


# Using the Lexmark Copitrak Embedded Terminal Application

## Copying, faxing, scanning to e-mail, and scanning to FTP

- 1 From the home screen on the MFP, touch **Copy, Fax, E-mail**, or **FTP**.
- 2 Enter your Copitrak User ID, and then touch **OK**.  
If prompted, enter an Attorney ID and then touch **OK**.
- 3 You will see one of three screens:
  - **Last Job Recall**—Select from up to 12 client/matter numbers used during your most recent transactions.
  - **Search**—Conduct a full or partial (alphanumeric) search of the client/matter number database in your company's Copitrak system.
  - **Favorites**—Access your list of favorite client/matter numbers.

### Notes:

- Your system support person determines which of these three options will be the primary screen. The other two options will be available as buttons at the bottom of the primary screen.
  - Once you choose the appropriate client/matter number, you will continue copying, faxing, or scanning as normal.
- 4 After the copy, fax, or scan is complete, touch **Finish the Job**. From here, you have two options:
    - Simply copy, fax, or scan another page to continue using the same client/matter number.
    - Touch  to end the transaction.