Quick Reference Copy Guide

How to make Copies

1. Press [Home] at the bottom of the screen in the Center.
3. Press [Reset].
4. Place the Originals.
5. Flick the screen up and down, and make desired settings.
6. Enter the number of copies.
7. Press [Start].

How to use the Control Panel

1. The name of the user who is logged in
2. [Login]/[Logout]
3. [Energy Saver]
4. Application list icon
5. Icons to switch between screens
6. [Stop]
7. [Menu]
8. [Home]
9. [Return]
10. [Check Status]
11. Icon display area

How to use the [Copy] screen

1. Color Mode
2. Reduce/Enlarge
3. Quantity
4. Adjust density
5. Select Tray
6. 2 Sided/Combine
7. Sort/Stack
8. Staple
9. Punch
10. Original Size
11. Original Type
12. Batch
13. Other Settings
   - Series
   - Book
   - Spread 2 Sided
   - Stamp
   - Margin Adjustment
   - Erase Center/Border
   - Erase Color
   - Adjust Color Balance
   - Adjust Color
   - Poster
   - Double Copies
   - Centering
   - Original Orientation

How to make settings

Specify the number of copies. You can also specify the number of copies you make by using the number keys.

Select the image density by flicking the screen.

Check Status

* The shape of the machine and screen displays varies according to models.

* Settings vary depending on the models or options you use. For details, see "How to Use Each Application", Getting Started.
Quick Reference Fax Guide

How to send a fax

1. Press [Home] at the bottom of the screen in the Center.
3. Place the Originals.
4. Specify a destination.
5. Press [Settings].
6. Flick the screen up and down, and make the scan settings you require.
7. Press [Start].

How to use the Control Panel

1. Display panel
2. [Login]/[Logout]
3. Main power indicator
4. [Energy Saver]
5. Application list icon
6. Icons to switch between screens
7. [Stop]
8. [Menu]
9. [Home]
10. [Return]
11. Status indicator
12. [Check Status]
13. Data in indicator (facsimile and printer mode)
14. Fax indicator
15. Icon/Widget display area
16. Name of the Log-in User

How to make settings

Press the radio button of the item you want to use.

Density

Select the image density by flicking the screen.

Type of Transmission *
Add Destination
Transmission Mode
Original Type
Resolution
Density
Scan Size
Original Settings
Original Orientation
Sender
Stamp
Subject
Text
Send Later
Send Text
Closed Network
Reception Notice
Notification of Result
Communication Result Report
BCC Transmission

* Settings vary depending on the models or options you use. For details, see "How to Use Each Application", Getting Started.

** To use Internet Fax, you must set [Internet Fax Setting] in [Fax Features] to [On].
Quick Reference Scanner Guide

How to make Scans
1. Press [Home] at the bottom of the screen in the Center.
3. Press [Reset].
4. Place the Originals.
5. Press [Send Settings].
6. Flick the screen up and down, and make desired settings.
7. Press [Start].

How to use the Control Panel
1. Display panel
2. [Login]/[Logout]
3. Main power indicator
4. [Energy Saver]
5. Application list icon
   Press to display the application list that contains shortcuts to the applications on the [Home] screen.
6. Icons to switch between screens
7. [Stop]: Press to stop a job such as copying if it is in progress.
8. [Menu]
   Displays the menu screen of the application you are using. Depending on the application, this key may be disabled.
9. [Home]
   Press to display the [Home] screen.
10. [Return]
11. Status indicator
    Indicates the status of the system. It stays lit when an error occurs or the timer runs out.
12. [Check Status]
13. Icon/Widget display area
14. Name of the Log-in User

How to make settings
From the drop-down menu, select the item you want to use.

Select the image density by flicking the screen.

Send Settings Menu

* Settings vary depending on the models or options you use.
For details, see "How to Use Each Application", Getting Started.