

### PRINT

- With the desired document or graphic open in your application, access the Print dialog box by selecting Print from the File menu.
- Select the printer and click the Properties button to open the printer driver.
- Make selections from the driver tabs, if necessary.
- Click the OK button to save your selections.
- Click OK to print.



### 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 if you would like to add additional numbers and 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.
- Select Email icon on the touch screen.
- Enter the password that you input when you log into your PC workstation
- Press Done
- 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.
- Press the "Log out of user account" button on the screen.

### SECURE PRINT

#### At Your PC:

- In your application, click File, then click Print. In the Printer window, click Properties.
- Click the Extras tab.
- Select Job Settings Button
- Click Secure Print Mode from the drop down menu.
- In the ID's & Numeric Password field enter 4-digit passcode for this job and click OK.
- Walk to the printer.

#### At the Printer:

- Press the Menu Button until SECURE PRINT is displayed, select OK
- Select RELEASE and select OK.
- Scroll to your User Name and select OK.
- Select the Up / Down arrows to the correct number for the first digit of your passcode and select OK.
- Repeat above step for the second, third, fourth digits.
- Your job is ready to print