

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:**

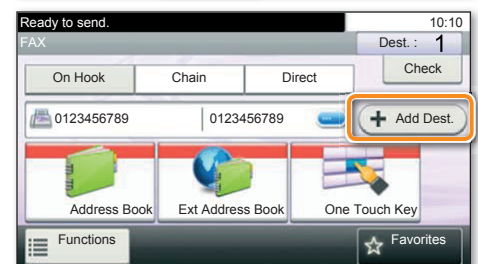
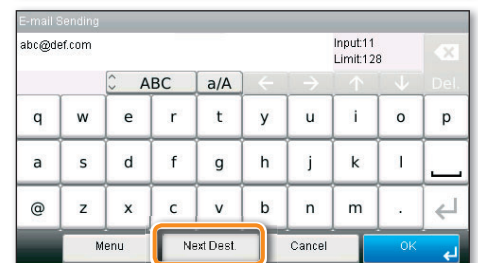
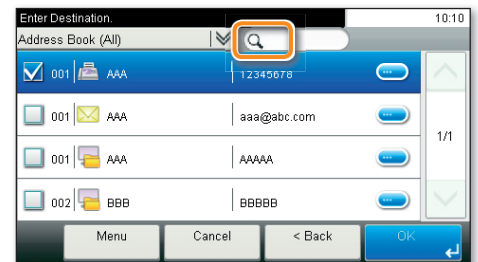
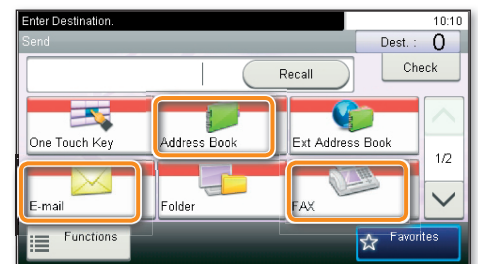
Press **E-MAIL**. Enter the e-mail address on the touch screen. After that press **OK**.

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

**Enter a fax number:**

Press **FAX** on the touch screen. Press **ADD DEST.**. Enter the fax number in the destination field.

4 To start transmission press **START**.



Scan settings

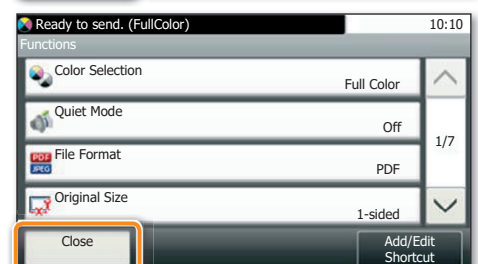
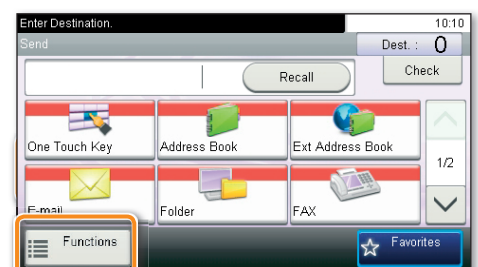


1 Press **SEND** on the Home screen.

2 Press **FUNCTIONS**.

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

4 Confirm with **CLOSE**.



## Fax operation

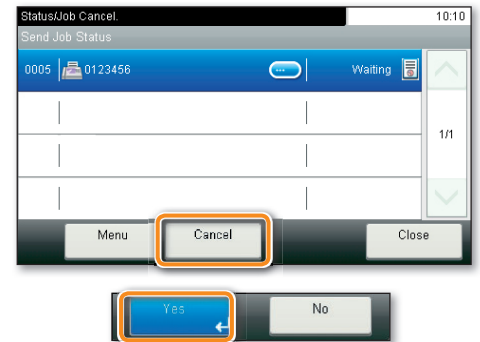
### Cancelling sending job



If the documents are still fed, press **STOP**.

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

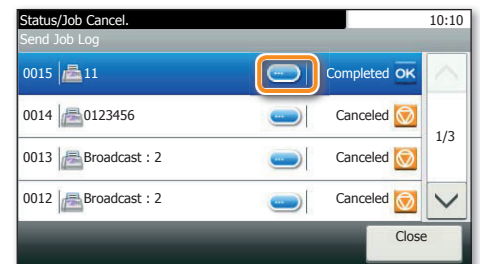
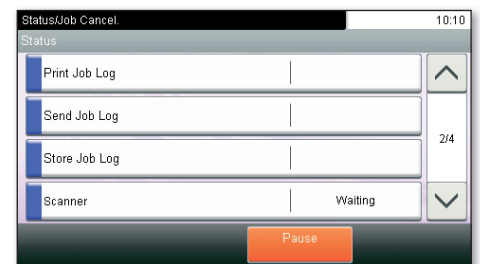
Communication is cancelled.



### Check transmission result



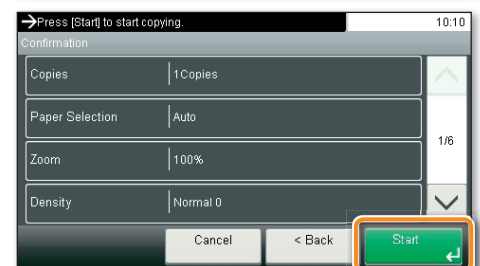
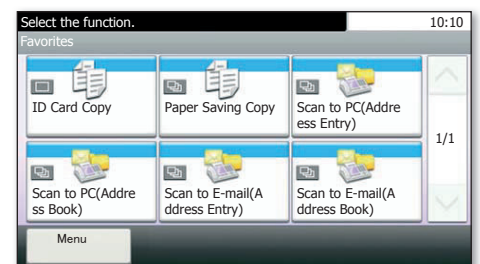
- 1 Press **STATUS/JOB CANCEL**.
- 2 Press **SEND JOB LOG**.
- 3 The result is displayed.
- 4 Press to display more details of the selected transmission.



### Using Favorites



- 1 Press **FAVORITES** on the Home screen.
- 2 Select a favorite.
- 3 Make the desired settings.
- 4 Confirm the settings and start the job by pressing **START**.



Print operation

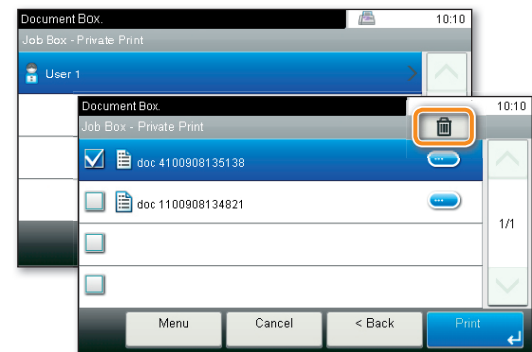
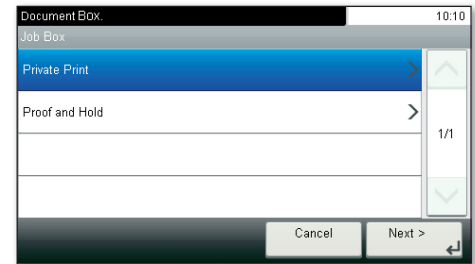
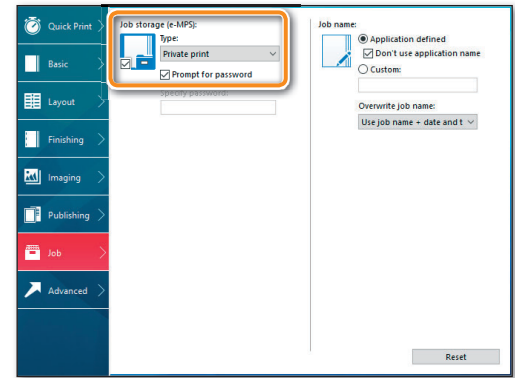
Private printing



**Note:** To activate the private printing from the PC, select the **JOB** tab in the printer driver and click **PRIVATE PRINT**. The section **JOBNAME** allows you to type in your name directly.

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

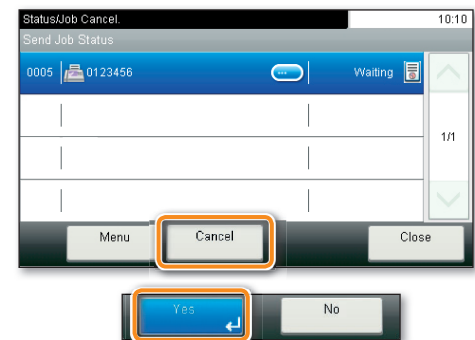
**Note:** By pressing  jobs can be cancelled.



Cancel print job



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

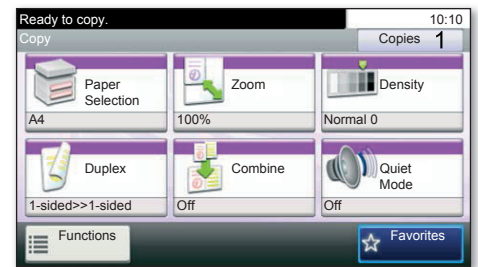


# Copy operation

## 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

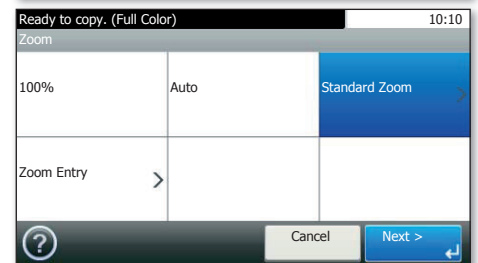
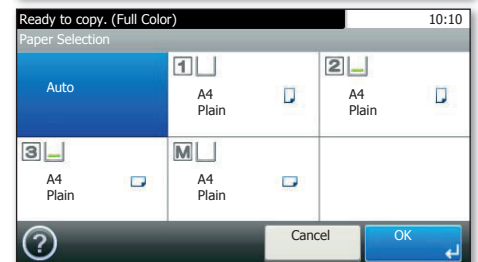
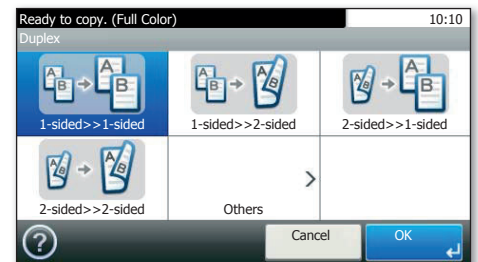
Press **QUIET MODE** on the touch screen. Lower print and scan speed for quiet processing. Select this mode when the running noise is uncomfortable.

### Staple (P-6038if MFP)

Press **FUNCTIONS** on the touch screen. Press **STAPLE**. Choose the desired function.

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

You may choose additional settings by pressing **FUNCTIONS** from the main menu.



- 5 Press **START** and the copy starts.

### Staple (optional for P-6038i MFP only):

Up to 20 sheets can be stapled manually.

- 1 Remove the printed sheets from the paper exit.
- 2 Insert the paper stack into the staple unit. The stack will be stapled automatically.

