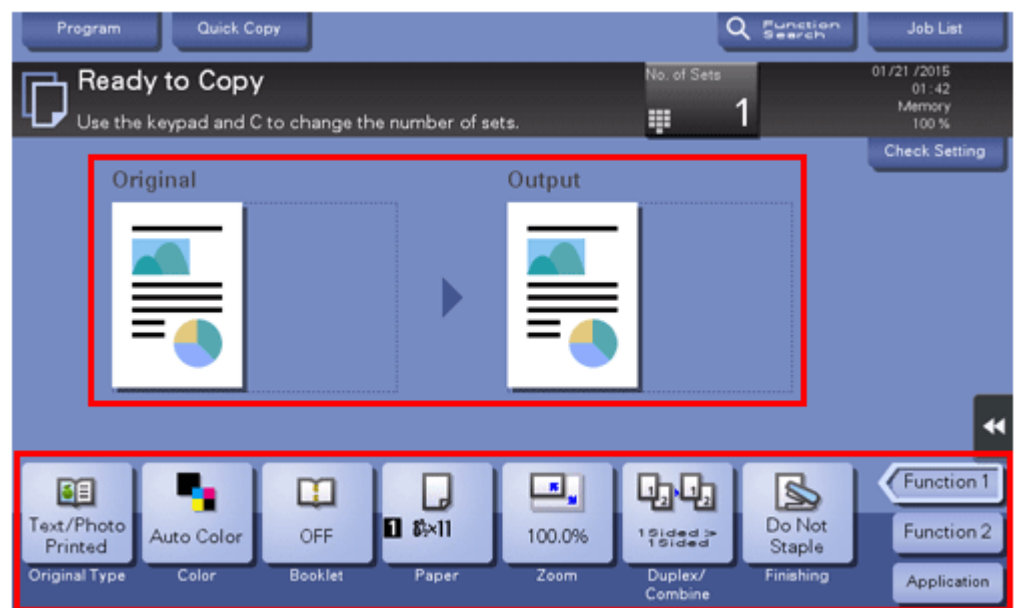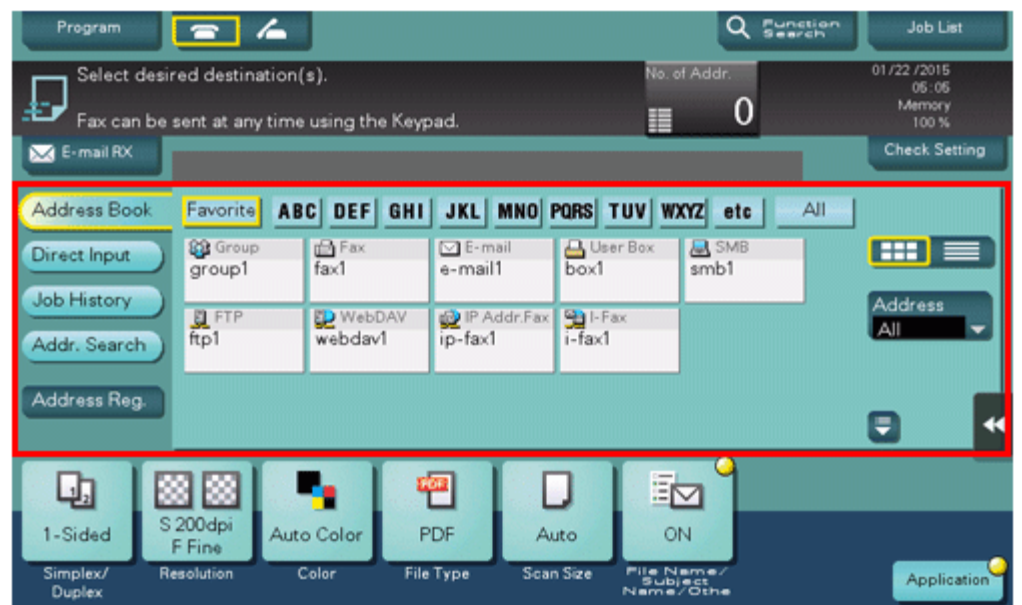# bizhub c308

COPYING

- Select the **Copy** button on the control panel (or from the main **Menu**)
- Select the features you wish to change/use
- Select **Function 2** or **Application** to program additional features
- Select the **10Keypad** button (or press on **No. of Sets** on screen) for quantity
- Press Start

EMAILING

- Select the **Fax/Scan** button on the control panel (or from the main **Menu**)
- Select the features you wish to use
- Select **Application** to program additional features
- To search the TRU directory for your email address, tap **Addr. Search**, then **Search**
- Type in a keyword (name) then tap **Search**
- Select your name from the search results
- OR if programmed: Select your name from the **Favorites** or **Addr. Book**
- Press Start

FAXING

- Select the **Fax/Scan** button on the control panel (or from the main **Menu**)
- Select the features you wish to change/use
- Select **Application** to program additional features
- Select a fax location from the **Favorite** screen or from the **Address Book**
- OR: Select **Direct Input**, then **Fax** and manually type in the fax number
- Press Start

* If you have any questions or require assistance with features or applications:

Please Call: 1-800-263-4410 or Email: service@bt.konicaminolta.ca