Operation Panel

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

Function Menu	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.
OK	Finalizes a function or menu, and numbers that have been entered.
Back	Returns to the previous display.

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

Numeric keys.	Enter numbers and symbols.
Clear	Clears entered numbers and characters.
Reset	Returns settings to their default states.
Stop	Cancels or pauses the job in progress.
Start	Starts copying and scanning operations and processing for setting operations.
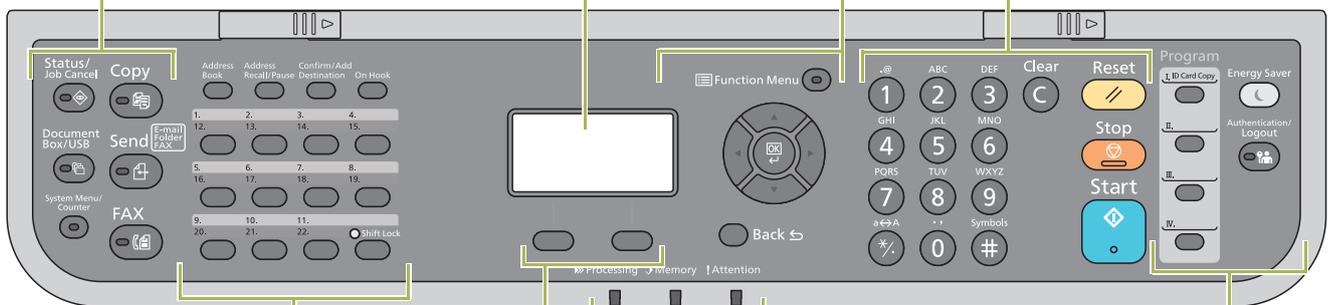
Address Book	Displays the Address Book screen.
Address Recall/Pause	Calls the previous destination. Also used to enter a pause when entering a FAX number.
Confirm/Add Destination	Confirms the destination or adds a destination.
On Hook	Switches between on-hook and off-hook when manually sending a FAX.
	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.

Program	Used to register or recall programs.
Energy Saver	Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.
Authentication/ Logout	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.

```
Ready to copy.
            Copies:    1
    A4            ▶   A4
      Off
[   Quiet   ][   Paper   ]
```
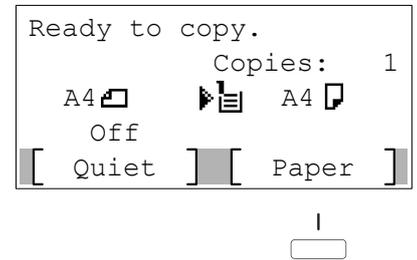
Quiet Mode

▶ 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.

```
Ready to copy.
            Copies:    1
    A4            ▶   A4
      Off
[   Quiet   ][   Paper   ]
```
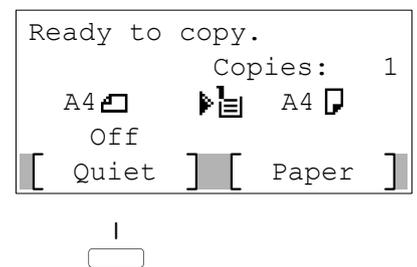
Convenient copy functions

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

▶ Press FUNCTION MENU.

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.

```
Function Menu:    ◆ OK
01 Paper Selection  □
02 Collate          □
03 Duplex           □
         [ Exit]
                  ◆ OK
04  Zoom            □
05  Combine         □
06  Original Size   □
         [ Exit]
07  Orig Orientation □
08  Original Image   □
09  Density          □
         [ Exit]
```
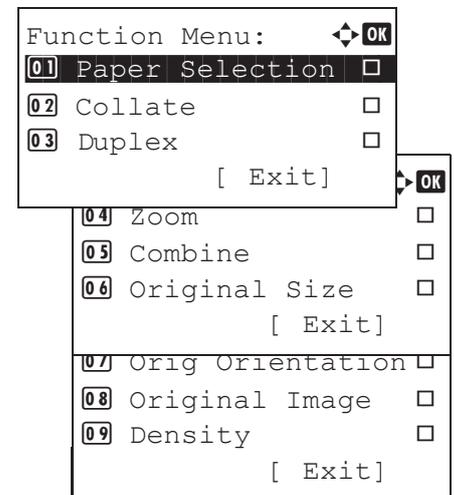
Registering settings to program key

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.

```
II.
```

```
Registered.

→Program 2
```

Send Operation
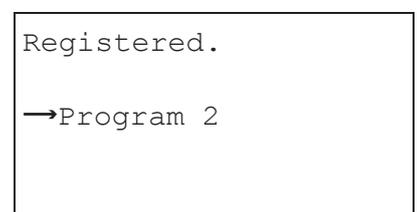
Sending E-mail

▶ 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
█


         ABC
       [  Text   ]
```

```
Ready to send.
          Dest.:   1
✉:sally@##########…
 1-sided    300x300dpi
[ Duplex ]  [ScanRes.]
```
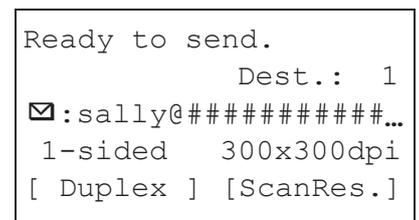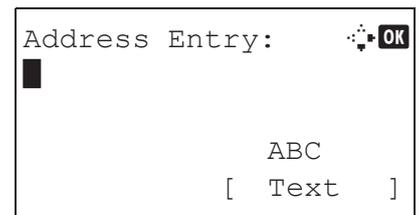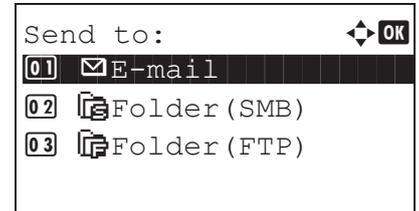
Check transmission result

▶ 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  ]
```
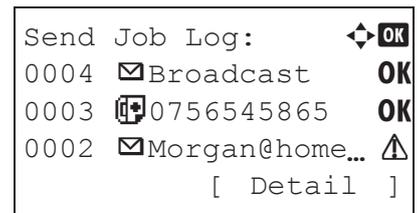
Cancelling fax job

▶ 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 ]
```
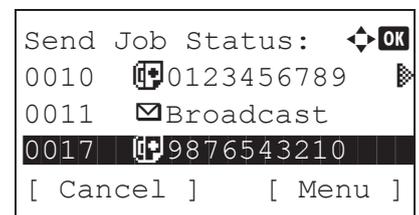
Fax Operation

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  ]
```