

## E-Mail operation

### Sending



- 1 To wake up the device press the button **ENERGY SAVER**.
- 2 Place the originals on the platen or in the document processor.
- 3 Press **SEND** on the Home screen.
- 4 Enter the destination address.

#### From the address book:

In the destination box press **ADDRESS BOOK** . Press the checkbox to select the desired destination from the list. Press **Q** to find the destination. Enter the name you search for. Confirm with **OK**.

You can also press **FILTER** to perform a more detailed search.

You may choose multiple destinations.

#### Enter an e-mail address:

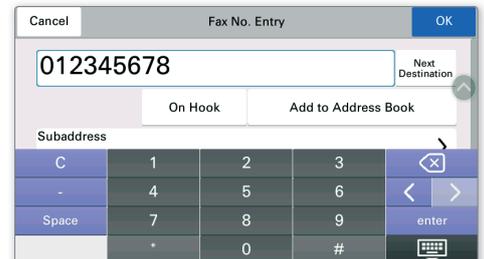
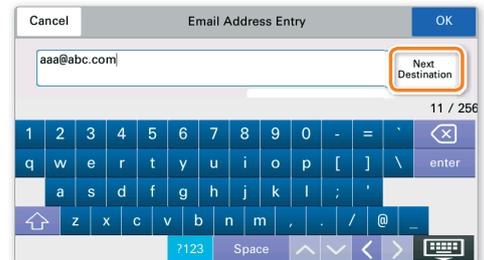
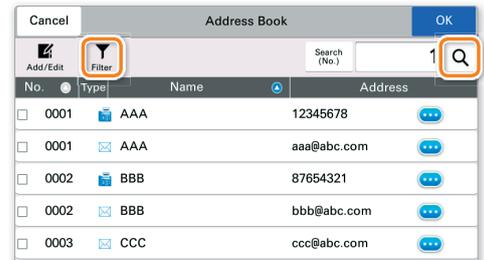
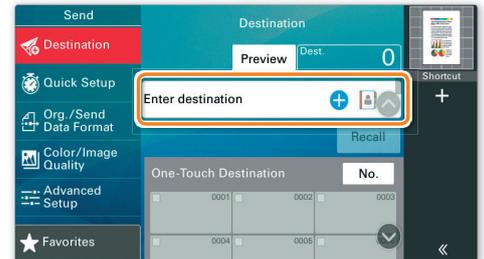
In the destination box press **ENTER DESTINATION** or the **+** symbol. Confirm the **EMAIL** selection. Enter the e-mail address on the touch screen. After that press **OK**.

If you want to send the e-mail to several destinations press **NEXT DESTINATION**.

#### Enter a fax number:

In the destination box press **ENTER DESTINATION** or the **+** symbol. Confirm the **FAX** selection. Enter the fax number in the destination field. After that press **OK**.

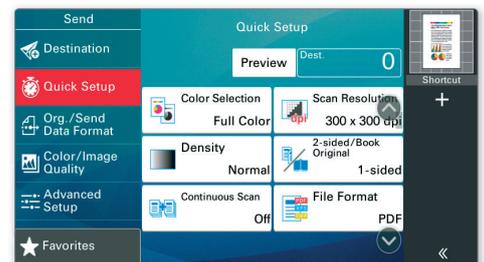
- 5 To start transmission press **START**.



### Scan settings



- 1 Press **SEND** on the Home screen.
- 2 Press **QUICK SETUP**. Choose the desired settings.
- 3 Press arrow down button to open additional settings.
- 4 Choose the items to be changed by opening the related submenu.
- 5 Confirm with **OK**.



## Fax operation

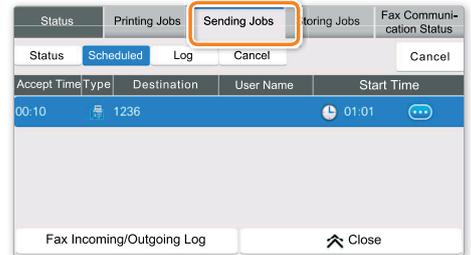
### Cancelling sending job



If the documents are still fed, press **STOP**.

- 1 Press **STATUS/JOB CANCEL**.
- 2 Press **SENDING JOBS**.
- 3 Choose the job to be cancelled and press **CANCEL**.
- 4 Confirm with **YES**.

Communication is cancelled.



### Check transmission result



- 1 Press **STATUS/JOB CANCEL**.
- 2 Press **SENDING JOBS**. After that press **LOG**.
- 3 The result is displayed.
- 4 Press to display more details of the selected transmission.



### Using Favorites



- 1 Press **FAVORITES** on the Home screen.



- 2 Select a favorite.



- 3 Choose the desired settings.

- 4 Confirm the settings and press **CLOSE**.



Print operation

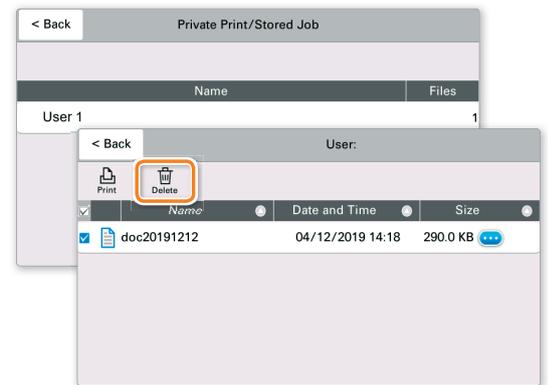
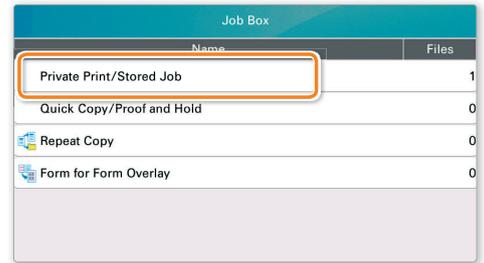
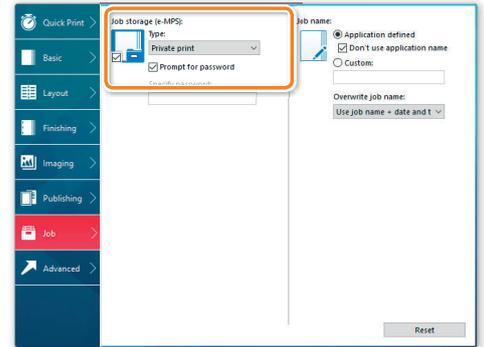
Private printing



**Note:** To activate the private printing from the PC, select the **JOB** tab in the printer driver and click **PRIVATE PRINT**. The section **CUSTOM** allows you to type in your name directly.

- 1 Press **JOB BOX** on the Home screen.
- 2 Press **PRIVATE PRINT/STORED JOB**.
- 3 Select the creator of the private print job.
- 4 Select the document to be printed from the list. If the document is password protected, type in the PIN with the **TEN-KEY** pad.
- 5 Press **PRINT** to start printing.

**Note:** By pressing jobs can be cancelled.

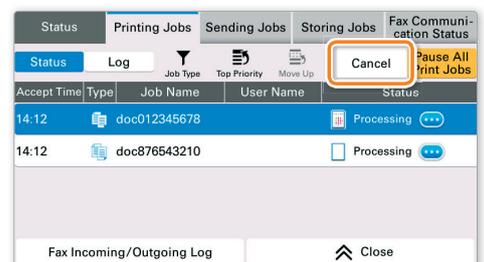


Cancel print job



- 1 Press **STATUS/JOB CANCEL**.
- 2 Press **PRINTING JOBS**.
- 3 Select the job you wish to cancel and press **CANCEL**.
- 4 Confirm with **YES**.

Job is cancelled.

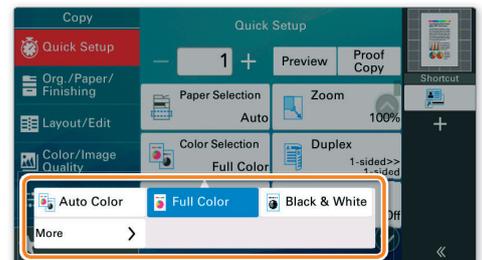
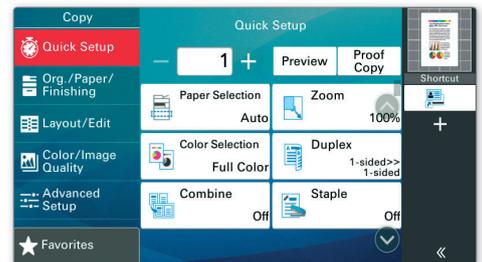


# Copy operation

## Prepare copy



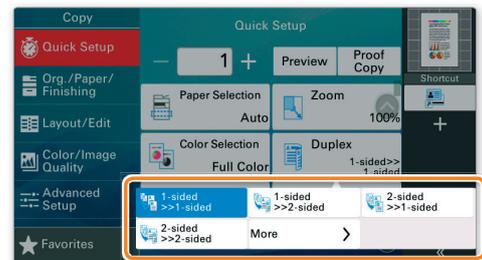
- 1 To wake up the device press the button **ENERGY SAVER**.
- 2 Place the originals on the platen or in the document processor.
- 3 Press **COPY** on the Home screen.
- 4 Press **COLOR SELECTION** to select the required copy mode.
- 5 Enter the number of copies with the **TEN-KEY** pad.



## Optional Settings

### Duplex:

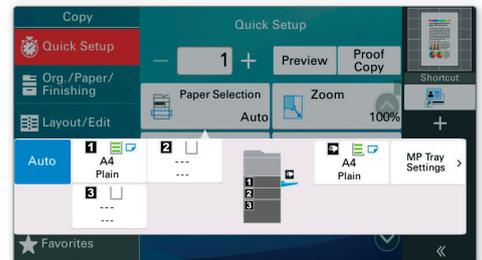
Press **DUPLEX** on the touch screen and select the desired function.



### Changing paper source:

Press **PAPER SELECTION**. Choose the desired paper format. When using special sizes or media types select the **MP TRAY**. Make sure that all MP settings are correct.

Confirm your selection with **OK**.



### Staple (optional):

- 1 Press **STAPLE**.
- 2 Choose the desired function.
- 3 Confirm all settings with **OK**.

### Quiet Mode:

Press the button **ADVANCED SETUP**. Press **QUIET MODE** on the touch screen. Lowers copy and scan speed for quiet processing. Select this mode when the running noise is uncomfortable.

All the optional settings above have to be confirmed with **OK**.

Press **START** to start copying.

