



copy | print | scan | fax | email



1. Machine Status
2. Job Status
3. Services Home
4. Touch Screen
5. Alphanumeric Keypad
6. Clear All
7. Power Saver

8. Stop
9. Start
10. Error Indicator
11. Data Indicator
12. Clear
13. Redial/Pause

SECURE PRINT

At Your PC:

- In your application, click File, then click Print. In the Printer window, click Printer Properties.
- Under the Printing Options tab, click on the Job Type down arrow.
- Select Secure Print from the drop down menu.
- In the pop-up window create a passcode for this job. Re-enter to confirm and click OK.
- Click OK again
- Click Print.
- Walk to the printer.

At the Printer:

- Press the Job Status button on the control panel
- Touch the Secure Print Jobs
- Touch your user ID in the list,
- Enter the passcode you created for this print job using keypad, then touch OK
- Touch the document in the job list again to bring up a selection menu
- Touch Release

COPY

- Place originals face up in the document feeder or face down on the glass
- 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

SCAN TO E-Mail

- Place originals face up in the document feeder or face down on the glass
- Select Services Home
- Select Email Icon on the touch screen
- Touch "Network Address Book"
- Enter part of the recipient's first name and touch the search icon to search the Global Address Book
- Touch on the name and choose TO:
- Press the Start button on the control panel to send your document