

# Quick Reference Copy Guide

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

## How to make Copies

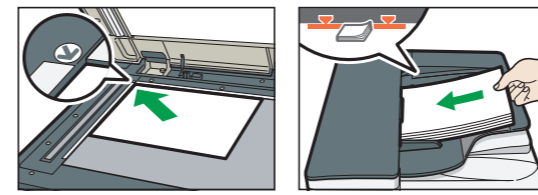
1. Press [Home] at the bottom of the screen in the Center.

2. Press the [Copy] icon on the Home screen.



3. Press [Reset].

4. Place the Originals.

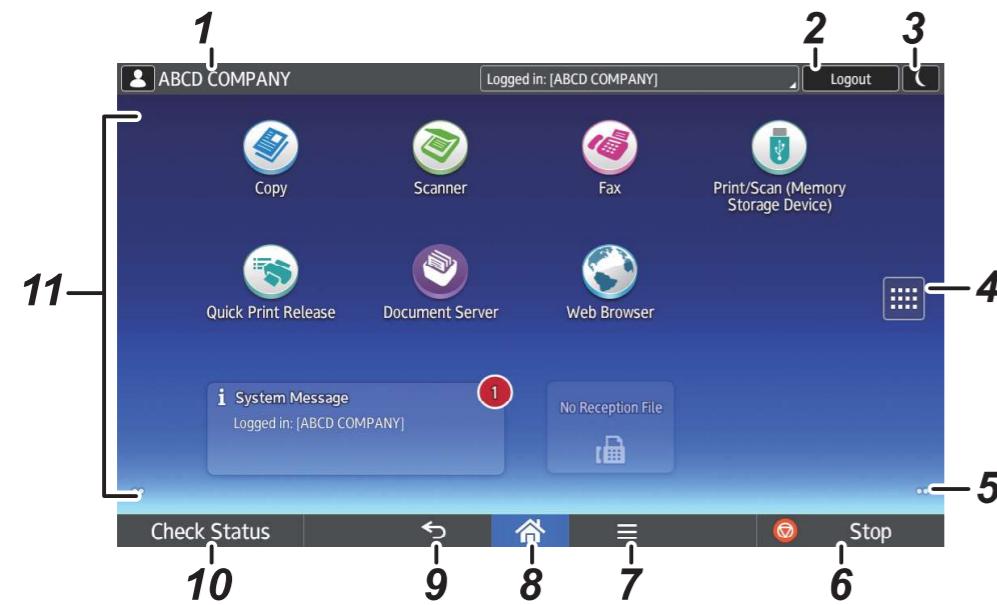


5. Flick the screen up and down, and make desired settings.

6. Enter the number of copies.

7. Press [Start].

## How to use the Control Panel

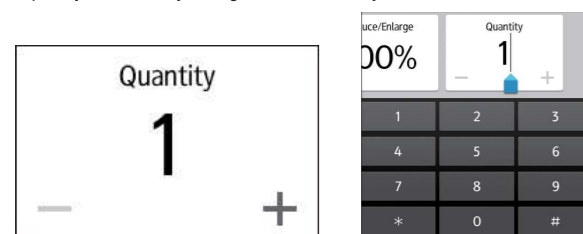


1. The name of the user who is logged in
2. [Login]/[Logout]
3. [Energy Saver]
4. Application list icon
5. Icons to switch between screens
6. [Stop]

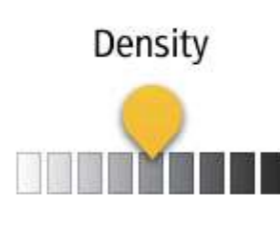
7. [Menu]
8. [Home]
9. [Return]
10. [Check Status]
11. Icon display area

## How to make settings

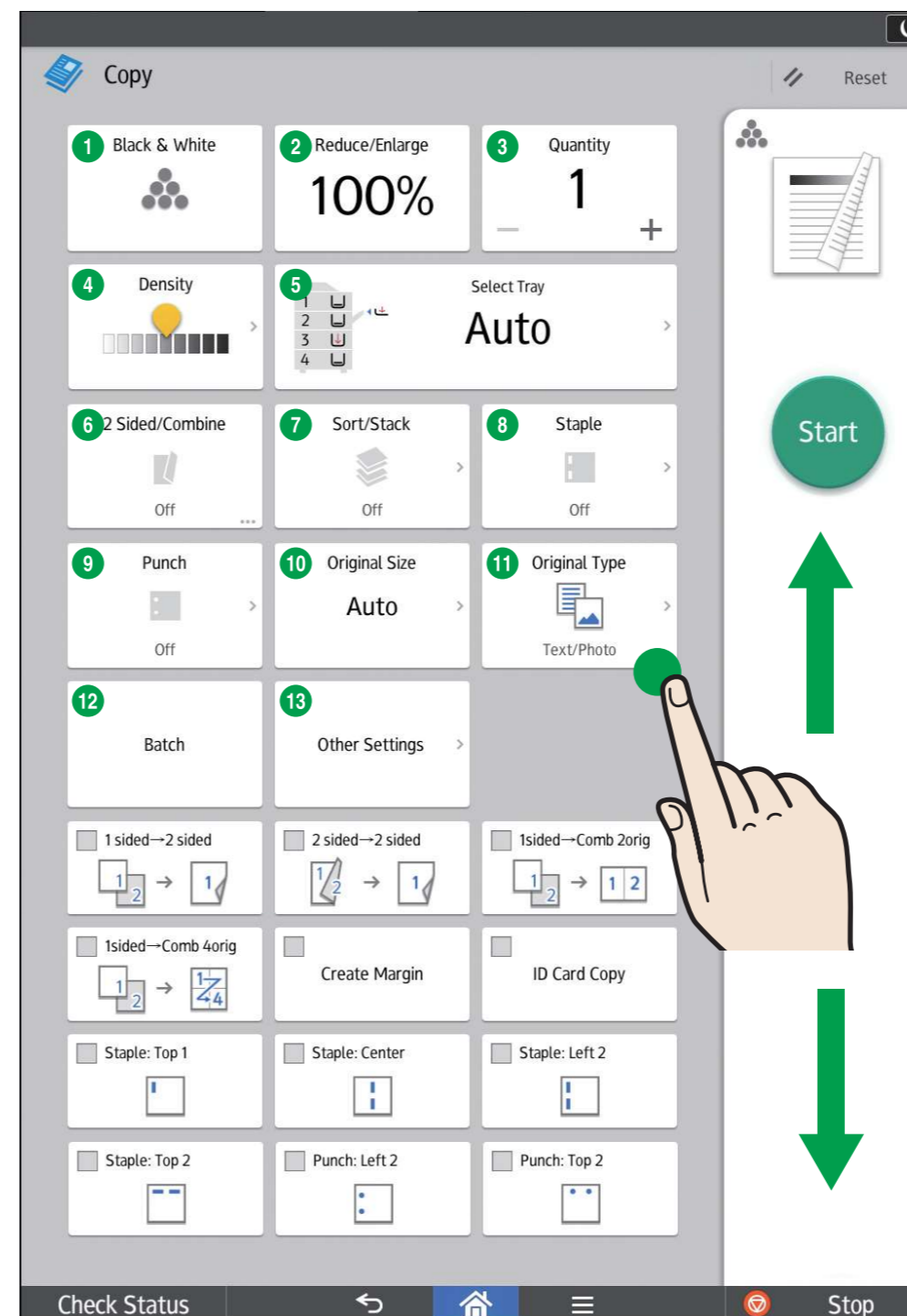
Specify the number of copies. You can also specify the number of copies you make by using the number keys.



Select the image density by flicking the screen.



## 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
  - Unauth. Copy Prev.
  - Margin Adjustment
  - Erase Center/Border
  - Erase Color
  - Adjust Color Balance
  - Adjust Color
  - Poster
  - Double Copies
  - Centering
  - Original Orientation

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

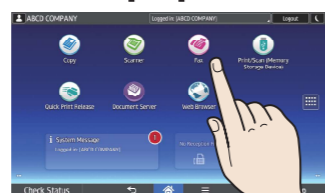
# Quick Reference Fax Guide

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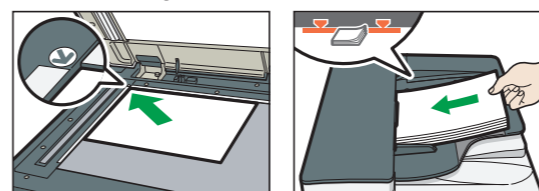
## How to send a fax

1. Press [Home] at the bottom of the screen in the Center.

2. Press the [Fax] icon on the Home screen.



3. Place the Originals.



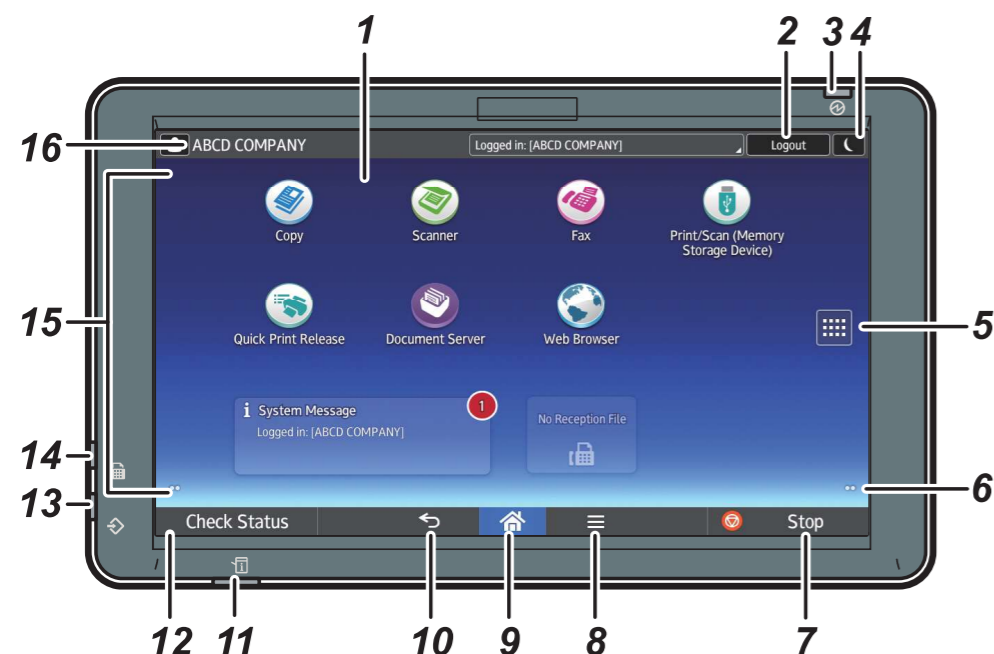
4. Specify a destination.

5. Press [Settings].

6. Flick the screen up and down, and make the scan settings you require.

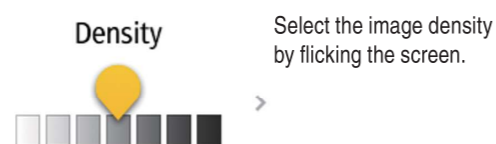
7. Press [Start].

## How to use the Control Panel



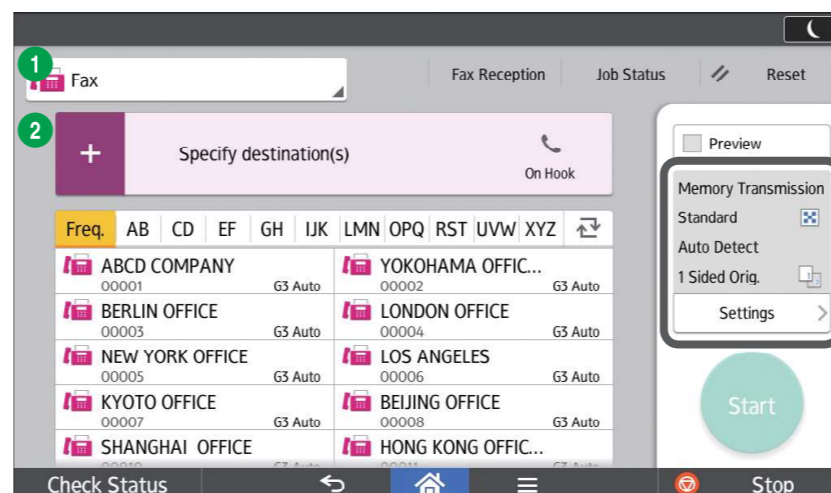
1. Display panel
2. [Login]/[Logout]
3. Main power indicator
4. [Energy Saver]
5. Application list icon
6. Icons to switch between screens
7. [Stop]
8. [Menu]
9. [Home]
10. [Return]
11. Status indicator
12. [Check Status]
13. Data In indicator (facsimile and printer mode)
14. Fax indicator
15. Icon/Widget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

## How to make settings

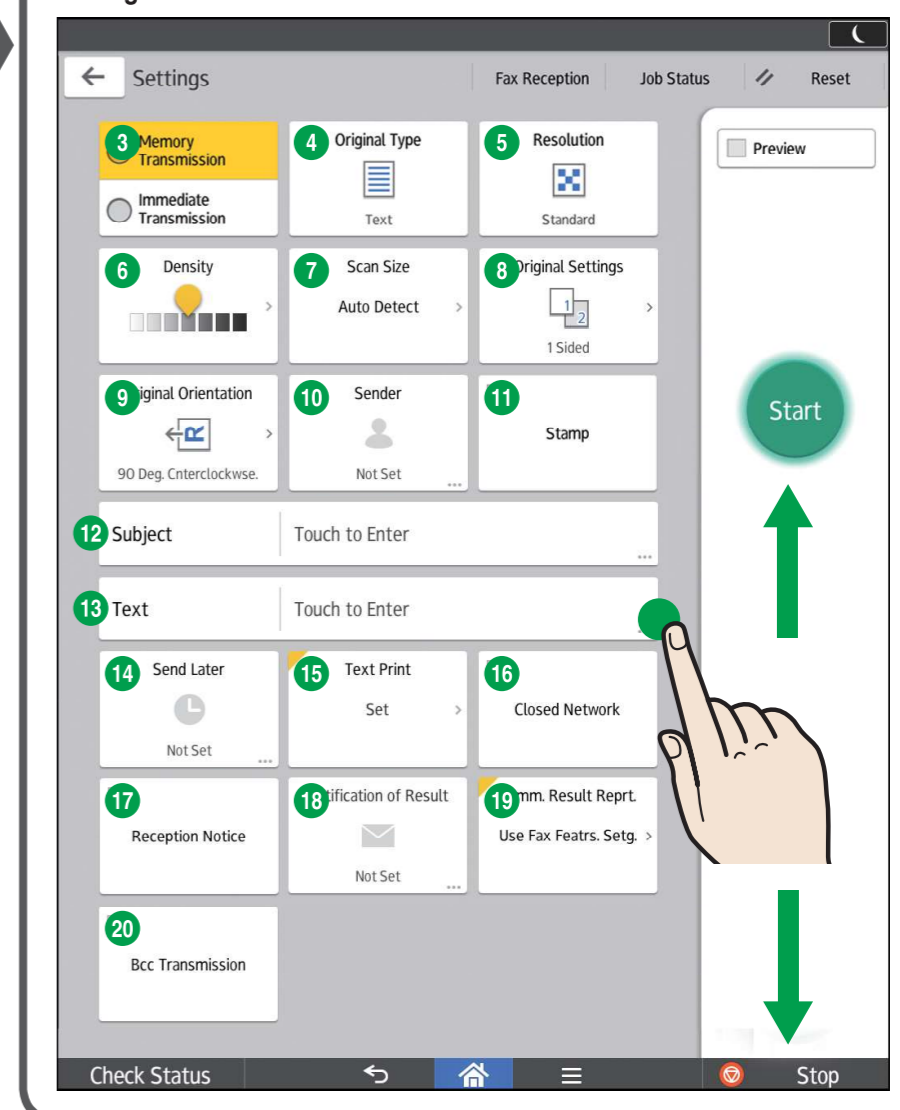


## How to use the [Fax] screen

### Top Menu



### Settings Menu



- |                           |                                |
|---------------------------|--------------------------------|
| 1 Type of Transmission *1 | 11 Stamp                       |
| 2 Add Destination         | 12 Subject                     |
| 3 Transmission Mode       | 13 Text                        |
| 4 Original Type           | 14 Send Later                  |
| 5 Resolution              | 15 Text Print                  |
| 6 Density                 | 16 Closed Network              |
| 7 Scan Size               | 17 Reception Notice            |
| 8 Original Settings       | 18 Notification of Result      |
| 9 Original Orientation    | 19 Communication Result Report |
| 10 Sender                 | 20 BCC Transmission            |

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

\*1 To use Internet Fax, you must set [Internet Fax Setting] in [Fax Features] to [On].

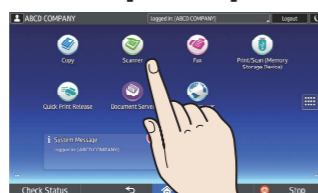
# Quick Reference Scanner Guide

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

## How to make Scans

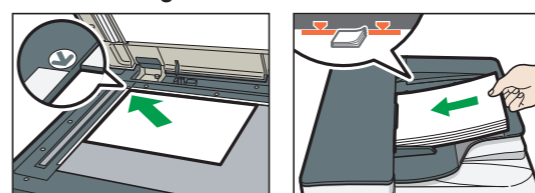
1. Press [Home] at the bottom of the screen in the Center.

2. Press the [Scanner] icon on the Home screen.



3. Press [Reset].

4. Place the Originals.

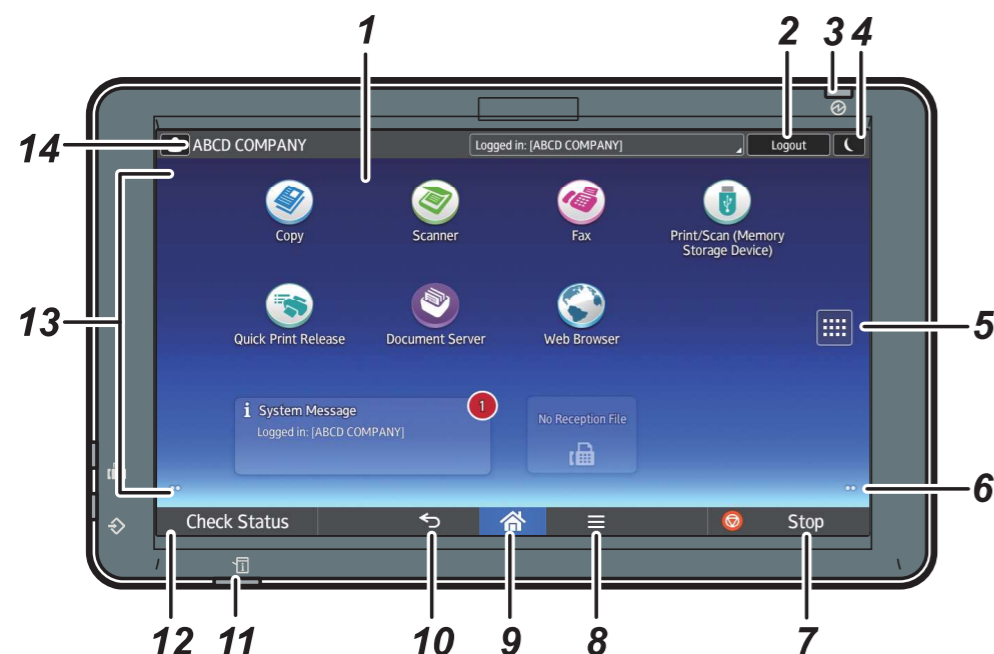


5. Press [Send Settings].

6. Flick the screen up and down, and make desired settings.

7. Press [Start].

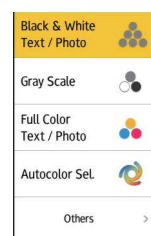
## How to use the Control Panel



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]
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 toner 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.

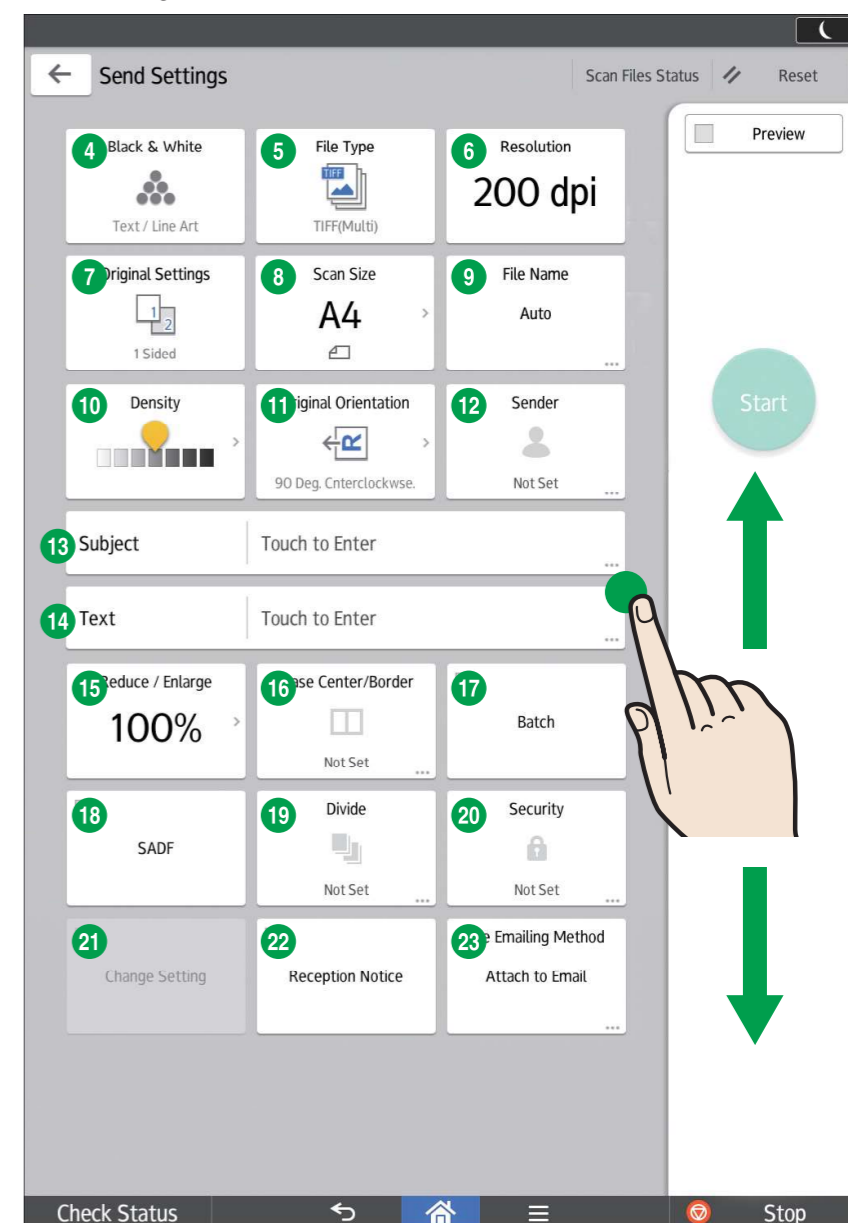


## How to use the [Scanner] screen

### Top Menu



### Send Settings Menu



- 1 File Emailing Method
- 2 Add Destination
- 3 Total Number Of Destinations
- 4 Color Mode
- 5 File Type
- 6 Resolution Settings
- 7 Original Settings
- 8 Scan Size
- 9 File Name Mode
- 10 Density
- 11 Original Orientation
- 12 Sender Select
- 13 Subject Input
- 14 Text Input
- 15 Reduce / Enlarge
- 16 Erase Center / Border
- 17 Batch
- 18 SADF
- 19 Divide
- 20 Security Settings
- 21 Change Setting
- 22 Reception Notice
- 23 File Emailing Method

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