

This is set up on all copiers (except the color copiers).

How to send your bubble sheets to Partners4Results

Single sided

- Flash your badge at the copy machine to log in
- Press the Access Functions button on the right
- Then press the Send tab
- Click on Address book
- Select Partners4Results – then OK
- Click the file format button on the right of the screen (it may just say PDF or something)
 - click TIFF (just TIFF) if needed
 - Press the divide into pages button
- Click OK
- Then press Start

Double sided

- Flash your badge at the copy machine to log in
- Press the Access Functions button on the right
- Then press the Send tab
- Click on Address book
- Select Partners4Results – then OK
- Click the file format button on the right of the screen (it may just say PDF or something)
 - click TIFF (just TIFF) if needed
 - Press the divide into pages button
- Click OK
- 2 side original (on the right of the screen)
 - Booktype
 - Feeder scan type
 - 2 sided double pass
 - Done
 - Okay
- Then press Start