Multifunction Device Display Overview
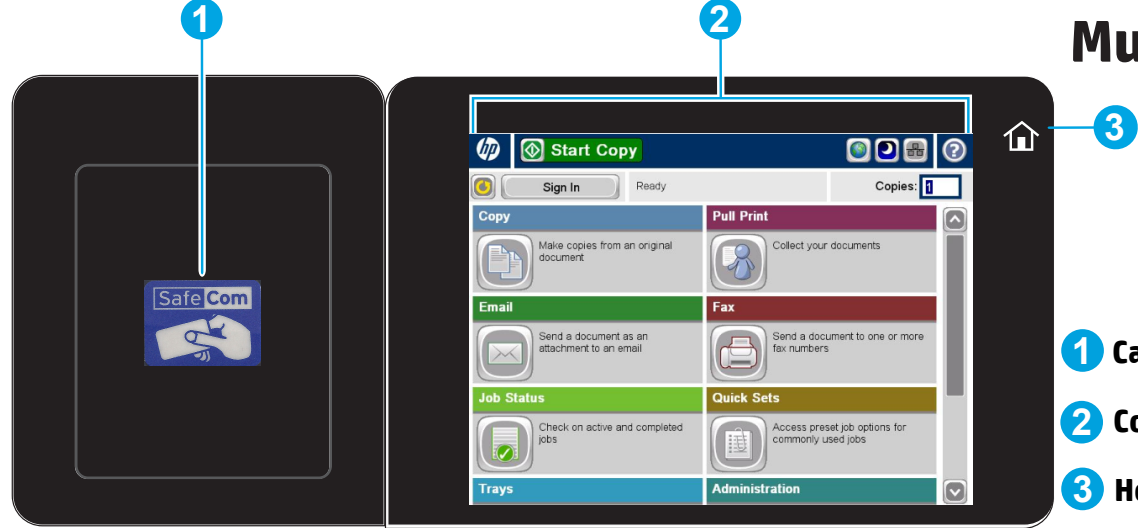
1 Card reader integration pocket present card for authentication

2 Color touchscreen graphical display

3 Home button ⌂ returns the display to home screen

Copy
Make copies from an original document.

Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
1. To customize settings, touch **Copy** and then touch the individual options. Touch **More Options** to set other options.
2. Touch **Start** .
3. To return to the Home screen, touch the Home button in the upper left corner of the screen.

E-mail
Send a document as an attachment to an e-mail.

1. Swipe your Merck batch across the card reader
2. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
3. Touch **E-mail** button
4. **From** text box and **To** text box are prefilled with your e-nail address.
5. Touch the **Subject**: text box to open the keyboard. Type the text.
6. Touch **More Options** to set other options.
7. Touch **Start** .
8. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Job Status
Check on active and completed jobs.

1. To view all current jobs, touch **Job Status** . The active tab displays all current Jobs/Users/Status information.
2. To view a specific jo , touch the job name and touch **Details**.
3. To cancel a specific jo , touch the job name and touch **Cancel Job**.
4. To view completed jobs, touch the **Job Log** tab.
5. To view a specific ompleted job, touch the job name and touch **Details**.
6. For a copy of the Job Log, touch **Print Log**.
7. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Pull Print
Retrieve your Print Jobs.

1. Swipe your Merck badge across the card reader
2. Touch **Pull Print** button.
3. Select document to print or print all documents
4. To return to the Home screen, touch the Home in the upper left corner of the screen.

Fax
Send a document to one or more fax numbers.
1. Swipe your Merck batch across the card reader
2. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
3. Touch **Fax** .
4. Use any of the following methods to select a fax number:
   - Touch the **Fax Number** fie d to open the keypad and manually enter a fax number.Set default product behavior for most features.
   - Touch the address book button to select a fax number.
   - Select a speed dial number.
5. Touch **More Options** to set other options.
6. Touch **Start** .
7. To return to the Home screen, touch the Home in the upper left corner of the screen.

Quick Sets
Access preset job options for commonly used jobs

1. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
2. Touch **Quick Sets**
3. **Save to Home Folder** stores your document in your Home folder.
4. To authenticate enter your windows credentials. Touch **OK**. Touch **Start** .
5. To return to the Home screen, touch the Home button in the upper left corner of the screen .

1 Touch this button to clear any changes and return to the default settings.

2 Touch this button to sign in for access to secured features.

3 Touch the Start button to start a copy job.

4 Product status and display if user is signed in

5 Touch this button to change the control-panel language.

6 Touch this button to put the product into Sleep mode.

7 Touch this button to display the network address for the product.

8 Touch this button for assistance on any screen.

9 Touch this field to change the number of copies.

10 Touch the up or down arrows on the scroll bar to see the list of available features.

11 Open product functions with these buttons.

Trays
Check the status of the trays

Device Maintenance
Maintenance used by service personal

Administration
Manage the product.

Administration used by service personnel

Select one of the available options