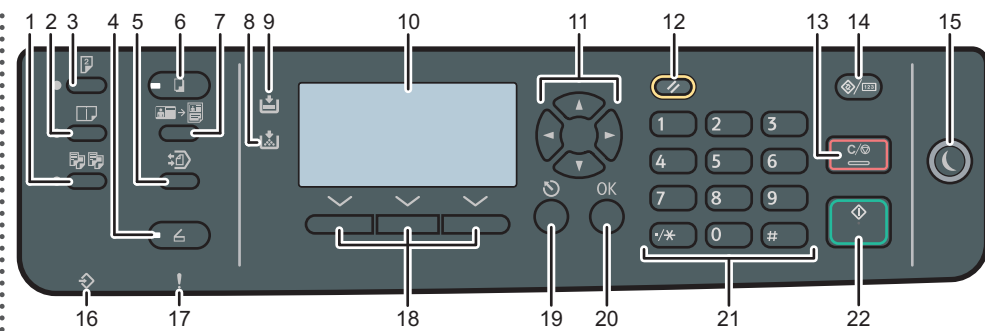


Read this manual carefully before you use the product and keep it handy for future reference. For safe and correct use, please be sure to read "Safety Information" before using the machine.



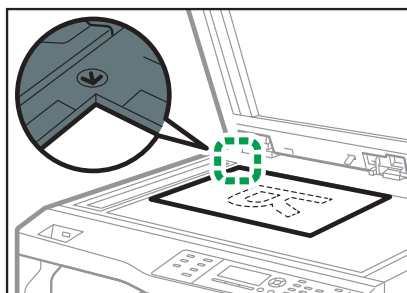
- 1. [Sort] key**
Press to assemble copies as sets in sequential order.
- 2. [Combine] key**
Press to combine two one-sided originals or one two-sided original to one side of a sheet.
- 3. [Duplex] key**
Press to print on both sides of paper.
- 4. [Scanner] key**
Press to switch the machine to scanner mode.
- 5. [Folder Print] key**
Press to enter Folder Print mode for the current job.
- 6. [Copy] key**
Press to switch the machine to copier mode.
- 7. [ID Card Copy] key**
Press to enter ID card copy mode for the current job.
- 8. Add Toner Indicator**
- 9. Load Paper Indicator**
- 10. Screen**
- 11. Scroll keys**
Press to move the cursor in the direction indicated by the key.
Pressing the [◀] [▶] 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 [▲] [▼] keys allows you to scroll the screen and select items on the menus.
- 12. [Reset] key**
Press to clear the current settings.
- 13. [Clear/Stop] key**
- 14. [User Tools/Counter] key**
Press to display the menu for configuring the machine's system settings. You can also check or print the counter value. If you press this key while performing the various settings, the machine returns to the initial screen.
- 15. [Energy Saver] key**
- 16. Data In Indicator**
- 17. Alert Indicator**
- 18. Selection keys**
- 19. [Escape] key**
Press to cancel the last operation or to return to the previous level of the menu tree.
- 20. [OK] key**
Press to confirm settings and specified values, or to move to the next menu level.
- 21. Number keys**
Press to enter numerical values when specifying settings such as copy quantities or to enter letters when specifying names.
- 22. [Start] key**
Press to start copying or scanning.

1 Placing Originals

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

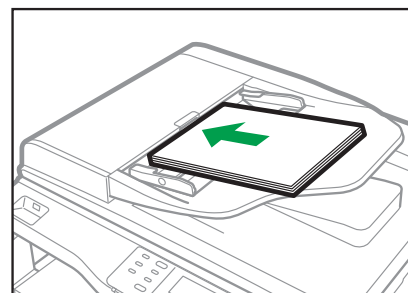
1 Place the originals.

- Exposure Glass (Face down)



DZV419

- Auto Document Feeder (Face up)



DZV421

2 If necessary, configure advanced photocopy settings.

For details, see "Specifying Scan Settings for Scanning", User Guide in the provided CD-ROM or our website.

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. Basically, it is not necessary to specify the paper size manually because the default value of the paper size settings for each tray is [Auto Detect]. If you load paper whose size is not detected automatically or load custom size paper, specify the paper size manually using the following procedures:

- 1 Press the [User Tools/Counter] key.**
- 2 Press the [▲] or [▼] key to select [System Settings], and then press the [OK] key.**
- 3 Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.**
- 4 Press the [▲] or [▼] key to select the paper size setting for the desired tray, and then press the [OK] key.**

❖ Specifying the Standard Paper Size

- 5 Press the [▲], [▼], [◀], or [▶] key to select the desired paper size, and then press the [OK] key.**
- 6 Press the [User Tools/Counter] key to return to the initial screen.**

❖ Specifying a Custom Paper Size

- 5 Press the [▲], [▼], [◀], or [▶] key to select [CustomSize], and then press the [OK] key.**
- 6 Press the [▲] or [▼] key to 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/Counter] key to return to the initial screen.

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.

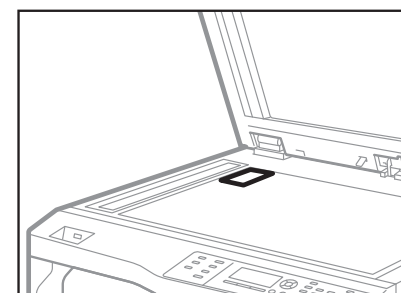
★ Important

- 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 A6, A5, A4, Half Letter, or Letter.



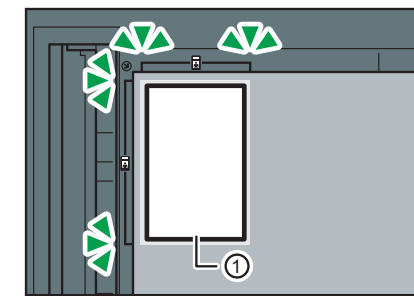
CES165

- 1 Press the [ID Card Copy] key.**
- 2 To make multiple copies, enter the number of copies using the number keys.**
- 3 Place the original with the front side faced down in the upper-left area of the exposure glass.**



DZV423

Make sure the original faces down in the scan area ① specified on the exposure glass (as indicated by the scale).



DZV424

4 Press the [Start] key.

- 5 Place the original on the exposure glass with the back side faced down and with the top to the rear of the machine, 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, a folder, or a USB flash memory device.

★ 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 Web Image Monitor Help.

- 1 Press the [Scanner] key.**
- 2 Place the original front side down and top to the machine rear on the exposure glass.**
- 3 Press the selection key under [ID Scan].**
- 4 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 (Folder Print)", User Guide in the provided CD-ROM or our website.

❖ Storing Documents

- 1 Press the [Folder Print] key.**
- 2 Press the selection key under [Store].**
- 3 Press the [▲] or [▼] key to select an "Empty" document.**
- 4 Press the [OK] key.**

• When using the ADF

- 5 Place the originals into the ADF with their fronts facing up.**

6 Press the [Start] key.

7 Enter a Name.

8 Press the [OK] key.

• When using the Exposure Glass

- 5 Place the original on the exposure glass with the back side faced down and with the top to the rear of the machine.**

6 Press the [Start] key.

- 7 Place the original on the exposure glass with the back side faced down and with the top to the rear of the machine.**

8 Press the [Start] key again.

When all originals have been scanned, press the [#] key.

9 Enter a Name.

10 Press the [OK] key.



❖ Printing Documents

- 1 Press the [Folder Print] key.
- 2 Press the selection key under [Print].
- 3 Press the [▲] or [▼] key to 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".

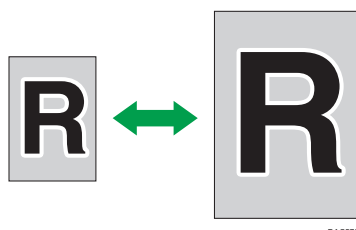
- 1 Press the [Copy] key.
- 2 Place the original on the exposure glass or in the ADF.
To place the original, see "Placing Originals".
- 3 To make multiple copies, enter the number of copies using the number keys.
- 4 Press the [Start] key.

7 Specifying Reduce/Enlarge

There are two ways to set the scaling ratio.

- 1 Press the [Copy] key.
- 2 Press the selection key under [Scale].

❖ Preset ratio



- 3 Press the selection key under [R/E] or [Auto R/E].
For [R/E], press the [▲] or [▼] key to select the desired ratio.

- 4 Press the [OK] key.

❖ Custom ratio



- 3 Press the selection key under [Custom].
Specify the desired ratio using the number keys.

- 4 Press the [OK] key.

8 Duplex Copying

This section explains how to copy two 1-sided pages or one 2-sided page onto a 2-sided page.

- **1 Sided->2 Sided**
Copies two 1-sided pages on one 2-sided page.
- **2 Sided->2 Sided**
Copies one 2-sided page on one 2-sided page.

- 1 Press the [Duplex] key.
- 2 Press the [▲] or [▼] key to select [1 Sided->2 Sided] or [2 Sided->2 Sided] according to how you want the document to be output, and then press the [OK] key.
- 3 Press the [▲] or [▼] key to select the desired original orientation, and then press the [OK] key.
- 4 Press the [▲] or [▼] key to select the desired duplex orientation, and then press the [OK] key.

• When using the ADF

- 5 Place the originals into the ADF with their fronts facing up.
- 6 Press the [Start] key.

• When using the Exposure Glass

- 5 Place the original on the exposure glass front side down and with the top to the rear of the machine.
- 6 Press the [Start] key.
- 7 Place the next original on the exposure glass.
When selecting [2 Sided->2 Sided] in Step 2, place the original on the exposure glass with the back side faced down and with the top to the rear of the machine.
- 8 Press the [Start] key again.
When all originals have been scanned, press the [#] key.

9 Combined Copying

This section explains how to copy two original pages to one sheet, or copy four original pages to one sheet with two pages per side.

❖ One-Sided Combine

- 1 Press the [Combine] key.
- 2 Press the [▲] or [▼] key to select [2 in 1] or [4 in 1] according to how you want the document to be output, and then press the [OK] key.
- 3 Press the [▲] or [▼] key to select paper orientation and page order, and then press the [OK] key.

• When using the ADF

- If you want to copy 2-sided originals onto one side of a sheet, proceed to the next step. If not, proceed to Step 7.
- 4 Press the [Duplex] key.
 - 5 Press the [▲] or [▼] key to select the desired copy mode, and then press the [OK] key.
 - 6 Press the [▲] or [▼] key to select original orientation and page order, and then press the [OK] key.

- 7 Place the originals into the ADF with their fronts facing up.

- 8 Press the [Start] key.

• When using the Exposure Glass

- 4 Place the original on the exposure glass front side down and with the top to the rear of the machine.
- 5 Press the [Start] key.
- 6 Place the next original on the exposure glass.
- 7 Press the [Start] key again.
When all originals have been scanned, press the [#] key.

❖ Two-Sided Combine

To use this function, you have to use the duplex function simultaneously. For details about the duplex function, see "Duplex Copying".

- 1 Press the [Combine] key.
- 2 Press the [▲] or [▼] key to select [2 in 1] or [4 in 1] according to how you want the document to be output, and then press the [OK] key.
- 3 Press the [▲] or [▼] key to select paper orientation and page order, and then press the [OK] key.
- 4 Press the [Duplex] key.
- 5 Press the [▲] or [▼] key to select the desired copy mode, and then press the [OK] key.
- 6 Press the [▲] or [▼] key to select original orientation and page order, and then press the [OK] key.

• When using the ADF

- 7 Place the originals into the ADF with their fronts facing up.
- 8 Press the [Start] key.

• When using the Exposure Glass

- 7 Place the original on the exposure glass front side down and with the top to the rear of the machine.
- 8 Press the [Start] key.
- 9 Place the next original on the exposure glass.
When copying 2-sided originals, place the original on the exposure glass with the back side faced down and with the top to the rear of the machine.
- 10 Press the [Start] key again.
When all originals have been scanned, press the [#] key.

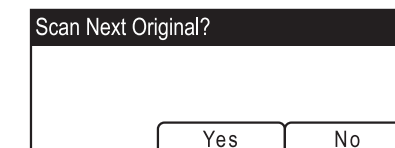
10 Using Scan to E-mail/Folder

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", User Guide in the provided CD-ROM or our website.

- 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 the selection key under [Addr].
- 4 Press the [▲] or [▼] key to select [Search By Name] or [Search By ID], and then press the [OK] key.
- 5 If you want to search for a specific entry by its name, enter the first letters of the name using the number keys, and then press the [OK] key. Each time you enter a character, the display changes to show the matching name.
- 6 Search for the desired destination by pressing the [▲] or [▼] key to scroll the Address Book, 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 the selection key under [Yes]. Repeat this step until all originals are scanned.
- 9 When all originals have been scanned, press the selection key under [No] to start sending the scanned file.

11 Installing the Printer Driver

Using the CD-ROM supplied with this machine, you can install the driver from your computer.

- 1 Turn on your computer.
- 2 Insert the provided CD-ROM into the CD-ROM drive of the computer.
If your computer does not have a CD-ROM drive, download a setup file from our website.
- 3 Click [Quick Install].
The software license agreement appears in the [Software License Agreement] dialog box.
- 4 After reading the agreement, click [Yes].
- 5 Follow the instructions in the setup wizard.
- 6 Click [Finish] in the [Setup Complete] dialog box. If the installer prompt you to restart Windows, reboot your computer.
Setup is completed.