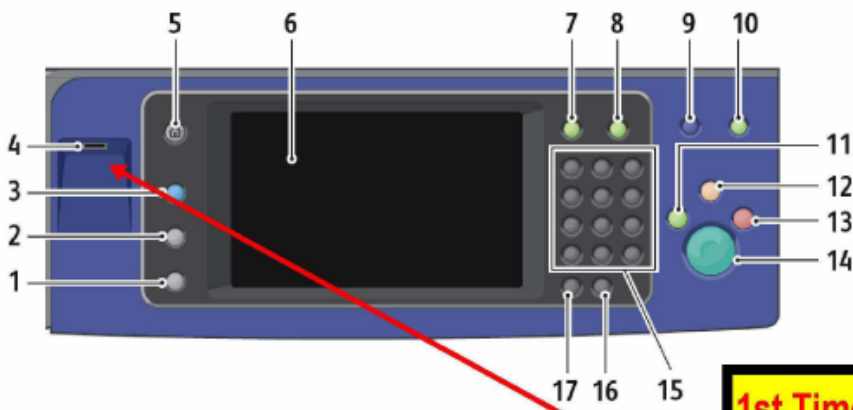


# WorkCentre®

7845/7970

## Multifunction Color Printer

copy | print | scan | fax | email



- |                              |                     |                |
|------------------------------|---------------------|----------------|
| 1. Machine Status            | 8. Help             |                |
| 2. Job Status                | 9. Language         |                |
| 3. Services                  | 10. Energy Saver    |                |
| 4. <b>Badge Swipe Reader</b> | 11. Interrupt Print |                |
| 5. Services Home             | 12. Clear All       | 15. Keypad     |
| 6. Touch Screen              | 13. Stop            | 16. C (clear)  |
| 7. Log In/Out                | 14. Start           | 17. Dial Pause |

**1st Time** -Swipe badge, then enter user name & PW  
**2nd Time+**, Just swipe badge **OR** enter user name & PW

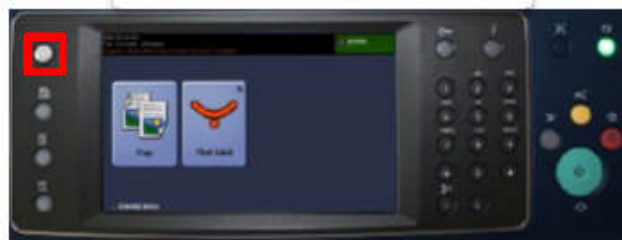
### Authentication screen



Press **Alternate Login** or **swipe** your card at the Card Reader.



### Action selection



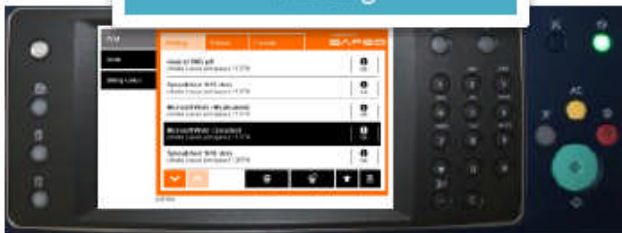
Choose **Copy** for copying or **YSoft SafeQ** for printing or scanning. If you wish to switch between copying and printing, press the **HOME** button in the top left corner.


### Copying



Set your copy options and press the **green button** to start copying.

### Printing



Select one or more print jobs from your queue. Tap  to print the selected job.


### Print All



Tap **Yes** to print all jobs immediately, **No** for additional work with a printer.

### Scanning



The list of available scanning workflows is displayed. Select one of the workflows and tap on the  button to start scanning.