

## HOW TO PRINT A SAVED JOB:

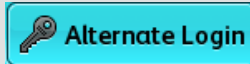


1. Services Home
2. Services
3. Job Status
4. Machine Status
5. Touch Screen
6. Alphanumeric Keypad
7. Log In/Out
8. Help
9. Interrupt
10. Clear All
11. Stop
12. Start

1. Swipe your ID card and enter your **4-digit pin number** and proceed to Step 4.

-OR-

Press **Alternate Login**.



2. Enter your User Name and press **Done**.



3. Enter your Password and press **Done**. (Saved print jobs will appear with the number of pages and the cost to print that document.)

4. Select the document you want to print.

5. Select your print settings.

6. Enter the number of prints required using the numeric keypad on the control panel. (Number appears in the top-right corner of the touch screen.)

7. Press the **Start** button on the control panel to print the document - then press **Logout** on the Touch Screen.

