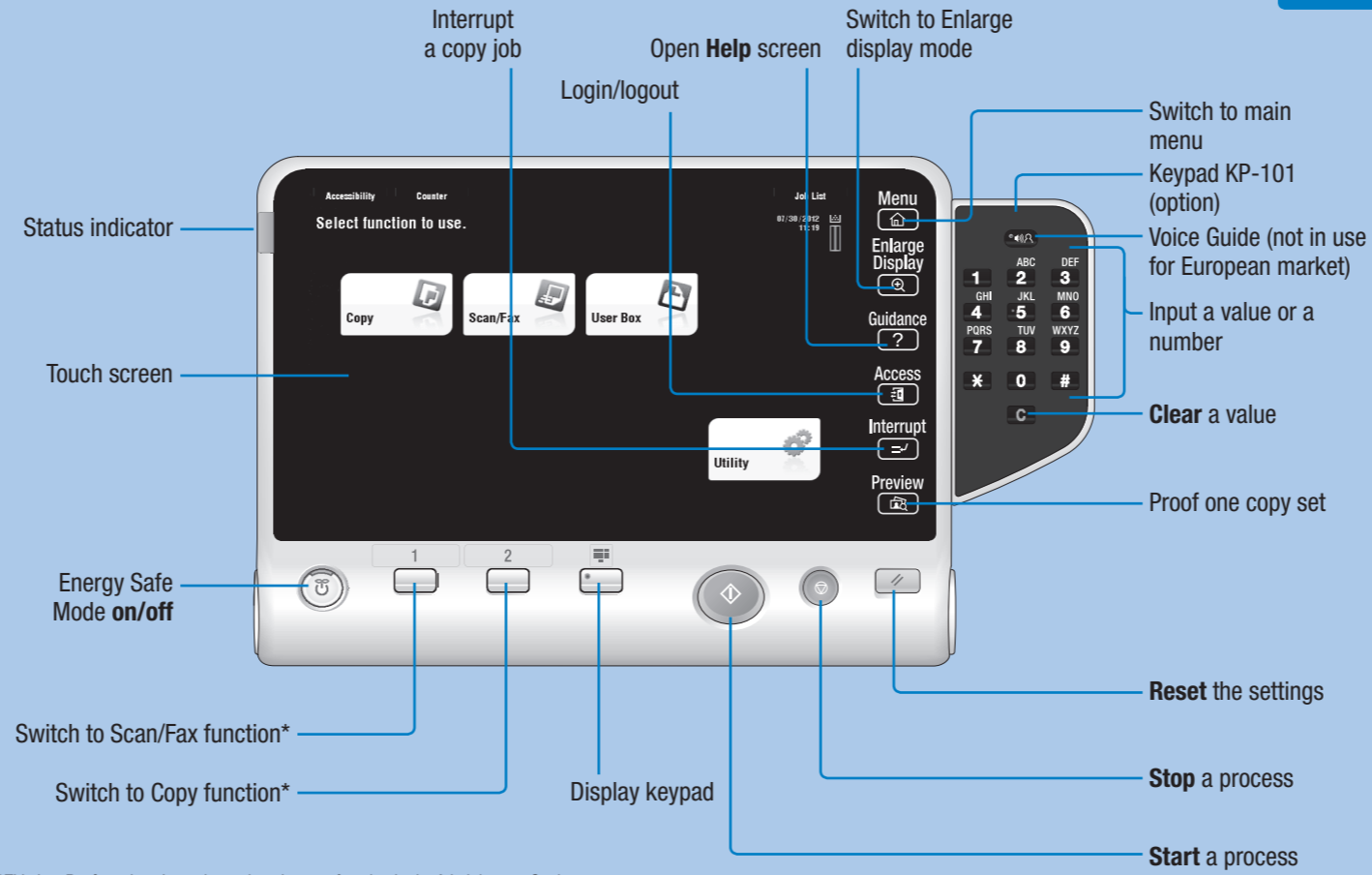


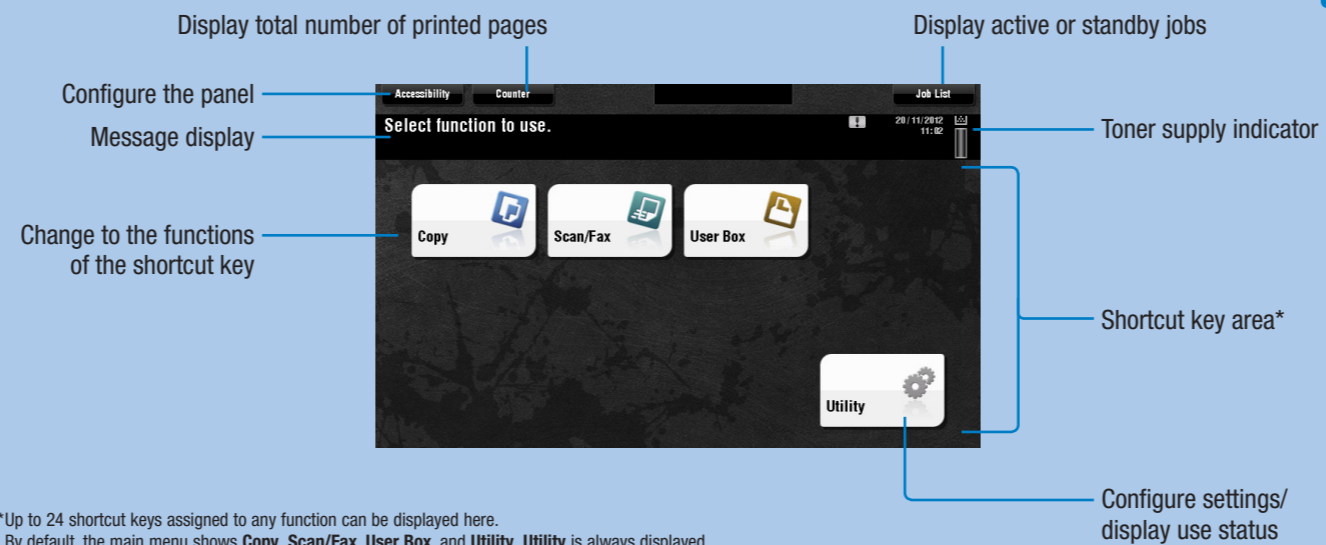


How to use the system – Panel



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

Touch screen – Main menu



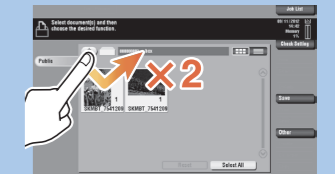
*Up to 24 shortcut keys assigned to any function can be displayed here. By default, the main menu shows Copy, Scan/Fax, User Box, and Utility. Utility is always displayed.

Operating the touch screen

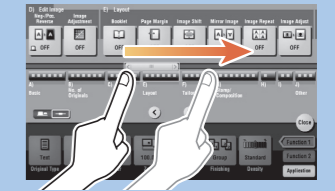
1. Tap to select or determine a menu.



2. Double-tap to retrieve detailed information or enlarge a thumbnail image.



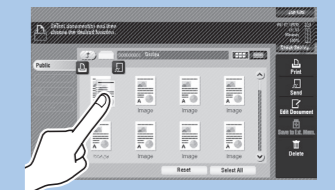
3. Drag to move a display position on an application or preview screen.



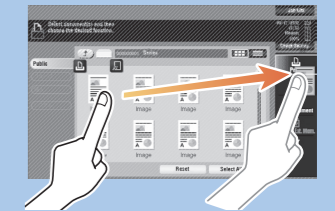
4. Flick to scroll an address or job list and feed thumbnail-view pages.



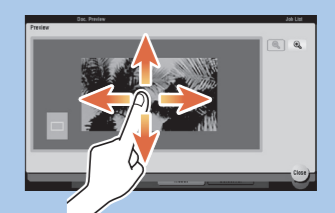
5. Long-tap to display the icon related to the document.



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



7. Pan to move a displayed image.





Operation of keypad

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

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
- Adjust the copy density
- Adjust the background 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.

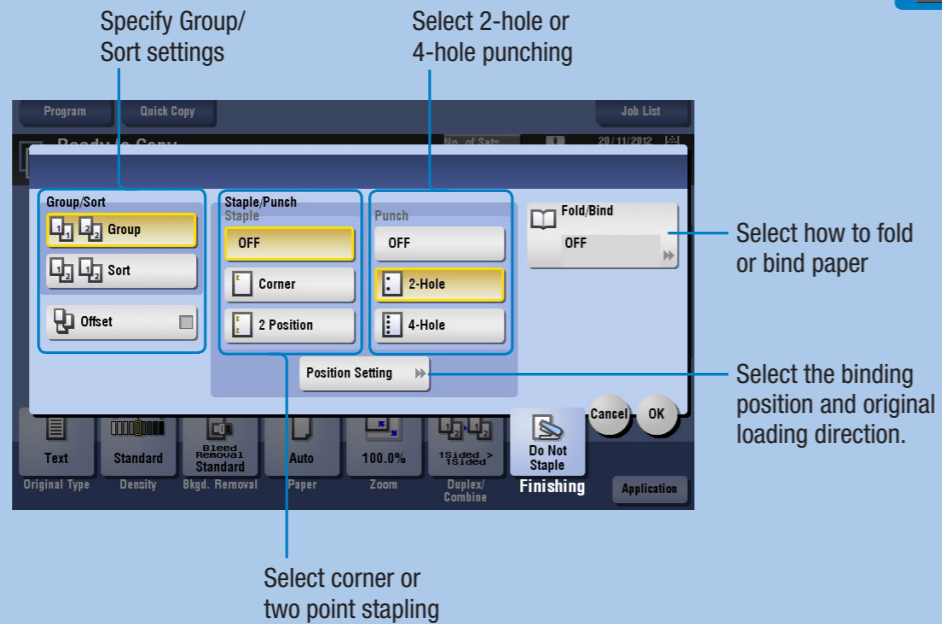
Copy 2 - 8 document pages onto one page

- Select 1-sided or 2-sided copying
- Specify binding positions for the original and the copies
- Select orientation of the original loaded into ADF or placed on the original glass

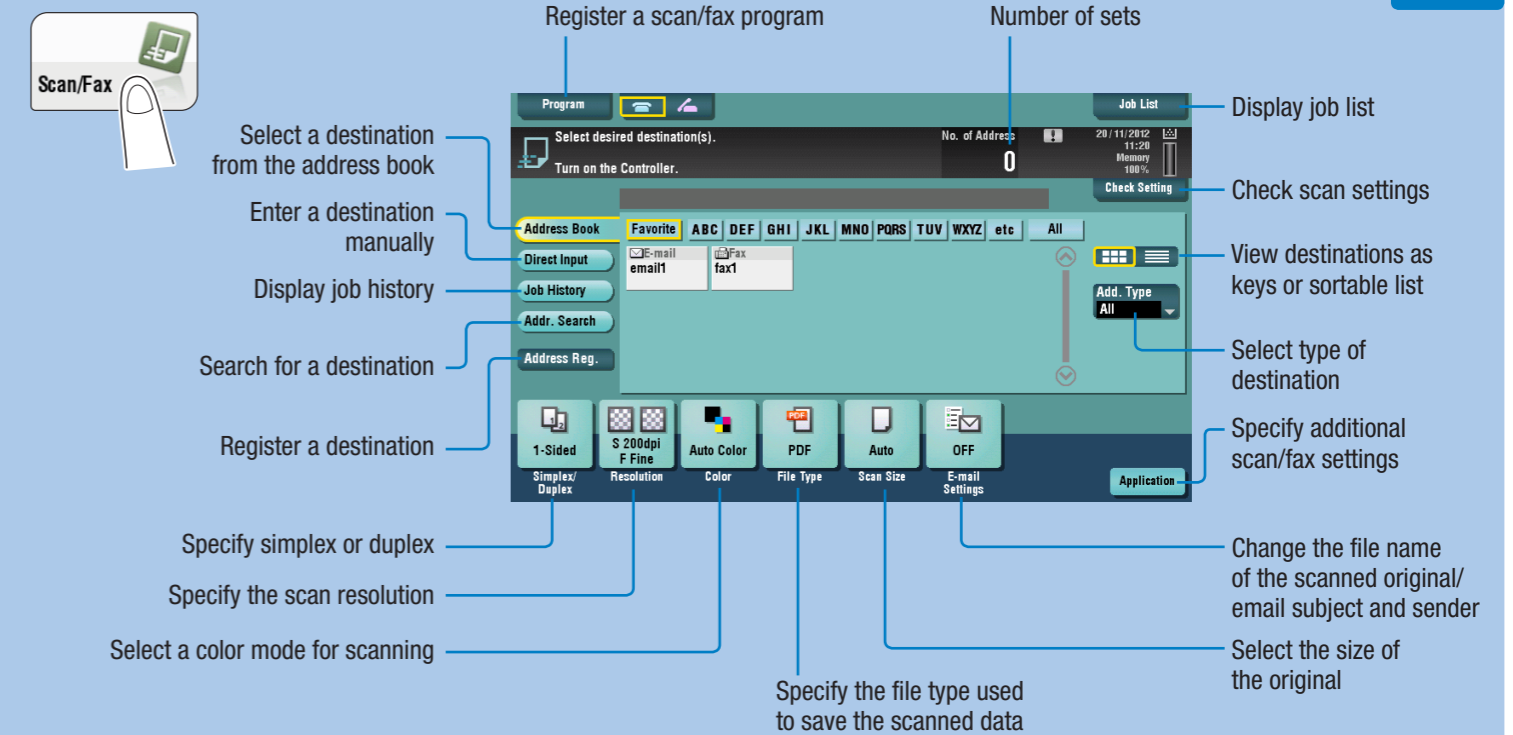


Finishing

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.

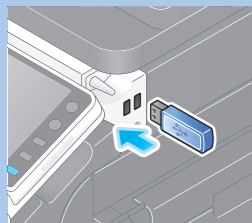


Scan operations – Scan/Fax screen

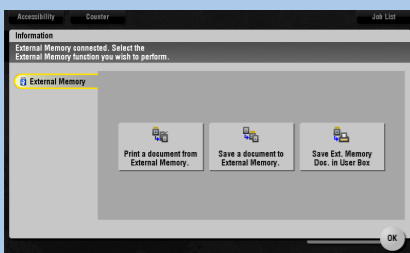


Scan to USB memory – (Direct input)

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



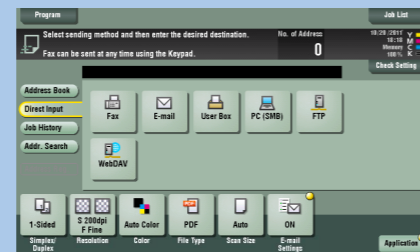
2. Position the original(s).
3. Select **Save a document to External Memory** and tap **OK**.



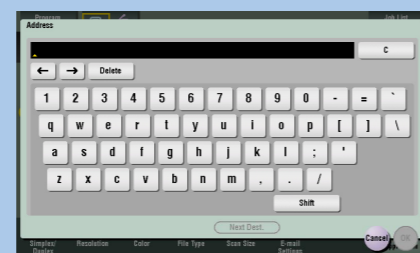
4. Tap **Direct input**.
5. Enter a document name.
6. Tap **OK**.
7. Press the **Start** key.

Scan to e-mail (Direct input)

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



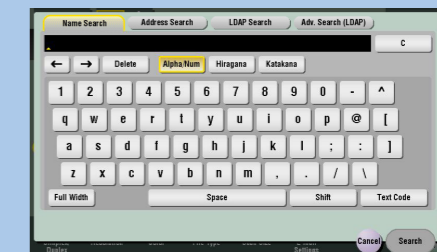
4. Tap **E-mail**.
5. Enter the destination address.



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

Search for a destination

1. Tap **Scan/Fax** in the main menu.
The destinations categorized into **Favorites** 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 **Favorites** are displayed.
3. Tap **Add. Type**.
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 **Input new Address.**
4. Select the type of destination you want to register.
5. Enter the destination information and tap **Register**.



Box operations – User Box screen



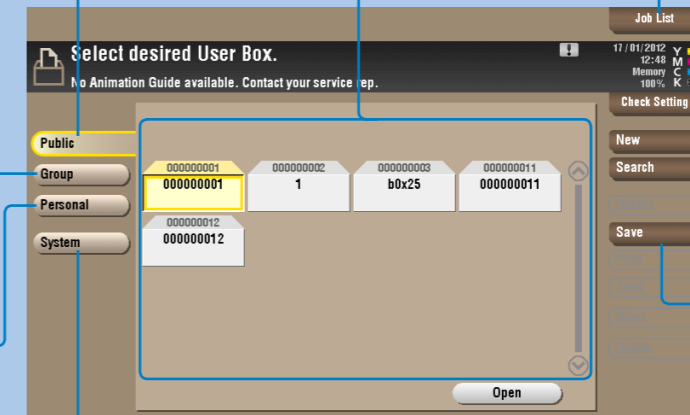
Display **public** user boxes (documents can be stored here by all users)

Registered user boxes

Display job list

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)*



Check scan settings

Create a user box

Search for a user box

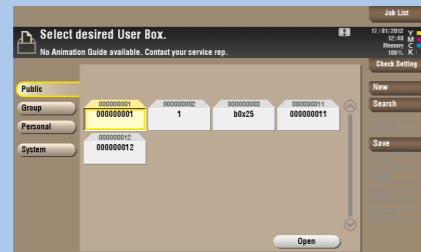
Save file in a user box

Display **System** boxes (used by the system to temporarily store files)

*not displayed when an unauthorized user has logged in.

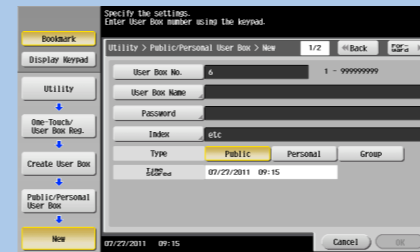
Save file in a public user box

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 if necessary.
6. Press the **Start** key. The file is saved.



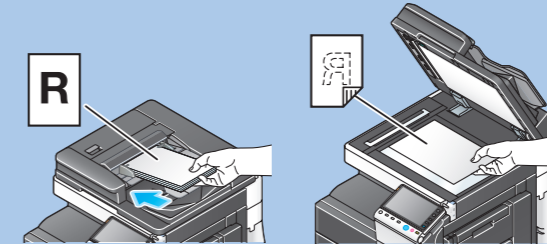
Create a user box

1. Tap **Utility** in the basic screen.
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).



4. Type in the fax number.



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



3. Press the keypad button.



5. Press the **Start** key.

