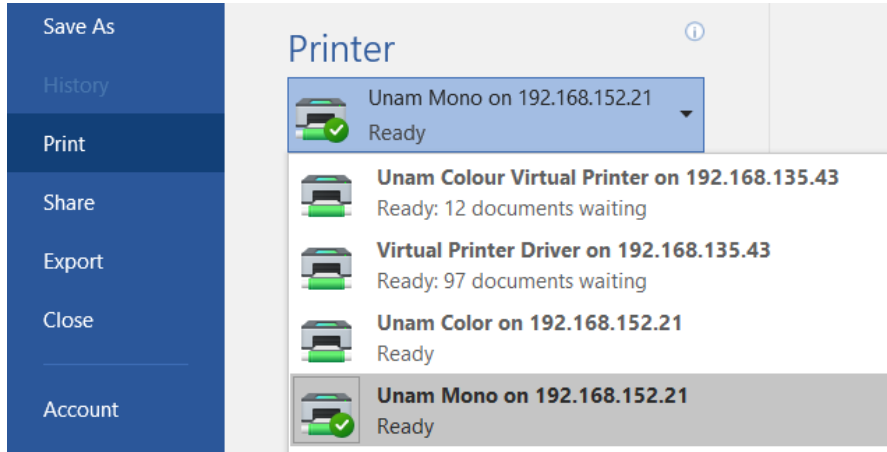


USER GUIDES FOR Printing, Photocopying & Scanning

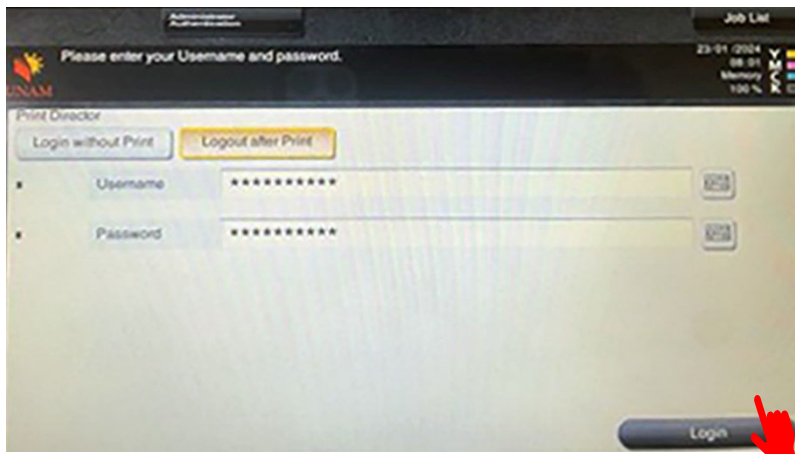


PRINTING

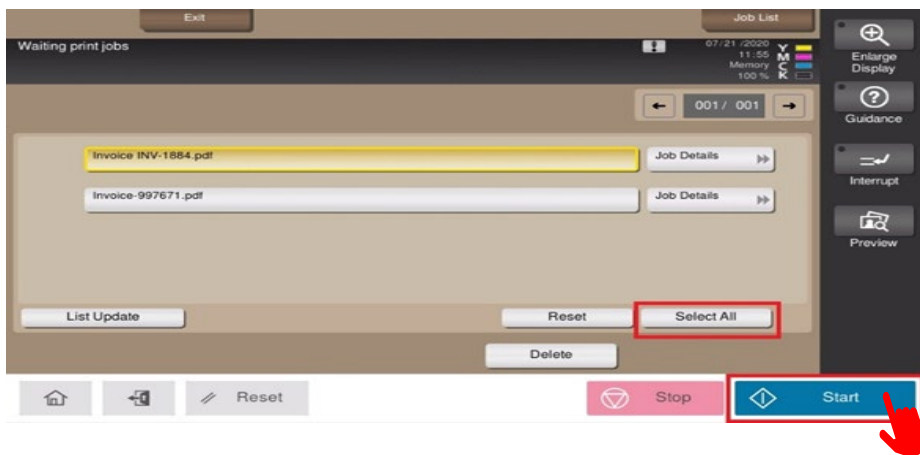
You should send a document that you would like to print from your computer by choosing **Unam Color on 192.168...** or **Unam Mono on 192.168...** for black and white.



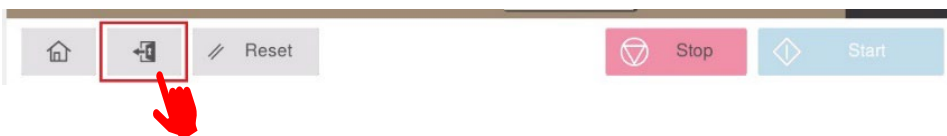
STEP 1: Enter the username and password then login



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

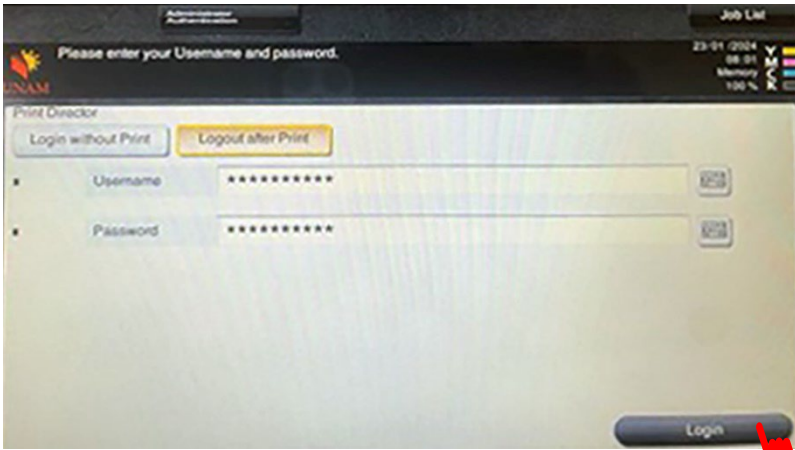


STEP 3: Touch the Logout button to log out.

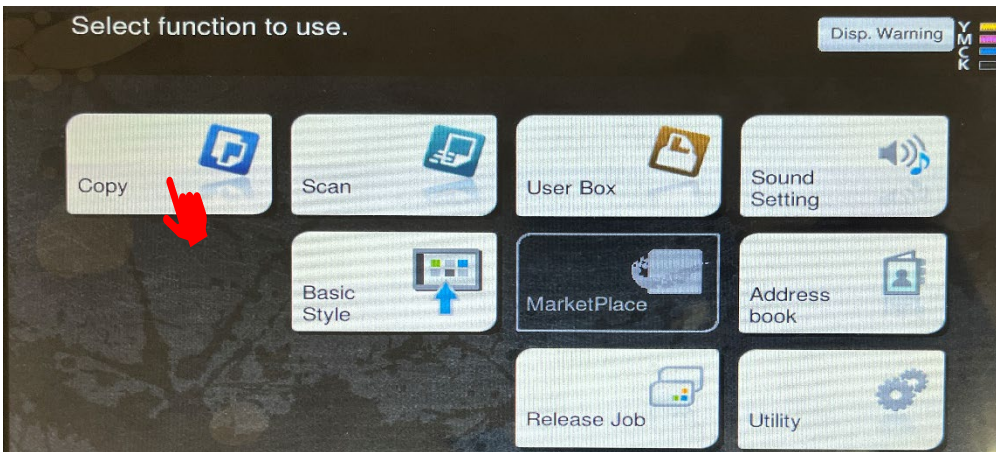


PHOTOCOPYING

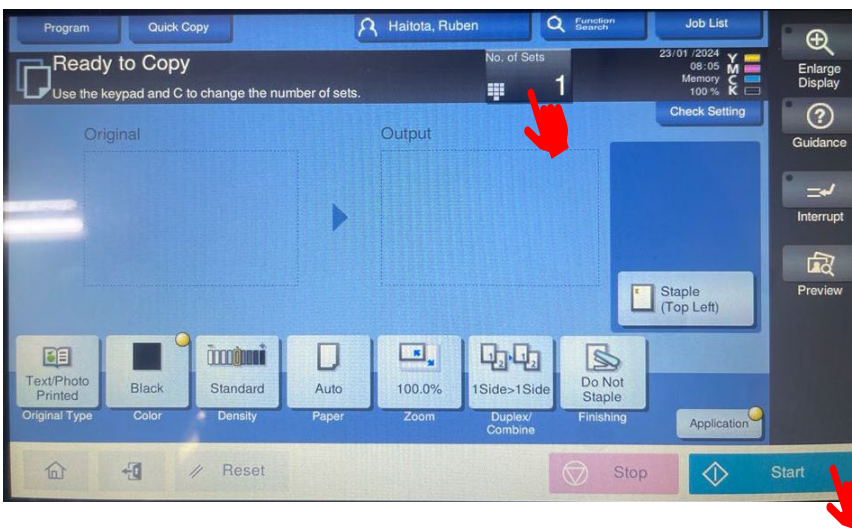
STEP 1: Enter your Username and password



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.

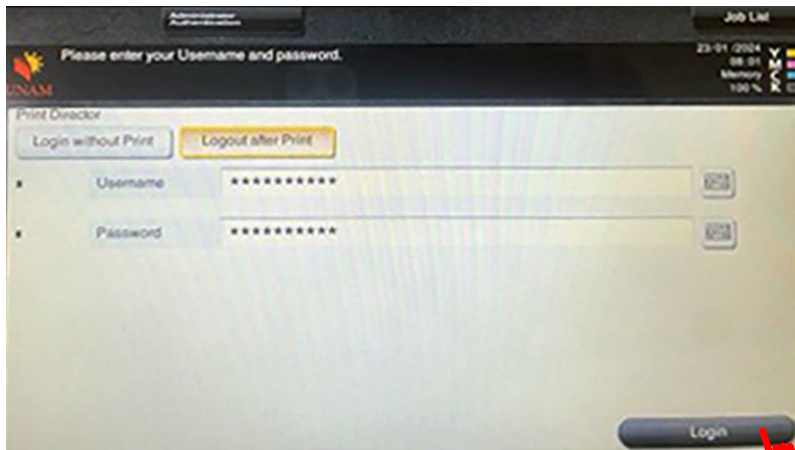


STEP 4: Press Logout Icon from the screen

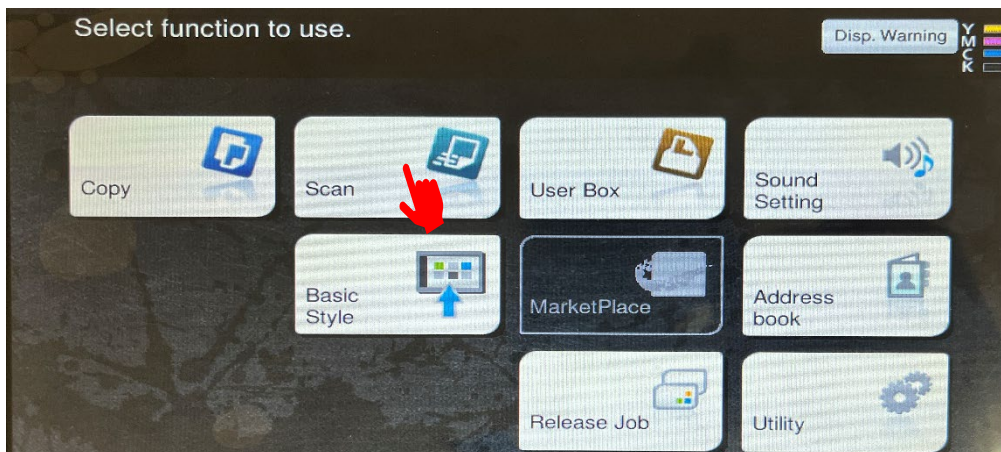


SCANNING

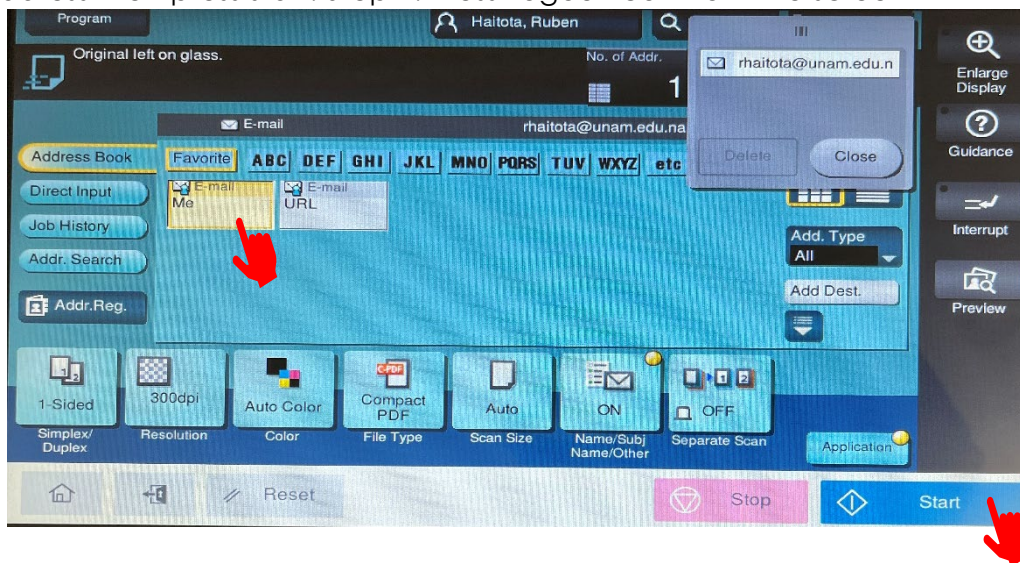
STEP 1: Enter the username and password then login



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



Copying a Card (ID Card Shot)

To copy various cards such as a health insurance card and license, use the ID card copy mode. By carrying out a simple operation, you can copy the front and back of a card side by side, on the same side of a single sheet.

1. Tap [ID Card Shot] on the home screen.



2. Place a card on the Original Glass.

Set each item to suit the finishing image.

Setting	Description
[Copies]	Specify the number of copies.
[Original Size]	Specify the registered size, or enter the desired size. When specifying the desired size, select [Free size], and enter the size.
[Zoom]	Select a zoom ratio for copying. [Fit to paper size]: Copy by enlarging according to the paper size. [x1.0]: Copy with the same size as the card.
[Layout]	Select how to arrange the front and back sides of a card on paper.
[Color]	Select a copy color.
[Density]	Adjust the density of a copy image.
[Paper]	Specify the paper tray.

Tap [Start Scan] to scan the front side of the card.

5. Turn the card over, and place it on the Original Glass.
6. Use the Start key to scan the back side of the card and start copying.

[Card Shot] ([Here](#))