



The Touch Screen

1. The Power button.
2. The Home screen.
3. The NFC Indicator.
4. The 10" capacitive Touch Screen.
5. Status LED provides a visual status of the device.
It flashes blue if:
 - The device is Powering On
 - A print job, copy job, or receive -fax job has completed
 It flashes amber if:
 - The device has an error or an alert that requires user attention.



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 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

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
- 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.