



# Scan, Print, and Copy Instructions

## PRINT

Touch the Screen or  
Swipe your MOCS  
Card.

Your Card balance will be  
shown. Press **OK**  
to close the Balance  
Screen.

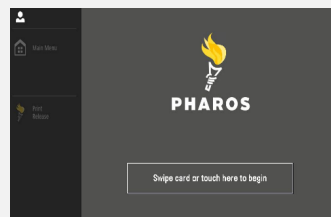
Press the **Copy & Print  
Release** button.

Select your document(s)  
and choose: **Delete,**  
**Print,** or **Print All.**

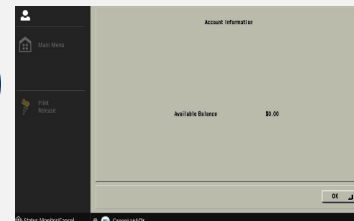
Press **Log Out** in the  
lower right corner  
when you are done  
printing.



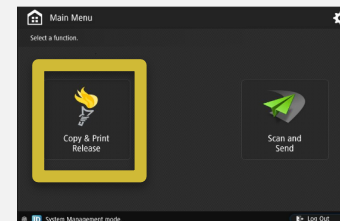
1



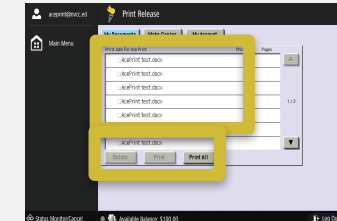
2



3



4



5



## COPY

Touch the Screen or  
Swipe your MOCS  
Card.

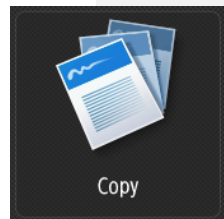
Your Card balance will be  
shown. Press **OK**  
to close the Balance  
Screen.

Place your documents in  
the feeder or on the  
glass. Select the **Copy &  
Print Release** button.

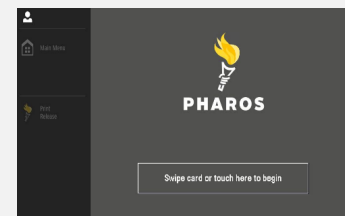
Change settings as needed.

Press the Start  
Button.

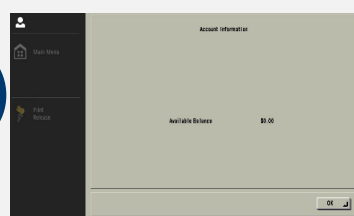
Press **Log Out** in the  
lower right corner  
when you are done  
printing.



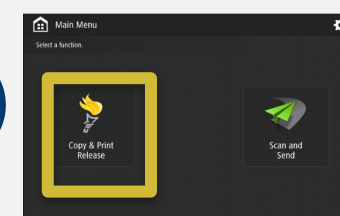
1



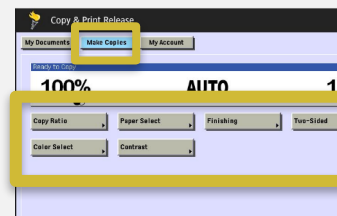
2



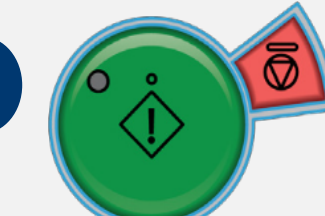
3



4



5



6



## SCAN

Touch the Screen or  
Swipe your MOCS  
Card.

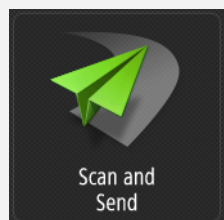
Your Card balance will be  
shown. Press **OK**  
to close the Balance  
Screen.

Place your documents  
in the feeder or on the  
glass. Select the **Scan  
and Send** button.

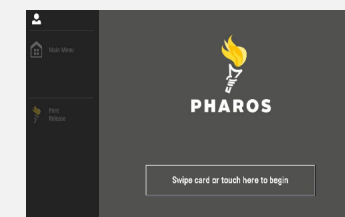
Select **Send to Myself** or  
**New Destination.**

Press the Start  
Button.

Press **Log Out** in the  
lower right corner  
when you are done  
printing.



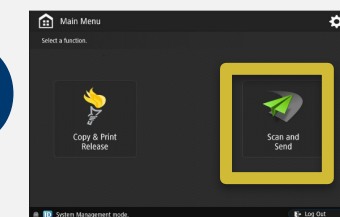
1



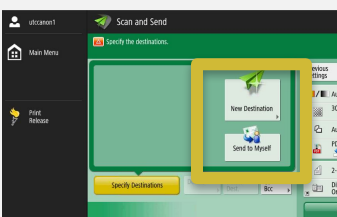
2



3



4



5



6



**! ATTENTION:**

If your document does not print, please call the IT Helpdesk: 1-423-425-4000