## Instructions on how to use cards for printing /photocopying

Print your job as usual.

Go to the printer and insert your card in the card reader.



You will see your current printing credits on the screen of the reader (i.e. the number of pages you can print with this card).

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7 81 9 C 0 E

On the printer screen you will see a list of jobs waiting to be printed. Locate your job using the file name and tap on the respective row to proceed.

<u>ل</u>	Ready - Select Features to scan your job Activate the Access Control device I you wish to use machine services Tray 1 empty, please related		2 Guest		
	Active Jobs	Secure Print Jobs Completed Jobs			
	All Jobs	-			
	# Owner	Name	Status		
<u> </u>	001 labuser	Microsoft Word - Study.docx	Held: Pay for Print	-	
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Tap on the *Release* button to print the selected job.

Tray 1 emply, please reload	Local User 000: Accounting ON
Job Progress - Microsoft Word - Study.docx	Required Resources Close
Held: Job can be released when Access Control device is enabled.	Job Details
Owner:	Job Controls
Number of Images:	Delete
Quantity Complete:	Promote
9911 19 19	Release

The pages contained in the file you just printed are automatically subtracted from your card's balance. Remove the card by pressing the green arrow button on the reader.



If you wish to photocopy, you need to insert the same card before sending your job.