



No. and Component

- 1 <Services Home> button
- 2 <Job Status> button
- 3 <Power Saver> button
- 4 <Interrupt> button
- 5 <Clear All> button
- 6 <Stop> button
- 7 <Start> button
- 8 <C (Clear)> button

Copy

At [Copy] menu, select copy features. Press <Start> button.

Copy	Image Quality	Layout Adjustment	Output Format	Job Assembly
Reduce / Enlarge 100% - +	Paper Supply Auto Select		Output Color Auto Detect	2 Sided Copying 1 → 1 Sided
100%	1 A4 Plain		Color	Copy Output Auto
Auto %	2 A4 Plain		Black & White	Pages per Side Off
70% A3 → A4, B4 → B5	3 A4 Plain		Dual Color Red / Black	Darken Lighten
141% A4 → A3, B5 → B4	5 Auto Detect Plain		Single Color Red	
More...	More...		More...	

Simple Copy

At [Simple Copy] menu, select the basic copy features. Press <Start> button.

Paper Supply Auto Select	1 → 1 Sided	Auto Detect
Reduce / Enlarge 100%	1 → 2 Sided	Color
Darken Lighten	2 → 2 Sided	Black & White
	2 Pages per Side	1 Staple

Fax

Dial fax numbers using the Control Panel. Select the features. Press <Start> button.

Fax / Internet Fax	Layout Adjustment	Fax / Internet Fax Options	More Options
Fax Recipient []			
Address Book...	Show Fax No. / E-mail Address		
Redial List...			
Preview			
Darken Lighten	2 Sided Scanning 1 Sided	Original Type Text	Resolution Standard (200x...)

Fax AddressBook

Click [Address Book]. Select recipient(s). Press <Start> button.

All Types	Speed Dial	Name	Number/E-mail
All	0001	123	123

Email

Select a recipient(s) from the address list. Click [Close] to finish.

E-mail	Advanced Settings	Layout Adjustment	E-mail Options
Recipient(s)	From: mail@hokkaido.jp		Subject: Message...
Address Book...			Message...
New Recipient...			File Format PDF
Add Me			
Preview			
Color Scanning Black & White	2 Sided Scanning 1 Sided	Original Type Photo & Text	File Format PDF

E-mail Address Book

Select Scan features. Press <Start> button.

All	#	Name	E-mail Address
Alphanumeric Index	0002	123@sample.co.jp	

Scan to PC

Select the destination to store the data in. Click [Close] to finish.

Scan to PC	Advanced Settings	Layout Adjustment	Filing Options
Transfer Protocol... SMB	Server		
Address Book...	Shared Name		
Browse...	Save in		
Preview	User Name		
	Password		
Color Scanning Black & White	2 Sided Scanning 1 Sided	Original Type Photo & Text	File Format PDF

Server Address Book

Select Scan features. Press <Start> button.

All	#	Name	
Alphanumeric Index	0003	123,456.789	FTP



Scan this QR Code for Online Training Summary.