E-Mail operation

Sending



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

❷ Press SEND on the Home screen.

❸ Enter the destination address.

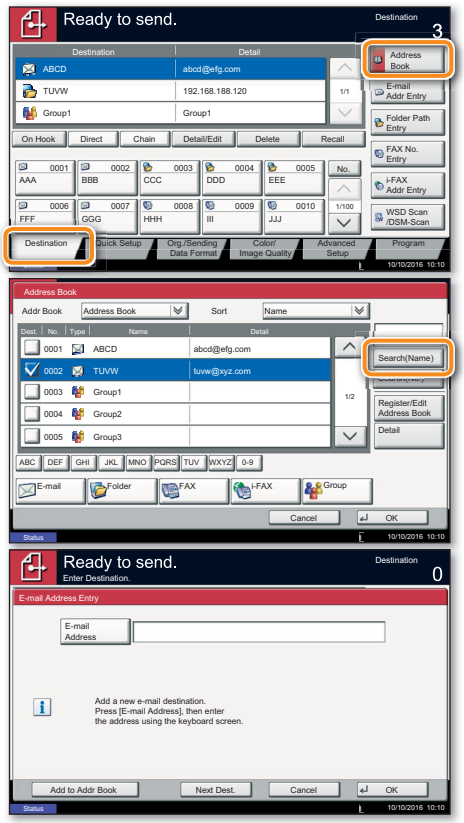
From the address book:
Press ADDRESS BOOK. Press the checkbox to select the desired destination from the list. Press SEARCH (NAME) to find the destination. Enter the name you search for. Confirm with OK.

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.

❹ To send the e-mail press START.



Scan settings



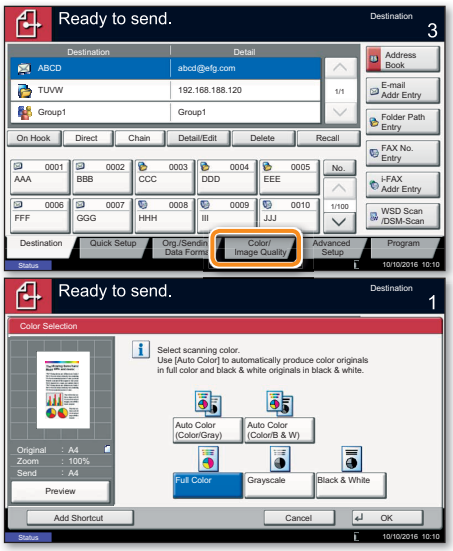
❶ Press SEND on the Home screen.

❷ Press COLOR/IMAGE QUALITY.

❸ Press COLOR SELECTION.

❹ Choose the Color to be used.

❺ Confirm with OK.



Further settings



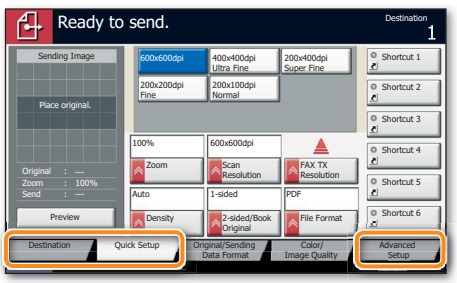
❶ Press SEND on the Home screen.

❷ 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.

❸ Press DESTINATION to return.



Fax operation

Sending a fax



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

❷ Press FAX on the Home screen.

❸ Enter the destination address.

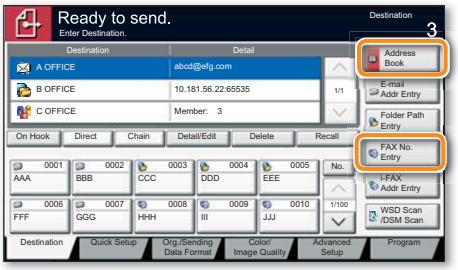
From the address book:
Press ADDRESS BOOK. Press the checkbox to select the desired destination from the list. Press SEARCH (NAME) to find the destination. Enter the name you search for. Confirm with OK.

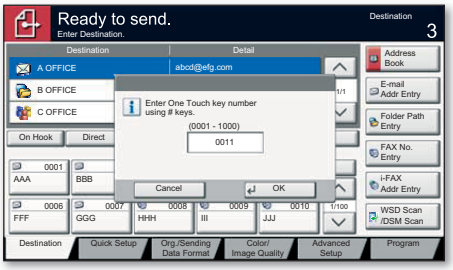
You may choose multiple destinations.

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.

❹ To send the fax press START.







Cancelling fax job



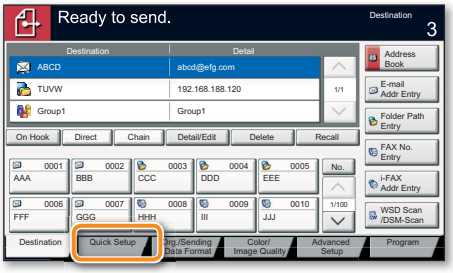
❶ Press STATUS/JOB CANCEL.

❷ Press SENDING JOBS.

❸ Choose the job to be cancelled and press CANCEL.

❹ Confirm with YES.

Communication is cancelled.



Check transmision result



❶ Press STATUS/JOB CANCEL.

❷ Press SENDING JOBS.

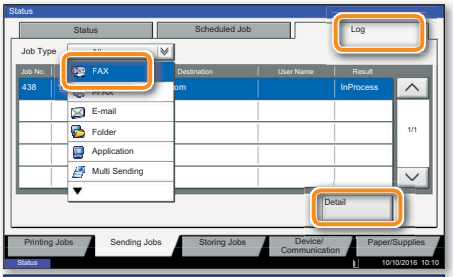
❸ Under Job Type, select FAX.

❹ Press LOG.

❺ Select a job to be checked.

❻ 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.

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.

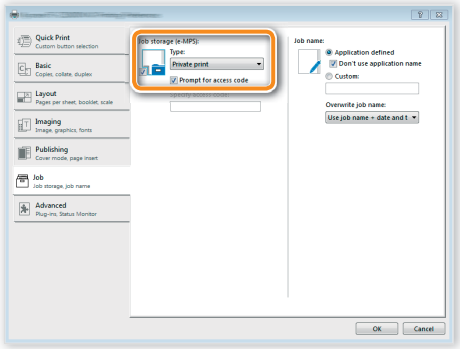
❶ Press JOB BOX on the Home screen.

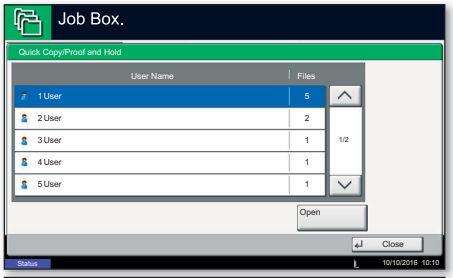
❷ Select the creator of the private print job.

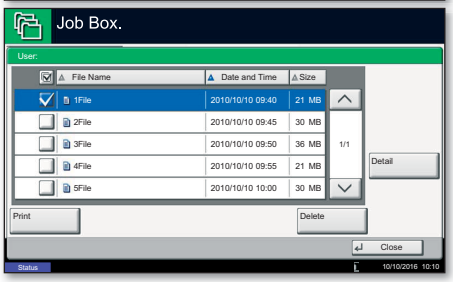
❸ Select the document to be printed from the list. If the document is password protected, type in the PIN with the TEN-KEY pad.

❹ Press PRINT to start printing.

Note: By pressing DELETE jobs can be cancelled.







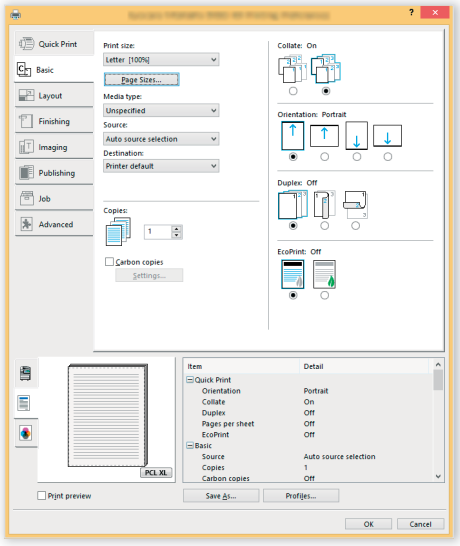
Media type settings

❶ When printing from an application press PROPERTIES button.

❷ Choose BASIC tab.

❸ To print on the special paper such as thick paper or transparency, click the MEDIA TYPE menu and select the media type.

❹ Confirm with OK.



Cancel print job



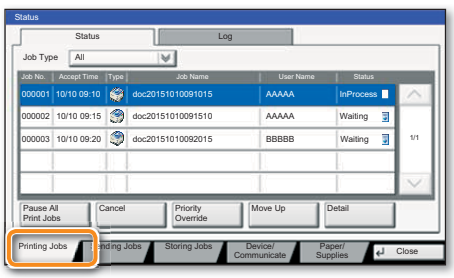
❶ Press STATUS/JOB CANCEL.

❷ Press PRINTING JOBS.

❸ Choose the job to be cancelled and press CANCEL.

❹ Confirm with YES.

Job is cancelled.



Preparation



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

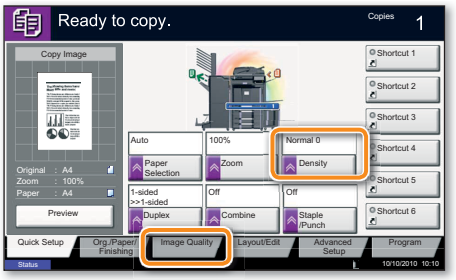
❷ Press COPY on the Home screen.

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

❹ Choose PAPER SELECTION, DUPLEX, ZOOM, COMBINE, DENSITY or STAPLE/PUNCH (optional) in the sub menu from the main screen.

❺ Confirm all settings with OK.

❻ Press START.

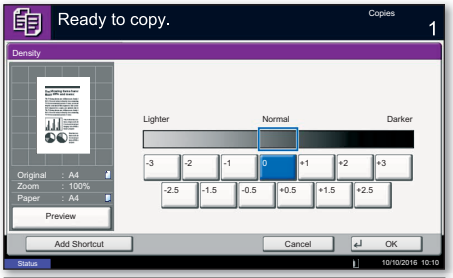


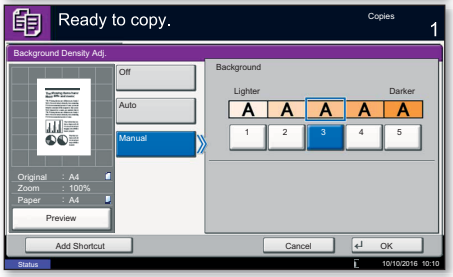
Optional functions:
The image quality settings can be changed.

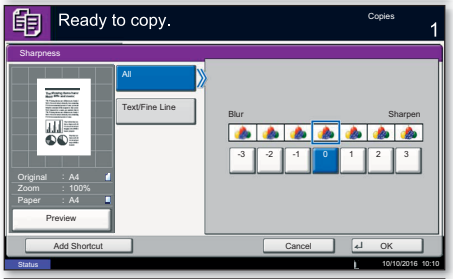
❶ Press IMAGE QUALITY.

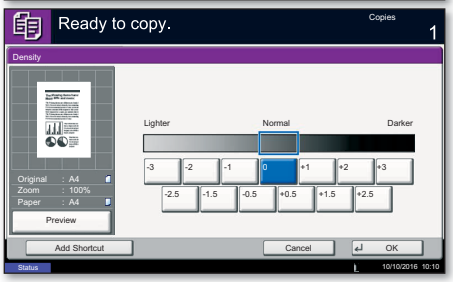
❷ Choose DENSITY, BACKGROUND DENSITY ADJ., SHARPNESS, PREVENT BLEED-THRU in the sub menu from the main screen.

❸ Confirm all settings with OK.









Help



A Help key is provided on this machine's operation panel. 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.