## Phaser 3635 MFP

### COPY
Select one of the following methods:
- Load the original face up in the document handler
- Lift the document feeder or document glass cover and place the original facedown on the back, left corner of the document glass.
- On the control panel, press Services Home button
- Select Copy
- Enter the desired number of copies using the control panel keypad and make features selections (if necessary)
- Press the Start button.

### FAX
Select one of the following methods:
- Load the original face up in the document handler
- Lift the document feeder or document glass cover and place the original facedown on the back, left corner of the document glass.
- On the control panel, press Services Home button
- Select Fax
- Enter the number by using the keypad
- Press the Start button

### SCAN TO EMAIL
Select one of the following methods:
- Load the original face up in the document handler
- Lift the document feeder or document glass cover and place the original facedown on the back, left corner of the document glass.
- Select Services Home on Front Panel
- Select Email
- Specify the Recipient on the E-Mail tab
- Select the settings on the Touch Screen
- Press the Start button on the control panel to send your document

### SECURE PRINT
**At Your PC:**
- In your application, click File, then click Print. In the Printer window, click Properties.
- Click the Job Type Down Arrow
- Click Secure Print from the drop down menu
- In the pop-up Window enter your passcode for this job.
- Re-enter to confirm and click OK.
- Click OK again.
- Walk to the printer.

**At the Printer:**
- Press the Job Status button on the control panel.
- Select your job in the Incomplete Jobs queue.
- Select Release or Release All.
- Enter the Secure Print Passcode and select Enter.
- Your document will now print.

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For Device Service & Supplies, contact Xerox Help Desk at 855-474-6358
To order staples for MFD, call 800-822-2200 (use P–Card process)
For more information including print queue mapping please visit: [http://www.rit.edu/fa/procurement/](http://www.rit.edu/fa/procurement/)