QUICK REFERENCE

How to use the system - Panel

Status indicator

Touch panel

Keypad KP-102 (option)

Log in/log out

Voice guide

Return to home screen

Display help

Enlarge display*

Enter a value or a number

Clear a value

Power indicator

Energy Save Mode **on/off**

Reset the settings

Stop a process

Start a process

*with Classic Style

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

Configure settings/ display use status

Change display language (temporarily)

Shortcut key area*

Customize home screen

Open/close menu

Page indicator

*Available shortcut keys depend on machine configuration.

Operating the touch screen*
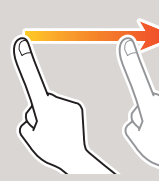
Screen gestures

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

2. **Flick** to scroll a list or a page.
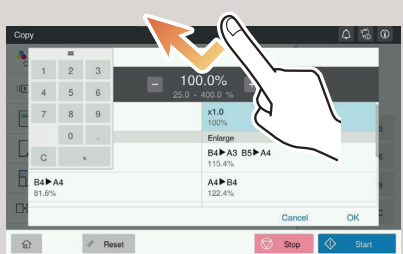
3. **Drag** to move a scroll bar or document.

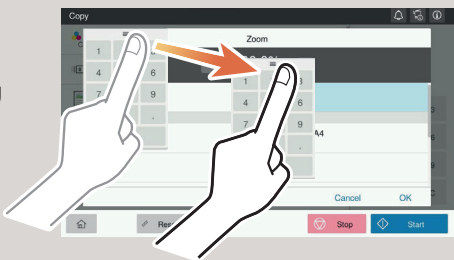4. **Pan** to move a displayed image.

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-102, it can be used instead.)
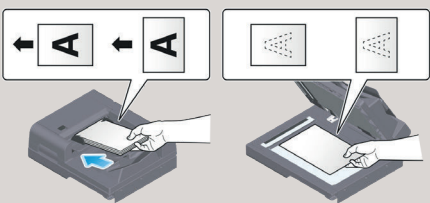
Moving the keypad

Touch the upper side of the keypad and drag it to another display position.
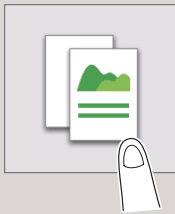
*Available touch functions vary depending on displayed screen.

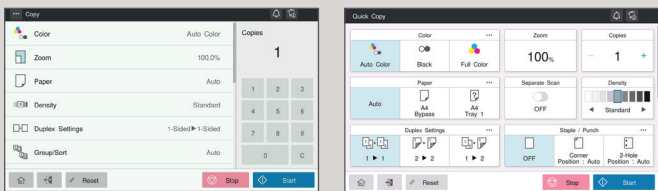Giving Shape to Ideas

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**.

Start

Copy operations - Basic Copy Screen/Quick Copy Screen*

Set current settings as default/
Return settings to factory default

Scroll bar

Select further settings

Enter number of copy sets

Specify copy settings

Copies
1

Number of copy sets

Color — Auto Color
Zoom — 100.0%
Paper — Auto
Density — Standard
Duplex Settings — 1-Sided ▶ 1-Sided
Group/Sort — Auto

1	2	3
4	5	6
7	8	9
	0	C

Enter number of copy sets

Start a copy job

Return to home screen

Login/logout

Return settings to default

Stop a copy job

Specify copy settings

Quick Copy
Color — Auto Color / Black / Full Color
Zoom — 100%
Copies — 1
Paper — Auto / A4 Bypass / A4 Tray 1
Separate Scan — OFF
Density — Standard
Duplex Settings — 1▶1 / 2▶2 / 1▶2
Staple / Punch — OFF / Corner Position : Auto / 2-Hole Position : Auto

Setting*	Description
Color	Select the copy color mode (e.g. Full Color, Black & White)
Zoom	Specify enlargement or reduction ratio
Paper	Select paper size and type of the original/change size and type of the paper loaded in paper trays
Density	Adjust the brightness of the copy
Duplex Settings	Specify 1-sided or 2-sided scanning/copying
Staple	Staple the copied sheets/Select the binding position and the orientation of the original
Punch	Punch the copied sheets/Select the punching position and the orientation of the original
Group/Sort	Feed out copy sets separately by set or page
Separate Scan	Scan a large number of originals in several batches/scan originals using both ADF and original glass
Original Type	Select the image quality level of the original
Combine	Copy multiple pages on a single sheet
Original Direction	Select orientation of the original loaded into ADF or placed on the original glass
Mixed Original	Scan originals of different sizes
Thin Paper Original	Adapt the original feed speed to thin originals
Z-Folded Original	Adapt the size detection of folded originals in the ADF
Multi-Feed Detection	Prevent scanning errors
Blank Page Removal	Skip blank pages
Original Size	Specify the size of the original when it is not detected correctly
Automatic Image Rotation	Rotate the original image according to paper direction (switched on as default)

*Available settings depend on system configuration.

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**.

Automatically reduce/enlarge original size to paper size

Change zoom manually

Zoom
100.0%
25.0 - 400.0 %

Auto | x1.0 100%
Reduce | Enlarge
A3▶B4 A4▶B5 86.6% | B4▶A3 B5▶A4 115.4%
B4▶A4 81.6% | A4▶B4 122.4%

Copy in the same size as the original

Preset zoom values

Cancel | OK

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Duplex Settings

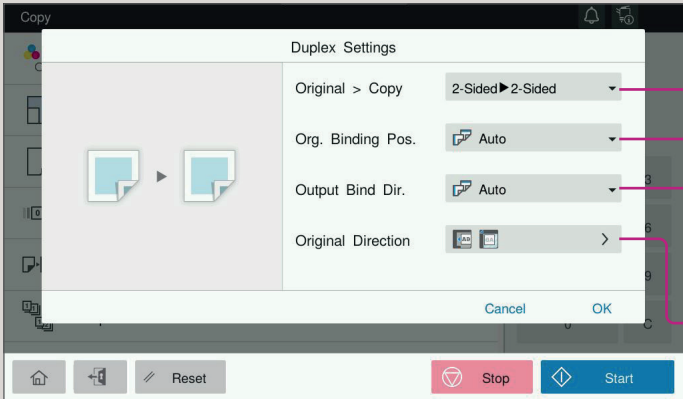1. Position the original(s).
2. Tap **Copy** on the home screen.
3. Tap **Duplex Settings**.
4. Tap ⚙.
5. Make the desired settings.
6. Tap **OK**.
7. Tap **Start**.

Select 1-sided or 2-sided scanning > copying

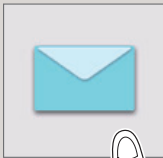Specify the binding position of the original

Specify the binding position for the copies

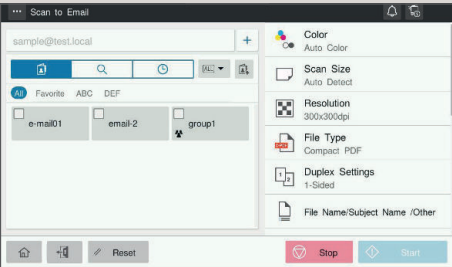Select orientation of the original loaded into ADF or placed on the original glass

Scan to e-mail (Direct input)

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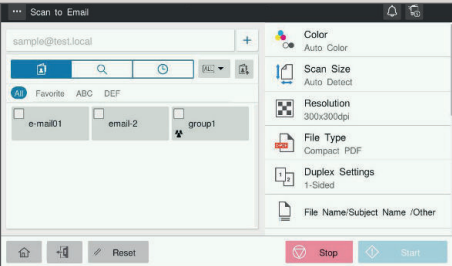
3. Tap **+**.

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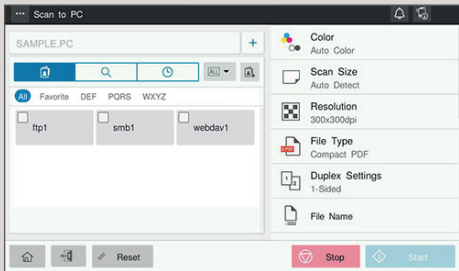5. Tap **OK**.
6. Specify settings as needed.

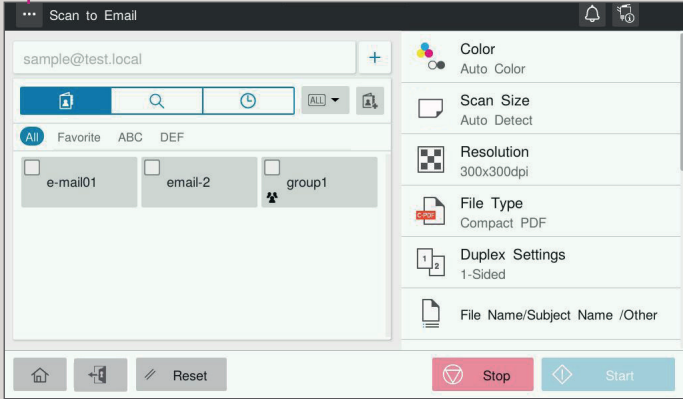7. Tap **Start**.
   The file is sent.

Save file on a PC

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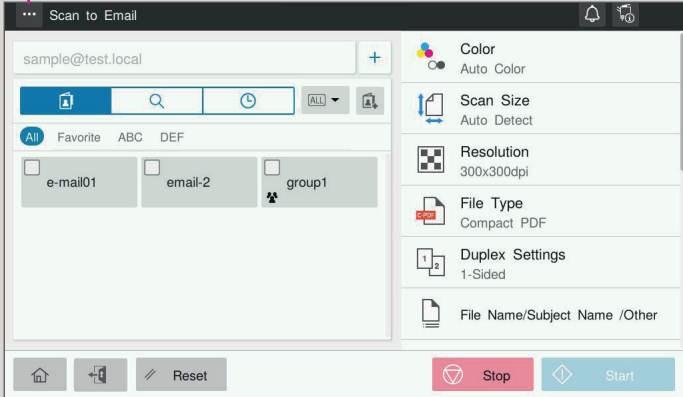
3. Select the desired destination.

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

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
Thin Paper Original	Adapt the original feed speed to thin originals
Z-Folded Original	Adapt the size detection of folded originals in the ADF
Multi-Feed Detection	Prevent scanning errors
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.

Sending data to multiple destinations/using the address book

1. Position the original(s).
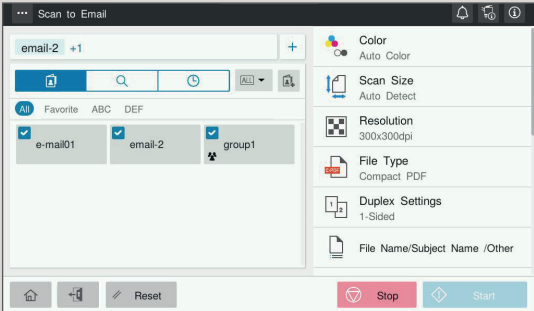2. Tap **Scan to Email**, **Scan to Box** or **Scan to PC**.
3. Select the destination tab.
4. Specify two or more destinations.
   or
   Specify a group.
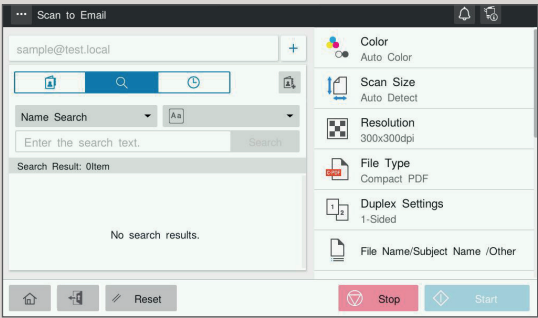5. Tap **OK**.
6. Tap **Start**.
   The file is sent.

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.
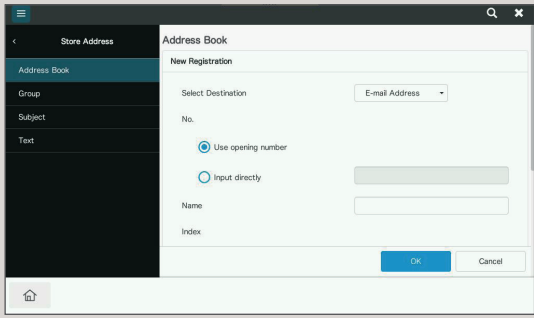4. Select **Name Search**, **Address Search** or **Search Box No**.

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**
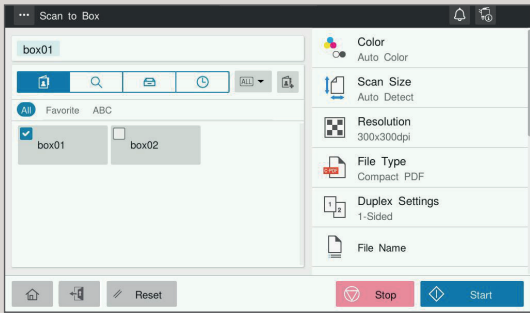4. Select the type of destination you want to register.

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.
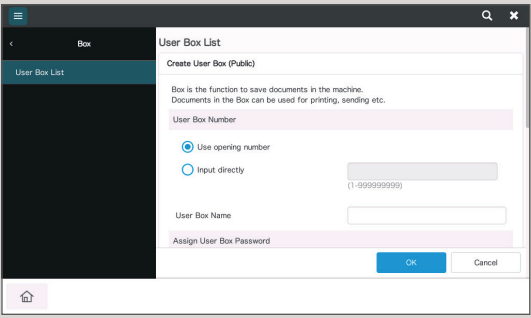3. Select the desired user box.

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**
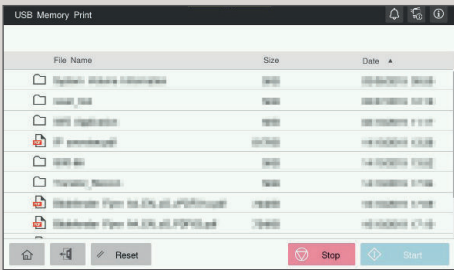4. Enter the destination information and tap **OK.**
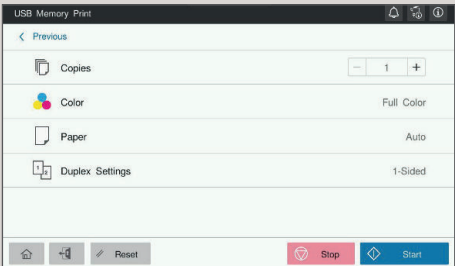
Print from USB memory

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

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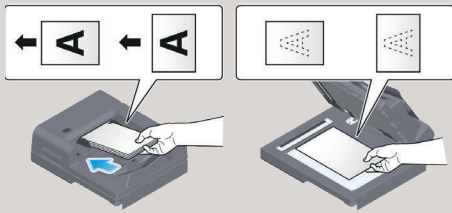4. Select the desired file.

5. Specify settings as needed.

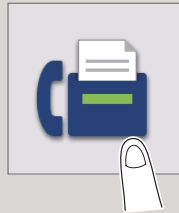6. Tap **Start**.
   The file is printed.

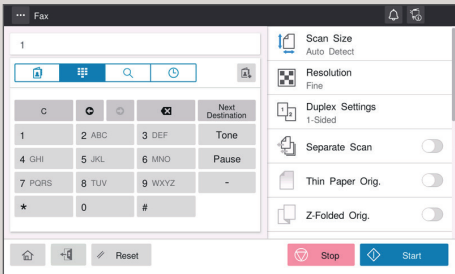## Fax operations - Send a fax (direct input)*

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**.

   Start

   The file is sent.

   * only with fax option

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