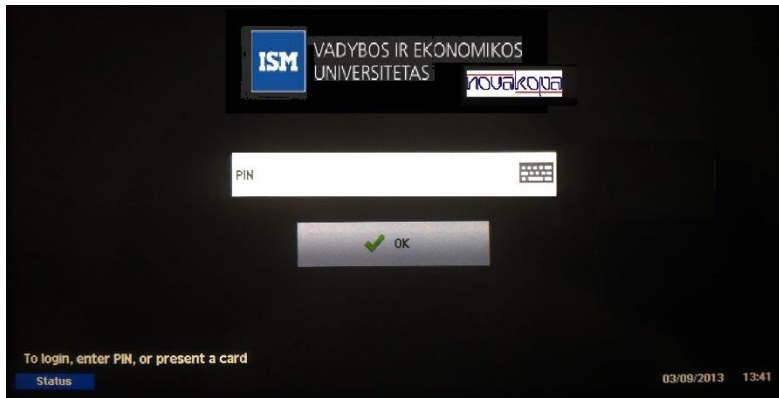
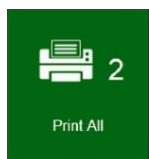


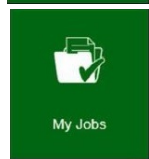
To print a document, select MyQ Black/White printer in your computer to print a black and white copy, or MyQ Color for a color copy.
 To retrieve your document, go to any **multifunction MyQ system printer** and either enter your **PIN code** or insert your card.



After you have successfully logged-in, the system menu will be displayed:



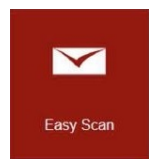
Press **Print All** to print all the jobs sent from computer.



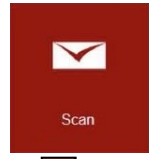
My Jobs - shows the available jobs overview and already printed ones.



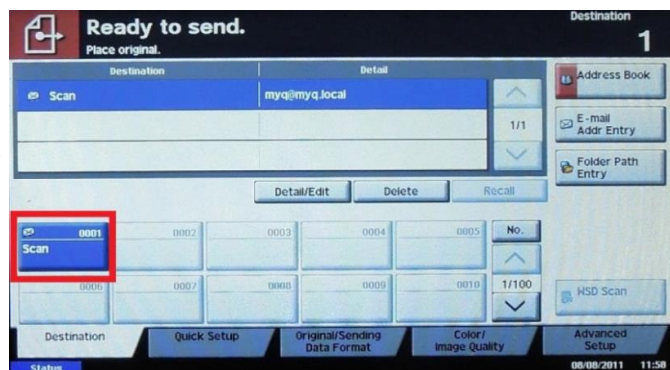
- **A (print icon)** allows you to mark documents for printing and confirm with Print button.
- To delete printing jobs select jobs, press **Options** and then press (delete icon).
- To add printing jobs to **Favorites** select jobs, press **Options** and then press (favorite icon).
- **B (star icon)** documents are saved permanently to **Favorites**. Documents marked as Favorites may be printed directly from the printer.
- **C (clock icon)** printed documents.
- All jobs printed by a user are stored for **7 days** in the server and may be re-printed directly from the Printed card.



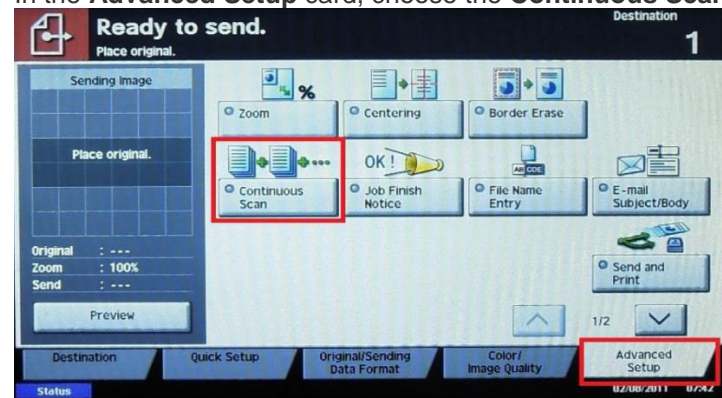
Easy scan is used for user friendly and fast access to the most needed scanning options and allow one click scanning to user's email.



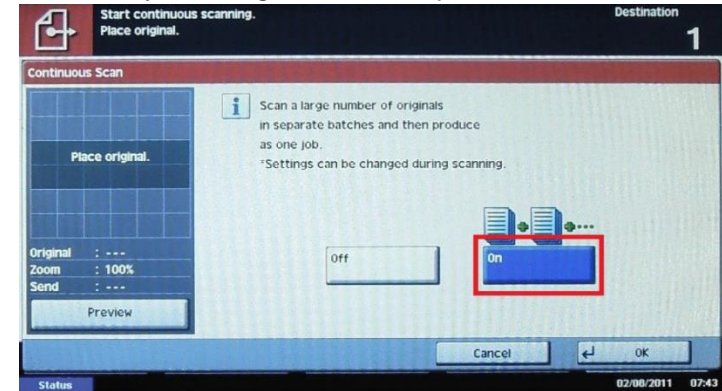
Scan allows scanning to user's folder or e-mail for storing scanned documents according to user's Advanced setup settings. Select Destination address for scanning and press **Scan**.



In the **Advanced Setup** card, choose the **Continuous Scan** function:



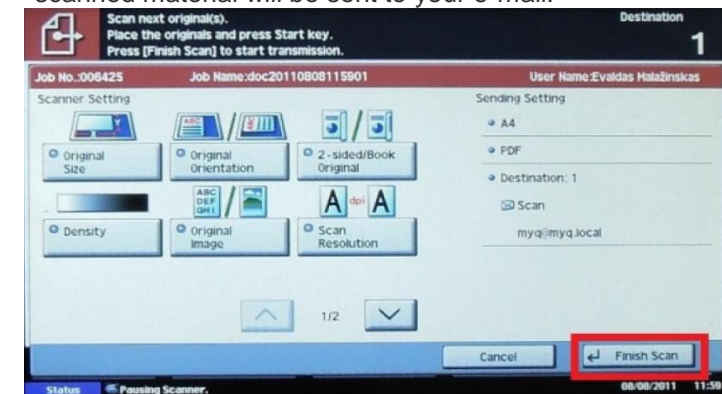
Launch it by selecting **ON** and then press **OK**:



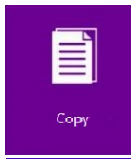
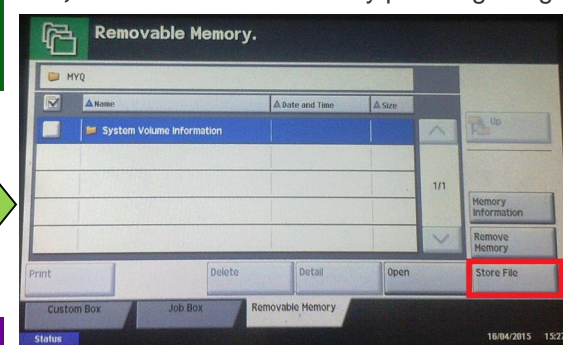
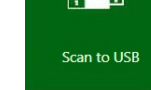
Scan the documents by pressing the green **Start** button:



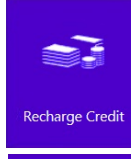
Once you have finished scanning, press the **Finish Scan** button. The scanned material will be sent to your e-mail.



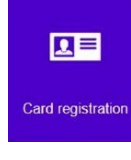
Press **Scan to USB** on the touch screen of device. Select **Store file**, save files to USB stick by pressing the green **Start** button.



Copy unlocks the device panel to allow copying with Advanced setup settings.



Recharge Credit allows to recharge credit using the voucher system.



Press **Card registration** on the touch screen of the device to start ID card registration procedure. To register a new ID card, swipe the identification card through the MYQ Embedded reader.