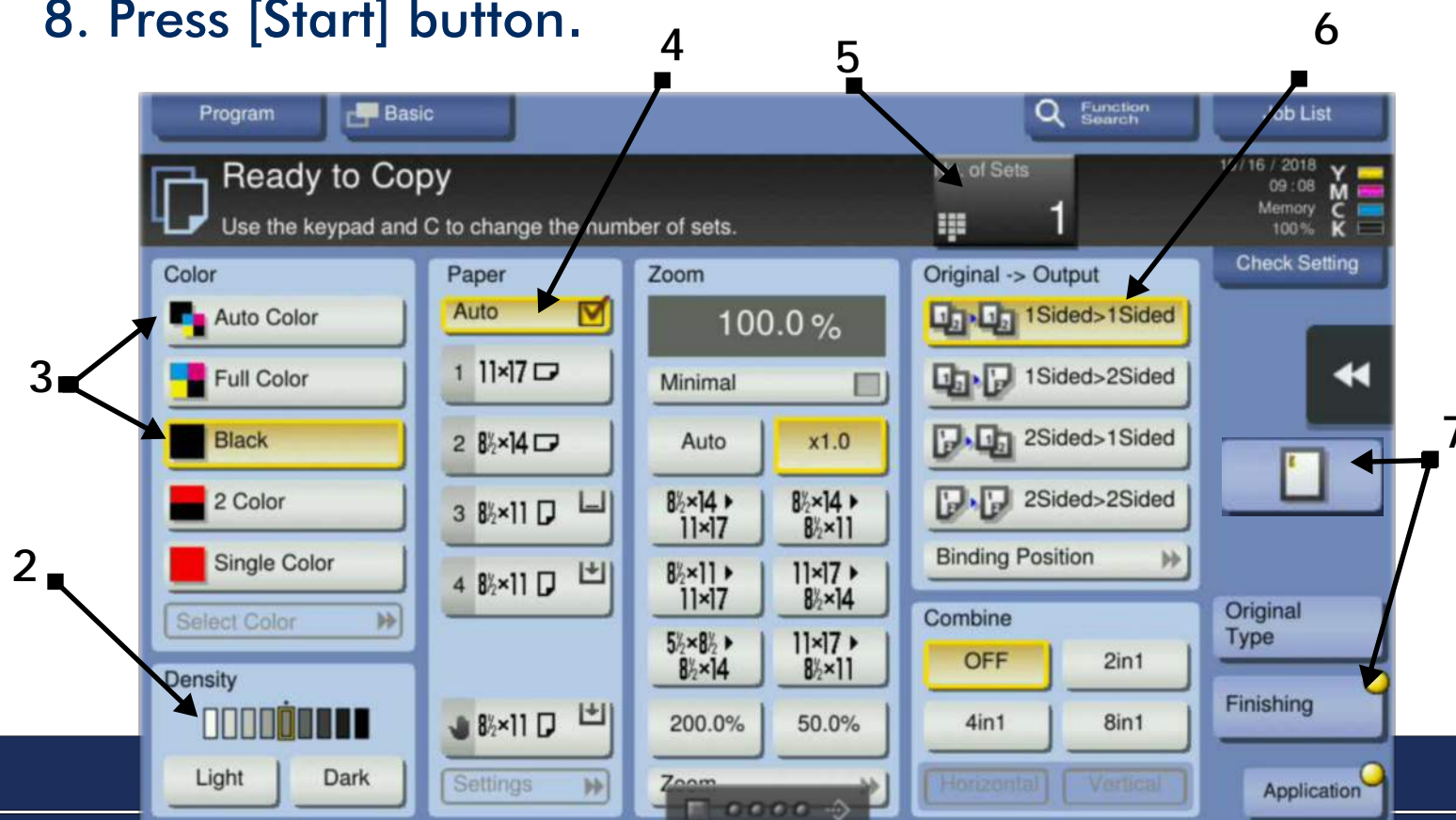


# Blue Technologies

## Copy Quick Tips

1. Insert your originals.
2. Adjust [Density] to lighten or darken copies.
3. Select [Auto Color] for color copies or [Black] for B&W.
4. Select the size paper for your copy, or leave on [Auto].
5. Input your desired # of copies by tapping [No. of Sets].
6. Select 1Sided/2Sided preference in [Original>Output].
7. Select [Staple] or set finishing options if needed.
8. Press [Start] button.



## Contact Blue Technologies for additional assistance:

Request Service by Email: [Service@BTOhio.com](mailto:Service@BTOhio.com)  
Order Supplies by Email: [Supplies@BTOhio.com](mailto:Supplies@BTOhio.com)  
Account Support/Customer Service: (216) 271-4800  
Service and Supply Requests: (216) 271-5800



Sign up on our Customer Portal to request service, order supplies, and enter meter reads online at:

[bit.ly/BTOhioCustomerPortal](http://bit.ly/BTOhioCustomerPortal)

## Fax/Scan Quick Tips

1. Insert your originals.
2. Press [Scan/Fax].
3. Highlight your destination(s).
4. Adjust your options as needed.
5. Press [Start].

