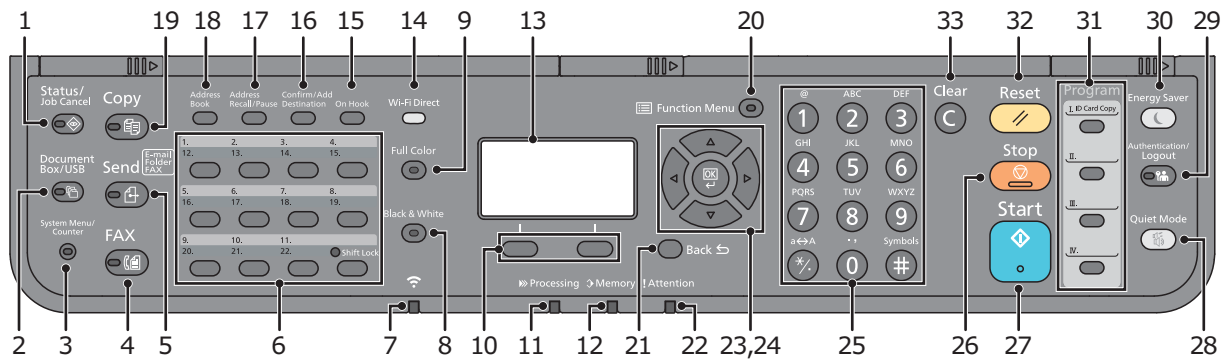


Operation panel



- |  |  |
|--|--|
| <p>1 [Status/Job Cancel] key: Displays the Status/Job Cancel screen.</p> <p>2 [Document Box/USB] key: Displays the Document Box/USB screen.</p> <p>3 [System Menu/Counter] key: Displays the System Menu/Counter screen.</p> <p>4 [FAX] key: Displays the FAX screen.</p> <p>5 [Send] key: Displays the screen for sending. You can change it to display the Address Book screen.</p> <p>6 One Touch keys: Recalls the destination registered for One Touch Keys.</p> <p>7 [Wi-Fi] indicator: Blinks during Wi-Fi connection.</p> <p>8 [Black &amp; White] key: Selects black and white mode.</p> <p>9 [Full Color] key: Selects full color mode.</p> <p>10 Select keys: Selects the menu displayed at the bottom of the message display.</p> <p>11 [Processing] indicator: Blinks while printing or sending/receiving.</p> <p>12 [Memory] indicator: Blinks while the machine is accessing the machine memory or fax memory.</p> <p>13 Message display: Displays the setting menu, machine status, and error messages.</p> <p>14 [Wi-Fi Direct] key: Set Wi-Fi Direct, and show information necessary for connection and the connection status.</p> <p>15 [On Hook] key: Switches between on-hook and off-hook when manually sending a FAX.</p> <p>16 [Confirm/Add Destination] key: Confirms the destination or adds a destination.</p> <p>17 [Address Recall/Pause] key: Calls the previous destination. Also used to enter a pause when entering a FAX number.</p> | <p>18 [Address Book] key: Displays the Address Book screen.</p> <p>19 [Copy] key: Displays the Copy screen.</p> <p>20 [Function Menu] key: Displays the function menu screen.</p> <p>21 [Back] key: Returns to the previous display.</p> <p>22 [Attention] indicator: Lights or blinks when an error occurs and a job is stopped.</p> <p>23 Arrow keys: Increments or decrements numbers, or selects menu in the message display. In addition, moves the cursor when entering the characters.</p> <p>24 [OK] key: Finalizes a function or menu, and numbers that have been entered.</p> <p>25 Numeric keys: Enter numbers and symbols.</p> <p>26 [Stop] key: Cancels or pauses the job in progress.</p> <p>27 [Start] key: Starts copying and scanning operations and processing for setting operations.</p> <p>28 [Quiet Mode] key: Lower speed for quiet processing.</p> <p>29 [Authentication/Logout] key: Authenticates user, and exits the operation for the current user (i.e. log out).</p> <p>30 [Energy Saver] key: Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.</p> <p>31 Program keys: Used to register or recall programs.</p> <p>32 [Reset] key: Returns settings to their default states.</p> <p>33 [Clear] key: Clears entered numbers and characters.</p> |
|--|--|



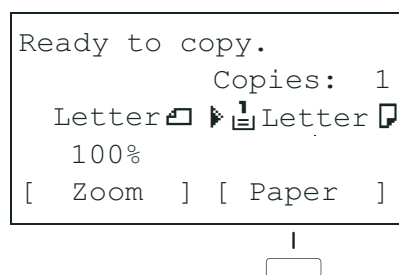
For more details refer to the Operation Guide on the co-packed DVD.

## 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 multipurpose tray.
- 4 Confirm with **OK**.



### Quiet Mode



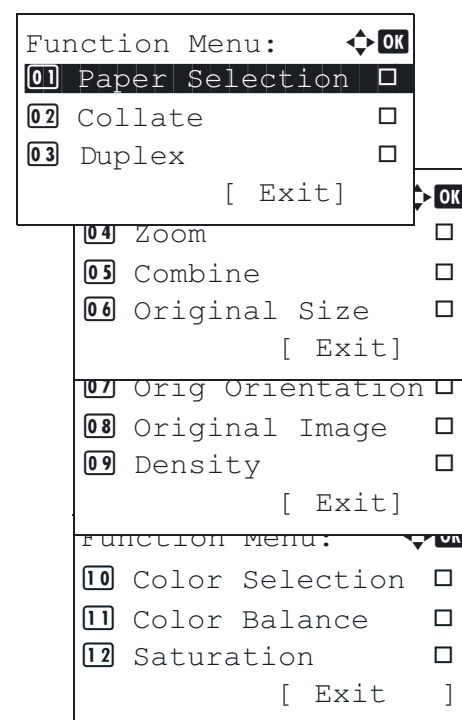
- 1 Select the setting to reduce the noise for printing, scanning and copying.
- 2 Press **QUIET MODE** key on the Operation panel.
- 3 When this function is activated, the **QUIET MODE** key blinks.

### Convenient copy functions

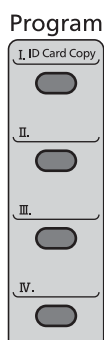
Change the following settings if needed:

**DUPLEX, COLLATE, COMBINE, ORIGINAL SIZE/-ORIENTATION, COLOR SELECTION, COLOR BALANCE or DENSITY.**

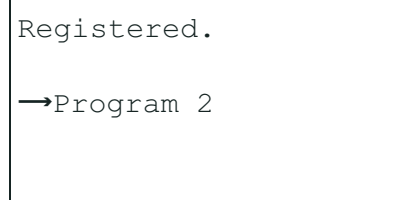
- 1 Press **FUNCTION MENU**.
- 2 Use **ARROW UP/DOWN** to choose the desired function.
- 3 Confirm with **OK**.
- 4 Change the desired settings. Confirm all settings with **OK**.
- 5 Press **START** to start copying.



### Registering settings to program key

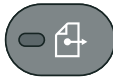


- 1 Change the current settings as desired.
- 2 Press one program key for 3 seconds.
- 3 The destination registered to the program keys is recalled and automatically entered on the screen.

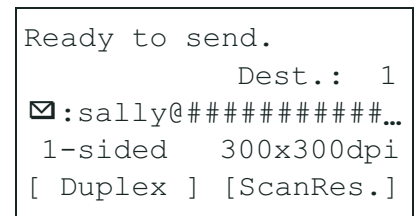
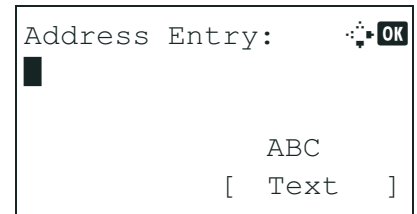
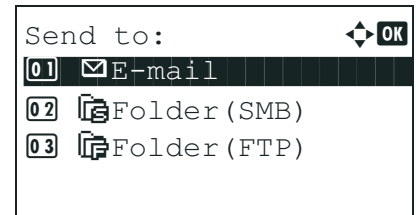


Send operation

Sending E-mail



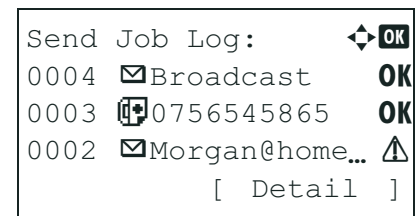
- ① To wake up the device press the button ENERGY SAVER.
- ② Place the originals on the platen or in the document processor.
- ③ Press SEND.
- ④ Use ARROW UP/DOWN to select E-MAIL.
- ⑤ Confirm with OK.
- ⑥ Enter the destination e-mail address. Use ABC TEXT to select the type of characters. Use LEFT/RIGHT ARROW to move the cursor.
- ⑦ Confirm with OK.
- ⑧ If there are additional destinations, press the CONFIRM/ADD DESTINATION key and select ADD .
- ⑨ Press CONFIRM/ADD DESTINATION to confirm the registered destinations.
- ⑩ Press START. Transmission starts.



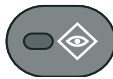
Check transmission result



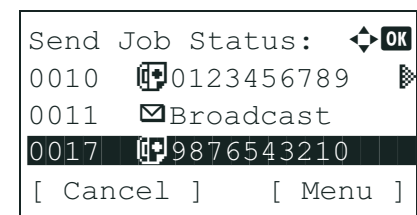
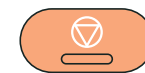
- ① Press STATUS/JOB CANCEL.
  - ② To check received documents use ARROW UP/DOWN and select PRINT JOB STATUS.
- To check send documents use ARROW UP/DOWN and select SEND JOB STATUS.
- ③ Confirm with OK.
  - ④ Use ARROW UP/DOWN to select the desired job.
  - ⑤ The result is displayed. Press DETAIL to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



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.



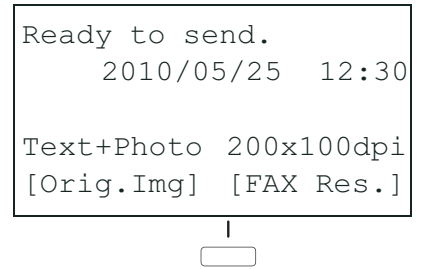
## Sending Fax



- 1 Press **ENERGY SAVER**.
- 2 Place the originals on the platen or in the document processor.
- 3 Press **FAX**.
- 4 Press **FAX RES.** using the select keys below the message display. Select the resolution suitable for sending originals and confirm with **OK**.
- 5 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**.

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

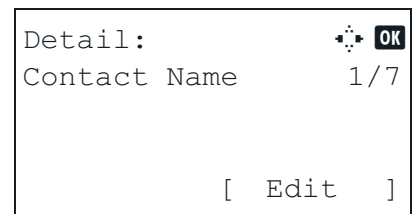
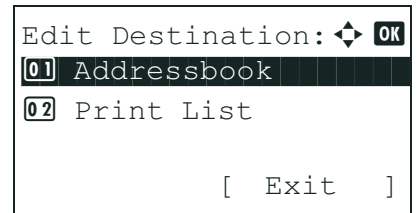


## Registering a new destination

- 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**.



## 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**.

