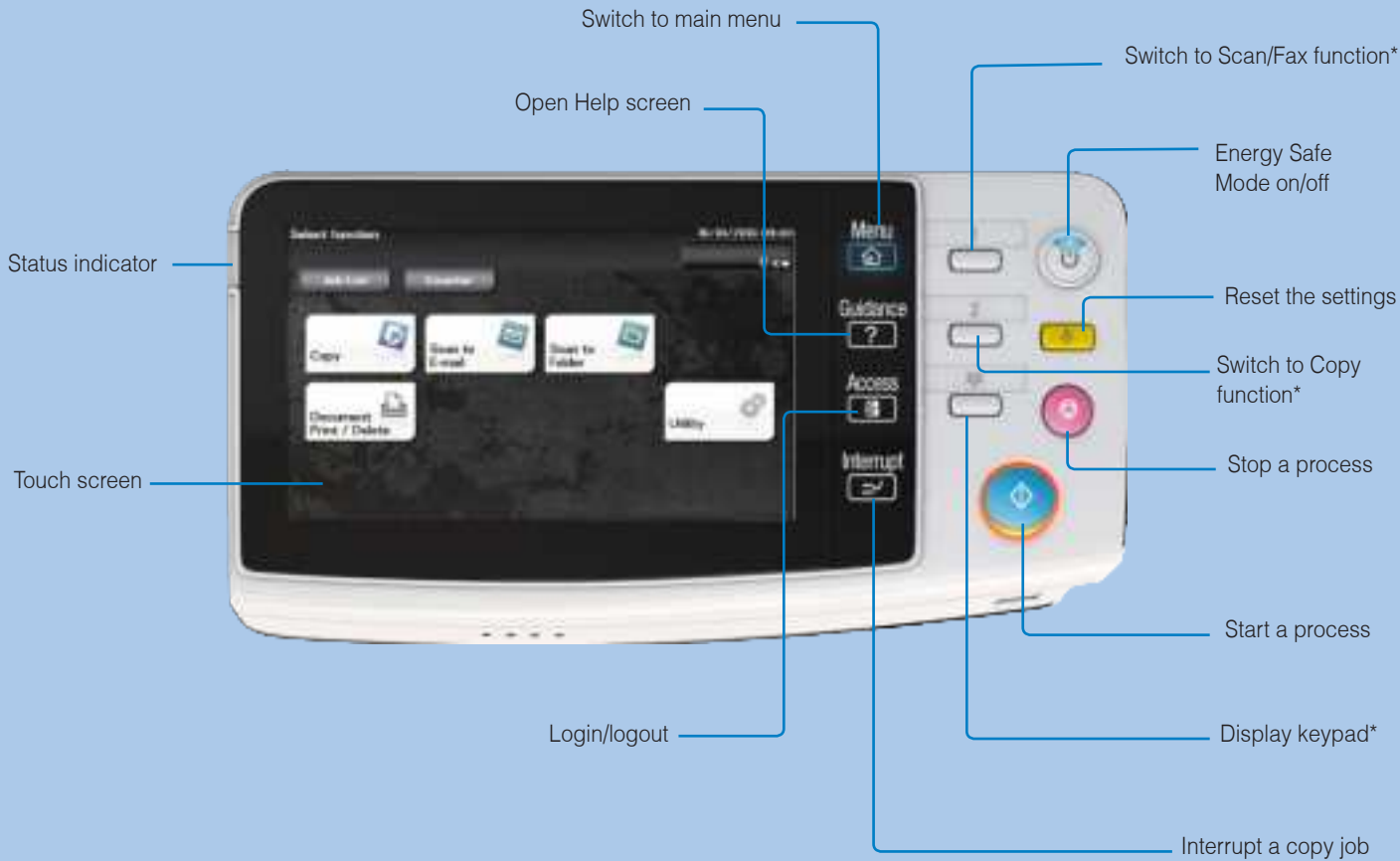


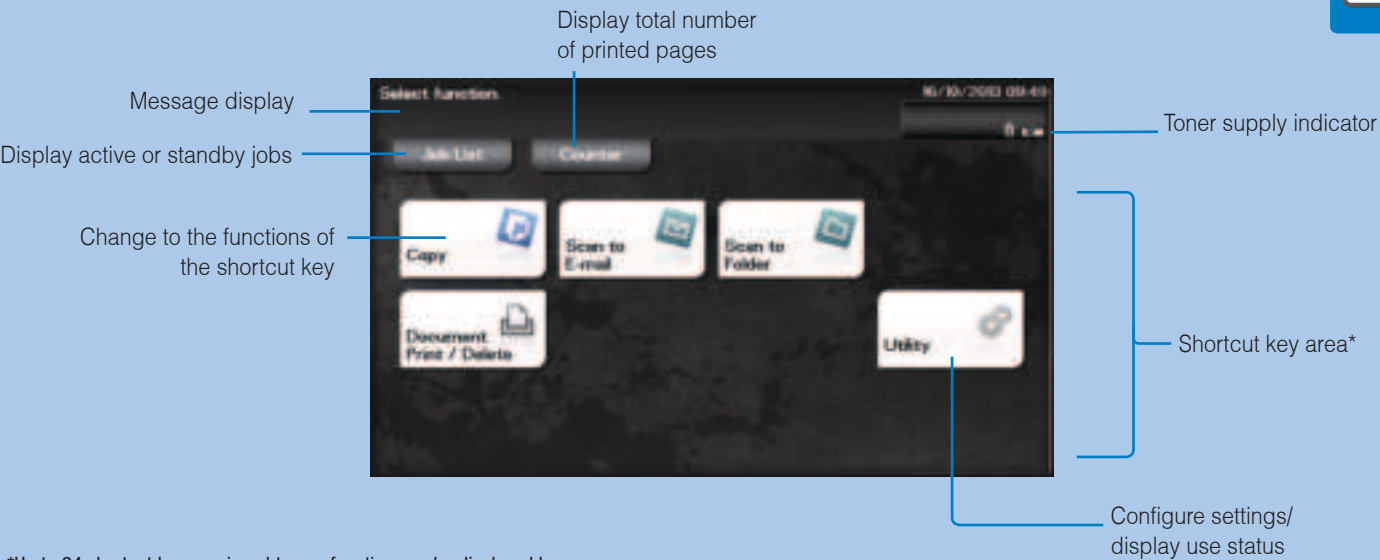


How to use the system – Panel



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

Touch screen – Main menu



\*Up to 24 shortcut keys assigned to any function can be displayed here. By default, the main menu shows **Copy**, **Scan/Fax**, **User Box**, **Sound Setting**, 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.



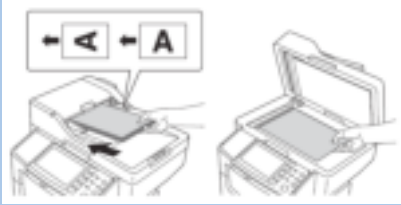
2. If necessary, touch the upper side of the keypad and drag it to another display position.



\*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



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

Register a copy program

Proof of copy set

Card copying function

Number of copy sets



Check copy settings

Size of the document to be copied

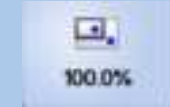
Specify a zoom ratio

Specify additional copy settings

Select paper size and type of the original/change size and type of the paper loaded in paper trays

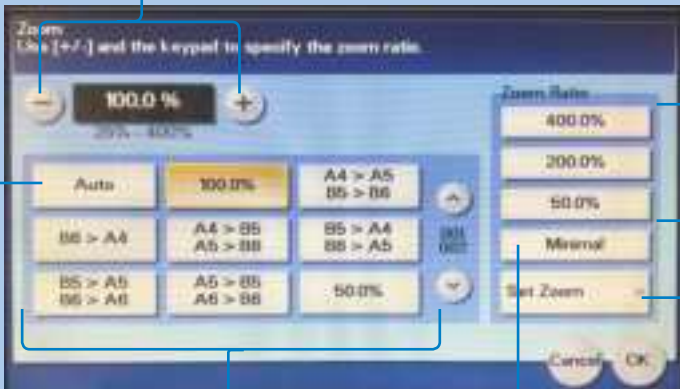
\*Available functions depend on system configuration.

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.

Change zoom manually



User defined zoom (values can be changed)

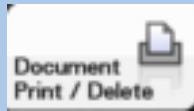
Change user defined zoom values

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

Preset zoom values

Automatically reduce/enlarge original size to paper size

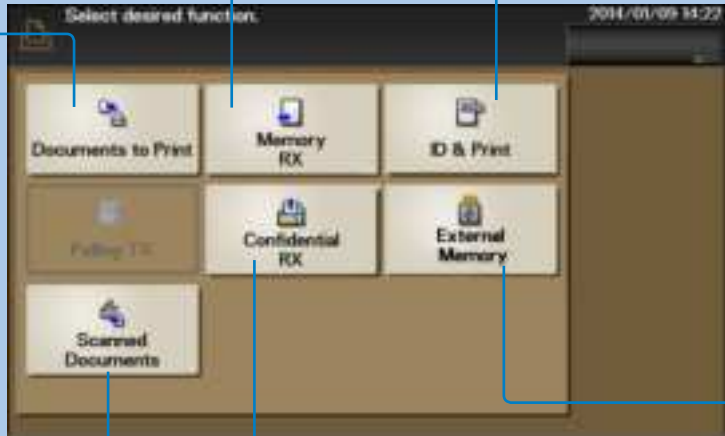
Document Print / Delete Operations



Stores 'Proof then Print', 'Secure Job' and 'Store Job' when sending a print

Receives and stores facsimiles

Stores 'ID and Print' jobs when user authentication is installed



View or delete file saved in the HDD

Receives and stores confidential facsimiles

Prints a file from USB in PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML and PPML



Scan operations – Scan to E-mail & Scan to Folder

Scan to E-mail

Scan to Folder

Check scan settings

Select a destination from the E-mail Favorites

Enter a destination manually

Select a destination from Folder Favorites

Display job history

View destinations as keys or sortable list

Register a destination

Select a destination from the address book

Specify scan settings

Register a scan program

Specify scan settings

Scan operations – Changing Scan to E-mail & Scan to Folder Settings

1. Tap **Scan to E-mail** or **Scan to Folder** in the main menu.  
The destinations categorized into **Favorite** are displayed.

2. Tap a destination.

3. Tap **Application**.

4. Select the scan settings to change.

5. Tap **Close**.

6. Press the **Start** key.

Select a color mode for scanning

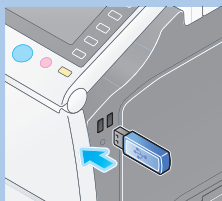
Specify the scan resolution

Specify the file type used to save the scanned data

Specify simplex or duplex

Scan to USB memory – (Direct input)

1. Position the original(s).
2. Plug the USB memory device into the USB port\*.



3. Tap **Scan to Folder**.
4. Tap **Direct Input** then **External Memory**.



5. Tap **Application** to change scan settings (if required).
6. Press the **Start** key.



\*Do not insert the USB memory device into the USB port close to the rear panel of this machine.

Scan to e-mail (Direct input)

1. Position the original(s).
2. Tap **Scan to E-mail** in the main menu.
3. Tap **Direct Input**.
4. Tap **E-mail**.



5. Enter the destination address.  
Note: Shift key changes keypad
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.



Fax operations (only with fax option) – Send a fax with fax favourite or direct input

1. Position the original(s).
2. Tap **Fax** in the main menu.



3. Tap the fax favourite



4. Press the **Start** key.



1. Position the original(s).
2. Tap **Fax** in the main menu.



3. Tap **Direct Input**.

4. Enter fax number  
Note: When entering multiple destinations tap **Next Dest**.
5. Tap **OK**.



6. Press the **Start** key.

