



N510 Series

USER MANUAL Control Panel

- Before using this Product, please read the USER MANUAL carefully and keep it for your reference.

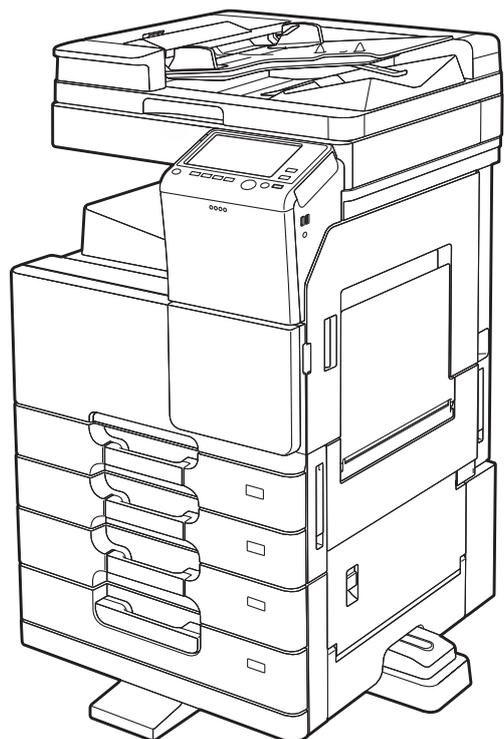




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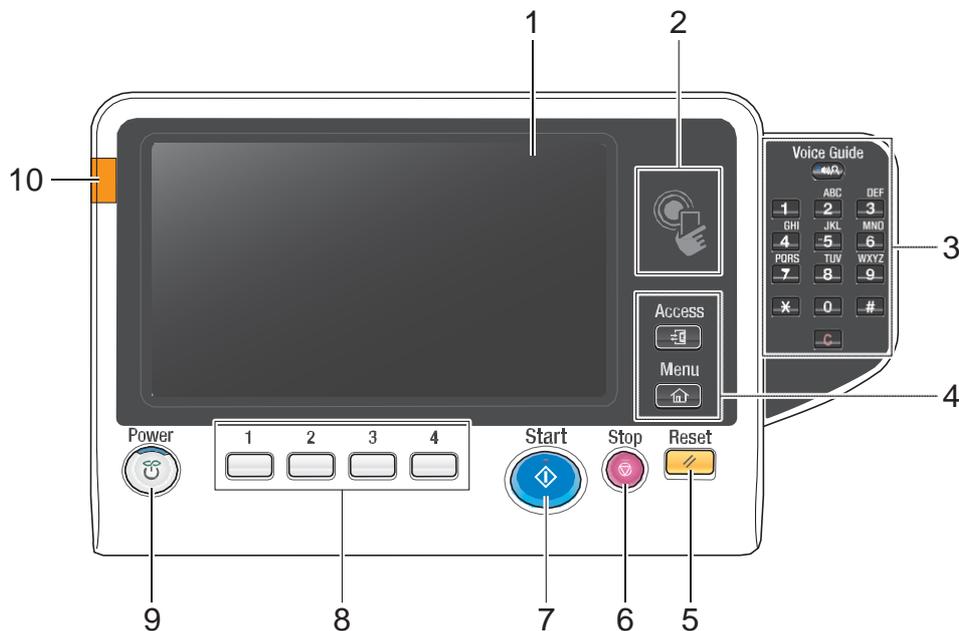


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1

Names and Functions of Control Panel Keys

1 Names and Functions of Control Panel Keys



Tips

- This figure shows an optional **Keypad KP-101** installed.

No.	Name	Description
1	Touch Panel	Displays setting screens and messages. Directly press this panel to carry out operations.
2	NFC area	Used to associate this machine with an NFC-compatible mobile terminal. This allows you to set network information of this machine to a mobile terminal via NFC. To associate this machine with an NFC-compatible mobile terminal, you will need to install Mobile for Android on the NFC-compatible mobile terminal. This machine can be easily registered in Mobile for Android by holding the mobile terminal with Mobile for Android installed over the NFC area.
3	Keypad	Use this keypad to enter numeric values such as the number of copies or zoom ratio. This keypad is also used to select a numbered setting key.
	C (Clear)	All the numeric values (number of pages, magnification, size, etc), which have been entered by keypad, are canceled.
	Voice Guide	Allows you to use the voice guidance function, which is one of the advanced functions. Press this key to start or end the voice guidance when the Enlarge Display, Accessibility, or Guidance screen is displayed on the Touch Panel. <ul style="list-style-type: none"> • For details on how to use the voice guidance, refer to "User's Guide[Advanced Function Operations]/[Using Voice Guidance]". • To use the voice guidance, the optional Extension Memory, i-Option LK-104 v3, and Local Interface Kit are required. Hold down Voice Guide to display the Help Menu.

No.	Name	Description
4	Access	Press this key to perform authentication in the Login screen if user authentication or account track is installed on this machine. Pressing the Access key while logged in will log you out of this machine. <ul style="list-style-type: none"> For details, refer to page 8-2.
	Menu	Press this key to display the Main Menu. The Main Menu displays shortcut keys assigned to selected functions, enabling you to quickly access a desired function. <ul style="list-style-type: none"> For details, refer to page 2-7.
5	Reset	Press this key to reset the settings you entered or changed on the Control Panel .
6	Stop	Press this key to temporarily stop an active copy, scan, or print job. <ul style="list-style-type: none"> To restart, press the Start key. To delete, select a target job in the currently stopped screen, then tap [Delete].
7	Start	Press this key to start an operation such as copying, scanning, faxing, or printing. <ul style="list-style-type: none"> Lights up blue: This machine is ready to start operating. Lights up orange: This machine is not ready to start operating. If this indicator lamp lights up orange, check whether any warning or message is displayed on the Touch Panel .
8	1 - 4	Press each key to switch the display of the Touch Panel to a function assigned to a Register key. <ul style="list-style-type: none"> By default, Register key 1 is assigned to [Enlarge Display], 2 to [Guidance], 3 to [10 Keypad], and 4 to [Preview]. A function to be assigned to a Register key can be changed to suit your environment. For details, refer to page 6-2.
9	Power key	Press this key to switch this machine to the Power Save mode. <ul style="list-style-type: none"> If the Power key is pressed briefly while this machine is active, the Power Save mode is turned on and the display of the Touch Panel is turned off to reduce power consumption. This machine returns to the normal mode when it receives data or faxes or when the user operates the Touch Panel. If the Power key is held down while this machine is active, the sub power is turned off to reduce power consumption. While the sub power is turned off, this machine can receive data or faxes, however, it cannot scan or print an original. If data or faxes are received while the sub power is turned off, they are printed when the machine returns to the normal mode. To reduce power consumption during the standby mode, you can use the Power key as a Sub Power Off key. For details on how to use the Power key, refer to page 7-2.
10	Warning Indicator	Indicates the status of this machine by the lamp color, flashing, or a lamp lighting up. <ul style="list-style-type: none"> Flash in orange: Warning Lights up orange: The machine has stopped.

A large, bold, black number '2' is centered within a gray rectangular box.

**Operations of Touch Panel
and Explanation of Major
Screens**

2 Operations of Touch Panel and Explanation of Major Screens

2.1 Touch Panel

2.1.1 Operating the Touch Panel

Tap

Lightly touch the screen with your finger, then remove your finger from the screen immediately.

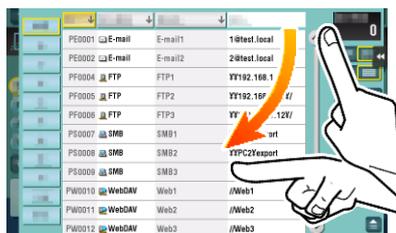
This action is available when selecting or determining a menu.



Flick

Make a slight fillip while sliding your finger on the screen.

Used to scroll the destination/job list or to feed a page in the Main menu screen/Preview screen.



Double-tap

Lightly touch the screen with your finger twice in succession.

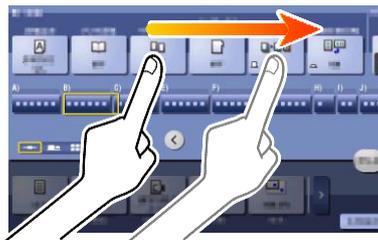
Used to retrieve detailed information, to enlarge a thumbnail or preview image, and to open a User Box.



Drag

To move the scroll bar or document, place your finger on it and move your finger.

Used to move the scroll bar or document.



Pan

Slide your finger parallel in a front-to-back and side-to-side direction on the screen.

Used to move to the intended display location if data spans multiple screens.



Long-tap

Hold down the document by the finger.

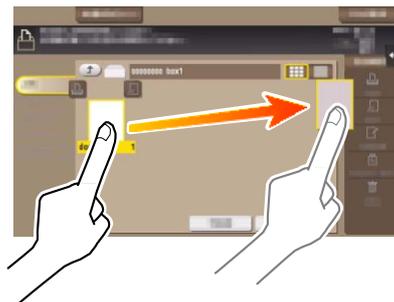
Used to display the icon related to the document.



Drag & Drop

Slide your finger to the intended place and release it while a document is selected.

Used to move the document to the intended place.



Pinch-in/Pinch-out

Place two fingers on the screen and then open or close them.

Used to enlarge or reduce a preview image.



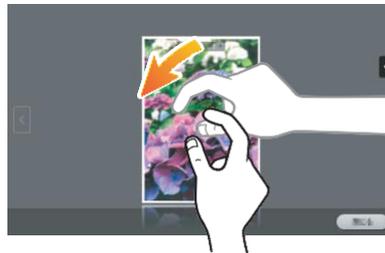
Related setting

- When Zoom Display Setting is enabled, you can enlarge the entire panel display up to 200% using the pinch-out operation (default: [No]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Rotation

Place two fingers on the screen and then rotate them.

Used to rotate a preview image.



2.1.2 Operation of Keypad

Displaying the Keypad

Tap a number or input area on the screen to display the **Keypad**.

Used to enter numerals.



Moving the Keypad

Touch the top of the **Keypad** with your finger and move it as desired.

Used to move the position to display the **Keypad**.



2.1.3 Switching the Entry or Selection Screen

Tap a target input area or icon to switch to the entry or selection screen. Used to switch into the Select screen to enter text or select a registered item.



⦿ Reference

For details about the icon types, refer to page 2-19.

2.1.4 Precautions for Using the Touch Panel

Note the following points when operating the **Touch Panel**.

- Applying a strong force to the **Touch Panel** will damage the **Touch Panel**, and potentially cause a breakage.
- When operating the **Touch Panel**, do not press on it using excessive force or with a pointed object such as a mechanical pencil.

2.2 Main Menu

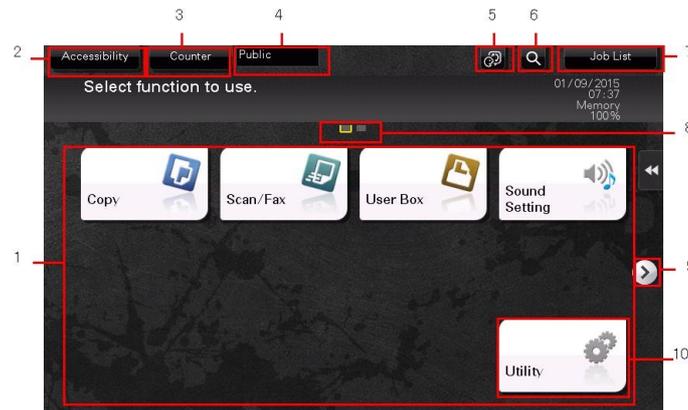
Displaying Main Menu

Press the **Menu** key on the **Control Panel** to display the main menu. You can customize the keys to be displayed on the main menu freely to suit your requirements.

The main menu can be extended to three screens as necessary. It can show 12 shortcut keys in each screen, and up to 25 shortcut keys in three screens. [Utility] is displayed fixed on the lower right of the first page.

If shortcut keys of frequently-used functions are arranged on the main menu, it helps you quickly access a target function.

Furthermore, the background of the main menu can be changed according to your preference.

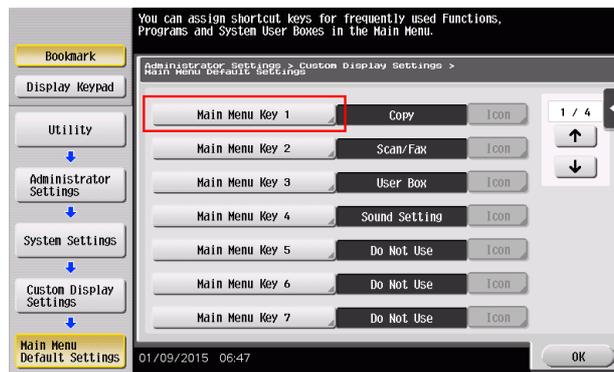


No.	Name	Description
1	Main menu keys	Display shortcut keys assigned to any function. Shortcut keys can be customized freely to suit your requirements. By default, [Copy], [Scan/Fax], [User Box], and [Sound Setting], and [Utility] are arranged on the main menu. ([Utility] is fixed.) <ul style="list-style-type: none"> For details on [Sound Setting], refer to "User's Guide[Accessibility]/[Using the Accessibility Function]". The shortcut key to [Quick Security] can be placed on the main menu. For details on [Quick Security], refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]". The Hard Disk is optional in some areas. To display the [User Box], the optional Hard Disk must be installed in this machine.
2	[Accessibility]	Tap this button to adjust a Touch Panel tapping position, change keying sounds, and configure the operating environment of the Control Panel . <ul style="list-style-type: none"> For details, refer to "User's Guide[Accessibility]/[Using the Accessibility Function]".
3	[Counter]	The total number of pages printed by this machine will be displayed while being summarized by each function. <ul style="list-style-type: none"> For details, refer to "User's Guide[Maintenance]/[Checking the Counter and Eco Information]".
4	User/Account Name	This area displays the name of the current login user or the account track name when User Authentication or Account Track is enabled. When User Authentication and Account Track are used together, the user name is displayed.
5	[Language]	Tap this button to temporarily change the language to be displayed on the panel. <ul style="list-style-type: none"> This option is displayed when [Temporary Change Language Setting] is set to [ON]. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
6	[Function Search]	Tap this button to search for copy settings or fax/scan settings to go to the target function screen from the search result.

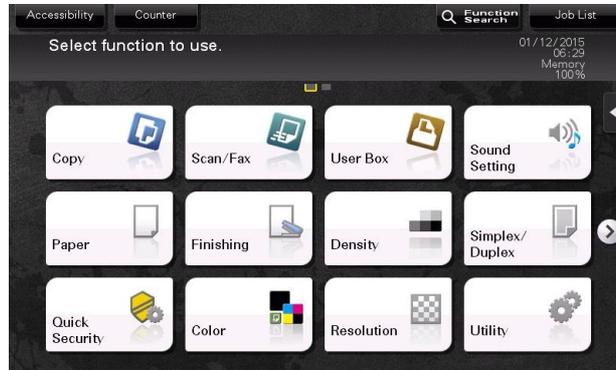
No.	Name	Description
7	[Job List]	Tap this button to display current or standby jobs. If necessary, you can check job logs or print a communication report. <ul style="list-style-type: none"> For details, refer to page 2-20.
8	Page Indicator	Allows you to check which page is currently displayed when main menu keys are assigned to multiple pages.
9	Page switching key	Tap this key to switch pages when main menu keys are assigned to multiple pages. Pages can also be switched by dragging or flicking the screen.
10	[Utility]	Tap this button to configure settings of this machine or check the use status of this machine. <ul style="list-style-type: none"> For details, refer to page 2-22.

Selecting functions to be arranged on the main menu (for the administrator)

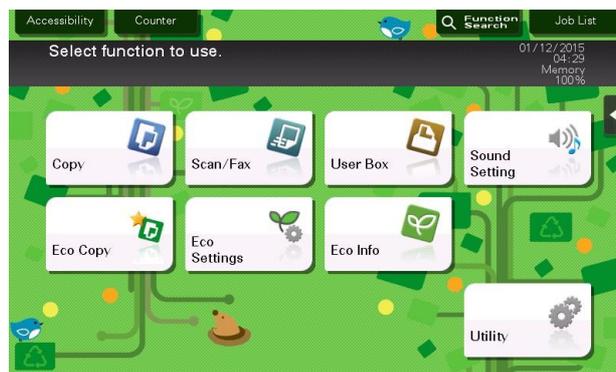
- 1 Tap [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [Main Menu Default Settings].
- 2 Select a main menu key number to be assigned to a shortcut key.
 - [Main Menu Key 1] to [Main Menu Key 11] are assigned to the first screen of the main menu. It is useful that these keys are assigned to commonly-used functions.



- 3 Tap [ON], select a function to be assigned to a shortcut key, then tap [OK].
 - Tap [Copy Program] or [Fax/Scan Program], and select Programs; you can arrange the programs registered on this machine on the main menu.
 - If Programs is selected, tap [Icon] on the screen shown in step 2, and select an icon to be displayed on the main menu.
- The shortcut keys of the selected functions are arranged on the main menu.



When one of [Eco Settings], [Eco Copy], and [Eco Info] is placed on the main menu, the background of the main menu changes to that of the Eco function.

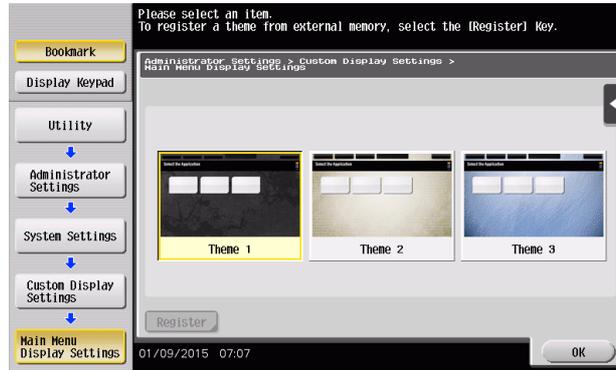


Changing the theme of the main menu (for the administrator)

- 1 Tap [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [Main Menu Display Settings].

2 Select a desired theme, then tap [OK].

→ You can register an image on this machine to use it as a theme of the main menu. Up to three files can be registered as images. To register a theme, connect the USB memory device, which contains the target theme, to this machine, then tap [Register].



This changes the theme of the main menu to the selected one.



Tips

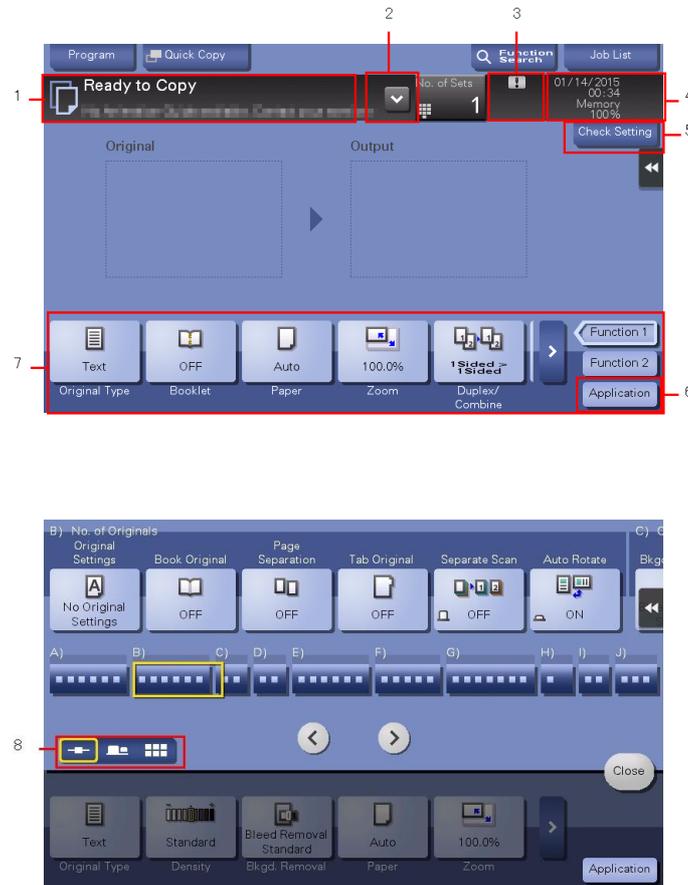
An image that can be registered as a theme of the main menu must be configured according to the following specifications.

- File type: PNG
- File size: 1.5 MB or less
- Display size: Width 1024 pixels or less, height 768 pixels or less (An image is reduced to 800 pixels in width and 480 pixels in height at the time of registration while the aspect ratio of the original image remains unchanged.)

2.3 Main Screen

2.3.1 Screen Layout

The structure of screen is described here as an example of the main screen of copy mode and the screen of applied function.



No.	Name	Description
1	Message display area	Displays a message to show the status of this machine and operation procedures.
2	Enlarge/Reduce key	Tap this button to enlarge or reduce the size of the message display area if a message does not fit in the message display area.
3	Icon display area	Displays an icon that indicates information such as the job status, warning, or USB memory connection status. Tapping the icon allows you to check the details. <ul style="list-style-type: none"> For details on the icons that indicate the status of this machine, refer to page 2-19.
4	Date/Time, Memory, or Toner Level display area	Displays the current date and time, free space in memory, and toner level.
5	[Check Setting]	Tap this button to check the function specified currently in each mode.
6	[Application]	The screen for selecting the application function appears.
7	Functions/settings display area	Configure optional settings in each mode, for example, scan setting or original setting. <ul style="list-style-type: none"> You can customize a function key displayed in the functions/settings display area. For details, refer to page 2-12.

No.	Name	Description
8	Display switching key	<p>Tap this button to switch into the tab mode, map scroller mode, or grid mode to display the application function screen.</p> <ul style="list-style-type: none"> You can change the default mode to display the application function screen. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



Tips

- When setting is configured such that the **Keypad** is always displayed on the **Touch Panel**, the original image is not displayed but only the output image is displayed in copy mode.

2.3.2 Customizing a Function Key Displayed in Each Mode (for the Administrator)

Selecting a function key display pattern

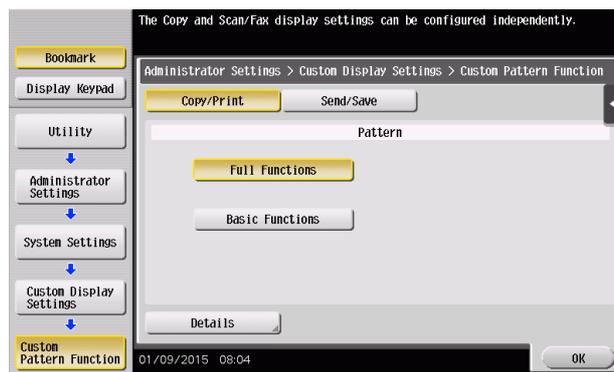
This machine provides three display patterns to display or hide function keys in each mode.

The three display patterns are [Full Functions] to display all function keys, [Standard Functions] to display the frequently used function keys, and [Basic Functions] to display more basic function keys than [Standard Functions].

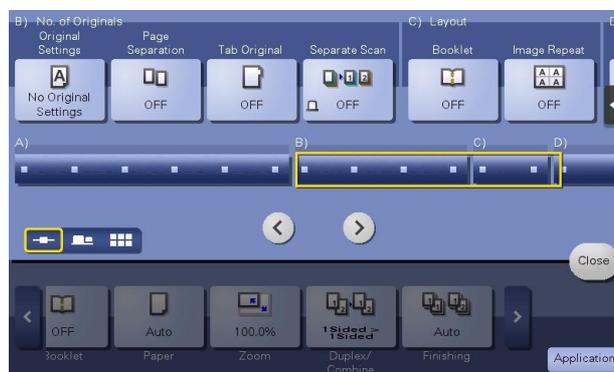
[Full Functions] is specified by default. The display pattern can be changed to any of the above three types depending on function key usage conditions.

- 1 Tap [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [Custom Function Pattern Selection], and select [Copy/Print] or [Send/Save].
 - If [Copy/Print] is selected, you can change a display pattern of function keys to be displayed in the print settings screen in copy or User Box mode.
 - If [Send/Save] is selected, you can change a display pattern of function keys to be displayed in the send or save settings screen in scan/fax or User Box mode.

- 2 Select a function key display pattern, then tap [OK].
 - To check the function displayed in each pattern, tap [Details].



This changes the display pattern of the function keys as specified.



Tips

- [Standard Functions] is not displayed in some areas.
- A function key display pattern can be added to suit your requirements. For details, contact your service representative.

Related setting (for the administrator)

- If user authentication or account track is employed, you can select whether to restrict a change of a display pattern for each user or account track (default: [Restrict]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- To change a function key display pattern for each user or account track, edit user or account track information, and individually select the desired function key display pattern. For details on how to specify a function key display pattern for each user, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]". For details on how to specify a function key display pattern for each account track, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

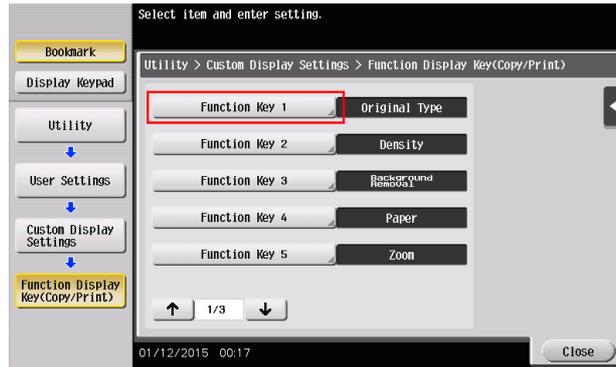
Selecting function keys to be displayed in the main screen

You can change the type or layout of function keys to be displayed in the main screen in each mode.

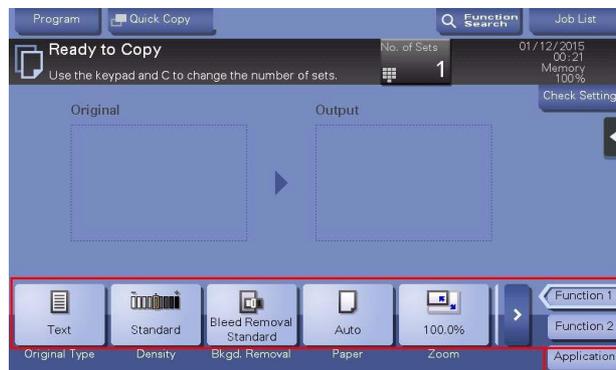
You can arrange the frequently used function keys in the main screen or hide unused function keys depending on function key usage conditions.

- © To change a function key to be displayed in the main screen, permit a change of a function key in advance (default: [Restrict]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

- 1 Tap [Utility] - [User Settings] - [Custom Display Settings], and select [Function Display Key (Copy/Print)] or [Function Display Key (Send/Save)].
 - If [Function Display Key (Copy/Print)] is selected, you can change a key to be displayed in the main screen of copy mode and the print setting screen of User Box mode.
 - If [Function Display Key (Send/Save)] is selected, you can change a function key to be displayed in the main screen of scan/fax mode and in the send settings screen or save settings screen of User Box mode.
- 2 Select a function key number to be reconfigured.
 - If [Function Display Key (Copy/Print)] is selected, [Function Key 1] to [Function Key 7] are assigned to [Function 1], and [Function Key 8] to [Function Key 14] are assigned to [Function 2]. It is convenient that commonly-used functions are to be assigned to [Function Key 1] to [Function Key 7].



- 3 Tap [ON], select a function to be assigned to a function key, then tap [OK]. This changes the function keys displayed in the main screen.



Tips

- If function key settings are changed by selecting [Function Display Key (Copy/Print)], the functions that are not assigned to [Function Key 1] to [Function Key 14] are displayed in [Application].
- If function key settings are changed by selecting [Function Display Key (Send/Save)], the functions that are not assigned to [Function Key 1] to [Function Key 7] are displayed in [Application].

2.3.3 Viewing the Current Settings

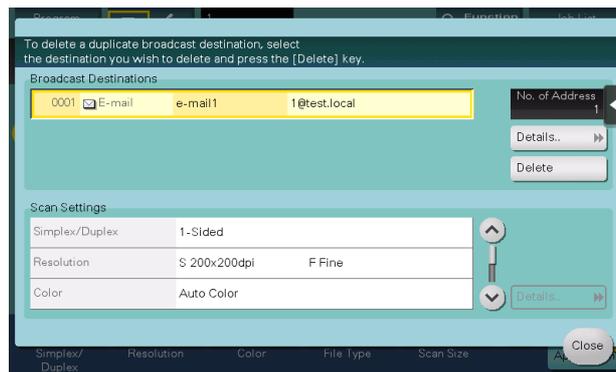
Viewing the settings in the copy mode

Tap [Check Setting] in the main screen of the copy mode to view the current settings.



Viewing the settings in the scan/fax mode

Tap [Check Setting] on the main screen of the scan/fax mode to view the specified addresses or current settings.

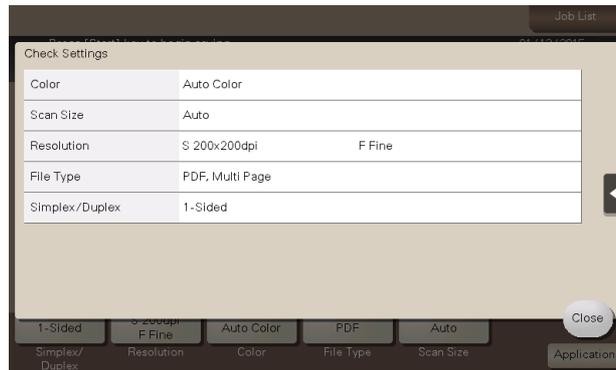


Item	Description
[Broadcast Destinations]	<p>Allows you to view the specified destination.</p> <ul style="list-style-type: none"> • Select a destination, and tap [Details..] to display detailed information of the selected destination. • Select a destination, then tap [Delete] to cancel the selected destination.
[Scan Settings]	<p>Allows you to view the current settings.</p> <p>Select E-mail Subject, From, Text, or Document Name, then tap [Details..] to display settings.</p>

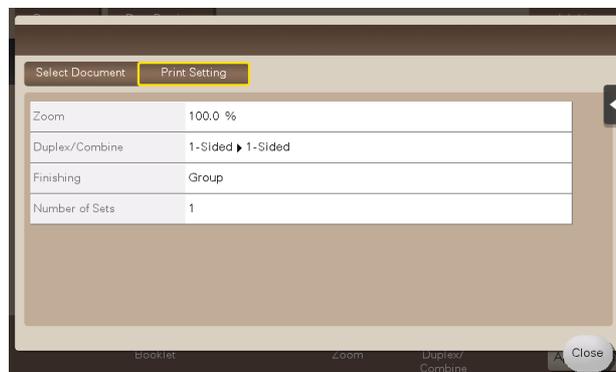
Viewing the settings in the User Box mode

Tap [Check Setting] in each User Box mode screen to view the current settings.

When saving the original in a User Box, you can view the save settings.



When printing a file from a User Box, you can view the print settings. If necessary, you can view a list of selected files.



When sending a file from a User Box, you can view the specified address or send settings. If necessary, you can view a list of selected files.

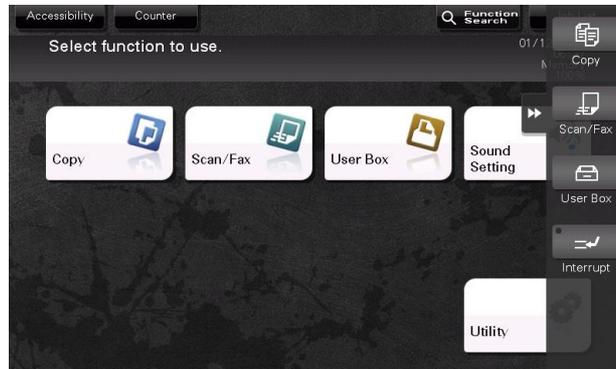


2.4 Slide Menu

What is the slide menu?

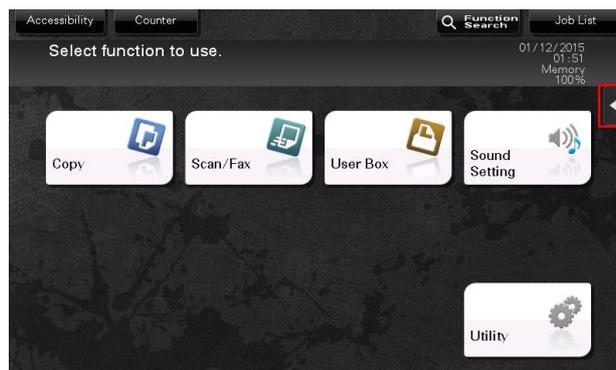
The slide menu is a menu that slides out from the edge of the screen and is displayed when the user taps the menu display tab key. To ensure smooth operations, this menu is not displayed during general use.

The slide menu provides function keys used to switch to the copy or scan screen. Function keys to be displayed on the slide menu can be changed to suit your environment.



Opening or closing the slide menu

The slide menu can be opened or closed by tapping the slide menu tab key.



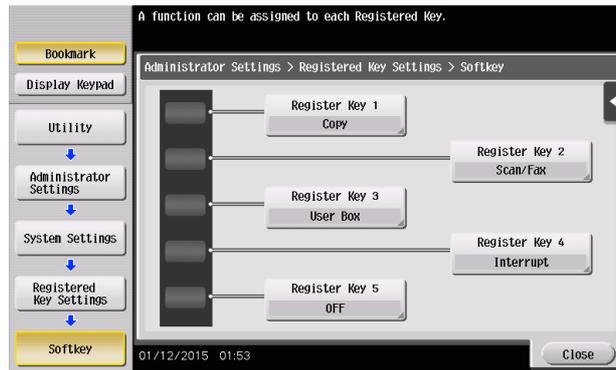
Tips

- Dragging the slide menu tab key allows you to move the display position upward or downward freely.
- If you tap outside the menu display area while the slide menu is displayed, you can close the slide menu.
- As necessary, the slide menu open and close functions can be assigned to the hardware keys on the **Control Panel**. For details, refer to page 6-2.

Changing a function to be assigned to the slide menu

You can select a function to be assigned to the slide menu to suit your environment. It will be useful to assign frequently-used functions.

- 1 Tap [Utility] - [Administrator Settings] - [System Settings] - [Registered Key Settings] - [Softkey], then tap the key to be assigned to a different function.



- 2 Select the desired function, then tap [OK].

Settings	Description
[Copy]	Tap this button to display the main screen in the copy mode.
[Scan/Fax]	Tap this button to display the main screen in the scan/fax mode.
[User Box]	Tap this button to display the main screen in the User Box mode.
[10 Keypad]	Tap this button to display the Keypad on the Touch Panel when entering numeric values such as the number of copies or zoom ratio.
[Utility]	Tap this button to display the [Utility] screen.
[Enlarge Display]	Tap this key to change the display of the Touch Panel to Enlarge Display mode.
[Guidance]	Tap this button to display the Help Menu.
[Interrupt]	Tap this button to interrupt active jobs on this machine and deal with an urgent copy job.
[Preview]	Tap this button to display a finishing image with the current settings on the Touch Panel .



Related setting (for the administrator)

- You can specify whether to use the slide menu. Also, you can display the keypad on the slide menu or change the background color of the slide menu. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

2.5 Types of Icons

Icons indicating the status of this machine

Icons indicating the status of this machine may appear in the icon display area. The types of icons to be displayed are as follows.

Icon	Description
	Indicates that a USB memory device is connected to this machine. Tapping this icon displays the screen to select a function (print, save, or scan) supported by the USB memory.
	Indicates that a USB connection is disabled because a nonstandard USB memory device is connected to this machine.
	Indicates that there are messages related to the consumables replacement or device maintenance. Tap this icon to check the message and perform the relevant replacement or maintenance procedure.
	Indicates that an error occurred in relation to print or scanner functions. Tap this icon to change to a screen that shows a warning code.
	Indicates that the machine is waiting for the fax redial.
	Indicates that the machine is receiving data, regardless of the current mode.
	Indicates that data is being sent from the machine, regardless of the current mode.
	Indicates that an error has occurred in a connection to the E-mail server (POP).
	Indicates that enhanced security mode is enabled.

Icons to change to entry or selection screen

When you enter text or select a registered item while operating this machine, the following icons may be displayed. Tap a target icon to change to the screen on which you want to enter text or select a registered item.

Icon	Description
	Displays the text entry (keyboard) screen. This icon is referred to as a "keyboard icon" in the manual.
	Displays a screen through which a program address can be directly entered. This icon is referred to as an "entry icon" in the manual.
	Displays a list of registered items. This icon is referred to as a "list icon" in the manual.
	Displays a screen to configure detailed settings. This icon is referred to as a "detail icon" in the manual.

☺ Reference

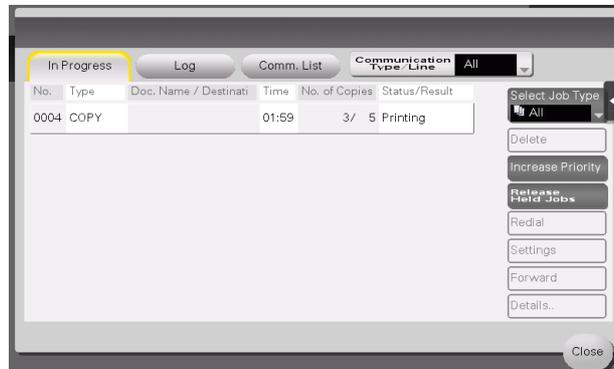
To enter characters or select a registered item, you can tap a target input area to switch onto the entry or selection screen without tapping an icon. For details, refer to page 2-6.

2.6 Viewing Current Job or Job History

Displaying the Job screen

A job refers to an individual operation unit such as printing, sending, receiving, or saving.

Tap [Job List] on the main menu or on the main screen of each mode to view current job or job history, or to print a sending-receiving result report.



Viewing Current Jobs

Tap [In Progress] to display current or standby jobs on this machine. As necessary, you can reorder print jobs or delete a standby job.

Item	Description
[Communication Type/Line]	Used to filter jobs to be displayed in the list based on the following conditions. <ul style="list-style-type: none"> [All]: Displays all types of jobs for send jobs, receive jobs, and timer TX jobs regardless of the scan mode, fax mode, or line to be used. [Scan]: Displays only scan jobs for send jobs. [Fax]: Displays all fax jobs for send jobs and timer TX jobs regardless of the line to be used.
[Select Job Type]	Used to filter jobs to be displayed in the list based on the job type such as a print job or send job.
[Delete]	Tap this button to delete a job selected in the list.
[Increase Priority] (Print Job)	Tap this button to change the printing priority when print jobs are queued. Select a job to be printed first in the list of queued print jobs, then tap [Start]. <ul style="list-style-type: none"> The interrupted print job is automatically restarted when the preferential print job is completed. If the currently processed print job cannot be interrupted due to Fold or Staple, the preferential print job is executed after the currently processed print job has been completed.
[Release Held Jobs] (Print Job)	Tap this button to configure the proof print function and display a list of executed print jobs using the printer driver. When printing, select a desired print job, then tap [Start]. If necessary, you can change print settings or delete a job. <ul style="list-style-type: none"> For details on the proof print function, refer to "User's Guide[Print Operations]/[Printing in the Windows Environment]".
[Redial]	Tap this button to manually send a redial waiting fax you select from the list. A redial waiting fax is sent automatically by the auto redial function after the specified time lapsed; however, you can manually start sending without waiting for automatic sending.
[Settings]	Tap this button to check the setting of a job selected in the list.
[Forward]	Tap this button to forward a fax received by the in-memory proxy reception function to another destination. Select a destination in the address book or directly enter it, then tap [Start]. <ul style="list-style-type: none"> For details on the in-memory proxy reception function, refer to "User's Guide[Fax Operations]/[Receiving Options]".
[Details..]	Tap this button to check detailed information of a job selected in the list.

Item	Description
[Warning Display]	Displays the warning screen for an error when you select a job in which the error occurs.



Related setting (for the administrator)

- Select whether to hide personal information such as an address or file name in the [Job List] screen (default: [No]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- Select whether to permit a deletion of other user's job (default: [Restrict]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- Select whether to permit a change on the priority of a print job specified in [Increase Priority] (default: [Allow]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Checking the job history

Tap [Log] to display a list of jobs processed on this machine up till then. You can check a job that could not be ended due to an error.

Item	Description
[Communication Type/Line]	Used to filter jobs to be displayed in the list based on the following conditions. <ul style="list-style-type: none"> • [All]: Displays all types of jobs for send jobs, receive jobs, and timer TX jobs regardless of the scan mode, fax mode, or line to be used. • [Scan]: Displays only scan jobs for send jobs. • [Fax]: Displays all fax jobs for send jobs and timer TX jobs regardless of the line to be used.
[Select Job Type]	Used to filter jobs to be displayed in the list based on the job type such as a print job or send job. Jobs can be further filtered in combination with [Limitation Filter].
[Limitation Filter]	Used to filter jobs to be displayed in the list based on the selected conditions. <ul style="list-style-type: none"> • [All Jobs]: Displays all jobs. • [Finished Jobs]: Displays the jobs that have been ended normally. • [Deleted Jobs]: Displays the jobs that were deleted before they are ended.
[Details..]	Tap this button to check detailed information of a job selected in the list.



Tips

- If user authentication is installed on this machine, change the authentication method and clear all management data; the job history is deleted.



Related setting (for the administrator)

- Select whether to hide personal information such as an address or file name in the [Job List] screen (default: [No]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- The job history can be initialized if necessary. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Printing a communication report

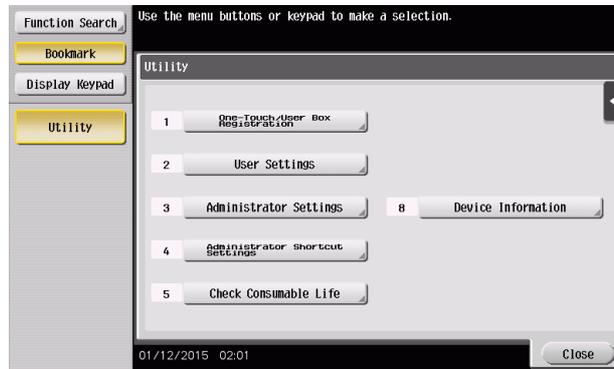
Tap [Comm. List] to print a fax report that contains the results of Scan, Fax TX, Fax RX, and fax communication (TX/RX) jobs. For a fax report, you can specify the number of destinations.

To print a fax report, select a target for [Report Type], tap [Selection Confirm], then press the **Start** key.

2.7 Configuring Settings of This Machine

Displaying [Utility]

Tap [Utility] on the main menu to check the settings or use status of this machine.



Settings	Description
[One-Touch/User Box Registration]	Register destinations or User Boxes.
[User Settings]	This button displays items that can be changed by users. You can change the defaults or screen displays of the copy, scan/fax, or print function in a user-friendly manner to suit your requirements.
[Administrator Settings]	This button displays items that can be changed only by the administrator. To configure settings, you need to enter the administrator password for this machine. You can specify the initial operations of the copy, print, fax, or User Box function, power saving function, and network function to suit your requirements. Also, you can manage the use status of this machine or inhibit an information leakage by specifying the authentication or security function.
[Administrator Shortcut Settings]	You can register up to 16 shortcut keys for setting items in [Administrator Settings]. Registering the frequently used setting items as shortcut keys allows you to reduce the time to access each setting item. To configure settings, you need to enter the administrator password for this machine.
[Check Consumable Life]	Tap this button to check the status of consumables (consumption level) on this machine. When necessary, print the status of consumables in list form.
[Device Information]	Tap this button to display the function version, IP address (IPv4/IPv6), serial number, contact telephone number, contact fax number, or version information of this machine.
[Remote Panel Operation]	Tap this button to start remote operation of the Control Panel of this machine. This button is displayed when the operating environments of remote panel are configured by administrator.

The following items are displayed in the left panel.

Item	Description
[Function Search]	Tap this button to search for a key assigned to [User Settings] or [Administrator Settings] and move to the target screen from the search result.
[Bookmark]	Tap this button to check a position of the currently displayed setting screen.
[Display Keypad]	The Keypad is displayed in the left-hand pane.

Displaying administrator settings

To display administrator settings, you need to enter the administrator password for this machine.

- 1 Tap [Administrator Settings].

2 Enter the administrator password for this machine.

→ For details on the administrator password, refer to the booklet manual.

The [Administrator Settings] screen appears. The available setting items are as follows.

Settings	Description
[System Settings]	Configure the operating environment of this machine such as the date and time of this machine, power saving function, functional operations, and screen displays.
[Administrator/Machine Settings]	Register information on the administrator and this machine.
[One-Touch/User Box Registration]	Register destinations or User Boxes. Also, print an address list, or specify the maximum number of User Boxes that can be created.
[User Authentication/Account Track]	Configure user authentication and account track. This function allows you to restrict users who can use this machine or manage the use status of this machine. Specify the authentication method, or register user information or account track information.
[Network Settings]	Configure the network function such as TCP/IP settings or Scan-to-send function operating environment.
[Copier Settings]	Configure each function used in copy mode.
[Printer Settings]	Specify the time-out time to limit a communication between this machine and a computer, or configure settings of a communication with the printer driver.
[Fax Settings]	Configure the settings to use the fax or network fax function.
[System Connection]	Configure settings to establish the association of this machine and other system.
[Security Settings]	Configure the security function of this machine such as password setting or data management method.
[License Settings]	Issue a request code required to use an advanced function, or enable an advanced function.
[Voice Guidance Settings]	Select whether to enable the voice guidance function.
[OpenAPI Certification Management Setting]	Specify a restriction code to prevent an OpenAPI connection application from being registered on this machine.
[Remote Access Setting]	Specify whether to remotely rewrite (import or export) user data such as address information using the remote diagnosis system.
[Eco Copier Settings]	Change copy settings of the Eco copy function.

Tips

- If you are logging in to the administrator mode via **Web Connection**, you cannot display **Administrator Settings** using the [Control Panel].

Allowing acquisition of machine usage information

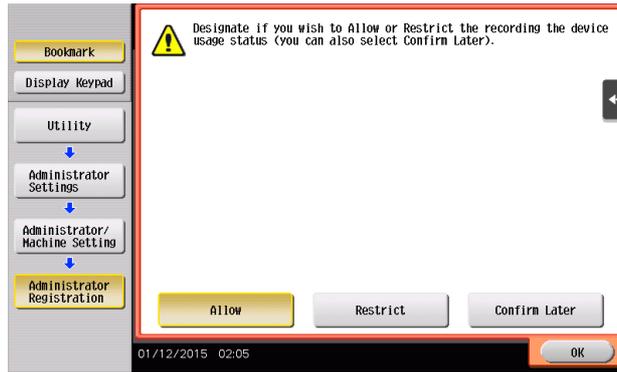
Select whether to allow us to acquire log data pertaining to the machine usage.

If log acquisition is allowed, the logging process starts immediately, which makes it useful if you need to analyze the cause of a problem that may occur later on this machine or to improve the product quality.

The screen to confirm whether to allow log acquisition is displayed when:

- The administrator password has been changed by selecting [Utility] - [Administrator Settings] - [Security Settings] - [Administrator Password];
- Registered information has been edited by selecting [Utility] - [Administrator Settings] - [Administrator/Machine Settings] - [Administrator Registration]; or

- Administrator settings have been displayed while the number of copies exceeded 100.



Settings	Description
[Allow]	Tap this button to start log acquisition. Once this option is selected, the screen will no longer be displayed.
[Restrict]	Tap this button to not acquire log data. Once this option is selected, the screen will no longer be displayed.
[Confirm Later]	Tap this button to display the screen again the next time the conditions are satisfied.



Displaying Help on the Touch Panel

3 Displaying Help on the Touch Panel

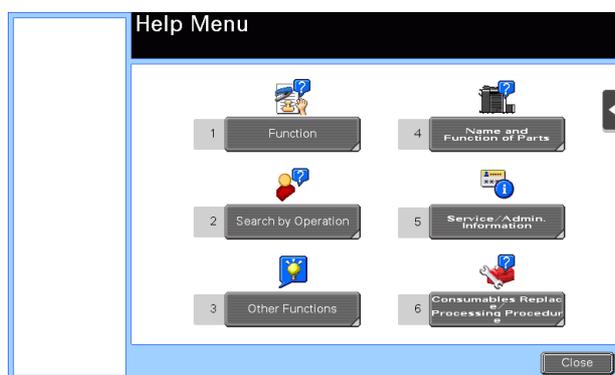
Displaying the Help Menu

To check an overview or operation procedure of a specific function while operating this machine, press the **Guidance** key (default: Register key **2**) to view the explanation corresponding to the currently displayed screen on the **Touch Panel**.

For example, by pressing **Guidance** while [Finishing] is displayed, you can view a description of the finishing function.

When Help Menu (main menu of Help) is displayed, you can search for a target based on an objective or function.

The Help Menu consists of the following items. View and check an overview or operation procedure of a specific function.



Item	Description
[Function]	Tap this button to display the guidance menu that has been sorted according to the function names to be displayed in the screen. This menu is useful to learn an overview of a specific function.
[Search by Operation]	Tap this button to display operation examples and explanations of this machine sorted by function. Tapping [Go to function] jumps to the screen to configure the displayed function. <ul style="list-style-type: none"> Select [Copying] and tap [Copying Special Documents] to view the procedure for loading an original.
[Other Functions]	Tap this button to display the guidance menu of the functions and settings that make it easier to use this machine. Tapping [Go to function] jumps to the screen to configure the displayed function.
[Name and Function of Parts]	Tap this button to display the keys of the Control Panel or the keys of the optional units installed on this machine, and view their functions.
[Service/Admin. Information]	Tap this button to display the name, extension number, and E-mail address for the administrator of this machine.
[Consumables Replace/Processing Procedure]	Tap this button to check how to replace consumables or dispose of punch scraps. Tapping [Start Guidance] starts the guidance.

Tips

- By using Bookmark in the left panel, you can check a position of the currently displayed Guidance screen.
- Tap [Close] on the Guidance screen to move up one level in the menu structure. When [Exit] is tapped, the guide function terminates and the screen returns to the display that was shown before the Guidance screen was displayed.

- Tap [To Menu] on the Guidance screen or [Help Menu] on Bookmark to display the Help Menu.
- The Guidance screens cannot be displayed when the following operations are being performed: Scanning, printing a proof copy, preview of a finished copy, operating in Enlarge Display mode, or operating in Accessibility mode
- While the Guidance screen is displayed, the following keys on the **Control Panel** are disabled: **Start, C (Clear), [Interrupt], Preview, Access, and Enlarge Display**

Displaying how to replace consumables or clear paper jams

You can clear a jam or carry out the replacement procedure while viewing how to clear paper jams or staple jams, or replace consumables such as a **Toner Cartridge** via the **Touch Panel**.

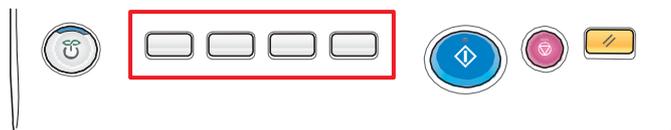
If a warning screen appears, for example, when a paper or staple jam occurs or consumables are to be replaced, tap [Start Guidance] on that screen; the guidance will start.



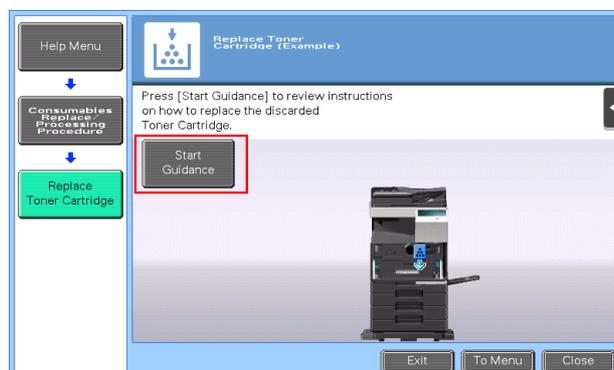
If you want to confirm a jam removal or replacement procedure when no warning screen is displayed, follow the procedure below to view the guidance.

This example shows you how to replace a **Toner Cartridge**.

- 1 Press the **Guidance** key (default: Register key 2).



- 2 Tap [Consumables Replace/Processing Procedure] - [Replace Toner Cartridge] - [Start Guidance].



The guidance starts.

Tips

- You can also tap [Search by Operation] - [Replace consumables.] on the [Help Menu] to view a jam removal or replacement procedure.

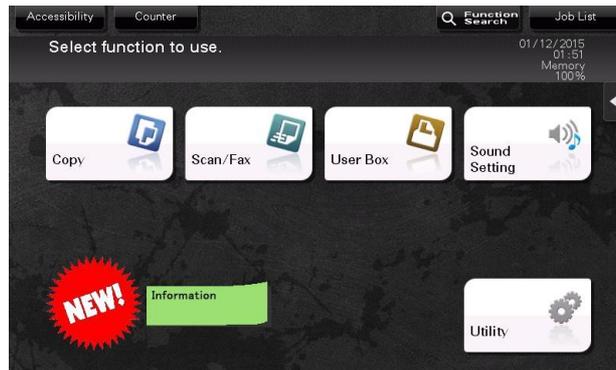
4

Arranging Widgets on the Touch Panel ([Widget Settings])

4 Arranging Widgets on the Touch Panel ([Widget Settings])

Widget arrangement function

You can arrange text, icons, GIF animations, and other items as widgets at desired positions on the main menu or the copy-mode screen. By arranging widgets on frequently used screens, important information can be highlighted.



Widgets can be arranged on the following screens.

- Main Menu
- Main screen of copy mode
- Current screen of copy mode

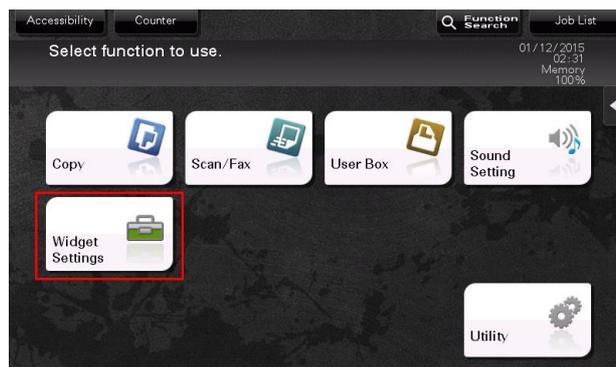
A widget icon or GIF animation image can be selected from the available selections or can be newly registered by the user. For details on how to register it, refer to page 4-3.

The specifications of icons and GIF animation images that can be registered are as follows.

Type	Specifications
Icon	File type: PNG File size: 1 MB or less Display size: 1024 pixels or less in width, 1024 pixels or less in height Number of items able to be registered: Max. 10
GIF animation	File type: GIF File size: 512 KB or less 512 pixels or less in width, 512 pixels or less in height Number of items able to be registered: Max. 3

Operations required to use this function (for the administrator)

Place [Widget Settings] on the main menu. For details on the setting procedure, refer to page 2-7.

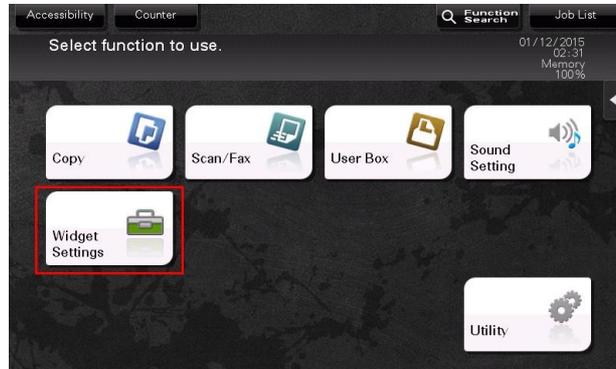


Related setting (for the administrator)

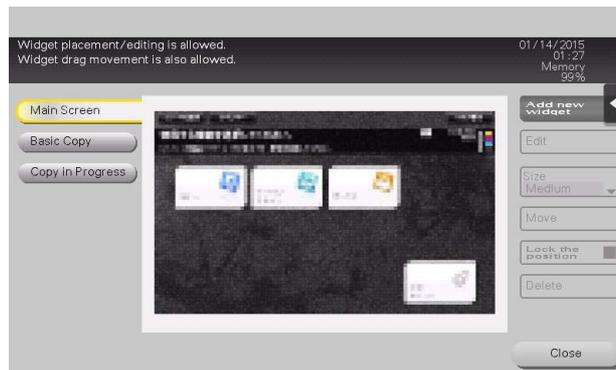
- As necessary, you can select whether to enable the widget function (default: [Enable]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Arranging and registering a widget

- 1 Tap [Widget Settings] on the main menu.



- 2 Select the screen to arrange a widget from the [Main Screen], [Basic Copy], or [Copy in Progress].



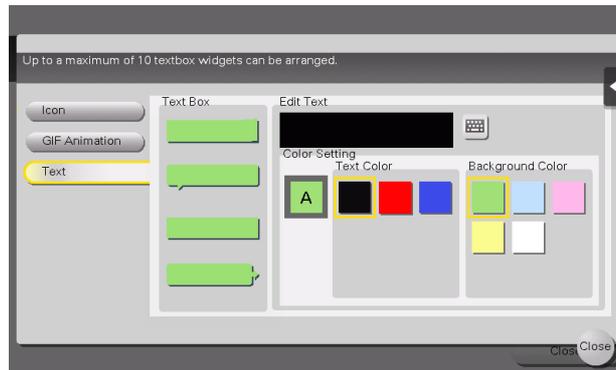
- 3 Tap [Add new widget].

- 4 Select the type of the target widget to be arranged.

- If you select [Icon], specify the desired icon from [Standard Icon] or [New Icon]. Up to 10 icons can be specified. To register a new icon, connect the USB memory device, which contains the target icon, to this machine, then tap [Register].
- If you select [GIF Animation], specify the desired GIF animation from [Standard GIF Animation] or [Register GIF Animation]. Only one GIF animation can be specified. To register a GIF animation, con-

nect the USB memory device, which contains the target GIF animation, to this machine, then tap [Register].

- If you select [Text], select the desired text box from [Text Box], then edit the text. Change the color or background color of the text as desired. Up to 10 text boxes can be placed.



- 5 After widgets have been specified, tap [Close].
- 6 If necessary, change the size or position of the widget.
 - Selecting [Edit] allows you to edit the contents of the selected widget.
 - Selecting [Size] allows you to change the size of the selected widget.
 - Selecting [Move] allows you to move the position of the selected widget. Selecting [Lock the position] allows you to fix the position of the selected widget.
 - Selecting [Delete] allows you to delete the selected widget.
- 7 Tap [Close].

The widget arrangement procedure is then completed.



Reducing Power Consumption of the Touch Panel ([Eco Settings])

5 Reducing Power Consumption of the Touch Panel ([Eco Settings])

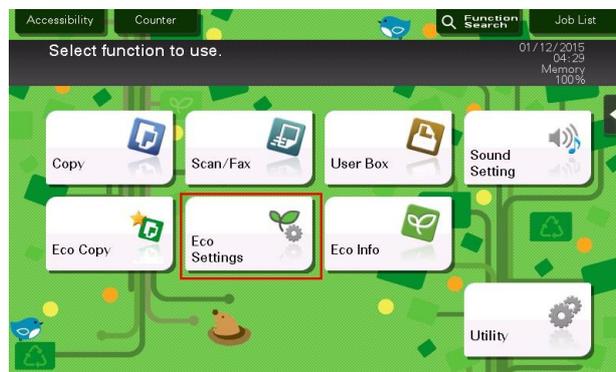
[Eco Settings]

[Eco Settings] provides a collection of settings to reduce power consumption such as the brightness adjustment of the **Touch Panel**, or animation settings. Changing to Eco contribution settings enlarges the tree on the screen.



Operations required to use this function (for the administrator)

Place [Eco Settings] on the main menu. For details on the setting procedure, refer to page 2-7.



Changing Eco settings

- 1 Tap [Eco Settings] on the main menu.



2 Change the following settings to suit your environment, then tap [OK].

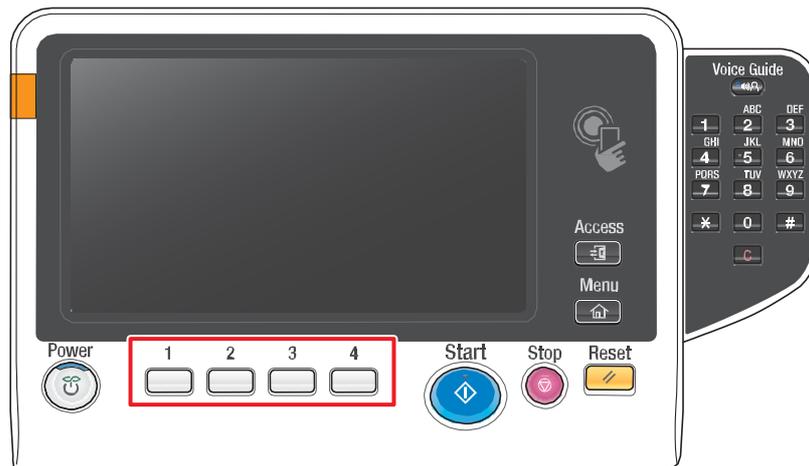
Settings	Description
[Brightness Adjustment]	To adjust the brightness level of the Touch Panel , select [Yes], then tap [Low] or [High].
[Animation Settings]	Select whether to display in animation view when opening or closing a pop-up window. If [No] is selected, you will not hear any operation confirmation sound when opening a pop-up window. [No] is specified by default.



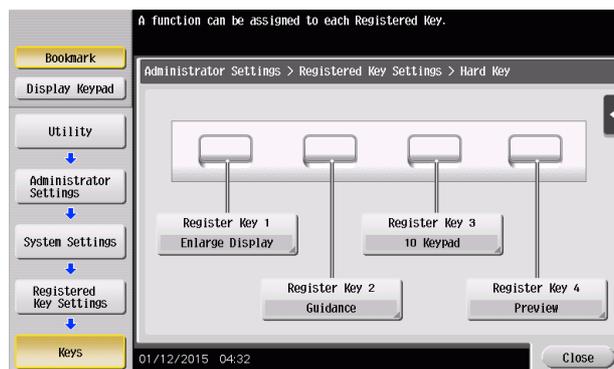
Changing a Function to be Assigned to a Register Key

6 Changing a Function to be Assigned to a Register Key

Select a function to be assigned to a Register key on the **Control Panel** to suit your requirements. It will be useful to assign frequently-used functions.

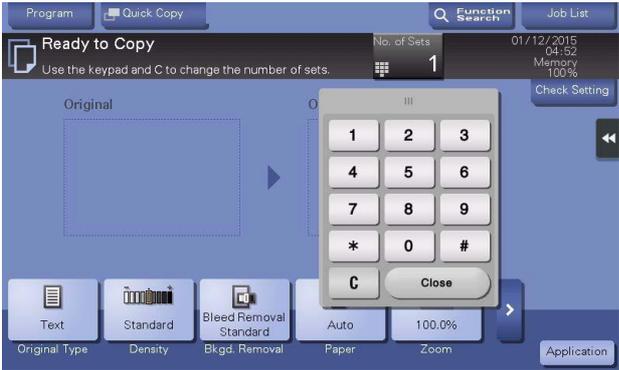


- 1 Tap [Utility] - [Administrator Settings] - [System Settings] - [Registered Key Settings] - [Hard Key], then tap the key to be assigned to a different function.



- 2 Select the desired function, then tap [OK].

Settings	Description
[Copy]	Tap this button to display the main screen in the copy mode.
[Scan/Fax]	Tap this button to display the main screen in the scan/fax mode.
[User Box]	Tap this button to display the main screen in the User Box mode.

Settings	Description
[10 Keypad]	<p>Tap this button to display the Keypad on the Touch Panel when entering numeric values such as the number of copies or zoom ratio.</p> 
[Utility]	Tap this button to display the [Utility] screen.
[Enlarge Display]	Tap this key to change the display of the Touch Panel to Enlarge Display mode.
[Guidance]	Tap this button to display the Help Menu.
[Interrupt]	Tap this button to interrupt active jobs on this machine and deal with an urgent copy job.
[Preview]	Tap this button to display a finishing image with the current settings on the Touch Panel .
[Slide Menu]	Tap this button to close or open the slide menu.

Tips

- When the Web browser function is enabled, [Web Browser] can be assigned to a Register key.
- If the voice guidance, one of the advanced functions, is enabled, [Voice Guide] can be assigned to a Register key.
- If the universal print function, which is one of the advanced functions, is enabled, [Universal Print] can be assigned to a Register key.



Managing the Power Supply of this Machine

7 Managing the Power Supply of this Machine

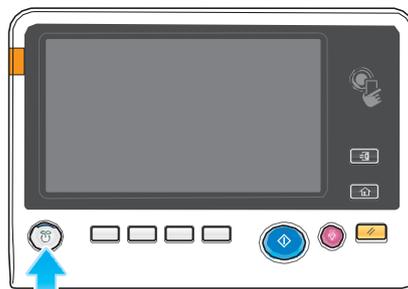
7.1 How to Use the Power Key

When using this machine in factory default status

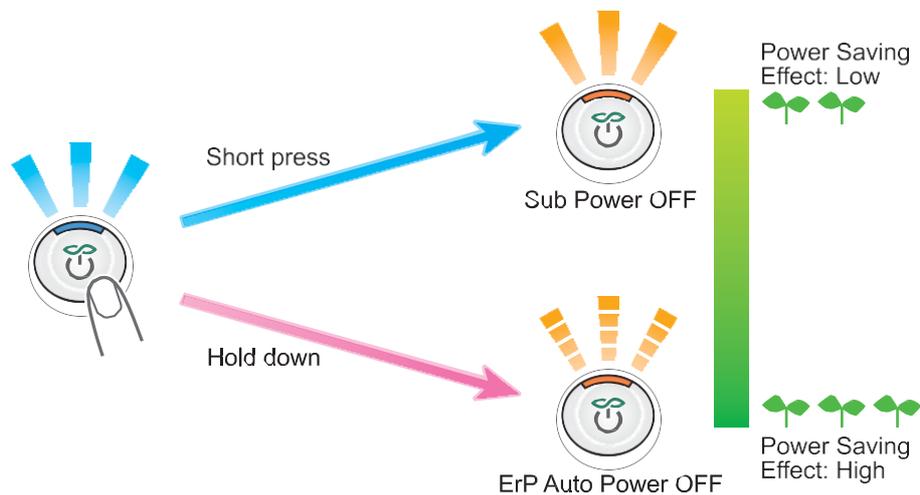
For details on how to use the **Power** key in factory default status, refer to "User's Guide[Introduction]/[Turning the Power On or Off]".

When using the Power key as a Sub Power Off key

Press the **Power** key to switch this machine to the Power Save mode.



When the **Power** key is pressed, the status of this machine changes as shown below. Depending on how long the **Power** key is pressed, the state of the power save mode to be activated will differ.



Power key	Status of this machine	Status of LED	Description
Short press	Sub Power OFF	Light up: Orange	<p>This function reduces power consumption and has a greater power saving effect.</p> <p>While the sub power is turned off, this machine can receive data or faxes, however, it cannot scan or print an original.</p> <p>If data or faxes are received while the sub power is turned off, they are printed when the machine returns to the normal mode.</p> <p>To enable the machine to return to the normal mode from the Sub Power Off status, press the Power key again.</p>
Hold down	ErP Auto Power OFF	Flash: Orange	<p>This function provides a greater power saving effect than the sub power off mode, which is close to the state where the main power is turned off.</p> <p>In ErP Auto Power Off mode, this machine cannot receive data or faxes, and also it cannot scan or print an original.</p> <p>To enable the machine to return to the normal mode from the ErP Auto Power Off status, press the Power key again.</p>

NOTICE

Note that faxes cannot be received if the ErP Auto Power Off mode is selected in fax mode.

7.2 Configuring the Power Key and Power Save Operations (for the Administrator)

Configure the settings on how to use the **Power** key and the machine action in Power Save mode.

Tap [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings], and configure the following settings.

Settings	Description
[Low Power Mode Settings]	Change the time required to automatically change to the Low Power mode after you did not operate this machine. In the Low Power mode, the display of the Touch Panel is turned off to reduce power consumption. [15] minute is specified by default (allowable range: [2] to [60] min.).
[Sleep Mode Settings]	Change the time required to automatically change to the Sleep mode after you did not operate this machine. Sleep mode provides a greater power saving effect than the Low Power mode. However, the time required to return to the normal mode is longer than the time required to recover from the Low Power mode. [20] minute is specified by default (allowable range: [2] to [60] min.).
[Power Key Setting]	Select whether to use the Power key on the Control Panel as a sub power OFF key or as a power save key. <ul style="list-style-type: none"> [Sub Power OFF]: Press the Power key briefly to turn the sub power off. If the Power key is held down, the Power Save mode shifts to the ErP Auto Power Off mode (close to Main Power Off mode), which offers a higher power saving effect than when the Sub Power Off mode. [Power Save]: Press the Power key briefly to shift to the Power Save mode (Low Power or Sleep mode). Hold down the Power key to turn the sub power off. [Power Save] is specified by default.
[Power Save Settings]	When using this machine in the factory default status, choose this setting to select the type of the power save mode when pressing the Power key on the Control Panel . <ul style="list-style-type: none"> [Low Power]: Switches to the Low Power mode. Turns off the display of the Touch Panel to reduce power consumption. [Sleep]: Switches to the Sleep mode. Sleep mode provides a greater power saving effect than the Low Power mode. However, the time required to return to the normal mode is longer than the time required to recover from the Low Power mode. [Low Power] is specified by default.
[Enter Power Save Mode]	When this machine receives a print job from a fax machine or computer in the Power Save mode, select the timing to switch to the Power Save mode after the print job has ended. <ul style="list-style-type: none"> [Normal]: Switches to the Power Save mode based on the time specified in [Low Power Mode Settings] or [Sleep Mode Settings]. [Immediately]: Switches to the Power Save mode immediately after a print job has ended. [Immediately] is specified by default.
[Power Consumption in Sleep Mode]	Select whether to reduce the power consumption in the Sleep mode. <ul style="list-style-type: none"> [High]: Further reduces power consumption in the Sleep mode. However, this machine cannot be returned from the Sleep mode when the Front Door is opened or closed or when an original is loaded. [Enabled]: Reduces power consumption in the Sleep mode. [Disabled]: Select this option if you have a problem such as difficulty establishing smooth network communication while [High] or [Enabled] is enabled. [High] is specified by default.

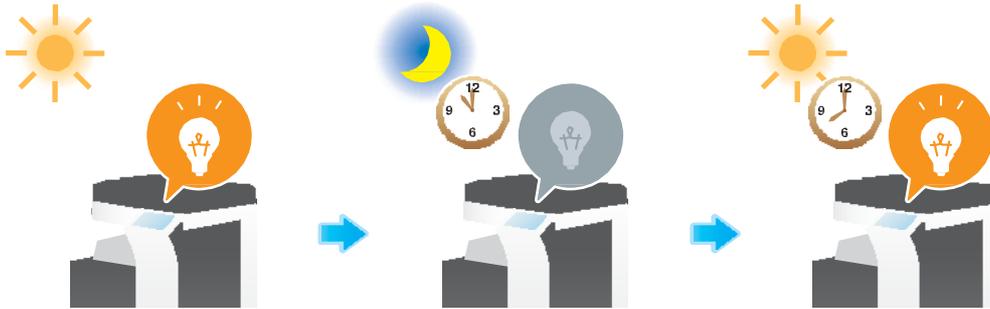
Settings	Description
[Power Saving Fax/Scan]	<p>Select whether to give priority to the power saving when returning from the Sleep or sub power off mode to a mode other than the copy mode. When returning to a mode that does not involve printing, such as scan/fax mode, power consumption can be reduced by not adjusting the temperature of the Fusing Unit on this machine.</p> <p>You can set this option when you have selected an option other than [Copy] in [Priority Mode] that is selected by [Administrator Settings] - [System Settings] - [Reset Settings] - [System Auto Reset].</p> <ul style="list-style-type: none">• [Power Save]: The temperature of Fusing Unit is not adjusted when the machine returns to the normal mode.• [Standard]: The temperature of Fusing Unit is adjusted when the machine returns to the normal mode. <p>[Standard] is specified by default.</p>

7.3 Switching to Power Save mode at the specified time (for the administrator)

Using Weekly Timer

The weekly timer is a function that automatically switches this machine to normal mode or Power Save mode (Sleep mode or ErP Auto Power Off mode) at the pre-specified time. This machine supports the tracking function to automatically set a schedule for switching to the normal or Power Save mode to suit the office use status.

Employing the weekly timer enables you to establish an efficient power saving scheme by taking advantage of certain periods of office use, such as lunch breaks, night time hours and holidays.



ⓘ Reference

For details on how to set the weekly timer, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Using this machine while the weekly timer is active

Using the weekly timer restricts the use of this machine in the Power Save mode with a password. This example shows you how to temporarily enable this machine when the use of this machine is restricted with a password.

- 1 Press the **Power** key.



- 2 Enter the password, then tap [OK].

- 3 Use the **Keypad** to enter the time period before the machine switches to Power Save mode, then tap [OK].
 - To display the **Keypad**, tap the input area for the numeral.



The main menu appears.



Login Screen

8 Login Screen

Logging in to this machine

If user authentication or account track is installed on this machine, the Login screen appears on the **Touch Panel**.

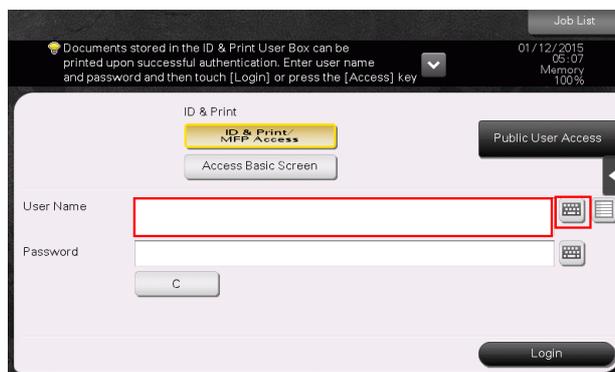
Enter the user or account track name and the password on the Login screen, then tap [Login] or press the **Access** key to perform authentication. After a target operation is completed, press the **Access** key to log out.



Performing user authentication (MFP authentication)

Enter the user name and the password, and perform user authentication. The contents of the Login screen may vary depending on the authentication setting of this machine.

- 1 Tap the input area or the keyboard icon of [User Name].
 - If Public User Access (unregistered users) is enabled, tap [Public User Access] to log in to this machine.



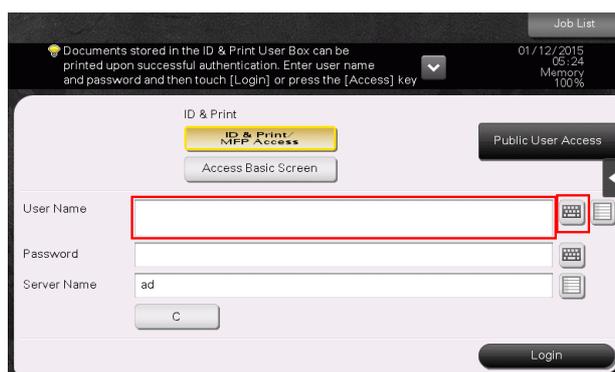
- Select whether to display the list icon that recalls the user name list in the login screen (default: [OFF]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
 - Tapping the list icon that recalls the user name list displays a list of user names and enables you to select a login user.
- 2 Enter the user name and the password, then tap [OK].

- 3 Tap [Login] or press the **Access** key to log in to this machine.
 - If user authentication and account track are installed without being synchronized, account track is required after this. For details, refer to page 8-4.
 - If user authentication and account track are synchronized, account track is not required.
 If authentication succeeds, you can log in to this machine. The user name is displayed on the top section of the screen during the login process.
- 4 After a target operation is completed, press the **Access** key to log out.
 - If you do not operate this machine for a certain period of time during login (default: [1] min.), you will be automatically logged out.
- 5 Tap [Yes] on the logout confirmation screen.
 - Select whether to display the logout confirmation screen (default: [ON]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Performing user authentication (External server authentication)

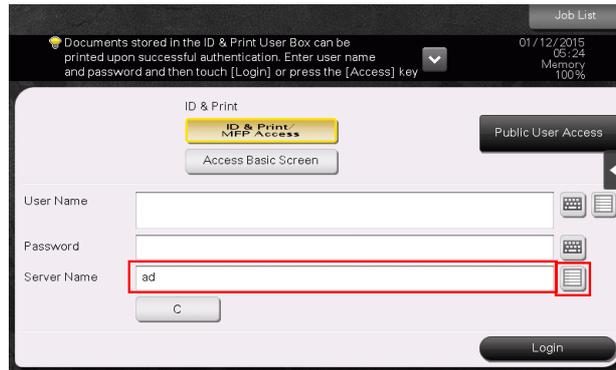
Enter the user name and the password, and select a server to be authenticated. The contents of the Login screen may vary depending on the authentication setting of this machine.

- 1 Tap the input area or the keyboard icon of [User Name].
 - If Public User Access (unregistered users) is enabled, tap [Public User Access] to log in to this machine.



- Select whether to display the list icon that recalls the user name list in the login screen (default: [OFF]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
 - Tapping the list icon that recalls the user name list displays a list of user names and enables you to select a login user.
- 2 Enter the user name and the password, then tap [OK].

- 3 If plural authentication servers are used, tap the input area or list icon of the [Server Name] and select the server who executes the authentication.
- By default, the default authentication server is selected.



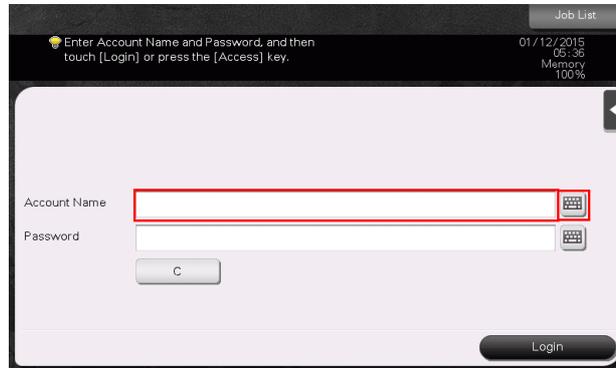
- 4 Tap [Login] or press the **Access** key to log in to this machine.
- If user authentication and account track are installed without being synchronized, account track is required after this. For details, refer to page 8-4.
- If user authentication and account track are synchronized, account track is not required.
- If authentication succeeds, you can log in to this machine. The user name is displayed on the top section of the screen during the login process.
- 5 After a target operation is completed, press the **Access** key to log out.
- If you do not operate this machine for a certain period of time during login (default: [1] min.), you will be automatically logged out.
- 6 Tap [Yes] on the logout confirmation screen.
- Select whether to display the logout confirmation screen (default: [ON]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Performing account track

Enter the account name and the password to perform account track. The contents of the Login screen may vary depending on the authentication setting of this machine.

- ◎ If user authentication and account track are installed without being synchronized, perform user authentication first. To perform MFP authentication, refer to page 8-2. To perform external server authentication, refer to page 8-3.
- ◎ If user authentication and account track are synchronized, account track is not required.

- 1 Tap the input area or the keyboard icon of [Account Name].
 - When performing account track only using the password, the **Keypad** is displayed on the screen. If the password is numeral alone, it is possible to directly enter the password.
 - If the password contains a character, tap the input area or keyboard icon of the [Password], and then enter the password.



- 2 Enter the account name and the password, then tap [OK].
- 3 Tap [Login] or press the **Access** key to log in to this machine.

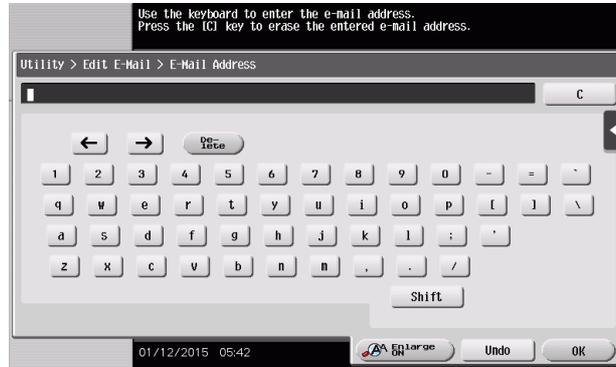
If authentication succeeds, you can log in to this machine. The account track name is displayed on the top section of the screen during login process. When User Authentication and Account Track are enabled together, the user name is displayed on the top section of the screen.
- 4 After a target operation is completed, press the **Access** key to log out.
 - If you do not operate this machine for a certain period of time during login (default: [1] min.), you will be automatically logged out.
- 5 Tap [Yes] on the logout confirmation screen.
 - Select whether to display the logout confirmation screen (default: [ON]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



Entering Characters

9 Entering Characters

When entering characters to register an address or program, use the keyboard screen displayed on the Touch Panel.



Item	Description
Keyboard	Tap the keys of characters you want to enter.
[C]	Tap this key to delete a character or value you entered.
[←]/[→]	Tap this key to move the cursor.
[Delete]	Tap this key to delete characters you entered one by one.
[Shift]	Tap this key to enter uppercase letters or symbols.
[Enlarge ON]	Tap this key to enlarge the keyboard. <ul style="list-style-type: none"> To release the enlargement, tap [Enlarge OFF].
[Cancel]	Text entry is interrupted and the page returns to the previous screen. The character or value you entered is deleted.
[Undo]	Tap this key to delete a character or value you entered.
[OK]	Define the entered character or numeric values.

