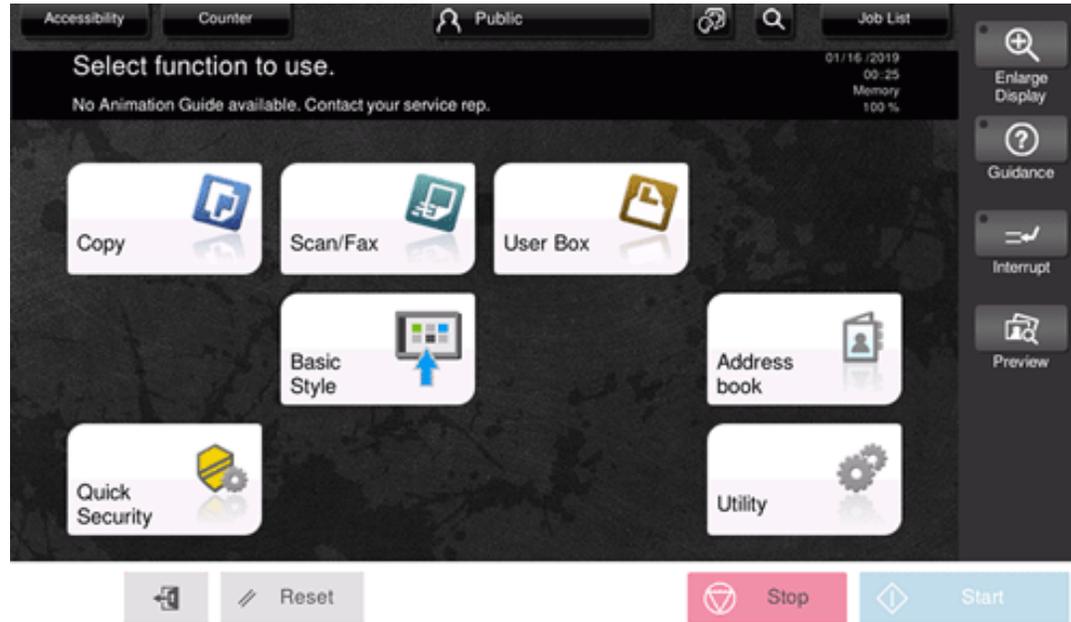


About Classic Style

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 ([Here](#))
- ✖ Using Scan Sending Functions in Classic Style ([Here](#))
- ✖ Using Fax Functions in Classic Style ([Here](#))
- ✖ Using Network Fax Functions in Classic Style ([Here](#))

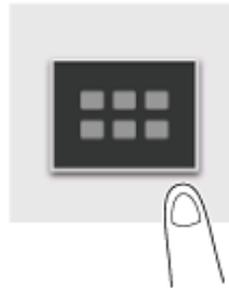


Related setting (for the administrator)

❖ [Default operation mode settings] ([Here](#))

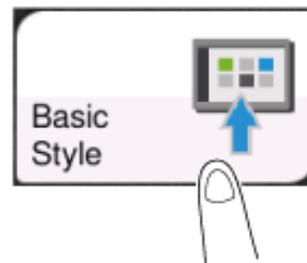
Switching the Screen Display to Classic Style

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



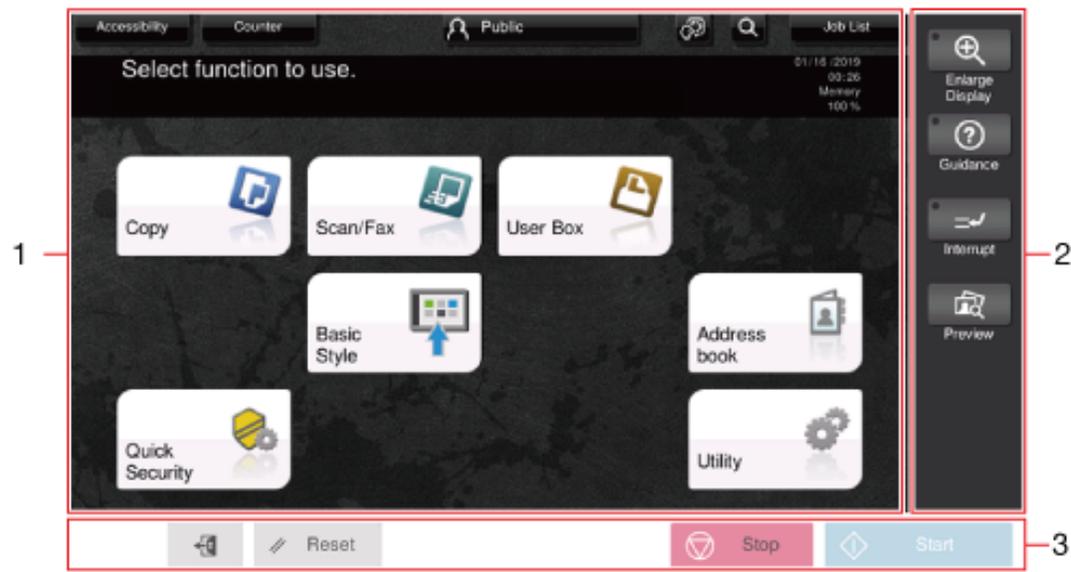
The main menu in classic style is displayed.

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



Layout of Classic Style Screen

The layout of the classic style screen is as follows.



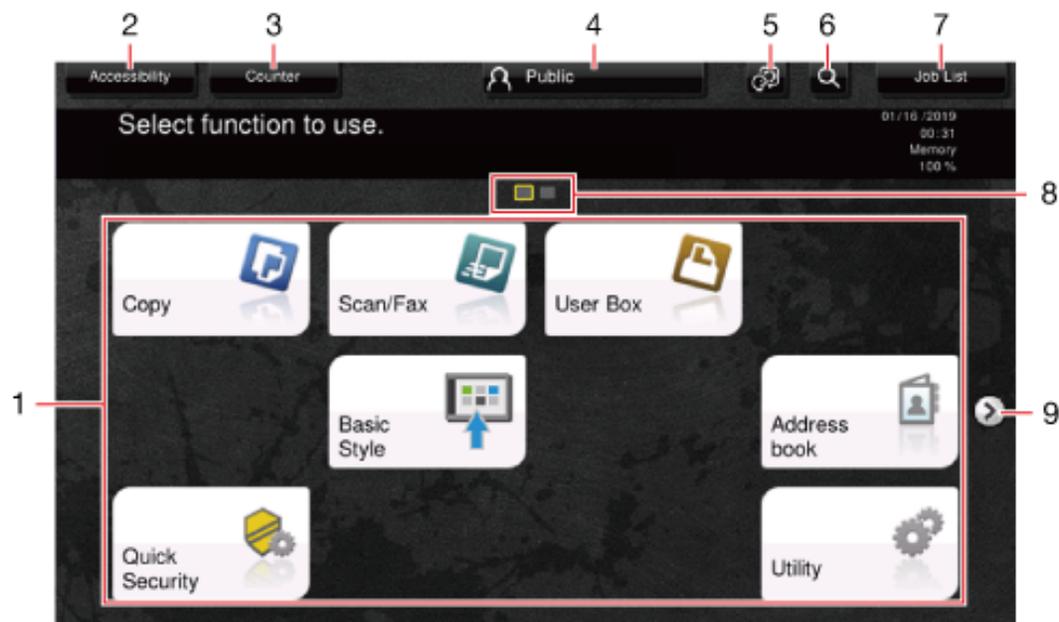
No.	Name	Description
1	Operation screen	Displays setting screens and messages.
2	Slide Menu	Displays keys assigned to any functions. You can select [Registered Key Settings] (Here) to change the functions to be assigned to the slide menu.
3	[Start]	Starts an operation such as copying, scanning, faxing, or printing.
	[Stop]	Press this key to temporarily stop an active copy, scan, or print job.
	[Reset]	Returns the setting to the default.
	Access ()	Performs login or logout when user authentication or account track is installed on this machine.
	Home ()	Displays the main menu. For details on the main menu, refer to Here .

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)] (Here) 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 Here .
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] (Here) 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 Here .
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.

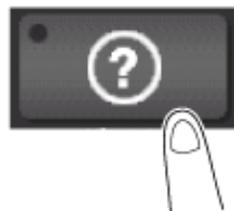


Related setting (for the administrator)

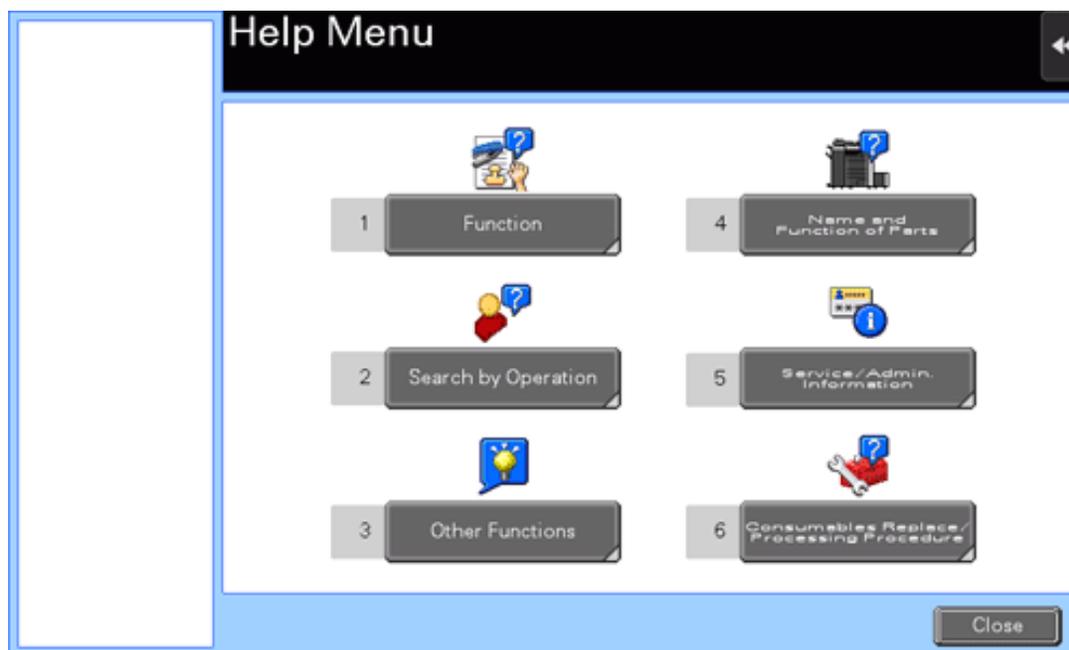
 [Main Menu Display Settings] ([Here](#))

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]	<p>Displays operation examples and explanations of this machine sorted by function.</p> <p>Tapping [Go to function] jumps to the screen to configure the displayed function.</p> <p>❖ Select [Copying] and tap [Copying Special Documents] to view the procedure for loading an original.</p>
[Other Functions]	<p>Displays the guidance menu of the functions and settings that make it easier to use this machine.</p> <p>Tapping [Go to function] jumps to the screen to configure the displayed function.</p>
[Name and Function of Parts]	<p>Displays the keys of the Control Panel or the keys of the optional units installed on this machine, enabling you to view their functions.</p>
[Service/Admin. Information]	<p>Displays the name, extension number, and E-mail address for the administrator of this machine.</p>
[Consumables Replace/Processing Procedure]	<p>Check how to replace consumables or dispose of punch scraps.</p> <p>Tapping [Start Guidance] starts the guidance.</p>



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

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.

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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.

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.

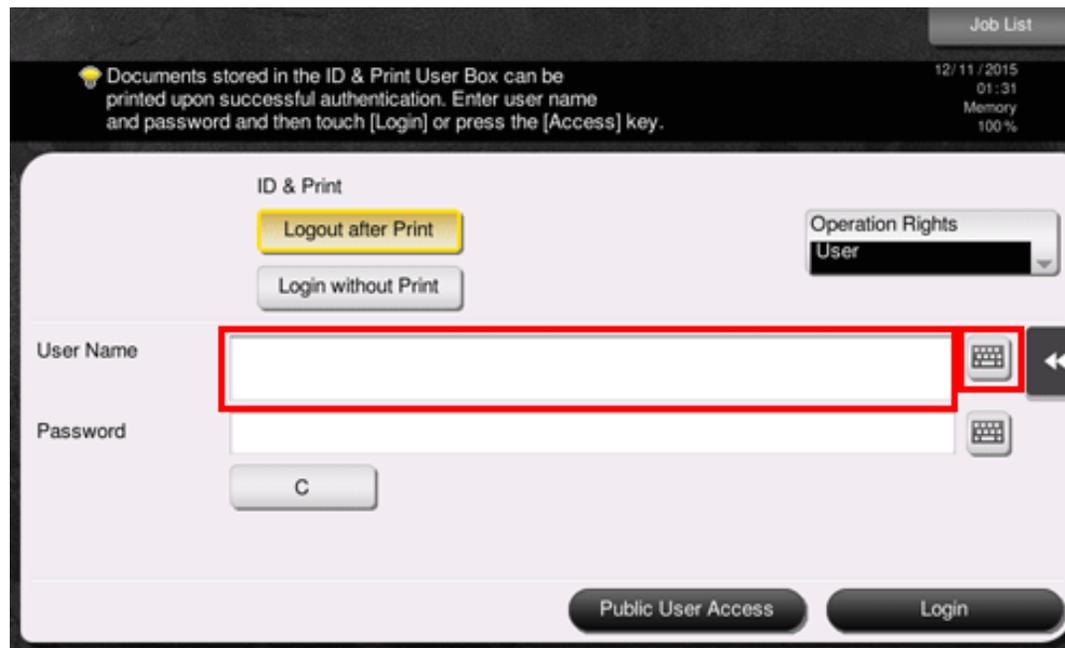
Logging in to This Machine in Classic Style

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 [Here](#).

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] ([Here](#))
- ❖ [User/Account Common Setting] - [Logout Confirmation Display Setting] ([Here](#))

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.

The screenshot shows a login interface on a device. At the top right, there is a 'Job List' button. Below it, the date and time '01/28 /2015 02:04' and 'Memory 100%' are displayed. The main instruction reads: 'Enter Account Name and Password, and then touch [Login] or press the [Access] key.' There are two input fields: 'Account Name' and 'Password'. The 'Account Name' field is highlighted with a red rectangular box, and a keyboard icon is visible to its right. Below the 'Password' field is a 'C' button. At the bottom right, there is a 'Login' button.

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] ([Here](#))

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.  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.

