

Operating the Touch Panel

Tap

Lightly touch the screen with your finger, then remove your finger from the screen immediately.

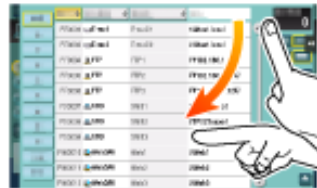
This action is available when selecting or determining a menu.



Flick

Make a slight flourish 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.



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.



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.



Long-tap

Hold down the document by the finger.

Used to display the icon related to the document.



Drag & Drop

Slide your finger to the intended place and release it while a document is selected.

Used to move the document to the intended place.



Pinch-in / Pinch-out

Place two fingers on the screen and then open or close them.

Used to enlarge or reduce a preview image.



Related setting

- When Zoom Display Setting is enabled, you can enlarge the entire panel display up to 200% using the pinch-out operation (default: [No]). For details, refer to [Here](#).

Rotation

Place two fingers on the screen and then rotate them.

Used to rotate a preview image.



Operation of Keypad

Displaying the Keypad

Tap a number or input area on the screen to display the **Keypad**.

Used to enter numerals.



Moving the Keypad

Touch the top of the **Keypad** with your finger and move it as desired.

Used to move the position to display the **Keypad**.



Switching the Entry or Selection Screen

Tap a target input area or icon to switch to the entry or selection screen.

Used to switch into the Select screen to enter text or select a registered item.



Reference

❏ For details about the icon types, refer to [Here](#).

Precautions for Using the Touch Panel

This machine features a capacitance-base touch panel. Note the following points when operating the **Touch Panel**.

- ❖ Use your finger or the **Stylus Pen** supplied with this machine. Note that the **Touch Panel** will not respond appropriately if you operate it using your nail or a pen tip instead of your finger or the **Stylus Pen**.
- ❖ Applying a strong force to the **Touch Panel** will damages 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.
- ❖ Be careful not to operate **Touch Panel** with wet fingers. It may cause **Touch Panel** to be improperly operated.
- ❖ If you operate the **Touch Panel** with a gloved finger, the **Touch Panel** will not respond normally. You should operate it with a bare finger or using the **Stylus Pen** supplied with this machine.
- ❖ Note that the **Touch Panel** may not respond normally if the distance between the user and fluorescent light is 19-11/16 inches (500 mm) or less when you operate the **Touch Panel**.
- ❖ You must not use the Touch Panel near equipment that generates electrical noises such as an electric generator or air conditioner. Otherwise a malfunction may be caused by an influence of electrical noises.

Main Menu

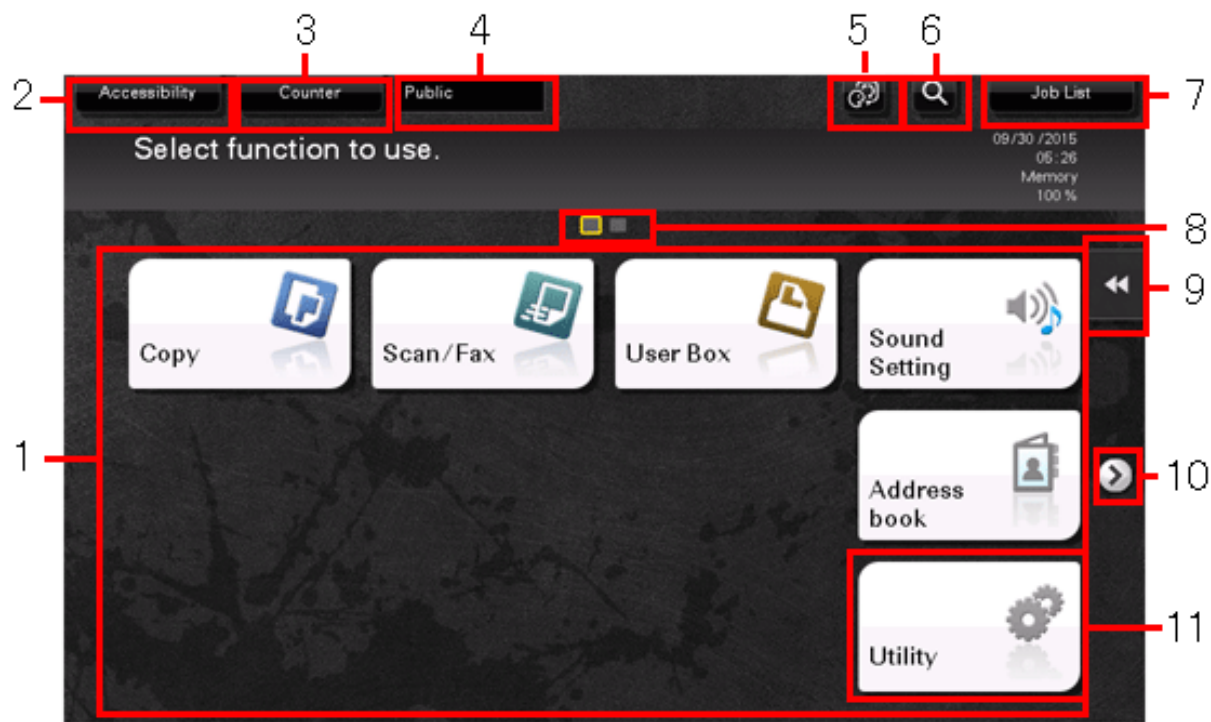
Displaying Main Menu

Press the **Menu** key on the **Control Panel** to display the main menu. 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.



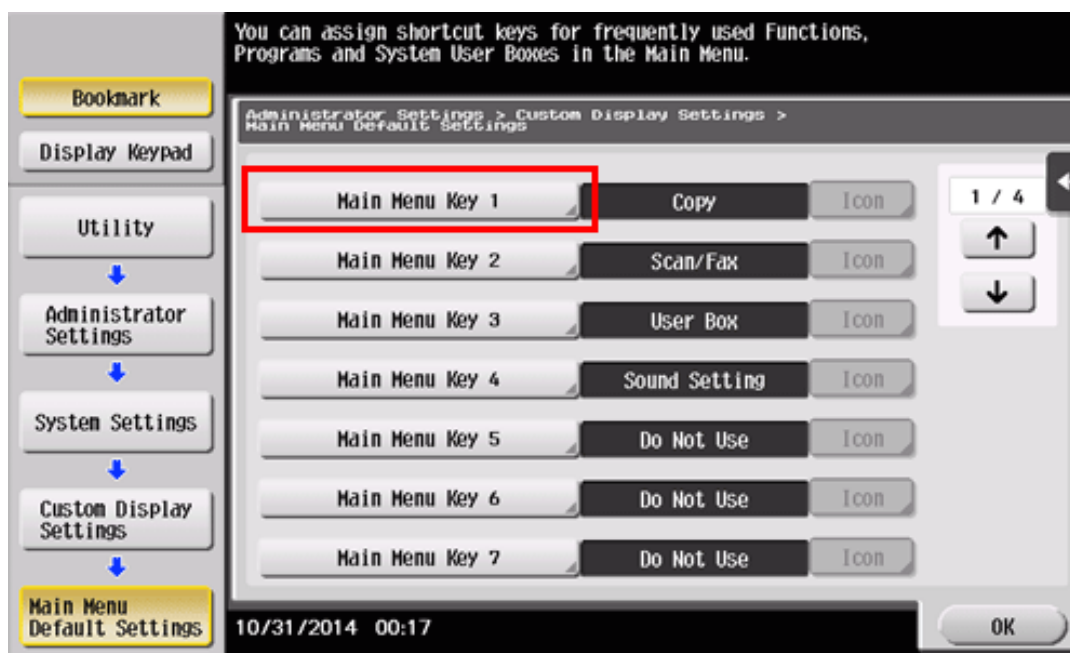
No.	Name	Description
1	Main menu keys	Display shortcut keys assigned to any function. Shortcut keys can be customized freely to suit your requirements.

		<p>By default, [Copy], [Scan/Fax], [User Box], and [Sound Setting], [Address book], and [Utility] are arranged on the main menu. ([Utility] is fixed.)</p> <ul style="list-style-type: none"> ✖ For details on [Sound Setting], refer to Here. ✖ The shortcut key to [Quick Security] can be placed on the main menu. In some areas, [Quick Security] is located on the main menu by default. For details on [Quick Security], refer to Here.
2	[Accessibility]	<p>Tap this button to adjust a Touch Panel tapping position, change keying sounds, and configure the operating environment of the Control Panel.</p> <ul style="list-style-type: none"> ✖ For details, refer to Here.
3	[Counter]	<p>The total number of pages printed by this machine will be displayed while being summarized by each function.</p> <ul style="list-style-type: none"> ✖ For details, refer to Here.
4	User/Account Name	<p>This area displays the name of the current login user or the account track name when User Authentication or Account Track is enabled.</p> <p>When User Authentication and Account Track are used together, the user name is displayed.</p>
5	[Language]	<p>Tap this button to temporarily change the language to be displayed on the panel.</p> <ul style="list-style-type: none"> ✖ This option is displayed when [Temporary Change Language Setting] is set to [ON]. For details, refer to Here.
6	[Function Search]	<p>Tap this button to search for copy settings or fax/scan settings to go to the target function screen from the search result.</p>
7	[Job List]	<p>Tap this button to display current or standby jobs. If necessary, you can check job logs or print a communication report.</p> <p>This list displays the operation status of the current job when it is running.</p> <ul style="list-style-type: none"> ✖ For details, refer to Here.
8	Page Indicator	<p>Allows you to check which page is currently displayed when main menu keys are assigned to multiple pages.</p>
9	Slide Menu	<p>This menu is a menu that slides out from the edge of the screen and is displayed when the user taps the menu display tab key.</p> <ul style="list-style-type: none"> ✖ For details, refer to Here.
10	Page switching key	<p>Tap this key to switch pages when main menu keys are assigned to multiple pages.</p> <p>Pages can also be switched by dragging or flicking the screen.</p>
11	[Utility]	<p>Tap this button to configure settings of this machine or check the use status of this machine.</p> <ul style="list-style-type: none"> ✖ For details, refer to Here.

1. Tap [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [Main Menu Default Settings].

2. Select a main menu key number to be assigned to a shortcut key.

➡ [Main Menu Key 1] to [Main Menu Key 11] are assigned to the first screen of the main menu. It is useful that these keys are assigned to commonly-used functions.

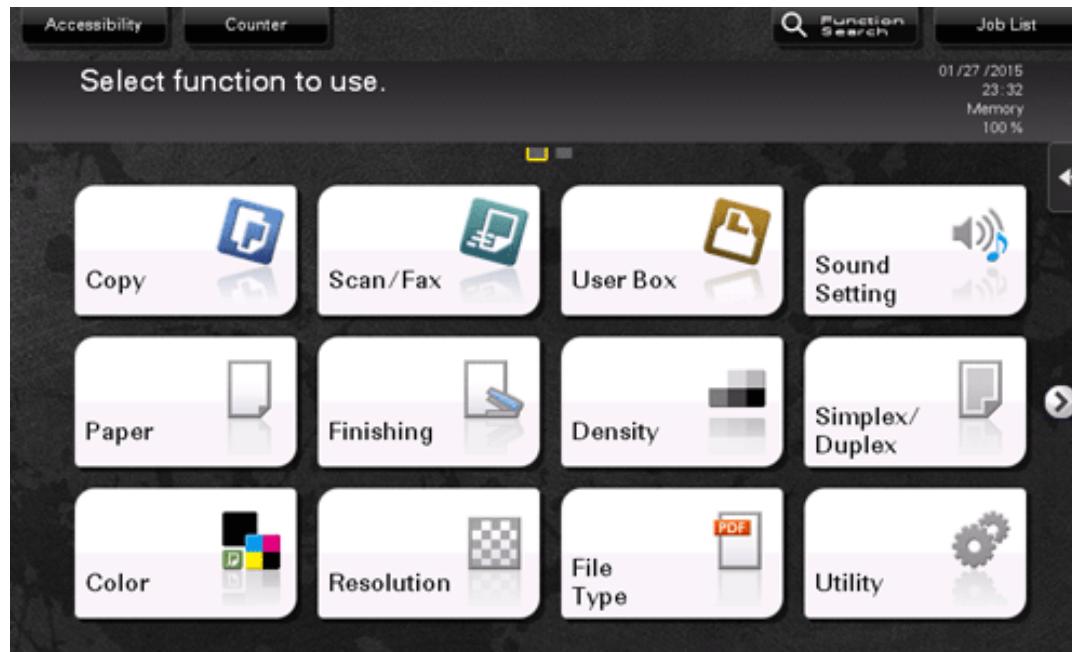


3. Tap [ON], select a function to be assigned to a shortcut key, then tap [OK].

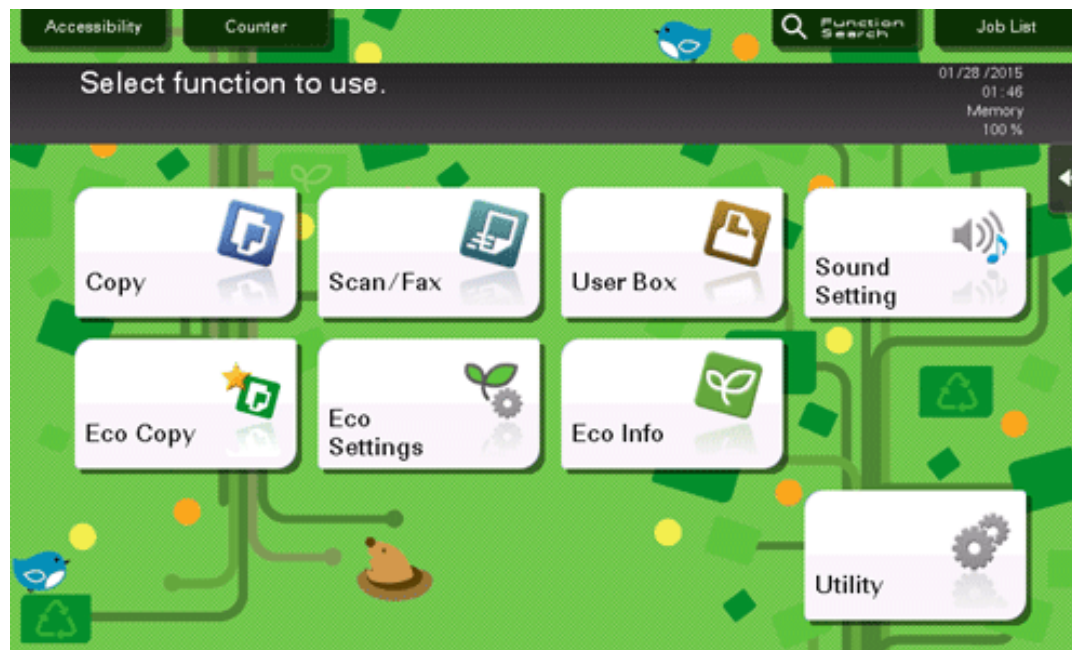
➡ Tap [Copy Program] or [Fax/Scan Program], and select Programs; you can arrange the programs registered on this machine on the main menu.

➡ If Programs is selected, tap [Icon] on the screen shown in step 2, and select an icon to be displayed on the main menu.

The shortcut keys of the selected functions are arranged on the main menu.



When one of [Eco Settings], [Eco Copy], and [Eco Info] is placed on the main menu, the background of the main menu changes to that of the Eco function.

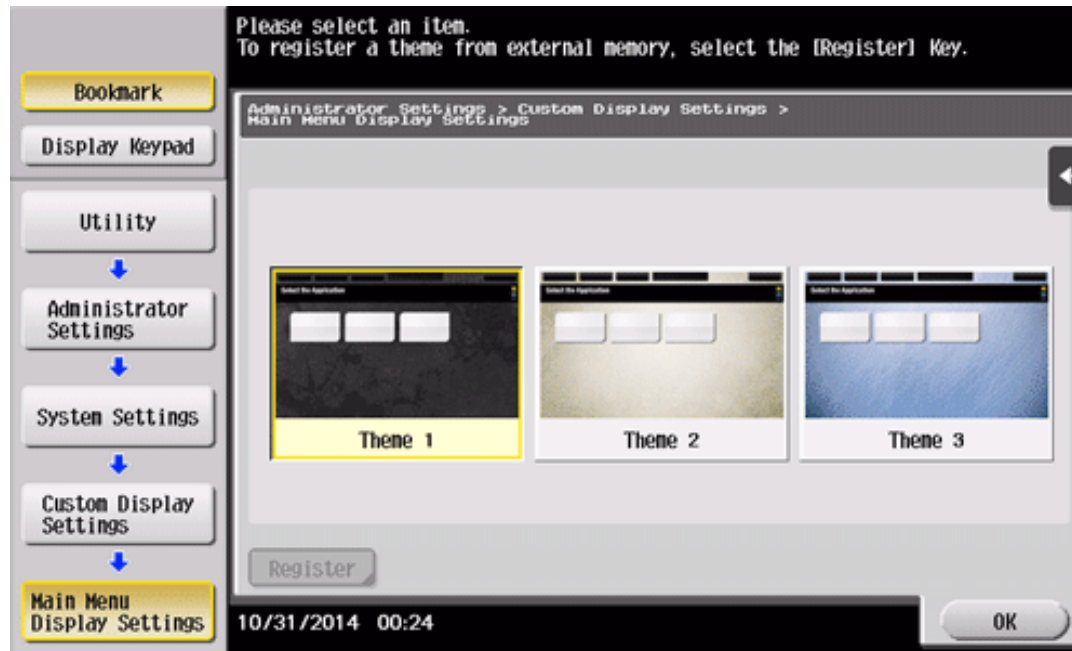


Changing the theme of the main menu (for the administrator)

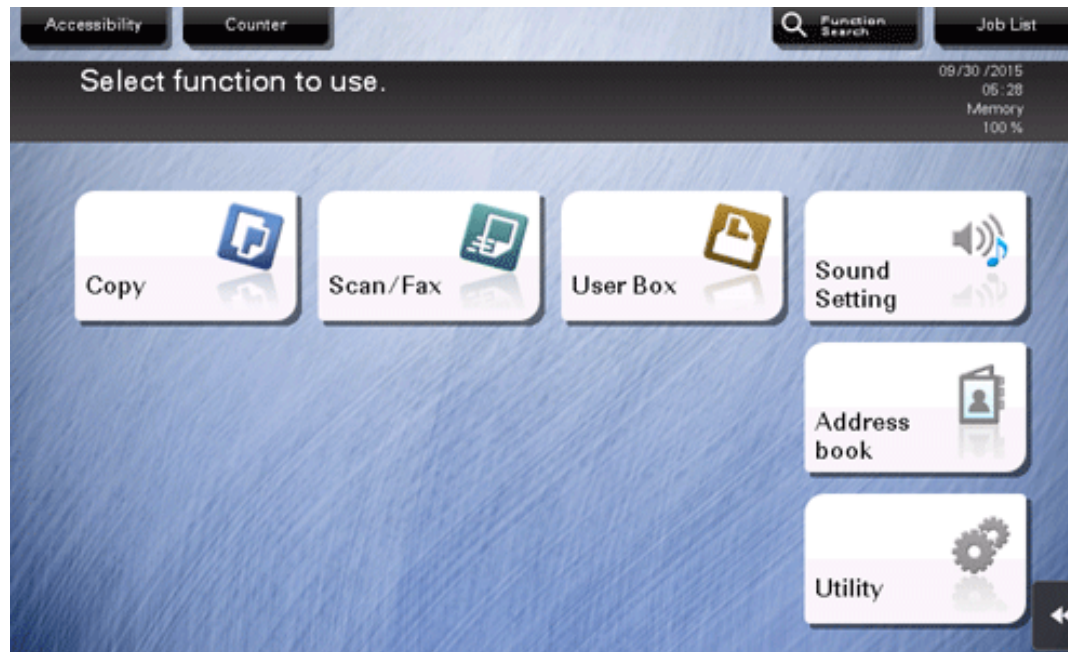
1. Tap [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [Main Menu Display Settings].

2. Select a desired theme, then tap [OK].

➡ You can register an image on this machine to use it as a theme of the main menu. Up to three files can be registered as images. To register a theme, connect the USB memory device, which contains the target theme, to this machine, then tap [Register].



This changes the theme of the main menu to the selected one.



Tips

An image that can be registered as a theme of the main menu must be configured according to the following specifications.

- ❑ File type: PNG, JPEG
- ❑ File size: 1.5 MB or less
- ❑ Display size: Width 1024 pixels or less, Height 768 pixels or less

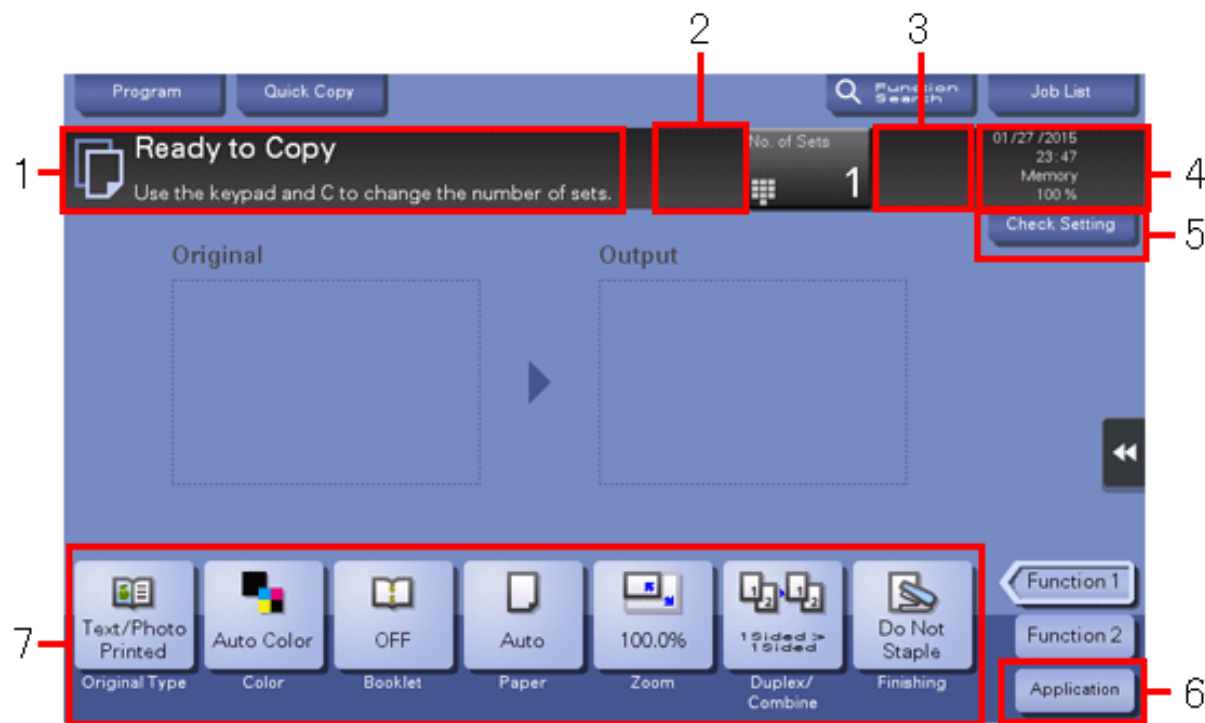
An image is reduced to the size shown below at the time of registration while the aspect ratio of the original image remains unchanged.

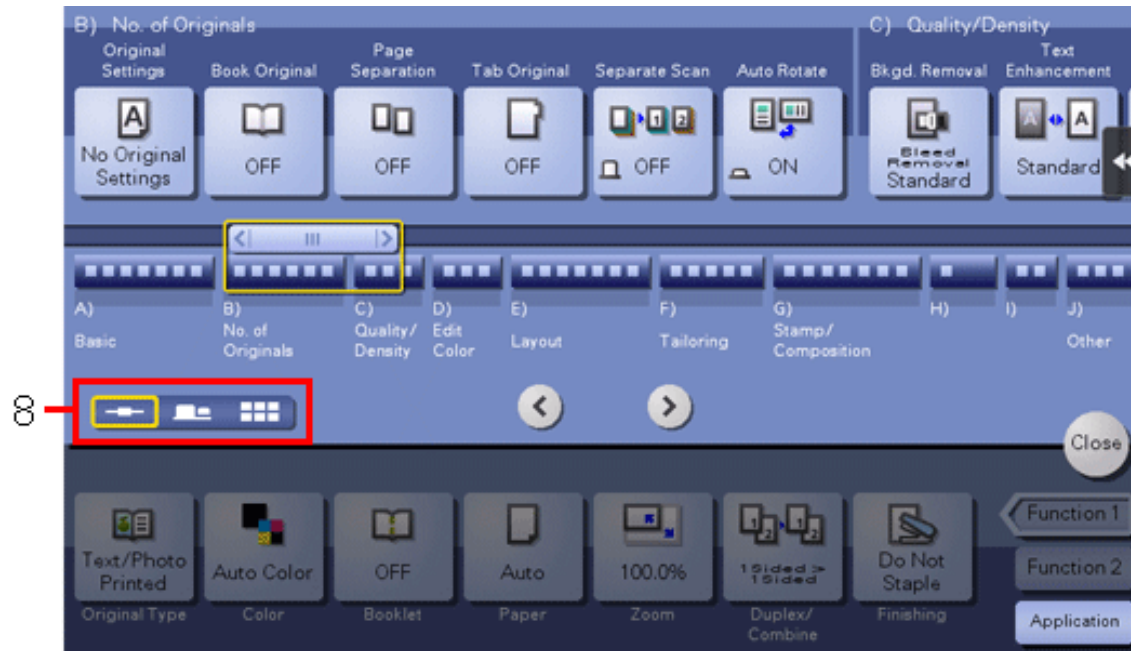
bizhub C658/C558/C458: Width 1024 pixels, Height 600 pixels

bizhub C368/C308/C258: Width 800 pixels, Height 480 pixels

Screen Layout

The structure of screen is described here as an example of the main screen of copy mode and the screen of applied function.





No.	Name	Description
1	Message display area	Displays a message to show the status of this machine and operation procedures.
2	Enlarge/Reduce key	Tap this button to enlarge or reduce the size of the message display area if a message does not fit in the message display area.
3	Icon display area	Displays an icon that indicates information such as the job status, warning, or USB memory connection status. Tapping the icon allows you to check the details. ❏ For details on the icons that indicate the status of this machine, refer to Here .
4	Date/Time, Memory, or Toner Level display area	Displays the current date and time, free space in memory, and toner level.
5	[Check Setting]	Tap this button to check the function specified currently in each mode.
6	[Application]	The screen for selecting the application function appears.
7	Functions/settings display area	Configure optional settings in each mode, for example, scan setting or original setting. ❏ You can customize a function key displayed in the functions/settings display area. For details, refer to Here .

8	Display switching key	<p>Tap this button to switch into the tab mode, map scroller mode, or grid mode to display the application function screen.</p> <p>❖ You can change the default mode to display the application function screen. For details, refer to Here.</p>
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Tips

- ❖ When setting is configured such that the **Keypad** is always displayed on the **Touch Panel**, the original image is not displayed but only the output image is displayed in copy mode.

Customizing a Function Key Displayed in Each Mode (for the Administrator)

Selecting a function key display pattern

This machine provides three display patterns to display or hide function keys in each mode.

The three display patterns are [Full Functions] to display all function keys, [Standard Functions] to display the frequently used function keys, and [Basic Functions] to display more basic function keys than [Standard Functions].

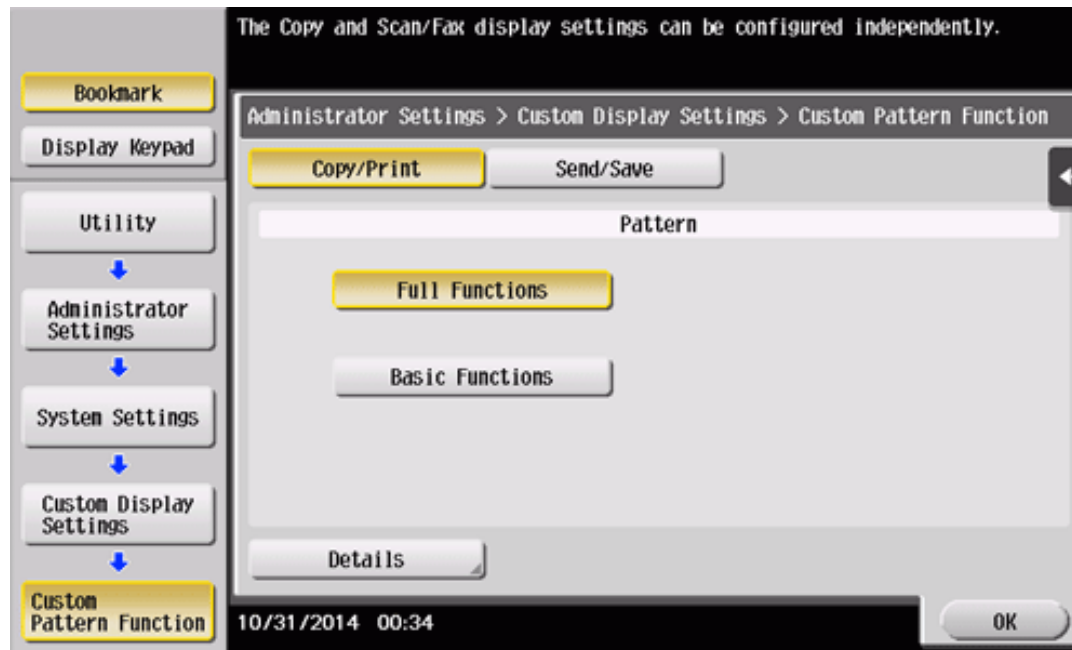
[Full Functions] is specified by default. The display pattern can be changed to any of the above three types depending on function key usage conditions.

1. Tap [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [Custom Function Pattern Selection], and select [Copy/Print] or [Send/Save].

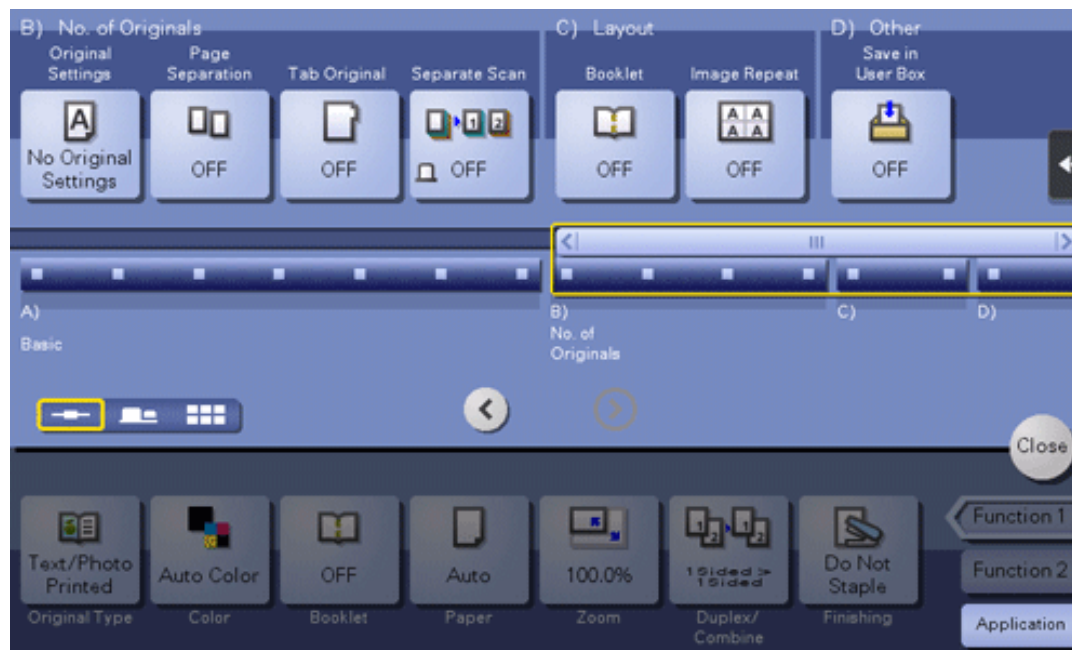
- ➡ If [Copy/Print] is selected, you can change a display pattern of function keys to be displayed in the print settings screen in copy or User Box mode.
- ➡ If [Send/Save] is selected, you can change a display pattern of function keys to be displayed in the send or save settings screen in scan/fax or User Box mode.

2. Select a function key display pattern, then tap [OK].

- ➡ To check the function displayed in each pattern, tap [Details].



This changes the display pattern of the function keys as specified.





Tips

- ❖ [Standard Functions] is not displayed in some areas.
- ❖ A function key display pattern can be added to suit your requirements. For details, contact your service representative.



Related setting (for the administrator)

- ❖ If user authentication or account track is employed, you can select whether to restrict a change of a display pattern for each user or account track (default: [Restrict]). For details, refer to [Here](#).
- ❖ To change a function key display pattern for each user or account track, edit user or account track information, and individually select the desired function key display pattern.
For details on how to specify a function key display pattern for each user, refer to [Here](#).
For details on how to specify a function key display pattern for each account track, refer to [Here](#).

Selecting function keys to be displayed in the main screen

You can change the type or layout of function keys to be displayed in the main screen in each mode.

You can arrange the frequently used function keys in the main screen or hide unused function keys depending on function key usage conditions.

- ✓ To change a function key to be displayed in the main screen, permit a change of a function key in advance (default: [Restrict]). For details, refer to [Here](#).

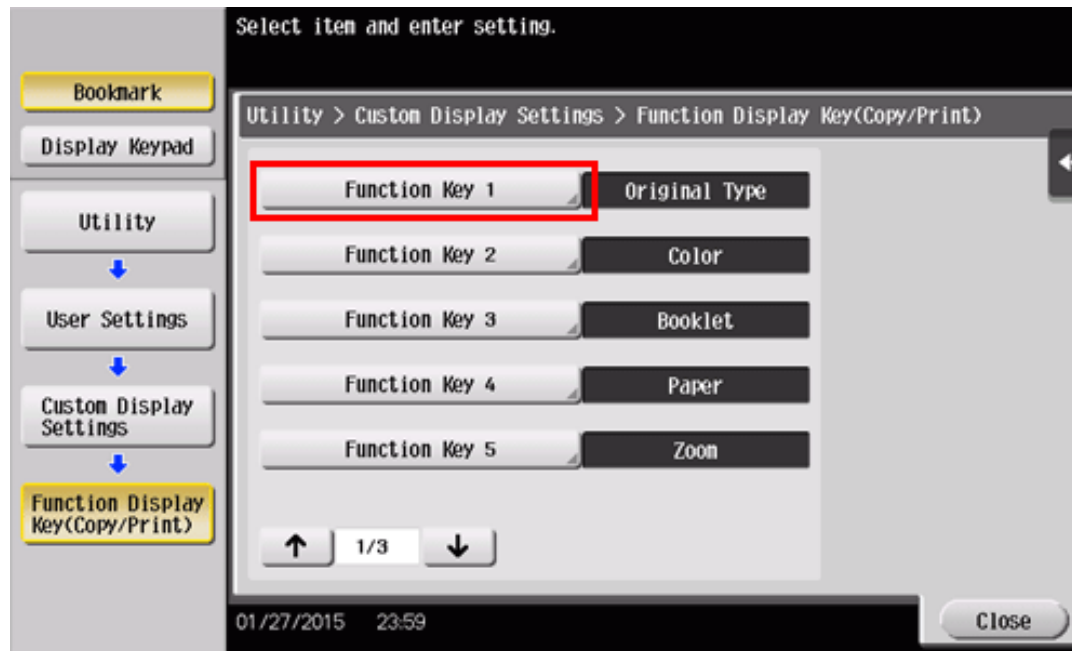
1. Tap [Utility] - [User Settings] - [Custom Display Settings], and select [Function Display Key(Copy/Print)], [Function Display Key(Send/Save)], or [Function Display Key (Fax TX)].

- ➡ If [Function Display Key (Copy/Print)] is selected, you can change a key to be displayed in the main screen of copy mode and the print setting screen of User Box mode.

- ➡ If [Function Display Key (Send/Save)] is selected, you can change a function key to be displayed in the main screen of scan/fax mode and in the send settings screen or save settings screen of User Box mode.
- ➡ If [Function Display Key (Fax TX)] is selected, you can change a function key to be displayed in the main screen of fax mode.

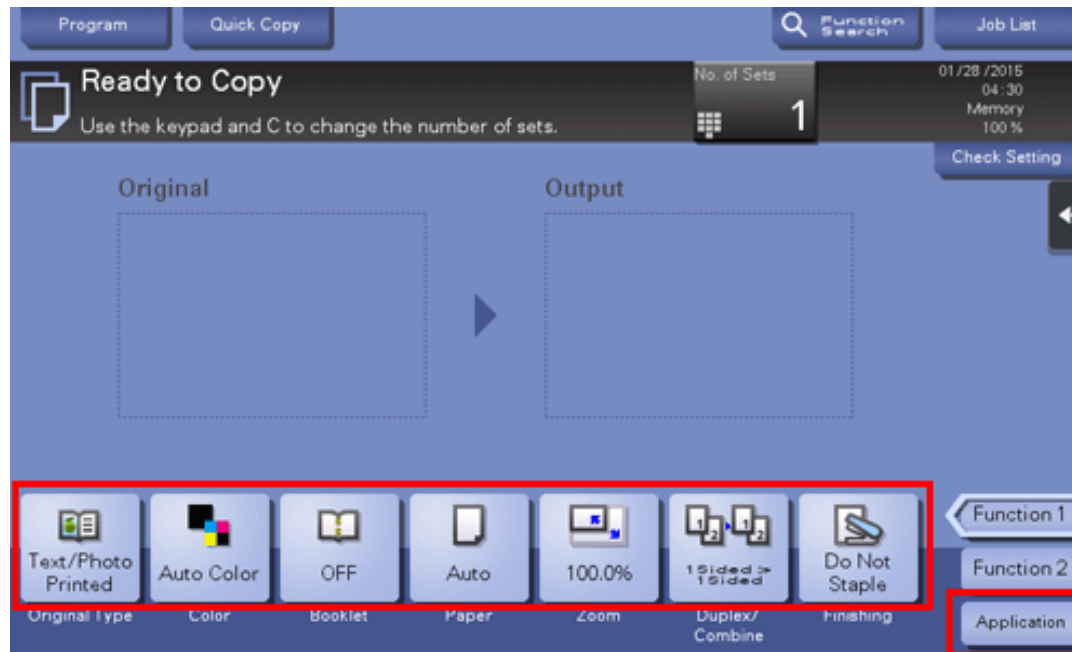
2. Select a function key number to be reconfigured.

- ➡ If [Function Display Key (Copy/Print)] is selected, [Function Key 1] to [Function Key 7] are assigned to [Function 1], and [Function Key 8] to [Function Key 14] are assigned to [Function 2]. It is convenient that commonly-used functions are to be assigned to [Function Key 1] to [Function Key 7].



3. Tap [ON], select a function to be assigned to a function key, then tap [OK].

This changes the function keys displayed in the main screen.



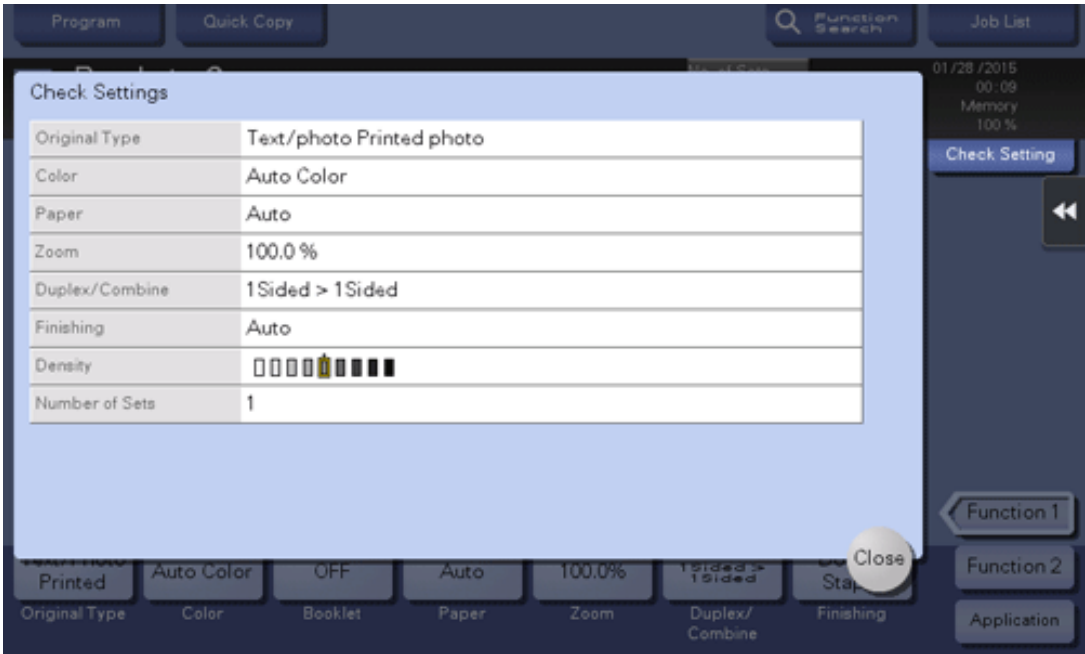
Tips

- ❖ If function key settings are changed by selecting [Function Display Key (Copy/Print)], the functions that are not assigned to [Function Key 1] to [Function Key 14] are displayed in [Application].
- ❖ If function key settings are changed by selecting [Function Display Key (Send/Save)], the functions that are not assigned to [Function Key 1] to [Function Key 7] are displayed in [Application].

Viewing the Current Settings

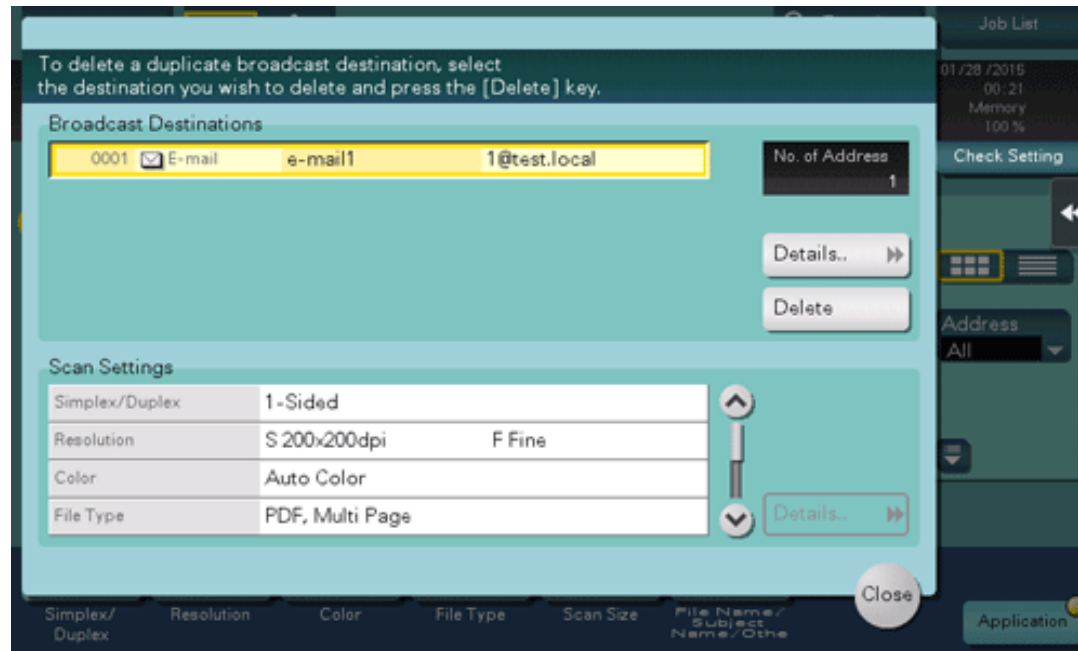
Viewing the settings in the copy mode

Tap [Check Setting] in the main screen of the copy mode to view the current settings.



Viewing the settings in the scan/fax mode

Tap [Check Setting] on the main screen of the scan/fax mode to view the specified addresses or current settings.



Item	Description
[Broadcast Destinations]	<p>Allows you to view the specified destination.</p> <ul style="list-style-type: none"> Select a destination, and tap [Details..] to display detailed information of the selected destination. Select a destination, then tap [Delete] to cancel the selected destination.
[Scan Settings]	<p>Allows you to view the current settings.</p> <p>Select E-mail Subject, From, Text, or Document Name, then tap [Details..] to display settings.</p>

Viewing the settings in the User Box mode

Tap [Check Setting] in each User Box mode screen to view the current settings.

When saving the original in a User Box, you can view the save settings. Also, you can change the default save setting.

Check Settings

Color	Auto Color
Scan Size	Auto
Resolution	S 300x300dpi F Fine
File Type	Compact PDF, Multi Page
Simplex/Duplex	1-Sided
Separate Scan	OFF

Default setting when saving documents

Use current settings Use factory default settings

Close

Application

Job List

03/08/2017
05:59
Memory
99 %

Check Setting

«

When printing a file from a User Box, you can view the print settings. If necessary, you can view a list of selected files.

Select Document Print Setting

Color	Auto Color
Zoom	100.0 %
Duplex/Combine	1-Sided ▶ 1-Sided
Finishing	Group
Number of Sets	1

Close

Application

Job List

01/28/2015
00:24
Memory
99 %

Check Setting

«

When sending a file from a User Box, you can view the specified address or send settings. If necessary, you can view a list of selected files.


To delete a duplicate broadcast destination, select the destination you wish to delete and press the [Delete] key.

Select Document

Destination/ Send

Broadcast Destinations

0001

 E-mail

e-mail1

1@test.local

No. of Address

1

Details..

Delete

Scan Settings

Resolution

S 200x200dpi

F Fine

Color

Auto Color

File Type

PDF, Multi Page

E-mail From

admin@test.local

Details..

Close

Job List

01/28 /2015
00:27
Memory
99 %

Check Setting

Address

All

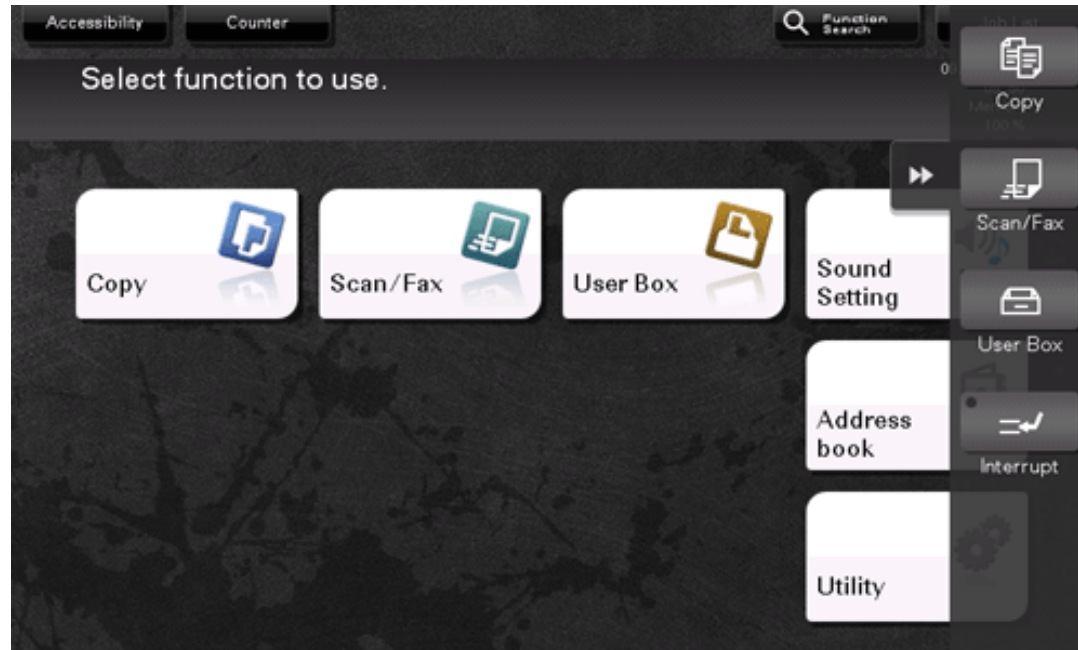
Application

Slide Menu

What is the slide menu?

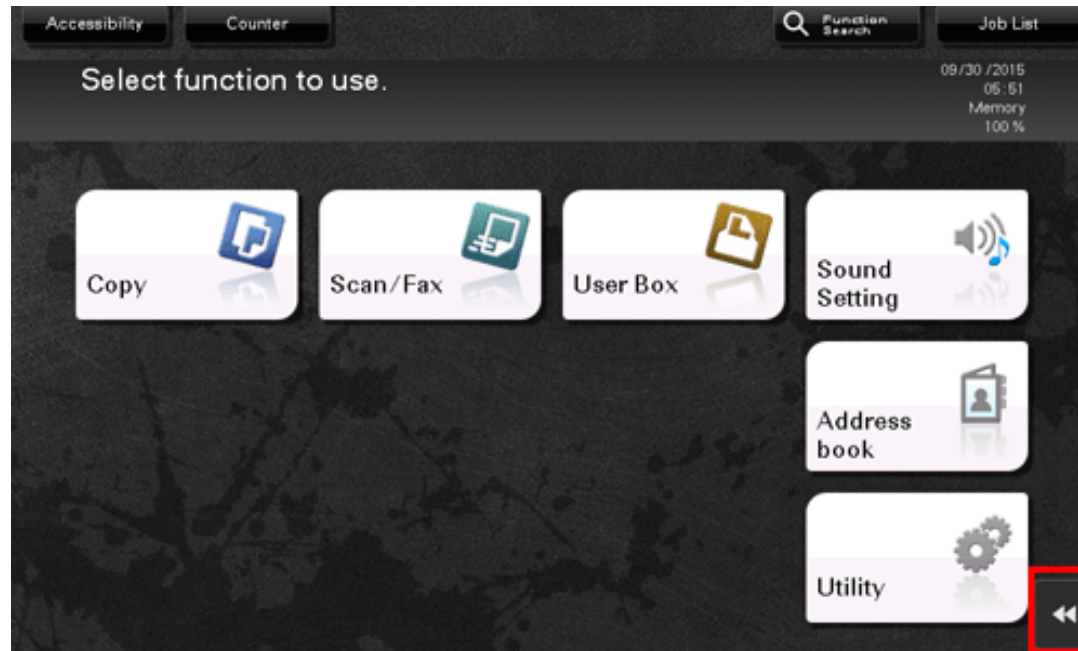
The slide menu is a menu that slides out from the edge of the screen and is displayed when the user taps the menu display tab key. To ensure smooth operations, this menu is not displayed during general use.

The slide menu provides function keys used to switch to the copy or scan screen. Function keys to be displayed on the slide menu can be changed to suit your environment.



Opening or closing the slide menu

The slide menu can be opened or closed by tapping the slide menu tab key.



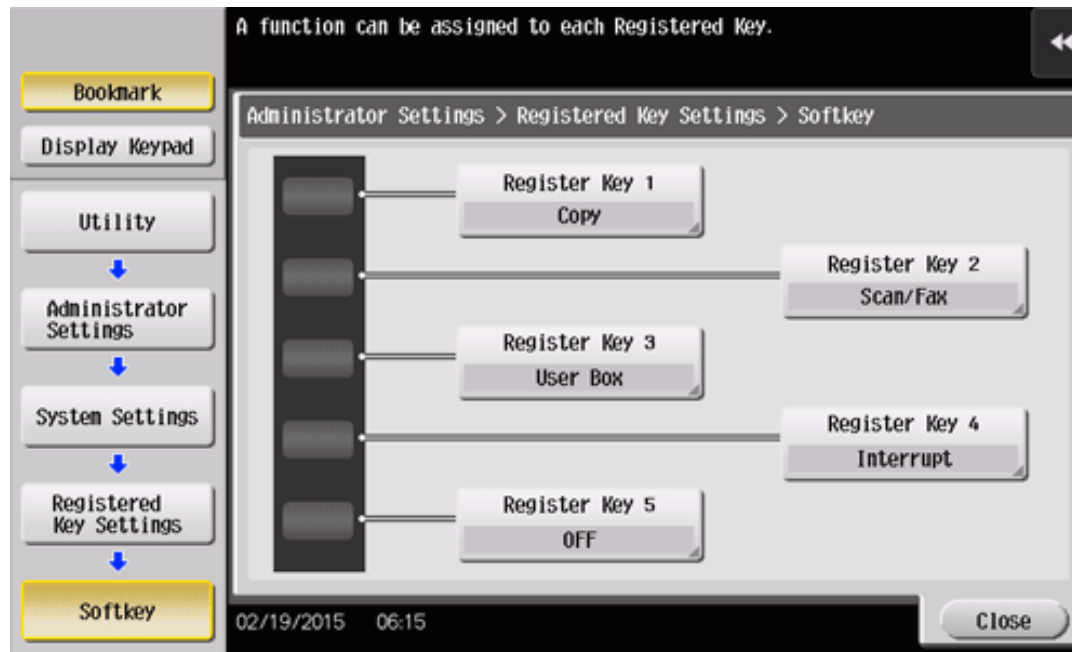
Tips

- ❖ Dragging the slide menu tab key allows you to move the display position upward or downward freely.
- ❖ If you tap outside the menu display area while the slide menu is displayed, you can close the slide menu.
- ❖ As necessary, the slide menu open and close functions can be assigned to the hardware keys on the **Control Panel**. For details, refer to [Here](#).

Changing the functions to be assigned to the slide menu

The functions to be assigned to the slide menu can be selected to suit your environment. It will be useful to assign frequently-used functions.

1. Tap [Utility] - [Administrator Settings] - [System Settings] - [Registered Key Settings] - [Softkey], then tap the key to be assigned to a different function.



2. Select the desired function, then tap [OK].

Settings	Description
[Copy]	Tap this button to display the main screen in the copy mode.
[Scan/Fax]	Tap this button to display the main screen in the scan/fax mode.
[Fax]	Tap this button to display the main screen in the fax mode. To use this function, the optional Fax Kit is required.
[User Box]	Tap this button to display the main screen in the User Box mode.
[10 Keypad]	Tap this button to display the Keypad on the Touch Panel when entering numeric values such as the number of copies or zoom ratio.
[Utility]	Tap this button to display the [Utility] screen.
[Enlarge Display]	Tap this key to change the display of the Touch Panel to Enlarge Display mode.
[Guidance]	Tap this button to display the Help Menu.
[Interrupt]	Tap this button to interrupt active jobs on this machine and deal with an urgent copy job.
[Preview]	Tap this button to display a finishing image with the current settings on the Touch Panel .



Tips

- ❖ When the Web browser function is enabled, [Web Browser] can be assigned to a Register key.
- ❖ If the voice guidance, one of the advanced functions, is enabled, [Voice Guide] can be assigned to a Register key.
- ❖ If the serverless pull printing function, which is one of the advanced functions, is enabled, [Serverless Pull Printing] can be assigned to a Register key.












Related setting (for the administrator)

- ❖ Select whether to use the slide menu. If necessary, you can display the keypad on the slide menu or change the background color of the slide menu. For details, refer to [Here](#).

Types of Icons

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 a target icon to change to the screen on which you want to enter text or select a registered item.

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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.




Reference

- ✖ To enter characters or select a registered item, you can tap a target input area to switch onto the entry or selection screen without tapping an icon. For details, refer to [Here](#).

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.

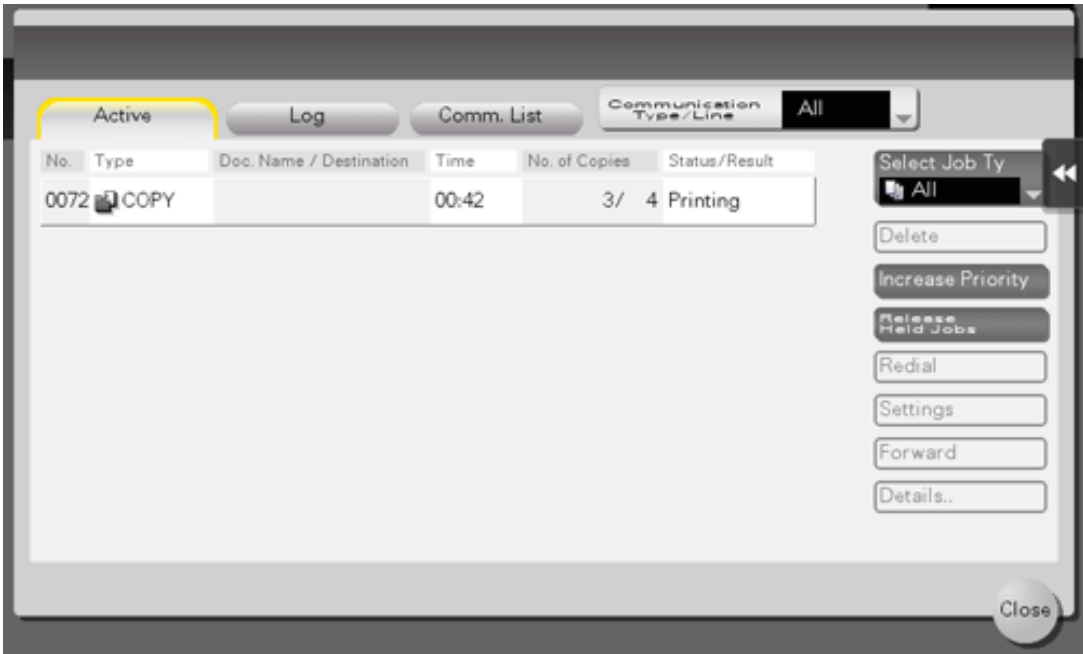


Indicates that the active job is a save job.

Viewing Current Job or Job History

Displaying the Job screen

A job refers to an individual operation unit such as printing, sending, receiving, or saving.
Tap [Job List] on the main menu or on the main screen of each mode to view current job or job history, or to print a sending-receiving result report.



Tips

- ❖ 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. For details about the icon types, refer to [Here](#).

Viewing Current Jobs

Tap [In Progress] to display current or standby jobs on this machine. As necessary, you can reorder print jobs or delete a standby job.

Item	Description
[Communication Type/Line]	<p>Used to filter jobs to be displayed in the list based on the following conditions.</p> <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. ❖ [L] (Number of Lines): Displayed when multiple lines are used. This option only displays fax jobs that use the selected line for send and receive jobs.
[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]	Tap this button to delete a job selected in the list.
[Increase Priority] (Print Job)	<p>Tap this button to change the printing priority when print jobs are queued. Select a job to be printed first in the list of queued print jobs, then tap [Start].</p> <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)	<p>Tap this button to configure the proof print function and display a list of executed print jobs using the printer driver. When printing, select a desired print job, then tap [Start]. If necessary, you can change print settings or delete a job.</p> <ul style="list-style-type: none"> ❖ For details on the proof print function, refer to Here.
[Redial]	<p>Tap this button to manually send a redial waiting fax you select from the list.</p> <p>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.</p>
[Settings]	Tap this button to check the setting of a job selected in the list.
[Forward]	<p>Tap this button to forward a fax received by the in-memory proxy reception function to another destination. Select a destination in the address book or directly enter it, then tap [Start].</p> <ul style="list-style-type: none"> ❖ For details on the in-memory proxy reception function, refer to Here.
[Details..]	Tap this button to 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)

- ❑ Select whether to hide personal information such as an address or file name in the [Job List] screen (default: [No]). For details, refer to [Here](#).
- ❑ Select whether to permit a deletion of other user's job (default: [Restrict]). For details, refer to [Here](#).
- ❑ Select whether to permit a change on the priority of a print job specified in [Increase Priority] (default: [Allow]). For details, refer to [Here](#).

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.❑ [L] (Number of Lines): Displayed when multiple lines are used. This option only displays fax jobs that use the selected line for send and receive jobs.
[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..]	Tap this button to 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)

- ❑ Select whether to hide personal information such as an address or file name in the [Job List] screen (default: [No]). For details, refer to [Here](#).
- ❑ The job history can be initialized if necessary. For details, refer to [Here](#).

Printing a communication report

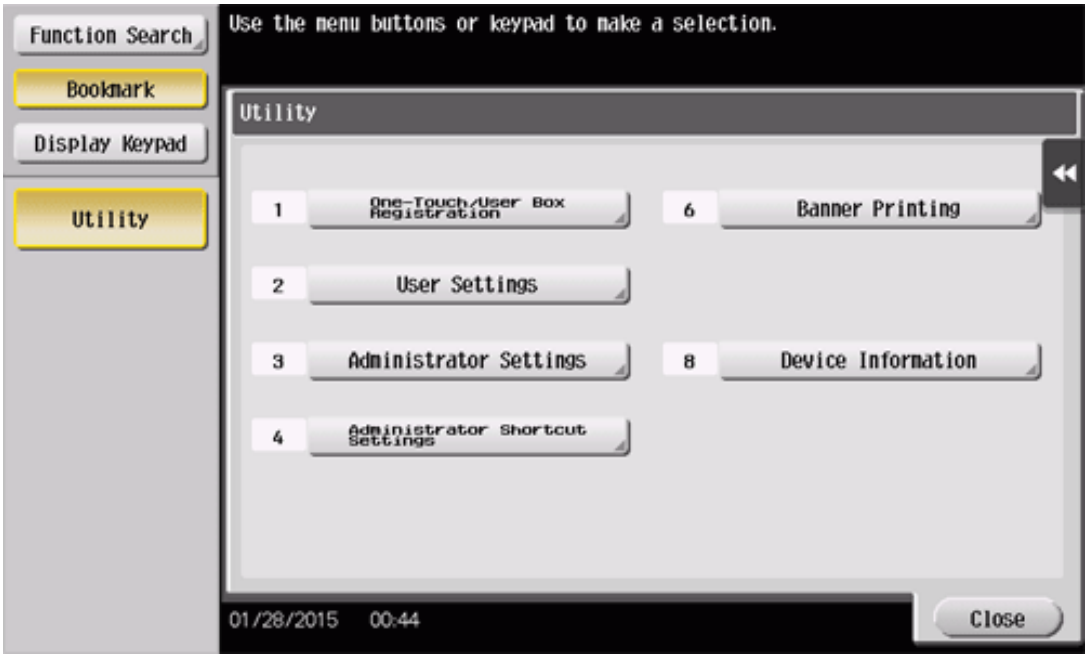
Tap [Comm. List] to print a fax report that contains the results of Scan, Fax TX, Fax RX, and fax communication (TX/RX) jobs. For a fax report, you can specify the number of destinations.

To print a fax report, select a target for [Report Type], tap [Selection Confirm], then press the **Start** key.

Configuring Settings of This Machine

Displaying [Utility]

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



Settings	Description
[One-Touch/User Box Registration]	Register destinations or User Boxes.
[User Settings]	Tap this button to enable 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.
[Administrator Settings]	Tap this button to display 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.
[Administrator Shortcut Settings]	You can register up to 16 shortcut keys for setting items in [Administrator Settings]. Registering the frequently used setting

	<p>items as shortcut keys allows you to reduce the time to access each setting item.</p> <p>To configure settings, you need to enter the administrator password of this machine.</p>
[Check Consumable Life]	<p>Tap this button to check the status of consumables (consumption level) on this machine. When necessary, print the status of consumables in list form.</p> <p>[Check Consumable Life] is only displayed in some areas.</p>
[Banner Printing]	Tap this button to select whether to permit banner printing of the print function.
[Device Information]	Tap this button to display the function version, IP address (IPv4/IPv6), serial number, contact telephone number, contact fax number, or version information of this machine.
[Remote Panel Operation]	<p>Tap this button to start remote operation of the Control Panel of this machine.</p> <p>This button is displayed when the operating environments of remote panel are configured by administrator.</p>

The following items are displayed in the left panel.

Item	Description
[Function Search]	Tap this button to search for a key assigned to [User Settings] or [Administrator Settings] and move to the target screen from the search result.
[Bookmark]	Tap this button to check a position of the currently displayed setting screen.
[Display Keypad]	The Keypad is displayed in the left-hand pane.

Displaying administrator settings

To display administrator settings, you need to enter the administrator password for this machine.

1. Tap [Administrator Settings].

2. Enter the administrator password for this machine.

- ➡ The administrator password is set to [1234567812345678] by factory default. Try this password if the administrator password has not been changed. If it has been changed, contact your service representative.
- ➡ When a registered user who has administrator privileges logs in to this machine as an administrator, administrator settings can be displayed without entering the administrator password.

The [Administrator Settings] screen appears. The available setting items are as follows.

Settings	Description
[System Settings]	Configure the operating environment of this machine such as the date and time of this machine, power saving function, functional operations, and screen displays.
[Administrator/Machine Settings]	Register information on the administrator and this machine.
[One-Touch/User Box Registration]	Register destinations or User Boxes. Also, print an address list, or specify the maximum number of User Boxes that can be created.
[User Authentication/Account Track]	Configure user authentication and account track. This function allows you to restrict users who can use this machine or manage the use status of this machine. Specify the authentication method, or register user information or account track information.
[Network Settings]	Configure the network function such as TCP/IP settings or the Scan-to-Send function operating environment.
[Copier Settings]	Configure each function used in copy mode.
[Printer Settings]	Specify the time-out time to limit a communication between this machine and a computer, or configure settings of a communication with the printer driver.
[Fax Settings]	Configure the settings to use the fax or network fax function.
[System Connection]	Configure settings to establish the association of this machine and other system.
[Security Settings]	Configure the security functions of this machine, such as password and data management method.
[License Settings]	Issue a request code required to use an advanced function, or enable an advanced function.
[Authorization function Setting]	Enable functions that require authentication by an external institution.
[Voice Guidance Settings]	Select whether to enable the voice guidance function.
[OpenAPI Certification Management Setting]	Specify a restriction code to prevent an OpenAPI connection application from being registered on this machine.
[Remote Access Setting]	Specify whether to remotely rewrite user data (import or export) such as destination information using the remote diagnosis system.
[Eco Copier Settings]	Change copy settings of the Eco copy function.



Tips

- ❖ If you are logging in to the administrator mode via **Web Connection**, you cannot display [Administrator Settings] using the **Control Panel**.

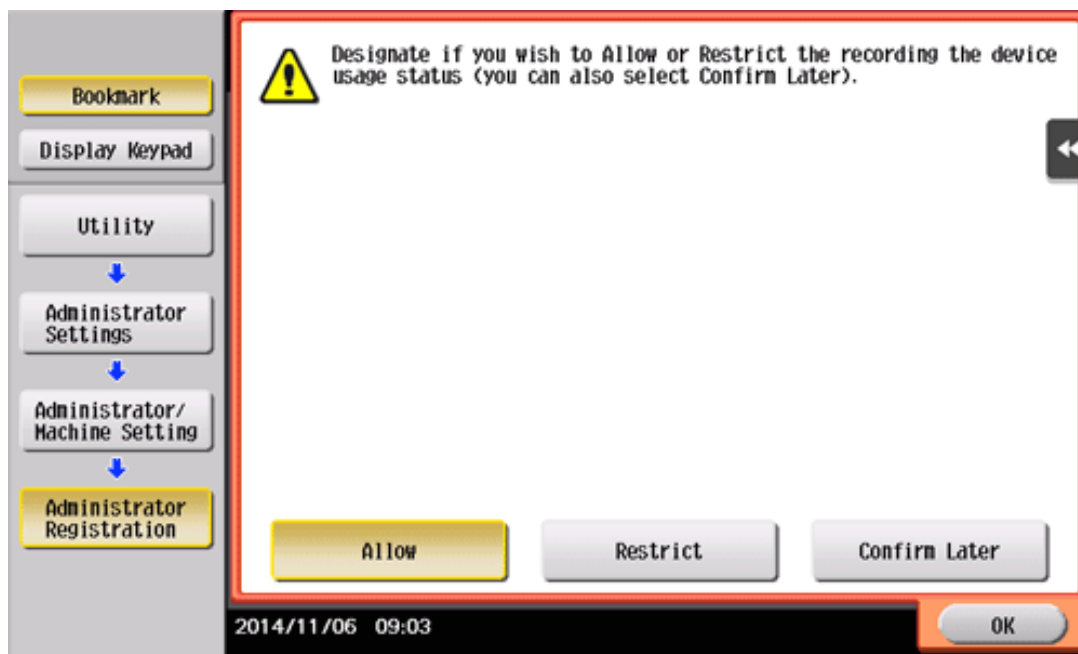
Allowing acquisition of machine usage information

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.

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

- ❖ The administrator password has been changed by selecting [Utility] - [Administrator Settings] - [Security Settings] - [Administrator Password];
- ❖ Registered information has been edited by selecting [Utility] - [Administrator Settings] - [Administrator/Machine Settings] - [Administrator Registration]; or
- ❖ Administrator settings have been displayed while the number of copies exceeded 100.



Settings	Description
[Allow]	Tap this button to start log acquisition. Once this option is selected, the screen will no longer be displayed.
[Restrict]	Tap this button to not acquire log data. Once this option is selected, the screen will no longer be displayed.
[Confirm Later]	Tap this button to display the screen again the next time the conditions are satisfied.