



# Print Instructions

This machine requires a Library card and charges from your free printing credit of \$44 per week.

**Black & white:** 10¢ per page  
**Color:** 50¢ per page  
**Scanning & faxing:** free

**B&W OR COLOR**

1. Place document on the glass face-down or in the top feeder face-up for multiple pages.
2. After Logging in, tap the Copy icon.
3. Adjust the settings as desired and then tap either.

**TO COPY**

## To Login



1. Tap the Library Card # box & enter your card number (including the D) or Scan your card.
2. Tap the PIN box and enter your 4-digit PIN number
3. Press Login
4. Your remaining FREE printing credit will display, tap ok.

1. If printing from a website, click the icon on top right and choose Print.



*From Gmail click the print symbol right top of the message.*

2. Adjust your settings and number of copies as needed.
3. The default settings are black and white double-sided 1 copy.
4. Click the blue Print button to send the job to your queue. You may send multiple jobs to your queue.

**TO PRINT**



1. Tap the **Print Release** icon.
2. Tap **Print All** to release your print jobs. You can also print or delete them individually.

**SENDING DOCS TO PRINTER**



1. Place document on the glass or top feeder.
2. Tap the image send tab at the top of the screen.
3. Tap Address Entry, Email, and To and enter your email address.

4. Adjust settings as desired and then press start.

**Glass option:** For multiple pages press Start for each page when finished, tap Read-end on the screen.

For address, enter the fax number followed by **@egoldfax.com**  
\*Ex: 360123456@egoldfax.com

**TO SCAN or FAX \*B&W ONLY**