To Print
1. Swipe Pace ID Card or log in 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. Swipe Pace ID Card or log in manually
3. Press Make Copies 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. Swipe Pace ID Card or log in manually
3. Press Main Menu button outside of touchscreen, on the left
4. Select Scan and Send
5. Select New Destination
6. Click E-mail Button and type in Pace E-mail Address
7. Select OK twice
8. Press green START button on printer to scan
9. Scan additional pages (repeat step 8) or select Start Sending to send