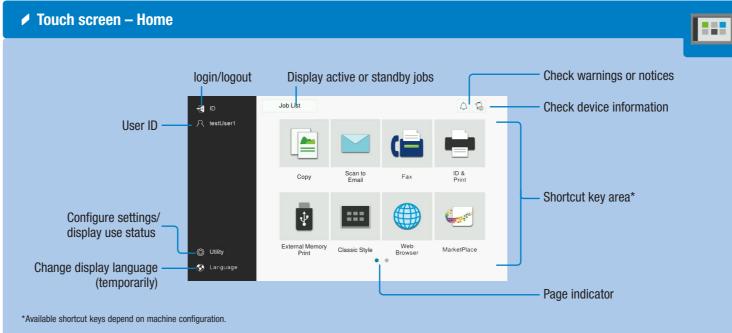
QUICK REFERENCE 1/4

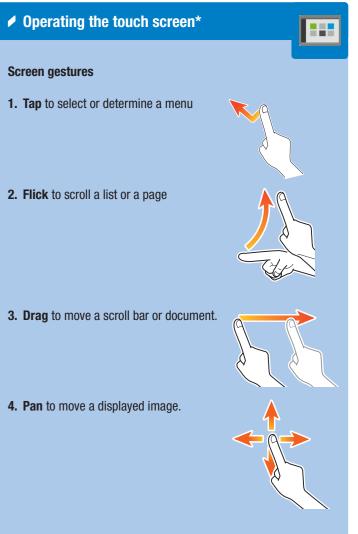




How to use the system – Panel Touch panel Keypad KP-102 (option) Status indicator Log in/log out -Voice guide Job List 010 -410 + ID -Return to home screen A testUser **A** - Display help -Enlarge display* DEF 3 MNO 6 WXYZ 9 ID & Print Scan t Enter a value or a number • # **Clear** a value O Utility 🧖 🏮 📀 🚯 Language Power indicator Reset the settings Energy Safe Mode on/off Stop a process Start a process *with Classic Style







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-102, it can be used instead.)

Moving the keypad

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

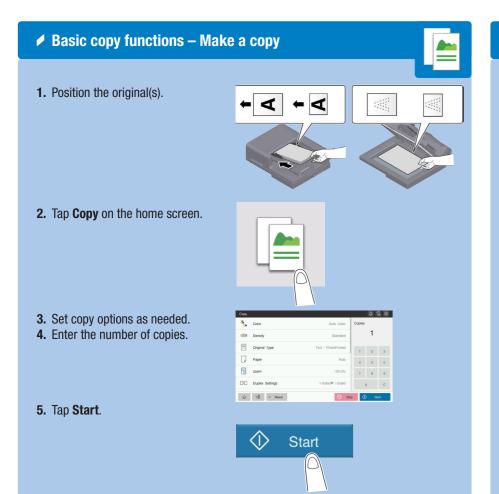




*Available touch functions vary depending on displayed screen.

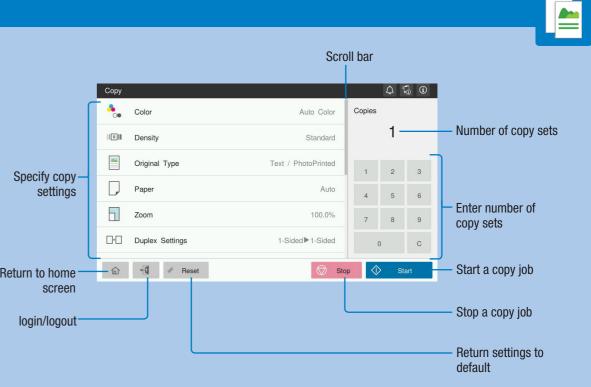
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QUICK REFERENCE 2/4



Copy operations – Basic copy screen

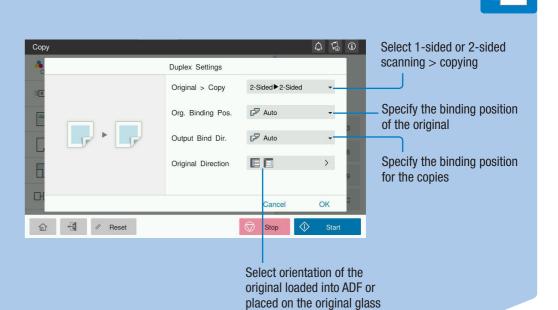
Setting*	Description
Color	Select the copy color mode (e.g. Full Color, Black & White)
Density	Adjust the brightness of the copy
Original Type	Select the image quality level of the original
Paper	Select paper size and type of the original / change size and type of the paper loaded in paper trays
Zoom	Specify enlargement or reduction ratio
Duplex Settings	Specify 1-sided or 2-sided scanning / copying
Combine	Copy multiple pages on a single sheet
Mixed Original	Scan originals of different sizes
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



✓ Zoom Change zoom **1.** Position the original(s). manually 2. Tap Copy on the home screen. 3. Tap Zoom. 4. Make the desired settings. 🗘 搅 🛈 5. Tap OK. Zoom 6. Tap Start. 100.0% x1.0 100% Automatically reduce/enlarge. - Copy in the same size as the original Auto original size to paper size Reduce Enlarge A3▶B4 A4▶B5 B4►A3 B5►A4 115.4% Preset zoom values A4►B4 122.4% B4►A4 (can be changed) Cancel OK ☆ ✓ Reset 🗇 Stop

Duplex Settings

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

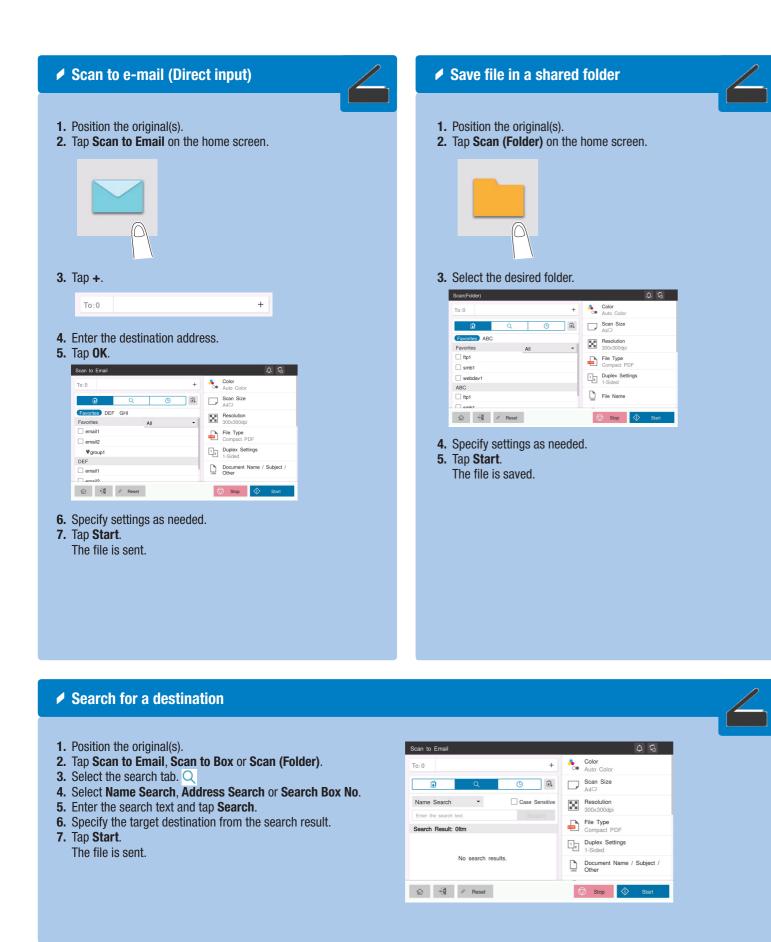




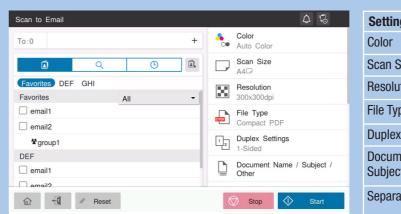
*Available functions depend on system configuration.

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QUICK REFERENCE 3/4



Scan operations – Settings*



Mixed
Blank

```
Remov
Origin
```

```
Origina
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Densit Backg

Remov

Sending data to multiple destinations / using the address

1. Position the original(s).

- 2. Tap Scan to Email, Scan to Box or Scan (Folder).
- 3. Select the destination tab.
- 4. Specify two or more destinations.
- or Specify a group.
- 5. Tap OK.
- 6. Tap Start.
- The file is sent.



Scar



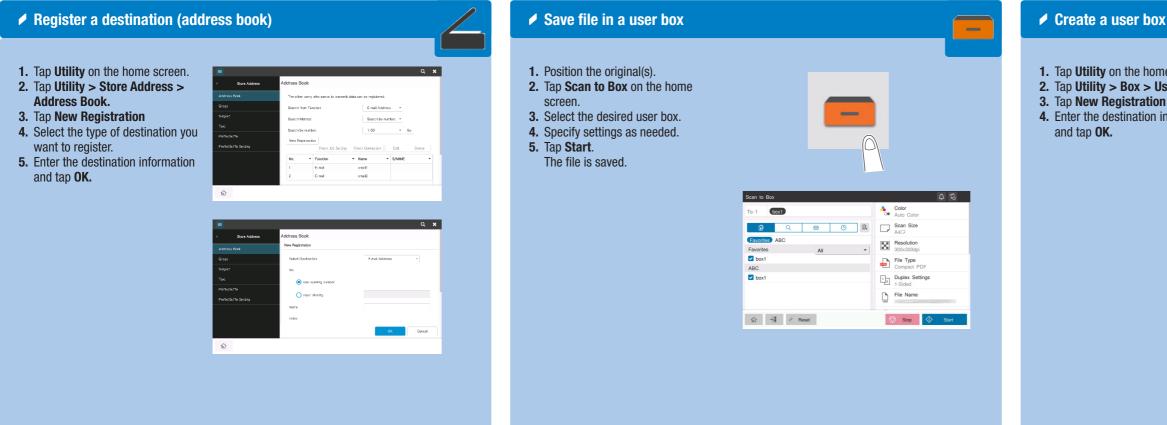
ıg*	Description
	Select the scan color mode (Full Color, Black&White)
Size	Specify the original size
ution	Specify the scan resolution
vpe	Specify the file type for saving
x Settings	Specify 1-sided or 2-sided scanning
nent Name/ ct/Other	Change the file name, E-mail subject, or message text.
ate Scan	Scan a large number of originals in several batches / scan originals using both ADF and original glass
Original	Scan originals of different sizes
Page val	Skip blank pages
al Direction	Select orientation of the original loaded into ADF or placed on the original glass
al type	Select the image quality level of the original
ty	Adjust the scan brightness
iround val	Adjust the the background brightness (e.g. for originals with colored background)

*Available settings depend on system configuration.

book	
n to Email 2 (email) (email2) +	Color • Auto Color
	Scan Size
vorites DEF GHI	Resolution 300x300dpi
email1 email2	File Type Compact PDF
⊈ group1	Duplex Settings 1-Sided
email1	Document Name / Subject / Other
empil?	Stop 🔷 Start

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QUICK REFERENCE 4/4

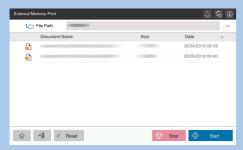


Print from USB memory

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



- 3. Tap External Memory Print on the home screen.
- 4. Select the desired file.



5. Specify settings as needed.

Copies	- 1 +
🔒 Color	Full Color
Paper	Auto
1 Duplex Settings	1-Side
Combination	OFF
	Stop 🐼 Start

6. Tap Start. The file is printed.



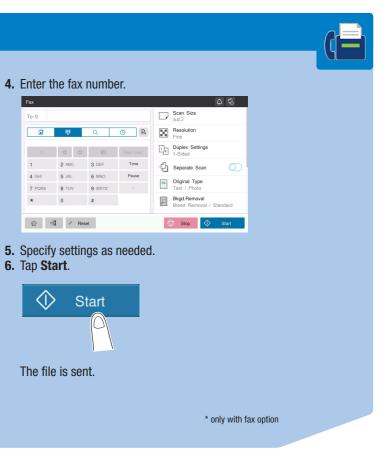


3. Tap the direct input tab.

Giving Shape to Ideas



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Assign User Dox Password		< Box	Create User Box (Public) Dox is the function to save documents in the machine.	
		< Box	Create User Box (Public) Dor is the function to save decommon in the mediate. Documents in the Data can be used for arhiting, sending or User Data Number User Data (name) provide directly	x



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