

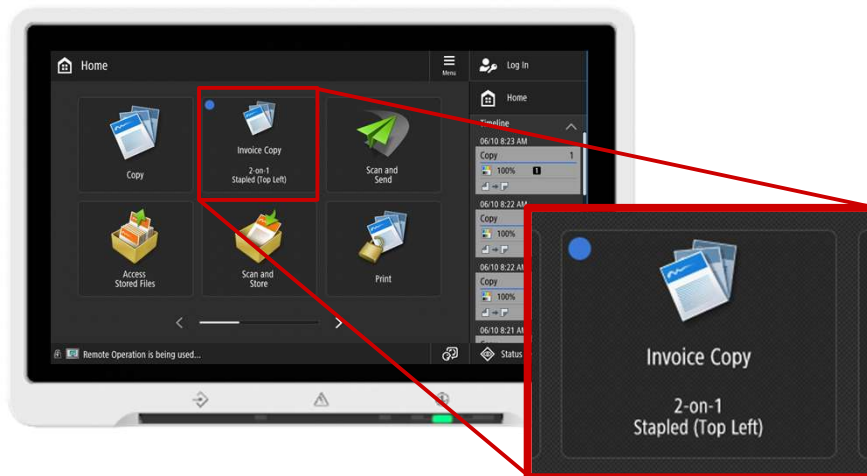
QUICK BUTTONS

SCENARIO

- Do you frequently use the same settings or functions on the device?
- Do you make a double sided copy with a staple for all of the invoices your business receives?
- Would you like to create a Quick Button that saves your settings for quick and easy use in the future?

BENEFITS

- Improve the workflow of many employees, as they can create a preset button with all of their commonly used settings
- Minimize the amount of touches on the screen, saving time and increasing ease of use
- With authentication, users can move their most used Quick Buttons to the front page for easy access



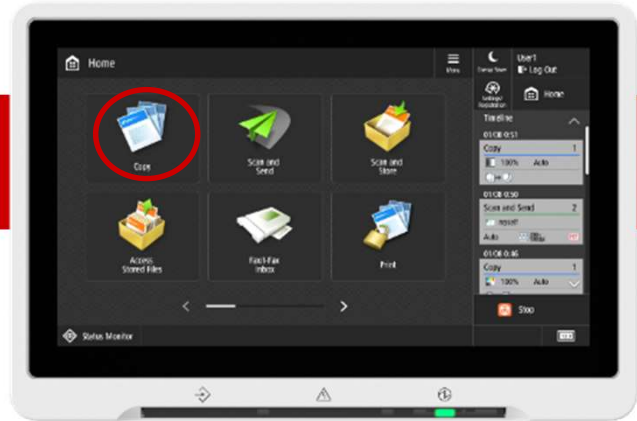
Note:

Supported Models: All Third Generation Third Edition Models

HOW TO:

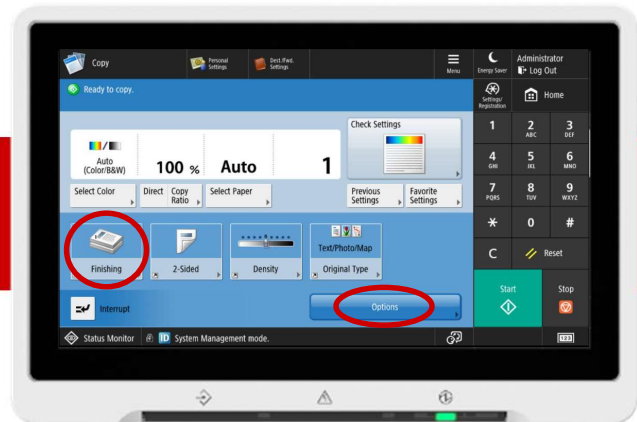
Quick Buttons – Creating a Quick Button

1 From the [Home Screen], select a function, such as [Copy]

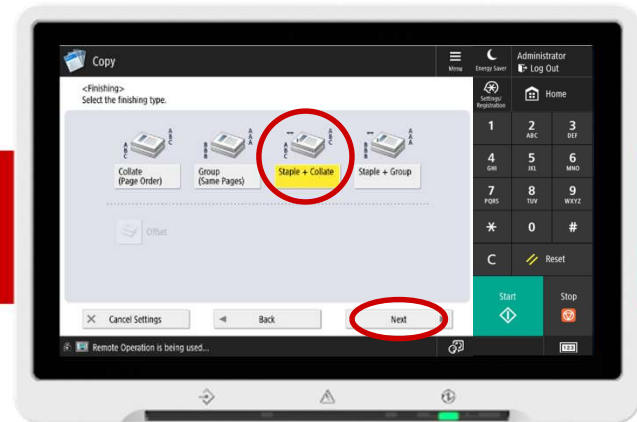


2 Select the options that you would like to add in the Quick Button. For example, select [Finishing]

Note: Buttons may not be located in the same spot due to [Register Options Shortcuts]. Press [Options] for more settings.



3 Choose the desired finishing option, such as [Staple + Collate]. Press [Next] once complete

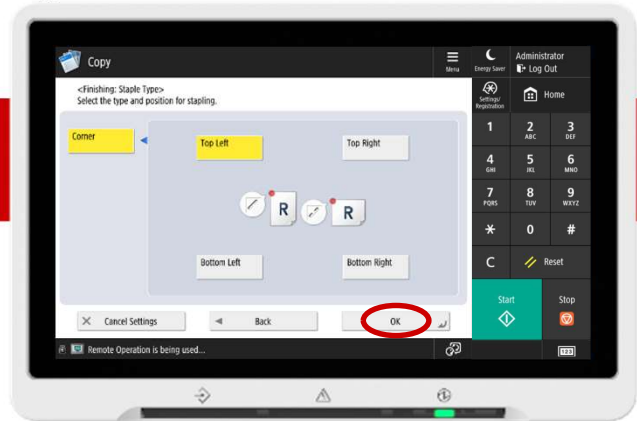


HOW TO:

Quick Buttons – Creating a Quick Button

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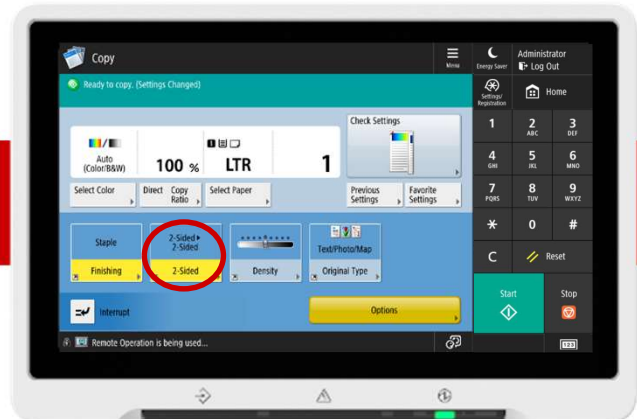
Select the type and position for stapling, then press [OK]



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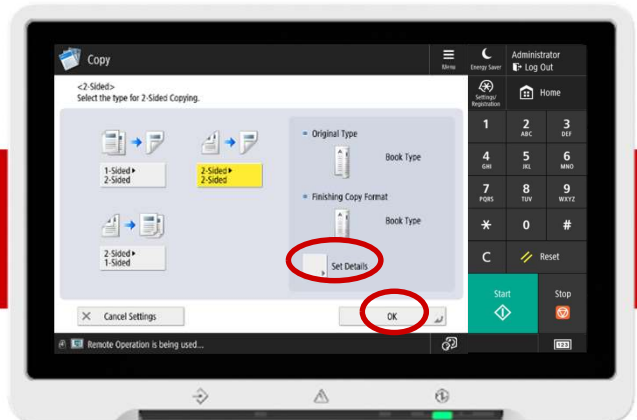
Select [2-Sided] to add double sided copying

Note: Buttons may not be located in the same spot due to [Register Options Shortcuts]. To find more settings, press [Options].



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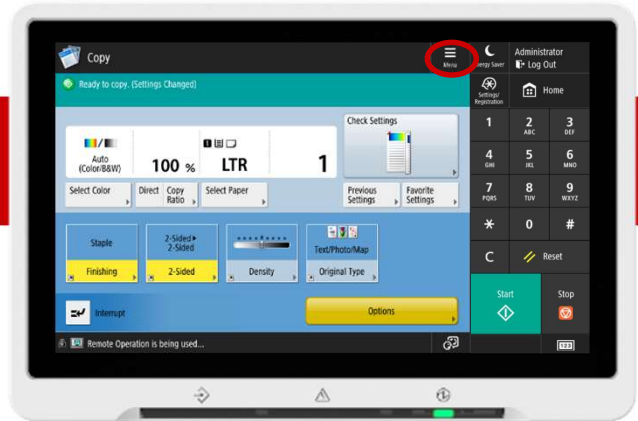
Select the type for 2-Sided copying. Press [Set Details] for further settings. Press [OK] when complete



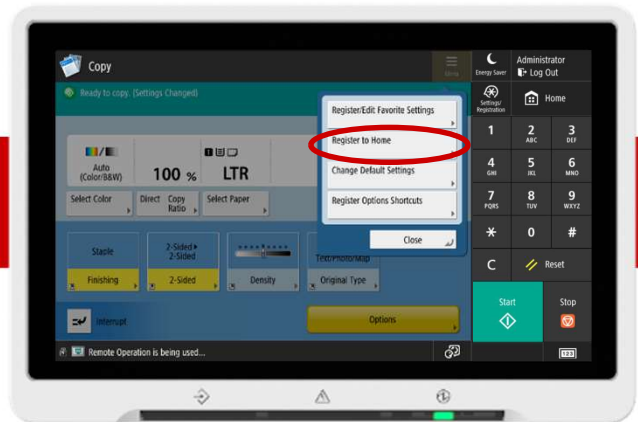
HOW TO:

Quick Buttons – Creating a Quick Button

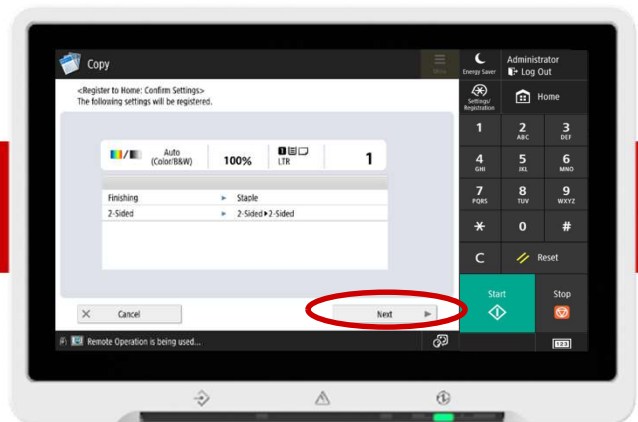
7 Returning to the main copy screen, press [Menu]



8 Select [Register to Home]



9 Confirm the settings that you would like to register in the Quick Button. Press [Next]

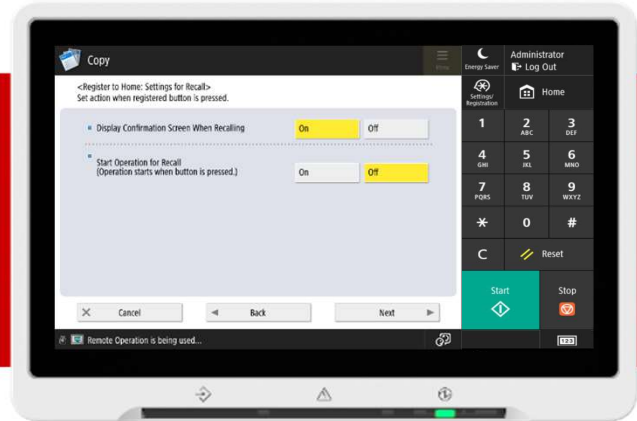


HOW TO:

Quick Buttons – Creating a Quick Button

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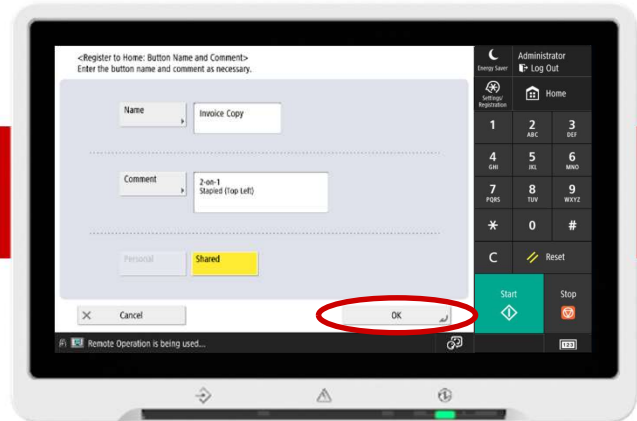
Enabling [Display Confirmation Screen When Recalling] means a screen will appear to confirm the settings. Enabling [Start Operation for Recall] will begin the job automatically when pressing [Start] on the Control Panel. Press [Next] when complete



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

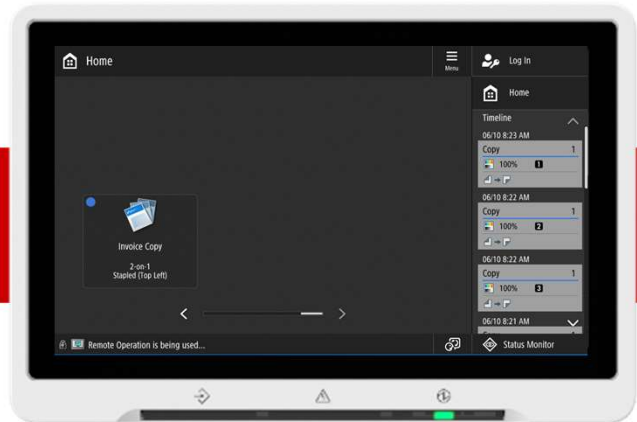
Note: Buttons can only be registered as Personal if the device is configured with authentication, like ULM. Also, comments will not be displayed on 15 button layouts due to the size.



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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

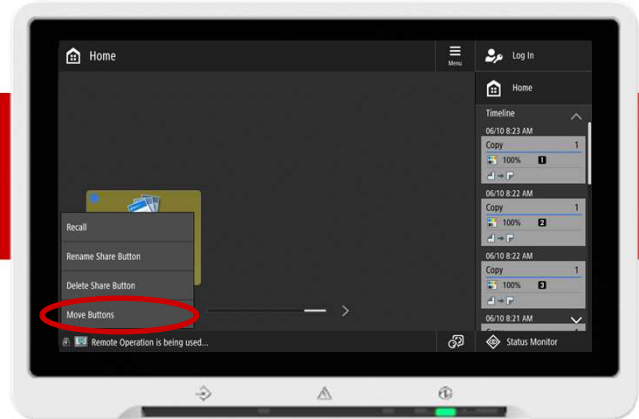


HOW TO:

Quick Buttons – Moving a Quick Button

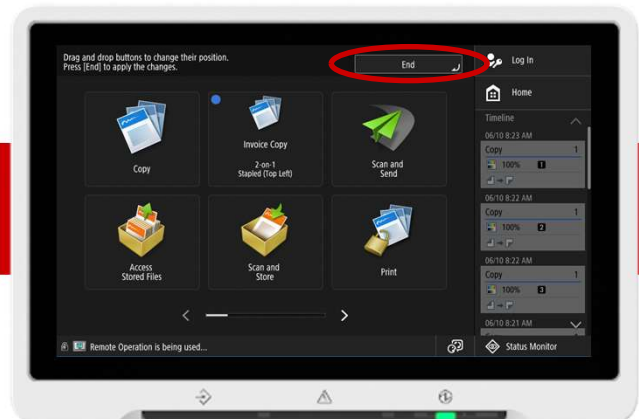
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To move the button to a more convenient location on the screen, long press and select [Move Button]



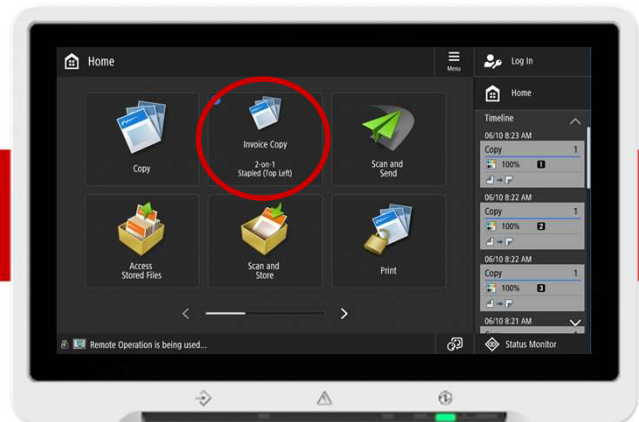
14

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



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



Note:

Supported Models: All Third Generation Third Edition Models