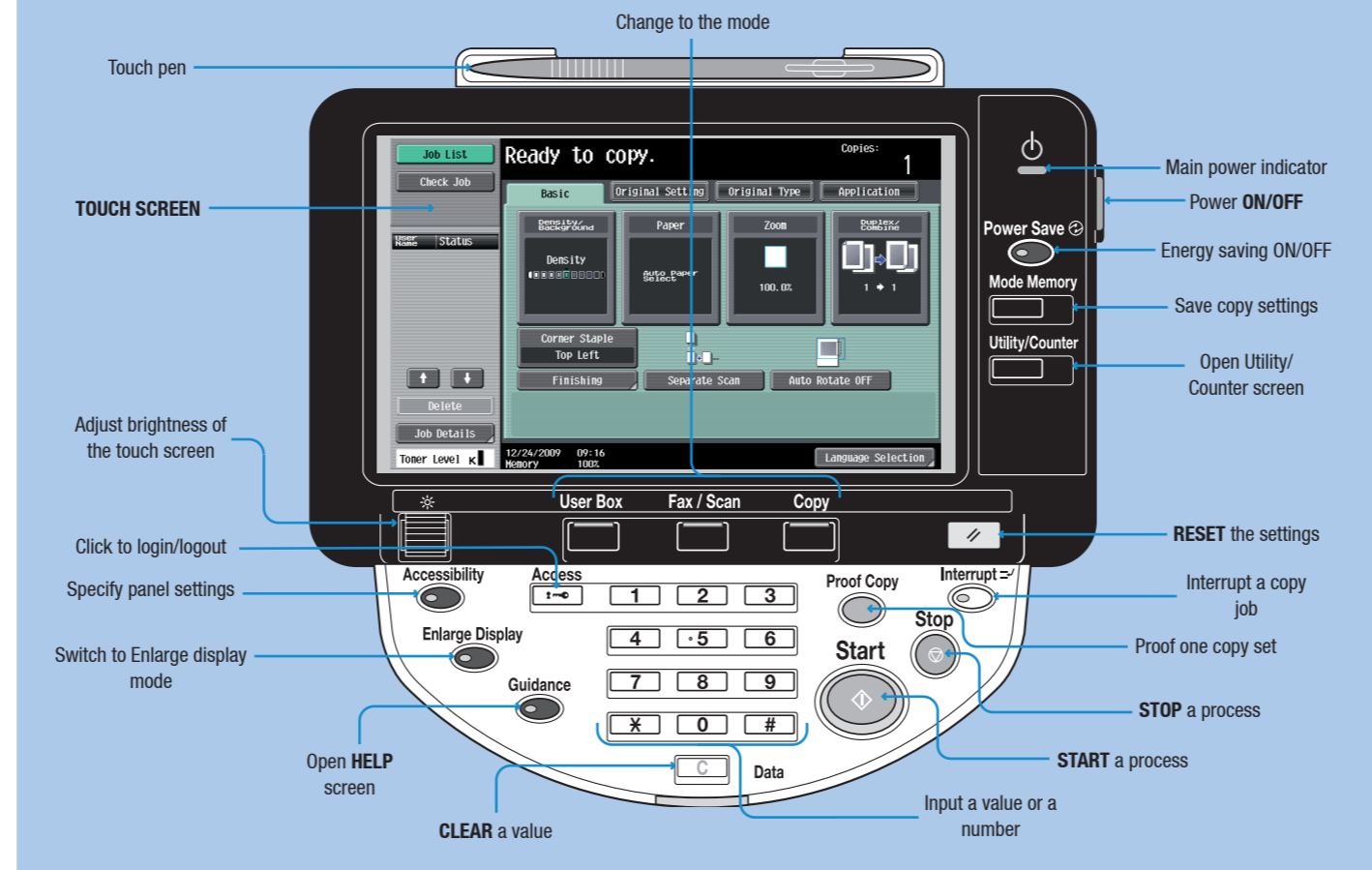


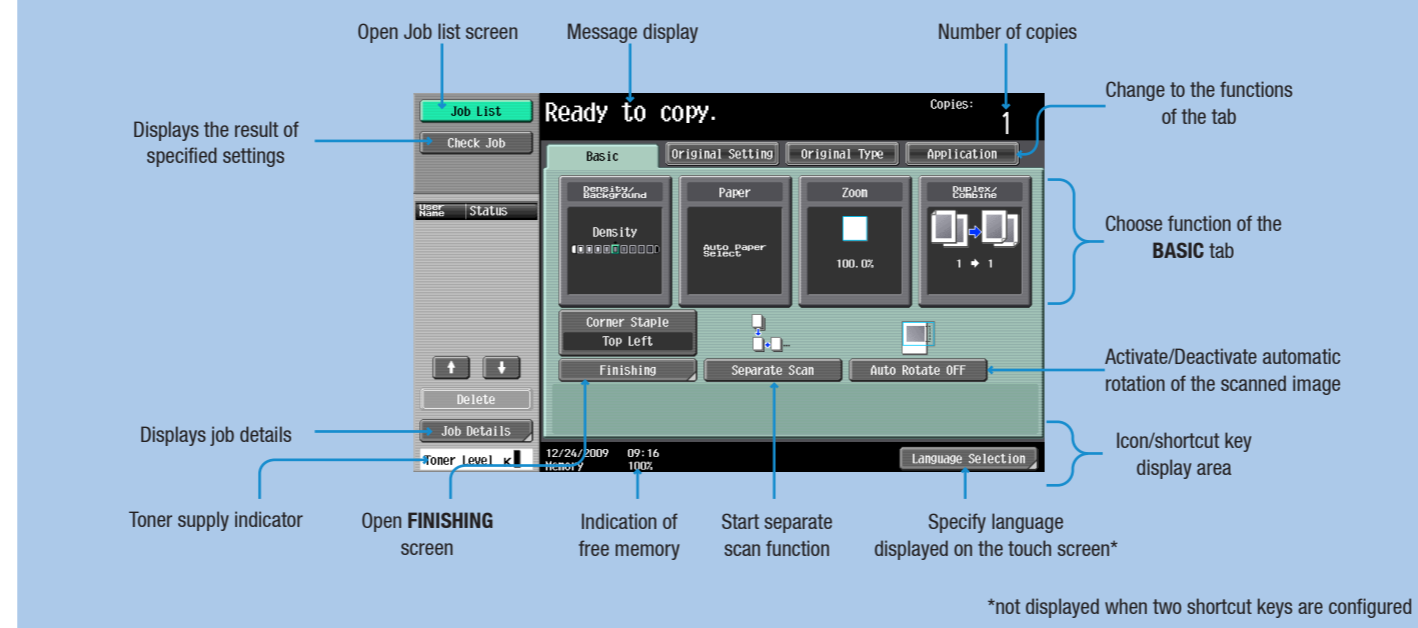
Manages black and white



→ How to use the machine Panel

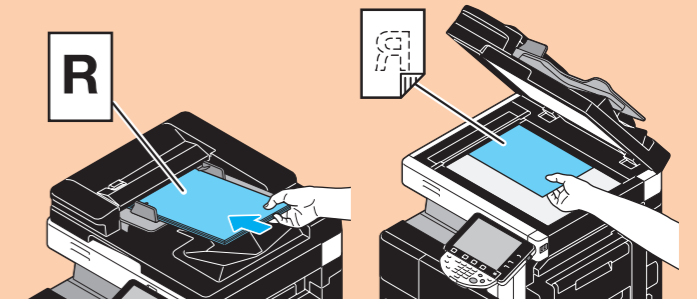


→ Touch Screen (Basic screen)

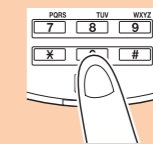


→ Basic functions Make a copy

1. Position the original(s).



2. Type in the number of copies.



3. Press the START key.



→ Stop a copy process

1. Press the STOP key.



→ Clear a value

1. Press the CLEAR key.



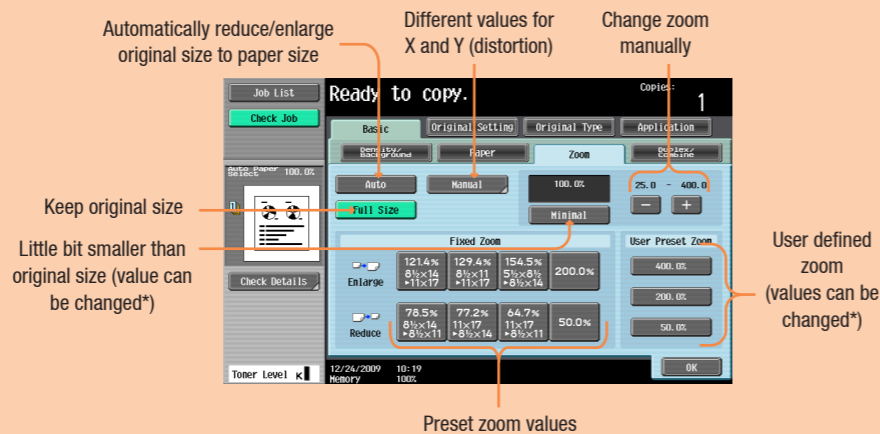


Manages black and white

Basic functions

Zoom

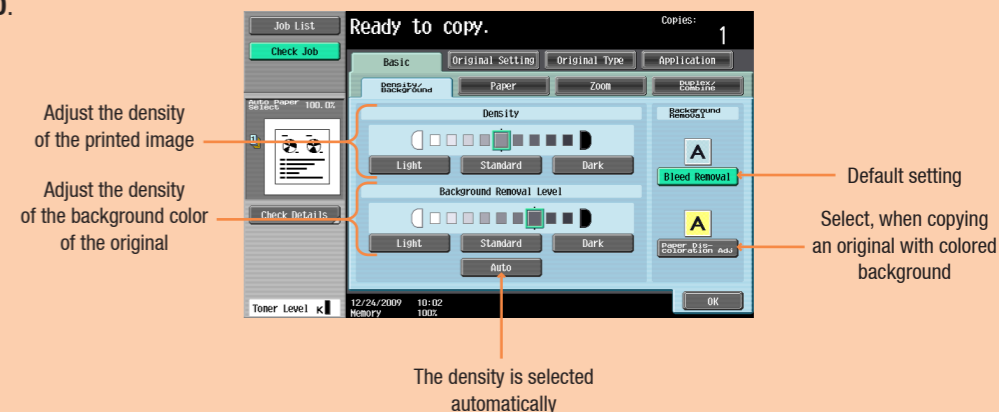
1. Position the original(s).
2. Touch **ZOOM** in the basic screen.
3. Touch the desired function.
4. Touch **OK**.
5. Press the **START** key.



*refer to User's Guide for Copy Operations

Density/Background

1. Position the original(s).
2. Touch **DENSITY/BACKGROUND**.
3. Touch the desired function.
4. Touch **OK**.
5. Press the **START** key.



Duplex

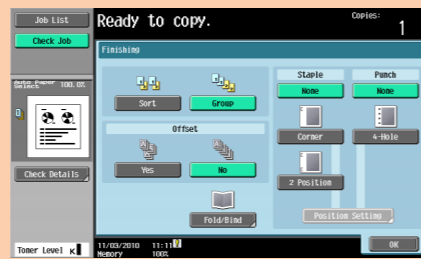
1. Position the original(s).
2. Touch **DUPLEX/COMBINE** in the basic screen.
3. Touch the desired function.



4. Touch **OK**.
5. Press the **START** key.

Finishing (only with Finisher)

1. Position the original(s).
2. Touch **FINISHING** in the basic screen.
3. Touch the desired function.*

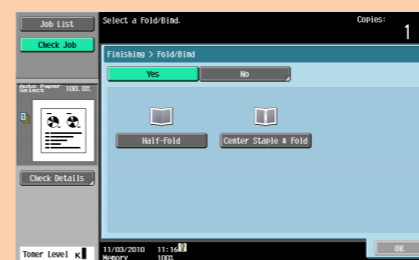


4. Touch **OK**.
5. Press the **START** key.

*available functions depend on machine/finisher

Create a booklet

1. Position the original(s).
2. Touch **FINISHING** in the basic screen.
3. Touch **FOLD/BIND**.
4. Touch the desired function.*



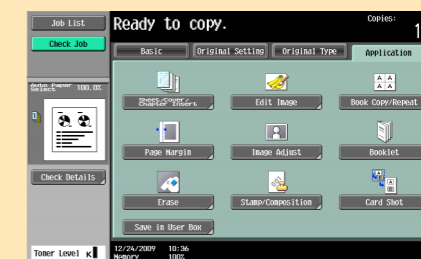
5. Touch **OK (2x)**.
6. Press the **START** key.

*available functions depend on machine/finisher

Application functions

Image adjust

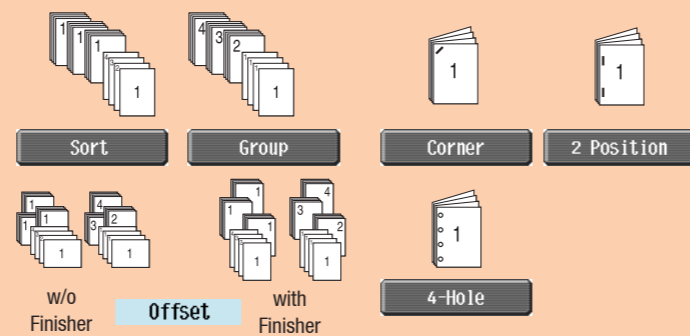
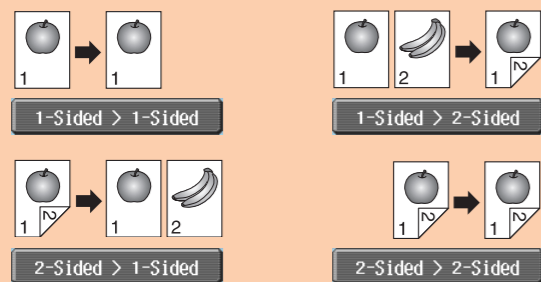
1. Position the original(s).
2. Touch **IMAGE ADJUST** in the application screen.



3. Touch the desired function.



4. Touch **OK**.
5. Press the **START** key.



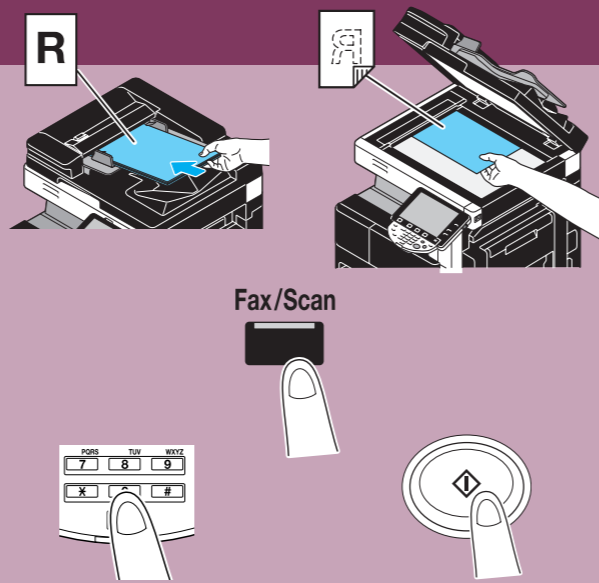


Manages black and white

→ Fax operations

Send a fax (only with Fax option)

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Enter the fax number and press the **START** key.



→ Network scan operations

Search for an e-mail address (LDAP)

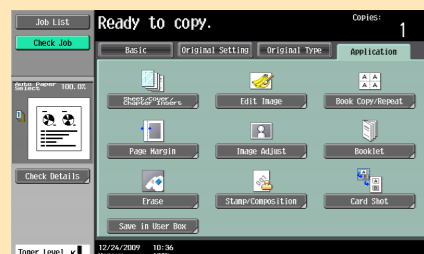
1. Press the **FAX/SCAN** key on the panel.
2. Touch **ADDRESS SEARCH**.
3. Touch **SEARCH**.
4. Input a keyword.
5. Touch **START SEARCH**. Search results are displayed.



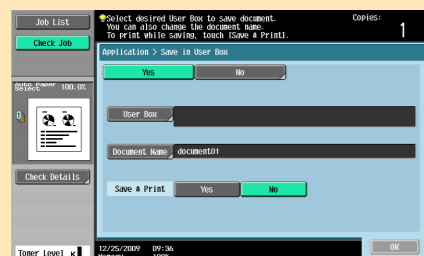
→ Application functions

Save in user box

1. Position the original(s).
2. Touch **SAVE IN USER BOX** in the application screen.



3. Touch **USER BOX**.
4. Touch the desired box.
5. Touch **OK**.
6. Touch **DOCUMENT NAME**.
7. Enter a document name.
8. Touch **OK** (2x).
9. Press the **START** key.



→ Box operations

Print from user box

1. Press the **USER BOX** key on the panel.
2. Select the desired User Box, and then touch **USE/FILE**.



3. Select the **Print** tab.
4. Touch the desired document.



5. Touch **PRINT**.
6. Specify the print settings.
7. Press the **START** key.

→ Scan to e-mail (Direct input)

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Touch **DIRECT INPUT**.
4. Touch **E-MAIL**.



5. Enter the destination address.
6. Touch **OK**.
7. Press the **START** key.

→ Sending data to multiple destinations

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Touch **ADDRESS BOOK**.



4. Specify two or more recipients.
5. Press the **START** key.