



COPY

- Place originals face up in the document feeder or face down on the glass
- Select Copy Icon on the touch screen
- Verify defaults or change as desired
- Select the number of copies with the numeric keypad
- Press the Start button on the control panel to send your document

SCAN TO E-Mail

- Place originals face up in the document feeder or face down on the glass
- Select Email Icon on the touch screen
- Enter the recipient's address or select from the address book
- Verify defaults or change as desired
- Press the Start button on the control panel to send your document
- To logout, press the 'Clear All' button 2 times

Fax

- Place originals face up in the document feeder or face down on the glass
- Select the Fax Icon on the touch screen
- Enter the Fax number by using the key pad on the touch screen, touch add then close
- Verify defaults or change as desired
- Press the Start button on the control panel to send your document

SECURE PRINT

At Your PC:

- In your application, click File, then click Print. In the Printer window, click Properties.
- Click the Paper/Output tab.
- Click Secure Print Job Type drop down menu and click Setup.
- In the pop-up window enter your passcode for this job. Re-enter to confirm and click OK.
- Click OK again.
- Walk to the printer.

At the Printer:

- Press the Job Status button on the control panel.
- Select your job in the Incomplete Jobs queue.
- Select Release or Release All.
- Enter the Secure Print Passcode and select Enter.
- Your document will now print.