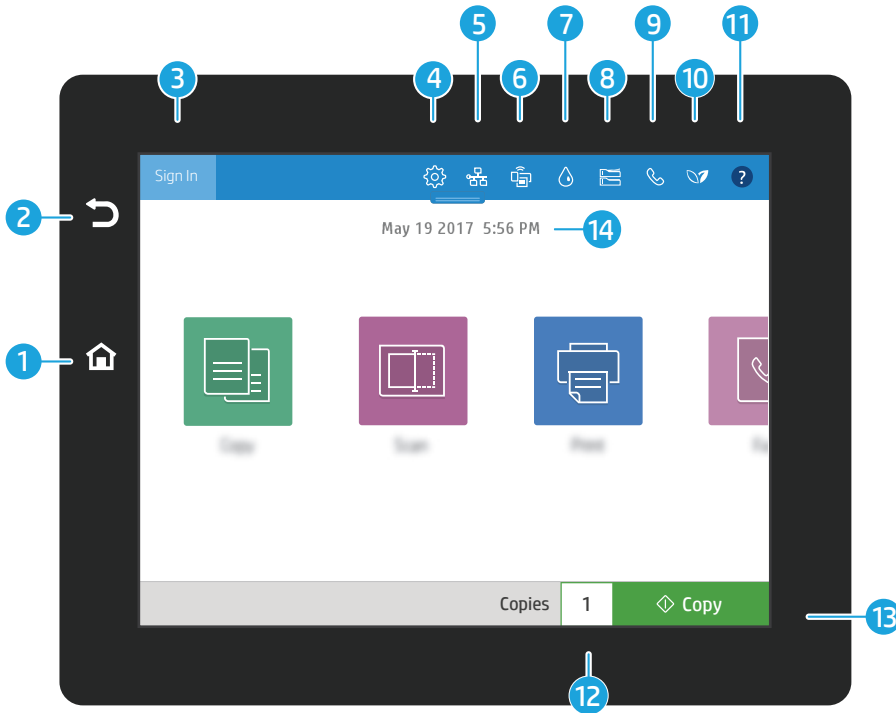
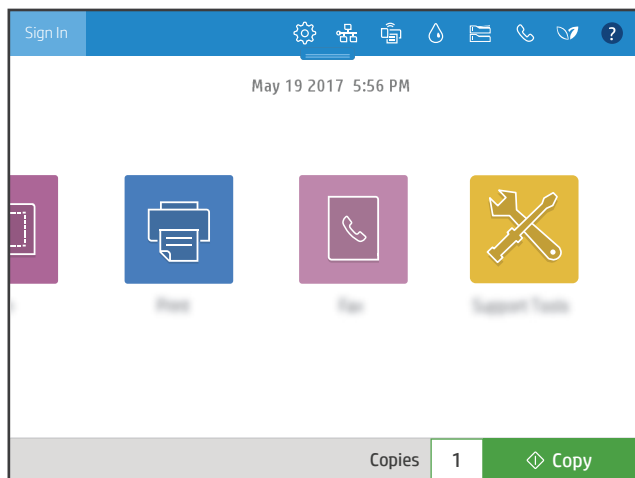




# Use the Control Panel



- 1 Touch the **Home** button to return the printer to the Home screen.
- 2 Touch the **Return** button to return to the previous screen.
- 3 Touch the **Sign In** (or **Sign Out**) button to sign in or out for access to secured features.
- 4 Touch the **Setup** button to set preferences, such as network, Wi-Fi Direct, Bluetooth, fax and others.
- 5 Touch the **Network Summary** button to access wireless and ethernet status.
- 6 Touch the **Wi-Fi** button to access wi-fi direct.
- 7 Touch the **Cartridge Details** button to access the estimated cartridge levels.
- 8 Touch the **Tray Configuration** button to access tray setup and status.
- 9 Touch the **Fax** button to access the fax status, auto answer, fax logs and fax sound volume features.
- 10 Touch the **Environmental Status** button to access environmental settings.
- 11 Touch the **Help** button to access how-to videos, tips, printer information or print a demo page.
- 12 Touch the copy number to change the number of copies.
- 13 Touch the **Copy** button to start a copy job.
- 14 Touch the date and time to change.



**Copy**

**Copy** documents using image preview. Use the ID Card Copy feature to capture both sides of a double-sided identification card.

**Scan**

**Scan** includes Scan to Email, Scan to Network Folder, Scan to USB Drive, Scan to Job Storage, and Scan to SharePoint®.

**Print**

**Print** documents from job storage or USB drive. PDF, photo formats, and most MS Office files are supported.

**Fax**

Scan and send a document to a **Fax** machine using the Phone Book feature or manually dial a fax number.

**Support Tools**

Use **Support Tools** to troubleshoot, perform maintenance, and access the Service menu.