Basic Copying

For basic, single-sided copies from the Document Feeder

1. Load the originals **face up** in the document feeder
2. Enter the number of copies you want on the keypad
3. Make sure the paper guides are secure against the sides of the paper
4. **Do not over fill the tray**, fill only to the dark line
5. Press the **[Start]** key

For basic, single-sided copies from the Original Glass

1. Place the original **face down** on the glass
2. Select the number of copies you want on the keypad
3. Press the **[Start]** key

Duplex (double-sided) Copying

1. Place the originals **face up** in the document feeder
2. Touch **[Duplex/Combine]** on the touch screen
3. Select your mode
   a. *Single Sided* -> Single Sided: Takes single sided originals and copies them single sided (default)
   b. *Single Sided* -> Double Sided: Takes single sided originals and copies them double sided
   c. *Double Sided* -> Double Sided: Takes double sided originals and copies them double sided
   d. *Double Sided* -> Single Sided: Takes double sided originals and copies them single sided
4. Touch **[OK]**
5. Press **[Start]**

For supplies and service, please call

(204) 953-0540

Additional Options

The following are additional settings you can change for your copies (must be performed prior to pressing the **[Start]** button)

To select color copying

1. Touch **[Color]**
2. Select your desired color: *Auto Color, Full Color, Black & White, 2-Color or Single Color*
3. Touch **[OK]**
4. Press **[Start]**

Select the paper tray

1. Touch **[Paper]** on the screen
2. Select the desired paper tray
3. Press **[Start]**

To Interrupt or Stop a Job

Interrupt a Job

1. Press the **[Interrupt]** button on the control panel
2. *"The Job Is Stopping"* will appear on the screen
3. Load your originals and the desired copy settings
4. Press **[Start]**
5. After you have completed your job, press **[Interrupt]** again to continue the original job

To Stop a Job

1. Press the **[Stop]** key
2. A *"Stopped Job List"* will appear on the screen
3. Select the job to be deleted and touch **[Delete]**

How to Send a Fax

*** *NOTE* *** **Optional Fax Kit is required for faxing**

1. Press **[Fax/Scan]**
2. Using the number keypad, enter the fax number you wish to dial
3. If the number is in the address book, you can touch that address
4. Put the documents you wish to fax **face up** on the document feeder
5. Press the **[Start]** button
6. If the fax fails, a *TX* report will print out

How to Send a Scan to Your Email

*** *NOTE* *** **SMTP Server information must be set up for scan to email**

1. Press **[Fax/Scan]**
2. On the touchpad, select the address you wish to send to
3. If the address is saved in the address book, touch **[Direct Input]**
4. Touch **[Email]**
5. Enter the email address
6. Press the **[Start]** button
7. The email should arrive in your inbox within five minutes

Obtain the Meter Reading

1. Press **[Utility/Counter]**
2. Touch **[Meter Count]**
3. Touch **[Check Details]**
4. Touch **[Print Lists]**, select the desired paper tray and press the **[Start]** button
5. A sheet will print out with detailed meter read information

User Box

To Save a Document in a User Box

1. Press **[User Box]**
2. Touch **[Save Document]**
3. Enter a number in **[Enter User Box #]** and then touch **[OK]**
   The number you entered will be how the document is indexed in the *User Box*
4. Touch **[Document Name]**
5. Enter a document name, or use the assigned name
6. Touch **[OK]**
7. Load your documents **face up** in the document feeder
8. Press the **[Start]** button

To Print a Document from a User Box

1. Press **[User Box]**
2. Touch **[Use Document]**
3. Touch the *User Box* from which you want to print
4. Touch **[OK]**
5. Touch the document thumbnail (It will become hightlighted)
6. Touch **[Print]**
7. Press the **[Start] button**

Reset a Trouble Code

1. Open and close all doors
2. Turn off the MFP by the *main* power switch
3. Unplug the MFP
4. Wait 5 minutes,
5. Plug the MFP in, power on the main switch and sub switch
6. If code re-occurs, call **Bridgeport** at 204-953-0540