

Pay for Print Scan

- 1. Connect USB** stick to the printer (left side of the display)
2. Swipe your **UBC/Print card** through the card scanner
- 3. Navigate to Device Functions**
4. Click **Use Device Functions**, then **Scan to Storage Device**, then **USB**
- 5. Choose a folder on your USB stick** to save your scan into
6. Choose your **Settings**: Default: B/W, PDF (multi pg.), 100% size, 2 sided (scroll down for more options)
7. Choose your **file-format**, e.g. **PDF** multi combines all scans or **TIFF**
8. Place multiple documents **face up in the tray on top of the printer or single documents face down in the flat bed scanner**
9. Select **Start** to scan
10. Once done scanning all documents, click **Finish scan** on the blue pop-up to save your scanned sheets to your USB
- 11. Collect your originals and copies** from the printer



Cost per side: 2c

