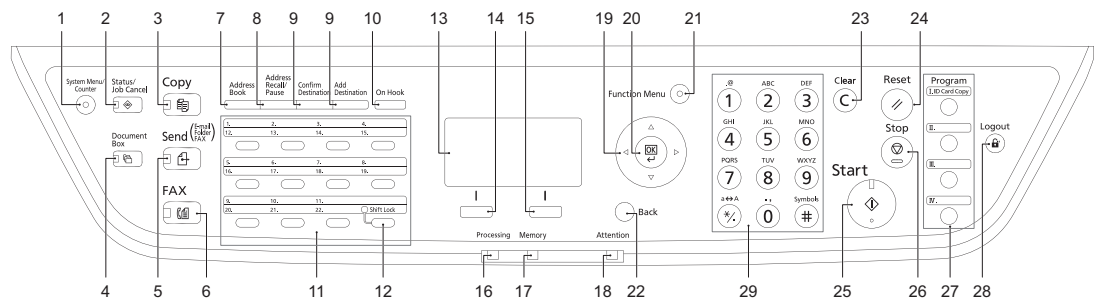
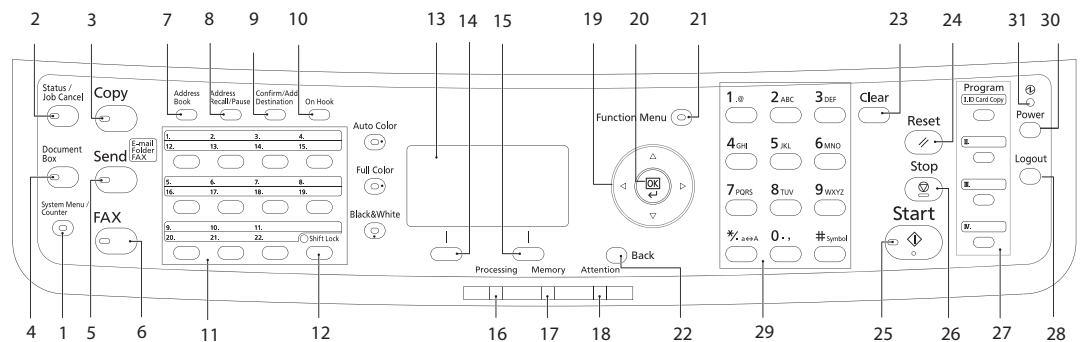


Operation panel

P-3020/P-3025/  
P-3520/P-3525 MFP



P-C2660/P-C2665 MFP



- 1 Displays the System Menu/Counter screen, where you can check the system settings and counters.
- 2 Displays the Status screen, where you can check the status, print a status report, and pause or cancel the job in process.
- 3 Displays the Copy screen, where you can make settings required for copying.
- 4 Displays the Document Box screen, where you can operate the document box and USB memory.
- 5 Displays the Send screen, where you can send an e-mail, to a folder (SMB/FTP) or fax.
- 6 Displays the fax screen, where you can send a fax.
- 7 Displays the Addressbook screen, where you can add, edit and delete destinations.
- 8 Calls the previous destination. Also used to enter a pause when entering a fax number.
- 9 Displays the Confirm/Add Destination screen, where you can edit, add and delete destinations.
- 10 Switches between on-hook and off-hook when manually sending a fax.
- 11 Used to register, call and delete destinations to the one-touch key numbers (1 to 22).
- 12 Shifts to switch the one-touch key numbers (1 to 11 and 12 to 22). Lamp is lit while shifted (12 to 22).
- 13 Message Display. Check what is shown here while operating the machine.
- 14 Selects the menu displayed at the lower left in the Message Display.
- 15 Selects the menu displayed at the lower right in the Message Display.
- 16 Blinks while print data is being received or data is transmitted.
- 17 Blinks while the machine is accessing the memory.
- 18 Lights or blinks when an error occurs.
- 19 Used to select a menu item, move the cursor when entering characters, change a value, etc.
- 20 Selects the chosen item or finalises the entered value.
- 21 Displays the function menu for copy, print, transmission and document box.
- 22 Returns the Message Display to the previous screen.
- 23 Clears entered numbers and characters.
- 24 Resets settings and displays the basic screen.
- 25 Starts copying and scanning operations and processing for setting operations.
- 26 Cancels the printing job in progress.
- 27 Used to register or recall programs.
- 28 Ends operation (logs out) on the Administration screen.
- 29 Numeric keys. Enter numbers and symbols.
- 30 Puts the machine to sleep or wakes it up.
- 31 Lights when the machine's main power is on.

## Copy operation

### Paper source selection



- 1 Press **COPY**.
- 2 Press [**PAPER**] using the select keys below the message display.
- 3 Press **ARROW UP/DOWN** to select cassette or multi purpose tray.
- 4 Confirm with **OK**.

```
Ready to copy.  
Copies: 1  
Letter [ ] [ 1 ] Letter [ ]  
100%  
[ Zoom ] [ Paper ]
```



### Zoom

- 1 Press **ZOOM** using the select keys below the message display.
- 2 Press **ARROW UP/DOWN** until **ZOOM ENTRY** appears.
- 3 Use **ARROW UP/DOWN** to choose the desired magnification.
- 4 Confirm with **OK**.
- 5 Press **START** to start copying.

```
Ready to copy.  
Copies: 1  
Letter [ ] [ 1 ] Letter [ ]  
100%  
[ Zoom ] [ Paper ]
```



### Convenient copy functions

Change the following settings if needed: **DUPLEX**, **COLLATE**, **COMBINE**, **ORIGINAL SIZE/ORIENTATION**, **DENSITY**, **COLOR SELECTION**, **COLOR BALANCE** and **SATURATION**.

- 1 Press **FUNCTION MENU**.
- 2 Use **ARROW UP/DOWN** to choose the desired function.
- 3 Confirm with **OK**.
- 4 Change the desired settings. Confirm all settings with **OK**.
- 5 Press **START** to start copying.

```
Function Menu: [OK]
[01] Paper Selection [ ]
[02] Collate [ ]
[03] Duplex [ ]
[ Exit ] [OK]
[04] Zoom [ ]
[05] Combine [ ]
[06] Original Size [ ]
[ Exit ]
[07] Orig Orientation [ ]
[08] Original Image [ ]
[09] Density [ ]
[ Exit ]
[10] Color Selection [ ]
[11] Color Balance [ ]
[12] Saturation [ ]
[ Exit ]
```

### Registering settings to program key

- 1 Change the current settings as desired.
- 2 Press one program key for 3 seconds.
- 3 The destination registered to the program keys is recalled and automatically entered on the screen.

II. [ ]



```
Registered.  
→ Program 2
```



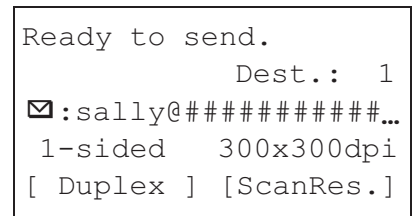
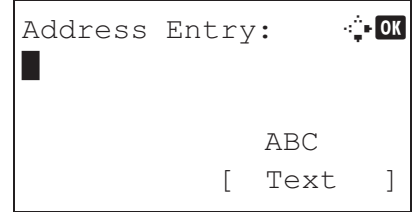
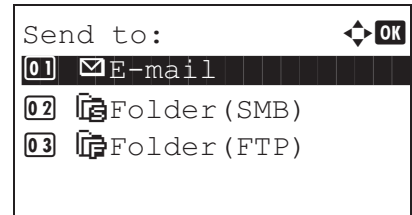
Depending on the model in use not all functions are available.  
For more details refer to the Operation Guide on the co-packed DVD.

Send operation

Sending E-mail

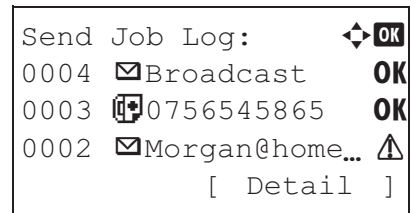


- Place the originals on the platen or in the document processor.
- 1 Press **SEND**.
  - 2 Use **ARROW UP/DOWN** to select **[E-MAIL]**.
  - 3 Confirm with **OK**.
  - 4 Enter the destination e-mail address. Use **ABC TEXT** to select the type of characters. Use **LEFT/RIGHT ARROW** to move the cursor.
  - 5 Confirm with **OK**.
  - 6 If there are additional destinations, press **ADD DESTINATION**.
  - 7 Press **CONFIRM DESTINATION** to confirm the registered destinations.
  - 8 Press **START**. Transmission starts.



Check transmission result

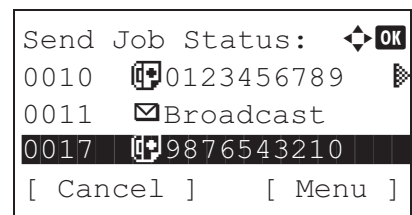
- 1 Press **STATUS/JOB CANCEL**.
- 2 To check received documents use **ARROW UP/DOWN** and select **PRINT JOB STATUS**.  
To check send documents use **ARROW UP/DOWN** and select **SEND JOB STATUS**.
- 3 Confirm with **OK**.
- 4 Use **ARROW UP/DOWN** to select the desired job.
- 5 The result is displayed. Press **[DETAIL]** to view all related items.



Cancelling fax job



- If the documents are still fed, press **STOP**.
- 1 Press **STATUS/JOB CANCEL**.
  - 2 Use **ARROW UP/DOWN** to select **SEND JOB STATUS**.
  - 3 Confirm with **OK**.
  - 4 Use **ARROW UP/DOWN** to select the job to be cancelled.
  - 5 Press **CANCEL** using the select keys below the message display.
  - 6 Confirm with **YES** using the select keys below the message display. Communication is cancelled. A confirmation slip might be printed.



## Sending Fax

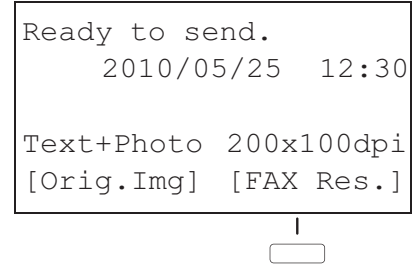


Place the originals on the platen or in the document processor.

- 1 Press **FAX**.
- 2 Press **FAX RES.** using the select keys below the message display. Select the resolution suitable for sending originals and confirm with **OK**.
- 3 Enter the fax number of the receiving system using the numeric keys.

You can also select the fax destination from the addressbook by pressing **ADDRESSBOOK**.

- 4 Press **START**. The documents are fed and the transmission begins.

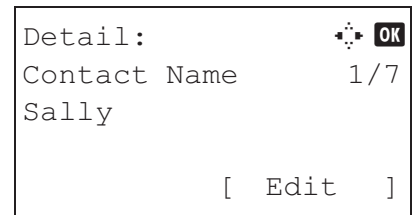
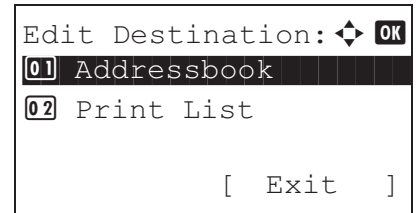


## Registering a new destination

- 1 Press **SYSTEM MENU/COUNTER**.
- 2 Use **ARROW UP/DOWN** to choose **EDIT DESTINATION**.
- 3 Press **OK**.
- 4 Use **ARROW UP/DOWN** to choose **ADDRESSBOOK**.
- 5 Confirm with **OK**.

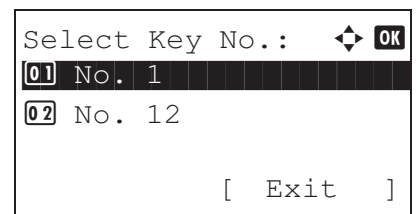
If the addressbook contains no entries, press the menu key using the select keys below the message display.

- 6 Use **ARROW UP/DOWN** to choose **ADD ADDRESS**.
- 7 Choose **CONTACT** and confirm with **OK**. Next, enter destination name, fax number and e-mail address.
- 8 Press **EDIT** to see more details. Use **LEFT/RIGHT ARROW** to select the items.
- 9 Confirm each entry with **OK**.



## Registering a new One-touch key

- 1 In the basic screen for fax, press the **ONE-TOUCH** key that you want to register and hold it (2 seconds).
- 2 Use **ARROW UP/DOWN** to choose a key.
- 3 Confirm with **OK**.
- 4 Use **ARROW UP/DOWN** to choose an entry from the addressbook.
- 5 Confirm with **OK**.



Depending on the model in use not all functions are available.

For more details refer to the Operation Guide on the co-packed DVD.