





Touch screen – Main menu

Labels in the screenshot: Copy, Fax, Email, FTP, Scroll icon, Status/Supplies, Status message bar, Menu icon.

Basic copy functions – Make a copy

1. Load document(s) in tray face up or place document(s) on glass face down
2. Select Copy from the main menu
3. Enter the number of copies from the keypad
4. Press **Submit/Start**

Copy operations - Basic copy screen

1. Load document(s) in tray face up or place document(s) on glass face down
2. Select **Copy** from the main menu
3. Select required copy setting. For example zoom, duplex, etc
4. Enter the number of copies from the keypad
5. Press **Submit/Start**

Basic Scan Functions – Scan to email

1. Load document(s) in tray face up or place document(s) on glass face down
2. Select scan to email from the main menu
3. Select the desired scan shortcut (use arrow to scroll to next page)
4. Press the Start button

Basic Scan Functions – How to create an email shortcut

Basic Fax Function – How to Fax

1. Load document(s) in tray face up or place document(s) on glass face down
2. Select the **Fax** icon from the main menu
3. Enter the fax number then select **Fax It**