

## Changing the Default Settings for Functions

The default settings are the settings that are displayed whenever you turn ON the machine, or when you select <Reset>. If you change these default settings to match the operations that you perform frequently, you can eliminate the need to specify the same settings every time you perform an action.


### ■ Copy

For information about changeable setting items, see [▶<Change Default Settings \(Copy\)>](#).

<Menu> ▶ <Function Settings> ▶ <Copy> ▶ <Change Default Settings (Copy)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 

### ■ FAX

For information about changeable setting items, see [▶<Fax Settings>](#).

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <Change Default Settings (Fax)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 


### ■ Memory Media Print

For information about changeable setting items, see [▶<Access Stored Files Settings>](#).

<Menu> ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Access Stored Files Settings> ▶ <Change Default Settings (Memory Media Print)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 


### ■ USB Memory

For information about changeable setting items, see [▶<USB Memory Settings>](#).

<Menu> ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Scan and Store Settings> ▶ <USB Memory Settings> ▶ <Change Default Settings (USB Memory)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 


### ■ E-Mail

For information about changeable setting items, see [▶<E-Mail Settings>](#).

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Scan and Send Settings> ▶ <E-Mail Settings> ▶ <Change Default Settings (E-Mail)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 


## ■ I-Fax

For information about changeable setting items, see [▶<I-Fax Settings>](#).

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Scan and Send Settings> ▶ <I-Fax Settings> ▶ <Change Default Settings (I-Fax)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 

## ■ Shared Folder/FTP Server

For information about changeable setting items, see [▶<File Settings>](#).

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Scan and Send Settings> ▶ <File Settings> ▶ <Change Default Settings (File)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 

### NOTE

If you select <Initialize> on each setting screen, you can restore the default settings.

## LINKS

- [▶ Basic Copy Operations](#)
- [▶ Basic Operations for Sending Faxes](#)
- [▶ Printing from a USB Memory Device \(Memory Media Print\)](#)
- [▶ Basic Operations for Scanning Originals](#)