

### E-Mail operation

#### 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:

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:

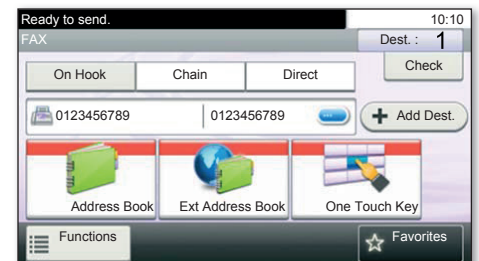
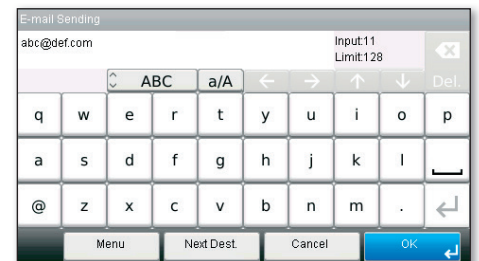
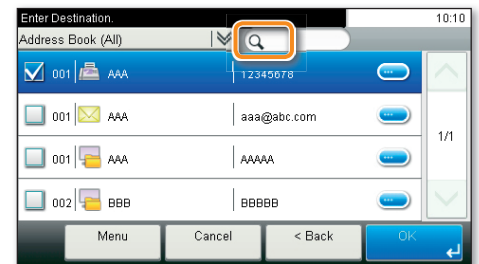
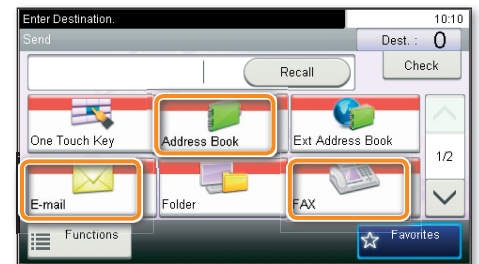
Press **E-MAIL**. Enter the e-mail address on the touch screen. After that press **OK**.

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.

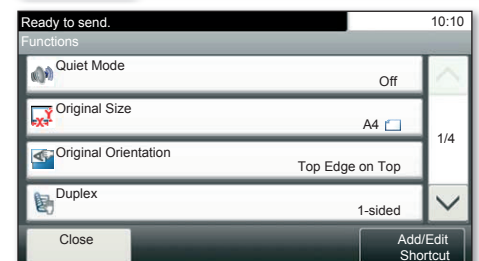
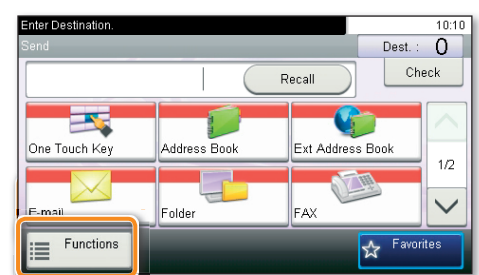
- 5 To start transmission press **START**.



#### 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**.



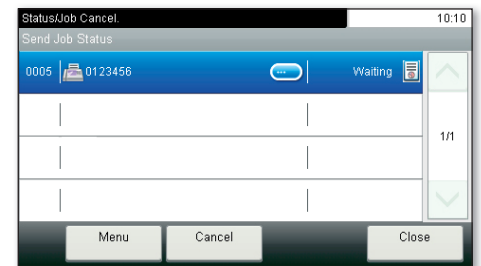
For more details refer to the Operation Guide on the co-packed DVD.

## Fax operation

### Cancelling sending job



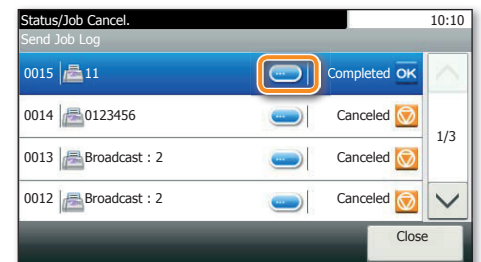
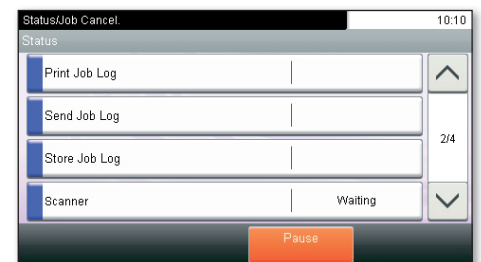
- If the documents are still fed, press **STOP**.
- 1 Press **STATUS/JOB CANCEL**.
  - 2 Press **SEND JOB STATUS**.
  - 3 Choose the job to be cancelled and press **CANCEL**.
  - 4 Confirm with **YES**.
- Communication is cancelled.



### 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.

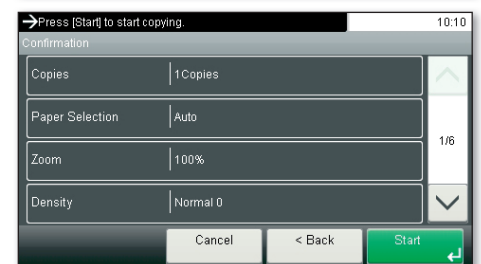
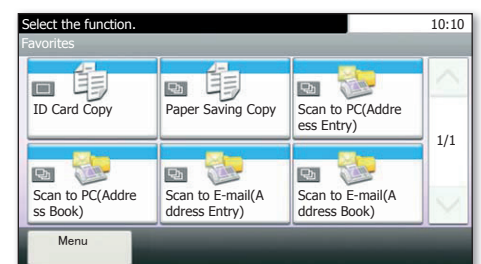


### Using Favorites

Home



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



### Print operation

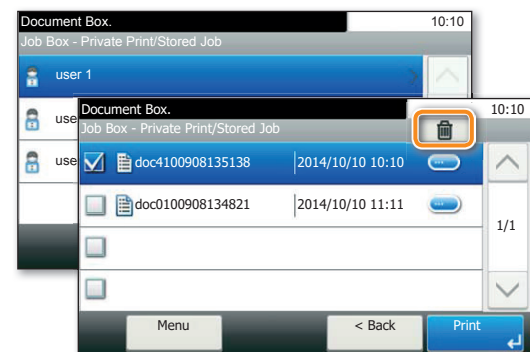
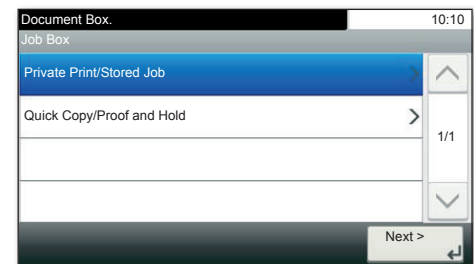
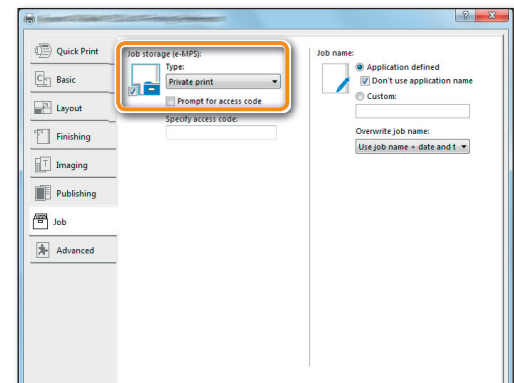
#### Private printing



**Note:** To activate the private printing from the PC, select the **JOB** tab in the printer driver and click **PRIVATE PRINT**. The section **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.

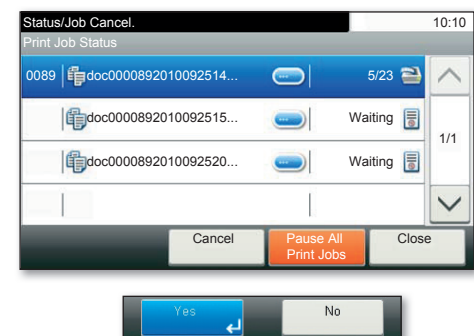
**Note:** By pressing jobs can be cancelled.



#### 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.

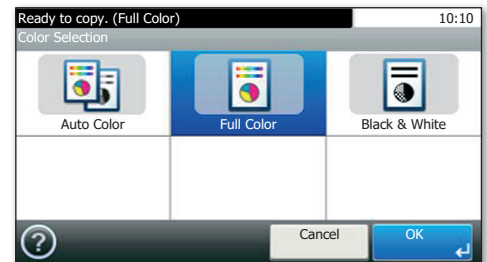
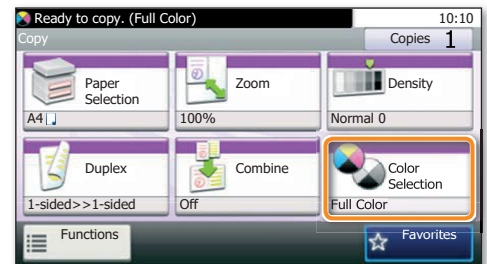


## Copy operation

### Prepare copy



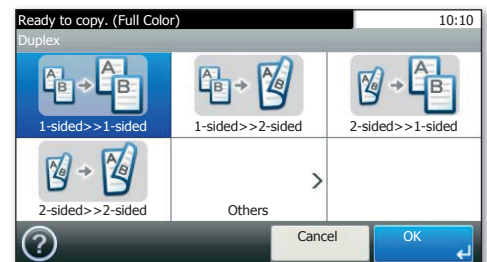
- 1 To wake up the device press the button **ENERGY SAVER**.
- 2 Place the originals on the platen or in the document processor.
- 3 Press **COPY** on the Home screen.
- 4 Press **COLOR SELECTION** to select the required copy mode.
- 5 Enter the number of copies with the **TEN-KEY** pad.



### Optional Settings

#### Duplex:

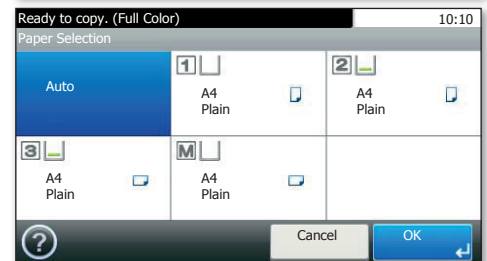
Press **DUPLEX** on the touch screen and select the desired function.



#### 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 settings are correct.

Confirm your selection with **OK**.



#### Staple (optional):

- 1 Press **FUNCTIONS** on the touch screen.
- 2 Press **STAPLE**. Choose the desired function.
- 3 Confirm all settings with **OK**.

#### Quiet Mode:

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

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

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



Press **START** and the copy starts.