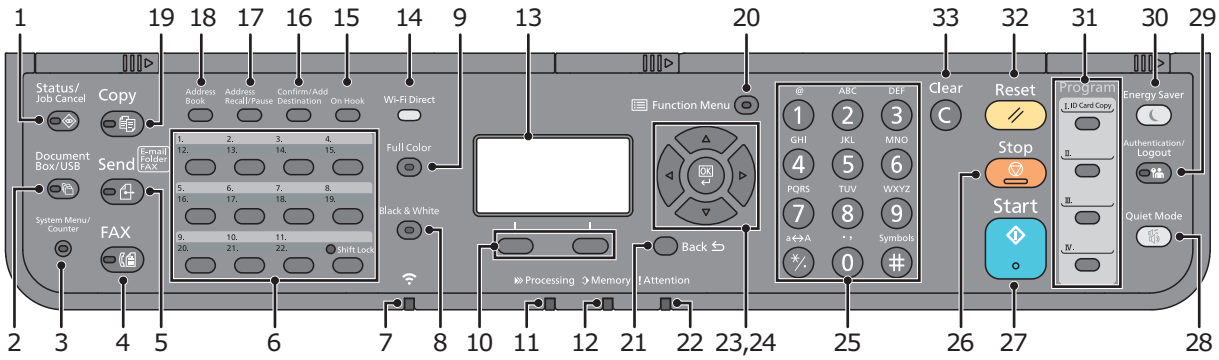
Operation panel



1 [Status/Job Cancel] key: Displays the Status/ Job Cancel screen.

2 [Document Box/USB] key: Displays the Document Box/USB screen.

3 [System Menu/Counter] key: Displays the System Menu/Counter screen.

4 [FAX] key: Displays the FAX screen.

5 [Send] key: Displays the screen for sending. You can change it to display the Address Book screen.

6 One Touch keys: Recalls the destination registered for One Touch Keys.

7 [Wi-Fi] indicator: Blinks during Wi-Fi connection.

8 [Black & White] key: Selects black and white mode.

9 [Full Color] key: Selects full color mode.

10 Select keys: Selects the menu displayed at the bottom of the message display.

11 [Processing] indicator: Blinks while printing or sending/receiving.

12 [Memory] indicator: Blinks while the machine is accessing the machine memory or fax memory.

13 Message display: Displays the setting menu, machine status, and error messages.

14 [Wi-Fi Direct] key: Set Wi-Fi Direct, and show information necessary for connection and the connection status.

15 [On Hook] key: Switches between on-hook and off-hook when manually sending a FAX.

16 [Confirm/Add Destination] key: Confirms the destination or adds a destination.

17 [Address Recall/Pause] key: Calls the previous destination. Also used to enter a pause when entering a FAX number.

18 [Address Book] key: Displays the Address Book screen.

19 [Copy] key: Displays the Copy screen.

20 [Function Menu] key: Displays the function menu screen.

21 [Back] key: Returns to the previous display.

22 [Attention] indicator: Lights or blinks when an error occurs and a job is stopped.

23 Arrow keys: Increments or decrements numbers, or selects menu in the message display. In addition, moves the cursor when entering the characters.

24 [OK] key: Finalizes a function or menu, and numbers that have been entered.

25 Numeric keys: Enter numbers and symbols.

26 [Stop] key: Cancels or pauses the job in progress.

27 [Start] key: Starts copying and scanning operations and processing for setting operations.

28 [Quiet Mode] key: Lower speed for quiet processing.

29 [Authentication/Logout] key: Authenticates user, and exits the operation for the current user (i.e. log out).

30 [Energy Saver] key: Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.

31 Program keys: Used to register or recall programs.

32 [Reset] key: Returns settings to their default states.

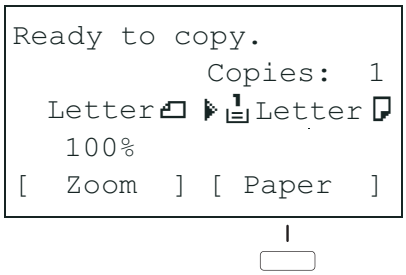
33 [Clear] key: Clears entered numbers and characters.

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

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.



Quiet Mode

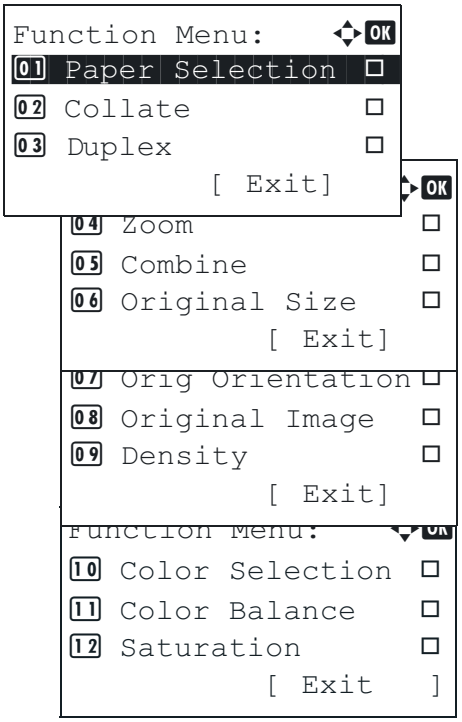


1. Select the setting to reduce the noise for printing, scanning and copying.
2. Press QUIET MODE key on the Operation panel.
3. When this function is activated, the QUIET MODE key blinks.

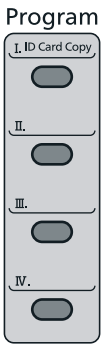
Convenient copy functions

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

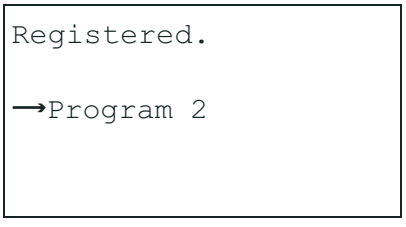
1. Press FUNCTION MENU.
2. Use ARROW UP/DOWN to choose the desired function.
3. Confirm with OK.
4. Change the desired settings. Confirm all settings with OK.
5. Press START to start copying.



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.

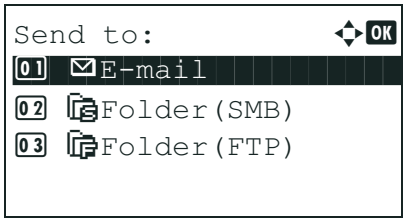


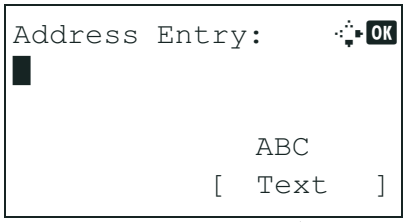
Send operation

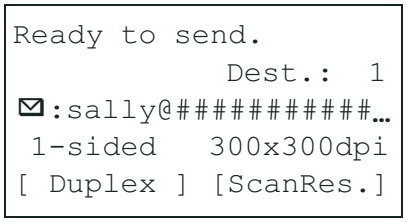
Sending E-mail



1. To wake up the device press the button ENERGY SAVER.
2. Place the originals on the platen or in the document processor.
3. Press SEND.
4. Use ARROW UP/DOWN to select E-MAIL.
5. Confirm with OK.
6. Enter the destination e-mail address. Use ABC TEXT to select the type of characters. Use LEFT/RIGHT ARROW to move the cursor.
7. Confirm with OK.
8. If there are additional destinations, press the CONFIRM/ADD DESTINATION key and select ADD.
9. Press CONFIRM/ADD DESTINATION to confirm the registered destinations.
10. 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.



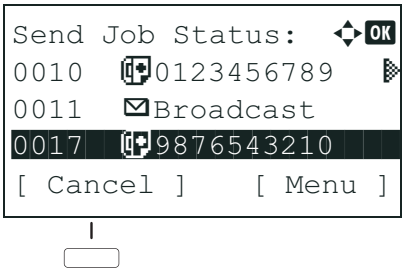
Cancelling fax job



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.



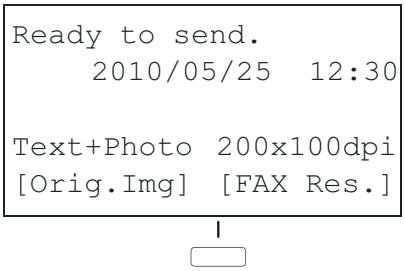


Sending Fax



1. Press ENERGY SAVER.
2. Place the originals on the platen or in the document processor.
3. Press FAX.
4. Press FAX RES. using the select keys below the message display. Select the resolution suitable for sending originals and confirm with OK.
5. 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.
6. Press START. The documents are fed and the transmission begins.

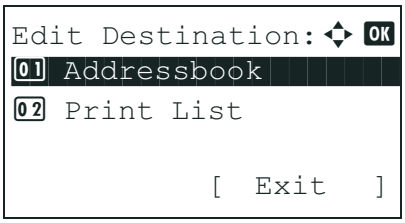


Registering a new destination

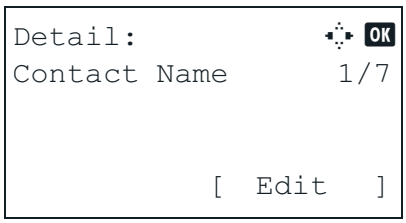
1. Press SYSTEM MENU/COUNTER.
2. Use ARROW UP/DOWN to choose EDIT DESTINATION.
3. Press OK.
4. Use ARROW UP/DOWN to choose ADDRESSBOOK.
5. Confirm with OK.

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.

