

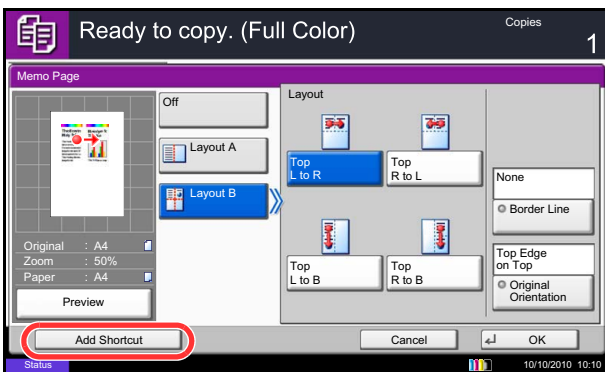
Registering Shortcuts (Copy, Send, and Document Box Settings)

Add shortcuts in the Quick Setup screen for easy access to the frequently used functions. A function name linked to a registered shortcut can be changed as necessary. You can register up to 6 shortcuts for copying functions, sending functions, and functions set for document box.

Adding Shortcuts

Shortcut registration is performed in the setup screen of each function. Shortcuts can be registered for all functions in which [Add Shortcut] appears on the screen.

Use the procedure below to register a shortcut.



- 1 After making the desired settings in the setup screen of each function, press [Add Shortcut].

- 2 Press the keys corresponding to the shortcut number (01 to 06) to register.

NOTE: If you select a shortcut number already registered, the currently registered shortcut can be replaced with a new one.

- 3 Enter the shortcut name and press [Save] to add the shortcut.

Editing and Deleting Shortcuts

Follow the steps shown below to change a shortcut number/name or delete a shortcut.

- 1 In the setup screen of each function, press [Add Shortcut] in the bottom of the screen.
- 2 Press [Edit] and press the keys corresponding to the shortcut number (01 to 06) to change or delete.
- 3 To edit a shortcut, press [Change] to change the shortcut button number and name and press [OK] and then [Save]. Choose [Yes] in the confirmation screen to change the shortcut.

To delete the shortcut, press [Delete this Shortcut]. Choose [Yes] in the confirmation screen to delete the shortcut.