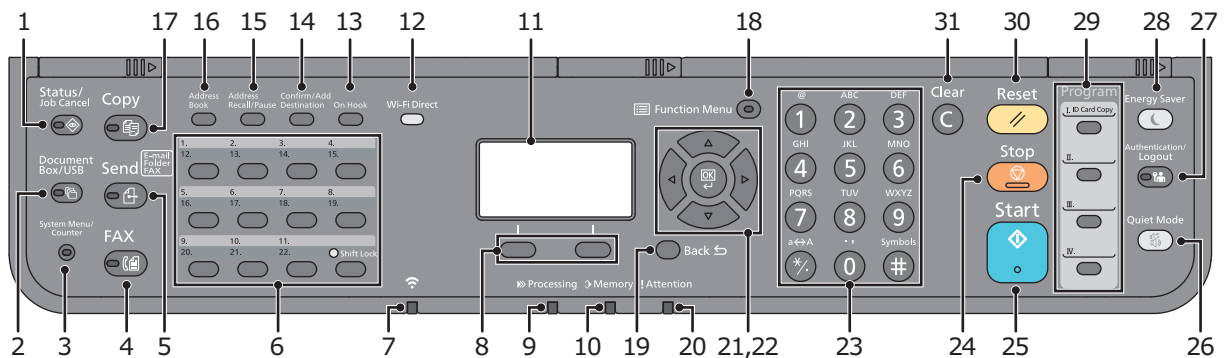


Operation panel



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



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

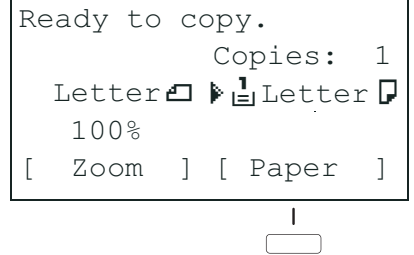
For more details refer to the Operation Guide on the co-packed DVD.

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**.



Quiet Mode

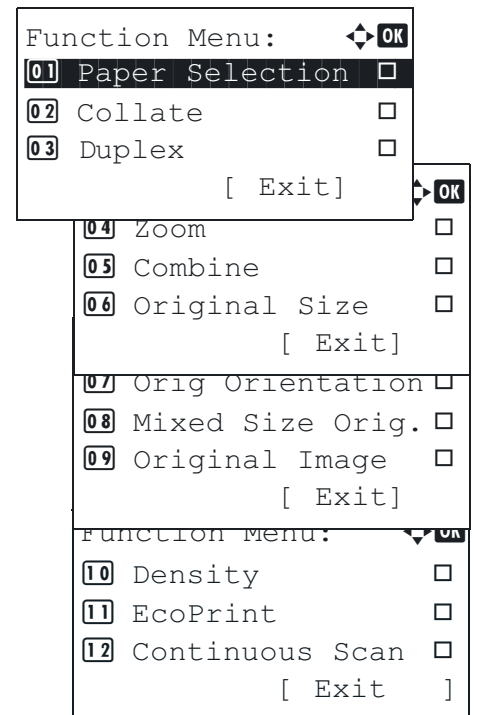


- 1 Select the setting to reduce the noise for printing, scanning and copying.
- 2 Press **QUIET MODE** key on the Operation panel.
- 3 When this function is activated, the **QUIET MODE** key blinks.

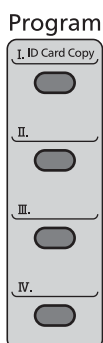
Convenient copy functions

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

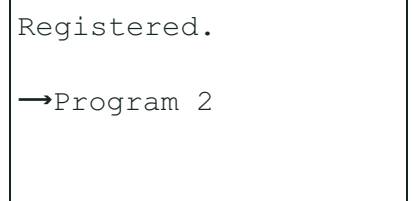
- 1 Press **FUNCTION MENU**.
- 2 Use **ARROW UP/DOWN** to choose the desired function.
- 3 Confirm with **OK**.
- 4 Change the desired settings. Confirm all settings with **OK**.
- 5 Press **START** to start copying.



Registering settings to program key

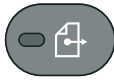


- 1 Change the current settings as desired.
- 2 Press one program key for 3 seconds.
- 3 The destination registered to the program keys is recalled and automatically entered on the screen.

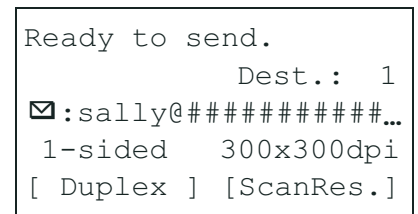
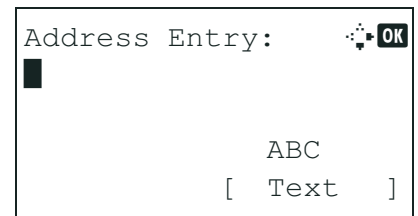
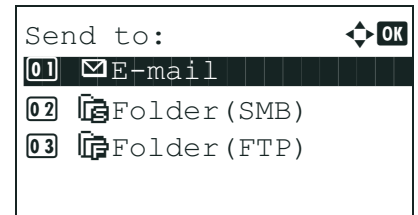


Send operation

Sending E-mail



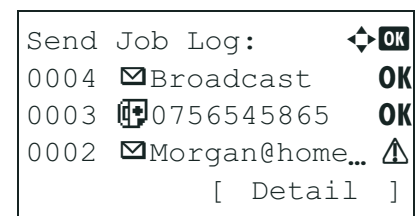
- ① To wake up the device press the button **ENERGY SAVER**.
- ② Place the originals on the platen or in the document processor.
- ③ Press **SEND**.
- ④ Use **ARROW UP/DOWN** to select **E-MAIL**.
- ⑤ Confirm with **OK**.
- ⑥ Enter the destination e-mail address. Use **ABC TEXT** to select the type of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



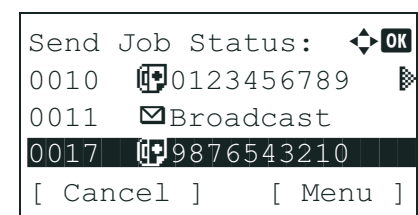
- ① Press **STATUS/JOB CANCEL**.
- ② To check received documents use **ARROW UP/DOWN** and select **PRINT JOB STATUS**.
To check send documents use **ARROW UP/DOWN** and select **SEND JOB STATUS**.
- ③ Confirm with **OK**.
- ④ Use **ARROW UP/DOWN** to select the desired job.
- ⑤ The result is displayed.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



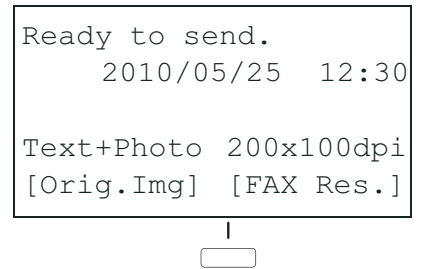
Sending Fax



- 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.

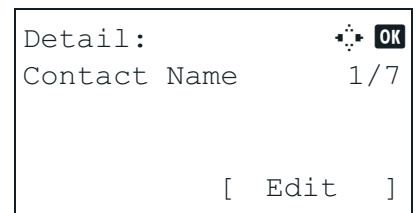
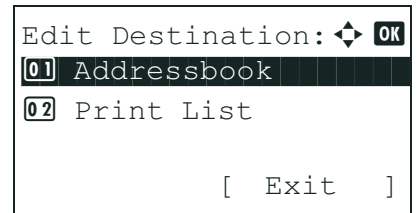


Registering a new destination

- 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**.

