KONICA MINOLTA

The essentials of imaging

KONICA MINOLTA 240f

User's Guide
Copy Operations

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1 Introduction

1 Introduction

1.1 How to read this manual

1.1.1 Symbols

Operational and safety information

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	Describes cautions 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.
🕮	Describes reference information and additional notes for operations.

Please note that we will not be held responsible for any loss including pure economic loss that occurs due to the machine missing an opportunity to perform transmission or recording of data, caused by damage to the machine, a malfunction, or external factors such as a power failure.

1.1.2 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

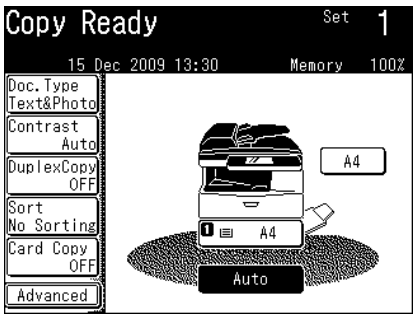
Enclosed in < >, for example, <Job Confirm. ▶ Fax Cancel>.

Touch panel keys

Enclosed in [ ], for example, [Contrast].

Screens

This manual uses the screens of the KONICA MINOLTA 240f standard model, unless otherwise stated. The screens you see may differ, depending on the options installed.



2 Basic copy functions

2 Basic copy functions

2.1 Basic copying

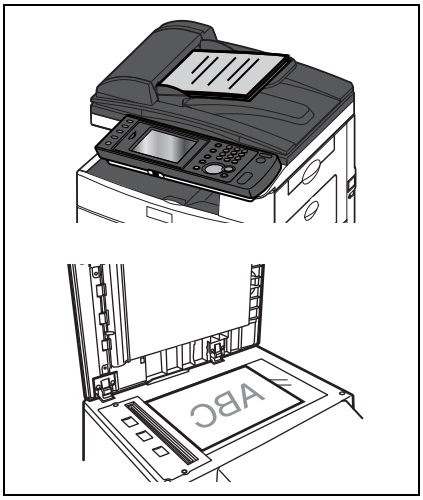
2.1.1 Making copies

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 2, "Loading Documents" in the Quick Guide.

➔ Set the document type and contrast, as necessary. For details, refer to page 2-7 and page 2-8.



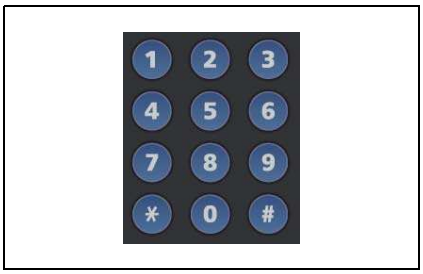
2 Set the various copy functions.

➔ 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>.

2.1.2 Selecting the paper for copying

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

When the paper size is set to auto, paper is automatically selected according to the size of the document. The paper sizes selected are A4, F4, and A5 ▯. Other paper sizes will not be automatically selected.

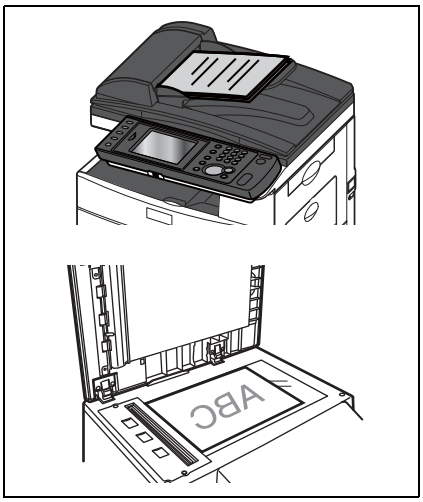
If the paper size is not automatically selected, press the touch panel to select the cassette or bypass tray containing the paper you want to copy on.

Copying to paper in a cassette

1 Load the document, and press <Copy>.

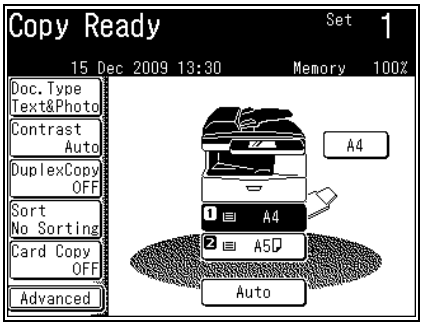
➔ For details on loading documents, refer to Chapter 2, "Loading Documents" in the Quick Guide.

➔ Set the document type and contrast, as necessary. For details, refer to page 2-7 and page 2-8.



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

➔ The screen indicated here is displayed when the optional 2-cassette cabinet is installed.



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>.

Copying with the bypass tray

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

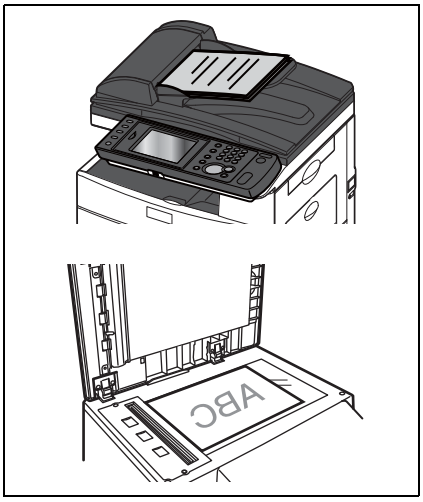
For details on the paper you can load in the bypass tray, refer to Chapter 2, "Acceptable Paper" in the Quick Guide.

For details on loading paper in the bypass tray, refer to Chapter 2,"Loading paper into the bypass tray" in the Quick Guide.

1 Load the document, and press <Copy>.

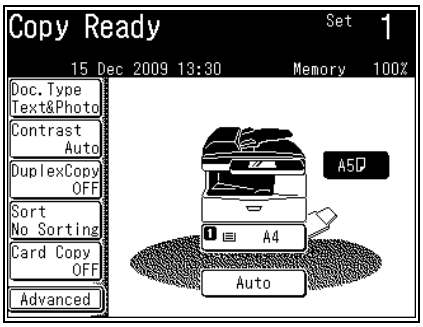
➔ For details on loading documents, refer to Chapter 2, "Loading Documents" in the Quick Guide.

➔ Set the document type and contrast, as necessary. For details, refer to page 2-7 and page 2-8.



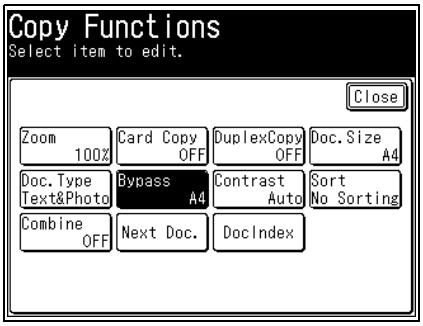
2 Select the bypass tray.

➔ If the paper that is loaded and the paper settings of the bypass tray match, proceed to step 7.

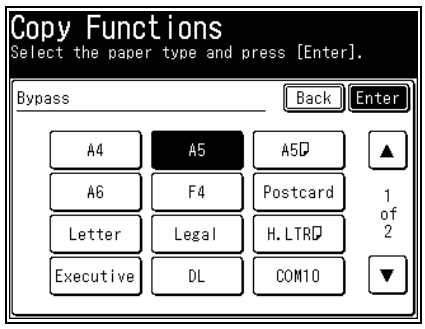


3 Press [Advanced].

4 Press [Bypass].



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



6 Press [Close].

7 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.

8 Press <Start>.

2.2 Basic copy settings

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

You can also change the default settings, as necessary. For details, refer to page 4-3.

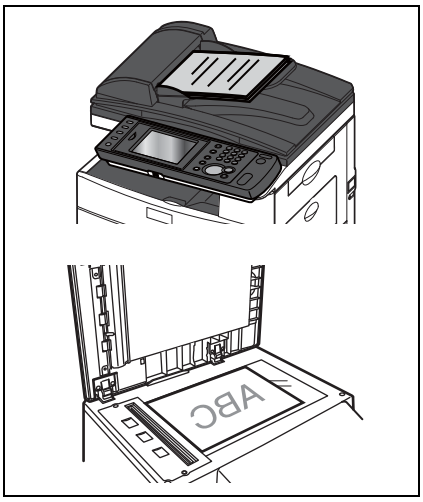
2.2.1 Setting the document type

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

Option	Description
Text	Select to scan text.
Text&Photo	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.

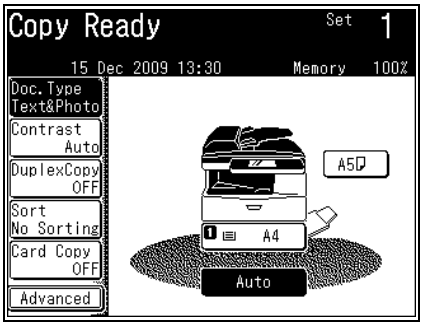
1 Load the document, and press <Copy>.

➔ For details on loading documents, refer to Chapter 2, "Loading Documents" in the Quick Guide.

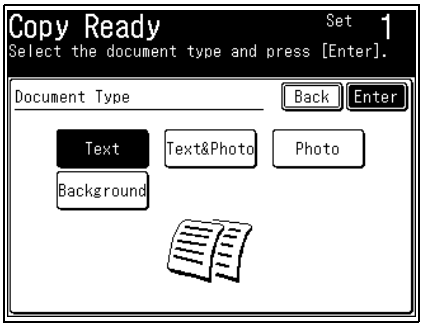


2 Press [Doc.Type].

➔ If [Doc.Type] is not displayed, press [Advanced] and then select [Doc.Type].



3 Select the desired document type, and press [Enter].



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>.

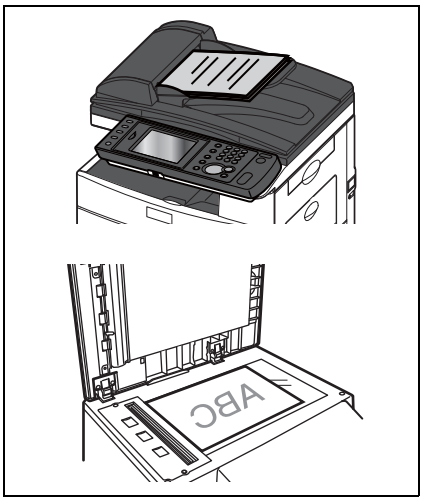
2.2.2 Setting the contrast

Set the contrast to scan with according to the document.

Option	Description
Auto	Scans with a suitable 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.

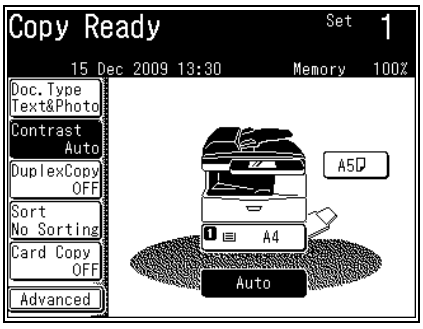
1 Load the document, and press <Copy>.

➔ For details on loading documents, refer to Chapter 2, "Loading Documents" in the Quick Guide.

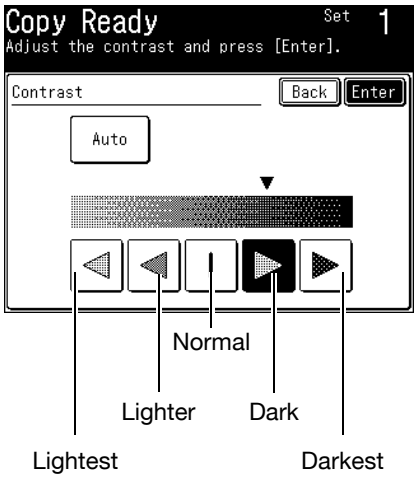


2 Press [Contrast].

➔ If [Contrast] is not displayed, press [Advanced] and then select [Contrast].



3 Select the desired contrast, and press [Enter].



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.

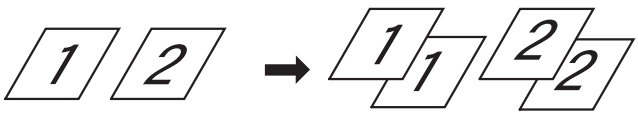
5 Press <Start>.

2.2.3 Sort copying

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

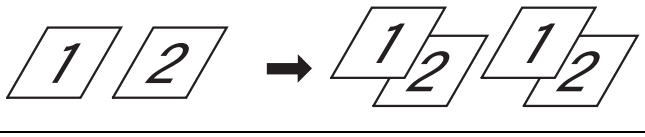
No Sorting

The paper is sorted for each page of the document.



Sort

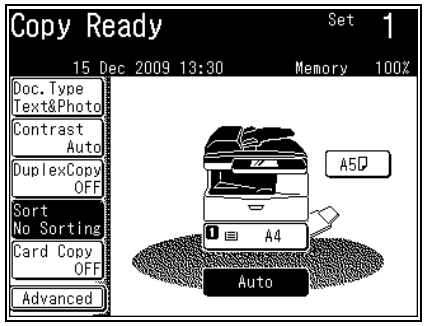
The paper is sorted for each copy.



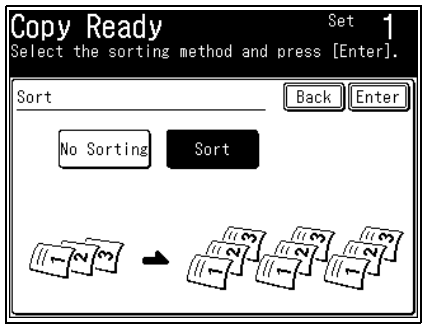
1 Load the document, and press <Copy>.

2 Press [Sort].

➔ If [Sort] is not displayed, press [Advanced] and then select [Sort].



3 Select [No Sorting] or [Sort], and press [Enter].



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>.

2.2.4 Zoom copying

Zoom copying can be performed by setting the magnification (specified zoom ratio). When specifying the zoom ratio, you can specify a default zoom ratio or any freely set zoom ratio.

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.

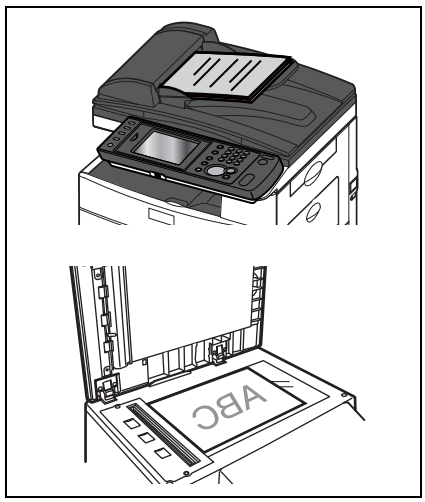
Depending on the selected zoom ratio, some of the image may be left out or there may be extra blank areas on the paper.

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 2, "Loading Documents" in the Quick Guide.

➔ Set the document type and contrast, as necessary. For details, refer to page 2-7 and page 2-8.

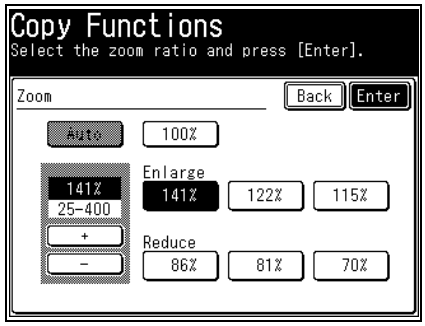


2 Press [Advanced].

3 Press [Zoom].

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

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



5 Press [Close].

6 Select the cassette or the bypass tray containing the paper you want to use for copying.

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

8 You can set 1 to 99 copies.

9 When the number of copies is not set, one copy will be made.

10 Press <Start>.

3 Advanced copy functions

3 Advanced copy functions

3.1 Introduction to advanced functions

This product includes the following copy functions.

Next Document Setting

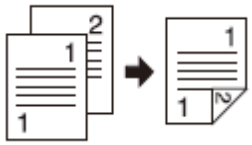
When the scanning of a document has finished, you can start scanning the next document for copying. For details, refer to page 3-4.

Copy Reservation

Another document can be loaded and reserved for copying even while printing copies. For details, refer to page 3-5.

Duplex Copy

You can copy to the front and back of the paper. For details, refer to page 3-6.

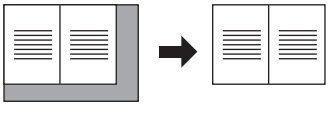


Combine

You can copy a two page or four page document to a single page. For details, refer to page 3-12.

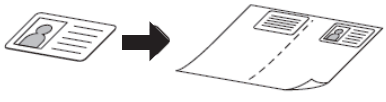
Scan Size

You can erase the black shadows that appear when copying with the platen cover open. For details, refer to page 3-13.



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. For details, refer to page 3-14.



Using DocIndex

The DocIndex feature allows you to enter and send a metadata tag automatically to a network computer. For details, refer to page 3-17.

3.2 Advanced copy functions

3.2.1 Scanning the next document

When the scanning of a document has finished, you can start scanning the next document for copying.

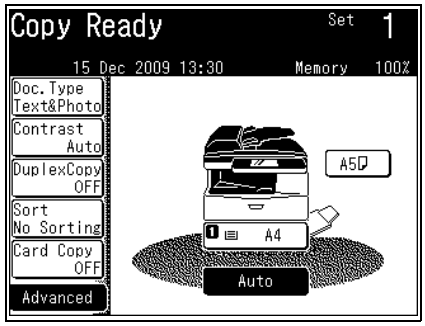
This enables you to continuously scan on the document glass or use both the ADF (Auto Document Feeder) and the document glass (FBS) alternately.

The next document settings can be set separately for the ADF and the document glass (FBS).

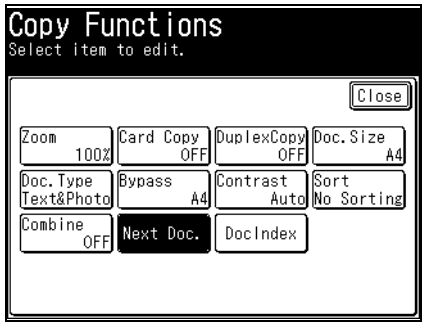
The next document setting is enabled when performing combined copying (page 3-12), performing duplex copying of one-sided documents (page 3-6) or performing card copying (page 3-14) using the document glass, regardless of the default setting.

1 Load the document, and press <Copy>.

2 Press [Advanced].

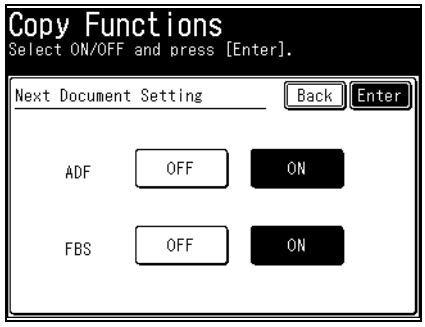


3 Press [Next.Doc].



4 Select [ON] and press [Enter].

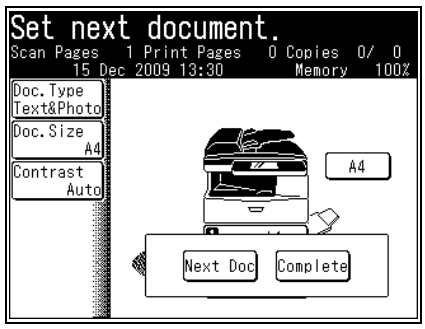
➔ If you select [OFF], the next document setting is disabled.



5 Press [Close].

6 Press <Start>.

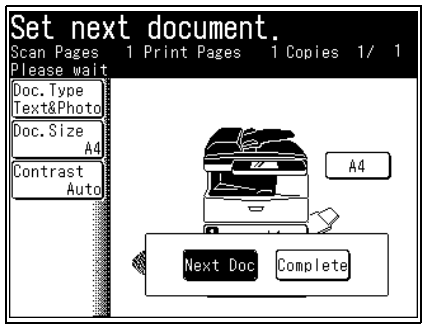
➔ When the loaded documents have been scanned, the message "Set next document" is displayed.



7 Load the next document to scan.

8 Press [Next Doc] or <Start>.

➔ When the loaded documents have been scanned, the message "Set next document" is displayed.



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

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

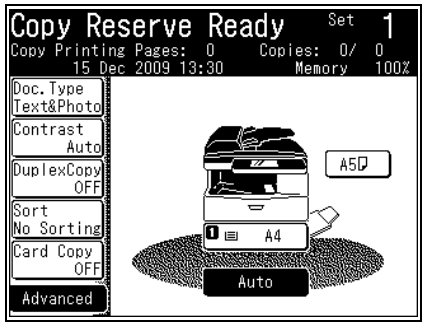
3.2.2 Reserving copies

Another document can be loaded and reserved for copying even while printing. The copying of the next job starts immediately after the printing is finished, which means no time will be wasted by waiting.

You cannot reserve copies when the default setting for copy reservation is OFF. For details, refer to page 4-5.

Up to 10 copies can be reserved.

1 The message "Copy Reserve Ready" is displayed while printing.



2 Load the document you want to reserve.

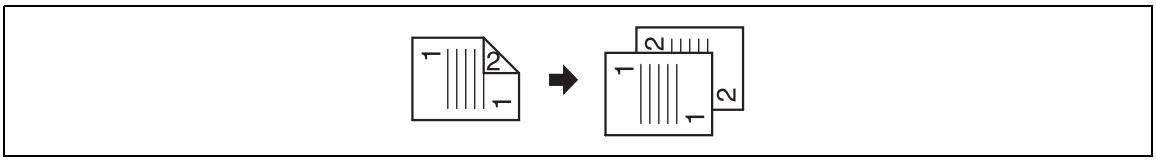
3 Press <Start>.

The scanning of the document starts, and copying will start as soon as the current copy job is completed.

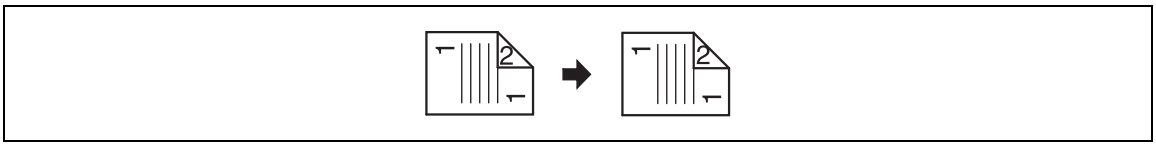
3.2.3 Duplex copying

You can use this function to perform:

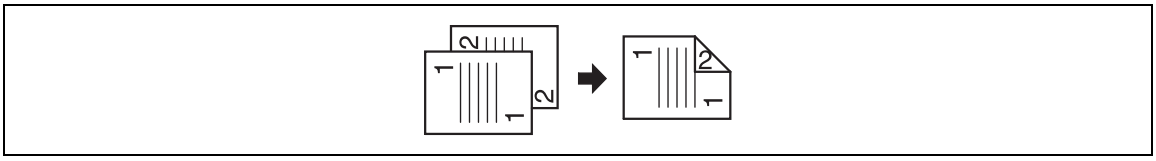
One-sided copying of a duplex document (2) 1 sided) (p. 3-9)



Duplex copying of a duplex document (2) 2 sided) (p. 3-10)



Duplex copying of a one-sided document (1) 2 sided) (p. 3-11)

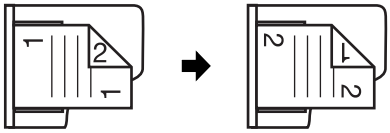
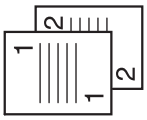
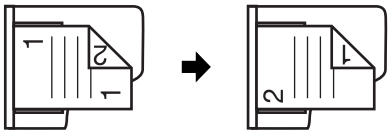
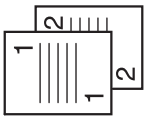
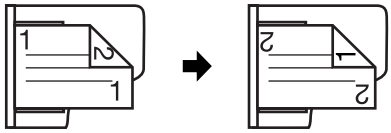
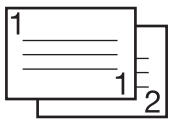
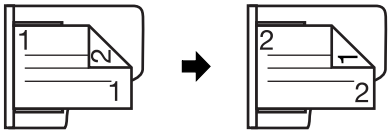
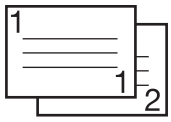


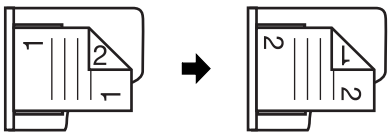
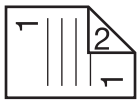
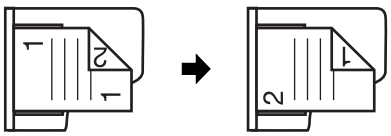
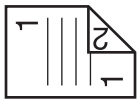
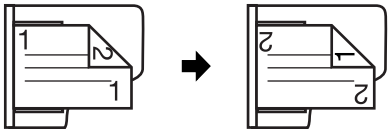
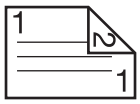
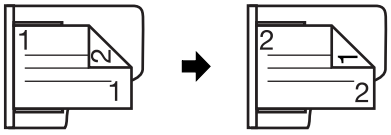
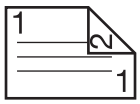
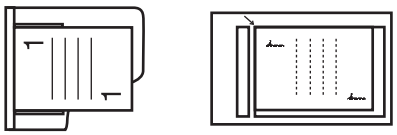
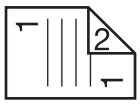
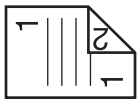
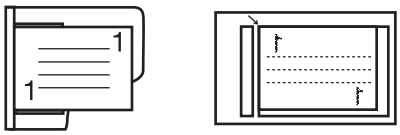
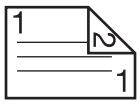
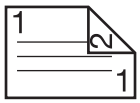
Enlargement copy is only available when you perform the duplex copy of one-sided documents (1 ▶ 2sided) using the document glass.

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 (Auto Document Feeder) can be used for copying.

A4 and F4 paper are available for duplex printing.

How to set your document

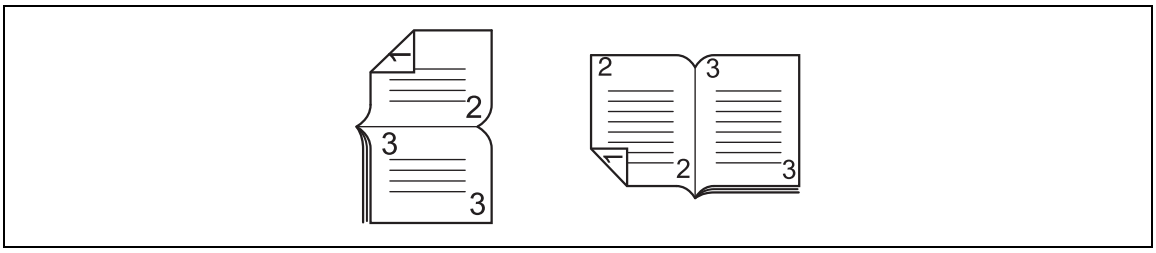
	Binding position	Document orientation	Result image of duplexed copy
2 ▶ 1 sided	Long Edge	When you place the front side ▶ When you place the backside 	
	Short Edge	When you place the front side ▶ When you place the backside 	
	Long Edge	When you place the front side ▶ When you place the backside 	
	Short Edge	When you place the front side ▶ When you place the backside 	

	Binding position	Document orientation	Result image of duplexed copy
2 ▶ 2 sided	Long Edge	When you place the front side ▶ When you place the backside 	
	Short Edge	When you place the front side ▶ When you place the backside 	
	Long Edge	When you place the front side ▶ When you place the backside 	
	Short Edge	When you place the front side ▶ When you place the backside 	
1 ▶ 2 sided	Long Edge		
	Short Edge		
	Long Edge		
	Short Edge		

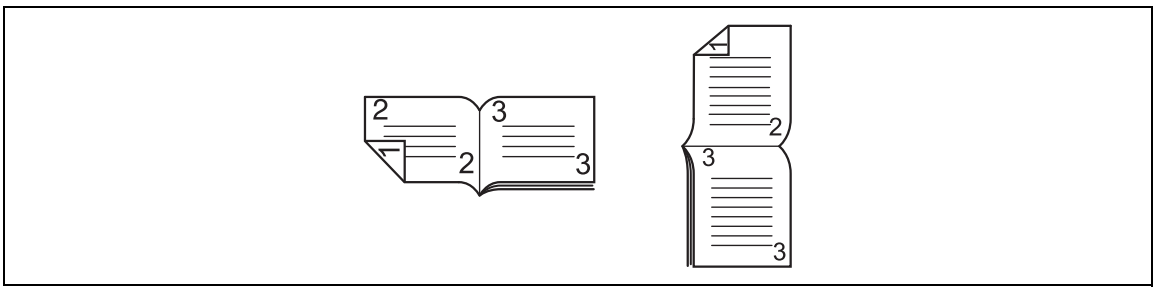
How to select the binding position

Refer to the illustration below to select the binding type.

Long edge binding



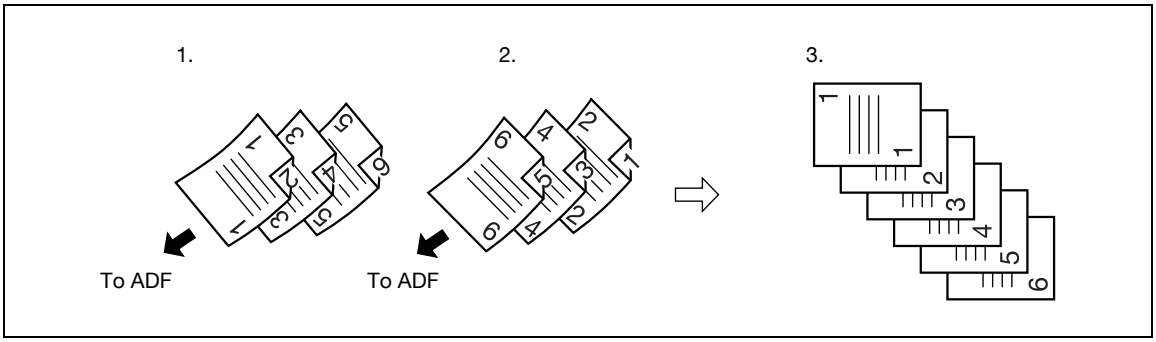
Short edge binding



One-sided copying of a duplex document (2 ▶ 1 sided)

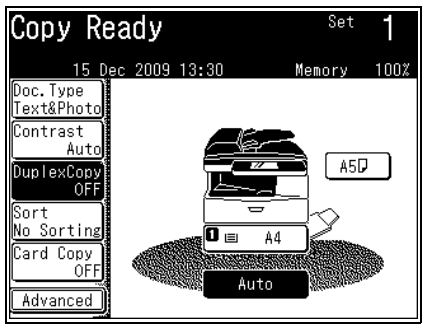
This mode allows you to convert two-sided originals into one-sided documents.

1. Scan the front side.
2. Pick up the documents and set them to scan the backside.
3. The scanned data temporarily saved in the memory will be sorted and printed.

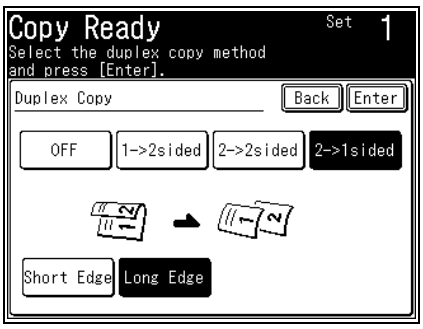


1 Load the document in the ADF (Auto Document Feeder), and press <Copy>.

2 Press [DuplexCopy].



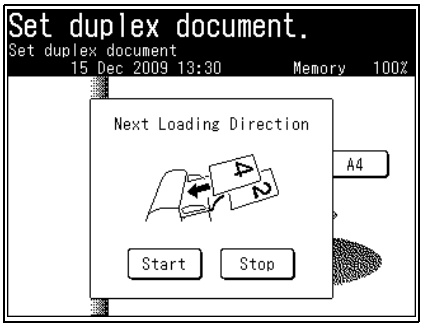
3 Press [2 ▶ 1 sided].



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

5 Press <Start>.

➔ When the front side scan is over, the machine shows the following screen:

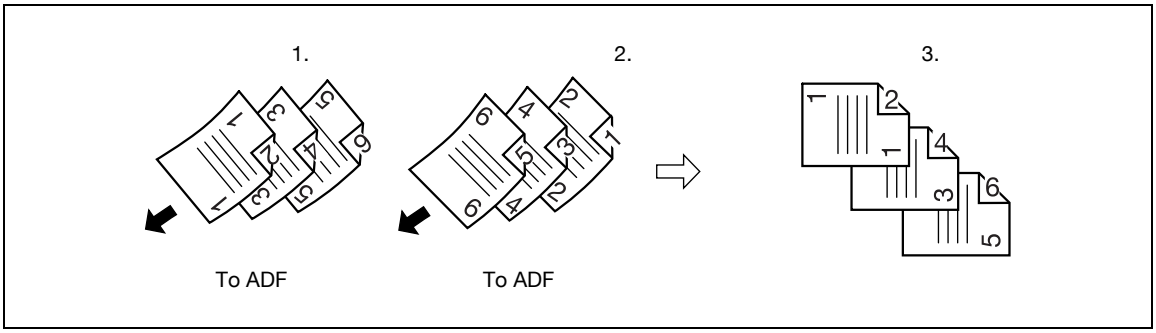


6 Set the backside of the duplex document and press [Start] or <Start>.

Duplex copying of a duplex document (2 ▶ 2 sided)

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

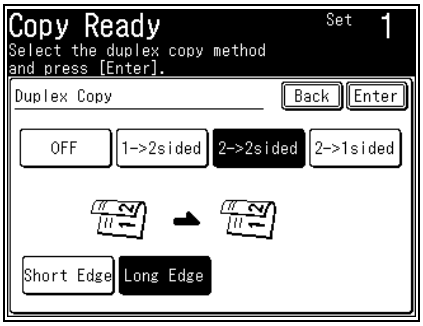
1. Scan the front side.
2. Pick up the documents and set them to scan the backside.
3. The scanned data temporarily saved in the memory will be sorted and printed.



1 Load the document in the ADF (Auto Document Feeder), and press <Copy>.

2 Press [DuplexCopy].

3 Press [2 ▶ 2 sided].



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

5 Press <Start>.

➔ When the front side scan is over, the machine shows the following screen:

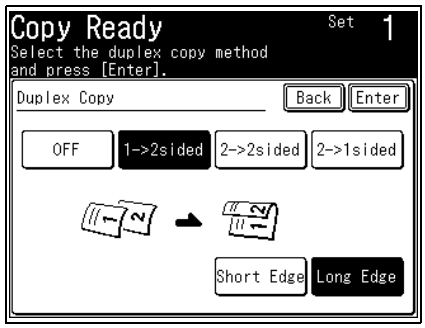
6 Set the backside of the duplex document and press [Start] or <Start>.

Duplex copying of a one-sided document (1 ▶ 2 sided)

1 Load the document, and press <Copy>.

2 Press [DuplexCopy].

3 Press [1 ▶ 2 sided].



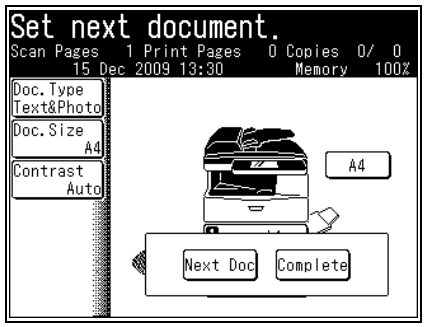
4 Select [Long Edge] or [Short Edge], and press [Enter].

5 Press <Start>.

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

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

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



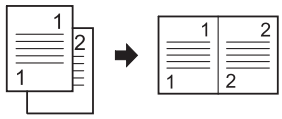
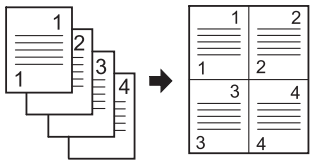
7 Repeat step 6 to scan all the documents.

➔ To finish copying, press [Complete].

3.2.4 Combined copying

You can copy a multiple page document to a single page.

This enables you to copy a two page or four page document to a single page.

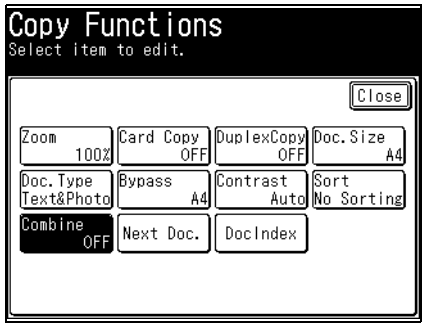
Option	
2 - in - 1	
4 - in - 1	

If you set the Combine function, the copy zoom ratio is automatically set, and the document size is set to A4. If you want to set the copy zoom ratio or the scan size, set it after setting the Combine function.

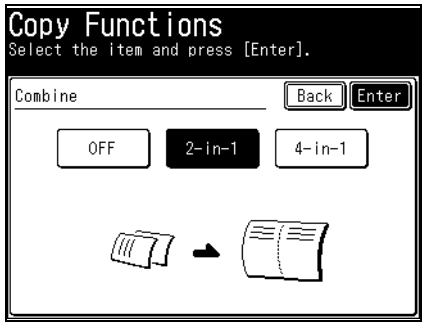
1 Load the document, and press <Copy>.

2 Press [Advanced].

3 Press [Combine].



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

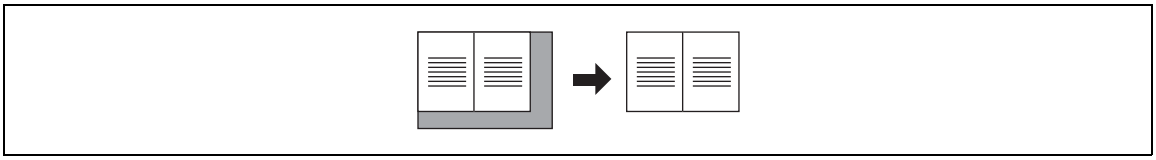


5 Press [Close].

6 Press <Start>.

3.2.5 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.



When you scan using the document glass, only an area from the reference setting position equal to the set scan size is scanned.

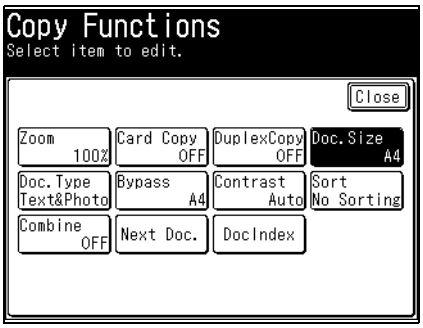
When you scan using the ADF, only an area from the center with a width equal to the set scan size is scanned. The whole length of the document is scanned.

1 Load the document, and press <Copy>.

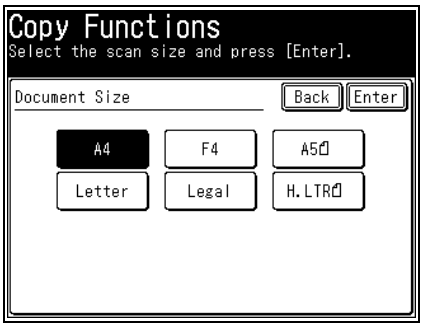
2 Press [Advanced].

3 Press [Doc.Size].

➔ If you loaded the document in the ADF, [Auto] is selected.



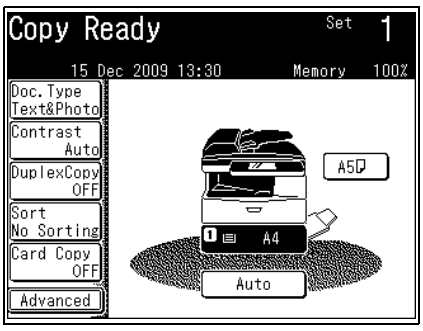
4 Select the size of the document to scan, and press [Enter].



5 Press [Close].

6 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.



7 Press <Start>.

3.2.6 Card copying

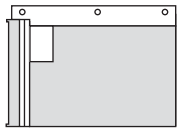
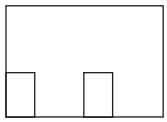
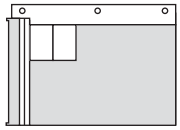
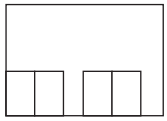
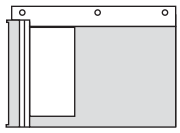
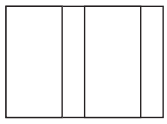
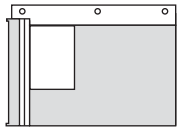
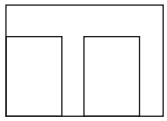
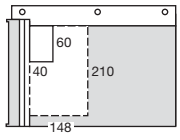
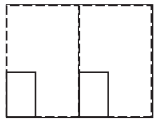
You can copy the front and back of ID cards, checks, and custom size documents so that both sides are printed together on a single page.

The ADF cannot be used. Use the document glass for copying.

If you use paper smaller than A4 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 (56 × 86 mm)		
Two ID Cards (56 × 86 mm) × 2		
Personal Check (106 × 210 mm)		
Business Check (105 × 150 mm)		
Custom Size (40 to 148) × (60 to 210) mm		

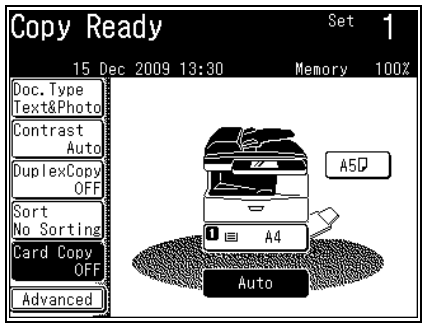
Copying an ID card or check

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

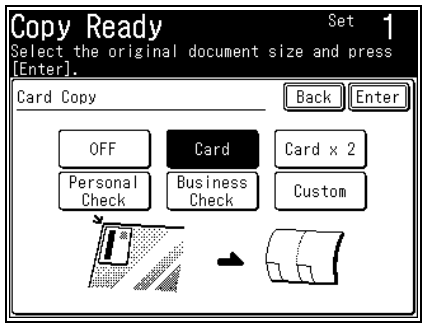
➔ For details on the orientation for cards and checks, refer to the table on the previous page.

2 Press [Card Copy].

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



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

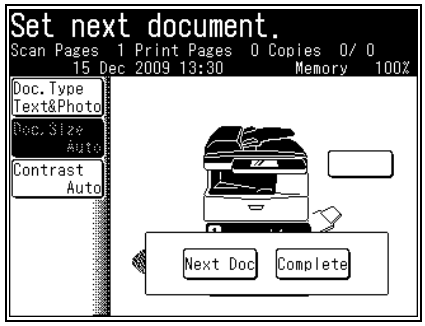


4 Press <Start>.

The front of the card is scanned.

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

The back of the card is scanned.



6 If you want to scan another document, load the document, and repeat steps 4 and 5.

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

Copying custom size documents

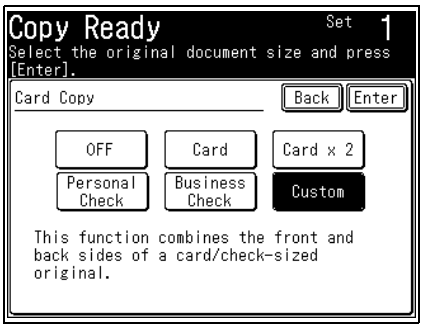
1 Load the document on the document glass, and press <Copy>.

➔ For details on the orientation for cards and checks, refer to the table.

2 Press [Card Copy].

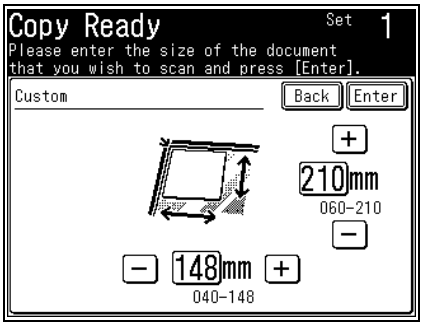
➔ If [Card Copy] is not displayed, press [Advanced] and then select [Card Copy].

3 Press [Custom].



4 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.



5 Press [Enter].

6 Press <Start>.

The front of the document is scanned.

7 Turn the document over, and press <Start>.

The back of the document is scanned.

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

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

3.2.7 Using DocIndex

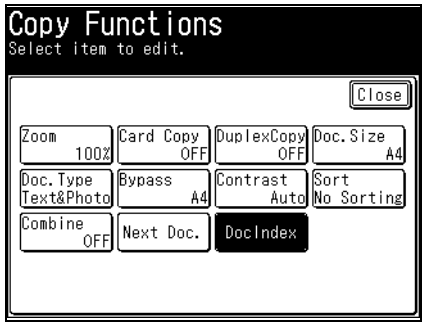
The DocIndex feature allows you to enter tag (metadata indicating the attributes and processing method of the copy job) and send it automatically to a network computer.

Set DocIndex before using this function. For details, refer to Chapter 3, "Setting DocIndex" in the User's Guide Message Board Operations.

1 Load the document, and press <Copy>.

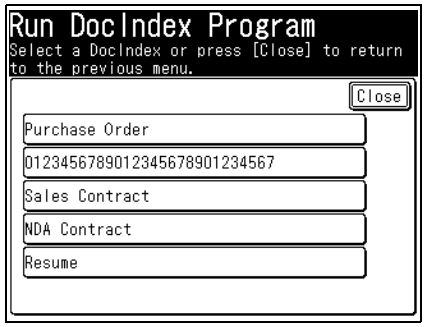
2 Press [Advanced].

3 Press [DocIndex].



4 Select the DocIndex setting you wish to use.

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



5 Set the DocIndex.

➔ If the date field is required, please insert the current date and press [Enter].

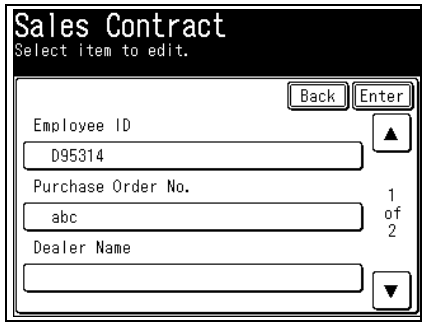
➔ If the selected DocIndex setting has been defined as requiring user authentication and you have not logged in, the login screen will appear. For details on logging in, refer to Chapter 2, "Logging In / Logging out" in the User's Guide Administrator Operations.

➔ 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].

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



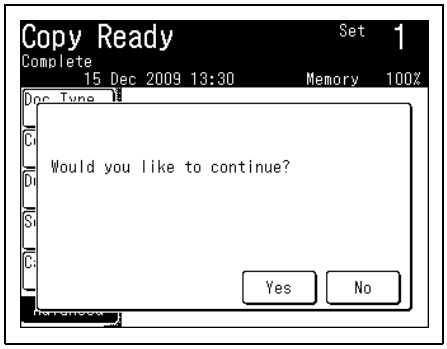
7 Press [Close].

8 Press <Start>.

The message "Checking copy DocIndex Availability" is displayed, and the folder in which the ScanTag 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.



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 Message Board.

3.2.8 Advanced function combination list

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

	Cassette (auto)	Cassette (specified)	Document Type	Contrast	Zoom (auto)	Zoom (100%)	Zoom (enlarge)	Zoom (reduce)	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)
Cassette (auto)		○			—										—	—			
Cassette (specified)	○																		
Document Type																			
Contrast																			
Zoom (auto)	—					○	○	○	—							—			
Zoom (100%)					○		○	○											
Zoom (enlarge)					○	○		○	—	—									—
Zoom (reduce)					○	○	○									—			
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

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

4 Device settings

4 Device settings

4.1 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.

You can set the time it takes to return to the default settings. For details, refer to Chapter 2, "Specifying Default Values" in the User's Guide Administrator Operations.

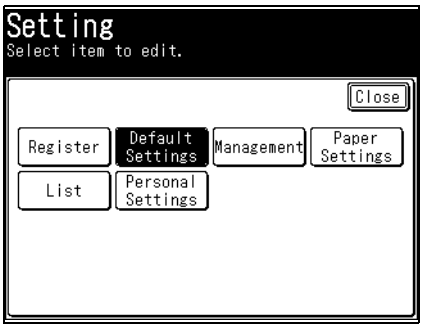
You can change the default values and other settings for the copy function. For information on the items and settings that can be specified, refer to page 4-5 and page 4-5.

Setting example

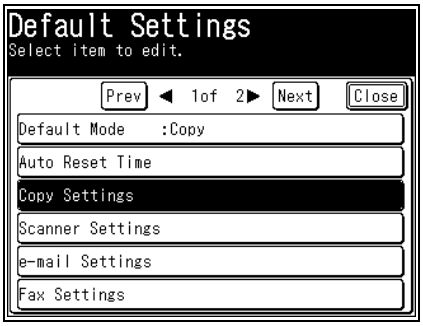
Here the procedure for changing the default document type is described as an example.

1 Press <Setting>.

2 Press [Default Settings].



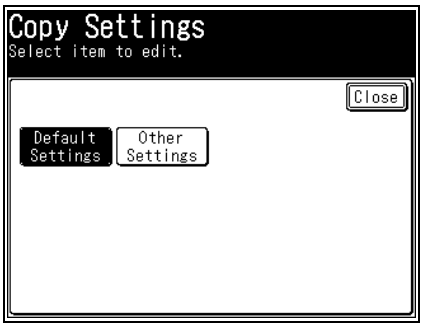
3 Press [Copy Settings].



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

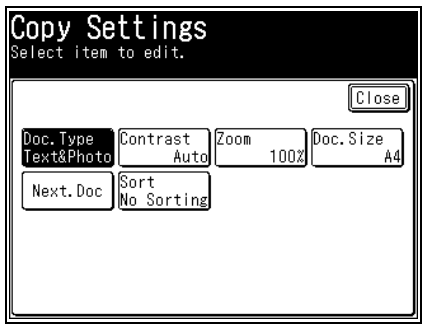
In this example, [Default Settings] is selected.

➔ For details on the settings that can be specified, refer to page 4-5 and page 4-5.



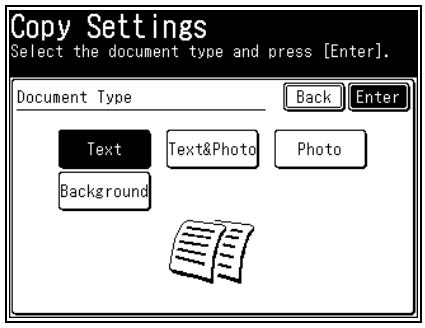
5 Select the item to set.

In this example, [Doc.Type] is selected.



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

In this example, the default document type is changed to [Text&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
Doc.Type	This sets the default document type setting.	***Text*** Text&Photo Photo Background	p. 2-7
Contrast	This sets the default contrast setting.	Lightest Lighter Normal Darker Darkest ***Auto***	p. 2-8
Zoom	This sets the default setting for the copy zoom ratio.	Auto ***100%***	p. 2-10
Doc.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.	***A4*** A5 ▯ Letter H.LTR ▯ Legal F4	p. 3-13
Next.Doc	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, ***OFF*** FBS (Document glass): ON, ***OFF***	p. 3-4
Sort	You can set to have the sort function enabled by default.	***No Sorting*** Sort	p. 2-9

Highlighted values are the default settings specified at the time of shipment.

For details on these settings, refer to page 4-3.

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.	***ON*** OFF	p. 3-5

Highlighted values are the default settings specified at the time of shipment.

For details on these settings, refer to page 4-3.