

# Quick Reference Scanner Guide

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

## How to make Scans

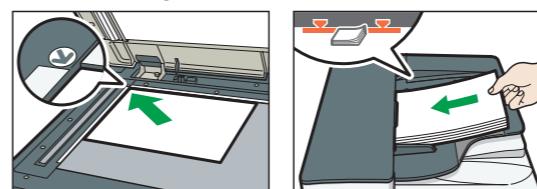
1. Press [Home] at the bottom of the screen in the Center.

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



3. Press [Reset].

4. Place the Originals.

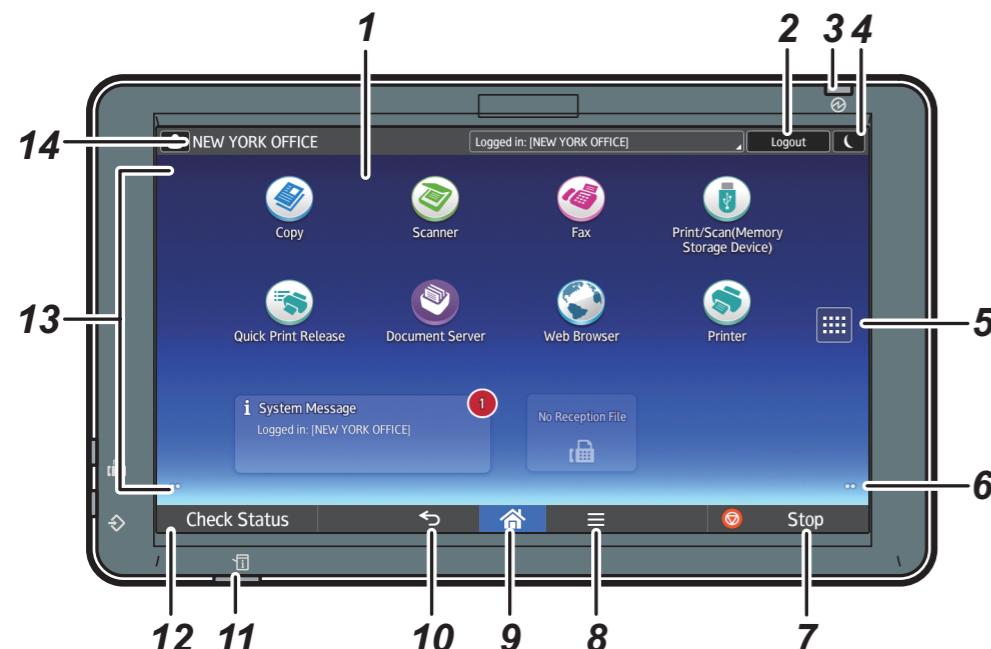


5. Press [Send Settings].

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

7. Press [Start].

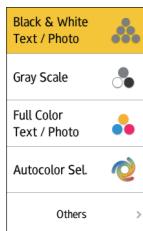
## How to use the Control Panel



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.

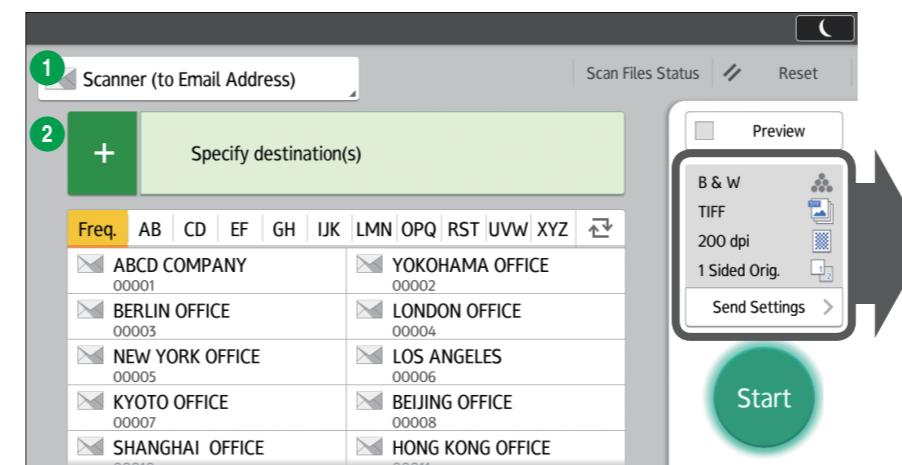


Select the image density by flicking the screen.



## How to use the [Scanner] screen

### Top Menu



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

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

### Send Settings Menu

