

# Always from your point of view

## Usability & Accessibility Guide



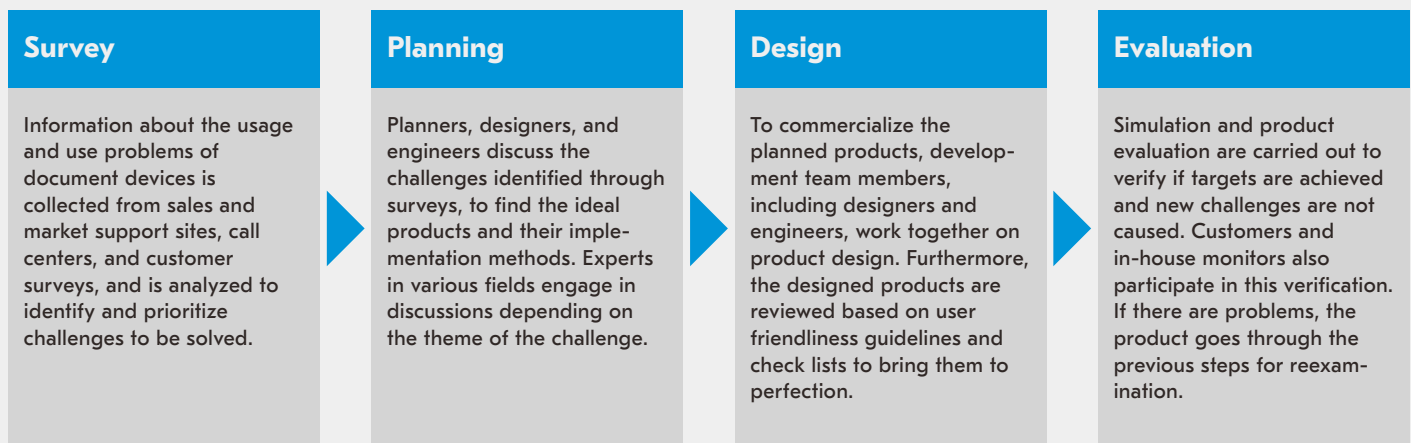
# Always from your point of view

## User-centered design

We wish to contribute to the business of customers by offering user-friendly document devices and services to as many people as possible.

We develop products based on the user-centered design process in order to deeply understand each customer and offer better products and services. This process consists of survey, planning, design, and evaluation. The repetition of this process allows us to identify challenges, including slight dissatisfaction that customers feel and concerns that customers have not noticed yet. This is a product development approach that implements improvements from various perspectives.

Through this activity, we promote the development of products that meet the needs of more customers.



This document presents various accessibility examples of our product. Features with special attention to vision, hearing, physical function, and recognition are indicated by the following icons.

### Vision



Indicated with this icon are features with special attention to users under various visual conditions, including myopia, hyperopia, color amblyopia, amblyopia, and blindness.

### Hearing



Indicated with this icon are features with special attention to users with hearing difficulty or hearing loss.

### Physical function



Indicated with this icon are features with special attention to users of different body sizes, users with upper or lower limb disorders, and users with muscle weakness.

### Recognition



Indicated with this icon are features with special attention to users who are not familiar with the operation of devices or users who have difficulty in multiple operations or literacy.

Our product does not provide accessibility to all people. Only the features with special attention to the users explained above are indicated by these icons. We will continue to make improvements to serve the convenience of more users.

# Operation panel

## Large touch screen



Fonts and icons are displayed in large size on the large full-color touch screen. Furthermore, the finished quality and image of scanned document data and the image of saved print data can be previewed. Checking before printing ensures accurate operation.



## Scalable view



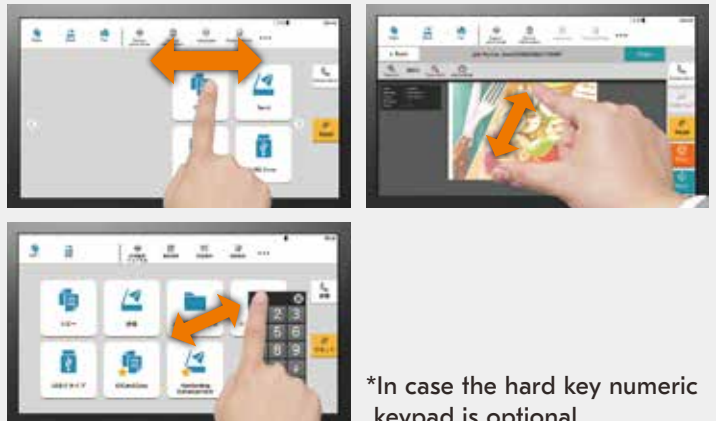
The setting screen has a simple configuration with large fonts and buttons. Most setting operations can be carried out using the hard key numeric keypad only, so even users who are not familiar with the touch panel can operate the MFP easily. The heights of important letters are set to 4.8 mm or more.



## Intuitive & tablet-like operability



Users can flick on the home screen, pinch on the preview screen, and display the soft key numeric keypad when necessary, just like when intuitively operating a smartphone or tablet device.



\*In case the hard key numeric keypad is optional.

## Tilttable operation panel



The operation panel is adjustable to an easily viewable angle. Users in wheelchairs and short-statured users can operate it at an optimal angle. This feature can reduce the glare of fluorescent light in the installation environment.



## Mobile accessibility



Users can use smartphone or tablet device to control the MFP. Remote operation and without using the operation panel of the MFP can offer greater control flexibility.



## Remote device setting



With the embedded server, the administrator can remotely track paper and toner levels and the status of optional equipment installed.

The embedded server also configures device settings, monitors jobs, and manages document boxes and address books.



## Easy-to-read operation panel



The operation panel has a high contrast between the black background and the white letters in order to highlight letters.



## Embossed marks



The Start key, the Stop key, and the "5" key on the numeric keypad have an embossed dot or bar mark to allow tactile recognition.

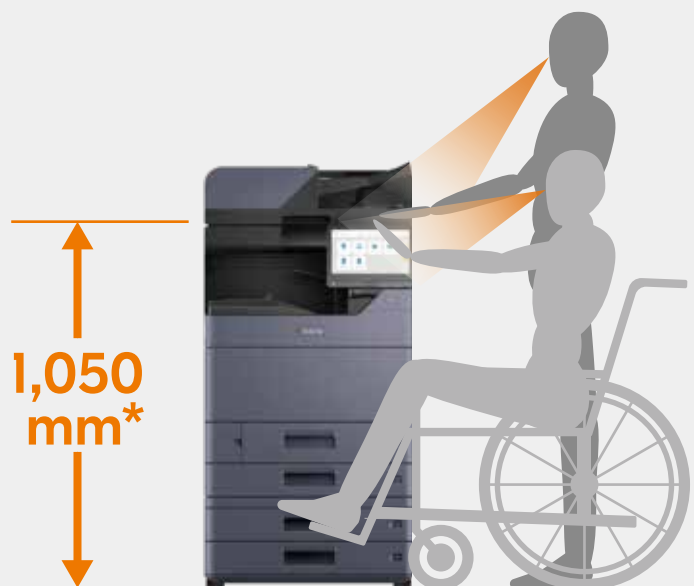


## Wide visibility operation panel



The operation panel is placed in a position easily viewable and usable for users in wheelchairs and short-statured users.

\*TASKalfa 7054ci / 6054ci / 5054ci / 4054ci / 3554ci / 2554ci / 7004i / 6004i / 5004i / 4004i / 6053ci / 5053ci / 4053ci / 3553ci / 3253ci / 2553ci / 6003i / 5003i / 4003i



# Automatic reset time change



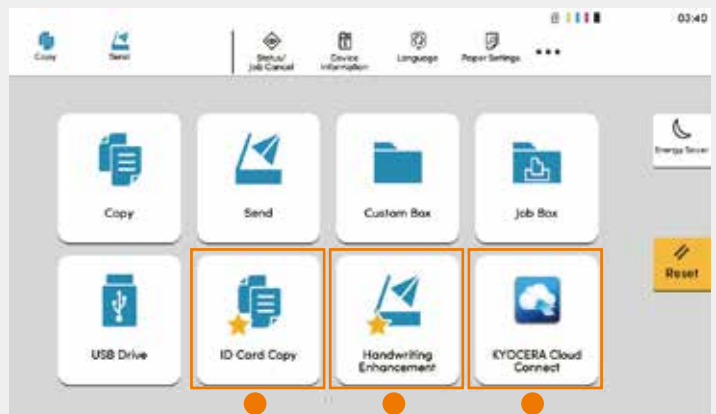
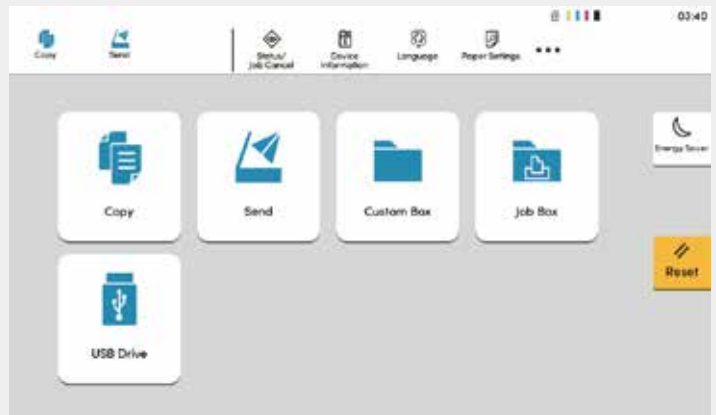
Users can change the automatic reset time and deactivate the automatic reset function. These features help users to operate the MFP slowly.



# Optional shortcuts



Users can register shortcuts of frequently used functions and addresses to display them on the home screen. Users also can add business application icons on the screen.

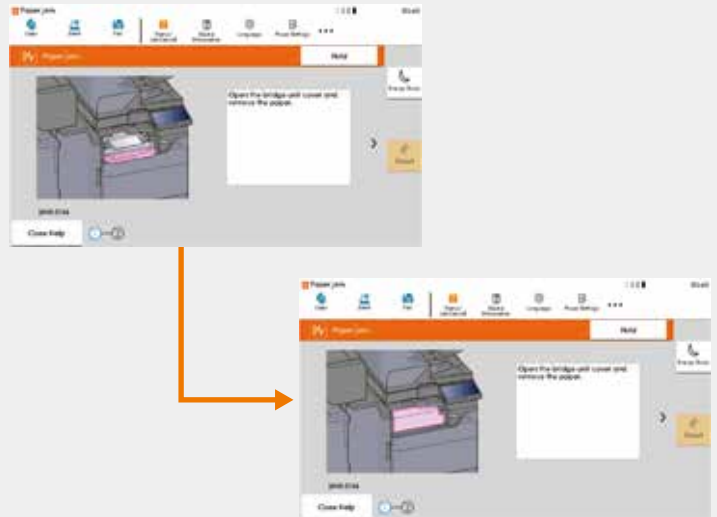


**Shortcut**  
**Business application**

## Animated operation guidance



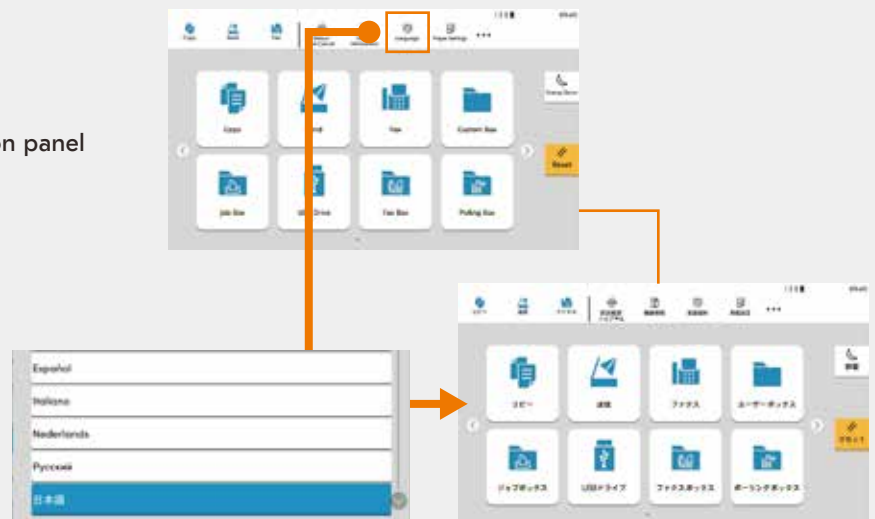
Users do not need to memorize the procedures for clearing paper jams and replacing consumable items (toner and paper). The animated guidance is displayed on the operation panel, so users can follow the guidance to carry out each operation smoothly.



## Multi language support



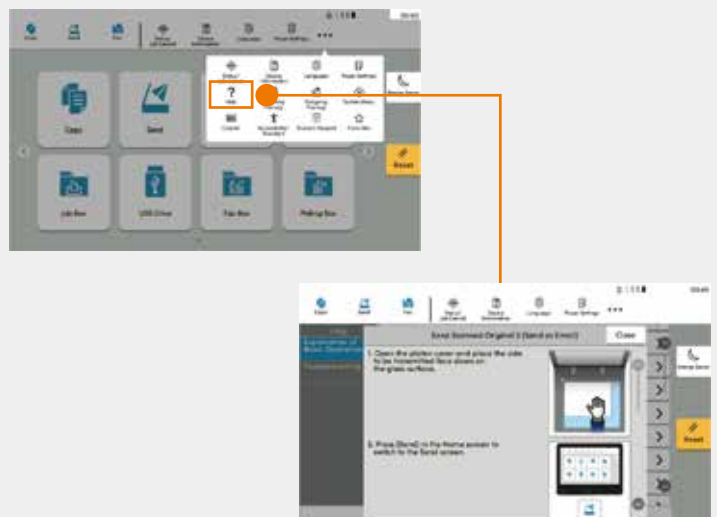
Users can change the language for the operation panel anytime.



## Help screen



Help guidance for device operation makes the navigation easy to follow.



# Paper drawer

## Smooth sliding



Users can open and close the paper drawer with just a slight force. Furthermore, the semi-auto-closing paper drawer does not need to be pushed to the end. The paper guide can be adjusted with a slight force by one hand.



## Easy-access handle



An easy-access handle is adopted for the paper drawer for handling with either an overhand grip or underhand grip. Users can carry out paper replacement from a posture that allows easy operation.



## Automatic paper size detection



The paper size is automatically detected according to the paper guide. This prevents setting errors.





# Toner container

## Toner locking system



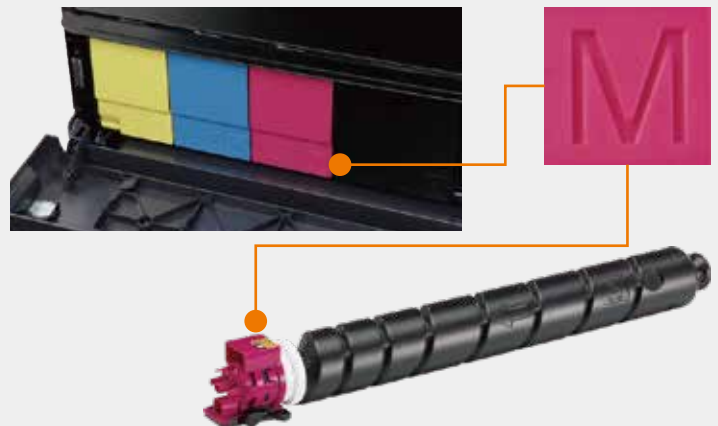
When a toner becomes empty, only the toner container cover automatically opens. This allows accurate and easy replacement of the toner container.



## Color name code indication



To distinguish toner colors, the color codes are attached to each container and insertion slot.



## Easy-to-operate toner insertion position



The toner containers are located in a position to facilitate easy replacement.



# Document processor

## Wide visibility document size indicator



The document size indicator is filled so that a user in a wheelchair can set documents easily.



## LED for document processor status



The document processor is equipped with an LED lamp to check the operating conditions.



## Highly visible document output tray



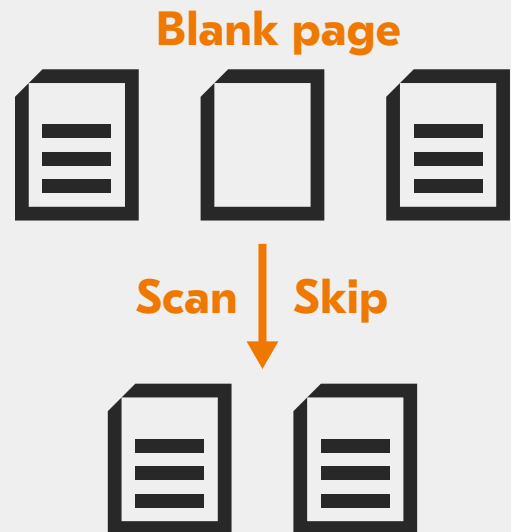
The document output tray is colored black. This highlights the contrast with the documents, increasing the visibility of ejected documents. Furthermore, the tray is shaped so that documents can be removed easily.



## Blank page skip



If blank pages are included in documents, they are automatically skipped for scanning. This function eliminates the need to delete blank pages after scanning.



## Output tray

### Highly visible paper output tray



The paper output tray is colored black. This highlights the contrast with the papers, increasing the visibility of papers. Furthermore, the tray is shaped so that papers can be removed easily.



# Other operation areas

## Distinguishable color arrangement



Not only the operation panel, but also the other operation areas, the labels, etc. are color-coded so that the user can easily distinguish these from the surrounding areas.



## Marked operation parts



The operation parts are color-coded and marked with alphabetical symbols to enhance their visibility.



# Notification light & sound

## LED for device status



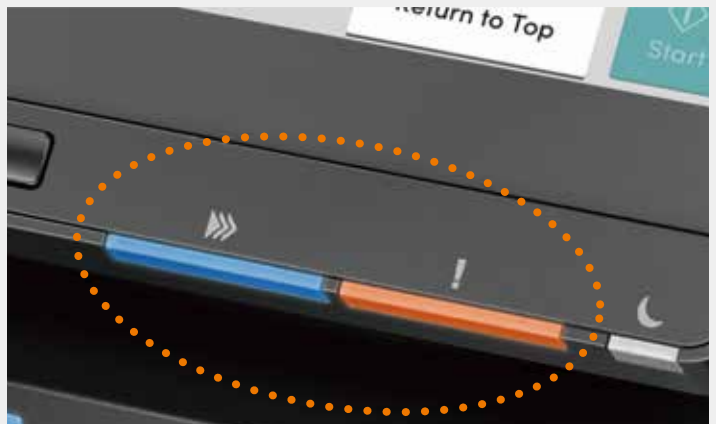
An LED notification lamp is equipped with a MFP that allows the user to visually check the operating conditions away from the MFP. This lamp helps users with hearing difficulties to recognize the "paper empty" and other problems.



## Easy-to see notifications



The color of the LED lamp is designed in consideration of different color visions.

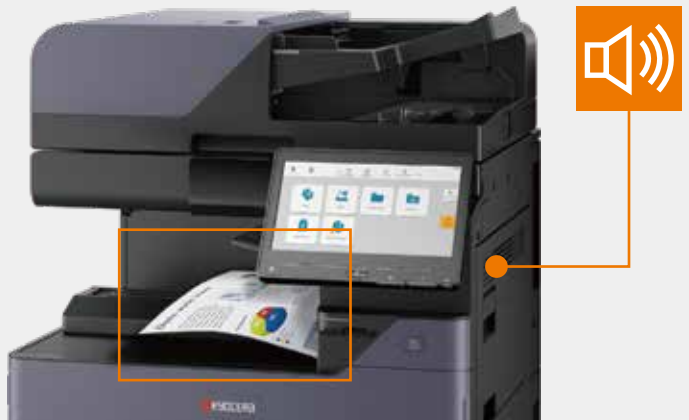


## Easy-to hear notifications



The notification sound patterns are adopted so that elders and visually impaired users can also check if the MFP is operating normally.

JBMS-71:2017 Guidelines for Elderly Persons and Persons with Disabilities — Office Equipment — Auditory Signals:  
Standard for auditory signals specified by the Japan Business Machine and Information System Industries Association (JBMA) (partially compliant)



## Sound volume adjustment



The notification sound levels are adjustable to the operating environment and the user's condition.



## Other optional features

### IC card authentication



An IC card can be used for management when using MFPs without entering the user name and password. This also allows users who are not familiar with the use of the operation panel to conduct authentication easily.



### Document tray



The document tray can be used as a work table for organizing documents and print-outs and as a space for placing documents on temporarily.



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