Operation panel
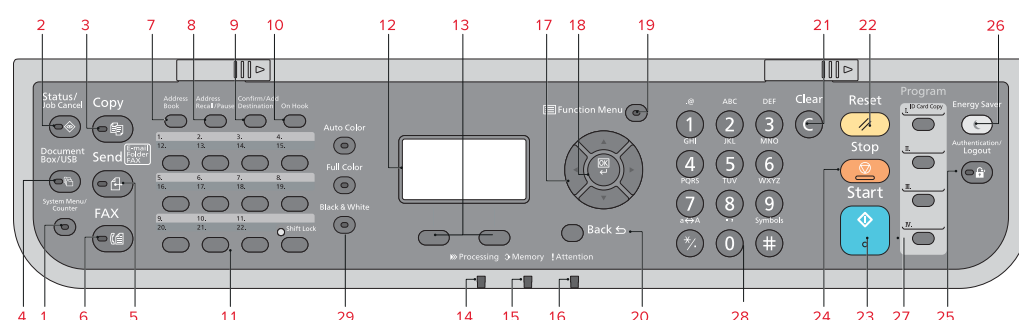

1. Displays the System Menu/Counter screen.

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.

29. For the selection of the copy mode between Auto Color, Full Color and Black & White (only for P-C3060/ P-C3065 MFP).

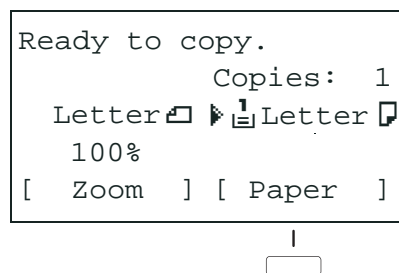Depending on the model in use not all functions are available.

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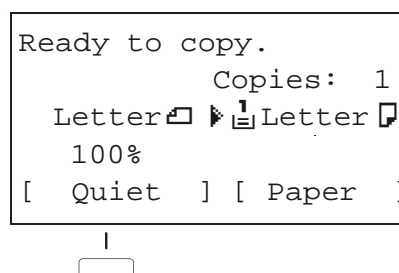
Paper source selection

❶ Press COPY.

❷ Press PAPER using the select keys below the message display.

❸ Press ARROW UP/DOWN to select cassette or multi-purpose tray.

❹ Confirm with OK.

```
Ready to copy.
              Copies:  1
   Letter⊿ ▶ ▄ Letter ▯
    100%
[  Zoom   ] [ Paper   ]
```
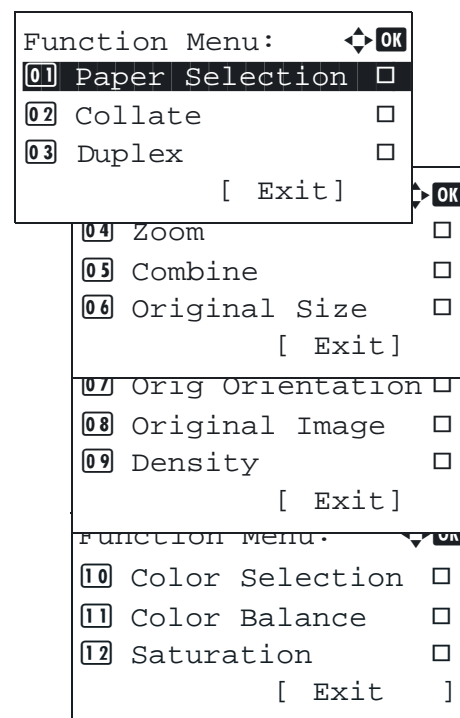
Quiet Mode

❶ Press QUIET using the select keys below the message display.
Select the setting to reduce the noise for scanning and copying.

❷ Confirm with OK.

❸ Press START to start copying.

```
Ready to copy.
              Copies:  1
   Letter⊿ ▶ ▄ Letter ▯
    100%
[  Quiet  ] [ Paper   ]
```

Convenient copy functions
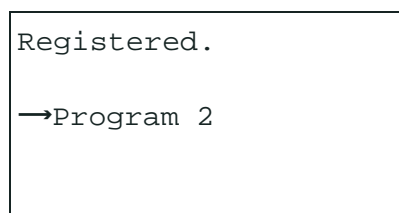
Change the following settings if needed:
DUPLEX, COLLATE, COMBINE, ORIGINAL SIZE/-ORIENTATION, COLOR SELECTION*, COLOR BALANCE* and DENSITY.

❶ Press FUNCTION MENU.

❷ Use ARROW UP/DOWN to choose the desired function.

❸ Confirm with OK.

❹ Change the desired settings.
Confirm all settings with OK.

❺ Press START to start copying.

```
Function Menu:    ✛ OK
[01] Paper Selection  □
[02] Collate          □
[03] Duplex           □
            [ Exit]
```

```
                 ✛ OK
[04] Zoom             □
[05] Combine          □
[06] Original Size    □
            [ Exit]
```

```
[07] Orig Orientation □
[08] Original Image   □
[09] Density          □
            [ Exit]
```

```
Function Menu:    ✛ OK
[10] Color Selection  □
[11] Color Balance    □
[12] Saturation       □
            [ Exit   ]
```
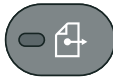
Registering settings to program key

❶ Change the current settings as desired.

❷ Press one program key for 3 seconds.

❸ The destination registered to the program keys is recalled and automatically entered on the screen.

```
II.
```

```
Registered.

→Program 2
```

* Only P-C3060/P-C3065 MFP

Send operation

Sending E-mail

❶ To wake up the device press the button ENERGY SAVER.

❷ Place the documents on the platen or in the document processor.

❸ Press SEND.

❹ Use ARROW UP/DOWN to select [E-MAIL].

❺ Confirm with OK.

❻ Enter the destination e-mail address. Use ABC TEXT to select the type of characters. Use LEFT/RIGHT ARROW to move the cursor.

❼ Confirm with OK.

❽ If there are additional destinations, press ADD DESTINATION.

❾ Press CONFIRM DESTINATION to confirm the registered destinations.

❿ 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

❶ Press STATUS/JOB CANCEL.

❷ 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.

❸ Confirm with OK.

❹ Use ARROW UP/DOWN to select the desired job.

❺ 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.

❶ Press STATUS/JOB CANCEL.

❷ Use ARROW UP/DOWN to select SEND JOB STATUS.

❸ Confirm with OK.

❹ Use ARROW UP/DOWN to select the job to be cancelled.

❺ Press CANCEL using the select keys below the message display.

❻ 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

❶ Press ENERGY SAVER.

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

❸ Press FAX.

❹ Press FAX RES. using the select keys below the message display. Select the resolution suitable for sending originals and confirm with OK.

❺ 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.

❻ 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

❶ Press SYSTEM MENU/COUNTER.

❷ Use ARROW UP/DOWN to choose EDIT DESTINATION.

❸ Press OK.

❹ Use ARROW UP/DOWN to choose ADDRESSBOOK.

❺ Confirm with OK.

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

❻ Use ARROW UP/DOWN to choose ADD ADDRESS.

❼ Choose CONTACT and confirm with OK. Next, enter destination name, fax number and e-mail address.

❽ Press EDIT to see more details. Use LEFT/RIGHT ARROW to select the items.

❾ 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


         [  Edit   ]
```

Registering a new One–touch key

❶ In the basic screen for fax, press the ONE-TOUCH key that you want to register and hold it (2 seconds).

❷ Use ARROW UP/DOWN to choose a key.

❸ Confirm with OK.

❹ Use ARROW UP/DOWN to choose an entry from the addressbook.

❺ Confirm with OK.

```
Select Key No.:   ✧ OK
01 No. 1
02 No. 12


         [  Exit   ]
```