

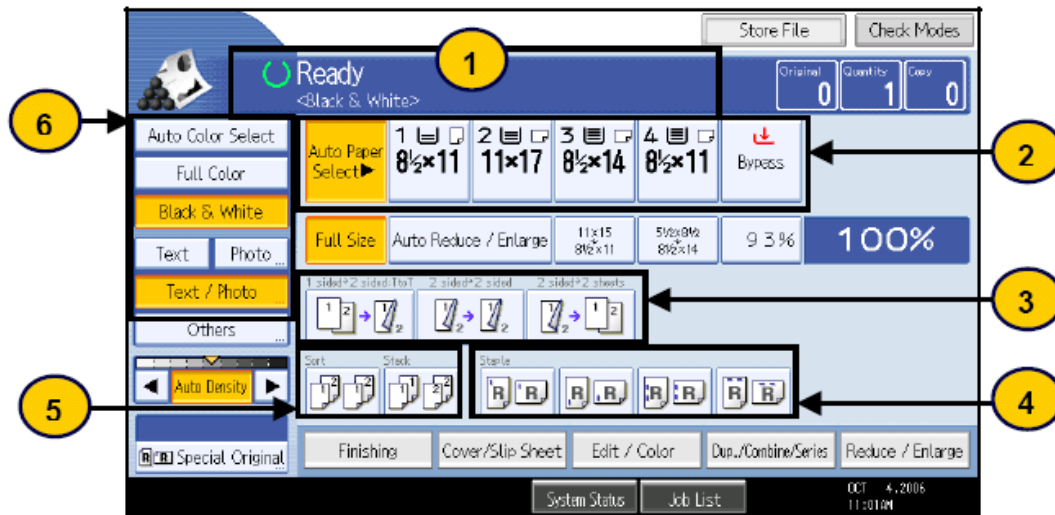
COPY



Place original(s) face up in Auto Document Feeder or face down on the Platen Glass.

1. Select the COPY function from the home page on the touch screen.
2. Using the number key pad, enter the desired quantity.
3. Press the Start button. If copying from the glass press # after placing last original

Additional Copy Features



1. Status messages/Error messages
2. Paper Trays -- **[Auto Paper Select]** automatically selects paper based on original size.
3. Duplex options -- 1-sided originals to 2-sided copy, 2-sided original to 2-sided copy, 2-sided original to 1-sided copies
4. Staple options -- Dash indicates where the set will be stapled.
5. **Sort** (collated) or **Stack** (non-collated) multiple sets
6. Original Type settings
 - A. **[Auto Color Select]** -- Used for mixed originals; deciphers between B&W and color and copies accordingly.
 - B. **[Full Color]** -- Copies color originals in color by overlying cyan, yellow, magenta, and black.
 - C. **[Black & White]** -- Copies color or Black & White originals in Black & White.
 - D. **[Text]** -- Originals contain only text. Text is the default.
 - E. **[Photo]** -- Delicate tones and gray scale is reproduced from photos or pictures.
 - F. **[Text/Photo]** -- Originals contain a combination of text and photos or pictures.

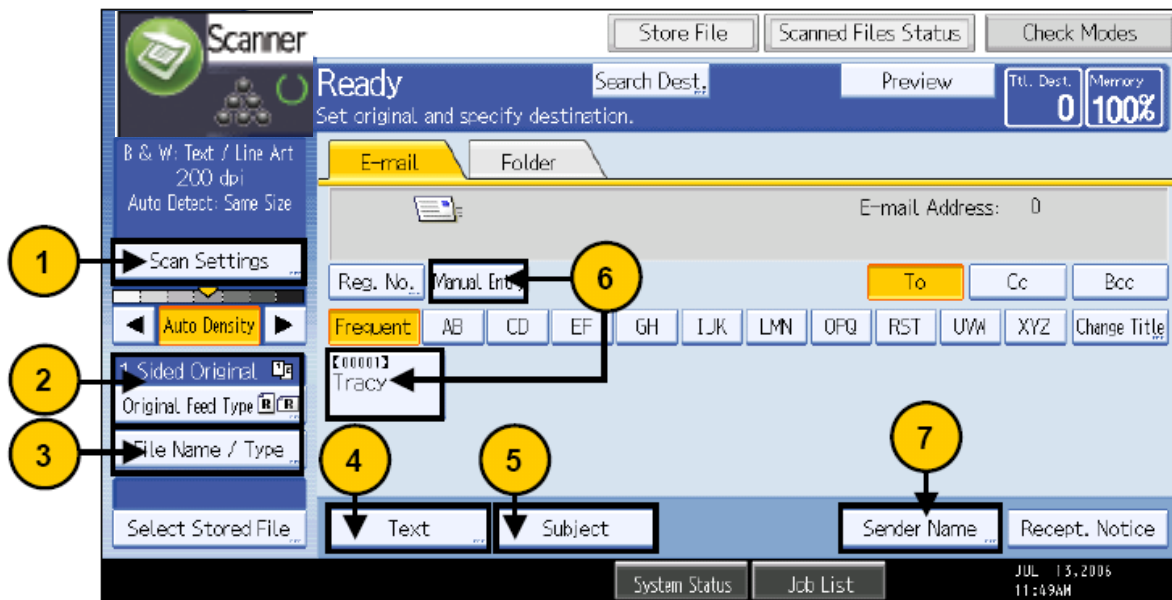
Scan to Email



Place original(s) face up in Auto Document Feeder or face down on the Platen Glass.

1. Select the **SCANNER** function from the home page on the touch screen.
2. Select the preprogrammed destination or Manual Entry to enter a email address.
3. Press the Start button. If scanning from the glass press # after placing last original

Additional Scan Features



1. **[Scan Settings]** changes the default Text selection. Choose from available B/W or Color settings.
2. **[Original Feed Type]** allows for scanning 2-sided originals and Batch scanning.
3. **[File Name/Type]** is used to assign a file name and the change the file type. When choosing **[Single Page TIFF/JPEG]** or **[Single Page PDF]**, each page of the scan will be received as a separate attachment. When choosing **[Multi-Page TIFF]** or **[Multi-Page PDF]**, all scanned documents will be received as one file.
4. **[Text]** is used to add a message to the body of the e-mail.
5. **[Subject]** is used to attach a subject to the e-mail.
6. Select destinations from pre-programmed one-touch keys, or select **[Manual Entry]** to enter an e-mail address not programmed. Multiple destinations may be selected.
7. Some MFDs may require each scan to attach a sender's name. If so, select **[Sender Name]** and choose from the available one-touch destinations shown.