To make a copy
1. Press the **Energy Saver** button to wake the printer.
2. Place the originals faceup in the document feeder, or facedown on the glass.
3. Touch the **Copy** icon on the touch screen.
4. Verify defaults on the touch screen (shown at right) or change as desired.
5. Select the number of copies with the alphanumeric keypad buttons.
6. Press the green **Start** button.
7. For more information, see **Copying** in the **User Guide**.

**Copy tab options**

- **Output Color**
  - **Auto Detect** allows the printer to detect and copy in color or black and white.
  - **Color** copies using all four printing colors.
  - **Black & White** copies in black and white only.

- **Reduce/Enlarge**
  - Touch the **up** or **down arrow** to change the copy size proportionally.
  - Touch **More** for more options.

- **Paper Supply**
  - **Auto Paper Select** allows the printer to select trays with the correct paper size.
  - Touch one of the trays displayed to select a tray manually.
  - Touch **More** for more information about tray settings.

- **2-Sided Copying**
  - Touch one of the listed options to copy one or two sides of the original to one or two sides of the output.
  - Touch **Rotate Side 2** to rotate the second side of copies 180 degrees.

- **Copy Output**
  - Touch the desired options from the list displayed. The list will vary depending on the finisher configuration.
  - Touch **Hole Punch & More** for more options.

**Other tab options**

- **Image Quality**
  - **Original Type**
  - **Image Options**
  - **Image Enhancement**
  - **Color Effects**
  - **Color Balance**
  - **Color Shift**
  - **Gloss level**

- **Layout Adjustment**
  - **Book Copying**
  - **2 Sided Book Copying**
  - **Original Size**
  - **Edge Erase**
  - **Image Shift**
  - **Image Rotation**
  - **Invert Image**
  - **Original Orientation**

- **Output Format**
  - **Booklet Creation**
  - **Covers**
  - **Transparency Options**
  - **Page Layout**
  - **Poster**
  - **Annotations**
  - **Watermark**
  - **ID Card Copying**

- **Job Assembly**
  - **Build Job**
  - **Sample Job**
  - **Combine Original Sets**
  - **Delete Outside/Delete Inside**
  - **Save Current Settings**
  - **Retrieve Saved Settings**
To send an e-mail

1. Press the **Energy Saver** button to wake the printer.
2. Place the originals faceup in the document feeder, or facedown on the glass.
3. Touch the **E-mail** icon on the touch screen.
4. Touch **New Recipient** on the touch screen (shown at right).
5. Enter an e-mail address using the keyboard on the touch screen, then touch **Close**.
6. Verify or change the displayed defaults as desired.
7. Press the green **Start** button.
8. For more information, see **Scan to E-mail** in the User Guide.

**E-mail tab options**

- **Color Scanning**
  - **Auto Detect** allows the printer to detect color and create an e-mail in color or black and white.
  - **Color** creates an e-mail using all four printing colors.
  - **Black & White** creates an e-mail in 100% black and 100% white only.
  - **Grayscale** creates an e-mail using black, white, and gray tones.

- **2-Sided Scanning**
  - Touch one of the listed options to scan one or both sides of the original document.
  - Touch **2 Sided Rotate Side 2** to rotate the second side of the original 180 degrees.

- **Original Type**
  - Touch one of the listed options to obtain best image quality from the original document.

- **Scan Presets**
  - Touch one of the listed options depending on the intended use of the e-mailed document.
  - Touch **More** for more information and further options.

**Other tab options**

- **Advanced Settings**
  - **Image Options**
  - **Image Enhancement**
  - **Resolution**
  - **Quality/File Size**
  - **Photographs**
  - **Shadow Suppression**

- **E-mail Options**
  - **File Name**
  - **File Format**
  - **Reply To**
  - **Read Receipts**

- **Layout Adjustment**
  - **Original Orientation**
  - **Original Size**
  - **Edge Erase**
  - **Book Scanning**
  - **Reduce/Enlarge**
To make a fax
1. Press the Energy Saver button to wake the printer.
2. Place the originals faceup in the document feeder, or facedown on the glass.
3. Touch the Fax icon on the touch screen.
4. Touch New Recipients on the touch screen (shown at right).
5. Enter a fax number using the keyboard on the touch screen, then touch Add, then Close.
6. Verify or change the displayed defaults as desired.
7. Press the green Start button.
8. For more information, see Faxing in the User Guide.

Fax tab options
- **Lighten/Darken**
  - Touch the up or down arrow to change the fax density.

- **2-Sided Scanning**
  - Touch one of the listed options. First Page 1 Sided can be added to either of the 2 Sides options.

- **Original Type**
  - Touch one of the listed options.

- **Resolution**
  - Touch one of the listed options.

Other tab options
- **Layout Adjustment**
  - Original Size
  - Book Faxing
  - Reduce/Enlarge

- **More Fax Options**
  - Remote Polling
  - Store for Polling
  - On-hook (manual send/receive)

- **Fax Options**
  - Confirmation Options
  - Starting Rate
  - Priority Send/Delay Start
  - Transmission Header Text
  - Recipient Print Sets
  - Multiple-Up
  - Remote Folder
  - F Code
To send an e-mail
1. Press the Energy Saver button to wake the printer.
2. Place the originals faceup in the document feeder, or facedown on the glass.
3. Touch the Network Scanning icon on the touch screen.
4. Touch the desired template on the touch screen (shown at right).
5. Verify or change the displayed defaults as desired.
6. Press the green Start button.
7. For more information, see Network Scanning in the User Guide.

Network Scanning tab options

Color Scanning
- Auto Detect allows the printer to detect color and create a scan in color or black and white.
- Color creates a scan file using all four printing colors.
- Black & White creates a scan file in 100% black and 100% white only.
- Grayscale creates a scan file using black, white and gray tones.

2-Sided Scanning
- Touch one of the listed options to scan one or both sides of the original document.
- Touch 2 Sided Rotate Side 2 to rotate the second side of the original 180 degrees.

Original Type
- Touch one of the listed options to obtain best image quality from the original document.

Scan Presets
- Touch one of the listed options depending on the intended use of the scanned document.
- Touch More for more information and further options.

Other tab options

Advanced Settings
- Image Options
- Image Enhancement
- Resolution
- Quality/File Size
- Photographs
- Shadow Suppression

Filing Options
- File Name
- File Format
- Meta Data
- File Name Conflict
- Login Name
- Password

Layout Adjustment
- Original Orientation
- Original Size
- Edge Erase
- Book Scanning
- Reduce/Enlarge