

Copy/Printer/Fax Machine Instructions

To Start:

- (Only if screen is dark) Press Power Button
- Enter DEPT ID - This is the last 6 digits of your SSN
- Press the ID button (Log In/Out)
- **You **DO NOT** need to enter a PASSWORD

To Copy:

- Place the document FACE UP in the tray
- Press the COPY button at the top of the screen
- Press green START button

To make COLOR copies:

- Press the "Select Color" drop-down box (located on left side of screen)
- Choose AUTO COLOR SELECT
- Press green START button

NEVER CHOOSE FULL COLOR!

To Fax:

- Place the document FACE UP in the tray
- Press the FAX button in the center of the screen
- Enter the 10-digit fax number, then press OK
- Press the green START button

To Email:

- Place the document FACE UP in the tray
- Press the SCAN & SEND button at the right of the screen
- Press the OK button on the screen
- Press the "New Destination" button, then press email button
- Press EMAIL ADDRESS
- Enter the email address that you wish to send to
- Press OK and then press OK again
- Press START

*** Please Make sure that you Log Out (Hit ID button)**

To Print from Office Computers:

- After sending your print job to the printer, you will need to find the pop-up box that asks for your Department ID. You may need to minimize documents and websites to find this box on the desktop.
- Enter the last 6 of your social in the Department ID box (you do not need to enter a PIN).