

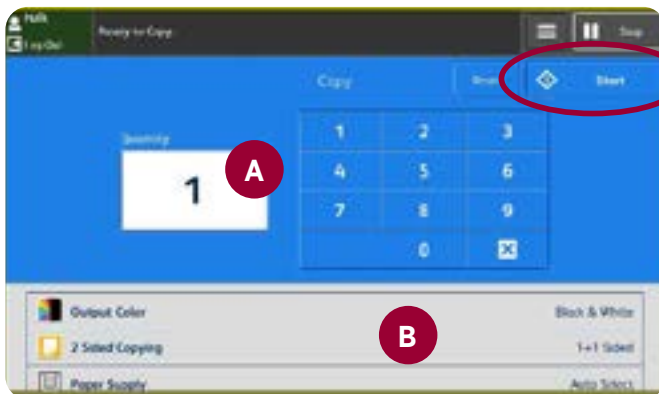
# PrintSmart @ Western



## How To: Copy, Print and Scan

If you need more help in setting up your staff/student card and your computer, for more information please see our other guides on How to Enrol your Card and How to setup your PC/Mac.

### COPY



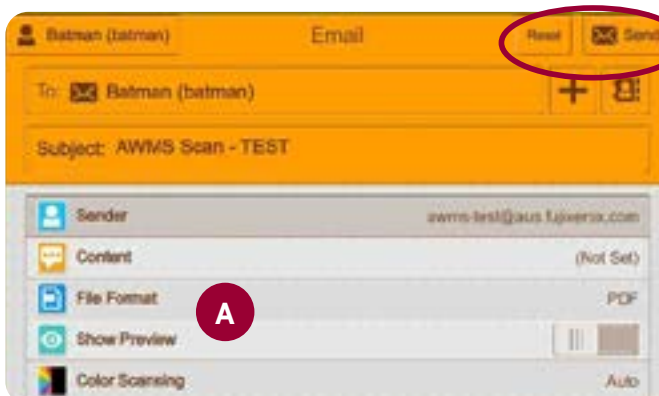
- 1 Load document in feeder or on glass.
- 2 Change options if required:
  - quantities of copies (**A**)
  - output options - colour, 2 sided, etc (**B**)
- 3 Select **start** to begin.

### PRINT



- 1 Select **ApeosWare Print**. Jobs printed to **PrintOnDemand** will be displayed.
- 2 Select check box of jobs you wish to print (**A**). View change job details if required (**B**).
- 3 Select **Print** to print selected job or **Print All** to print all of your listed jobs.

### SCAN



- 1 Select **ApeosWare E-mail**. Load documents in feeder or on glass.
- 2 Change options if required: File Format (PDF, Word, etc), 2 Sided, Resolution, etc (**A**).
- 3 Select **Send** to scan the document and send it to your inbox.