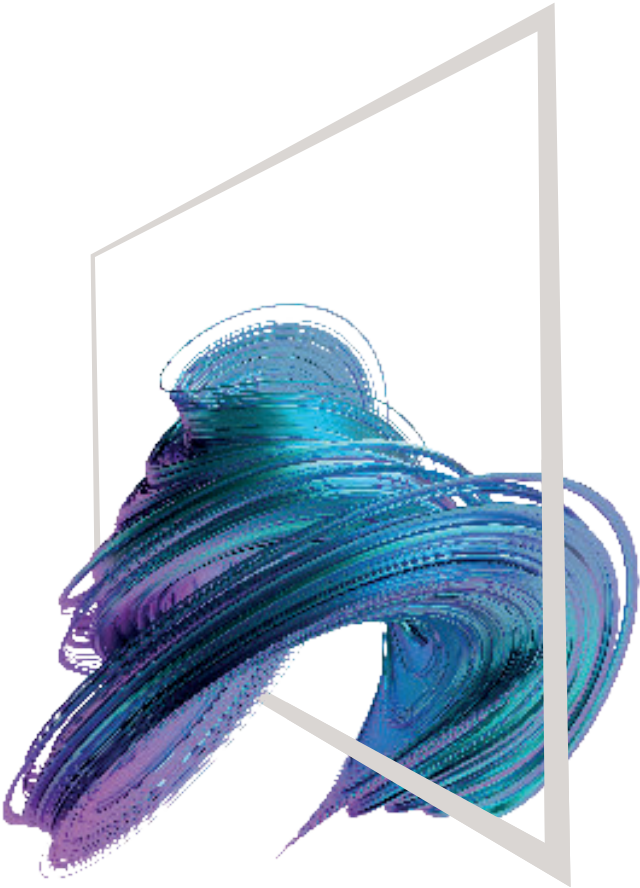


QUICK
REFERENCE



How to use the system – Panel

Touch screen

Mobile touch area

Keypad KP-101 (option)

Voice Guide (not in use for European market)

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

Display total number of printed pages

Adjust the touch screen / configure touch screen operation

Message display

Change to the functions of the shortcut key

Display active or standby jobs

Toner supply indicators

Open slide menu

Shortcut key area*

Configure settings/ display use status

*Up to 25 shortcut keys assigned to any function can be displayed in three screens. **Utility** is always displayed fixed on the lower right of the first page.

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.

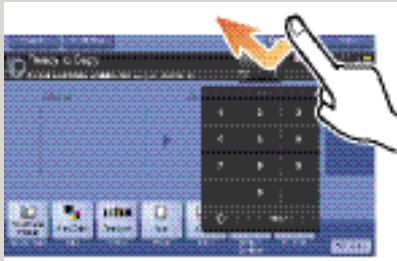
8. **Pinch-in/Pinch-out** to enlarge or reduce a preview image.

9. **Rotate** two fingers to rotate a preview image.

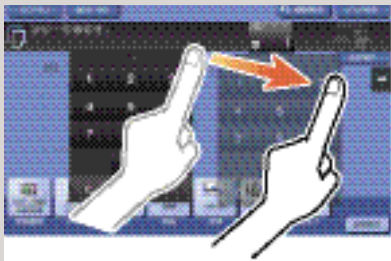
*Available touch functions vary depending on displayed screen.

Operation of keypad*

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



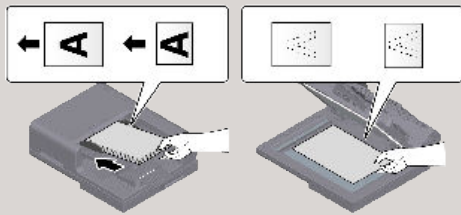
2. If necessary, touch the upper side of the keypad and drag it to another display position.



*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).



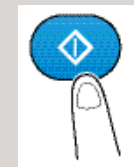
2. Tap **Copy** on the home screen.



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



Register a copy program

Display Quick Copy screen

Number of copy sets



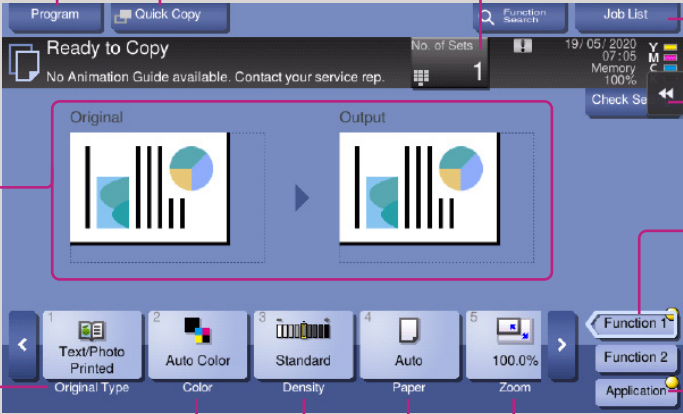
Input/output image

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



Display job list

Check copy settings

Two times 7 copy
functions can be set for each
function bar*

Specify additional
copy settings

Specify enlargement or
reduction ratio

*Available functions depend on system configuration.

Zoom

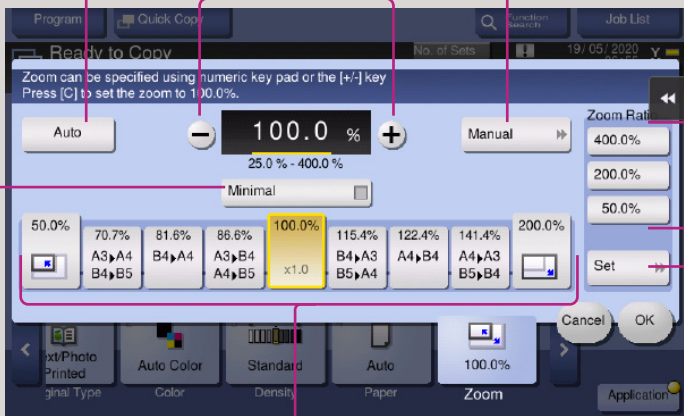
1. Position the original(s).
2. Tap **Zoom** in the copy screen.
3. Make the desired settings.
4. Tap **OK**.
5. Press the **Start** key.

Automatically reduce/enlarge
original size to paper size

Change zoom
manually

Different values for X and Y
(distortion)

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



User defined zoom
(values can be changed)

Change user defined
zoom values

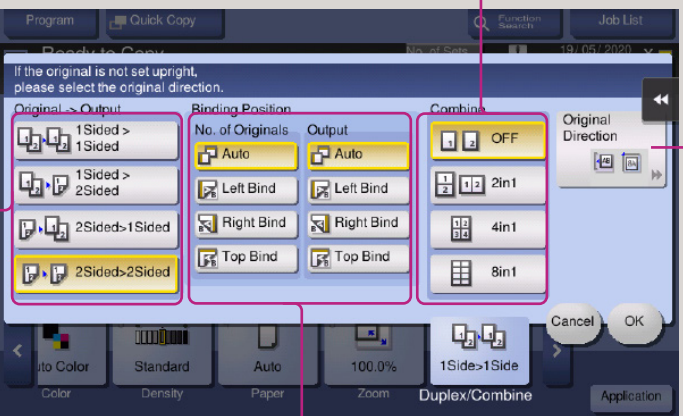
Preset zoom values

Duplex/Combine

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

Copy 2 - 8 document pages
onto one page

Select 1-sided or
2-sided copying



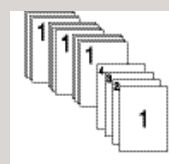
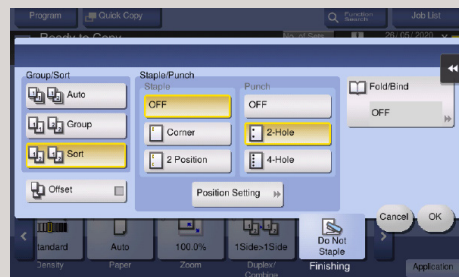
Select orientation of the origi-
nal loaded into ADF or placed
on the original glass

Specify binding positions for the
original and the copies

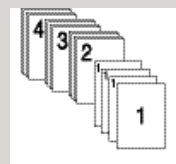
Finishing

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

*Available functions depend on system configuration.



Group



Sort

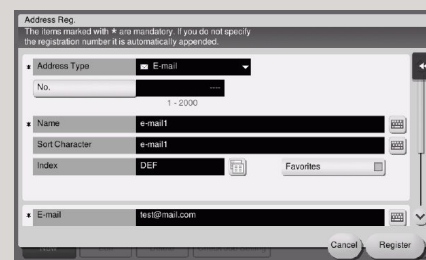
Scan to USB memory (Direct input)

1. Plug the USB memory device into the USB port.
2. Position the original(s).
3. Tap **Save a document to External Memory**.
4. Make the desired setting(s).
5. Press the **Start** key. The file is saved.



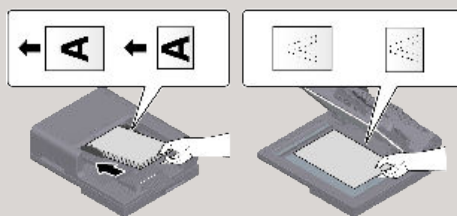
Register a destination

1. Tap **Address Book** in the home screen.
2. Tap **New**.
3. Select the type of destination you want to register.
4. Enter the destination information and tap **Register**.

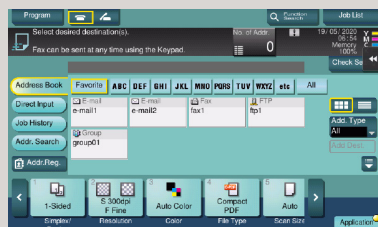


Fax operations (only with fax option) – Send a fax

1. Position the original(s).



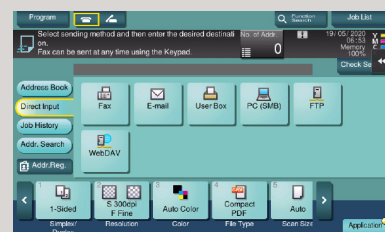
2. Tap **Scan/Fax** in the main menu.
3. Specify the fax destination.



4. Press the **Start** key. The file is sent.

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. The file is sent.



Scan operations – Scan/Fax screen*

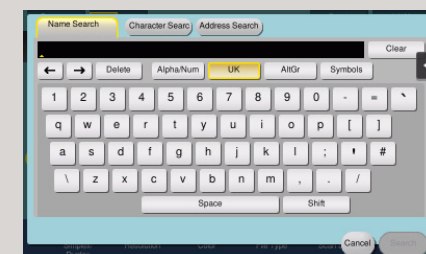


- Register a scan/fax program
- Select a destination from the address book
- Enter a destination manually
- Display job history
- Search for a destination
- Register a destination
- Specify simplex or duplex
- Specify the scan resolution
- Select a color mode for scanning
- Number of sets
- Display job list
- Check scan settings
- View destinations as keys or sortable list
- Select type of destination
- Select several destinations
- Specify additional scan/fax settings
- Select the size of the original
- Specify the file type used to save the scanned data

*Available functions depend on system configuration.

Search for a destination

1. Tap **Scan/Fax** in the main menu. The destinations categorized into **Favorite** are displayed.
2. Tap **Addr. Search**.
3. Tap **Name Search**, **Character Search**, or **No. of Destination**.
4. Enter the search text and tap **Search**.
5. Select the destination from the search result.
6. Press the **Start** key. The file is sent.



Sending data to multiple destinations

1. Position the original(s).
2. Tap **Scan/Fax** in the main menu. The destinations categorized into **Favorite** are displayed.
3. Tap **Add. Type**.
4. Select the desired type of destination.
5. Specify a destination.
6. Tap **Add Dest**.
7. Specify the next destination and confirm with **Yes**.
8. Repeat Step 6 and 7 until all desired destinations are specified.
9. Press the **Start** key. The file is sent.

