



How to use the system – Panel

Labels for the control panel:

- Status indicator
- Touch screen
- Energy Safe Mode on/off
- Switch to Enlarge display mode*
- Open Help screen*
- Display keypad*
- Switch to main menu
- Login/logout
- Copy
- Scan/Fax
- User Box
- Sound Setting
- Address book
- Utility
- Menu
- Access
- Reset the settings
- Stop a process
- Start a process

*This is a Register key. In the Administrator Settings it can be assigned to any function.

Touch screen – Main menu

Labels for the main menu:

- Display total number of printed pages
- Adjust the touch screen / config touch screen operation
- Message display
- Change to the functions of the shortcut key
- Display active or standby jobs
- Toner supply indicators
- Open slide menu
- Shortcut key area*
- Configure settings/display use status

*Up to 25 shortcut keys assigned to any function can be displayed here. By default, the main menu shows Copy, Scan/Fax, User Box, Sound Setting, Address book, and Utility. Utility is always displayed.

Operating the touch screen*

1. Tap to select or determine a menu.
2. Double-tap to retrieve detailed information or enlarge a thumbnail image.
3. Drag to move a display position on an application or preview screen.
4. Flick to scroll an address or job list and feed thumbnail-view pages.
5. Long-tap to display the icon related to the document.
6. Drag & Drop to move a document to the intended place.
7. Pan to move a displayed image.
8. Pinch-in/Pinch-out to enlarge or reduce a preview image.
9. Rotate two fingers to rotate a preview image.

*Available touch functions vary depending on displayed screen.





Operation of keypad*

1. Tap the numerals or the input area on the screen to display the keypad.
2. If necessary, touch the upper side of the keypad and drag it to another display position.

*If the system is equipped with the optional hardware keypad KP-101, it can be used instead.

Basic copy functions – Make a copy

1. Position the original(s).
2. Tap **Copy** in the main menu.
3. Tap the input area to display the keypad.
4. Type in the number of copies.
5. Press the **Start** key.

Copy operations – Basic copy screen

Register a copy program Display Quick Copy screen Number of copy sets

- Input/output image (only visible when originals are placed on platen glass or document feeder)
- Specify the type of the original
- Select color mode for copying
- Adjust the copy density
- Select paper size and type of the original/change size and type of the paper loaded in paper trays
- Display job list
- Check copy settings
- Check Finishing settings
- Two times 7 copy functions can be set for each function bar*
- Specify additional copy settings
- Specify Finishing settings
- Specify Duplex/Combine settings
- Specify a zoom ratio

*Available functions depend on system configuration.

Zoom

1. Position the original(s).
2. Tap **Zoom** in the copy screen.
3. Make the desired settings.
4. Tap **OK**.
5. Press the **Start** key.

Automatically reduce/enlarge original size to paper size

Change zoom manually

Different values for X and Y (distortion)

Copy the entire original including its edges by slightly reducing the original size

User defined zoom (values can be changed)

Change user defined zoom values

Preset zoom values

Duplex/Combine

1. Position the original(s).
2. Tap **Duplex/Combine** in the copy screen.
3. Make the desired settings.
4. Tap **OK**.
5. Press the **Start** key.

Copy 2 - 8 document pages onto one page

Select 1-sided or 2-sided copying

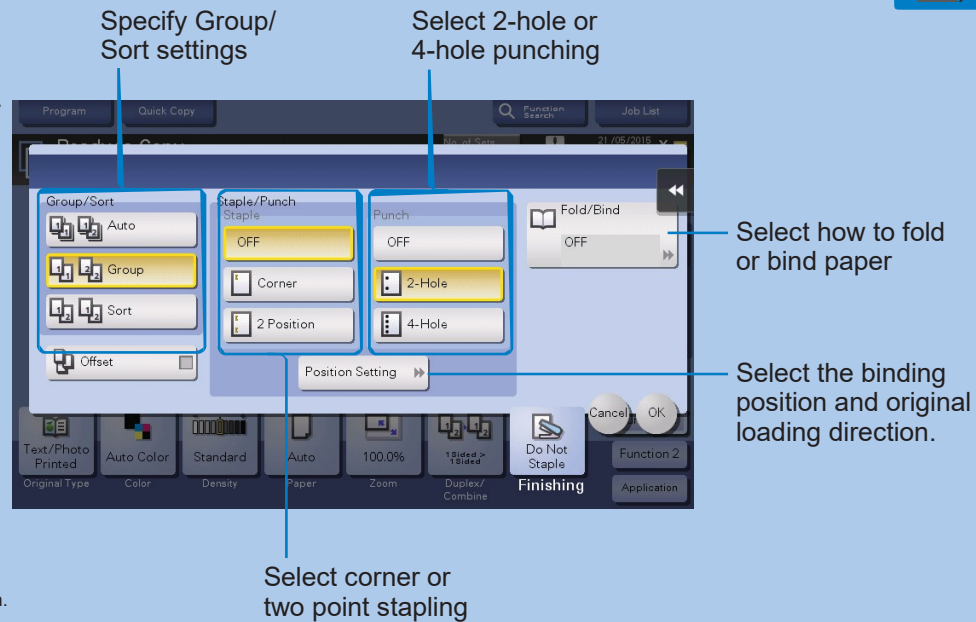
Select orientation of the original loaded into ADF or placed on the original glass

Specify binding positions for the original and the copies

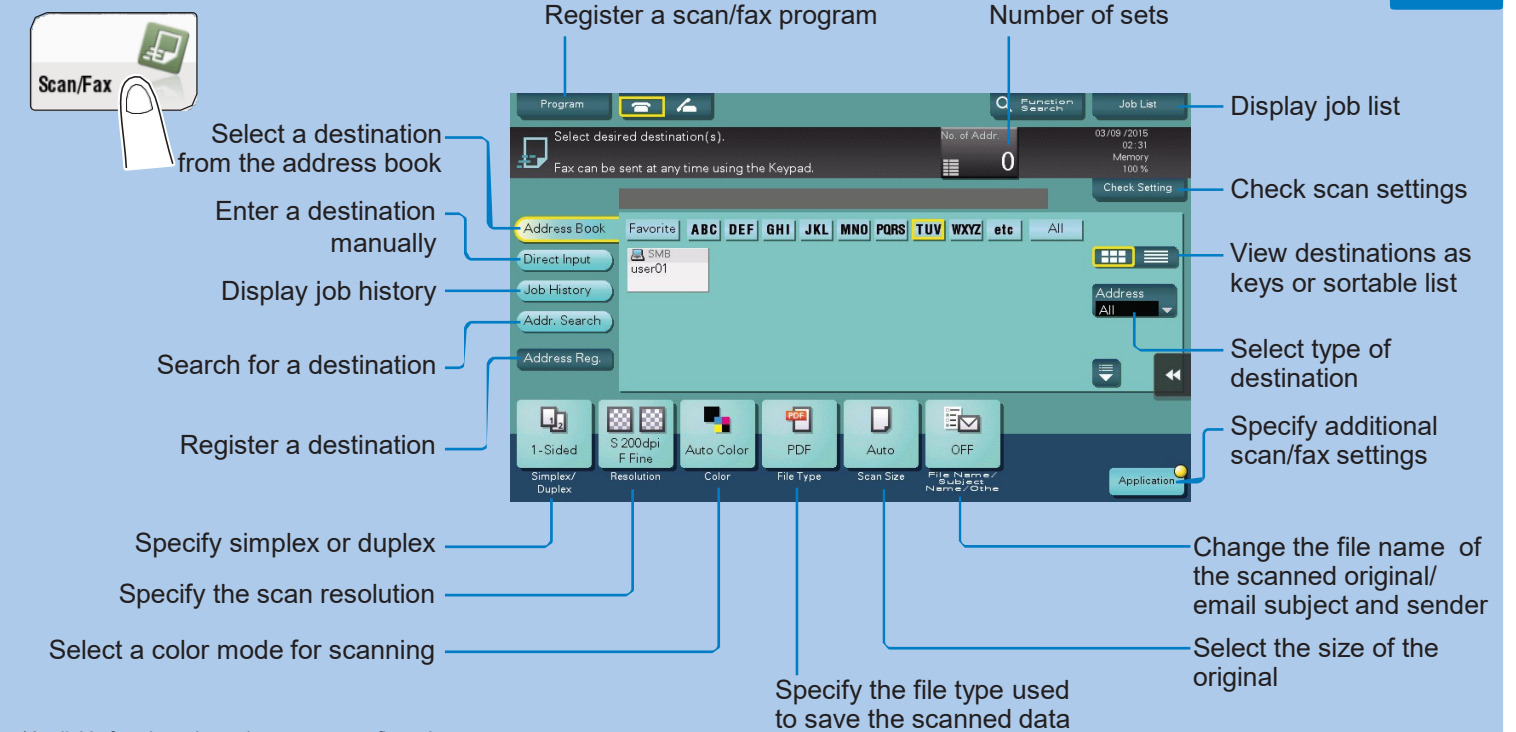


Finishing

1. Position the original(s).
2. Tap **Finishing** in the copy screen.
3. Make the desired setting(s)*.
4. Tap **OK**.
5. Press the **Start** key.

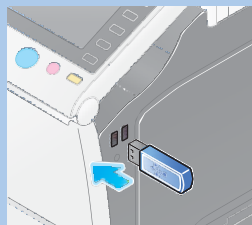


Scan operations – Scan/Fax screen*

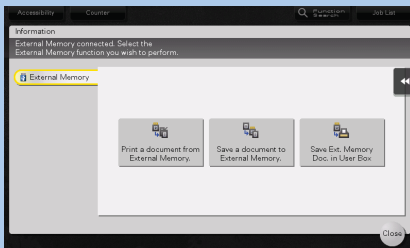


Scan to USB memory – (Direct input)

1. Plug the USB memory device into the USB port.



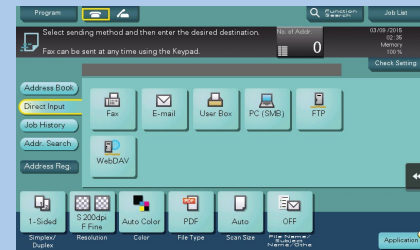
2. Position the original(s).
3. Tap **Save a document to External Memory**.



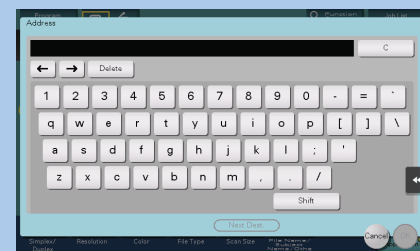
4. Make the desired setting(s).
5. Press the **Start** key.

Scan to e-mail (Direct input)

1. Position the original(s).
2. Tap **Scan/Fax** in the main menu.
3. Tap **Direct Input**.



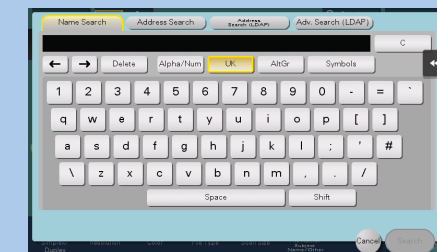
4. Tap **E-mail**.
5. Enter the destination address.



6. Tap **OK**.
7. Press the **Start** key.

Search for a destination

1. Tap **Scan/Fax** in the main menu.
- The destinations categorized into **Favorite** are displayed.
2. Tap **Addr. Search > Search**.
3. Tap **Name Search** or **Address search**.
4. Enter the search text and tap **Search**.
5. Select the destination from the search result.
6. Press the **Start** key.



Sending data to multiple destinations

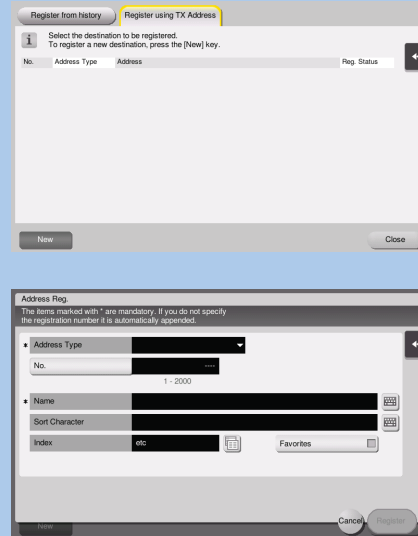
1. Position the original(s).
2. Tap **Scan/Fax** in the main menu.
- The destinations categorized into **Favorite** are displayed.
3. Tap **Address**.
4. Select the desired type of destination.
5. Specify two or more destinations.
6. Press the **Start** key.





Register a destination

1. Tap **Scan/Fax** in the main menu.
2. Tap **Address Reg.**
3. Tap **New**.
4. Select the type of destination you want to register.
5. Enter the destination information and tap **Register**.



Box operations – User Box screen

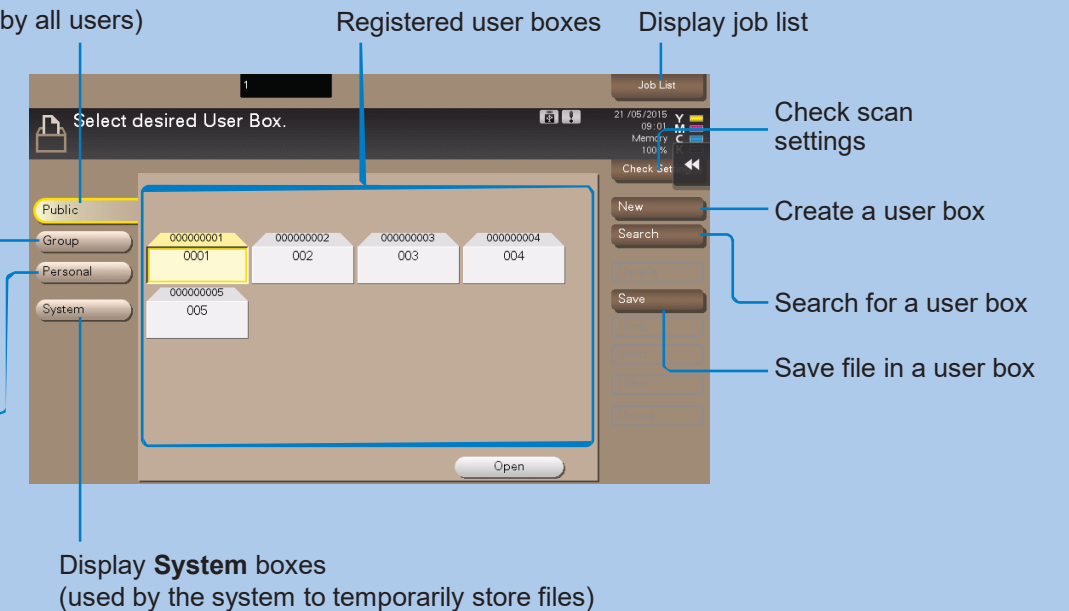


Display **Public** user boxes (documents can be stored here by all users)

Display **Group** user boxes (only users belonging to the same group can store and use documents)*

Display **Personal** user boxes (Only accessible by a personal user logged in to the system)*

*Only available if user authentication is enabled. Not displayed when an unauthorized user has logged in.



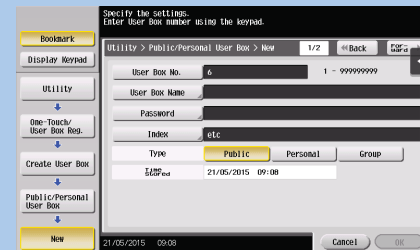
Save file in a public user box

1. Position the original(s).
2. Tap **User Box** in the main menu.
3. Tap **Public**.
4. Select the desired user box and tap **Save**.
5. Set the file save options and scan settings if necessary.
6. Press the **Start** key. The file is saved.



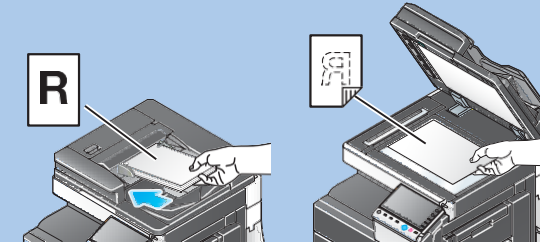
Create a user box

1. Tap **Utility** in the main menu.
2. Tap **One-Touch/User Box Registration**.
3. Tap **Create User Box**.
4. Tap **Public/Personal User Box**.
5. Tap **New**.
6. Enter the registration information and tap **OK**.



Fax operations (only with fax option) – Send a fax

1. Position the original(s).



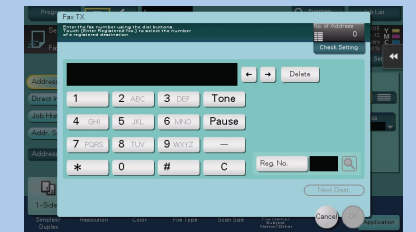
2. Tap **Scan/Fax** in the main menu.



3. Press the keypad button.



4. Type in the fax number.



5. Press the **Start** key.

