

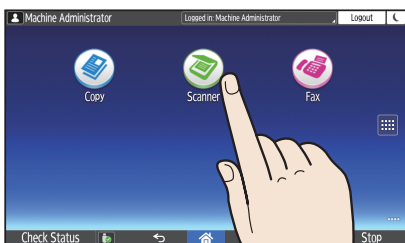
Quick Reference Scanner Guide

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

1 How to Make Scans

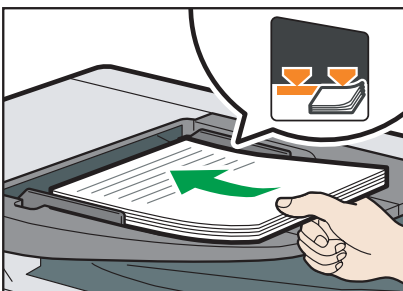
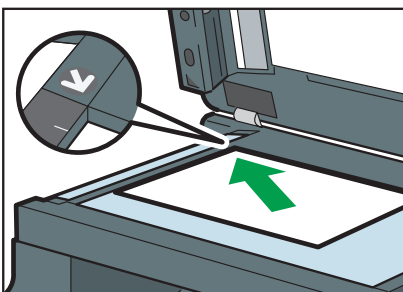
1 Press [Home] at the bottom of the screen in the center.

2 Press the [Scanner] icon on the [Home] screen.



3 Press [Reset].

4 Place the originals.

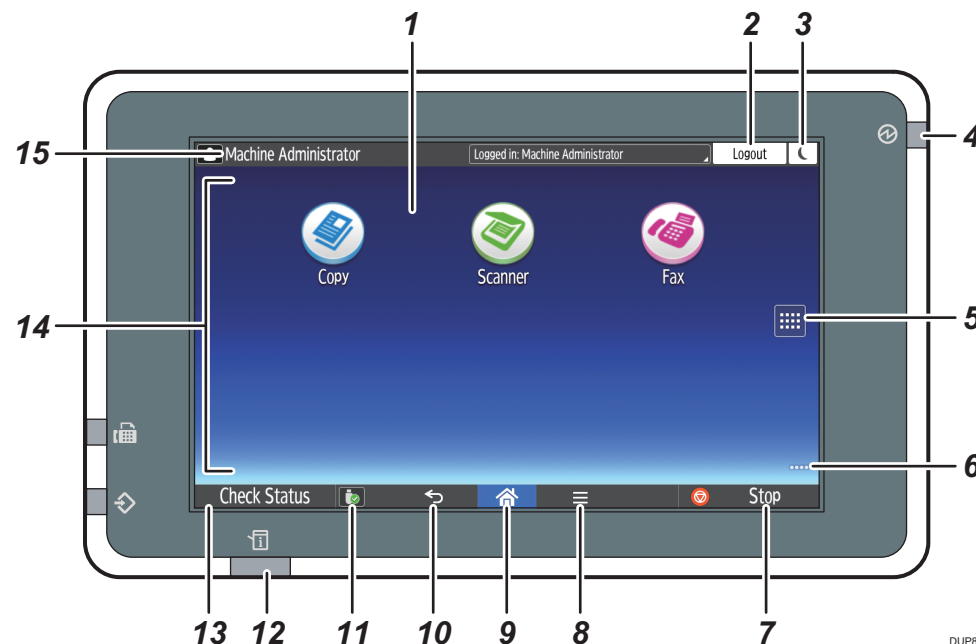


5 Press [Send Settings].

6 Flick the screen up and down, and make desired settings.

7 Press [Start].

2 How to Use the Control Panel

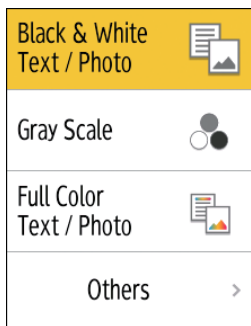


1. **Display panel**
2. **[Login]/[Logout]**
3. **[Energy Save]**
4. **Main power indicator**
5. **Application list icon**
Press to display the application list that contains shortcuts to the applications on the [Home] screen.
6. **Icons to switch between screens**
7. **[Stop]**
Press to stop a job such 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. **[Media Information]**
Press to remove the inserted SD card or USB flash memory device from the media slot.
12. **Status indicator**
Indicates the status of the system. It stays lit when an error occurs or the toner runs out.
13. **[Check Status]**
14. **Icon/Widget display area**
15. **Name of the Log-in User**



3 How to Make Settings

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

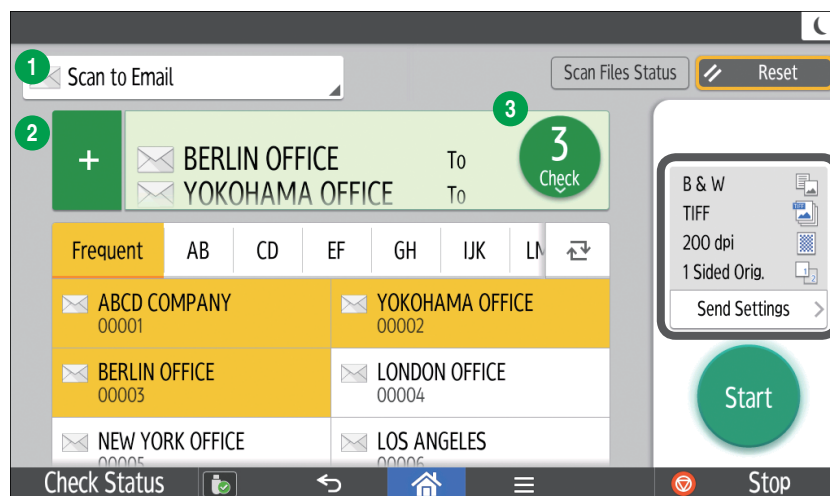


Select the image density by flicking the screen.

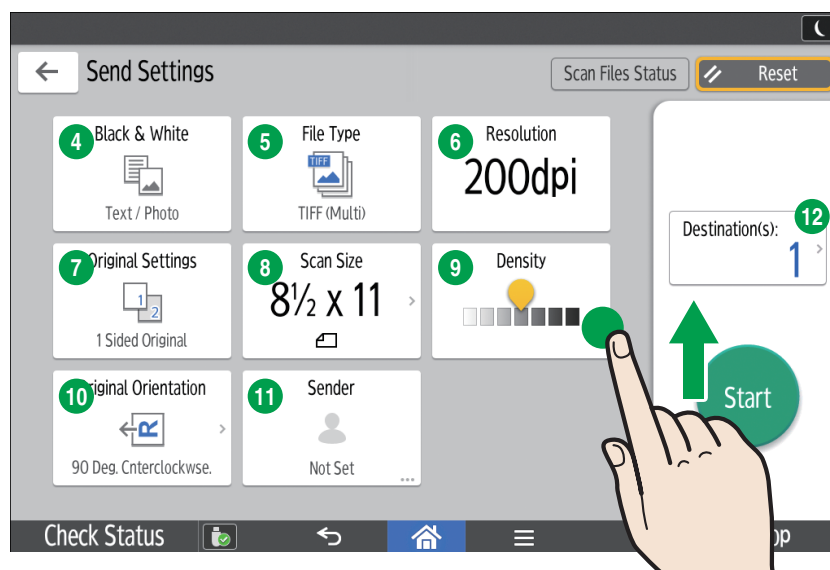


4 How to Use the [Scanner] Screen

Top Menu



Send Settings Menu



- 1 File Emailing Method
- 2 Add Destination
- 3 Total Number of Destinations
- 4 Original Type
- 5 File Type
- 6 Resolution Settings
- 7 Original Settings
- 8 Scan Size
- 9 Density
- 10 Original Orientation
- 11 Sender Select
- 12 Destinations

Note

- Settings vary depending on the models or options you use. For details, see “Guide to Applications Installed on the Machine”, *Getting Started*.