

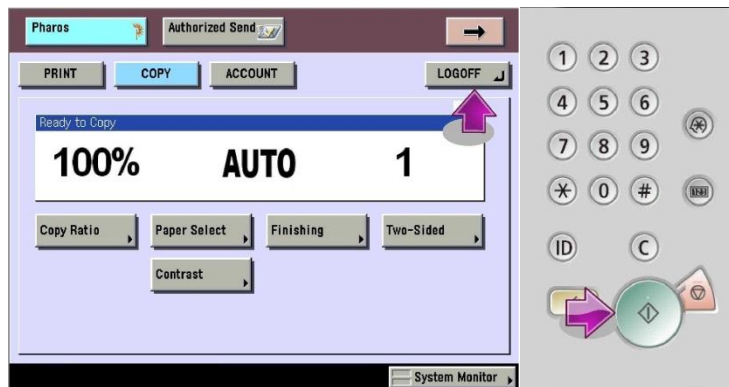
Print Wise

- Swipe your Marquette University ID card through the magnetic stripe reader located on the device.



HOW TO COPY

1. Choose **COPY** on the main screen.
2. Using the numeric keypad, enter the desired amount of copies to make.
3. Select any desired finishing options such as Staple or Two-Sided.
4. Load your originals face up into the document feeder or face down on the glass.
5. Press the green **Start** button to begin copying.
6. Important: Press **LOGOFF**



HOW TO PRINT

1. Choose **PRINT** on the main screen.
2. The screen will appear with a list of your print jobs.
3. Select the jobs that you want to print and press **Print** at the bottom of the screen.
4. Important: Press **LOGOFF**



CHECK YOUR ACCOUNT BALANCE

1. Choose **ACCOUNT** on the main screen.
2. A screen will appear with the details of your PrintWise and MarquetteCash balances.
3. Important: Press **LOGOFF**

HOW TO SCAN

1. Choose **Authorized Send** at the top of the main screen.
2. Enter your Marqnet user name and password for authentication. Press **Sign In**
3. The scanned copy will be emailed to your Marquette email address.



4. Additional recipients can be manually entered within the **To:** text box or you can search for a recipient by selecting **Address Book**.



5. Change how the document will be scanned by making changes using the icons listed beneath the **Current Scan Settings**.
6. If desired, enter an email **Subject**, **File Name** and/or email **Body** text within the appropriate text boxes.
7. Load your originals face up into the document feeder or face down on the glass.
8. Press the **Scan** button
9. Important: When finished press **LOGOFF**