E-Mail operation

Sending

Home

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:
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 MENU to perform a more detailed search.

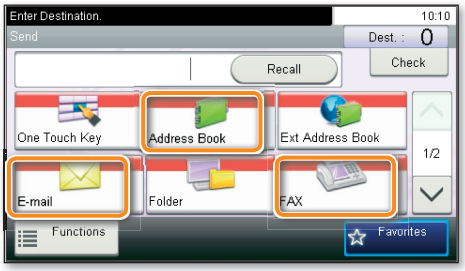
You may choose multiple destinations.

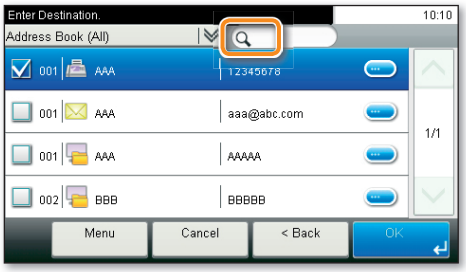
Enter an e-mail address:
Press E-MAIL. Enter the e-mail address on the touch screen. After that press OK.

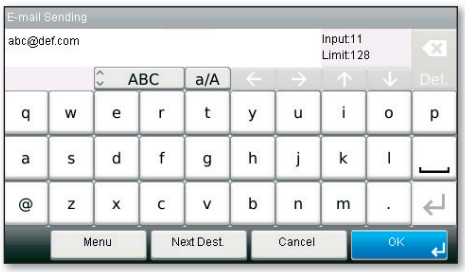
If you want to send the e-mail to several destinations press NEXT DEST..

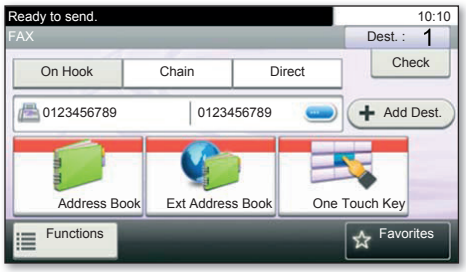
Enter a fax number:
Press FAX on the touch screen. Press ADD DEST.. Enter the fax number in the destination field.

❺ To start transmission press START.









Scan settings

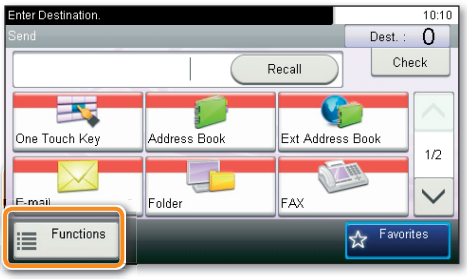
Home

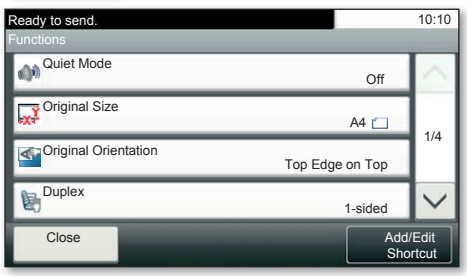
❶ Press SEND on the Home screen.

❷ Press FUNCTIONS.

❸ Choose the items to be changed by opening the related submenu.

❹ Confirm with CLOSE.





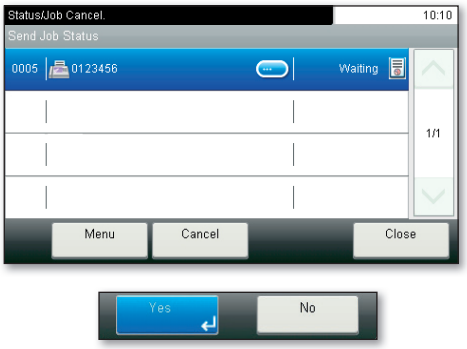
For more details refer to the Operation Guide on the co-packed DVD.

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

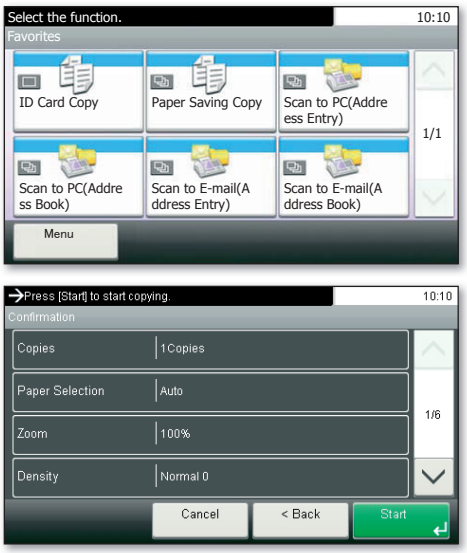
1. Press STATUS/JOB CANCEL.
2. Press SEND JOB LOG.
3. The result is displayed.
4. Press to display more details of the selected transmission.



Using Favorites

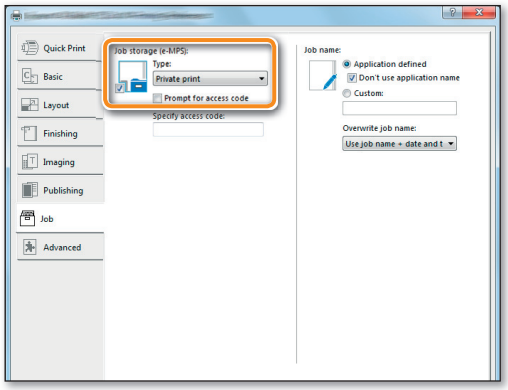
Home

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



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.



Home

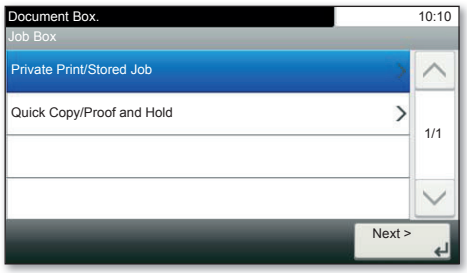
❶ Press JOB BOX on the Home screen.

❷ Press PRIVATE PRINT/STORED JOB.

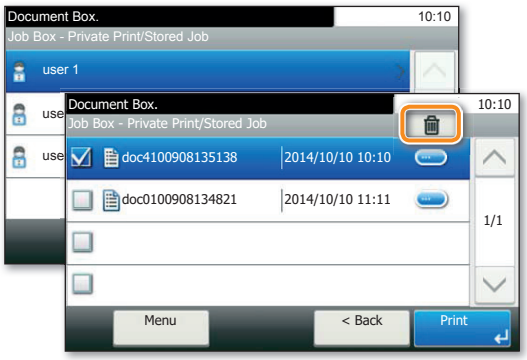
❸ Select the creator of the private print job.

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.



Cancel print job

❶ Press STATUS/JOB CANCEL.

❷ Press PRINT JOB STATUS.

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

❹ Confirm with YES.

Job is cancelled.



Copy operation

Prepare copy



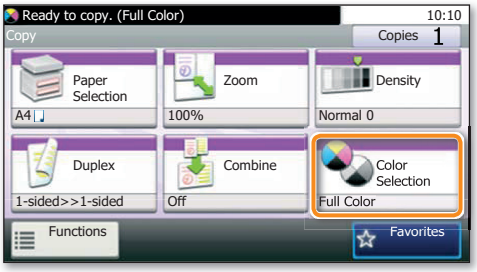
❶ To wake up the device press the button ENERGY SAVER.

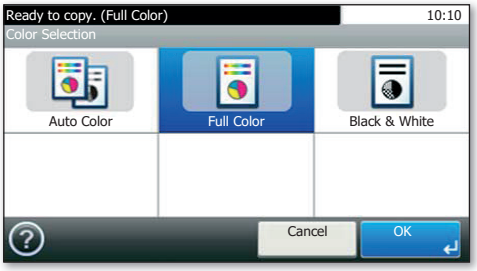
❷ Place the originals on the platen or in the document processor.

❸ Press COPY on the Home screen.

❹ Press COLOR SELECTION to select the required copy mode.

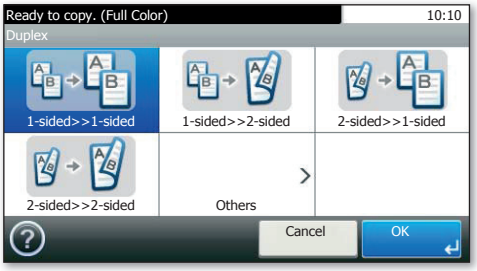
❺ Enter the number of copies with the TEN-KEY pad.





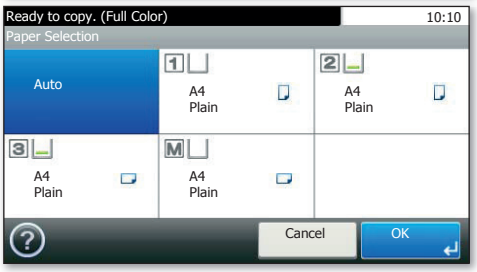
Optional Settings

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 settings are correct.

Confirm your selection with OK.



Staple (optional):
❶ Press FUNCTIONS on the touch screen.

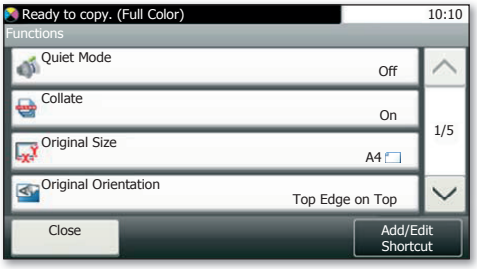
❷ Press STAPLE. Choose the desired function.

❸ 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.