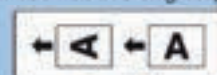




Fax operations - Send a fax



1. Position the original(s).



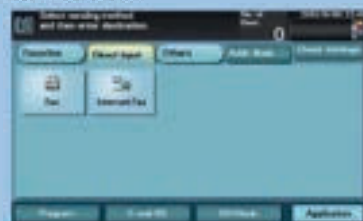
2. Tap **Fax** in the main menu.



3. Tap **Direct Input**.



4. Tap **Fax**.

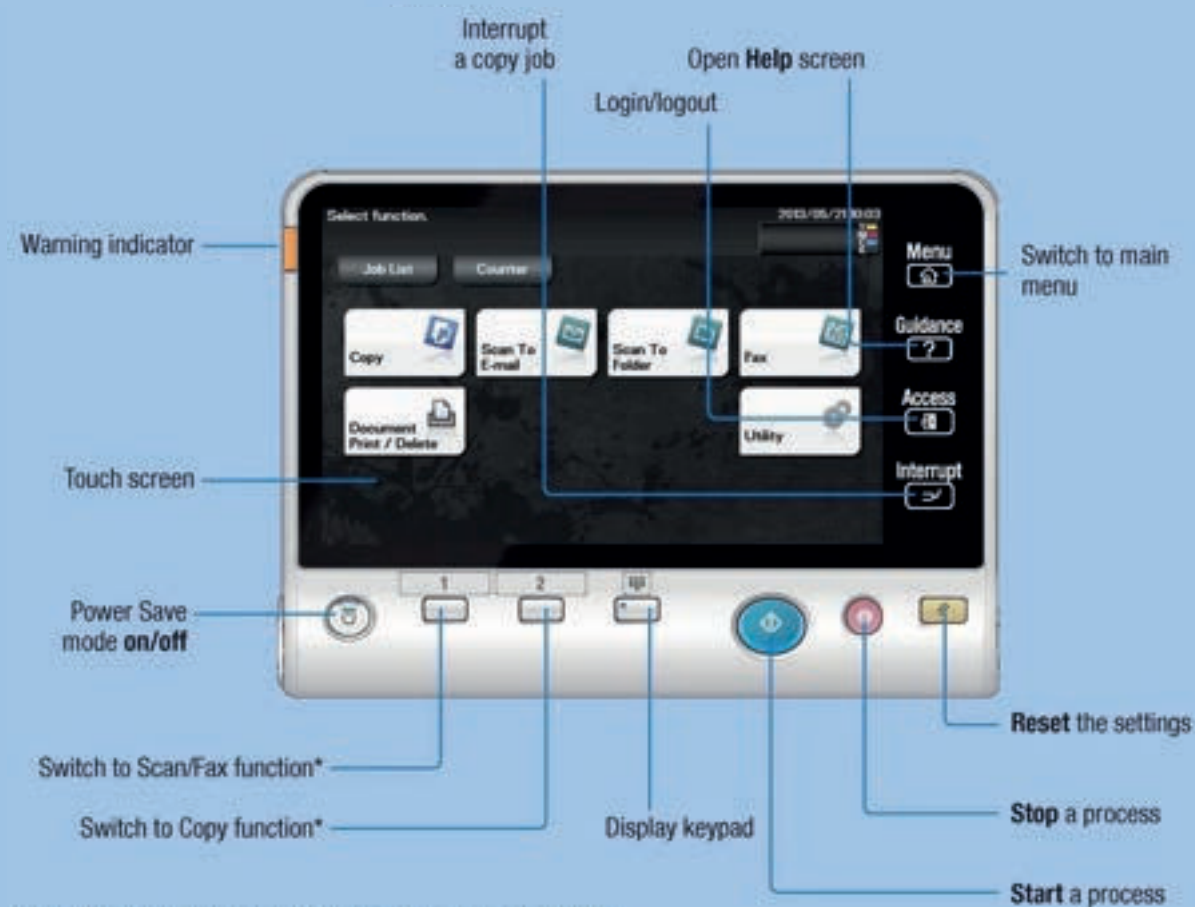


5. Type in the fax number.



6. Press the **Start** key.

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



Operating the touch screen*

1. Tap to select or determine a menu.



2. Flick to scroll through menus.



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



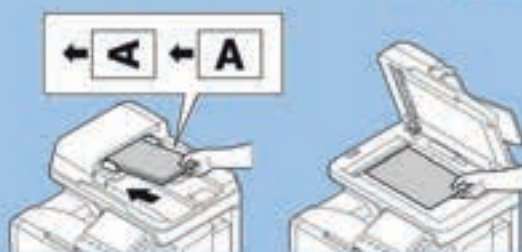
4. Tap a target input area or icon to switch to the entry or selection screen.



*Available touch functions vary depending on displayed screen.

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.

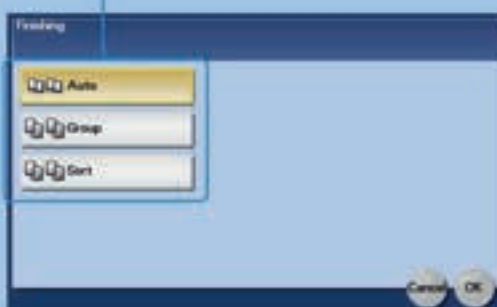


5. Press the **Start** key.

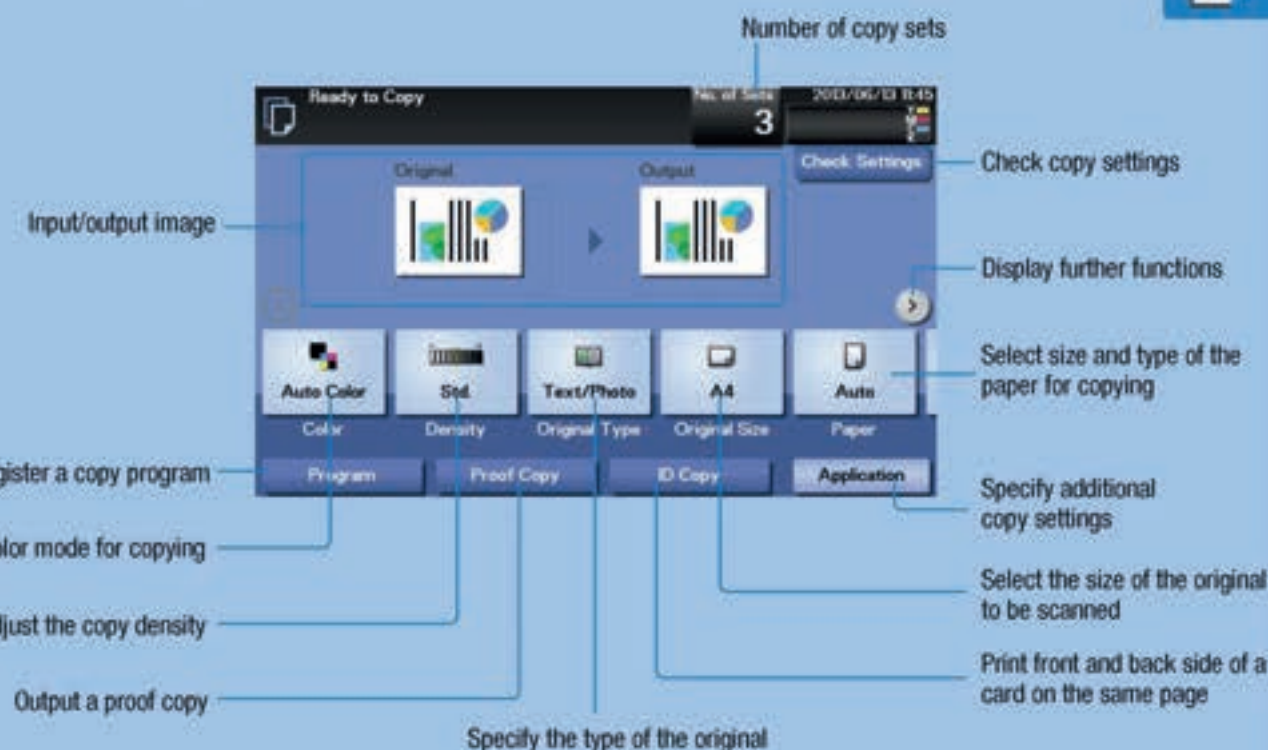
Finishing

1. Position the original(s).
2. Tap **Finishing** in the copy screen.
3. Tap **Finishing**.
4. Specify the desired Group/Sort setting.
5. Tap **OK**.
6. Press the **Start** key.

Specify Group/
Sort setting



Copy operations – Basic copy screen

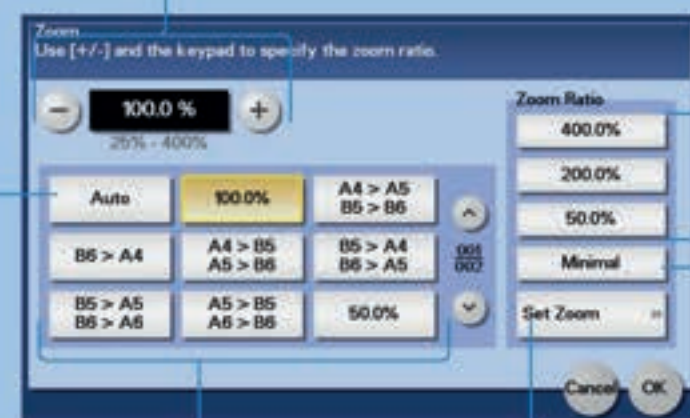


Zoom

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

Change zoom
manually

Automatically reduce/enlarge
original size to paper size



Preset zoom values

Change user defined
zoom values

User defined zoom
(values can be changed)

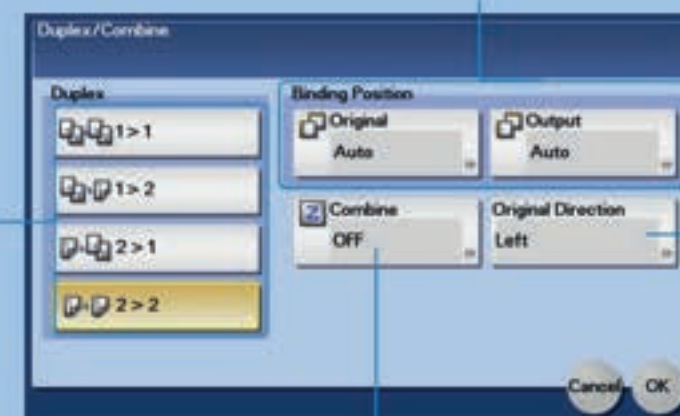
Copy the entire original
including its edges by
slightly reducing the original
size

Duplex/Combine

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

Specify binding positions for the
original and the copies

Select 1-sided or
2-sided copying



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

Copy 2 or 4 document
pages onto one page

Basic Scan Operation - Send a scan

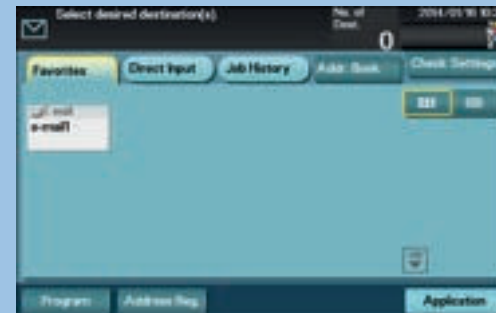
1. Position the original(s).



2. Tap **Scan to Email** in the main screen.



3. Tap the **Address book** and select a destination.



4. Press the **Start** key.



Scan using LDAP

1. Position the original(s).



2. Tap **Scan to Email** in the main screen.



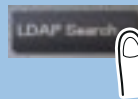
3. Select **Addr.Book**.



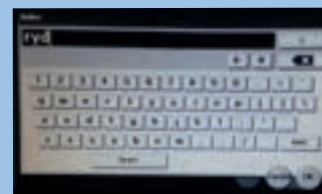
4. Select **LDAP**.



5. Select **LDAP Search**.

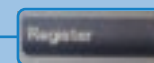
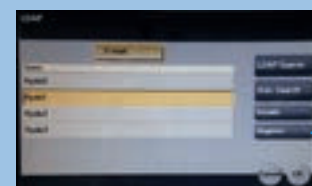


6. Tap the empty box beside **Index** then type in the name to be searched. Press **OK**.



7. Select **Search**.

8. Select the name in the list then select **OK**. Press **Register** to save the destination to the **Address Book**.



9. Select **Close**.

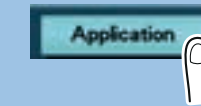
10. Select **Application** to select scan settings.



11. Press the **Start** key.



Scan Settings - Application

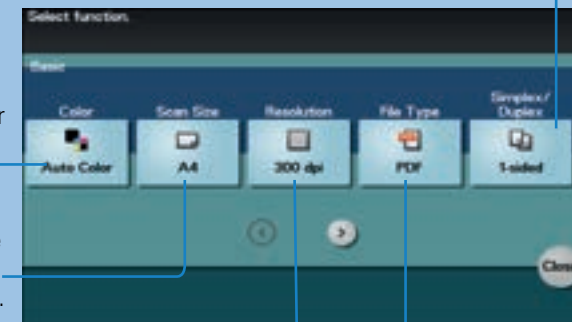


Choose to scan 1 or 2 sides of the original document.

Adjusting quality/density of the original.

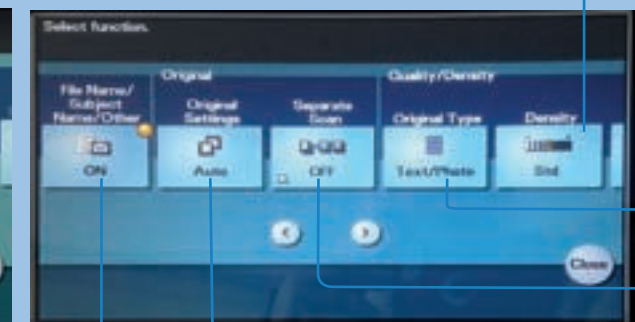
Select a colour mode for scanning.

Select the size of the original to be scanned.



Specifying the resolution to scan the original.

Specifying the file type to save the scanned original data.



Change the file name, E-mail subject, or body.

Specify the orientation of the loaded original.

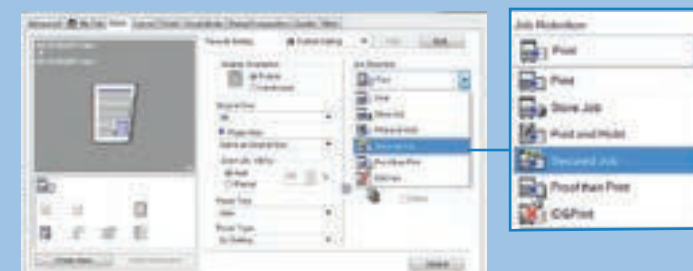
Specify the type of original.

Scanning a number of originals in several batches.

Secure Printing

Send a job to print

1. In an open document select **File, Print** then **Printing Preferences**. Under the Basic tab select **Secured Job** from the Job Retention drop down box.



2. Type in a **Password** then select **OK**.



3. Select **OK**, then **Print**.

Release Secure Print

1. Tap **Document Print/Delete** in the main screen.

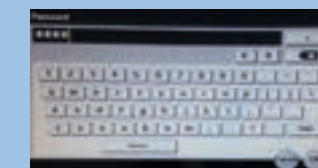


2. Select **Documents to Print**.



3. Select a User, then select a document to release.

4. Tap the blank space next to Password, then type in the password.



5. Enter amount of copies to print then press **OK**.