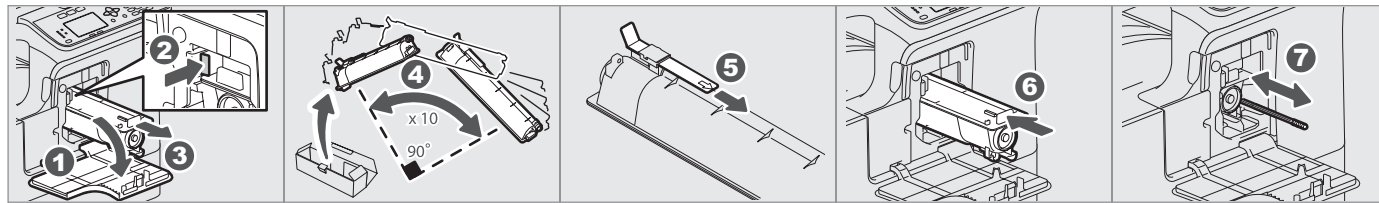


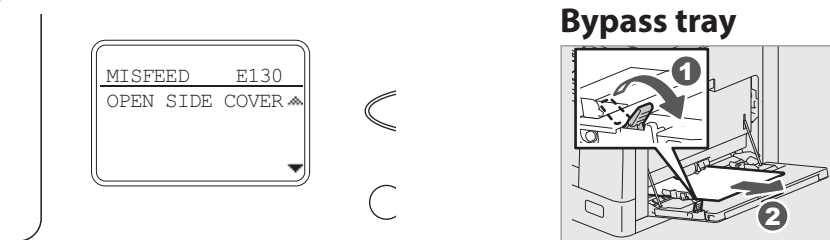
Toner empty

User's Guide: Chapter 7

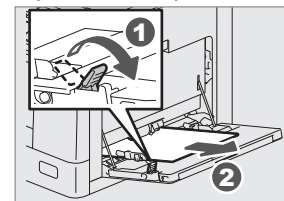


Paper misfeed

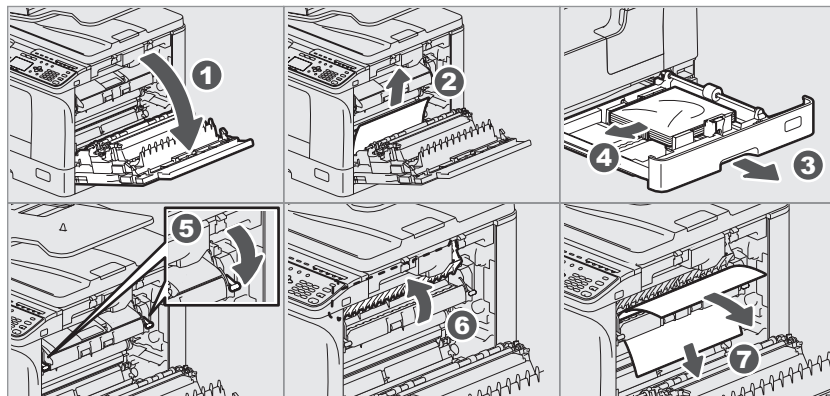
User's Guide: Chapter 7



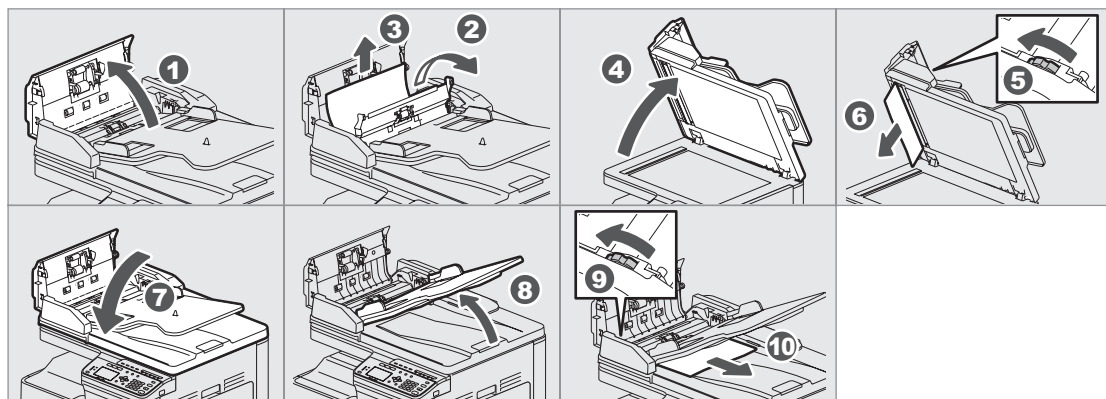
Bypass tray



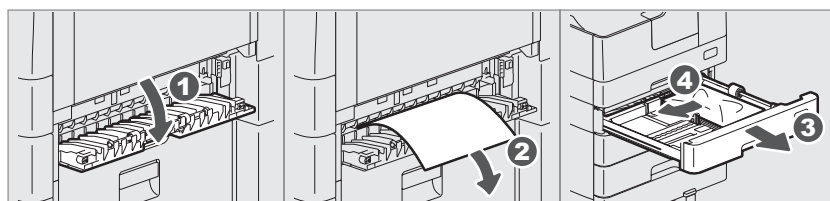
Side cover



RADF



PFU



Quick Guide

This manual describes the components, preparations, basic operations, and troubleshooting for the equipment. **Before using the equipment, read the Safety Information (Printouts).** The DVD bundled with the equipment contains the manuals (PDF file).

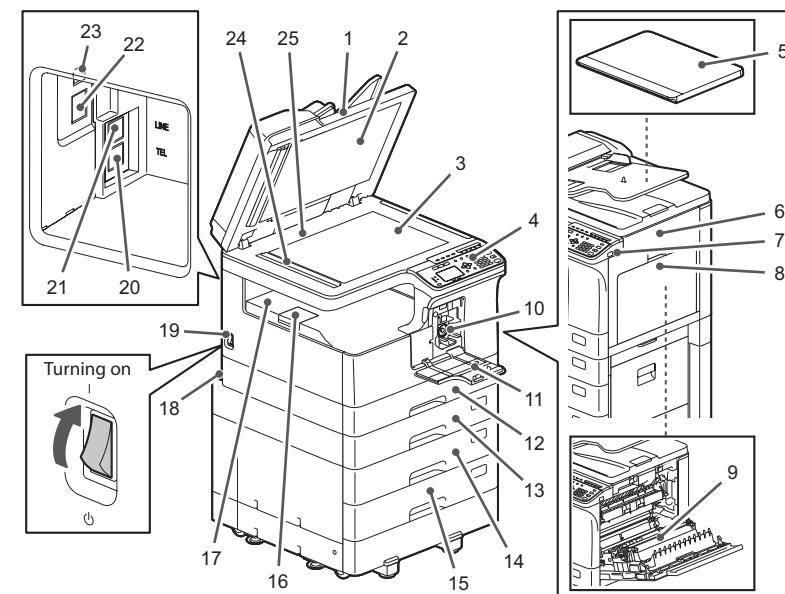
Trademarks

Company names and product names in this manual are the trademarks of their respective companies.

Component Description

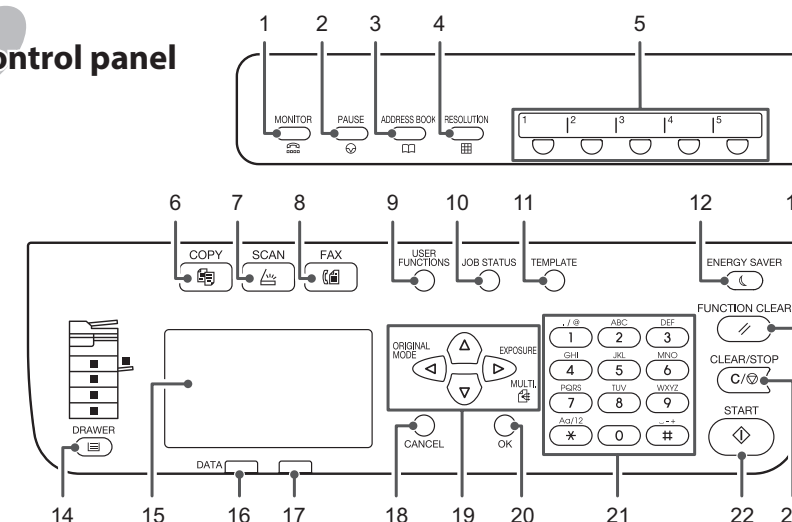
Equipment

User's Guide: Chapter 1



- | | |
|--|---------------------------------|
| 1. Reversing Automatic Document Feeder (RADF)* | 14. Paper Feed Pedestal* |
| 2. Platen sheet | 15. Drawer Module* |
| 3. Original glass | 16. Paper exit stopper |
| 4. Control panel | 17. Receiving tray |
| 5. Platen Cover* | 18. AC-IN terminal (rear) |
| 6. Side cover | 19. Power switch |
| 7. USB port | 20. TEL* |
| 8. Bypass tray | 21. LINE* |
| 9. Automatic Duplexing Unit | 22. Network interface connector |
| 10. Toner cartridge | 23. USB terminal (4-pin) |
| 11. Front cover | 24. Scanning area |
| 12. Drawer | 25. Original scale |
| 13. Paper Feed Unit (PFU)* | |

Control panel



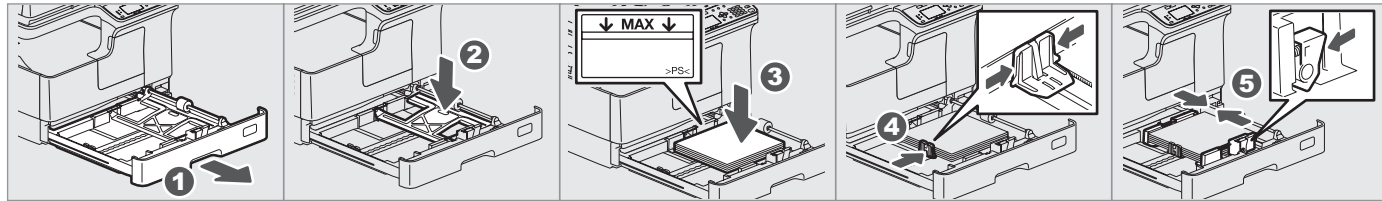
- | | |
|-------------------|--------------------|
| 1. MONITOR* | 12. ENERGY SAVER |
| 2. PAUSE* | 13. FUNCTION CLEAR |
| 3. ADDRESS BOOK* | 14. DRAWER |
| 4. RESOLUTION* | 15. LCD screen |
| 5. One Touch* | 16. DATA |
| 6. COPY | 17. ALERT lamp |
| 7. SCAN | 18. CANCEL |
| 8. FAX | 19. Δ ∇ ◀ ▶ |
| 9. USER FUNCTIONS | 20. OK |
| 10. JOB STATUS | 21. Digital keys |
| 11. TEMPLATE | 22. START |
| | 23. CLEAR/STOP |
- * optional

Before Use

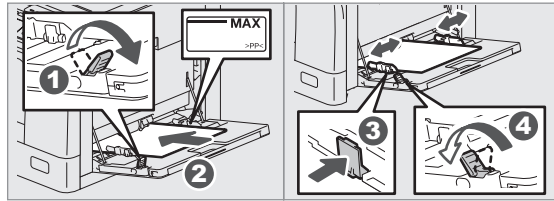
Loading paper

User's Guide: Chapter 1

Drawer



Bypass tray



To set paper size of Drawer
When you load paper in the drawer, a pop-up window appears. Follow the instructions and set the paper size. (When the "POP UP" function is set to "ENABLE".)

Driver installation

Software Installation Guide: Chapter 2

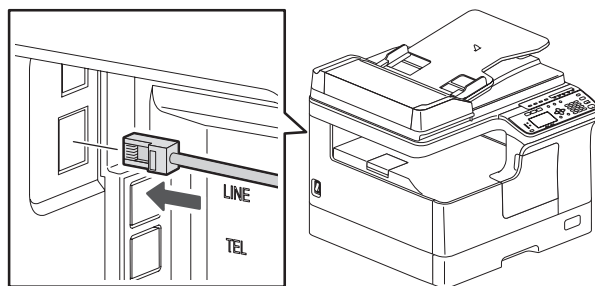
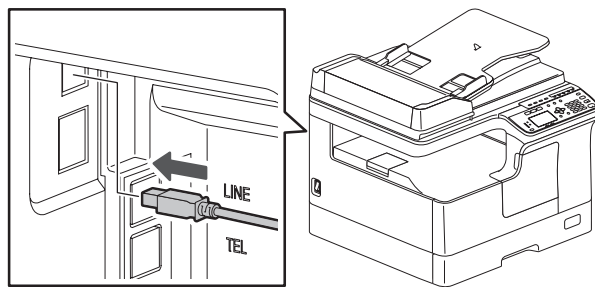
Use the installer in the DVD to install the driver. Installing the driver requires the administrator authority.

Note when installing from installer

- Close all running applications.
- If the installer does not automatically start, double-click "Setup.exe" in the DVD.

Connecting computer

Before installing the drivers, connect the equipment and the computer with a USB cable or Network interface cable.



Using installer

1. Close all running applications.
2. Make sure that the equipment is turned on.
3. Insert the DVD into the computer.
4. Double-click "Setup.exe".
5. Follow the on-screen instructions.

Printer and scanner functions are available.

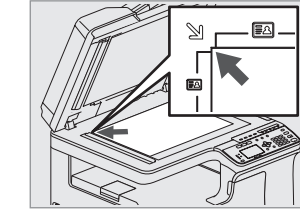
Basic Operations

Copier

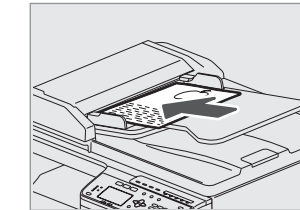
User's Guide: Chapter 2

1. Place the original(s).

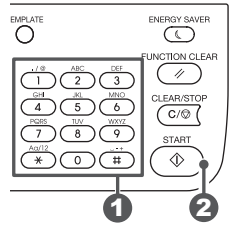
Original glass



RADF



3. Enter the number of copies with the digital keys **1**, and then press [START] **2** to copy.



2. Press [COPY] and make the copy settings.



- To stop copying**
Press [CLEAR/STOP]
- To reset settings and LCD screen after copying**
Press [FUNCTION CLEAR]
- Shortcut keys**
Press ◀: "ORIGINAL MODE"
Press ▶: Europe and Americas "EXPOSURE", Except Europe and Americas "ID CARD"

Printer

User's Guide: Chapter 3

1. Select [Print] from the application's [File] menu.
2. Select your printer **1**, and then click [Preferences] **2**.



3. Make print option settings, and then click [OK].
4. Click [Print] ([OK]).

Scanner

User's Guide: Chapter 5

Scan to USB Memory

1. Place the original(s).
2. Press [SCAN].
3. Connect the USB storage device to the equipment and wait a few seconds.
4. Press ▼ or ▲ to select "USB", and then press [OK].
5. Press ▶ to make the scan settings as required.
6. Press [START] to scan your documents.

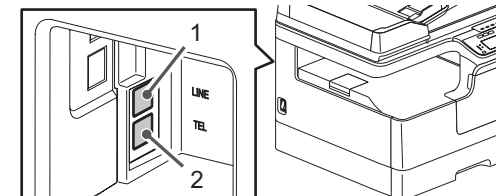
TWAIN Scan

1. Place the original(s).
2. Launch a TWAIN-compliant application.
3. Select the device from the application's [File] menu.
4. Select the menu to scan from the application's [File] menu.
5. Make the scan settings, and then click [Scan].

Fax

Fax Guide

Connecting Cables



1. LINE Connect a telephone line.
2. TEL Connect an external telephone.

Sending a Fax

1. Place the original(s).
2. Press [FAX].
3. Make settings for transmission conditions.
4. Specify the destination.
5. Press [START].

Registering an Address Book

1. Press [USER FUNCTIONS].
2. Select "ADDRESS BOOK" → "PHONE BOOK".
3. Make settings for "SPEED DIAL", "GROUP DIAL", and "ONE TOUCH", and then press [OK].