E-Mail Operation

- **1.** Place the originals on the platen or in the 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 Q, 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:

- 1. Press ENTER DESTINATION [+].
- 2. Press E-MAIL.

3. Enter the e-mail address on the touch screen.

4. Confirm with <mark>Οκ</mark>.

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

4. To start transmission press **START**.

Send	Destination	Shortcut
Destination	Preview Dest. 0	+
Quick Setup		
0.00.1	Enter destination +	
Org./Send Data Format	Address Dest. Book History	
Color/Image	- Book Instory	
Quality	One-Touch Destination One-Touch Key Search (No.)	
Advanced Setup	One-Touch Key Search (No.)	
★ Favorites	Color Selection Scan Resolution	«

Scan settings

Sending



- **1.** Press **SEND** on the Home screen.
- You may choose additional settings by pressing ORG./SEND DATA FORMAT, COLOR/ IMAGE QUALITY and ADVANCED SETUP.
- 3. Choose the items to be changed by opening the related submenu.
- **4.** Confirm with **CLOSE**.





Cancelling sending job



If the documents are still fed, press **STOP**.

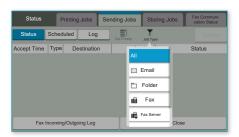
- **1.** Press status/job cancel.
- 2. Press SENDING JOBS.
- **3.** Choose the job to be cancelled and press CANCEL.
- Confirm with YES.
 Communication is cancelled.

Status	Print	ing Jobs	Sending Jobs	Sto	ring Job		ex Communi- ation Status
Status	Scheduled	Log	Top Priority	Job Type			Cancel
Accept Time	Туре	Destination	n User N	ame		Status	
17:05					6 F	rocessing	
					_		

Check transmission result



- **1.** Press status/job cancel.
- 2. Press SENDING JOBS.
- 3. The result is displayed.
- 4. Press e to display more details of the selected transmission.



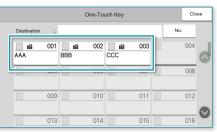
	Job No.: 1	Close
Job No.	1	0
Job Name		
Job Type	Sending Job - Fax	
Destination	1	
Result/ Destination	Comple id 🛄	
User Name		

Sending to registered destinations



- 1. Press FAX on the Home screen.
- 2. Enter the destination:
 - Using the ten key pad
 - Select a destination from the address book
 - Using the **ONE TOUCH KEYS**
- **3.** Confirm the settings and start the job.



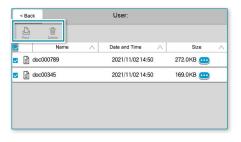


Print Operation

Note: To activate Private printing from the PC, select the JOB tab in the printer driver, click PRIVATE PRINT and enter a four-digit PIN. You can type in your name directly by choosing the box CUSTOM.

- **1.** Press JOB BOX.
- 2. Press private print.
- 3. Select the creator of the private print job.
- Select the document to be printed from the list. If the document is password protected, type in the PIN with the TEN-KEY pad.
- Press PRINT to start printing.
 Note: By pressing i jobs
 - can be cancelled.

③ Quick Print	Job stor Type: Private print	Job name:
🗄 Layout	Prompt for password Specify password:	Overwrite job name:
ad Imaging		Use job name + date and time $^{\vee}$
Publishing		
dol 🖨		
🕒 Advanced		
		1



Cancel print job

Private printing



- **1.** Press status/job cancel.
- 2. Press PRINTING JOBS.
- **3.** Select the job you wish to cancel and press CANCEL.
- Confirm with YES. Job is cancelled.

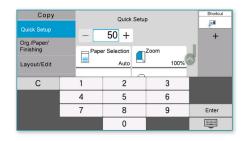
Status	Pr	inting Jobs	Sending Jobs	s	Storing Jo	obs	Fax Communi- cation Status
Status	Log	Job Type				Cancel	Pause All Print Jobs
Accept Time	Туре	Job Name	User	Name	Status		IS
17:03 📋 doc000888				Processing			

Copy Operation

Prepare copy



- **1.** Place the originals on the platen or in the document processor.
- 2. Press COPY on the Home screen.
- 3. Choose the copy mode.
- 4. 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 select the MP tray. Confirm your selection with OK.

Reducing/Enlarging (Zoom)

Press ZOOM on the touch screen. Select the original format and the target format or choose the zoom factor.

Quiet Mode

Press Advanced Setup. Press ARROW DOWN until QUIET MODE appears. Press QUIET MODE. Lower print 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 ORG./PAPER/FINISHING, LAYOUT/ EDIT, IMAGE QUALITY OF ADVANCED SETUP.

5. Press **START** and copying begins.



Quick Setup

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Сору



