

HOW TO COPY?



NEW PHOTOCOPIERS CONNECT WITH TRENTU CARD

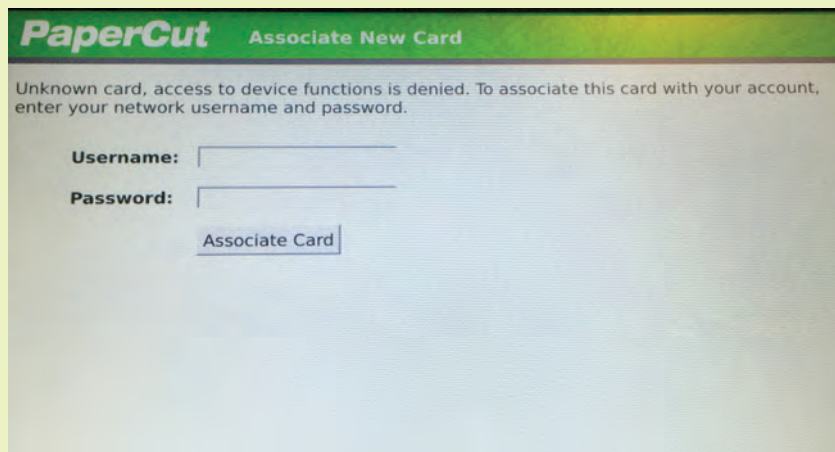
First time using, you must authenticate your card:

Tap your TrentU card (student/staff/faculty) at wireless icon (Fig 1).



Fig 1

The following screen will appear:



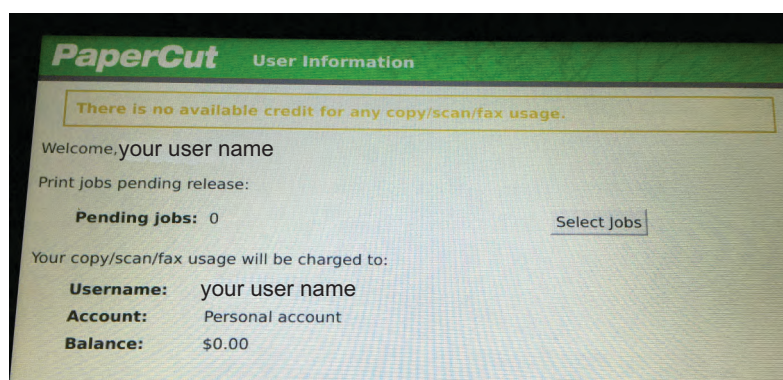
At this screen, enter your Trent login information.

Username is first part of your Trent email address.

Password is your Trent login password

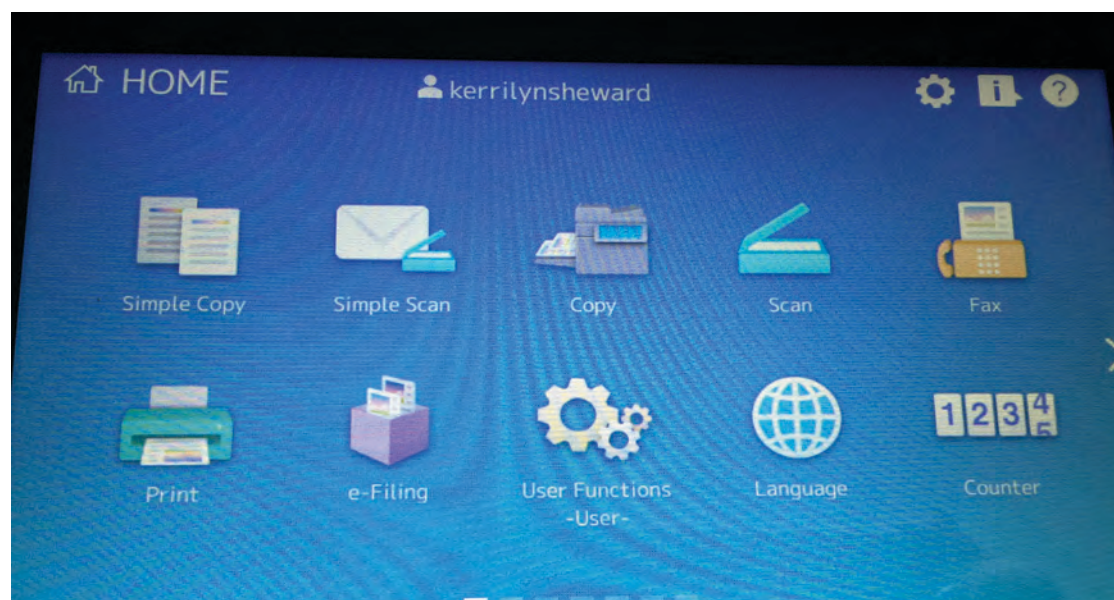
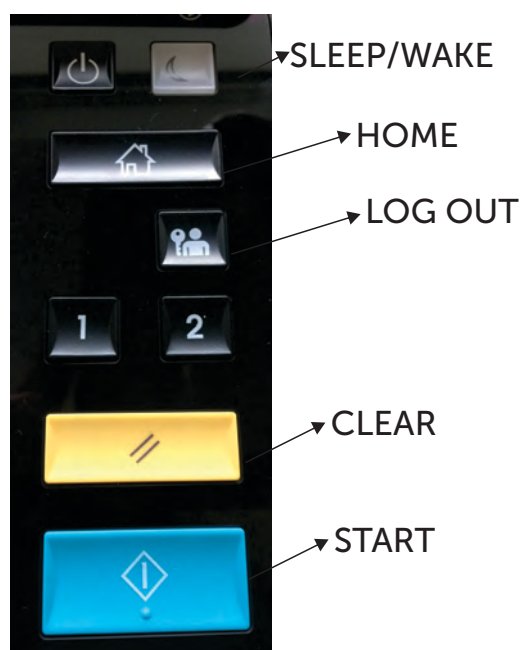
You only need to do this once

Step #1: Tap card on *wireless icon*. After tapping card, the following screen appears:



If you have sent a print job , it will show at this screen. If you would like to release your print job, copy or scan to email or usb, proceed to the next step

Step #2: Press the HOME button on the control pad, and the home screen will appear.



Step #3: Choose what you would like to do. This interface is similar to the last model.

If you want to scan to email on TrentU network, you will do that under scan and enter the email on the TrentU Network that you would like to send to.

If you want to scan to USB, the port is on the left side of the control panel

Step #4 When finished, be sure to press the log out button to exit your session.