MFP Quick Reference

Make a simple copy

1   Make sure the MFP control panel is in copy mode and the Ready status message is displayed. (If necessary, press **Stop/Clear** to enter copy mode.)
2   Use the drawing on the scanner as a guide to feeding the paper and make sure the top of each page feeds in first.
3   Use the numeric keypad to enter the number of copies you want to make.
4   Press **Go**/**Send**.

Tips

- If you are using the flatbed of the scan unit, watch the control panel for messages. If prompted to Place Next Or Stop, place the next page and then press **Go**/**Send** to continue scanning. Press **Stop/Clear** when all the pages have been scanned.
- Press **Collation/Finishing** to collate your copies, or add finishing such as staple or punch if available.
- Make sure the light is on next to the **Duplex** setting you want to use. (If duplexing is available)
- Press **Reduce** or **Enlarge** to scale the original document.
- Select a **Paper Saver** setting to copy two pages (or four pages) of your original document onto one sheet of paper.

Send a fax

1   Place your originals in the automatic feeder or on the flatbed.
2   Use one of the following methods to fax:
   a   Press **Fax/Scan Mode** repeatedly until you see Enter Phone # in the display. Use the numeric keypad to enter the fax number of the person receiving the fax.
   b   Press **Fax/Scan Mode** repeatedly until you see SCAN → FAX in the control panel display. Press **Menu>** until you see your fax destination.
   c   Press **#** and then enter the shortcut number assigned to the fax number
3   Press **Go**/**Send**.

Cancel a fax

Press **Stop/Clear** to cancel sending a fax. When you cancel a fax, the control panel resets to copy mode. You must restart the fax sending process.

If your documents have already scanned into memory, press **Menu >** until you see Cancel fax, then press **Select**. Press **Menu >** again until you see the fax you want to cancel, then press **Select**.

Scan a document

1   At your PC, type the IP address of the MFP in the URL field of your browser or use the ScanBack Utility to define your scan profile.
2   Locate the network-attached MFP you want to use.
3   Place your originals in the automatic feeder or on the flatbed.
4   Use one of the following methods to scan:
   a   Press **Fax/Scan Mode** repeatedly until you see SCAN → PROFILE. Press **Menu >** repeatedly until you see your job name.
   b   Press **Fax/Scan Mode** repeatedly until you see SCAN → EMAIL or SCAN → FTP. Press **Menu >** repeatedly until you see your e-mail or FTP destination.
   c   Press **#** and then enter the shortcut number assigned to the scan destination.
5   Press **Go**/**Send**.

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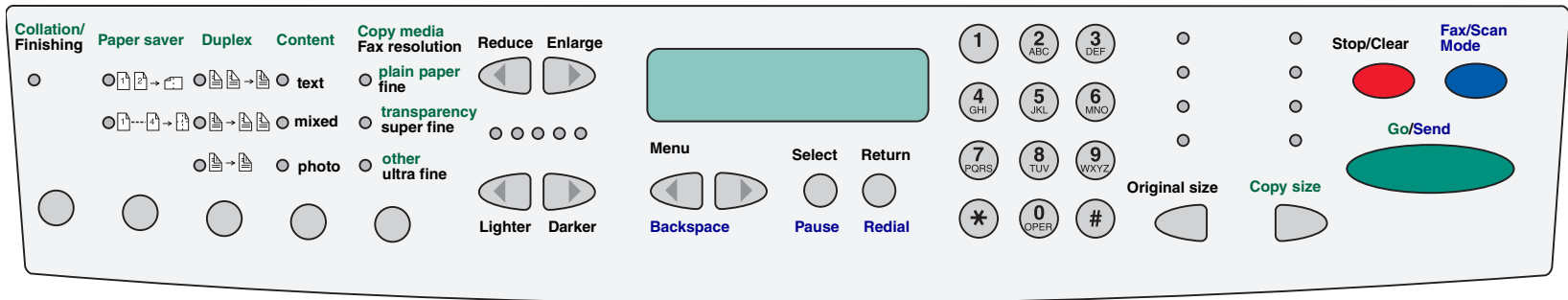
Button	Copy/Fax/Scan
Collation/Finishing	Collate or set finishing features on your copies. This does not apply to faxes or network scans.
Paper Saver	Print copies 2-up or 4-up to save paper. Specifies the orientation of PDF originals for network scans. This does not apply to faxes.
Duplex	Set duplex options for copies, faxes, and network scans.
Content	Specify the content of the original documents being scanned.
Copy Media **Fax Resolution**	Copy Media specifies the type of media for your printed copies (plain paper, transparencies, and so on). Fax Resolution specifies the resolution of your fax or network scan. Standard is the default.
Reduce/Enlarge	Adjusts the size of the copies being made. This does not apply to faxes or network scans.
Lighter/Darker	Adjusts the darkness of the copies being made, faxes being sent, or network scans.
Menu > or < Menu **Backspace**	Menu > or < Menu moves you forward and backward in copy menus and scan destination lists. Backspace lets you move backwards in the control panel display in order to re-enter information.
Select **Pause**	Pressing Select activates the choice showing on the control panel display. Pause inserts a two second pause when entering an outgoing fax number on the numeric keypad.
Return **Redial**	Return takes you back to a previous menu choice when making copies or selecting network scans. Redial tells the modem to redial the last outgoing fax number.
Original Size	Define the size of the original documents.
Copy Size	Define the size of the copies being made or the size of the network scan output file. This does not apply to faxes.
Stop/Clear	Clear number of copies. Sops faxes being sent or network scans from being processed. This does not cancel documents scanned to memory.
Fax/Scan Mode	Press repeatedly to move through copy, fax, and network scan modes. Network scan modes must be configured to be accessible.
Go/Send	Press this to make copies, send faxes, or activate your network scan.