

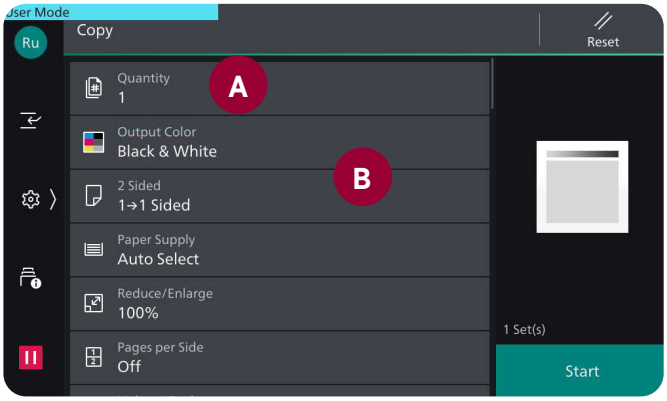
PrintSmart @ Western

How to Copy, Print and Scan

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

COPY

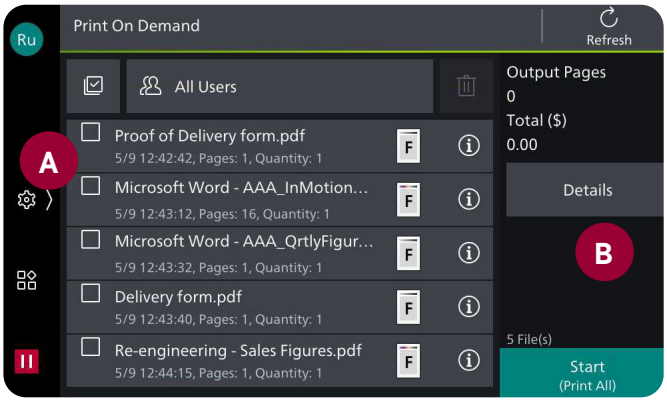




1. Load document in feeder or on glass. On the HOME screen, select **COPY.**
2. Change options if required:
   - quanities of copies (**A**)
   - output options - colour, 2 sided, etc (**B**)
3. Select **start** to begin.

PRINT

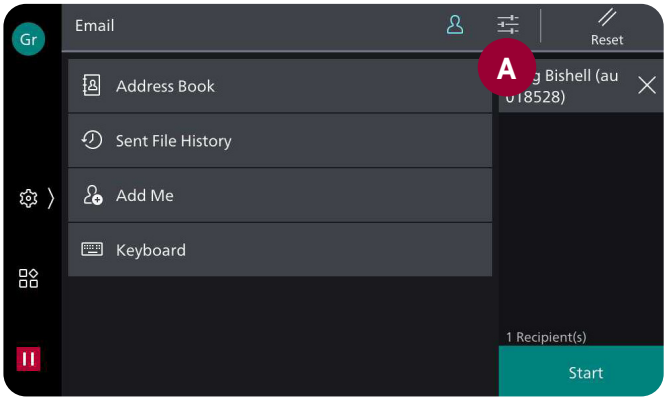




1. On the HOME screen, select **ApeosWare Print**. Jobs printed to **PrintOnDemand** will be displayed.
2. Select check box of jobs you wish to print (**A**). View change job details if required (**B**).
3. Select **Print** to print selected job or **Print All** to print all of your listed jobs.

SCAN & EMAIL





1. Select **ApeosWare E-mail** from the HOME screen. 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.