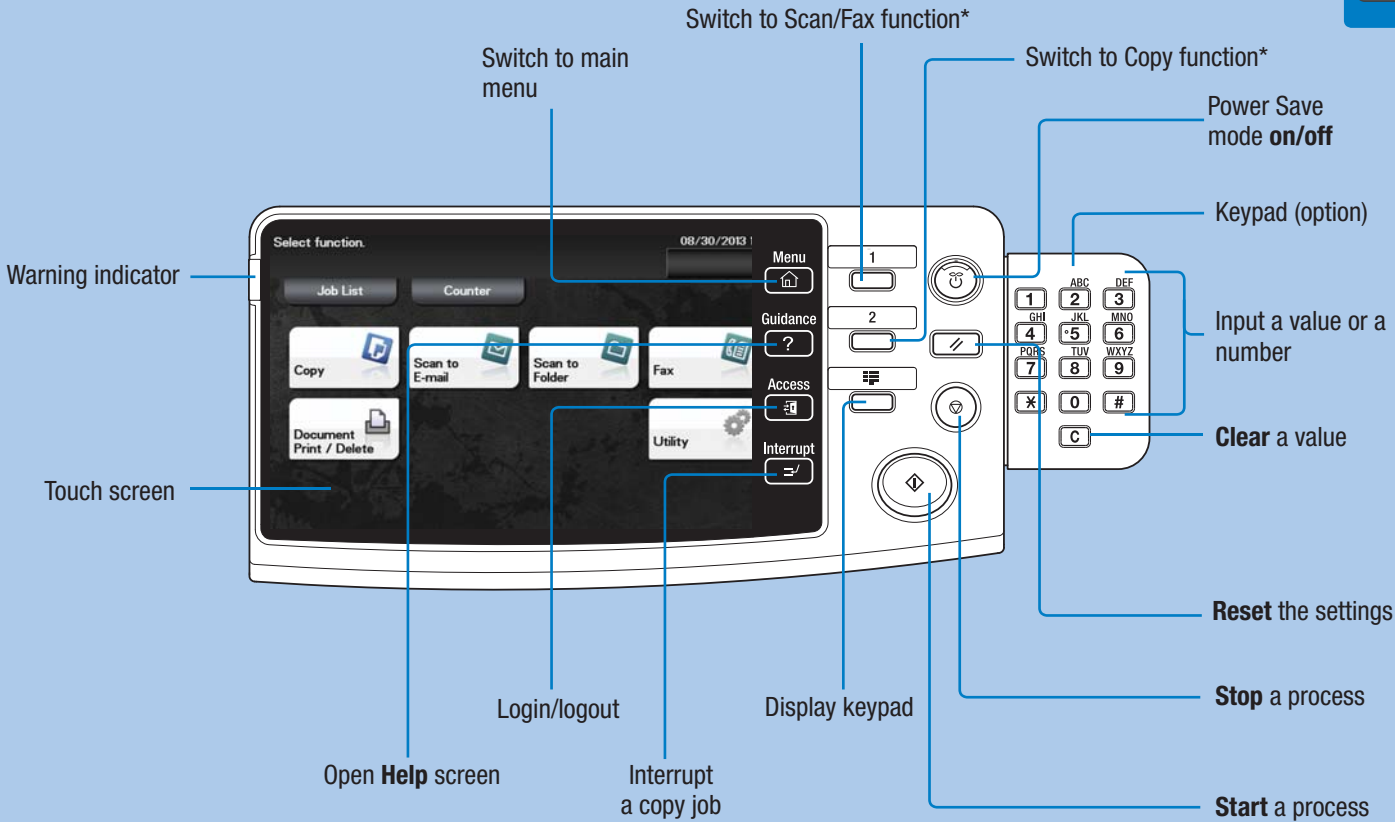


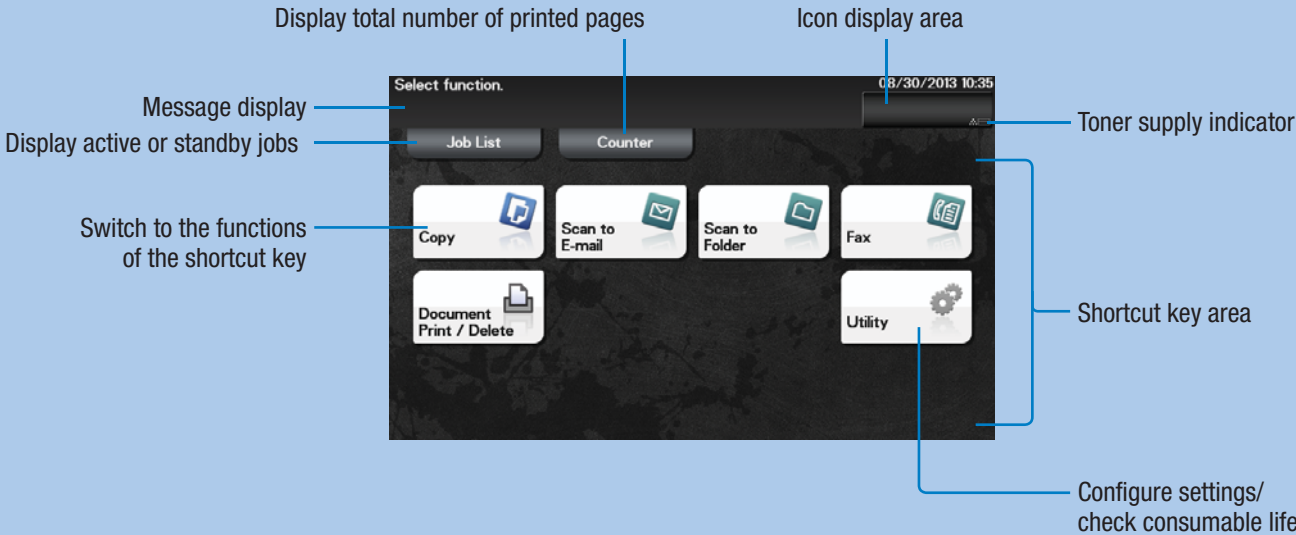


How to use the system – Panel



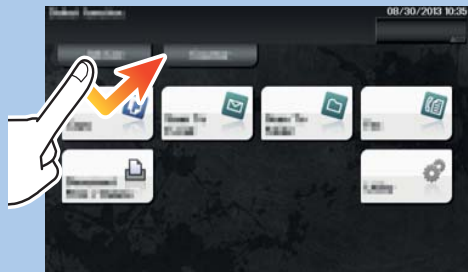
*This is a **Register** key. In the Administrator Settings it can be assigned to any function.

Touch screen – Main menu

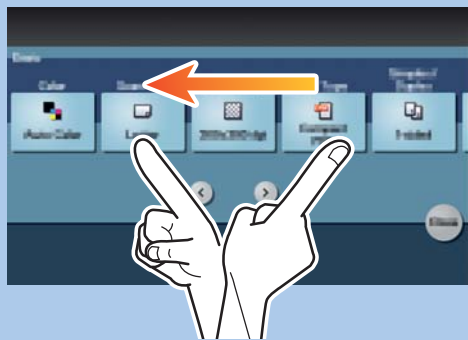


Operating the touch screen*

1. Tap to select or determine a menu.



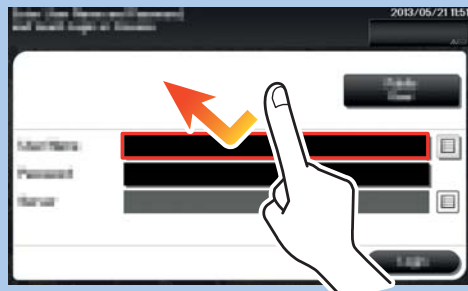
2. Flick to scroll through menus.



3. Tap the numerals or the input area on the screen to display the keypad.



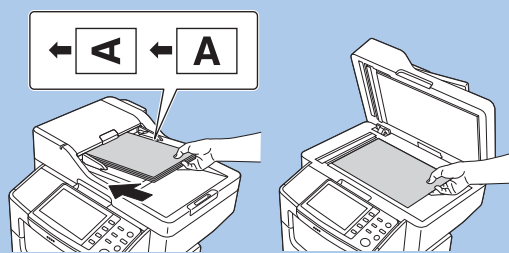
4. Tap a target input area or icon to switch to the entry or selection screen.



*Available touch functions vary depending on displayed screen.

Basic copy functions – Make a copy

1. Position the original(s).



2. Tap **Copy** in the main menu.



3. Tap the input area to display the keypad.



4. Type in the number of copies.

5. Press the **Start** key.



Zoom

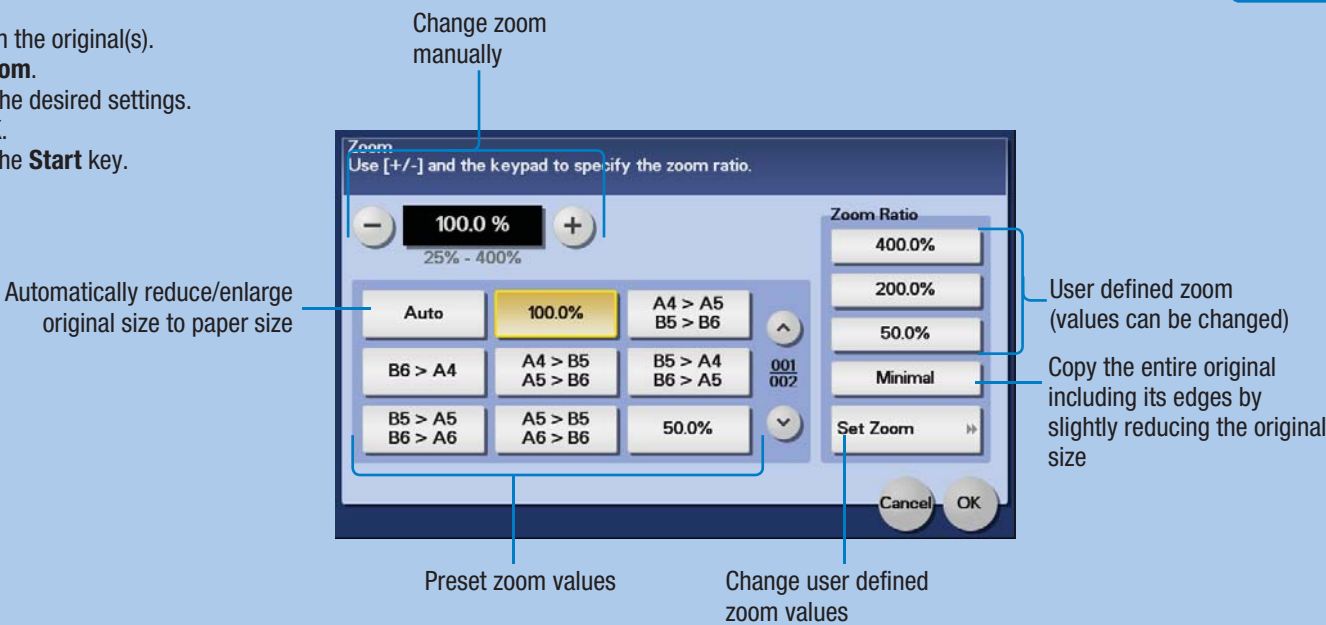
1. Position the original(s).

2. Tap **Zoom**.

3. Make the desired settings.

4. Tap **OK**.

5. Press the **Start** key.



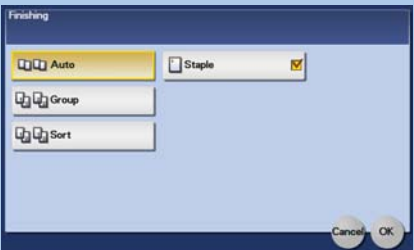
Finishing

1. Position the original(s).

2. Tap **Finishing** in the copy screen.

3. Tap **Finishing**.

4. Make the desired setting(s)*.



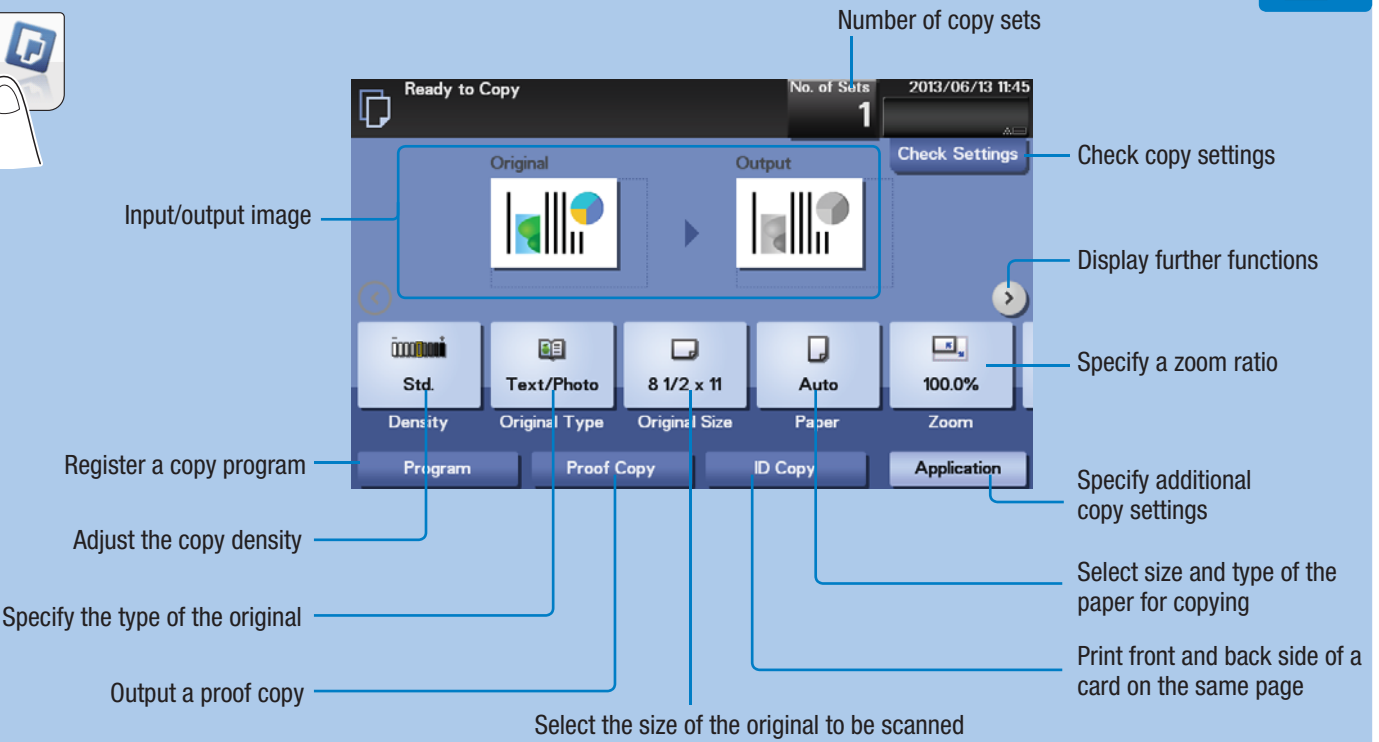
5. Tap **OK**.

6. Press the **Start** key.

*Available functions depend on system configuration.



Copy operations – Basic copy screen



Duplex/Combine

1. Position the original(s).

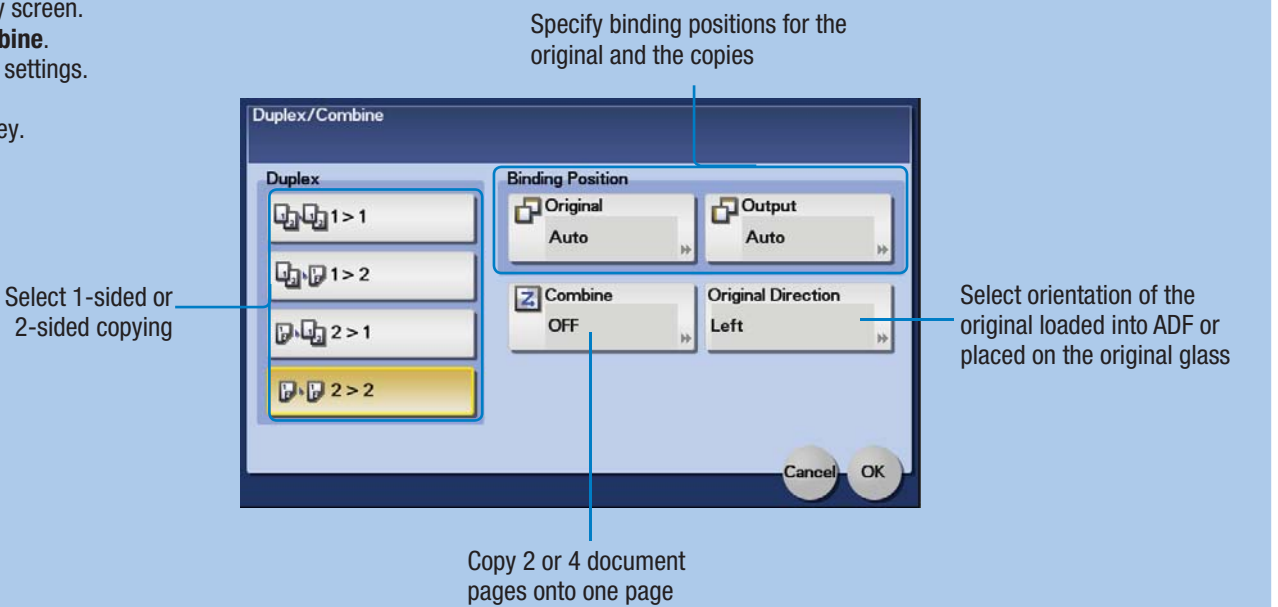
2. Tap **Duplex/Combine** in the copy screen.

3. Tap **Duplex/Combine**.

4. Make the desired settings.

5. Tap **OK**.

6. Press the **Start** key.





Scan to USB

1. Position the originals.
2. Plug the USB memory device into the USB port.



3. Tap **Scan to Folder** in the main menu.



4. Tap **Direct Input**.
5. Tap **External Memory**.
6. Tap the file name input area and change if necessary.
7. Tap **OK**.
8. Press the **Start** key.

Scan to folder (Direct input)

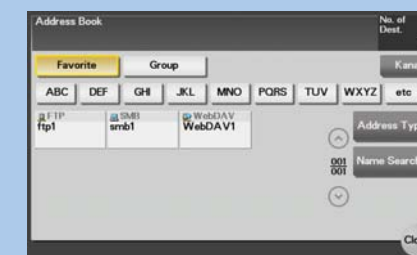
1. Position the original(s).
2. Tap **Scan to Folder** in the main menu.
3. Tap **Direct Input**.



4. Select the desired destination.
5. Enter the destination information.
6. Tap **OK**.
7. Press the **Start** key.

Send data to multiple destinations

1. Position the original(s).
2. Tap **Scan to E-mail/Scan to Folder/Fax** in the main menu.
3. Tap **Addr. Book**.
4. Specify two or more destinations.
5. Press the **Start** key.



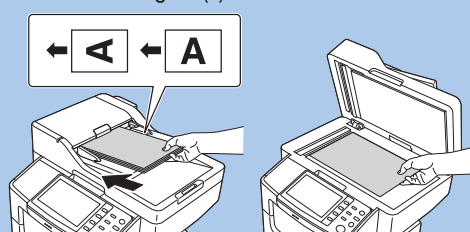
Search for a destination

1. Tap **Scan to E-mail/Scan to Folder/Fax** in the main menu.
2. Tap **Addr. Book**.
3. Tap **Name search**.
4. Tap the target input area to switch to the entry screen.
5. Enter the search text and tap **OK**.
6. Tap **Search**.
7. Select the destination from the search result and tap **Close**.



Fax operations (only with fax option) – Send a fax

1. Position the original(s).



2. Tap **Fax** in the main menu.



3. Tap **Direct Input**.



4. Tap **Fax**.



5. Type in the fax number.



6. Press the **Start** key.

Scan to e-mail (Direct input)

1. Position the original(s).
2. Tap **Scan to E-mail** in the main menu.



3. Tap **Direct Input**.
4. Tap **E-mail**.



5. Enter the destination address.
6. Tap **OK**.
7. Press the **Start** key.

Send to hard disk drive (HDD)

1. Position the original(s).
2. Tap **Scan to Folder** in the main menu.
3. Tap **Direct Input**.
4. Tap **HDD**.



5. Tap the file name input area and change if necessary.
6. Tap **OK**.
7. Press the **Start** key.
The file is saved.

