Sending

❶ To wake up the device press the button **ENERGY SAVER**.

❷ Place the originals on the platen or in the document processor.

❸ Press **SEND** on the Home screen.

❹ 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 🔍 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**.

❺ To start transmission press **START**.
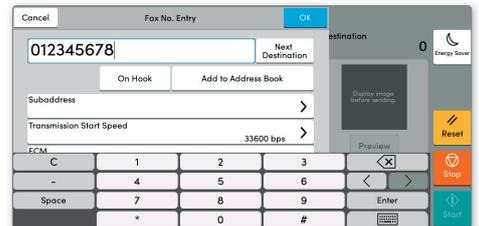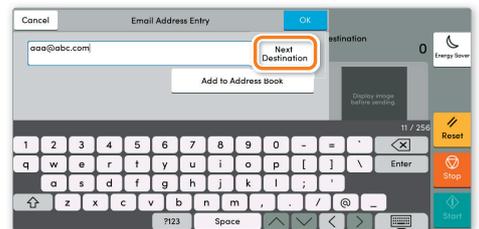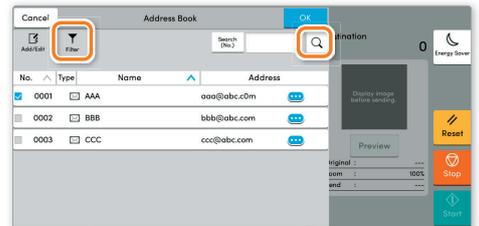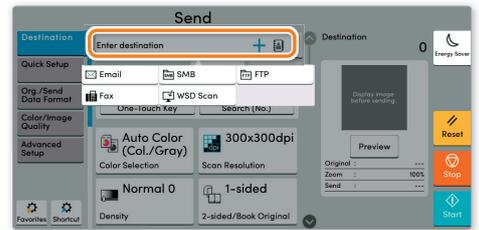
Scan settings

❶ Press **SEND** on the Home screen.

❷ Press **QUICK SETUP**. Choose the desired settings.

❸ Press arrow down button ⊽ to open additional settings.

❹ Choose the items to be changed by opening the related submenu.
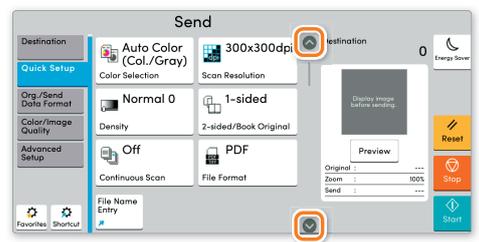
❺ Confirm with **OK**.

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 to the main menu.
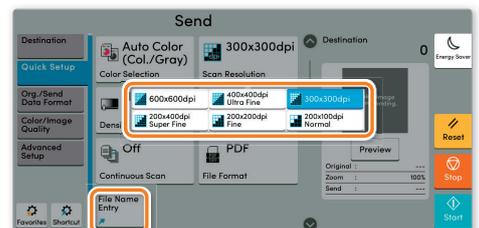
Cancelling sending job

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

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 transmission result

❶ Press **STATUS/JOB CANCEL**.

❷ Press **SENDING JOBS**. After that press **LOG**.

❸ The result is displayed.

❹ Press ⬭ to display more details of the selected transmission.

Using Favorites

❶ Press **FAVORITES** on the Home screen.

❷ Select a favorite.

❸ Choose the desired settings.

❹ Confirm the settings by pressing **CLOSE**.
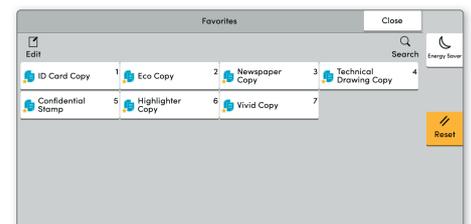
Print operation

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.

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

❷ Press **PRIVATE PRINT/STORED JOB**.

❸ Select the creator of the private print job.

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

❺ Press **PRINT** to start printing.

Note: By pressing 🗑 jobs can be cancelled.
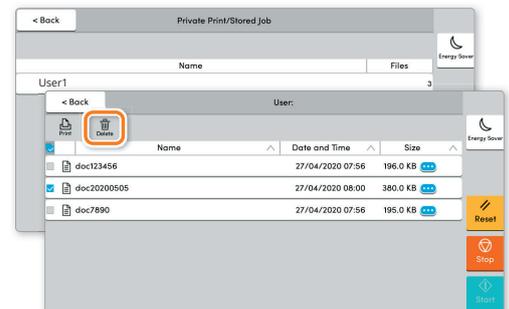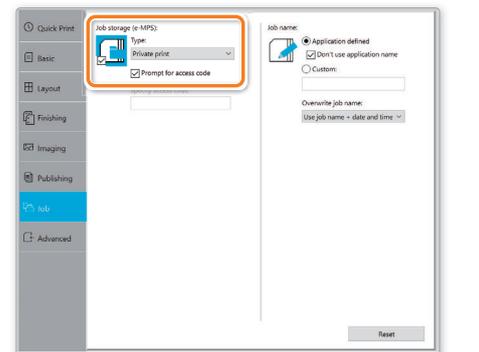
Media type settings

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.
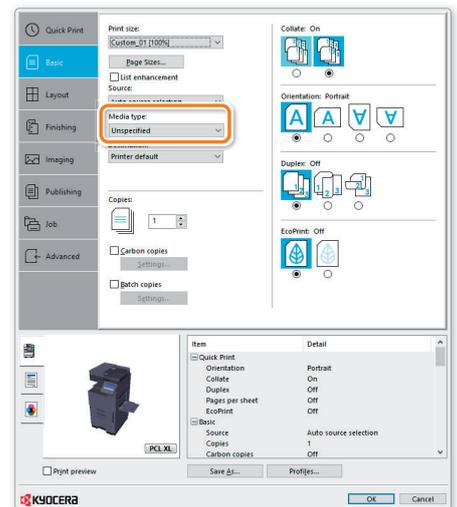
❹ Confirm with **OK**.

Cancel print job

❶ Press **STATUS/JOB CANCEL**.

❷ Press **PRINTING JOBS**.

❸ Select the job you wish to cancel and press **CANCEL**.

❹ Confirm with **YES**.

Job is cancelled.
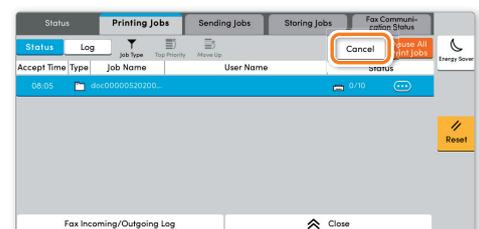
Prepare copy

❶ To wake up the device press the button **ENERGY SAVER**.

❷ Place the originals on the platen or in the document processor.

❸ Press **COPY** on the Home screen.

❹ Press **DENSITY** to change the brightness of the copy.

❺ Enter the number of copies with the **TEN-KEY** pad.
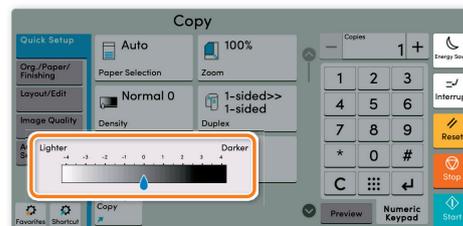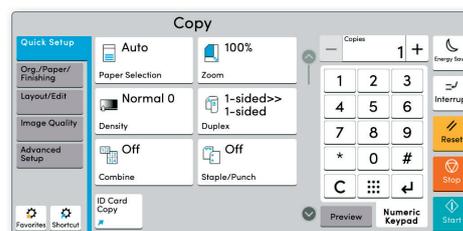
Optional Settings

Duplex:
Press **DUPLEX** on the touch screen and select the desired function.
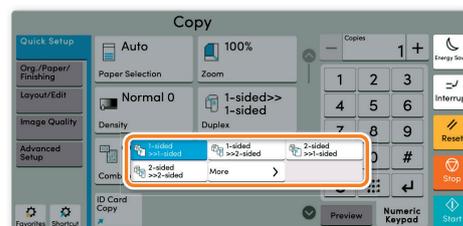
Changing paper source:
Press **PAPER SELECTION**. Choose the desired paper format. When using special sizes or media types select the **MP TRAY**. Make sure that all MP Tray settings are correct.

Confirm your selection with **OK**.
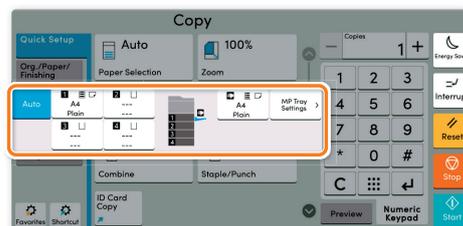
Staple (optional):
❶ Press **STAPLE**.

❷ Choose the desired function.

❸ Confirm all settings with **OK**.

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

Press **START** to start copying.