



# 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 file name, 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.