CUSTOMIZING THE HOME SCREEN

Overview

In the home screen, you can add function keys you will frequently use. You can also change key names or delete unnecessary keys.

Customizing the home screen makes the machine easier to use.
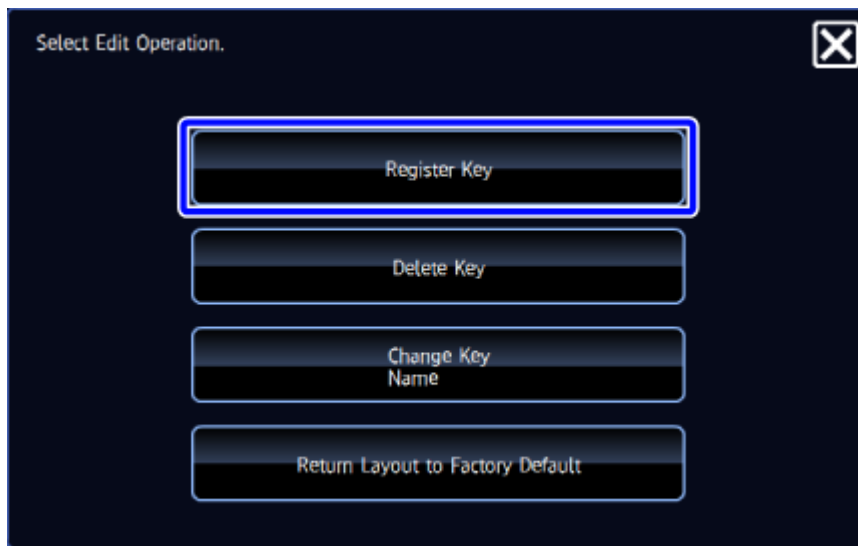
Operation

Adding a key

1. ① **Tap the [Edit Home] key on the action panel**

   If user authentication is not provided, enter the Administrator Password.
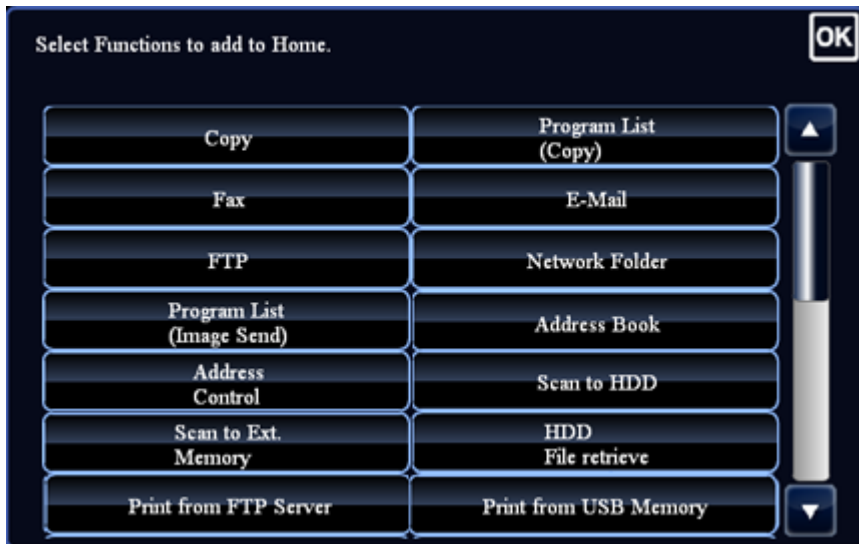
2. ② **Tap the [Register Key] key**

3. ③ **Tap a function you want to add**

   The selected key is displayed in the home screen.

Deleting a shortcut key

1.
   Tap the [Edit Home] key on the action panel

   If user authentication is not provided, enter the Administrator Password.

2.
   Tap the [Delete Key] key

3.

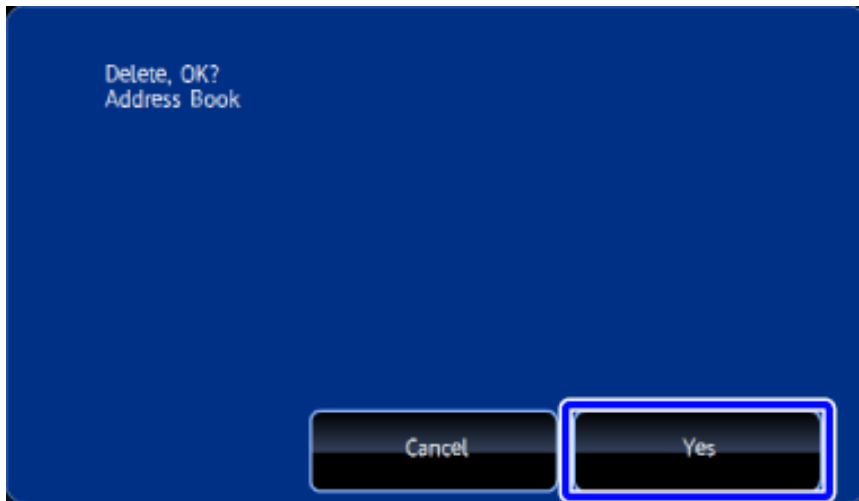**Switch the displayed contents and tap the key you want to delete**

A confirmation screen appears.

4. ④

Tap the [Yes] key

The selected key is deleted from the home screen.
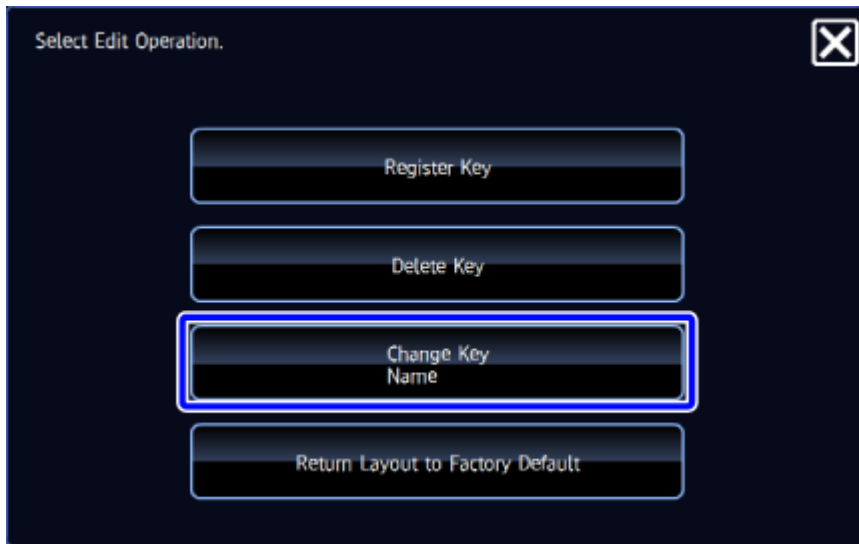

Changing a key name

1. ①

Tap the [Edit Home] key on the action panel

If user authentication is not provided, enter the Administrator Password.

2. ②

Tap the [Change Key Name] key

3. **3**

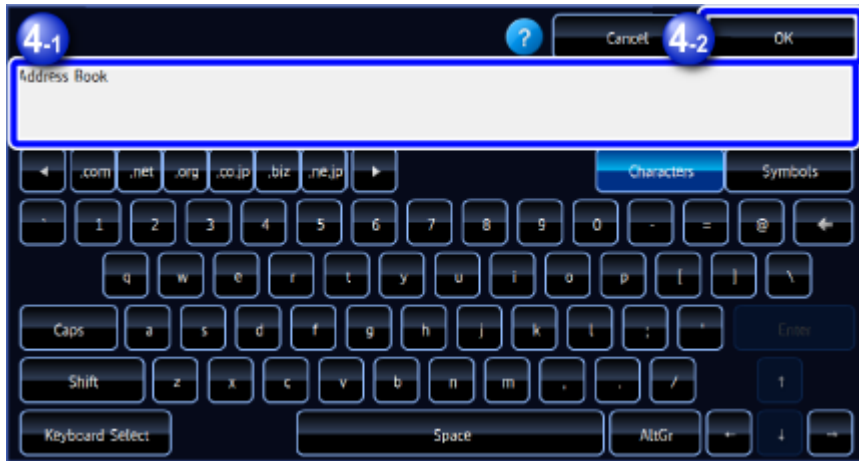**Tap the key you want to change the name**

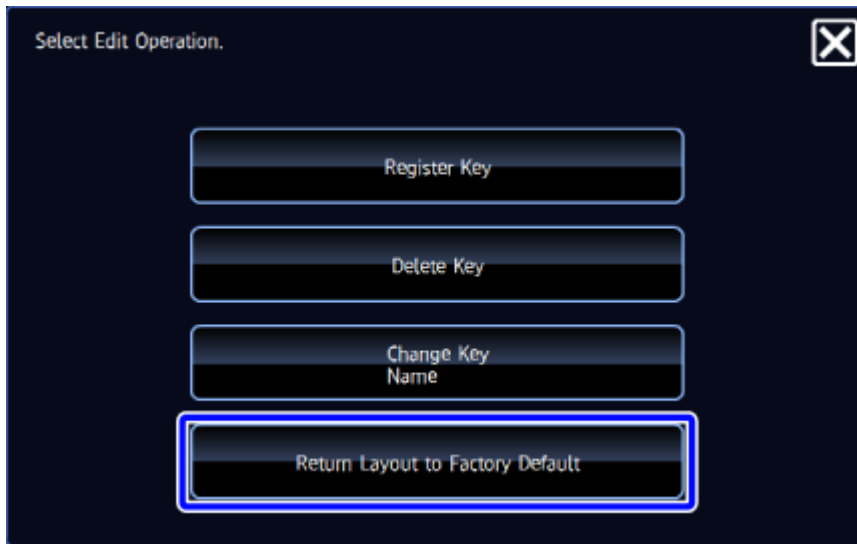The soft keyboard is displayed.

4. **4**

Enter a new name and then tap the [OK] key

The name of the selected key is changed.

Resetting the key status to the factory default setting

1.

Tap the **[Edit Home]** key on the action panel

If user authentication is not provided, enter the Administrator Password.

2.

Tap the **[Return Layout to Factory Default]** key

The key status is reset to the factory default setting.

Changing an MFP display pattern

1.

Tap [MFP Display Pattern Setting] on the action panel

If user authentication is not provided, enter the Administrator Password.

2.

Tap a display pattern to be changed

This changes the display pattern of the touch panel.

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