
Using the Copiers to Copy, Fax, and Scan

Making Copies

1. Place document(s) face up in the document feeder or face down on the glass.
2. From the Main Menu select 'Copy'.
3. Enter your Dept. ID and PIN into the control panel by using the touch screen to select the field and the keypad to type in the information. Press the LOG IN button on the keyboard to confirm.
4. Enter the number of copies desired using the numeric keypad
5. Press the green START button to begin copying.
 - a. Most common error: out of paper. Open proper paper tray and refill.

Sending Faxes

1. Place pages in sequential order face up in the document feeder.
2. From the Main Menu select 'Fax'.
3. Enter 9, 1, area code, phone number, phone code (no commas)
4. Press 'OK'
5. Press 'Start'
6. Important: Watch the bottom left hand corner for confirmation.

Sending to Email Account

1. Place document (s) face up in the document feeder or single page face down on the glass.
2. From the Main Menu select 'Scan and Send'.
3. Then choose either 'Address Book', 'One Touch', or 'New Destination' (often this one).
4. After opening 'New Destination', choose *email*.
5. Touch 'Email Address' to get the keyboard.
6. Type in the desired email address.
7. Press OK, OK, then Start.
8. After it completes the scan, press 'start sending'.

Always Log Out When Finished