Quick Operation Guide

This guide describes the basic operations of each function and introduces several of the machine’s most useful functions. To learn more about the functions described in this guide, see the e-Manual. After you finish reading this guide, store it in a safe place for future reference.
Using the Control Panel

The machine is operated and configured in the control panel. By learning more about the various names and functions available on the machine, you can use the machine more efficiently.

**Settings/Registration Key**
Press this key to configure the machine’s settings and to register items on the machine.

**Energy Saver Key**
You can set the machine to enter sleep mode when you do not use the machine for a while. When you want to use the machine again, press this key to cancel the sleep mode.

**Brightness Adjustment Dial**
Use this dial to adjust the brightness of the touch panel display.

**Volume Settings Key**
Press this key to adjust the volume of the alarm when sending or receiving a fax.

**Counter Check Key**
Press this key to display the total number of copies and prints output with the machine.

**Edit Pen**
The pen used to operate the control panel is stored here.

**Touch Panel Display**
By using the touch panel, you can select functions such as copy and print, and configure the settings of the machine. If the desired function is not displayed, try pressing [Show All].

**Main Menu**
Press this button to display the Main Menu.

**Quick Menu**
Press this button to display the Quick Menu buttons that you have registered to perform frequently used setting combinations.

**Shortcut**
Press these buttons to switch the display to another function without returning to the Main Menu.

**Status Monitor/Cancel**
You can use this key to confirm the job status, such as print, send, and receive jobs. You can also use this key to pause or cancel a print job.
Placing Originals

There are two ways to place originals on the machine. You can either place them on the platen glass, or use the feeder. When you want to copy/scan multiple documents at once, place the originals in the feeder. When copying/scanning originals that cannot be placed in the feeder (books, a single page of a stapled document, etc.), place the original directly on the platen glass.

**Platen Glass**

1. With the side of the original you want to scan face down, align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

**Feeder**

1. Place the originals in the feeder with the side that you want to scan face up.

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**Numeric Keys**

Use these keys when entering numeric values, such as when entering fax numbers or the number of copies.

- **Start Key**
  - Press this key to start copying or scanning.

- **Stop Key**
  - Press this key to stop a copy/scan job currently in progress.

- **Reset Key**
  - Press this key to restore the standard settings of the machine.

- **ID (Log In/Out) Key**
  - Press this key to log in/out when using the login service. For information on login services, see p. 30.

- **Clear Key**
  - Press this key to clear entered values or characters.
Various Quick Menu Functions

**Quick Menu Button**
By registering a combination of settings as a Quick Menu button, you can perform a series of settings with only One-Touch. You can also add a send destination to the setting combination, thus helping prevent mistakes when sending.

![Diagram of Quick Menu Button](image)
- Scan two-sided original
- Send the scanned image in Compact PDF format via e-mail
- Name of the Button: Sending E-mail to John
- Comment for the Button: 2-Sided Originals Compact PDF

**Press This Button at First**

How to Register a Combination of Settings as a Quick Menu Button

1. Specify the settings that you want to register → press [Register to Quick Menu].
   *When in the E-mail Send screen.*

2. Confirm the settings → press [Next] → select the operation that will be performed when you press the registered button → press [Next].
Log Screen
The Log screen displays a list of jobs that have been executed.

Operations that can be performed on jobs being executed or the job history

To cancel a job or change the job priority, select a job and press a button under the job (log) list.

■ Details
Displays detailed information for the selected job. A three digit number starting with a "#" indicates the status when an error has occurred.

■ Cancel
Cancels the selected job.

■ Interrupt/Priority (for Copy/Print Jobs)
Changes the priority of copy and print jobs.

■ Print List (for Send Jobs)
Press [Print List] when you have trouble sending faxes, etc. The transmission status up until the current time is printed.

■ Specify as Send Dest. (for Send Log)
Enables you to reuse a destination. If you select a destination in the send history and press [Specify as Send Dest.], you can send fax and scan data to that destination.
You can check the status of jobs being executed or a log of jobs that have been executed from the Status Monitor/Cancel screen. On this screen, you can change the priority of jobs and set a destination from the past send history. You can also check the status of consumables.

**Displayed Icons**
The status of jobs being executed or the job history can be checked with the following icons.

<table>
<thead>
<tr>
<th>Job Status</th>
<th>Job Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executing</td>
<td>Copy Job</td>
</tr>
<tr>
<td>Waiting</td>
<td>Send Job</td>
</tr>
<tr>
<td>Interrupt/</td>
<td>Print Job</td>
</tr>
<tr>
<td>Priority Printing</td>
<td>Received Job</td>
</tr>
<tr>
<td>Error</td>
<td>Send Job</td>
</tr>
<tr>
<td>Canceling</td>
<td>Fax Job</td>
</tr>
<tr>
<td>Before Output</td>
<td>Memory Media Job</td>
</tr>
<tr>
<td>After Output</td>
<td>I-Fax Job</td>
</tr>
<tr>
<td></td>
<td>Report Print Job</td>
</tr>
</tbody>
</table>

**Checking the status of consumables**
Press [Consumables] to display the status of consumables such as paper and toner.

**Register Destination (for Send Log)**
If you select a destination in the send history and press [Register Destination], you can register that destination to the address book.

**Check I-Fax RX (for Receive Jobs/Log)**
Enables you to check whether any new I-faxes have been received.

**A Remaining amount of toner**
- OK: Can be used.
- Low: Prepare to replace.
- Empty: Replace the toner cartridge.

**B Amount of waste toner**
- OK: Can be used.
- Near Full: Prepare to replace.
- Full: Replace the waste toner container.

**C Remaining amount of staples**
- OK: Can be used.
- Low: Prepare to replace.
- Empty: Replace the staple cartridge.
How to Copy Documents

1. Place the document in the scanner.
2. Specify the copy functions as necessary.

Various Copy Functions

Enlarging or Reducing
You can copy from one paper size to another, such as from LTR to STMT (preset zoom), or change the zoom ratio manually by entering an enlargement/reduction ratio. You can press [Direct] to cancel the set zoom ratio.

Caution Regarding Original Orientation
When setting page numbers or margins, take care with the orientation of the original. Select the button for an icon displayed on the touch panel display in accordance with the actual orientation of the original you have placed. When using functions where the orientation of the original is important, buttons for selecting the orientation are displayed on the setting screen.

Option Screen Functions
The Option screen contains convenient copy functions, like copying two-sided originals, such as driver’s licenses or ID cards, to a single sheet of paper, etc. Other convenient Option screen functions are described in “Finishing Documents,” on p. 24.
This section describes the Copy function. Understand the basic flow of operations and the various information displayed on the Copy Basic Features screen to efficiently and conveniently make copies. The various copy functions such as two-sided copying and ID card copying can be set from the Copy Basic Features screen.

3 Select the paper drawer that contains the paper you want to copy on.
*Paper Drawer 1 is selected by default.

4 Enter the number of copies to make, using the numeric keys.

**Confirming the Copy Settings**
If you have specified multiple copy settings, check them before executing the copy. You can also change the settings from the displayed screen.

**Selecting the Optimal Paper for Copying**
When changing the paper, select a paper drawer or the multi-purpose tray. Information for the paper loaded in the paper drawers and the multi-purpose tray is indicated with an icon on the Copy Basic Features screen and the Select Paper screen.

Press [Options] → [Copy ID Card].
Sending Faxes

How to Send Faxes

1. ![Image of fax machine]

2. ![Image of fax software interface]

Various Fax Functions

You can specify the destination from the Address Book or a One-Touch button.

It is convenient to register destinations in the Address Book. By registering frequently used destinations in One-Touch buttons, you can eliminate the need to search for them in the Address Book.

For information on registering destinations to the Address Book/one-touch buttons, see “Registering New Addresses,” on p. 16.

Address Book: You can register up to 1,600 destinations.

One-Touch buttons: You can register up to 200 destinations.

Adjusting the Volume of the Incoming Fax Tone

You can adjust the volume of the incoming fax tone using the button on the side of the control panel.

Original Type

Select [Text] for originals that have been printed out and are comprised mainly of text. Select [Photo] for photo or hand drawn originals.
The basic steps for sending a fax are to place an original and specify a destination fax number. If you feel it is troublesome to enter a fax number, register it in the Address Book or a One-Touch button. You can also adjust the density and resolution to send faxes that can easily be read by the recipient.

Enter the fax number using the numeric keys.
*You can also specify the destination from the Address Book or a One-Touch button.

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**Sending Faxes According to the Original Type**

With originals that are comprised only of text or originals that contain photos, you can send clear and highly faithful faxes by setting the various functions such as resolution, density, and the original type according to the features of the original.

- **Resolution**
  
  If you raise the resolution, the size of the data sent for the fax is higher, but the fax will be more faithful to the original.
  
  For example, you can send originals that contain only text with a low resolution and originals that contain photos, etc. with a high resolution.

- **Density**
  
  You can perform adjustment with <Background Density> to send clear faxes when the text printed on the reverse side of originals using thin paper is visible.
Sending Scanned Data

How to Send Scanned Data via E-Mail

1. Enter the e-mail address → press [OK].
   *You can also specify the destination from the Address Book or a one-touch button.

Various Send Settings

Sending Data According to the Original Type
You can send high-quality data by specifying the settings such as original type and resolution according to the features of the original.

Sending Data to a Server
In addition to sending data as an e-mail attachment, you can create a shared folder on a network to perform centralized management of scanned data on a server. You can send to file servers that support various protocols including SMB, FTP, and WebDAV.

Sending to a Personal Folder
By registering a shared folder on a network as a personal folder, you can send scan data to that folder. This function can be used when performing user authentication with a login service such as SSO-H.

See the previous page for details.
You can scan originals and send the data as e-mail attachments. You can also send the data to a shared folder on a network. When scanning originals, you can select a file format such as PDF or JPEG. See the previous page for information on setting the suitable scan settings for an original.

Specifying Settings According to the Original to Scan.

Selecting the File Format That Suits Your Needs
When converting an original to scanned data, you can select the following file formats: JPEG, TIFF, PDF, XPS, OOXML. For more information on file formats, see “Digitizing Documents” on p. 22.

Entering the Subject and Message
A title and message can be set for the data to send, in the same way as with regular e-mail. You can also add a file name to allow the content of the file to be identified without opening it.
Registering New Addresses

How to Register New E-Mail Addresses in the Address Book

1. Open the Address Book.
2. Add new E-Mail addresses.

You can also find the Address Book on the Fax screen.

The Address Book/One-Touch buttons are available on the Fax Basic Features screen as well. The procedure for registering fax numbers is the same as with the Scan and Send function.

How to Register One-Touch Buttons

1. Select the One-Touch tab.
2. Define the One-Touch buttons.

Cancel

Add
By registering destinations in the Address Book or a One-Touch button, you can reduce the time it takes to enter in destinations. You can register not only e-mail addresses and fax numbers, but also file servers and groups of addresses. You can register up to 1,600 addresses in the Address Book, and 200 in One-Touch buttons.

**Destination Type**

Select the type of destination you would like to register. The information that is required differs depending on the type of destination you are registering. Check the information required for each type of destination.

- **E-Mail**
  E-mail address
- **Fax**
  Fax number, subaddress, and password
- **I-Fax**
  I-fax address, mode and conditions if required by the destination
- **File**
  File destination's file path, protocol, host name

Select the One-Touch button you would like to register to press [Register/Edit].

Select the type of destination to register.
By setting a finishing function when copying or printing, you can output documents in a manner that is easy to see and manage. This is especially useful when copying or printing documents with multiple pages, for example by using the Collate function to collate copies in page order, or the N On 1 function to combine multiple pages together on a single sheet of paper.

Printing Multiple Pages to a Single Sheet of Paper
You can print a multiple page document or two-sided document on a single sheet of paper.

Two-Sided Printing
You can copy one-sided originals to both sides of the paper, or two-sided originals to separate sheets of paper.

Paper That Does Not Support Finishing
Do not use the finishing functions with the following paper, as doing so may not work properly or may cause trouble.
- Custom Size papers
- Transparencies
- Envelopes
- Labels

These finishing functions can also be set when printing from a computer. See the following page.

Press [Staple] → [Next].

Select the position for stapling and the original orientation → press [OK].
Printing from a Computer

How to Print from a Computer

1. Select the print function from the menu of the application you are using.

2. Select the machine as the printer to print from → click [Preferences].

Various Settings on the Basic Settings Tab

Install the Printer Driver
Install the printer driver in the computer to use for printing in advance. For instructions on how to install the driver, see the Driver Installation Guide.

Printing Documents Privately
Select secure printing when executing a print job. The print job is protected by a PIN. The print is only output after entering the PIN from the touch panel display of the machine.

Checking the Print Settings and Device Settings
You can check the print settings and the optional equipment attached to the device.
Use the printer driver to print data on your computer from the machine. The printer driver contains many print settings, but the most frequently used settings are on the [Basic Settings] tab. Utilize the [Basic Settings] tab first.

Select the paper source and specify the print settings → click [OK].

Enter the number of copies → click [OK].

Customizing the Layout

- **Output Size**
  Select the paper drawer that contains the paper you want to print on. If you do not select a paper drawer, Paper Drawer 1 is used.

- **Orientation**
  Select [Portrait] or [Landscape] for the paper orientation.

- **Page layout**
  Select [2 on 1], etc. to print multiple pages to a single sheet of paper.

- **Manual Scaling**
  Set an enlargement/reduction ratio to print with according to the paper size.

Setting the Finishing Mode

- **1-sided/2-sided/Booklet Printing**
  Set whether to use one-sided or two-sided printing.

- **Binding Location**
  Set the binding location when performing two-sided printing or stapling.

- **Finishing**
  Select [Collate] or [Group] for the sorting method.

*The detailed finishing settings are equivalent to those for the Copy function. See the previous page.*
How to Print Using the Multi-Purpose Tray

Before Loading Envelopes

1. Take the stack of envelopes and loosen them, and then remove curling. Also remove the air inside the envelopes.

2. Loading Envelopes into the Multi-Purpose Tray
   *Make sure that the flap is facing up.

   A. COM10 No.10, Monarch, ISO-C5, DL
      Load the envelopes so that the flap is on the near side.

   B. Yougatanaga 3
      Load the envelopes so that the flap is on the far side.

   C. Nagagata 3
      Load the envelopes so that the flap is facing away from the machine.

Printing from a Computer

5. Click [Print] → [Preferences] from the application you are using.

6. Select the multi-purpose tray → click [OK].

For instructions on using the printer driver, see the previous page.