

E-mail Operation

Sending



1. Place the originals on the platen or in the 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**, to find the destination. Enter the name you search for. Confirm with **OK**.

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

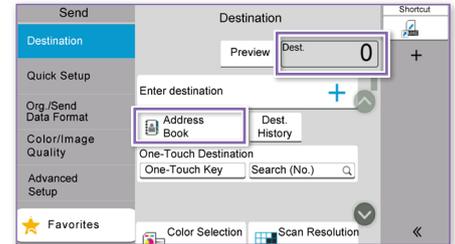
You may choose multiple destinations.

Enter an e-mail address:

1. Press **ENTER DESTINATION [+]**.
2. Press **E-MAIL**.
3. Enter the e-mail address on the touch screen.
4. Confirm with **OK**.

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

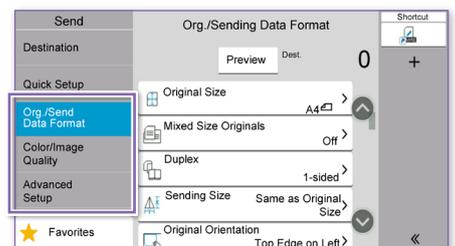
4. To start transmission press **START**.



Scan settings



1. Press **SEND** on the Home screen.
2. You may choose additional settings by pressing **ORG./SEND DATA FORMAT**, **COLOR/IMAGE QUALITY** and **ADVANCED SETUP**.
3. Choose the items to be changed by opening the related submenu.
4. Confirm with **CLOSE**.



Fax Operation

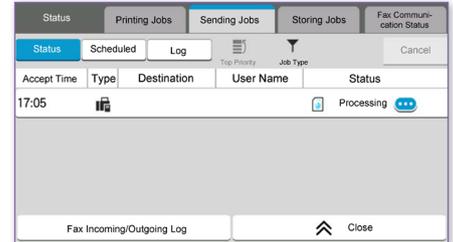
Cancelling sending job



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**.

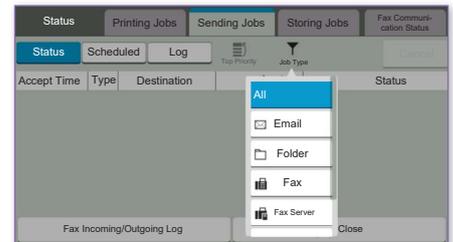
Communication is cancelled.



Check transmission result



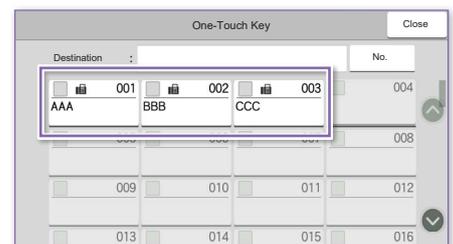
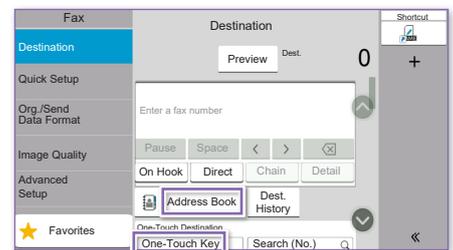
1. Press **STATUS/JOB CANCEL**.
2. Press **SENDING JOBS**.
3. The result is displayed.
4. Press to display more details of the selected transmission.



Sending to registered destinations



1. Press **FAX** on the Home screen.
2. Enter the destination:
 - Using the ten key pad
 - Select a destination from the address book
 - Using the **ONE TOUCH KEYS**
3. Confirm the settings and start the job.



Print Operation

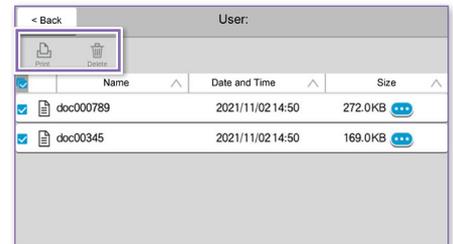
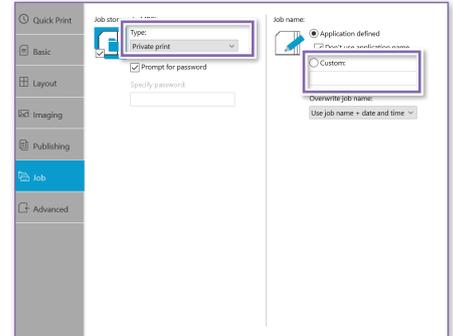
Private printing



Note: To activate Private printing from the PC, select the **JOB** tab in the printer driver, click **PRIVATE PRINT** and enter a four-digit PIN. You can type in your name directly by choosing the box **CUSTOM**.

1. Press **JOB BOX**.
2. Press **PRIVATE PRINT**.
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.

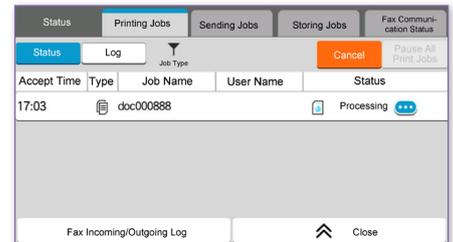
Note: By pressing  jobs can be cancelled.



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.

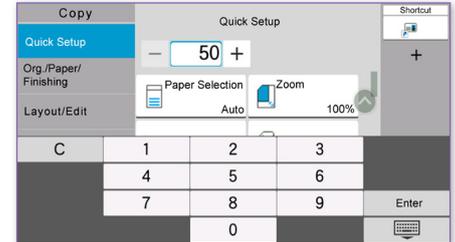


Copy Operation

Prepare copy



1. Place the originals on the platen or in the document processor.
2. Press **COPY** on the Home screen.
3. Choose the copy mode.
4. 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 select the MP tray. Confirm your selection with **OK**.

Reducing/Enlarging (Zoom)

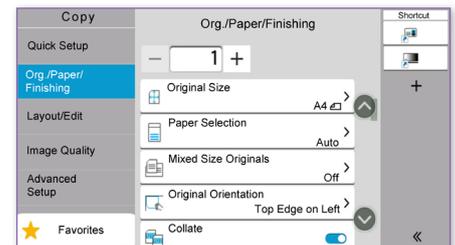
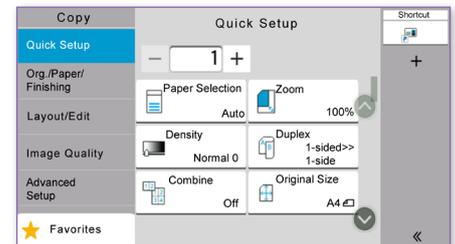
Press **ZOOM** on the touch screen. Select the original format and the target format or choose the zoom factor.

Quiet Mode

Press **ADVANCED SETUP**. Press **ARROW DOWN** until **QUIET MODE** appears. Press **QUIET MODE**. Lower print and scan speed for quiet processing. Select this mode when the running noise is uncomfortable.

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

You may choose additional settings by pressing **ORG./PAPER/FINISHING**, **LAYOUT/EDIT**, **IMAGE QUALITY** or **ADVANCED SETUP**.



5. Press **START** and copying begins.