

HOW TO USE THE PRINT STATION



PHOTOCOPYING

Step 1: Tap your card on the Reader

Step 2: Enter your PUK and tap on the Reader again

[skip this step if you've entered the PUK once]

Step 3: Place your document in the feeder tray **OR**
Place your document on the scanner glass

Step 4: Choose Copy

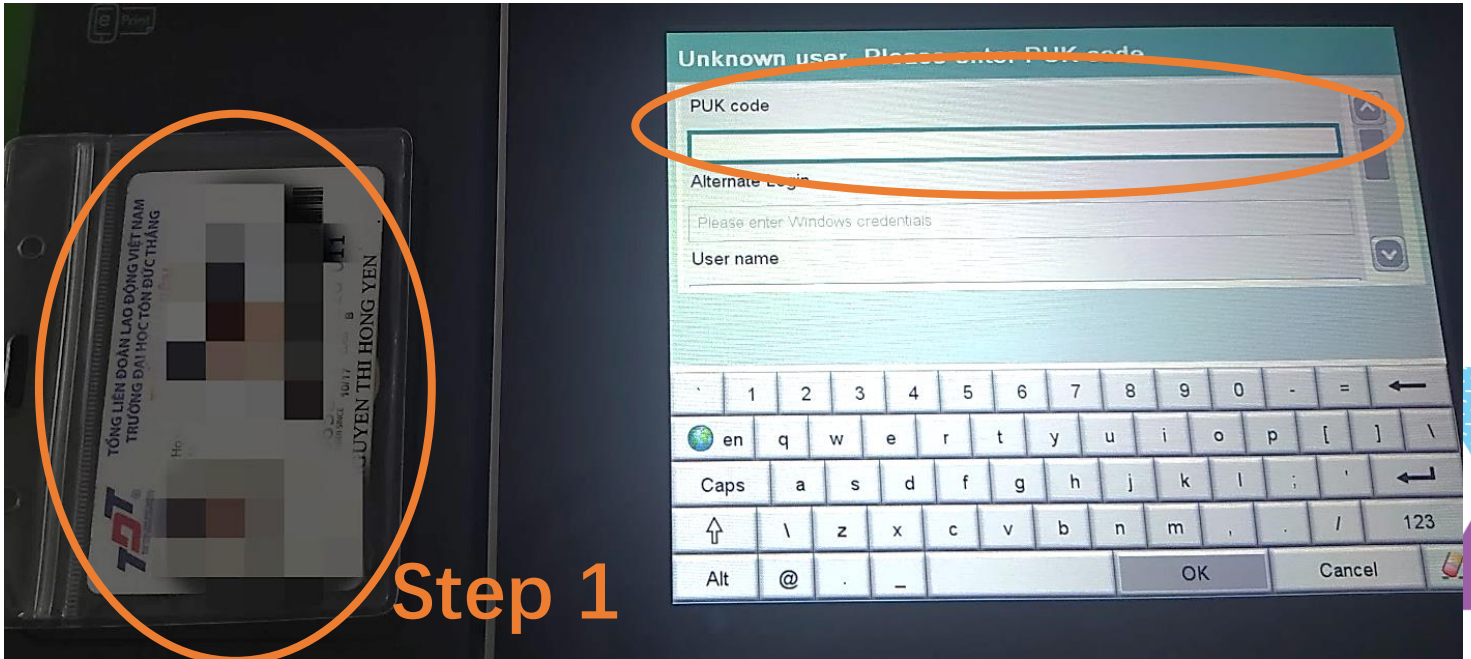
Step 5: Adjust your photo settings

Step 6: Select Copy

1. Respect the copyright and intellectual property laws.
2. Only Printing, Copying, Scanning your own materials accepted here.
3. Contact our staff at Information Desk if you intend to make any copies of the Library's materials.
4. You have received PUK code in your TDTU email, please check the email first to get the PUK code.
If you aren't able to find it, contact our staff at Information Desk.

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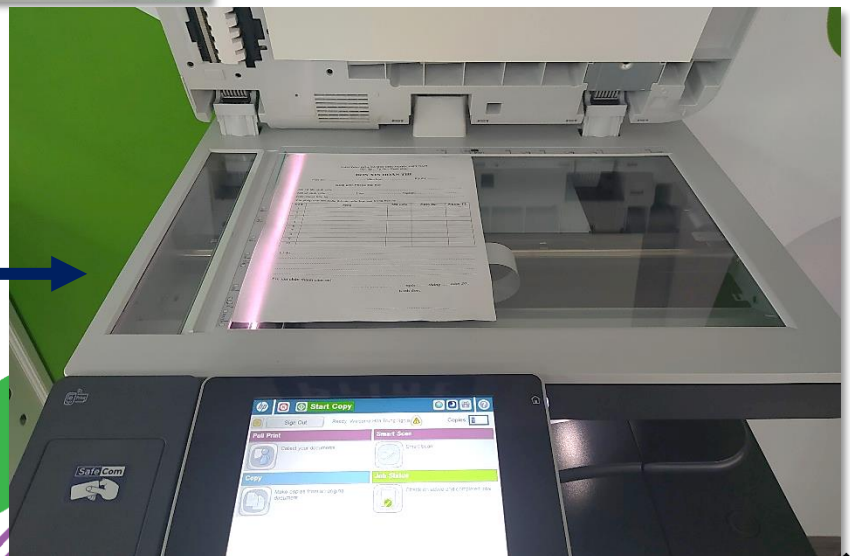
Step 2



Step 3

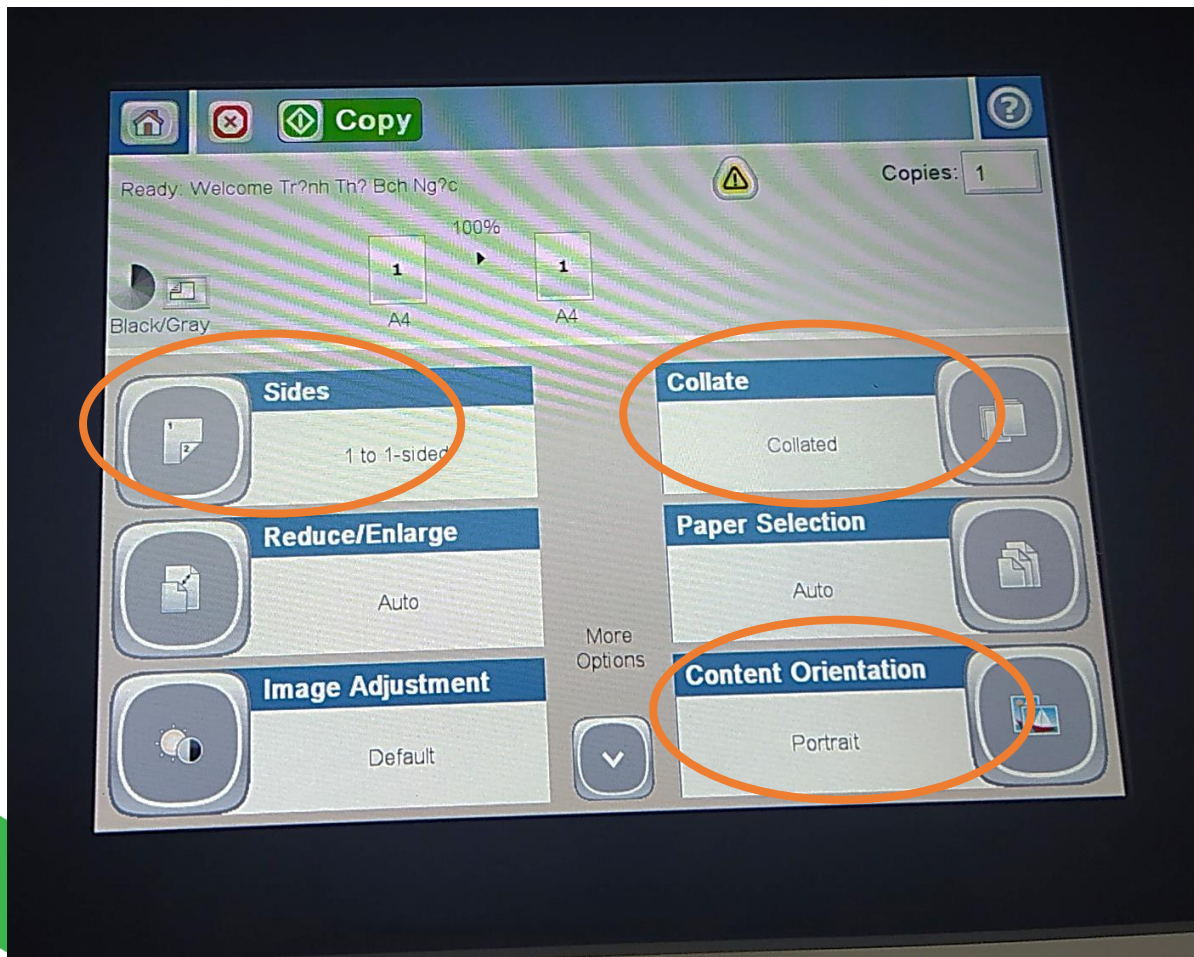
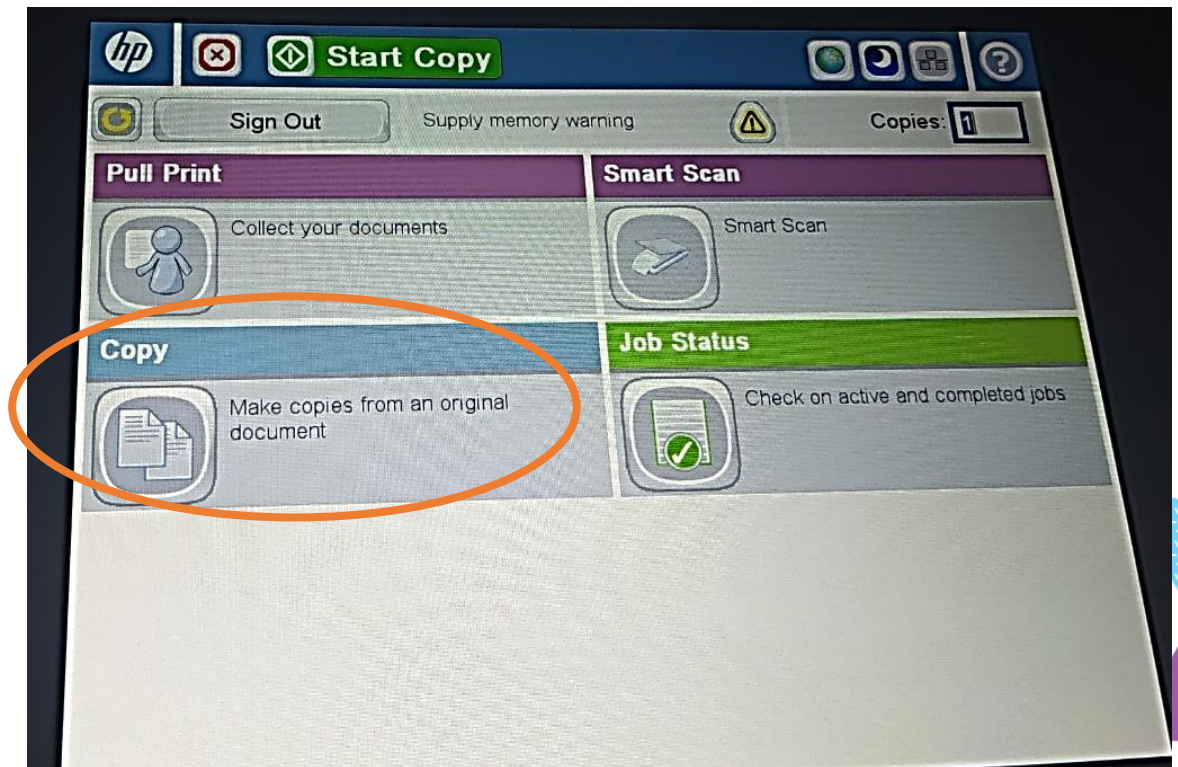


On the scanner glass



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Step 4



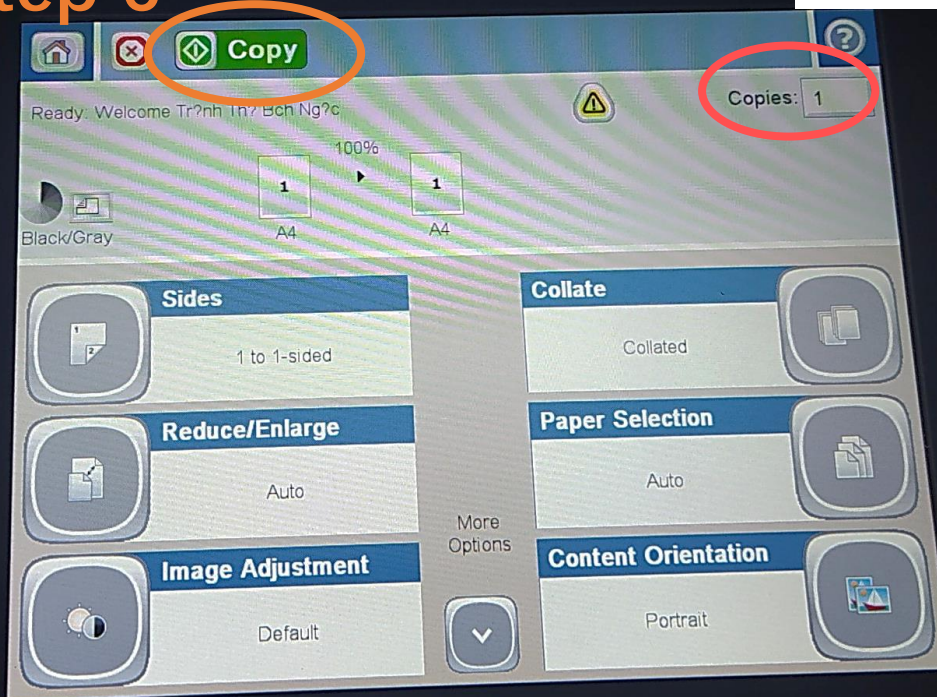
Step 5

HOW TO USE THE PRINT STATION

Sides	<ul style="list-style-type: none"> 1-sided original, 1-sided output 2-sided original, 2-sided output 1-sided original, 2-sided output 2-sided original, 1-sided output
Collate	<ul style="list-style-type: none"> Collate on: Sets in page order Collated off: Pages grouped
Content Orientation	Portrait/ Landscape

Step 6

Set how many copies photocopied



PHOTOCOPYING COMPLETED