



# MFD User Guide

Grey Machines

# Printer Name

When printing a file, you will need to find the new printer. All machines follow this naming convention:

PR - room number - model number



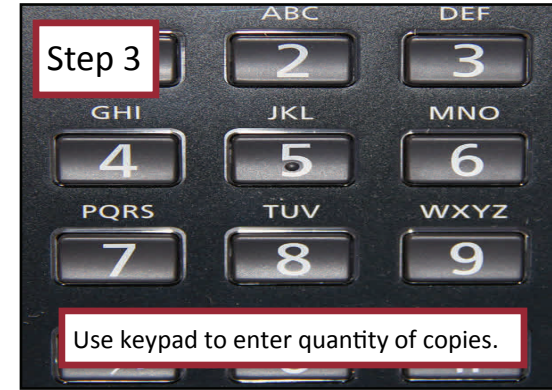
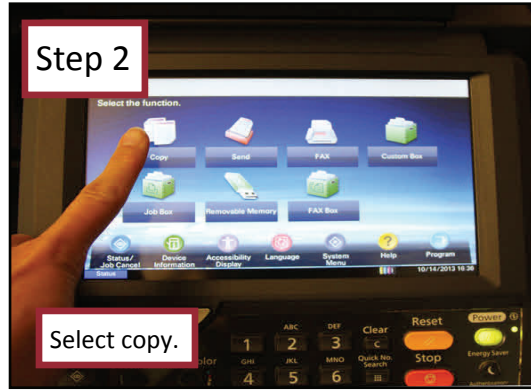
The printer above is found in Building A, room 135.

The model number (found on the front of the machine) is: 3540 MFP

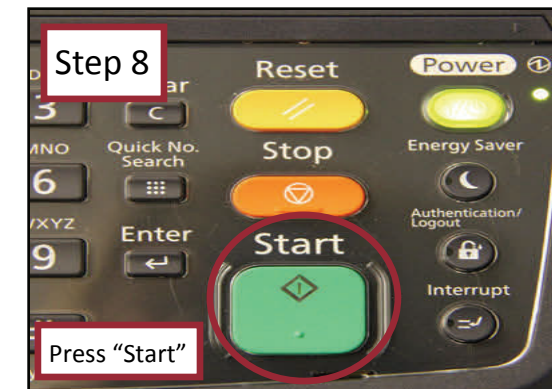
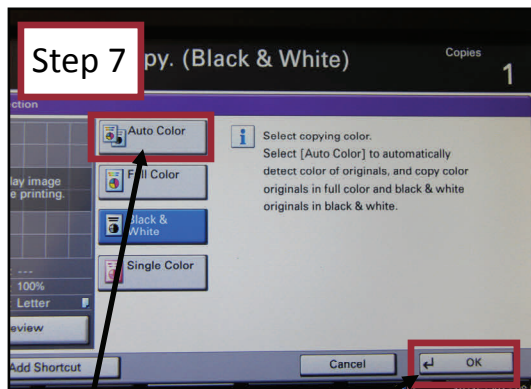
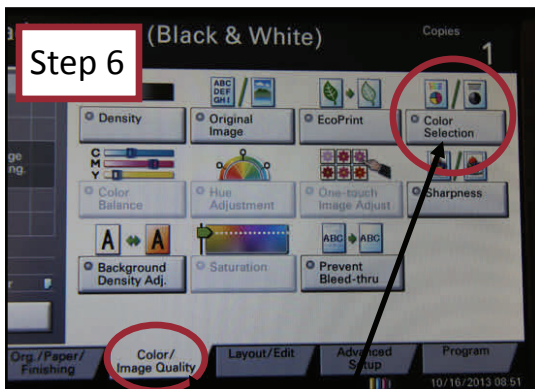
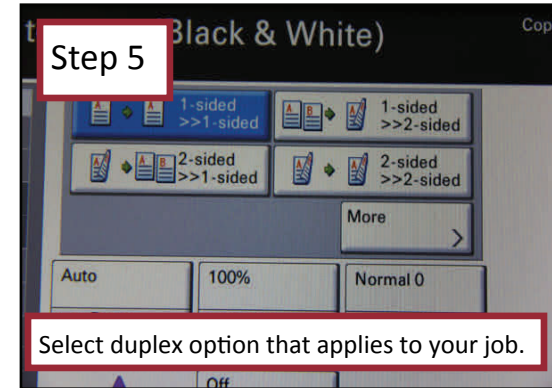
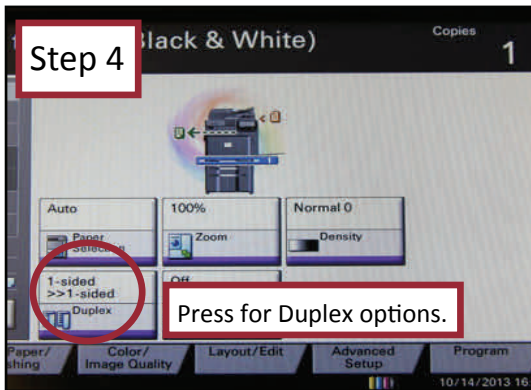
# Copyright Notice - Title 17

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

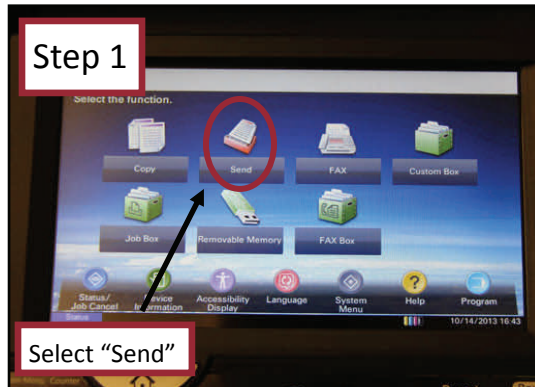
# Copy



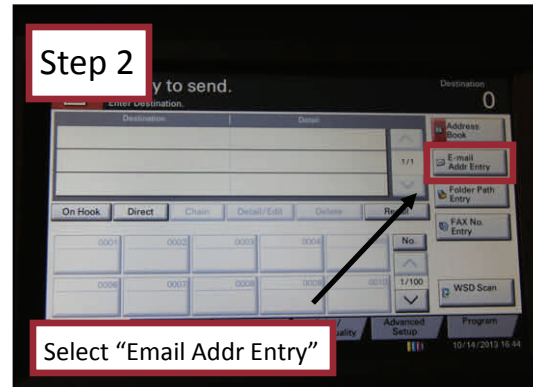
Press start to begin copying.  
For duplex or color copies, continue through steps.



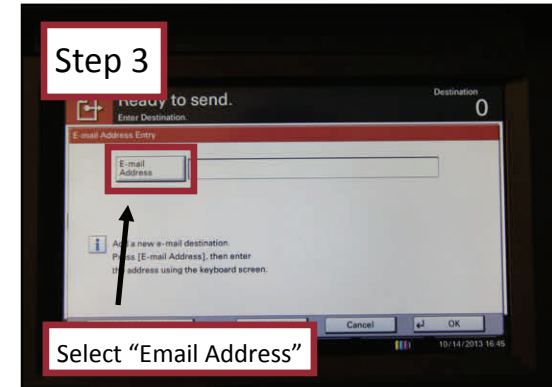
# Scan to Email (1 of 2)



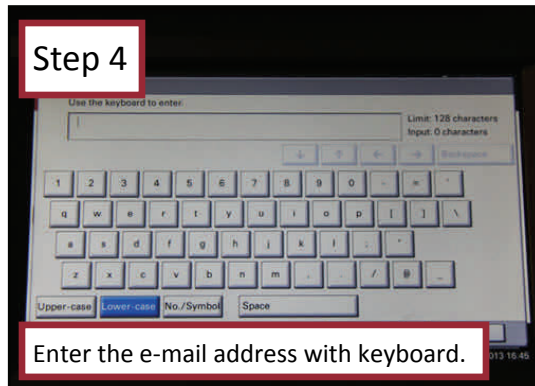
Select "Send"



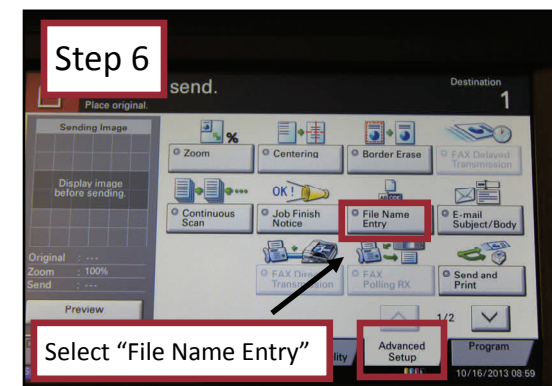
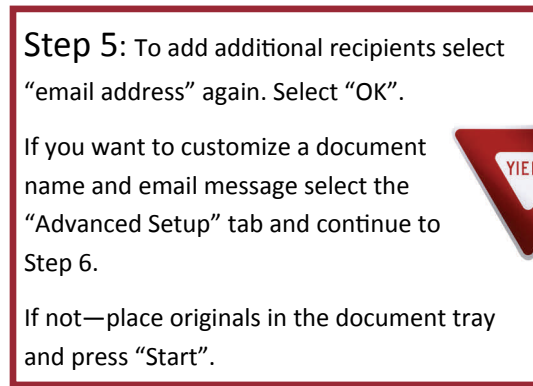
Select "Email Addr Entry"



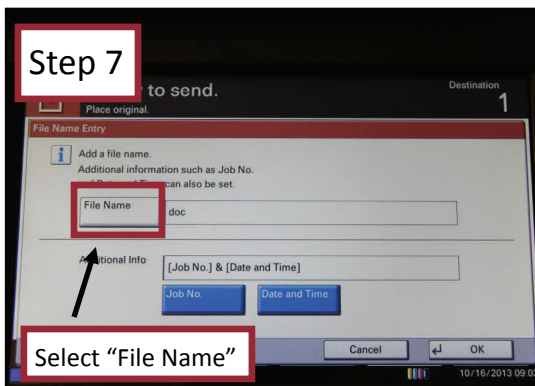
Select "Email Address"



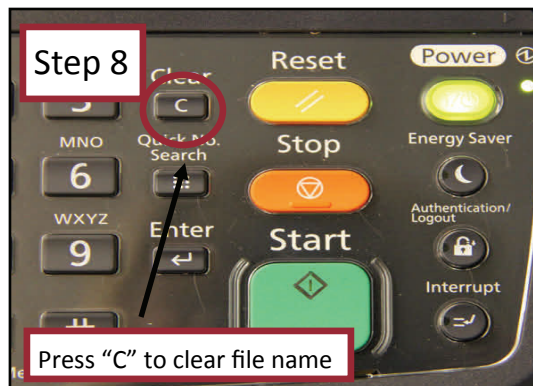
Enter the e-mail address with keyboard.



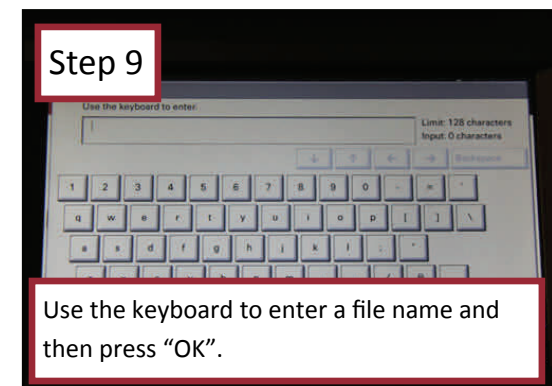
Select "File Name Entry"



Select "File Name"



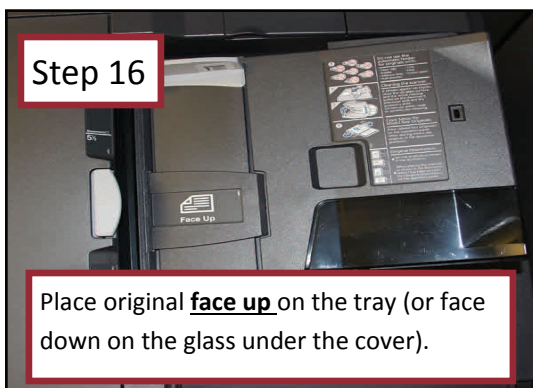
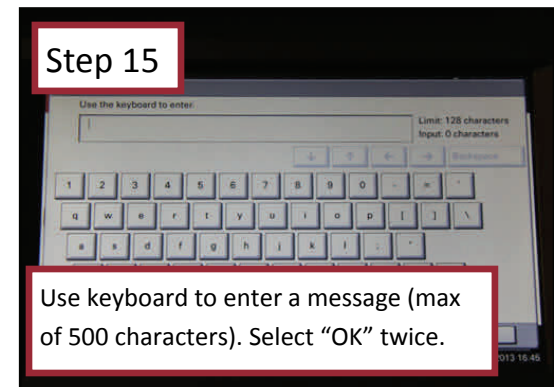
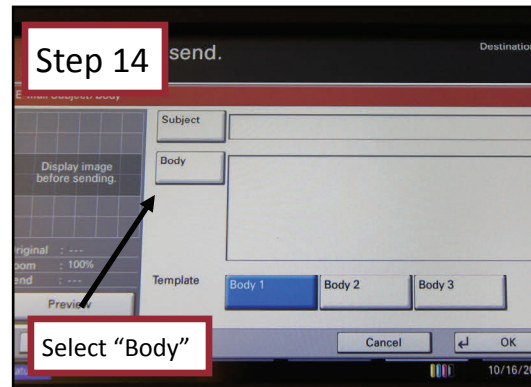
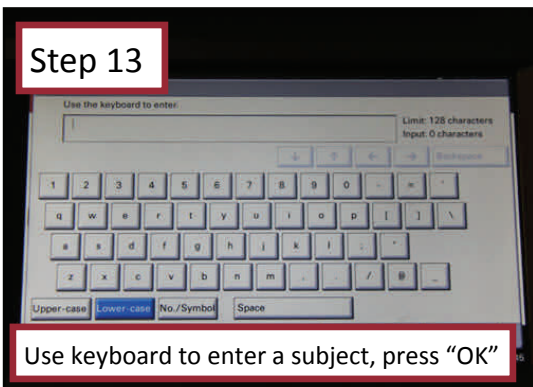
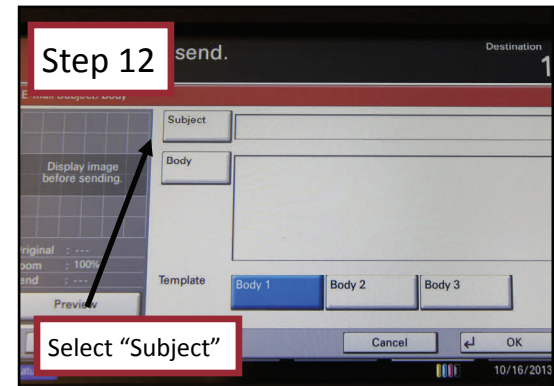
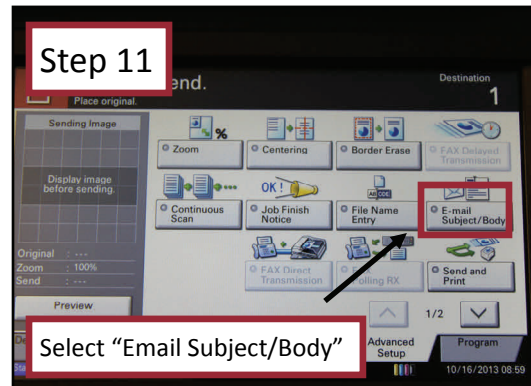
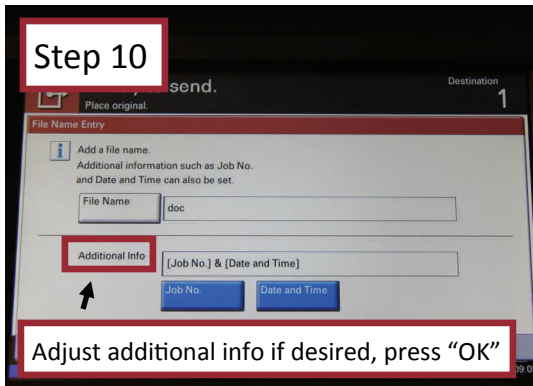
Press "C" to clear file name



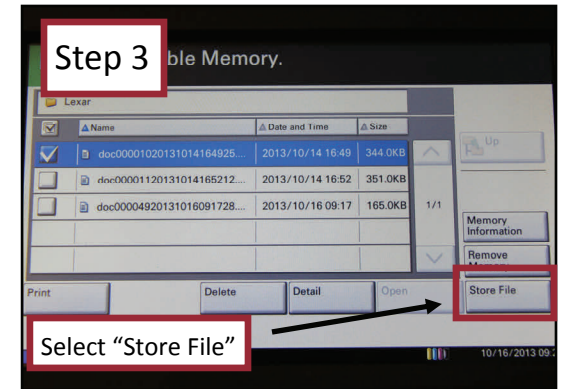
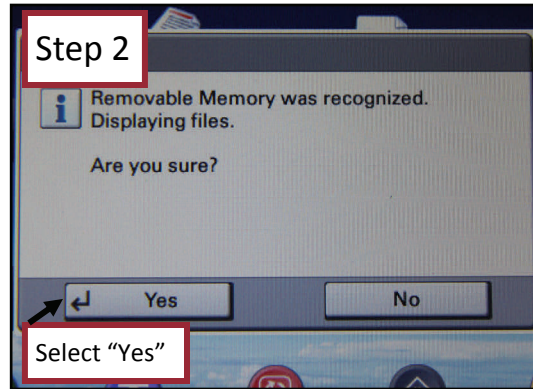
Use the keyboard to enter a file name and then press "OK".

Continued

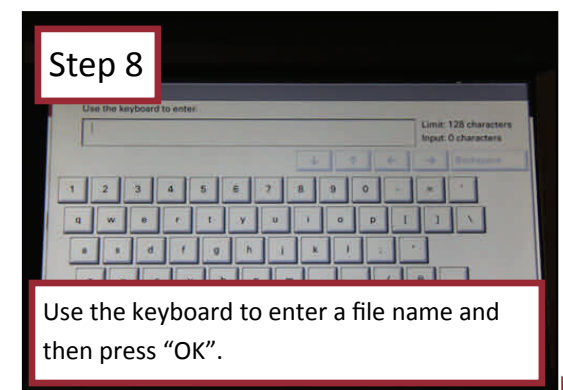
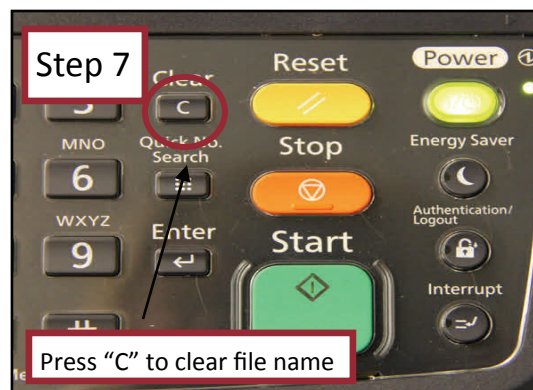
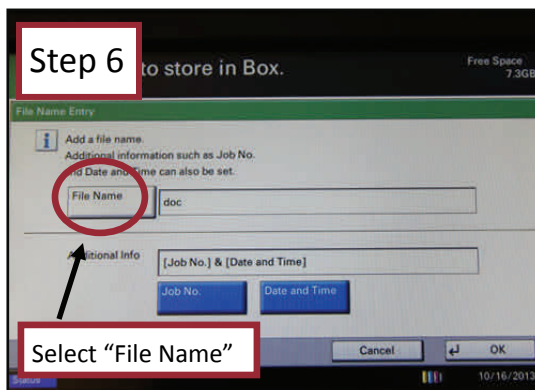
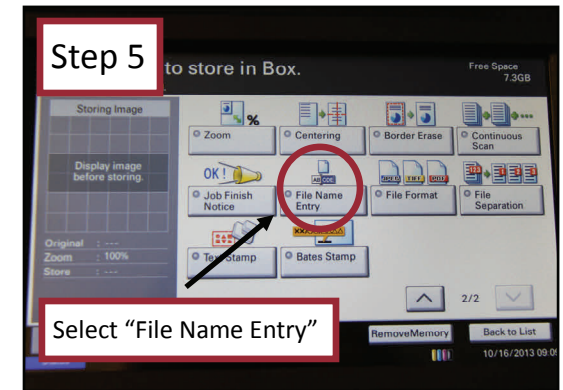
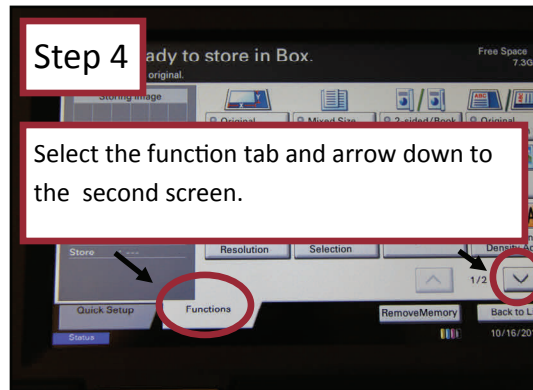
# Scan to Email (2 of 2)



# Scan to USB (1 of 2)

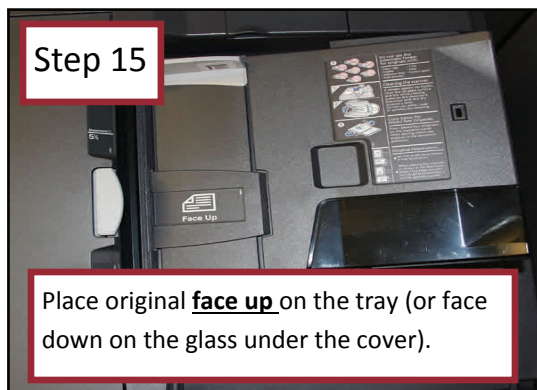
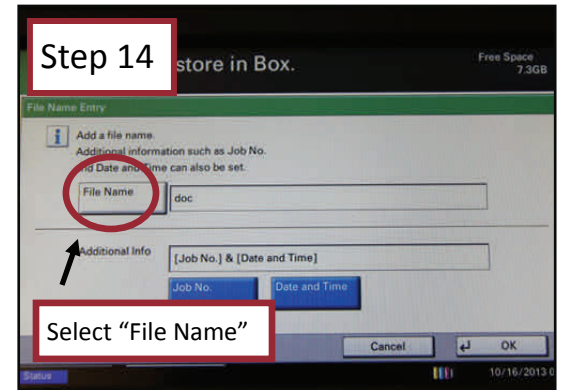
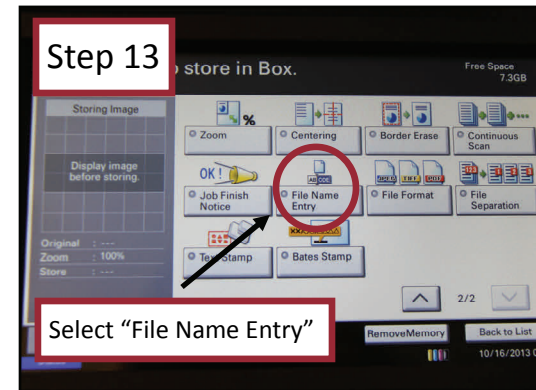
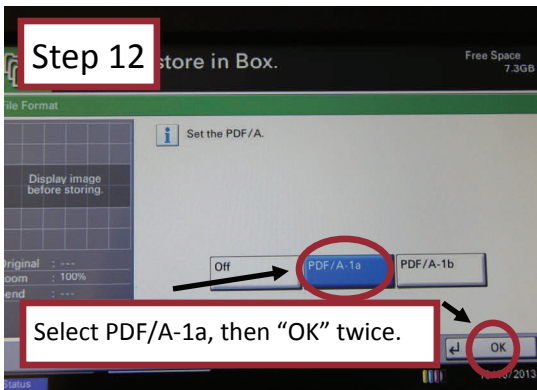
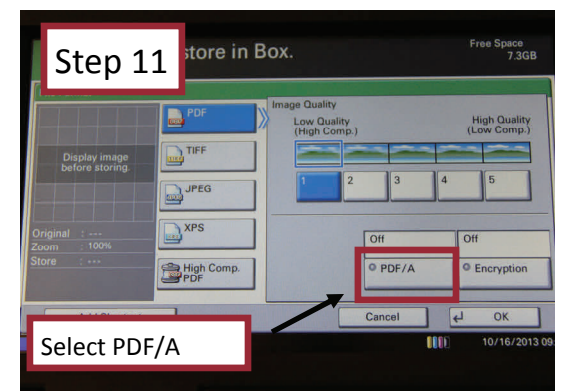
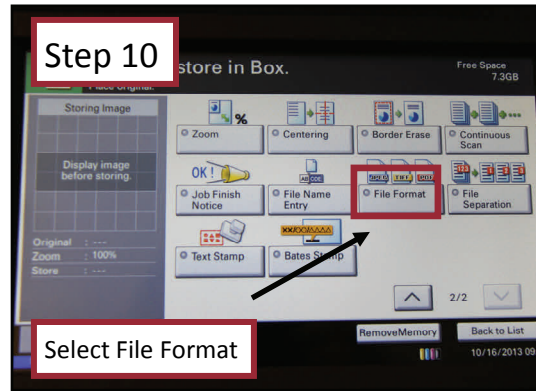
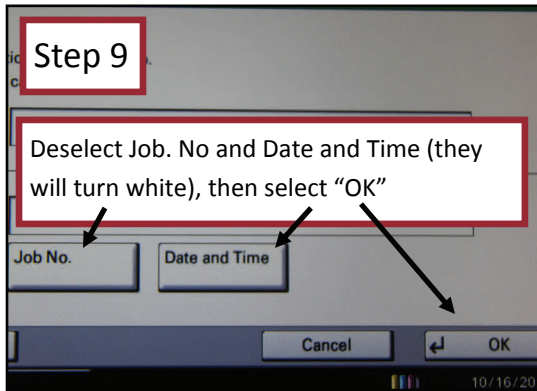


If you would like to name the file and specify format for scanning, continue to Step 4. If you just want to scan, place originals in the document tray and press "Start". See next page for safely removing USB.



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# Scan to USB (2 of 2)

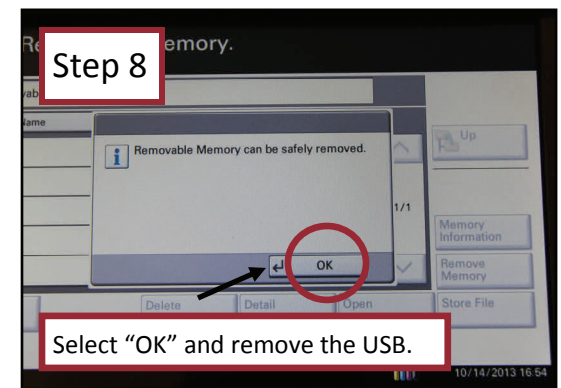
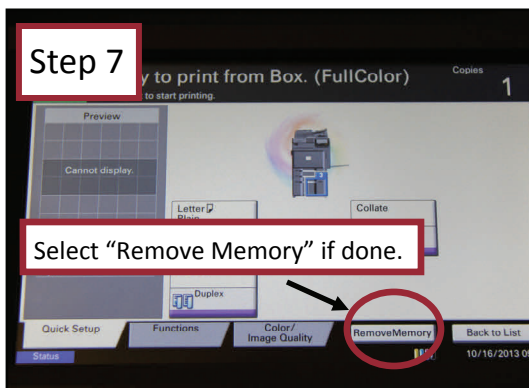
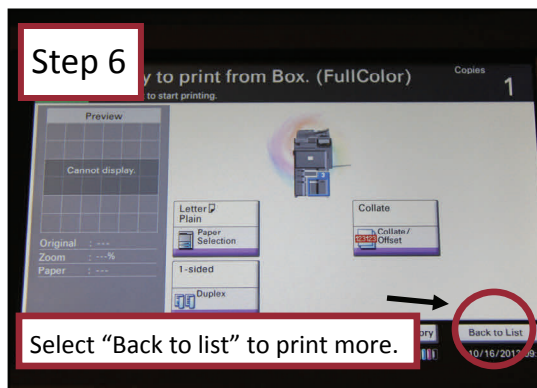
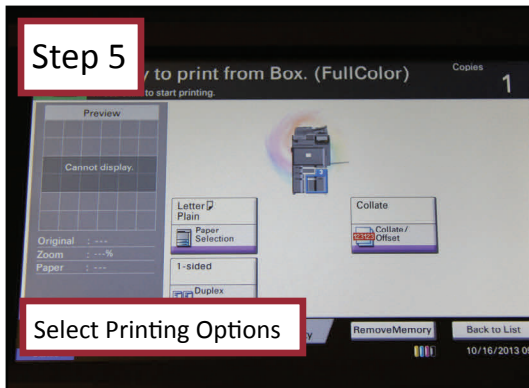
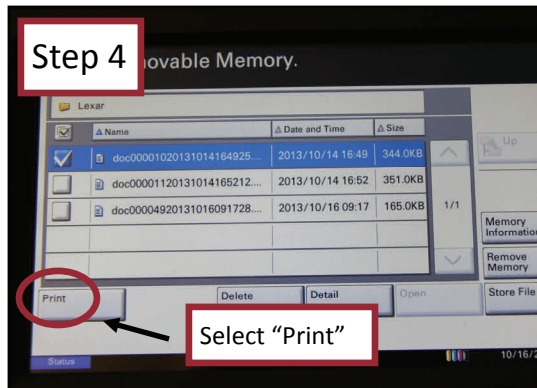
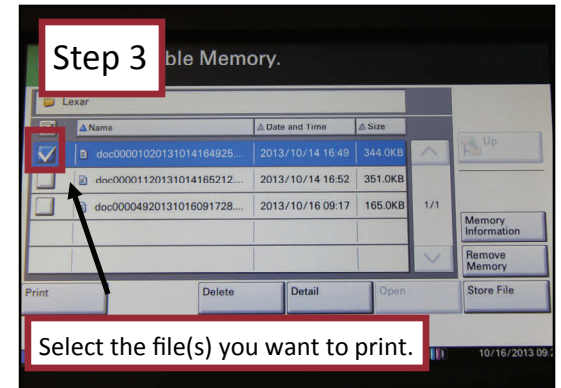
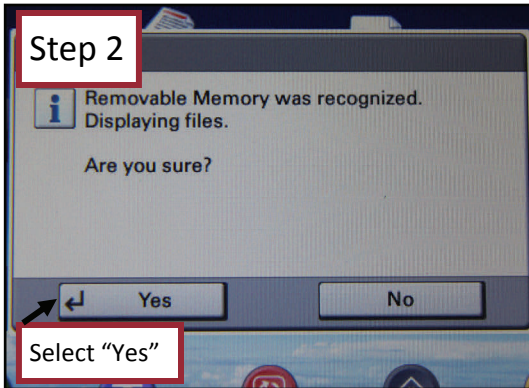


**Safely Removing USB Memory**

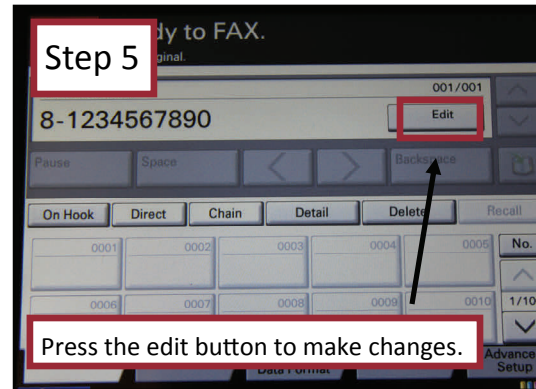
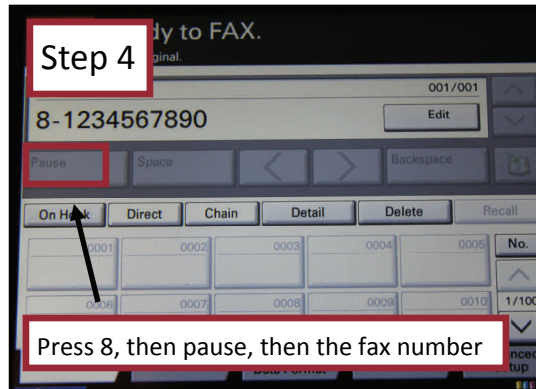
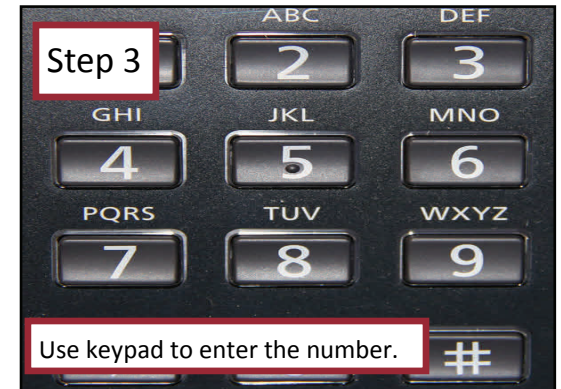
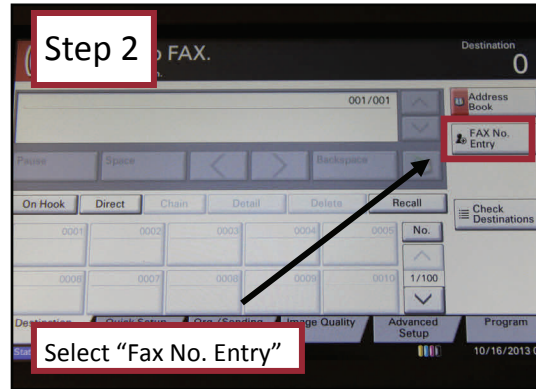
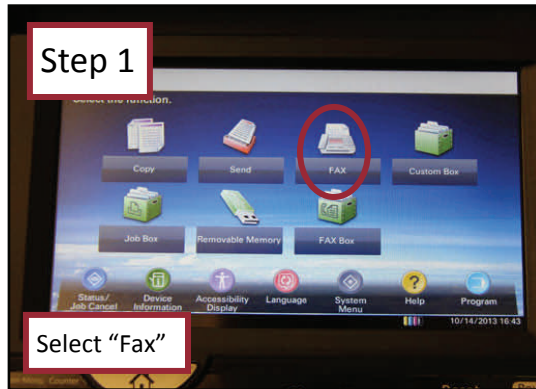
1. Select the Removable Memory tab.
2. Select Remove Memory.
3. Wait for the "Removable Memory can be Safely Removed" message to appear.
4. Remove the USB.



# Print from USB



# Scan to Fax



The status will appear at the bottom of the screen and you will hear the machine dialing the number, connecting, and processing.

When the fax is complete, the machine will print a "Send Result".