

## TIMELINE

### SCENARIO

- Have you ever printed a document, but forgot to add finishing?
- Rather than scrolling through the address book, would you like to scan and send a document to somebody you recently sent to?
- Would you like to easily recall the settings you made on a document, so you can do it on a different document?
- Would you like to add a job from the Timeline as a Quick Button? What about removing a job from the Timeline?

### BENEFITS

- Recall settings from the Timeline to help users complete tasks quicker. Once the job is selected from the Timeline, the settings used from that job will be automatically added.
- Timeline is ideal for those who may need to redo a job but add/remove a setting, or simply use the same settings on another document.
- Since the document itself is not stored in Timeline, users can repeat jobs on multiple documents that require the same settings. For example, an invoice may need to be double sided with finishing, but so could a proposal.
- Adding frequently used jobs in the Timeline onto the Home Screen as a Quick Button allows for extra convenience.
- Removing a job from the Timeline allows for more privacy, or to remove jobs that would not be repeated again

**Note:**

Supported Models: All Third Generation Third Edition Models

# HOW TO:

## Timeline – Recall a Job and Add Settings

1 Place the document on the platen glass or in the automatic document feeder (ADF)

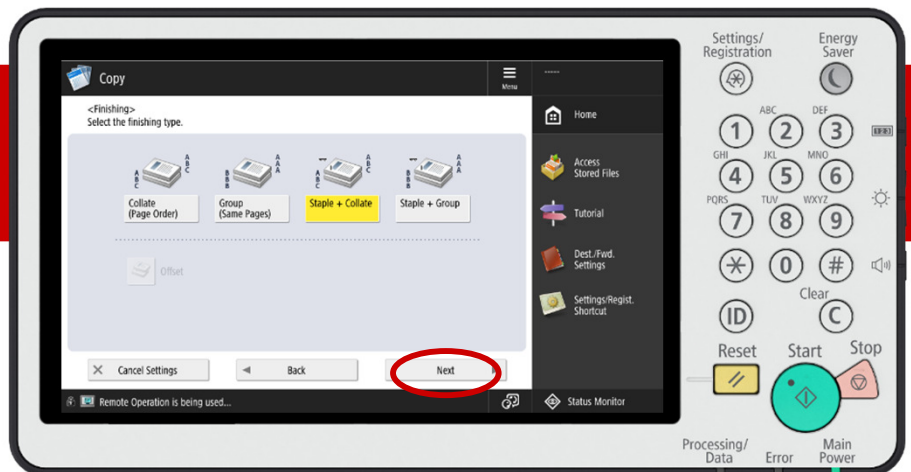
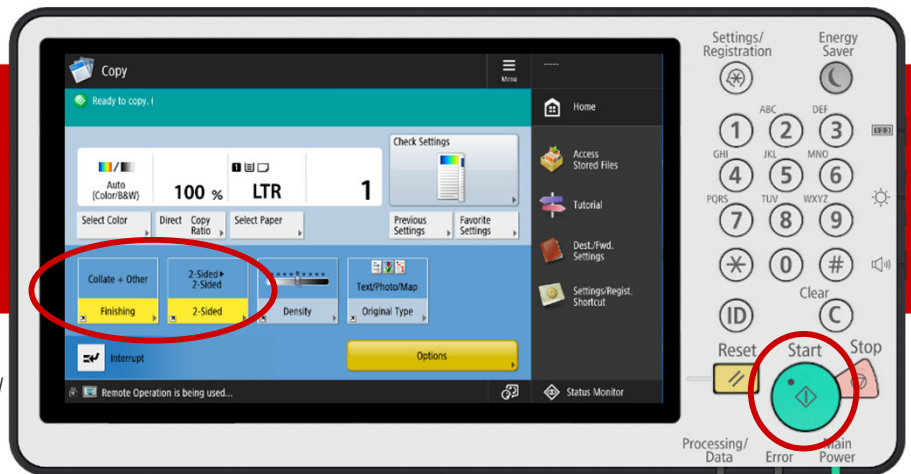
2 From the [Home Screen], select a job that you would like to recall, such as the most recent job.

*Note: There will be icons on each job to indicate what was included, such as Colour/BW, Finishing, the Scan and Send email, the Fax number, etc.*

3 You will notice settings from the selected job are already chosen. You can adjust the settings as needed or press [Start] on the Control Panel to use the same settings again.

*Note: Chosen settings are highlighted in yellow. Keep in mind the document is NOT retained as part of Timeline, only its copy settings are.*

4 If you chose to edit a setting, such as [Finishing], select the finishing type you would like, then press [Next].

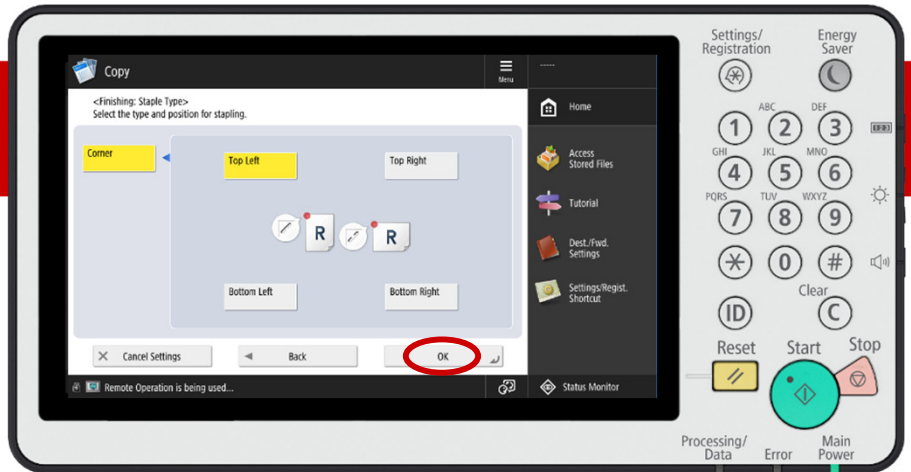


HOW TO:

Timeline – Recall a Job and Add Settings

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Select the type and position for stapling, then press [OK]



6

Once the settings are modified, you will notice the top has a note saying (Settings Changed). Press [Start] on the Control Panel to begin copying the



7

Another example of using Timeline would be to resend a document to yourself, but in a different file format.

*Note: The PDF icon in the Scan and Send job indicates the file format. The email was to "myself" meaning the user. If the file was sent to another person, their email would be written out in the job*

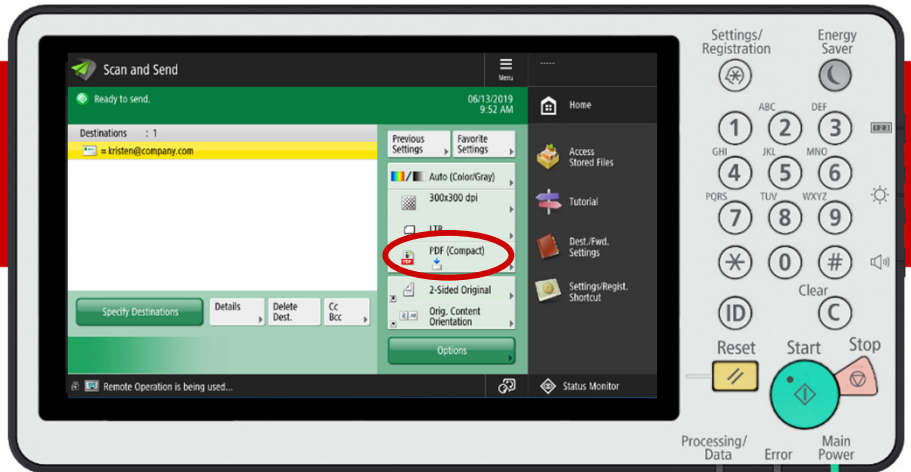


HOW TO:

Timeline – Recall a Job and Add Settings

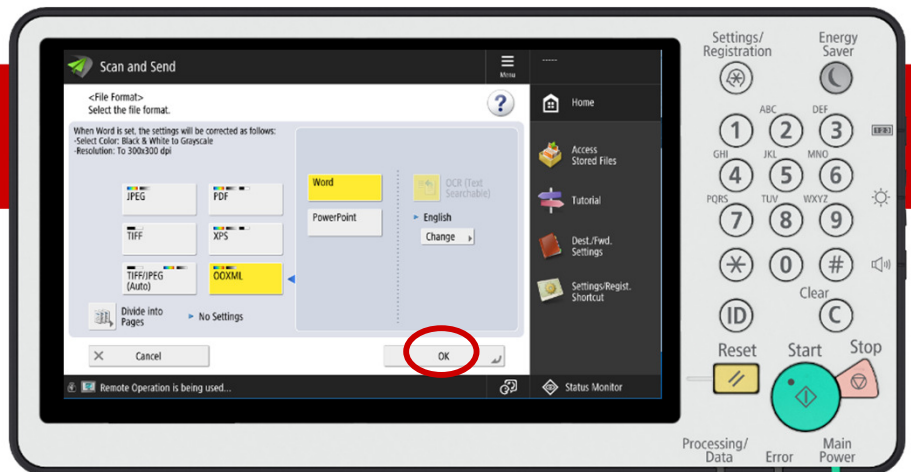
8

The email that was used previously will automatically be loaded as the destination. Select **[PDF (Compact)]** to change the file format



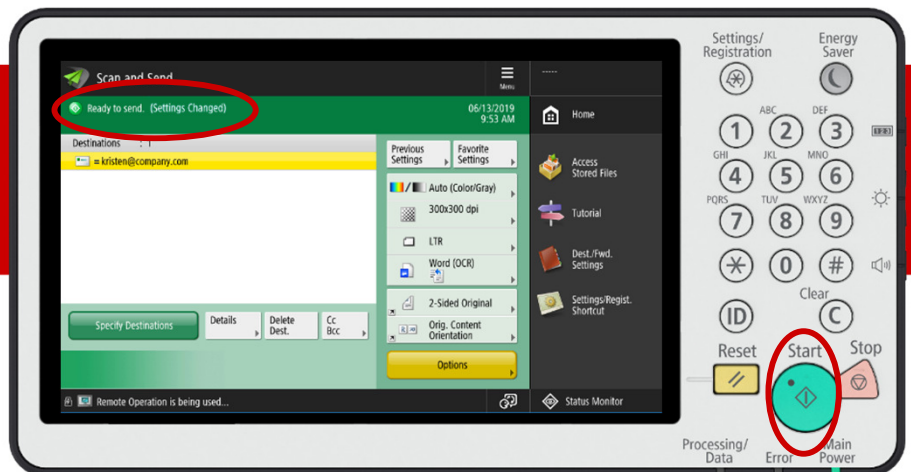
9

Select the designated file format, such as a Word file. Press **[OK]** when complete



10

Once the settings are modified, you will notice the top has a note saying (Settings Changed). Press **[Start]** on the Control Panel, then **[Start Sending]**.



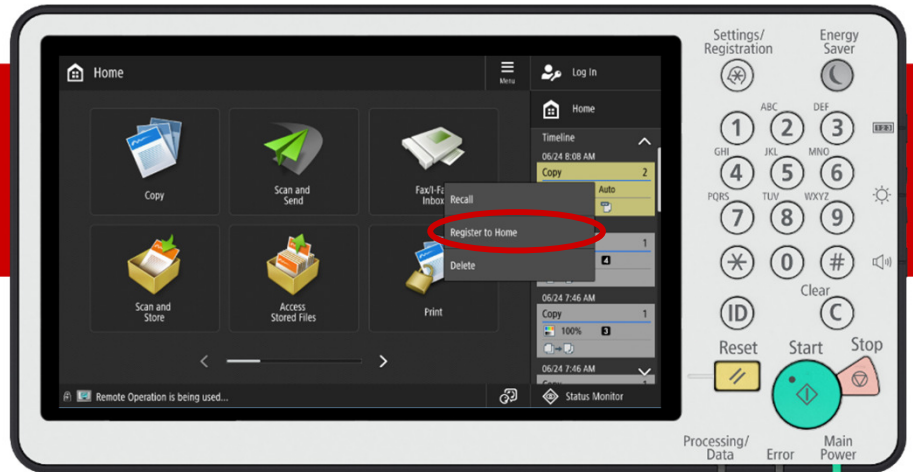


## HOW TO:

### Timeline – Turning a Previous Job Into a Quick Button

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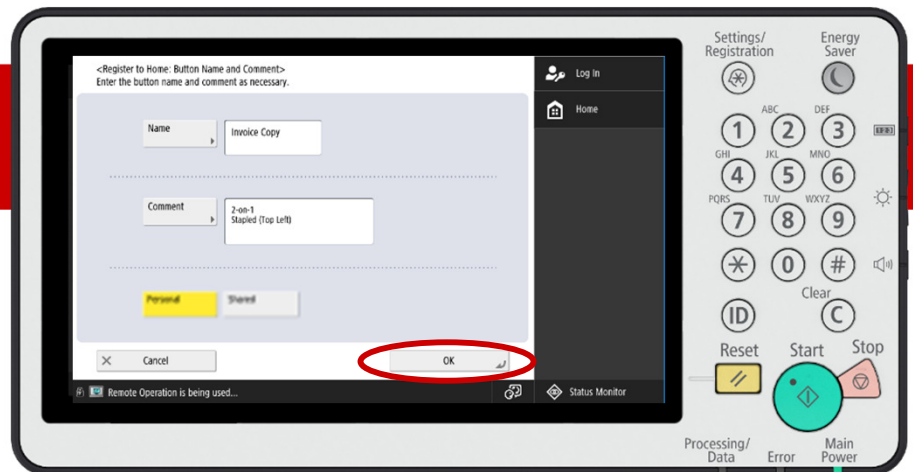
If there is a job in the Timeline that you frequently refer to its settings, you can turn it into a Quick Button by doing a long press. Then, select **[Register to Home]**



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Enter a name and comment, if necessary. Choose if the button is Personal or Shared. Press **[OK]**

*Note: Buttons can only be registered as Personal if the device is configured with authentication, like ULM. Also, comments will not be displayed on 15 button layouts due to the size.*



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The new Quick Button is now located on the **[Home Screen]**. New buttons will always by default be located on the last

*Note: The blue dot indicates a new button. After the first use, it will disappear. If Start Operation for Recall was turned on, there would also be an icon that looks like the **[Start]** button on the Control Panel*



# HOW TO:

## Timeline – Turning a Previous Job Into a Quick Button

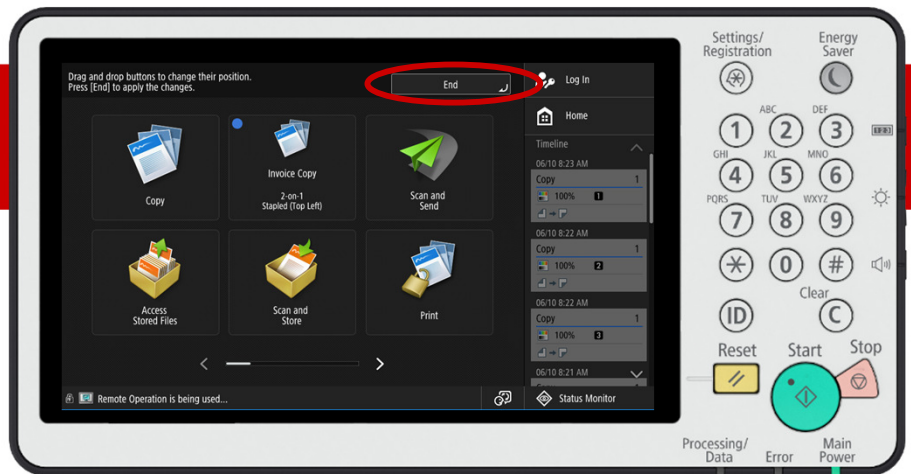
14

To move the button to a more convenient location on the screen, long press and select [Move Button]



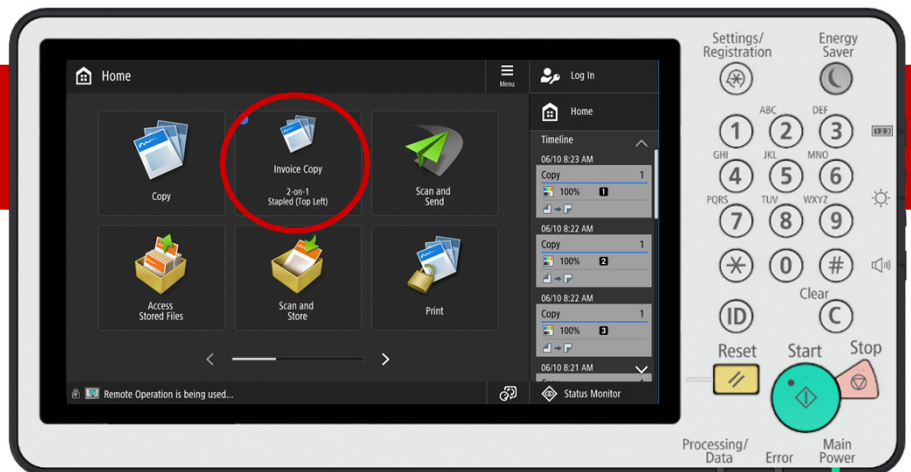
15

Drag and drop the button to change its position. Once you are satisfied, press [End]



16

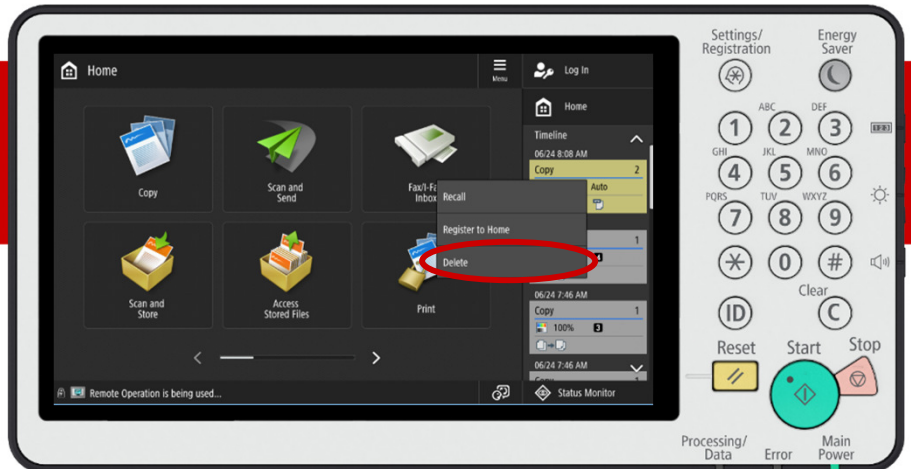
The Quick Button is now conveniently located based on user preference, for future use



## HOW TO: Timeline – Deleting a Job

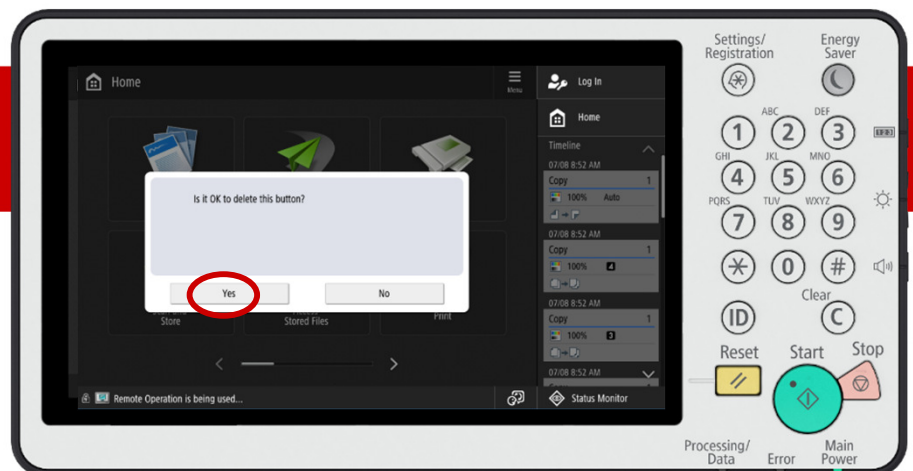
17

If there is a job you would like remove from the Timeline, you can do so by long-pressing it and selecting **[Delete]**.



18

Press **[Yes]** to confirm and delete.



19

The job is now removed from your Timeline, and the remaining jobs will shift in its place.



**Note:**

Supported Models: All Third Generation Third Edition Models