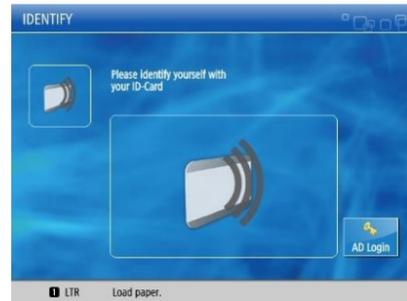
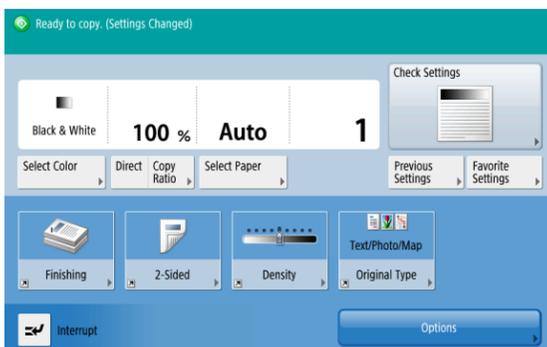
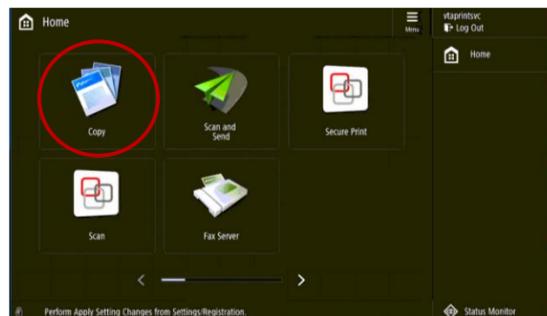


**Login:** All functions will require you to login to the device. Tap your badge to login



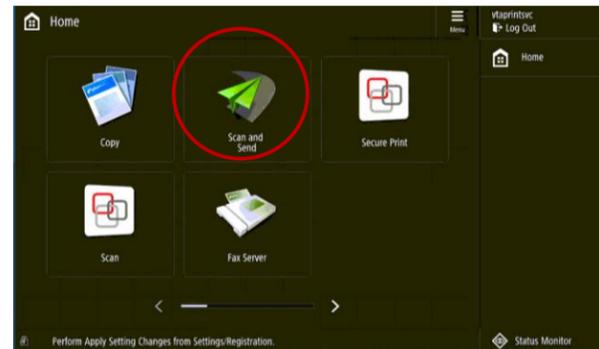
Forgot your badge? Select "PC Login" to type your username and password instead.

**Copy:** Select the **Copy** icon to enter into the copy settings

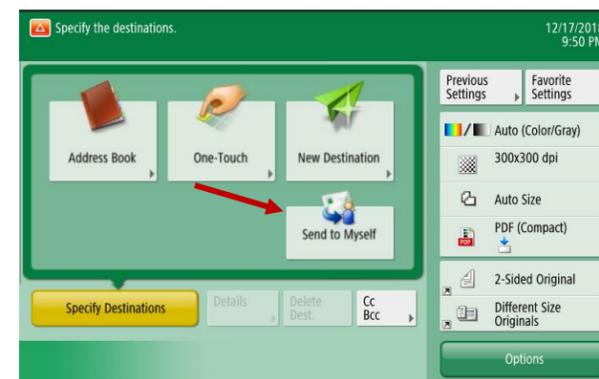


- The **Finishing** tile contains features such as collate or group (for all), staple and hole punch (if applicable).
- The **2-Sided** tile contains options for the output of your job, such as: 2-sided copying, 1-2 sided, 2-2 sided, 2-1 sided.
- The **Options** button contains additional copy functions

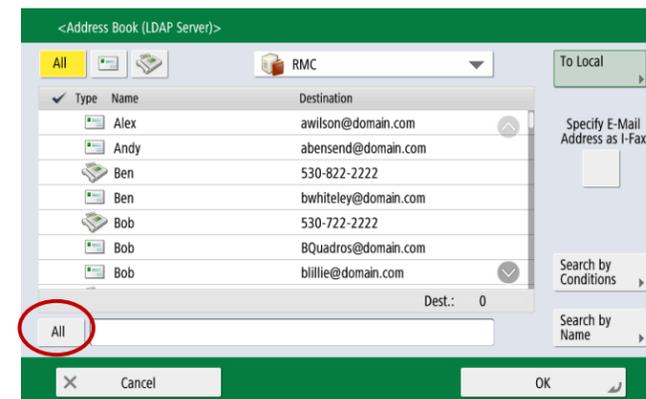
**Scanning:** Select the **Scan and Send** icon to enter into the scan settings



- Select the **Send to Myself** icon to scan a document to yourself in seconds!

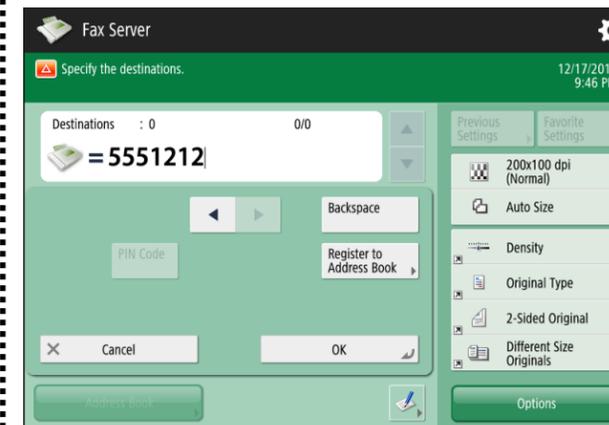


- Select the **Options** button located at the bottom right hand corner for additional scanning features, such as File Name, Subject, etc
- Selecting **Address Book** will take you into the LDAP directory (your entire email directory).
  - o Select either the **All** button to show all of the district's directory, or you can search for a specific person.



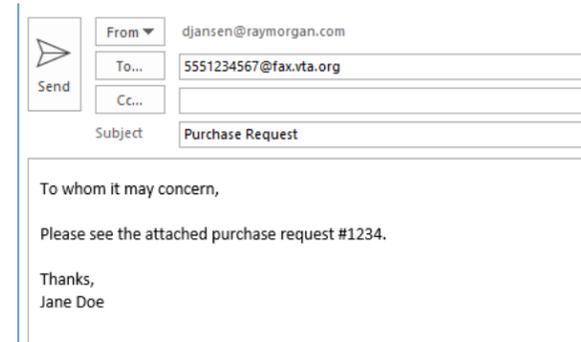
**Faxing:** Select the **Fax Server** icon to enter into the fax settings

- Enter the fax number you want to send to (no leading 1 or 9 necessary)
- An automatic fax cover sheet will be created through uniFLOW and sent with your fax



## Faxing from your computer

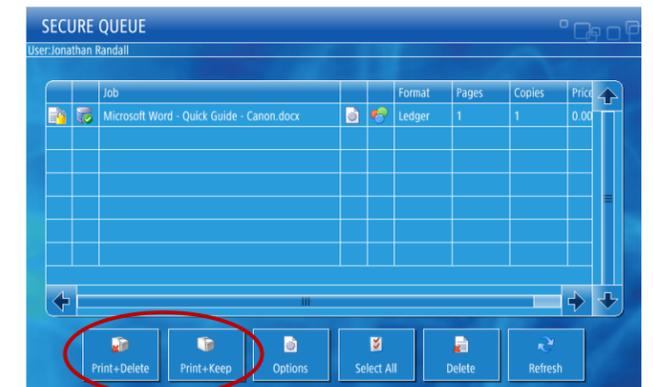
- In the **To** section of an email, type in the fax# and append with **@fax.vta.org**
  - o Example: **5551234567@fax.vta.org**
- This will allow you to fax directly from your email without ever having to walk to the copier. You can insert a subject, text body, and attach documents you wish to fax.
- You will receive a confirmation notice via email, so you are sure the fax went through.



## Secure Print & Scan:

### Secure Print

- To send a print job to Secure Print, simply print from any application on your computer and select the **"Secure\_Print"** printer from your list of printers.
- Pressing the **Secure Print** icon on the home screen of the copier will bring you to the Secure Print Queue.
- Your jobs will show in the below queue and you can **print and keep** or **print and delete** the job.



### Mobile Print (iPad's, iPhones, Android, Blackberry, Windows, Mac)

- You can print from any of your mobile devices by simply emailing a document (as an attachment) to **vta.mobileprint@vta.org**
- Login to any MFP and open the Secure Print app to retrieve and print your job.

### Scan to One Drive

- To scan a document directly to your One Drive, select the **Secure Print Scan** button from the home page.
- You can browse your One Drive folders and subfolders before scanning in your document.

*Note: Scan to One Drive requires a one-time setup to link your One Drive account. When you first select this feature, you'll be prompted to receive an email – follow the link in this email to connect your One Drive and uniFLOW accounts.*