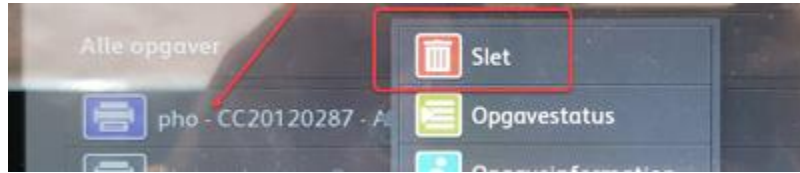


**Delete
Print job**

GDPR

DO NOT leave printing job in job list

It is YOUR responsibility not to leave personal information in the printer.



Delete your printing job – if no more paper or no toner

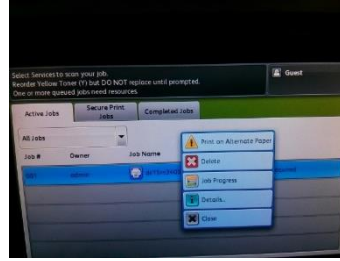
Press “Home” button – in top right corner of the main screen

Select “Job/Opgaver” on the main screen

Select job printing
Press “Delete” or “Slet” and the print job is delete.

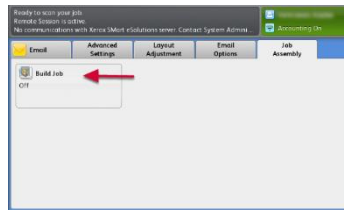
**Change
paper**

Print on Alternate Paper



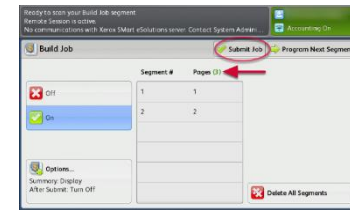
**Scan all
pages to one
mail**

Build a Job.
When scanning from the glass plate



At the “Advanced Settings” tab press the “Job assembly” tap “On”, then “OK”

Place the document and press “Start button”. Press “Program Next Segment”



Repeat the previous step until the last page

Press “Submit Job” and the document will be sent to your mail

**Power
cycle**