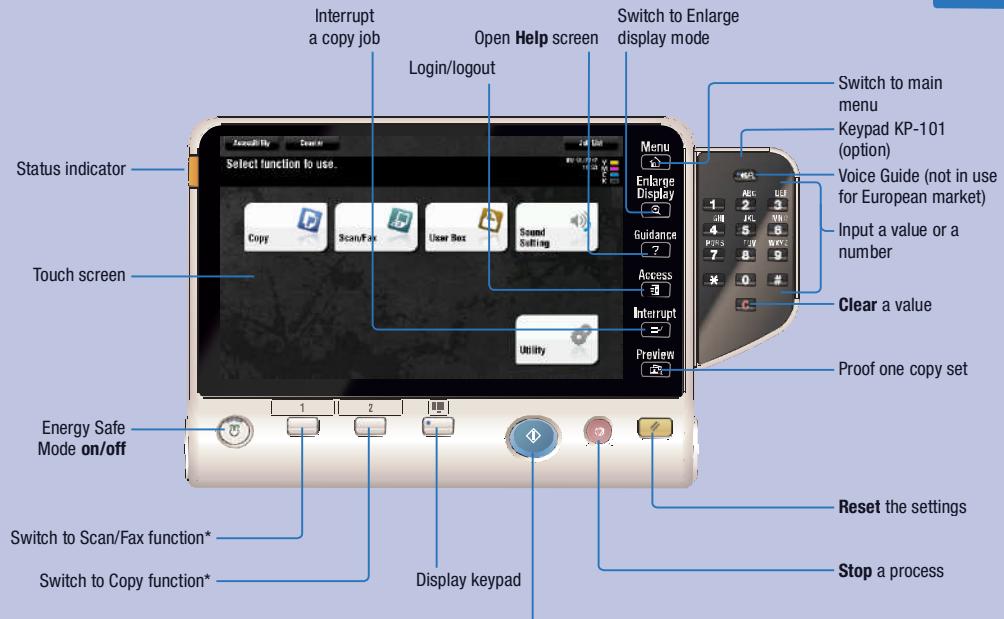
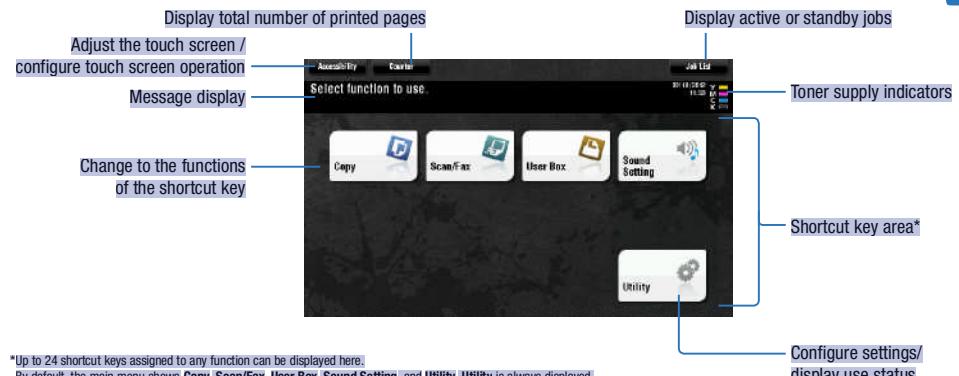




How to use the system – Panel

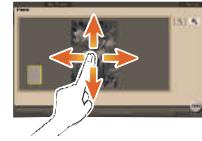
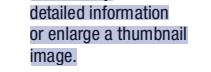


Touch screen – Main menu



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.



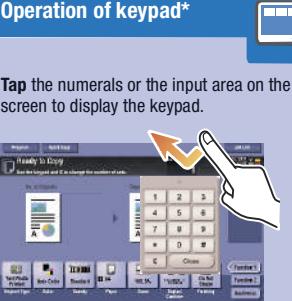
6. Drag & Drop to move a document to the intended place.
7. Pan to move a displayed image.
8. Pinch-in/Pinch-out to enlarge or reduce a preview image.
9. Rotate two fingers to rotate a preview image.



- *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.

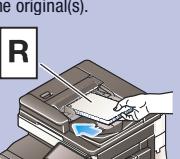


2. If necessary, touch the upper side of the keypad and drag it to another display position.



*If the system is equipped with the optional hardware keypad KP-101, it can be used instead.

Basic copy functions – Make a copy

- Position the original(s).

- Tap **Copy** in the main menu.
- Tap the input area to display the keypad.
- Type in the number of copies.
- Press the **Start** key.


Copy operations – Basic copy screen

Register a copy program Display Quick Copy screen Number of copy sets

Display job list Check copy settings Check Finishing settings

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

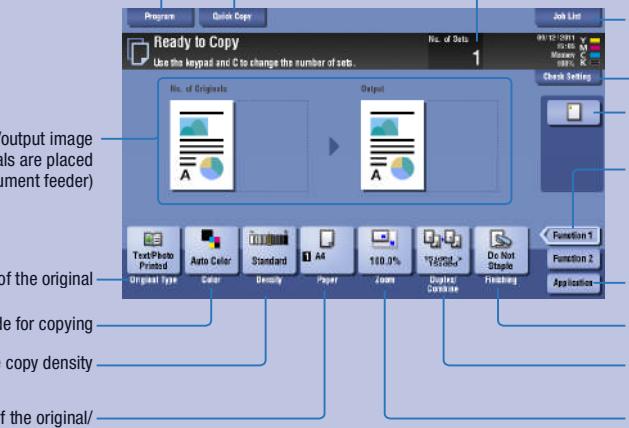
Select paper size and type of the original/ change size and type of the paper loaded in paper trays

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

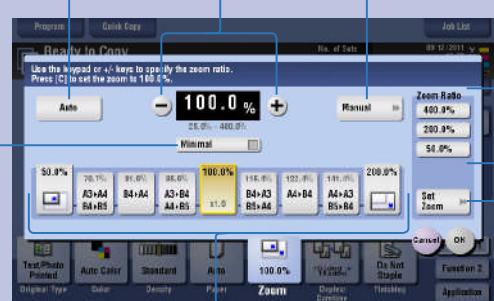
1. Position the original(s).
 2. Tap **Zoom** in the copy screen.
 3. Make the desired settings.
 4. Tap **OK**.
 5. Press the **Start** key.

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

Automatically reduce/enlarge original size to paper size Change zoom manually Different values for X and Y (distortion)

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

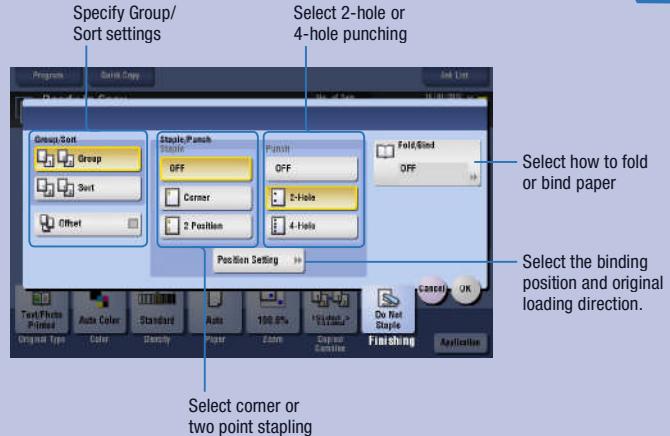
Select orientation of the original loaded into ADF or placed on the original glass

Specify binding positions for the original and the copies



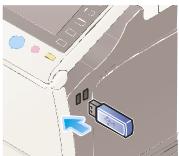
Finishing

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.

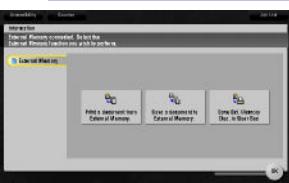


*Available functions depend on system configuration.

Scan 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**.

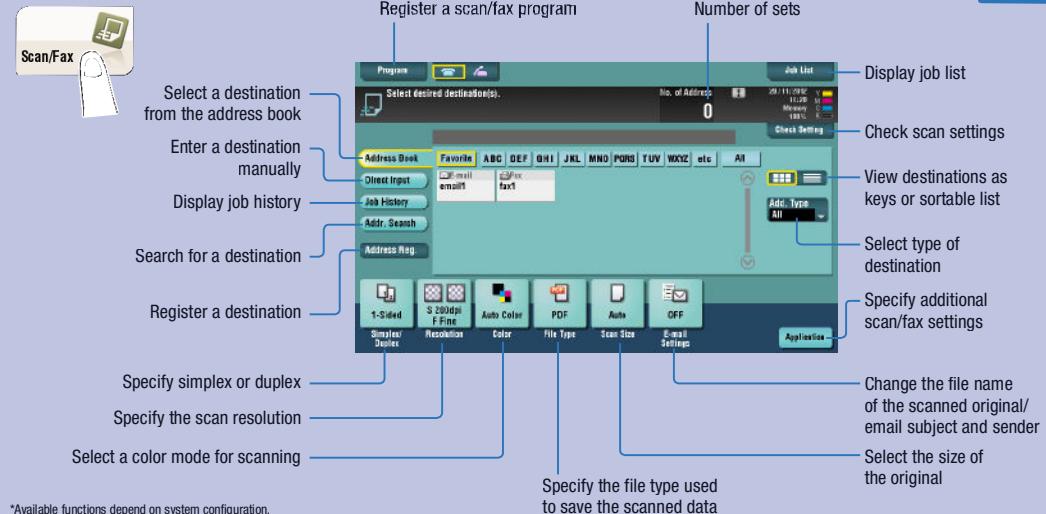


4. Tap **E-mail**.
5. Enter the destination address.



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

Scan operations – Scan/Fax screen*



*Available functions depend on system configuration.

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)

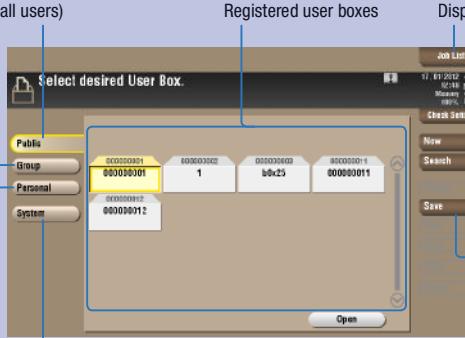
Registered user boxes

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)*

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.



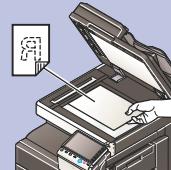
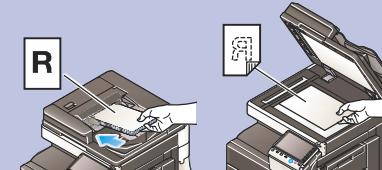
Create a user box

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.



5. Press the Start key.

