

Printer/Copier log in

1. Tap Log In



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



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



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



Tap your name to **log out**



Copying

1. **Log in** using the touch panel
2. Your **balance** displays
3. Tap **Copy**



4. Adjust defaults as required
5. Tap **Start** to begin



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



Tap your name to **log out**



Scan to USB

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

Scan to Email

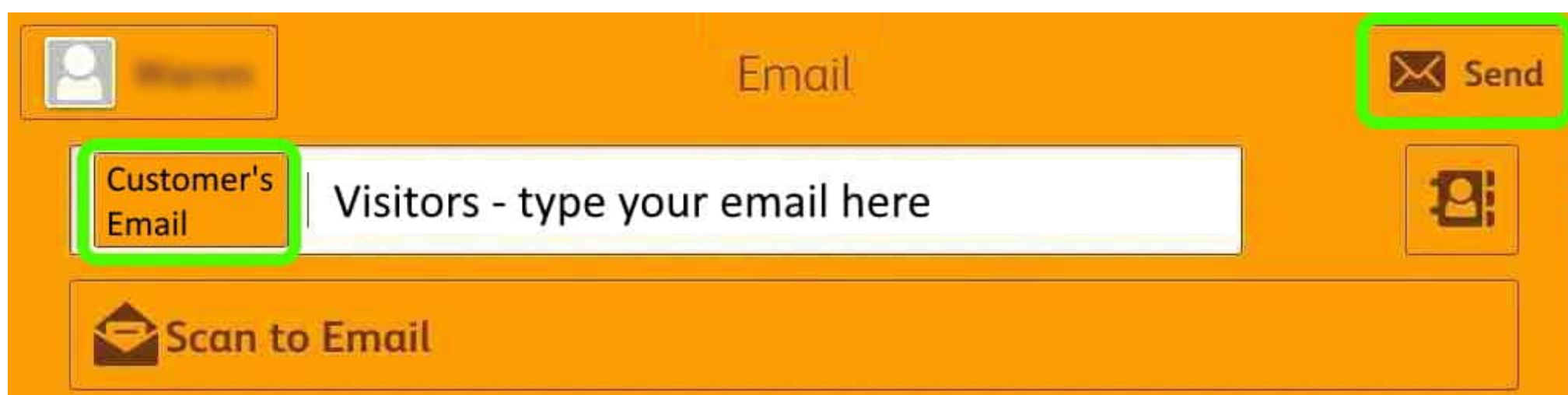
1. **Log in** using the touch panel

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**

 Tap your name to **log out**