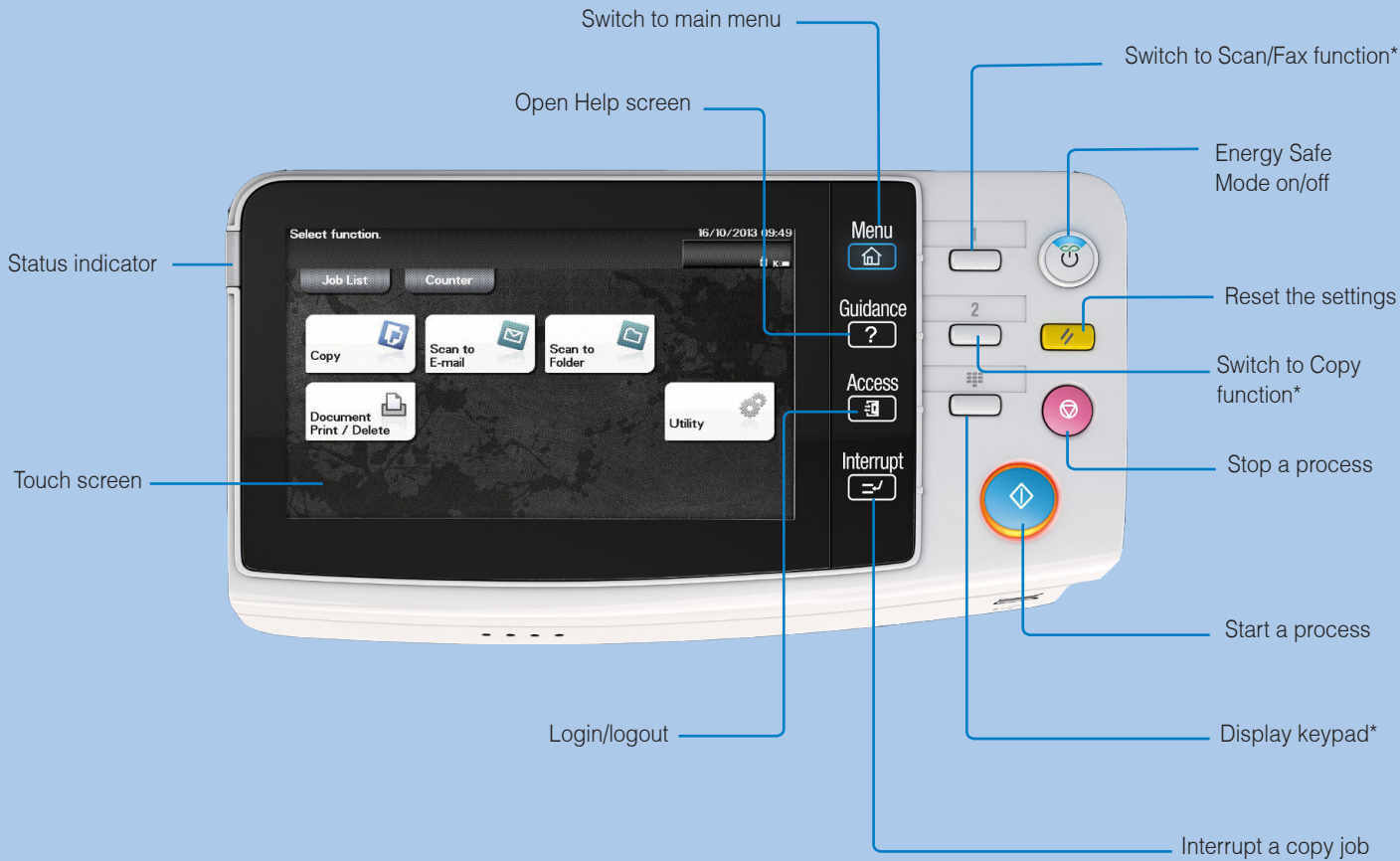


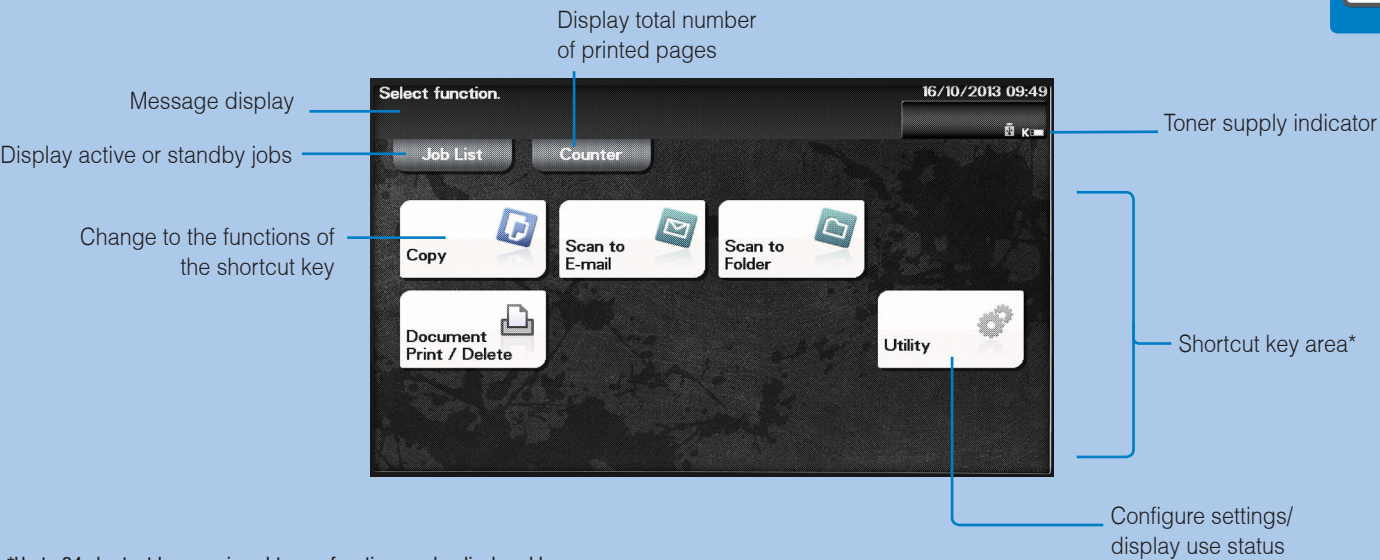


How to use the system – Panel



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

Touch screen – Main menu



*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.

Operating the touch screen*

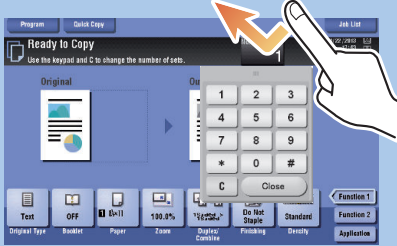
1. **Tap** to select or determine a menu.
2. **Double-tap** to retrieve detailed information or enlarge a thumbnail image.
3. **Drag** to move a display position on an application or preview screen.
4. **Flick** to scroll an address or job list and feed thumbnail-view pages.
5. **Long-tap** to display 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.

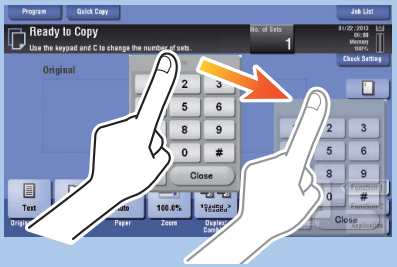


Operation of keypad*

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



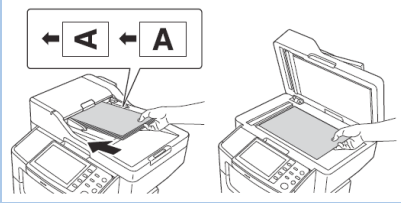
2. If necessary, touch the upper side of the keypad and drag it to another display position.



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

Basic copy functions – Make a copy

1. Position the original(s).

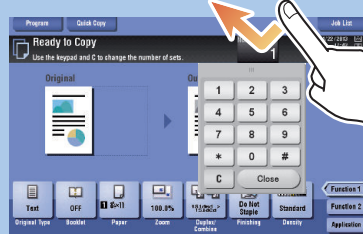


2. Tap **Copy** in the main menu.



3. Tap the input area to display the keypad.

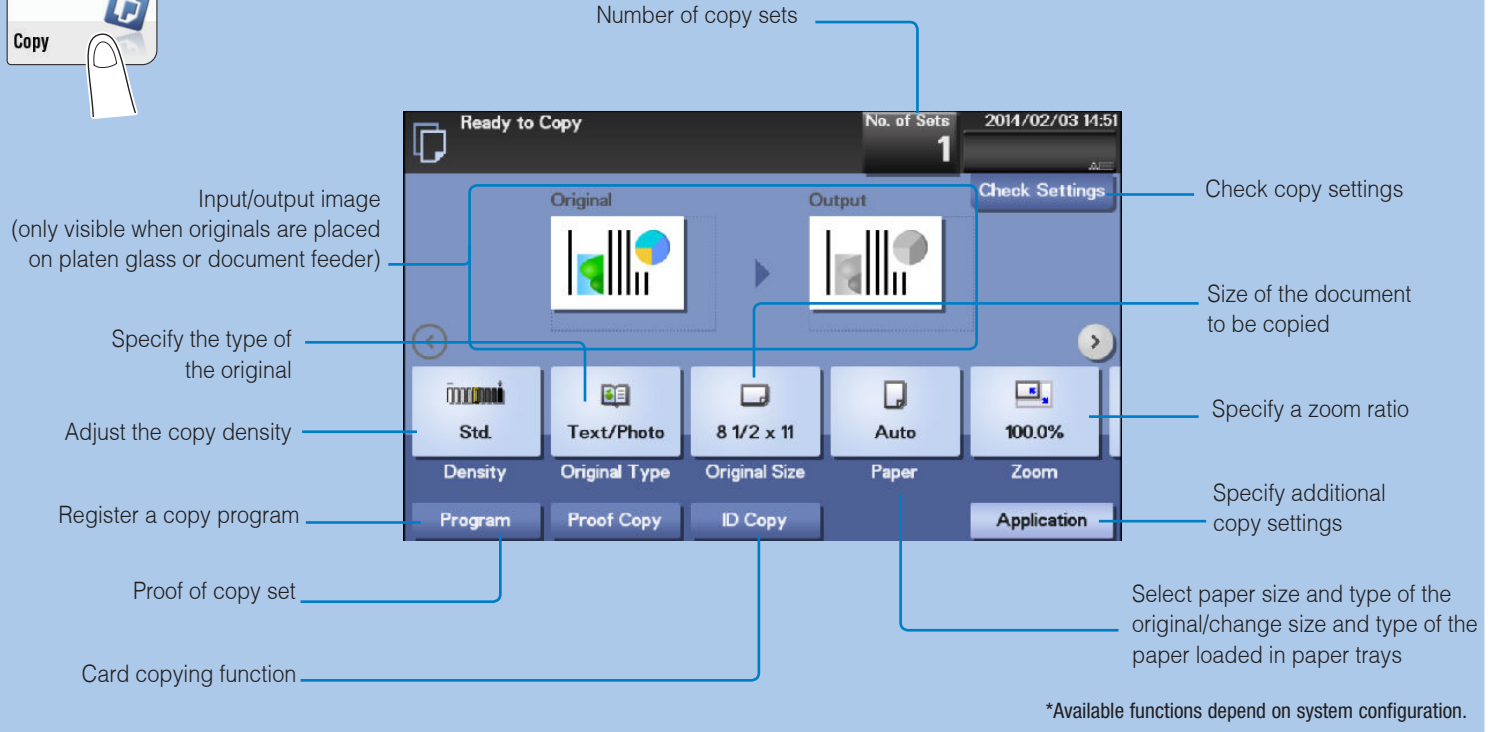
4. Type in the number of copies.



5. Press the **Start** key.

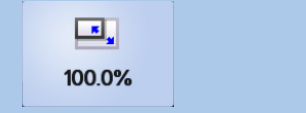


Copy operations – Basic copy screen

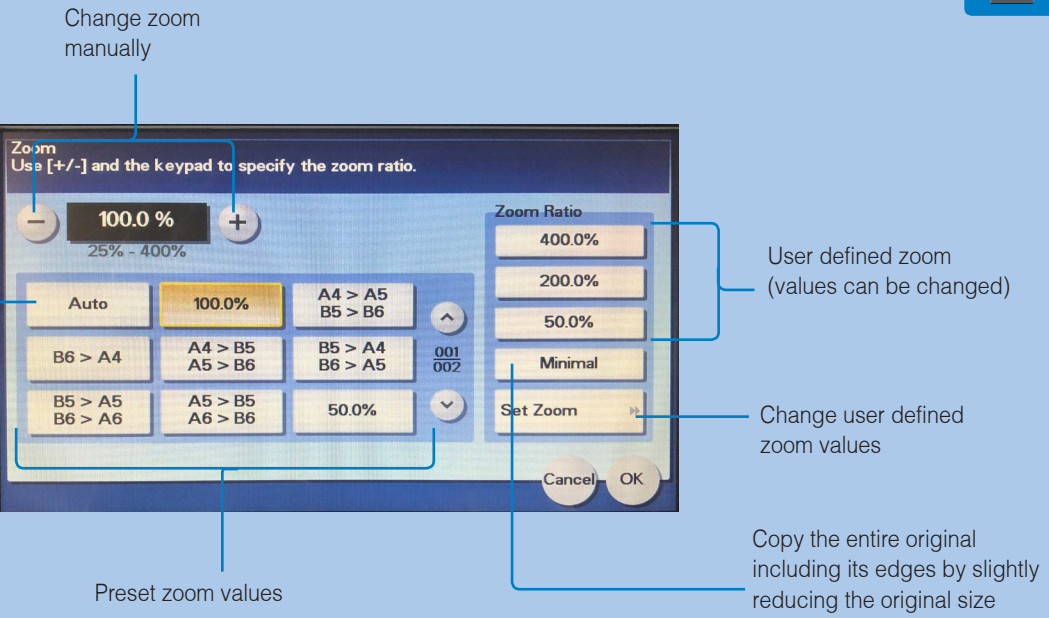


*Available functions depend on system configuration.

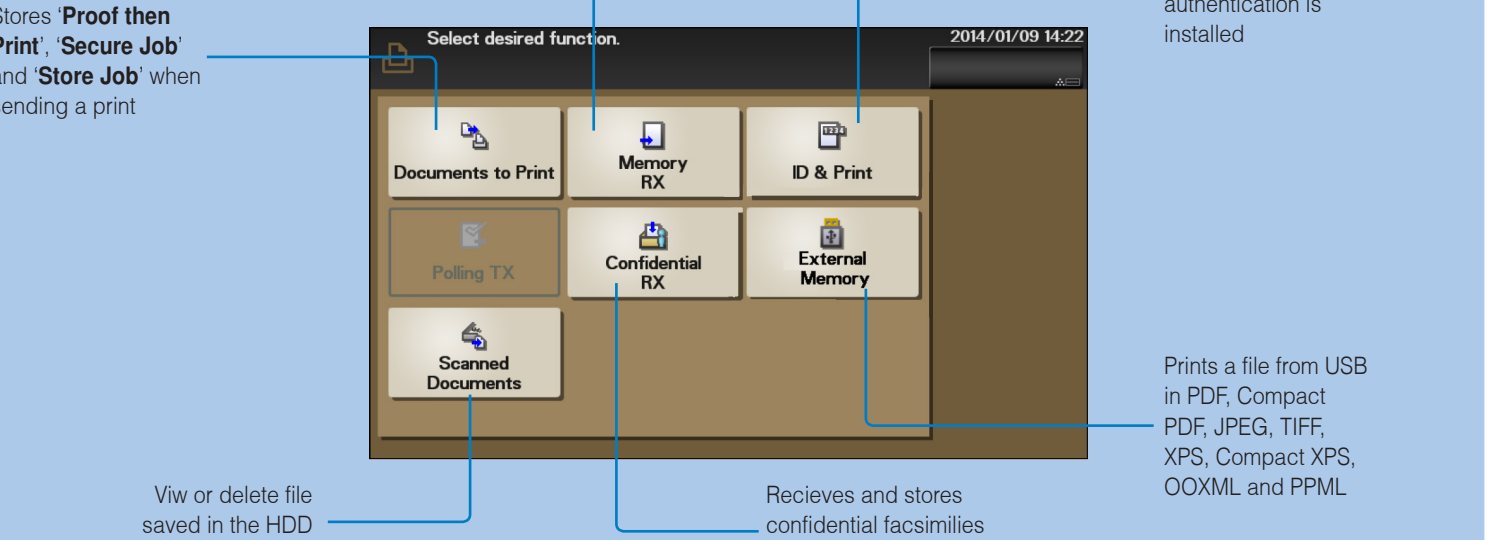
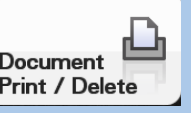
Zoom



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.



Document Print / Delete Operations



Scan operations – Scan to E-mail & Scan to Folder

Scan to E-mail

Select a destination from the E-mail Favorites

Enter a destination manually

Select a destination from Folder Favorites

Display job history

Check scan settings

View destinations as keys or sortable list

Register a destination

Specify scan settings

Register a scan program

Scan to Folder

Select a destination from Folder Favorites

Display job history

Check scan settings

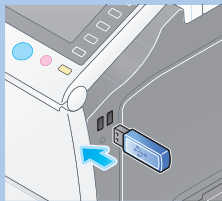
View destinations as keys or sortable list

Select a destination from the address book

Specify scan settings

Scan to USB memory – (Direct input)

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



3. Tap **Scan to Folder**.
4. Tap **Direct Input** then **External Memory**.



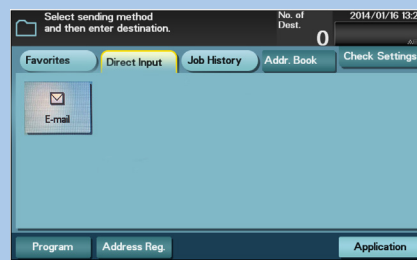
5. Tap **Application** to change scan settings (if required).
6. Press the **Start** key.



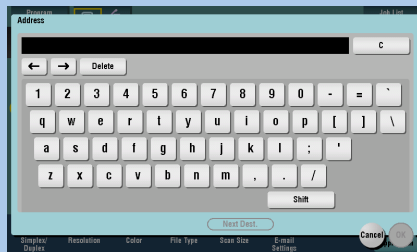
*Do not insert the USB memory device into the USB port close to the rear panel of this machine.

Scan to e-mail (Direct input)

1. Position the original(s).
2. Tap **Scan to E-mail** in the main menu.
3. Tap **Direct Input**.
4. Tap **E-mail**.



5. Enter the destination address.
Note: Shift key changes keypad
6. Tap **OK**.

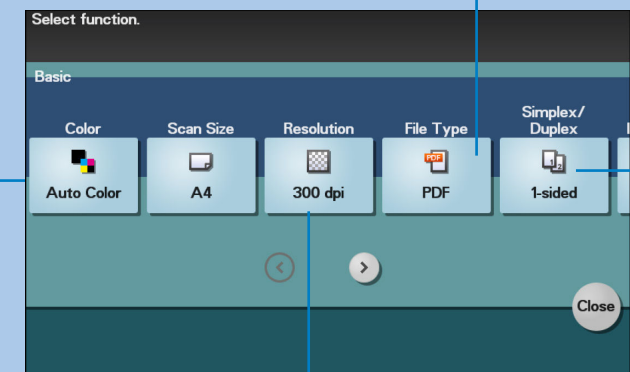


7. Press the **Start** key.



Scan operations – Changing Scan to E-mail & Scan to Folder Settings

1. Tap **Scan to E-mail** or **Scan to Folder** in the main menu.
The destinations categorized into **Favorite** are displayed.
2. Tap a destination.
3. Tap **Application**.
4. Select the scan settings to change.
5. Tap **Close**.
6. Press the **Start** key.



Select a color mode for scanning

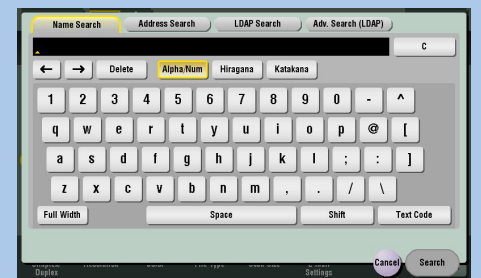
Specify the scan resolution

Specify the file type used to save the scanned data

Specify simplex or duplex

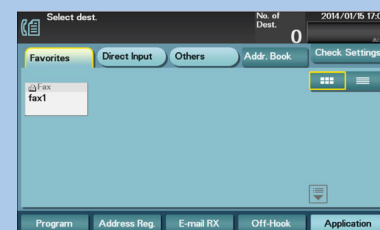
Search for a destination

1. Tap **Scan/Fax** in the main menu.
The destinations categorized into **Favorite** 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.



Fax operations (only with fax option) – Send a fax with fax favourite or direct input

1. Position the original(s).
2. Tap **Fax** in the main menu.
3. Tap the fax favourite



4. Press the **Start** key.

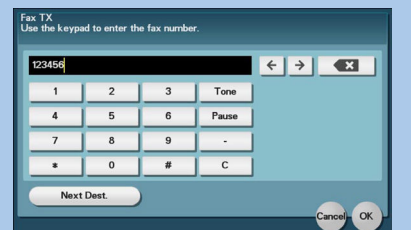


1. Position the original(s).
2. Tap **Fax** in the main menu.



3. Tap **Direct Input**.

4. Enter fax number
Note: When entering multiple destinations tap **Next Dest**.
5. Tap **OK**.



6. Press the **Start** key.

