

To Print

1. Log in with Pace OneCard or manually
2. Your documents will be displayed in the Box
3. Select the documents to print
4. Press the PRINT button located at the bottom of the screen.
(for multiple documents press PRINT ALL)

To Copy

1. Place paper face down on glass scanner or face up in paper feeder
2. Log in with Pace OneCard or manually
3. Press COPY at the top of the screen
4. Press the green START button to copy the document

To Scan... Click



Scan to Email Instructions:

1. Place paper face down on glass scanner or face up in paper feeder
2. Log in with Pace OneCard or manually
3. Select arrow key 
4. Click E-mail button
5. Click E-mail Address Button and Type the E-mail Address
6. Select OK on the next 2 screens
7. Press green START button on printer to scan
8. Scan additional pages (repeat step 7) or press DONE to send