## Quick Print copier now requires you to enter your Employee ID.

You must use the Touch Screen to enter your ID (Password)

Step 1 Touch the "Password" Button



Step 2 Enter your ID Number on the Touch Screen



Step 3 Press the "OK" Button at the bottom of the Touch Screen



Step 4 Press the "OK" Button at the bottom of the next Touch Screen



## Step 5 You are ready to make your copies.

Align the original f Ready to rece	ace up on ADF			
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Original Setting 🛓	Quality Adj.	Zoom	Application	
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	Darker	×1.0 Smaller		
Separate Scan	AES	Auto Zoom		
Output Setting	Simplex/Duplex ADF	Pape	r Setting	
	2->2	<sup>1</sup> 8.5x11⊡ 20-211b Plain	■ <sup>1</sup> 11x170 20-21# Plain	
BBBB D	2->1	<sup>2</sup> 8.5x11⊡ 20-2116 Plain		

Step 6 Push the "Access" button on the keypad to logout when you are finished.

NOTE: Failure to logout may allow other to use your account to make copies.

