


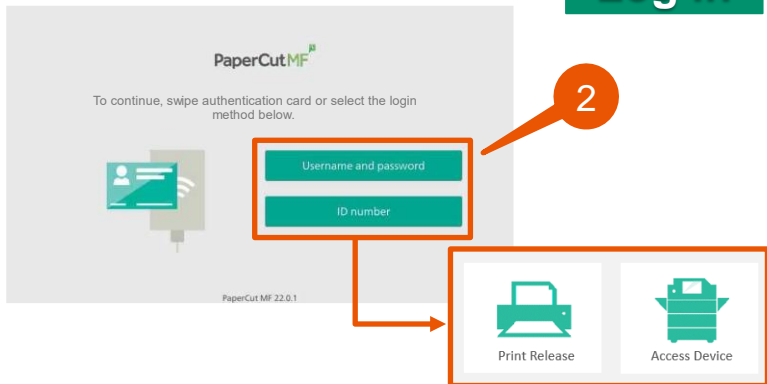
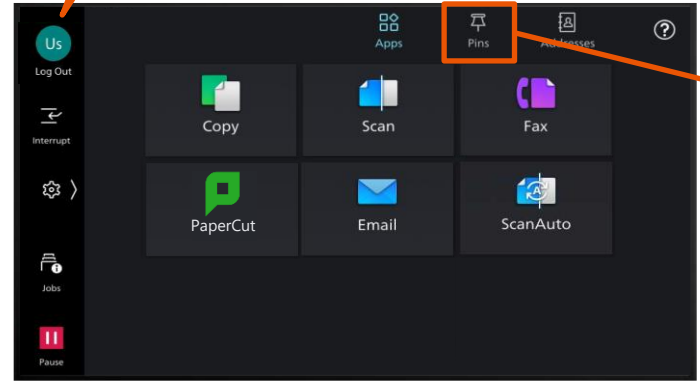

Log In

(1) Tap card, or
(2) Enter **Username and password** or **ID number**.

Tap [**Print Release**] for print release;
Tap [**Access Device**] for other functions (e.g. Copy).

Log Out

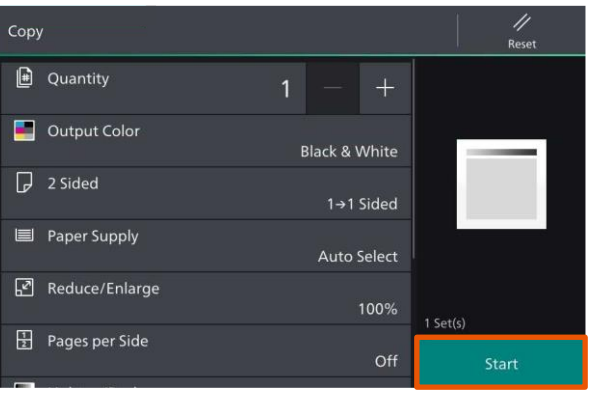
(3) Click  (letters in icon varies)

Pins is the option of retrieving feature settings of recent jobs. User can also save pin from Copy, Scan, Email or Fax.


Copy

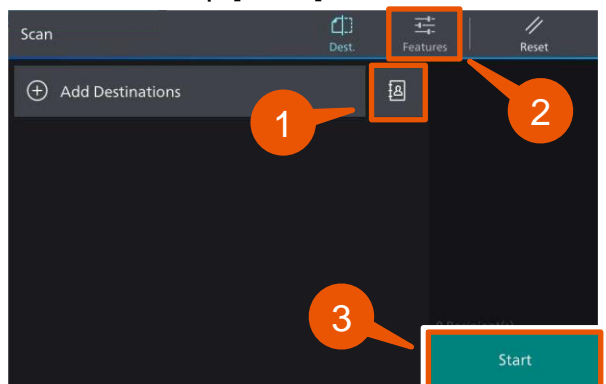
Adjust features if necessary.
Tap [**Start**].




Scan

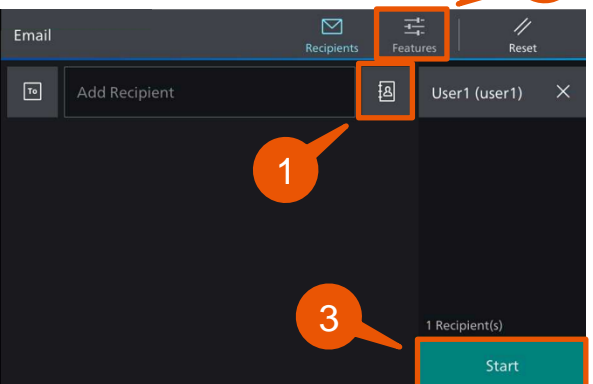
Scan can send via email, SMB, FTP or SFTP (availability subject to setting).

1. Tap  to specify destination.
2. Tap [**Features**] to adjust features if necessary.
3. Tap [**Start**].



Scan

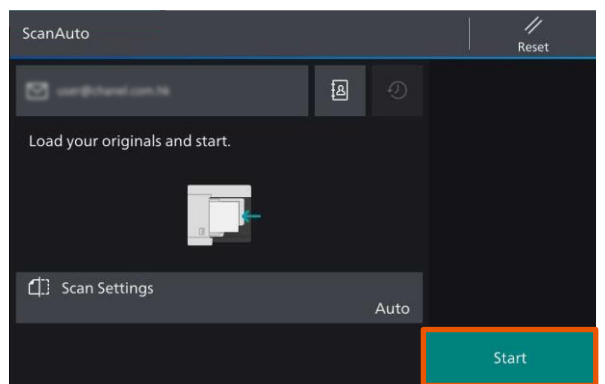
1. Find more destinations in  (availability subject to setting).
2. Tap [**Features**] to adjust features if necessary.
3. Tap [**Start**].



Scan Auto

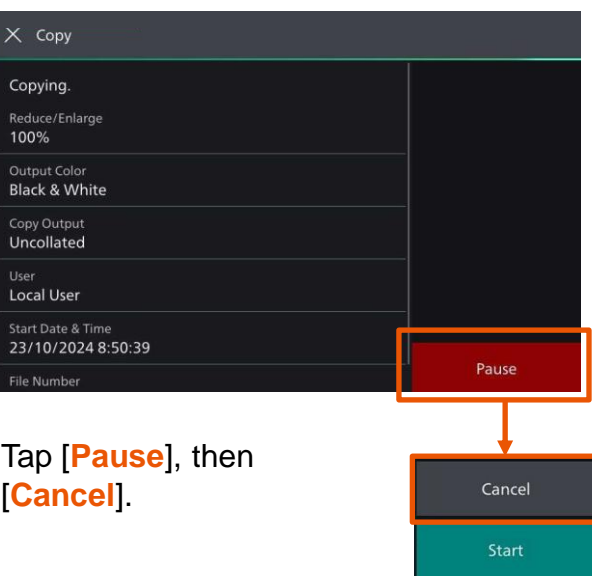
Scan Auto skips blank pages of the document and putting pages in upright orientation. It scans document 2-sided and auto-detects color.

Tap [**Start**] to scan.



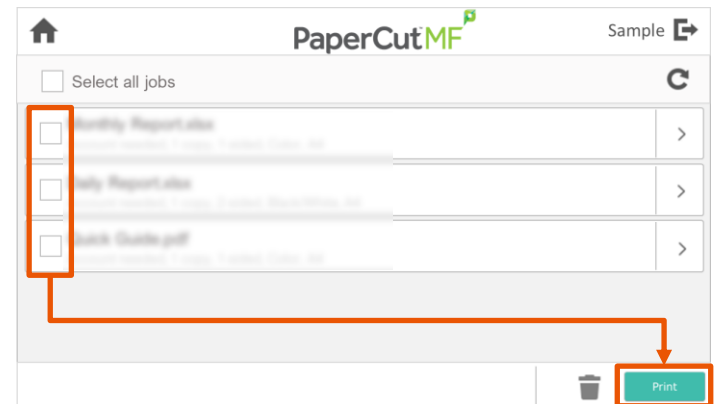
Stop Copy

Tap [**Pause**], then [**Cancel**].



Print

Tap [**Print release**]. Select the job(s). Tap [**Print**].



Fax

1. Enter recipient's number.
2. Tap [**Done**].
3. Adjust features if necessary.
4. Tap [**Start**].
5. Tap [**Jobs**] on the left toolbar for job status. Tap [**All Jobs**] to filter in fax jobs.

To delete a job in the middle of sending: select the job and tap [**Cancel**].
To check a job if it was sent successfully: find "Send Fax" – status: "Completed"

