

NEW PAPER CUT PRINTER HOW-TO

ASSOCIATING YOUR BADGE

Learn how to link your badge to the the printer system for an easy, instant sign in process



PRINT RELEASE

Learn how to print to the Virtual-Q and release a print job from the printers



You can find directions for how to add the Virtual-Q as a printer option to your computer here: <https://bit.ly/3xmfgjh>

MAKING A COPY

Learn the basics about how to make copies using the new printer. This video defines and shows how to make simplex, duplex, and split copies



SCANNING A DOC

Learn how to scan a physical document with the printer so that it sends a digital PDF file to either your email or your Google Drive.

