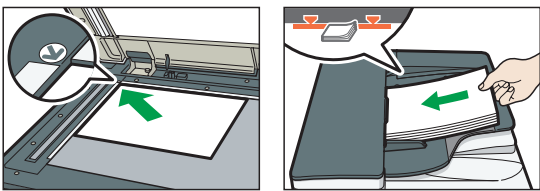


Quick Reference Scanner Guide

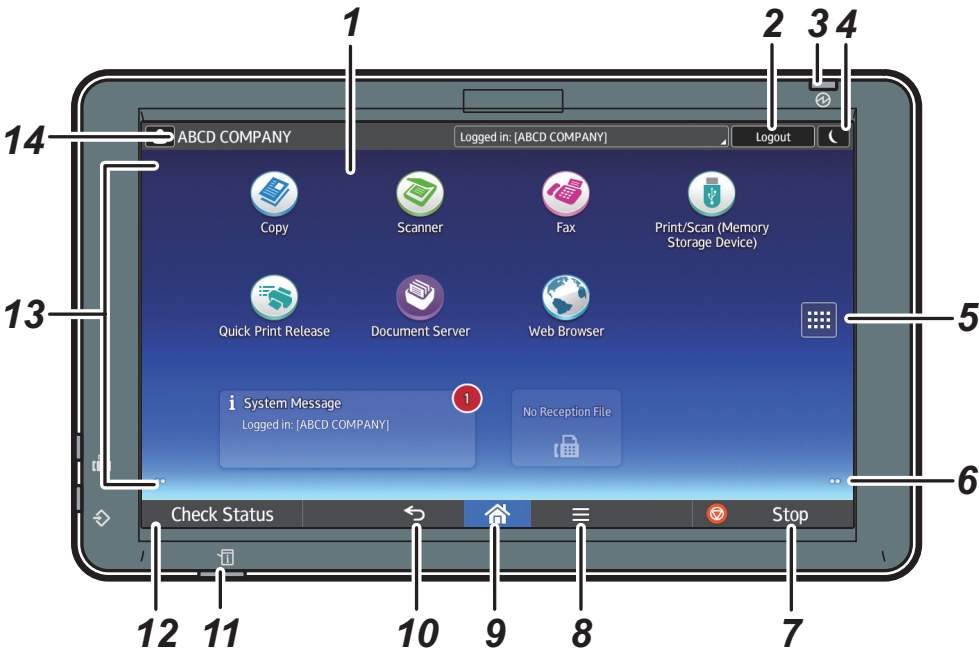
* The shape of the machine and screen displays varies according to models.

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. Place the Originals.
5. Press [Send Settings].
6. Flick the screen up and down, and make desired settings.
7. Press [Start].



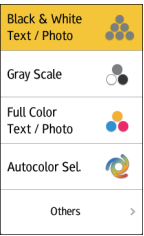
How to use the Control Panel



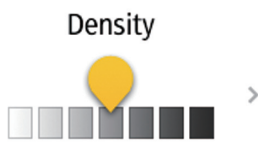
1. Display panel
2. [Login]/[Logout]
3. Main power indicator
4. [Energy Saver]
5. Application list icon
Press to display the application list that contains shortcuts to the applications on the [Home] screen.
6. Icons to switch between screens
7. [Stop]
Press to stop a job such as copying if it is in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

How to make settings

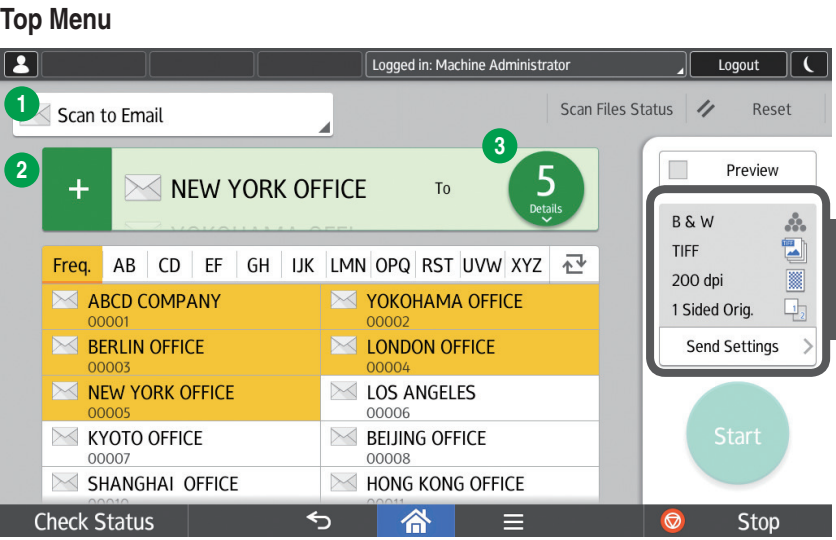
From the drop down menu, select the item you want to use.



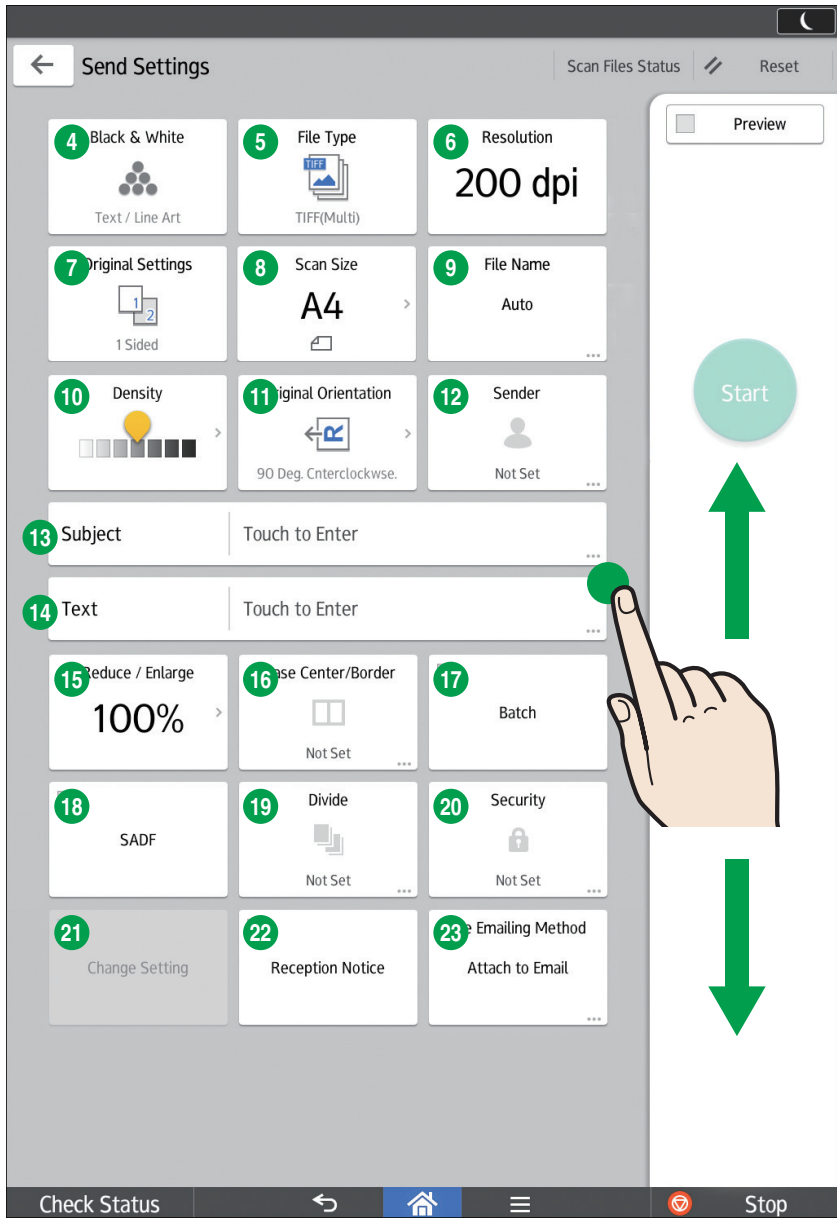
Select the image density by flicking the screen.



How to use the [Scanner] screen



Send Settings Menu



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

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