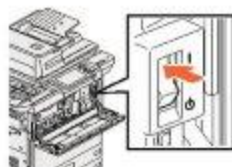


TURNING THE POWER ON/OFF

Turning ON

When the MAIN POWER lamp (green) on the control panel is off:



Turn ON there. The location of the main power switch varies between models.

When the MAIN POWER lamp (green) on the



Press the [POWER] button

control panel on:

- The equipment starts warming up. The message is displayed to inform you that the equipment is warming up. This may take longer than normal depending on the status and condition.
- While the equipment is warming up, you can use the auto job start function.

The home screen is displayed when ready. When turning OFF, you also need to shut down by pressing the [POWER] button on the control panel. Do not simply turn the main power switch OFF.

Tip

Log in to the equipment if you are managing this equipment with the Department Management function or User Management function.

Turning OFF

Follow the steps below. Check the following items before turning off the equipment.

- No job should be left in the print job list.
- The PRINT DATA lamp (blue) or the MEMORY RX lamp (green) should not be flashing. (If the equipment is shut down while any of the above lamps are flashing, jobs in progress such as FAX reception will be aborted.)
- No computer should access the equipment over a network, such as TopAccess.

Notes

- When the [ENERGY Saver] button (green) is on or flashing on the control panel, or the touch panel screen is still ON, do not press the main power switch to turn the power OFF. Stored data may be lost or the hard disk may be damaged.
- If you press the [POWER] button while a job is running, a message is displayed asking if you want to delete the current job and turn off the equipment.



Press the [POWER] button until you hear a "beep".

You can then select how to turn the equipment off. If you press [Hibernat] or [ShutDown], the screen disappears and the equipment is turned off after a short while.

If you press [Hibernat] the memory contents are saved to the hard disk before turning the equipment off. Select this if you want to start up the equipment faster next time it is turned on. If you press [ShutDown] the system is restarted and the system's memory is initialized. Select this if you will not use the equipment for a long period.

BASIC COPYING

Using Simple Copy

- 1 Press [Simple Copy].
- 2 Load the original document.
- 3 Specify the ① number of copies and ② color mode, and press ③ [Start].



Tip

Press [Stop] if you want to cancel while copying.

- 4 If you have placed the original document on the original glass, press [Job Finish] to finish copying.



Simple Copy Settings

Sets

Specify the number of copies.

Color Mode

Specify the color mode and density.

Paper/Zoom

Specify the size of the copy paper and zoom.



Staple

Specify how to staple.

2-Sided

Specify the duplex setting for the original and copies.



BASIC SCANNING

Using Simple Scan

- 1 Press [Simple Scan].
- 2 Load the original document.
- 3 Press [Address Book] and specify the recipient E-mail address.



Tip

When you press [Address Book], you can select whether to use a registered E-mail address or enter an E-mail address directly.

- 4 Specify the ① color mode or other items, and press ② [Start].



- 5 A preview is displayed. Check the image and press [OK].

Note

Simple Scan sends the scanned data to an E-mail address. An administrator needs to set up the equipment in advance.

Simple Scan Settings

Color Mode

Specify the color mode.

File Format

Specify the file format.

Resolution

Specify the resolution.

2-Sided

Specify the 2-Sided scan setting for the original.

