

Sending



- 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 **SEND** on the Home screen.
- 4 Enter the destination address.

**From the address book:**

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:**

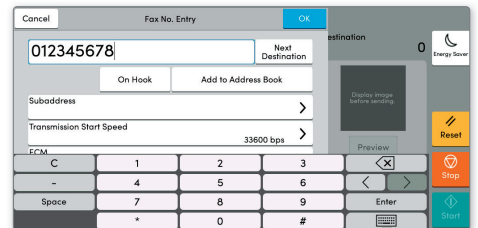
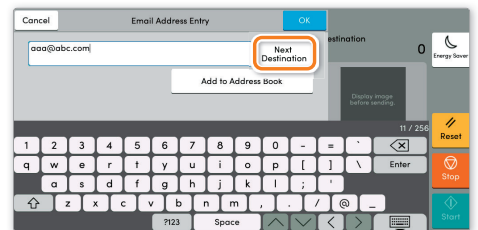
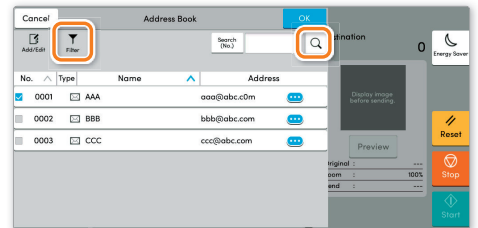
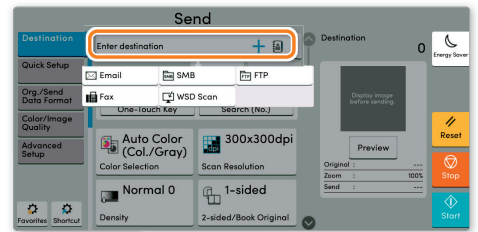
In the destination box press **ENTER DESTINATION** or the **+** symbol. Confirm the **EMAIL** selection. Enter the e-mail address on the touch screen. After that press **OK**.

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**.

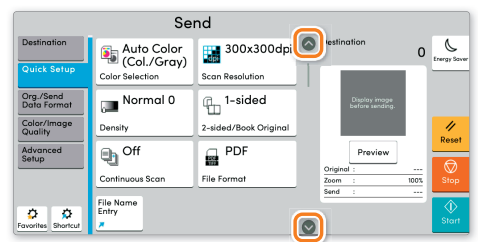
- 5 To start transmission press **START**.



Scan settings



- 1 Press **SEND** on the Home screen.
- 2 Press **QUICK SETUP**. Choose the desired settings.
- 3 Press arrow down button to open additional settings.
- 4 Choose the items to be changed by opening the related submenu.
- 5 Confirm with **OK**.



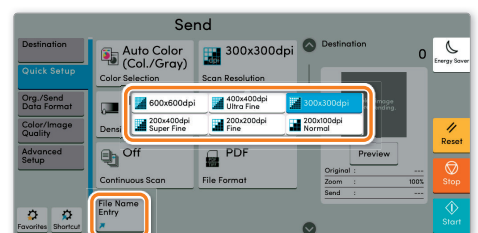
Further settings

- 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.



## Fax operation

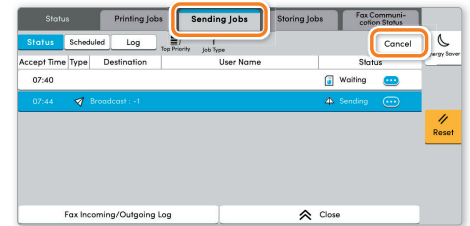
### Cancelling sending job



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**.

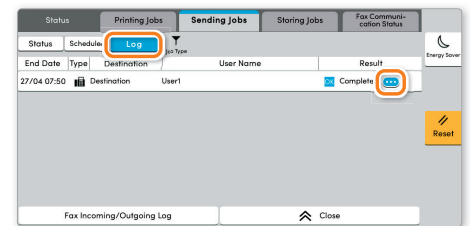
Communication is cancelled.



### Check transmission result



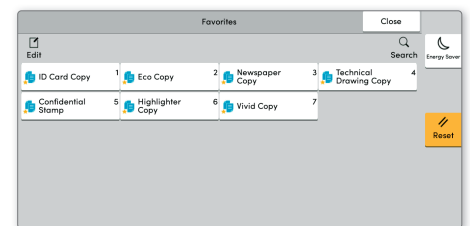
- 1 Press **STATUS/JOB CANCEL**.
- 2 Press **SENDING JOBS**. After that press **LOG**.
- 3 The result is displayed.
- 4 Press  to display more details of the selected transmission.



### Using Favorites



- 1 Press **FAVORITES** on the Home screen.
- 2 Select a favorite.
- 3 Choose the desired settings.
- 4 Confirm the settings by pressing **CLOSE**.



Print operation

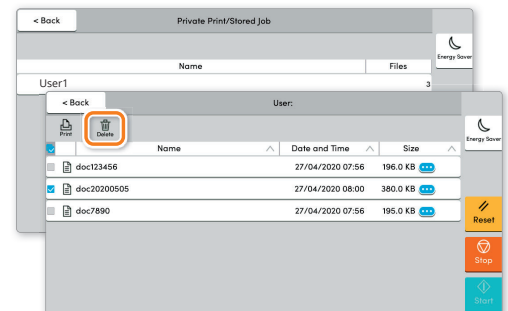
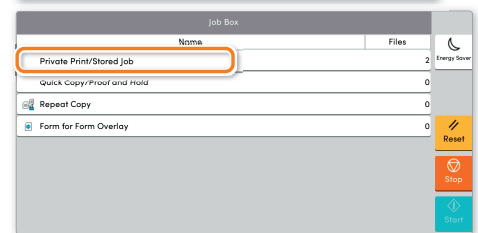
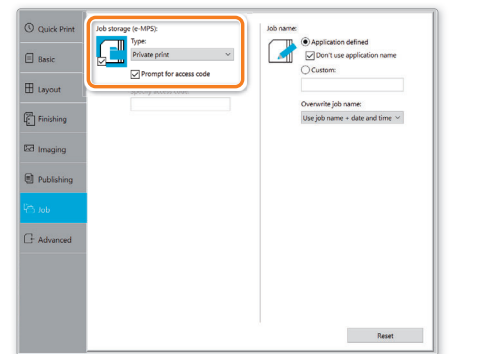
Private printing



**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.

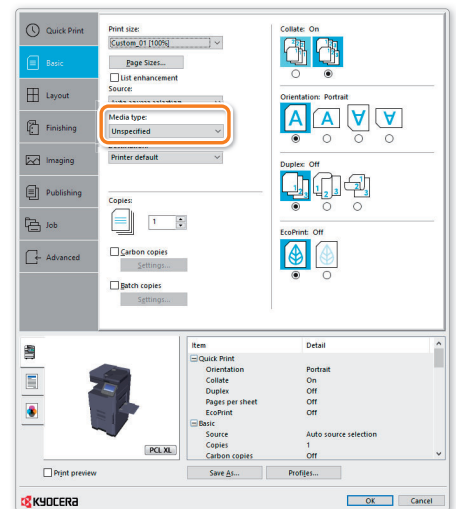
- 1 Press **JOB BOX** on the Home screen.
- 2 Press **PRIVATE PRINT/STORED JOB**.
- 3 Select the creator of the private print job.
- 4 Select the document to be printed from the list. If the document is password protected, type in the PIN with the **TEN-KEY** pad.
- 5 Press **PRINT** to start printing.

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



Media type settings

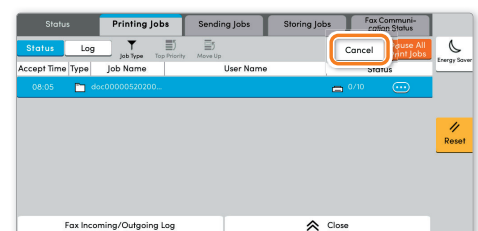
- 1 When printing from an application press **PROPERTIES** button.
- 2 Choose **BASIC** tab.
- 3 To print on the special paper such as thick paper or transparency, click the **MEDIA TYPE** menu and select the media type.
- 4 Confirm with **OK**.



Cancel print job



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

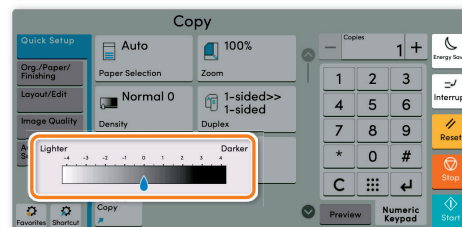
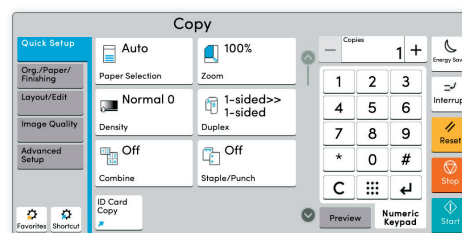


# Copy operation

## Prepare copy



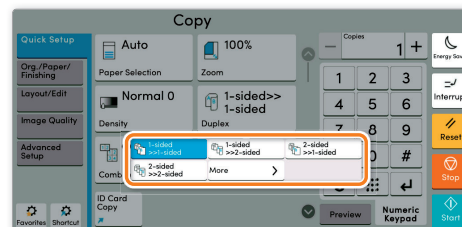
- 1 To wake up the device press the button **ENERGY SAVER**.
- 2 Place the originals on the platen or in the document processor.
- 3 Press **COPY** on the Home screen.
- 4 Press **DENSITY** to change the brightness of the copy.
- 5 Enter the number of copies with the **TEN-KEY** pad.



## Optional Settings

### Duplex:

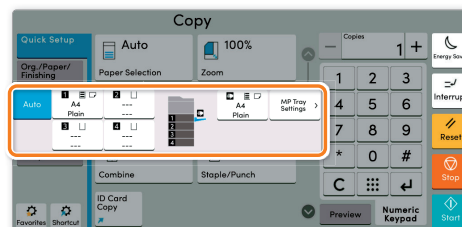
Press **DUPLEX** on the touch screen and select the desired function.



### Changing paper source:

Press **PAPER SELECTION**. Choose the desired paper format. When using special sizes 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 **OK**.

Press **START** to start copying.

