Printer/Copier log in

1. Tap Log In

Log In		lome	V Reset
Library Print	Сору	Email	Scan to USB
Jobs	Remote Assistance		

2. Enter your Library Card number & PIN or Visitor ID & PIN

X Log in with your Library ID						🛹 Login				
h17082	580)								
)									X
1	2	3	4	5	6	7	8	9	0	



Printing

- 1. Log In using the touch panel or scan the QR code with the Pharos App on your phone
- 2. Your **balance** displays
- 3. Tap **Print / Print All**, or **tick the box** to print specific files

2		Сору	Price Guide	Print
	Personal Account Balance(\$): 9.80	Items Selected: 1/3 Total Cost(\$): 1.00		
	golden lion tamarin.jpg		21/02/2022 11:14 AM	1 Page(s)
	red ruffed lemur.gif		21/02/2022 11:14 AM	1 Page(s)
	My CV.docx		21/02/2022 11:15 AM	2 Page(s) 📰

Press the Home button to access Copy, Email or Scan to USB

Tap your name to log out



1. Log in using the touch panel

2. Your **balance** displays

3. Tap **Copy**

2		Сору	Price Guide	PG Frint All
	Personal Account Balance(\$): 11.67	Items Selected: 0/0 Total Cost(\$): 0.00		

4. Adjust defaults as required

5. Tap **Start** to begin

2		Сору			🕂 Start		
		1	2	3			
	1	4	5	6			
		7	8	9			
			0	×			
Outp	ut Color			I	Black & White		
2 Sided Copying 1→1 Sided							
Paper Supply Auto Select							

Press the Home button to access Print, Email or Scan to USB



Tap your name to log out



1. Log in using the touch panel

2. Press the **Home Button**

3. Tap Scan to USB



4. Insert USB into the FRONT LEFT port







5. Tap **OK**

6. Tap **SAVE** to scan file to USB

7. Tap **EJECT** to safely remove the USB





1. Log in using the touch panel

2. Press the Home Button
3. Tap Email



4. Library member your email address is automatically added to **To:**





5. Visitors must enter your own email address

6. Tap Send

