

Printing Offline

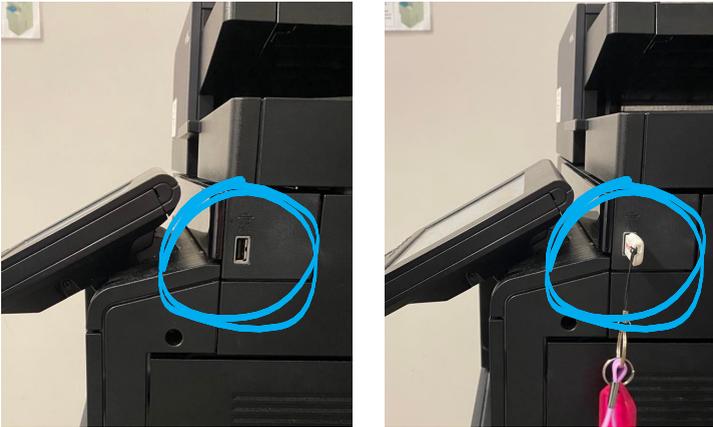
- * without internet or wifi
- * you can still photocopy as normal

1 Prepare document for printing.

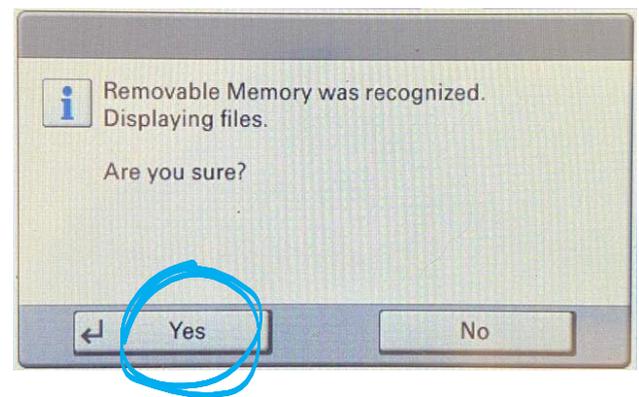
2 Collect (pink or green) Offline USB from key cupboard.

3 Put your document on the USB.

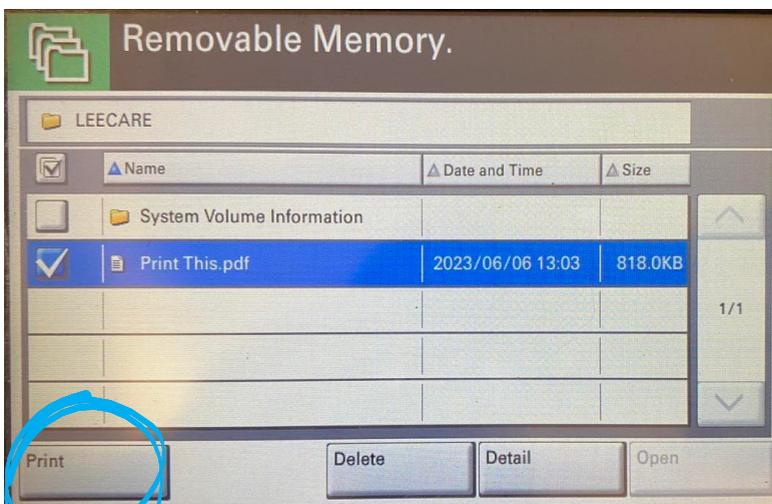
4 Insert the USB into the port provided on the side of the printer (to the right side of the screen).



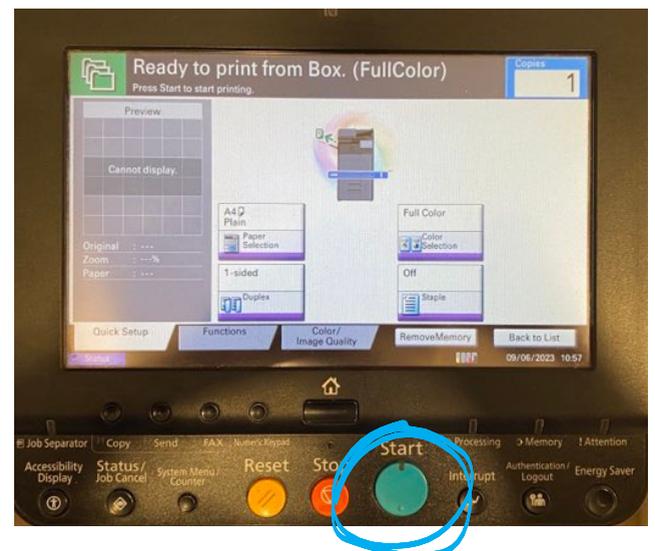
5 On the screen a pop-up will appear, click yes.



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



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



8 Once your printing is complete, remove the USB and return key cupboard.