

- 1 Load your documents **FACE UP** in the Automatic Document feeder.



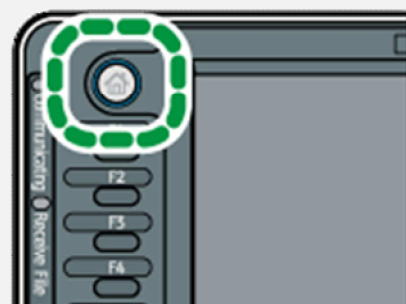
- 2 Place your documents **FACE DOWN** on the glass, aligned with the top left-hand corner.



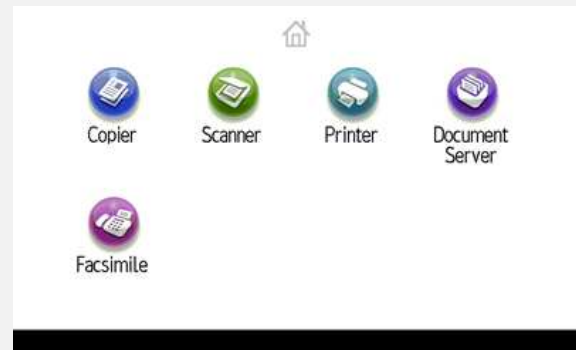
- 3 Use the number keys to enter user codes, passwords or quantities.



- 4 The 'Home' button will return the device to the Homescreen.



- 5** Functions can be accessed from the Homescreen or using the 'F1-F5' hard keys to the left of the panel.



- 6** Press the 'Start' button to begin copying/scanning/faxing.



- 7** To stop a COPY job, press 'STOP'



- 8** To clear any selections you have made, press 'RESET'

