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|  | **How to Add a Certification Stamp (Annotation) to a Copy** | |
| 1. From the Console Home Screen:   Click COPY. | |  |
| 1. Scroll down and click on Additional Features. | |  |
| 1. Select ANNOTATIONS | |  |
| 1. Select Comment | |  |
| 1. Turn ON if not enabled. | |  |
| 1. In Middle Pane, Under Stored Comments: Select 1st available line (can store up to 8), then click on the Pencil. | |  |
| 1. Enter up to 50 characters. These will show up as your ‘certification’.  Click OK and return to Comment Window. | |  |
| 1. On far right pane, uses arrows to select placement.  Select the APPLY TO on bottom Left side to pick which pages to have comment applied to...  Click ok and return to Annotation Screen. | |  |
| 1. Select the Format and STYLE button to change color and font.   Click OK to Apply. | | … |
| 1. Click the Date Button. | |  |
| 1. Click ON to enable. | |  |
| 1. Select date format and placement.  Click OK to return to Annotations Menu.   Click OK to return to COPY Menu. | |  |
| 1. To Save the Annotation setting for future use, click SAVE Current Settings. | |  |
| 1. Enter Name of Annotation (certification stamp) and click OK. | |  |
| 1. Once copier is reset (or setting times out), settings will revert to using no certification stamp.   User will have to click on Retrieve Saved Settings  At Copy Menu, user can click on Show Additional Features and then Retrieve Saved Settings to locate their saved certification stamp (annotation). When you are done make sure to select Reset to revert to using no certification stamp. | | |