



Printer/Copier/Scanner Trainings Next Week

what

Get hands-on training from GSA IS staff for:

- Scanning documents to e-mail
- Printing confidential documents securely
- Any other questions you have about Konica Minolta Multi-Function Devices

how

Trainings will be held at the Konica Minolta equipment at the following times :

- Tues. 6/21, 2pm on 9th floor (Purchasing area)
- Wed. 6/22, 10am on 10th floor

Note: All GSA Lakeside employees are welcome to attend one of these trainings (regardless of which floor you work on).

why

- Save paper—and money—by using electronic documents
- Make your next printing or copying job easier

Light refreshments will be provided

If you have any questions, contact GSA Helpdesk at 510-208-(2)9509