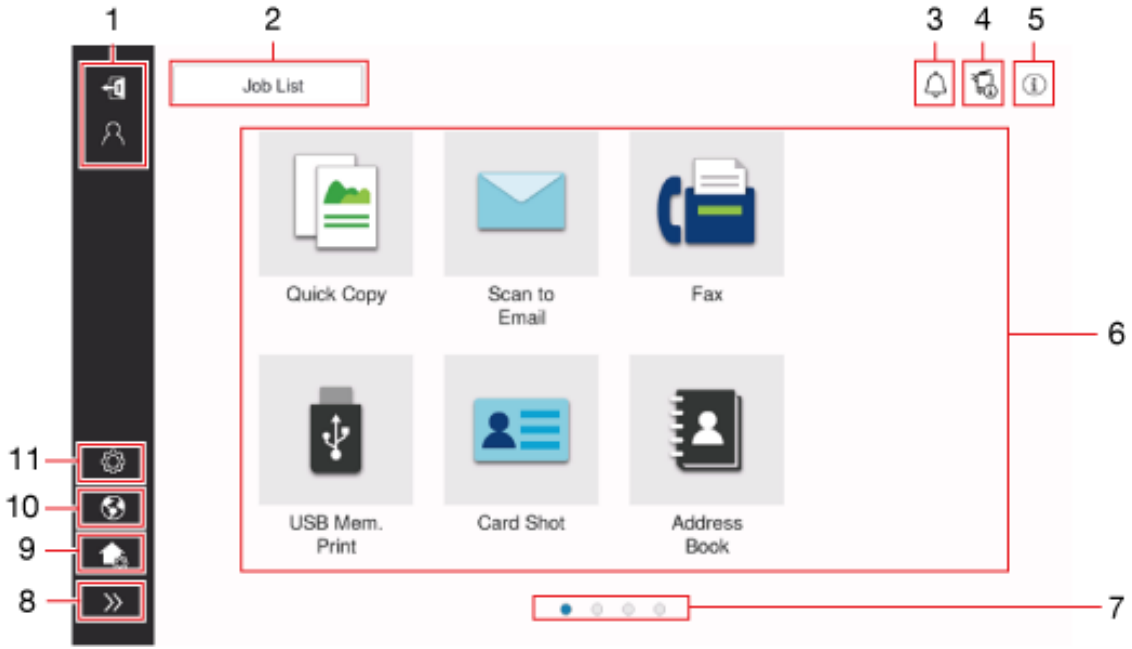
Home Screen

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 [Logout] 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 Here.
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:

		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.
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] (Here) 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 Here.

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.**

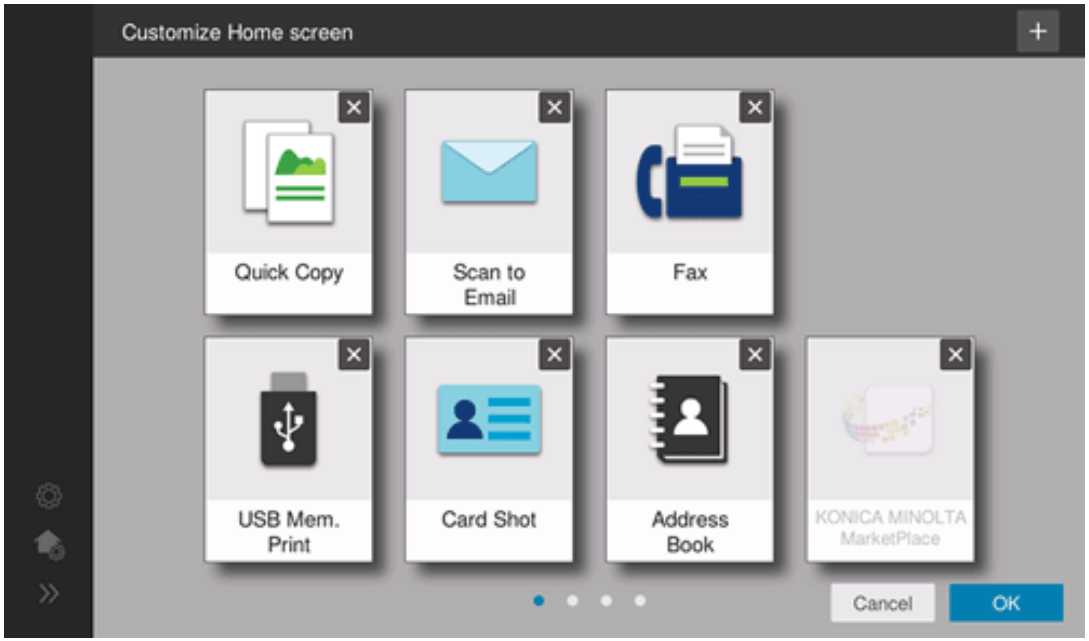
2. **Enter the administrator password, and tap [OK].**

- 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.
- 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.



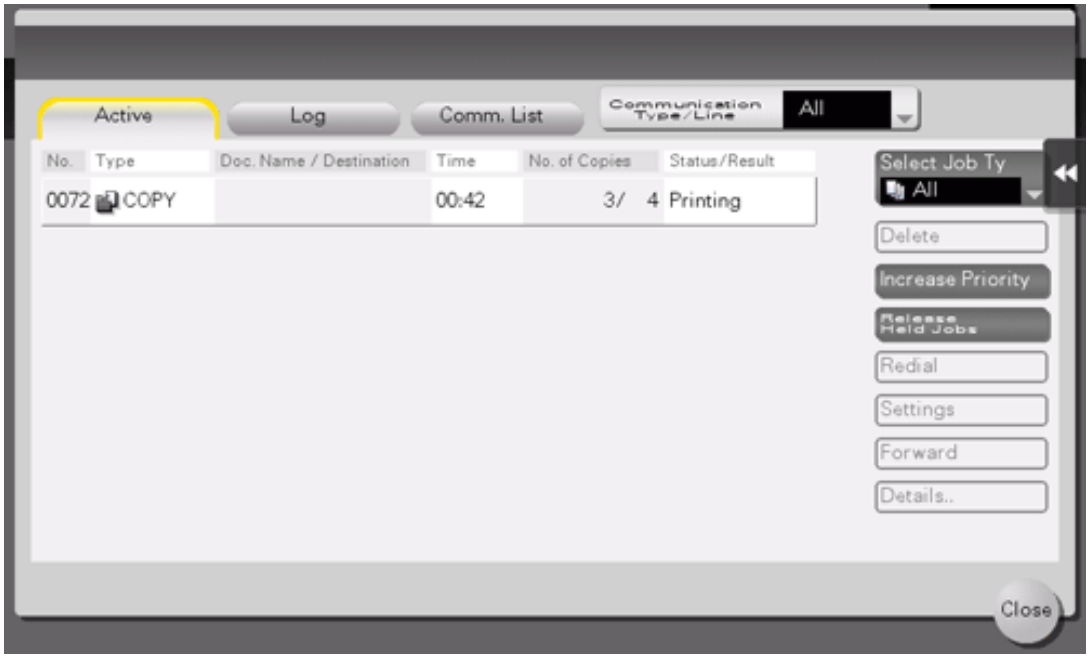
4. Tap [OK].

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 Here.

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. - [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]	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]. - 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. - For details on the proof print function, refer to Here.
[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.
[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]. - For details on the in-memory proxy reception function, refer to Here.
[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] (Here)
- [Restrict User Access] - [Delete Other User Jobs] (Here)
- [Restrict User Access] - [Changing Job Priority] (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. - [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. - [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] (Here)
- [Initialization] (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 communication report, select a target for [Report Type], tap [Selection Confirm]. Use the Start key to start printing.

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]	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]	You can adjust various settings such as correction of printed image, adjustment of staple, hole-punch, and folding positions.
[Storage Management]	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]	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 [Card Authentication], you need to enter the administrator password. For details on the administrator password, contact your service representative.

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.