Print

1. **First select this printer** number, from your PC. QH30550560-P6

2. If you want to choose double sided printing or other printing options. Click on **Printer Properties**.

3. Click **Print**

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Copy

1. Place your document either on the glass or in the document feeder.

2. Press the **Copy** button to access the copying touch-screen menu.

3. Press the green **Start** button to copy.

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Scan to Email

1. Place your document either on the glass or in the document feeder.

2. Press the **Fax/Scan** button to access the touch-screen menu.

3. Select **Direct Input**, then **Email**.

4. Enter your email address, using the touch-screen. The **SHIFT** key on the keyboard allows you to access the @ symbol.

5. Choose any settings that apply such as Colour scanning etc.

6. Press green **Start button** to scan.

7. Press **Finish** button on the touch screen after you scan your last page.

8. Press green **Start button** again to send the email.
More FAQ

Why did it not print?
Check that you have selected the correct printer number from your PC QH30550560-P6 before hitting print.
If you are trying to print directly from the internet/web-browser try saving it to the PC desktop and printing from there.
Check the printer for error messages, such as the paper tray is empty.

How many pages may I print?
If you are printing more than 50 pages please bring your own paper, because the library only supplies a set amount of paper per month for everyone to share. Please be aware that this machine keeps a log of the number and type of pages printed by users.

May I print or copy in Colour?
Printing in colour is very costly on this machine; please only print in colour if it is essential to your work. Please be aware that this machine keeps a log of the number and type of pages printed by users.

Can I fax a document?
This printer is not enabled with fax functions.

Can I print double-sided?
After you choose the printer from the drop down menu, select Printer Properties to choose double sided printing or other printing options.

Can I copy double-sided?
Yes, from the Copy touch-screen menu, select Duplex/Combine, select 2sided>1sided, or 2sided>2sided.

Can I print in A3?
Use the bypass-tray located on the side of the printer to print in A3. First, fold down the bypass-tray and place your paper. Follow normal print procedures, but in Printer Properties, select the Basic tab at the top of the window. You may now select the paper-tray i.e. Bypass Tray.

Can I print from my own laptop or device?
You can only print from computers that are connected to the Queensland Health Network, however you may copy your documents to a USB and then print from the USB by inserting it into the USB slot located on the printer. (Please note the library does not lend USB because of ICT security).