

GUIDE

#1 Are you connected to the new copier?

Our technicians have updated the copier to the computers that were unlocked. Should you need a technician to come by your desk to update the correct copier **x-370**




#2 How do I copy & scan?

At the copier you must enter your 3 digit extension number to utilize the scan/copy feature. The scan feature will send job to your network_scans folder.



#3 Where are my print jobs?

Please continue printing as previously done. Your jobs will continue to have the cover page indicating owner. The correct printer chosen should be listed as:

 SHARP MX-7580N PCL6 (3rd Floor Main Big Kitchen)



#4 Should you still need assistance?

IT Technicians are on stand-by to help you use the machine.

