

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

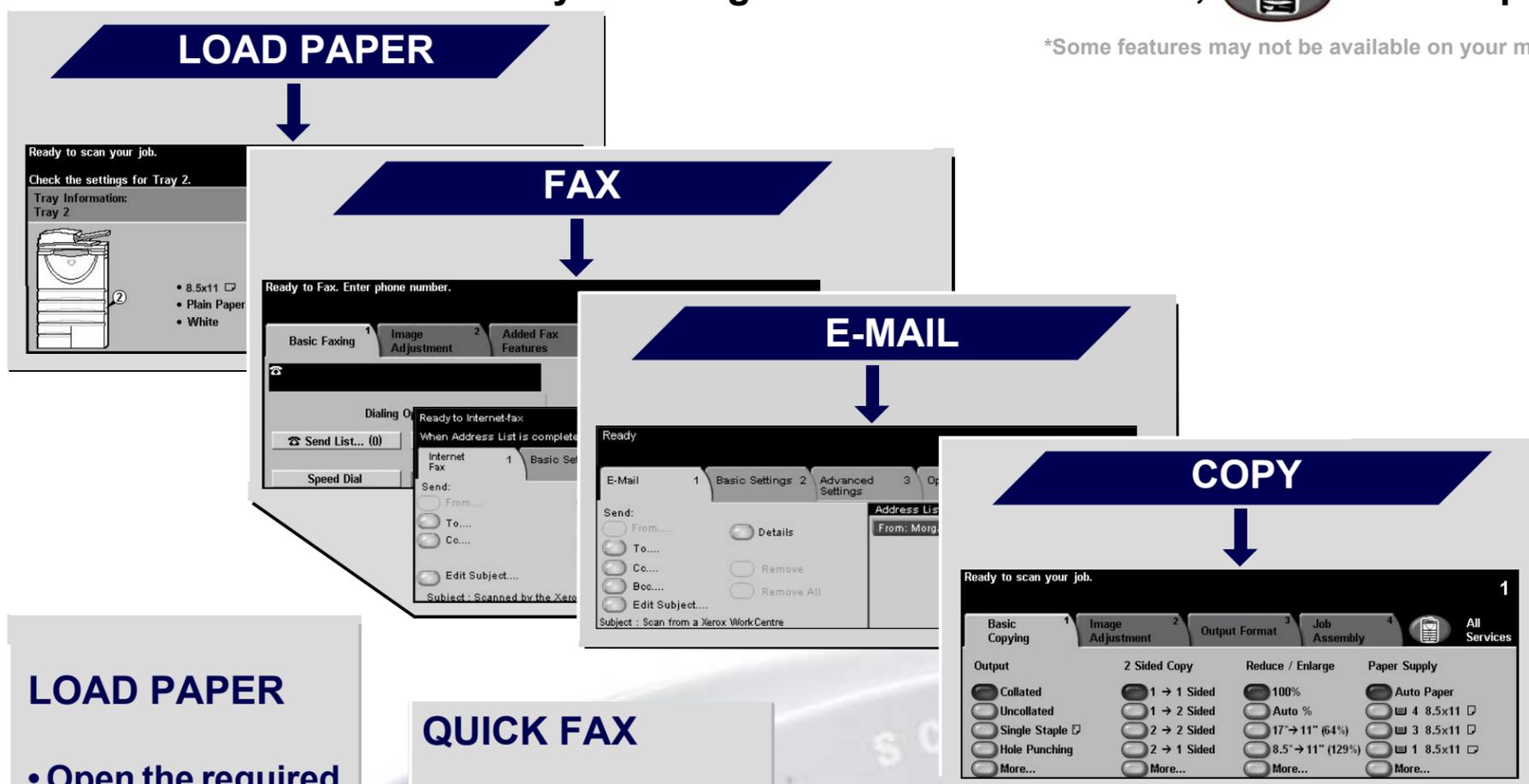
MACHINE STATUS: Displays machine information

JOB STATUS: Displays the job queue information

FEATURES: Displays the job features on the screen

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

*Some features may not be available on your model.



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

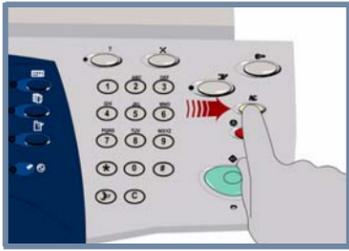
- Load the original face up in the document handler.
- Touch the E-MAIL tab.
- Touch the screen buttons to make feature selections.
- Make a selection from the ADDRESS BOOK.
- Press START.

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.

How to Scan to E-mail

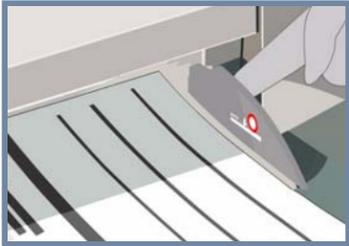
1. PREPARATION



Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.

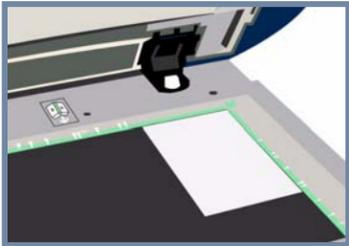
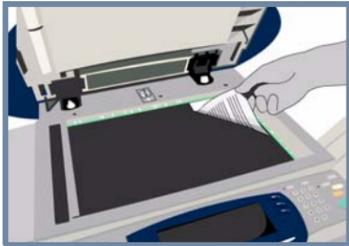
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS



Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.

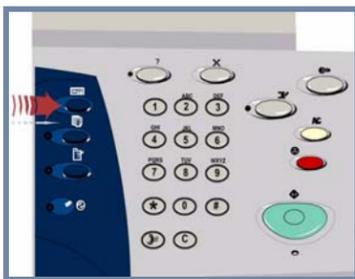


OR

Place the document face down on the Document Glass and register it to the rear right corner.

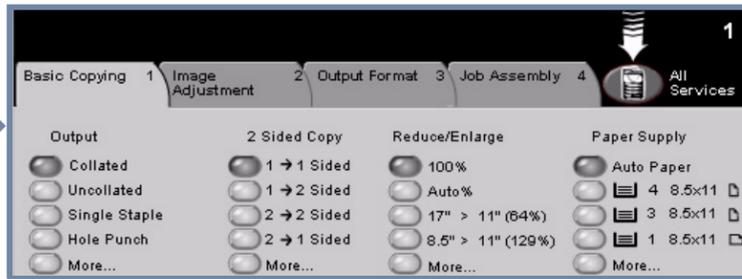
3. SELECT E-MAIL RECIPIENTS

Features Button



Press the **Features** button to display the features selection screen.

All Services Button



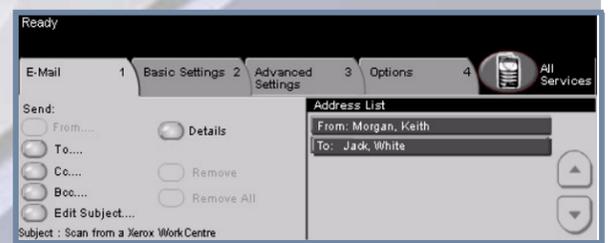
Select the **All Services** button **OR** the **E-mail** button.

E-mail Button



Select the **E-mail** button.

E-mail Address



Select **To** in the send field and either input the **full E-mail address** or use the **address book** to select a recipient.

4. SEND THE E-MAIL



Press the **Start** button to send the e-mail.

That completes the procedure.

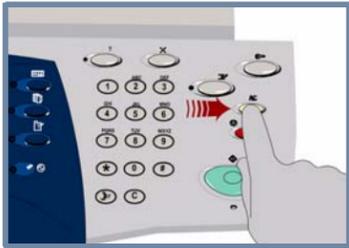
MORE INFORMATION

For more information, please refer to:

- **Training and Information CD 2**
- **Quick Reference Guide**
- <http://www.xerox.com/support>

How to send a Fax (Server)

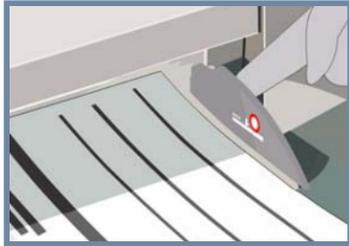
1. PREPARATION



Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.

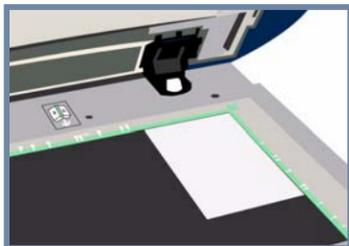
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS



Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.

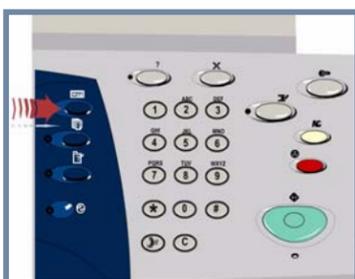


OR

Place the document face down on the Document Glass and register it to the rear right corner.

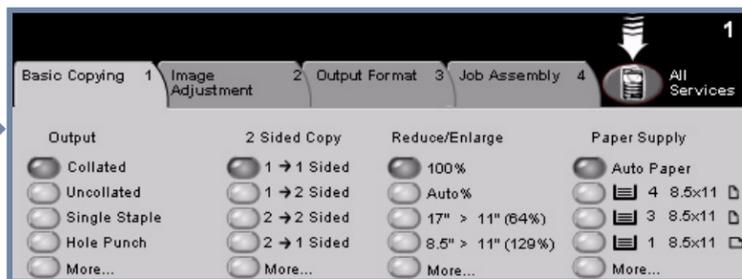
3. ENTER FAX OPTIONS

Features Button



Press the **Features** button to display the features selection screen.

All Services Button



Select the **All Services** button **OR** the **Basic Faxing** tab.

Fax Button



Select the **Fax** button.

Fax Number



Use the **numeric keypad** to enter the recipient's fax number **OR** use the send list to select a previously stored number.

4. TRANSMIT THE FAX



Press the **Start** button to transmit the fax.

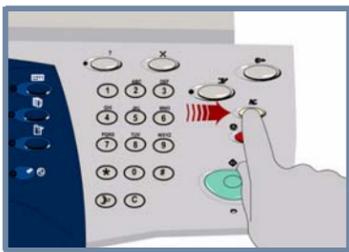
That completes the procedure.

MORE INFORMATION

- For more information, please refer to:
- **Training and Information CD 2**
 - **Quick Reference Guide**
 - <http://www.xerox.com/support>

How to Scan to your Network

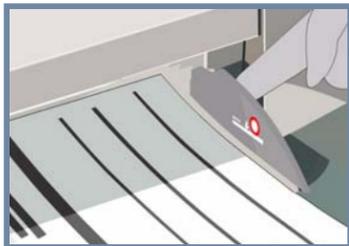
1. PREPARATION



Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.

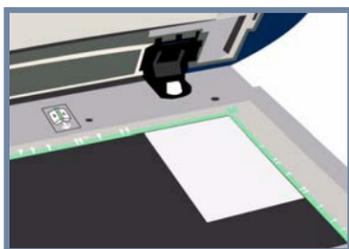
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS



Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.

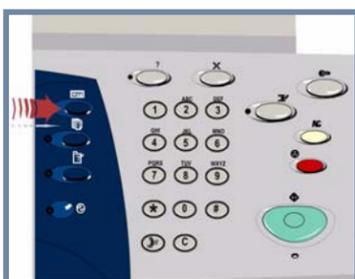


OR

Place the document face down on the Document Glass and register it to the rear right corner.

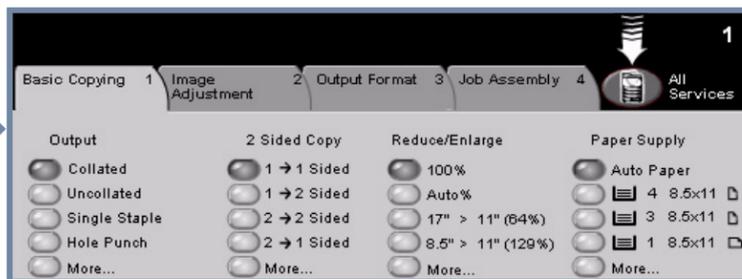
3. STORE THE SCANNED IMAGE

Features Button



Press the **Features** button to display the features selection screen.

All Services Button



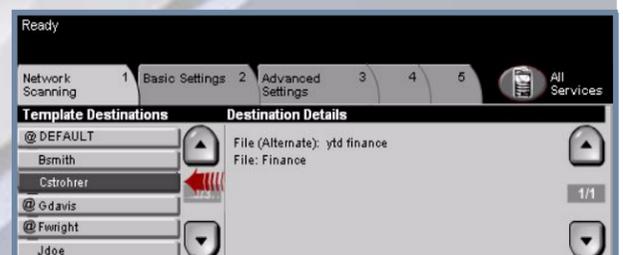
Select the **All Services** button **OR** the **Network Scanning** button.

Network Scanning Button



Select the **Network Scanning** button.

Scanning Destination



Select the **template** that contains the **destination** and other settings required for your scan job from the **Template Destination** list.

4. START THE JOB



Press the **Start** button to start your job.

That completes the procedure.

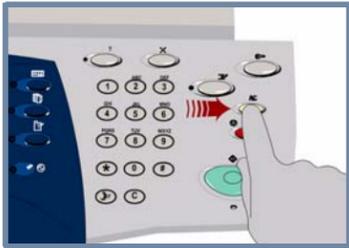
MORE INFORMATION

For more information, please refer to:

- **Training and Information CD 2**
- **Quick Reference Guide**
- <http://www.xerox.com/support>

How to send a Fax (Embedded)

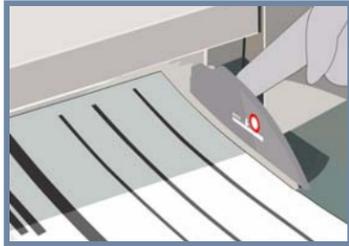
1. PREPARATION



Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.

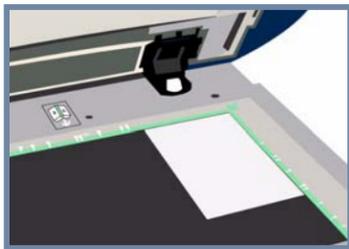
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS



Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.



OR

Place the document face down on the Document Glass and register it to the rear right corner.

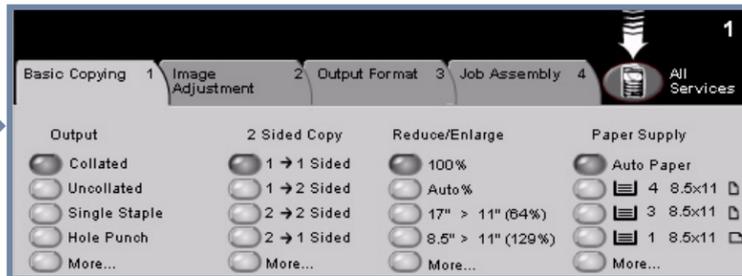
3. ENTER FAX OPTIONS

Features Button



Press the **Features** button to display the features selection screen.

All Services Button



Select the **All Services** button **OR** the **Basic Faxing** tab.

Fax Button



Select the **Fax** button.

Fax Number



Use the **numeric keypad** to enter the recipient's fax number **OR** use the send list to select a previously stored number.

4. TRANSMIT THE FAX



Press the **Start** button to transmit the fax.

That completes the procedure.

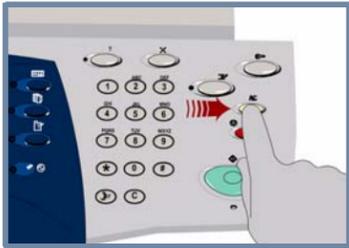
MORE INFORMATION

For more information, please refer to:

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- **Quick Reference Guide**
- <http://www.xerox.com/support>

How to make a Copy

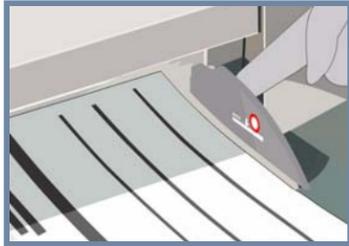
1. PREPARATION



Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.

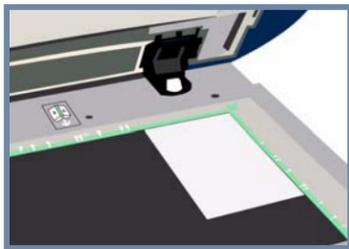
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS



Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.

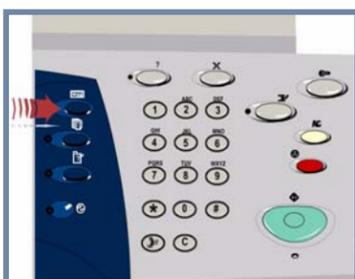


OR

Place the document face down on the Document Glass and register it to the rear right corner.

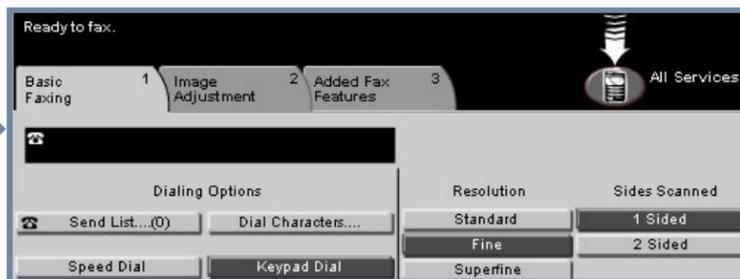
3. MAKE COPIES

Features Button



Press the **Features** button to display the features selection screen.

All Services Button



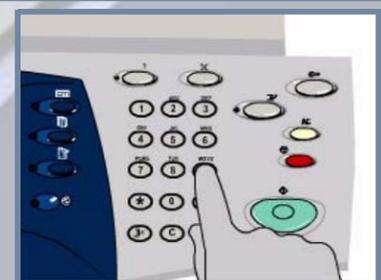
Select the **All Services** button **OR** the **Basic Copying** button.

Basic Copying Button



Select the **Basic Copying** button.

Quantity of Copies



Use the **numeric keypad** to enter the quantity of copies to be made.

4. START THE JOB



Press the **Start** button to start your job.

That completes the procedure.

MORE INFORMATION

For more information, please refer to:

- **Training and Information CD 2**
- **Quick Reference Guide**
- <http://www.xerox.com/support>

How to Load paper

1. OPEN THE PAPER TRAY

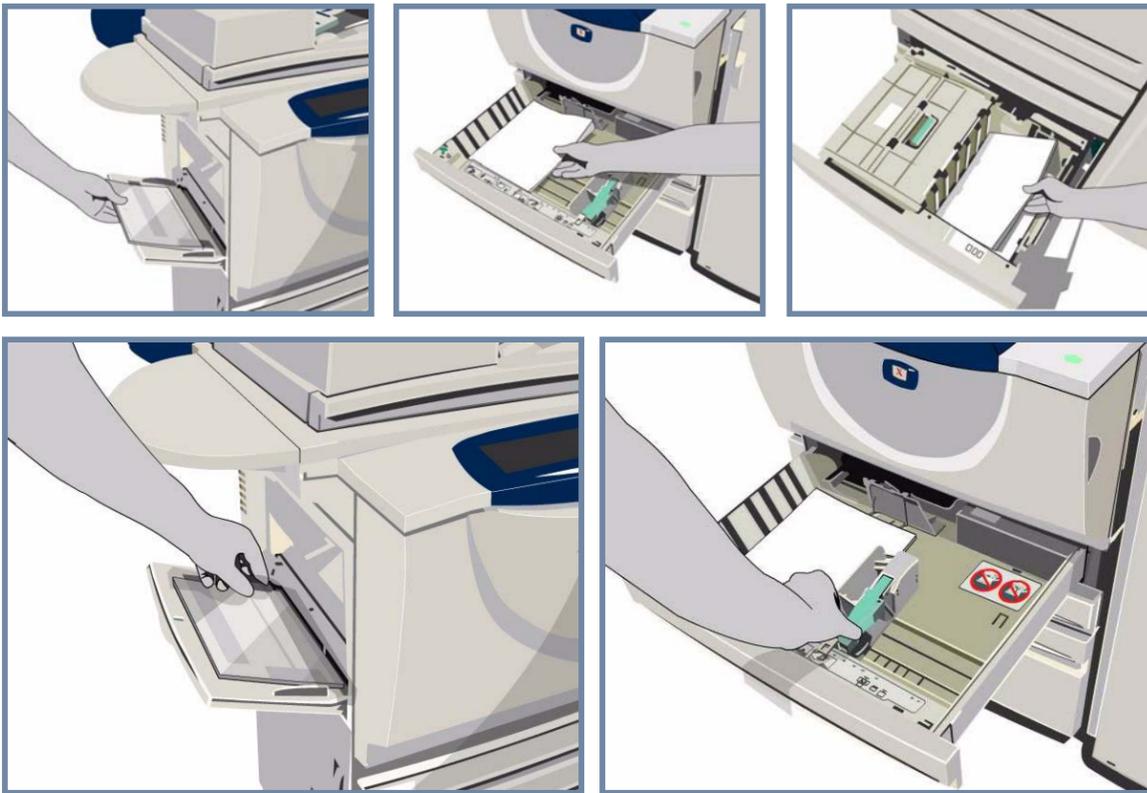


The Bypass Tray can be adjusted for all stock types and sizes between **4.25"x5.5"** and **11"x17"**.

Paper Trays 1 and 2 are **fully adjustable** for all stock sizes between **8.5"x5.5"** and **11"x17"**.

Paper Trays 3 and 4 are **dedicated** to hold either **8.5"x11"** or **A4**.

2. LOAD THE PAPER

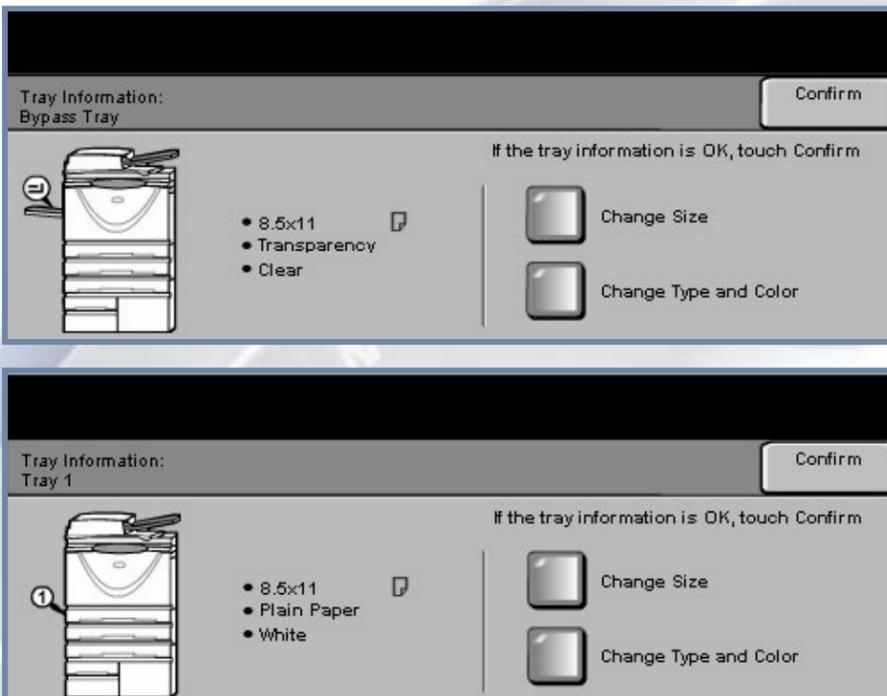


Do Not load paper above the **Maximum Fill line**.

For the Bypass Tray, and Paper Trays 1 and 2 **adjust the guides** to just touch the edge of the paper stack.

Close the Paper Tray

3. CONFIRM THE PAPER STOCK LOADED



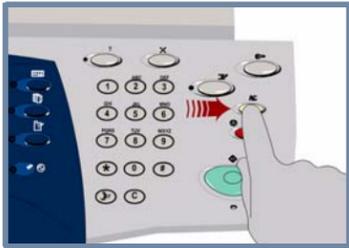
For the Bypass Tray and Paper Trays 1 and 2, select the **Confirm** button **OR** select the **Change Size** and / or the **Change Type and Color** buttons to reprogram the tray if the paper size, type or color has changed.

4. MORE INFORMATION

- For more information, please refer to:
- **Training and Information CD 2**
 - **Quick Reference Guide**
 - <http://www.xerox.com/support>

How to send an Internet Fax

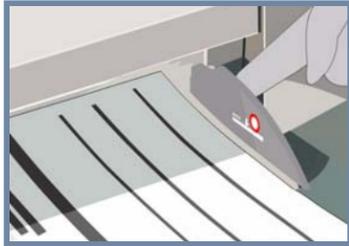
1. PREPARATION



Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.

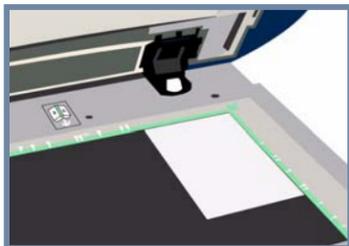
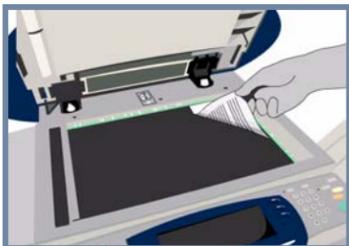
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS



Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.

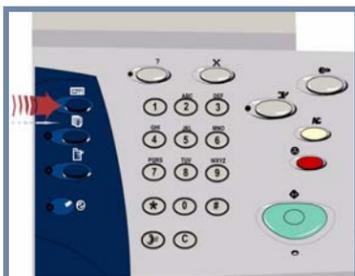


OR

Place the document face down on the Document Glass and register it to the rear right corner.

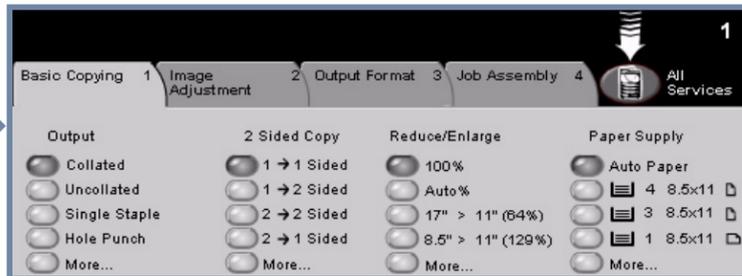
3. ENTER INTERNET FAX OPTIONS

Features Button



Press the **Features** button to display the features selection screen.

All Services Button



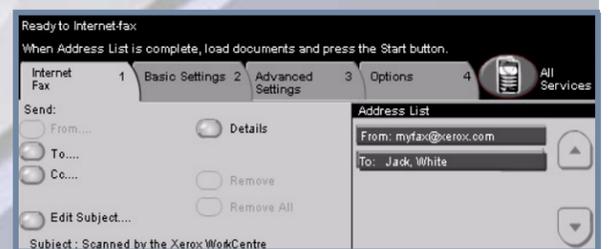
Select the **All Services** button **OR** the **Internet Fax** tab.

Internet Fax Button



Select the **Internet Fax** button.

E-mail Address



Select **To:** in the send field and either input the **full E-mail address** or use the **address book** to select a recipient.

4. TRANSMIT THE INTERNET FAX



Press the **Start** button to transmit your internet fax.

That completes the procedure.

MORE INFORMATION

- For more information, please refer to:
- **Training and Information CD 2**
 - **Quick Reference Guide**
 - <http://www.xerox.com/support>