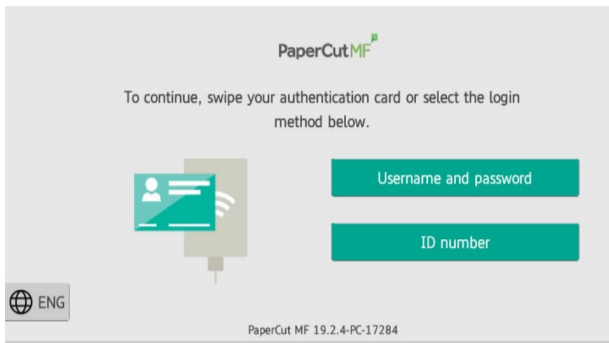


How to authenticate at the MFP



or

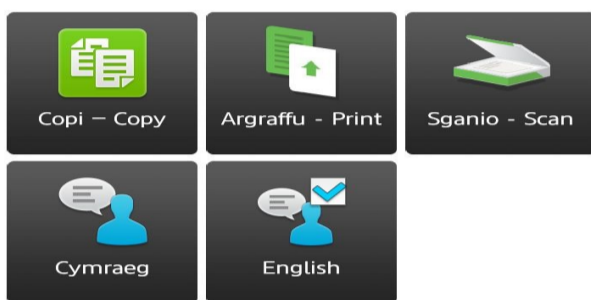
**Rhowch eich cerdyn yma
Please place your card here**

=



Either your Bangor Username and Password OR SIMPLY present your card

How to Release Prints at the MFP



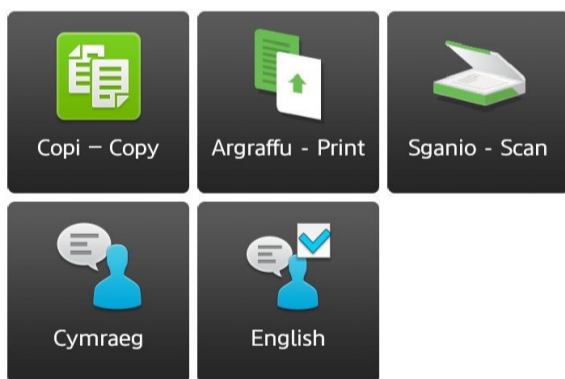
Press Argraffau-Print



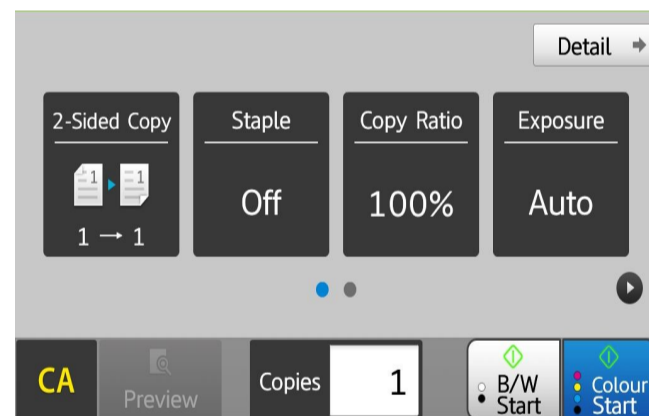
**Don't forget to
log out!**

Highlight the document(s) and if you forgot, change them to 2-sided and greyscale. Check the cost then press print.

How to Access Copi-Copy Mode

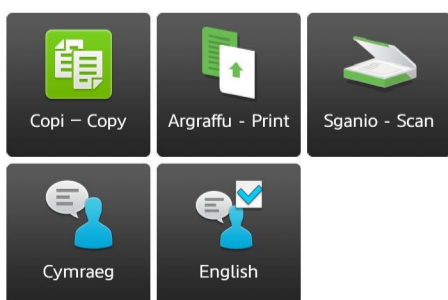


**Choose your language then
press Copi-Copy**



**Select your Copy settings then
press either B/W or Colour Start.
(A4 B/W =5p A4 -Colour = 25p)
Don't forget to logout!**

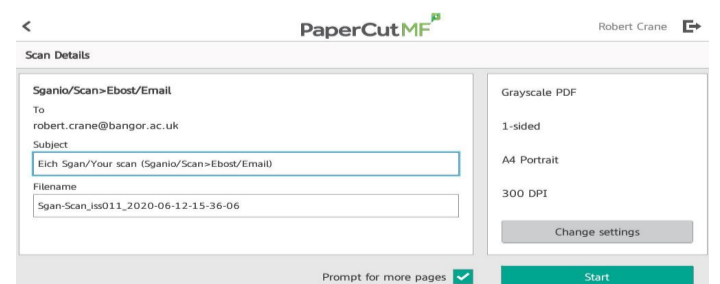
How to Access Scanio—Scan Mode



Press Sganio—Scan



**Choose either Sganio/
Scan>Ebst/Email or
Sganio/Scan>Onedrive**



**Put your document in the feeder
or on the glass. Then if required
change the scan settings, subject
and/or file name then press Start.
Don't forget to logout**