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How to use the Useful Functions Page

The Useful Functions page in each chapter, such as “Useful Copy Functions,” shows the procedures to reach the screen where you can set the functions introduced in that section.

Press the button on the Main Menu screen on the touch panel display.

After pressing this key, follow the procedures displayed on the screen to specify the settings.
1  Control Panel Power Switch (Sub Power Supply)
Press to set or cancel the Sleep mode.

2  USB Port
Port for USB Memory Media.

3  Energy Saver key
Press to enter the Energy Saver mode. You can conserve power.

4  Settings/Registration key
Press to register or specify function settings.

5  Counter Check key
Press to display the copy and print count totals on the touch panel display.

6  Clear key
Press to clear entered values or characters.

7  Stop key
Press to stop the job in progress.

8  Start key
Press to start an operation.

9  Edit Pen
Press to stop the job in progress.

10  Reset key
Press to restore the default settings of the machine.

11  ID (Log In/Out) key
Press to set the login service.

12  Numeric keys
Press to enter numerical values.

13  Touch Panel Display
Press to set or cancel the Sleep mode.

14  Brightness Adjustment Dial
Use to adjust the brightness of the touch panel display.

15  Volume Settings key
Press to display the screen for adjusting settings such as the transmission volume and fax sending/receiving alarm volume.

16  Status Monitor/Cancel key
Press to check the status of the jobs or cancel the print jobs.

17  Quick Menu key
Press to display previously registered function.

18  Main Menu key
Press to return to the Main Menu screen such as when you want to switch functions.
If the touch panel display is turned OFF

When nothing is displayed on the touch panel display even the main power switch is ON, follow the procedures below:

When (Energy Saver) maintains a steady green light:
Press (Energy Saver) (A).
When (Energy Saver) is not lit:
Press the control panel power switch (B).

If you want to check or change the job status

Press (Status Monitor/Cancel) on the control panel to display the screen shown to the right, and then you can check the job status or cancel print jobs. Also, you can check the status of the machine such as the amount of paper remaining in the paper deck.

Use Quick Menu

If functions that are frequently used are set in the Quick Menu beforehand, you can recall the function by pressing (Quick Menu). If you are using a login service, Quick Menu screen set for each user is displayed. If you want to register, register the settings ➔ press ➔ [Register to Quick Menu].
How to Make a Copy

This section describes the flow of basic copy operations.

1. Selecting Function

Select [Copy] from the Main Menu screen.

Press [Copy].

Basic Features screen for [Copy] is displayed.

If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 11 on this manual.

2. Placing Originals

Place the original on the feeder or the platen glass.

Placed in the feeder

Adjust the slide guides to fit the size of your originals and neatly place your originals with the side to be copied face up.

Placed on the platen glass

Place your originals face down.

Gently close the feeder.

You can set various copying functions. For more information, see p. 15 to p. 26 on this manual.
3 Setting the Page Limits

Enter the number of copies.

Press the numeric keys to enter the desired copy quantity (1 to 9999).

If you make a mistake when entering values, press \( \circ \) (Clear) and enter the correct value.

The specified copy quantity appears on the screen shown below.

4 Start Copying

After selecting the settings, press \( \circ \) (Start).

Press \( \circ \) (Start).

If the following screen is displayed, follow the instructions on the screen. Press \( \circ \) (Start) to scan the original sheet by sheet. After all originals are scanned, press [Start Copying].

When copying is complete, remove your originals.

If a login service such as Department ID Management or SSO-H has been set, press \( \circ \) (Log In/Out) to log out.
Useful Copy Functions

To use Copy functions, press [Copy] on the Main Menu screen.

**Quickly Make Settings and Copy**

You can set the settings on the Regular Copy Basic Features screen quickly by using the Express Copy Basic Features screen.

**Select the Color Mode**

Select the Full Color/Black/Single Color/Two Colors mode. You can also set the machine to automatically select a color mode according to the original.
Changing the Copy (Zoom) Ratio

You can specify the copy ratio for a copy job. You can change the ratio of the standard size or specify the copy ratio by entering a number.

Selecting the Paper Source

You can select the paper size/type and the paper source. You can also set the machine to automatically recognize the original size and then copy.

Check Finishing of Copies When Copying Multiple Sets (Copy Sample)

You can check the copy result of one set before making multiple sets of copies. You can also copy a specified page.
Copy Book 2 Pages at a Time (Book → 2 Pages)

You can copy facing pages such as in a book onto separate sheets of paper.

Make Copies on Front and Back Sides of Paper (2-Sided)

You can scan two-sided originals or print two-sided copies.

Collating Prints

You can collate copies in page order or into groups of the same page.
Scan Multiple Documents and Copy (Job Build)

You can scan originals that are too many to be placed at once, by dividing them into multiple batches. After all originals are scanned, copying is started.

Copy Multiple Documents onto 1 Page (N on 1)

You can reduce multiple pages of the original to copy onto a single page. You can also change the order of the layout.

Copy Documents of Different Sizes Together at Once (Diff. Size Orig.)

You can make copies of different size originals at the same time without separating the documents. If the paper setting is set to Auto, the machine automatically selects the appropriate paper size.
Sending Fax

This section describes the flow of basic fax operations.

1. Selecting Function

Select [Fax] from the Main Menu screen.

Press [Fax].

Basic Features screen for [Fax] is displayed.

If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 11 on this manual.

2. Placing Originals

Place the original on the feeder or the platen glass.

Placed in the feeder
Adjust the slide guides to fit the size of your originals and neatly place your originals with the side to be copied face up.

Placed on the platen glass
Place your originals face down.

Gently close the feeder.

You can set various facsimile functions. For more information, see p. 29 to p. 36 on this manual.
3 Specify the Destination

Enter the fax number using the numeric keys.

If you want to enter two or more fax numbers, press [OK] to enter the next destination.

You can specify the destination using the one-touch buttons or [Address Book]. For more information on storing the destination, see p. 29 to p. 30 on this manual.

4 Start Sending the Fax

After selecting the settings, press (Start).

If the following screen is displayed, follow the instructions on the screen → press (Start) to scan the original sheet by sheet. After all originals are scanned, press [Start Sending].

When sending is complete, remove your originals.

If a login service such as Department ID Management or SSO-H has been set, press (Log In/Out) to log out.
Useful Fax Functions

To use the Fax functions, press [Fax] on the Main Menu screen.

- **Set Frequently Used Destinations With Ease (Address Book)**

  You can store frequently used destinations in the Address Book.

- **Use Fax Information Service (Onhook)**

  When using the fax information service, you can perform operation such as entering number while listening to the automated audio response from the speaker of the machine.
Quickly Set Destinations (One-Touch)

If a frequently used destination is stored in a one-touch button, you can specify the destination quickly.

You can select the stored one-touch button from the Fax Basic Features screen.

Check the Detailed Information for the Destination

You can check the detailed information for the destination selected from the list. You can also change the new destination.
Send (E-mail/I-Fax/File Servers)

This section describes the flow of basic scan and send operations.

1. Selecting Function

Select [Scan and Send] from the Main Menu screen.

Press [Scan and Send].

Basic Features screen for [Scan and Send] is displayed.

If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 11 on this manual.

2. Placing Originals

Place the original on the feeder or the platen glass.

Placed in the feeder

Adjust the slide guides to fit the size of your originals and neatly place your originals with the side to be copied face up.

Placed on the platen glass

Place your originals face down.

Gently close the feeder.

You can set various send functions. For more information, see p. 39 to p. 48 on this manual.
3 Specify the Destination


For more information on storing the destination in the address book, see p. 39 on this manual.

You can specify the destination using the one-touch buttons or frequently used settings. Also, if you want to send to a new destination not yet stored, press [New Destination] → enter the destination.

4 Start Sending

After selecting the settings, press (Start).

Press (Start).

If the following screen is displayed, follow the instructions on the screen → press (Start) to scan the original sheet by sheet. After all originals are scanned, press [Start Sending].

If a login service such as Department ID Management or SSO-H has been set, press [Log In/Out] to log out.

When scanning is complete, remove your originals.
Useful Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen.

○ Set Frequently Used Destinations With Ease (Address Book)

You can store frequently used e-mail, I-fax, or file server destinations in the Address Book.

You can select a destination in the Address Book by following the procedure shown on the right.

○ Enter New Destinations

This mode enables you to specify a new destination not stored in the Address Book or one-touch buttons.
Quickly Set Destinations (One-Touch)

If the frequently used destination is stored in a one-touch button, you can specify the destination quickly.

Sending Documents to Yourself

If the SSO-H is set as the login service, you can specify your e-mail address as the destination.
Recall Previous Settings and Send (Previous Settings)

You can recall the three most recent destinations or send settings. You can send using the recalled destination or settings.

Set Multiple Send Features With Ease (Favorite Settings)

You can register frequently used destination and settings. You can recall the registered frequently used settings for future use.

Select the Color Mode

You can select the Full Color, Grayscale, or Black and White mode. You can also set the machine to automatically select a color mode according to the original.
Useful Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen.

Send Text and Images Clearly (Resolution)

If the resolution is high, you can send fine text and images clearly. If the resolution is low, the data size becomes smaller and you can reduce the time it takes to send.

Select the Paper Size

You can select the original scanning size. You can also set the machine to automatically recognize the original size, and then scan and send.

Select File Format and Send (File Format)

If you are sending to an e-mail address or file server, you can specify the file format. You can select from PDF, XPS, OOOXML (pptx), JPEG, or TIFF.
**Change Density and Send (Density)**

Change the exposure. You can press [+] to make the exposure darker or [-] to make the exposure lighter. You can set the machine to automatically adjust the exposure.

**Erase Shading From Pages and Bindings (Erase Frame)**

This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.

**Preview File Before Sending (Preview)**

This mode enables you to preview the scanned data of your originals and to check the page count before sending your document. You can also delete a specified page.