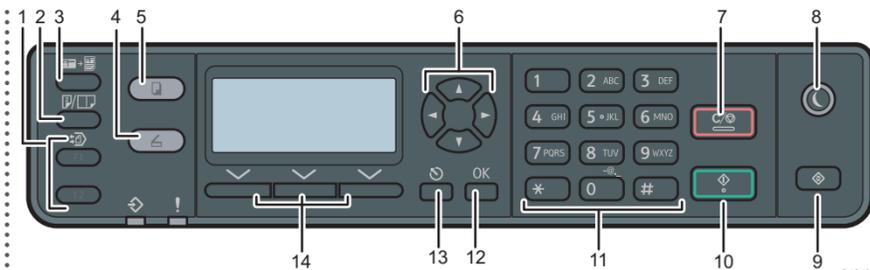




Read this manual carefully before you use the product and keep it handy for future reference. For safe and correct use, please be sure to read "Safety Information" before using the machine.



1. Short cut keys

Assign a frequently used setting to a key so you can access it with a single keystroke. For details, see "Assigning a Setting to the Short Cut Keys".

2. [Duplex/Combine] key

Press to make two-sided copies or combined copies. Some machines can only make combined copies.

3. [ID Card Copy] key

Press to enter ID card copy mode for the current job.

4. [Scanner] key

Press to switch to scanner mode. The key stays lit while the machine is in scanner mode.

5. [Copy] key

Press to switch to copier mode. The key stays lit while the machine is in copier mode.

6. Scroll keys

Press to move the cursor in the directions indicated by each scroll key. Pressing the [Left] [Right] keys while the machine is in standby mode will display the menu for configuring the settings of the machine's current operation mode (copier or scanner).

Pressing the [Up] [Down] keys allows you to scroll the screen and select items on the menus.

7. [Clear/Stop] key

Press to clear the current operation.

8. [Energy Saver] key

Press to turn the machine's energy saver on or off.

9. [User Tools] key

Press to display the menu for configuring the machine's system settings.

10. [Start] key

Press to start copying or scanning.

11. Number keys

Use to enter numerical values when specifying settings such as copy quantities or enter letters when specifying names.

12. [OK] key

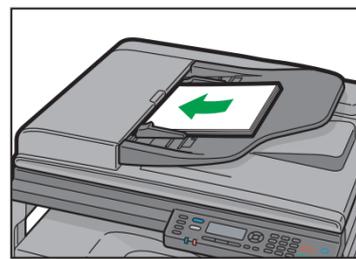
Press to confirm settings or enter the next level of the menu tree.

13. [Escape] key

Press to cancel the last operation or exit to the previous level of the menu tree.

14. Selection keys

- Auto Document Feeder (Face up)



2. If necessary, configure advanced photocopy settings.

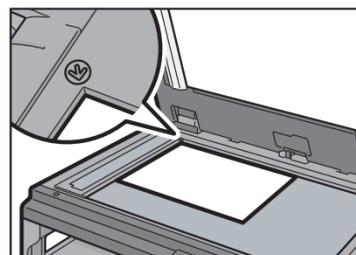
For details, see "Specifying the Scan Settings", Operating Instructions

1 Placing Originals

This section describes the procedure for placing originals on the exposure glass and in the ADF.

1 Place the originals.

- Exposure Glass (Face down)



2 Specifying the Paper Size

This section explains how to specify the paper size and paper type using the control panel. You can specify the size of the paper that is loaded in the paper tray.

❖ Specifying the Standard Paper Size

1 Press the [User Tools] key.

2 Select [System Settings].

3 Select [Tray Paper Settings], and then press the [OK] key.

4 Select the paper size setting for the desired tray, and then press the [OK] key.

5 Select the desired paper size, and then press the [OK] key.

6 Press the [User Tools] key to return to the initial screen.

❖ Specifying a Custom Paper Size

1 Press the [User Tools] key.

2 Select [System Settings].

3 Select [Tray Paper Settings], and then press the [OK] key.

4 Select the paper size setting for the desired tray, and then press the [OK] key.

5 Select [Custom Size], and then press the [OK] key.

6 Select [mm] or [inch], and then press the [OK] key.

7 Enter the width using number keys, and then press the [OK] key.

To enter a decimal point, press the [*] key.

8 Enter the length using number keys, and then press the [OK] key.

To enter a decimal point, press the [*] key.

9 Press the [User Tools] key to return to the initial screen.

4 Place the original back side down and top to the machine rear on the exposure glass, and then press the [Start] key again.

4 Scanning an ID Card

You can scan both sides of an ID card and transmit the scanned image to an e-mail address or a folder. This function requires the DDST unit.

★ Important

- This function is available only when the original is set on the exposure glass, not when it is set in the ADF.
- When using the ID Card Scan function, you must first register the destination in the Address Book using Web Image Monitor. For details, see "Registering Scan Destinations", Operating Instructions

1 Press the [Scanner] key.

2 Place the original front side down and top to the machine rear on the exposure glass.

3 Press [ID Scan].

4 Press the [Start] key.

3 Copying an ID Card

You can copy the front and back sides of an ID card or other small documents onto one side of a sheet of paper.

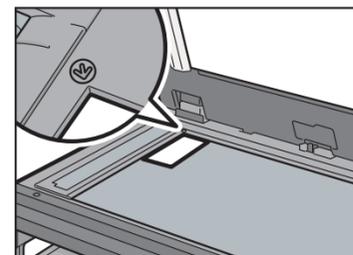
★ Important

- This function is available only when the original is set on the exposure glass, not when it is set in the ADF.
- To use this function, the paper size used for printing copies must be set to A4, A5, A6, Letter, or Half Letter.



1 Press the [ID Card Copy] key.

2 Place the original face down on the exposure glass. Align the original to the rear left corner.



3 Press the [Start] key.

5 Using Folder Print

Up to 3 documents can be stored on the machine. The stored documents can be accessed and printed with a single keystroke. This function is called "Folder Print".

For details about deleting documents, see "Storing Scanned Documents", Operating Instructions

❖ Storing Documents

1 Access the Copy settings and then press [Folder Print].

2 Select [Store].

3 Select an "Empty" document.

4 Press the [OK] key.

5 Press the [Start] key.

6 Enter a Name.

7 Press the [OK] key.

❖ Printing Documents

1 Access the Copy settings and then press [Folder Print].

2 Select [Print].

3 Select a document to print.

4 Press the [OK] key.

5 Press the [Start] key.



6 Making Copies

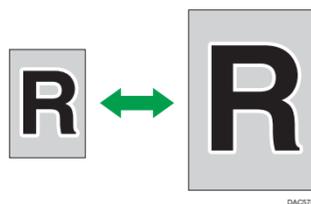
This section describes the basic procedure for making copies. Use paper and originals that are the same size. Specify a scaling ratio if the original is not the same size as the paper. For details, see "Specifying Reduce/Enlarge".

- 1 Press the **[Copy]** key.
- 2 Place the original on the exposure glass or in the ADF. To place the original, see "Placing Originals".
- 3 To make multiple copies, enter the number of copies using the number keys.
- 4 Press the **[Start]** key.

7 Specifying Reduce/Enlarge

There are two ways to set the scaling ratio.

❖ Preset ratio



- 1 Press the **[Copy]** key.
- 2 Press **[Scale]**.
- 3 Press **[Reduce]** or **[Enlarge]**. Press the **[▲]** or **[▼]** key to select the desired ratio.
- 4 Press the **[OK]** key.

❖ Custom ratio

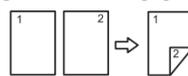


- 1 Press the **[Copy]** key.
- 2 Press **[Scale]**.
- 3 Press **[Zoom]**. Specify the desired ratio using the number keys.
- 4 Press the **[OK]** key.

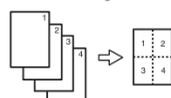
8 Copying Single-Sided Originals with 2-Sided and Combined Printing

This section explains how to combine and print a multiple pages (two or four pages) on one side or both sides of paper.

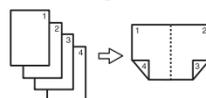
- **1S→2S (NoComb)**
Copies two 1-sided pages on one 2-sided page.



- **Combine 1S (2Orig)**
- **Combine 1S (4Orig)**
In this mode, a two or four-page original is combined and printed on one side of paper.



- **Comb 2S (2Orig)**
- **Comb 2S(4Orig)**
In this mode, a multiple-page original is combined and printed on both sides of paper.



- 1 Press the **[Duplex/Combine]** key.
- 2 Select the desired copy mode, and then press the **[OK]** key.
- 3 Select paper orientation and page order, and then press the **[OK]** key.
- 4 Press the **[Escape]** key.

9 Copying 2-Sided Originals with 2-Sided and Combined Printing

This section explains how to make 2-sided copies of 2-sided originals, or copy two original pages to one sheet, or copy four original pages to one sheet with two pages per side.

★ Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
- **2S→1S (NoCom)**
Copies one 2-sided original to two sheets (1-sided printing).
- **2S→1S Comb (2Orig)**
Copies one 2-sided original to one side of a sheet.
- **2S→1S Comb (4Orig)**
Copies two 2-sided originals to one side of a sheet.
- **2S→2S (NoCom)**
Makes 2-sided copies of 2-sided originals.
- **2S→2S Comb (2Orig)**
Copies both sides of one 2-sided original to one side of a sheet, and both sides of another 2-sided original to the other side of the sheet.
- **2S→2S Comb (4Orig)**
Copies four 2-sided originals to one sheet with four pages per side.

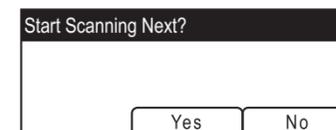
- 1 Press the **[Duplex/Combine]** key.
- 2 Select the desired copy mode, and then press the **[OK]** key.
- 3 Select paper orientation and page order, and then press the **[OK]** key.
- 4 Press the **[Escape]** key.
- 5 Place all 2-sided originals into the ADF with their fronts facing up.
- 6 Select a paper tray.
- 7 Press the **[Start]** key.

10 Using Scan to E-mail/Folder

This section describes the basic operation for sending scanned files via e-mail or to a computer. To send scanned files to an e-mail address (Scan to E-mail) or a shared folder on a network computer (Scan to Folder), you must first register the destination in the Address Book using Web Image Monitor. See "Registering Scan Destinations", Operating Instructions ②. This function requires the DDST unit.

- 1 Place the original on the exposure glass or in the ADF. To place the original, see "Placing Originals".
- 2 Press the **[Scanner]** key.
- 3 Press **[Addr]**.
- 4 Select **[Search By Name]** or **[Search By ID]** and then press the **[OK]** key.
- 5 Scroll the Address Book and then press the **[OK]** key.
- 6 Search for the desired destination and then press the **[OK]** key.
- 7 Press the **[Start]** key.

Depending on the machine's settings, you may see the following screen on the display when scanning from the exposure glass.



If you see this screen, proceed to the next step.

- 8 If you have more originals to scan, place the next original on the exposure glass, and then press **[Yes]**. Repeat this step until all originals are scanned.
- 9 When all originals have been scanned, press **[No]** to start sending the scanned file.

11 Updating the Printer Driver

You can download the most recent version of the driver from the manufacturer's Web site. Download the latest driver, and then perform the following procedure.

- 1 Open the printer window.
 - Windows Server 2003: On the **[Start]** menu, select **[Printers and Faxes]**.
 - Windows Vista, Windows Server 2008: On the **[Start]** menu, select **[Control Panel]**, and then click **[Printers]** in **[Hardware and Sound]** category.
 - Windows 7, Windows Server 2008 R2: On the **[Start]** menu, select **[Devices and Printers]**.

- Windows 8/8.1, Windows Server 2012/2012 R2: On the desktop, point to the bottom-right corner, click **[Settings]**, **[Control Panel]**, and then **[View devices and printers]**.

- 2 Open the printer properties dialog box.
 - Windows Vista, Windows Server 2003/2008: Right-click the machine's icon, and then click **[Properties]**.
 - Windows 7/8/8.1, Windows Server 2008 R2/2012/2012 R2: Right-click the machine's icon, and then click **[Printer properties]**.
- 3 Click the **[Advanced]** tab.
- 4 Click **[New Driver...]**, and then click **[Next]**.
- 5 Click **[Have Disk...]**.
- 6 Click **[Browse...]**, and then select the driver location.
- 7 Click **[OK]**.
- 8 Select the machine model, and then click **[Next]**. The driver update starts.
- 9 Click **[Finish]**.
- 10 Click **[OK]** to close the printer properties window.
- 11 Restart the computer.

12 Assigning a Setting to the Short Cut Keys

You can access a frequently-used setting with a single keystroke by assigning the setting to the Short cut keys.

You can configure settings for the following seven function:

- Folder Print
- A3 to A4
- A4 to A3
- Diazo Copy
- Voucher Copy
- ID Card Scan
- Scan Addr

❖ Assigning a Setting Using the Control Panel

- 1 Press the **[User Tools]** key.
- 2 Select **[Admin. Tools]**, and then press the **[OK]** key.
- 3 If you are requested to enter a password, enter the password using the number keys, and then press the **[OK]** key.
- 4 Select **[Shortcut to Function]**, and then press the **[OK]** key.
- 5 Select the setting you want to configure, and then press the **[OK]** key.
- 6 Press the **[User Tools]** key to return to the initial screen.

❖ Assigning a Setting Using Web Image Monitor

- 1 Start the Web browser, and enter "http://(the machine's IP address or host name)"/" in the address bar.
- 2 Click **[System Settings]**.
- 3 Click the **[Shortcut to Function]** tab.
- 4 Specify the setting you want to configure from **[Shortcut to Function]**.
- 5 Enter the administrator password.
- 6 Click **[OK]**.
- 7 Close the Web browser.