Sending

❶ Place the originals on the platen or in the optional document processor.

❷ Press **SEND** on the Home screen.

❸ Enter the destination address.

From the address book:

Press **ADDRESS BOOK**. Press the checkbox to select the desired destination from the list. Press **SEARCH (NAME)** to find the destination. Enter the name you search for. Confirm with **OK**.

You may choose multiple destinations.

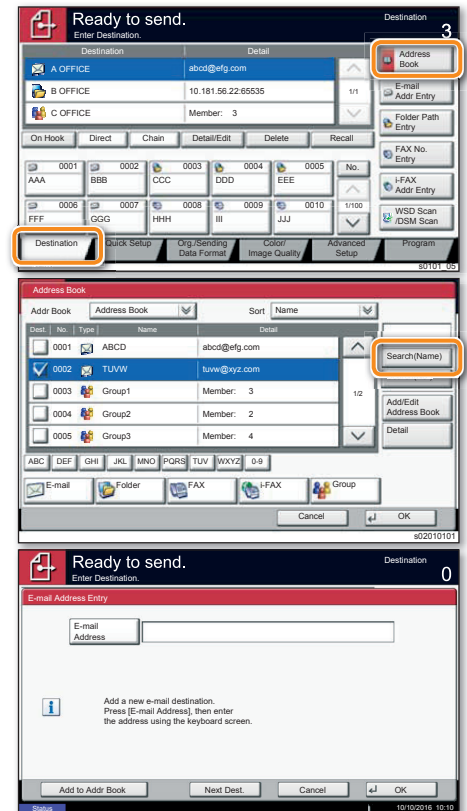**Enter an e-mail address:**

Press **E-MAIL ADDR. ENTRY** and **E-MAIL ADDRESS**. Enter the E-Mail address on the touch screen. After that press **OK**.

If you want to send the e-mail to several destinations, go back to step 3.

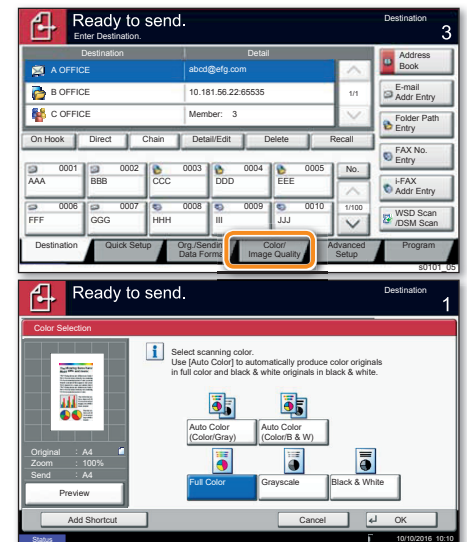❹ To send the e-mail press **START**.

Scan settings

❶ Press **SEND** on the Home screen.

❷ Press **COLOR/IMAGE QUALITY**.

❸ Press **COLOR SELECTION**.

❹ Choose the scanning mode.

❺ Confirm with **OK**.

Further settings

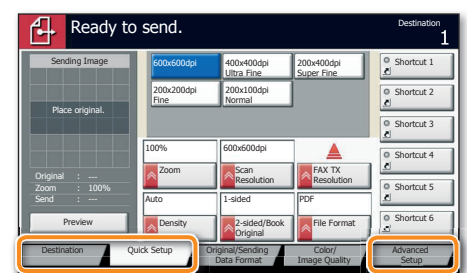❶ Press **SEND** on the Home screen.

❷ 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**.

❸ Press **DESTINATION** to return.

Sending a fax

❶ Place the originals on the platen or in the optional document processor.

❷ Press **FAX** on the Home screen.

❸ Enter the destination address.

From the address book:
Press **ADDRESS BOOK**. Press the checkbox to select the desired destination from the list. Press **SEARCH (NAME)** to find the destination. Enter the name you search for. Confirm with **OK**.
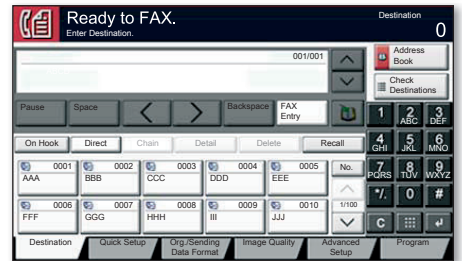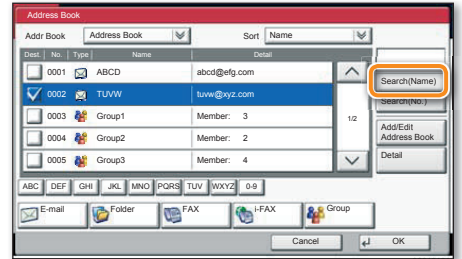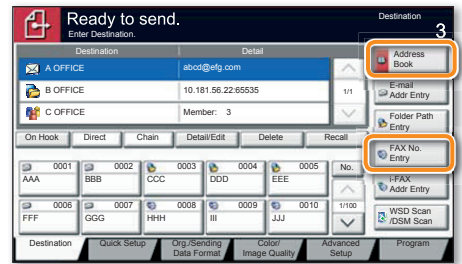
You may choose multiple destinations.

Enter the destination:
Press **FAX NO. ENTRY**. Enter the fax number with the **TEN-KEY** pad. After that press **OK**.

If you want to send the fax to several destinations, go back to step 3.
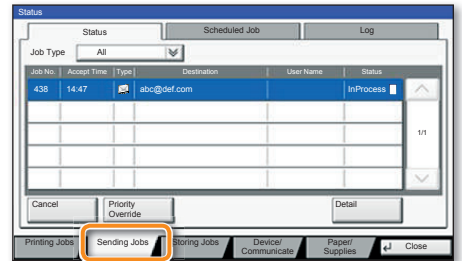
❹ To send the fax press **START**.

Cancelling fax job

❶ Press **STATUS/JOB CANCEL**.

❷ Press **SENDING JOBS**.

❸ Choose the job to be cancelled and press **CANCEL**.
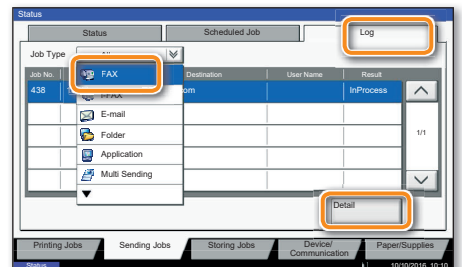
❹ Confirm with **YES**.

Communication is cancelled.

Check transmision result

❶ Press **STATUS/JOB CANCEL**.

❷ Press **SENDING JOBS**.

❸ Under Job Type, select **FAX**.

❹ Press **LOG**.

❺ Select a job to be checked.
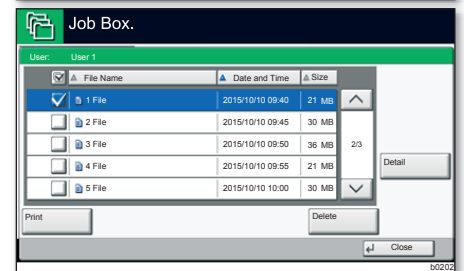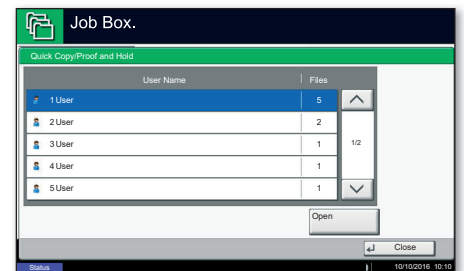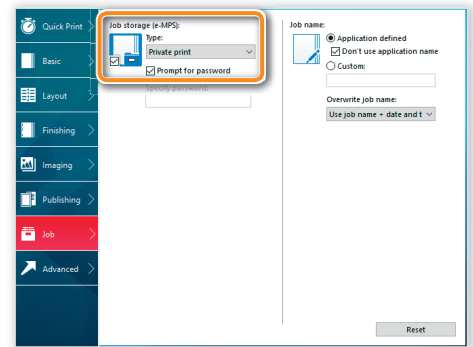
❻ Press **DETAIL**.

The details are displayed.

Private printing

Note: To activate the private printing from the PC, select the **JOB** tab in the printer driver and click **PRIVATE PRINT**. Protect your print job with a 4-digit access code if needed. The section **CUSTOM** allows you to type in your name directly.

❶ Press **JOB BOX** on the Home screen.

❷ Select the creator of the private print job.

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

❹ Press **PRINT** to start printing.

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

Media type settings

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

❷ Choose **BASIC** tab.

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

❹ Confirm with **OK**.

Cancel print job

❶ Press **STATUS/JOB CANCEL**.

❷ Press **PRINTING JOBS**.

❸ Choose the job to be cancelled and press **CANCEL**.

❹ Confirm with **YES**.

Job is cancelled.

Preparation

❶ Place the originals on the platen or in the optional document processor.

❷ Press **COPY** on the Home screen.

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

❹ Choose **PAPER SELECTION**, **DUPLEX**, **ZOOM**, **COMBINE**, **DENSITY** or **STAPLE/PUNCH** (optional) in the sub menu from the main screen.

❺ Confirm all settings with **OK**.

❻ Press **START**.

Optional functions:
The image quality settings can be changed.

❼ Press **IMAGE QUALITY**.

❽ Choose **DENSITY**, **BACKGROUND DENSITY ADJ.**, **SHARPNESS**, **PREVENT BLEED-THRU** in the sub menu from the main screen.

❾ Confirm all settings with **OK**.