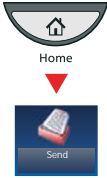


## E-Mail operation

### Sending

- > Place the originals on the platen or in the optional document processor.
- > Press **SEND** on the Home screen.



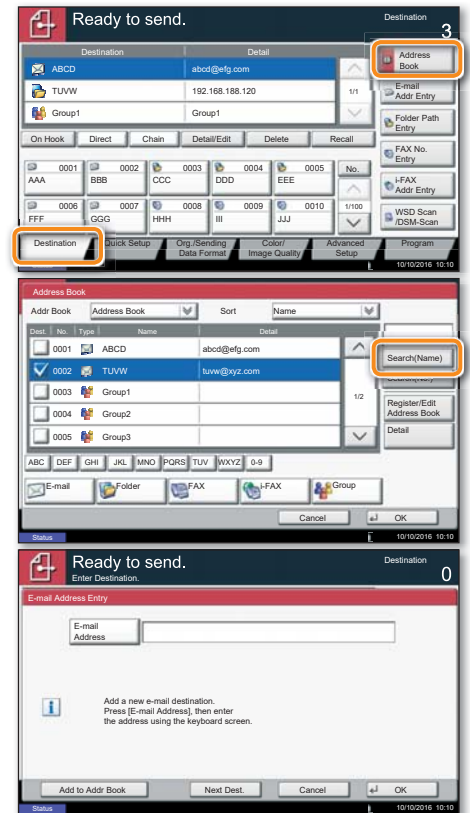
- 1 Enter the destination address.

#### From the address book:

Press **ADDRESS BOOK**. Press the checkbox to select the desired destination from the list. Press **SEARCH (NAME)** to find the destination. Enter the name you search for. Confirm with **OK**.  
You may choose multiple destinations.

#### Enter an e-mail address:

Press **E-MAIL ADDR. ENTRY** and **E-MAIL ADDRESS**. Enter the E-Mail address on the touch screen. After that press **OK**.  
If you want to send the e-mail to several destinations, go back to step 1.  
2 To send the e-mail press **START**.



### Scan settings

- > Press **SEND** on the Home screen.



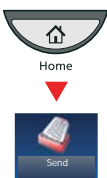
- 1 Press **COLOR/IMAGE QUALITY**.
- 2 Press **COLOR SELECTION**.

- 3 Choose the Color to be used.
- 4 Confirm with **OK**.

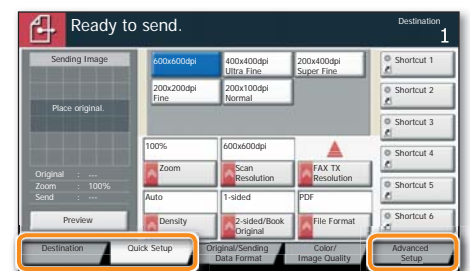


### Further settings

- > Press **SEND** on the Home screen.



- 1 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**.
- 2 Press **DESTINATION** to return.



## Fax operation

### Sending a fax

- > Place the originals on the platen or in the optional document processor.
- > Press **FAX** on the Home screen.



- 1 Enter the destination address.

#### From the address book:

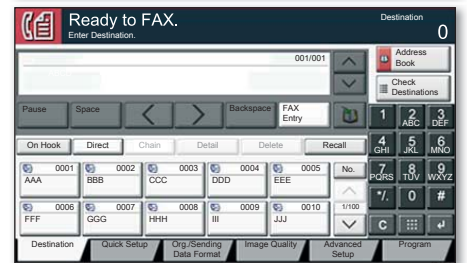
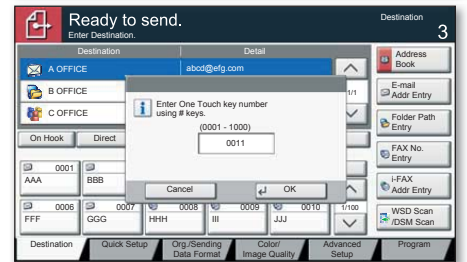
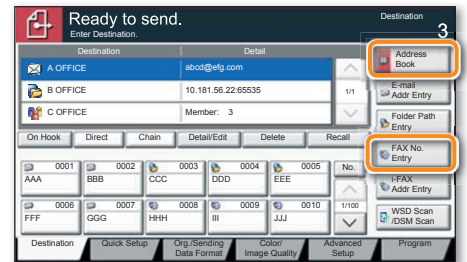
Press **ADDRESS BOOK**. Press the checkbox to select the desired destination from the list. Press **SEARCH (NAME)** to find the destination. Enter the name you search for. Confirm with **OK**.  
You may choose multiple destinations.

#### Enter the destination:

Press **FAX.NO. ENTRY**. Enter the fax number with the **TEN-KEY** pad. After that press **OK**.

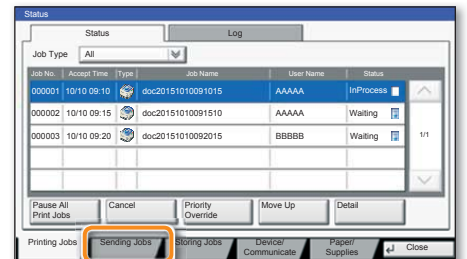
If you want to send the fax to several destinations, go back to step 1.

- 2 To send the fax press **START**.



### Cancelling fax job

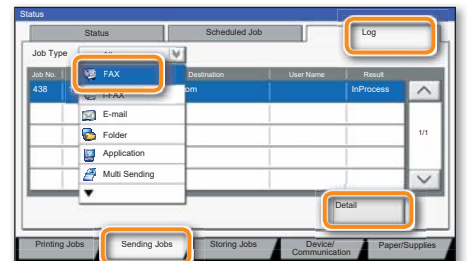
- 1 Press **STATUS/JOB CANCEL**.
  - 2 Press **SENDING JOBS**.
  - 3 Choose the job to be cancelled and press **CANCEL**.
  - 4 Confirm with **YES**.
- Communication is cancelled.



### Check transmission result

- 1 Press **STATUS/JOB CANCEL**.
- 2 Press **SENDING JOBS**.
- 3 Under Job Type, select **FAX**.
- 4 Press **LOG**.
- 5 Select a job to be checked.
- 6 Press **DETAIL**.

The details are displayed.



Depending on the model in use not all functions are available.  
For more details refer to the Operation Guide on the co-packed DVD.

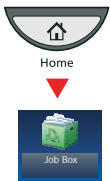
### Print operation

#### Private printing

**Note:** To activate the private printing from the PC, select the **JOB** tab in the printer driver and click **PRIVATE PRINT**. Protect your print job with a 4-digit access code if needed. The section **JOBNAME** allows you to type in your name directly.

- > In the application click on **FILE** and then **PRINT**.
- > Open the **PROPERTIES** of the selected printer.
- > Click on **JOB**.

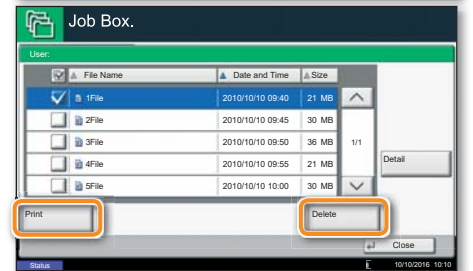
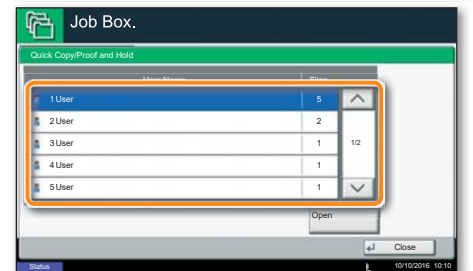
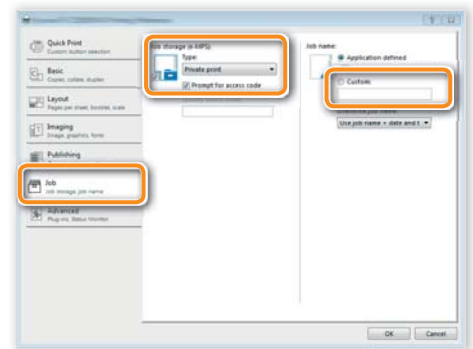
- > Press **JOB BOX** on the Home screen.



- 1 Select the creator of the private print job.
- 2 Select the document to be printed from the list. If the document is password protected, type in the PIN with the **TEN-KEY** pad.

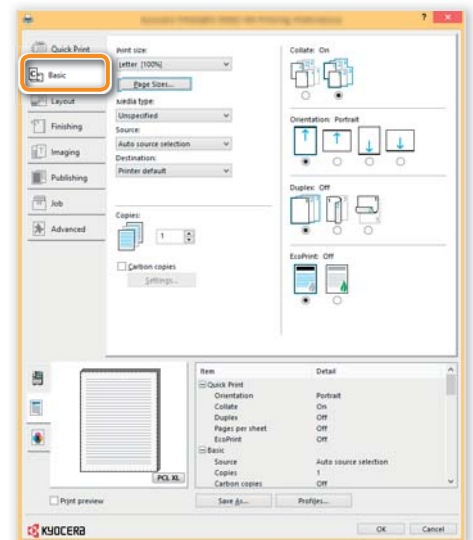
- 3 Press **PRINT** to start printing.

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



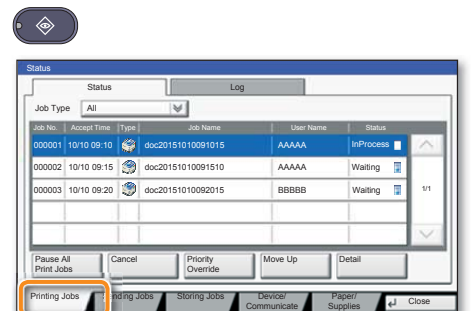
#### Media type settings

- 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 Choose the job to be cancelled and press **CANCEL**.
- 4 Confirm with **YES**. Job is cancelled.



## Copy operation

### Preparation

- > Place the originals on the platen or in the optional document processor.
- > Press **COPY** on the Home screen.

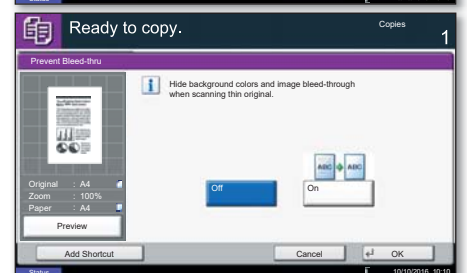
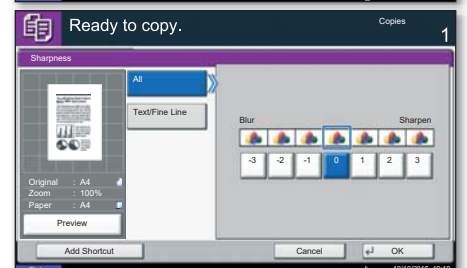
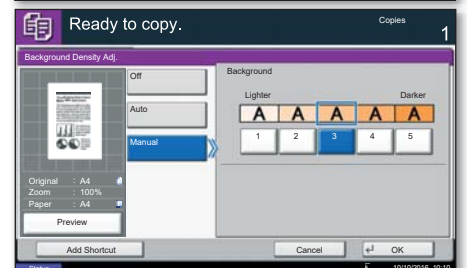
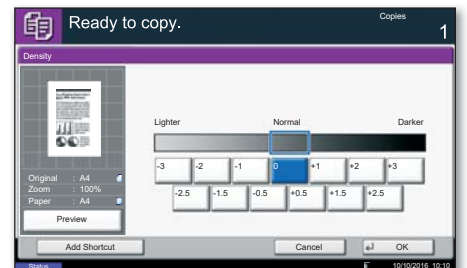
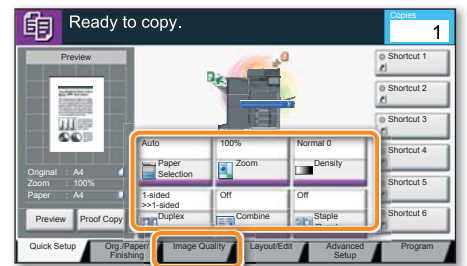


- 1 Enter the number of copies with the **TEN-KEY** pad.
- 2 Choose **PAPER SELECTION**, **DUPLEX**, **ZOOM**, **COMBINE**, **DENSITY** or **STAPLE/PUNCH** (optional) in the sub menu from the main screen.
- 3 Confirm all settings with **OK**.
- 4 Press **START**.

### Optional functions:

The image quality settings can be changed.

- 1 Press **IMAGE QUALITY**.
- 2 Choose **DENSITY**, **BACKGROUND DENSITY ADJ.**, **SHARPNESS**, **PREVENT BLEED-THRU** in the sub menu from the main screen.
- 3 Confirm all settings with **OK**.



### Help



A Help icon is provided on this machine's touch screen. If you need further information about how to operate the machine and how to use its functions or if the machine is not working properly, press the Help key to view a detailed explanation on the touch panel.



Depending on the model in use not all functions are available. For more details refer to the Operation Guide on the co-packed DVD.