E-Mail operation

Sending

• 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 A. 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**.







Cancel	Fax No.	Entry	ОК		
0123456	78		Next Destination	estination (Erergy Saver
	On Hook	Add to Address	Book		
Subaddress	· · · · ·	>	Display imoge before sending.		
Transmission Start Speed 33600 bps					Reset
ECM	1	1 2	1 3	Preview	
		5	6		Stop
Space	7	8	9	Enter	
	*	0	#		Start

Scan settings

- **1** Press **SEND** on the Home screen.
- **2** Press **QUICK SETUP**. Choose the desired settings.

Press arrow down button to open additional settings.

• Choose the items to be changed by opening the related submenu.

5 Confirm with OK.

Further settings

- **1** Press **SEND** on the Home screen.
- **2** Press **QUICK SETUP**.

Choose an item to be changed. After changing confirm with OK.

To enter a file name press ADVANCED SETUP. Press FILE NAME ENTRY and change the name. Confirm with OK.

3 Press **DESTINATION** to return to the main menu.







Using Favorites

- **1** Press FAVORITES on the Home screen.
- Select a favorite.

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3 Choose the desired settings.

• Confirm the settings by pressing CLOSE.

Favorites					Close	
Edit					Q Search	Energy Sover
👏 ID Card Copy	1 👧 Eco Copy	2 🎵 New Copy	spaper 3	🃁 Technic Drawin	al 4 g Copy	
5 Confidential Stamp	5 盾 Highlighter Copy	6 👧 Vivid	Сору			_
						Reset



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.



Select the document to be printed from the list. If the document is password protected, type in the PIN with the TEN-KEY pad.

9 Press **PRINT** to start printing.

Note: By pressing 💼 jobs can be cancelled.







Media type settings

1 When printing from an application press **PROPERTIES** button.

2 Choose BASIC tab.

• To print on the special paper such as thick paper or transparency, click the MEDIA TYPE menu and select the media type.

• Confirm with OK.

Cancel print job



1 Press STATUS/JOB CANCEL.

2 Press **PRINTING JOBS**.

Select the job you wish to cancel and press CANCEL.

• Confirm with YES.

Job is cancelled.



Copy operation

Prepare copy

• 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.

Press DENSITY to change the brightness of the copy.

S Enter the number of copies with the **TEN-KEY** pad.

Сору							
Quick Setup	Auto	100%	0	- Cop	ies	1 +	Contrar Server
Org./Paper/ Finishing	Paper Selection	Zoom	Ĩ	1	2	3	-1
Layout/Edit	👝 Normal 0	1-sided>>		4	5	6	Interrupt
Image Quality	Density	Duplex		7	8	9	// Reset
Advanced Setup	Off	C Off		*	0	#	A
	Combine	Staple/Punch		С		ų	Stop
Favorites Shortcut	ID Card Copy		0	Previe	w N	umeric Ceypad	Start

Сору							
Quick Setup	Auto	100%	0	- ^{Cop}	ées	1 +	Energy Sover
Finishing	Paper Selection	Zoom		1	2	3	⇒⁄
Layout/Edit	🔎 Normal 0	1-sided>> 1-sided		4	5	6	Interrupt
Image Quality	Density	Duplex		7	8	9	// Reset
A Lighter	-2 -1 0 1 2	Darker		*	0	#	
	•			С		Ł	Stop
Favorites Shortcut	Сору		0	Previe	w N	umeric eypad	

Optional Settings

Duplex:

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

Сору							
Quick Setup	Auto	100%	6	- ^{Cop}	ies	1+	L Energy Sover
Org./Paper/ Finishing	Paper Selection	Zoom		1	2	3	-1
Layout/Edit	Normal 0	1-sided>>		4	5	6	Interrupt
Image Quality	Density	Duplex		7	8	9	11
Advanced Setup	1-sided >>1-sided	1-sided >>2-sided	2-side >>1-si	d ded	0	#	Reset
	Comb	More >			J	<u> </u>	Stop
Favorites	ID Card Copy		0	Previe	~ \	Lumeric Ceypad	€ Start

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 Tray settings are correct.

Confirm your selection with OK.

Staple (optional):

Press STAPLE.

2 Choose the desired function.

3 Confirm all settings with **OK**.

All the optional settings above have to be confirmed with $\ensuremath{\mbox{OK}}$.

Press **START** to start copying.



Сору							
Quick Setup	Auto	100%	Copies	1 + Lerergy Sover			
Org./Paper/ Finishing	Paper Off	1 Staple Top Left	2 Staples Left 2	3 _/			
Layout/Edit	2 Holes Left	2 Holes Top	1 Staple /2 Holes Left 5	6 Interrupt			
Image Quality	Densit 2 Holes Top	2 Stoples /2 Holes Left	More > B	9 🥠			
Advanced Setup	Off	G Off	* 0	# Reset			
	Combine	Staple/Punch	- C ==	Stop			
Favorites	ID Card Capy		Preview	Numeric Keypad			

