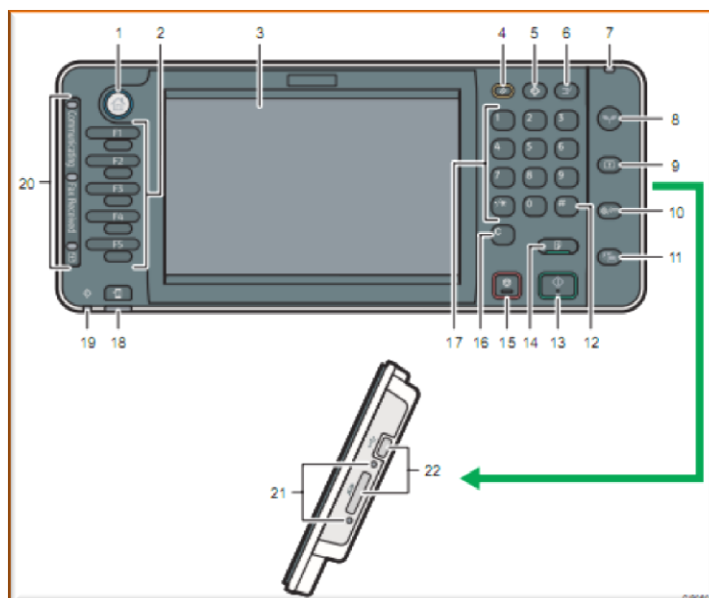


Guide to Functions of Control Panel

The illustration below shows the Control Panel of the machine with the options fully installed. The table explains each of these components.



The numbers in the column on the left correspond with the numbers in the illustration. When a number appears twice, it means there are two functions available with the same number.

Component	Function
1 Home Key	To return to the Home Screen, press this key. This area contains icons that allow you to access the Copier, Scanner, Printer, Document Server, and Paper Cut functions.
2 Function Keys	These are the keys that appear along the left side of the Control Panel. The function keys are not defined when they are shipped from the factory. For Siena, the keys have been defined as Copy, Document Server, Printer, and Scanner.
3 Display Panel	This panel displays keys for each function, operation status, or message. This is a touch panel. Just press each of the keys to specify the function that is to be performed.
4 Reset Key	Press this key to clear previously set functions. It is a good idea to press this key each time you finish the copy or scan process.
5 Program Key	This key can be pressed to register frequently used settings or to recall registered settings. This feature has been disabled on the Siena machines.
6 Interrupt Key	This key is used to interrupt a job so that another job can be processed. When the key is pressed the second time, the previous job will continue processing.
7 Main Power Indicator	This indicator will activate when the Main Power Switch is turned on.
8 Energy Saver Key	Press this key to switch from Low Power Mode or Sleep Mode. When the machine is in Low Power Mode the Energy Key is lit. When the machine is in Sleep Mode, the Energy Key flashes slowly.

Component	Function
9 Login/Logout Key	To log into the machine or to logout of the machine, press this key. If the machine has been setup for you to scan your ID card, you won't need to login. However, you should logout when you have finished copying your documents. NOTE: There is a login/logout screen on the Control Panel. Just press this screen to log into the machine or scan your ID card to login.
10 User Tools	These tools can be used to change the default settings to meet your requirements.
10 Counter Key	This feature provides a count of all the copies that have been made on the machine. They are broken down by color and black and white.
11 Simple Screen Key	This screen provides a larger view of the keys on the Display Panel. Many of the functions, such as stapling, are not available on this screen. This feature will stay active until the button is pressed a second time.
12 # Key/Enter Key	Press this key to verify the values that are entered or the items specified. A message should appear at the top of the Display Panel indicating that the #Key needs to be pressed.
13 Start Key	To complete the copy process, press this key. This is the green key on the bottom right side of the Control Panel.
14 Sample Copy Key	This key allows you to make a single copy to check for print quality before you make multiple copies.
15 Stop Key	Press this key to stop a job in progress when copying, scanning, or printing. This is the red key on the bottom right side of the Control Panel.
16 Clear Key	To clear the number of copies entered for a particular job, press this key.
17 Number Keys	These keys are used to enter the number of copies or numbers for a selected function.
18 Check Status Key	Use this key to check the current jobs that are in process. You can also check the system status and operation status for the machine.
19 Data In Indicator	This light flashes when the machine is receiving print jobs from the computer.
20 Communicating Indicator	This light indicates that data is being transmitted. It flashes continuously during the transmission and reception of the data.
20 Fax Received Indicator	Since Siena does not have fax capability on these machines, this item is not pertinent.
20 Confidential File Indicator	This light blinks continuously when personal data is being received. It also blinks when a Memory Lock file is being received.
21 Media Access Lamp	When a removable memory device is inserted in the machine, this lamp will light up.
22 Media Slots	These slots are used to insert a USB flash memory stick or a SD card. PDF, TIFF, and JPEG files can be printed from these two devices. These slots appear on the right side of the Control Panel.