


Multi-Function Device Use Instructions


SCANNING

1. On the home screen, select the  (Scanner) icon
2. From the folder list, select the folder with your network username



Select the down arrow to view the next page if your username is not listed on the first page.

FAXING

1. On the home screen, select the  (Fax) icon
2. Enter the fax number using the number keys on the screen. See example dialing patterns below:

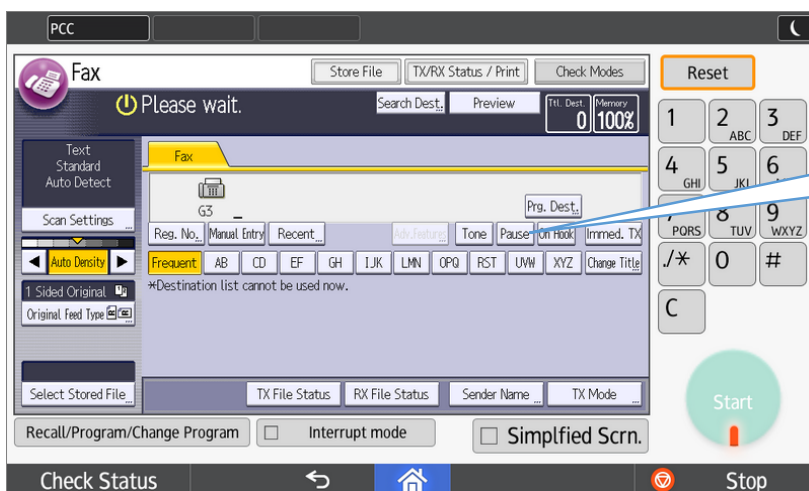
For local numbers (area code 480, 602 or 623):

- **Dial 9 + (7-digit number)**

For long distance numbers:

- **Dial 9 + 1 + (10-digit number) + (Pause Button) + (long distance code)**


Note: The pause button, located on the screen, is necessary for long distance faxing.

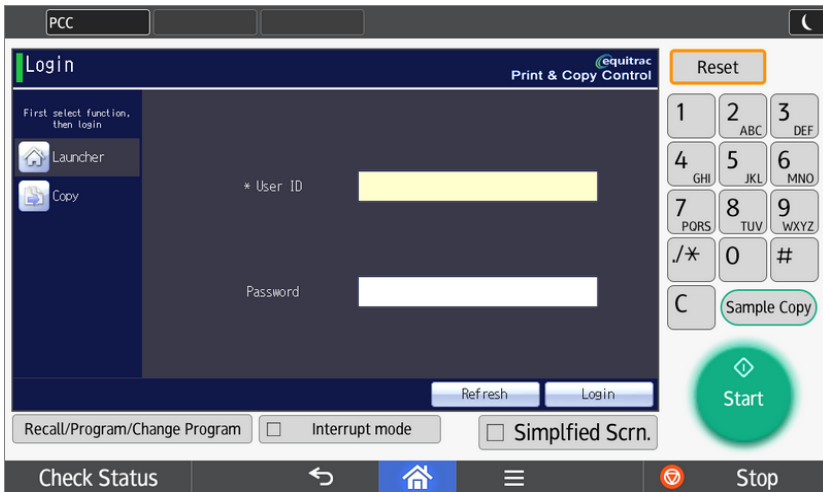


Use the pause button for long distance calls.

COPYING

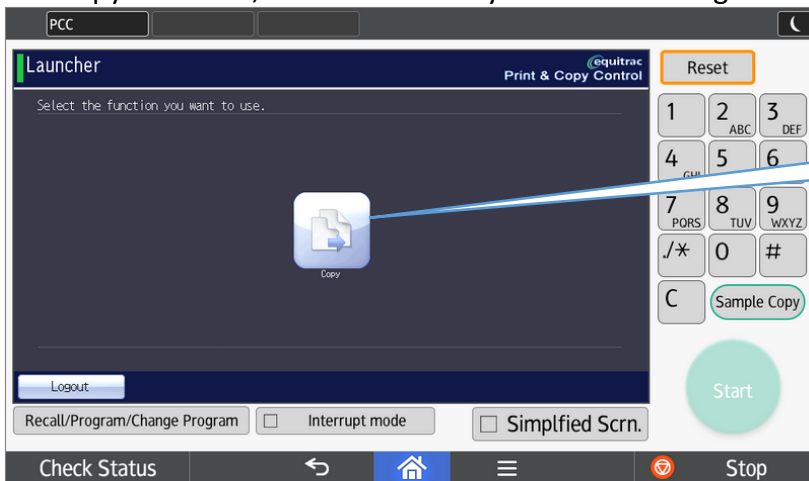


1. On the home screen, select the  (PCC) icon
2. The following screen displays. You will need to log in to use the copy function




- Select the “User ID” field (the on screen keyboard will display) and enter your network username and hit ok
- Select the “Password” field (the on screen keyboard will display) and enter your network password and hit ok
- Select the “Login” button to log in

3. Select the “Copy” function, if it doesn’t take you there after login in



Select the copy function

4. At the copy screen, ensure that you set the desired copying parameters such as numbers of copies, one-sided vs two-sided, etc.
5. When you are done copying, select the  (home) icon on the bottom of the screen and reselect the “PCC” icon
6. Select the “Logout” button to exit