



copy | print | scan | fax | email



1. Services Home
2. Services
3. Job Status
4. Machine Status
5. Touch Screen
6. Log In/Out
7. Help
8. Numeric Keypad
9. Dial Pause
10. 'C' Cancel Entry
11. Language
12. Power:
13. Clear All
14. Interrupt Printing
15. Stop
16. Start

COPY

- On the control panel press the yellow Clear All button to clear previous copy settings
- Place originals face up in the document feeder or face down on the glass
- On the control panel Select Services Home
- 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

FAX

- Place originals face up in the document feeder or face down on the glass
- On the control panel Select Services Home
- Select the Fax Icon on the touch screen
- Enter the Fax number by using the keypad 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

SCAN TO E-MAIL

- Place originals face up in the document feeder or face down on the glass
- On the control panel Select Services Home
- Select Email Icon on the touch screen
- Enter the password that you input when you log into your PC workstation
- Press Done
- Select the settings on the Touch Screen

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.