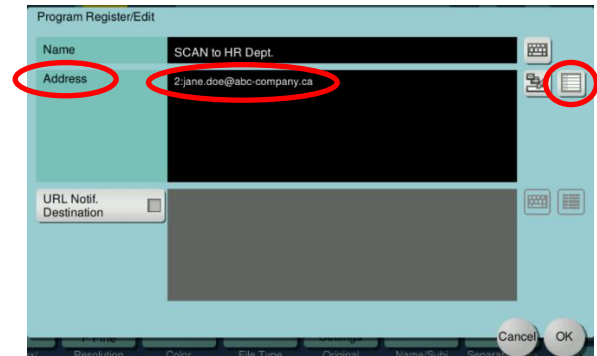


Setting up Programs (on Classic Style Screen) on bizhub iSeries devices

STEP 1: Create the Saved Program (*Note only available on the Classic Style screen)

1. On the COPY or SCAN/FAX screens, set up the features and functionality you wish to store/save.
2. Select the **Program** icon in top left corner of the COPY or SCAN/FAX screen.
3. Select a **NOT REGISTERED** location.
4. Select **REGISTER**.
5. For COPY programs type in the name on the keyboard, then select **OK**. For SCAN/FAX programs, select the name box and type in a program name, then select **OK**. (*Note: Name may need to be abbreviated).



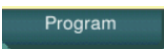
6. **Scan Program**: If you wish to save a specific scan location(s), enter it in the **ADDRESS** box (either by direct input or by selecting location from the saved address list box on the far right).
7. Select **OK** (possibly twice, depending on what screen you are on).
8. Select **CLOSE**.
9. Select **RESET**.

***NOTE:** You can **Edit** Copy and Scan/Fax program names. You can **Overwrite** Copy Programs with changes. Scan/Fax programs would have to be deleted and redone.

Setting up Programs (on Classic Style Screen) on bizhub iSeries devices

STEP 2: USING SAVED PROGRAMS

SELECT PROGRAMS FROM THE COPY OR SCAN/FAX SCREENS

1. From the HOME (Main Menu) select either the COPY or SCAN/FAX screen, select the  icon (top left corner of the screen).
2. Place originals in the document feeder.
3. Select the saved program you wish to use.
4. Select **RECALL**.
5. Change / select any other features / functions you require (eg. if copy program, # of copies).
6. Select **START**.

