How to Print, Scan and Copy

ECU EDITH COWAN UNIVERSITY

To Log In Swipe your card or enter your username and password to log onto the device

To Print Select "Print Release", select the jobs you wish to print (or press Print All) and hit the green **Print** button. Press the ⮐ button to log out of the device when finished.

You can delete a job you no longer wish to print by selecting the box on the left hand side of the job and pressing the 🗑 button. Select **Yes** to proceed, then log out.

To Scan Log in and select "Scan", then select Scan to Email. Select **Settings** to change the default scan settings (e.g. duplex, quality). If required, rename **Subject** and/or **Filename**. Load your documents into the top tray face up or onto the glass face down. Then press **Start**. Press ⮐ to log out when finished.

Full details are available on the ECU website

https://tinyurl.com/ymdz9xbh

Print

Scan
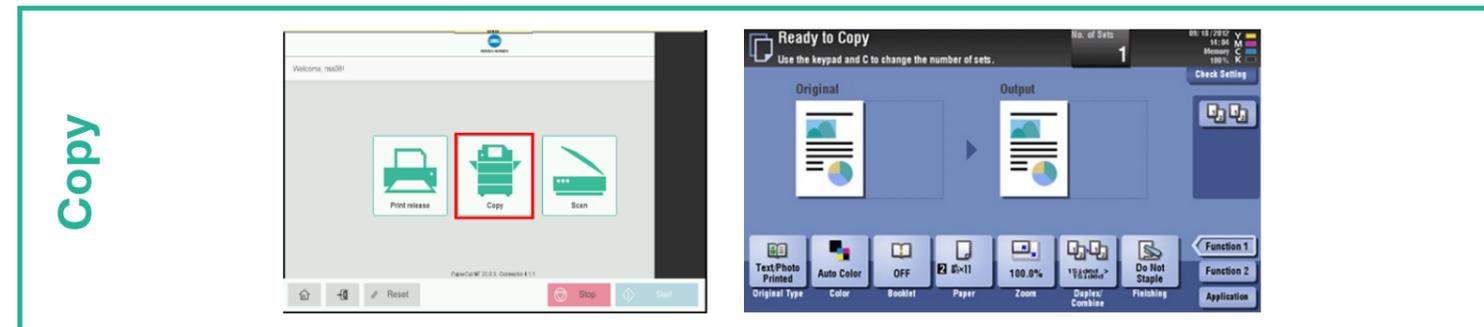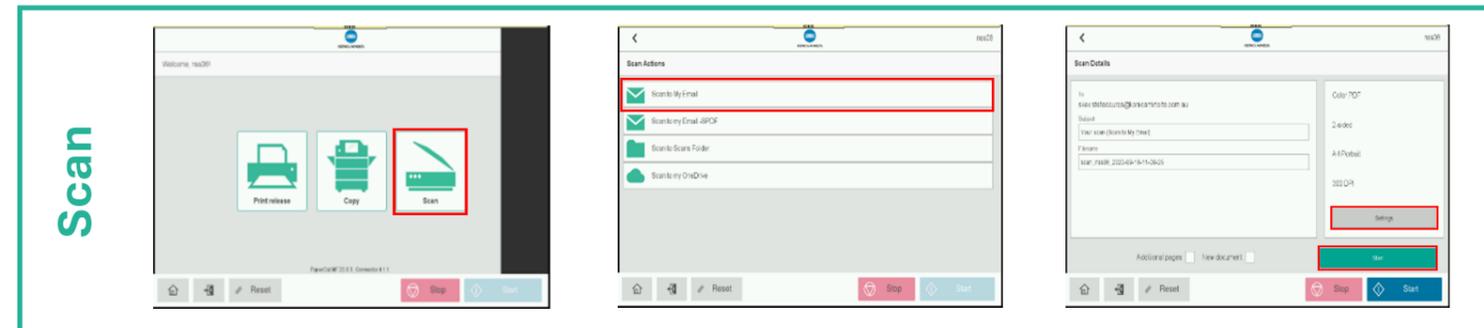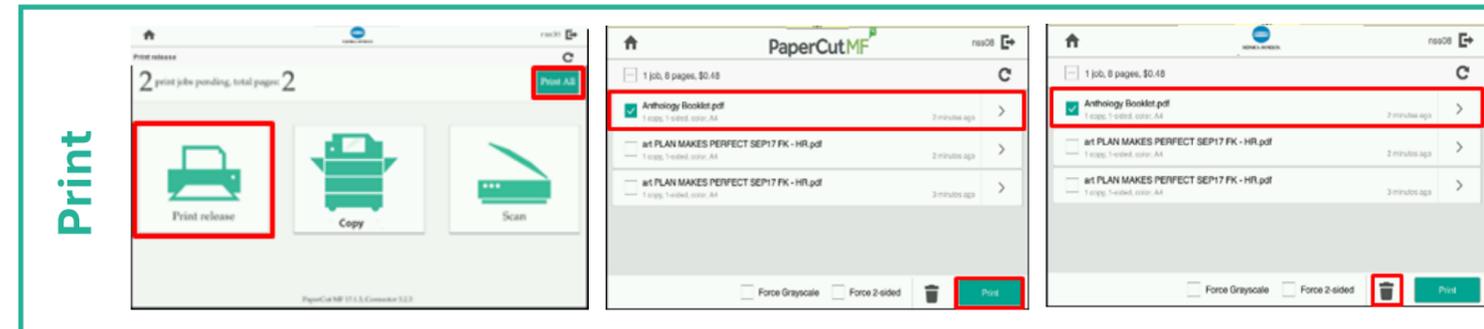
Copy

To Copy Log in and select "Copy". Load the documents you wish to copy in the top tray face up or onto the glass face down. You can then choose your desired copy settings on screen. down. When ready, select [◇ Start] button. Log out using when finished.

KONICA MINOLTA