LANIER

Quick Guide

Scan-to-Email

1. Select **"Scanner"** on the left side of the panel.
2. Select the recipient's name(s) to whom the email is being sent to.
3. Select the **"Sender Name"** option, then choose your name as the sender.
4. Select **"OK"**.
5. If your document is double-sided, first select **"1-Sided Original"** then **"2 -Sided"**. Select **"OK".**
6. Press **"Start".**
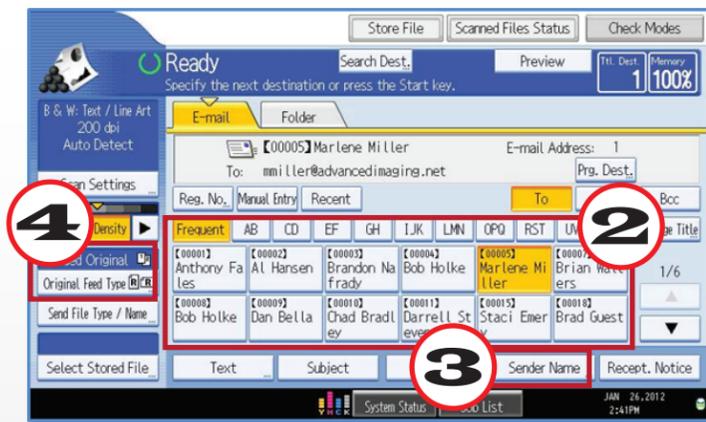
How to Reset the Panel Back to the User Login Code Screen

When you are finished with your copy/Scan/Fax jobs, make sure you **RESET** the screen back to the 'User Code' login screen. To reset the screen, press

Stopping a Print Job

1. Select **"Print"** on the left side of the panel.

2. Verify that your job is the 'current job' printing in the right top area of the blue bar.
   a) If **yes**, select the **"Job Reset"** option.
   b) If **no**, select the "Job Operation" option on the right side of the menu. Highlight your job and select **"Delete"**.

Current Print Job will be listed in this area
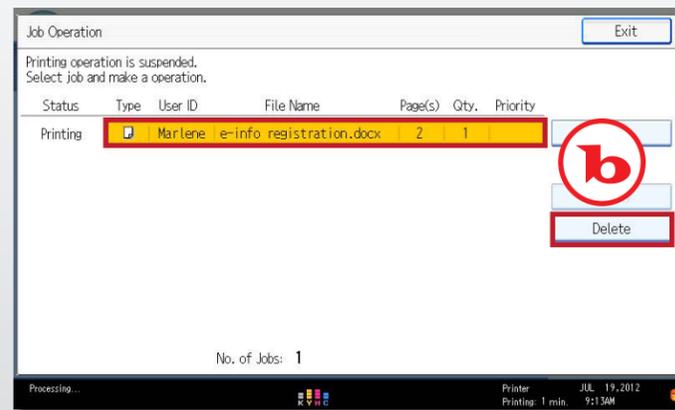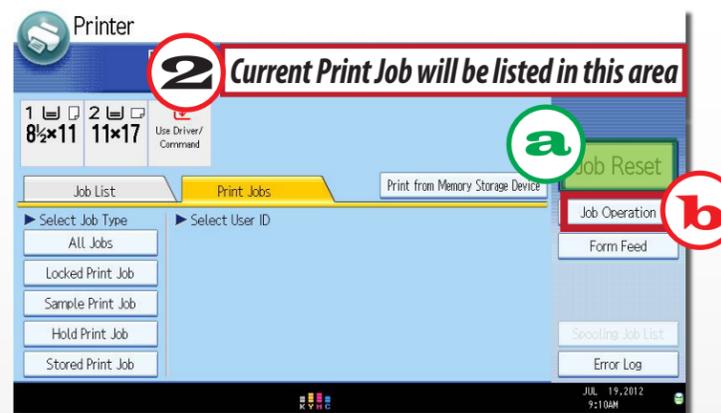
Retrieving or Deleting Locked Print Jobs

1. Select **"Print"** on the left side of the panel.

2. Select the **"Print Jobs"** option.

3. Select 'your name'.

4. Select 'all' or any specific job you want to print and press **"Print"**.

Note: If you have multiple jobs you want to print with the same password, you can **"Select All Jobs"**.

5. Enter your 4 digit user code.

6. Select **"Yes"** or **"OK"** to confirm your selected print job(s).