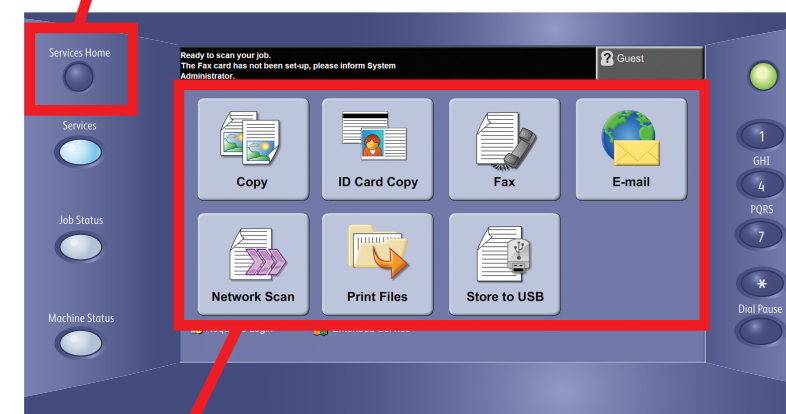


WorkCentre® 4250 / 4260



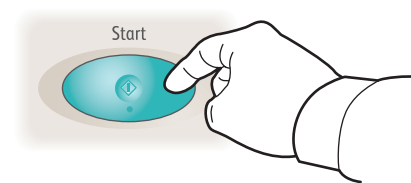
Touch Screen Navigation

1. Press Services Home

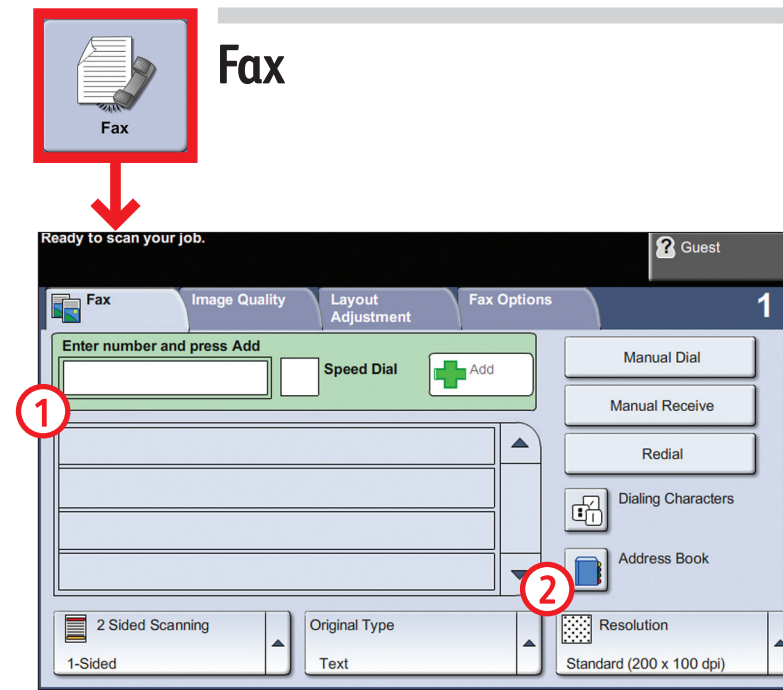


2. Select function, then desired options on screen

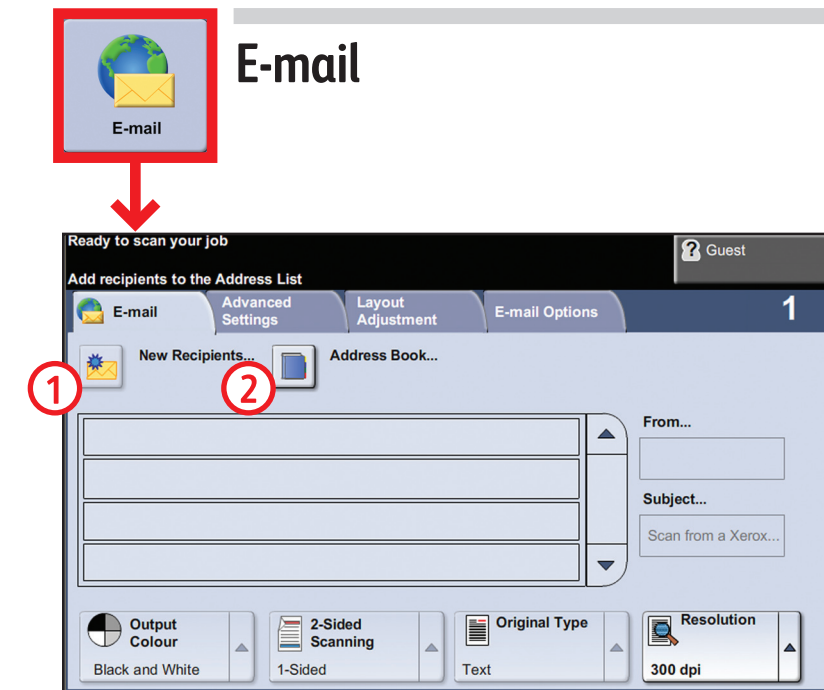
3. Press Start



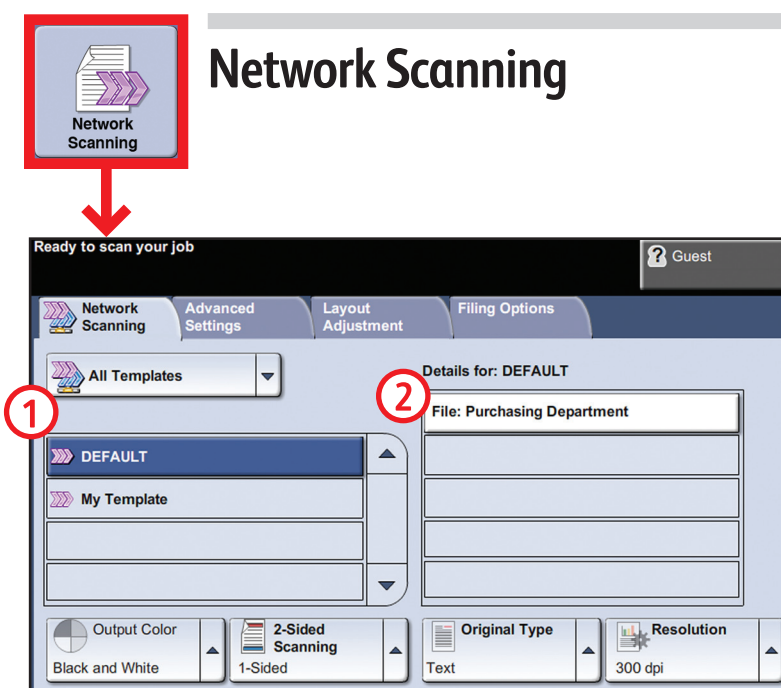
- Place originals face up in the document feeder, or face down on the glass.
- Verify defaults (shown above) or change as desired.
- Select the number of copies with the numeric keypad.
- For more information, see "Making Copies" in the *Quick Use Guide*.
- To store a job, select the Output Format tab, then select Store Job.
- Select a store option, then select Save.



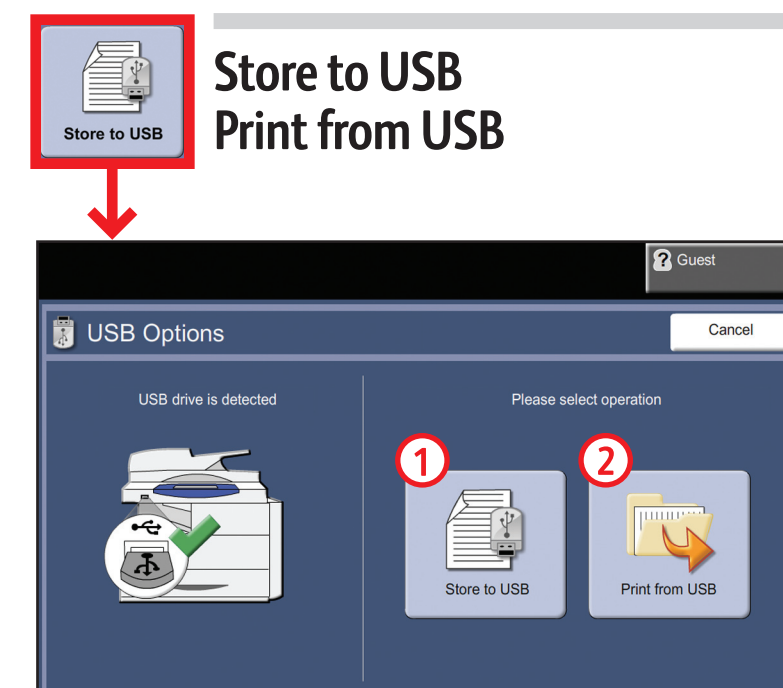
- Fax is an optional feature which may not be available on your machine.
- Place originals face up in the document feeder, or face down on the glass.
- Enter the recipient's number **1** or select from an address book **2**.
- To set up an address book or for more information, see "Sending a Fax" in the *Quick Use Guide*.



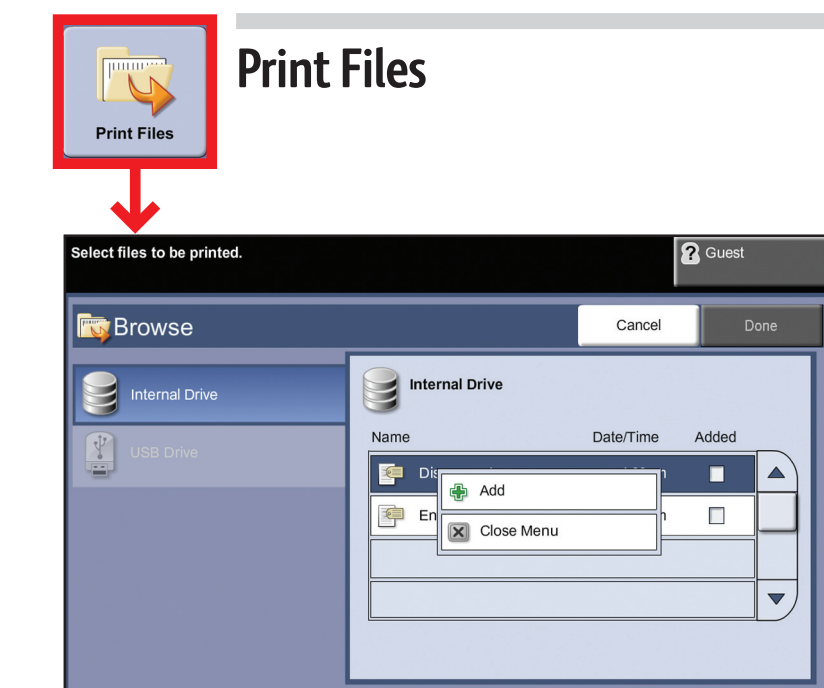
- Place originals face up in the document feeder, or face down on the glass.
- Enter the recipient's address **1** or select from an address book **2**.
- To set up an address book or for more information, see "E-mail Setup" in the *Quick Use Guide*.



- Place originals face up in the document feeder, or face down on the glass.
- Select a scanning template **1** and confirm the destination **2** as required.
- To set up a template or for more information, see "Network Scanning" in the *Quick Use Guide*.



- Store to USB:**
- Place originals face up in the document feeder, or face down on the glass.
 - Connect a USB drive.
 - Select Store to USB **1**.
 - Confirm the file destination and select OK.
 - Confirm the file name and other options as desired.
 - For more information, see "Store to USB" in the *User Guide*.
- Print from USB:**
- Connect a USB drive.
 - Select Print from USB **2**.
 - Select the file to print, select Add, then Done.
 - Confirm or change the number of copies for each file with the numeric keypad.
 - For more information see "Print Files from the USB Drive" in the *User Guide*.



- Select Add.
- Select the file to print, select Add, then Done.
- Confirm or change the number of copies for each file with the numeric keypad.
- For more information, see "Print Files from the Internal Drive" in the *User Guide*.