

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