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Chem_FindMe MFD Machine: The Basics

If you require this document in a different format, such as larger print or a coloured background, please contact the Library:

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Logging in and logging out

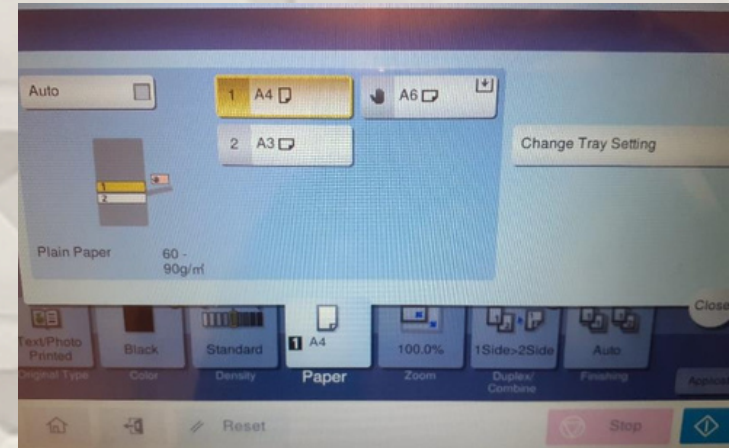


To log in present your University card to the front panel.

To log out press the  icon at the top right of the screen.

If that is not an option, then use the  icon at the bottom left of the screen.

Changing the paper size and using the feeder tray



The machine will automatically select the paper size if photocopying or you can specify the size as you send to print. You can also manually change the paper size at the machine, or choose to use the feeder tray by selecting the Paper icon as shown.



The feeder tray is on the right side of the machine. Open the tray here.

IMPORTANT: This handle is not for the feeder tray

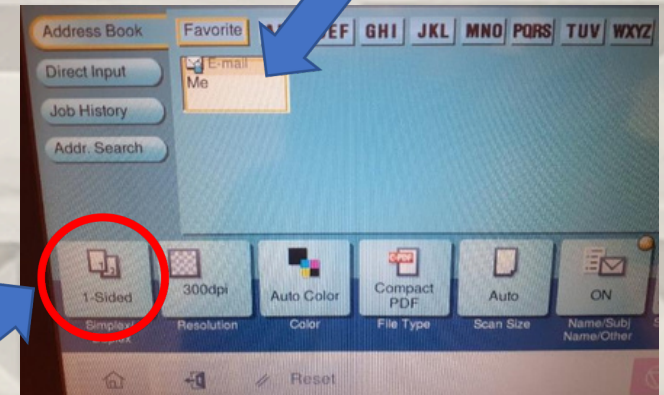
USB Port



There is a USB port on the right side of the machine if you wish to print from, or scan to, a USB device. Converting documents to PDF is recommended before using this method.

Scanning

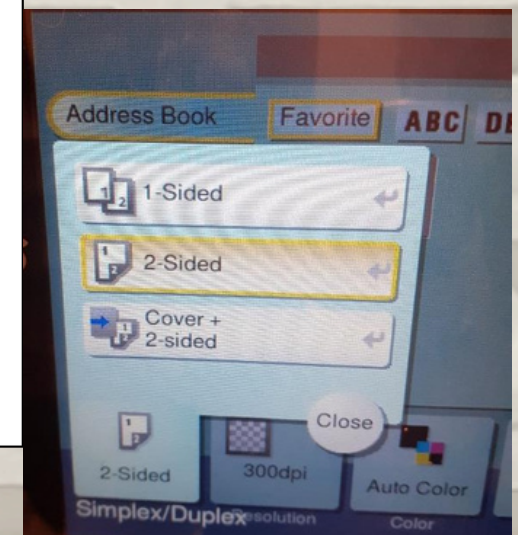
Scanning default is to your CRSiD email account but you still need to click on the E-mail Me option to confirm.



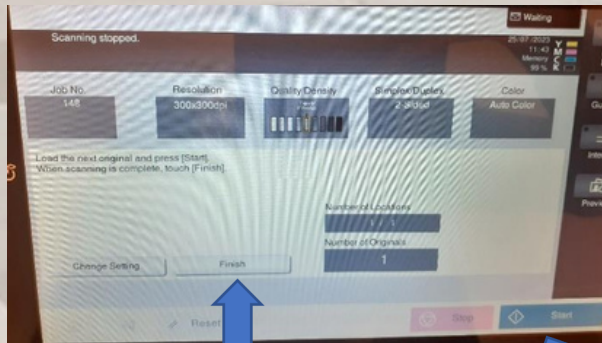
IMPORTANT:

Scanning default is set to scan one page per email sent. This is listed as 1-Sided.

If you wish to scan more than one page, touch the icon and select 2-Sided or Cover + 2-Sided from the options listed.

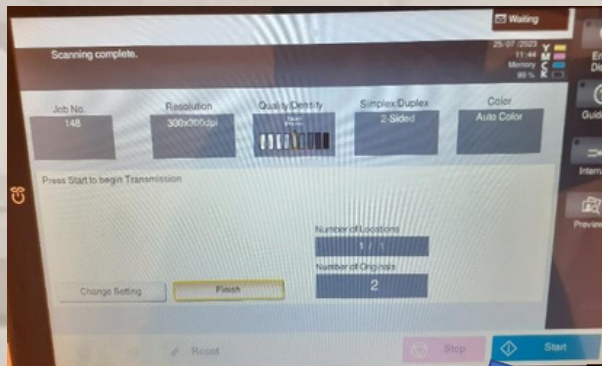


Scanning Multiple Pages



When you have finished scanning press the Finish icon.

When scanning is set up for 2-Sided / Cover + 2-Sided, the screen will display instructions on how to continue. Scan each page by pressing the blue Start icon.



Then press the blue Start icon to send the scan.