



D330E Series

USER MANUAL/Control Panel

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





Table of contents

1 Name and Function of Each Part on the Control Panel

Control Panel	1-2
Keypad (option).....	1-3

2 How to Use the Touch Panel

2.1	Precautions for Using the Touch Panel	2-2
2.2	Operating the Touch Panel	2-3
	Tap	2-3
	Flick.....	2-3
	Drag	2-3
	Pan	2-3
	Double tap.....	2-3
	Long-tap	2-3
	Drag & Drop	2-3
	Pinch-in / Pinch-out	2-3
	Rotation.....	2-4
2.3	Entering a Text	2-5
2.3.1	About keypad screen	2-5
2.4	Entering a Number using the Keypad	2-6

3 About Major Screens

3.1	Home Screen	3-2
	Layout of home screen	3-2
	Changing a function to be displayed on the home screen	3-3
3.2	Job Screen.....	3-4
	Displaying the Job screen.....	3-4
	Viewing active jobs	3-4
	Viewing the job history.....	3-5
	Printing a communication report	3-5
3.3	Utility	3-6
3.4	About Acquiring Use Information	3-7

4 How to Use Classic Style

4.1	About Classic Style	4-2
4.2	Switching the Screen Display to Classic Style.....	4-3
4.3	Layout of Classic Style Screen	4-4
4.4	Major Screens in Classic Style	4-5
4.4.1	Main Menu	4-5
4.4.2	Help Menu.....	4-6
4.4.3	Icon Types.....	4-7
	Icons indicating the status of this machine	4-7
	Icons to change to entry or selection screen.....	4-8
	Icons indicating the type of an active job	4-8
4.5	Logging in to This Machine in Classic Style.....	4-9
	When user authentication is enabled:.....	4-9
	When account track is enabled:	4-10
4.6	Entering a Text or Number in Classic Style.....	4-11
	Entering a text.....	4-11
	Entering a number using the keypad	4-11

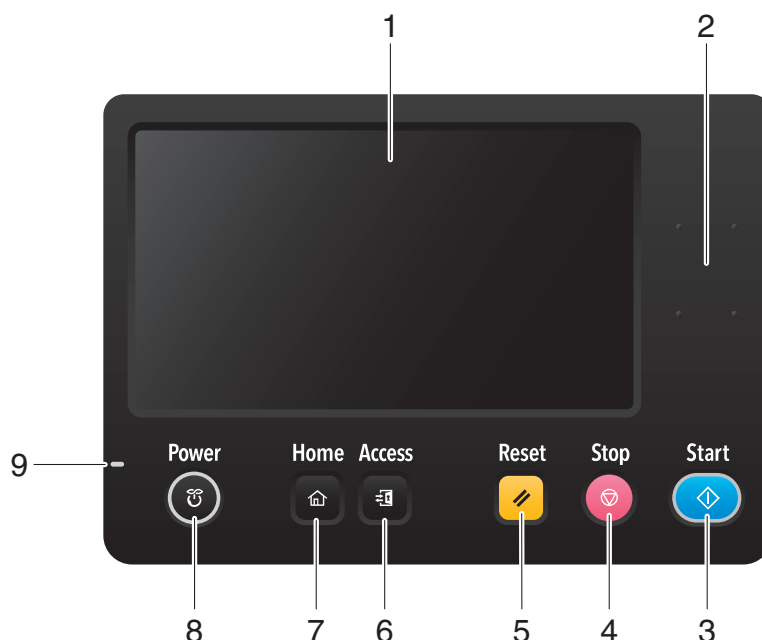




**Name and Function of Each
Part on the Control Panel**

1 Name and Function of Each Part on the Control Panel

Control Panel



No.	Name	Description
1	Touch Panel	Displays setting screens and messages. Directly press this panel to carry out operations.
2	Mobile Touch Area	This area is used to associate this machine with an NFC-compatible Android terminal or an iOS terminal compatible with Bluetooth LE.
3	Start	Press this key to start an operation such as printing.
4	Stop	Press this key to temporarily stop an active 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, and also tap [Delete].
5	Reset	Returns the setting you entered or changed to the default.
6	Access	Use 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.
7	Home	Displays the home screen.
8	Power key	Switches this machine to the Power Save mode. For details on how to use the Power key, refer to "User's Guide[Introduction]/[Turning the Power On or Off]".
9	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 (orange): Warning Light-up (orange): The machine is stopped.

Keypad (option)

When the optional **Keypad** is attached to the **Control Panel**, you can operate this machine or enter the numeric value using hardware keys.



No.	Name	Description
1	Voice Guide	Starts or ends the voice guidance when the Enlarge Display, Accessibility, or Guidance screen is displayed. To use the voice guidance function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".
2	Keypad	Enter numeric values such as the number of copies or zoom ratio. This keypad is also used to select a numbered setting key.

2

How to Use the Touch Panel

2 How to Use the Touch Panel

2.1 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 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.

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.

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.

Tips

- This operation is available only in classic style.

Long-tap

Hold down the document or icon using your finger.
Used to display the icon related to the document, or customize the home screen.

Drag & Drop

Slide your finger to the intended position and release it while a document or icon is selected.
Used to move the document or icon to the intended position.

Pinch-in / Pinch-out

Place two fingers on the screen and then open or close them.
Used to enlarge or reduce a preview image.

Tips

- This operation is available only in classic style.

Related setting

- [Active screen setting] - [Accessibility Settings] ("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.



Tips

- This operation is available only in classic style.




2.3 Entering a Text

2.3.1 About keypad screen

When entering a text, tap the setting value entry area; the keyboard is displayed.

To close the keyboard, tap any position outside the **Touch Panel** or tap the key to close the keyboard.



Item	Description
[&123]	Tap this key to enter a number or symbol. <ul style="list-style-type: none"> • Tapping [#+=] displays more symbols on the keyboard.
Cursor movement key 	Moves the cursor.
Key to close the key-board 	Closes the Keyboard.
Delete key 	Deletes characters you entered one by one.

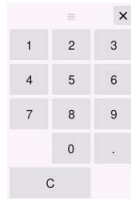
Related setting

- [Select Keyboard] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

2.4 Entering a Number using the Keypad

When entering a numeric value, tap the setting value entry area; the keypad is displayed.

To move the keypad position, shift your finger while holding down the upper side of the keypad.



A large, bold, black number '3' is centered within a gray square. The square is positioned to the left of the text 'About Major Screens'.

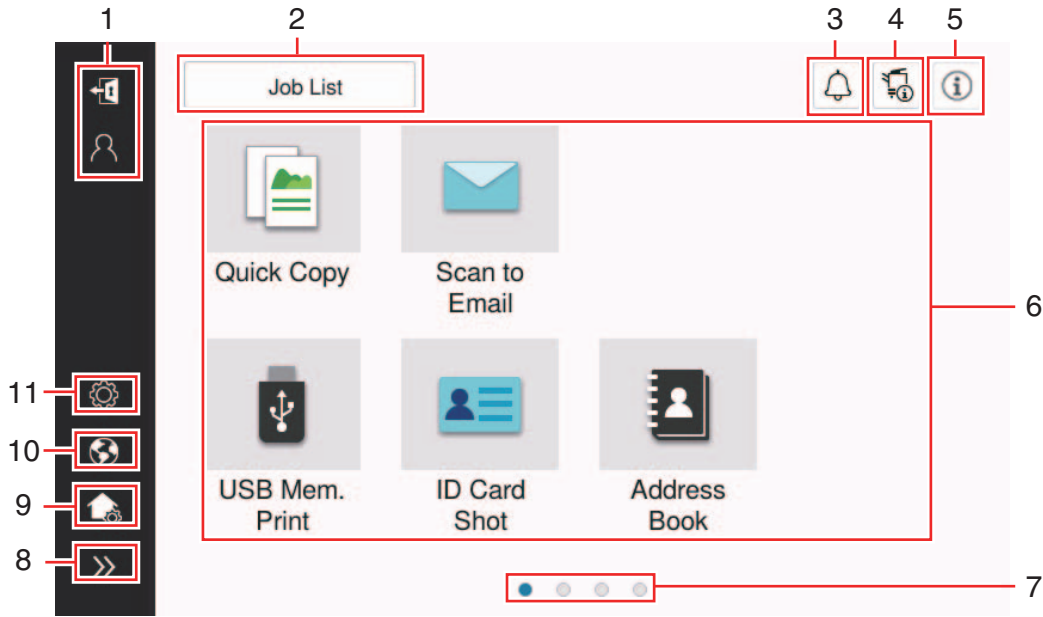
About Major Screens

3 About Major Screens

3.1 Home Screen

Layout of home screen

The layout of the home screen is as follows.



No.	Name	Description
1	User/Account Name	Displayed when user authentication and account track are enabled. Opening the left area displays the name of the current login user or the account name. Tapping logs out.
2	[Job List]	Displays active or standby jobs. If necessary, you can check job logs or print a communication report. This list displays the operation status of the current job on the [Job List] key when it is running. If necessary, you can stop the active job using the Stop key displayed next to the [Job List] key. For details on [Job List], refer to page 3-4.
3	Notification icon	You can check warnings or notices related to the status of this machine.
4	Device information icon	You can check the current date and time, free space in memory, and toner level. The corresponding device information is displayed when: <ul style="list-style-type: none"> • A nonstandard USB flash drive is connected to this machine; • Device information logs are spooled; • Image logs are transferred; • This machine is in fax redial wait state; • This machine is receiving data; • This machine is sending data; • An E-mail server (POP) connection error occurs; or • The enhanced security mode is enabled.
5	Information icon	Displays a message for users.
6	Function key	Displays shortcut keys assigned to any function.
7	Page Indicator	You can check the currently displayed page number.

No.	Name	Description
8	Left area open/close icon	Opens or closes the left area. Opening the left area displays the names of the icons in the left area.
9	[Customize Home screen]	Sets the function keys to display on the home screen.
10	[Language]	Temporarily changes the language to be displayed on the panel. This option is displayed when [Temporarily Change Language] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to ON.
11	[Utility]	Configure settings of this machine or check the use status of this machine. For details on [Utility], refer to page 3-6.

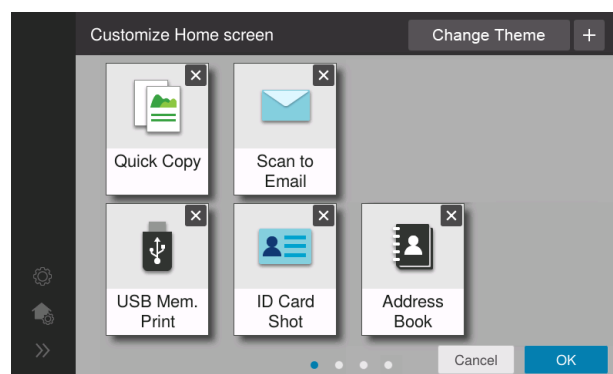
Changing a function to be displayed on the home screen

Change the function keys displayed on the home screen to suit your environment.

When the **MarketPlace** application is installed, you can change the function keys displayed on the home screen, for each login user.

- ✓ When the **MarketPlace** application is not installed while user authentication is enabled, you need to log in as a user with the administrator authority in order to change the function keys displayed on the home screen.

- 1 Tap [Customize Home screen] in the left area of the home screen.
- 2 Enter the administrator password, and tap [OK].
 - When you are logging in as a user with the administrator authority, proceed to step 3.
 The display changes to the edit mode of the home screen.
- 3 Edit a function key.
 - To switch the page on the home screen, swipe the background of the screen.
 - In [Change Theme], you can change the theme such as the background color of the home screen.
 - To delete a function key, click the delete icon (✕) of a function key.
 - To add a function key, click the add icon (+). Select the target function key from the list, and tap [OK]. The function key is added to the currently displayed page. If there is no space to place an additional function key on the current page, the function key is placed on a new page.
 - Dragging & dropping a function key allows you to change the layout of function keys on a page or move a function key to another page.



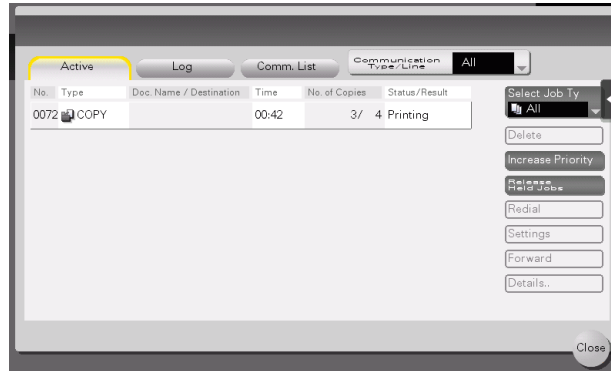
- 4 Tap [OK].

3.2 Job Screen

Displaying the Job screen

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

Tap [Job List] on the home screen or on the main menu of classic style; you can view the active job or job history, or print a sending/receiving result report.



Tips

- The icon and operation status of the active job are displayed while the job is running. For details on the icon types, refer to page 4-8.

Viewing active jobs

Tap [In Progress] to display active 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]	Deletes a job selected in the list.
[Increase Priority] (Print Job)	Changes the printing priority when print jobs are queued. Select a job to be printed first in the list of queued print jobs, and also 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)	Configure the proof print function and display a list of executed print jobs using the printer driver. When printing, select a desired print job, and 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]	Manually sends 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]	Check the setting of a job selected in the list.

Item	Description
[Forward]	Forwards a fax received by the in-memory proxy reception function to another destination. Select a destination in the address book or directly enter it, and also 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..]	Check detailed information of a job selected in the list.
[Warning Display]	Displays the warning screen for an error when you select a job in which the error occurs.



Related setting (for the administrator)

- [Personal Data Security Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Restrict User Access] - [Delete Other User Jobs] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Restrict User Access] - [Changing Job Priority] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

Viewing 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..]	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)

- [Personal Data Security Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Initialization] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

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 communication report, select a target for [Report Type], tap [Selection Confirm]. Use the Start key to start printing.

3.3 Utility

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

Item	Description
[Accessibility]	Specify accessibility options of the operating environment such as the adjustment of the Touch Panel or a change of the keying sounds.
[Counter]	Enables you to check the total number of pages printed on this machine by function.
[Utility]	Enables users to change settings. You can change the defaults or screen displays of the copy, scan/fax, or print function in a user-friendly manner to suit your environment.
[Language Selection]	You can change the language to be displayed on the screen of this machine.
[Administrator] ([Admin.])	Displays settings that can be configured only by the administrator. To configure settings, you need to enter the administrator password of 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 environment. Also, you can manage the use status of this machine or inhibit an information leakage by specifying the authentication or security function.
[Expert Adjustment] ([Expert Adj.])	You can adjust various settings such as correction of printed image, adjustment of staple, hole-punch, and folding positions.
[Storage Management] ([Storage Mgt.])	Manages the storage of this machine. This function prevents the leakage of personal and corporate information by protecting data in the storage against erasure and protecting the storage with a password and encryption.
[Banner Printing]	Select whether to permit banner printing of the print function.
[Device Information] ([Device Info.])	Displays the function version, IP address (IPv4/IPv6), serial number, contact information (telephone), contact information (fax), or version information of this machine.
[Remote Panel]	Starts remote operation of the control panel of this machine. This button is displayed when the operating environments of remote panel are configured by administrator.
[IC Card Auth.]	When using the optional IC Card Authentication Unit , you can set IC card authentication operations.

Tips

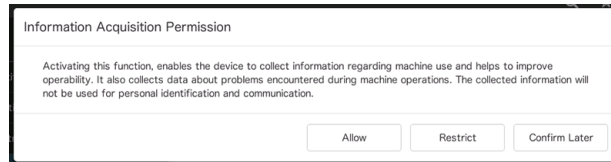
- To set [Administrator], [Expert Adjustment], [Storage Management], or [IC Card Auth.], you need to enter the administrator password. For details on the administrator password, contact your service representative.

3.4 About Acquiring Use Information

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

- The administrator is changed in [Administrator Password Setting];
- Registered information is edited in [Machine Setting] - [Administrator Registration]; or
- Administrator settings are displayed while the number of copies exceeds 100.

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.



Setting	Description
[Allow]	Starts log acquisition. Once this option is selected, the screen will no longer be displayed.
[Restrict]	Does not acquire log data. Once this option is selected, the screen will no longer be displayed.
[Confirm Later]	Displays the screen again the next time the conditions are satisfied.

4

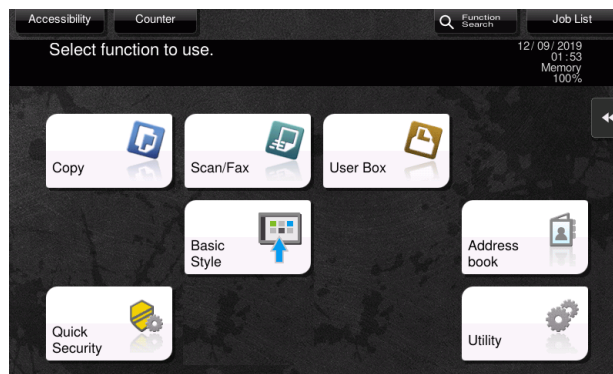
How to Use Classic Style

4 How to Use Classic Style

4.1 About Classic Style

The classic style is the operation screen adopted in the previous models.

When you are always using our product, switch to the screen display to the classic style; you can use this machine on your familiar operating environment.



This chapter describes an overview of classic style, switching method, and major screens. For details on how to use each function, refer to the following reference.

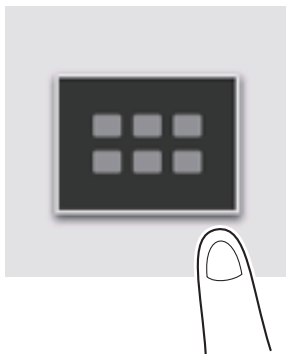
- Using Copy Functions in Classic Style ("User's Guide[Copy Operations]/[Using Copy Functions in Classic Style]")
- Using Scan Sending Functions in Classic Style ("User's Guide[Scan Operations]/[Using Scan Sending Functions in Classic Style]")
- Using Fax Functions in Classic Style ("User's Guide[Fax Operations]/[Using Fax Functions in Classic Style]")
- Using Network Fax Functions in Classic Style ("User's Guide[Network Fax Operations]/[Using Network Fax Functions in Classic Style]")

Related setting (for the administrator)

- [Default operation mode settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

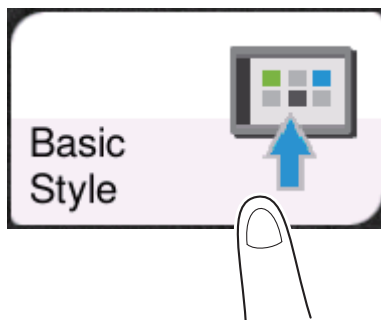
4.2 Switching the Screen Display to Classic Style

- 1 When switching the screen display to the classic style, tap [Classic Style] on the home screen.



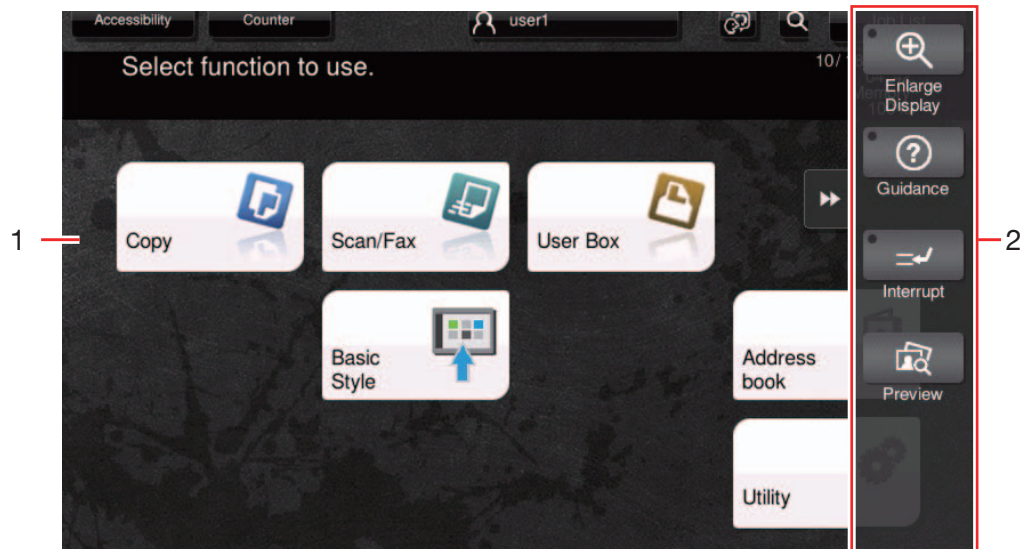
The main menu in classic style is displayed.

- 2 To return the screen display to the original, tap [Basic Style] on the main menu.



4.3 Layout of Classic Style Screen

The layout of the classic style screen is as follows.



No.	Name	Description
1	Operation screen	Displays setting screens and messages.
2	Slide Menu	Displays keys assigned to any functions. You can select [Registered Key Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") to change the functions to be assigned to the slide menu.

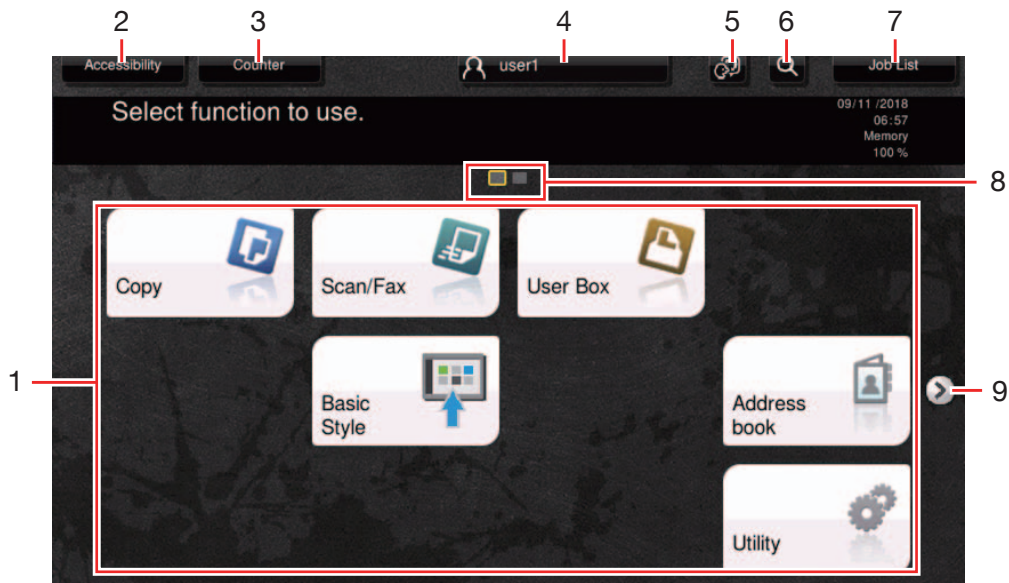
4.4 Major Screens in Classic Style

4.4.1 Main Menu

The main menu in classic style is displayed by switching to the classic style mode. 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	Displays shortcut keys assigned to any function. Shortcut keys can be customized freely to suit your requirements. You can select the [Main Menu Default (Classic Style)] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") to change the shortcut keys displayed on the main screen.
2	[Accessibility]	Specify accessibility options of the operating environment such as the adjustment of the Touch Panel or a change of the keying sounds. For details on [Accessibility], refer to "User's Guide[Accessibility]/[Setting Accessibility Functions of Operating Environment (Accessibility)]".
3	[Counter]	Enables you to check the total number of pages printed on this machine by function.
4	User/Account Name	This area displays the name of the current login user or the account 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]	Temporarily changes the language to be displayed on the panel. This option is displayed when [Temporarily Change Language] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to ON.
6	[Function Search]	Searches for setting items to go to the target function screen from the search result.
7	[Job List]	Displays active or standby jobs. If necessary, you can check job logs or print a communication report. This list displays the operation status of the active job when it is running. For details on [Job List], refer to page 3-4.

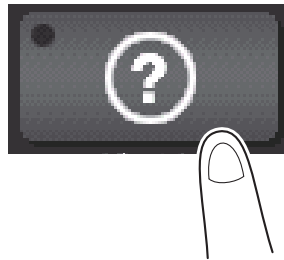
No.	Name	Description
8	Page Indicator	Enables you to check which page is currently displayed when main menu keys are assigned to multiple pages.
9	Page switching key	Switches pages when main menu keys are assigned to multiple pages. Pages can also be switched by dragging or flicking the screen.

Related setting (for the administrator)

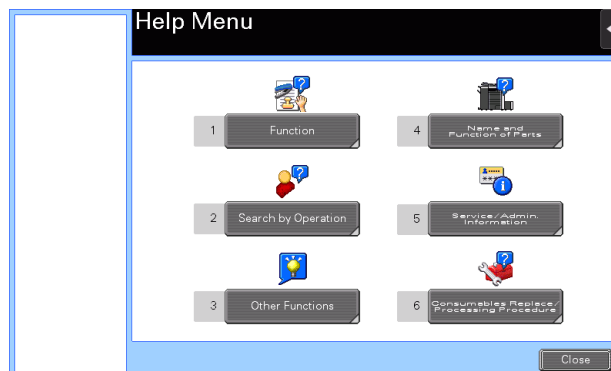
- [Main Menu Display Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

4.4.2 Help Menu

To check an overview or operation procedure of a specific function while operating this machine, you can tap [Guidance] in the side menu to view the explanation corresponding to the currently displayed screen on the **Touch Panel**. For example, by tapping the [Guidance] key 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]	Displays the guidance menu that is sorted according to the function names to be displayed on the screen. This menu is useful to learn an overview of a specific function.
[Search by Operation]	Displays 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.

Item	Description
[Other Functions]	Displays 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]	Displays the keys of the Control Panel or the keys of the optional units installed on this machine, enabling you to view their functions.
[Service/Admin. Information]	Displays the name, extension number, and E-mail address for the administrator of this machine.
[Consumables Replace/Processing Procedure]	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

4.4.3 Icon Types





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 the 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.

Icons indicating the type of an active job

When a job is active, its icon and operation status are displayed in the header area on the main menu or the main screen of each mode. The types of icons to be displayed are as follows.

Icon	Description
	Indicates that the active job is an E-mail transfer job.
	Indicates that the active job is an FTP send job.
	Indicates that the active job is an SMB send job.
	Indicates that the active job is a WebDAV send job.
	Indicates that the active job is a TWAIN scan job.
	Indicates that the active job is a fax job, Internet fax job, or IP address fax job.
	Indicates that the active job is a copy job or print job.
	Indicates that the active job is a save job.

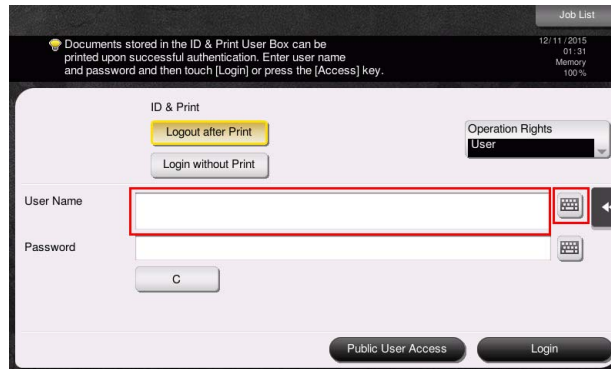
4.5 Logging in to This Machine in Classic Style

When user authentication is enabled:

When user authentication is enabled on this machine, the login screen is displayed. 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.
- ✓ If Public User Access (unregistered users) is enabled, you can tap [Public User Access] on the login screen to operate this machine without authentication.

- 1 Tap the entry area or the keyboard icon of [User Name].



- 2 Enter the user name and the password, and tap [OK].
- 3 When [Server Name] is displayed, tap [Server Name] or its entry area, and select a server to be authenticated.
 - The default authentication server is selected by default.
- 4 When [Operation Rights] is displayed, select the login user's operation privileges.
 - To log in as a registered user, select [User].
 - To log in as an administrator, select [Administrator].
 - To log in as a User Box administrator, select [User Box Administrator].
- 5 Tap [Login].

When authentication succeeds, you can operate this machine. The user name is displayed on the screen during login.

If the login screen for account track is displayed, perform account track after this. For details on the account track operation, refer to page 4-10.
- 6 When the target operation is completed, select the Access key (⏻) to log out.
 - If this machine is left for a certain period of time during login (default: [1] min.), you are logged out automatically.
- 7 Tap [Yes] on the logout confirmation screen.

Tips

- If you select [Administrator] or [User Box Administrator] in [Operation Rights] to log in, it cancels the functional restrictions and the maximum number of printed sheets that are set to the registered user.
- When [Administrator] is selected in [Operation Rights] to log in, administrator settings can be displayed without entering the administrator password.

Related setting (for the administrator)

- [Administrative Setting] - [User Name List] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

- [User/Account Common Setting] - [Logout Confirmation Display Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

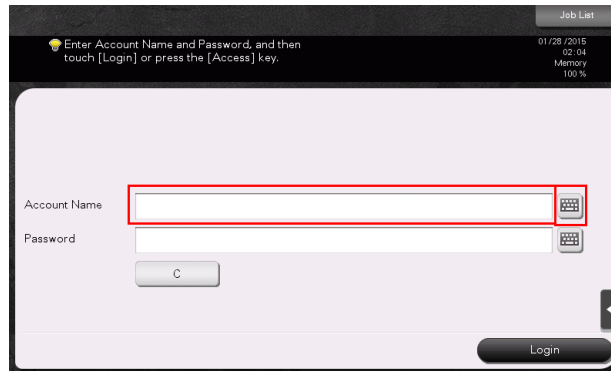
When account track is enabled:

When account track is enabled on this machine, the login screen is displayed. 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.

1 Tap the [Account Name] entry area or keyboard icon.

- When performing account track using only the password, the keypad is displayed on the login screen. If the password is numeral alone, it is possible to enter the password using the keypad. If the password contains a character, tap the [Password] entry area, and then enter the password.



2 Enter the account name and the password, and tap [OK].

3 Tap [Login].

When authentication succeeds, you can operate this machine. The account name is displayed on the screen during the log in process. When user authentication and account track are enabled together, the user name is displayed on the screen.

4 When the target operation is completed, select the Access key (⏏) to log out.

- If this machine is left for a certain period of time during login (default: [1] min.), you are logged out automatically.

5 Tap [Yes] on the logout confirmation screen.

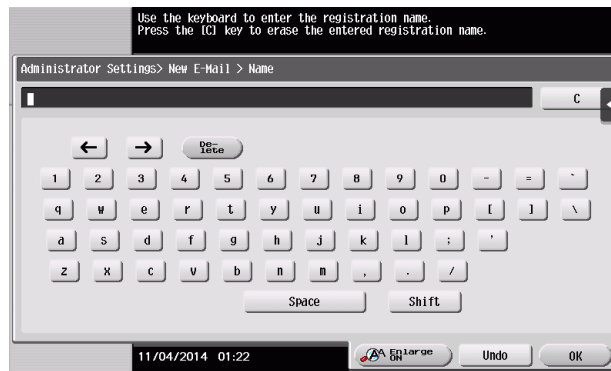
ⓘ Related setting (for the administrator)

- [User/Account Common Setting] - [Logout Confirmation Display Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

4.6 Entering a Text or Number in Classic Style

Entering a text

When entering a text, tap the setting value entry area; the keyboard is displayed.

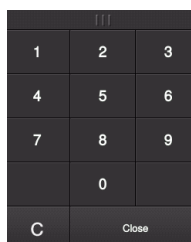


Item	Description
Keyboard	Tap the keys of characters you want to enter.
[C]	Deletes a character or value you entered.
[←]/[→]	Moves the cursor.
[Delete]	Deletes characters you entered one by one.
[Shift]	Tap this key to enter uppercase letters or symbols.
[Enlarge ON]	Enlarges the keyboard. <ul style="list-style-type: 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]	Deletes a character or value you entered.
[OK]	Applies the character or numeric values you entered.

Entering a number using the keypad

When entering a numeric value, tap the setting value entry area; the keypad is displayed.

To move the keypad position, shift your finger while holding down the upper side of the keypad.



Notice to users

Type	Notice
<ul style="list-style-type: none">• Class A items (Broadcast communications unit for business use)	This class A product is registered in Electromagnetic Compatibility, and User may be required to take adequate measures for other purposes than household use.
<ul style="list-style-type: none">• Class B items (Broadcast communications unit for household use)	This class B product is registered in Electromagnetic compatibility and is for domestic environment and also for general use.

※ This device is in the Class A items in the North America.

※ This device is in the Class B items.

