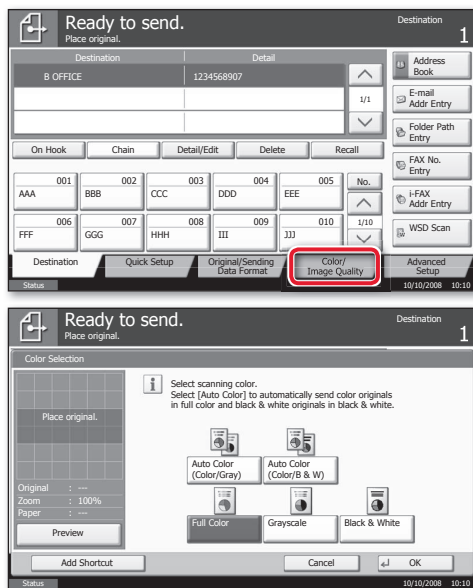


E-Mail operation

Scan settings



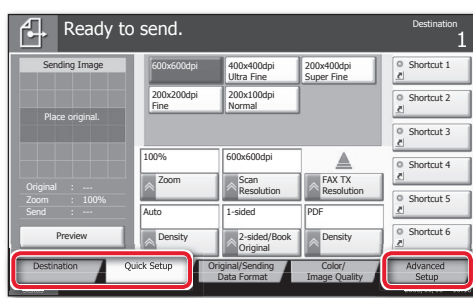
- 1 Press **SEND**.
- 2 Press **COLOR/IMAGE QUALITY**.
- 3 Press **ORIGINAL IMAGE**.
- 4 Choose the Color to be used.
- 5 Confirm with **OK**.



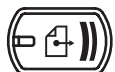
Further settings



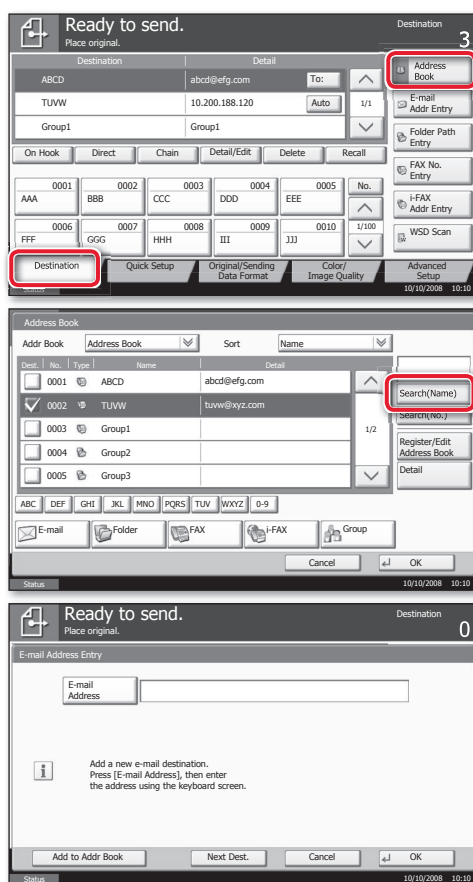
- 1 Press **SEND**.
 - 2 Press **QUICK SETUP**.
- Choose an item to be changed. After changing confirm with **OK**.
- To enter a file name press **ADVANCED SETTINGS**. Press **FILE NAME ENTRY** and change the name. Confirm with **OK**.
- 3 Press **DESTINATION** to return.



Sending



- 1 Place the originals on the platen or in the optional document processor.
 - 2 Press **SEND**.
 - 3 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.
- 4 To send the e-mail press **START**.

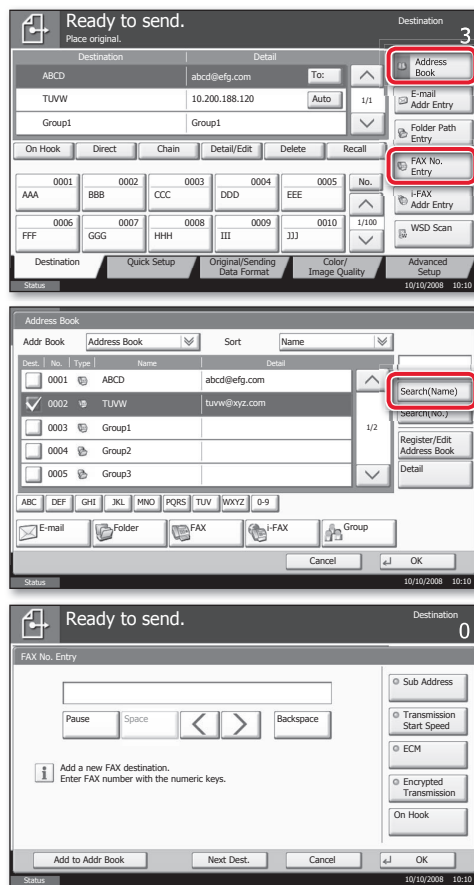


Sending a fax



- 1 Place the originals on the platen or in the optional document processor.
 - 2 Press **SEND/FAX**.
 - 3 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.

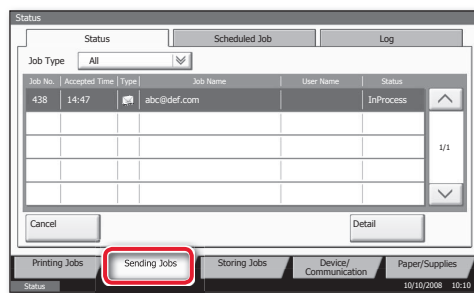
- Enter the destination:**
Press **FAX. NO. ENTRY**. Enter the fax number with the **TEN PAD** keys. After that press **OK**.
- If you want to send the fax to several destinations, go back to step 3.
- 4 To send the fax press **START**.



Cancelling fax job



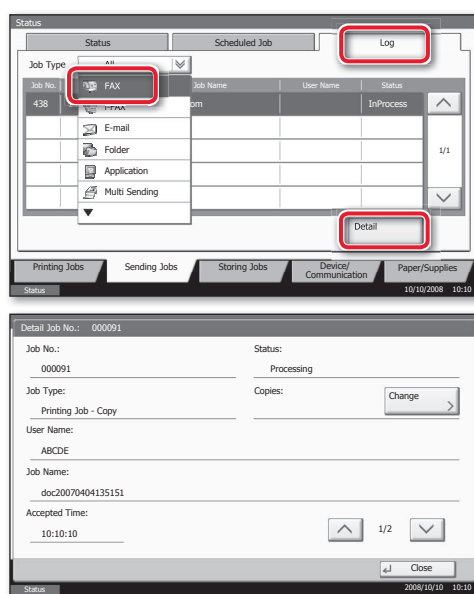
- 1 Press **STATUS/JOB CANCEL**.
 - 2 Press **SENDING JOBS**.
 - 3 Choose the job to be cancelled and press **CANCEL**.
 - 4 Confirm with **YES**.
- Communication is cancelled.



Check transmission result



- 1 Press **STATUS/JOB CANCEL**.
 - 2 Press **SENDING JOBS**.
 - 3 Under Job Type, select **FAX**.
 - 4 Press **LOG**.
 - 5 Select a job to be checked.
 - 6 Press **DETAIL**.
- The details are displayed.



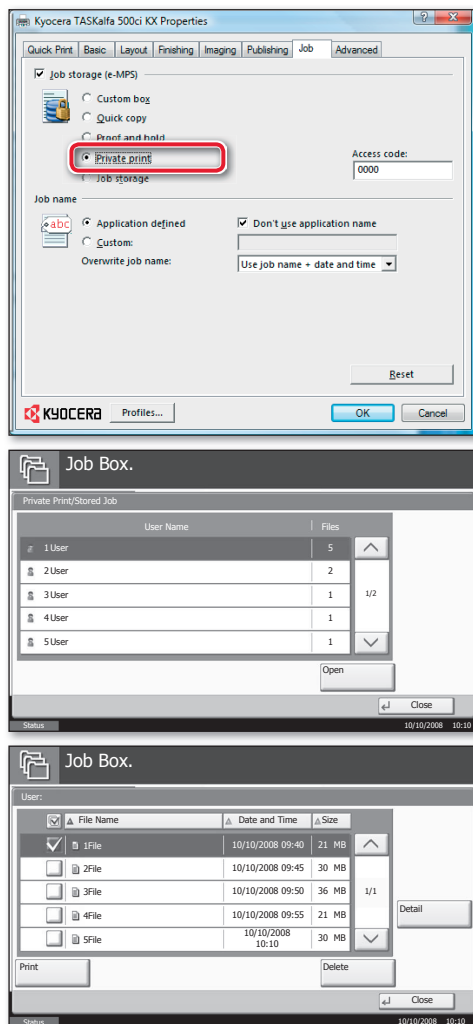
For more details refer to the user manual on the co-packed CD-ROM.

Print operation

Private printing

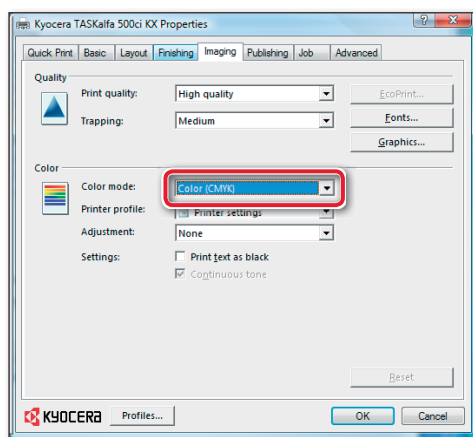


- Note:** To activate the private printing from the PC, select the **JOB** tab in the printer driver and click **PRIVATE PRINT**. The section **JOBNAME** allows you to type in your name directly.
- 1 Press **DOCUMENT BOX**.
 - 2 Press **JOB BOX**.
 - 3 Select the creator of the private print job.
 - 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 **DELETE** jobs can be cancelled.



Color settings

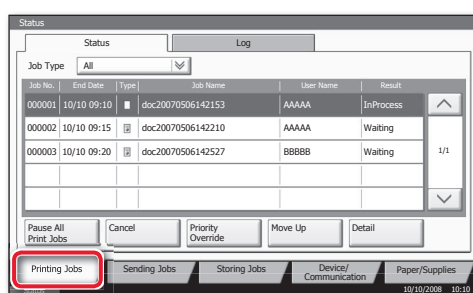
- 1 When printing from an application press **PROPERTIES** button.
- 2 Choose **IMAGING** tab.
- 3 Choose **COLOR (CMYK)** or **BLACK & WHITE**.
- 4 Use **PRINTER PROFILE** to choose object types depending on your original to be printed. Standard selection is **PRINTER SETTINGS**. Options are: **TEXT/GRAPHICS, TEXT/PHOTOS, VIVID COLORS, PUBLICATIONS, LINE ART** or **ADVANCED**.
- 5 Confirm with **OK**.



Cancel print job



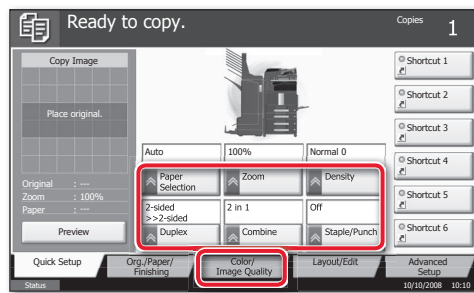
- 1 Press **STATUS/JOB CANCEL**.
 - 2 Press **PRINTING JOBS**.
 - 3 Choose the job to be cancelled and press **CANCEL**.
 - 4 Confirm with **YES**.
- Job is cancelled.



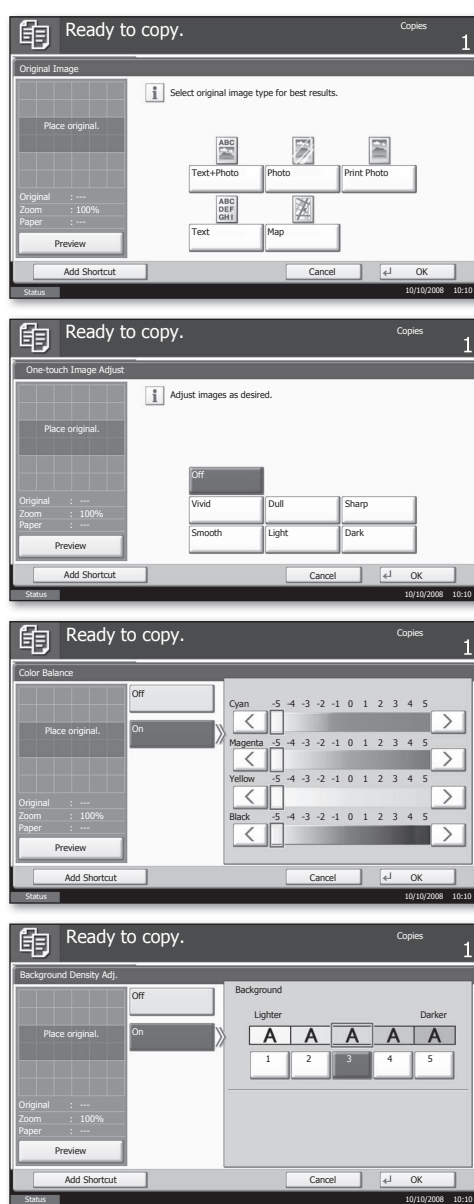
Preparation



- 1 Place the originals on the platen or in the optional document processor.
- 2 Press **COPY**.
- 3 Enter the number of copies with the **TEN PAD** keys.
- 4 Choose the copy mode.
- 5 Choose **PAPER SELECTION, DUPLEX, ZOOM, COMBINE, DENSITY** or **STAPLE/PUNCH** (optional) in the sub menu from the main screen.
- 6 Confirm all settings with **OK**.
- 7 Press **START**.



- Optional functions:**
The color settings can be changed.
- 1 Press **COLOR/IMAGE QUALITY**.
 - 2 Choose **COLOR BALANCE, HUE ADJUSTMENT, ONE-TOUCH IMAGE ADJUSTMENT, SHARPNESS, BACKGROUND ADJ.** in the sub menu from the main screen.
 - 3 Confirm all settings with **OK**.



For more details refer to the user manual on the co-packed CD-ROM.