

For Users of SP C242SF

Additional Information for Shortcut to Function

Thank you for purchasing this product.

Pre-registration of frequently used functions has resulted in provision of "Shortcut to Function". This manual explains how to configure and operate this function.

★ Important

You can configure settings for the following four function using the control panel or Web Image Monitor.

- ID Card Copy Mode (Default)
- Fax Auto Print Setting
- Fax Immediate TX
- Select Scanner Destination

■ Configuring the Shortcut to Function setting using the control panel.

1. Press the [User Tools] key.
2. Press the [▲] [▼] keys to select [Admin. Tools], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] [▼] keys to select [Shortcut to Function], and then press the [OK] key.
5. Press [▲] [▼] to select the function you want to configure, and then press [OK] key.
6. Press the [User Tools] key to return to the initial screen.

■ Configuring Shortcut to Function using Web Image Monitor.

★ Important

[Shortcut to Function] appears only when a password is specified in [Administrator Password].

1. Start the Web browser, and access the machine by entering its IP address.
2. Click [System Settings].
3. Click the [Shortcut to Function] tab.

The screenshot shows the 'System Settings' web interface. At the top, there is a 'Refresh' button. Below it is a horizontal menu with tabs for various settings: 'Sound Volume Adjustment', 'Tray Paper Settings', 'Copier', 'Fax', 'Priority Tray', 'Toner Saving', 'I/O Timeout', 'B&W Print Priority', and 'Shortcut to Function'. The 'Shortcut to Function' tab is currently selected. Under this tab, there is a section titled 'Shortcut to Function Settings' with a dropdown menu set to 'ID Card Copy Mode'. Below this, there is a prompt 'Please enter Administrator Password' with an empty input field. At the bottom, there are 'OK' and 'Cancel' buttons.

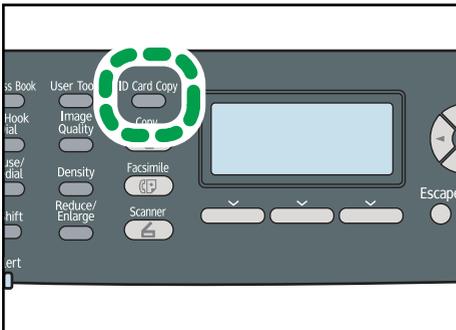
4. Specify the function you want to configure from [Shortcut to Function Settings].
5. Enter the administrator password.
6. Click [OK].
7. Close the Web browser.

Reference

- For details about how to configure the [Administrator Password] setting, see "Configuring the Administrator Settings" in User Guide.

■ Using Shortcut to Function

1. Press the [ID Card Copy] key.



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The configured function will be displayed.