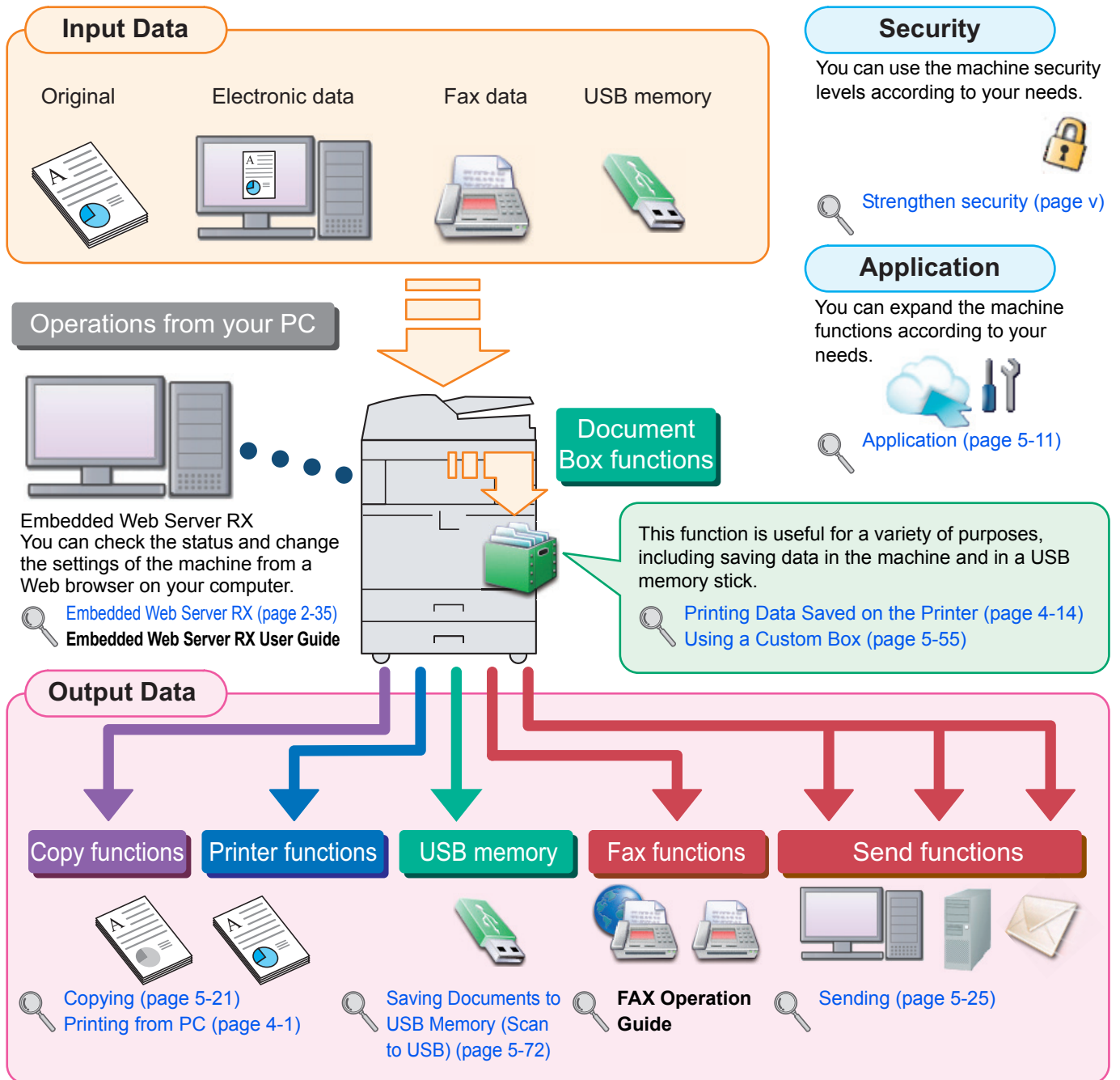


Overview

This machine is equipped standard with copy and print functions, and a scanned image can be sent to an E-mail recipient as an attachment or to a computer on the same network. A fax function is available as an option.



NOTE

- Before using the machine, be sure to read [Legal and Safety Information on page 1-1](#).
- For preparations for use of the machine such as cable connections and software installation, refer to [Installing and Setting up the Machine on page 2-1](#).
- To learn how to load paper, place originals, set up shared folders, and add addresses to the address book, refer to [Preparation before Use on page 3-1](#).

Conventions used in procedures for operating the machine

In this Operation Guide, continuous operation of the keys on the touch panel is as follows:

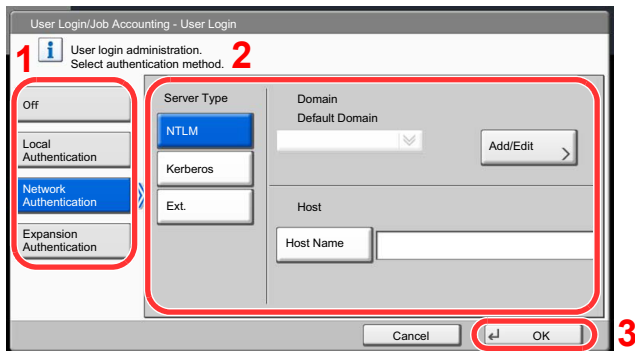
Actual procedure	Procedure indicated in this guide
Press the [System Menu] key ▼ Press [Common Settings] ▼ Press [∨] twice ▼ Press [Next] in "Message Board Settings"	Press the [System Menu] key, [Common Settings], [∨] (twice), and then [Next] in "Message Board Settings".

Touch panel keys that are pressed are outlined in red.



Press [∧] or [∨] to scroll up and down.

Procedures consisting of a sequence of operation panel or touch panel operations are numbered as shown below.



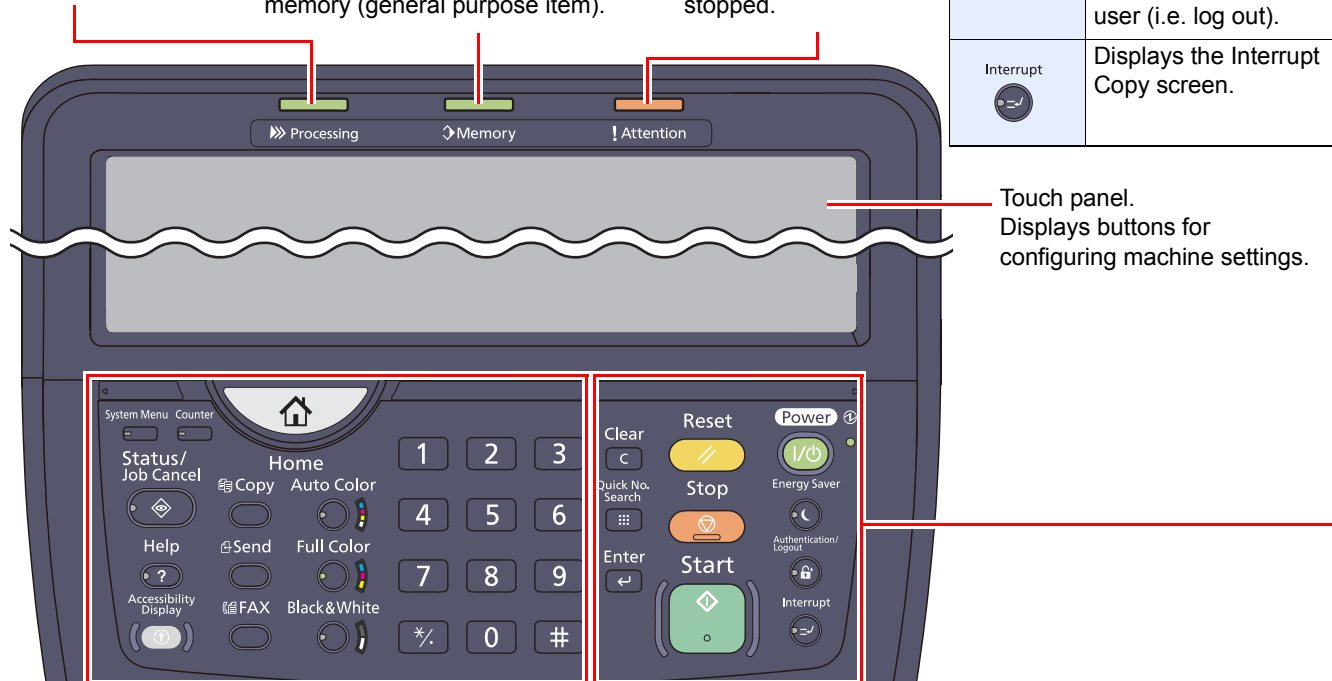
Setting		Description
E-mail Send Settings	E-mail Size Limit	Enter the maximum size of E-mail that can be sent in kilobytes. When E-mail size is greater than this value, an error message appears and E-mail sending is cancelled. Use this setting if you have set E-mail Size Limit for SMTP server. If not, enter a value of 0 (zero) to enable E-mail sending regardless of the size limit.
	Sender Address	Enter the E-mail address of the person responsible for the machine, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 128 characters.
	Signature	Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 512 characters.
	Function Defaults	Change the function default settings in [Common/Job Default Settings] page.

3 Click [[Submit](#)].

Using the Operation Panel

Operation Panel Keys

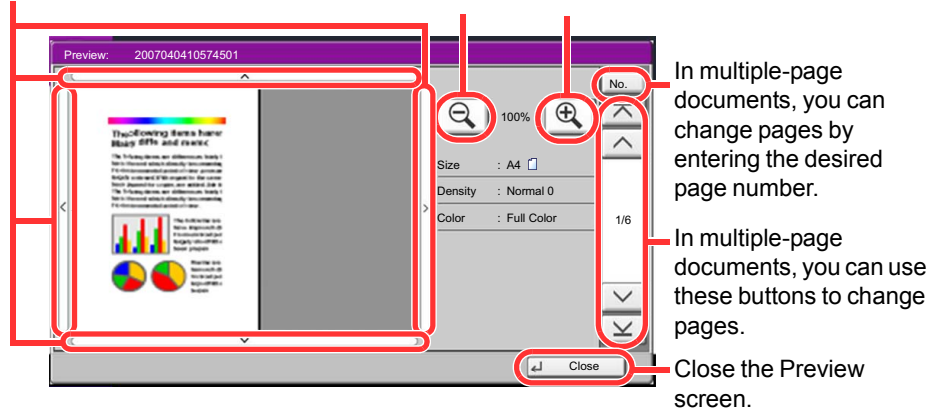
Clear 	Clears entered numbers and characters.	Reset 	Returns settings to their default states.	Power 	Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.
Quick No. Search 	Specifies registered information such as address numbers, user IDs and program numbers by number.	Stop 	Cancels or pauses the job in progress.		Lit when the machine's main power is on.
Enter 	Finalizes numeric key entry, and finalizes details during setting of functions. Operates linked with the on-screen [OK].	Start 	Starts copying and scanning operations and processing for setting operations.	Energy Saver 	Puts the machine into Low Power Mode.
Blinks while printing or sending/receiving.			Blinks while the machine is accessing the hard disk, fax memory or USB memory (general purpose item).	Lights or blinks when an error occurs and a job is stopped.	
				Authentication/Logout 	Authenticates user switching, and exits the operation for the current user (i.e. log out).
				Interrupt 	Displays the Interrupt Copy screen.



	Displays the Home screen.		Numeric keys. Enter numbers and symbols.
System Menu 	Displays the System Menu screen.	Counter 	Displays the Counter screen.
Status/Job Cancel 	Displays the Status/Job Cancel screen.	Copy 	Displays the Copy screen.
Help 	Displays the help guidance.	Send 	Displays the screen for sending. You can change it to display the Address Book screen.
Accessibility Display 	Switches the touch panel display on the Copy screen and the Send screen to a magnified view.	FAX 	Displays the FAX screen.
		Auto Color 	Select the color mode. Auto Color: Automatically recognizes whether a document is color or black & white and then scans the document.
		Full Color 	Full Color: Scans all documents in full color.
		Black&White 	Black & White: Scans all documents in black & white.

In magnified view, you can move the range of display.

Zoom out. Zoom in.



NOTE

Depending on the function you are using, even if you scan a multi-page original, only the first page can be previewed.

- 4 If there is no problem with the preview image, press the **[Start]** key.
Copying starts.

Using the Preview Screen

When the Preview screen is displayed, you can do the following by moving the finger that is touching the touch panel.

Function	Description
Drag	With the finger touching the touch panel, slide the finger to move the position of the displayed preview.
Pinch in Pinch out	With two fingers touching the touch panel, widen or tighten the space between the two fingers to zoom in and out on the view.


Loading Paper in the Multi Purpose Tray

The multi purpose tray will hold up to 150 sheets of A4 or smaller plain paper (80 g/m²) (or up to 165 sheets of 64 g/m² plain paper) or up to 50 sheets of plain paper (80 g/m²) (or up to 55 sheets of 64 g/m² plain paper) larger than A4.

The multi purpose tray accepts paper sizes from A3 to A6-R and Hagaki and from Ledger to Statement-R, 12 x 18", 8K, 16K and 16K-R. Be sure to use the multi purpose tray when you print on any special paper.

✔ IMPORTANT

When using media types other than plain paper (such as recycled or colored paper), always specify the media type and paper weight settings.

 [Specifying Paper Size and Media Type for the Multi Purpose Tray \(MP Tray Setting\) \(page 3-33\)](#)
[Media Type Setting \(page 8-13\)](#)

If you are using a paper weight of 106 g/m² or more, set the media type to Thick and set the weight of the paper you are using.

The capacity of the multi purpose tray is as follows.

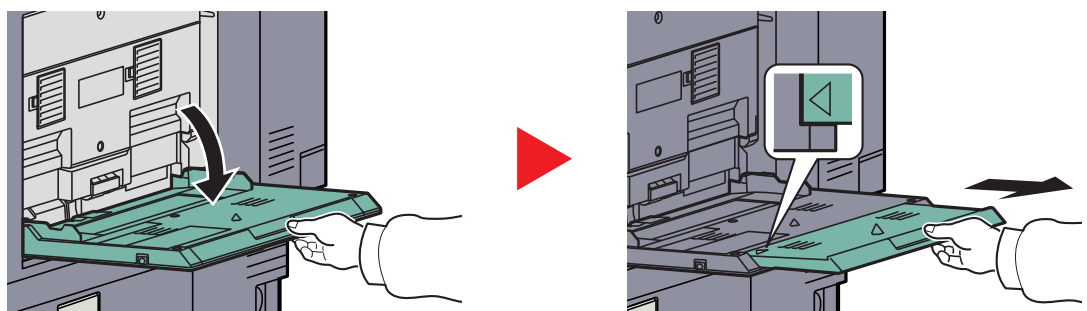
- A4 or smaller plain paper (80 g/m²), recycled paper or color paper: 150 sheets (64 g/m² plain paper : 165 sheets)
- B4 or larger plain paper (80 g/m²), recycled paper or color paper: 50 sheets (64 g/m² plain paper : 55 sheets)
- Hagaki: 30 sheets
- OHP film: 10 sheets
- Envelope DL, Envelope C4, Envelope C5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6), Monarch, Youkei 4, Youkei 2: 10 sheets
- Banner paper: 470.1 mm (18.51") to a maximum of 1220.0 mm (48"): 1 sheet (manual feed), 10 sheets (when optional banner tray is attached)

NOTE

When you load custom size paper, enter the paper size by referring to [Specifying Paper Size and Media Type for the Multi Purpose Tray \(MP Tray Setting\) on page 3-33](#).

When you use special paper such as transparencies or thick paper, select the media type by referring to [Specifying Paper Size and Media Type for the Multi Purpose Tray \(MP Tray Setting\) on page 3-33](#).

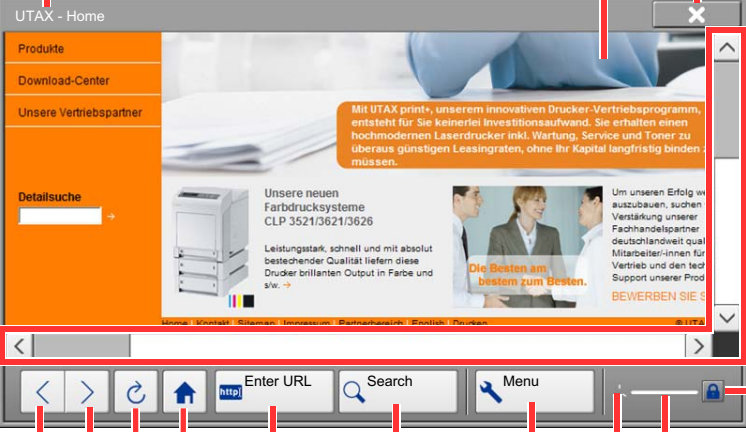
1 Open the multi purpose tray.



When loading paper sizes 12 x 18" and from A3 to B4 and Ledger to Legal, extend the support tray section of the multi purpose tray until the "Δ" mark is fully appeared.

Using the Browser Screen

The operations available in the Internet browser screen are shown below.



Title bar
Displays the page title.

Text box
Pressing the text box displays a keyboard that allows you to type text.

Close
Closes the Internet browser and returns you to the application list screen.

Scroll bars
These allow you to scroll the displayed page up, down, left and right by pressing [^], [v], [<] or [>] or by moving one of the slide bars with your finger.

Security lock icon
Displayed when you are viewing a protected page.

Loader/Progress bar
Shows the status of page loading. When the browser is loading a web page, the loader changes to an animated display.

Menu
Displays the browser setup menu. You can use this menu to specify the browser's display magnification, set the text encoding scheme and check the server certificate.


Search (Search Internet/Retrieval in page)
Displays a search menu in which you can select "Retrieval in page" or an Internet search site.
Search Internet: Use the selected search site to search with the entered keyword.
Retrieval in page: Search from the entered keyword in the currently displayed page. You can continue your search by pressing [SearchUp] or [SearchDown].

Enter URL
Use this to display a desired web page by entering the URL for that page.

Home page
Displays your specified home page.
You can set your home page in the [Browser Environment on page 8-60](#).

Reload
Updates the page.

Back/Forward
Displays the previous page or the next page.

 **NOTE**
Pressing the [Reset] key while the Internet browser is displayed will exit the browser and return you to the application list screen without displaying the browser exit.