



1. **Machine Status** displays printer status information on the touch screen.
2. **Job Status** displays lists of the active or completed jobs on the touch screen.
3. **Services** provides access to the options for the selected copy, scan, or fax function on the touch screen.
4. **Services Home** provides access to printer features, such as copy, scan, and fax.
5. **Touch Screen** displays information and provides access to printer functions.
6. **Log In/Out** provides access to password-protected features.
7. **Help (?)** displays information about the current selection.

8. **Language** changes the touch screen language and keyboard settings.
9. **Ink Access Door Release** turns on the release motor to open the ink access door.
10. **Power Saver** enters and exits low-power mode.
11. **USB Memory Port** provides USB Flash drive connection for use with Scan to USB and Print from USB functions.
12. **Clear All**, if pressed once, resets to the default settings and displays the first screen for the current selection. If pressed twice, Clear All resets all the features to their default settings.
13. **Stop** temporarily stops the current job. Follow the onscreen instructions to cancel or resume your job.
14. **Start** starts the selected copy, scan, fax, or Print From job, such as Print from USB.
15. **Interrupt Print** interrupts or resumes the current print, copy, or fax job.
16. **Alphanumeric Keypad** enters alphanumeric information.
17. **C (clear)** deletes numeric values or the last digit entered using the alphanumeric keys.
18. **Dial Pause** inserts a pause in a telephone number when transmitting a fax.

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.
- Press the Services Home button, then touch FAX.
- Address the fax using one or more of the available options:
- The Enter Number and Press Add field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch Add.
- On the Fax tab, adjust the available fax options as needed.
- Adjust additional fax options as needed.
- Press the green Start button.

SECURE PRINT

At Your PC:

- In your application, click File, then click Print. In the Printer window, click Properties.
- Click the Output Options tab.
- Click Secure Print under Walk-Up Features Pull Down
- In the Numeric Password field enter 4-digit passcode for this job and click OK.
- Walk to the printer.

At the Printer:

- Select Walk-Up Features and select OK.
- Select Secure Print Jobs and select OK.
- Scroll to your User Name and select OK.
- Select the Up / Down arrows to the correct number for the first digit the passcode and select OK.
- Repeat above step for the second, third, fourth digits.
- If you submitted more than 1 job with that password Select the desired job or select All of Them
- Select Print and Delete, and then select OK to print the document.

For More Information:

For support contact the Help Desk at