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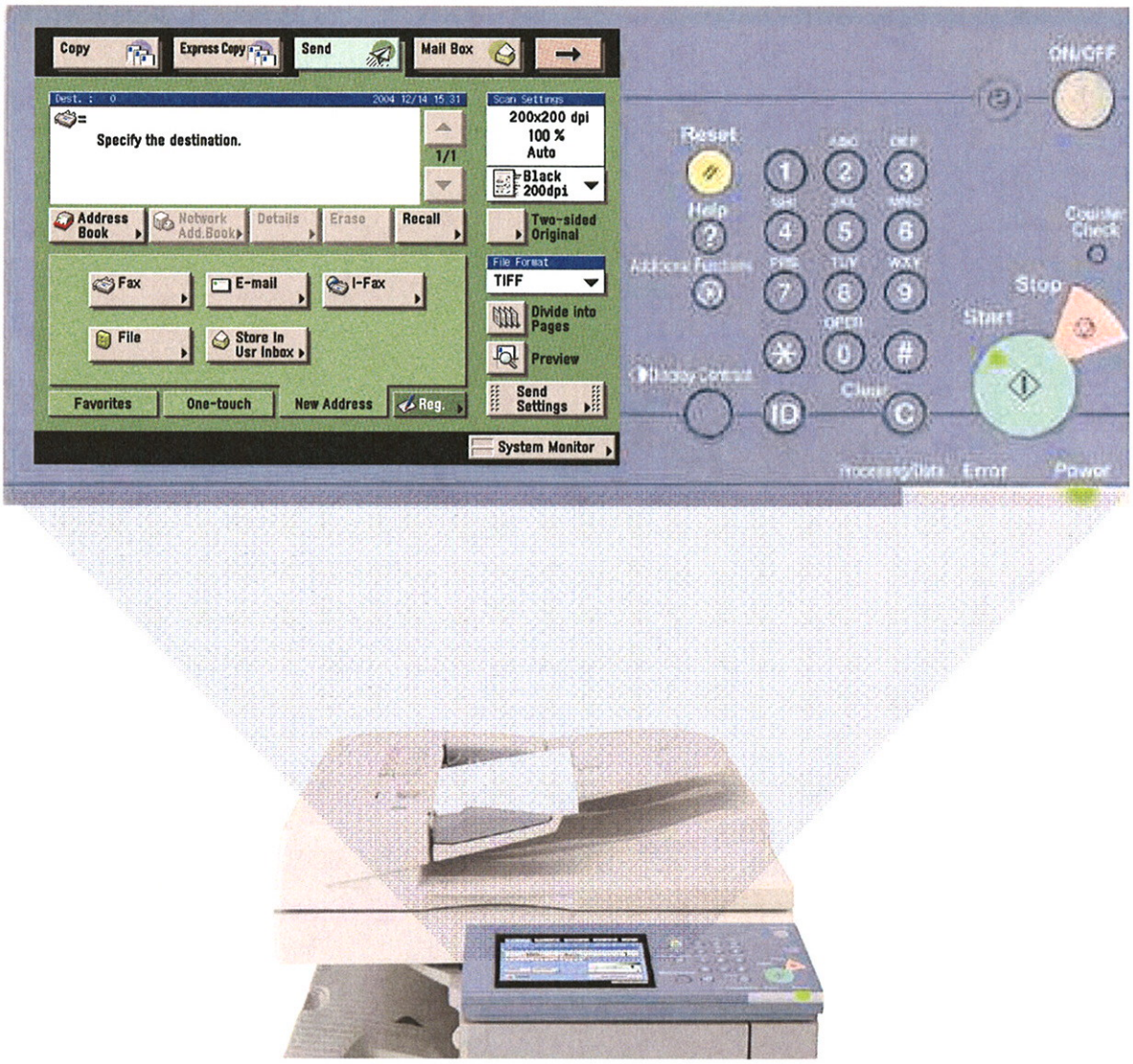
Send From your Multifunctional Device

Universal Send



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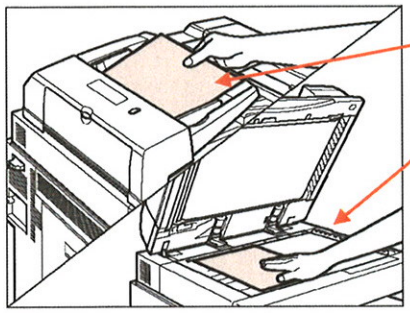
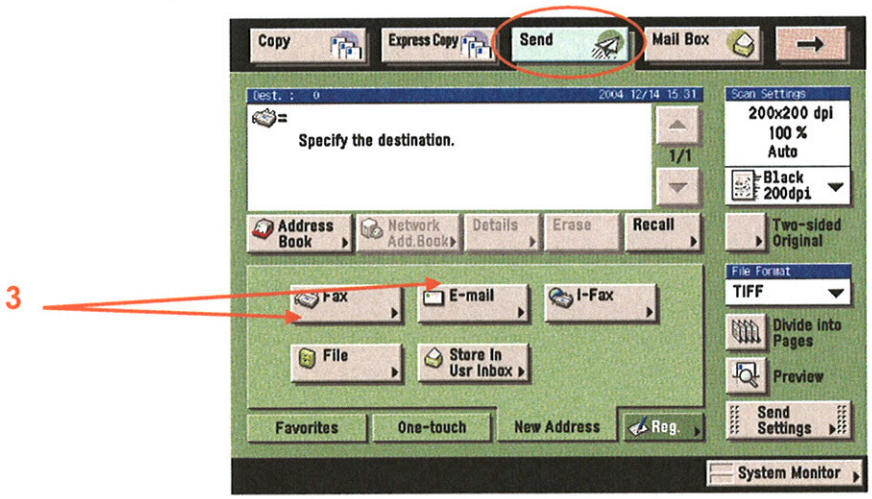
Basic Scan

1. Place your document in the feeder or on the glass.
2. Press the **Send** button on the LCD screen.
3. Choose from the **Fax** or **Email** options.
   Fax: Enter 9, 1, and the number using the touch key pad to the right of the screen.
   Email: Enter the entire address using the LCD screen keypad.
4. Press the **Send Settings** button, which will allow you to name your scanned document, enter a subject. Press **OK** to continue.
5. Press the **Start** Button to initiate scanning of page(s).

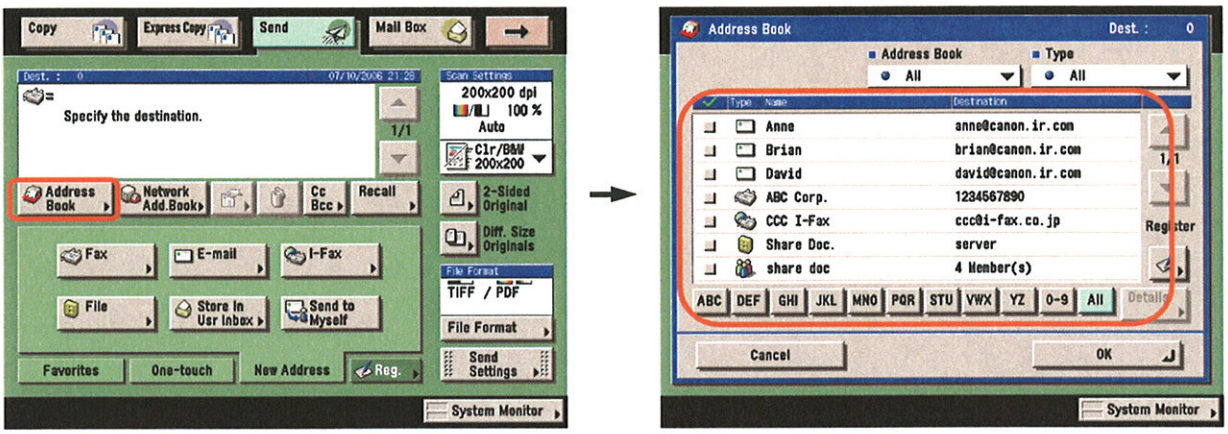




Address Book

Specify the destination (fax or email) to send your documents. If you store addresses in the Address Book, you can easily select them from the **Address Book** button.

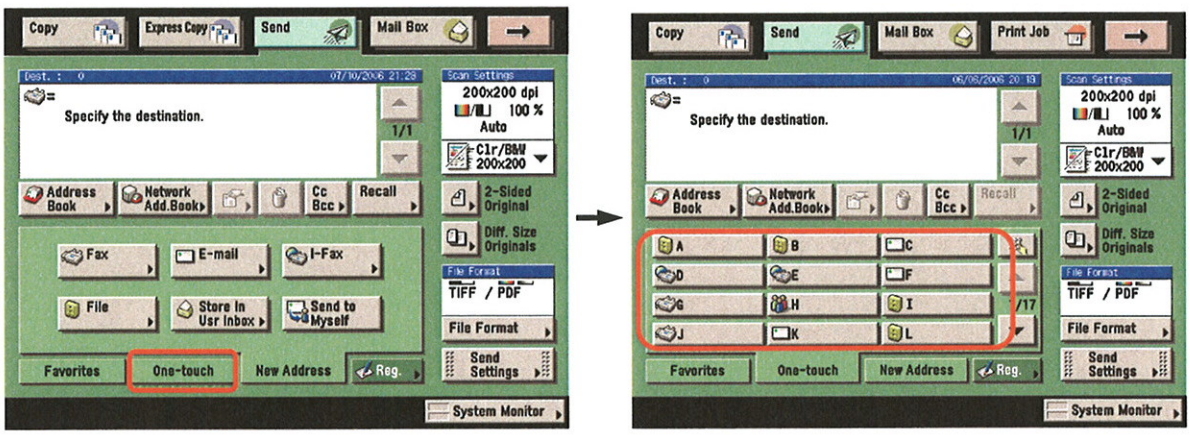
1. Press the **Address Book** button.
2. Select destination and press **OK** (you can select multiple recipients).



One-Touch

Specify up to 200 destinations in **one-touch** buttons. This feature allows you to start a transmission and send a document with the press of a one-touch button.

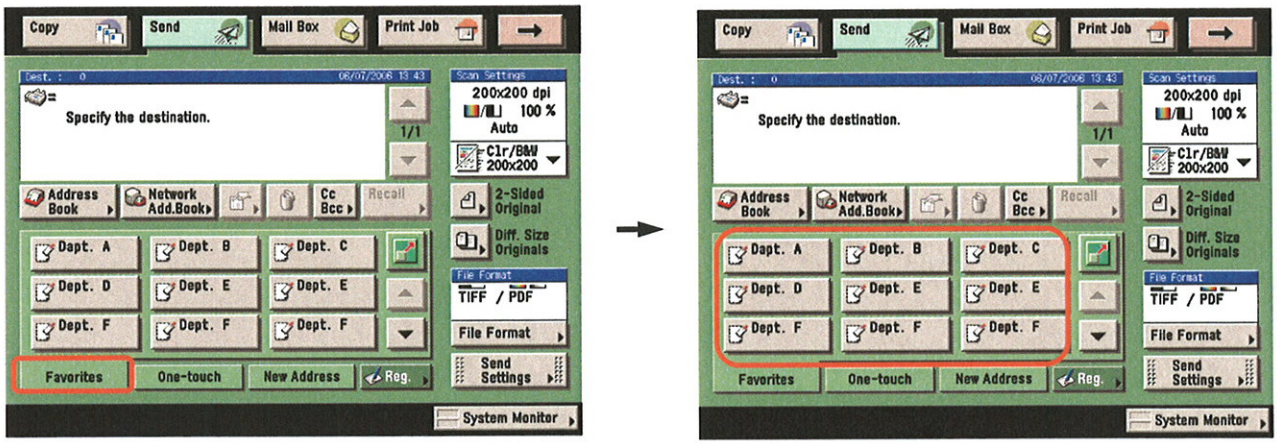
1. Press the **One-touch** tab.
2. Select the desired **One-touch** button.



Favorites

You can set any possible combination of send settings and register them in the **favorites** button in memory. There are18 favorites buttons that can be assigned names for increased convenience. This feature is useful for registering frequently used send settings and destinations.

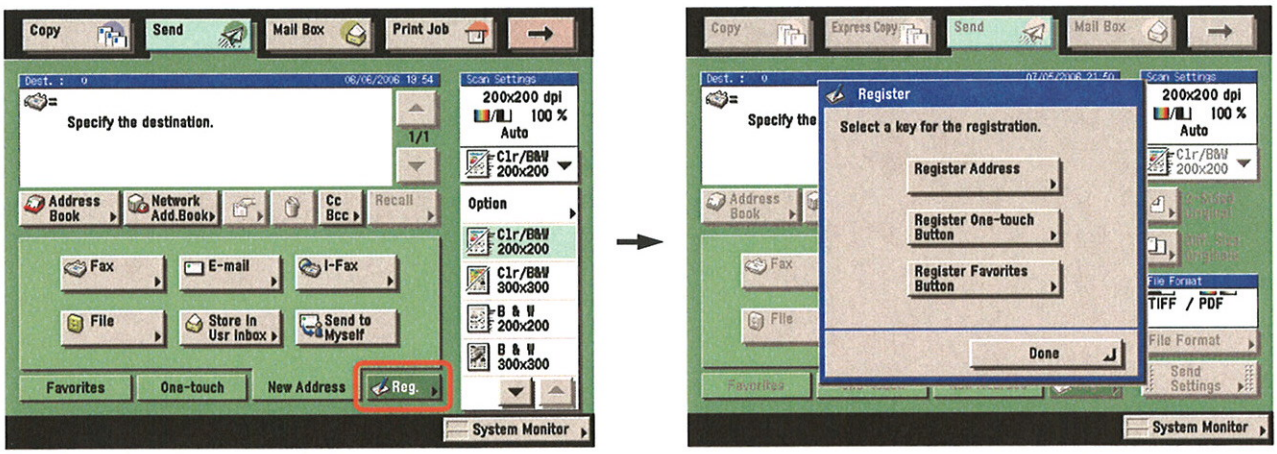
1. Press the **Favorites** tab.
2. Select the desired **Favorites** button.



Registering New Destinations

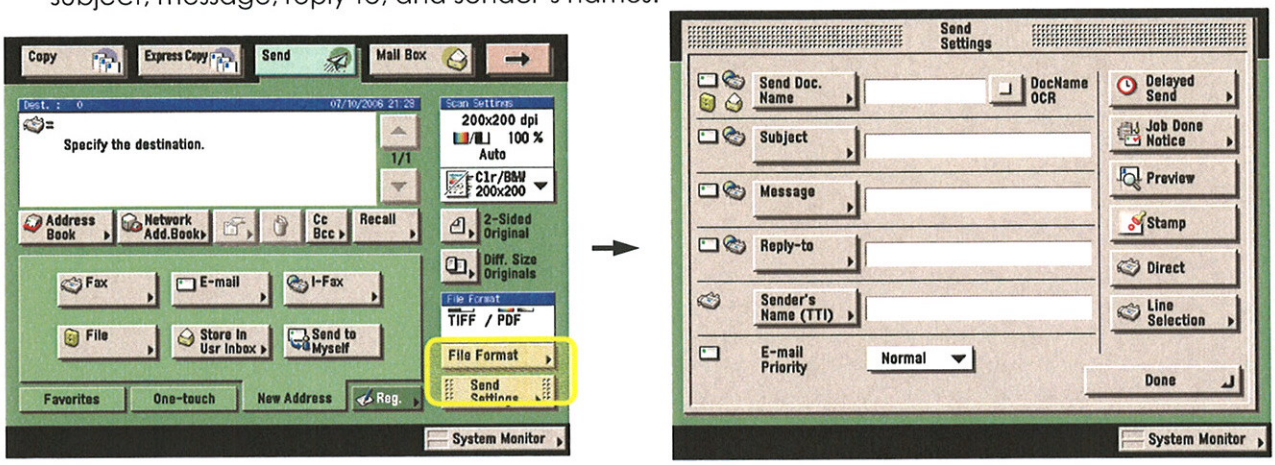
You can register new destinations in the Address Book, one-touch buttons, and favorite buttons, from the Send Basic Features and the Address Book screens.

1. Press the **Reg.** button.
2. Select the button you want to register.



Send Settings

Select **Send Settings** to attach a cover page to your file. Enter items such as: document name, subject, message, reply-to, and sender's names.

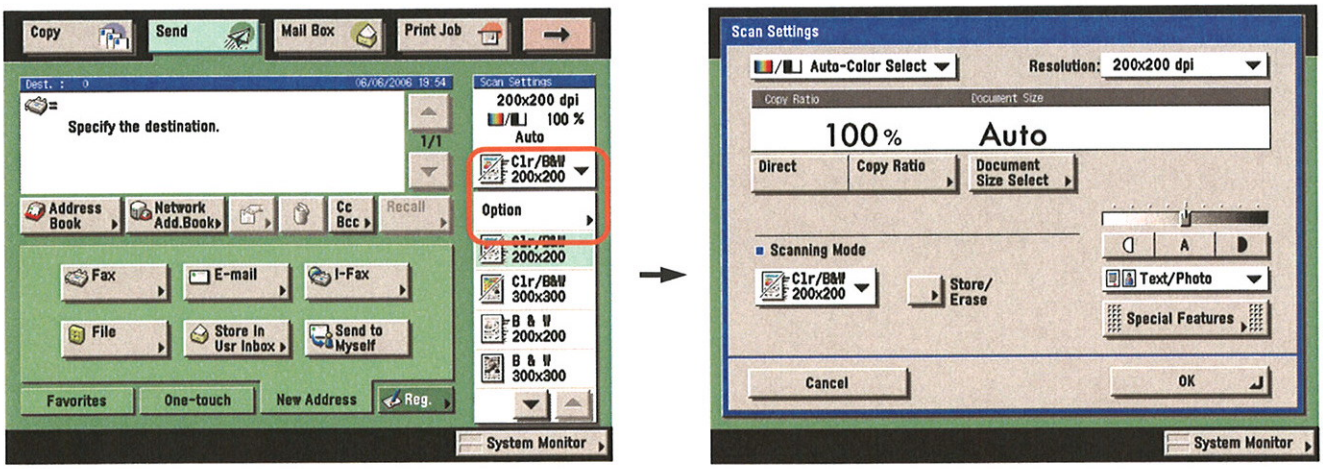


Scan Settings

You can change the default scan settings to correspond with your original file.

1. Press the **down arrow**.
2. Select **Option** from the Scan settings drop-down list.
3. Choose desired features.
4. Press **OK**.

NOTE: Scan Settings allows you to change options such as: copy ratio, page size, and resolution. You may also choose from a variety of **Special Features**. Special Features offers options, such as, Two-page Separation, Frame Erase, Different-sized Originals, and Job Build.



Two-sided Original

You can set the machine to automatically turn over two-sided originals that are placed in the feeder, and scan each side separately.

NOTE: Select the type of double-sided original.

1. Book Type: Front and back sides of original have the same top-bottom orientation.
2. Calendar Type: Front and back sides of original have opposite top-bottom orientations.