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Operating the touch screen*



1. Tap to select or determine a menu.



2. Double-tap to retrieve detailed information or enlarge a thumbnail image.



3. Drag to move a display position on an application or preview screen.



4. Flick to scroll an address or job list and feed thumbnail-view pages.



5. Long-tap to display the icon related to the document.



6. Drag & Drop to move a document to the intended place.



7. Pan to move a displayed image.



8. Pinch-in/Pinch-out to enlage or reduce a preview image.



9. Rotate two fingers to rotate a preview image.



*Available touch functions vary depending on displayed screen.



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Operation of keypad*	ſ

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



2. If necessary, touch the upper side of the keypad and drag it to another display position.



*If the system is equipped with the optional hardware keypad KP-101, it can be used instead.





Binding Positio

Auto

屏 Left Bind

Right

屏 Top Bind

Duplex/Combine





*Available functions depend on system configuration.





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