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

- Press the Features button to display the features selection screen.
- Select the All Services button OR the Basic Copying tab.
- Select the Copy button. If you cannot see the Copy button, select the More Service button first.
- 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.

TECHNICAL PROBLEM?

Please call 5-HELP.
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**

   Press the **Features** button to display the features selection screen.
   
   Select the **All Services** button OR the **E-mail** tab.
   
   **E-mail Button**
   
   Select the E-mail button. If you cannot see the E-mail button, select the **More Service** button first.

   **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 start your job.
   
   That completes the procedure.

**TECHNICAL PROBLEM?**

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