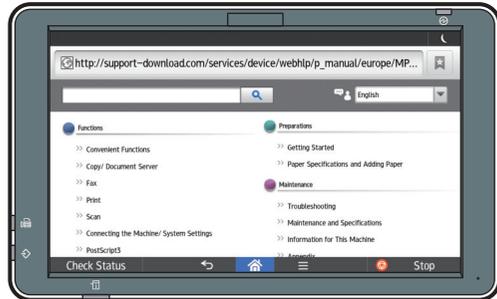


# Start Guide



Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in “Read This First” before using the machine.

This document describes how to read the operating instructions on the control panel.



DKQ001

Open the operating instructions according to the following procedure.

## 1 How to Read the Operating Instructions

**1** Make sure the power cord is firmly plugged into the wall outlet.

**2** Push the main power switch.

The main power indicator lights up and the power turns on.

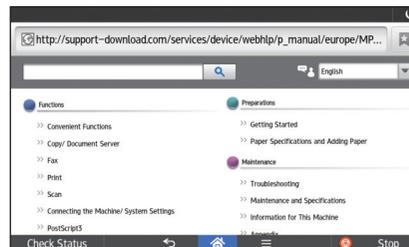
**3** Touch your finger on the screen softly, and then slide (or “flick”) the screen to the left.



**4** Press the [User Guide] icon.



The top page of the operating instructions appears on the control panel.



### Note

- You can display the operating instructions via a network. Connect the machine to a network. For details, see Connecting the Machine/ System Settings or contact your administrator.
- Unless you can connect this machine to the network, browse User Guide from a computer or other device that can be connected to the network. For details, check the manufacturer's website.
- For details about the operating instructions, see “Manuals Provided with This Machine”, Read This First.
- For details about symbols used in the operating instructions, see Help.
- Some illustrations in this manual might be slightly different from the machine.

### Changing the display language

You can change the language used on the screen. The language used in the operating instructions is the same as that used on the screen. If no operating instructions are provided written in the current display language, the operating instructions written in English are displayed on the screen. To change the display language, press [Change Langs. Widget] on Home screen 4.

## 2 Logging In and Logging Out

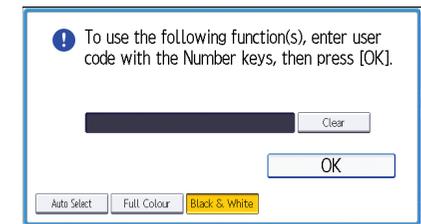
### Important

- Ask the user administrator for the Login User Name, Login Password, and User Code.
- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

### Logging in to the machine

#### ❖ When User Code Authentication is active

**1** Enter a User Code (up to eight digits), using the soft keyboard that appears and then press [OK].

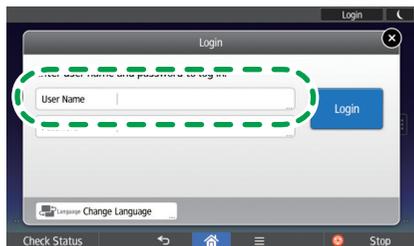


❖ When Basic Authentication, Windows Authentication, or LDAP Authentication is active

- 1 Press [Login] on the top right on the screen.



- 2 Press [User Name].



The soft keyboard is displayed on the screen.

- 3 Enter a Login User Name, and then press [Done].

- 4 Press [Password].

The soft keyboard is displayed on the screen.

- 5 Enter a Login Password, and then press [Done].

- 6 Press [Login].

■ Logging out from the machine

❖ When User Code Authentication is active

- 1 Press [ ] on the top right on the screen.



❖ When Basic Authentication, Windows Authentication, or LDAP Authentication is active

- 1 Press [Logout] on the top right on the screen.



- 2 Press [OK].

↓ Note

- If you can use the machine, you can say that you are logged in. When you go out of the operable state, you can say that you are logged out.
- If Basic Authentication, Windows Authentication, or LDAP Authentication is active, the authentication screen appears on the display. The machine only becomes operable after entering your own Login User Name and Login Password. If User Code Authentication is active, you cannot use the machine until you enter the User Code.

If there is no response when you touch the screen, contact your service representative.

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