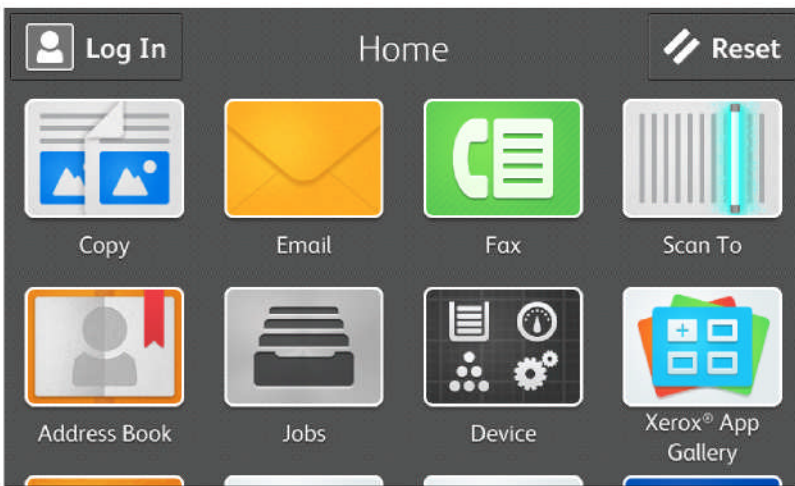


Xerox VersaLink



How to Make a Copy...



1. On the control panel press the Copy button.
2. Load your originals into either the document feeder face up or place the original on the glass face down.
3. Use the Keypad to enter in the number copies you would like.
4. If desired, change the copy settings: copy output, 2-sided copying, image quality, etc...
5. Press the Blue **Start** button.

1. On the control panel press the Email button.

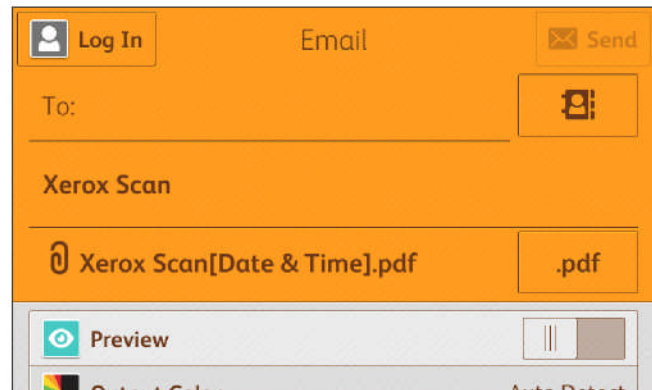
2. Load your originals into either the document feeder face up or place the original on the glass face down.

3. Press the manual entry button and type your name or another person to send email.

4. If desired, change the email settings: file name, subject, resolution, etc...

5. Press the Orange **Send** button to send the email.

How to Send an Email...



1. Place your original into the document feeder face up or place the original on the glass face down.

2. Press the Fax button, then manual entry.

3. Enter the Fax number that you would like to send to in the highlighted box.

Note: Select the Add button and repeat step one to send the same fax to multiple different locations. Also change 1-Sided to 2-Sided if you have a double sided original.

1. If desired, change any fax settings: Cover sheet, resolution, image quality, etc...

4. Press the green **Send** button to send your Fax.

How to Send a Fax...



If you have a question...

Why wait... we can help you now!

