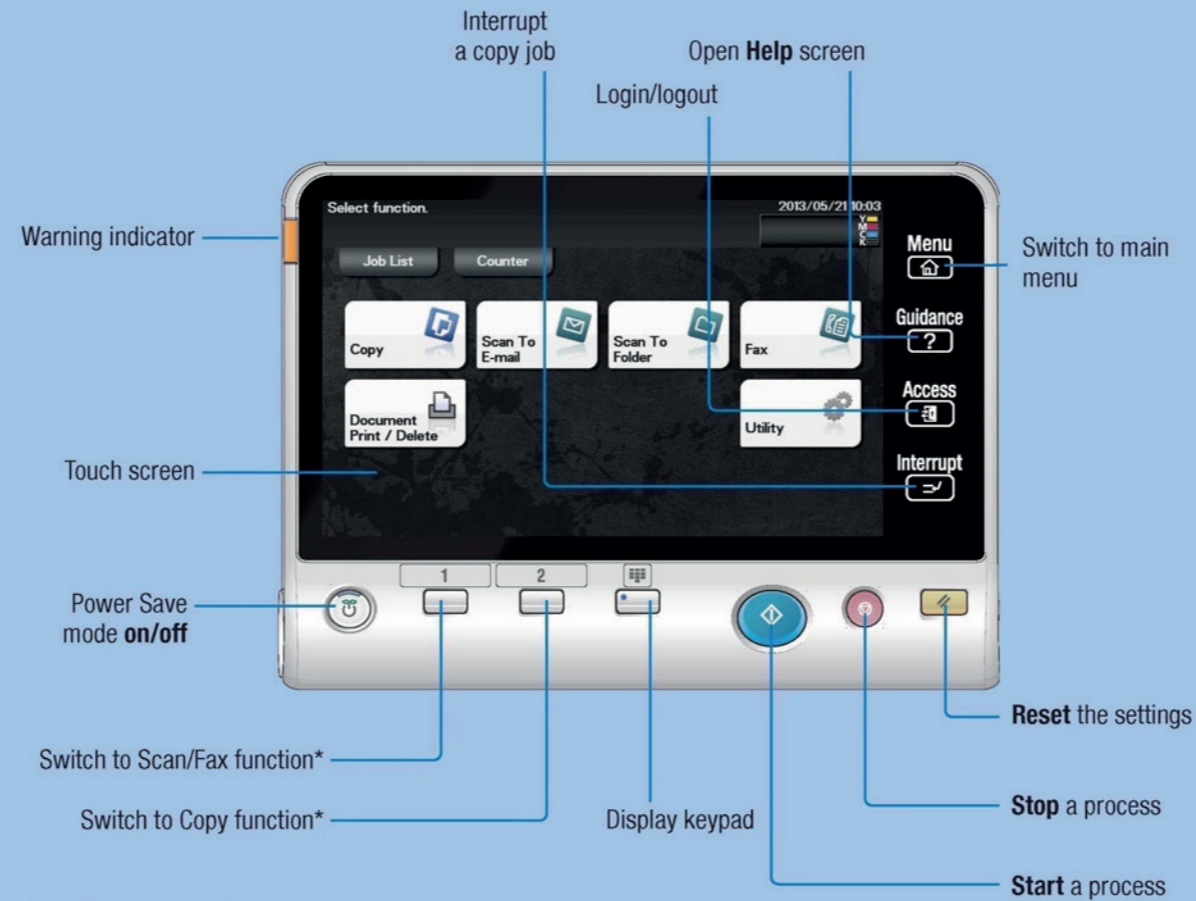


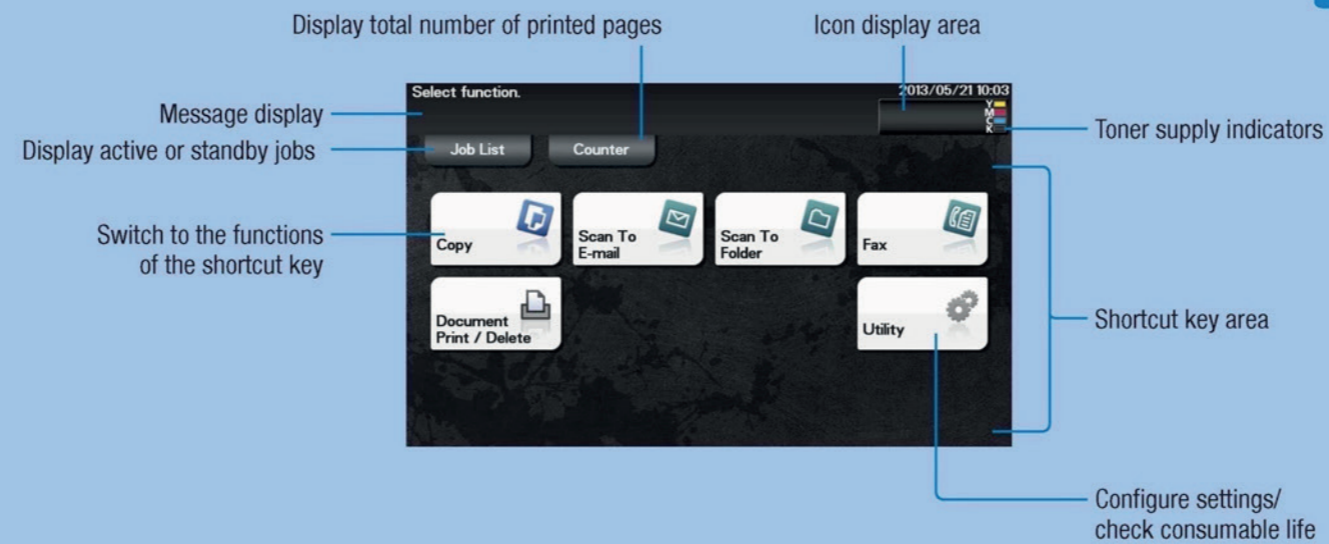


## How to use the system – Panel



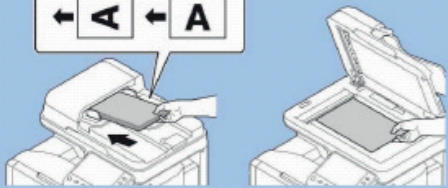
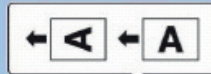
\*This is a Register key. In the Administrator Settings it can be assigned to any function.

## Touch screen – Main menu



## Fax operations - Send a fax

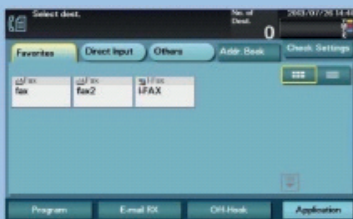
1. Position the original(s).



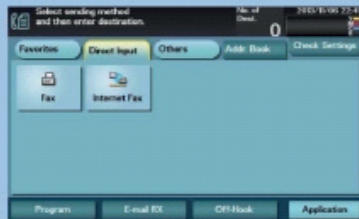
2. Tap Fax in the main menu.



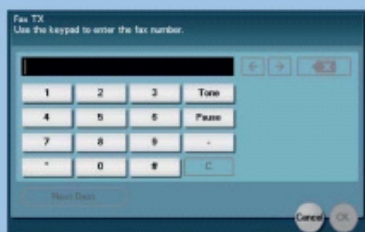
3. Tap Direct Input.



4. Tap Fax.



5. Type in the fax number.



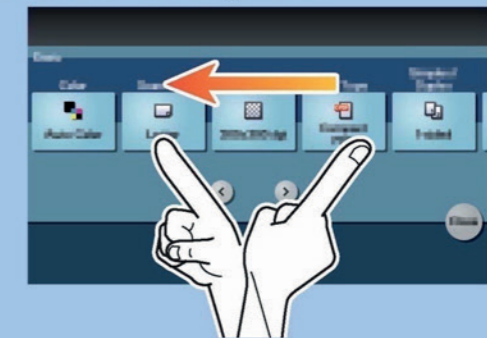
6. Press the Start key.

## Operating the touch screen\*

1. Tap to select or determine a menu.



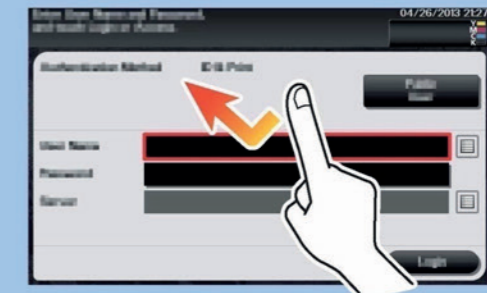
2. Flick to scroll through menus.



3. Tap the numerals or the input area on the screen to display the keypad.



4. Tap a target input area or icon to switch to the entry or selection screen.



\*Available touch functions vary depending on displayed screen.



### Basic copy functions – Make a copy

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

### Finishing

- Position the original(s).
- Tap **Finishing** in the copy screen.
- Tap **Finishing**.
- Specify the desired Group/Sort setting.
- Tap **OK**.
- Press the **Start** key.

Specify Group/Sort setting

### Copy operations – Basic copy screen

Number of copy sets: 3

Check copy settings

Display further functions

Select size and type of the paper for copying

Specify additional copy settings

Select the size of the original to be scanned

Print front and back side of a card on the same page

Specify the type of the original

Register a copy program

Select color mode for copying

Adjust the copy density

Output a proof copy

### Zoom

- Position the original(s).
- Tap **Zoom** in the copy screen.
- Tap **Zoom**.
- Make the desired settings.
- Tap **OK**.
- Press the **Start** key.

Change zoom manually

Use [+/-] and the keypad to specify the zoom ratio.

Automatically reduce/enlarge original size to paper size

Preset zoom values

Change user defined zoom values

User defined zoom (values can be changed)

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

### Duplex/Combine

- Position the original(s).
- Tap **Duplex/Combine** in the copy screen.
- Tap **Duplex/Combine**.
- Make the desired settings.
- Tap **OK**.
- Press the **Start** key.

Specify binding positions for the original and the copies

Select 1-sided or 2-sided copying

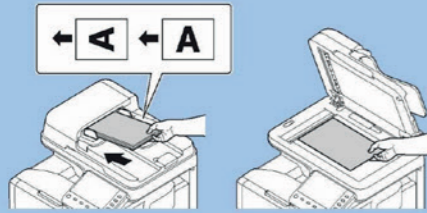
Select orientation of the original loaded into ADF or placed on the original glass

Copy 2 or 4 document pages onto one page



## Basic Scan Operation - Send a scan

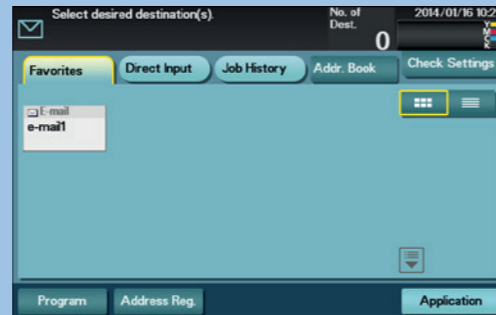
1. Position the original(s).



2. Tap **Scan to Email** in the main screen.



3. Tap the **Address book** and select a destination.



4. Press the **Start** key.



## Scan Settings - Application

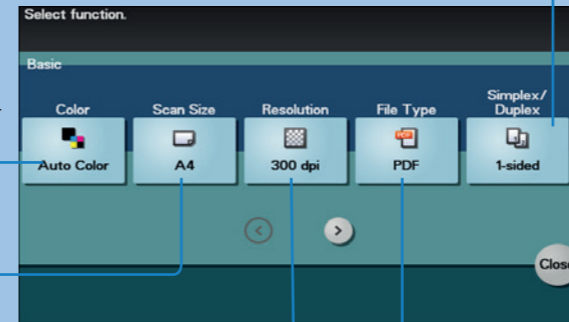
**Application**

Choose to scan 1 or 2 sides of the original document.

Adjusting quality/density of the original.

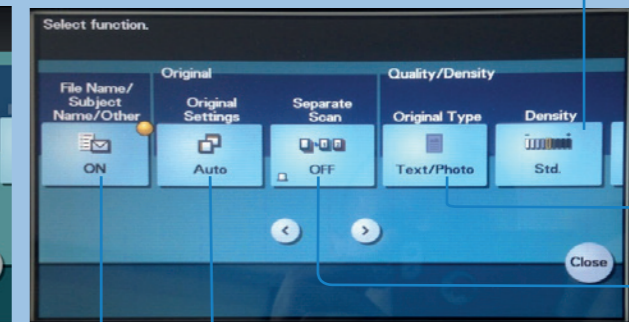
Select a colour mode for scanning.

Select the size of the original to be scanned.



Specifying the resolution to scan the original.

Specifying the file type to save the scanned original data.



Specify the type of original.

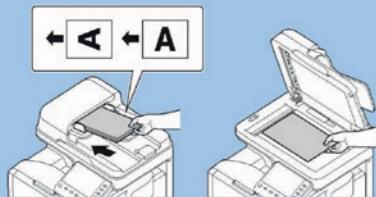
Scanning a number of originals in several batches.

Change the file name, E-mail subject, or body.

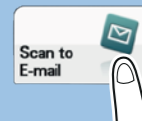
Specify the orientation of the loaded original.

## Scan using LDAP

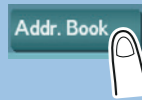
1. Position the original(s).



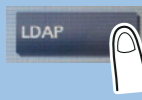
2. Tap **Scan to Email** in the main screen.



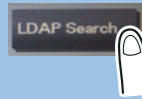
3. Select **Addr.Book**.



4. Select **LDAP**.



5. Select **LDAP Search**.

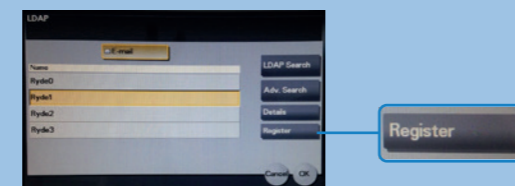


6. Tap the empty box beside **Index** then type in the name to be searched. Press **OK**.



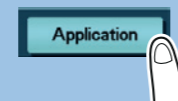
7. Select **Search**.

8. Select the name in the list then select **OK**. Press **Register** to save the destination to the **Address Book**.



9. Select **Close**.

10. Select **Application** to select scan settings.



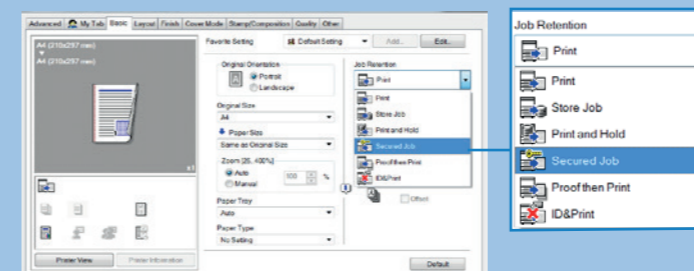
11. Press the **Start** key.



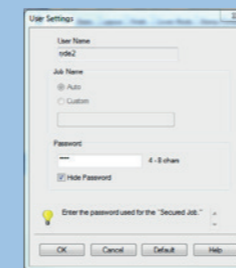
## Secure Printing

### Send a job to print

1. In an open document select **File, Print** then **Printing Preferences**. Under the Basic tab select **Secured Job** from the Job Retention drop down box.



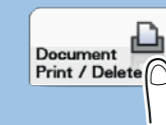
2. Type in a **Password** then select **OK**.



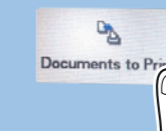
3. Select **OK**, then **Print**.

### Release Secure Print

1. Tap **Document Print/Delete** in the main screen.

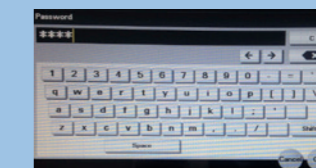


2. Select **Documents to Print**.



3. Select a User, then select a document to release.

4. Tap the blank space next to Password, then type in the password.



5. Enter amount of copies to print then press **OK**.