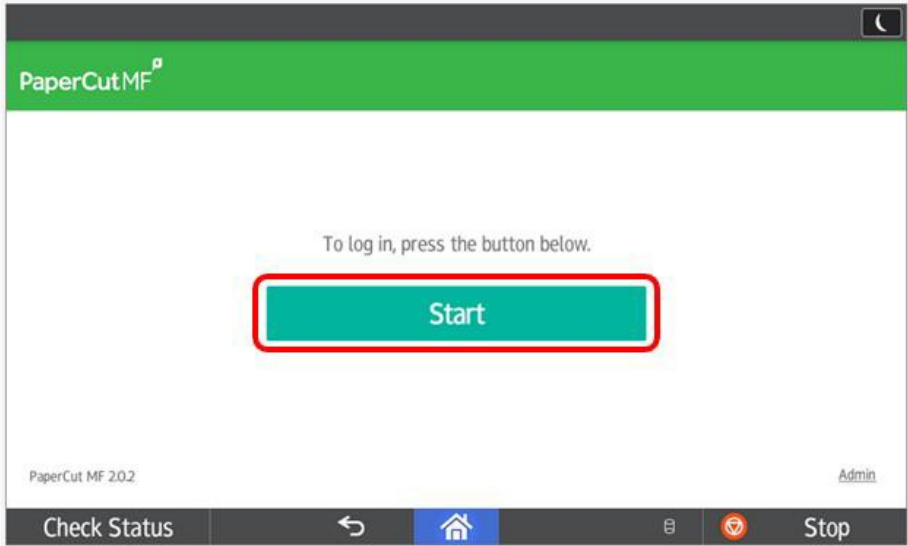
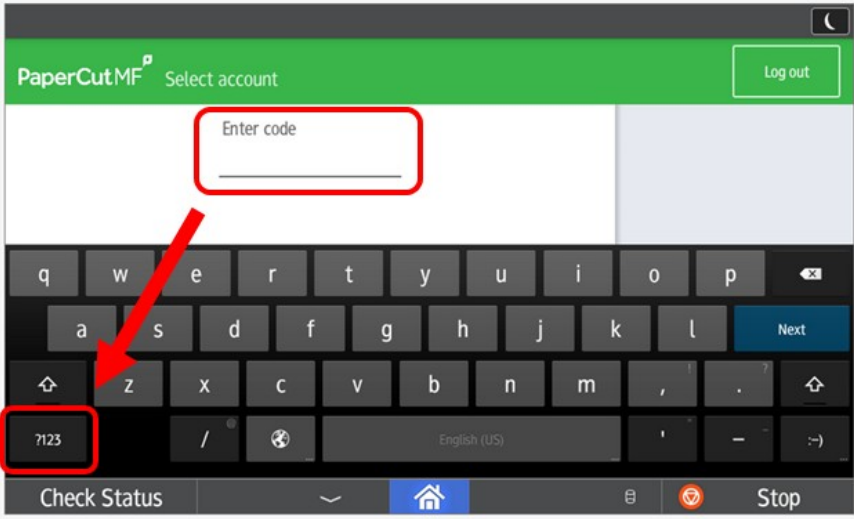
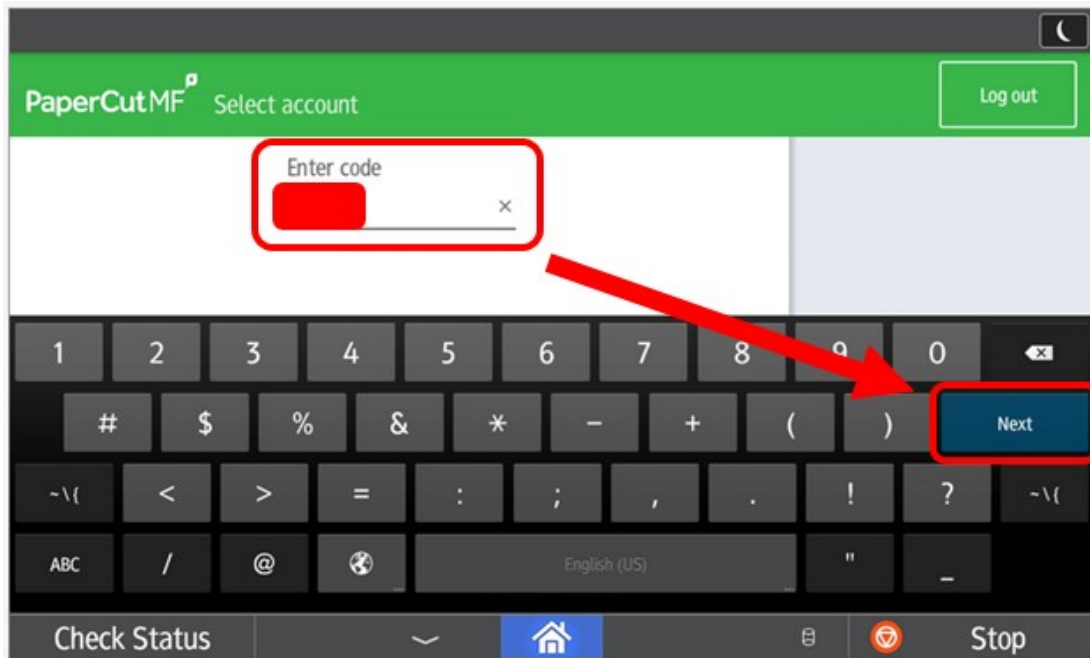


How do I Copy/Scan Using the Mail/Copy Room Copiers in S545 or F582?

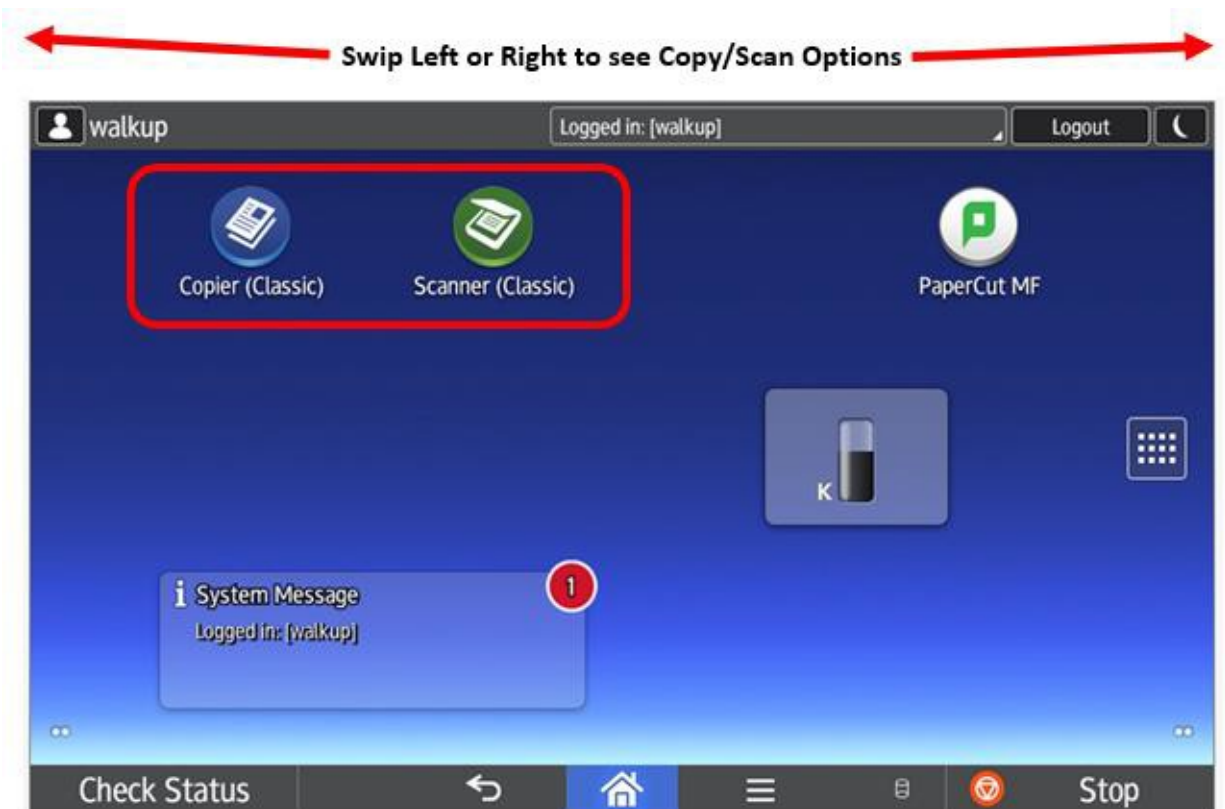
NOTE: If you are not presented with a “Start” button, please select “Logout” in order to begin

Step	Procedure
1	Walkup to the Copier and select the “ Start ” button
	
Step	Procedure
2	Select the “ ?123 ” button in order to access the NUMBER keys
	

Step	Procedure
3	After entering your Code, select the "Next" button



Step	Procedure
4	Select "Copier" or "Scanner" (you might have to swipe left or right in order view the options)



Step	Procedure
5	After completing your Copy or Scans, please remember to “Logout”

