

bizhub C754/C654

User's Guide **Accessibility**

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2 Adjusting the Angle of the Control Panel

3 Using the Accessibility Function

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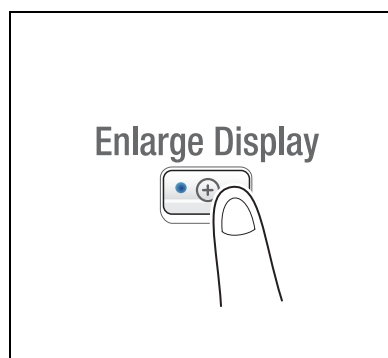
Using the Enlarge Display Function

1 Using the Enlarge Display Function

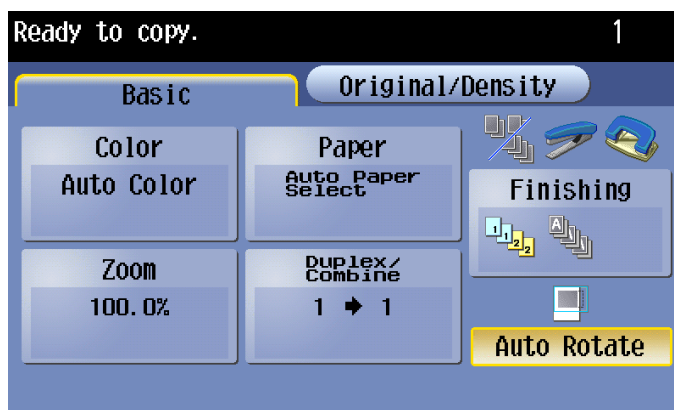
1.1 Enlarge display function

Enlarge Display key

Pressing the **Enlarge Display** key enlarges text on the **Touch Panel**. To use **Enlarge Display**, slide the Control Panel to the left.



This function configures a screen layout focused on commonly used functions, enabling a user who has difficulty viewing the normal screen to easily perform operations. To return to the normal screen, press the **Enlarge Display** key again.



Reference

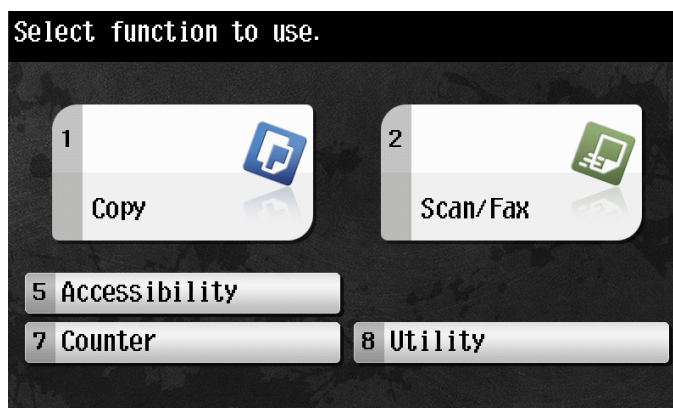
If necessary, you can change or specify the default values of Enlarge Display. For details, refer to page 3-7.

Related setting (for the administrator)

- You can select whether to use Enlarge Display as the initial display of the **Touch Panel** (default: [No]). For details, refer to [User's Guide: Copy Operations]. To configure settings, select [Utility] - [Administrator Settings] - [System Settings] - [Enlarge Display Settings] - [Display Default Settings].

Main menu of Enlarge Display





In Enlarge Display mode, press the **Menu** key on the **Control Panel** to display the main menu. You can change from the main menu to each function or setting screen.



Viewing icons in Enlarge Display mode

The following icons are displayed in Enlarge Display mode.



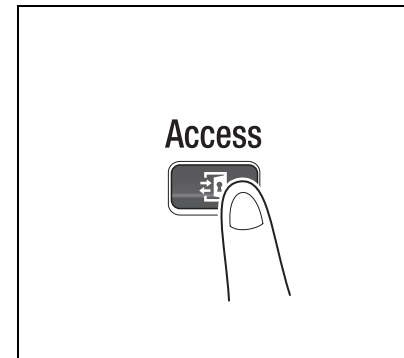
Icon	Description
	Tap this icon to enlarge the message currently displayed.
	Indicates that there is a message related to a print error. Tap the icon to check the message and correct the error.
	Indicates that there are messages related to consumables replacement or device maintenance. Tap this icon to check the message and perform the relevant replacement or maintenance procedure.
	Tap this icon to recall the scan/fax program.

1.2 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**.

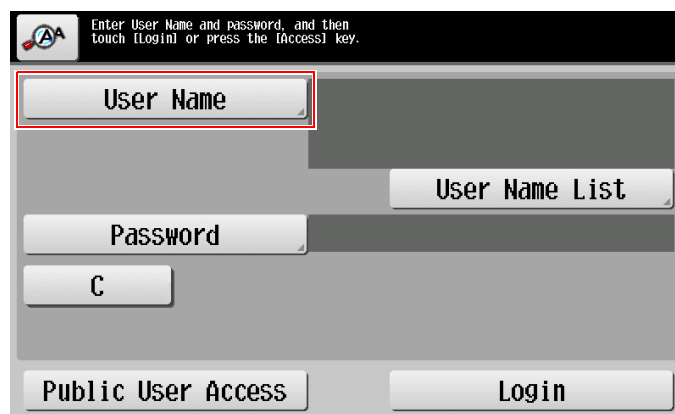
Enter the user or account track name and the password on the Login screen, then tap [Login] or press the **Access** key to perform authentication. After a target operation is completed, press the **Access** key to log out.



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 [User Name] to enter the user name, then tap [OK].
 - If Public User Box (unregistered users) is enabled, tap [Public User Access] to log in to this machine.



- Select whether to display the [User Name List] in the login screen (default: [OFF]). For details, refer to [User's Guide: Copy Operations].
To configure settings, select [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [User Name List].
- Tapping [User Name List] displays a list of user names and enables you to select a login user.

- 2 Tap [Password] to enter 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 1-8.
 - If user authentication and account track are synchronized, account track is not required. If authentication succeeds, you can log in to this machine.
- 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: one min.), you will be automatically logged out.
- 5 Select [Yes], then tap [OK].

- Select whether to display the logout confirmation screen (default: [ON]). For details, refer to [User's Guide: Copy Operations]. To configure settings, select [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User/Account Common Setting] - [Logout Confirmation Screen Display Setting].

Performing user authentication (External server authentication)

Enter the user name and 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 [User Name] to enter the user name, then tap [OK].
 - If Public User Box (unregistered users) is enabled, tap [Public User Access] to log in to this machine.



Enter User Name and password, and then touch [Login] or press the [Access] key.

User Name

User Name List

Password

Server Name External1

C

Public User Access Login

- Select whether to display the [User Name List] in the login screen (default: [OFF]). For details, refer to [User's Guide: Copy Operations].
To configure settings, select [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [User Name List].
- Tapping [User Name List] displays a list of user names and enables you to select a login user.

- 2 Tap [Password] to enter the password, then tap [OK].



Enter User Name and password, and then touch [Login] or press the [Access] key.

User Name user1

User Name List

Password

Server Name External1

C

Public User Access Login

- 3 When using multiple authentication servers, tap [Server Name], and select a server to be authenticated.
 → 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 1-8.
 → If user authentication and account track are synchronized, account track is not required.
 If authentication succeeds, you can log in to this machine.
- 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: one min.), you will be automatically logged out.
- 6 Select [Yes], then tap [OK].

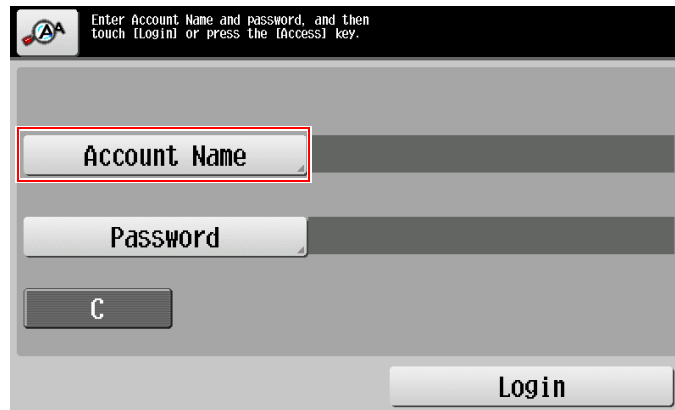
- Select whether to display the logout confirmation screen (default: [ON]). For details, refer to [User's Guide: Copy Operations].
 To configure settings, select [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User/Account Common Setting] - [Logout Confirmation Screen Display Setting].

Performing account track

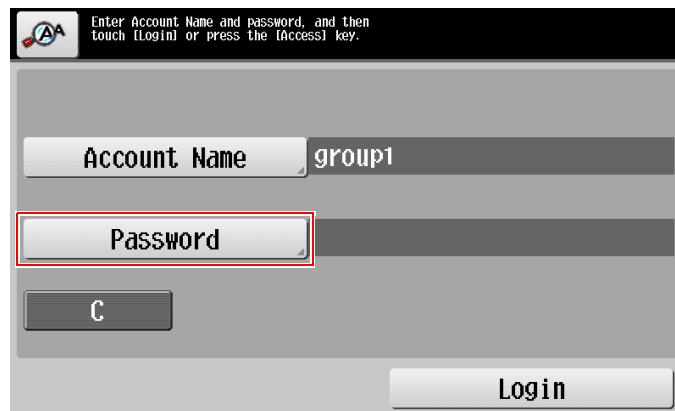
Enter the account name and password to perform account track. The contents of the Login screen may vary depending on the authentication setting of this machine.

- ✓ If user authentication and account track are installed without being synchronized, first perform user authentication. For details, refer to page 1-4 or page 1-6.
- ✓ If user authentication and account track are synchronized, account track is not required.

- 1 Tap [Account Name] to enter the account name, then tap [OK].
 - When performing account track only using the password, tap [Password], then enter the password.
 - If the password is comprised only of digits, it can be entered directly using the **Keypad** without displaying the keyboard.

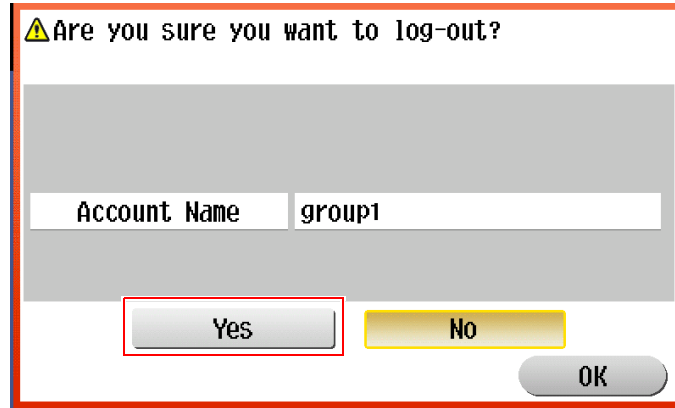


- 2 Tap [Password] to enter the password, then tap [OK].



- 3 Tap [Login] or press the **Access** key to log in to this machine.
If authentication succeeds, you can log in to this machine.
- 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: one min.), you will be automatically logged out.

- 5 Select [Yes], then tap [OK].



- Select whether to display the logout confirmation screen (default: [ON]). For details, refer to [User's Guide: Copy Operations].
To configure settings, select [Utility] - [Administrator Settings] - [User Authentication/Account Track]
- [User/Account Common Setting] - [Logout Confirmation Screen Display Setting].

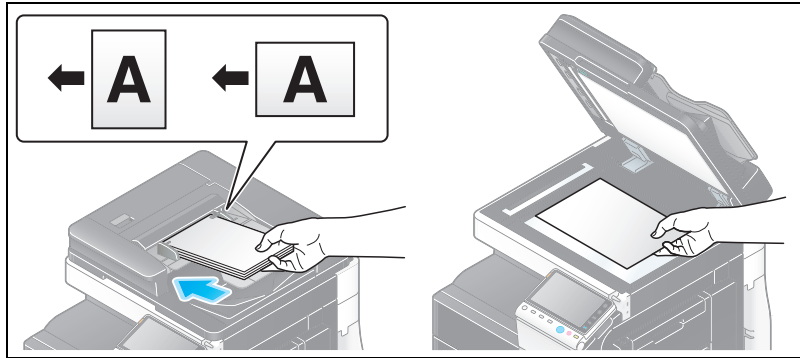
1.3 Using the copy function

1.3.1 Making a copy

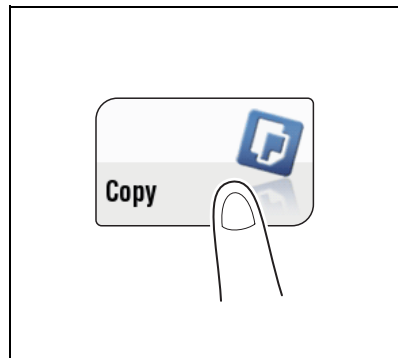
Making a copy (Basic operation flow)

This section explains the basic procedure to make a copy in Enlarge Display mode.

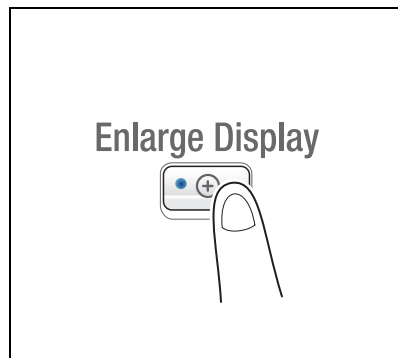
- 1 Load the original.



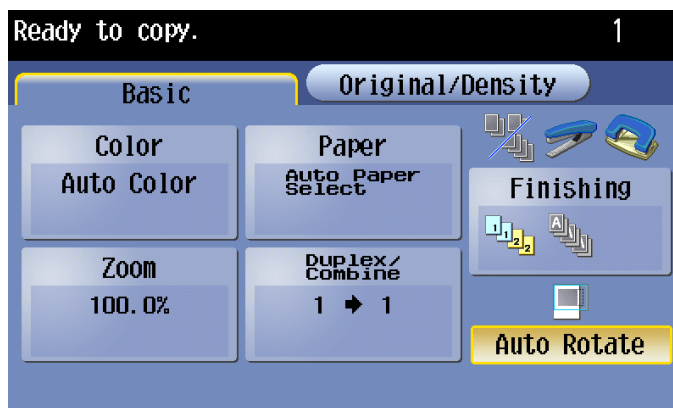
- 2 Tap [Copy].



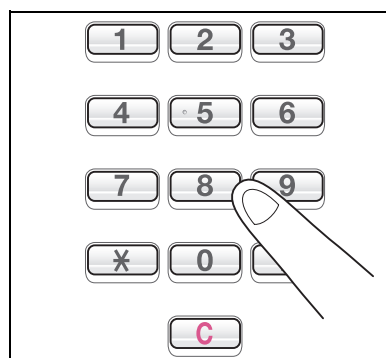
- 3 Press the **Enlarge Display** key.



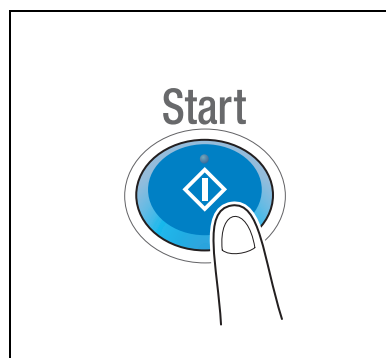
- 4 If necessary, configure copy settings.
- When specifying finishing for a copy job, refer to page 1-15.
 - When specifying the original to be copied or the density, refer to page 1-22.
 - To reconfigure settings, press **Reset**.



- 5 If necessary, enter the number of copies using the **Keypad**.
- To use the **Keypad**, slide the **Control Panel** to the left.
 - If [10 Keypad] is assigned to the **Register** key, you can press the **Register** key to display the keypad on the **Touch Panel** and enter data.
 - To correct the number of copies, press **C** (Clear).



- 6 Press the **Start** key.



The original is scanned, and copying starts.

- If you press the **Stop** key while scanning or printing an original, processing is stopped, and a list of stopped jobs is displayed. To cancel the operation, delete the stopped jobs from the list.
- If [Ready to accept another job.] appears while printing a job, you can scan the next original.



Reference

If necessary, you can change or specify the default values of *Enlarge Display*. For details, refer to page 3-7.

Related setting (for the administrator)

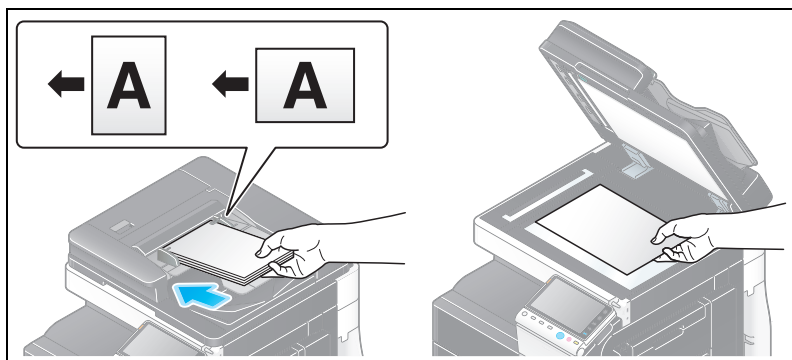
- You can select whether to use Enlarge Display as the initial display of the **Touch Panel** (default: [No]). For details, refer to [User's Guide: Copy Operations]. To configure settings, select [Utility] - [Administrator Settings] - [System Settings] - [Enlarge Display Settings] - [Display Default Settings].

Making a Trial Printing (Proof Copy)

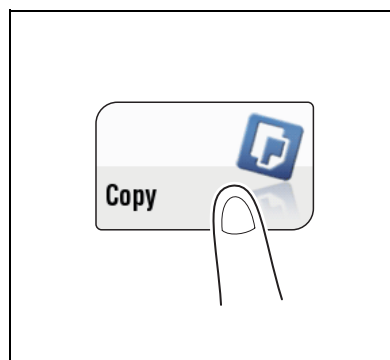
Before beginning actual copying, do a single test copy and check it is acceptable.

When making a large number of copies, use the proof copy function to prevent a large number of copy errors from occurring.

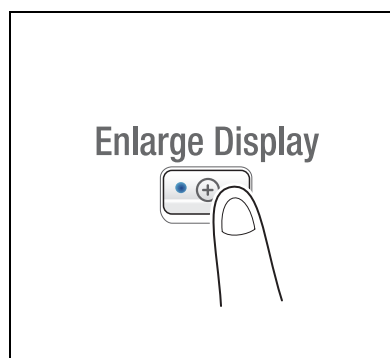
- 1 Load the original.



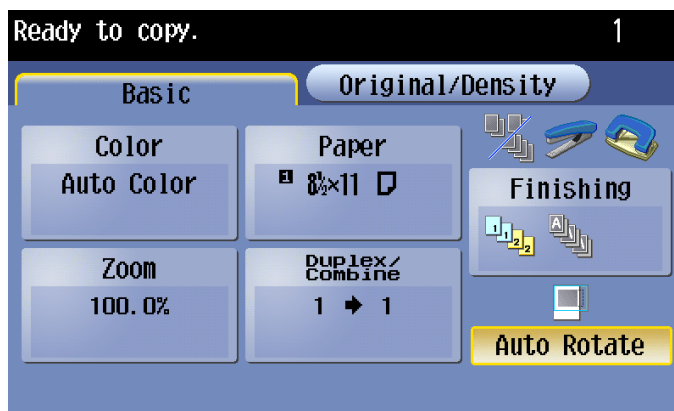
- 2 Tap [Copy].



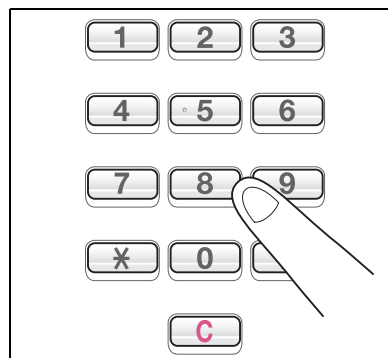
- 3 Press the **Enlarge Display** key.



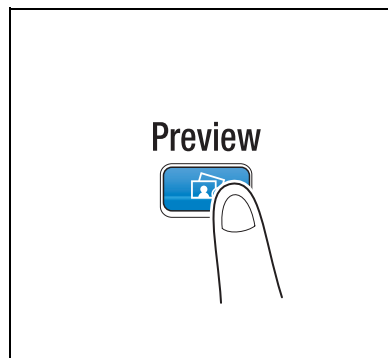
- 4 If necessary, configure copy settings.
- When specifying finishing for a copy job, refer to page 1-15.
 - When specifying the original to be copied or the density, refer to page 1-22.
 - To reconfigure settings, press **Reset**.



- 5 Using the **Keypad**, enter the number of copies.
- To use the **Keypad**, slide the **Control Panel** to the left.
 - If [10 Keypad] is assigned to the **Register** key, you can press the **Register** key to display the keypad on the **Touch Panel** and enter data.
 - To correct the number of copies, press **C** (Clear).



- 6 Press **Preview**.



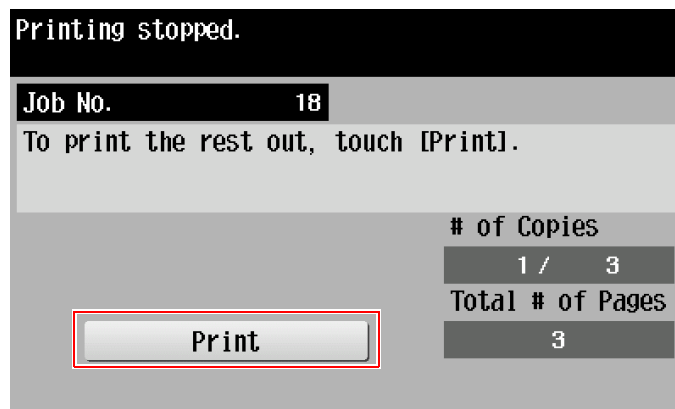
- If the original is loaded into the **ADF**, one copy is made. Go to Step 10.
- If the original is loaded on the **Original Glass**, go to step 7.

- 7 Load the next batch of the original, then press the **Start** key.

- 8 After all original pages have been scanned, tap [Finish].



- 9 Press the **Start** key.
Copying begins for only one copy.
- 10 Check the proof copy.
→ To redo the settings, press **C** (Clear) or **Reset**.
- 11 When making the remaining copies, tap [Print].



Copying begins for the remaining copies.

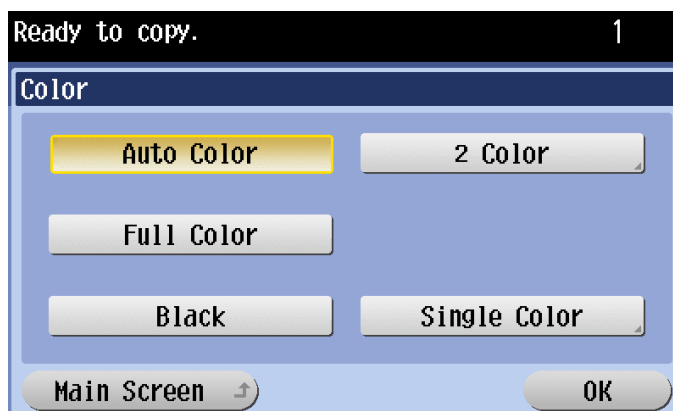
1.3.2 Copy Settings ([Basic])

Selecting the copy color ([Color])

The original is copied using the selected color.

There are five color modes: [Auto Color] to copy based on the original color, [Full Color], [2 Color], [Single Color], and [Black].

→ Tap [Basic] - [Color].



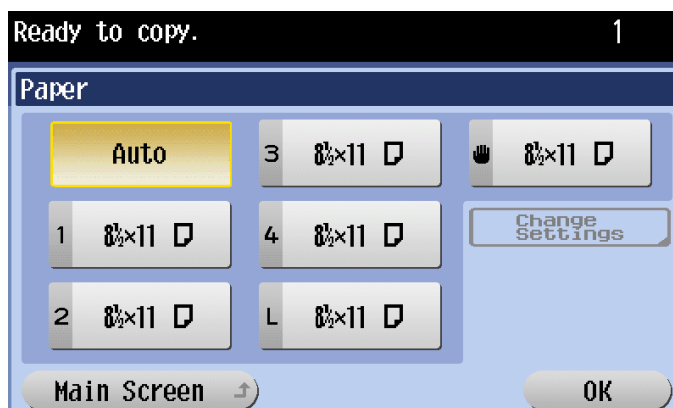
Settings	Description
[Auto Color]	Press this button to automatically select [Full Color] or [Black] according to the color of the scanned original when copying.
[2 Color]	Press this button to make a copy in the specified two colors. This costs less than making a full color copy. In the scanned original, an area judged to be color is copied with the specified color, and an area judged to be black in black.
[Full Color]	Press this button to make a copy in full color mode regardless of the color of the scanned original.
[Black]	Press this button to make a copy in black and white regardless of the color of the scanned original.
[Single Color]	Copy in the specified single color. This will produce a lower cost color copy than one printed in full color. The original is copied by converting the color differences (apparent color densities) and the gradation levels into density differences of the single color.


Selecting the size and type of copy paper ([Paper])

This machine selects paper automatically based on the size of the detected original when making a copy. If necessary, you can specify a paper type or size different from that of the original to make a copy.

You can also change the size and type of paper loaded into a paper tray.

→ Tap [Basic] - [Paper].





Settings	Description
[Auto]	Press this button to automatically select paper fitting the size of the original when making a copy.
[1] - [4]	Press this button to specify paper loaded into any of Tray 1 to Tray 4 to make a copy.
[L]	Press this button to copy onto the paper loaded into the Large Capacity Unit .
[	Press this button to copy onto the paper loaded into the Bypass Tray .
[Change Settings]	<p>If necessary, change the size and type settings of the paper loaded in the selected paper tray.</p> <ul style="list-style-type: none"> • [Paper Type]: Select the type of the paper loaded into the selected paper tray. • [Paper Size]: Select the size of the paper loaded into the selected paper tray. <p>Selecting [Auto Detect] automatically detects the size of the loaded paper.</p>






























Tips

- To use **Large Capacity Unit**, the optional **Large Capacity Unit** is required.

When very few sheets of paper remain in the paper tray, the icon indicating remaining paper quantities appears.

	Indicates that very little paper remains in the paper tray.
	Indicates that there is no paper in the paper tray.

When paper other than plain paper or recycled paper is loaded into the paper tray, the icon indicating the paper type appears.

[Single Side Only]	[Thin Paper]	[Special Paper]	[Thick 1]	[Thick 1+]	[Thick 2]
					
[Thick 3]	[Thick 4]	[Transparency]	[Letterhead]	[Colored Paper]	[Envelope]
					
[Index Paper]	[User Paper 1]	[User Paper 2]	[User Paper 3]	[User Paper 4]	[User Paper 5]
					
[User Paper 6]	[Duplex 2nd Side] [Plain Paper]	[Duplex 2nd Side] [Thin Paper]	[Duplex 2nd Side] [Thick 1]	[Duplex 2nd Side] [Thick 1+]	[Duplex 2nd Side] [Thick 2]
					
[Duplex 2nd Side] [Thick 3]	[Duplex 2nd Side] [Thick 4]	[Duplex 2nd Side] [User Paper 1]	[Duplex 2nd Side] [User Paper 2]	[Duplex 2nd Side] [User Paper 3]	[Duplex 2nd Side] [User Paper 4]
					
[Duplex 2nd Side] [User Paper 5]	[Duplex 2nd Side] [User Paper 6]				
					

Tips

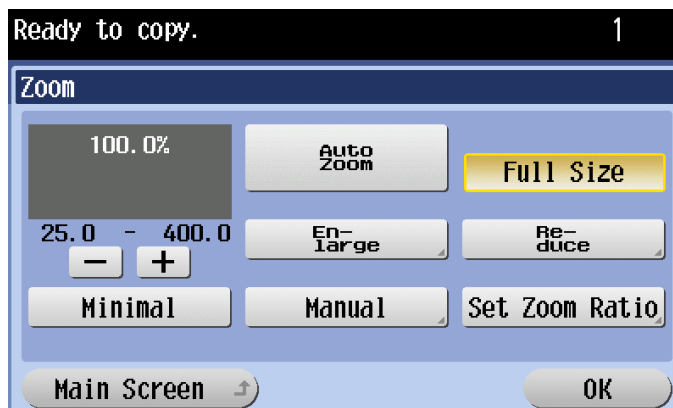
- User paper is a special paper of which the weight and media adjustment settings are registered. For details, contact your service representative.

Enlarging or reducing an original image with any zoom ratio ([Zoom])

Enlarge or reduce an image with the specified zoom ratio to make a copy.

You can automatically specify the zoom ratio according to the original size and paper size by selecting from the registered zoom ratios, or by manually entering an arbitrary zoom ratio.

→ Tap [Basic] - [Zoom].

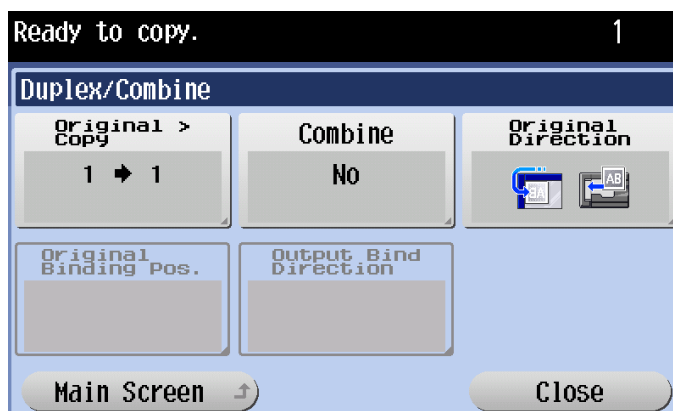


Settings	Description
[Auto Zoom]	Press this button to automatically make a copy with the optimal zoom ratio to match the image of the original with the paper size. It is convenient that you do not need to specify the zoom ratio.
[Full Size]	Press this button to copy an original image with the same size as for the original (x1.0).
[Enlarge]	Press this button to select a preset zoom when enlarging a standard-size original onto a standard-size piece of paper for copying.
[Reduce]	Press this button to select a preset zoom when reducing a standard-size original onto a standard-size piece of paper for copying.
[Minimal]	Press this button to place an original image in the center after slightly reducing the original size when copying. This function is available when copying the entire original image, including its edges.
[Manual]	Enter any zoom ratio using the Keypad .
[Set Zoom Ratio]	Press this button to make a copy at the registered zoom ratio.

Using the Duplex/Combine function ([Duplex/Combine])

Copy an original onto both sides of the paper. A two-page original is reduced and copied on the same side of a single sheet of paper.

→ Tap [Basic] - [Duplex/Combine].

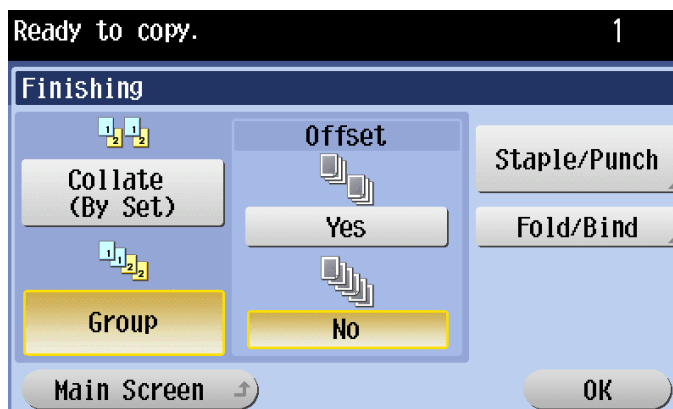


Settings	Description
[Original > Copy]	Select a combination of the original to be loaded (1-sided original or 2-sided original) and the copy method (1-sided copy or 2-sided copy). To scan a 2-sided original, specify whether to set the original to Top Bind or Left Bind/Right Bind in [Original Binding Pos.] To make a 2-sided copy, specify whether to set a copy to Top Bind or Left Bind/Right Bind in [Output Bind Direction].
[Combine]	Select whether to reduce and copy a two-page original on the same side of a single sheet of paper.
[Original Direction]	Specify the orientation of the loaded original.
[Original Binding Pos.]	<p>Select the original binding position when a 2-sided original is loaded.</p> <ul style="list-style-type: none"> • [Auto]: The binding position is specified automatically. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper. • [Top]: Select this option when the binding position is set to the top of the original. • [Left Bind]: Select this option when the binding position is set to the left of the original. • [Right Bind]: Select this option when the binding position is set to the right of the original.
[Output Bind Direction]	<p>Select the binding position when printing onto both sides of sheets of paper.</p> <ul style="list-style-type: none"> • [Auto]: The binding position of a copy is specified automatically. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper. • [Top]: Select this option when setting the binding position to the top of a copy. • [Left Bind]: Select this option when setting the binding position to the left of a copy. • [Right Bind]: Select this option when setting the binding position to the right of a copy.

Sorting copied paper ([Finishing])

Specify how to feed out copied sheets of paper.

➔ Tap [Basic] - [Finishing].



Settings	Description
[Collate (By Set)], [Group]	<p>Select the output method when multiple sets of copies are printed.</p> <ul style="list-style-type: none"> [Collate (By Set)]: Feeds out copies separately one by one like "12345", "12345", "12345". [Group]: Feeds out copies separately page by page like "111", "222", "333", "444", "555".
[Offset]	<p>Select [Yes] when sorting by copies or by page to feed out paper. If the Finisher is installed, the copies are fed out and stacked on top of each other with each copy or page set staggered to separate them.</p> <p>If no Finisher is installed, printed copies are fed out and sorted in an alternating crisscross pattern when the following conditions are satisfied.</p> <ul style="list-style-type: none"> 8-1/2 × 11, A4, or B5 paper is used. Paper of the same size and type is loaded with the orientation into one paper tray and with the orientation into another tray Specifying Auto Paper for the paper size setting
[Staple/Punch]	<p>[Staple]: Select a binding position to staple sheets.</p> <ul style="list-style-type: none"> [Corner]: Each set of printed sheets is stapled in a corner (top left or top right) before it is output. [2 Position]: Each set of printed sheets is stapled at two positions (in the top, left, or right) before it is output. [Position Setting]: Select the binding position and original loading direction. If [Auto] is specified for the binding position, the binding position is determined automatically based on the direction of the loaded original. <p>[Punch]: Select binding positions when punching sheets.</p> <ul style="list-style-type: none"> [Position Setting]: Select the punch position and original loading direction. If [Auto] is specified for the punch position, the punch position is determined automatically based on the direction of the loaded original.
[Fold/Bind]	<p>Select how to fold or bind paper.</p> <ul style="list-style-type: none"> [Half-Fold]: Feeds out a copied sheet by folding it in two. [Center Staple&Fold]: Staples and feeds out a copied sheet by folding it in two. [Tri-Fold]: Feeds out a copied sheet by folding it in three. [Z-Fold]: Z-folds the long side of a copied sheet before feeding it out. This option is available when printing paper of 11 × 17 , 8-1/2 × 14 , A3 , B4 , or 8K . Selecting 8-1/2 × 14 folds paper in two instead of Z-folding.

Tips

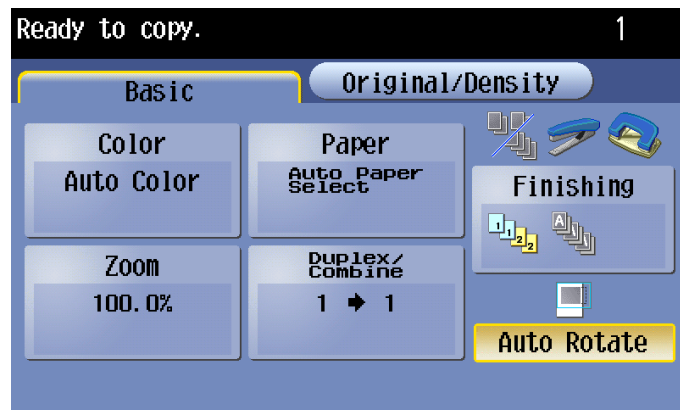
- The optional **Finisher** is required to use the Staple function.
- To use the punch function, install the **Punch Kit PK-521** or **Z Folding Unit** in the optional **Finisher FS-535**, or install **Punch Kit PK-520** in the **Finisher FS-534**.
- The optional **Finisher** and **Saddle Stitcher** are required to use the Fold/Bind function.
- The optional **Finisher** and **Saddle Stitcher** are required to use the Tri-Fold function.
- To use the Z-fold function, the optional **Finisher FS-535** and **Z Folding Unit** are required.

Copying the original in the loading direction with no rotation ([Automatic Image Rotation])

This machine automatically adjusts the rotation for copying even if the orientations of the original and paper are different. When necessary, you can copy the original without adjusting the rotation.

This function is available when copying only a part of the original.

➔ Tap [Basic] - [Automatic Image Rotation].

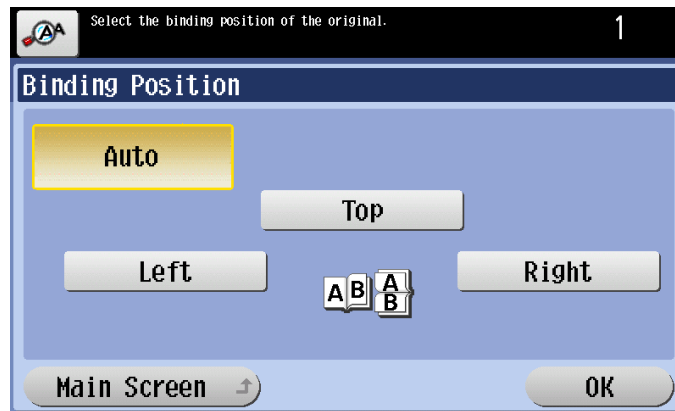


1.3.3 Copy Settings ([Original/Density])

Specifying the binding position of the original ([Binding Position])

When scanning a double-sided original, specify the binding position of the original in [Binding Position] to prevent the binding position from being reversed between the front and rear faces.

→ Tap [Original/Density] - [Binding Position].



Settings	Description
[Auto]	Automatically configures the binding position of the original. <ul style="list-style-type: none"> When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper.
[Top]	Select this option when the binding position is set to the top of the original.
[Left]	Select this option when the binding position is set to the left of the original.
[Right]	Select this option when the binding position is set to the right of the original.

Selecting the appropriate image quality for the contents of the original ([Original Type])

Select the appropriate settings for the particular original, and produce a copy using the optimum level of image quality.

→ Tap [Original/Density] - [Original Type].



Settings	Description
[Text]	Copy an original, which consists primarily of text, at the optimum level of image quality. This function sharpens the edges of each character, creating easy-to read images.
[Map]	Press this button to copy an original that has a colored background such as a map or that has been drawn by pencil or colored thin line, at the optimum level of image quality. A sharp copy image is produced.
[Dot Matrix Original]	Press this button to copy an original that consists primarily of text such as thin or faint characters, at the optimum level of image quality. This function reproduces text using high pixel density, creating easy-to-read text.
[Copied Paper]	Press this button to copy the original, which is output with an even density from the copier or printer, at the optimum level of image quality.
[Text/Photo]	Press this button to copy the original, which consists of text and photos, at the optimum level of image quality. This function sharpens the edges of each character, and reproduces a smoother photo. <ul style="list-style-type: none"> • [Photo Paper]: Select this option to scan an original that contains photos printed on photographic paper. • [Printed Photo]: Select this option to scan the printed original such as a brochure or catalog.
[Photo]	Press this button to copy an original consisting of only photos at the optimum image quality level. <ul style="list-style-type: none"> • [Photo Paper]: Select this option to scan an original printed on photographic paper. • [Printed Photo]: Select this option to scan the printed original such as a brochure or catalog.

Specifying the original loading direction ([Original Direction])

When scanning a double-sided original, you can specify the original loading direction so that the vertical direction is set correctly after scanning.

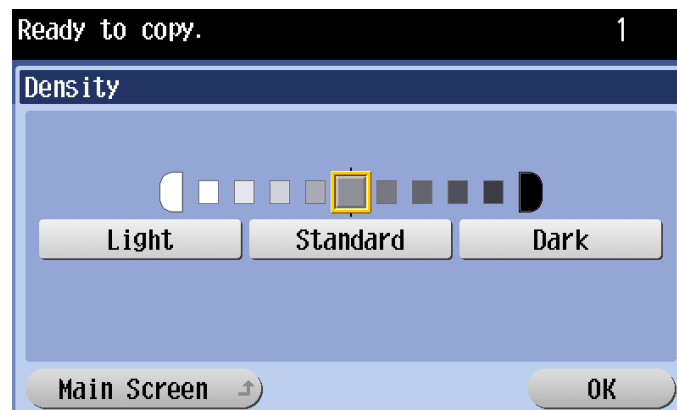
→ Tap [Original/Density] - [Original Direction], and select the original loading direction.



Adjusting the copy density. ([Density])

Adjust the density of a copy image.

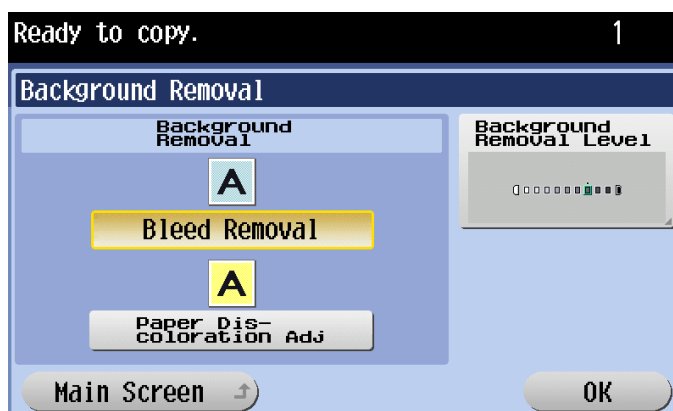
→ Tap [Original/Density] - [Density] to adjust the density.



Adjusting the background density of the original ([Background Removal])

Adjust the density of the background area when copying originals with colored background (newsprints, recycle paper, etc.) or originals that are so thin that text or images on the back would be scanned.

→ Tap [Original/Density] - [Background Removal].



Settings	Description
[Background Removal]	Press this button to copy a thin 2-sided original or an original with a colored background, at the optimum level of image quality. <ul style="list-style-type: none"> [Bleed Removal]: Select this option to prevent a back-side bleeding when printing a 2-sided original that is so thin that the contents of the back side would be scanned. [Paper Discoloration Adj]: Select this option to scan an original with a colored background such as a map.
[Background Removal Level]	Press this button to adjust the density of the background color for an original with a colored background. If [Auto] is selected, the density of the background color is determined automatically, and the original is copied with optimal background density.

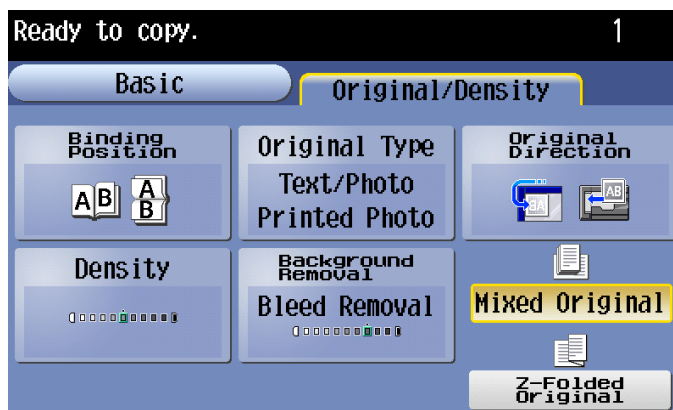
Scanning originals of different sizes at the same time ([Mixed Original])

Using the **ADF**, you can scan an original that consists of multiple pages of different sizes, while detecting the size of each page.

NOTICE

Load all originals along the left and back sides of the **ADF**.

→ Tap [Original/Density] - [Mixed Original].



Scanning a folded original ([Z-Folded Original])

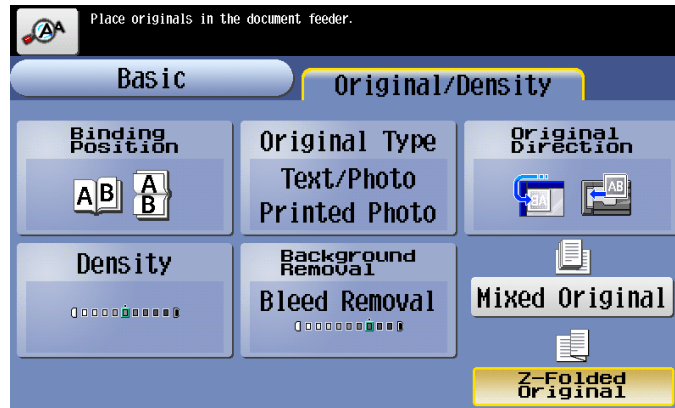
This machine accurately detects the size of a folded original.

If a folded original is loaded into the **ADF**, its size may not be detected correctly. To scan a folded original through the **ADF**, use [Z-Folded Original].

NOTICE

*Unfold folded originals before loading them into the **ADF**. Otherwise, it may result in a paper jam or size detection error.*

→ Tap [Original/Density] - [Z-Folded Original].



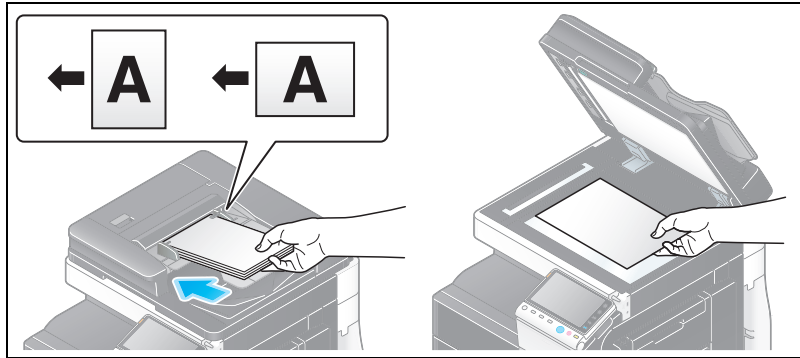
1.4 Using the scan/fax function

1.4.1 Sending

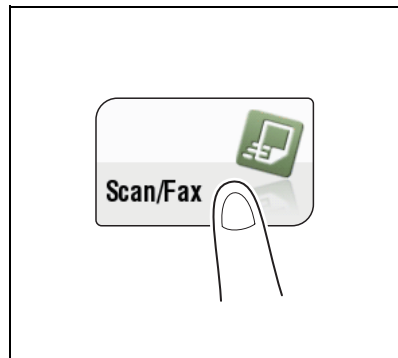
Sending (Basic operation flow)

This section explains how to perform the scan/fax transmission when using the Enlarge Display function.

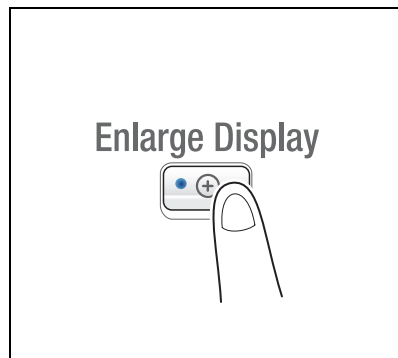
- 1 Load the original.



- 2 Tap [Scan/Fax].



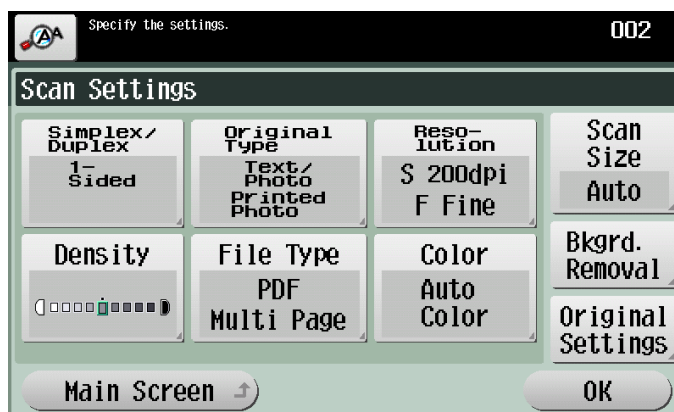
- 3 Press the **Enlarge Display** key.



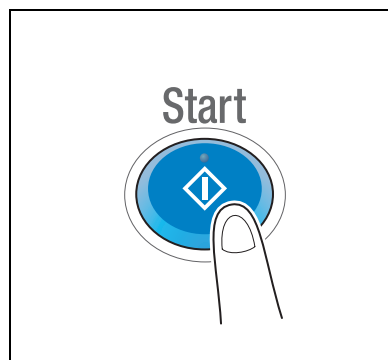
- 4 Specify the destination.
- For details on how to specify a destination, refer to page 1-31.
 - If [Dest. Settings] is tapped, you can view the list of the selected destinations.



- 5 When necessary, tap [Scan Settings] to configure option settings of the scan/fax transmission.
- For details on option settings, refer to page 1-33.
 - To specify a destination or option again, press **Reset**.



- 6 Press the **Start** key.



Sending starts.

- If you press the **Stop** key while scanning an original, scanning stops, and a list of stopped jobs is displayed. To cancel scanning the original, delete inactive jobs from the list.



Reference

If necessary, you can change or specify the default values of Enlarge Display. For details, refer to page 3-7.

Related setting (for the administrator)

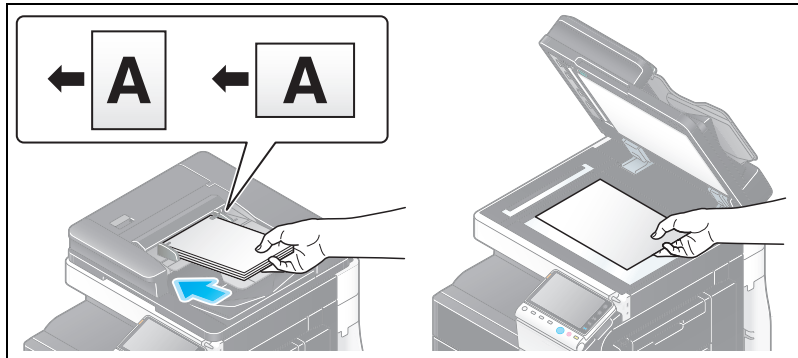
- You can select whether to use Enlarge Display as the initial display of the **Touch Panel** (default: [No]). For details, refer to [User's Guide: Copy Operations]. To configure settings, select [Utility] - [Administrator Settings] - [System Settings] - [Enlarge Display Settings] - [Display Default Settings].

Recalling the scan/fax program for transmission

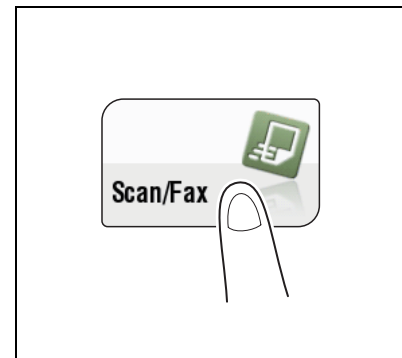
The scan/fax program contains a combination of commonly-used settings as one recall key. For transmission, recall the scan/fax program with a single touch of a button on the main screen of Enlarge Display.

- ✓ The scan/fax program must be registered on the normal screen in advance. For details on the registration procedure, refer to [User's Guide: Scan Operations].

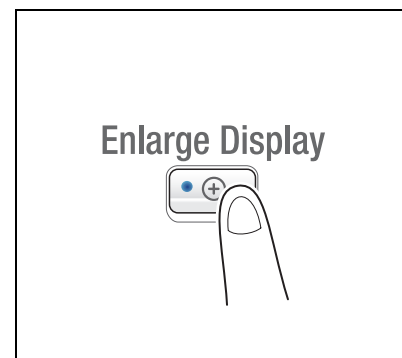
- 1 Load the original.



- 2 Tap [Scan/Fax].



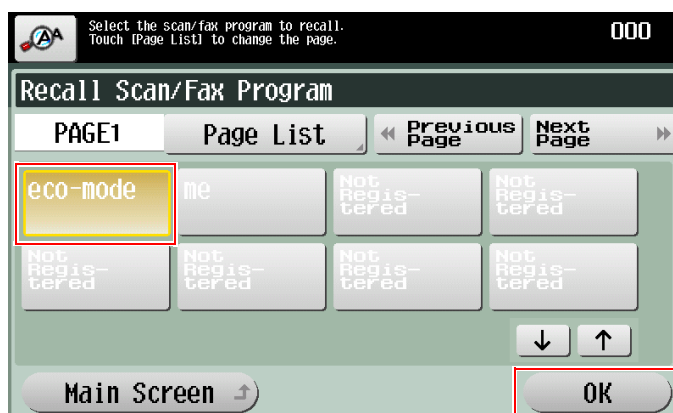
- 3 Press the **Enlarge Display** key.



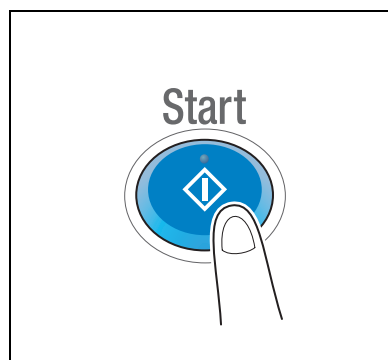
- 4 Tap the icon to recall the program.



- 5 Select the program you want to recall, then tap [OK].
The registered content of the program is applied.



- 6 Specify a destination if no destination is registered in Program.
→ For details on how to specify a destination, refer to page 1-31.
- 7 Press the **Start** key.



Sending starts.

- If you press the **Stop** key while scanning an original, scanning stops, and a list of stopped jobs is displayed. To cancel scanning of the original, delete inactive jobs from the list.

1.4.2 Specifying a destination

Selecting from address book

In [Address Book], select a destination registered on this machine.

By selecting multiple destinations, you can send data by broadcast transmission. The broadcast transmission is available for different transmission functions, for example, when using E-mail TX and SMB TX at the same time.



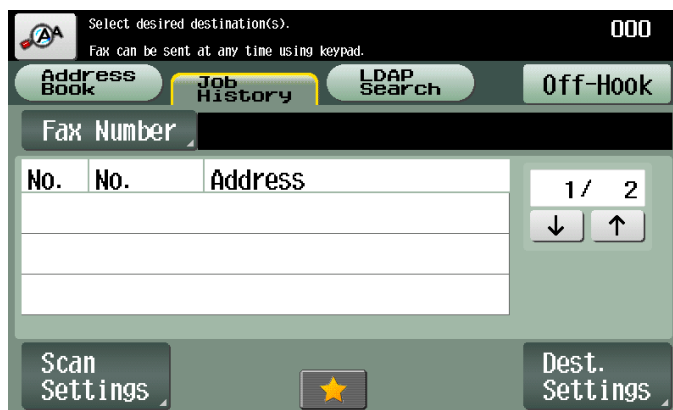
Tips

- Tapping [Other Dest.] filters destinations based on the type of the registered destinations.

Selecting from the log

In [Job History], select a destination from the log of scan transmission destinations or saved destinations.

The log shows up to five latest destinations. When necessary, multiple destinations can be selected from the log.



Tips

- If a registered destination or a User Box is edited or if the Main Power Switch is turned off or on, the log information is deleted.

Searching for an E-mail address through the LDAP server

When using the LDAP server or Active Directory of Windows Server, search for an E-mail address through the server.

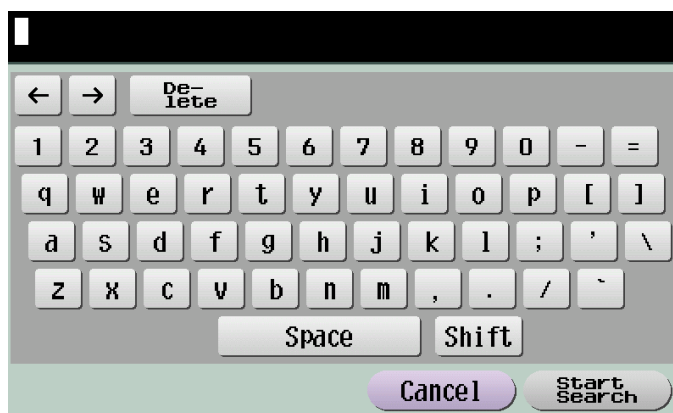
There are two search methods: [Search] to specify one keyword and [Advanced Search] to combine keywords by category.

- ✓ When using the LDAP server or Active Directory to specify a destination, register the server on this machine. The registration procedure is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

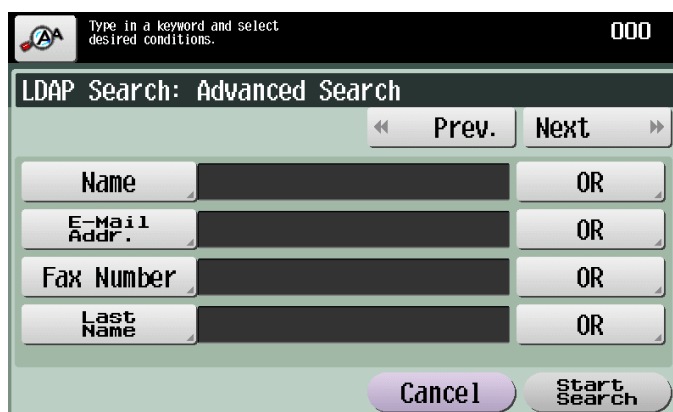
1 Tap [LDAP Search] - [Search] or [Advanced Search].

2 Enter the keyword, then tap [Start Search].

→ When selecting [Search]:



→ When selecting [Advanced Search]:

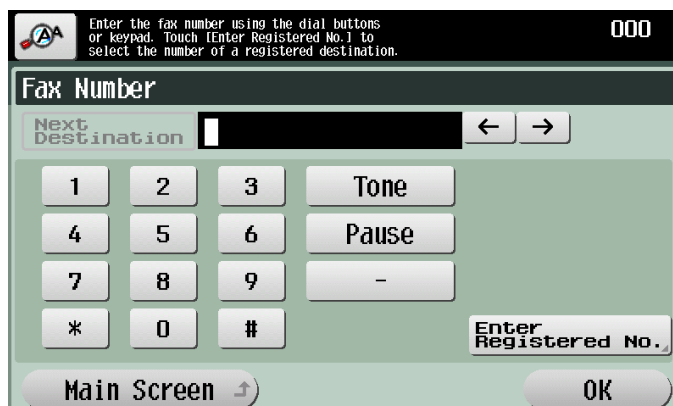


3 Select a destination from the search result.

Directly entering a fax number

In [Fax Number], directly enter a fax number.

When specifying multiple destinations, tap [Next Destination] to add destinations.



Tips

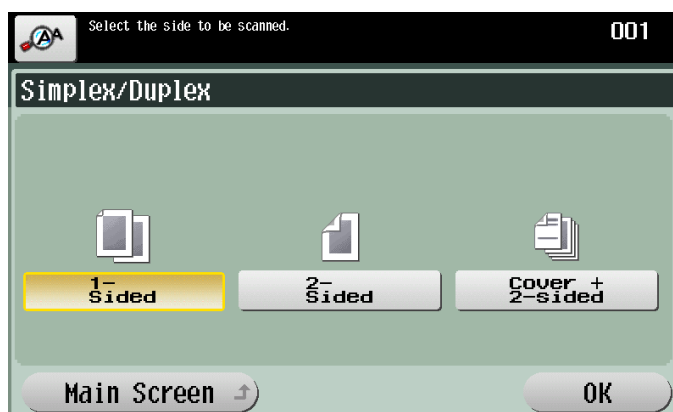
- Tapping [Enter Registered No.] allows you to specify a destination with a registered number.

1.4.3 Scan/fax transmission option settings

Scanning a 2-sided original ([Simplex/Duplex])

Using **ADF**, you can automatically scan the front and back sides of an original. You can also scan only one side for the first page in the original, and scan both sides for the remaining pages.

→ Tap [Scan Settings] - [Simplex/Duplex].



Settings	Description
[1-Sided]	Press this button to scan one side of an original.
[2-Sided]	Press this button to scan both sides of an original.
[Cover + 2-sided]	Press this button to scan only one side for the first page in the original, and scan both sides for the remaining pages.



Reference

To scan a 2-sided original, we recommend that you specify this function in combination with the original loading direction. For details, refer to page 1-39.

Selecting the appropriate image quality for the contents of the original ([Original Type])

Select the setting appropriate for the contents of the original, and scan the original at the optimum level of image quality.

→ Tap [Scan Settings] - [Original Type].



Settings	Description
[Text]	Press this button to scan an original, which consists primarily of text, at the optimum level of image quality. This function sharpens the edges of each character, creating easy-to read images.
[Dot Matrix Original]	Press this button to scan an original, which consists primarily of text such as thin or faint characters, at the optimum level of image quality. This function reproduces text using high pixel density, creating easy-to-read text.
[Copied Paper]	Press this button to scan an original, which is output with an even density from the copier or printer, at the optimum level of image quality.
[Text/Photo]	Press this button to scan an original, which consists of text and photos, at the optimum level of image quality. This function sharpens the edges of each character, and reproduces a smoother photo. <ul style="list-style-type: none"> • [Photo Paper]: Select this option to scan an original that contains photos printed on photographic paper. • [Printed Photo]: Select this option to scan the printed original such as a brochure or catalog.
[Photo]	Press this button to scan an original consisting of only photos at the optimum image quality level. <ul style="list-style-type: none"> • [Photo Paper]: Select this option to scan an original printed on photographic paper. • [Printed Photo]: Select this option to scan the printed original such as a brochure or catalog.

Specifying the resolution to scan the original ([Resolution])

Select the resolution to use to scan the original.

➔ Tap [Scan Settings] - [Resolution].



Settings	Description
[Scan Resolution]	<p>Select the resolution of the original for scan transmission. To use E-mail TX, SMB TX, FTP TX, WebDAV TX, or Save in User Box, the following resolution is selected to scan the original.</p> <ul style="list-style-type: none"> • [200 × 200 dpi]: Select this option to scan a standard original. • [300 × 300 dpi]: Select this option to scan a standard original with the higher resolution. • [400 × 400 dpi]: Select this option to scan an original with small characters and drawings. • [600 × 600 dpi]: Select this option to convert an original to a file of the largest possible size. This option is available when scanning an original such as a full-color photo, which requires a fine level of image quality.
[Fax Resolution]	<p>Select the resolution of the original for fax transmission. To use Fax TX, Internet Fax, or IP Address Fax, the following resolution is selected to scan the original.</p> <ul style="list-style-type: none"> • [Normal]: Select this option to scan an original that does not require fine image quality, or to send a large number of originals in short time. • [Fine]: Select this option to scan a standard original. • [Super Fine]: Select this option to scan an original with small characters or drawings. • [Ultra Fine]: Select this option to scan an original that requires fine image quality.

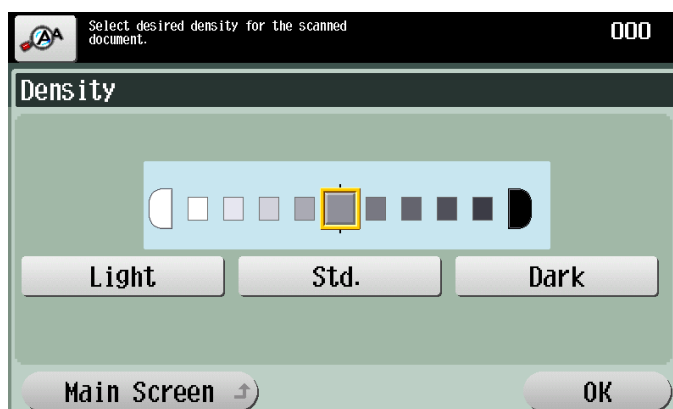
Tips

- The finer the scan resolution is, the larger the data volume becomes, resulting in longer transmission time. To send data as an E-mail attachment or to a server, make sure that the data volume does not exceed the limit.

Specifying the density to scan the original ([Density])

Adjust the density (Dark or Light) to scan the original.

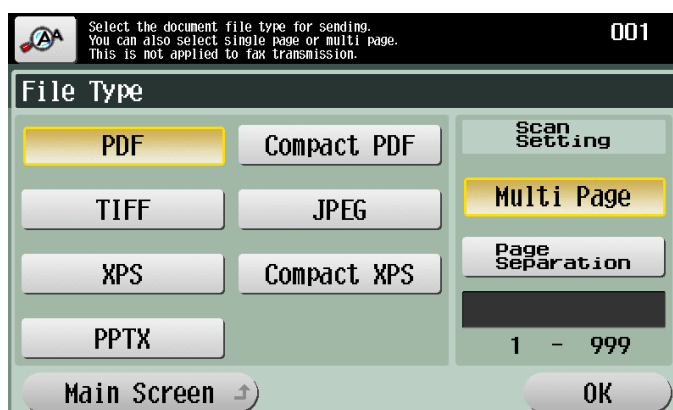
→ Tap [Scan Settings] - [Density] to adjust the density to scan the original.



Specifying the file type of the scanned original ([File Type])

For the file type, select PDF, TIFF, JPEG, XPS, PPTX, and other types. We recommend that important originals are converted to PDF files that can be encrypted.

→ Tap [Scan Settings] - [File Type].



Settings	Description
[File Type]	<p>Select the desired saving file type from the following:</p> <ul style="list-style-type: none"> [PDF]: A type available in most operating systems, which allows you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file. [Compact PDF]: Used to save files that are smaller in size than the normal PDF type. Compact PDF is recommended when you need to reduce the file size for E-mail TX or other similar situations. [TIFF]: This is one of the more versatile image formats. TIFF supports multi-page files that can contain multiple pages in one file. [JPEG]: A file format commonly used for digital cameras to save photographic images. JPEG cannot save multiple pages in one file. [XPS]: A file type supported in Windows Vista or later. [Compact XPS]: Used to save a file with a smaller file size than the normal XPS type. [PPTX]: Extension of an XML-base file that is created in PowerPoint of Microsoft Office 2007 or later.

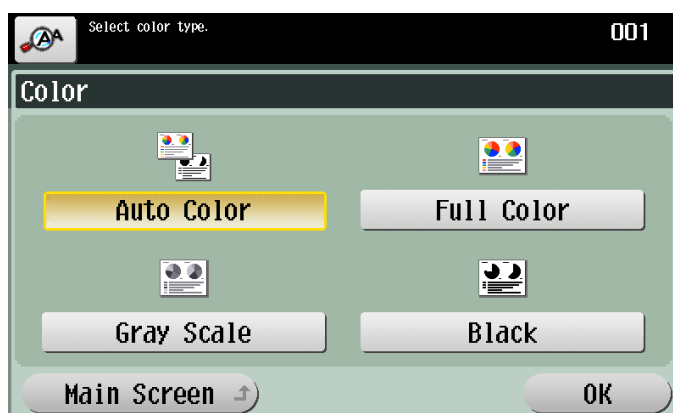
Settings	Description
[Scan Setting]	<p>Press this button to select a filing page unit when an original consists of multiple pages.</p> <ul style="list-style-type: none"> [Multi Page]: Used to convert all pages into a single file. [Page Separation]: Used to convert the specified number of pages as a single file. For example, if you enter "2" to scan 10 original pages, they are separated into five files. However, if [File Type] is set to [JPEG], you cannot select [Multi Page].

Selecting the color mode to scan the original ([Color])

Scan an original in the selected color mode.

There are four color modes: [Auto Color] to scan based on the original color, [Full Color], [Gray Scale], and [Black].

→ Tap [Scan Settings] - [Color].



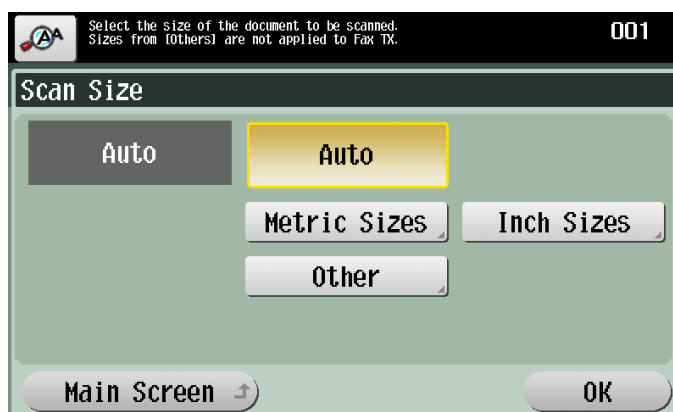
Settings	Description
[Auto Color]	Select this option to automatically determine [Full Color] or [Gray Scale] to fit the original color when the original is scanned.
[Full Color]	Select this option to scan in full color regardless of the original color. Select this option to scan an original with colors other than black and white or to scan a color photo.
[Gray Scale]	Select this option to scan in gray scale regardless of the original color. Use this option to scan an original that has many halftone images such as black and white photos.
[Black]	<p>Press this button to scan an original in black or white without using gray scales.</p> <p>This option is useful when scanning an original such as a line drawing in which the boundary between black and white is clear.</p>

Specifying the original size to be scanned ([Scan Size])

Select the size of the original to be scanned.

There are various scan sizes, for example, [Auto] that fits the original size, [Metric Sizes], and [Inch Sizes].

→ Tap [Scan Settings] - [Scan Size].

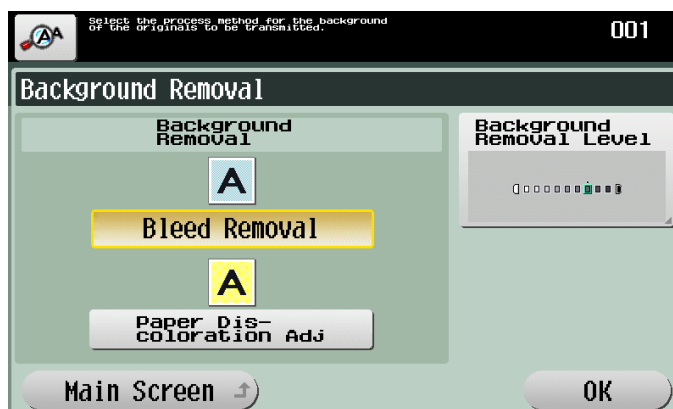


Settings	Description
[Auto]	Press this button to automatically select the size to fit the original when scanning.
[Metric Sizes]	Select this option to scan a metric-size original. Tap [Metric Sizes], and select the standard metric size respectively.
[Inch Sizes]	Select this option to scan an inch-size original. Tap [Inch Sizes], and select a standard inch size.
[Other]	Select this option to scan a postcard or an original other than a metric- or inch-size original. Tapping [Other] allows you to select each standard size.

Adjusting the background density of the original to be scanned ([Background Removal])

You can adjust the density of the background area when printing originals with colored background (news-papers, recycle paper, etc.), or originals that are so thin that text or images on the back would be scanned.

→ Tap [Scan Settings] - [Background Removal].

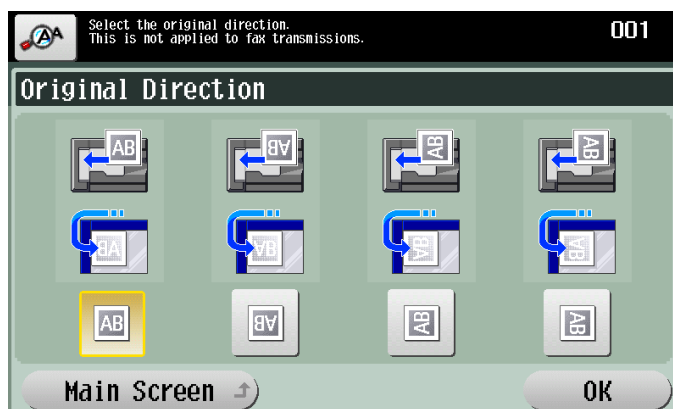


Settings	Description
[Background Removal]	Press this button to scan a thin 2-sided original or an original with a colored background, at the optimum level of image quality. <ul style="list-style-type: none"> [Bleed Removal]: Select this option to prevent a back-side bleeding when printing a 2-sided original that is so thin that the contents of the back side would be scanned. [Paper Discoloration Adj]: Select this option to scan an original with a colored background such as a map.
[Background Removal Level]	Press this button to adjust the density of the background color for an original with a colored background. Selecting [Auto] automatically determines the density of the background color, and scans an original with the optimum background density.

Specifying the original loading direction ([Original Direction])

When scanning a double-sided original, you can specify the original loading direction so that the vertical direction is set correctly after scanning.

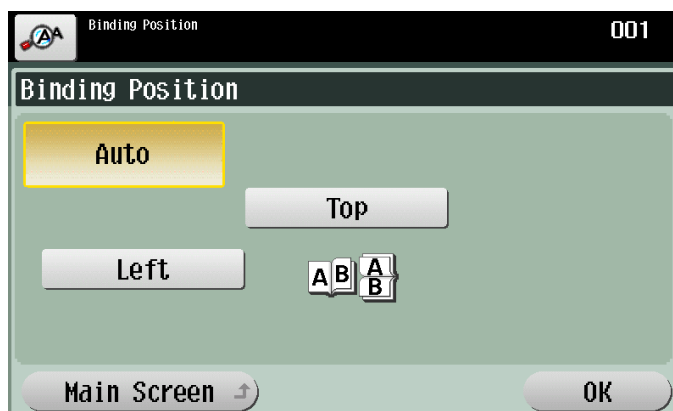
→ Tap [Scan Settings] - [Original Settings] - [Original Direction] to select the original loading direction.



Specifying the binding position of the original ([Binding Position])

When scanning a double-sided original, specify the binding position of the original in [Binding Position] to prevent the binding position from being reversed between the front and rear faces.

→ Tap [Scan Settings] - [Original Settings] - [Binding Position].



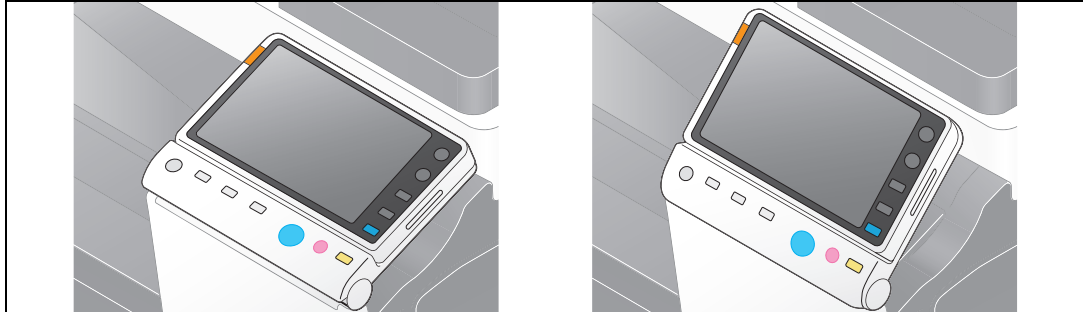
Settings	Description
[Auto]	Automatically configures the binding position of the original. <ul style="list-style-type: none"> When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper.
[Left]	Select this option when the binding position is set to the left of the original.
[Top]	Select this option when the binding position is set to the top of the original.



Adjusting the Angle of the Control Panel

2 Adjusting the Angle of the Control Panel

The **Control Panel** can be adjusted within the range shown below. Adjust the Control Panel to an easy-to-use angle.



To adjust the angle of the **Control Panel**, tilt the **Control Panel** up and down.





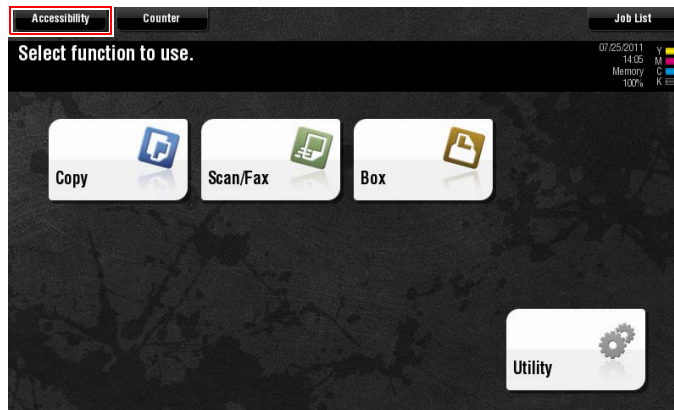
Using the Accessibility Function

3 Using the Accessibility Function

3.1 [Accessibility]

[Accessibility] is available when configuring the operating environment of the **Control Panel**, for example, adjusting a position to press the **Touch Panel** or changing keying sounds.

Configure the appropriate settings to suit your environment.

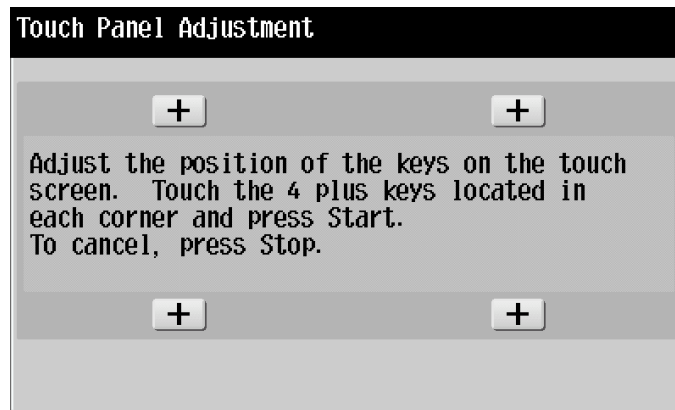


3.2 Adjusting the touch panel

Adjusting a position to press the Touch Panel

If a **Touch Panel** key does not respond normally when tapped, it may not be detected properly.

- 1 Tap [Accessibility] - [Touch Panel Adjustment].
 - If a keying error recurs even after [Touch Panel Adjustment] is tapped, press **1** on the **Keypad**.
- 2 Tap four [+] keys while checking keying sounds.
 - Tap these [+] keys to adjust a position gap. Tap these keys in any sequence.
 - To readjust, press **C** (Clear), then re-tap the [+] keys.
 - To stop the adjustment, press the **Stop** key.



Tapping four [+] keys lights the **Start** indicator lamp in blue.

- 3 Press the **Start** key.

Re-operate the screen that did not respond properly before adjustment, and check that the keying position is adjusted correctly.

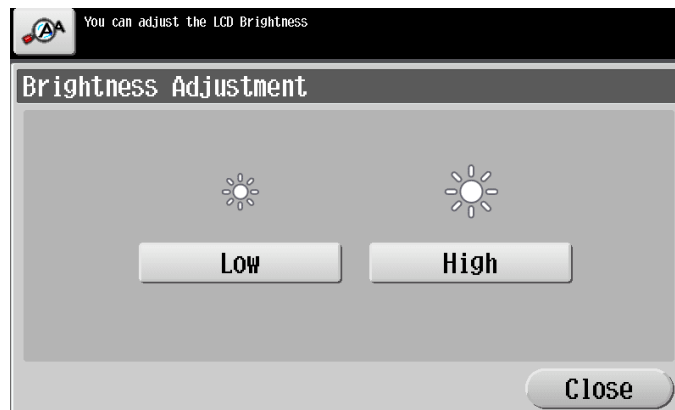
Tips

- After this procedure, if a keying error recurs, contact your service representative.

Adjusting the brightness of the Touch Panel

Adjust the brightness level of the Touch Panel.

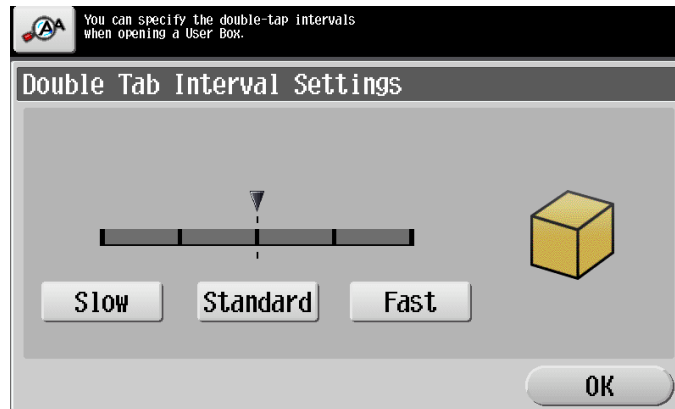
- Tap [Accessibility] - [Brightness Adjustment], and select [Low] or [High] to adjust the brightness.



Changing the double-tap interval settings

Change the double-tap interval at five levels. Double-tap the box at the right of the screen to check the current setting.

- Tap [Accessibility] - [Double Tab Interval Settings], and select [Slow], [Standard], or [Fast] (default: [Standard]) to change the interval.

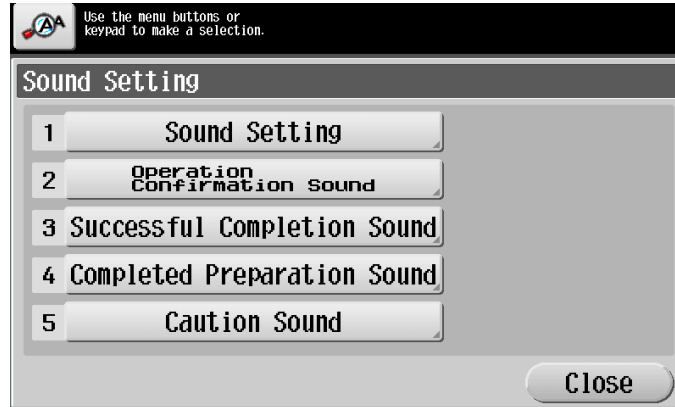


3.3 Configuring keying sound and message display

Configuring keying and warning sounds

Select whether to output keying or warning sounds. If necessary, adjust the volume.

→ Press [Accessibility] - [Sound Setting], and specify sounds.

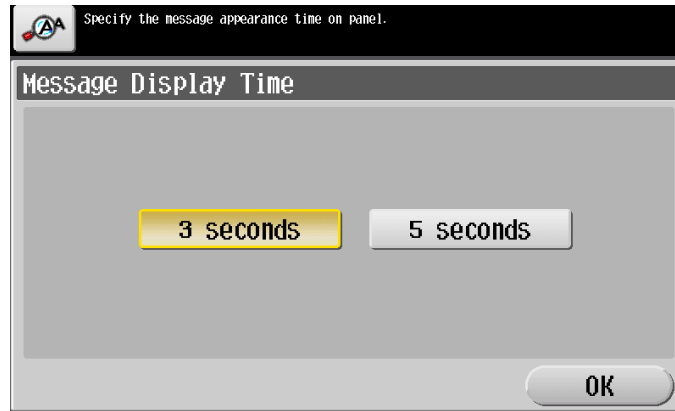


Settings	Description
[Sound Setting]	Select whether to respectively output the [Confirmation Sound], [Successful Completion Sound], [Ready Sound], and [Warning Sound]. If [Batch Print] is set to [No], none of these sounds will be output. [On] is specified by default in every case.
[Operation Confirmation Sound]	Select whether to output the following operation confirmation sounds. When sounding, adjust the volume to [High], [Medium], or [Low] as needed. <ul style="list-style-type: none"> [Input Confirmation Sound]: A sound produced when a key is pressed to enter a character. [Invalid Input Sound]: A sound produced when a pressed key is invalid. [Basic Sound]: A sound produced when the default value item is selected for an option subject to rotational switching [Medium] is specified by default in every case.
[Successful Completion Sound]	Select whether to output the following successful completion sounds. When sounding, adjust the volume to [High], [Medium], or [Low] as needed. <ul style="list-style-type: none"> [Completed Operation Sound]: A sound produced when an operation has ended normally. [Completed Transmission Sound]: A sound produced when a communication has ended normally. [Medium] is specified by default in every case.
[Completed Preparation Sound]	Select whether to output the completed preparation sound when this machine is placed into the ready state. When sounding, adjust the volume to [High], [Medium], or [Low] as needed. [Yes] and [Medium] are specified by default.
[Caution Sound]	Select whether to output the following caution sounds. When sounding, adjust the volume to [High], [Medium], or [Low] as needed. <ul style="list-style-type: none"> [Simple Caution Sound (Level 1)]: A sound produced when a message appears on the Touch Panel indicating that the replacement time is nearing for consumables or replacement parts [Simple Caution Sound (Level 2)]: A sound produced when the user has made a mistake while operating this machine. [Simple Caution Sound (Level 3)]: A sound produced when an error, which can be dealt with by referring to messages or manuals has occurred. [Severe Caution Sound]: A sound produced when a door or cover is opened or when this machine detects an error that will require checking by a service representative. [Medium] is specified by default in every case.

Changing the message display time

Change the time to display a message on the **Touch Panel**.

- Press [Accessibility] - [Message Display Time], and select [3 seconds] or [5 seconds] (default: [3 seconds]).

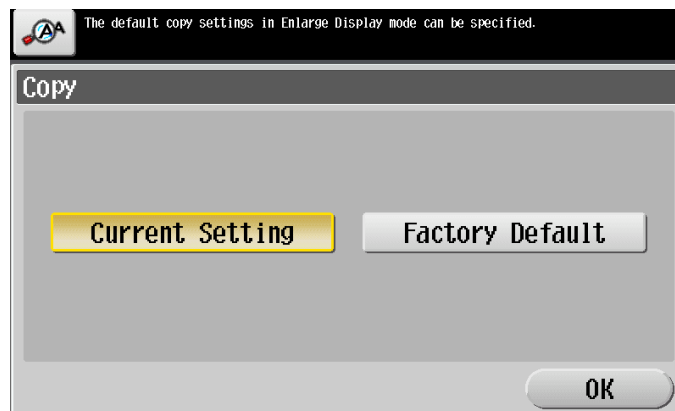


3.4 Configuring Enlarge Display operations

Changing the default in the Enlarge Display mode

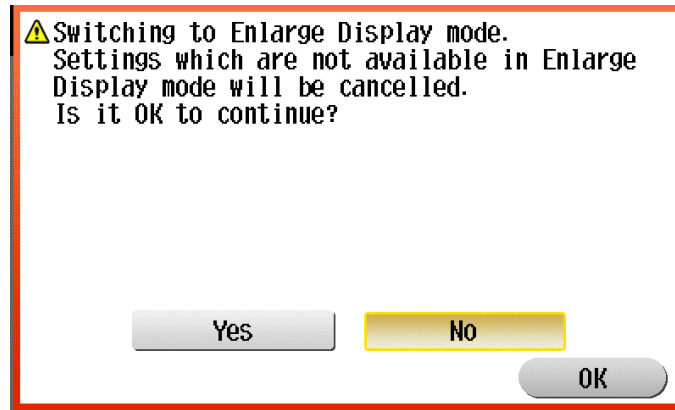
Change the setting on the screen that is displayed when **Enlarge Display** is pressed (the setting when **Reset** is pressed) (default: [Factory Default]).

- 1 For Enlarge Display, change settings in the copy or scan/fax mode.
 - The default values in the both modes cannot be changed by one operation.
- 2 Press **Menu**, then tap [Accessibility] - [Default Enlarge Display Settings].
- 3 Select a mode to change settings.
 - Select a mode that was displayed before tapping [Accessibility].
- 4 Select [Current Setting], then tap [OK].
 - To return to the factory default settings, select [Factory Default].

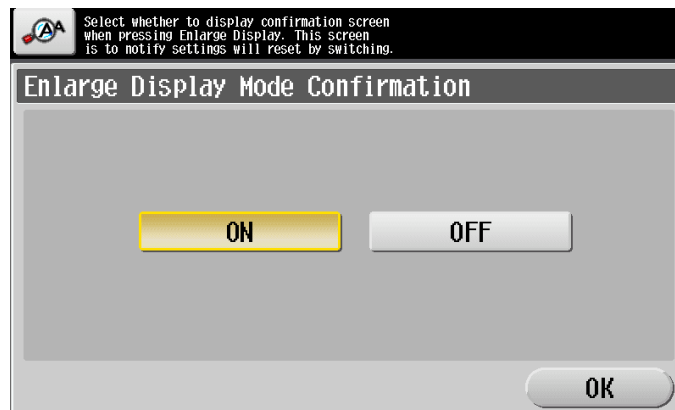


Displaying the confirmation screen when changing to the Enlarge Display mode

Press **Enlarge Display** to change to Enlarge Display; the machine cancels the settings configured on the normal screen. When necessary, display the following screen to check whether to cancel the settings configured on the normal screen and change to Enlarge Display.



- Press [Accessibility] - [Enlarge Display Mode Confirmation], and select whether to check a change to the Enlarge Display mode by displaying the screen (default: [OFF]).

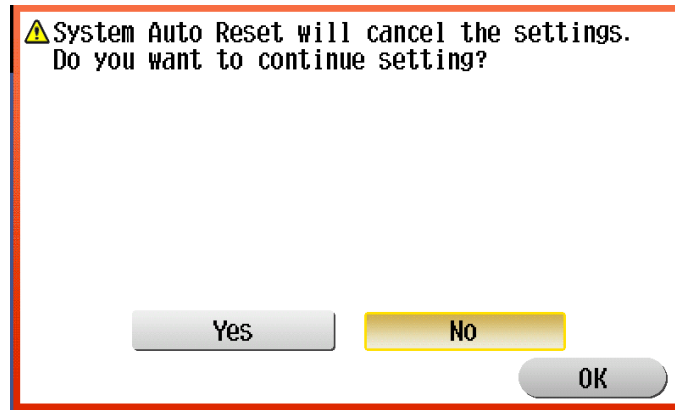


Tips

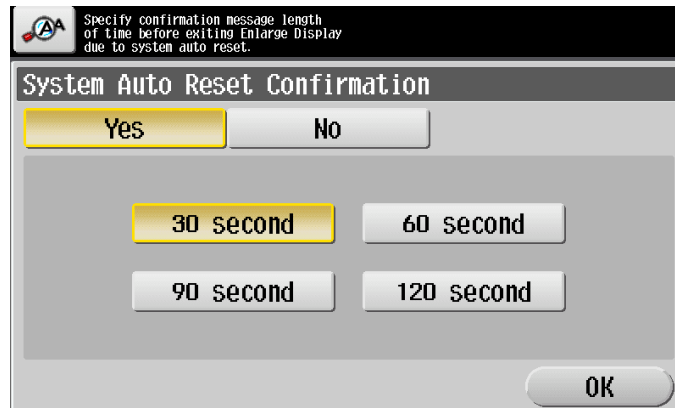
- The confirmation screen is not displayed when the display is changed to the normal screen.

Displaying the confirmation screen when canceling the Enlarge Display mode

If this machine is not operated in the Enlarge Display mode for a while, the Enlarge Display mode is canceled automatically. When necessary, display the following screen to check whether to cancel the Enlarge Display mode.



- Press [Accessibility] - [System Auto Reset Confirmation], and select whether to check a cancellation of the Enlarge Display mode by displaying the screen (default: [No]). When displaying the screen, select the length of time to display the screen.

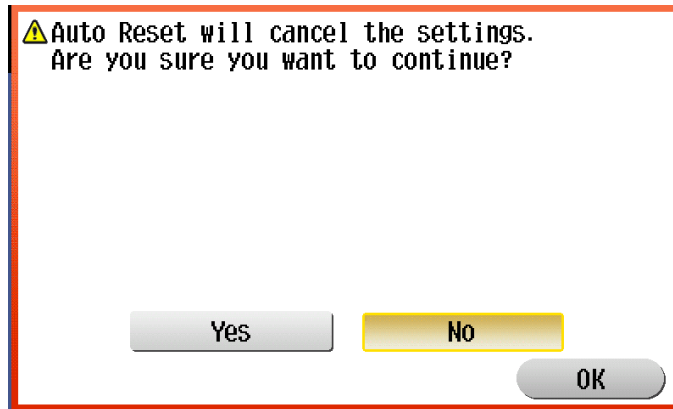


Tips

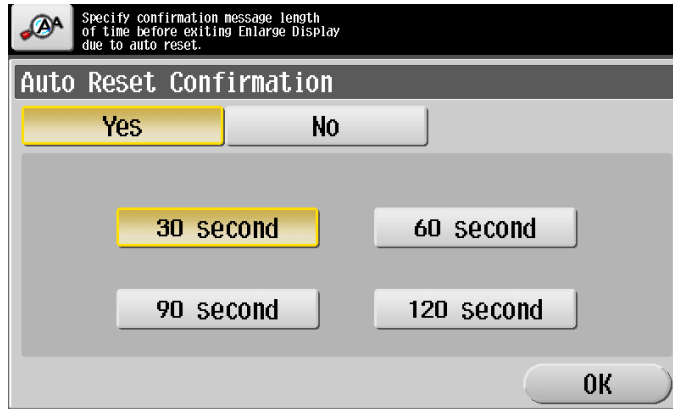
- This setting is not displayed when Enlarge Display is selected as the initial display of the **Touch Panel**.
- You can select whether to use Enlarge Display as the initial display of the **Touch Panel** (default: [No]). For details, refer to [User's Guide: Copy Operations]. To configure settings, select [Utility] - [Administrator Settings] - [System Settings] - [Enlarge Display Settings] - [Display Default Settings].

Displaying the confirmation screen when resetting settings

If this machine is not operated for a while, settings are reset automatically. When necessary, display the following screen to check whether to reset settings.



- Press [Accessibility] - [Auto Reset Confirmation], and select whether to check the resetting result by displaying the screen (default: [No]). When displaying the screen, select the length of time to display the screen.

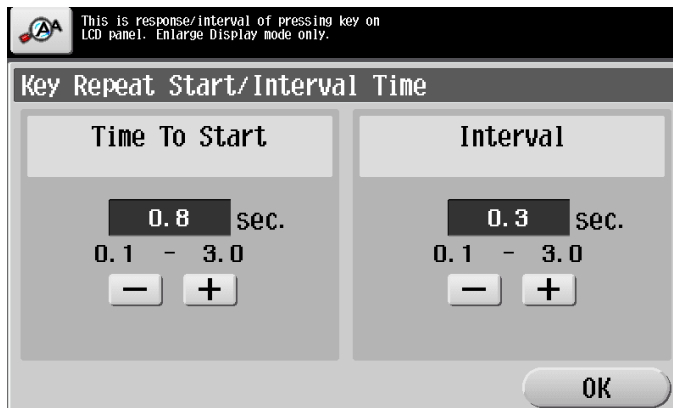


Adjusting the time to hold down a key

In the Enlarge Display mode, pressing a key enters one character, and holding down a key starts entering successive characters. This is referred to as a key repeat.

When necessary, change the time from pressing a key to starting a key repeat, and the interval to enter successive characters.

→ Tap [Accessibility] - [Key Repeat Start/Interval Time].



Settings	Description
[Time To Start]	Change the time to start entering successive characters when holding down a key. [0.8] sec is specified by default.
[Interval]	Change the interval to hold down a key and enter successive characters. [0.3] sec is specified by default.



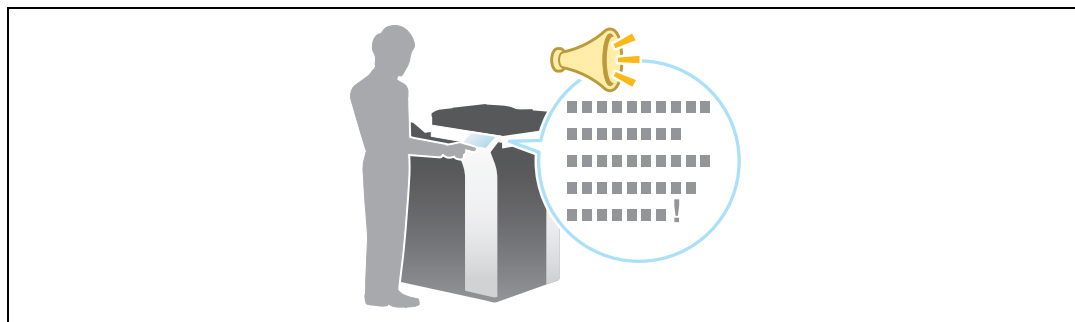
Using Voice Guidance

4 Using Voice Guidance

This function provides voice guidance to explain screens, keys, and key operations to help you perform operations or prevent incorrect operations from being carried out. This function also helps users who have difficulty viewing the screen to carry out smoother operations via voice guidance.

To use the voice guidance function, display either the Enlarge Display screen, Guidance screen, or Accessibility screen, then press **Voice Guide**.

For details on the voice guidance, refer to [User's Guide: Advanced Function Operations].



Tips

- Voice guidance is one of the extension functions. To use the voice guidance, install an optional **Upgrade Kit**, **i-Option LK-104 v3**, and **Local Interface Kit**.



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