

# Quick Reference Scanner Guide

\* The shape of the machine and screen displays varies according to models.

## How to make Scans

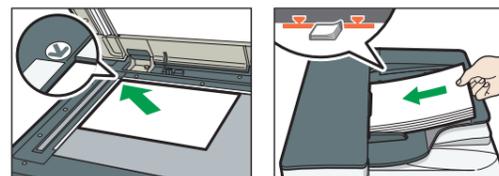
1. Press [Home] at the bottom of the screen in the Center.

2. Press the [Scanner] icon on the Home screen.



3. Press [Reset].

4. Placing the Originals.

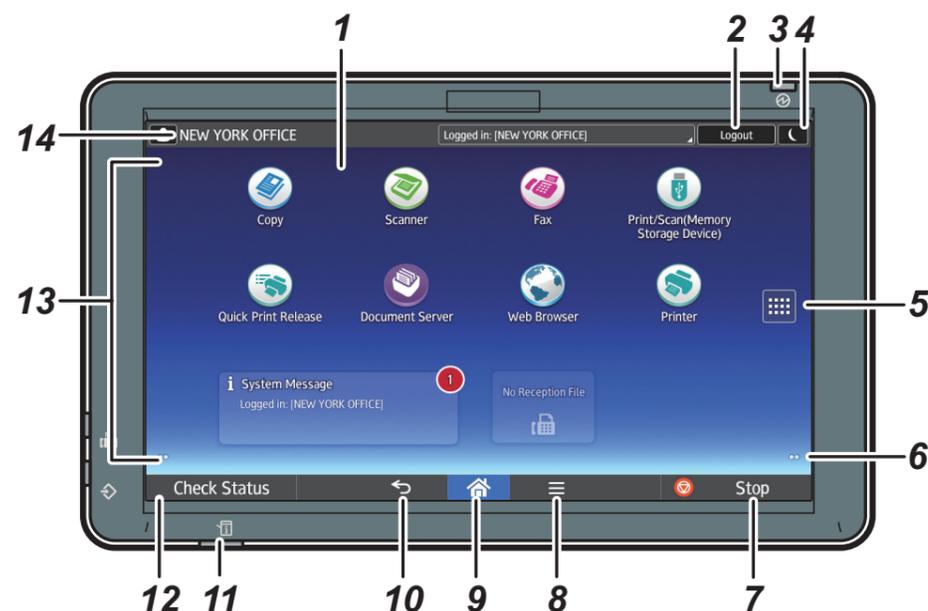


5. Press [Send Settings].

6. Flick the screen up and down, and make desired settings.

7. Press [Start].

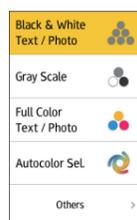
## How to use the Control Panel



1. Display panel
2. [Login]/[Logout]
3. Main power indicator
4. [Energy Saver]
5. Application list icon  
Press to display the application list that contains shortcuts to the applications on the [Home] screen.
6. Icons to switch between screens
7. [Stop]  
Press to stop a job such as copying if it is in progress.
8. [Menu]  
Displays the menu screen of the application you are using. Depending on the application, this key may be disabled.
9. [Home]  
Press to display the [Home] screen.
10. [Return]  
Indicates the status of the system. It stays lit when an error occurs or the toner runs out.
11. Status indicator
12. [Check Status]
13. Icon/Widget display area
14. Name of the Log-in User

## How to make settings

From the drop down menu, select the item you want to use.

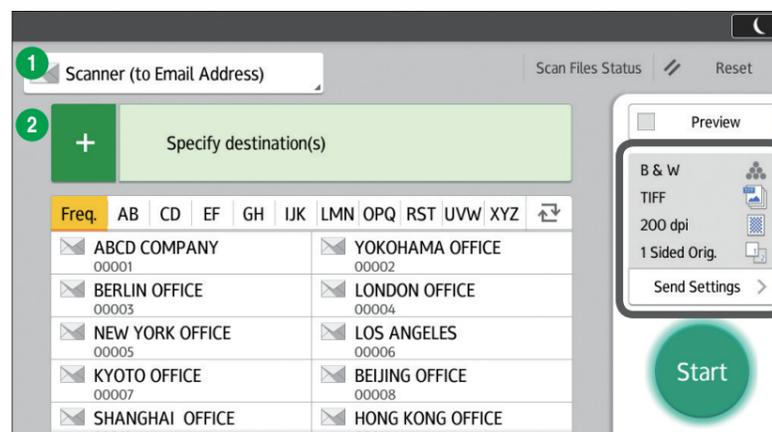


Select the image density you want to use to flick the screen.

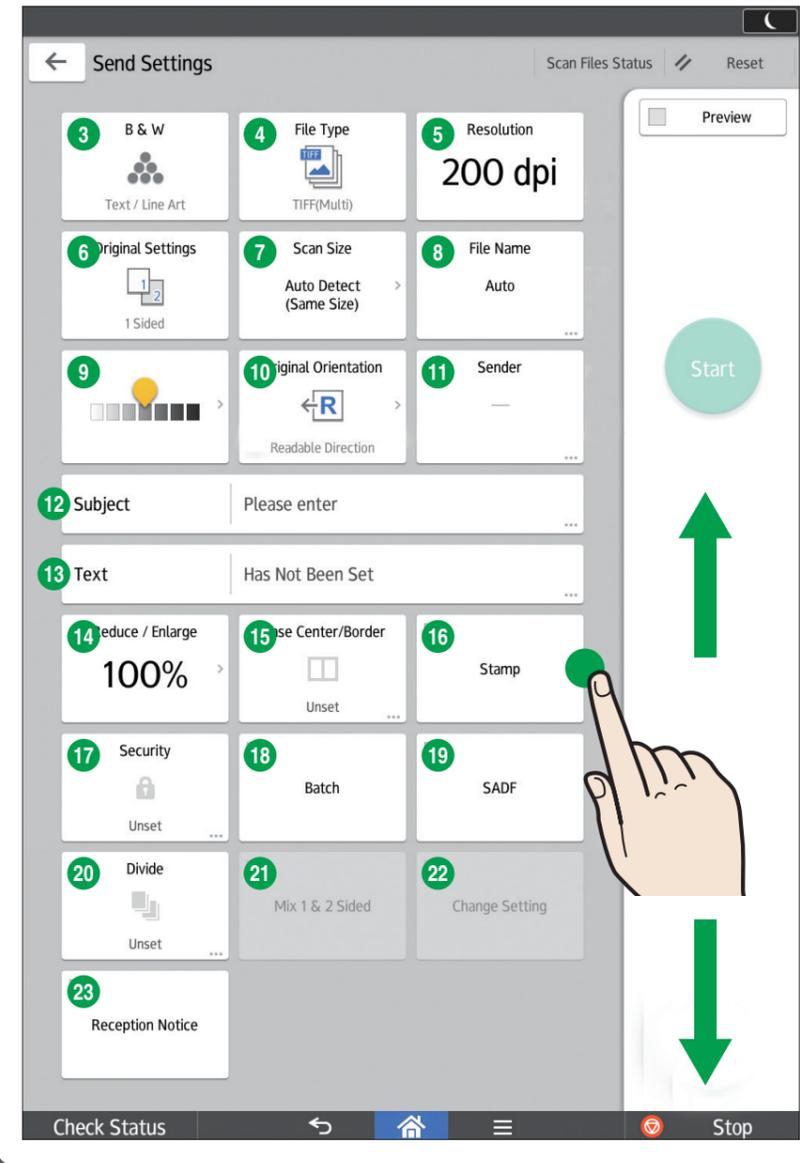


## How to use the [Scanner] screen

### Top Menu



### Send Settings Menu



- 1 File Emailing Method
- 2 Add Destination
- 3 Color Mode
- 4 File Type
- 5 Resolution Settings
- 6 Original Settings
- 7 Scan Size
- 8 File Name Mode
- 9 Adjust density
- 10 Original Orientation
- 11 Sender Select
- 12 Subject Input
- 13 Text Input
- 14 Reduce / Enlarge
- 15 Erase Center / Border
- 16 Stamp
- 17 Security Settings
- 18 Batch
- 19 SADF
- 20 Divide
- 21 Mix 1 & 2 Sided
- 22 Change Setting
- 23 Reception Notice

\* Settings vary depending on the models or options you use.  
For details, see "How to Use Each Application", Getting Started.