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How to Use the [Home] Screen

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How do I use the [Home] screen?

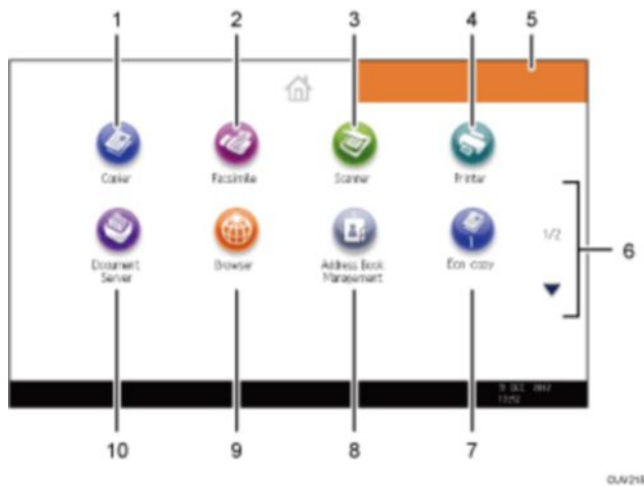
Note: Screenshots are provided for reference purpose only. Your display may vary depending on the device you are using.

How to Use the [Home] Screen

The icons of each function are displayed on the **[Home]** screen.

You can add shortcuts to frequently used programs or Web pages to the **[Home]** screen. The icons of added shortcuts appear on the **[Home]** screen. The programs or Web pages can be recalled easily by pressing the shortcut icons.

To display the **[Home]** screen, press the **[Home]** key.



1. [Copier]

Press to make copies.

2. [Facsimile]

Press to send or receive faxes.

3. [Scanner]

Press to scan originals and save images as files.

4. [Printer]

Press to make settings for using the device as a printer.

5. Home screen image

You can display an image on the **[Home]** screen, such as a corporate logo. To change the image, click the following link: [How to change the display Image on the device Home Screen](#).

6. ▲/▼

Press to switch pages when the icons are not displayed on one page.

7. Shortcut icon

You can add shortcuts to programs or Web pages to the **[Home]** screen. For details about how to register shortcuts, see "[Adding Icons to the \[Home\] Screen](#)". The program number appears on the bottom of the shortcut icon.

8. [Address Book Management]

Press to display the Address Book.

9. [Browser]

Press to display Web pages.

10. [Document Server]

Press to store or print documents on the device's hard disk.


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Adding Icons to the [Home] Screen

You can add shortcuts to programs stored in copier, facsimile, or scanner mode, or Web pages registered in Favorites using the browser function.

You can also review icons of functions and embedded software applications that you deleted from the **[Home]** screen.

Note

- Shortcuts to programs stored in Document Server mode cannot be registered to the **[Home]** screen.
- Shortcut names of up to 32 characters can be displayed in a standard screen. If the name of the shortcut is longer than 32 characters, the 32nd character is replaced with "...". Only 30 characters can be displayed in a simple screen. If the name of the shortcut is longer than 30 characters, the 30th character is replaced with "...".
- For details about how to make a program, see [Registering Functions in a Program](#).
- Press the **[Browser]** icon on the **[Home]** screen to enter the URL, and then press **[Favorites]**  Favorites to register the displayed web page.
- Shortcuts to Web pages that are registered to Common Favorites can be registered to the **[Home]** screen. When user authentication is enabled, shortcuts to Web pages that are registered to Favorites by User can also be registered to a user's **[Home]** screen.
- You can register shortcuts to programs stored in copier, facsimile, or scanner mode to the **[Home]** screen by pressing the **[Program]** key. Once you have registered a shortcut, you can recall the program with just one touch.
- You can register up to 72 function and shortcut icons. Delete unused icons if the limit is reached.
- You can change the position of icons.

From Web Image Monitor

From Using the User Tools

Important

- When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10".
- Web Image Monitor supports screen reader software. We recommend JAWS 7.0 or a later version.

1. Start your Web browser.

Recommended Web browser are Internet Explorer 6.0 or higher, Firefox 2.0 or higher and Safari 3.0 or higher.

2. Enter "http://(device's IP address or host name)/" in your Web browser's URL bar.

Top Page of Web Image Monitor appears.

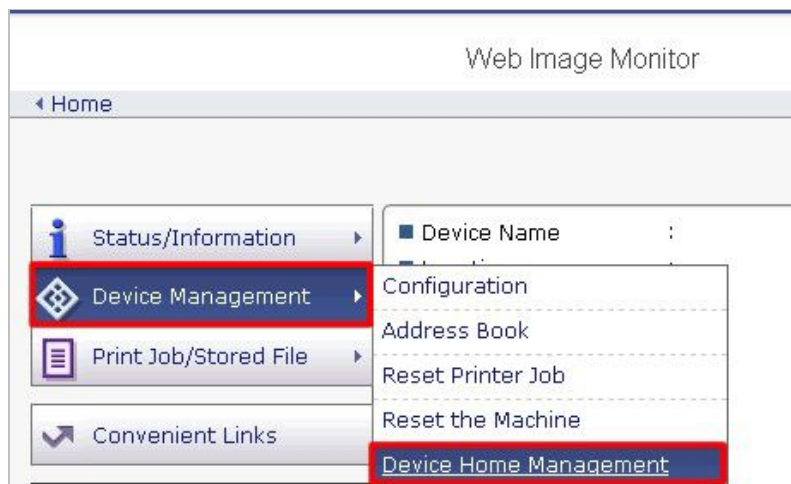
If the device's host name has been registered on the DNS or WINS server, you can enter it.

When setting SSL, a protocol for encrypted communication, under environment which server authentication is issued, enter "https://(device's IP address or host name)/".

3. Log in to Web Image Monitor as an administrator.



4. Point to **[Device Management]**, and then click **[Device Home Management]**.



5. Click **[Edit Icons]**.
6. Point to **[+Icon can be added.]** of the position that you want to add, and then click **[+Add]**.
7. Select the function or shortcut icon you want to add.
8. Click **[OK]** four times.

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From Using the User Tools

Depending on the functions, the number of programs that can be registered is different.

- Copier: 25 programs
- Document Server: 25 programs
- Facsimile: 100 programs
- Scanner: 25 programs

The following settings can be registered to programs:

Copier:

Color mode, original type, density, Special Original, paper tray, Store File (except for User Name, File Name, and Password), Auto Reduce / Enlarge, Create Margin, Finishing, Cover/Slip Sheet, Edit / Color, Dup./Combine/Series, Reduce / Enlarge, number of copies

Document Server (on the initial document print screen):

2 Sided Copy Top to Top, 2 Sided Copy Top to Bottom, Booklet, Magazine, Finishing, Cover/Slip Sheet (except for Main Sheet Tray in Designate / Chapter), Edit / Stamp, number of prints


Facsimile:

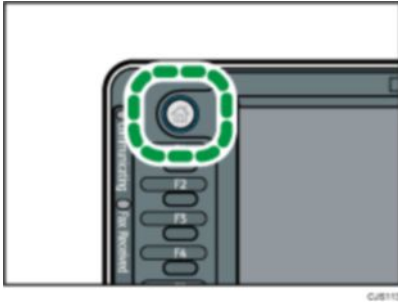
Scan Settings, density, Original Feed Type, File Type, Store File (except for User Name, File Name, and Password), Preview, transmission type, destinations (except for folder destinations), Select Line, Adv.Features, memory transmission/immediate transmission, Communi. Result Rep., TX Mode (except for Subject)

Scanner:

Scan Settings, density, Original Feed Type, Send File Type / Name (except for Security Settings and Start No.), Store File (except for User Name, File Name, and Password), Preview, Destinations selected from the Address Book, Text, Subject, Security, Receipt Notice

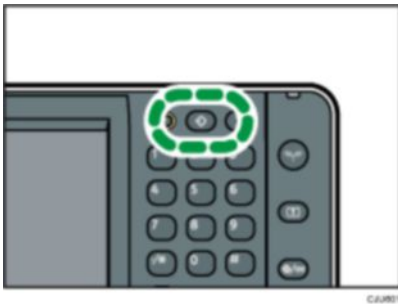
This section explains how to register functions in a program using copier function as an example.

1. Press the **[Home]** key on the top left of the control panel, and press the **[Copier]** icon () on the **[Home]** screen.



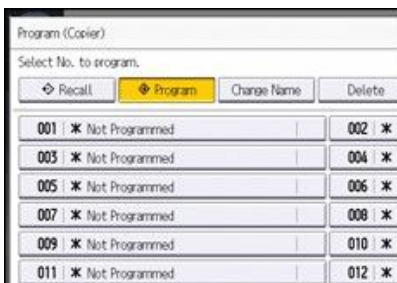
2. Edit the copy settings so all functions you want to store in a program are selected.

3. Press the **[Program]** key.



4. Press **[Program]**.

5. Press the program number you want to register.



6. Enter the program name.


7. Press **[OK]**.

8. Press **[Exit]**.

Note

- The number of characters you can enter for a program name varies depending on the

functions as follows:

- Copier: 34 characters
- Document Server: 34 characters
- Facsimile: 20 characters
- Scanner: 34 characters
- When a specified program is registered as the default, its values become the default settings, which are displayed without pressing the **[Program]** key, when modes are cleared or reset, and after the device is turned on.
- When the paper tray you specified in a program is empty and if there is more than one paper tray with the same size paper in it, the paper tray prioritized under **[Paper Tray Priority: Copier]** or **[Paper Tray Priority: Facsimile]** in the **[Tray Paper Settings]** tab will be selected first.
- Destinations that are registered in the device's Address Book can be registered to a program of the scanner mode.
- Destinations can be registered to a program of the scanner mode only when **[Include Destinations]** is selected for **[Program Setting for Destinations]** in **[Scanner Features]**.
- Folder destinations that have protection codes cannot be registered to a program of the scanner mode.
- Programs are not deleted by turning the power off or by pressing the **[Reset]** key unless the program is deleted or overwritten.
- Program numbers with  next to them already have settings made for them.
- Programs can be registered to the **[Home]** screen, and can be recalled easily. Shortcuts to programs stored in Document Server mode cannot be registered to the **[Home]** screen.

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