UTAX

E-Mail operation

Sending

> To wake up the device press the button ENERGY SAVER.
> Place the originals on the platen or in the document processor.
> Press SEND on the Home screen.

1 Enter the destination address.

From the address book:
Press ADDRESS BOOK. Press the checkbox to select the desired destination from the list. Press 🔍, 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 NEXT DEST..

Enter a fax number:
Press FAX on the touch screen. Press ADD DEST.. Enter the fax number in the destination field and confirm with OK.

2 To start transmission press START.
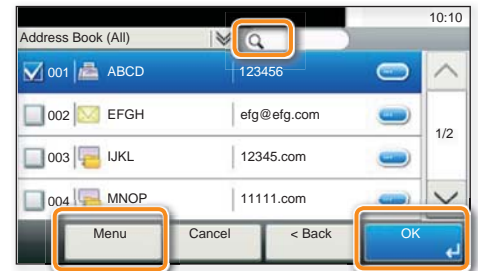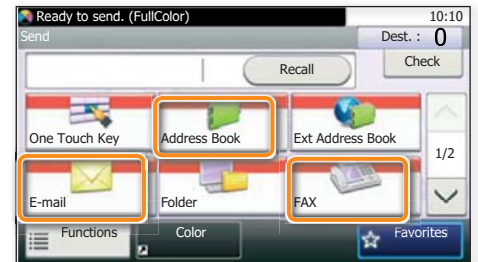
Scan settings

> Press SEND on the Home screen.

1 Press FUNCTIONS.

2 Choose the items to be changed by opening the related submenu.
3 Confirm with CLOSE.
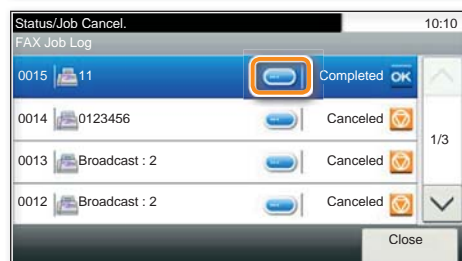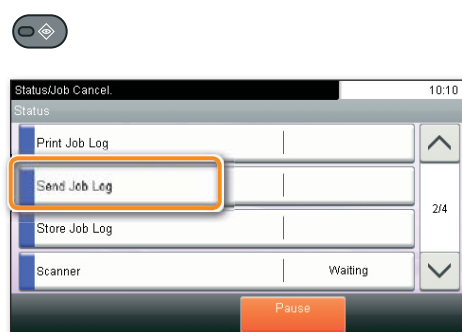
Cancelling sending job

> If the documents are still fed, press STOP.

❶ Press STATUS/JOB CANCEL.
❷ Press SEND JOB STATUS.
❸ Choose the job to be cancelled and press CANCEL.
❹ Confirm with YES.
   Communication is cancelled.

| Yes | No |

Status/Job Cancel.   10:10
Send Job Status
0005 0123456   Process
                                      1/1
                    Cancel   Close

Check transmission result

❶ Press STATUS/JOB CANCEL.

❷ Press SEND JOB LOG.

Status/Job Cancel.   10:10
Status
Print Job Log
Send Job Log
                                      2/4
Store Job Log
Scanner   Waiting
                    Pause

❸ The result is displayed.
❹ Press 🔘 to display more details of the selected transmission.

Status/Job Cancel.   10:10
FAX Job Log
0015 11   Completed OK
0014 0123456   Canceled
                                      1/3
0013 Broadcast : 2   Canceled
0012 Broadcast : 2   Canceled
                                Close

Using Favorites

> Press FAVORITES on the Home screen.

❶ Select a favorite.

Select the function.   10:10
Favorites
ID Card Copy   Paper Saving Copy Scan to PC(Addre
                                  ess Entry)
                                      1/1
Scan to PC(Addre Scan to E-mail(A Scan to E-mail(A
ss Book)   ddress Entry)   ddress Book)
   Menu

❷ Make the desired settings.
❸ Confirm the settings by pressing START.

Press [Start] to start copying.   10:10
Confirmation
Copies   1Copies
Paper Selection Auto
                                      1/6
Zoom   100%
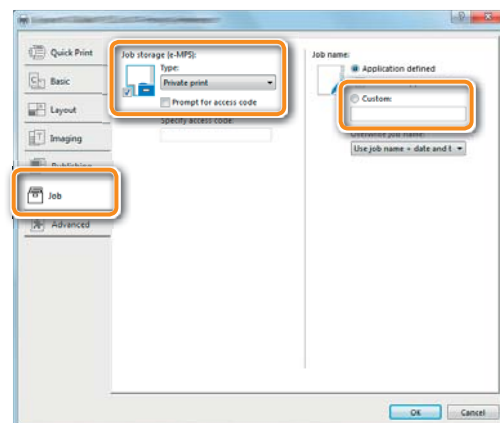Density   Normal 0
           Cancel   < Back   Start
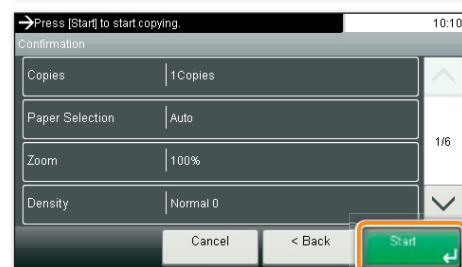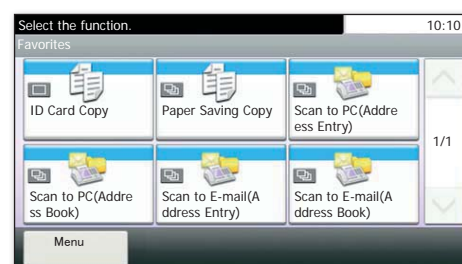
Print operation

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 CUSTOM allows you to type in your name directly.
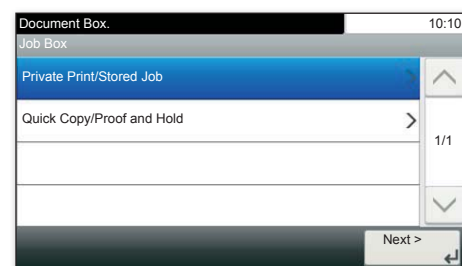
> From the application select FILE, PRINT.
> Select PROPERTIES.
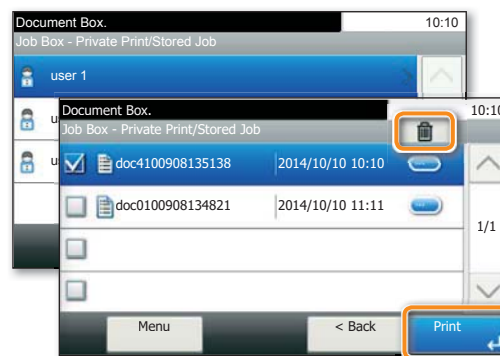> In the printer driver click on JOB.

> Press JOB BOX on the Home screen.

❶ Press PRIVATE PRINT.

❷ Select the creator of the private print job.
❸ Select the document to be printed from the list. If the document is password protected, type in the PIN with the TEN-KEY pad.
❹ Press PRINT to start printing.

Note: By pressing 🗑 jobs can be cancelled.

Cancel print job

❶ Press STATUS/JOB CANCEL.

❷ Press PRINT JOB STATUS.
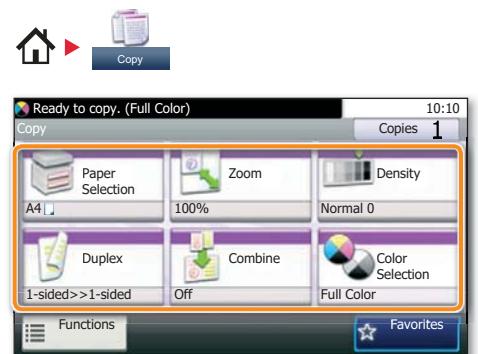❸ Select the job you wish to cancel and press CANCEL.

❹ Confirm with YES.
   Job is cancelled.

Prepare copy

> To resume the device from energy saver, press any key on the operation panel.
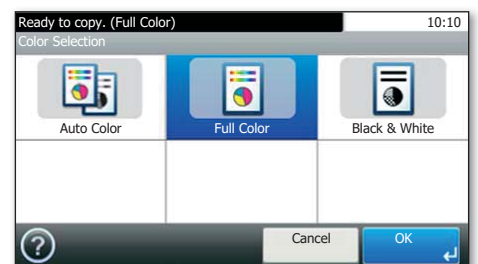> Place the originals on the platen or in the document processor.

❶ Press COPY on the Home screen.

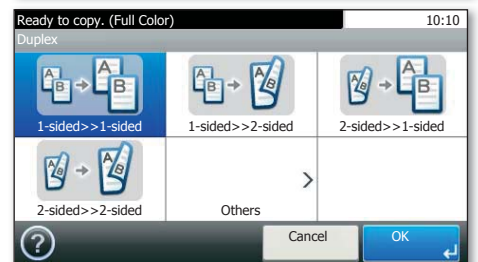❷ Enter the number of copies with the TEN-KEY pad.

Optional Settings

Color Selection
Press COLOR SELECTION to select the required copy mode.

Duplex
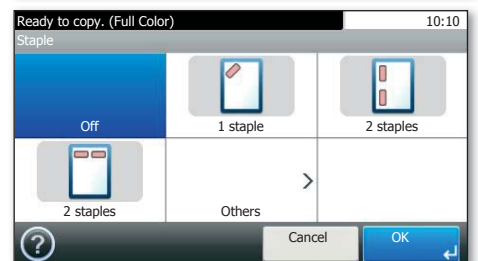Press DUPLEX on the touch screen and select the desired function.

Changing paper source
Press PAPER SELECTION. Choose the desired paper format. When using special sizes select the MP tray. Confirm your selection with OK.

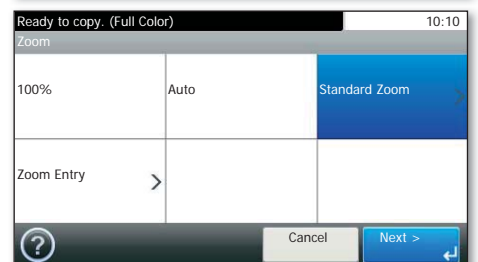**Finishing (optional)**
Press FUNCTIONS on the touch screen and then STAPLE. Choose the desired finishing.

Reducing/Enlarging (Zoom)
Press ZOOM on the touch screen.
Select the original format and the target format or choose the zoom factor.

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

❸ Press START and the copy starts.