

Verifying Settings for the Cassettes and MP Tray

Status/Job Cancel
▲ or ▼
<i>Status Menu</i> Enter
▲ or ▼
<i>Paper Input</i> Enter

- 1** Access *Paper Input*.
If you are unsure how to use this route map refer to *Accessing Menu Items on page vii*.
- 2** Verify the paper size and type settings currently selected for cassette 1. You can also switch the screen to display the settings for cassette 2 and the MP tray by pressing ▲ or ▼.
- 3** Once you have completed verifying the settings, press **Enter**. The display returns to the *Status Menu* screen.

Printing Reports

The following shows the reports that are available for printing.

Report Name	Description
<i>Menu Map</i>	The machine prints a full list of the menu selection system. Note that menus shown in the list may vary depending on the optional units installed in the machine.
<i>Status Page</i>	You can check the machine's current status, including available memory space and option settings by printing a status page.
<i>Font List</i>	To help you decide in selecting a font, you can print out lists of the internal fonts or the optional fonts including downloaded fonts.

Procedure to Print Reports

System Menu/ Counter
▲ or ▼
<i>Report</i> Enter
▲ or ▼
<i>Report Print</i> Enter

- 1** Access *Report Print*.
If you are unsure how to use this route map refer to *Accessing Menu Items on page vii*.
- 2** Press ▲ or ▼ to select the report that you want to print out and press **Enter**. *Are you sure?* is displayed.
- 3** Press left **Select**.
- 4** *Accepted* is displayed and printing of the report will begin. After the report is printed, the display returns to the *Report Print* screen.

Result Report Setting

The result report can be printed out for checking whether a transmission was accomplished correctly or not.

- Off - The report is not printed.
- On - The report is printed.
- On(Conditions) - When error occurs, the report is printed.

System Menu/ Counter
▲ or ▼
<i>Report</i> Enter
▲ or ▼
<i>Result Rep Set</i> Enter
▲ or ▼
<i>Send Result</i> Enter

- 1** Access *Send Result*.
If you are unsure how to use this route map refer to *Accessing Menu Items on page vii*.
- 2** Press ▲ or ▼ to select required result report and press **Enter**.
The display shows *Completed* and returns to the *Report* screen.

Verifying Total Number of Prints and Scans

System Menu/ Counter
▲ or ▼
<i>Counter</i> Enter

- 1** Access *Counter*.
If you are unsure how to use this route map refer to *Accessing Menu Items on page vii*.
- 2** To check the total number of print made, press ▲ or ▼ to select *Printed Pages* and press **Enter**.
To check the total number of scans made, press ▲ or ▼ to select *Scanned Pages* and press **Enter**. The corresponding Total Counter screen is displayed.
- 3** When ▲ or ▼ is pressed, it is possible to change between the functions of the counter as shown below:

Item	Function
Printed Pages	Copier, FAX (option), Printer, Total
Scanned Pages	Copier, Other, Total

- 4** When you have verified the counter, press **Enter**. The *Counter* screen is displayed.