

Displaying Help on the Touch Panel

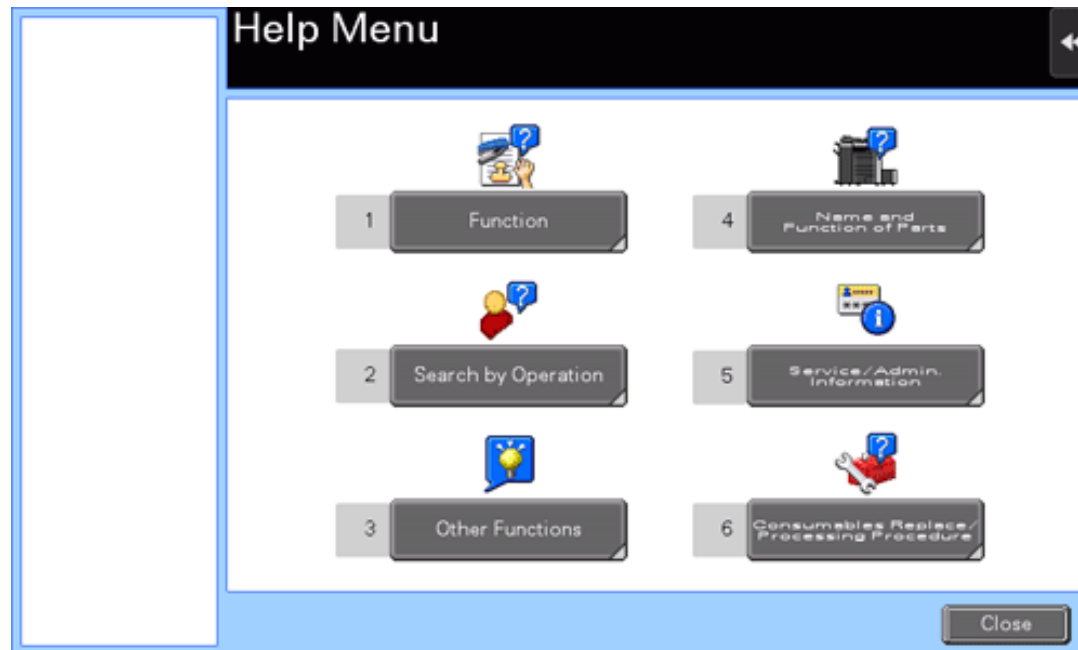
Displaying the Help Menu

To check an overview or operation procedure of a specific function while operating this machine, press the **Guidance** key (default: Register key **2**) to view the explanation corresponding to the currently displayed screen on the **Touch Panel**.

For example, by pressing 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]	Tap this button to display the guidance menu that has been sorted according to the function names to be displayed in the screen. This menu is useful to learn an overview of a specific function.
[Search by Operation]	Tap this button to display operation examples and explanations of this machine sorted by function. Tapping [Go to function] jumps to the screen to configure the displayed function. ❏ Select [Copying] and tap [Copying Special Documents] to view the procedure for loading an original.
[Other Functions]	Tap this button to display 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]	Tap this button to display the keys of the Control Panel or the keys of the optional units installed on this machine, and view their functions.
[Service/Admin. Information]	Tap this button to display the name, extension number, and E-mail address for the administrator of this machine.
[Consumables Replace/Processing Procedure]	Tap this button to check how to replace consumables or dispose of punch scraps. Tapping [Start Guidance] starts the guidance.



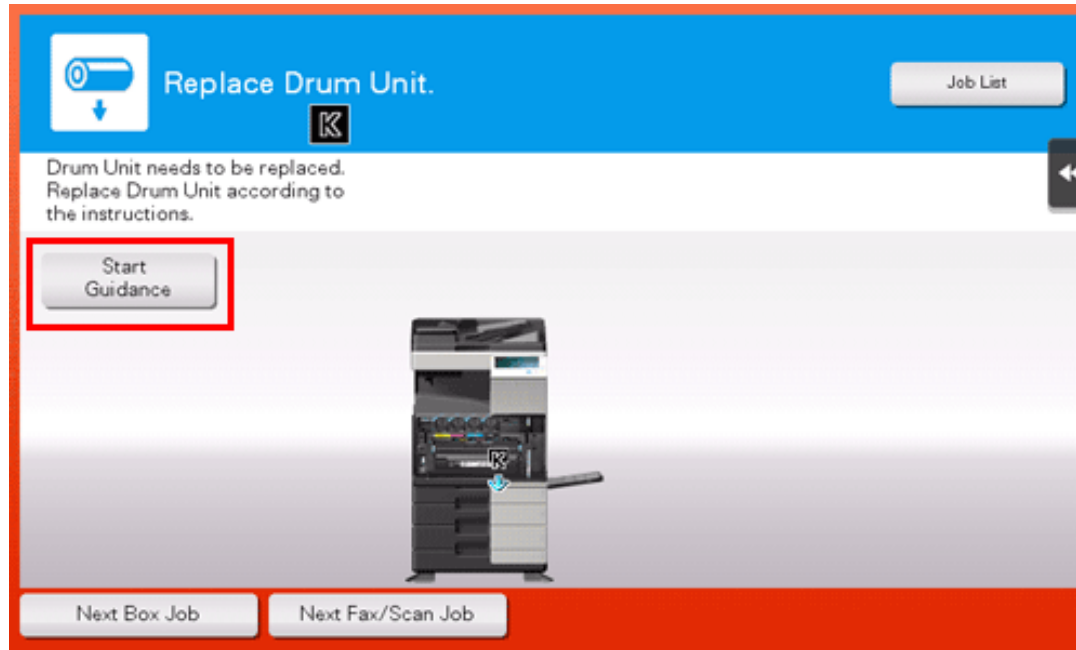
Tips

- ❖ 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
- ❖ While the Guidance screen is displayed, the following keys on the **Control Panel** are disabled:
Start, C (Clear), [Interrupt], Preview, Access, and Enlarge Display

Displaying how to replace consumables or clear paper jams

You can clear a jam or carry out the replacement procedure while viewing how to clear paper jams or staple jams, or replace consumables such as a **Toner Cartridge** via the **Touch Panel**.

If a warning screen appears, for example, when a paper or staple jam occurs or consumables are to be replaced, tap [Start Guidance] on that screen; the guidance will start.



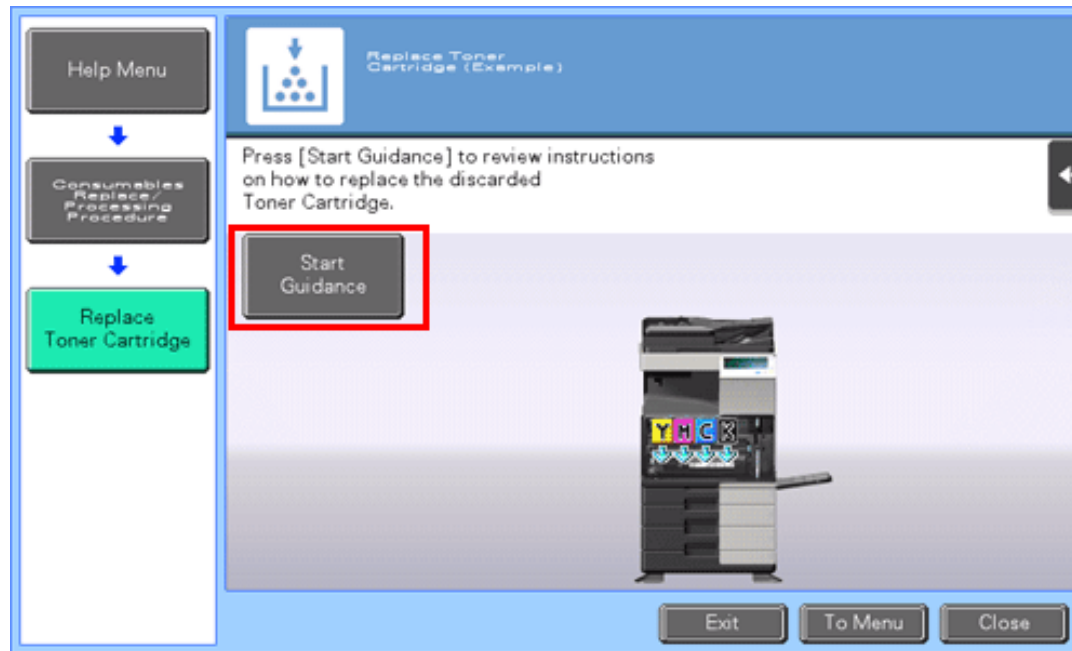
If you want to confirm a jam removal or replacement procedure when no warning screen is displayed, follow the procedure below to view the guidance.

This example shows you how to replace a **Toner Cartridge**.

1. Press the **Guidance** key (default: Register key 2).



2. Tap [Consumables Replace/Processing Procedure] - [Replace Toner Cartridge] - [Start Guidance].



The guidance starts.



Tips

- ❖ You can also tap [Search by Operation] - [Replace consumables.] on the [Help Menu] to view a jam removal or replacement procedure.