

## E-Mail operation

### Sending



- 1 Place the originals on the platen or in the optional document processor.
- 2 Press **SEND** on the Home screen.
- 3 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**.

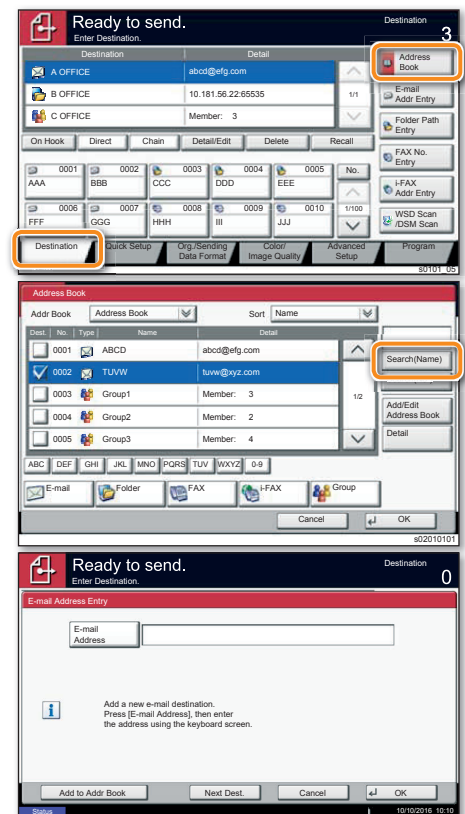
You may choose multiple destinations.

#### 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.

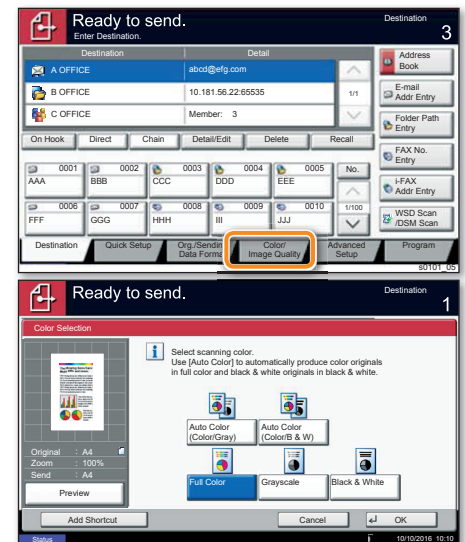
- 4 To send the e-mail press **START**.



### Scan settings



- 1 Press **SEND** on the Home screen.
- 2 Press **COLOR/IMAGE QUALITY**.
- 3 Press **COLOR SELECTION**.
- 4 Choose the scanning mode.
- 5 Confirm with **OK**.



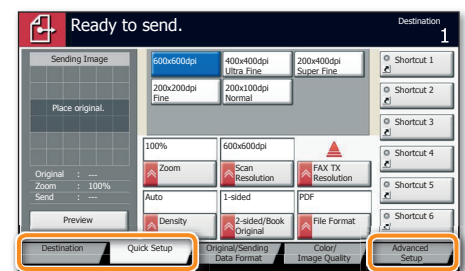
### Further settings



- 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.



# Fax operation

## Sending a fax



- 1 Place the originals on the platen or in the optional document processor.
- 2 Press **FAX** on the Home screen.
- 3 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**.

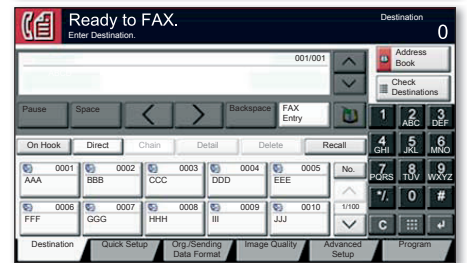
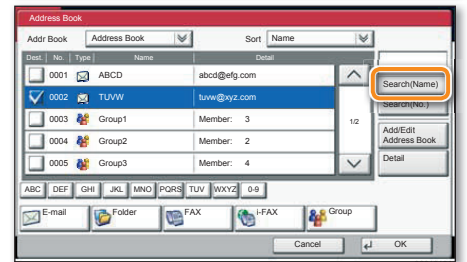
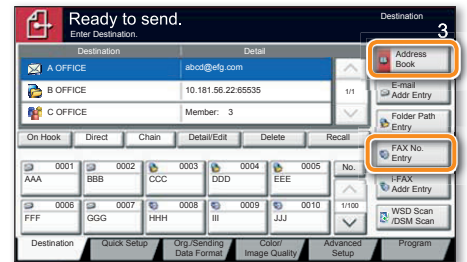
You may choose multiple destinations.

### 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.

- 4 To send the fax press **START**.

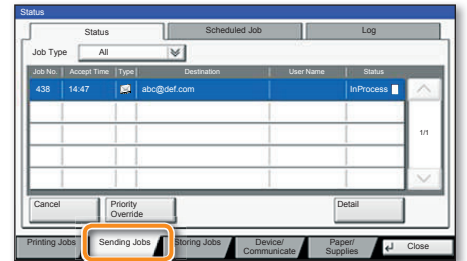


## Cancelling fax job



- 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.

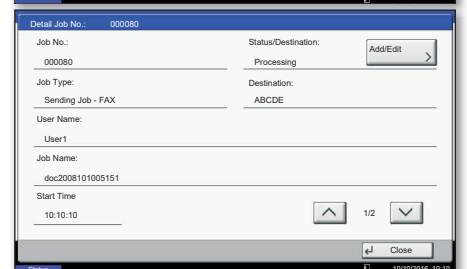
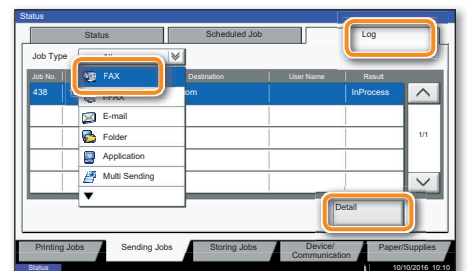


## Check transmission result



- 1 Press **STATUS/JOB CANCEL**.
- 2 Press **SENDING JOBS**.
- 3 Under Job Type, select **FAX**.
- 4 Press **LOG**.
- 5 Select a job to be checked.
- 6 Press **DETAIL**.

The details are displayed.



## Print operation

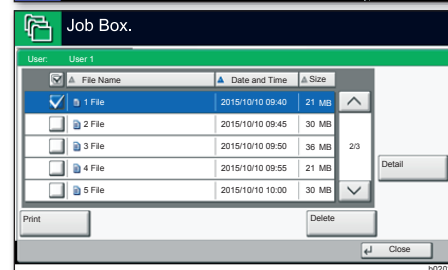
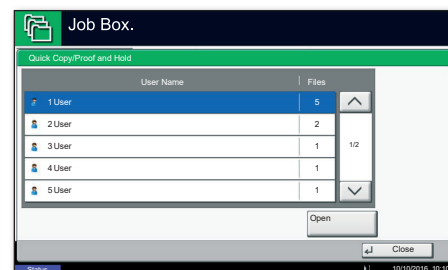
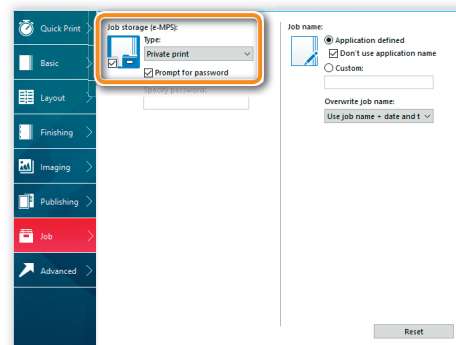
### Private printing



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

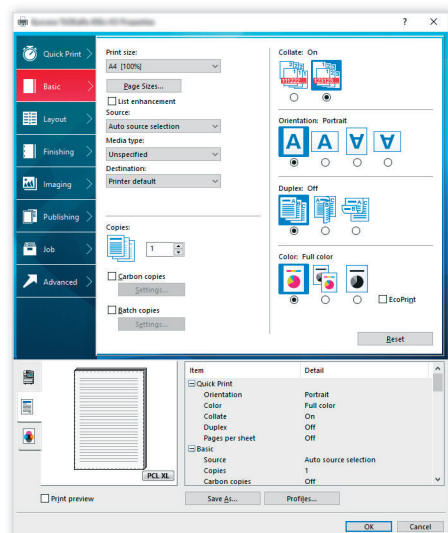
- 1 Press **JOB BOX** on the Home screen.
- 2 Select the creator of the private print job.
- 3 Select the document to be printed from the list. If the document is password protected, type in the PIN with the **TEN-KEY** pad.
- 4 Press **PRINT** to start printing.

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



### Media type settings

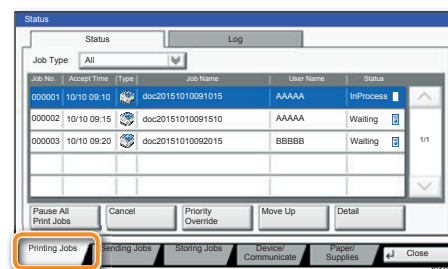
- 1 When printing from an application press **PROPERTIES** button.
- 2 Choose **BASIC** tab.
- 3 To print on the special paper such as thick paper or transparency, click the **MEDIA TYPE** menu and select the media type.
- 4 Confirm with **OK**.



### Cancel print job



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



# Copy operation

## Preparation



- 1 Place the originals on the platen or in the optional document processor.
- 2 Press **COPY** on the Home screen.
- 3 Enter the number of copies with the **TEN-KEY** pad.
- 4 Choose **PAPER SELECTION, DUPLEX, ZOOM, COMBINE, DENSITY** or **STAPLE/PUNCH** (optional) in the sub menu from the main screen.
- 5 Confirm all settings with **OK**.
- 6 Press **START**.

### Optional functions:

The image quality settings can be changed.

- 7 Press **IMAGE QUALITY**.
- 8 Choose **DENSITY, BACKGROUND DENSITY ADJ., SHARPNESS, PREVENT BLEED-THRU** in the sub menu from the main screen.
- 9 Confirm all settings with **OK**.

