# 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



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

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



Select Edit Operati	ion.	X
	Register Key	
	Delete Key	
	Change Key Name	
	Return Layout to Factory Default	
3. 3		

#### Tap a function you want to add

The selected key is displayed in the home screen.

Select Functions to add to Home.		ок
Сору	Program List (Copy)	
Fax	E-Mail	
FTP	Network Folder	
Program List (Image Send)	Address Book	
Address Control	Scan to HDD	
Sean to Ext. Memory	HDD File retrieve	
Print from FTP Server	Print from USB Memory	•

## Deleting a shortcut key



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

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



#### Tap the [Delete Key] key

Select Edit Opera	tion.	X
	Register Key	
	Delete Key	
	Change Key Name	Ĵ
	Return Layout to Factory Default	]
3		

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

A confirmation screen appears.



4.

#### Tap the [Yes] key

The selected key is deleted from the home screen.

Delete, OK? Address Book		
	Cancel	Yes

## Changing a key name

1.

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

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



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#### Tap the [Change Key Name] key

Select Edit Operat	tion.	X
	Register Key	
	Delete Key	
	Change Key Name	
	Return Layout to Factory Default	

3. 🗿

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

The soft keyboard is displayed.



4.

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

The name of the selected key is changed.

4.1 Cancel 4.2 OK
fiddress Book
com .net .org .co.jp .biz .ne.jp > Characters Symbols
Shift z x c v b n m / 1
Keyboard Select Space AltGr ++ +

## 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.

Select Edit Operation.	$\mathbf{X}$
Register Key	
Delete Key	
Change Key Name	
Return Layout to Factory Default	

## Changing an MFP display pattern

### 1.

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#### Tap [MFP Display Pattern Setting] on the action panel

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



#### Tap a display pattern to be changed

This changes the display pattern of the touch panel.

MF	P Display Pattern Setting	×
	Pattern 1	
	Pattern 2	
	Pattern 3	
	Pattern 4	ľ
	Pattern 5	

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