

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 a **Stylus Pen** (available commercially). 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 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.
- ✘ 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 a **Stylus Pen**.
- ✘ 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.

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.

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 by the finger.

Used to display the icon related to the document.



Tips

❖ This operation is available only in classic style.

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.



Tips

❖ This operation is available only in classic style.

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] ([Here](#))

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.

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.  Tapping [#+=] displays more symbols on the keyboard.
Cursor movement key 	Moves the cursor.
Key to close the keyboard 	Closes the Keyboard.
Delete key 	Deletes characters you entered one by one.



Related setting

 [Select Keyboard] ([Here](#))

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.

