E-Mail operation

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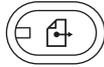
❶ Place the originals on the platen or in the optional document processor.

❷ Press SEND.

❸ Enter the destination address.

From the address book:
Press ADDRESS BOOK. Press the check-box 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.
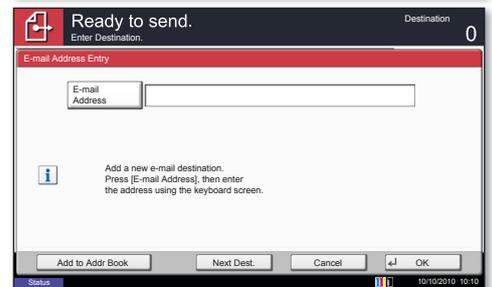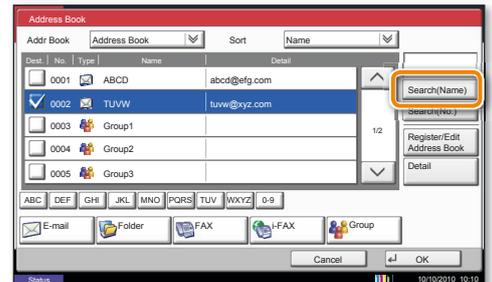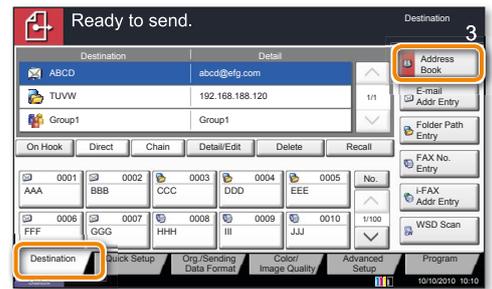
Scan settings
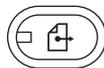
❶ Press SEND.

❷ Press COLOR/IMAGE QUALITY.

❸ Press COLOR SELECTION.

❹ Choose the Color to be used.
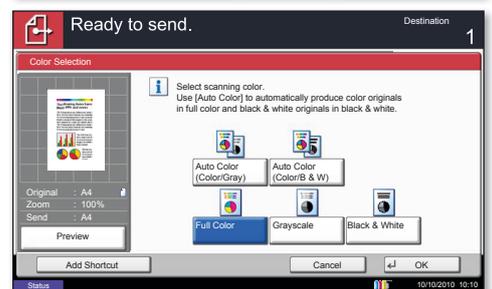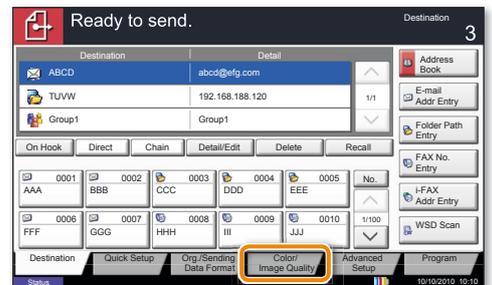
❺ Confirm with OK.

Further settings

❶ Press SEND.

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.
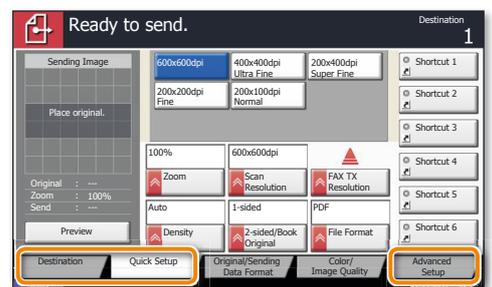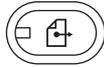
Sending a fax

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

❷ Press SEND or FAX.

❸ Enter the destination address.

From the address book:
Press ADDRESS BOOK. Press the check-box 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 PAD keys. 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.
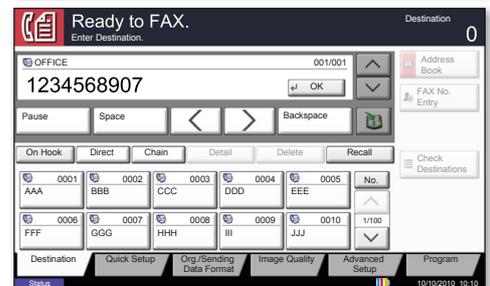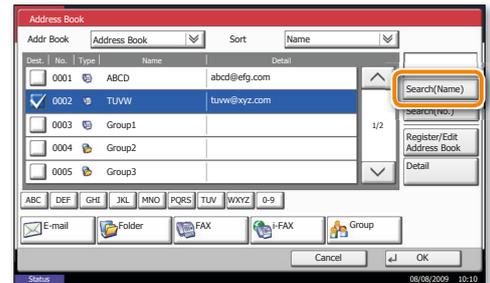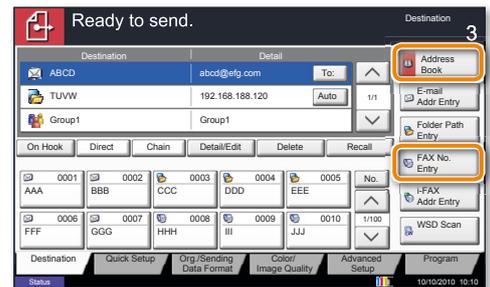
Cancelling fax job

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.
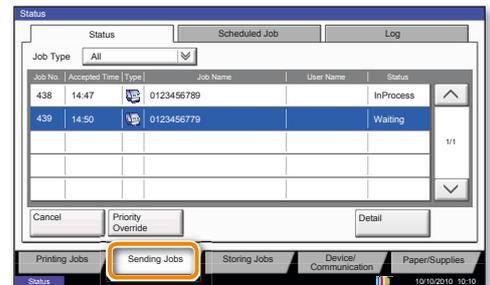
Check transmission result

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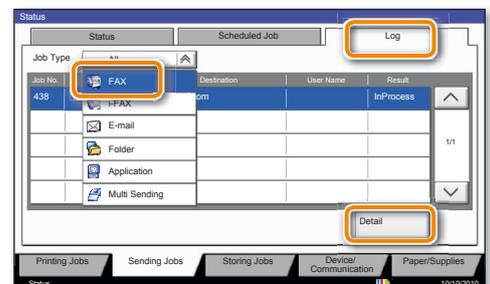
For more details refer to the Operation Guide on the co-packed CD-ROM.

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. Protect your print job with a 4-digit access code if needed. The section JOBNAME allows you to type in your name directly.

❶ Press DOCUMENT BOX.

❷ Press JOB BOX.

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 PAD keys.

❺ Press PRINT to start printing.

Note: By pressing DELETE jobs can be cancelled.
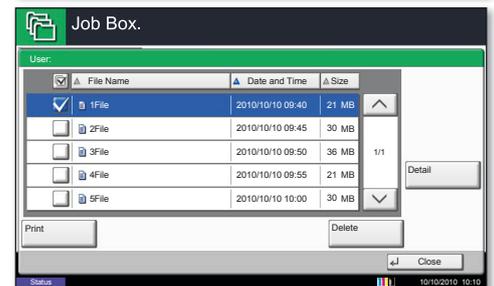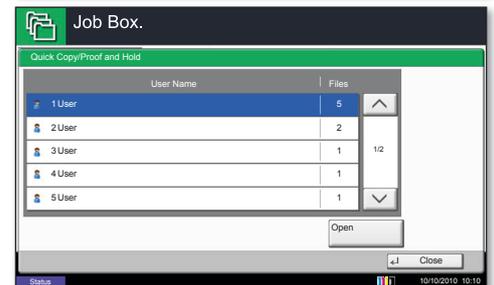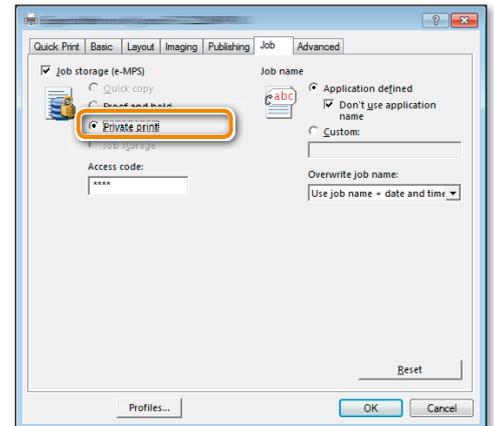
Color settings

❶ When printing from an application press PROPERTIES button.

❷ Choose BASIC tab.

❸ Choose COLOR (CMYK) or BLACK & WHITE.

❹ 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.
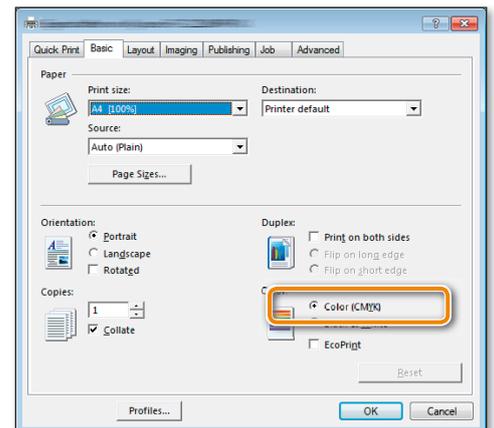
❺ Confirm with OK.

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.
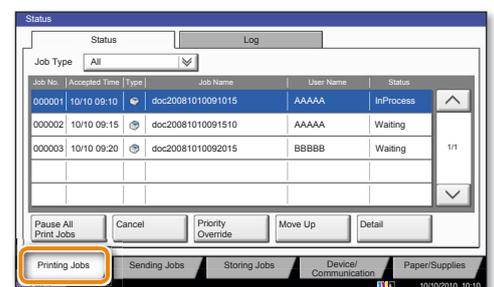
Copy operation

Preparation

☒ Auto Color
☒ Full Color
◨ Black & White

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

❷ Press COPY.

❸ Enter the number of copies with the TEN PAD keys.

❹ Choose the copy mode.

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

❻ Confirm all settings with OK.

❼ Press START.
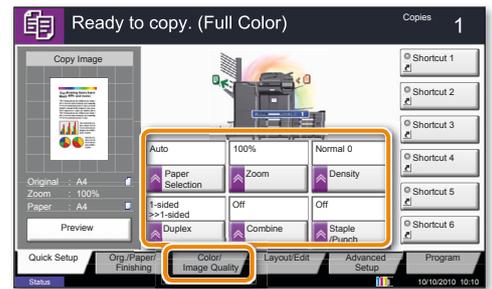
Optional functions:
The color settings can be changed.

❶ Press COLOR/IMAGE QUALITY.

❷ Choose COLOR BALANCE, HUE ADJUSTMENT, ONE-TOUCH IMAGE ADJ., SHARPNESS, BACKGROUND ADJ. in the sub menu from the main screen.

❸ Confirm all settings with OK.
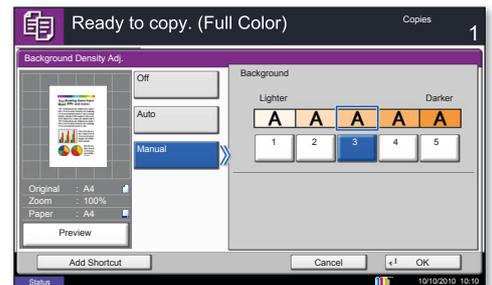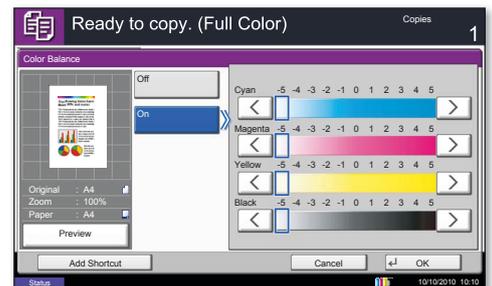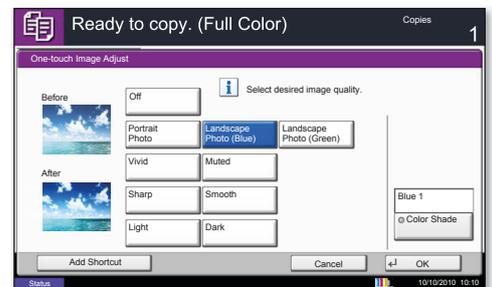
Help

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.

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