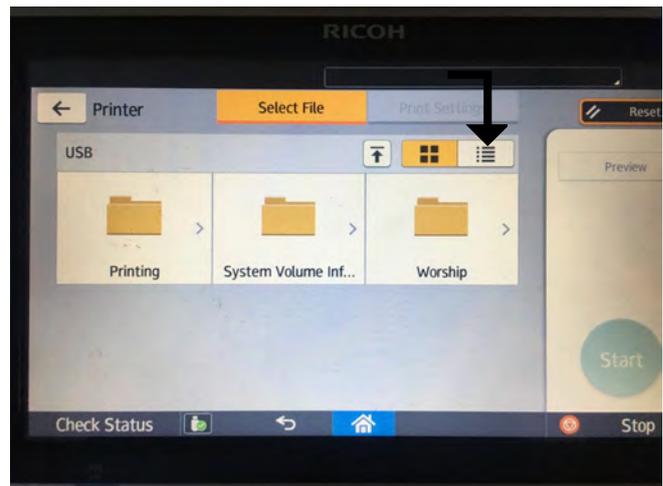
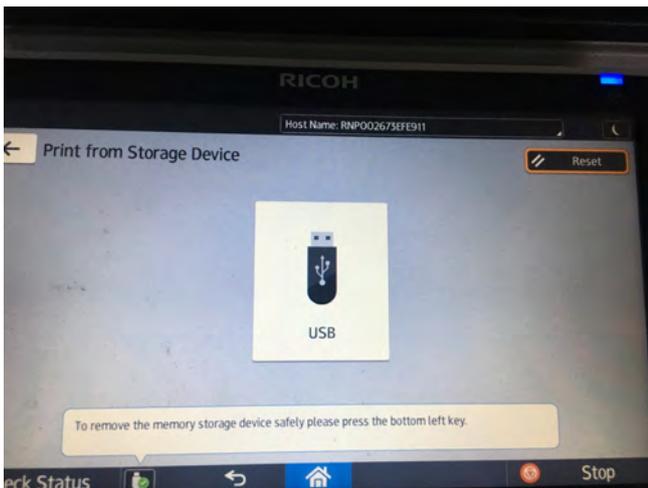


## Printing from a USB – pdf

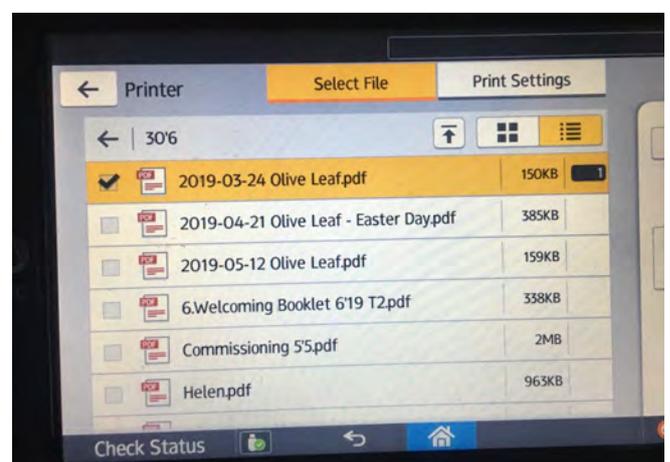
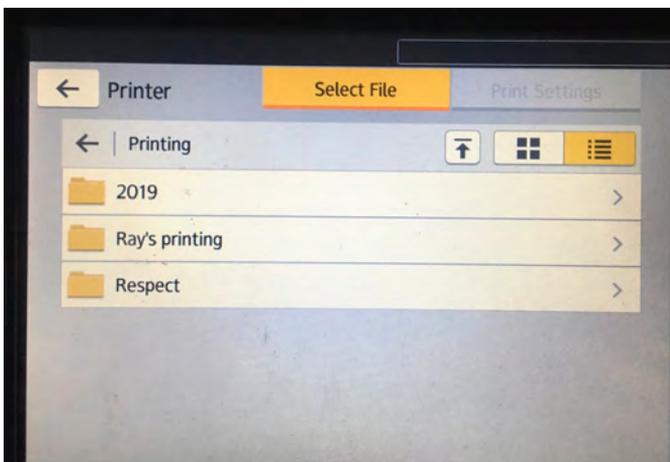
To print from a USB the job to be printed must be either a pdf or jpeg



1. Touch anywhere on the screen to wake the printer up. You will see the **Home Screen**
2. Insert the USB into the slot on the LHS of the printer
3. Select **Print/Scan (Memory Storage Device)**

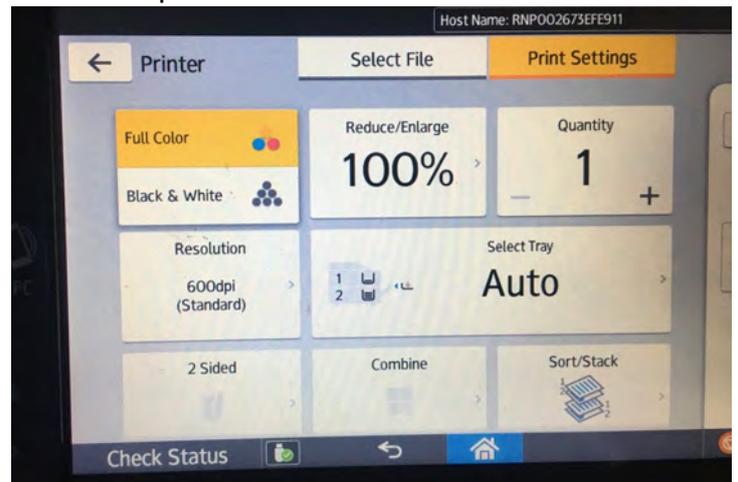
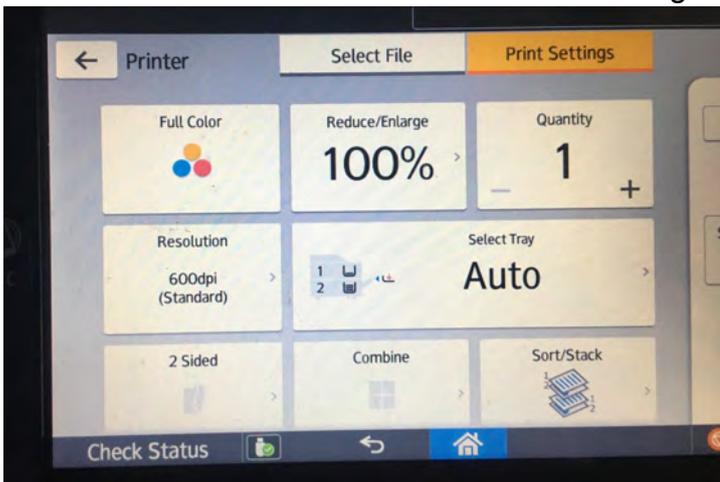


4. Touch the USB icon
5. The screen will display the contents of your USB  
**Note** – you can change the display to a list by selecting the list icon
6. Select the folder (if you use them) that contains your document

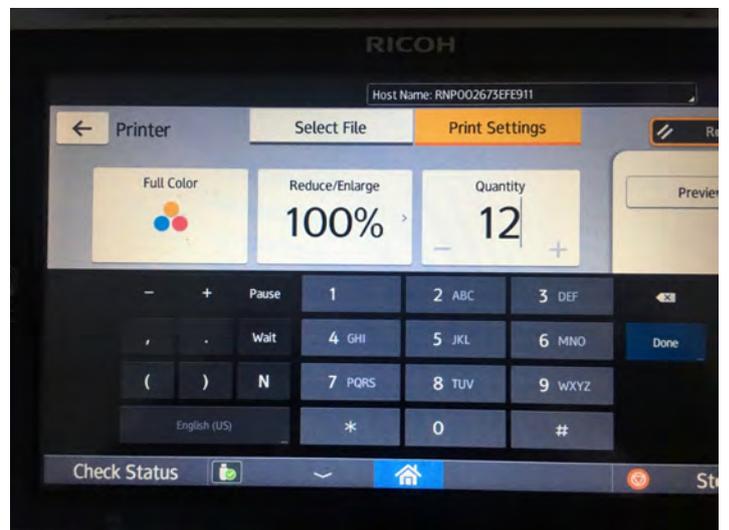
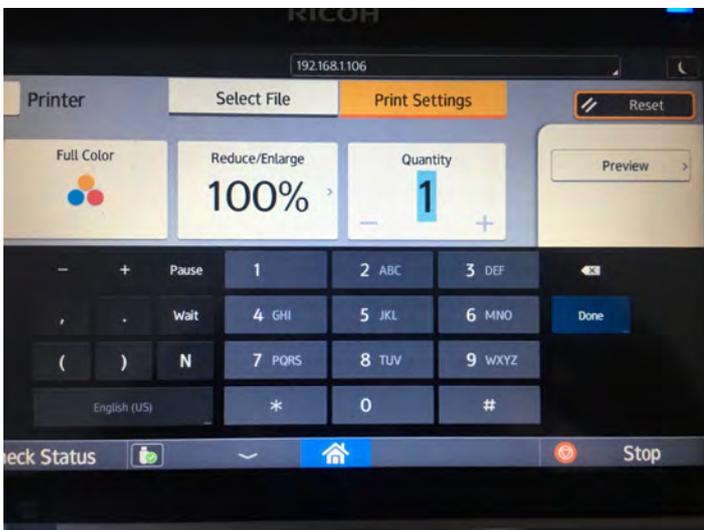


7. Select the document you want to print

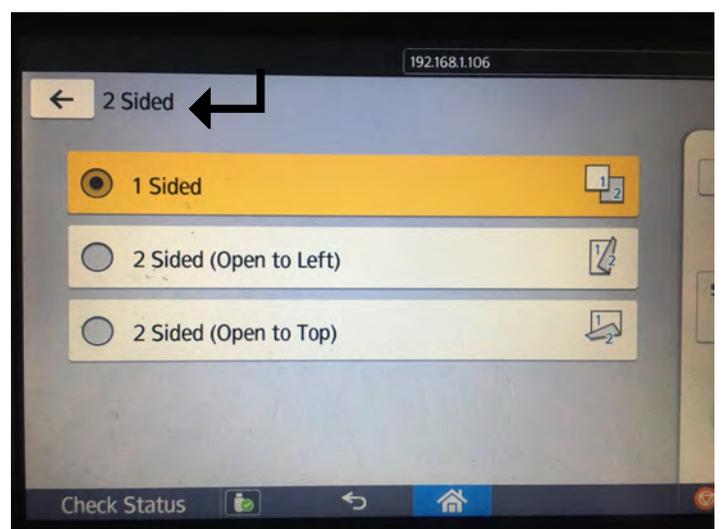
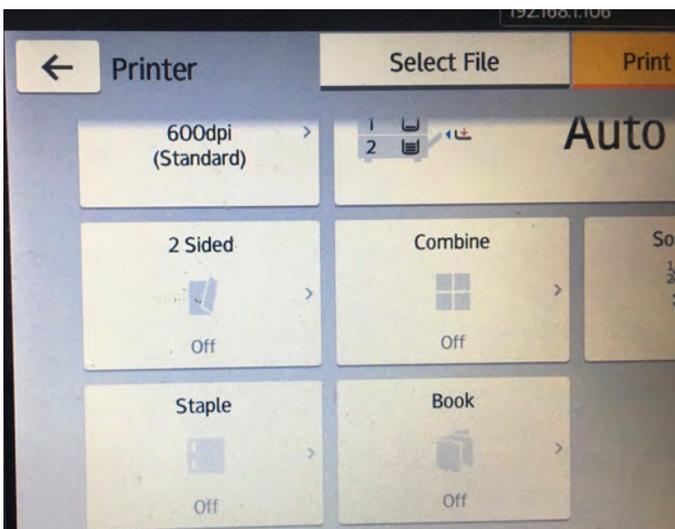
**Note** – you can print multiple documents if the setting to be used is the same for each, select all the documents before moving to the next step



8. Select **Print Settings**, choose **full colour** or **black & white** as required

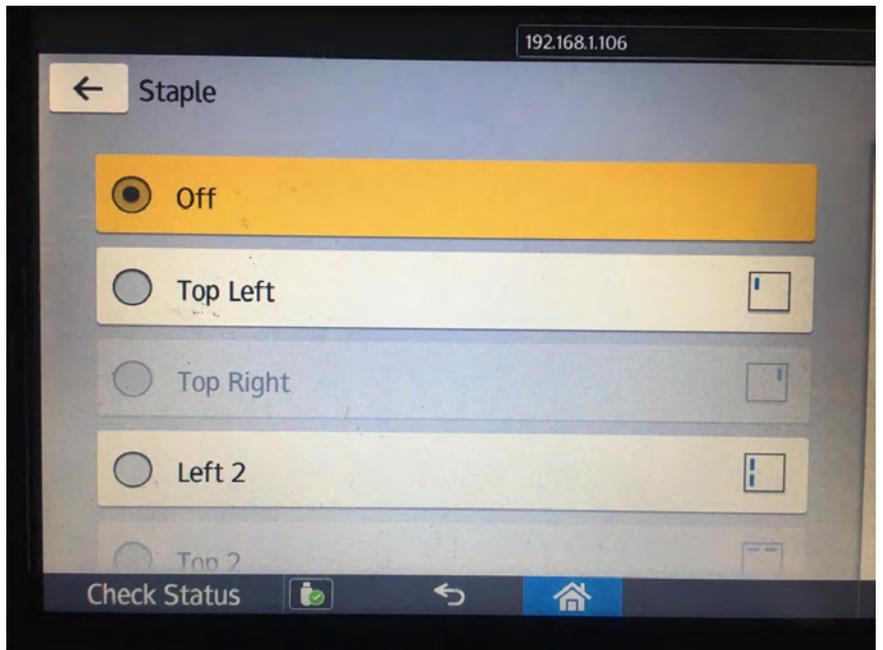
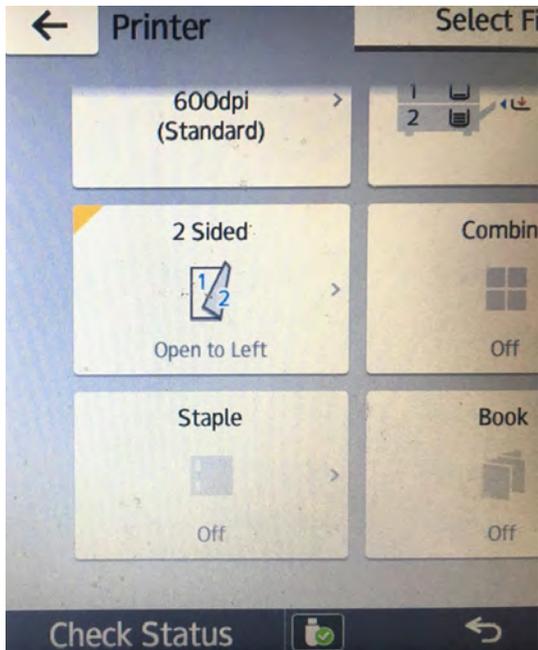


9. Select **Quantity** and use the panel to choose the amount of copies you want to make  
Use the 'X' if you make an error, select **done** when you have the number you need

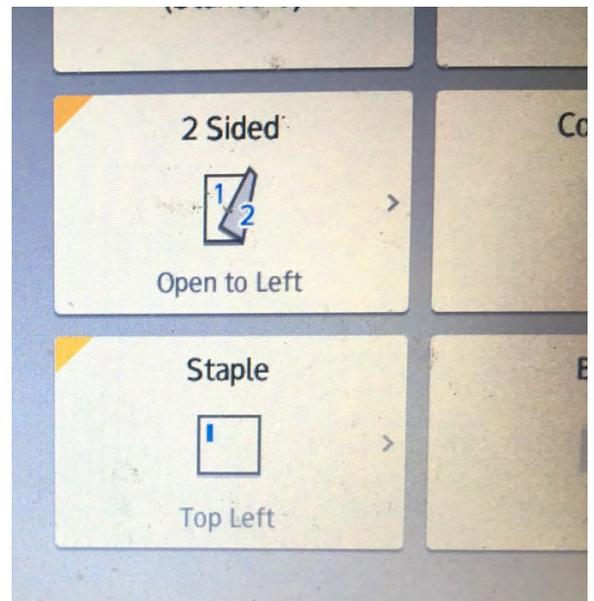
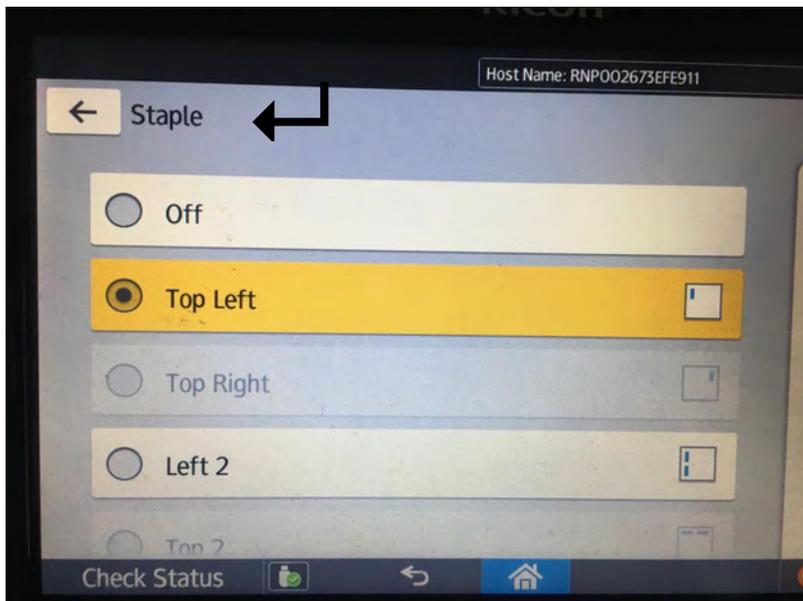


10. If you want the document to be printed double sided select the 2 Sided icon

11. Choose the required 2-sided format and then press the arrow to return to the working screen

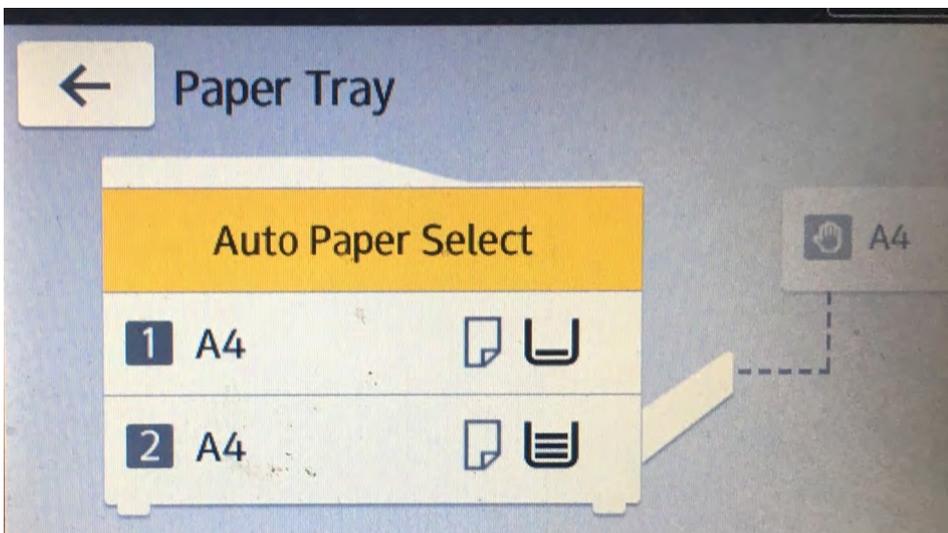


12. If the document is to be stapled select the staple icon, choose one or two staples as required

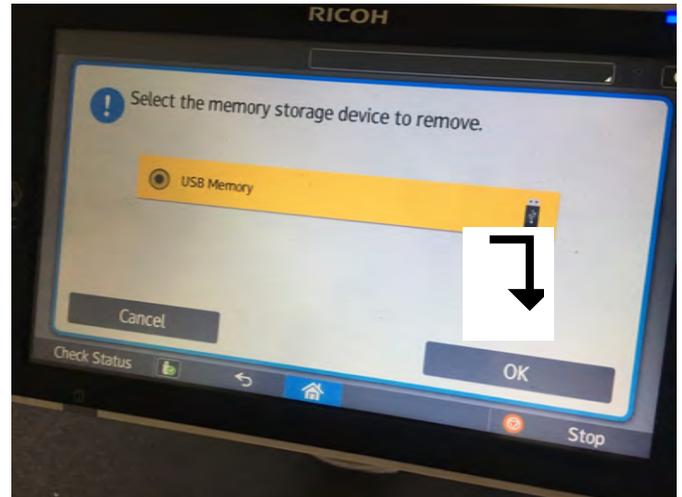
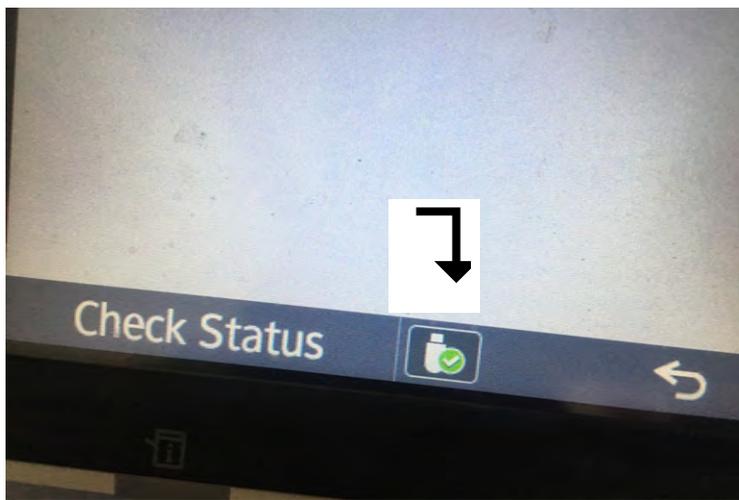


13. Press the arrow to return to the working screen

14. If printing on coloured paper choose which tray you want the paper to be in and then select the tray.



Note – See **Printing on Card** for details on setting up the printer appropriately.



15. When you have finished your printing jobs you must exit your USB.
16. Select the USB icon
17. Select Ok
18. Select Close and remove your USB.
19. Return to the Home Screen.
20. The printer will shut down automatically

