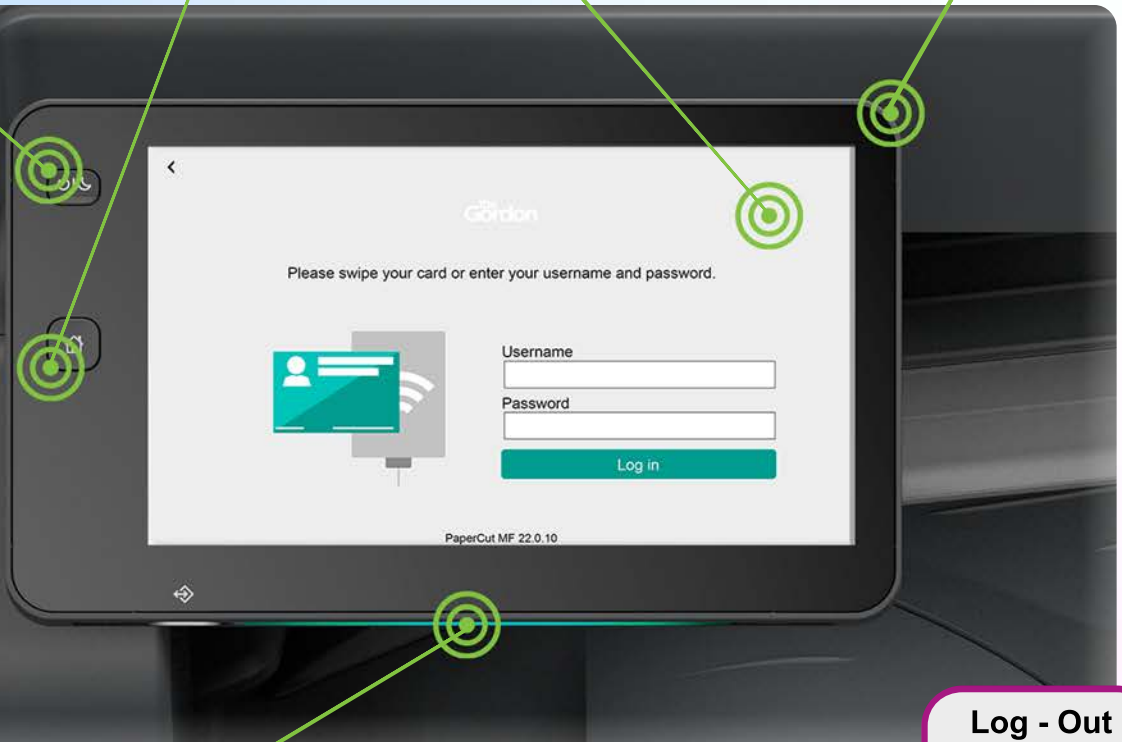
Home Button
Displays the Home screen

Touch Panel Display
10-inch Display, User Friendly Interface, and Touch Keyboard.

Control Panel
Displays messages for operation, and buttons for various features.



Built-in IC Card Reader
Tap or Swipe Card here



Log - Out Button


Attention Light
Status Display Indicator
Green - Active / Amber - Fault



Print Release
Manage and Release all of your pending documents

Access Device
View all functions of device or modify all setting in relation to functions.

Scan
Scan to Email or Scan to OneDrive

Copy
View all settings to use the copy feature. Copy from the Duplex Feeder or the Document Glass Bed. Staple Feature

For more information and guides please follow the link:

https://www.thegordon.edu.au/student-portal/help-and-contact-us/it/photocopy_print