

## HOW TO COPY

1. At any of the multifunction printers, you have two options for logging in:

1a. Enter your employee ID/PIN and press the Login button. Your employee ID/PIN is available in the personal information section of ADP. **OR**



1b. Swipe your badge on the panel next to the screen. If this is the first time swiping your badge at the printer, you may need to enter your Chemonics username (full email address) and password to register your badge.



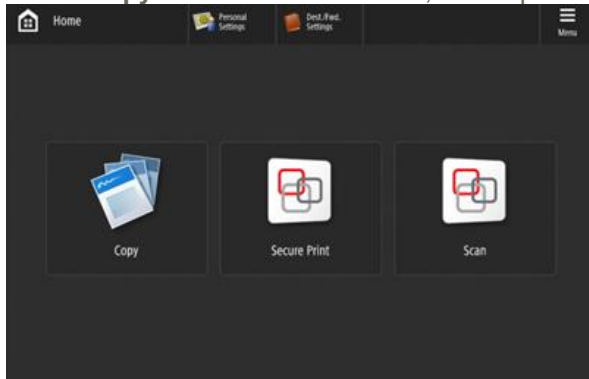
2. You will be prompted to enter a Project ID and Activity Code. All printing and copying require this information.
  - a. Enter the Project ID or a word contained in the project ID description in the search field.
  - b. Click on the project ID.
  - c. Press the Down button and a list of related activity codes will appear.
  - d. Click on the appropriate activity code and press the Select button.



### RECENTLY USED CODES

Click on any project ID and then click the Recently Used button to view your ten most recently used Activity Codes.

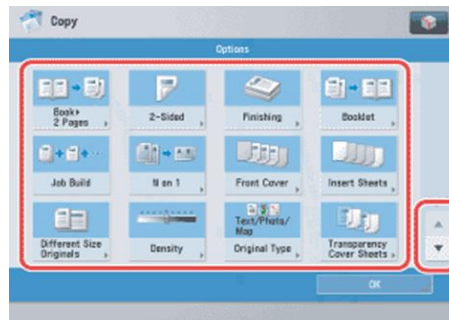
3. Select **Copy** from the Home screen, it will open the basic copy screen



4. Place your originals face down on the glass or face up if using the document feeder.



5. From the **Basic Copy Screen**, select **Options** for mode selections.



6. Press **0** - **9** (numeric keys) to enter the desired copy quantity (1 to 999).
7. Press **Start**.

If you make a mistake when entering values, press **Clear** and enter the correct value. The copy quantity appears on the right side of the Copy Basic Features screen.