Swartz Creek Community Schools

New Multifunction Printer/Scanner device Guide

The new IKON multifunction printers have been placed to provide a lower cost solution for the district and to provide scanning capability for all locations, allowing quick & easy submission of jobs to the copy center.

These devices will not serve as Copiers and should only be used for low volume printing. Higher volume jobs need to be sent to the copy center.

To start this program each teacher will be given an allowance of 1,000 prints per year.

Training will be scheduled for each building.
Retrieving Print jobs @ the new Multi-Function printers

After sending print jobs to the printer, please follow the steps below

Step 1. Press the OTHER FUNCTION button on the display

Step 2. The following window will appear. Press Start
Step 3. Press Username

Step 4. Enter your user name and press OK. *(same as your computer login)*

*18student is the example shown*
Step 5. Press password

6. Enter your password and press OK. (same as your computer login)
7. Press Login
8.) This screen will appear and provide your account balance. Each print or copy is equal to $ .10.

All jobs sent to the printer will automatically print when you log in and the your balance is displayed.

9.) Select logout when finished
Scanning Documents

1.) Place your documents in the document feeder face-up.

2.) Select Scanner

3.) Select the destination
   (Print room is the example here)

4.) Press the green start button.

- Your documents are now scanned to the folder or email address you have selected as a PDF.