



Quick Reference Guide



Copying

1. Press the <Services Home> button.
2. Select [Copy].
3. Select each tab, and then configure features to set as necessary
4. Enter the number of copies using the numeric keypad. The number of copies entered appears on the upper right of the touch screen.
5. Press the <Start> button.



Add Email or Scan Folder to Address Book

1. Press the <Services Home> button.
2. Select [Setup].
3. Select [Add an Address Book Entry] from the Group menu.
4. Use the [Up] and [Down] arrow buttons to select an address number not in use.
5. Select the type of address to be stored, Recipient Name & Index (for use to search the address book). Select [Save] after each selection.
6. Select the [Save] button to save the entry.
7. Select the [Close] button twice to return to the Home Screen.



Scan to Email

1. Press the <Services Home> button.
2. Select [Email].
3. Select [Address Book].
4. Select the desired address, and then select [To].
5. Select [Close].
6. Select each tab, and then select features to set as necessary
7. Press the <Start> button.

