



Quick Reference Printer and Scanner Guide

⇒ Please follow these instructions using your PC ⇐

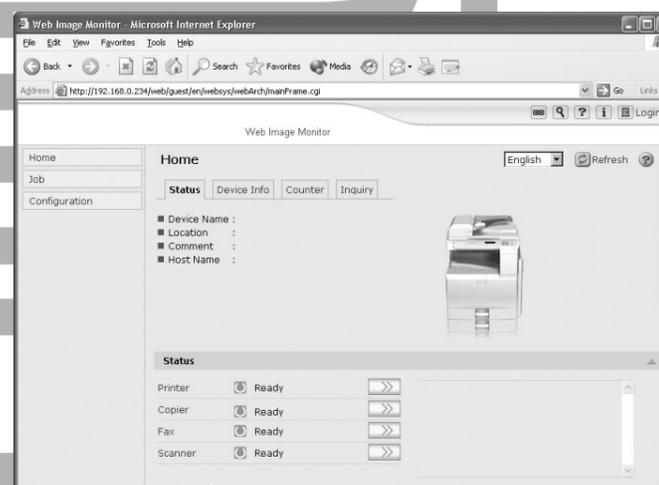
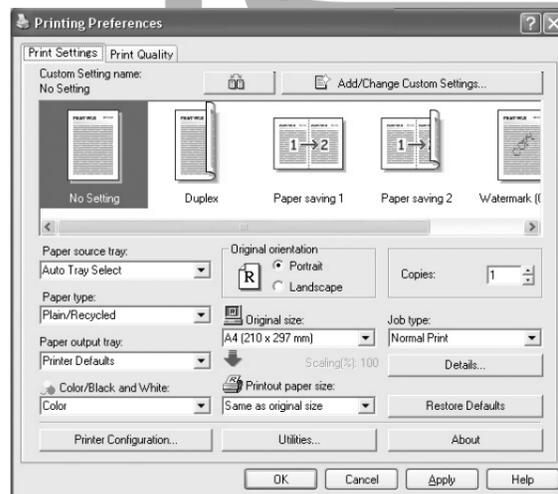
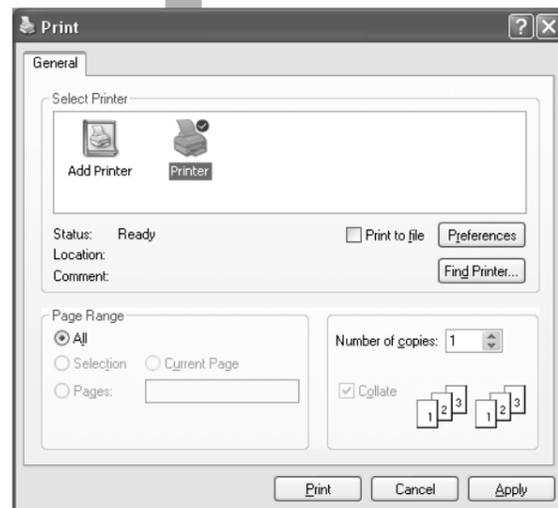
How to install the printer driver...

! 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].
- 3 Click [Quick Install].
RPCS printer driver and DeskTopBinder-SmartDeviceMonitor for Client are installed.
- 4 Click [I accept the agreement], and then click [Next >].
- 5 Select the machine model you want to use.
- 6 Click [Install].
The printer driver installation starts.
- 7 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*.



How to prepare for printing...

- 1 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].
- 3 On the [File] menu, click [Printing Preferences...].
- 4 If you get the "Configure..." message, click [OK].
- 5 On the [Change Accessories] tab, select the options and specify the paper trays you want to use, and then click [OK].
- 6 Specify the paper size of the original in the screen that appears next.
- 7 Click [Add/Change Custom Settings...]. Make your settings under [Setup], [Edit], [Finishing], [Cover/Slip Sheet], and [Misc.].
- 8 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].
- 3 Select the printer you want to use in the [Name] or [Select Printer] list, and then click the [Properties] button or [Print Settings] tab.
- 4 Make the settings you require, and then click [OK].
- 5 Set a number of copies.
- 6 Click [OK].

How to use Web Image Monitor...

- 1 Start your Web browser.
- 2 In your browser's address bar, enter the following:
`http://machine's IP address/`
- 3 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].
- 3 Click [TWAIN Driver].
- 4 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 TWAIN-compliant 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].
- 3 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...].
 - 3 Click [Select Scanner Driver...].
 - 4 Select the name of the machine you want to use in the list, and then click [Select].
 - 5 Click [OK].
 - 6 Place originals.
 - 7 On the [File] menu, point to [Add Document], and then click [Scan...] to display the Scanner Control dialog box.
 - 8 Make settings according to such factors as the type of original, type of scanning, and orientation of the original.
 - 9 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].
- 10 On the [File] menu of the DeskTopBinder viewer, click [Exit].
 - 11 Enter the file name, and then click [OK].

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