





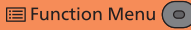


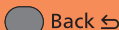







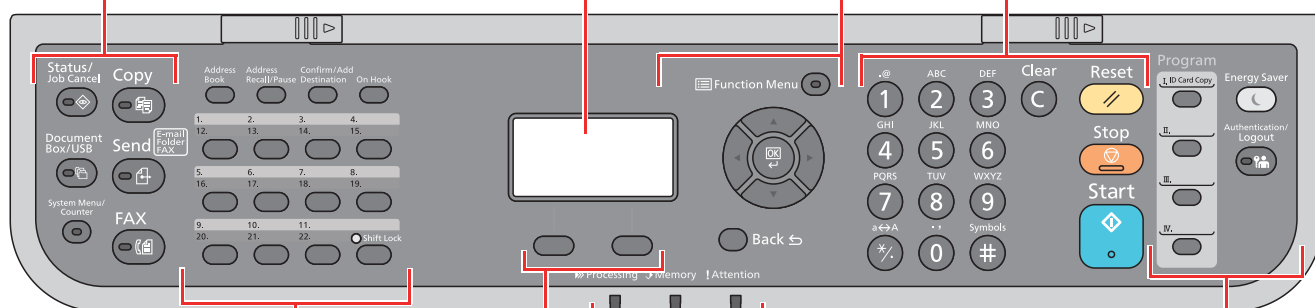
Operation Panel





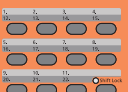
	Displays the Status/Job Cancel screen.
	Displays the Document Box/USB screen.
	Displays the System Menu/Counter screen.
	Displays the Copy screen.
	Displays the screen for sending. You can change it to display the Address Book screen.
	Displays the FAX screen. (Only on products with the fax function installed.)

	
Displays the function menu screen.	
	Increments or decrements numbers, or selects menu in the message display. In addition, moves the cursor when entering the characters.
	Finalizes a function or menu, and numbers that have been entered.
	Returns to the previous display.

	Numeric keys. Enter numbers and symbols.
	Clears entered numbers and characters.
	Returns settings to their default states.
	Cancels or pauses the job in progress.
	Starts copying and scanning operations and processing for setting operations.

Message display:
Displays the setting menu, machine status, and error messages.



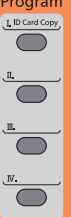


	Displays the Address Book screen.
	Calls the previous destination. Also used to enter a pause when entering a FAX number.
	Confirms the destination or adds a destination.
	Switches between on-hook and off-hook when manually sending a FAX.
	Recalls the destination registered for One Touch Keys.

Select Key: Selects the menu displayed at the bottom of the message display.

Processing: Blinks while printing or sending/receiving.

Memory: Blinks while the machine is accessing the machine memory, fax memory or USB memory (general purpose item).

Attention: Lights or blinks when an error occurs and a job is stopped.

	Used to register or recall programs.		Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.
			Authenticates user switching, and exits the operation for the current user (i.e. log out).



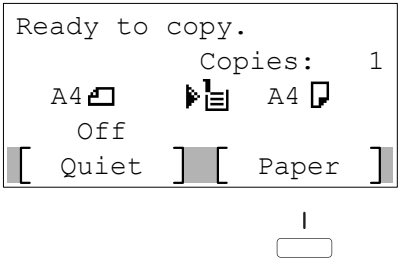
Copy
Operation

Paper source selection

- ▶ Press COPY.



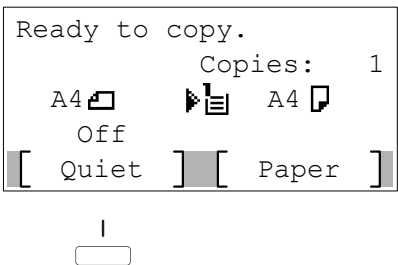
1. Press PAPER using the select keys below the message display.
2. Press ARROW UP/DOWN to select cassette or multi-purpose tray.
3. Confirm with OK.



Quiet Mode

- ▶ Select the setting to reduce the noise for scanning and printing.

1. Press QUIET using the select keys below the message display.
2. Confirm with OK.
3. Press START to start copying.

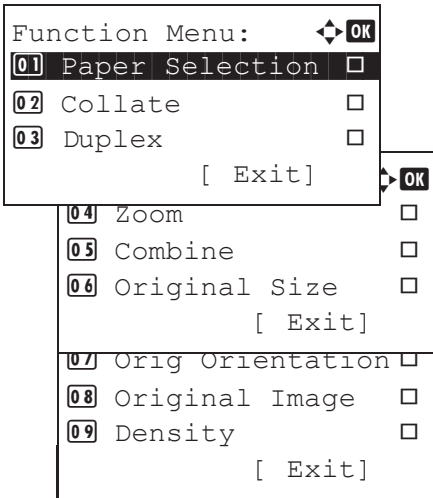


Convenient copy functions

- ▶ Change the following settings if needed: DUPLEX, COLLATE, COMBINE, ORIGINAL SIZE/-ORIENTATION and DENSITY.
- ▶ Press FUNCTION MENU.

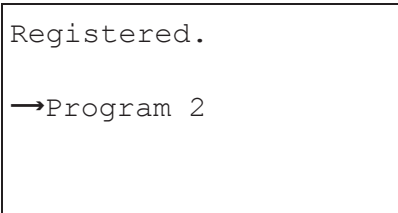
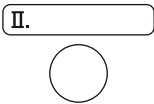


1. Use ARROW UP/DOWN to choose the desired function.
2. Confirm with OK.
3. Change the desired settings. Confirm all settings with OK.
4. Press START to start copying.



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

- ▶ Place the originals on the platen or in the document processor.
- ▶ Press **SEND**.



1. Use **ARROW UP/DOWN** to select [E-mail].
2. Confirm with **OK**.
3. Enter the destination e-mail address. Use **ABC TEXT** to select the type of characters. Use **LEFT/RIGHT ARROW** to move the cursor.
4. Confirm with **OK**.
5. If there are additional destinations, press **ADD DESTINATION**.
6. Press **CONFIRM DESTINATION** to confirm the registered destinations.
7. Press **START**. Transmission starts.

Send to:		OK
01	E-mail	
02	Folder (SMB)	
03	Folder (FTP)	

Address Entry:		OK
<div style="border: 1px solid black; padding: 5px; text-align: center;"> ABC [Text] </div>		

Ready to send.	
Dest.: 1	
✉:sally@#####...	
1-sided	300x300dpi
[Duplex]	[ScanRes.]

Check transmission result

- ▶ Press **STATUS/JOB CANCEL**.



1. 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**.
2. Confirm with **OK**.
3. Use **ARROW UP/DOWN** to select the desired job.
4. The result is displayed. Press **DETAIL** to view all related items.

Send Job Log:		OK
0004	✉Broadcast	OK
0003	0756545865	OK
0002	✉Morgan@home...	⚠
[Detail]		

Cancelling fax job

- ▶ If the documents are still fed, press **STOPP**.



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.



Send Job Status:		OK
0010	0123456789	
0011	✉Broadcast	
0017	9876543210	
[Cancel]	[Menu]	

Fax operation

Sending fax

- ▶ Place the originals on the platen or in the document processor.



1. Press **FAX**.
2. Press **FAX RES.** using the select keys below the message display. Select the resolution suitable for sending originals and confirm with **OK**.
3. 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**.
4. Press **START**. The documents are fed and the transmission begins.

Ready to send.
2022/05/25 12:30
Text+Photo 200x100dpi
[Orig.Img] [FAX Res.]



Registering a new destination

- ▶ Press **SYSTEM MENU/COUNTER**.



1. Use **ARROW UP/DOWN** to choose **EDIT DESTINATION**.
2. Press **OK**.
3. Use **ARROW UP/DOWN** to choose **ADDRESSBOOK**.
4. Confirm with **OK**.
If the addressbook contains no entries, press the menu key using the select keys below the message display.
5. Use **ARROW UP/DOWN** to choose **ADD ADDRESS**.
6. Choose **CONTACT** and confirm with **OK**. Next, enter destination name, fax number and e-mail address.
7. Press **EDIT** to see more details. Use **LEFT/RIGHT ARROW** to select the items.
8. Confirm each entry with **OK**.

Edit Destination: **OK**
[01] Addressbook
[02] Print List
[Exit]

Menu: **OK**
[01] Detail Edit
[02] Delete
[03] Add Address

Detail: **OK**
Contact Name 1/7
Sally
[Edit]

Registering a new One-touch key

- ▶ In the basic screen for fax, press the **ONE-TOUCH** key that you want to register and hold it (2 seconds).



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**.

Select Key No.: **OK**
[01] No. 1
[02] No. 12
[Exit]