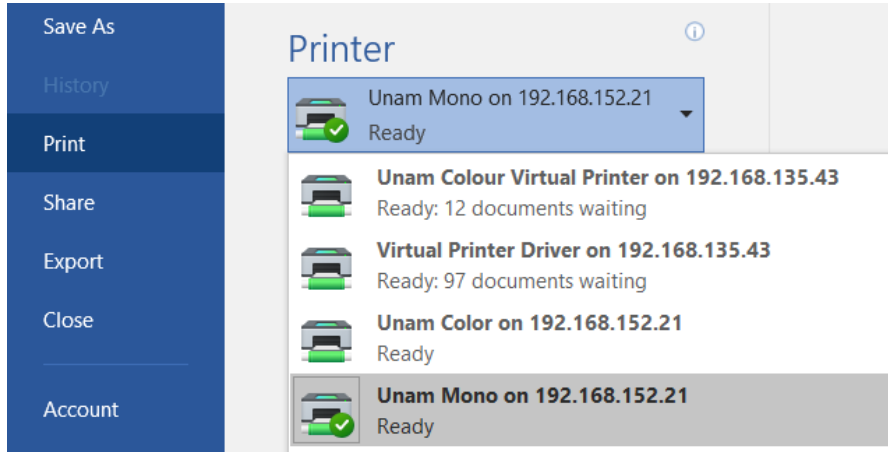


USER GUIDES FOR Printing, Photocopying & Scanning

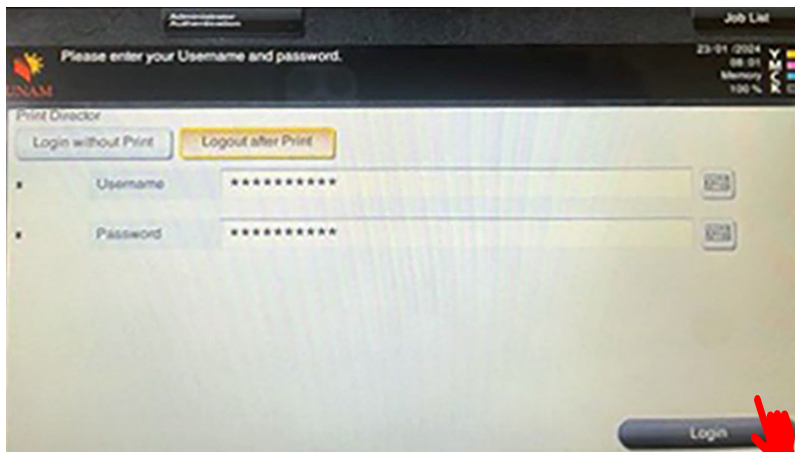


PRINTING

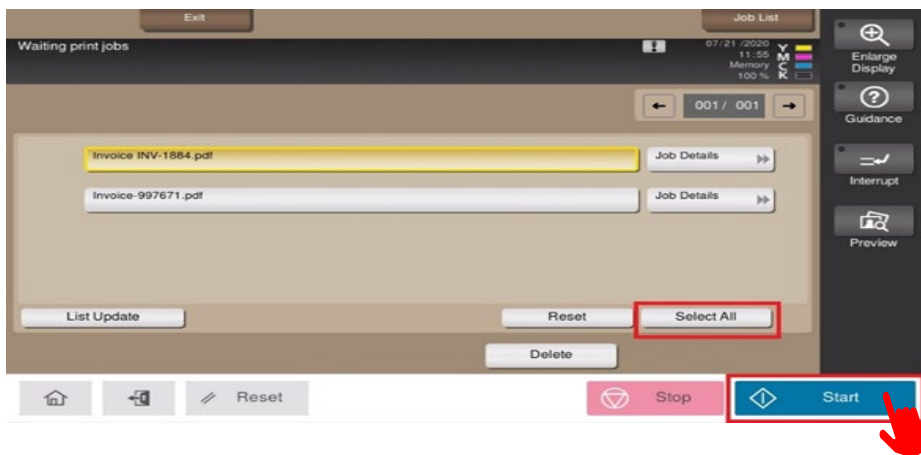
You should send a document that you would like to print from your computer by choosing **Unam Color on 192.168...** or **Unam Mono on 192.168...** for black and white.



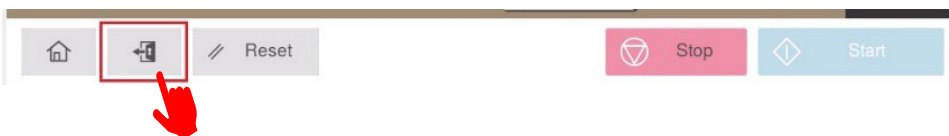
STEP 1: Enter the username and password then login



STEP 2: You should see the documents that you want to print. Select All/ select the document you want to be printed then start

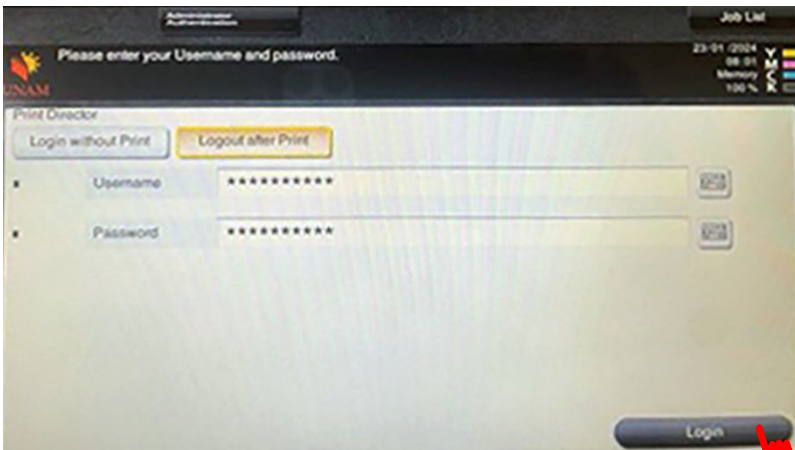


STEP 3: Touch the Logout button to log out.

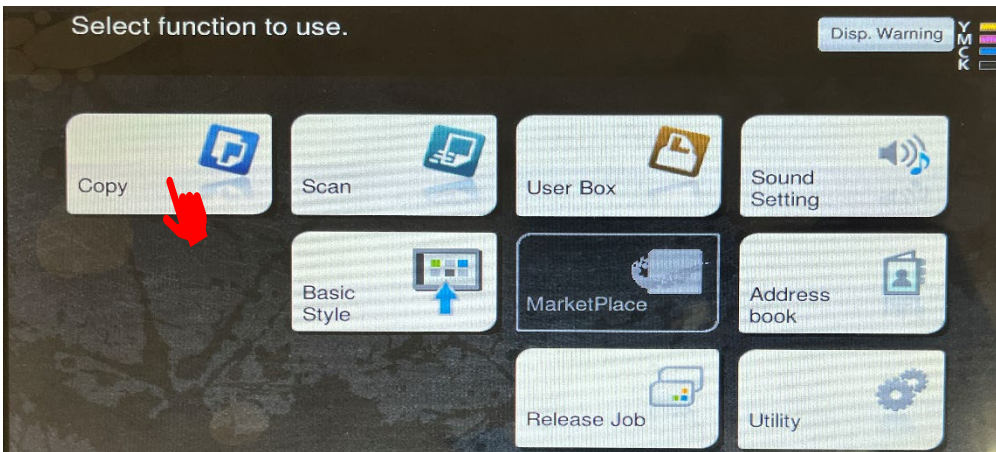


PHOTOCOPYING

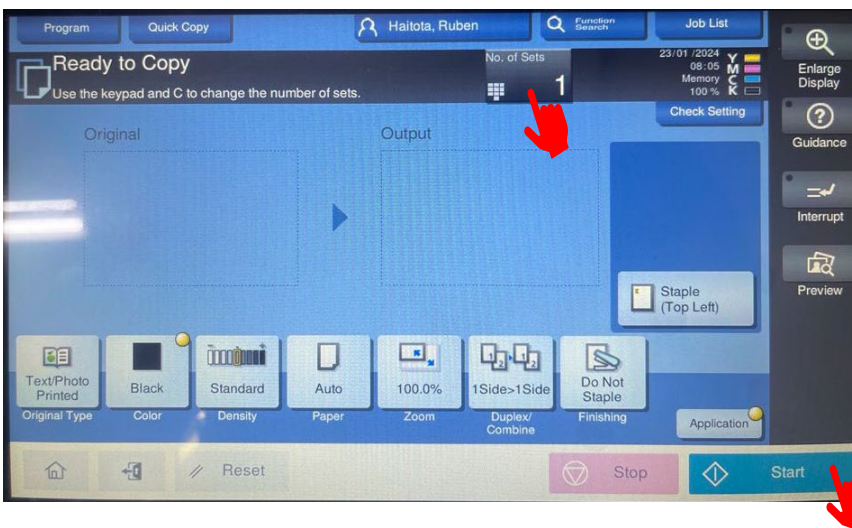
STEP 1: Enter your Username and password



STEP 2: Press icon Copies on the screen



STEP 3: Press icon Color to select Black & white or colour then indicate the number of copies you need then Press Start.

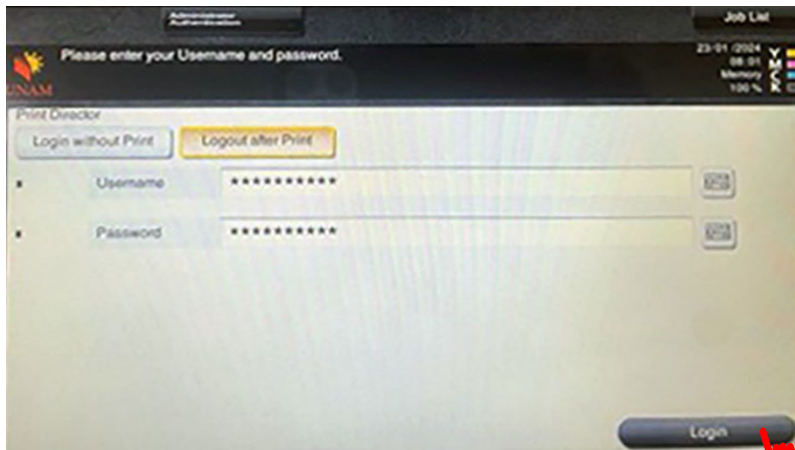


STEP 4: Press Logout Icon from the screen

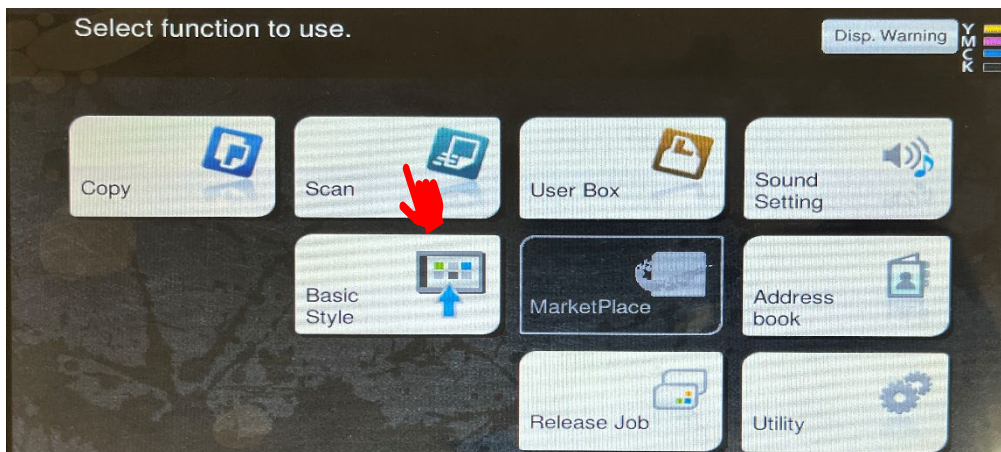


SCANNING

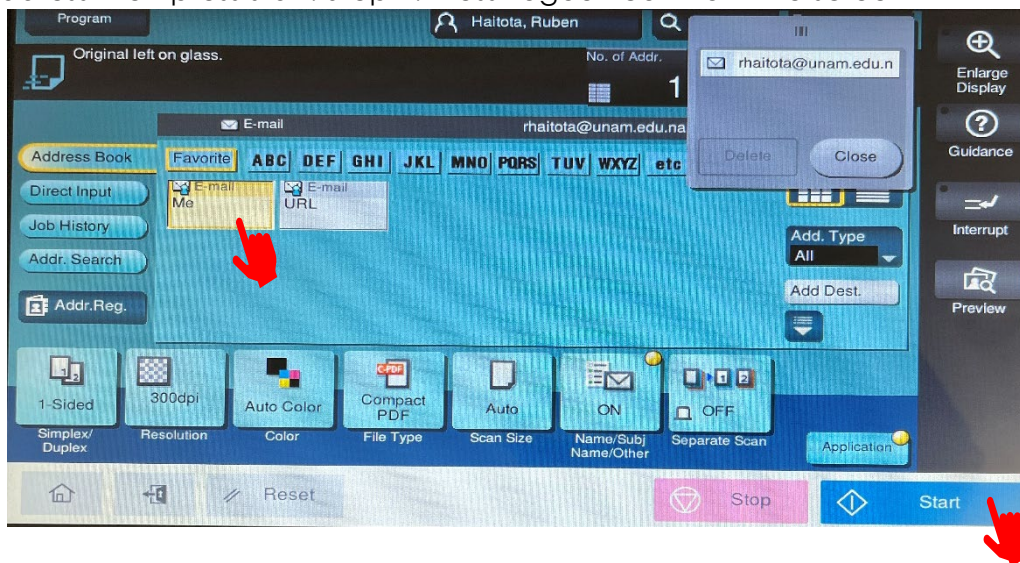
STEP 1: Enter the username and password then login



STEP 2: A user can start by tapping the Scan button



STEP 3: Select scanning method screen comes up below and tap the E-mail (Me) button linked to your email address then press start. Step 4: Press Logout Icon from the screen



STEP 4: Press Logout Icon from the screen

