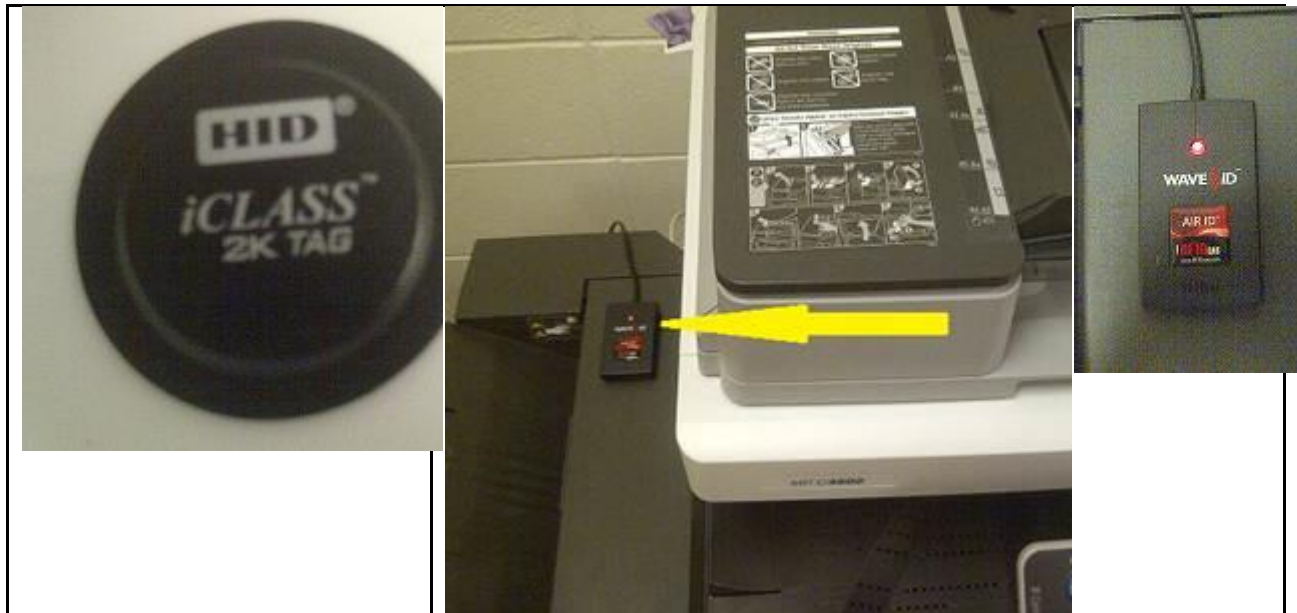## Printing:

Step 1: Print Document
- **For black and white, send to printer name "Black&White on marsd-printsrv1"**
- **For Color, send to printer name "marsd-printsrv1"**
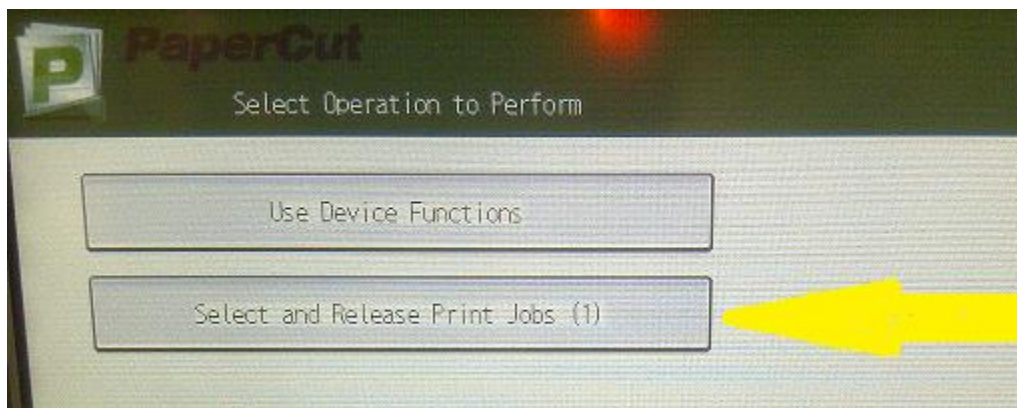
Step 2: Login to Printer

Wave HID security key across the top of the WaveID scanner. You will hear a beep and the LED light on the scanner will turn green upon a successful login.
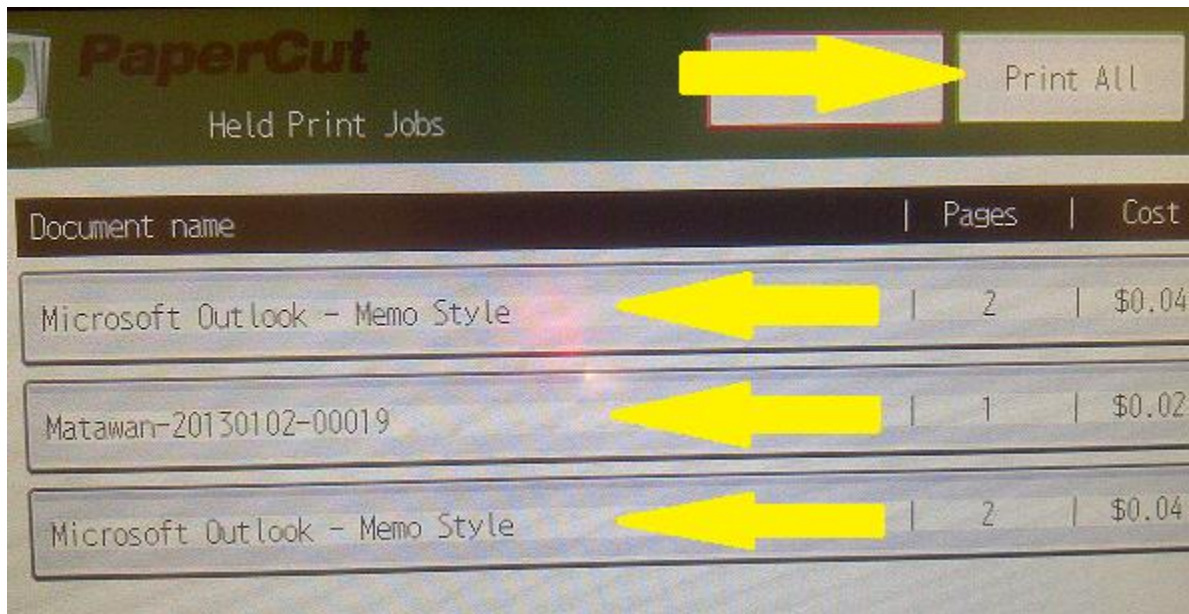

Step 2: View Print Jobs

From the copiers LCD touch screen, select option 2 "Select and Release Jobs."
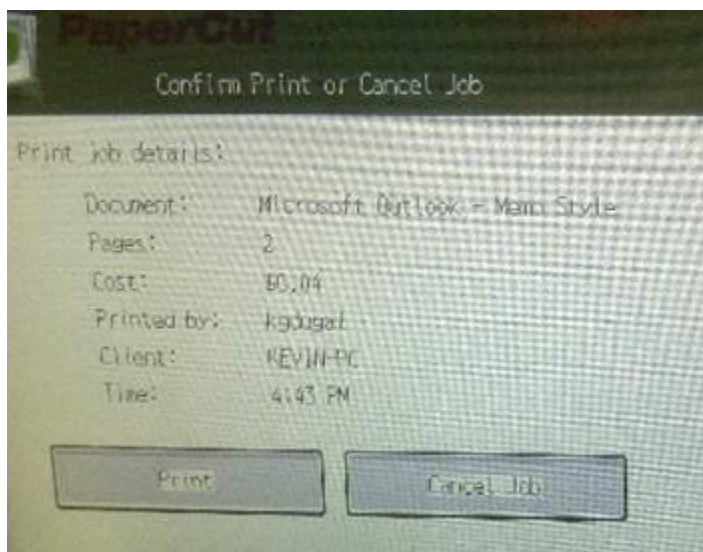

Step 3: Select and Release Print Jobs.

Note, you can print all or individual jobs.

You will see a confirmation screen similar to the one below if you select an individual job.
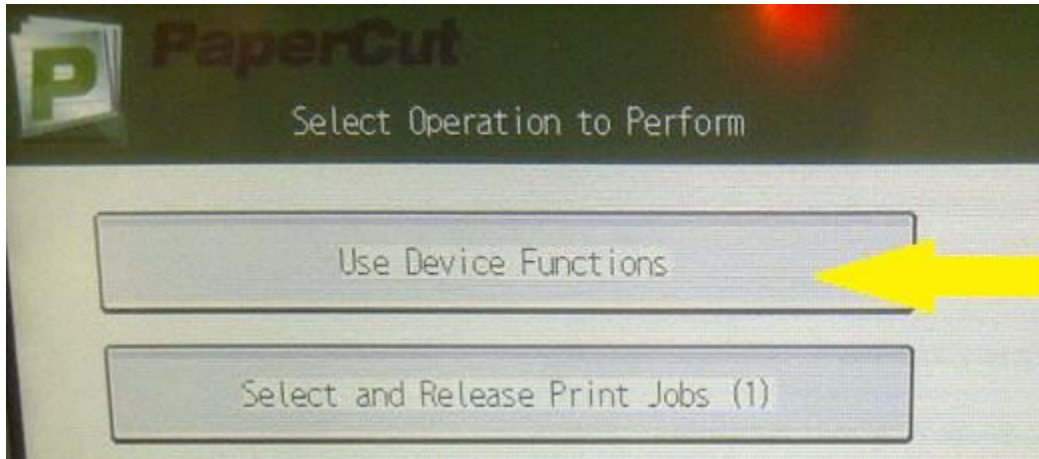

In addition to printing, you will need to login to the printer to make copies. The login process for copying is the same as for printing.
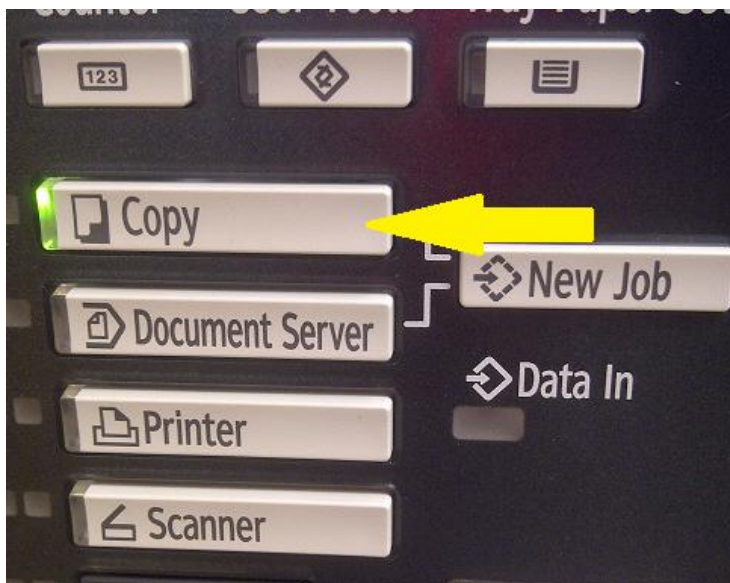
Copying:

Step 1: Login – Same process as above

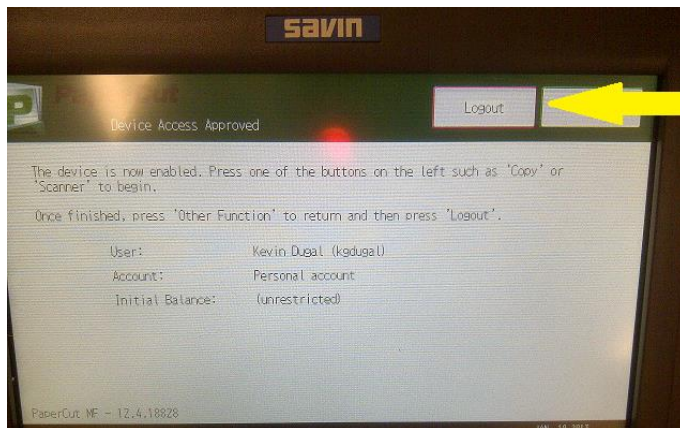**Step 2: From copier LCD touch screen, select "Use Device Functions"**

Step 4: Press "Copy" button – From here on, the copying process has not changed.

Logging Out:

Be sure to log out after you have finished. The system will log you out automatically if you should forget.

If you don't see this screen:

Press "Other Function" on the Black and White Savin

Press "Home" then "Paper Cut" on the Color Savin