

# GO!

## Guide

### Samsung Laser MFP

SCX-812x Series  
CLX-864x Series/CLX-865x Series  
CLX-92x1 Series/CLX-93x1 Series

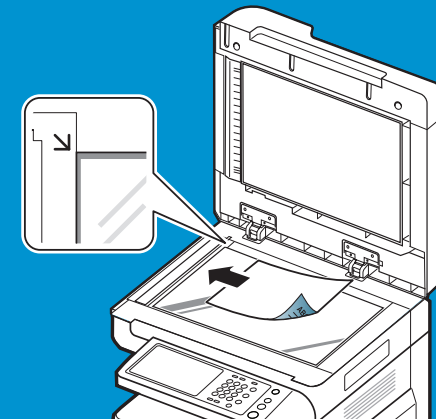


### Control panel overview



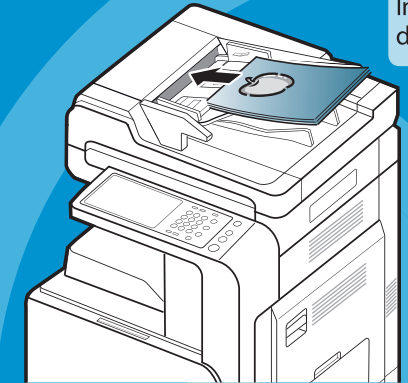
### Loading originals

\* You can use the scanner glass or the duplex automatic document feeder (DADF) to load an original for copying, scanning, and sending a fax.



On the scanner glass

1. Open the DADF.
2. Place the original face down on the scanner glass and align it with the registration guide at the top left corner of the glass.
3. Close the DADF.

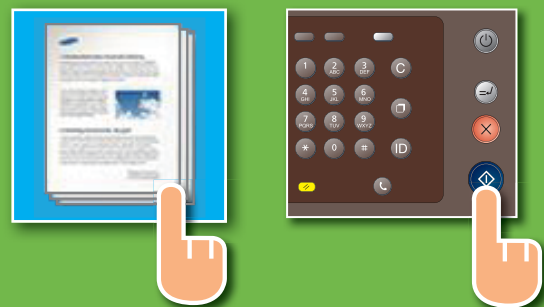


In the duplex automatic document feeder (DADF)

1. Load the originals face up into the DADF.
2. Adjust the document width guides to the paper size.

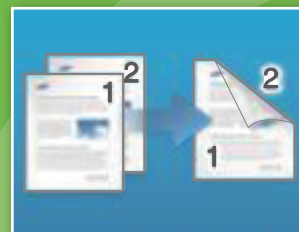


### Copying

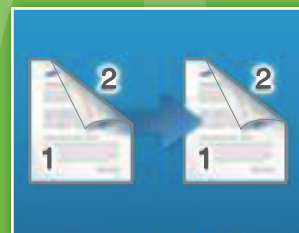


1. Place the originals face up in the DADF or place a single original face down on the scanner glass.
2. Press **[Copy]** from the display screen.
3. Set the copy features in the **[Advanced]** or **[Image]** tabs.
4. Enter the number of copies using the numeric keypad on the control panel then press **[Start]**.

\* For jobs with multiple pages, use the Duplex feature to save paper.



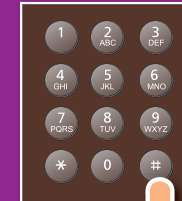
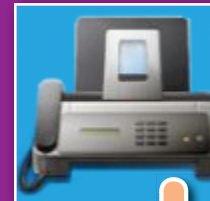
• Press the on-screen button that is shown to the left to create two-sided copies in book layout from one-sided originals.



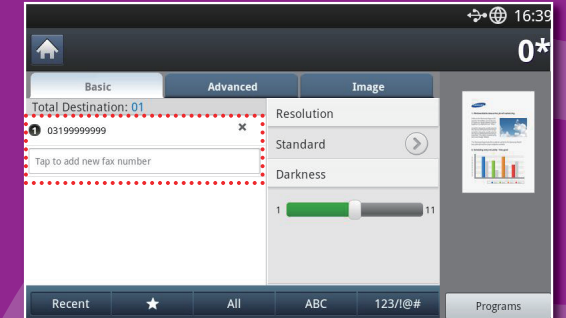
• Press the on-screen button that is shown to the left to create two-sided copies in book layout from two-sided originals.



### Faxing



1. Place the originals in the DADF or on the scanner glass.
2. Press **[Fax]** from the display screen.
3. Set the fax features in the **[Advanced]** or **[Image]** tabs.
4. Under the **[Basic]** tab, tap the row where the fax number is to be entered. Once the cursor appears, enter the fax number from the control panel's numeric keypad.

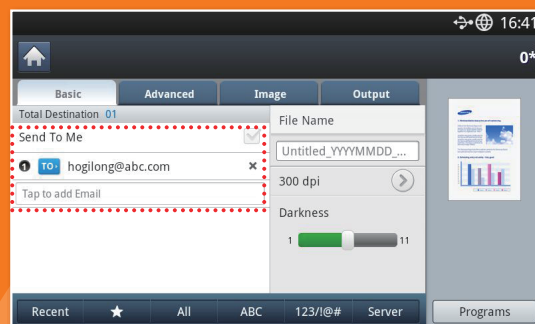


5. Check the fax numbers are entered correctly.
6. Press **[Start]** on the control panel.



## Scan to email

- Before you send an email, make sure the network settings and SMTP settings are entered and correct. For details, refer to the User's Guide on the supplied CD or ask an administrator.
- While the machine is sending an email, you cannot use the machine to copy or to send a fax.



1. Place the originals in the DADF or on the scanner glass.
2. Press **[Scan to Email]** from the display screen.
3. Set scan features in the **[Advanced]**, **[Image]**, or **[Output]** tabs.
4. Under the **[Basic]** tab, tap in each row where the information is to be entered. Enter the information for each item.

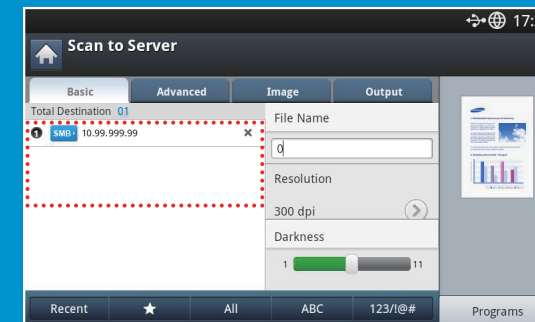


5. Check the entered information.
6. Press **[Start]** on the control panel.

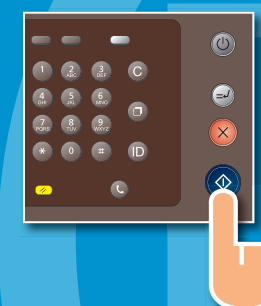


## Scan to server

- Before you send a file to server, make sure the network settings are entered and correct. For details, refer to the User's Guide on the supplied CD or ask an administrator.
- While the machine is sending a file to server, you cannot use the machine to copy or to send a fax.



1. Place the originals in the DADF or on the scanner glass.
2. Press **[Scan to Server]** from the display screen.
3. Set the scan features in the **[Advanced]**, **[Image]**, or **[Output]** tabs.
4. Under the **[Basic]** tab, tap in each row where the server address(es) is to be entered. Enter the server address(es).

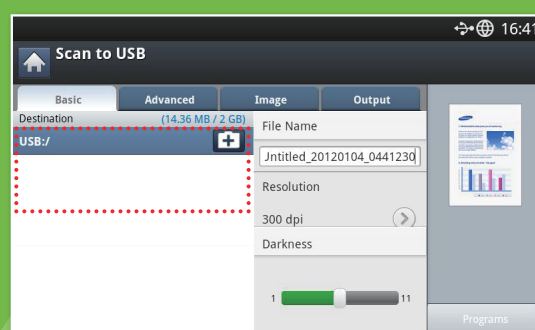
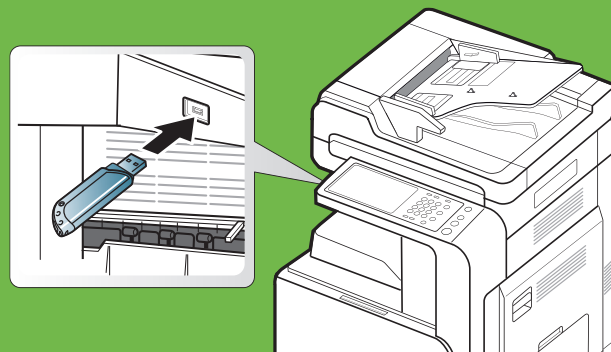


5. Check the entered information.
6. Press **[Start]** on the control panel.

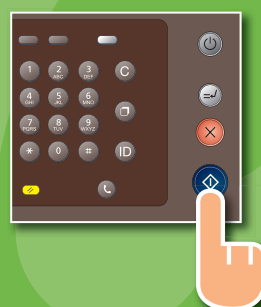


## Scan to USB

- Your machine supports USB memory devices with FAT16/FAT32 and sector size of 512 bytes. Check your USB memory device's file system from your dealer.



1. Insert a USB memory device into the USB port on your machine.
2. Place the originals in the DADF or on the scanner glass.
3. Press **[Scan to USB]** from the display screen.
4. Set scan features in the **[Advanced]**, **[Image]**, or **[Output]** tabs.



5. Press the **[File Name]** input area then enter a file name.
6. Press **[Start]** on the control panel.



## How to use User's Guide

- Insert the supplied User's Guide CD with the machine into CD-ROM drive. User's Guide appears on the computer screen.

