QUICK REFERENCE
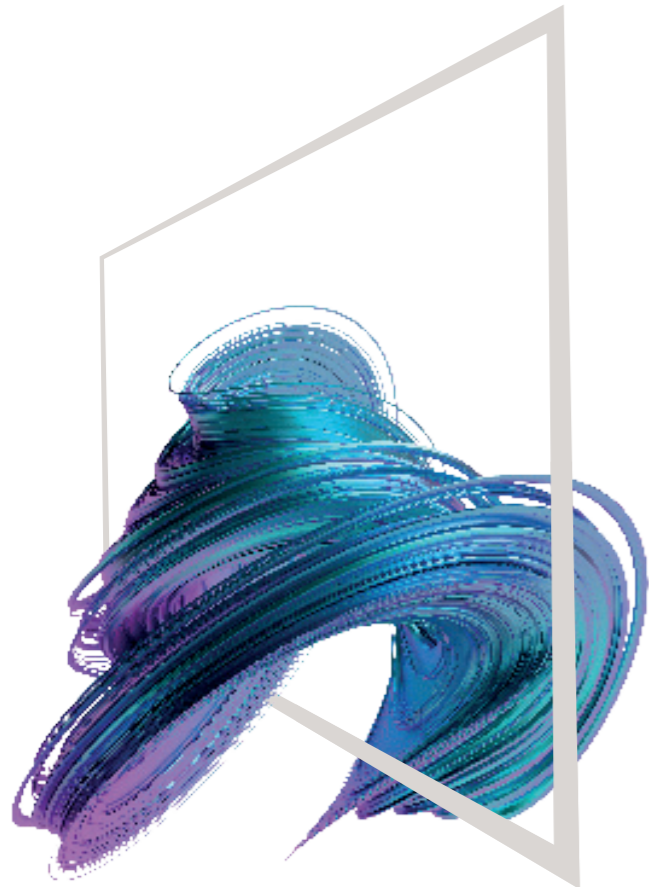
How to use the system - Panel

Touch screen

Mobile touch area

Keypad KP-101 (option)

Voice Guide (not in use for European market)

Input a value or a number

Clear a value

Status indicator

Energy Safe Mode **on/off**

Return to home screen

Login/logout

Start a process

Stop a process

Reset the settings

Touch screen - Home

Login/logout   Display active or standby jobs

Check warnings or notices

Check device information

Display a message

User ID (shown when menu is open)

Configure settings/ display use status

Change display language (temporarily)

Customize home screen
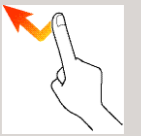
Open/close menu

Shortcut key area*

Page indicator

Available shortcut keys depend on machine configuration.

Operating the touch screen*

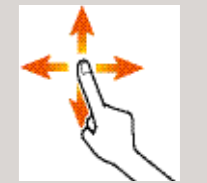Screen gestures

1. **Tap** to select or determine a menu.

2. **Flick** to scroll a list or a page.
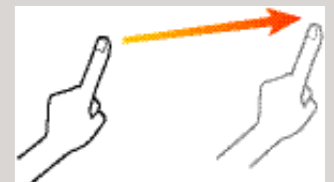
3. **Drag** to move a scroll bar or document.

4. **Pan** to move a displayed image.

5. **Long-tap** to display the icon related to the document.

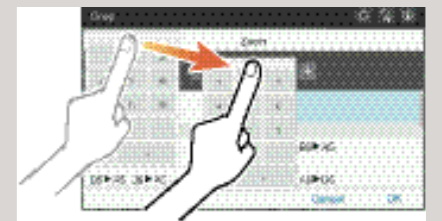6. **Drag & Drop** to move a document to the intended place

Displaying the keypad

Tap the numerals or the input area to display the keypad. (If the system is equipped with the optional hardware keypad KP-101, it can be used instead.)

Moving the keypad

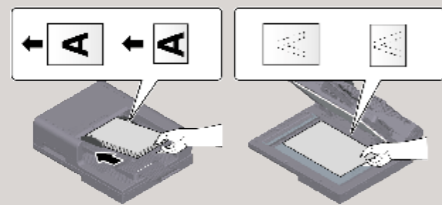Touch the upper side of the keypad and drag it to another display position.

Available touch functions vary depending on displayed screen.

Giving Shape to Ideas
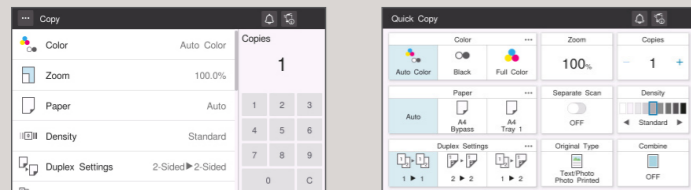
Basic copy functions - Make a copy

1. Position the original(s).

2. Tap **Copy** or **Quick Copy** on the home screen.

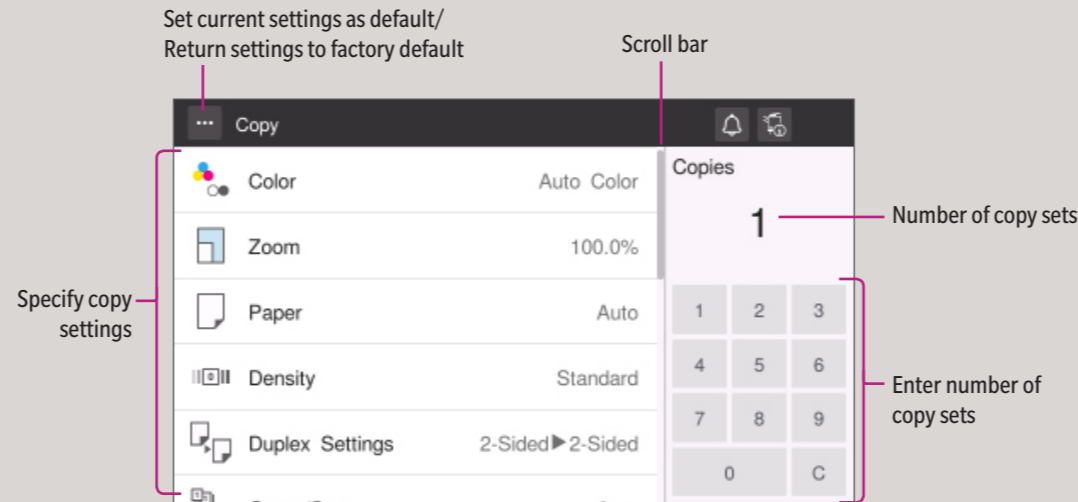3. Set copy options as needed.

4. Press the **Start** key.

Copy operations - Basic Copy Screen*

Set current settings as default/
Return settings to factory default

Scroll bar

Specify copy settings

Number of copy sets

Enter number of copy sets

Setting*	Description
Color	Select the copy color mode (e.g. Full Color, Black & White)
Density	Adjust the brightness of the copy
Original Type	Select the image quality level of the original
Paper	Select paper size and type of the original/change size and type of the paper loaded in paper trays
Zoom	Specify enlargement or reduction ratio
Duplex Settings	Specify 1-sided or 2-sided scanning/copying
Staple	Staple the copied sheets/Select the binding position and the orientation of the original
Punch	Punch the copied sheets/Select the punching position and the orientation of the original
Group/Sort	Feed out copy sets separately by set or page
Combine	Copy multiple pages on a single sheet
Mixed Original	Scan originals of different sizes
Z-Folded Original	Adapt the size detection of folded originals in the ADF
Blank Page Removal	Skip blank pages
Original Size	Specify the size of the original when it is not detected correctly
Original Direction	Select orientation of the original loaded into ADF or placed on the original glass
Separate Scan	Scan a large number of originals in several batches / scan originals using both ADF and original glass
Automatic Image Rotation	Rotate the original image according to paper direction (switched on as default)

*Available settings depend on system configuration.
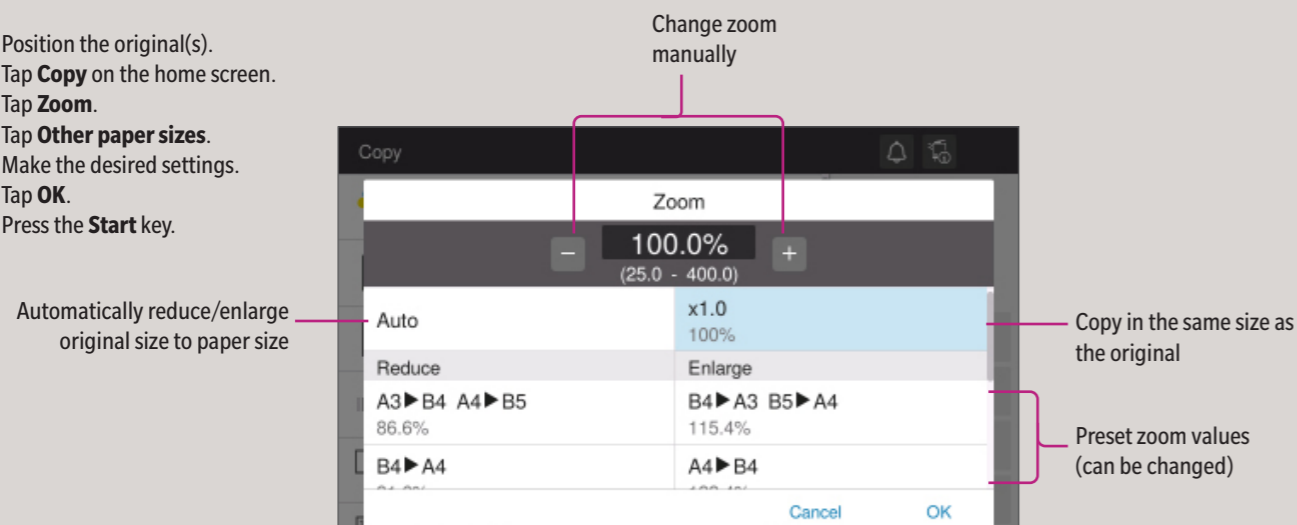
Print from USB memory

1. Position the original(s).
2. Plug the USB memory device into the USB port.
3. Tap **USB Mem. Print** on the home screen.
4. Select the desired file.
5. Specify settings as needed.
6. Press the **Start** key.
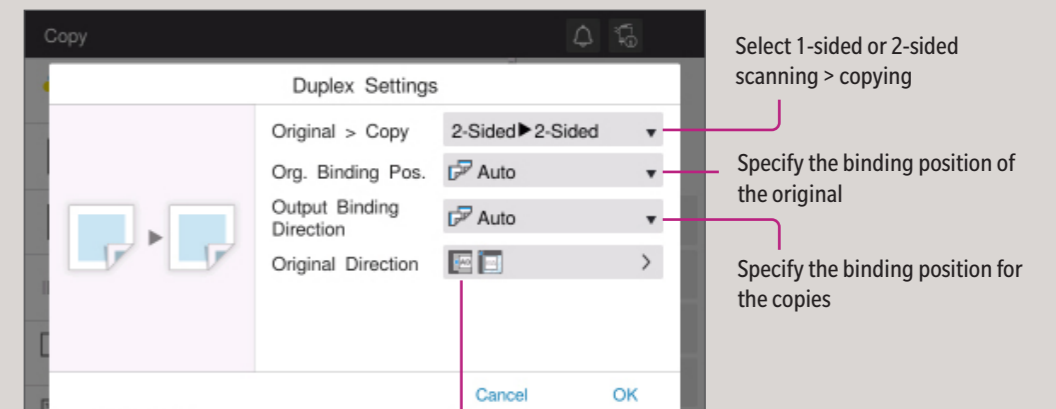   The file is printed.

Zoom

1. Position the original(s).
2. Tap **Copy** on the home screen.
3. Tap **Zoom**.
4. Tap **Other paper sizes**.
5. Make the desired settings.
6. Tap **OK**.
7. Press the **Start** key.

Change zoom manually

Automatically reduce/enlarge original size to paper size

Copy in the same size as the original
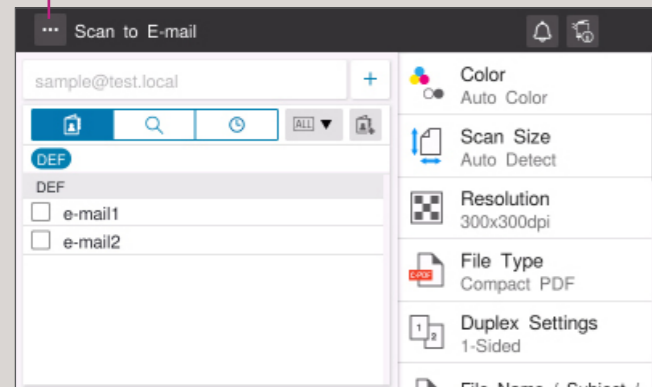
Preset zoom values (can be changed)

Duplex Settings

1. Position the original(s).
2. Tap **Copy** on the home screen.
3. Tap **Duplex Settings**.
4. Tap ⚙.
5. Make the desired settings.
6. Tap **OK**.
7. Press the **Start** key.

Select 1-sided or 2-sided scanning > copying

Specify the binding position of the original

Specify the binding position for the copies

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

Scan operations - Settings*

View scan destinations as buttons or as list

Setting*	Description
Color	Select the scan color mode (Full Color, Black&White)
Scan Size	Specify the original size
Resolution	Specify the scan resolution
File Type	Specify the file type for saving
Duplex Settings	Specify 1-sided or 2-sided scanning
File Name/Subject/Other	Change the file name, E-mail subject, or message text
Separate Scan	Scan a large number of originals in several batches /scan originals using both ADF and original glass
Mixed Original	Scan originals of different sizes
Z-Folded Original	Adapt the size detection of folded originals in the ADF
Blank Page Removal	Skip blank pages
Original Direction	Select orientation of the original loaded into ADF or placed on the original glass
Original Type	Select the image quality level of the original
Density	Adjust the scan brightness
Background Removal	Adjust the the background brightness (e.g. for originals with colored background)

*Available settings depend on system configuration.

Scan to e-mail (Direct input)

1. Position the original(s).
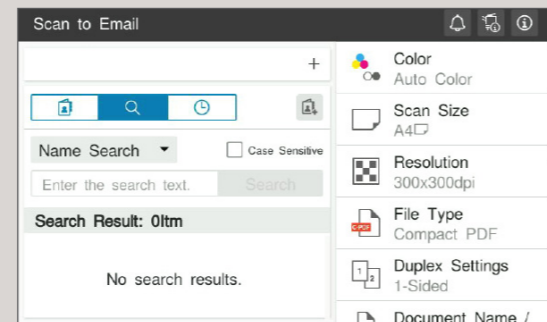2. Tap **Scan to E-mail** on the home screen.
3. Tap **+**.
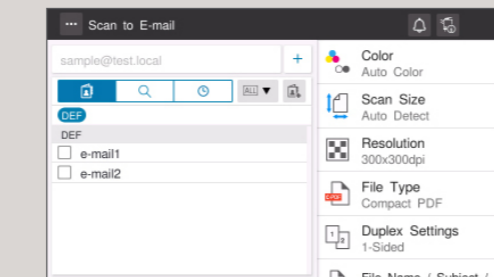
4. Enter the destination address.
5. Tap **OK**.
6. Specify settings as needed.

7. Press the **Start** key
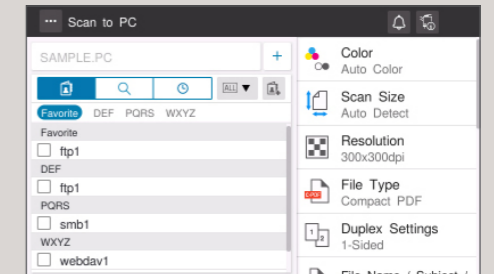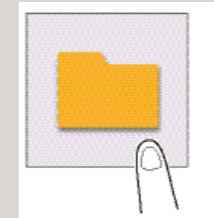   The file is sent.

Search for a destination (address book)

1. Position the original(s).
2. Tap **Scan to E-mail**, **Scan to Box** or **Scan to PC**.
3. Select the search tab:
4. Select **Name Search**, **Address Search** or **Search Box No**.

5. Enter the search text and tap **Search**.
6. Specify the target destination from the search result.
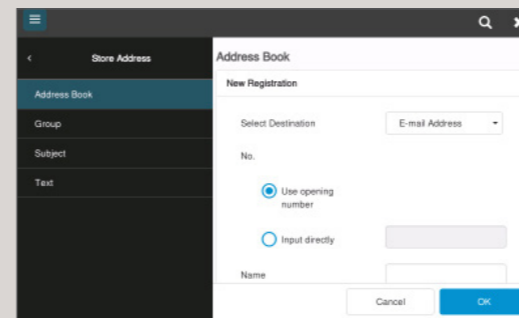7. Press the **Start** key.
   The file is sent.

Save file on a PC

1. Position the original(s).
2. Tap **Scan to PC** on the home screen.
3. Select the desired destination.
4. Specify settings as needed.
5. Press the **Start** key.
   The file is saved.

Register a destination (address book)

1. Tap **Utility** on the home screen.
2. Tap **Utility > Store Address > Address Book**.
3. Tap **New Registration**
4. Select the type of destination you want to register.

5. Enter the destination information and tap **OK**.

Fax operations - Send a fax (direct input)*

1. Position the original(s).
2. Tap **Fax** on the home screen.
3. Tap the direct input tab:
4. Enter the fax number.
5. Specify settings as needed.
6. Press the **Start** key.
   The file is sent.
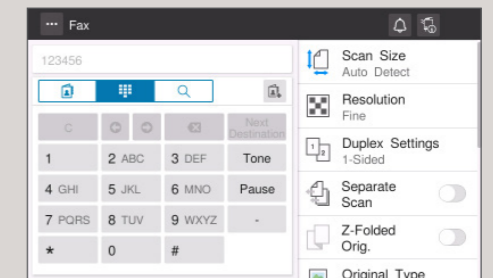
* only with fax option

Sending data to multiple destinations/using the address book

1. Position the original(s).
2. Tap **Scan to E-mail**, **Scan to Box** or **Scan to PC**.
3. Select the destination tab:
4. Specify two or more destinations.
   or
   Specify a group.
5. Tap **OK**.
6. Press the **Start** key.
   The file is sent.