



### How to use the system – Panel

- Interrupt a copy job
- Open Help screen
- Switch to Enlarge display mode
- Switch to main menu
- Keypad KP-101 (option)
- Voice Guide (not in use for European market)
- Input a value or a number
- Clear a value
- Proof one copy set
- Reset the settings
- Stop a process
- Start a process
- Display keypad
- Switch to Scan/Fax function\*
- Switch to Copy function\*
- Energy Safe Mode on/off
- Status indicator
- Touch screen
- Menu
- Enlarge Display
- Guidance
- Access
- Interrupt
- Preview
- Utility
- Sound Setting
- User Box
- Scan/Fax
- Copy
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- #
- \*

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

### Operating the touch screen\*

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

### Touch screen – Main menu

- Display total number of printed pages
- Adjust the touch screen / configure touch screen operation
- Message display
- Change to the functions of the shortcut key
- Display active or standby jobs
- Toner supply indicators
- Shortcut key area\*
- Configure settings/display use status
- Utility
- Sound Setting
- User Box
- Scan/Fax
- Copy

\*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.





## Operation of keypad\*

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



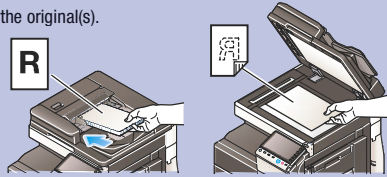
2. If necessary, touch the upper side of the keypad and drag it to another display position.



\*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

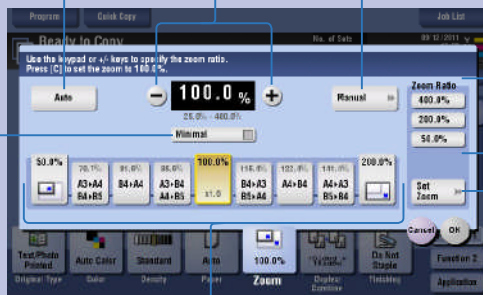
1. Position the original(s).
2. Tap **Zoom** in the copy screen.
3. Make the desired settings.
4. Tap **OK**.
5. Press the **Start** key.

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

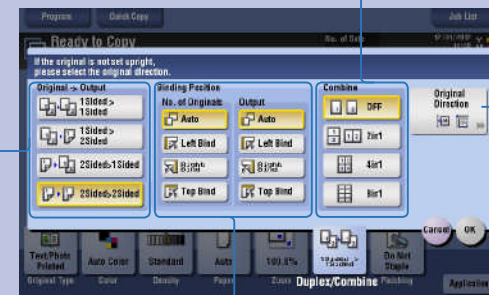
Preset zoom values

## 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



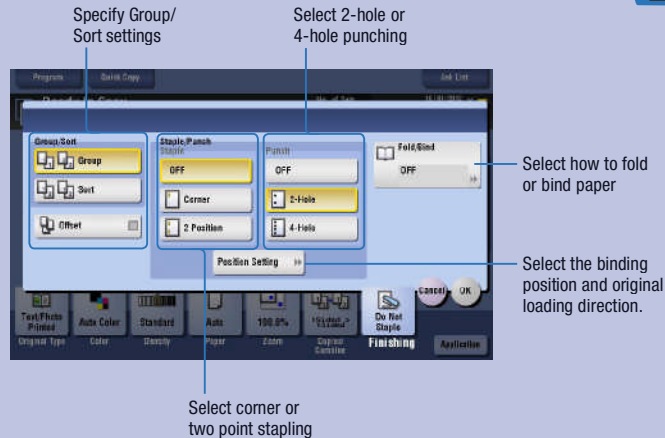
Select orientation of the original loaded into ADF or placed on the original glass

Specify binding positions for the original and the copies



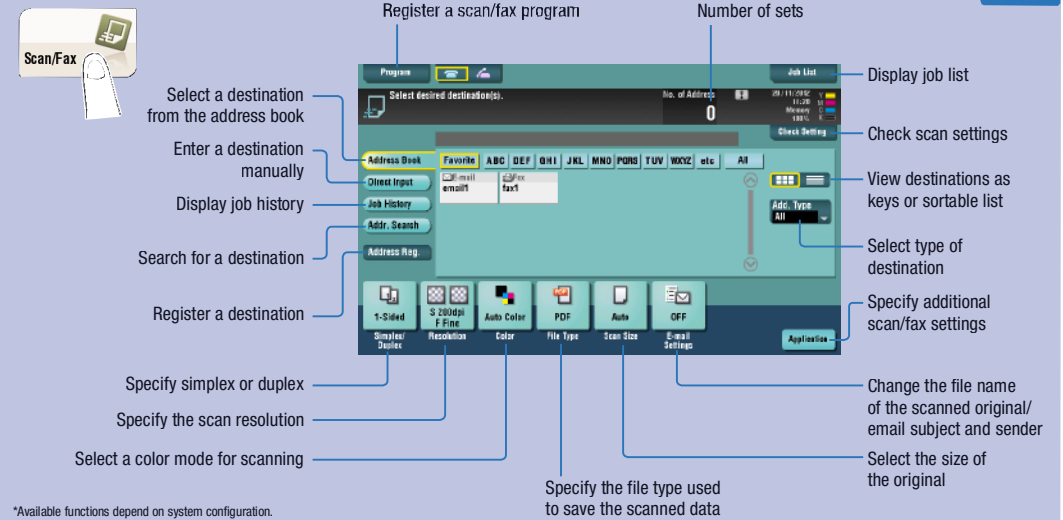
## Finishing

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.



\*Available functions depend on system configuration.

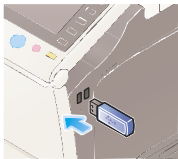
## Scan operations – Scan/Fax screen\*



\*Available functions depend on system configuration.

## Scan to USB memory – (Direct input)

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



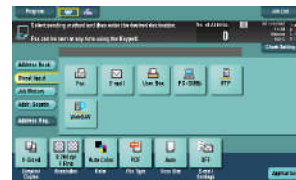
2. Position the original(s).
3. Select **Save a document to External Memory** and tap **OK**.



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**.



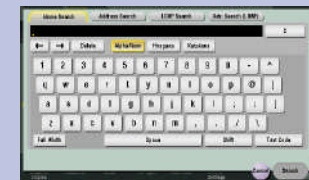
4. Tap **E-mail**.
5. Enter the destination address.



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

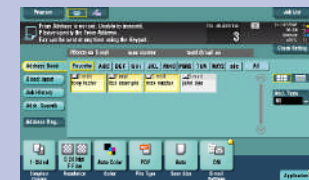
## Search for a destination

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



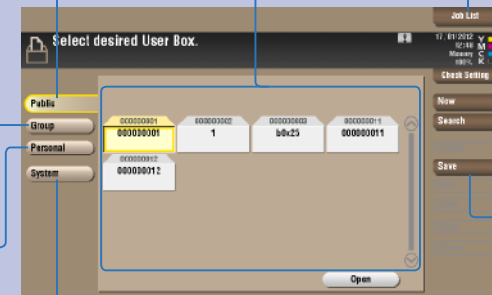
Display **public** user boxes (documents can be stored here by all users)

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)

\*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



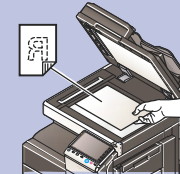
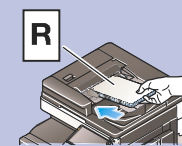
1. Tap **Utility** in the main menu.
2. Tap **One-Touch/User Box Registration**.
3. Tap **Create User Box**.
4. Tap **Public/Personal User Box**.
5. Tap **New**.
6. Enter the registration information and tap **OK**.



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



1. Position the original(s).



4. Type in the fax number.



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



3. Press the keypad button.



5. Press the **Start** key.

