

## Direction keys (▲▼◀▶)

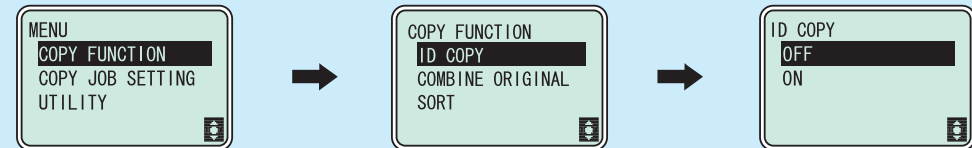
Press the corresponding key to select a menu item in the Display or change its setting.

Up/down keys (▲▼): Press to change the number of copy sets to be made (by one) or select a menu. Holding down the key will change the number rapidly.

Left/right keys (◀▶): Press to change the setting value. When the number of copy sets is selected, press to change the number in units of ten (+10 or -10).

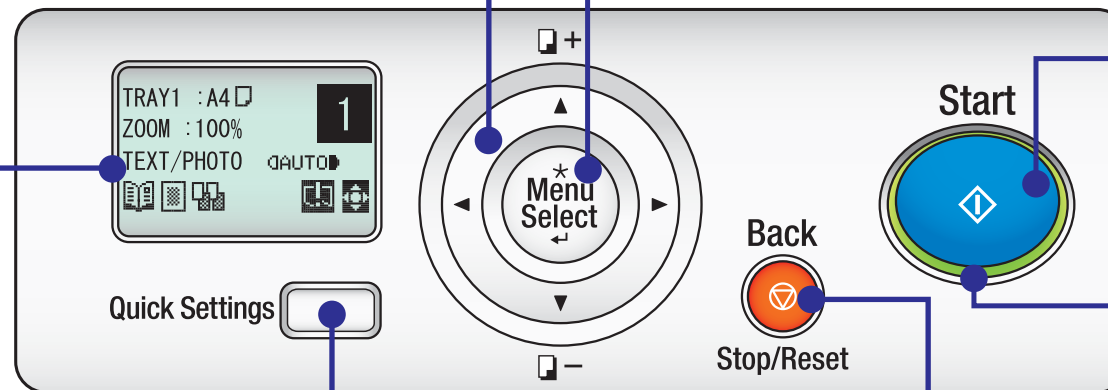
## Menu/Select

Press to enter the menu screen. Press the key a second time to show the operation menu on a lower hierarchical level. (Press the Back/Stop/Reset key to go back to the top level menu.)



## Display

Shows the current settings and other information.



## Start

Press this key to start the copy operation.

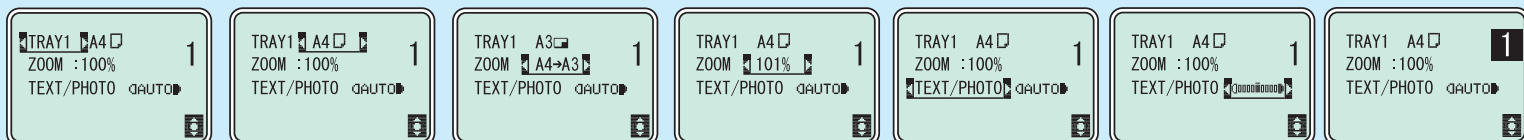
## LED

Steadily lit up to indicate that the machine is in the Sleep mode or ready for receiving a job.

## Quick Settings

Press to select a menu item on the copy mode screen.

Press to select one of the following seven sub-functions in order.



Select tray  
(Tray 1 or Bypass).

Select paper  
(A4, A4, A3, etc.).

Select zoom  
(adjust size: from A4 to A3, etc.).

Select zoom  
(adjust size: zoom ratio 1%).

Select image type of the original.  
TEXT, PHOTO, TEXT/PHOTO

Select density  
AUTO, Manual

Select the number of copy sets to be made.

## Back/Stop/Reset

During copy/print operations:  
Interrupts the operation being run.

Menu screen:

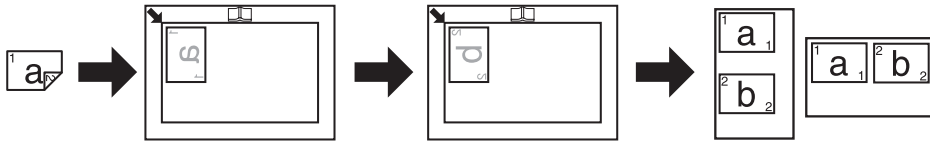
Press to return to the previous screen.

Copy mode screen:

Press to clear settings.

## ID COPY

The image of the front and back sides of a card, for example, a ID card is copied onto a single sheet of paper. The image of the side scanned first is temporarily stored and that of the other side scanned later is placed beside the first one to produce a copy on a single sheet of paper.



### Notes:

1. Place the original so that its top side faces the left side of the machine.
2. Since the image is printed 4 mm (3/16 inches) from the Original Scale, adjust the position of the original as necessary.

### Operations:

1. Press the Menu/Select key ►► [COPY FUNCTION] ►► [ID COPY] ►► [ON].
2. Press the Start key to let the machine scan the first side of the ID card.
3. Following the instructions on the screen, press the Menu/Select key to let the machine scan the second side and make a copy.

## Print

### Printing using a USB cable

- (1) Connecting the machine to the computer using a USB cable  
Connect the machine via the USB port on its back side to the computer using the USB cable furnished with the machine.
- (2) Installing the driver
  1. Install the driver according to the operating environment in which the machine is used.
  2. Install the scanner driver and printer driver in that order.
  3. Install the driver in Windows 2000, XP, Server 2003, Vista, and Server 2008 using Plug and Play.
  4. In Windows 7, use the installer to install the driver.

### Combine Original print

Multi-page originals can be reduced in size and printed onto a single sheet of paper, which allows you to save copy paper consumption in the office.



Available sub-functions:

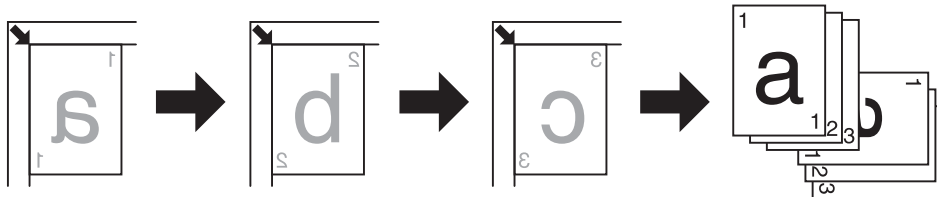
Full size, 2in1, 4in1, 6in1, 9in1, 16in1



## SORT + CRISSCROSS MODE

### Setting before copying

1. Paper of the same size and type is loaded with the  orientation in Tray 1 and with the  orientation in the Bypass Tray.
2. Specify [CRISSCROSS MODE].  
Press the Menu/Select key ►► [UTILITY] ►► [JOB SETTING] ►► [CRISSCROSS MODE] ►► [ON].

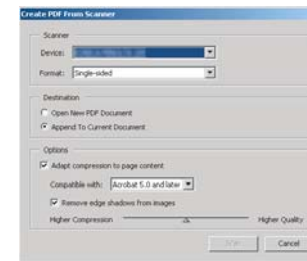


### Operations:

1. Press the Menu/Select key ►► [COPY FUNCTION] ►► [SORT] ►► [ON].
2. Go back to the copy mode screen and select the number of copy sets to be made.
3. Press the Start key to let the machine scan the first page of the originals.
4. Following the instructions on the screen, press the Menu/Select key to let the machine scan the remaining pages of the originals.
5. Press the Start key to make the copy sets.

## Scanning operation

The scanning operation can be performed from TWAIN- compatible applications. The operating procedure varies according to the application used. As an example, the procedure using Adobe Acrobat 7.0 Professional is described below.



1. Place the original to be scanned on the original glass and, on the computer, start the application.
2. Click [File].
3. Then, point to [Create PDF] and click [From Scanner].
4. Select the device from the dialog box, specify the desired settings, and click [Scan].
5. Specify the necessary settings.
6. Click [Scan]. Scanning begins.
7. To stop scanning, click [Cancel] or press [Esc].