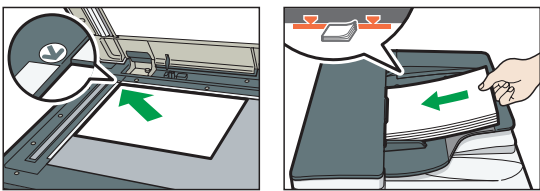


Quick Reference Scanner Guide

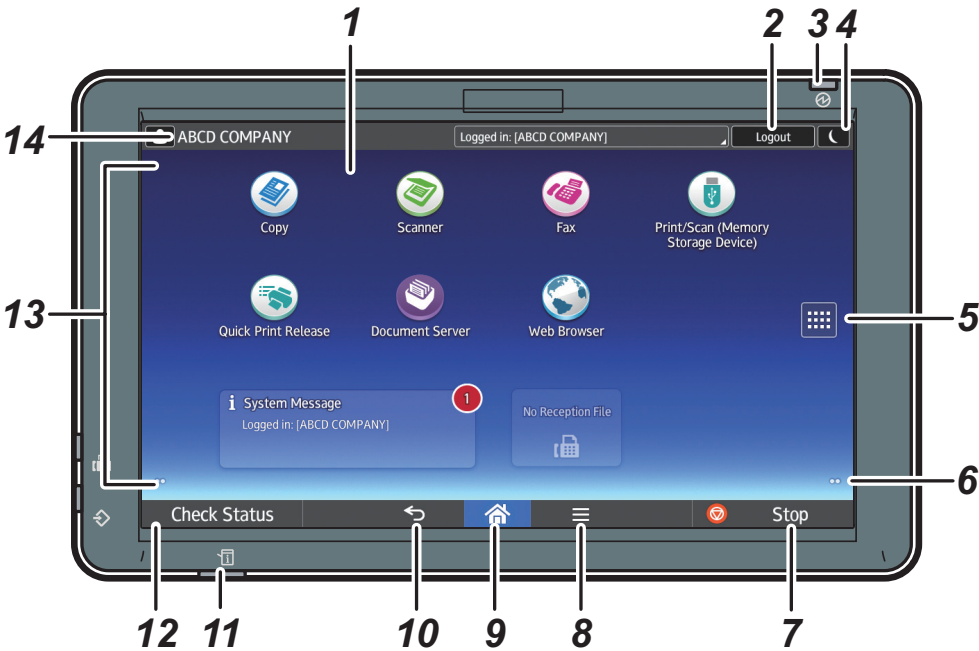
* The shape of the machine and screen displays varies according to models.

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].



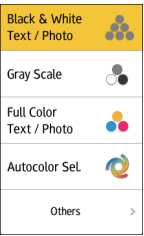
How to use the Control Panel



- 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

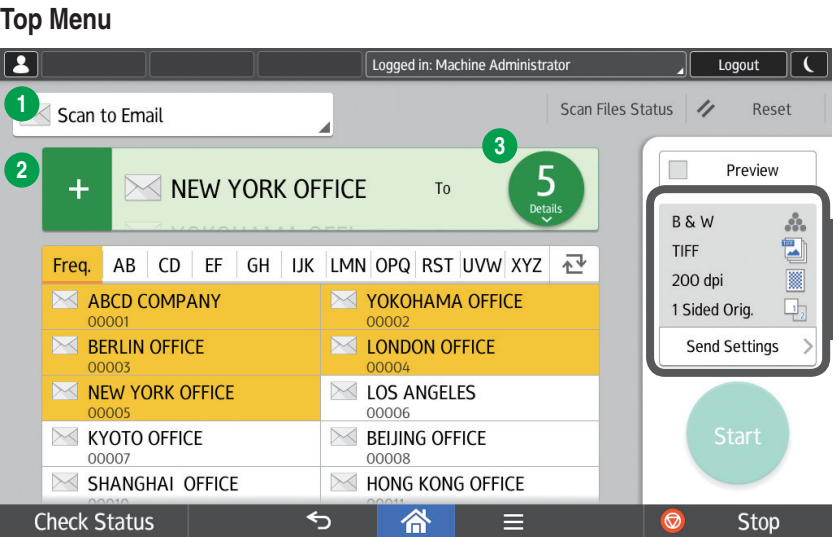
From the drop down menu, select the item you want to use.



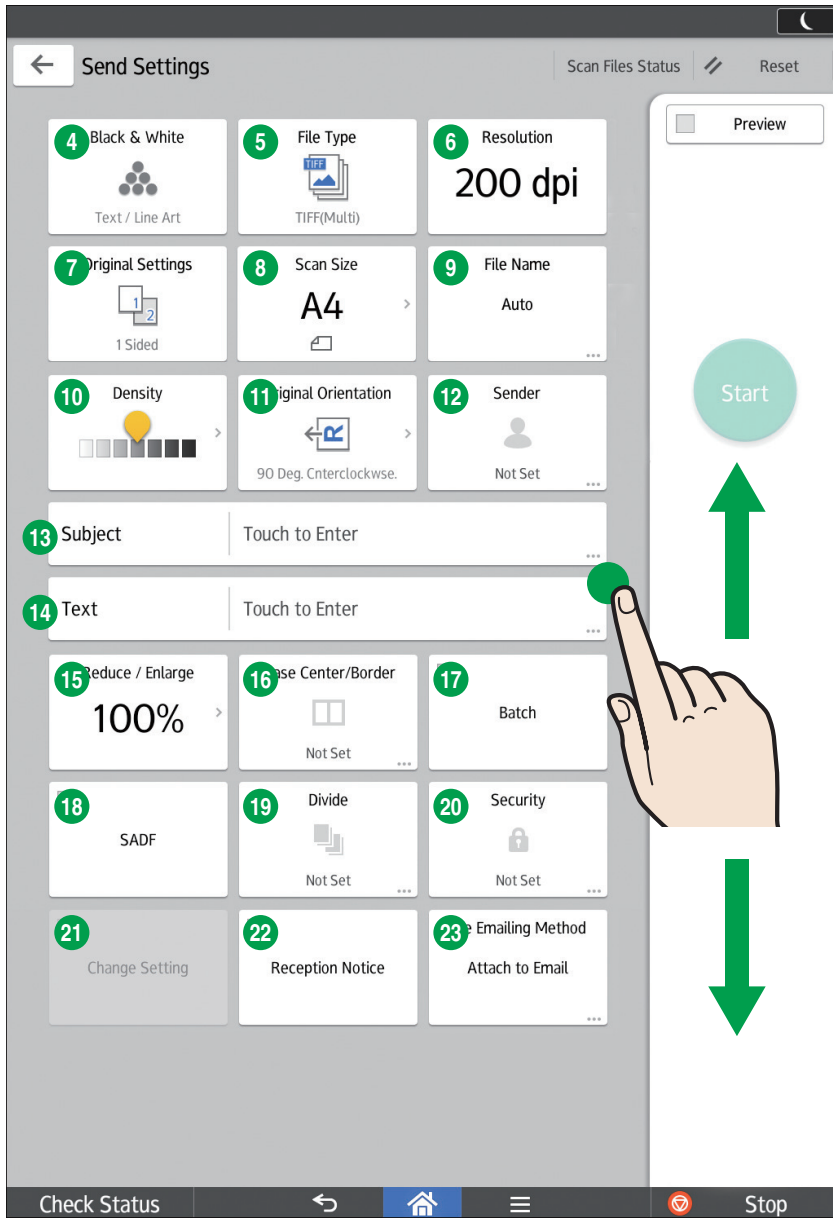
Select the image density by flicking the screen.



How to use the [Scanner] screen



Send Settings Menu



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

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