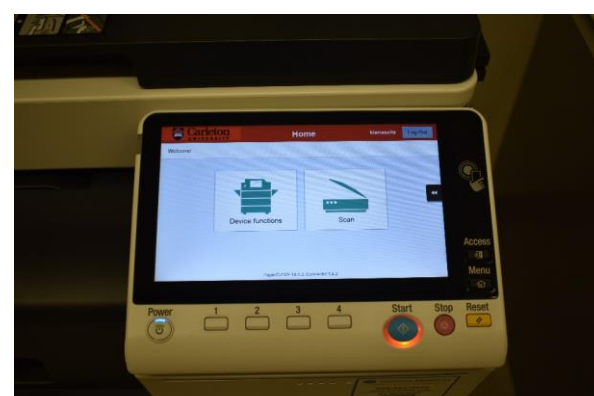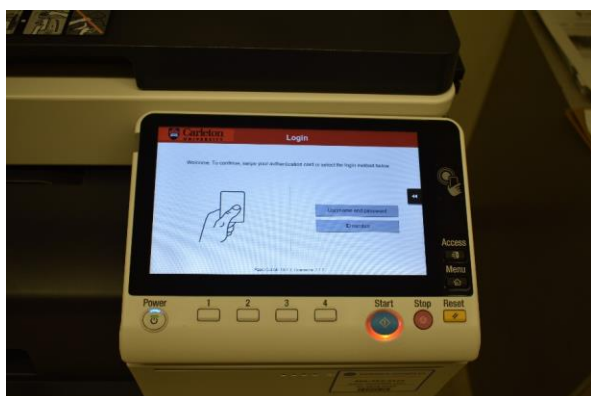# HOW TO – WITH YOUR BIZHUB DEVICE

LOGGING IN

- Swipe your Campus Card or Departmental Copy Card where indicated on the side panel of the MFP
- Once logged in, select *"Device Functions"*.

COPYING

- Select the **Copy** button on the control panel (or from the main **Menu**)
- Select the features you wish to change/use
- Select **Function 2** or **Application** to program additional features
- Select the **#3** button (or press on **No. of Sets** on screen) for quantity
- Press Start
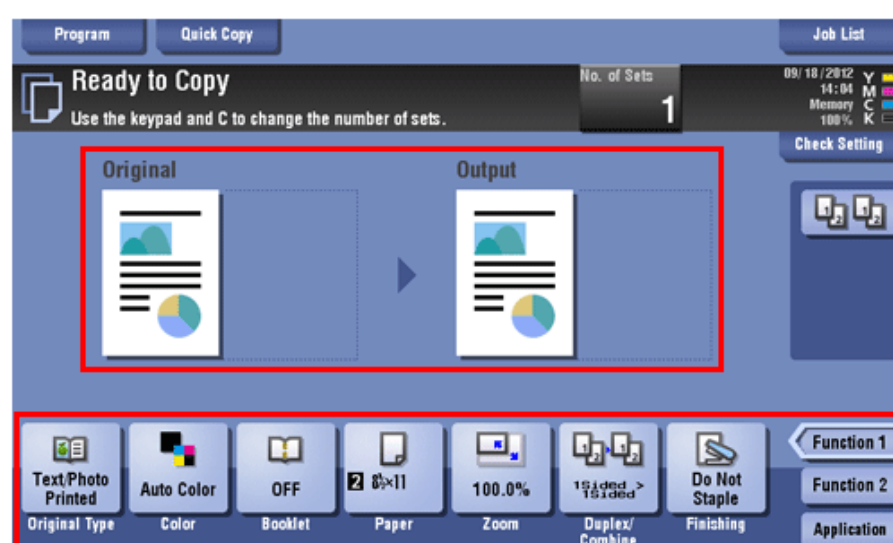
EMAILING

- Select the **Fax/Scan** button on the control panel (or from the main **Menu**)
- Select the features you wish to use
- Select **Application** to program additional features
- Select your One-Touch
- Select File Name/Subject Name/Other, and give your document a name
- Press Start
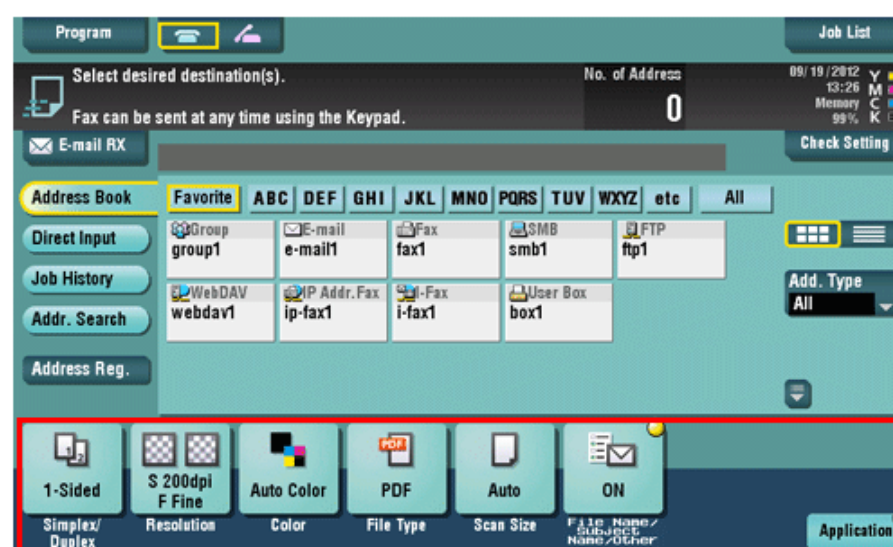
Following installation, you will be receiving a quick overview of your device.

Should you have any additional questions about your device or its functions, please send all inquiries to departmentalprinters@carleton.ca. This address will be the main contact for all information or inquiries regarding your new device.