Chapter 6: Scanning to Email

- Bypass Printing
- Retrieving a Locked Print Job (Secure Print)
- Locked Print (Secure Print)
- Normal Print Duplex (2 Sided)
- Normal Print Single Sided

Chapter 5: Printing

Chapter 4: Scanning

Chapter 3: Making a Copy

Chapter 2: Navigating the Rich Operation Panel

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Chapter 2: Navigating the Rich Operation Panel
In Copy Mode, you have many options.

Select the Copy button to switch.

From the Glass (place originals on the left side face down).

OR

The top feeder (place originals face up). Copy can be made from two sources.

Chapter 3: Making a Copy
1 sided to 2 sided copies

2 sided to 2 sided copies

By checking the icons above the Paper Size button, you can also determine if the machine needs paper that is different than Auto Select.

Select 'Paper Size' if different than Auto Select.
Standard Reduce and Enlarge

Auto Reduce and Enlarge

Continue: Making a copy

Standard Reduce and Enlarge enables you to customize your options.
Chapter 4: Scanning to OCR

This enables you to scan a document, but unlike the usual PDF document, you can make changes to it.

DIRECTIONS

Select the Home key on the key pad on the copier

Select ICE on the screen

“Starting the Browser” message comes up

Select “Touch Here to Start”

Select Google Drive or Dropbox

Log-in as you do for Google Drive or Dropbox (user name and password) – Press the screen to get the screen key pad

Select Text or Table or Word or Excel – once selected a ✓ will appear where it shows “Send scanned image with OCR”

Put the document in the autofeed copier tray

Enter a name for the file

Hit the start key to scan

Hit home button to get back to the usual print/copy screen
Chapter 4: Printing from Your Computer

Hole Punch

Select "Properties" button to access options for your print job.

Duplex (2 Sided Print)

Staple
On the printer screen there is a tab called Print Jobs.

Select the operation panel and select the printer button located on the left.

Removing a locked print job (secure print)

Continued Printing from your computer

Press the locked Print Job you would like to release.

Then press OK. Then hit OK. Your job will then print if you enter your password and hit OK. You can enter your password once you enter your number keys. Then Press OK.
All of your locked print jobs will print. You will then be asked for your password. Type your password and then select "OK". Select all of the jobs that you would like to release and select the print tab on the screen. If you are sending multiple locked print jobs to the printer, you can release all of your jobs at one time.

Continuous Printing from your computer
Select "OK" to print your job.

Once you have selected "OK" and "Thick T", select "OK".

When printing labels or thick paper you must select "Thick T." You will not be able to print labels or thick paper from the selected form.

In order for you to print on "Thick T", select "Thick T". This will allow you to select the appropriate type of media you are printing on. Paper source will show the selected form.

On the "paper Tab", select "Input Tray" and "Type". This will allow you to select the appropriate type of media you are printing on. Paper source will show the selected form.

Select the "Properties" button on your print driver.

Printing to the Bypass Tray (Manual Feed Tray)
Note: This process is also be used to print labels, letterheads, Heavy Card stock (Think & Finishable) Tabs

Once paper is placed in the "Bypass Tray" Your print job will start.

When you walk up to the printer select the "Printer Selection" button

Printing to the Bypass Tray (Manual Feed Tray)

Continued Printing from Your Computer
To complete your scan to e-mail:

Press the "Start" button on the right side of the Operations Panel.

Select your name from the list.

Select the operation panel.

Select the scanner button located on the left.

Chapter 6 Scan to E-mail
Type in part or all of your last name, select "OK."

Select the "search Dest" button on the touch panel.

Select the Operation Panel.
Select the Search button located on the left.

How to look up your name in the address book.

Continued Scanning to E-Mail
To complete your scan to e-mail

Press the Start button on the right side of the Operations Panel

Once you select "OK", you will see your e-mail address on the main screen.

Select a your e-mail address on the touch panel then press "OK".

Select "Start Search" button.

Continued Scanning to E-Mail
Press the Start button on the right to complete.

Once you select "OK", you will see your e-mail address.

Enter the full e-mail address and press "OK".

To manually add an e-mail not in the address book, select manual entry.

Select the scanner button located on the left side of the Operation Panel.

Add your Own E-mail Address