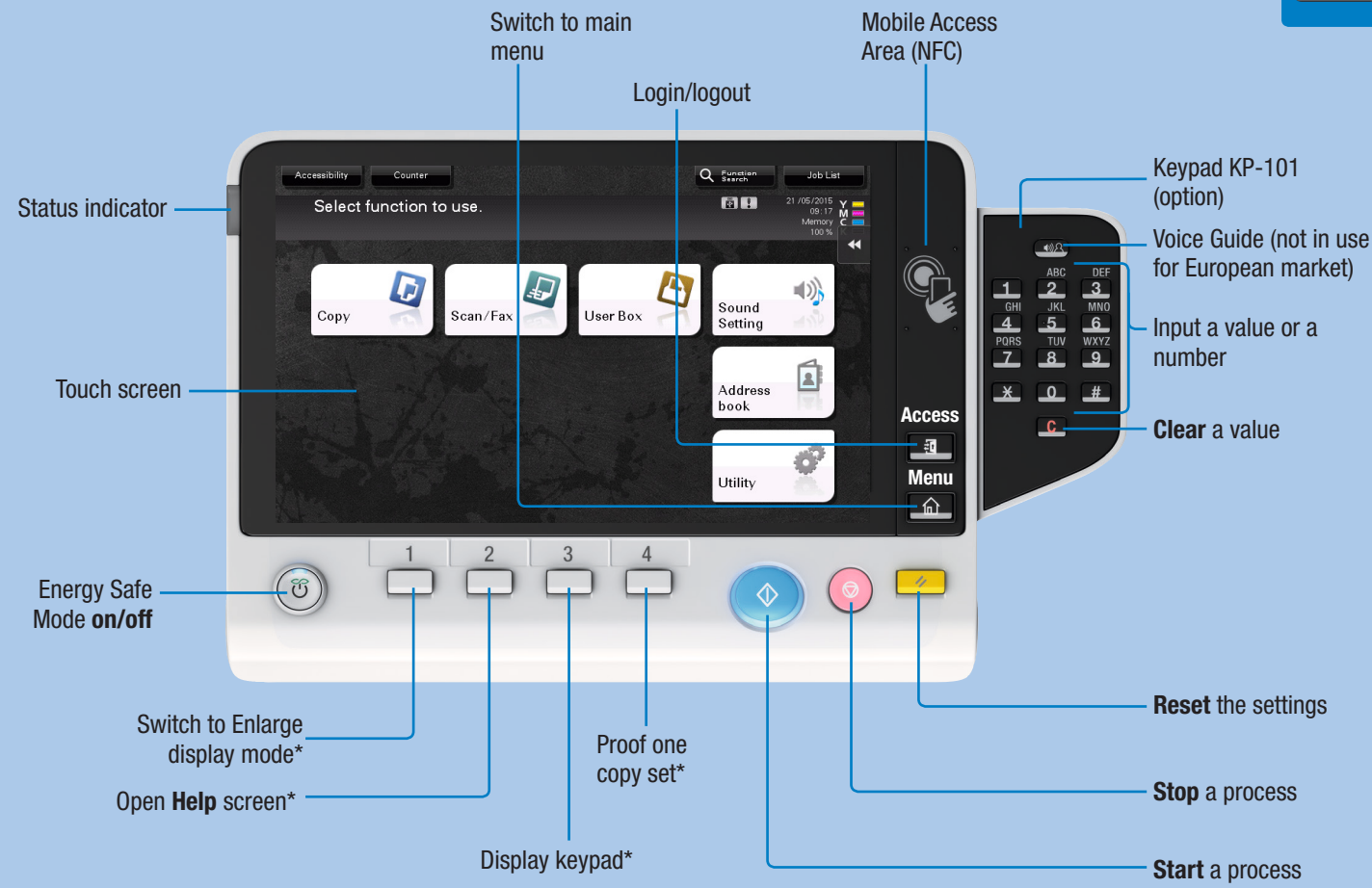




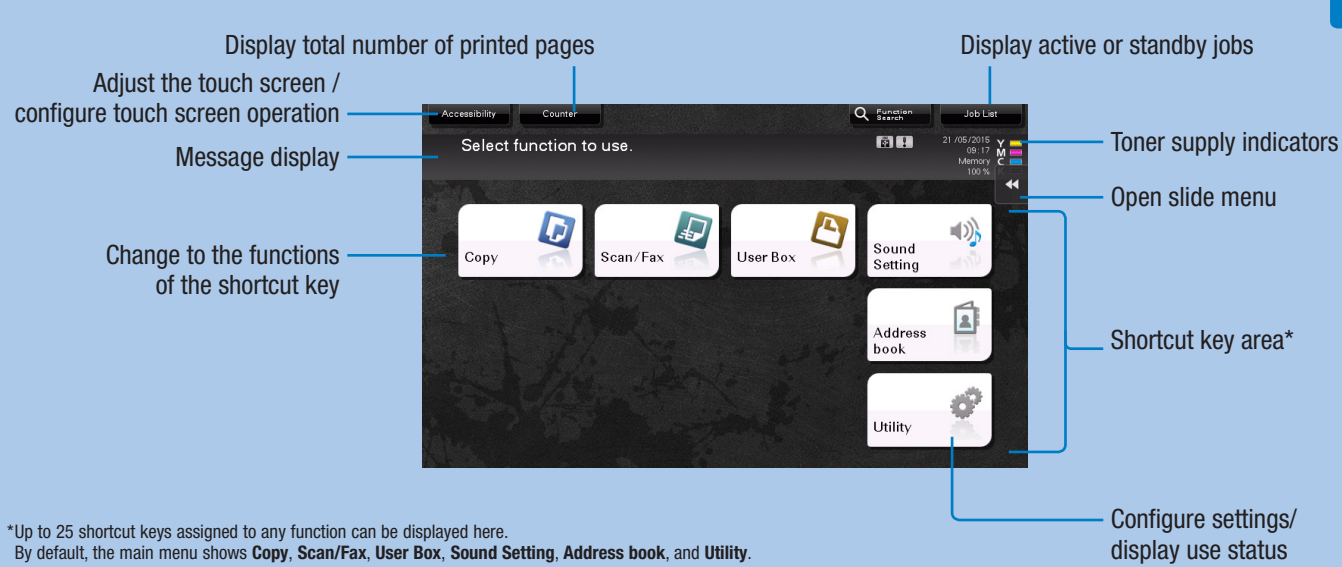
ineo
ineo+
ineo
printcopyscanfax

How to use the system – Panel



*This is a Register key. In the Administrator Settings it can be assigned to any function.

Touch screen – Main menu



*Up to 25 shortcut keys assigned to any function can be displayed here. By default, the main menu shows Copy, Scan/Fax, User Box, Sound Setting, Address book, and Utility. Utility is always displayed.

Operating the touch screen*

1. **Tap** to select or determine a menu.
2. **Double-tap** to retrieve detailed information or enlarge a thumbnail image.
3. **Drag** to move a display position on an application or preview screen.
4. **Click** to scroll an address or job list and feed thumbnail-view pages.
5. **Long-tap** to display the icon related to the document.
6. **Drag & Drop** to move a document to the intended place.
7. **Pan** to move a displayed image.
8. **Pinch-in/Pinch-out** to enlarge or reduce a preview image.
9. **Rotate** two fingers to rotate a preview image.

*Available touch functions vary depending on displayed screen.

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- Ready to Copy
- If the original is not set upright, please select the original direction.
- Original -> Output**
- 1Sided > 1Sided
 - 1Sided > 2Sided
 - 2Sided->1Sided
 - 2Sided->2Sided**
- Binding Position**
- No. of Originals
- Output
- Auto**
 - Left Bind
 - Right
 - Top Bind
- Combine**
- C/F**
 - 2in1
 - 4in1
 - 8in1
- Original Direction
- Cancel OK
- Text/Photo Printed Original Type
- Auto Color Color
- Standard Density
- Auto Paper
- 100.0% Zoom
- 1Sided->1Sided Duplex/Combine Finishing
- Do Not Staple
- Function 2 Application

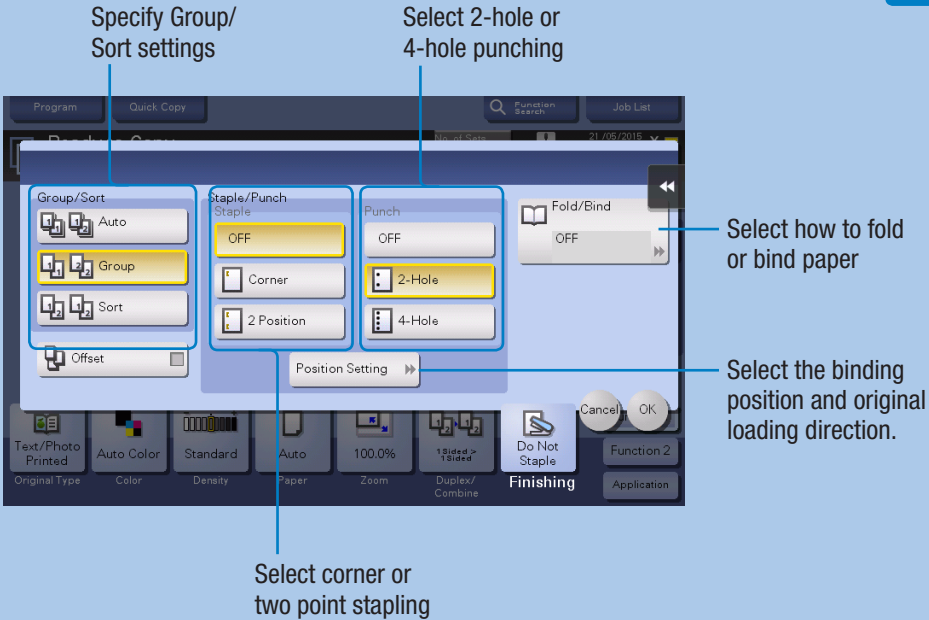


-
- Ready to Copy
- Program Quick Copy
- Use the +/- and the keypad to specify the Zoom Ratio.
Press [C] to set the zoom to 100.0%.
- Auto 100.0% Manual
- 25.0% - 400.0%
- Minimal
- 50.0% 70.7% 81.6% 86.6% 100.0% 115.4% 122.4% 141.4% 200.0%
- A3>A4 B4>A5 A3>B4 A4>B5 B4>A3 B5>A4 A4>B4 A4>A3 B5>B4
- Zoom Ratio: 400.0% 200.0% 50.0%
- Set Zoom
- Cancel OK
- Text/Photo Printed Auto Color Standard Auto 100.0% Duplex/Combine Finishing Application
- Original Type Color Density Paper Zoom

Preset zoom values

Finishing

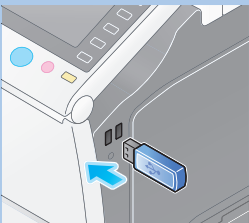
- 1. Position the original(s).
- 2. Tap **Finishing** in the copy screen.
- 3. Make the desired setting(s)*.
- 4. Tap **OK**.
- 5. Press the **Start** key.



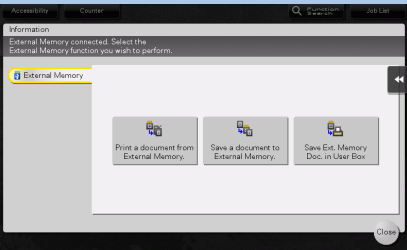
*Available functions depend on system configuration.

Scan to USB memory – (Direct input)

- 1. Plug the USB memory device into the USB port.



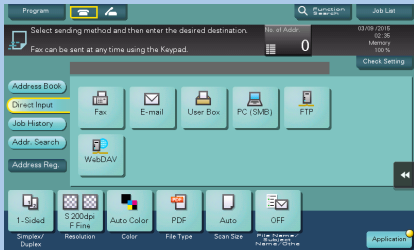
- 2. Position the original(s).
- 3. Tap **Save a document to External Memory**.



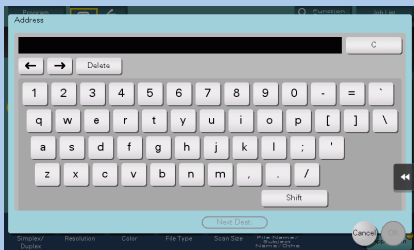
- 4. Make the desired setting(s).
- 5. Press the **Start** key.

Scan to e-mail (Direct input)

- 1. Position the original(s).
- 2. Tap **Scan/Fax** in the main menu.
- 3. Tap **Direct Input**.

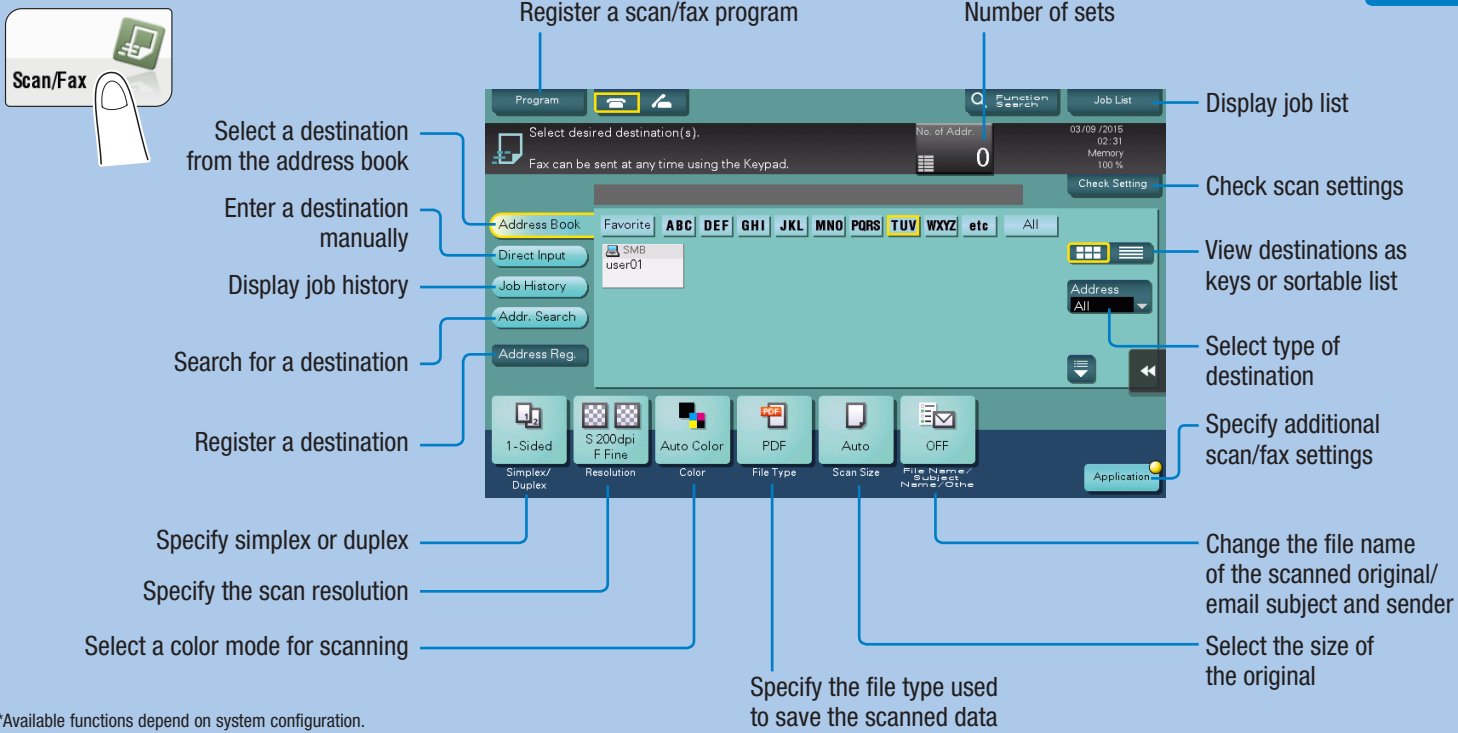


- 4. Tap **E-mail**.
- 5. Enter the destination address.



- 6. Tap **OK**.
- 7. Press the **Start** key.

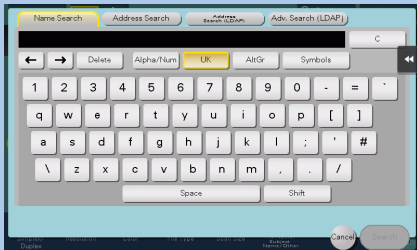
Scan operations – Scan/Fax screen*



*Available functions depend on system configuration.

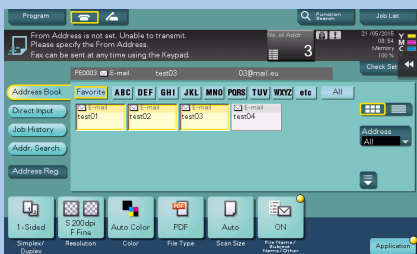
Search for a destination

- 1. Tap **Scan/Fax** in the main menu.
The destinations categorized into **Favorite** are displayed.
- 2. Tap **Addr. Search > Search**.
- 3. Tap **Name Search** or **Address search**.
- 4. Enter the search text and tap **Search**.
- 5. Select the destination from the search result.
- 6. Press the **Start** key.



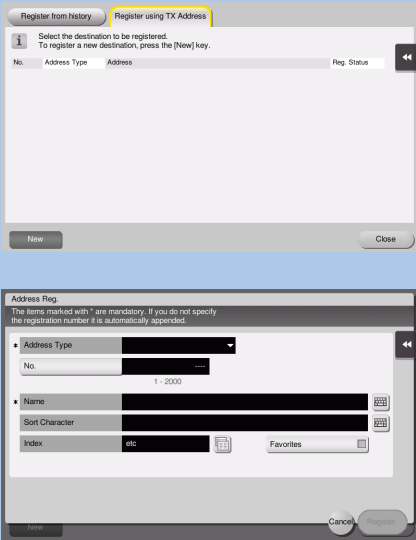
Sending data to multiple destinations

- 1. Position the original(s).
- 2. Tap **Scan/Fax** in the main menu.
The destinations categorized into **Favorite** are displayed.
- 3. Tap **Address**.
- 4. Select the desired type of destination.
- 5. Specify two or more destinations.
- 6. Press the **Start** key.



Register a destination

- 1. Tap **Scan/Fax** in the main menu.
- 2. Tap **Address Reg.**
- 3. Tap **New**.
- 4. Select the type of destination you want to register.
- 5. Enter the destination information and tap **Register**.



Box operations – User Box screen



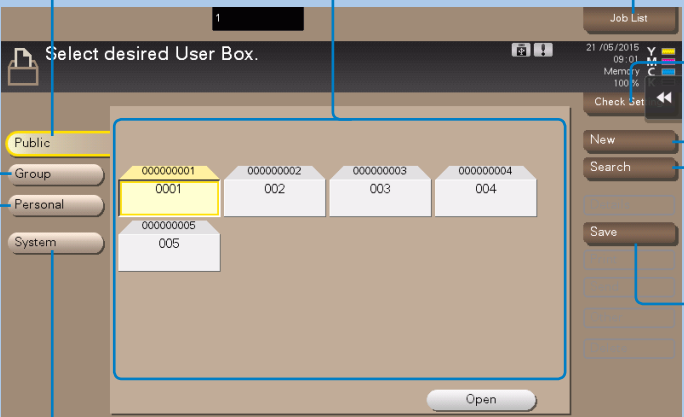
Display **Public** user boxes
(documents can be stored
here by all users)

Registered user boxes

Display job list

Display **Group** user boxes
(only users belonging to the same group
can store and use documents)*

Display **Personal** user boxes
(Only accessible by a personal user
logged in to the system)*



Check scan
settings

Create a user box

Search for a user box

Save file in a user box

Display **System** boxes
(used by the system to temporarily store files)

*Only available if user authentication is enabled. Not displayed when an unauthorized user has logged in.

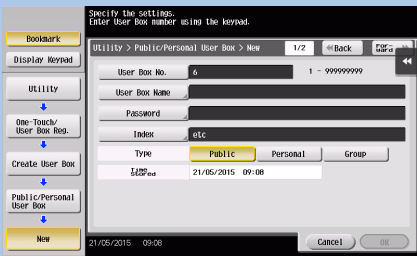
Save file in a public user box

- 1. Position the original(s).
- 2. Tap **User Box** in the main menu.
- 3. Tap **Public**.
- 4. Select the desired user box and tap **Save**.
- 5. Set the file save options and scan settings if necessary.
- 6. Press the **Start** key.
The file is saved.



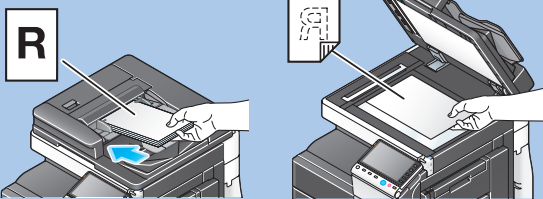
Create a user box

- 1. Tap **Utility** in the main menu.
- 2. Tap **One-Touch/User Box Registration**.
- 3. Tap **Create User Box**.
- 4. Tap **Public/Personal User Box**.
- 5. Tap **New**.
- 6. Enter the registration information and tap **OK**.



Fax operations (only with fax option) – Send a fax

- 1. Position the original(s).



- 2. Tap **Scan/Fax** in the main menu.



- 3. Press the keypad button.



- 4. Type in the fax number.



- 5. Press the **Start** key.

