



MFX-2590

Plain-paper digital Fax/Copier/Printer/Scanner

Copier Guide



Please read this guide before operating this machine.
After you finish reading this guide, keep it handy for easy reference.

Chapter 1 Basic Copy Functions

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How to Read This Manual

Symbols

In this manual, the following symbols are used with the items where important operational and safety information must be observed.

Symbol	Meaning
 Warning	Describes warnings to protect yourself and others from serious or potentially fatal injury if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
 Caution	Notes a caution to protect yourself and others from personal injury or damage to properties if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
 IMPORTANT	Describes important conditions or restrictions you should carefully observe to avoid problems caused by incorrect operations.
 Note	Describes reference information and additional notes for operation.

Key Descriptions

In this manual, the operating keys are described as follows:

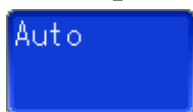
The key names on the control panel are shown in < >, and the key names on the touch panel are in [].

■ Keys on the control panel



→ Enclosed in < >, for example, <Job Confirm. > Fax Cancel>.

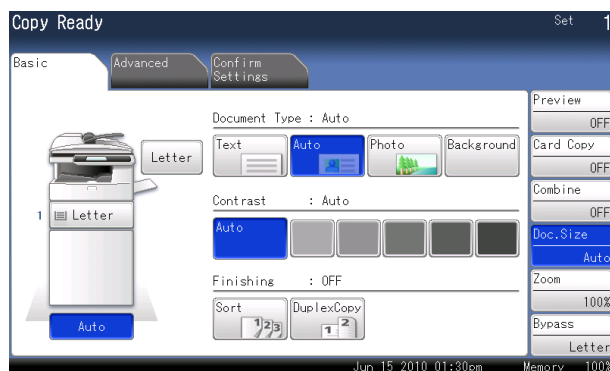
■ Touch panel keys



→ Enclosed in [], for example, [Auto].

Screens

This manual uses the screens of the MFX-2590 standard model, unless otherwise stated. The screens you see may differ, depending on the options installed.



Chapter 1

Basic Copy Functions

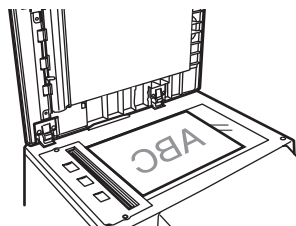
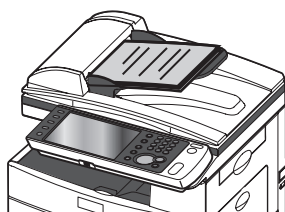
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Basic Copying

Making Copies

This section describes the often-used basic procedure for making copies.

- 1 Load the document, and press <Copy>.

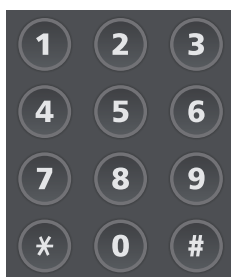


- For details on loading documents, refer to Chapter 1, “Loading Documents” in the User's Guide.
- Set the document type ([see page 1-6](#)) and contrast ([see page 1-7](#)), as necessary.
- You can load a Letter size document and a Legal size document together, and copy them to paper of the appropriate size. (Only when the documents are loaded in the ADF and [Auto] is selected for Doc.Size.)

- 2 Set the various copy functions.

For details, refer to the page for each copy function.

- 3 Use the numeric keys to enter the number of copies.



- You can set 1 to 99 copies.
- When the number of copies is not set, one copy will be made.

- 4 Press <Start>.

Selecting the Paper for Copying

You can select the paper that you want to copy to.

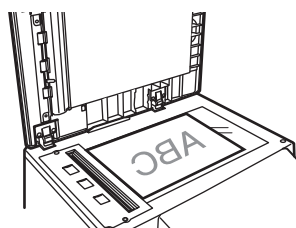
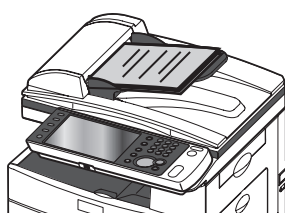
Note

When the paper size is set to auto, paper is automatically selected according to the size of the document. The paper sizes selected are Letter, Half-letter¹, and Legal. Other paper sizes will not be automatically selected.

If the paper size is not automatically selected, press the touch panel to select the cassette or bypass tray containing the paper you want to copy on.

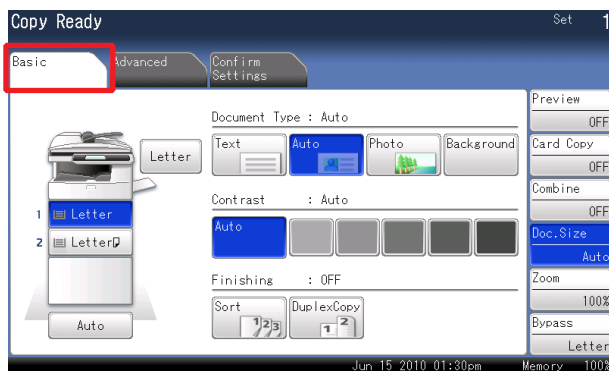
■ Copying to Paper in a Cassette

- 1 Load the document, and press <Copy>.

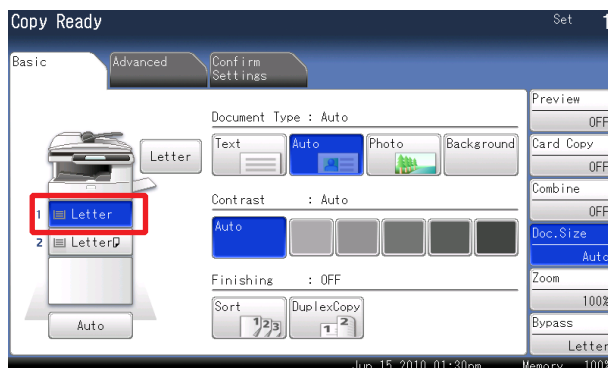


- For details on loading documents, refer to Chapter 1, “Loading Documents” in the User's Guide.
- Set the document type (see page 1-6) and contrast (see page 1-7), as necessary.

- 2 Press the [Basic] tab.



- 3 Select the cassette containing the paper you want to use for copying.



The screen indicated here is displayed when the optional 500-sheet 2nd cassette is installed.

- 4 Use the numeric keys to enter the number of copies.

- You can set 1 to 99 copies.
- When the number of copies is not set, one copy will be made.

- 5 Press <Start>.

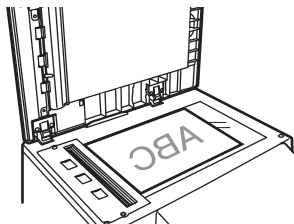
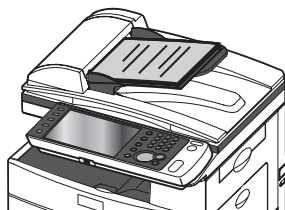
■ Copying With the Bypass Tray

You can use the bypass tray to load paper that cannot be loaded in a cassette.

Note

- For details on the paper you can load in the bypass tray, refer to Chapter 1, “Acceptable Paper” in the User's Guide.
- For details on loading paper in the bypass tray, refer to Chapter 1, “Loading paper into the bypass tray” in the User's Guide.

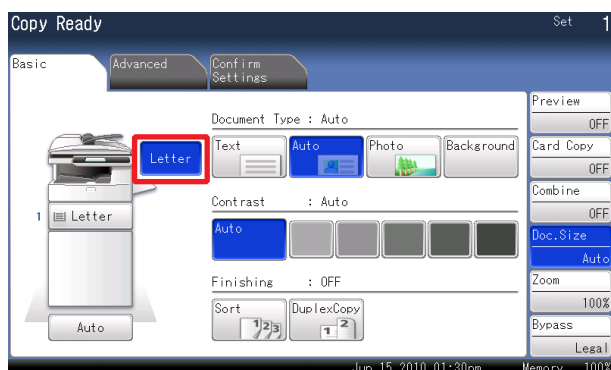
- 1 Load the document, and press <Copy>.



- For details on loading documents, refer to Chapter 1, “Loading Documents” in the User's Guide.
- Set the document type (see page 1-6) and contrast (see page 1-7), as necessary.

- 2 Press the [Basic] tab.

3 Select the bypass tray.

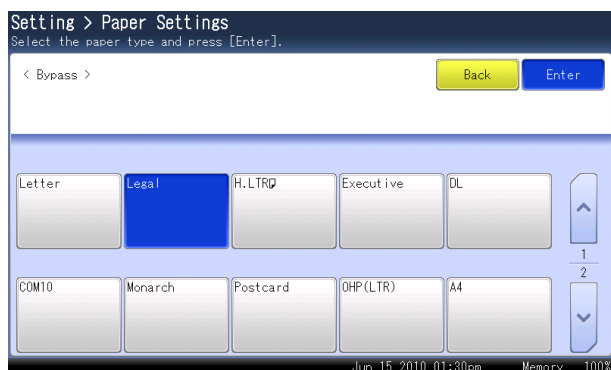


If the paper that is loaded and the paper settings of the bypass tray match, proceed to step 6.

4 Press [Bypass].

If [Bypass] is not displayed, press the [Advanced] tab and then select [Bypass].

5 Select the paper you loaded, and press [Enter].



6 Use the numeric keys to enter the number of copies.

- You can set 1 to 99 copies.
- When the number of copies is not set, one copy will be made.

7 Press <Start>.

Basic Copy Settings

Set the document type and contrast according to the document and its text.

Note

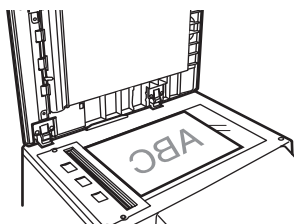
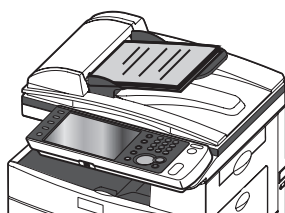
You can also change the default settings, as necessary. (See page 3-2.)

Setting the Document Type

Set the document type to scan with according to the document.

- Text: Select to scan text.
- Auto: Select to scan a document that contains both text and photos.
- Photo: Select to scan photos.
- Background: Select to scan while erasing the background (background pattern or color) of the document.

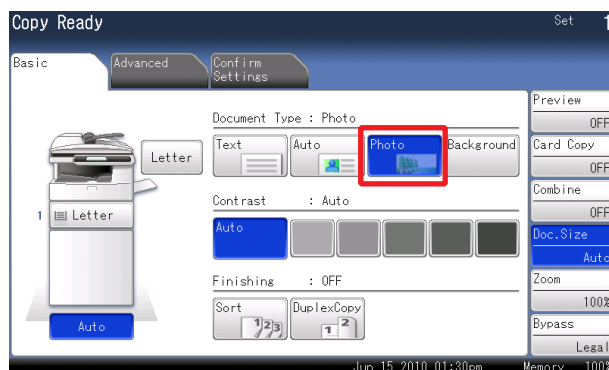
- 1 Load the document, and press <Copy>.



For details on loading documents, refer to Chapter 1, "Loading Documents" in the User's Guide.

- 2 Press the [Basic] tab.

- 3 Select the desired document type.



- 4 Use the numeric keys to enter the number of copies.
 - You can set 1 to 99 copies.
 - When the number of copies is not set, one copy will be made.

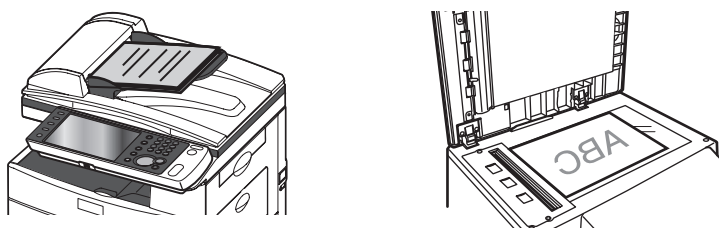
5 Press <Start>.

Setting the Contrast

Set the contrast to scan with according to the document.

Auto: Scans with the Darker contrast.
Lightest: Select to scan with the lightest contrast.
Lighter: Select to scan with a contrast lighter than the standard contrast.
Normal: Select to scan with the normal contrast.
Darker: Select to scan with a contrast darker than the standard contrast.
Darkest: Select to scan with the darkest contrast.

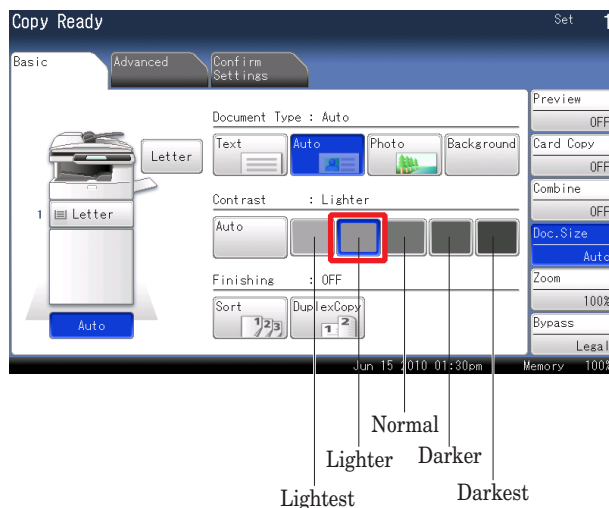
1 Load the document, and press <Copy>.



For details on loading documents, refer to Chapter 1, "Loading Documents" in the User's Guide.

2 Press the [Basic] tab.

3 Select the desired contrast.



4 Use the numeric keys to enter the number of copies.

- You can set 1 to 99 copies.
- When the number of copies is not set, one copy will be made.

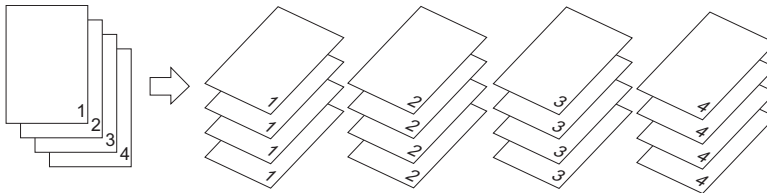
5 Press <Start>.

Sorting

The copied documents can be sorted in page order. This eliminates the need to sort them manually after copying.

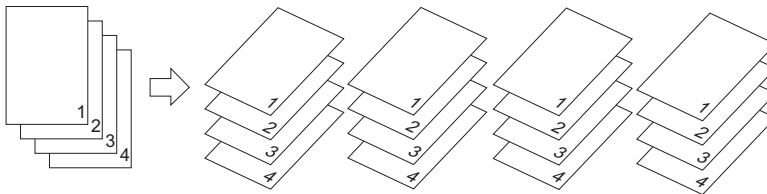
No Sorting

The paper is sorted for each page of the document.



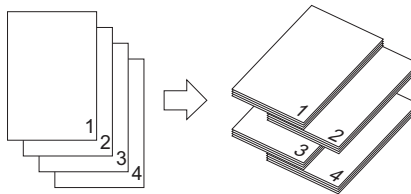
Sort

The paper is sorted for each copy.



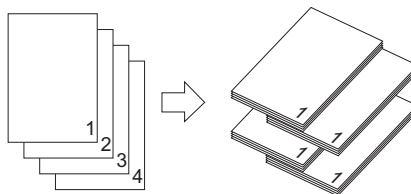
Shift

The paper is shifted for each copy.



Shift Sort

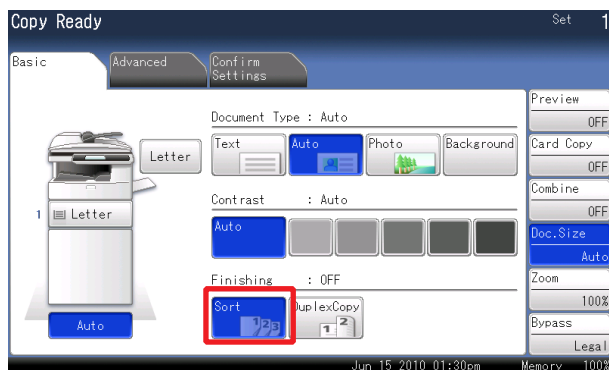
The paper is shifted and sorted for each copy.



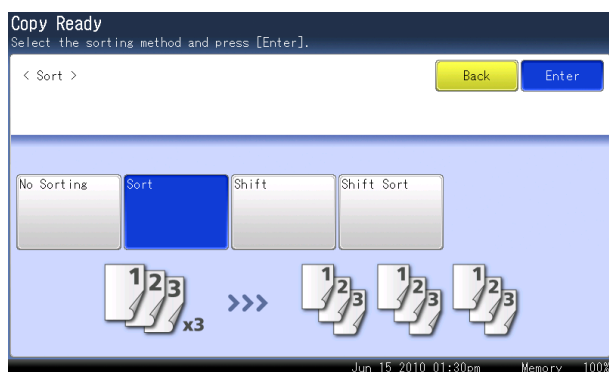
Note

When using paper other than A4, Letter, or Legal size, the machine may not perform shift and shift sorting function correctly due to environmental variation and paper quality.

- 1 Load the document, and press <Copy>.
- 2 Press the [Basic] tab.
- 3 Press [Sort].



- 4 Select the sorting option, and press [Enter].



- 5 Use the numeric keys to enter the number of copies.
 - You can set 1 to 99 copies.
 - When the number of copies is not set, one copy will be made.
- 6 Press <Start>.

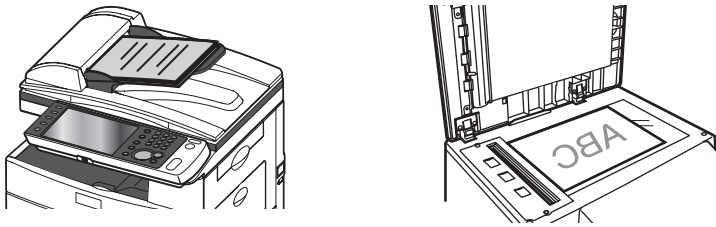
Reduction / Enlargement

Adjust the magnification setting to reduce or enlarge the image (specified zoom ratio). When specifying the zoom ratio, you can specify a default zoom ratio or any freely set zoom ratio.

Note

- When enlarging the copy, you can only use the document glass to scan.
- You can set a zoom ratio between 25% and 400% when using the document glass and between 25% and 100% when using the ADF.
- Depending on the selected zoom ratio, some of the image may be left out or there may be extra blank areas on the paper.
- The paper is automatically selected according to the zoom ratio. To select the paper to use, select the cassette containing the paper you want to use for copying from the touch panel.

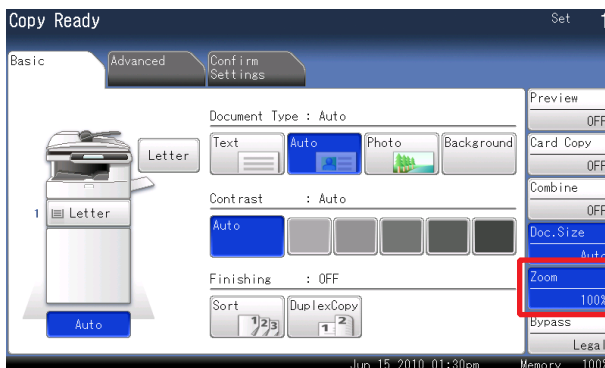
1 Load the document, and press <Copy>.



- For details on loading documents, refer to Chapter 1, “Loading Documents” in the User's Guide.
- Set the document type (see page 1-6) and contrast (see page 1-7), as necessary.

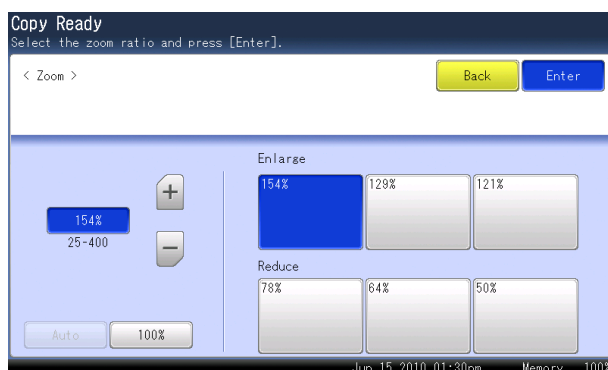
2 Press the [Basic] tab.

3 Press [Zoom].



If [Zoom] is not displayed, press the [Advanced] tab and then select [Zoom].

- 4 Select the zoom ratio, and press [Enter].



You can select the zoom ratio using the numeric keys or [+] and [-].

- 5 Select the cassette or the bypass tray containing the paper you want to use for copying.
- 6 Use the numeric keys to enter the number of copies.
 - You can set 1 to 99 copies.
 - When the number of copies is not set, one copy will be made.
- 7 Press <Start>.

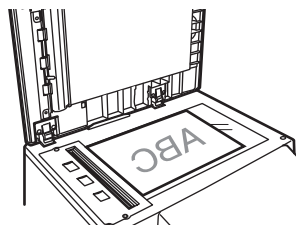
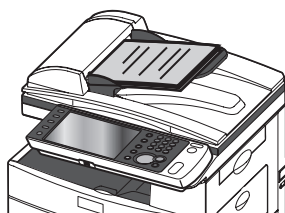
Copying on the Basic Screen

The Basic screen displays only the keys required for basic copying, without any complicated icons.

The copy functions that can be used on the Basic screen are as follows:

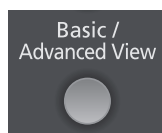
- Paper selection
- Zoom ratio (100% or Fit to paper)
- Number of copies
- Duplex copying

1 Load the document, and press <Copy>.



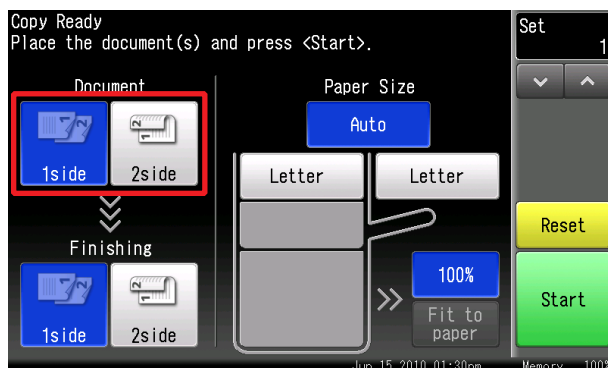
For details on loading documents, refer to Chapter 1, “Loading Documents” in the User’s Guide.

2 Press <Basic/Advanced View>.



If the Basic screen is already displayed, this operation is not required.

3 Select [1side] or [2side] for the document to scan.



For details, refer to “Duplex Copying”. (See [page 2-8](#).)

4 Select [1side] or [2side] for finishing.

- 5** Select the cassette containing the paper you want to use for copying.
- 6** Select the zoom ratio.
Select [100%] or [Fit to paper].
- 7** Enter the number of copies using the numeric keys or [v] and [^].
 - You can set 1 to 99 copies.
 - When the number of copies is not set, one copy will be made.
- 8** Press <Start>.
You can also start copying by pressing [Start] on the screen.

Chapter 2

Advanced Copy Functions

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Introduction to Advanced Functions

This product includes the following copy functions.

Preview

You can check the scanned document image on the screen before copying it. (See page 2-3.)

Next Document Setting

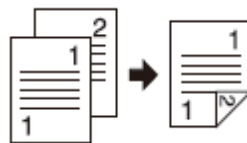
Once scanning is complete for the current job, you can begin scanning the next copy job. (See page 2-5.)

Copy Reservation

Another document can be scanned into memory while the current job is printing. (See page 2-7.)

Duplex Copying

You can copy onto both sides of the paper. (See page 2-8.)



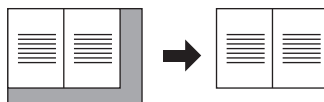
Combine

You can copy a two page or four page document onto a single page. (See page 2-13.)



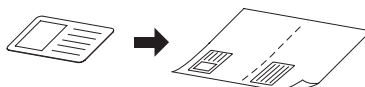
Scan Size

You can erase the black shadows that appear when copying with the platen cover open. (See page 2-14.)



Card Copy

You can copy the front and back of ID cards, checks, and custom size documents so that both sides are printed together on a single page. (See page 2-16.)



Using ScanTag

The ScanTag feature allows you to enter and send a metadata tag automatically to a network computer. (See page 2-19.)

Advanced Copy Functions

Checking a Copied Image (Preview)

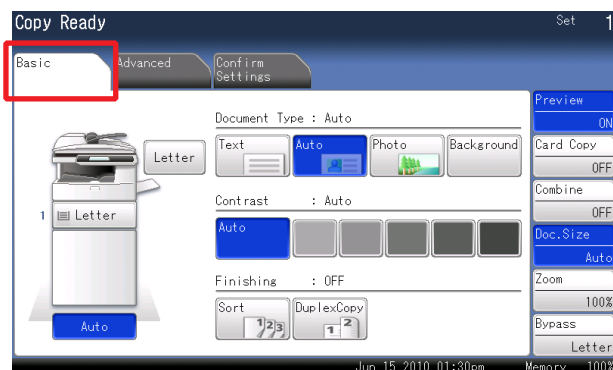
You can check the scanned document image on the screen before transmitting or saving it.

The items that can be checked are indicated below:

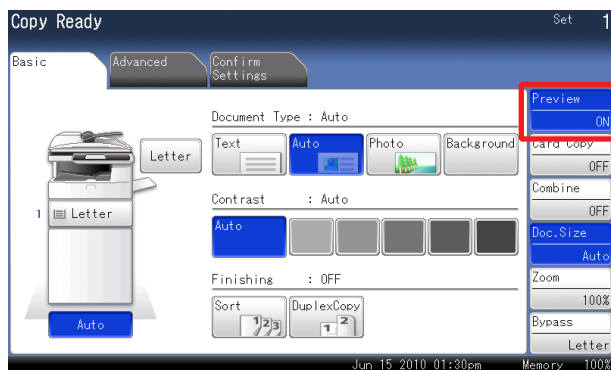
- Document image : The image for the displayed document
- Pages : The number of pages for the displayed document
- Document size: The size of the displayed document
- Document type: The type of the displayed document
- Contrast : The contrast of the displayed document
- Ratio : The zoom ratio of the displayed document

1 Load the document, and press <Copy>.

2 Press the [Basic] tab.



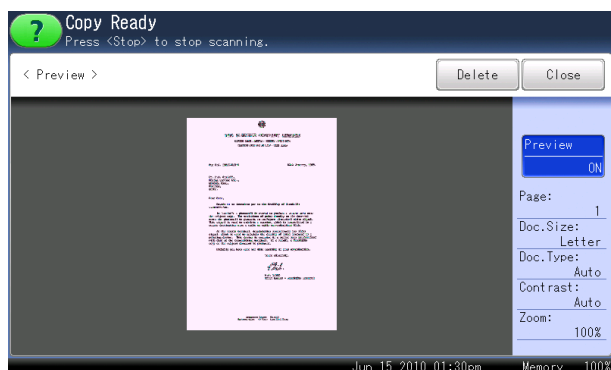
3 Press [Preview].



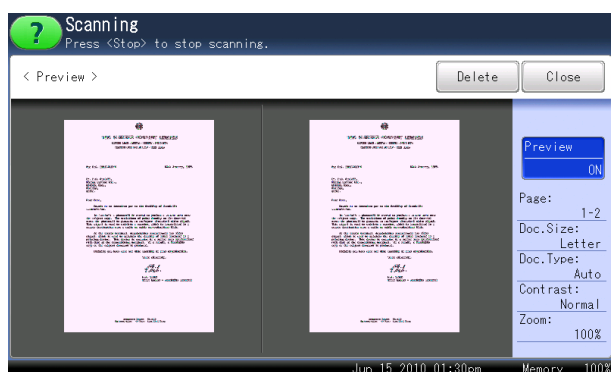
- If [Preview] is not displayed, press the [Advanced] tab and then select [Preview].
- The preview function is enabled / disabled each time you press [Preview].

4 Press <Start>.

The scanned document image is displayed on the screen.
(For a one-sided document)



(For a duplex document)



- The first document image is displayed on the screen.
- If you performed duplex scanning, the document image for both the front and back sides is displayed.
- If combined copy was set, the document image for the two divided pages is displayed.
- When you press [Delete] and then [Yes] while the first page of document is displayed, the operation will be canceled.
- When you press [Delete] and then [Yes] while the second page or later of document is displayed, the image will be deleted. Then the machine asks you whether to continue or complete the operation. To continue the operation, press [Next Doc]. To complete, press [Complete].
- If there is another document, set whether to display a preview for that document. If you disable the preview, the preview screen will not be displayed when the next document is scanned.

5 Press [Close].

If there is another document, scanning of the next document will begin. If there is not another document, copying will begin.

Note

Since the image is displayed with a set size, the size of the image will differ from the actual size. For example, when you scan a Legal size document, the displayed image is the same size as when you scan a Letter size document.

Scanning the Next Document

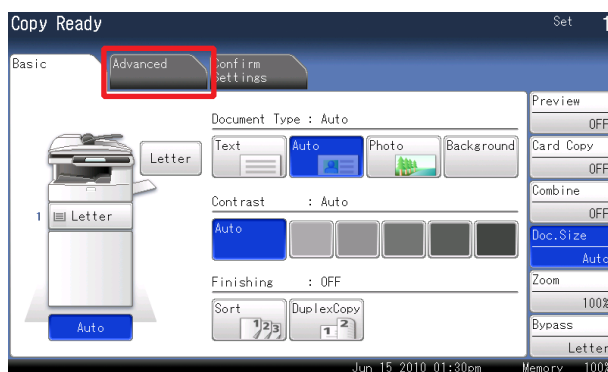
Once scanning is complete for the current job, you can begin scanning the next copy job. This enables you to continuously scan on the document glass or use both the ADF (Automatic Document Feeder) and the document glass (FBS) alternately.

Note

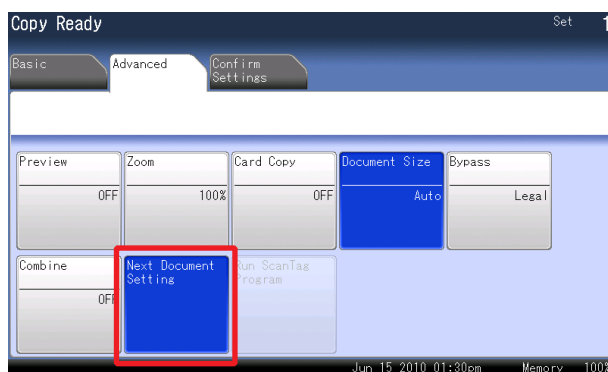
- The next document settings can be set separately for the ADF and the document glass (FBS).
- The next document setting is enabled when performing combined copying (see page 2-13), performing duplex copying of one-sided documents (see page 2-8) or performing card copy (see page 2-16) using the document glass, regardless of the default setting.

1 Load the document, and press <Copy>.

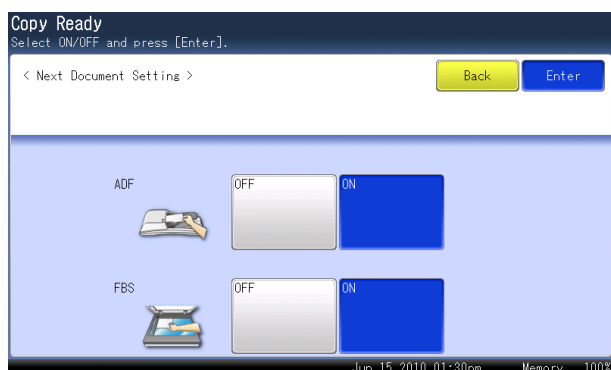
2 Press the [Advanced] tab.



3 Press [Next Document Setting].



4 Select [ON] and press [Enter].



If you select [OFF], the next document setting is disabled.

5 Press <Start>.

When the loaded documents have been scanned, the message “Set next document” is displayed.



6 Load the next document to scan.

7 Press [Next Doc] or <Start>.

When the loaded documents have been scanned, the message “Set next document” is displayed.

8 If you want to scan another document, repeat steps 6 to 7.

9 When you have finished scanning all the documents, press [Complete].

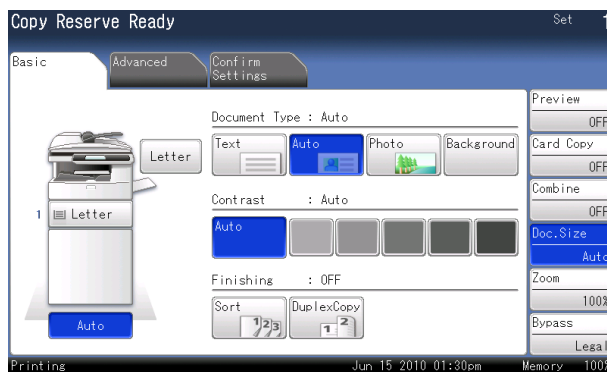
Reserving Copies

Another document can be scanned into memory while the current job is printing. The copying of the next job starts immediately after the printing is finished, which means no time will be wasted by waiting.

Note

- You cannot reserve copies when the default setting for copy reservation is OFF. (See [page 3-4.](#))
- Up to 10 copies can be reserved.

- 1 Press the [Basic] tab.
- 2 The message “Copy Reserve Ready” is displayed while printing.

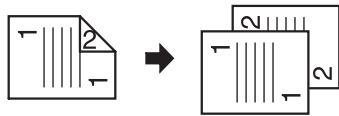


- 3 Load the document you want to reserve.
 - 4 Press <Start>.
- The scanning of the document starts, and copying will start as soon as the current copy job is completed.

Duplex Copying

You can use this function to perform:

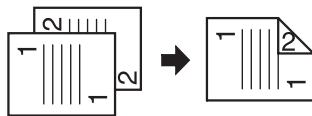
- **One-sided copying of a duplex document (2 → 1 sided)** (See page 2-10.)



- **Duplex copying of a duplex document (2 → 2 sided)** (See page 2-11.)



- **Duplex copying of a one-sided document (1 → 2 sided)** (See page 2-12.)

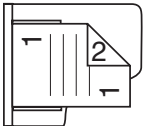
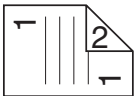
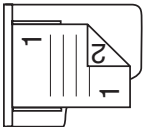
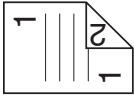
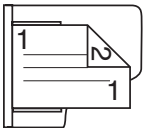
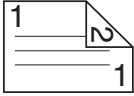
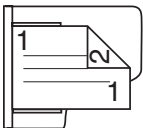
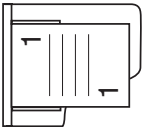
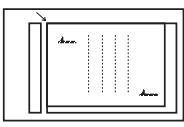
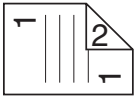
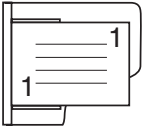
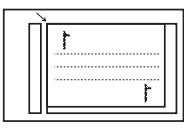
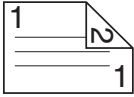
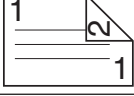


Note

- Enlargement copy is only available when you perform the duplex copying of one-sided documents (1 → 2sided) using the document glass.
- You cannot use the document glass when performing one-sided copying of a duplex document (2 → 1 sided) and duplex copying of a duplex document (2 → 2 sided). Only the ADF (Automatic Document Feeder) can be used for copying.
- Letter and Legal paper are available for duplex printing.

■ How to Set Your Document

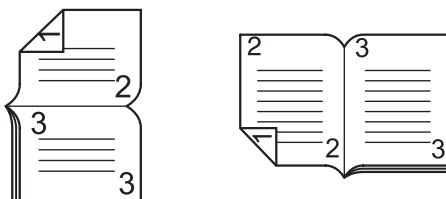
	Binding position	Document orientation	Result image of duplexed copy
2 → 1 sided	Long Edge		
	Short Edge		
	Long Edge		
2 → 1 sided	Short Edge		

	Binding position	Document orientation	Result image of duplexed copy
2 → 2 sided	Long Edge		
	Short Edge		
	Long Edge		
	Short Edge		
1 → 2 sided	Long Edge	 	
	Short Edge		
	Long Edge	 	
	Short Edge		

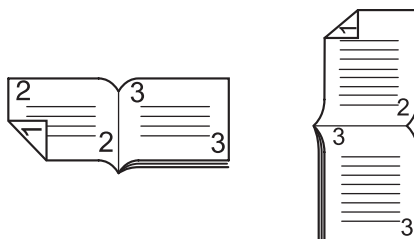
■ How to Select the Binding Position

Refer to the illustration below to select the binding type.

Long edge binding



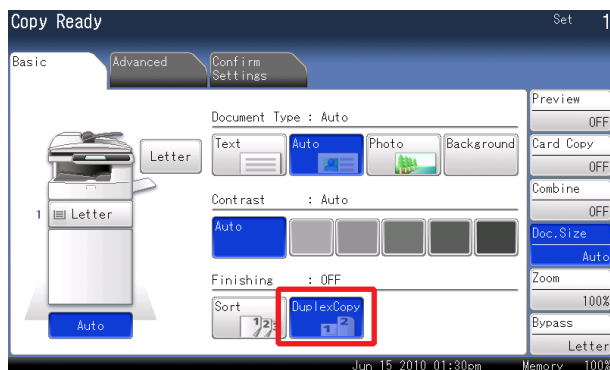
Short edge binding



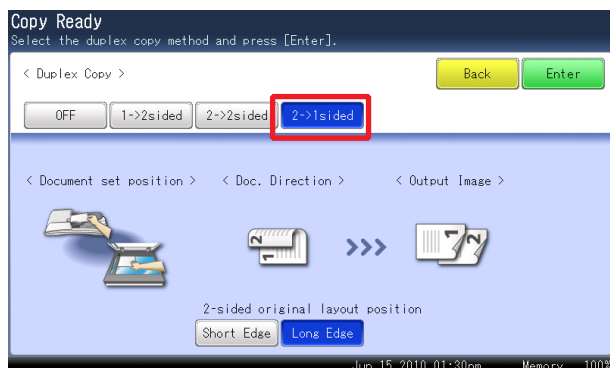
■ One-sided Copying of a Duplex Document (2 → 1 Sided)

This mode allows you to convert two-sided originals into one-sided documents.

- 1 Load the document in the ADF (Automatic Document Feeder), and press <Copy>.
- 2 Press the [Basic] tab.
- 3 Press [Duplex Copy].



- 4 Press [2 → 1 sided].



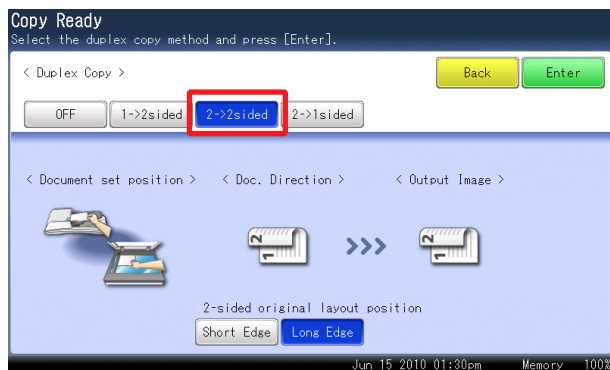
- 5 Select [Long Edge] or [Short Edge], and press [Enter].

- 6 Press <Start>.

■ Duplex Copying of a Duplex Document (2 → 2 Sided)

This mode will convert two-sided originals into two-sided documents.

- 1 Load the document in the ADF (Automatic Document Feeder), and press <Copy>.
- 2 Press the [Basic] tab.
- 3 Press [Duplex Copy].
- 4 Press [2 → 2 sided].



- 5 Select [Long Edge] or [Short Edge], and press [Enter].
- 6 Press <Start>.

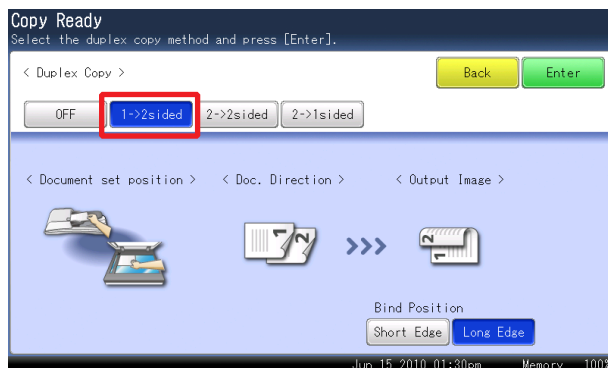
■ Duplex Copying of a One-sided Document (1 → 2 Sided)

1 Load the document, and press <Copy>.

2 Press the [Basic] tab.

3 Press [Duplex Copy].

4 Press [1 → 2 sided].

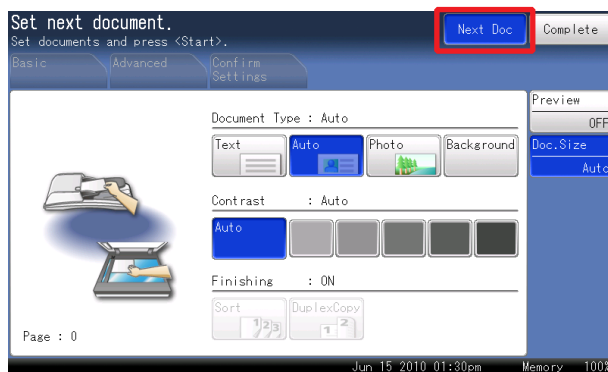


5 Select [Long Edge] or [Short Edge], and press [Enter].

6 Press <Start>.

If you loaded the document in the ADF, this concludes the procedure.

7 If you loaded the document on the document glass, load the next document, and press [Next Doc].



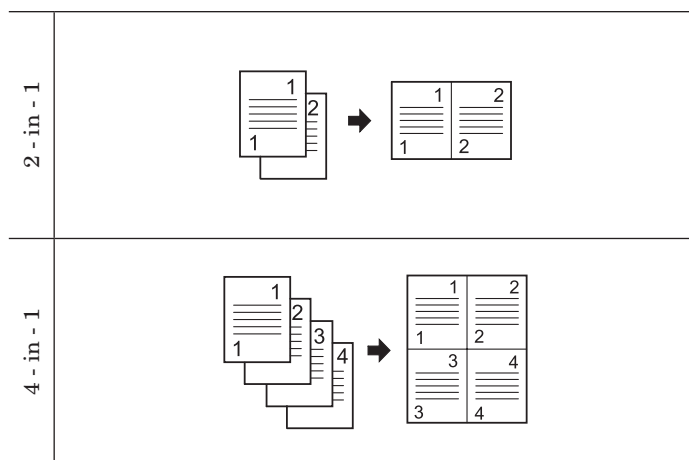
If you loaded the document in the ADF (Automatic Document Feeder), this concludes the procedure.

8 Repeat step 7 to scan all the documents.

To finish copying, press [Complete].

Combined Copying

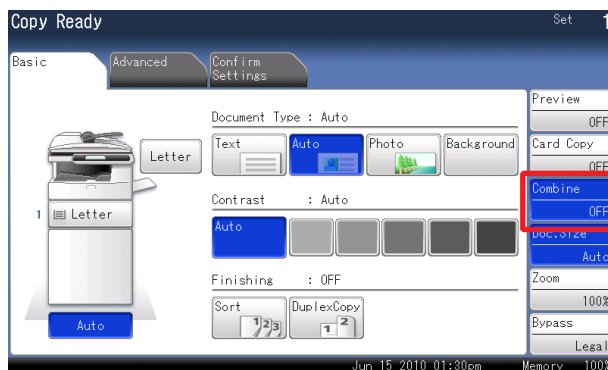
You can copy a multiple page document onto a single page.
This enables you to copy a two page or four page document onto a single page.



Note

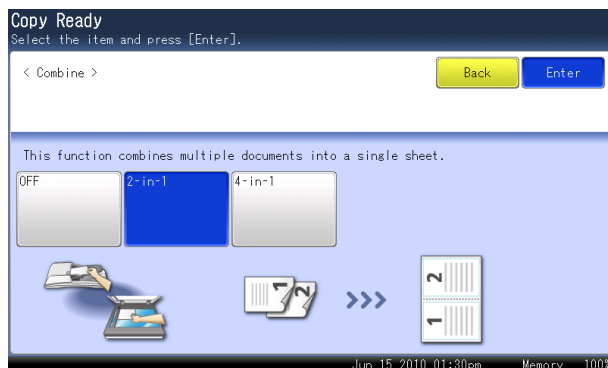
If you set the Combine function, the copy zoom ratio is automatically set, and the document size is set to Letter. If you want to set the copy zoom ratio or the scan size, set it after setting the Combine function.

- 1 Load the document, and press <Copy>.
- 2 Press the [Advanced] tab.
- 3 Press [Combine].



If [Combine] is not displayed, press the [Advanced] tab and then select [Combine].

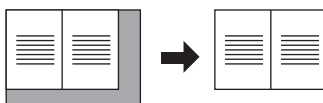
- 4 Select the number of pages of the document to combine onto a single page, and press [Enter].



- 5 Press <Start>.

Specifying the Scan Size

Dark shadows are created around the document by copying with the cover open or when copying books and magazines. These shadows can be erased when copying.



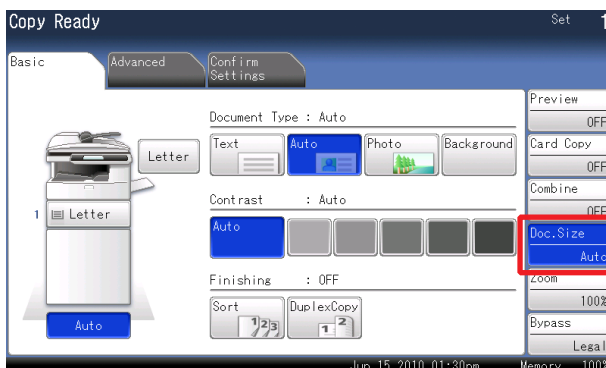
Note

- When you scan using the document glass, only an area from the reference setting position equal to the set scan size is scanned.
- When you scan using the ADF, only an area from the center with a width equal to the set scan size is scanned. The whole length of the document is scanned.

- 1 Load the document, and press <Copy>.

- 2 Press the [Basic] tab.

3 Press [Doc. Size].

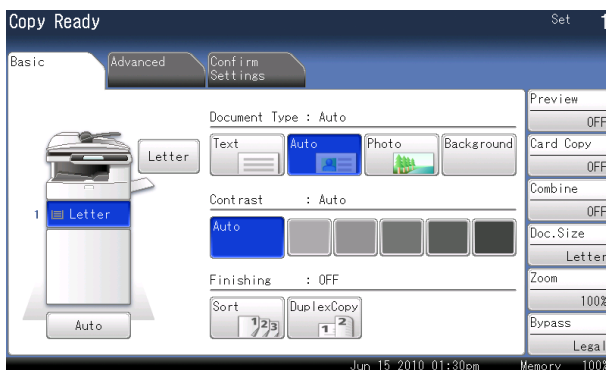


- If [Doc. Size] is not displayed, press the [Advanced] tab and then select [Document Size].
- If you loaded the document in the ADF, [Auto] is selected.

4 Select the size of the document to scan, and press [Enter].



5 If you select a size that is not loaded for the scan size in step 4, select the cassette or the bypass tray containing the paper you want to use for copying.



When the scan size and the loaded paper match, this step is not required.

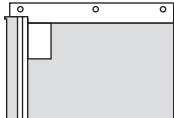
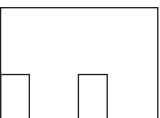
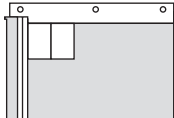
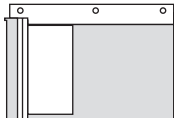
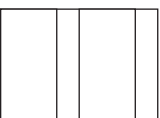
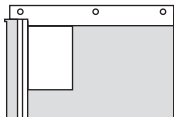
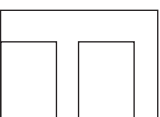
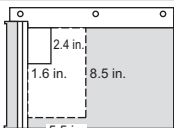
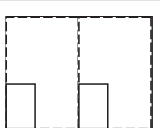
6 Press <Start>.

Card Copy

You can copy the front and back of ID cards, checks, and custom size documents so that both sides are printed together on a single page.

Note

- The ADF cannot be used. Use the document glass for copying.
- If you use paper smaller than Letter size, some of the copied image may be left out.
- If you set the Card Copy function, the copy zoom ratio is automatically set. If you want to set the copy zoom ratio, set it after setting the Card Copy function.
- You can set a zoom ratio between 100% and 230%.

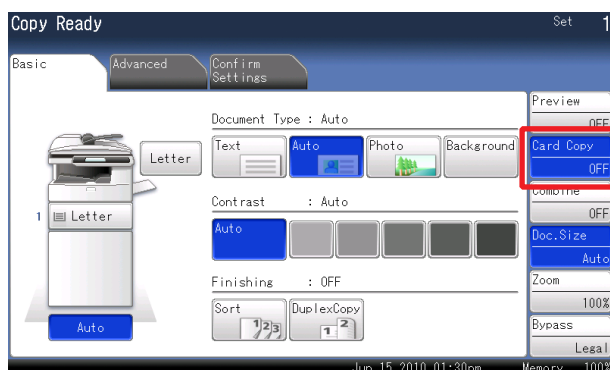
	Document orientation	Copy result
ID Card (2.2 × 3.4 in.)		
Two ID Cards (2.2 × 3.4 in.) × 2		
Personal Check (2.8 × 6.2 in.)		
Business Check (3.5 × 8.5 in.)		
Custom Size (1.6 to 5.5) × (2.4 to 8.5) in.		

■ Copying an ID Card or Check

- 1 Load the document on the document glass, and press <Copy>.

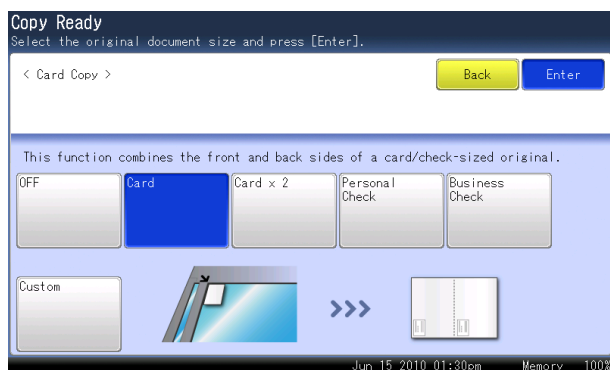
For details on the orientation for cards and checks, refer to the table on the previous page.
- 2 Press the [Basic] tab.

3 Press [Card Copy].



If [Card Copy] is not displayed, press the [Advanced] tab and then select [Card Copy].

4 Select the desired type of card, and press [Enter].



5 Press <Start>.

The front of the card is scanned.

6 Turn the card over, and press [Next Doc] or <Start>.



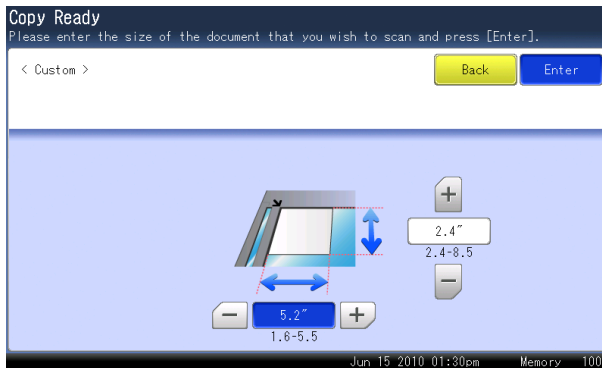
The back of the card is scanned.

7 If you want to scan another document, load the document, and repeat steps 5 and 6.

- 8 When you have finished scanning all the documents, press [Complete].

■ Copying Custom Size Documents

- 1 Load the document on the document glass, and press <Copy>.
For details on the orientation for cards and checks, refer to the table.
- 2 Press the [Basic] tab.
- 3 Press [Card Copy].
If [Card Copy] is not displayed, press the [Advanced] tab and then select [Card Copy].
- 4 Press [Custom].
- 5 Set the document size using the numeric keys or [+] and [-], and press [Enter].



When entering with the numeric keys, press the document size entry box.

- 6 Press [Enter].
- 7 Press <Start>.
The front of the document is scanned.
- 8 Turn the document over, and press <Start>.
The back of the document is scanned.
- 9 If you want to scan another document, load the document, and repeat steps 7 and 8.
- 10 When you have finished scanning all the documents, press [Complete].

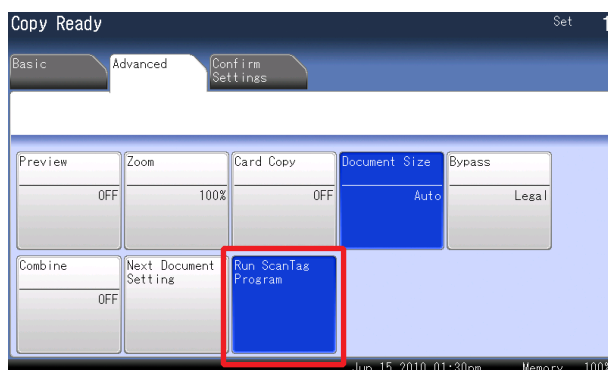
Using ScanTag

The ScanTag feature allows you to enter tag (metadata indicating the attributes and processing method of the copy job) and send it automatically to a network computer.

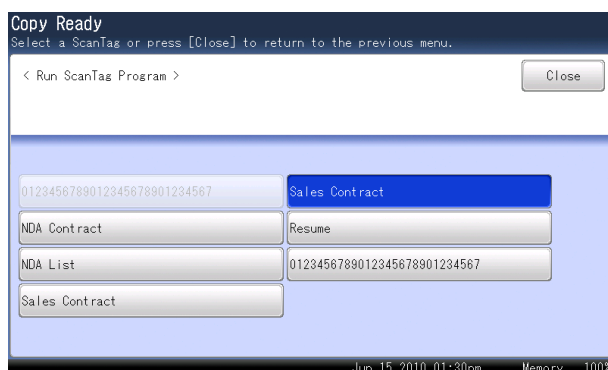
Note

Set ScanTag before using this function. For details, refer to Chapter 3, “Setting ScanTag” in the OfficeBridge Guide.

- 1 Load the document, and press <Copy>.
- 2 Press the [Advanced] tab.
- 3 Press [Run ScanTag Program].



- 4 Select the ScanTag setting you wish to use.



If only one ScanTag setting is registered, this screen is not displayed. Proceed to step 5.

5 Set the ScanTag.

- If the date field is required, please insert the current date and press [Enter].
- If the selected ScanTag setting has been defined as requiring user authentication and you have not logged in, the login screen will appear. For details on logging in, refer to Chapter 1, “Logging In / Logging Out” in the Administrator's Guide.
- If the tag entry was set to “List Input”, the defined text strings will appear as keys. Select a value from the list. (If the text string is defined as editable, the character entry screen will appear. Change the value (if needed) and then press [Enter].)
- If the tag entry was set to character entry, enter the appropriate text string manually, and then press [Enter].

6 Confirm the entered values, and press [Enter].

Copy Ready
Select item to edit.

< Sales Contract > Back Enter

Employee ID	D95314	Purchase Order No.
Dealer Name		Dealer Location
Date	2010 06/15	

Jun 15 2010 01:30pm Memory 100%

If you want to correct a value, select the value and correct it.

7 Press [Close].

8 Press <Start>.

The message “Checking copy ScanTag availability” is displayed, and the folder in which the DocIndex was registered is checked. Scanning will start when the check is complete.

9 Press [Yes] to copy another document using the tag settings in step 5.

Press [No] to complete the operation or specify different tag settings.

Copy Ready Set 1

Basic Advanced Confirm

! Would you like to continue?

Yes No

review OFF
Hard Copy OFF
Combine OFF
Doc. Size Auto
Zoom 100%
Bypass
Letter

Auto Sort Duplex Copy

Jun 15 2010 01:30pm Memory 100%

Note

If the registered folder cannot be checked in step 8, the message “Please confirm the location.” is displayed and an error occurs. Check the settings in OfficeBridge.

Advanced Function Combination List

When you set another function in addition to the currently set function, some combinations are not available.

	Function already set															
	Cassette (auto)	Cassette (specified)	Document Type	Contrast	Zoom (auto)	Zoom (100%)	Zoom (enlarge)	Zoom (reduce)	Preview	Document Size (ADF/auto)	Document Size (ADF/specified)	Document Size (Document glass/specified)	Next Document Setting (ADF ON)	Next Document Setting (Document glass ON)	Combine (OFF)	Combine
Function to be set	Cassette (auto)	—			✓										✓	✓
	Cassette (specified)	—	—													
	Document Type		—	—												
	Contrast			—												
	Zoom (auto)	✓			—	—	—	—		✓						✓
	Zoom (100%)				—	—	—	—								
	Zoom (enlarge)				—	—	—	—		✓	✓					✓
	Zoom (reduce)				—	—	—	—							✓	
	Preview							—	—							
	Document Size (ADF/auto)				✓		✓		—	—					✓	✓
	Document Size (ADF/specified)				✓		✓		—	—					✓	
	Document Size (Document glass/specified)								—	—	—					✓
	Next Document Setting (ADF ON)										—	—				
	Next Document Setting (Document glass ON)											—	—			
	Combine (OFF)													—	✓	
	Combine	✓								✓	✓				—	✓
	Card Copy	✓			—		—			✓	✓				✓	—
	Sort (OFF)														—	—
	Sort (ON)														—	—
	Duplex Copy (2 → 1 sided) (2 → 2 sided)						✓					✓			✓	—

Blank: combination available

✓: combination not available

—: second function is enabled

Note

For combinations where the second function is enabled, the first function set is automatically disabled when the second function is set.

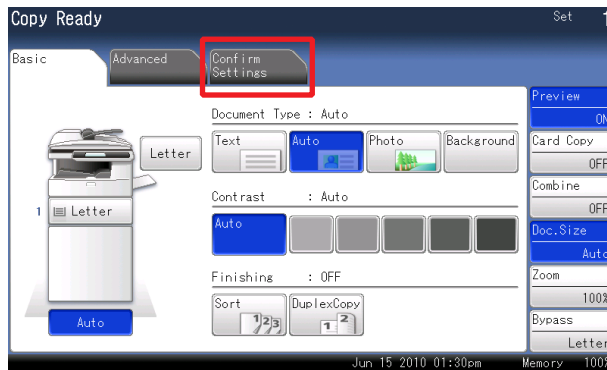
Checking the Copy Settings

You can check the copy functions that have been changed from their default values on the screen.

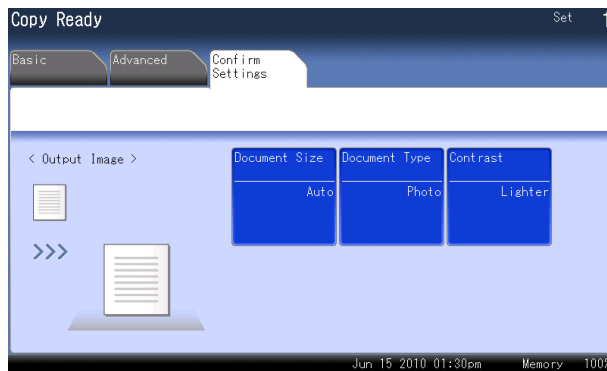
You can also make further changes to the settings.

This section describes an example where the preview function is enabled, the document type is set to [Photo], and the contrast is set to [Lighter].

- 1 Press <Copy>.
- 2 Press the [Confirm Settings] tab.



- 3 The functions that are set are displayed on the screen.



- 4 To change a setting, press the function you want to change, and change the setting.

Chapter 3

Device Settings

Specifying Default Copy Settings.....	3-2
Specifying Default Copy Function Settings.....	3-2

Specifying Default Copy Settings

The default values are those applied when you press <Reset>.

The machine returns to the default settings if it is left without any operation for a designated period of time.

Changing the default values of often-used functions can shorten the time required to adjust settings.

Other settings are useful default settings.

Note

You can set the time it takes to return to the default settings. For details, refer to Chapter 1, “Specifying Default Settings” in the Administrator's Guide.

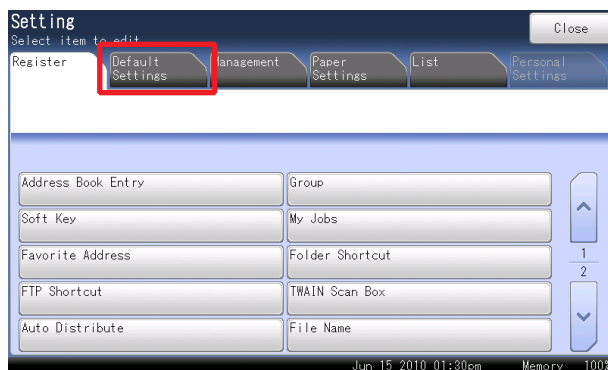
Specifying Default Copy Function Settings

You can change the default values and other settings for the copy function. For information on the items and settings that can be specified, refer to “[List of Default Copy Settings](#)” (see page 3-4) and “[List of Other Settings](#)” (see page 3-4).

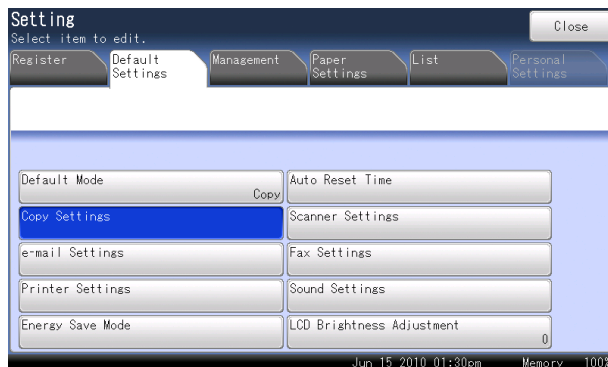
■ Setting Example

Here the procedure for changing the default document type is described as an example.

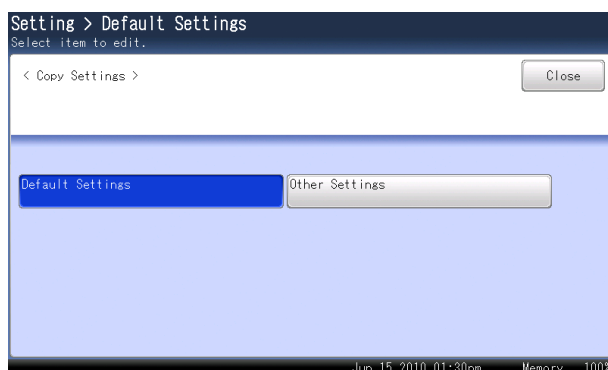
- 1 Press <Setting>.
- 2 Press the [Default Settings] tab.



- 3 Press [Copy Settings].

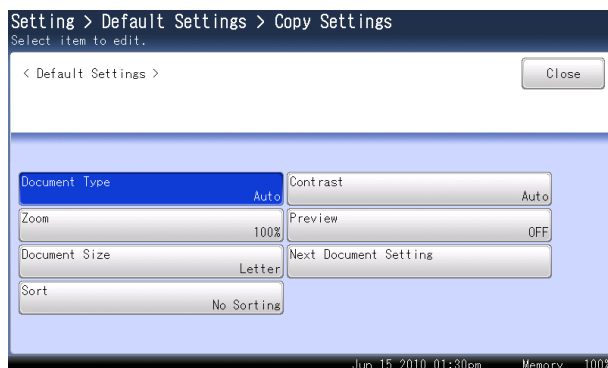


4 Select [Default Settings] or [Other Settings].



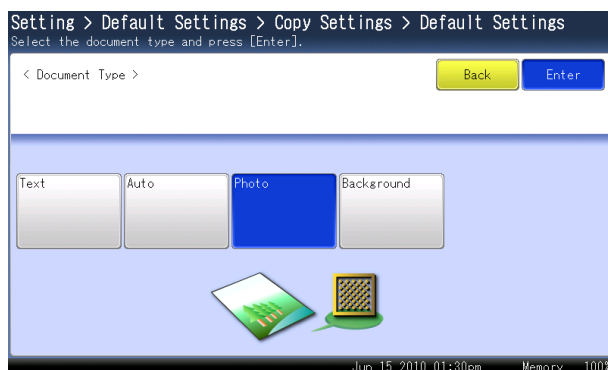
- In this example, [Default Settings] is selected.
- For details on the settings that can be specified, refer to “[List of Default Copy Settings](#)” (see page 3-4) and “[List of Other Settings](#)” (see page 3-4).

5 Select the item to set.



In this example, [Document Type] is selected.

6 Select the default value, and press [Enter].



In this example, the default document type is changed to [Photo].

7 Press [Close].

To continue to change other default values, repeat steps 4 to 7 of the operation.

■ List of Default Copy Settings

Function	Description	Settings	Reference page
Document Type	This sets the default document type setting.	Text <u>Auto</u> Photo Background	1-6
Contrast	This sets the default contrast setting.	Lightest Lighter Normal Darker Darkest <u>Auto</u>	1-7
Zoom	This sets the default setting for the copy zoom ratio.	Auto <u>100%</u>	1-10
Preview	Set the default preview setting.	ON, <u>OFF</u>	
Document Size	This sets the default setting for the scan size of the document. Matching the setting with the size of frequently copied documents can shorten the time required to adjust settings.	<u>Letter</u> Legal H.LTR [□] A4 F4 A5 [□]	2-14
Next Document Setting	If this is set to ON, when the scanning of a document has finished, you can start scanning the next document for copying.	ADF ON, <u>OFF</u> FBS (Document glass) ON, <u>OFF</u>	2-5
Sort	You can set to have the sort function enabled by default.	<u>No Sorting</u> Sort Shift Shift Sort	1-8

Note

- Underlined values are the default settings specified at the time of shipment.
- For details on these settings, refer to “[Setting Example](#)”. (See page 3-2.)

■ List of Other Settings

Function	Description	Settings	Reference page
Copy Reservation	If this is enabled, the next document can be scanned while the current document is being copied.	<u>ON</u> OFF	2-7

Note

- Underlined values are the default settings specified at the time of shipment.
- For details on these settings, refer to “[Setting Example](#)”. (See page 3-2.)