

Send operation

Sending



- 1 Place the originals on the platen or in the document processor.
- 2 Press **SEND**.
- 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:

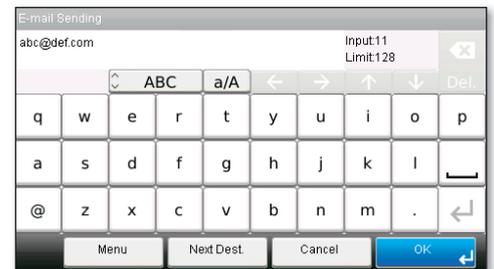
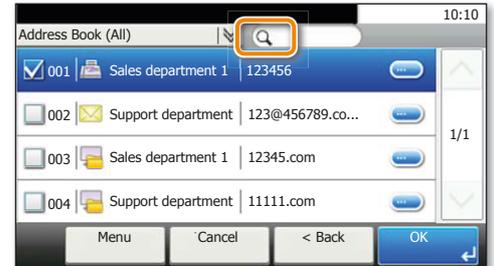
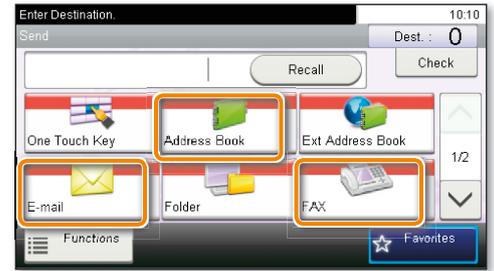
Press **E-MAIL**. Enter the e-mail address on the touch screen. After that press **OK**.

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

Enter a fax number:

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

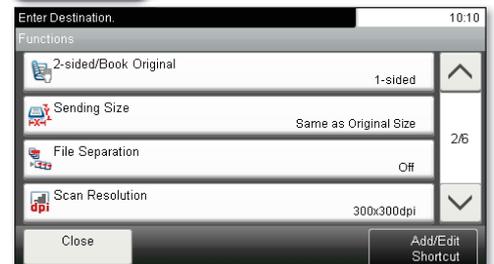
- 4 To start transmission press **START**.



Scan settings



- 1 Press **SEND**.
- 2 Press **FUNCTIONS**.
- 3 Choose the items to be changed by opening the related submenu.
- 4 Confirm with **CLOSE**.

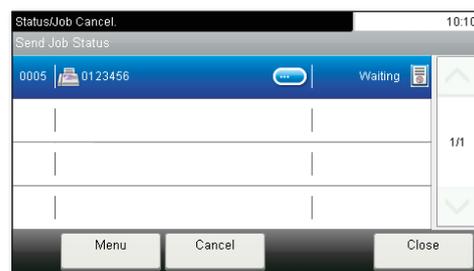


Send operation

Cancelling sending job



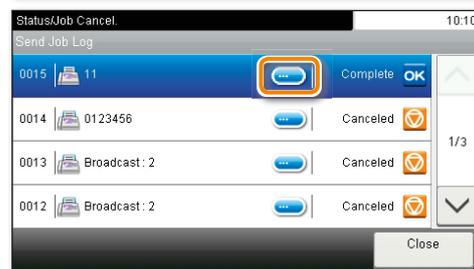
- If the documents are still fed, press **STOP**.
- 1 Press **STATUS/JOB CANCEL**.
 - 2 Press **SEND JOB STATUS**.
 - 3 Choose the job to be cancelled and press **CANCEL**.
 - 4 Confirm with **YES**.
- Communication is cancelled.



Check transmission result



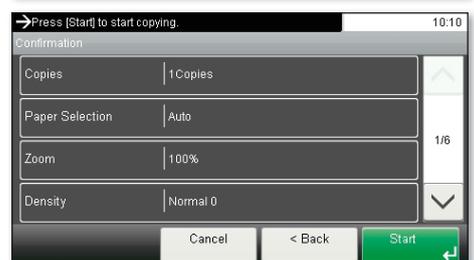
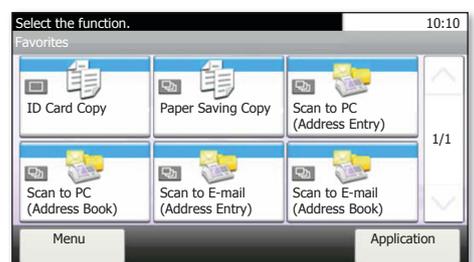
- 1 Press **STATUS/JOB CANCEL**.
- 2 Press **SEND JOB LOG**.
- 3 The result is displayed.
- 4 Press to display more details of the selected transmission.



Using Favorites



- 1 Press **FAVORITES**.
- 2 Select a favorite.
- 3 Make the desired settings.
- 4 Confirm the settings and start the job.



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

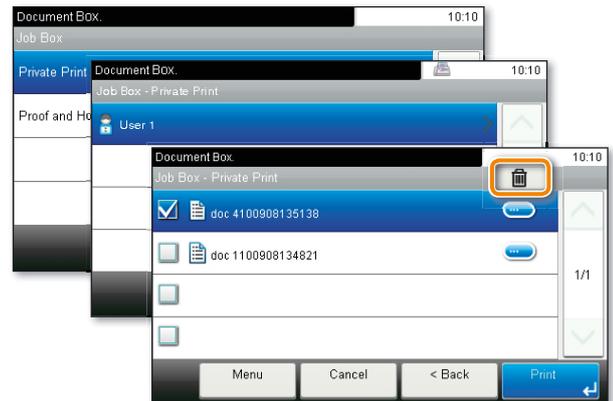
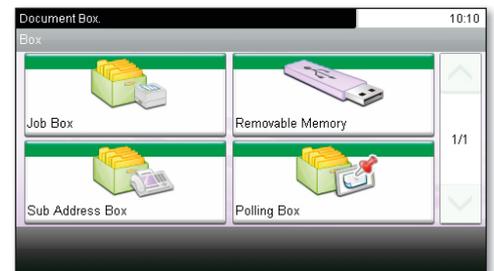
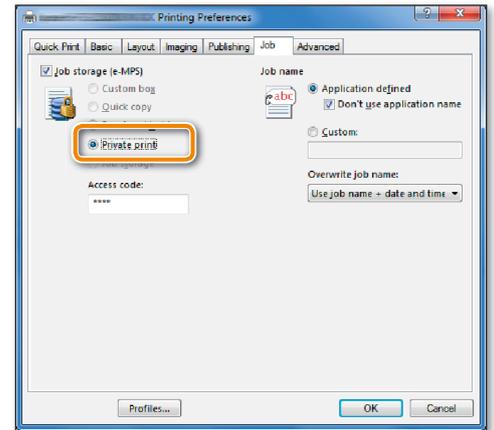
Print operation

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

- 1 Press **DOCUMENT BOX**.
- 2 Press **JOB BOX**.
- 3 Press **PRIVATE PRINT**.
- 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 PAD** keys.
- 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 Place the originals on the platen or in the document processor.
- 2 Press **COPY**.
- 3 Enter the number of copies with the **TEN PAD** keys.

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**.

Finishing (optional)

Press **FUNCTIONS** on the touch screen and then **STAPLE**. Choose the desired finishing.

Reducing/Enlarging (Zoom)

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

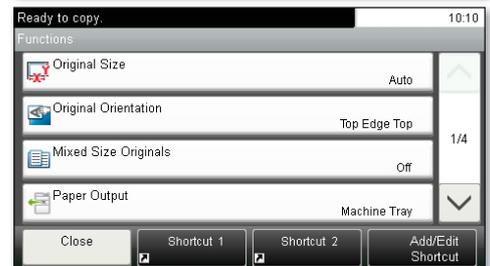
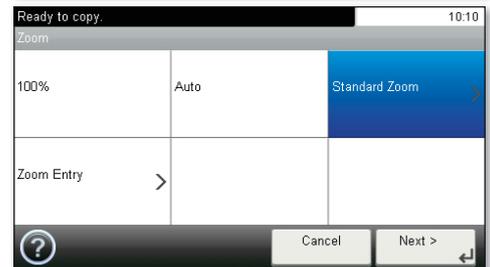
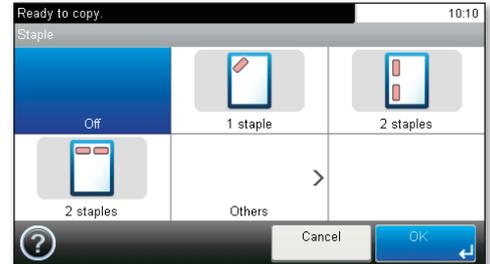
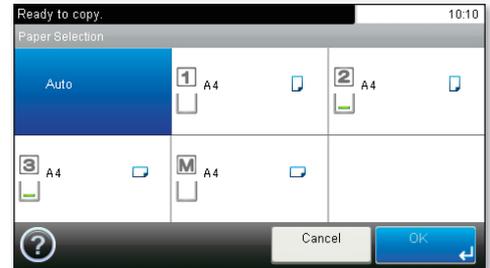
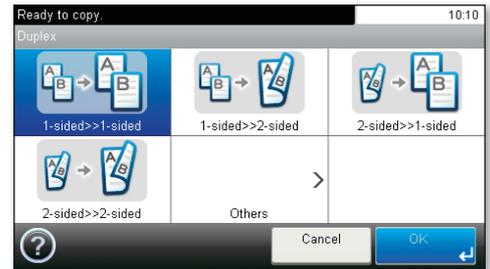
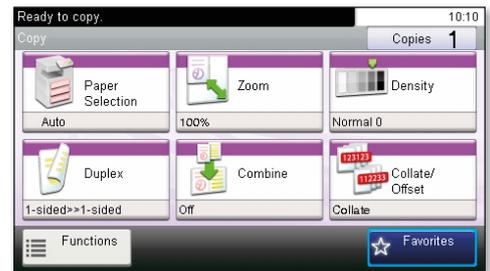
Paper output

Press **FUNCTIONS** and then **PAPER OUTPUT**. Select a tray and confirm with **OK**.

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

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

- 4 Press **START** and the copy starts.



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