

E-Mail operation

Sending



1 Place the originals on the platen or in the optional 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 (NAME)** to find the destination. Enter the name you search for. Confirm with **OK**.

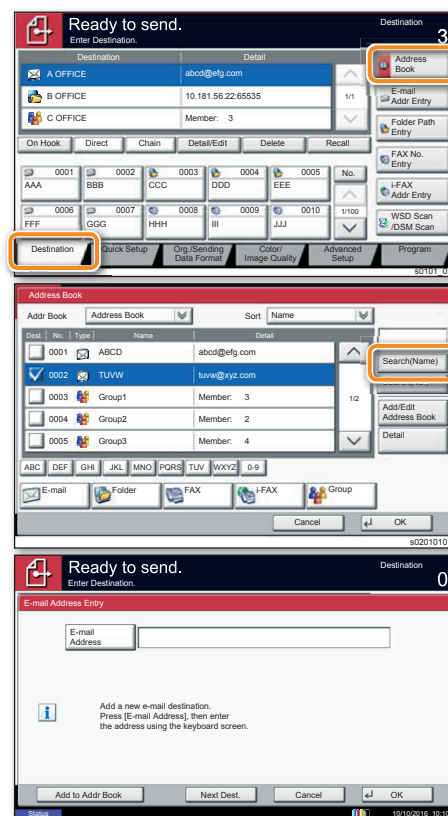
You may choose multiple destinations.

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 3.

4 To send the e-mail press **START**.



Scan settings



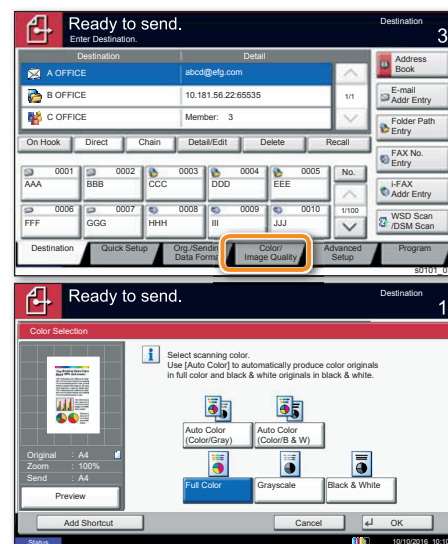
1 Press **SEND** on the Home screen.

2 Press **COLOR/IMAGE QUALITY**.

3 Press **COLOR SELECTION**.

4 Choose the scanning mode.

5 Confirm with **OK**.



Further settings



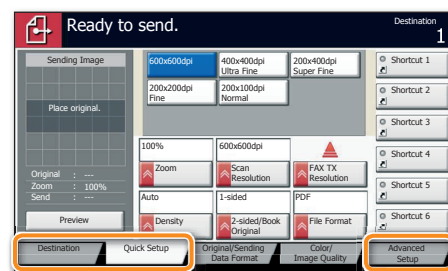
1 Press **SEND** on the Home screen.

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.



Fax operation

Sending a fax



- 1 Place the originals on the platen or in the optional document processor.
- 2 Press **FAX** 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 (NAME)** to find the destination. Enter the name you search for. Confirm with **OK**.

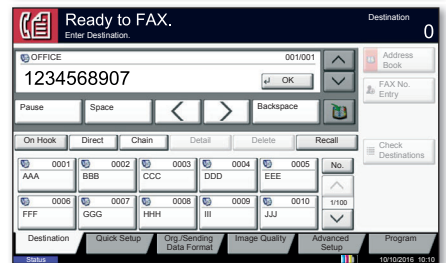
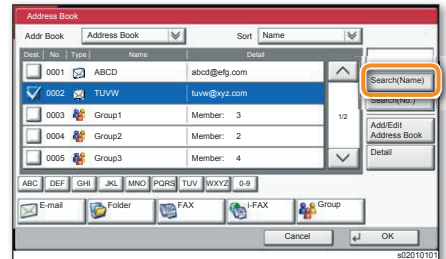
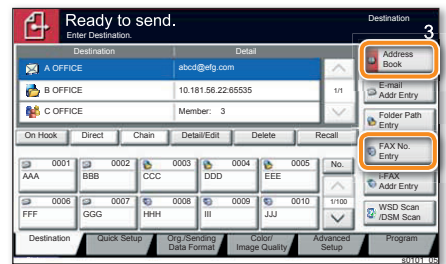
You may choose multiple destinations.

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 3.

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

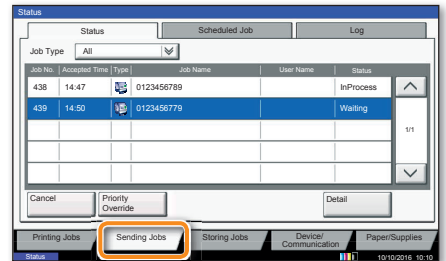


Cancelling fax job



- 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.

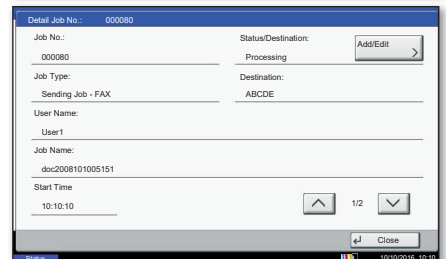
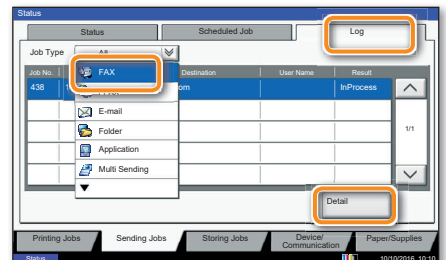


Check transmission result



- 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.



Print operation

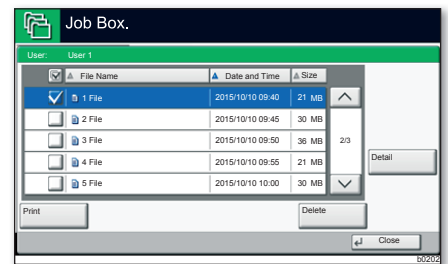
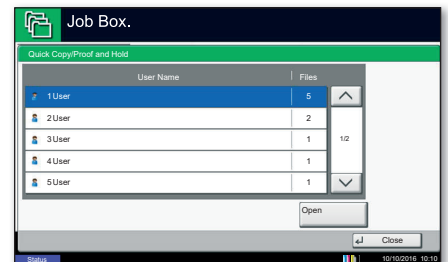
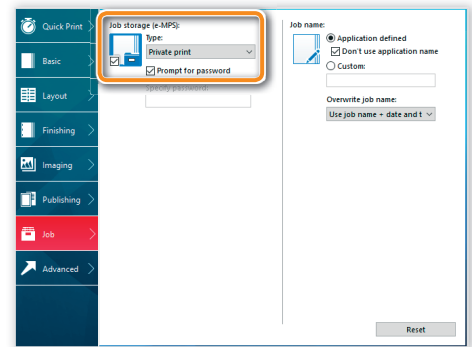
Private printing

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 **CUSTOM** allows you to type in your name directly.



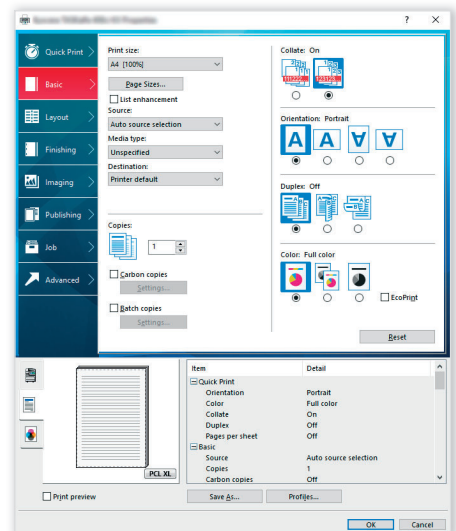
- 1 Press **JOB BOX** on the Home screen.
- 2 Select the creator of the private print job.
- 3 Select the document to be printed from the list. If the document is password protected, type in the PIN with the **TEN-KEY** pad.
- 4 Press **PRINT** to start printing.

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



Color settings

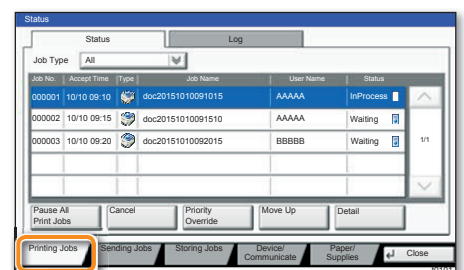
- 1 When printing from an application press **PROPERTIES** button.
- 2 Choose **BASIC** tab.
- 3 Choose **COLOR: CMYK** or **COLOR: K**.
- 4 Use the tab **IMAGING** to choose object types depending on your original to be printed. Standard selection is **PRINTER SETTINGS**. Options are: **TEXT/GRAPHICS**, **TEXT/PHOTOS**, **VIVID COLORS**, **PUBLICATIONS**, **LINE ART** or **ADVANCED**.
- 5 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



- 1 Place the originals on the platen or in the optional document processor.
- 2 Press **COPY** on the Home screen.
- 3 Enter the number of copies with the **TEN-KEY** pad.
- 4 Choose the copy mode.
- 5 Choose **PAPER SELECTION**, **DUPLEX**, **ZOOM**, **COMBINE**, **COLOR SELECTION** or **STAPLE/PUNCH** (optional) in the sub menu from the main screen.
- 6 Confirm all settings with **OK**.
- 7 Press **START**.

Optional functions:

The color settings can be changed.

- 8 Press **COLOR/IMAGE QUALITY**.
- 9 Choose **COLOR BALANCE**, **HUE ADJUSTMENT**, **ONE-TOUCH IMAGE ADJ.**, **SHARPNESS**, **BACKGROUND ADJ.** in the sub menu from the main screen.
- 10 Confirm all settings with **OK**.

