# QUICK REFERENCE

## How to use the system – Panel

Touch screen

Keypad KP-P03 (option)

Job List

Copy | Scan to E-mail | Quick Copy | Scan to PC

USB Mem. Print | Classic Style | Paper | ID card scan

Input a value or a number

**Clear** a value

Status indicator

Energy Safe Mode **on/off**

Return to home screen

Login/logout

**Start** a process

**Stop** a process

**Reset** the settings

## Touch screen – Home

Login/logout    Display active or standby jobs

Check warnings or notices

Check device information

User ID (shown when menu is open)

Display a message

Job List

Quick Copy | Scan to Email | Web Browser | Copy

USB Mem. Print | Card Shot | Address Book | Scan to PC

Configure settings/ display use status

Change display language (temporarily)

Customize home screen

Shortcut key area*

Open/close menu

Page indicator

*Available shortcut keys depend on machine configuration.

## 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.
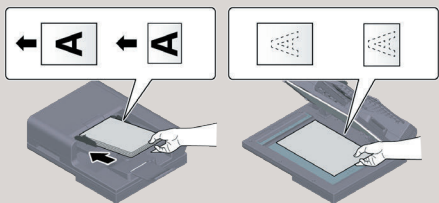(If the system is equipped with the optional hardware keypad KP-P03, it can be used instead.)

### 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.
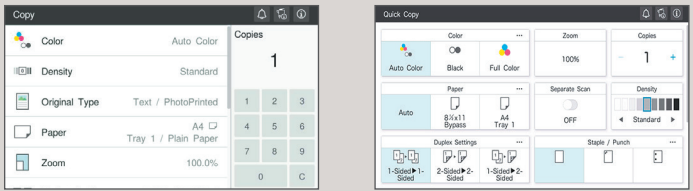
## Basic copy functions - Make a copy

1. Position the original(s).

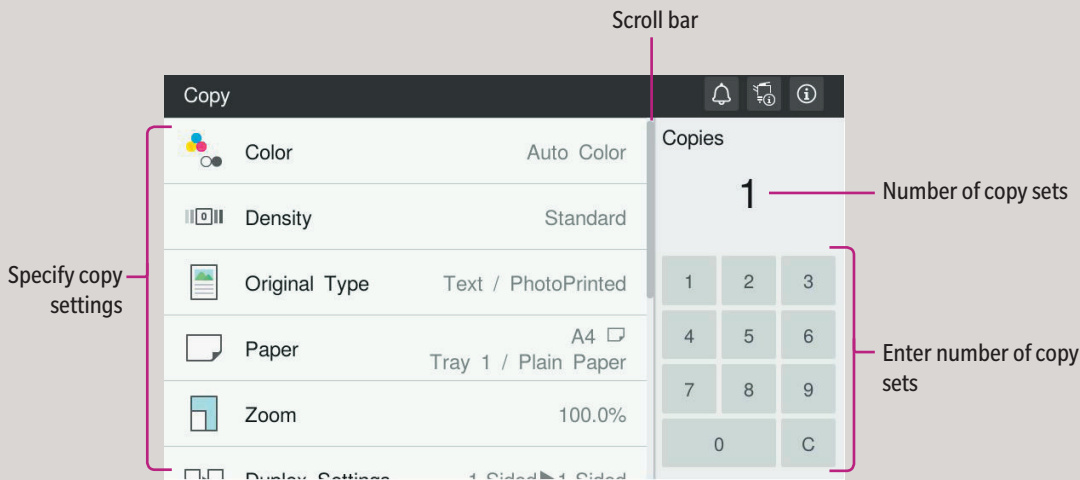2. Tap **Copy** or **Quick Copy** on the home screen.

3. Set copy options as needed.

4. Tap **Start**.

## Copy operations – Basic Copy Screen*

Scroll bar

| Copy | | |
|---|---|---|
| Color | Auto Color | Copies |
| Density | Standard | **1** |
| Original Type | Text / PhotoPrinted | |
| Paper | A4 / Tray 1 / Plain Paper | 1 2 3 |
| Zoom | 100.0% | 4 5 6 |
| Duplex Settings | 1-Sided ▶ 1-Sided | 7 8 9 |
| | | 0 C |

Specify copy settings

Number of copy sets

Enter number of copy sets

| 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 |
| Group/Sort | Feed out copy sets separately by set or page |
| Combine | Copy multiple pages on a single sheet |
| Mixed Original | Scan originals of different sizes |
| Blank Page Removal | Skip blank pages |
| 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 |

*Available settings depend on system configuration.

## Print from USB memory

1. Position the original(s).
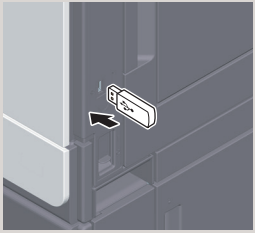2. Plug the USB memory device into the USB port.
3. Tap **External Memory Print** on the home screen.
4. Select the desired file.
5. Specify settings as needed.
6. Tap **Start**.
   The file is printed.

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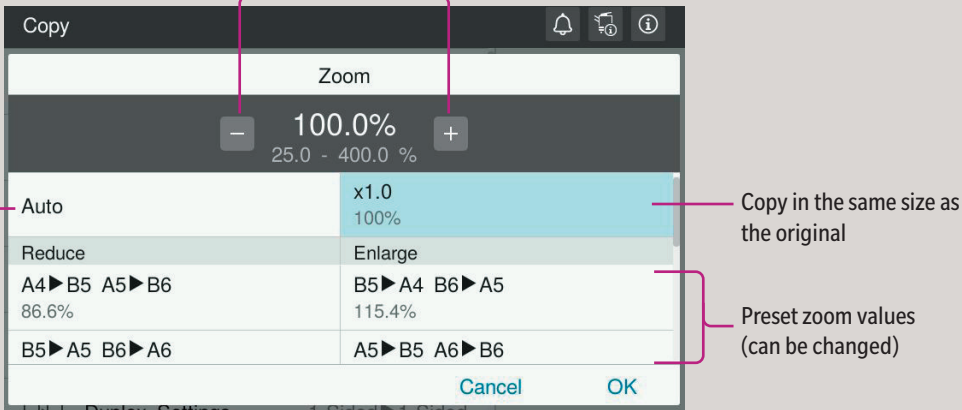
1. Position the original(s).
2. Tap **Copy** on the home screen.
3. Tap **Zoom**.
4. Make the desired settings.
5. Tap **OK**.
6. Tap **Start**.

Change zoom manually

| Copy | | |
|---|---|---|
| | Zoom | |
| | − **100.0%** + | |
| | 25.0 - 400.0 % | |
| Auto | x1.0 / 100% | |
| Reduce | Enlarge | |
| A4▶B5  A5▶B6 / 86.6% | B5▶A4  B6▶A5 / 115.4% | |
| B5▶A5  B6▶A6 | A5▶B5  A6▶B6 | |
| | Cancel  OK | |

Automatically reduce/enlarge original size to paper size

Copy in the same size as the original

Preset zoom values (can be changed)

## Duplex Settings

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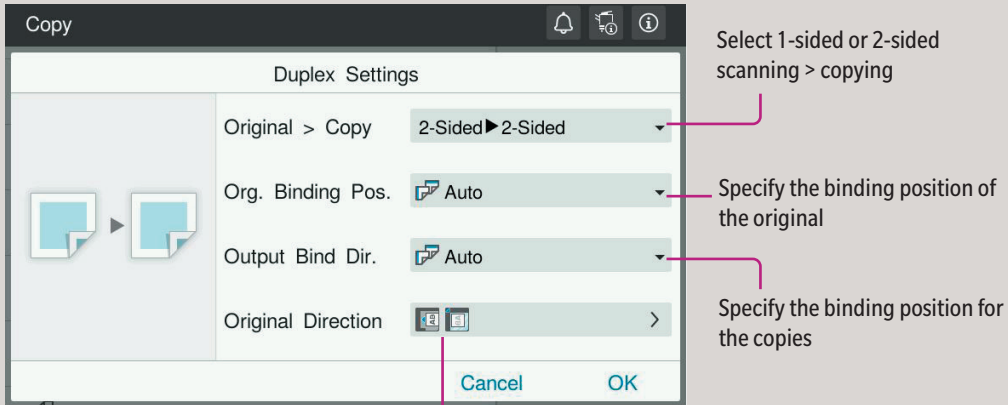5. Make the desired settings.
6. Tap **OK**.
7. Press the **Start** key.

| Copy | | |
|---|---|---|
| | Duplex Settings | |
| Original > Copy | 2-Sided ▶ 2-Sided | |
| Org. Binding Pos. | Auto | |
| Output Bind Dir. | Auto | |
| Original Direction | | › |
| | Cancel  OK | |

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

Giving Shape to Ideas

## Scan operations – Settings*

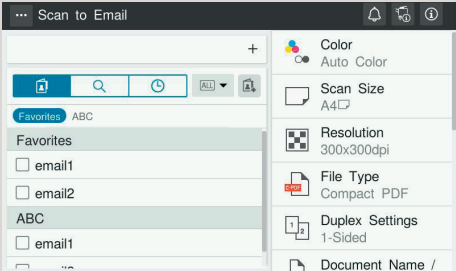View scan destinations as buttons or as list
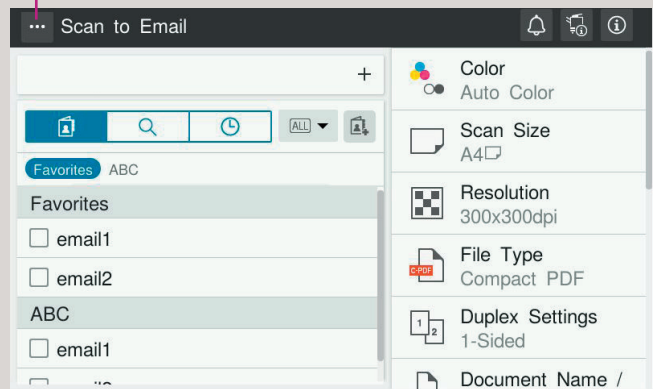
| Setting* | Description |
|---|---|
| Color | Select the scan color mode (Full Color, Black&White) |
| Scan Size | Specify the original size |
| Resolution | Specify the scan resolution |
| File Type | Specify the file type for saving |
| Duplex Settings | Specify 1-sided or 2-sided scanning |
| Document Name/Subject/Other | Change the file name, E-mail subject, or message text. |
| Separate Scan | Scan a large number of originals in several batches /scan originals using both ADF and original glass |
| Mixed Original | Scan originals of different sizes |
| Blank Page Removal | Skip blank pages |
| Original Direction | Select orientation of the original loaded into ADF or placed on the original glass |
| Original type | Select the image quality level of the original |
| Density | Adjust the scan brightness |
| Background Removal | 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).
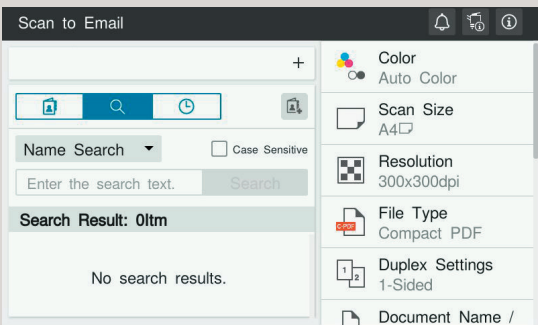2. Tap **Scan to Email** on the home screen.
3. Tap **+**.
4. Enter the destination address.
5. Tap **OK**.
6. Specify settings as needed.

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

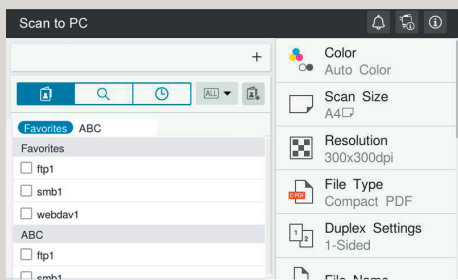## Search for a destination (address book)

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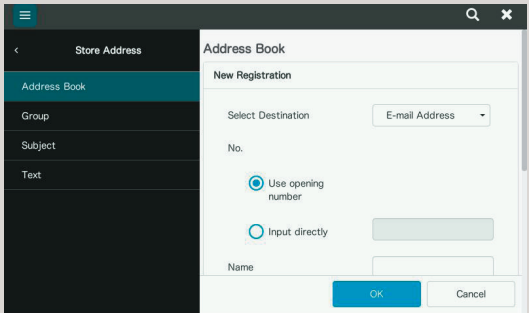7. Tap **Start**.
   The file is sent.

## 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.

## 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**.

## 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. Specify settings as needed.
6. Tap **Start**.
   The file is sent.
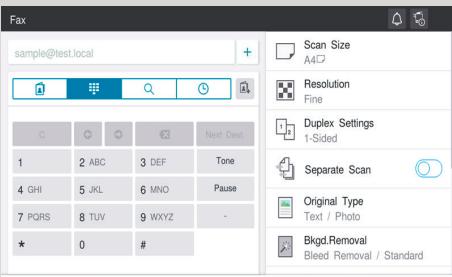
* only with fax option

## 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.