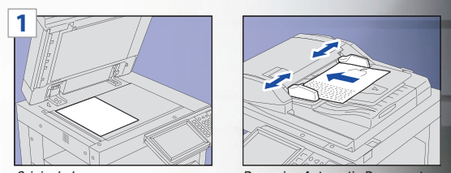
OPERATING INSTRUCTIONS

e-STUDIO 2820c/3520c/4520c

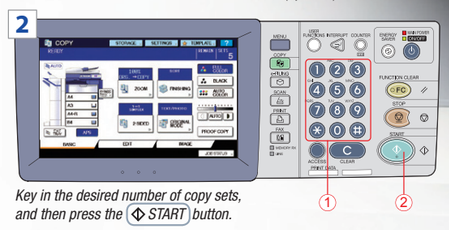
BASIC COPYING

1. Place the original(s).
2. Key in the desired number of copy sets, and then press the ◇START button.



Original glass

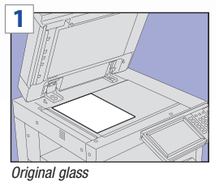
Reversing Automatic Document Feeder (optional)



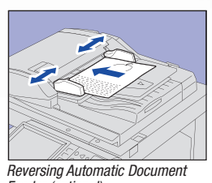
Key in the desired number of copy sets, and then press the ◇START button.

BASIC SCANNING

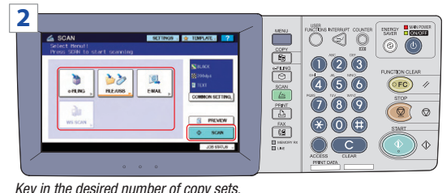
1. Place the original(s).
2. Specify the location where the scanned data will be stored, and then press ◇SCAN on the touch panel.



Original glass



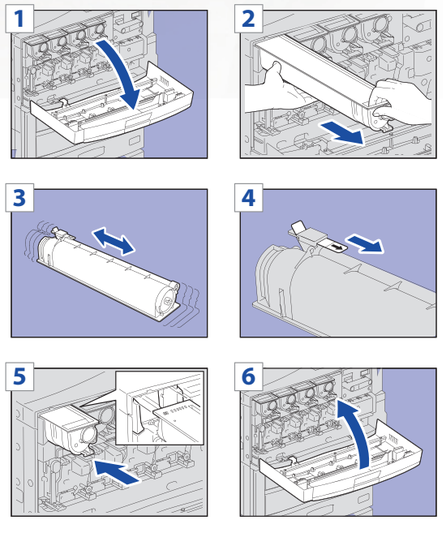
Reversing Automatic Document Feeder (optional)



Key in the desired number of copy sets, and then press the ◇START button.

REPLACING TONER CARTRIDGE

1. Open the front cover.
2. Remove the color toner cartridge you want to replace.
3. Shake the new toner cartridge well to loosen the toner inside.
4. Pull out the seal.
5. Install the new toner cartridge.
6. Close the front cover.



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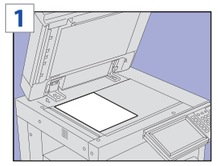
CHECKING THE METER READING

1. Press the User Functions (123) key.
2. Press the Print Out Total Counter Icon.
3. Collect the printed counter report from the exit tray.

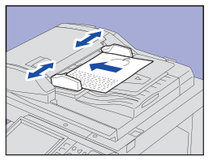
BASIC e-FILING STORING

The originals are stored as e-FILING documents in this equipment as well as being copied.

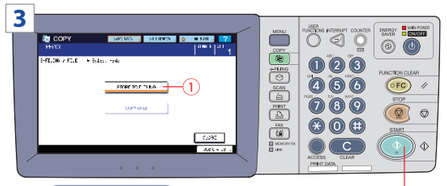
1. Place the original(s).
2. Press STORAGE on the touch panel in the basic menu for the copying functions.
3. Press STORE TO E-FILING on the touch panel to select the box in which you want to store the data, and then press the ◇START button on the control panel.



Original glass



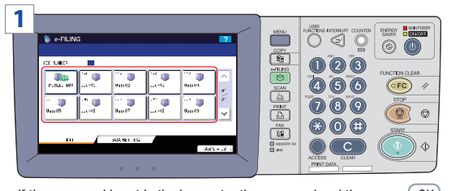
Reversing Automatic Document Feeder (optional)



Press STORE TO E-FILING on the touch panel to select the box in which you want to store the data, and then press the ◇START button on the control panel.

BASIC e-FILING PRINTING

1. Press the box button in which the documents are stored.
2. Select the document you want to print, and then press ◇PRINT on the touch panel.



If the password is set in the box, enter the password and then press OK on the touch panel.

If the document is stored in a folder, select the folder and then press OPEN on the touch panel.

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