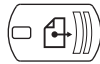
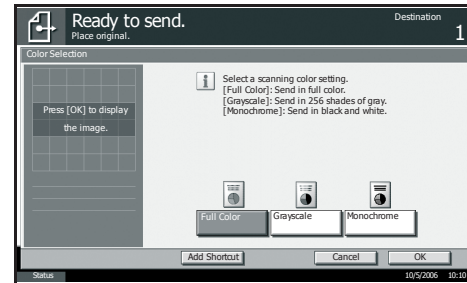


## Scan settings

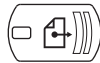


- 1 Press **SEND** button.
- 2 Press **COLOR/IMAGE** button.
- 3 Press **COLOR SELECTION** button.
- 4 Select the desired scan color (**FULL COLOR/GRAYSCALE/MONOCHROME**).
- 5 Confirm with **OK** button.



Colour settings

## Sending



- 1 Place the originals on the platen or in the optional document processor.

- 2 Press **SEND** button.
- 3 Enter destination address:

### From the addressbook:

Press **ADDRESS BOOK** button on the touch screen to select a destination. Confirm your selection with **OK** button.

### From external addressbook:

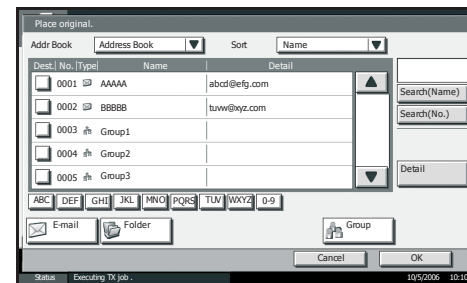
Press **ADDRESS BOOK** button first. After that press **EXT. ADDRESS BOOK** button.

### Enter E-Mail address:

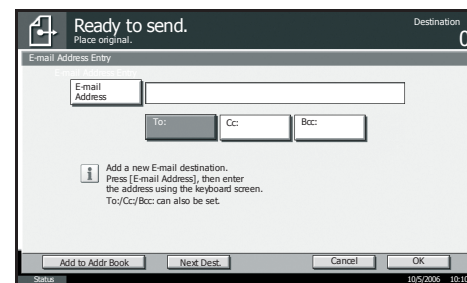
Press **E-MAIL ADDR ENTRY** and **E-MAIL ADDRESS**. Enter the E-Mail address on the touch screen. After that press **OK** button.

If you want to send to several destinations, go back to step 3.

- 4 To send the E-Mail press the green **START** button.

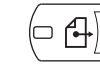


Destination setting from addressbook



Address entry

## Faxing



- 1 Place the originals on the platen or in the optional document processor.
- 2 Press **SEND** button.
- 3 Choose one of the following options:

### Destination from the addressbook

Press **ADDRESS BOOK** button on the touch screen to select a destination. Confirm your selection with **OK** button.

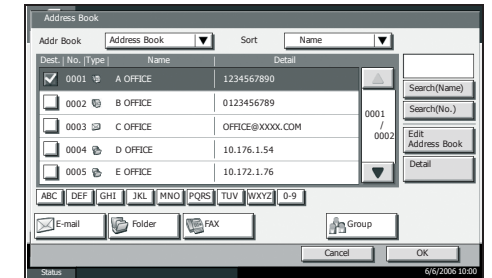
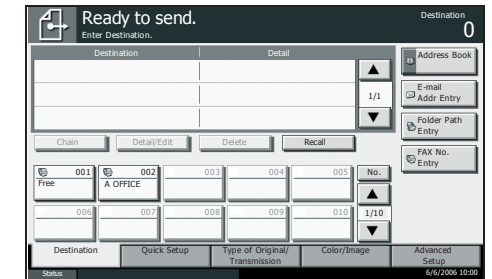
### From external addressbook:

Press **ADDRESS BOOK** button first. After that press **EXT. ADDRESS BOOK** button.

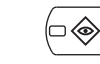
### Enter a destination

Press **FAX NO. ENTRY** on the touch screen. Enter the number with ten pad key.

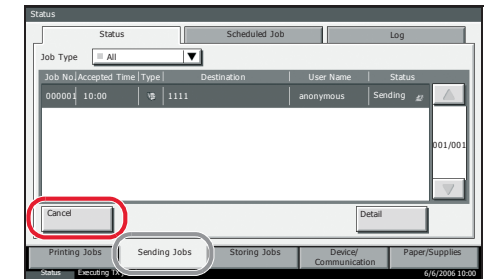
- 4 Press green **START** button to start transmission.



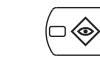
## Cancelling fax job



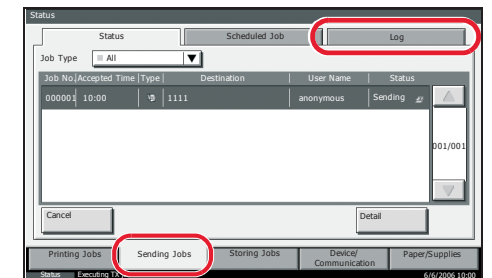
- 1 Press **STATUS/JOB CANCEL** button.
- 2 Press **SENDING JOBS** on the touch screen.
- 3 Choose the job to be cancelled and press **CANCEL** button.
- 4 Confirm with **YES** button.



## Checking transmission result

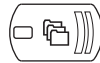


- 1 Press **STATUS/JOB CANCEL** button.
- 2 Press **SENDING JOBS** on the touch screen.
- 3 Press **LOG** on the touch screen.
- 4 Select a job to be checked.
- 5 Press **DETAIL** button.

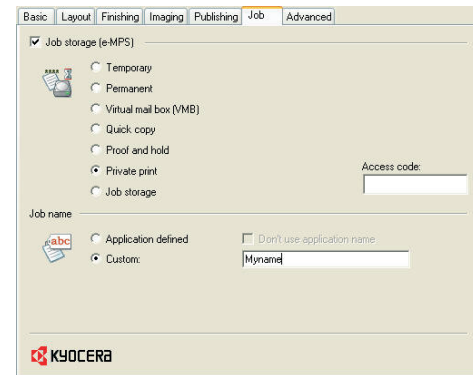


## Private printing

**Note:** To activate the private printing from the PC, select the **JOB** tab in the printer driver and click **PRIVATE PRINT**. The sections jobname allows you to type in your name directly.



- 1 Press **DOCUMENT BOX** button.
- 2 Press **JOB BOX** button on the touch screen.
- 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 **TAN PAD** keys.



KX printer driver tab »job«

### Optional

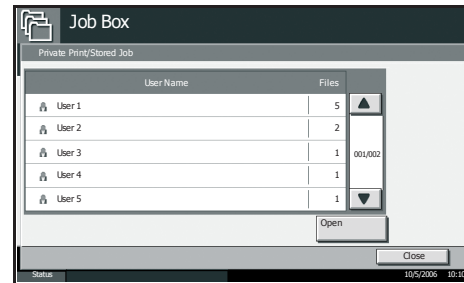
Specify the number of sets to be printed with **TEN PAD** key.

- 5 Press **START** to start printing.

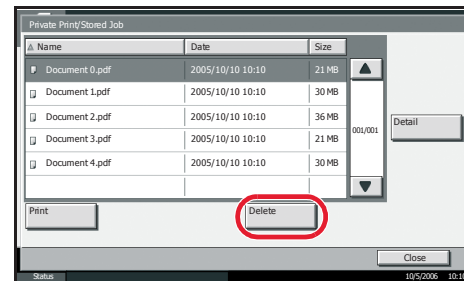
## Cancelling print jobs



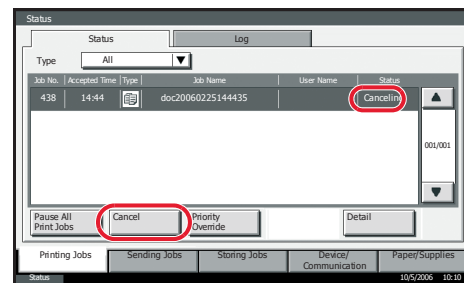
- 1 Press **STATUS/JOB CANCEL** button.
- 2 Press **PRINTING JOBS** button on the touch screen.
- 3 Select the job to be cancelled and press **CANCEL** button.
- 4 Confirm with **YES** button.



List of users with private jobs



Delete private jobs



Delete print job

## Preparations

- 1 Place the originals on the platen or in the optional document processor.
- 2 Enter the number of copies with the **TEN PAD** key.

## Optional settings

### Optional functions

#### Duplex

Press **DUPLEX** button on the touch screen and select the desired function.

#### Paper source

Press **ORG./PAPER/FINISHING** button first. After that press **PAPER SELECTION**. Choose the desired paper format. When using special sizes select the MP tray. Confirm your selection with **OK** button.

#### Finishing (optional)

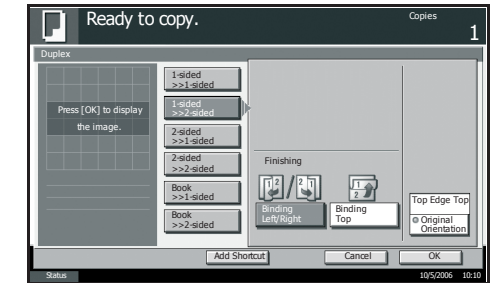
Press **ORG./PAPER/FINISHING** button first. After that press **STAPLE/PUNCH**. Choose the desired finishing method.

#### Reducing/Enlarging (Zoom)

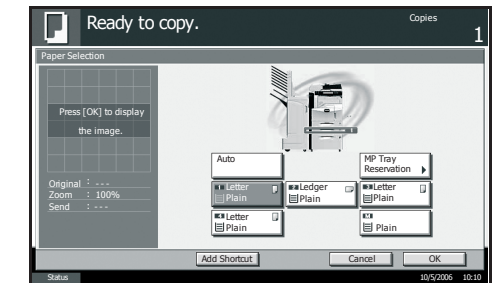
Press **LAYOUT/EDIT** button first. After that press **ZOOM**. Select the original format and the target format or choose the zoom factor.

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

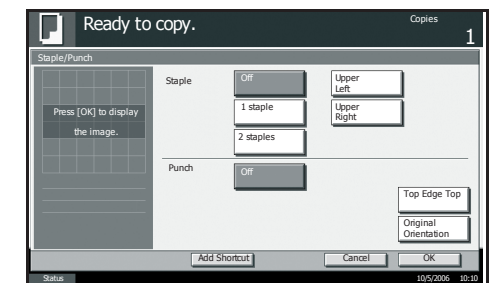
- 3 Press **START** button and the copy starts.



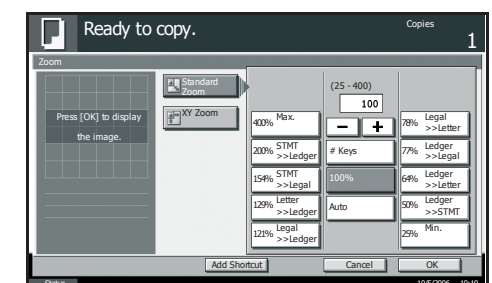
Duplex screen



Paper source selection



Finishing



Zoom settings