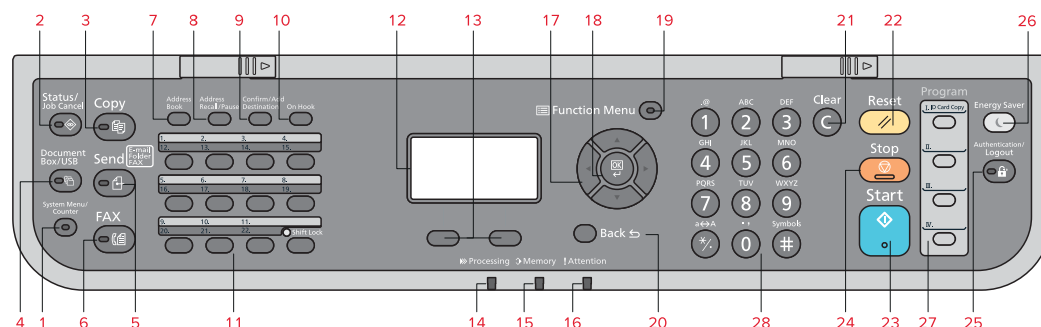


Operation panel



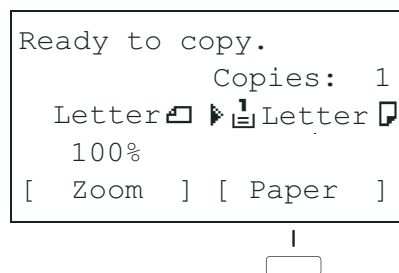
- 1 Displays the System Menu/Counter screen.
- 2 Displays the Status/Job Cancel screen.
- 3 Displays the Copy screen.
- 4 Displays the Document Box/USB screen.
- 5 Displays the Send screen. You can change it to display the Address Book screen.
- 6 Displays the Fax screen.
- 7 Displays the Address Book screen.
- 8 Calls the previous destination. Also used to enter a pause when entering a fax number.
- 9 Confirms the destination or adds a destination.
- 10 Switches between on-hook and off-hook when manually sending a fax.
- 11 Recalls the destination registered for One Touch Keys.
- 12 Displays the setting menu, machine status, and error messages.
- 13 Message Display. Check what is shown here while operating the machine.
- 14 Blinks when printing or sending/receiving.
- 15 Blinks while the machine is accessing the machine memory, fax memory or USB memory (general purpose item). Switch off the machine only when LED is dark!
- 16 Lights or blinks when an error occurs and a job is stopped.
- 17 Used to select a menu item, move the cursor when entering characters, change a value etc.
- 18 Selects the chosen item or finalises the entered value.
- 19 Displays the function menu for copy, print, transmission and document box.
- 20 Returns the Message Display to the previous screen.
- 21 Clears entered numbers and characters.
- 22 Resets settings and displays the basic screen.
- 23 Starts copying and scanning operations and processing for setting operations.
- 24 Cancels the printing job in progress.
- 25 Authenticates user switching, and exits the operation for the current user (i. e. log out).
- 26 Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.
- 27 Used to register or recall programs.
- 28 Numeric keys. Enter numbers and symbols.

Copy operation

Paper source selection

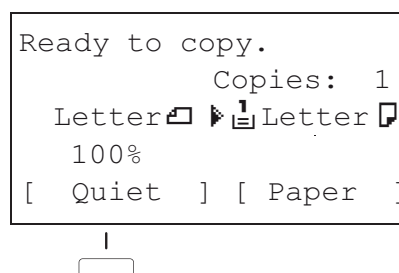


- 1 Press **COPY**.
- 2 Press **PAPER** using the select keys below the message display.
- 3 Press **ARROW UP/DOWN** to select cassette or multi-purpose tray.
- 4 Confirm with **OK**.



Quiet Mode

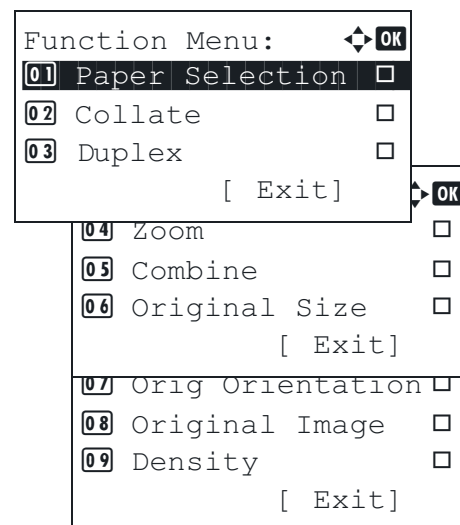
- 1 Press **QUIET** using the select keys below the message display. Select the setting to reduce the noise for scanning and printing.
- 2 Confirm with **OK**.
- 3 Press **START** to start copying.



Convenient copy functions

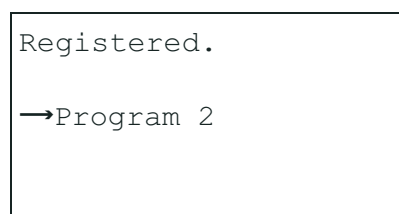
Change the following settings if needed:
DUPLEX, **COLLATE**, **COMBINE**, **ORIGINAL SIZE/-ORIENTATION**, and **DENSITY**.

- 1 Press **FUNCTION MENU**.
- 2 Use **ARROW UP/DOWN** to choose the desired function.
- 3 Confirm with **OK**.
- 4 Change the desired settings. Confirm all settings with **OK**.
- 5 Press **START** to start copying.



Registering settings to program key

- 1 Change the current settings as desired.
- 2 Press one program key for 3 seconds.
- 3 The destination registered to the program keys is recalled and automatically entered on the screen.

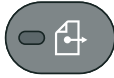


Depending on the model in use not all functions are available.

For more details refer to the Operation Guide on the co-packed DVD.

Send operation

Sending E-mail



- Place the originals on the platen or in the document processor.
- 1 Press **SEND**.
 - 2 Use **ARROW UP/DOWN** to select **[E-MAIL]**.
 - 3 Confirm with **OK**.
 - 4 Enter the destination e-mail address. Use **ABC TEXT** to select the type of characters. Use **LEFT/RIGHT ARROW** to move the cursor.
 - 5 Confirm with **OK**.
 - 6 If there are additional destinations, press **ADD DESTINATION**.
 - 7 Press **CONFIRM DESTINATION** to confirm the registered destinations.
 - 8 Press **START**. Transmission starts.

Send to: OK

01 E-mail

02 Folder (SMB)

03 Folder (FTP)

Address Entry: OK

ABC

[Text]

Ready to send.

Dest.: 1

:sally@#####...

1-sided 300x300dpi

[Duplex] [ScanRes.]

Check transmission result



- 1 Press **STATUS/JOB CANCEL**.
 - 2 To check received documents use **ARROW UP/DOWN** and select **PRINT JOB STATUS**.
- To check send documents use **ARROW UP/DOWN** and select **SEND JOB STATUS**.
- 3 Confirm with **OK**.
 - 4 Use **ARROW UP/DOWN** to select the desired job.
 - 5 The result is displayed. Press **[DETAIL]** to view all related items.

Send Job Log: OK

0004 Broadcast OK

0003 0756545865 OK

0002 Morgan@home... !

[Detail]

Cancelling fax job



If the documents are still fed, press **STOP**.

- 1 Press **STATUS/JOB CANCEL**.
- 2 Use **ARROW UP/DOWN** to select **SEND JOB STATUS**.
- 3 Confirm with **OK**.
- 4 Use **ARROW UP/DOWN** to select the job to be cancelled.
- 5 Press **CANCEL** using the select keys below the message display.
- 6 Confirm with **YES** using the select keys below the message display. Communication is cancelled. A confirmation slip might be printed.



Send Job Status: OK

0010 0123456789

0011 Broadcast

0017 9876543210

[Cancel] [Menu]

Sending Fax



Place the originals on the platen or in the document processor.

- 1 Press **FAX**.
- 2 Press **FAX RES.** using the select keys below the message display. Select the resolution suitable for sending originals and confirm with **OK**.
- 3 Enter the fax number of the receiving system using the numeric keys.

You can also select the fax destination from the addressbook by pressing **ADDRESSBOOK**.

- 4 Press **START**. The documents are fed and the transmission begins.

```
Ready to send.  
2010/05/25 12:30  
  
Text+Photo 200x100dpi  
[Orig.Img] [FAX Res.]
```



Registering a new destination

- 1 Press **SYSTEM MENU/COUNTER**.
- 2 Use **ARROW UP/DOWN** to choose **EDIT DESTINATION**.
- 3 Press **OK**.
- 4 Use **ARROW UP/DOWN** to choose **ADDRESSBOOK**.
- 5 Confirm with **OK**.

If the addressbook contains no entries, press the menu key using the select keys below the message display.

- 6 Use **ARROW UP/DOWN** to choose **ADD ADDRESS**.
- 7 Choose **CONTACT** and confirm with **OK**. Next, enter destination name, fax number and e-mail address.
- 8 Press **EDIT** to see more details. Use **LEFT/RIGHT ARROW** to select the items.
- 9 Confirm each entry with **OK**.

```
Edit Destination: [OK]  
[01] Addressbook  
[02] Print List  
  
[ Exit ]
```

```
Menu: [OK]  
[01] Detail Edit  
[02] Delete  
[03] Add Address
```

```
Detail: [OK]  
Contact Name 1/7  
Sally  
  
[ Edit ]
```

Registering a new One-touch key

- 1 In the basic screen for fax, press the **ONE-TOUCH** key that you want to register and hold it (2 seconds).
- 2 Use **ARROW UP/DOWN** to choose a key.
- 3 Confirm with **OK**.
- 4 Use **ARROW UP/DOWN** to choose an entry from the addressbook.
- 5 Confirm with **OK**.

```
Select Key No.: [OK]  
[01] No. 1  
[02] No. 12  
  
[ Exit ]
```



Depending on the model in use not all functions are available.

For more details refer to the Operation Guide on the co-packed DVD.