

E-Mail operation

ENG

Sending



- 1 Press the [Home] key.
- 2 Press [Send].
- 3 Place the originals on the platen or in the document processor.
- 4 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].

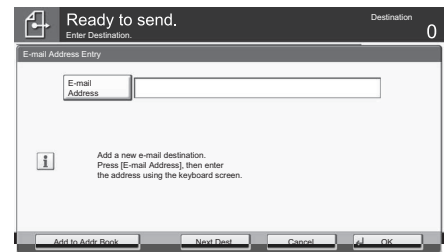
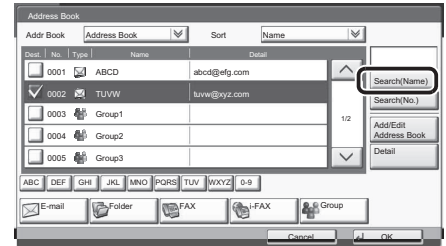
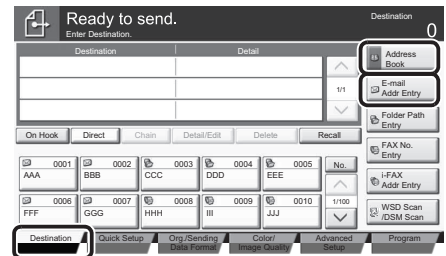
You may choose multiple destinations.

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 4.

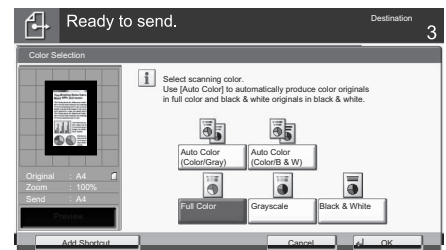
- 5 To send the e-mail press the [Start] key.



Scan settings



- 1 Press the [Home] key.
- 2 Press [Send].
- 3 Press [Color/Image Quality].
- 4 Press [Color Selection].
- 5 Choose the Color to be used.
- 6 Confirm with [OK].



Further settings

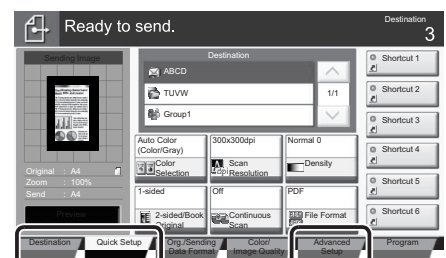


- 1 Press the [Home] key.
- 2 Press [Send].
- 3 Press [Quick Setup].

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].

- 4 Press [Destination] to return.



Sending a fax



- 1 Press the [**Home**] key.
- 2 Press [**FAX**].
- 3 Place the originals on the platen or in the document processor.
- 4 Enter the destination address.

Enter the destination:

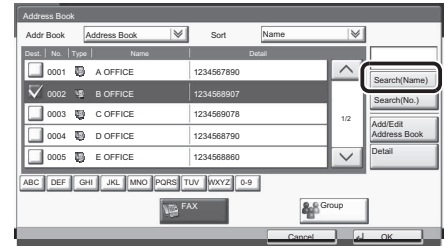
Enter the fax number with the numeric keys. After that press [OK].

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. If you want to send the fax to several destinations, go back to step 4.

- 5 To send the fax press the [**Start**] key.

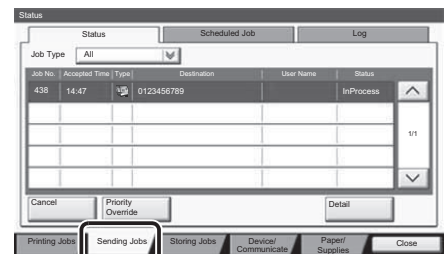


Canceling fax job



- 1 Press the [**Status/Job Cancel**] key.
- 2 Press [Sending Jobs].
- 3 Choose the job to be canceled and press [Cancel].
- 4 Confirm with [Yes].

Communication is canceled.

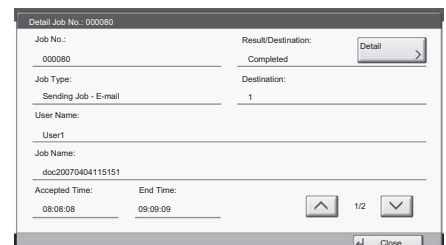
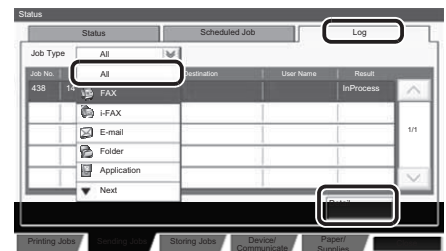


Check transmission result



- 1 Press the [**Status/Job Cancel**] key.
- 2 Press [Sending Jobs].
- 3 Press [Log].
- 4 Under Job Type, select [FAX].
- 5 Select a job to be checked.
- 6 Press [Detail].

The details are displayed.



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

Private printing

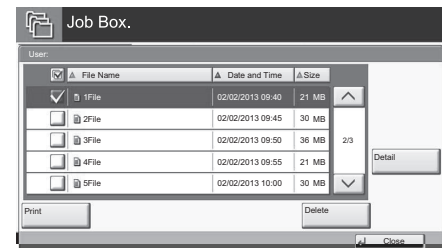
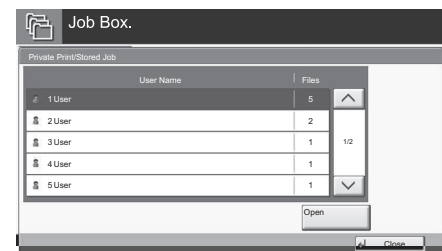
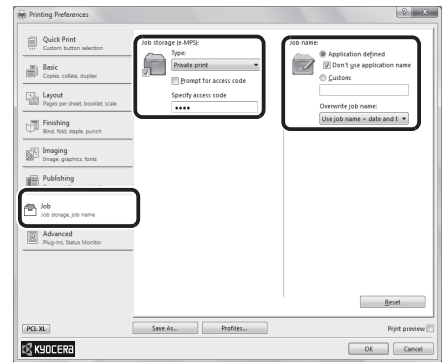
Note: To activate the private printing from the PC, select the [Job] tab in the printer driver, select [Job storage (e-MPS)] checkbox, and then select [Private print] from [Type] list.

Remove the checkmark from [Prompt for access code], and enter 4 digits number in [Specify access code].

The section [Job name] allows you to type in your name directly.

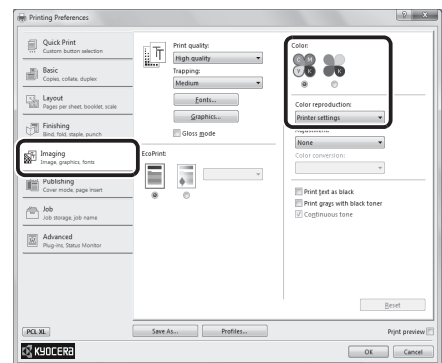
- 1 Press the [Home] key.
- 2 Press [Job Box].
- 3 Select the creator of the private print job.
- 4 Select the document to be printed from the list.
- 5 Press [Print]. Type in the access code with the numeric keys.
- 6 Press [Start Print] to start printing.

Note: By pressing [Delete] jobs can be canceled.



Color settings

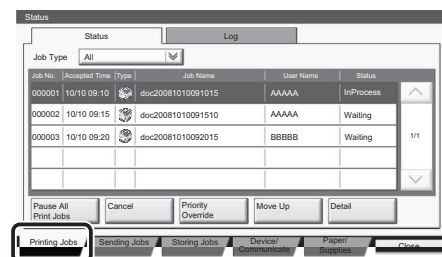
- 1 When printing from an application press the [Properties] button.
- 2 Choose [Imaging] tab.
- 3 Choose [Full color] or [Black].
- 4 When [Full color] is selected, use [Color reproduction] to choose object types depending on your original to be printed. Standard selection is [Printer settings]. Options are: [Text and graphics], [Text and photos], [Vivid colors], [Publications], [Line art], [Custom table] or [Advanced].
- 5 Confirm with [OK].



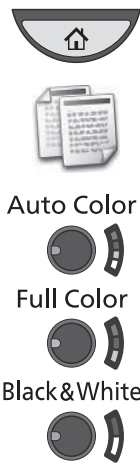
Cancel print job



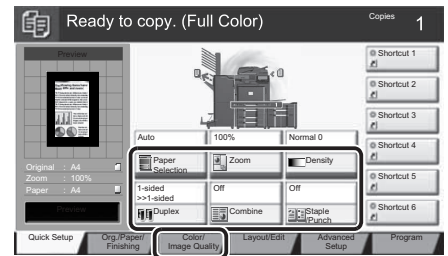
- 1 Press the [Status/Job Cancel] key.
 - 2 Press [Printing Jobs].
 - 3 Choose the job to be canceled and press [Cancel].
 - 4 Confirm with [Yes].
- Job is canceled.



Preparation



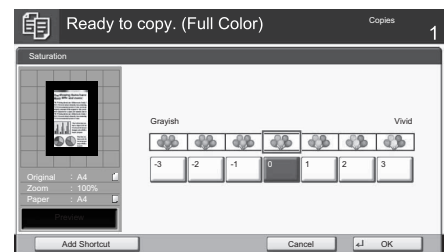
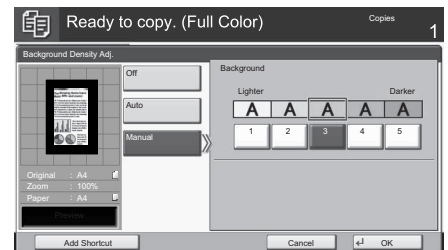
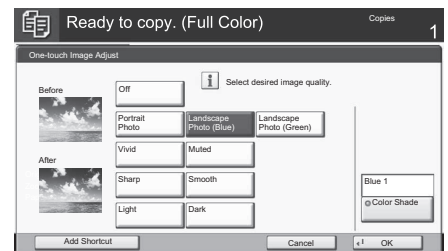
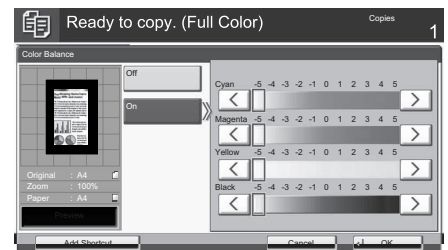
- ❶ Press the [**Home**] key.
- ❷ Press [**Copy**].
- ❸ Place the originals on the platen or in the document processor.
- ❹ Choose the color mode.
- ❺ Choose [**Paper Selection**], [**Duplex**] [**Zoom**], [**Combine**], [**Density**] or [**Staple/Punch**] (optional) in the sub menu from the main screen.
- ❻ Confirm all settings with [**OK**].
- ❼ Enter the number of copies with the numeric keys.
- ❽ Press the [**Start**] key.



Optional functions:

The color settings can be changed.

- ❶ Press [**Color/Image Quality**].
- ❷ Choose [**Color Balance**], [**Hue Adjustment**], [**One-touch Image Adjust**], [**Sharpness**], [**Background Density Adj.**], [**Saturation**] 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 are unsure of how to operate the machine, would like more information on its functions or are having problems getting the machine to work 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 DVD.