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.



• Enter the destination address.

From the address book:

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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.







Cancel	Fax No.	Entry	ОК		
0123456	678		Next Destination	estination C	Energy Sover
	On Hook	Add to Address	Book		
Subaddress			>	Display image before sending.	
Transmission St	art Speed	336	00 bps >		Reset
ECM	_			Preview	
С	[1	2	3	$I \ll$	
-	4	5	6	$ \langle \rangle \rangle$	Stop
Space	7	8	9	Enter	\Diamond
	*	0	#		Start

Scan settings

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

Press arrow down button v to open additional settings.

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

5 Confirm with **OK**.

1

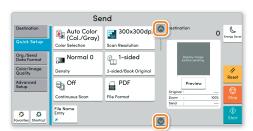
Further settings

- 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.





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**.
- Confirm with **YES**.

Communication is cancelled.

	•	Printing Jobs	Sending Jobs	Storing Jobs	cotion Status	
Status	Scheduled	Log ,	Top Priority Job Type		Canc	
Accept Time	Type [Destination	User Name		Status	tergy Sover
07:40				i	Waiting 😐	
	🛷 Broo				Sending 😶	
						// Reset
F	ax Incomi	ng/Outgoing Lo	og	Close	2	

Check transmission result



- **2** Press **SENDING JOBS**. After that press **LOG**.
- **3** The result is displayed.

• Press e to display more details of the selected transmission.

	Printing Jobs	Sending Jobs	Storing Jobs	Fax Communi- cation Status	1
Status Schedule	Log	ype			C
End Date Type	Destination	User Name		Result	Energy Sove
27/04 07:50 💼 De	stination User	1	<u>ox</u>		
					// Reset
Can be an	ning/Outgoing Log		Close		

Using Favorites

- 企 $\stackrel{\frown}{\Delta}$
- **1** Press **FAVORITES** on the Home screen.
 - **2** Select a favorite.
 - **3** Choose the desired settings.
 - Confirm the settings by pressing **CLOSE**.

D Card Copy D Card Copy D Eco Copy Copy D Confidential S M Highlighter Copy D Vivid Copy D				Favo	rites			Clos	90	
Confidential 5 Highlighter 6 Vivid Copy 7								s		Energy Sc
Stamp Copy Vivia Copy	🍵 ID Card Copy	1	📁 Eco Copy	2	盾 Newspaper Copy	3	🃁 Technic Drawin	al g Copy	4	
······	Confidential Stamp	5	Highlighter Copy	6	盾 Vivid Copy	7				
										Res
-										_

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.



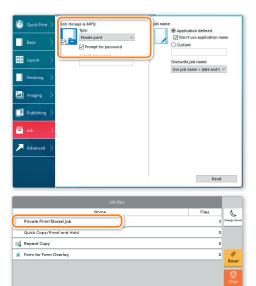
2 Press **PRIVATE PRINT/STORED JOB**.

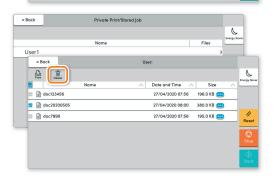
3 Select the creator of the private print job.

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

• Press **PRINT** to start printing.

Note: By pressing 💼 jobs can be cancelled.







• Open the **PRINT** menu and press **PROPERTIES** button.

- 2 Choose **BASIC** tab.
- 3 Choose FULL COLOR, AUTO COLOR or BLACK.

Use the tab IMAGING to choose object types depending on your original to be printed. Standard selection is PRINTER SETTINGS. Options are: TEXT/GRAPHICS, TEXT/PHOTOS, VIVID COLORS, PUBLICATIONS, LINE ART, CUSTOM TABLE or ADVANCED.

5 Confirm with **OK**.



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Cancel print job

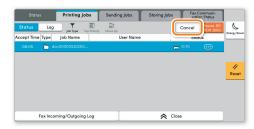


2 Press PRINTING JOBS.

3 Select the job you wish to cancel and press **CANCEL**.

• Confirm with **YES**.

Job is cancelled.



Copy operation

Prepare copy

1 To wake up the device press the button **ENERGY SAVER**.

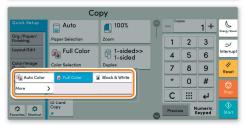
2 Place the originals on the platen or in the document processor.

3 Press **COPY** on the Home screen.

Press COLOR SELECTION to select the required copy mode.

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

	Co	ру					
Quick Setup	Auto	100%	0	- Cop	ies	1 +	Energy Souver
Org./Paper/ Finishing	Paper Selection	Zoom		1	2	3	
Layout/Edit	_{Full} Color	1-sided>> 1-sided		4	5	6	Interrupt
Color/Image Quality	Color Selection	Duplex		7	8	9	// Reset
Advanced Setup	Off			*	0	#	
	Combine			С		4	Stop
Favorites Shortcut	ID Card Copy #		0	Previe		umeric eypad	Start



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 Tray settings are correct.

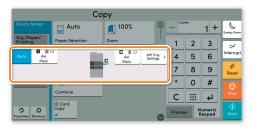
Confirm your selection with OK.

Staple (optional):

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

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

Press **START** to start copying.



	Co	ру					
Quick Setup	Auto	100%		- Cop	ies	1 +	Lourge Saver
Org./Paper/ Finishing	Paper Selection	Zoom		1	2	3	=/
Layout/Edit	Full Color	1-sided>> 1-sided		4	5	6	Interrupt
Color/Image Quality	Color Selection	Duplex		7	8	9	11
Advanced Setup	Off	Off		*	0	#	Reset
	Combine	Staple				<u> </u>	Ø Stop
0 0	ID Car Copy	C 1 Staple Top Left	2 Sto	ples Left			\Diamond
Favorites Shortcut	More	>				Keypad	Start

