

### At Printer, SCANNER

1. Choose SCANNER button
2. Put in copy code
3. Choose alpha letter of last name of person to e-mail to (ex: LMN for Carol Layton)
4. Put pages to scan in document feeder
5. Press person's name button
6. To see if scan went through, Scanned file status button. Complete means went OK

### At Printer, FAX

1. Choose FAXSIMILE button
2. Put in copy code
3. Put in pages to send
4. Manual Entry (unless on speed dial)
5. enter phone number including 97 + complete phone number (unless campus)
6. OK
7. Pause Button
8. Long distance code
9. On Hook button if want to hear squeal of fax dialing
10. Start
11. Will show on display at bottom progress of fax
12. If input wrong phone number, Change TX info
13. Stop Transmission
14. To send same document(s) to several phone numbers, after input first phone number
15. ADD button will show up.
16. Touch ADD button and enter the next phone number
17. Repeat for all

### At Printer, Two-Sided Copy SCANNING and FAXING

1. Follow steps 1-4 (scanner) or steps 1-8 (fax)
2. If two-sided original, press Original Feed Type button on left
3. Choose two-sided original
4. Okay
5. Start

### To Enlarge/Reduce Document(s)

1. On COPIER, put in copy code
2. Reduce/Enlarge Button at bottom
3. Choose enlargement/reduction size
4. Okay
5. On main screen, choose paper tray. (ex: increase size to 129% but want on 8-1/2 x 11; choose 8-1/2 x 11 tray)