



Touch Screen Guide

Note: Your home screen may vary. For more information, contact your administrator.



Navigating the home screen


Note: This is a capacitive touch screen panel. You can use any object to navigate it.

Action	Description
<p>Touch</p> 	Lightly touch and release the screen with your fingertip.
<p>Swipe</p> 	Quickly slide one or more fingers across the screen.

Initiating a task from the home screen




Making a copy

1. Load an original document into the ADF tray or on the scanner glass.
2. Touch , and then specify the size of the document.
3. If necessary, specify a tray or feeder and output size.
4. Copy the document.




Sending an e-mail

1. Load an original document into the ADF tray or on the scanner glass.
2. Touch , and then enter the required information.
Note: You can also enter the recipient using the address book or shortcut number.
3. If necessary, configure the output file type settings.
4. E-mail the document.




Sending a fax

1. Load an original document into the ADF tray or on the scanner glass.
2. Touch , and then enter the required information.
3. If necessary, configure other fax settings.
4. Fax the document.




Printing a held job

1. Touch .
2. Touch the print job that you want to print.
3. Print the document.



Adjusting the settings

1. Touch .
2. Select the setting that you want to change.



Printing from a flash drive

1. Insert a flash drive into the USB port.
2. Touch the document that you want to print.
3. If necessary, configure the print settings.
4. Print the document.

Scanning to a flash drive

1. Load an original document into the ADF tray or on the scanner glass.
2. Insert a flash drive into the USB port.
3. Touch **Scan to USB**, and then specify the filename, location, and color of the output.
4. If necessary, configure the scan settings.
5. Scan the document.




Checking the status of parts and supplies

1. Touch .
2. Select the parts or supplies that you want to check.




Creating a contact list

1. Touch  > **Create Contact** or **Create Group**.
2. Enter the required information.
3. Save the contact or group.




Sending to an FTP server

1. Load an original document into the ADF tray or on the scanner glass.
2. Touch , and then enter the required information.
3. If necessary, configure other FTP settings.
4. Send the document.



Sending to a shared network folder

1. Load an original document into the ADF tray or on the scanner glass.
2. Touch  > **Network Folder**.
3. Select a network folder, and then scan the document.