# **Quick Reference Printer and Scanner Guide** $\Rightarrow$ Please follow these instructions using your PC $\Leftrightarrow$

### How to install the printer driver...

- Users of Windows 2000 / XP / Vista, and Windows Server 2003 / 2003 R2 / 2008 can install printer driver easily using the supplied CD-ROM.
- **1** Insert the provided CD-ROM into the computer's CD-ROM drive
- 2 Select an interface language, and then click [OK].
- E Click [Quick Install]. RPCS printer driver and DeskTopBinder-SmartDeviceMonitor for Client are installed.
- Click [I accept the agreement], and then click [Next >].
- **5** Select the machine model you want to use.
- Click [Install]. The printer driver installation starts.
- 2 Click [Finish], and then click [Exit].

#### Downloading the printer driver

 If your operating system is Windows XP Pro x64, or Windows Server 2003 / 2003 R2 / 2008 x64, you must download the printer driver from the supplier's Web site. For details, see "Installing the Printer Driver", Printer Reference 🙆.

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#### How to prepare for printing...

- On the [Start] menu, click [Printer and Faxes].
- 2 Right-click the icon of the printer you want to use, and then click [Set as Default Printer].
- **B** On the [File] menu, click [Printing Preferences...].
- If you get the "Configure..." message, click [OK].
- **1** On the [Change Accessories] tab, select the options and specify the paper trays you want to use, and then click [OK].
- **G** Specify the paper size of the original in the screen that appears next.
- Click [Add/Change Custom Settings...]. Make your settings under [Setup], [Edit], [Finishing], [Cover/Slip Sheet], and [Misc.]
- Save the custom settings you have made: click [Save as], enter a name, and then click [OK].

## How to print...

- **1** Open your document.
- 2 Click the print icon directly, or - On the [File] menu, click [Print].

Printer Configuration.

**B** Select the printer you want to use in the [Name] or [Select Printer] list, and then click the [Properties] button or [Print Settings] tab.

Utilities.

About

OK Cancel Apply Help

- Make the settings you require, and then click [OK].
- **5** Set a number of copies.
- Click [OK].

#### How to use Web Image Monitor...

Ready

>>> >>>

- **1** Start your Web browser.
- **2** In your browser's address bar, enter the following: http://machine's IP address/
- **B** Select one of the following function
  - Home
  - Job
- Configuration

#### Why use Web Image Monitor?

- To access the machine anywhere via a Web browser.
- · To provide you with the convenience of managing certain functions from your computer.



## How to install the TWAIN driver...

- To use the network TWAIN scanner, you must install the TWAIN driver on a client computer.
- **1** Start Windows, and then insert the CD-ROM labeled "Scanner Driver and Utilities" into the CD-ROM drive of the client computer.
- **2** Select an interface language, and then click [OK].
- **1** Click [TWAIN Driver].
- **1** The installer of the TWAIN driver starts. Follow the instructions

#### How to install the TWAIN-compliant application

- To use this machine as a network TWAIN scanner, a TWAINcompliant application, such as DeskTopBinder, must be installed on the client computer.
- **1** Make sure Windows is running on the client computer, and then insert the "Scanner Driver and Utilities" CD-ROM into the CD-ROM drive.
- 2 Click [DeskTopBinder Lite].
- **B** For the subsequent installation steps, see the Setup Guide displayed from the [DeskTopBinder Lite Setup] dialog box.

#### How to scan...

- **1** On the [Start] menu, point to [All Programs], point to DeskTopBinder, and then click DeskTopBinder.
- **2** On the [Tools] menu, click [Scanner Settings...].
- **B** Click [Select Scanner Driver...].
- Select the name of the machine you want to use in the list, and then click [Select].
- I Click [OK].
- I Place originals.
- On the [File] menu, point to [Add Document], and then click [Scan...] to display the Scanner Control dialog box.
- Make settings according to such factors as the type of original, type of scanning, and orientation of the original.
- In the Scanner Control dialog box, click [Scan].

If there are more originals to be scanned, place the next original, and then click [Continue].

If there are no more originals to be scanned, click [Complete]

- On the [File] menu of the DeskTopBinder viewer, click [Exit].
- Enter the file name, and then click [OK].

The DeskTopBinder viewer closes and the image is stored in DeskTopBinder Lite.