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E-Mail operation

Sending

• To wake up the device press the button ENERGY SAVER.

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

- **3** Press **SEND** on the Home screen.
- 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 \bigcirc 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**.







| Cancel | Fax No. | Entry | ОК | | |
|-----------------|-------------|---------------|---------------------|----------------------------------|--------------|
| 012345 | 678 | | Next Destination | estination C | Energy Sover |
| | On Hook | Add to Addres | Book | | |
| Subaddress | | | > | Display image before sending. | |
| Transmission \$ | Start Speed | 336 | 00 bps > | | Reset |
| ECM | _ | | _ | Preview | |
| С | 1 | 2 | 3 | | |
| - | 4 | 5 | 6 | $\langle \rangle$ | Stop |
| Space | 7 | 8 | 9 | Enter | \Diamond |
| | * | 0 | # | | 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.

• 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.

| | Se | nd | | |
|----------------------------------------------------|----------------------------------------------|----------------------------------|----------------------------------|---------------|
| Destination Quick Setup | Auto Color (Col./Gray) Color Selection | 300x300dpi | Pestination | 0 Energy Sove |
| Org./Send Data Format Color/Image Quality | Mormal 0 Density | 1-sided 2-sided/Book Original | Display image before sending. | 11 |
| Advanced Setup | Off Continuous Scan | PDF | Preview Original : Zoom : | Reset |
| Cavorites Shortcut | File Name Entry | | Send : | tite Start |

| | Sei | nd | | |
|----------------------------------------------------|---------------------------|--------------------|-------------------------------------------|---------------|
| Destination Quick Setup | Auto Color (Col./Gray) | Scan Resolution | Destination | 0 Energy Sove |
| Org./Send Data Format Color/Image Quality | Densi | 200x200dpi | 800x300dpi 200x100dpi Normal | // Reset |
| Advanced Setup | Off Continuous Scan | PDF File Format | Proview Original : Zoom : Send : | 💭 |
| Favorites Shortcut | File Name Entry | | Sena : | Start |

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**.

• Confirm with YES.

Communication is cancelled.

| Status Printing Job | s Sending Jobs | Storing Jobs | Fax C cotio | iommuni- in Status | |
|------------------------------|-----------------------|--------------|----------------|-----------------------|-------------|
| Status Scheduled Log | Top Priority job Type | | | Cancel | |
| Accept Time Type Destination | User Name | | Stat | us | Jargy sove |
| 07:40 | | 6 | Waiting | <u></u> | |
| 07:44 🛷 Broadcast : -1 | | | | | |
| | | | | | // Reset |
| | | | | | |
| | | | | | |
| | | | | | |
| Fax Incoming/Outgoing | Log | Clos | | | |

Check transmission result

- 1 Press STATUS/JOB CANCEL.
- **2** Press **SENDING JOBS**. After that press **LOG**.
- **3** The result is displayed.

• Press e to display more details of the selected transmission.

| Status | Printing Jobs | Sending Jobs | Storing Jobs | Fax Communi- cation Status | |
|-------------------|------------------|--------------|--------------|-------------------------------|--------------|
| Status Scheduler | Log Ty | • | | | Energy Sover |
| End Date Type | Destination | User Name | | Result | |
| 27/04 07:50 📓 Des | tination User1 | | OK | Complete 🛄 | |
| | | | | | // Reset |
| | | | | | Reset |
| | | | | | |
| | | | | | |
| Fax Incom | ing/Outgoing Log | | ጵ Close | • | |

Using Favorites

- Press FAVORITES on the Home screen.
- 2 Select a favorite.

☆

3 Choose the desired settings.

• Confirm the settings by pressing CLOSE.

| | Favorites | | | | | | Clos | | |
|----------------------|-----------|-----------------------|---|---------------------|---|---------------------|----------------|------------|-------------|
| Edit | | | | | | | s | Q earch | Energy Sove |
| 🃁 ID Card Copy | 1 | 🗯 Eco Copy | 2 | p Newspaper Copy | 3 | 🃁 Technie Drawir | cal Ig Copy | 4 | |
| 5 Confidential Stamp | 5 | 🃁 Highlighter Copy | 6 | 🍵 Vivid Copy | 7 | | | | |
| - | | | | | | | | | // Reset |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |



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.

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

9 Press **PRINT** to start printing.

Note: By pressing 💼 jobs can be cancelled.









Color settings

- Open the **PRINT** menu and press **PROPER**-**TIES** button.
- 2 Choose BASIC tab.
- **3** Choose FULL COLOR, AUTO COLOR or BLACK.

Use the tab IMAGING to choose object types depending on your original to be printed. Standard selection is PRINTER SETTINGS. Options are: TEXT/GRAPHICS, TEXT/ PHOTOS, VIVID COLORS, PUBLICATIONS, LINE ART, CUSTOM TABLE or ADVANCED.

5 Confirm with **OK**.

Cancel print job



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



Copy operation

Prepare copy

• 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.

• Press COLOR SELECTION to select the required copy mode.

5 Enter the number of copies with the **TEN-KEY** pad.

| | Co | ру | | | | | |
|--------------------------|------------------------|----------------------|---|--------|------|------------------|--------------|
| Quick Setup | Auto | 100% | 0 | - Cop | iles | 1 + | Energy Sover |
| Org./Paper/ Finishing | Paper Selection | Zoom | | 1 | 2 | 3 | |
| Layout/Edit | _{Full} Color | 1-sided>> 1-sided | | 4 | 5 | 6 | Interrupt |
| Color/Image Quality | Color Selection | Duplex | | 7 | 8 | 9 | // Reset |
| Advanced Setup | Off | | | * | 0 | # | |
| | Combine | | | С | | ъ | Stop |
| Favorites Shortcut | ID Card Copy | | 0 | Previe | N | umeric Seypad | Start |



Optional Settings

Duplex:

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

| | Co | ру | | | | | |
|--------------------------|-----------------|----------------------|---------------|------------------|----------|--------|---------------|
| Quick Setup | Auto | 100% | | - ^{Cop} | xies | 1 + | Contrar Sover |
| Org./Paper/ Finishing | Paper Selection | Zoom | | 1 | 2 | 3 | -1 |
| Layout/Edit | 🛐 Full Color | 1-sided>> 1-sided | | 4 | 5 | 6 | Interrupt |
| Color/Image Quality | Color Selection | Duplex | | 7 | 8 | 9 | 11 |
| Advanced Setup | TE 1-sided | 1-sided >>2-sided | 2-sid >>1- | led sided | 0 | # | Reset |
| | Comb | More > | | | <u> </u> | | Stop |
| 00 | ID Cord Copy | | | | | | \Diamond |
| Favorites Shortcut | * | | 0 | Previe | | Keypad | Start |

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):

Press STAPLE.

2 Choose the desired function.

3 Confirm all settings with **OK**.

All the optional settings above have to be confirmed with $\ensuremath{\mbox{OK}}$.

Press **START** to start copying.



| | ру | | | | | |
|------------------------|---------------------------------------------------------------|---------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Auto | 100% | | Copi | 05 | 1 + | L Energy Saver |
| Paper Selection | Zoom | | 1 | 2 | 3 | 2 |
| Full Color | 1-sided>> | | 4 | 5 | 6 | Interrupt |
| Color Selection | Duplex | | 7 | 8 | 9 | // Reset |
| Off | 🗇 Off | | * | 0 | # | |
| Combine | Staple | | | | 4 | Stop |
| ID Cor Copy More | C 1Staple |] 2 Sta | ples Left | N | | € Start |
| | Poper Selection Full Color Color Selection Off Combine D Cor | | Paper Selection Zoom Full Color Full Color Off Off Combine Staple Degr Off Off Combine Staple 2 Staple 2 Staple | Auto 2007 Peper Selection 2007 Full Color 1-sided> Color Selection Duplex 7 Off Off 3table Combine Stable | Auto Zoom Zoom 1 2 Subscription Zoom 1 -sided>> 1 2 4 5 7 8 Color Selection Duples Off Off 0 Off 0 Combine Stable 0 Combine Stable | Auto 200% - 1 + Paper Selection Zoom 1 2 3 Ull Color C 1-sided 2 4 5 6 Zohor Selection Duplex 4 5 6 7 8 9 Color Selection Duplex 9 4 0 # Combine Staple Color Staple C 1 1 2 2 Staples Left Left Left Left Left Left Left Left |

