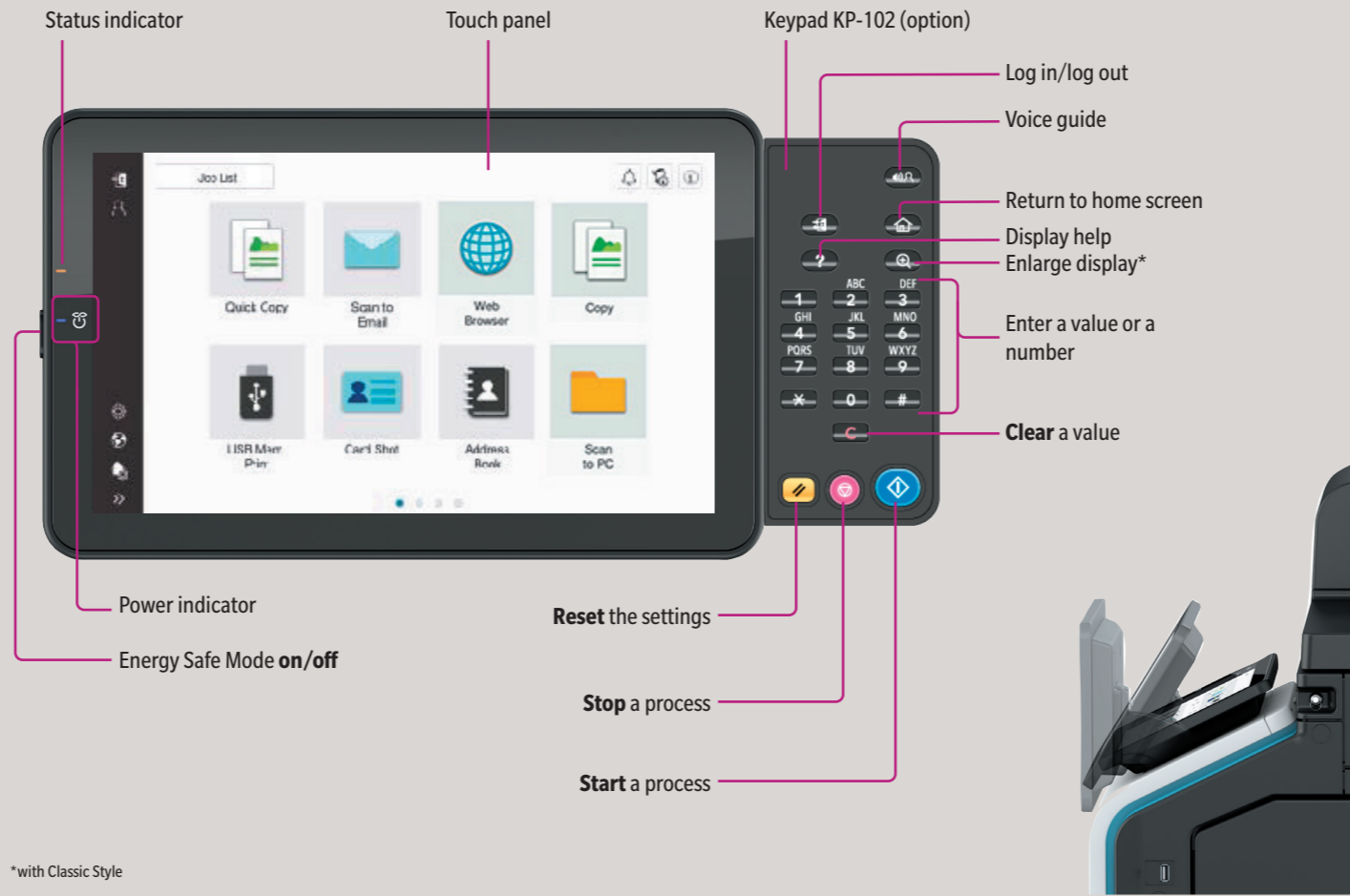


**QUICK REFERENCE**



**How to use the system – Panel**



**Operating the touch screen\***

**Screen gestures**

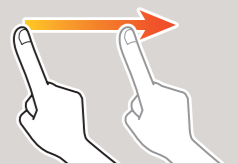
1. **Tap** to select or determine a menu.



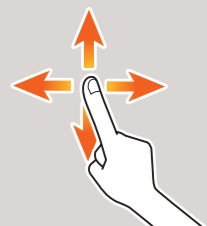
2. **Flick** to scroll a list or a page.



3. **Drag** to move a scroll bar or document.

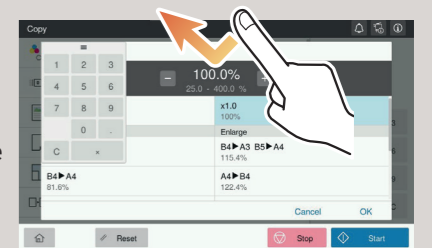


4. **Pan** to move a displayed image.



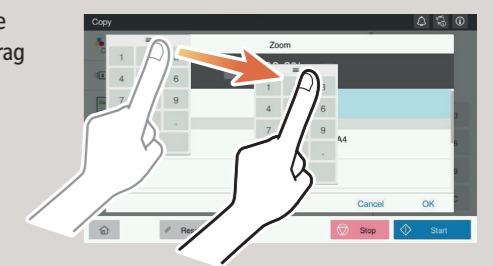
**Displaying the keypad**

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.)



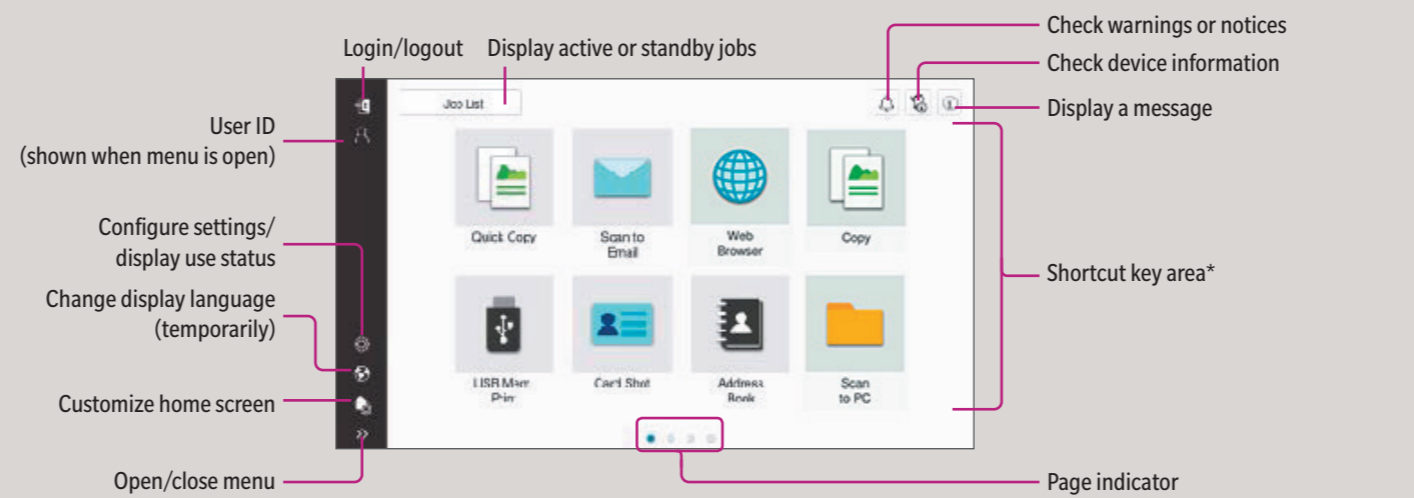
**Moving the keypad**

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



\*Available touch functions vary depending on displayed screen.

**Touch screen – Home**



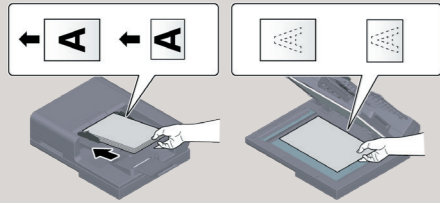
\*Available shortcut keys depend on machine configuration.



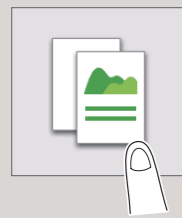
Basic copy functions – Make a copy



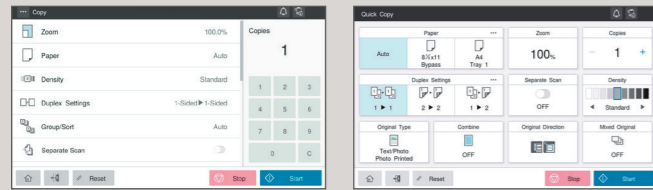
1. Position the original(s).



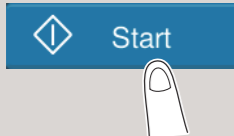
2. Tap **Copy** or **Quick Copy** on the home screen.



3. Set copy options as needed.



4. Tap **Start**.



Copy operations – Basic Copy Screen/Quick Copy Screen\*



Annotations for the Copy screen:

- Set current settings as default/Return settings to factory default (Reset button)
- Scroll bar (Copies section)
- Number of copy sets (Copies input field)
- Enter number of copy sets (Number pad)
- Start a copy job (Start button)
- Stop a copy job (Stop button)
- Return to home screen (Home button)
- Login/logout (User icon)
- Return settings to default (Reset button)

Annotations for the Quick Copy screen:

- Select further settings (More options icon)
- Enter number of copy sets (Copies input field)
- Specify copy settings (Grid of settings)
- Start a copy job (Start button)
- Stop a copy job (Stop button)

Zoom



1. Position the original(s).
2. Tap **Copy** on the home screen.
3. Tap **Zoom**.
4. Tap **Other paper sizes**.
5. Make the desired settings.
6. Tap **OK**.
7. Tap **Start**.

Annotations for the Zoom screen:

- Automatically reduce/enlarge original size to paper size (Auto setting)
- Change zoom manually (Zoom slider)
- Copy in the same size as the original (x1.0 / 100% setting)
- Preset zoom values (A3 to B4, B4 to A4, B5 to A4, A4 to B4 settings)

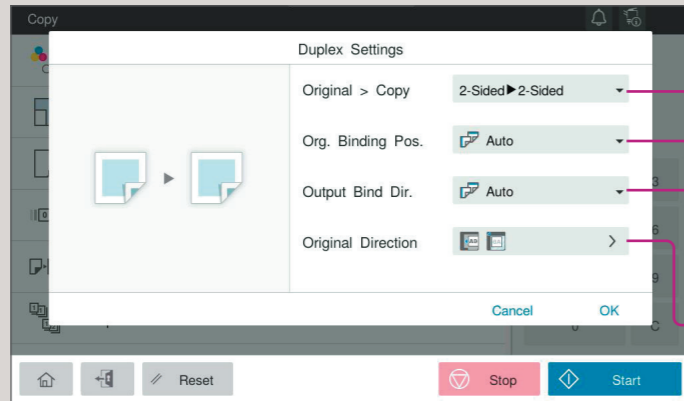
Setting*	Description
<b>Zoom</b>	Specify enlargement or reduction ratio
<b>Paper</b>	Select paper size and type of the original/change size and type of the paper loaded in paper trays
<b>Density</b>	Adjust the brightness of the copy
<b>Duplex Settings</b>	Specify 1-sided or 2-sided scanning/copying
<b>Group/Sort</b>	Feed out copy sets separately by set or page
<b>Separate Scan</b>	Scan a large number of originals in several batches/scan originals using both ADF and original glass
<b>Original Type</b>	Select the image quality level of the original
<b>Combine</b>	Copy multiple pages on a single sheet
<b>Original Direction</b>	Select orientation of the original loaded into ADF or placed on the original glass
<b>Mixed Original</b>	Scan originals of different sizes
<b>Blank Page Removal</b>	Skip blank pages
<b>Original Size</b>	Specify the size of the original when it is not detected correctly

\*Available settings depend on system configuration.



### Duplex Settings

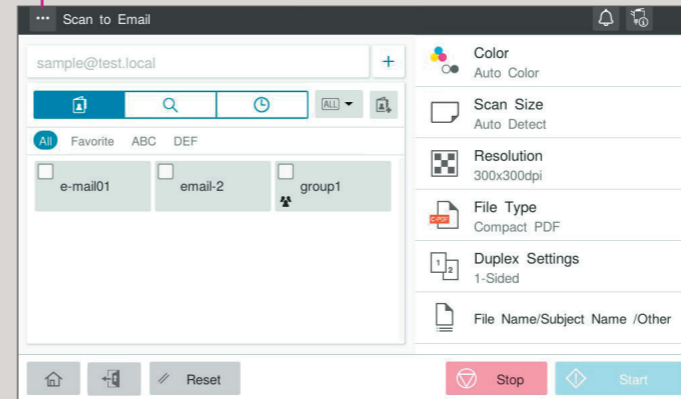
1. Position the original(s).
2. Tap **Copy** on the home screen.
3. Tap **Duplex Settings**.
4. Tap
5. Make the desired settings.
6. Tap **OK**.
7. Tap **Start**.



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

### Scan operations – Settings\*

View scan destinations as buttons or as list

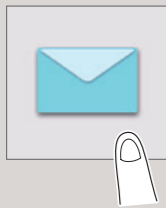


Setting*	Description
<b>Color</b>	Select the scan color mode (Full Color, Black&White)
<b>Scan Size</b>	Specify the original size
<b>Resolution</b>	Specify the scan resolution
<b>File Type</b>	Specify the file type for saving
<b>Duplex Settings</b>	Specify 1-sided or 2-sided scanning
<b>Document Name/Subject/Other</b>	Change the file name, e-mail subject, or message text.
<b>Separate Scan</b>	Scan a large number of originals in several batches / scan originals using both ADF and original glass
<b>Mixed Original</b>	Scan originals of different sizes
<b>Blank Page Removal</b>	Skip blank pages
<b>Original Direction</b>	Select orientation of the original loaded into ADF or placed on the original glass
<b>Original Type</b>	Select the image quality level of the original
<b>Density</b>	Adjust the scan brightness
<b>Background Removal</b>	Adjust the the background brightness (e.g. for originals with colored background)

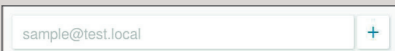
\*Available settings depend on system configuration.

### Scan to e-mail (Direct input)

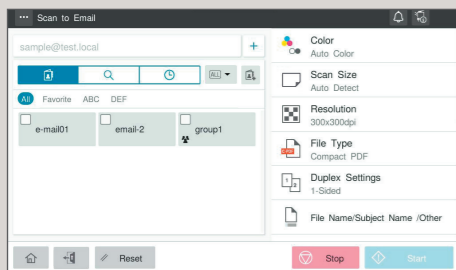
1. Position the original(s).
2. Tap **Scan to Email** on the home screen.



3. Tap **+**.



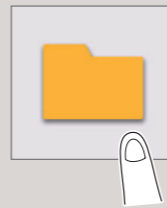
4. Enter the destination address.
5. Tap **OK**.
6. Specify settings as needed.



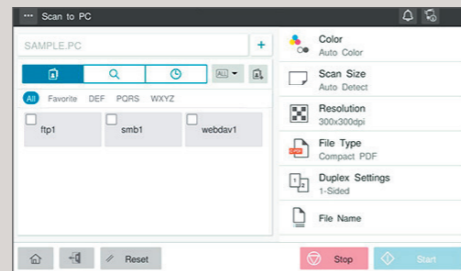
7. Tap **Start**.  
The file is sent.

### Save file on a PC

1. Position the original(s).
2. Tap **Scan to PC** on the home screen.



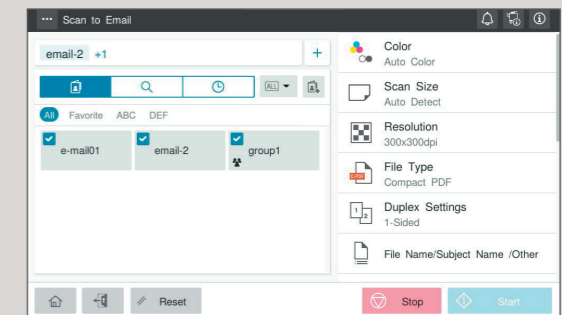
3. Select the desired destination.



4. Specify settings as needed.
5. Tap **Start**.  
The file is saved.

### Sending data to multiple destinations/using the address book

1. Position the original(s).
2. Tap **Scan to Email**, **Scan to Box** or **Scan to PC**.
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.

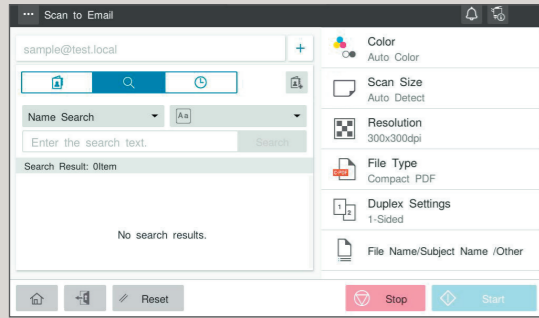




Search for a destination (address book)



1. Position the original(s).
2. Tap **Scan to Email**, **Scan to Box** or **Scan to PC**.
3. Select the search tab.
4. Select **Name Search**, **Address Search** or **Search Box No.**

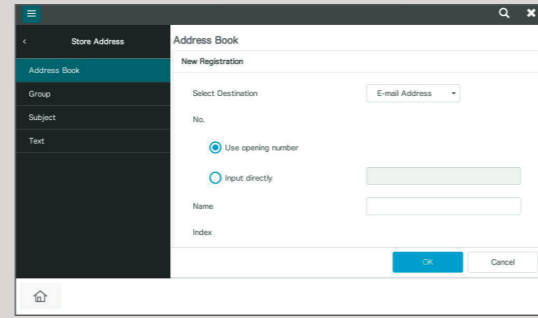


5. Enter the search text and tap **Search**.
6. Specify the target destination from the search result.
7. Tap **Start**.  
The file is sent.

Register a destination (address book)



1. Tap **Utility** on the home screen.
2. Tap **Utility > Store Address > Address Book**.
3. Tap **New Registration**
4. Select the type of destination you want to register.

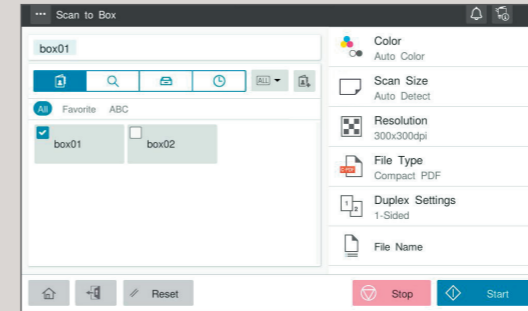


5. Enter the destination information and tap **OK**.

Save file in a user box



1. Position the original(s).
2. Tap **Scan to Box** on the home screen.
3. Select the desired user box.

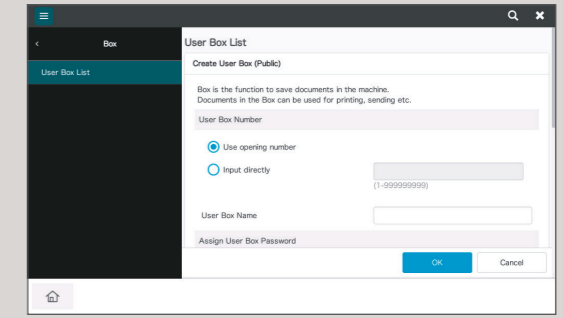


4. Specify settings as needed.
5. Tap **Start**.  
The file is saved.

Create a user box



1. Tap **Utility** on the home screen.
2. Tap **Utility > Box > User Box List**.
3. Tap **New Registration**
4. Enter the destination information and tap **OK**.



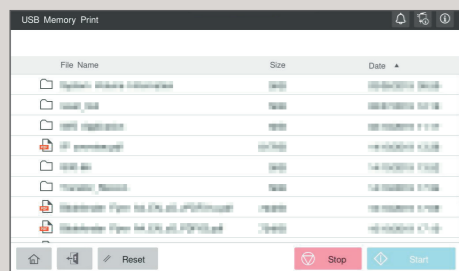
Print from USB memory



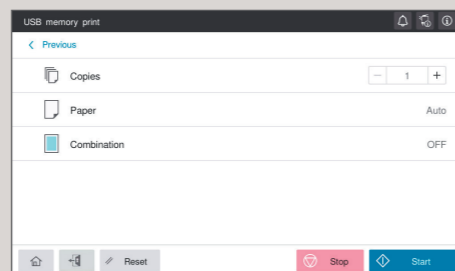
1. Position the original(s).
2. Plug the USB memory device into the USB port.



3. Tap **USB Mem. Print** on the home screen.
4. Select the desired file.



5. Specify settings as needed.

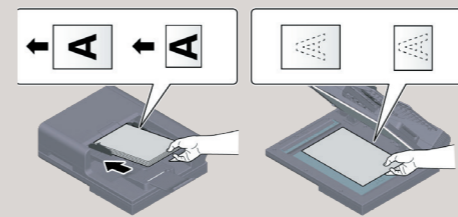


6. Tap **Start**.  
The file is printed.

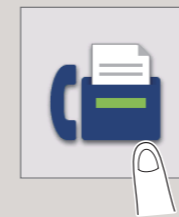
Fax operations – Send a fax (direct input)\*



1. Position the original(s).

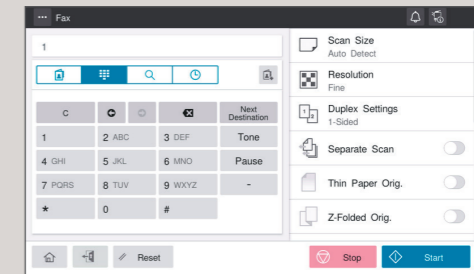


2. Tap **Fax** on the home screen.

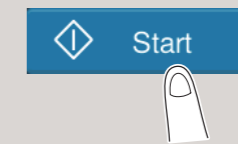


3. Tap the direct input tab.

4. Enter the fax number.



5. Tap **OK**.
6. Specify settings as needed.
7. Tap **Start**.



The file is sent.

\* only with fax option