LOAD PAPER
• Open the required paper tray.
• Load the paper, do not load above the maximum fill line.
• Adjust the guides to touch the edge of the paper.
• Close the paper tray, except the Bypass Tray.
• Confirm the paper size/type settings on the user interface.

QUICK FAX
• Load the original face up in the document handler.
• Touch the FAX or INTERNET FAX tab.
• Touch the screen buttons to make feature selections.
• Enter the receiving fax number using the keypad or select an e-mail address from the ADDRESS BOOK.
• Press START.

QUICK E-MAIL
• Load the original face up in the document handler.
• Touch the E-MAIL tab.
• Touch the screen buttons to make feature selections.
• Make a selection from the ADDRESS BOOK.
• Press START.

QUICK COPY
• Load the original face up in the document handler.
• Touch the COPY tab.
• Touch the screen buttons to make feature selections.
• Press START.

FEATURES: Displays the job features on the screen
JOBS STATUS: Displays the job queue information
MACHINE STATUS: Displays machine information
TOUCH SCREEN - Displays all the available features and general machine information
CLEAR ALL - Resets features to their default settings
PAUSE - Interrupts current job
START - Starts the job

Features* are accessible by touching the tabs or All Services, for example:

*Some features may not be available on your model.