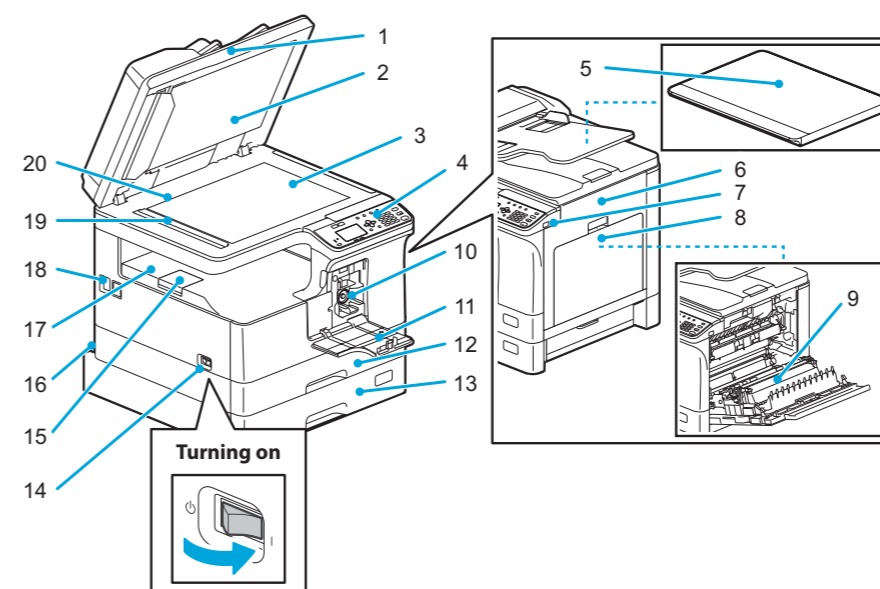


This manual describes the components, preparations, basic operations, and troubleshooting for the equipment. **Before using the equipment, read the Safety Information (Printouts). The DVD contains this Quick Guide in other languages.**

Trademarks

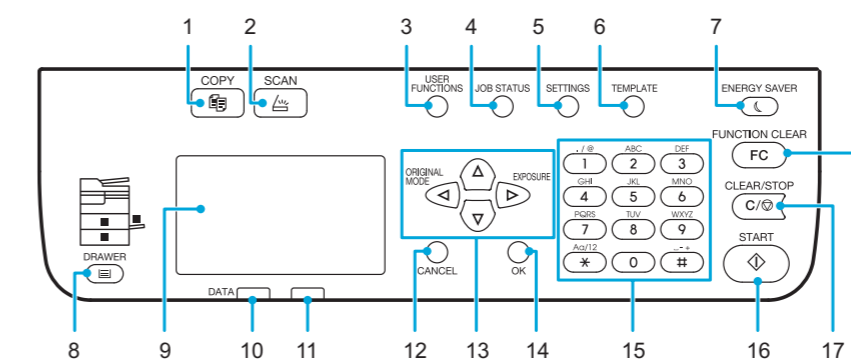
Company names and product names in this manual are the trademarks of their respective companies.

Component Description



1. Reversing Automatic Document Feeder (RADF, optional)
2. Platen sheet
3. Original glass
4. Control panel
5. Platen Cover (optional <included as standard in some regions>)
6. Side cover
7. USB port
8. Bypass tray
9. Automatic Duplexing Unit (ADU, optional)
10. Toner cartridge
11. Front cover
12. Drawer
13. Paper Feed Unit (PFU, optional)
14. Power switch
15. Paper exit stopper
16. AC-IN terminal (rear)
17. Receiving tray
18. USB terminal (4-pin)
19. Scanning area
20. Original scale

Control panel

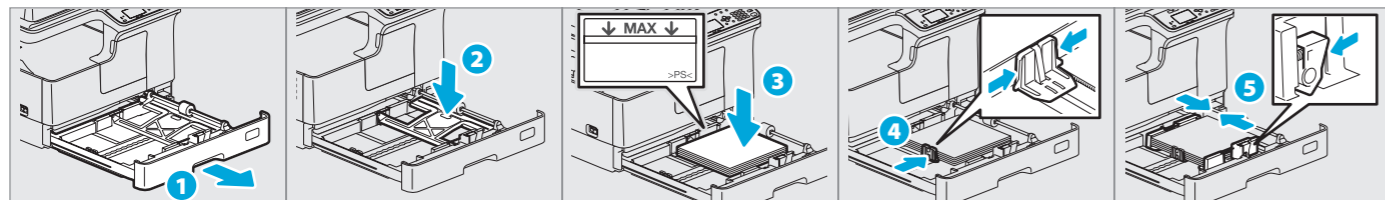


1. COPY
2. SCAN
3. USER FUNCTIONS
4. JOB STATUS
5. SETTINGS
6. TEMPLATE
7. ENERGY SAVER
8. DRAWER
9. LCD screen
10. DATA
11. Alert lamp
12. CANCEL
13. Δ ∇ ◀ ▶
14. OK
15. Digital keys
16. START
17. CLEAR/STOP
18. FUNCTION CLEAR

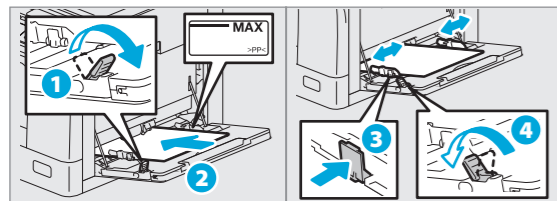
Loading paper

[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](#)

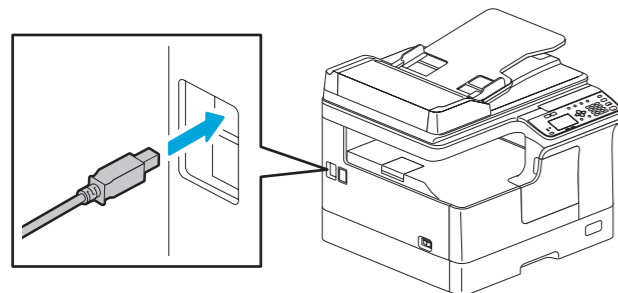
Installing the driver requires the administrator authority. For Windows 7, Windows 8, Windows Server 2008 R2, or Windows Server 2012, use the installer.

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.



Using installer

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

Using Plug and Play

1. Turn on the equipment.
2. Follow the on-screen instructions.

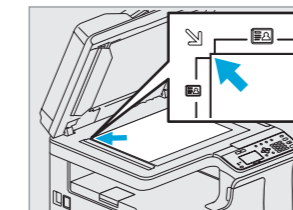
Printer and scanner functions are available.

Copier

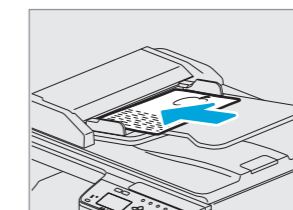
[User's Guide: Chapter 2](#)

1. Place the original(s).

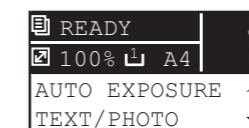
Original glass



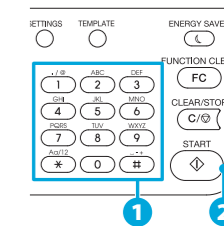
RADF



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



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



To stop copying
Press [CLEAR/STOP]

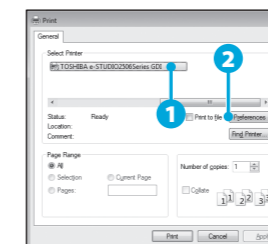
To reset settings and LCD screen after copying
Press [FUNCTION CLEAR]

Shortcut keys
Press **<**: "ORIGINAL MODE"
Press **>**: Europe and the Americas "EXPOSURE",
Except Europe and the 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 4](#)

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].

Templates

[User's Guide: Chapter 2, 4](#)

Registering a template

1. Press [COPY] or [SCAN].
2. Make settings for the functions to register as a template.
3. Press [TEMPLATE].
4. Press **>** or **<** to select "REGISTRATION", and then press **>**.
5. Press **>** or **<** to select a template, and then press [OK].

Recalling a template

1. Press [COPY] or [SCAN].
2. Press [TEMPLATE].
3. Press **>** or **<** to select "RECALL", and then press **>**.
4. Press **>** or **<** to select the template, and then press [OK].