## **Printing Offline**

 without internet or wifi
you can still photocopy as normal



Prepare document for printing.



Collect (pink or green) Offline USB from key cupboard.

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Put your document on the USB.



Insert the USB into the port provided on the side of the printer (to the right side of the screen).







Select the file you wish to print, and click 'Print'.

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	▲ Name	▲ Date and Time	▲ Size	
	System Volume Information			~
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Once your printing is complete, remove the USB and return key cupboard.



On the screen a pop-up will appear, click yes.



Make sure the settings are correct and press the big, green 'Start' button under the screen.

