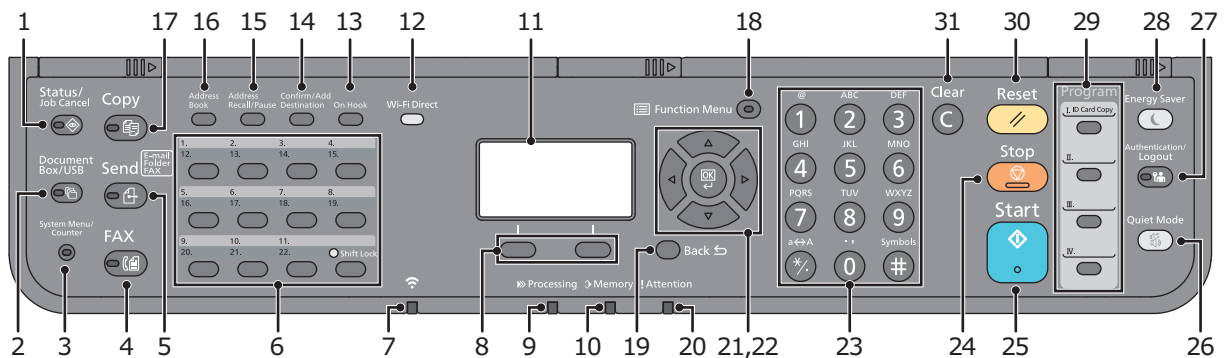


Operation panel



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



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

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**.

```
Ready to copy.
                Copies: 1
Letter [OK] [▶] Letter [OK]
          100%
[ Zoom ] [ Paper ]
```



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.

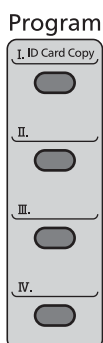
Convenient copy functions

Change the following settings if needed: **DUPLEX**, **COLLATE**, **COMBINE**, **ORIGINAL SIZE/ORIENTATION**, **MIXED SIZE ORIG.**, **CONTINUOUS SCAN** 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.

```
Function Menu: [OK]
[01] Paper Selection [ ]
[02] Collate [ ]
[03] Duplex [ ]
      [ Exit ] [OK]
[04] Zoom [ ]
[05] Combine [ ]
[06] Original Size [ ]
      [ Exit ]
[07] Orig Orientation [ ]
[08] Mixed Size Orig. [ ]
[09] Original Image [ ]
      [ Exit ]
Function Menu: [OK]
[10] Density [ ]
[11] EcoPrint [ ]
[12] Continuous Scan [ ]
      [ Exit ]
```

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.

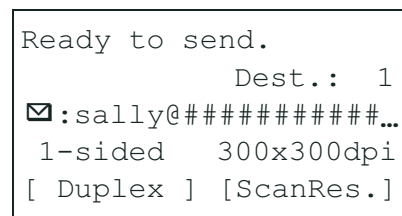
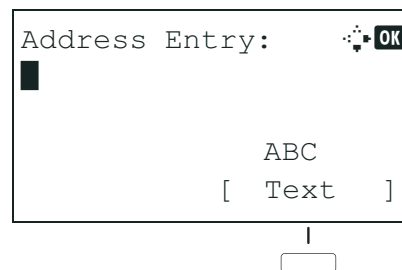
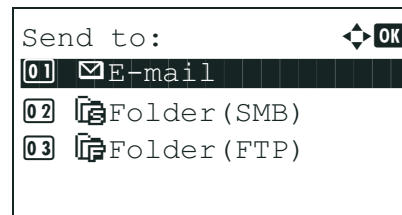
```
Registered.
→Program 2
```

Send operation

Sending E-mail



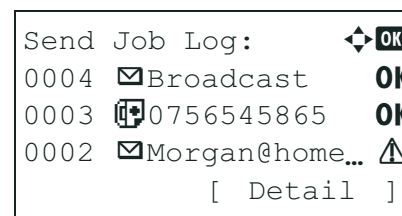
- 1 To wake up the device press the button **ENERGY SAVER**.
- 2 Place the originals on the platen or in the document processor.
- 3 Press **SEND**.
- 4 Use **ARROW UP/DOWN** to select **E-MAIL**.
- 5 Confirm with **OK**.
- 6 Enter the destination e-mail address. Use **ABC TEXT** to select the type of 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



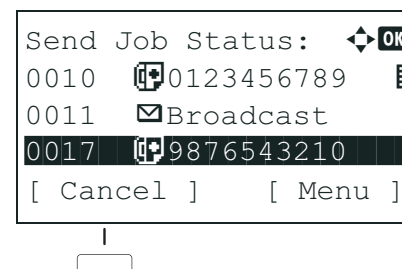
- 1 Press **STATUS/JOB CANCEL**.
- 2 To check received documents use **ARROW UP/DOWN** and select **PRINT JOB STATUS**.
To check send documents use **ARROW UP/DOWN** and select **SEND JOB STATUS**.
- 3 Confirm with **OK**.
- 4 Use **ARROW UP/DOWN** to select the desired job.
- 5 The result is displayed.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



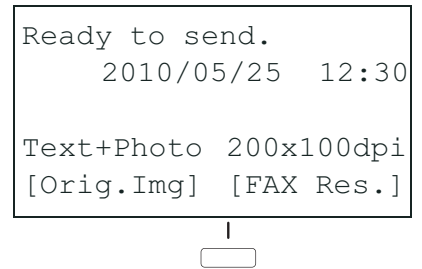
Sending Fax



- 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.

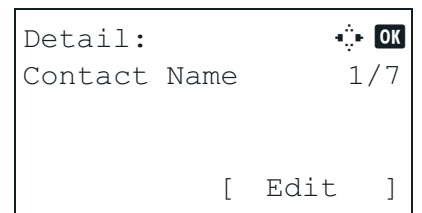
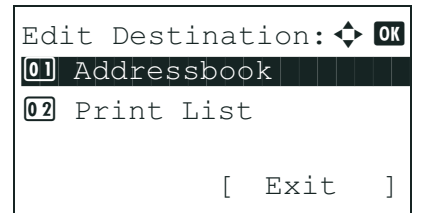


Registering a new destination

- 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**.

