

HOW TO PRINT

STEP 1: CREATE AN ACCOUNT (skip this step if you already have one)

1. Open *Create a printing account* from the desktop of any PC
2. Complete all the details and *Register*


STEP 2: TOP UP YOUR ACCOUNT (skip this step if you already have credit)

1. Open *Top up your printing account* from the desktop of any PC
2. Log in and select *Add Credit*, select your amount then *Add value*
3. Use a Visa or Mastercard to add credit

STEP 3: PRINT YOUR DOCUMENT

1. Start your print job
2. Make sure you're printing to the "kmlib" printer
3. Select your preferences, and *Ok*
4. Log in with your username/password or department PIN

STEP 4: AT THE PRINTER

1. Log in, then select a print job, or *Print All*
2. Log off by pressing the exit icon 

COPY


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STEP 3: AT THE PRINTER

1. Log in, then select *Copy*
2. Select your desired settings then *Start*
3. Log off by pressing the exit icon 

SCAN TO EMAIL

STEP 1: CREATE AN ACCOUNT (or skip this step if you already have one)


1. Open *Create a printing account* from any computer desktop
2. Complete all the details and *Register*

STEP 2: TOP UP YOUR ACCOUNT

(scanning is free but your account must be in credit)

1. Open *Top up your printing account* from the desktop of any PC
2. Log in and select *Add Credit*, select your amount then *Add value*
3. Use a Visa or Mastercard to add credit

STEP 3: AT THE PRINTER

1. Log in then press *Scan*
2. Select:
 - *Me* (if your email address is already registered) **OR**
 - *Direct Input* (to type your address one time only) **OR**
 - *Addr.Reg.* (to register your address)
3. Select your settings and press *Start**
4. Log off by pressing the exit icon 

* If scanning from the glass, press *Finish* then *Start* to begin the send.
Documents scanned from the feeder begin sending immediately.