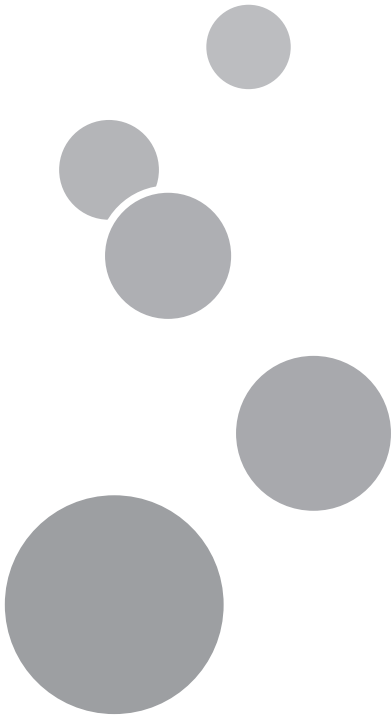


Operating Instructions

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Read this manual carefully before you use this product and keep it handy for future reference.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

This option is available for DD 5450.

Trademarks

- Microsoft, Windows, and Windows Vista are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
- All other trademarks are the property of their respective owners.

PLEASE NOTE

Contents of this manual are subject to change without prior notice.
Some illustrations in this manual might be slightly different from the machine.
Certain options might not be available in some countries. For details, please contact your local dealer.

About USB FLASH DRIVE

- Use exclusive use USB FLASH DRIVE of the attachment. If you use a commercially available USB FLASH DRIVE, it may not operate normally. Especially, USB FLASH DRIVE having functions such as automatic compression, file encryption, and security, etc. might not be able to be used.

Restrictions on the USB FLASH DRIVE

- * Do not change "IMAGE" folder on your computer.
- * If you change data name on your computer, please note that characters and the number of characters that you can use are limited. ("Saving Data in the USB FLASH DRIVE on Your Computer" → see P.10)
- * If you remove the USB FLASH DRIVE from your computer, click icon for PC Card on the task bar and follow the instructions on the screen for correct removal. (Refer to the Instruction Manual of your computer for the details.)
- * The USB FLASH DRIVE format should be FAT(FAT12/FAT16/FAT32) only. Other format (NTFS, exFAT, etc.) cannot be used.

Instructions for Use

- Follow this Instruction Manual to use this product correctly.
- Stored data in the USB FLASH DRIVE may be deleted (destroyed) in the following cases.
Please note that we hold no responsibility whatsoever for the deletion or destruction of the data.

We recommend you keep backup of important data in other media (DVD, hard disk, etc.).

1. When customer or the third person use the USB FLASH DRIVE incorrectly.
 2. When the USB FLASH DRIVE is affected by static electricity or electrical noise.
 3. When the USB FLASH DRIVE is removed from the USB port during writing or reading, or the power to the machine is turned off.
 4. When the USB FLASH DRIVE is not written or read for a long period of time.
- When the USB FLASH DRIVE is initialized (formatted), all of the stored data is deleted.
Please take backup of necessary data.
 - Since the USB FLASH DRIVE has a limited life, it may not store or reproduce image data if it has been used for a long period of time. At this time, please purchase a new USB FLASH DRIVE.
 - Do not use or store the USB FLASH DRIVE in environment where static electricity or electrical noise tends to take place.
 - Do not drop the USB FLASH DRIVE, or do not give a strong shock or high heat to the USB FLASH DRIVE.
 - Static electricity or a strong shock may destroy the USB FLASH DRIVE and it may not store or reproduce data. In this case, please purchase a new USB FLASH DRIVE.
 - Do not touch the terminal area of the USB FLASH DRIVE with hands or metal.
 - Keep the USB FLASH DRIVE away from heat, moisture, or direct sunlight.
 - Keep the USB FLASH DRIVE in a place inaccessible to children.
 - Do not store the USB FLASH DRIVE in dusty place.
 - If you use the USB FLASH DRIVE through the USB HUB, it may not operate normally.
- * **Usage or features is subject to change without notice.**
 - * **Since recording media such as USB FLASH DRIVE is consumable supply, it is not included in the warranty.**

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:



CAUTION

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Pictorial Symbols and Other Notations Used in This Manual

In this manual, important items are described using symbols. Please be sure to read the descriptions marked with the followings. Each symbol and notation means as below.

IMPORTANT

: Introduces instructions for correct operation of the machine.
If these instructions are ignored, the machine may not be able to operate at optimum performance or may break down.

REFERENCE

: Introduces information that is useful for operation and maintenance of the machine, or information about the machine's performance, etc.



: Indicates that the description of the operating sequence is continued on the next page.

(→ P.00 "xxxx") : Indicates the page number and item containing related information.

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Chapter 1

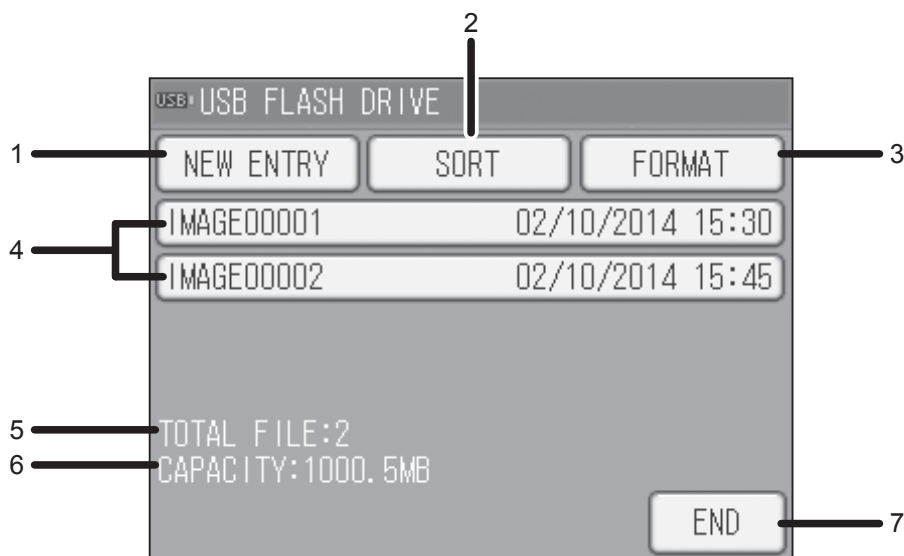
Before Using This Machine

This chapter describes the operation screen.

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Operation Screen of USB FLASH DRIVE	2
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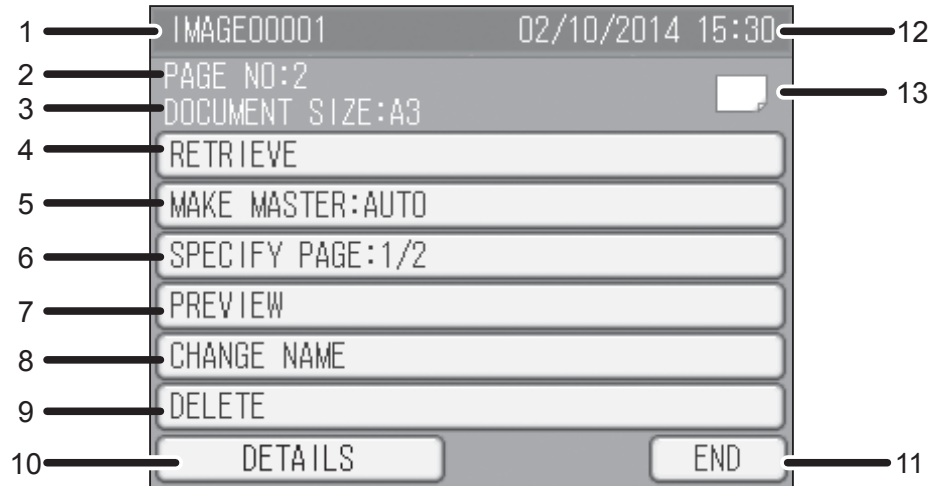
Operation Screen of USB FLASH DRIVE

Main Menu Screen



No.	Name	Function
1	NEW ENTRY	Touch when saving a new data.
2	SORT	Sorts data.
3	FORMAT	Formats USB FLASH DRIVE.
4	Saved File	Touch to move it to the data screen.
5	TOTAL FILE	Displays total number of file saved.
6	CAPACITY	Displays available memory of USB FLASH DRIVE.
7	END	Ends operation of USB FLASH DRIVE screen.

Data Screen

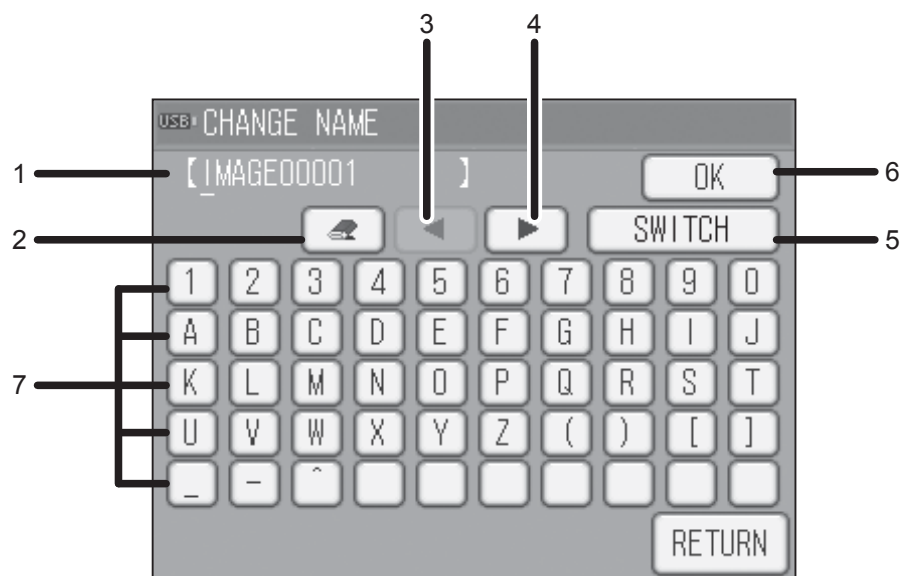


1

Before Using This Machine

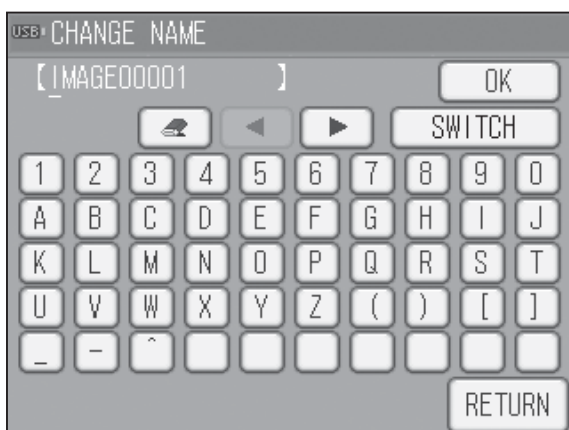
No.	Name	Function
1	Data Name	Displays name of saved data.
2	Page No.	Displays the number of pages of saved data.
3	Document Size	Displays document size of saved data.
4	Retrieve	Retrieves saved data.
5	Master Making	Switches master making mode. (AUTO/MANUAL)
6	Specify Page	Specifies page of multi-page data for master making and printing.
7	Preview	Displays saved data.
8	Change Name	Changes name of saved data.
9	Delete	Deletes saved data.
10	Details	Enables to view details of data.
11	End	Ends this screen.
12	Date, Time	Displays created date and time.
13	Data Icon	Displays data icon of saved data.

Character Entry Screen



No.	Name	Function
1	Data Name	Displays data name.
2	DELETE Key	Deletes character of data name.
3	Cursor Key (Left)	Moves cursor under data name to the left.
4	Cursor Key (Right)	Moves cursor under data name to the right.
5	SWITCH Key	Switches "Uppercase characters" screen and "Lowercase characters" screen.
6	OK Key	Sets data name.
7	Keyboard	Enters data name.

• Uppercase characters



• Lowercase characters



Chapter 2

How to Use

This chapter describes how to use the USB FLASH DRIVE MANAGER.

2

How to Use

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Saving Data in a USB FLASH DRIVE

There are two ways to save the data in the USB FLASH DRIVE:

- Saving the data in the USB FLASH DRIVE on the Digital Duplicator
- Saving the data in the USB FLASH DRIVE on your computer

Saving Data in the USB FLASH DRIVE on the Digital Duplicator

You can save data scanned on Digital Duplicator in the USB FLASH DRIVE.

IMPORTANT

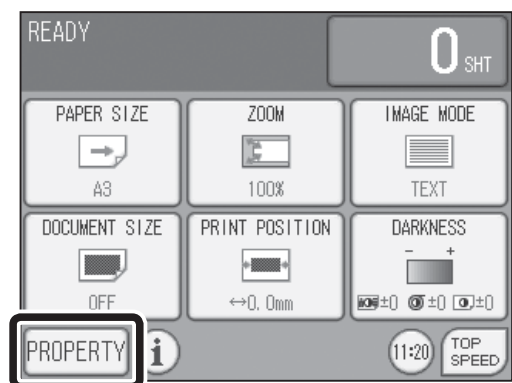
If you start to save the data scanned on Digital Duplicator, you cannot use online data until data storing is complete.

- 1 Insert the USB FLASH DRIVE plug into the USB port.

⚠ CAUTION

Do not remove the USB FLASH DRIVE or do not turn off the power while the USB FLASH DRIVE is being accessed. It may be destroyed or the data in it may be destroyed.

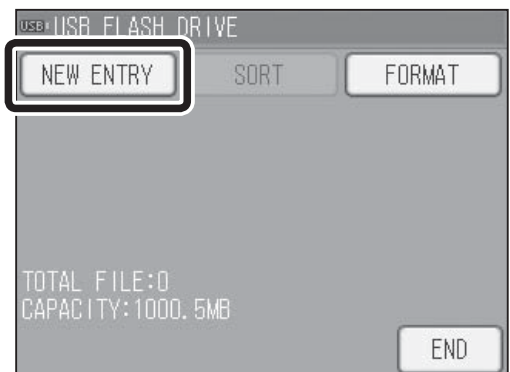
- 2 Set the document you want to save on the exposure glass.
When the ADF (Automatic Document Feeder) is used, set it in the ADF.
- 3 Touch "PROPERTY".



- 4** Touch "PERIPHER".
Touch "USB FLASH DRIVE".



- 5** Touch "NEW ENTRY".



- 6** Touch "OK".

REFERENCE

If you save the data here, the data name is saved as 'IMAGE00001'.

The data is saved with a file name from 'IMAGE00001' through 'IMAGE9999'.

To change the file name, touch "CHANGE NAME".

For information on how to enter a data name.
(→ P.4 "Character Entry Screen")

The data name can be changed even after it is saved. For information on how to change the data name. (→ P.30 "Changing Data Name")



Saving Date in a USB FLASH DRIVE

- 7 The screen on the right appears. Touch “OK”.

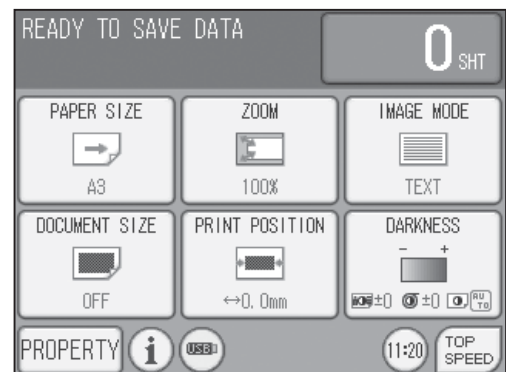


- 8 Press the MASTER MAKING key to scan the document. Scanning the document starts.

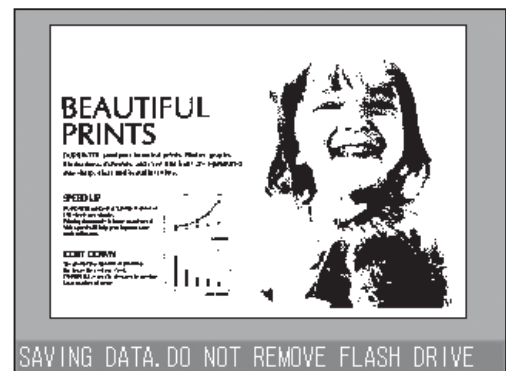
If you want to stop scanning, press the STOP key.

REFERENCE

When the online data is received, the data is saved.



- 9 Scanning is complete, the data scanned appears, and it is saved.

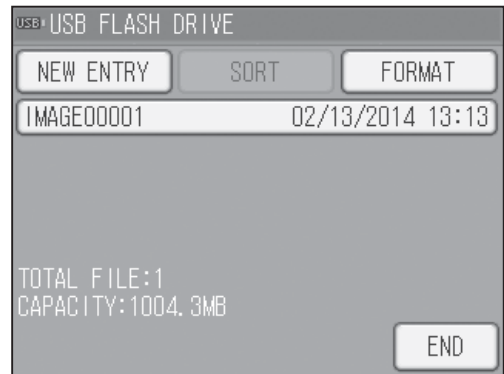


- 10 Touch “YES” to end saving.
Touch “NO” to save multiple pages.

Replace the current document with a new one, then perform step 9 again.



- 11** When data saving is complete, file name of the data and saved date/time appear as shown on the right screen.



Saving Data in the USB FLASH DRIVE on Your Computer

This section describes the procedure to output the print data to a file. The procedure varies depending on application software. For details, see the manual of each software. The following shows how to save the data using the WORDPAD came with Windows 10.

REFERENCE

- Operation system: Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10

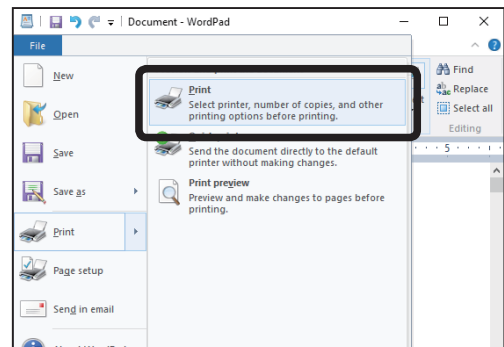
• When Using a Printer for [Print to file] Feature

- 1 Install the printer driver for [Print to file] feature. For information on how to install the printer driver. (→ P.52 “Installing the Printer Driver”)

If the printer driver is already installed, you do not have to install it again.

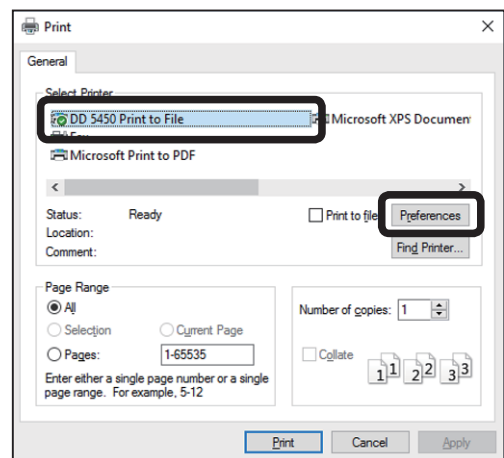
- 2 Insert the USB FLASH DRIVE into your computer.

- 3 Click [File] menu and point to [Print]. Then click [Print].



- 4 The “Print” dialog box appears. Select the printer that was installed in step 1, and then click the [Preferences] button.

[DD 5450 Print to File] is selected here.



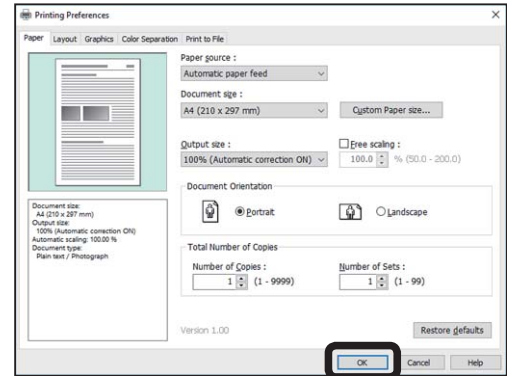
REFERENCE

Depending on application software, click the [Property] button.

IMPORTANT

Confirm that the [Print to file] check box is not checked.

- 5** Set the printing conditions on each screen, and click [OK].

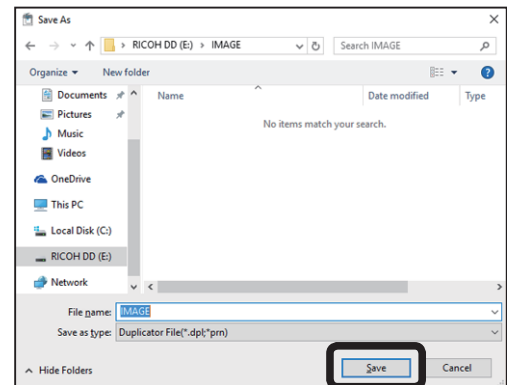


REFERENCE

- For the details of the [Printing Preferences], click [Help].

- 6** Check the contents of the [Print] dialog box and click [OK].

- 7** The [Save As] dialog box appears. Select the location to save, enter a file name, and click the [Save] button.



REFERENCE

- You can save the file in any location, however, try to specify the [IMAGE] folder in the USB FLASH DRIVE that is used for the Digital Duplicator. If the file is saved in any other location than the [IMAGE] folder, the Digital Duplicator cannot recognize the file and you need to copy the file to the 'IMAGE' folder before connecting the USB FLASH DRIVE to the Digital Duplicator.
- You can use up to 16 alphanumeric characters for file name. If any unrecognizable characters are contained in the file name or the number of characters exceeds 16, the file name cannot be displayed on the LCD panel of the Digital Duplicator.

Saving Data in a USB FLASH DRIVE

- 8 The print data is saved in the specified location.

REFERENCE

You can convert the saved “print data file” to bit map data by “DPL2BMP” and view it on your computer.

See “Using the DPL2BMP” for information on how to convert the data. (→ P.46 “Using the DPL2BMP”)

• When Using Default Printer

IMPORTANT

If you create a file using Default Printer, duplex print may not be performed correctly depending on the environment that you are using. If this is the case, create a file referring to “When Using a Printer for [Print to file] Feature”.

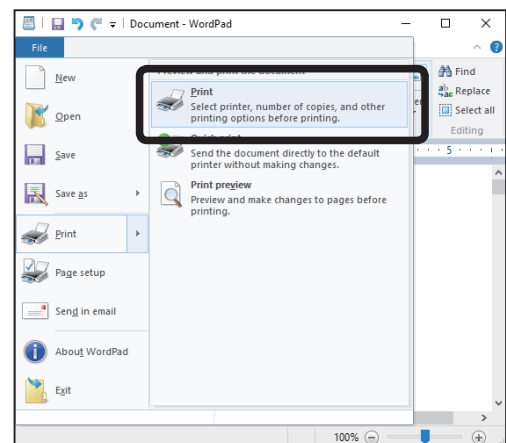
(→ P.10 “• When Using a Printer for [Print to file] Feature”)

- 1 Install the printer driver.
For detailed instructions, refer to the “Chapter 4”.

If the printer driver is already installed, you do not have to install it again.

- 2 Insert the USB FLASH DRIVE into your computer.

- 3 Open the file you want to save.
Click [File] menu and point to [Print].
Then click [Print].

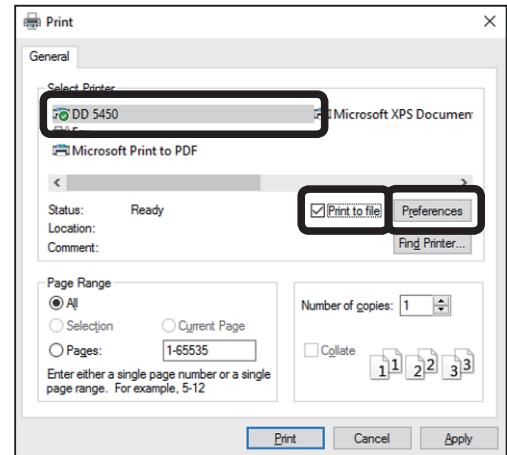


- 4** The [Print] dialog box appears.
Select the printer that was installed in step 1.
Check the [Print to file] check box and then click the [Preferences] button.

[DD 5450] is selected here.

REFERENCE

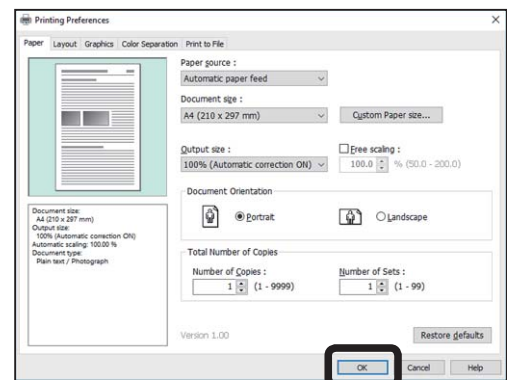
Depending on application software, click the [Property] button.



IMPORTANT

Confirm that the [Print to file] check box is not checked.

- 5** Set the printing conditions on each screen, and click [OK].



REFERENCE

- For the details of the [Printing Preferences], click [Help].

- 6** Check the contents of the [Print] dialog box and click [OK].

Continue Page....

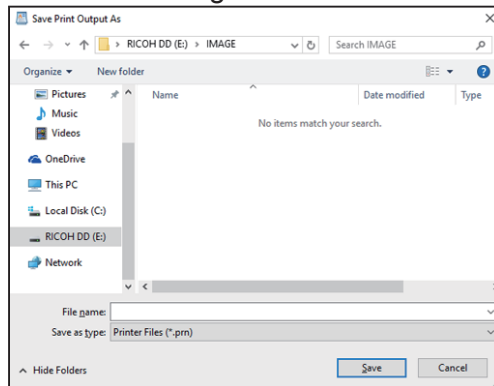
Saving Data in a USB FLASH DRIVE

- 7 The [Print To File] dialog box appears.

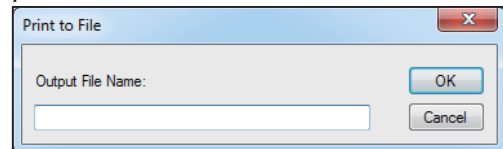
REFERENCE

The dialog box varies depending on application software.

<When selecting a location to save>



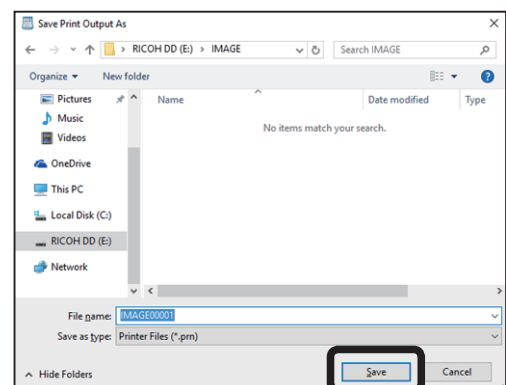
<When specifying a location to save with path>



- 8 Specify the location to save and file name, and save the print data file.

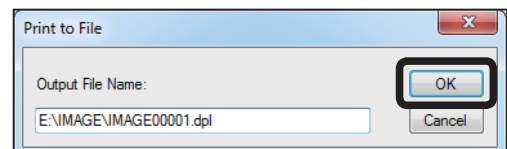
<When selecting a location to save>

Select the location to save, enter a file name, and click the [Save] button.



<When to specifying a location to save with path>

1. Input location of the USB FLASH DRIVE to save the print data file and file name in the [Output File name] text box.



2. Click [OK].

REFERENCE

Example:

- When saving the “print data file” in the [IMAGE] folder in the USB FLASH DRIVE connected to the E drive under [IMAGE00001] file name, input as below.

E:\IMAGE\IMAGE00001.dpl



- Drive name - - - E:
Alphabet assigned for identifying Hard disk, DVD-ROM drive, and USB FLASH DRIVE, etc.
- Path delimiter - - - \, or ~~₩~~
Symbol delimiting path for folder and file. Make sure to input path delimiter.
- Folder name - - - IMAGE
Name of folder saving the ‘print data file’. To retrieve data on the Digital Duplicator, you have to save the ‘print data file’ in the ‘IMAGE’ folder. Input as it is without changing.
- File name - - - IMAGE00001
Specify a file name for the print data to be saved. The file name can contain no more than 16 alphanumeric characters.
- Extension - - - “.dpl” or “.prn”
String to identify file type. Make sure to input at the end of file name.

IMPORTANT

- You can save the file in any location, however, try to specify the [IMAGE] folder in the USB FLASH DRIVE that is used for the Digital Duplicator. If the file is saved in any other location than the [IMAGE] folder, the Digital Duplicator cannot recognize the file and you need to copy the file to the [IMAGE] folder before connecting the USB FLASH DRIVE to the Digital Duplicator.
- You can use up to 16 alphanumeric characters for file name. If any unrecognizable characters are contained in the file name or the number of characters exceeds 16, the file name cannot be displayed on the LCD panel of the Digital Duplicator.

9

The “print data file” is saved in the specified location.

REFERENCE

You can convert the saved “print data file” to bit map data by “DPL2BMP” and view it on your computer.

See “Using the DPL2BMP” for information on how to convert the data. (→ P.46 “Using the DPL2BMP”)

Making Master

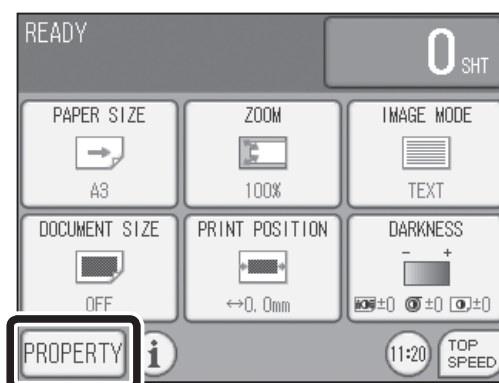
Making Master of Saved Data (1 page)

- 1 Insert the USB FLASH DRIVE into the USB port.

CAUTION

Do not remove the USB FLASH DRIVE or do not turn off the power while the USB FLASH DRIVE is being accessed. It may be destroyed or the data in it may be destroyed.

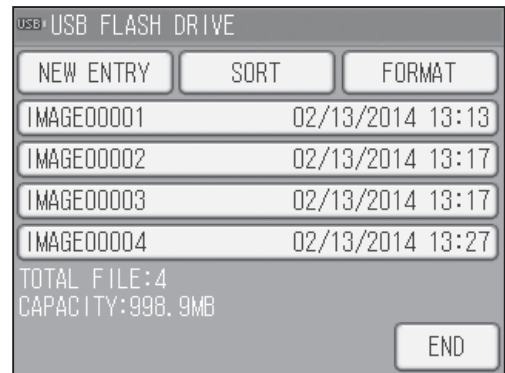
- 2 Touch "PROPERTY".



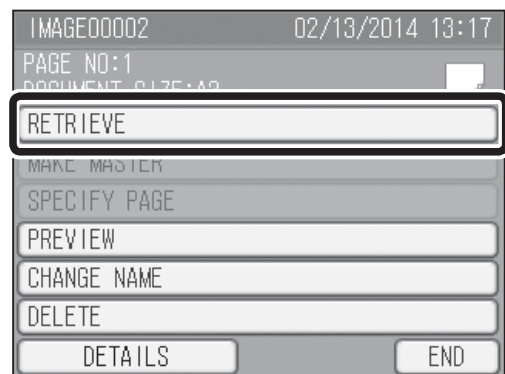
- 3 Touch "PERIPHER".
Touch "USB FLASH DRIVE".



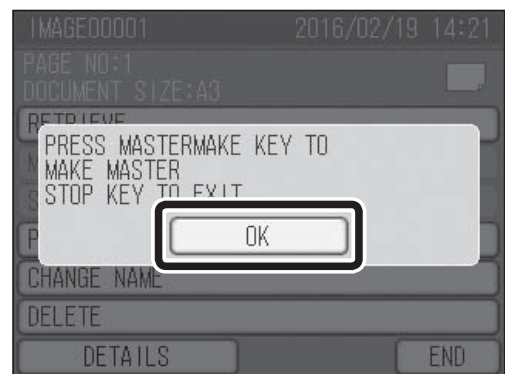
- 4** Press the SET key to set "Enter JOB".



- 5** Touch "RETRIEVE".



- 6** Touch "OK".



- 7** Press the MASTER MAKING key.



Saving Date in a USB FLASH DRIVE

IMPORTANT

- The following modes cannot be selected.
Image Mode, Zoom, Darkness, Multiple Exposure, Book Shadow Erasure, 90° Rotation, Document Size, Edit function, Ink Saving Mode
- If Confidential Safeguard Function is ON, retrieving USB FLASH DRIVE automatically finishes.

8 Master making starts.



Making Master of Saved Data (multiple pages)

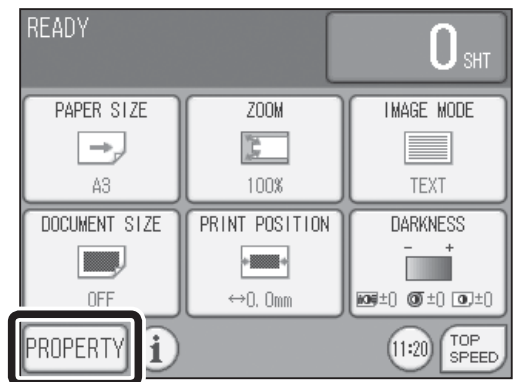
- Continuous Printing of Specified Pages

- 1 Insert the USB FLASH DRIVE into the USB port.

⚠ CAUTION

Do not remove the USB FLASH DRIVE or do not turn off the power while the USB FLASH DRIVE is being accessed. It may be destroyed or the data in it may be destroyed.

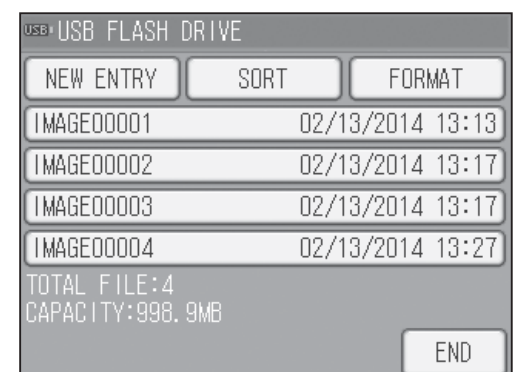
- 2 Touch "PROPERTY".



- 3 Touch "PERIPHER".
Touch "USB FLASH DRIVE".



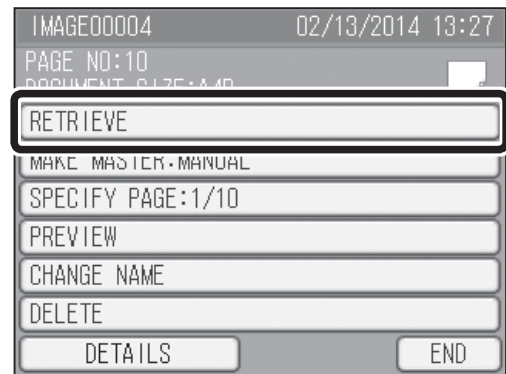
- 4 Touch a saved data.



Continue Page....

Saving Date in a USB FLASH DRIVE

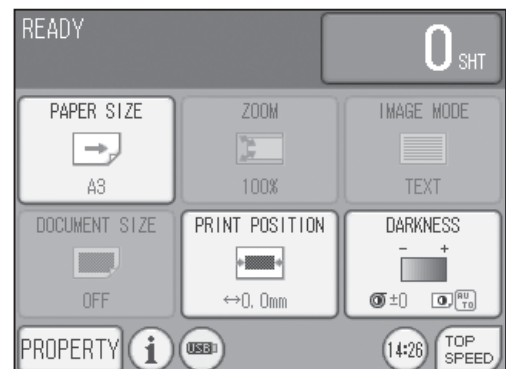
- 5 Touch "RETRIEVE".



- 6 Touch "O".



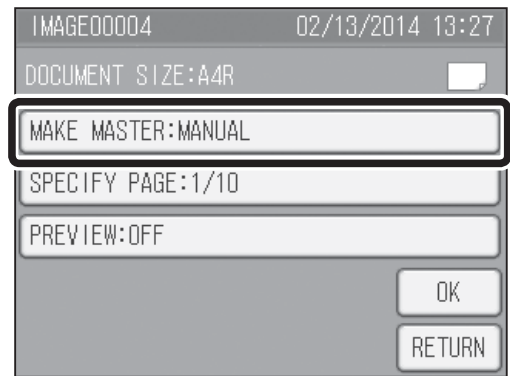
- 7 Enter the number of sheets and press the MASER MAKING key.



IMPORTANT

- The following modes cannot be selected.
Image Mode, Zoom, Darkness, Multiple Exposure, Book Shadow Erasure, 90° Rotation, Document Size, Edit function, Ink Saving Mode
- If Confidential Safeguard Function is ON, retrieving USB FLASH DRIVE automatically finishes.

- 8 Touch "MAKE MASTER".



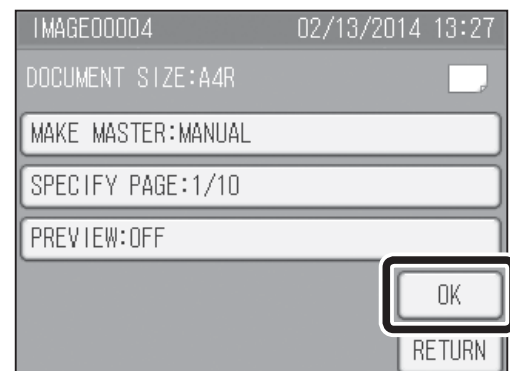
- 9 As the set pages are printed continuously, "AUTO" is selected here.



- 10 Touch "SPECIFY PAGE".
Set page touching the ▲ and ▼ buttons.
Here, masters for ten pages are made and printing for those is performed from the first page.
The first page is set to page 1 (1/10).
Touch "OK".
You can confirm the contents of the specified page by touching "PREVIEW".



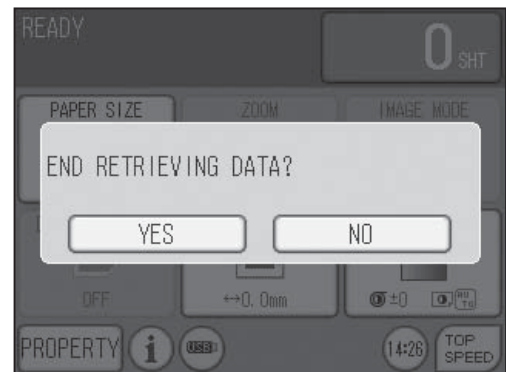
- 11 Touch "OK".



Saving Data in a USB FLASH DRIVE

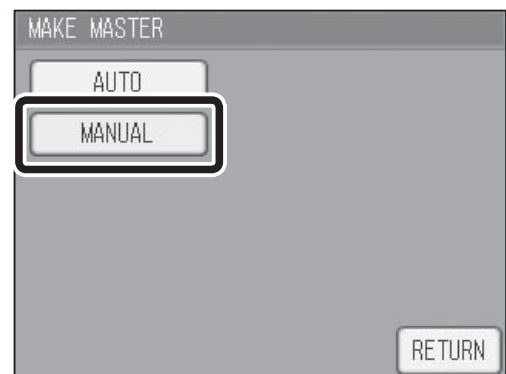
- 12** After printing of the first page is completed, the data for the second page is automatically retrieved and its master making and printing are performed.
After completing master making and printing for all data, the main screen appears.

To end retrieving data, press the STOP key and touch "YES".



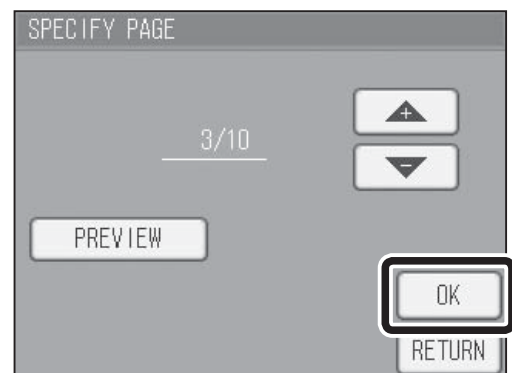
• Printing Specified Page Only

- 1** Proceed with steps 1 to 9 of the sequence described in "Continuous Printing of Specified Pages", and touch "MANUAL".
(→ P.19 "• Continuous Printing of Specified Pages")



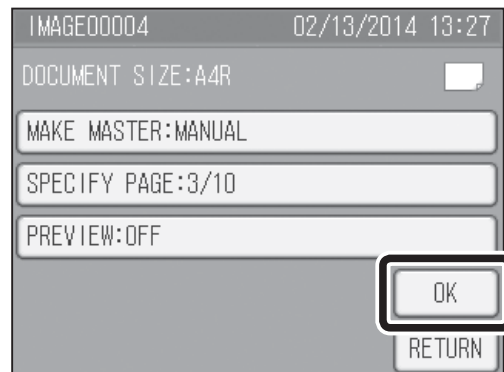
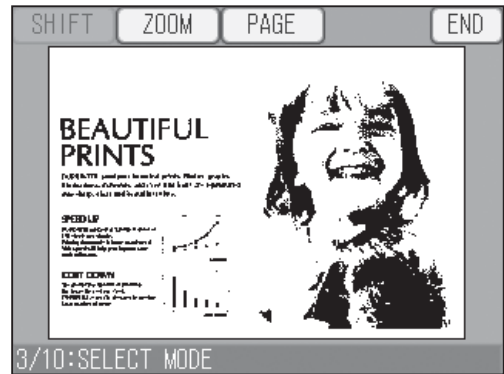
- 2** Touch "SPECIFY PAGE".
Set page touching the ▲ and ▼ buttons.
Here, master making and printing of the third page of ten-page are performed.
Touch "OK".

You can confirm the contents of the specified page by touching "PREVIEW".



You can confirm the contents of the specified page by touching "PREVIEW".

- 3 Touch "OK".
Master making and printing are performed only for the specified page.

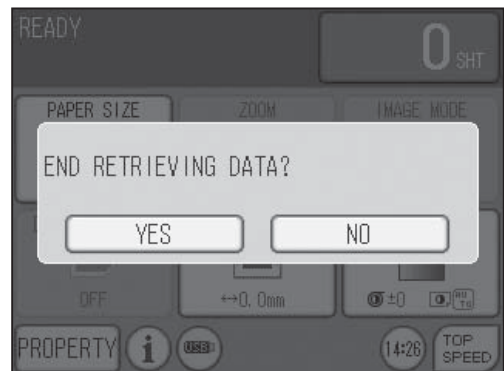


IMPORTANT

- The following modes cannot be selected.
Image Mode, Zoom, Darkness, Multiple Exposure, Book Shadow Erasure, 90° Rotation, Document Size, Edit function, Ink Saving Mode
- If Confidential Safeguard Function is ON, retrieving USB FLASH DRIVE automatically finishes.

- 4 After completing master making and printing for all data, the main screen appears.

To end retrieving data, press the STOP key and touch "YES".



Confirming Data

Confirming Print Image of the Data Retrieved Before Master Making

1 Proceed with steps 1 to 7 of the sequence described in "Making Master of Saved Data (multiple pages)". (→ P.19 "Making Master of Saved Data (multiple pages)")

2 Touch "PREVIEW".

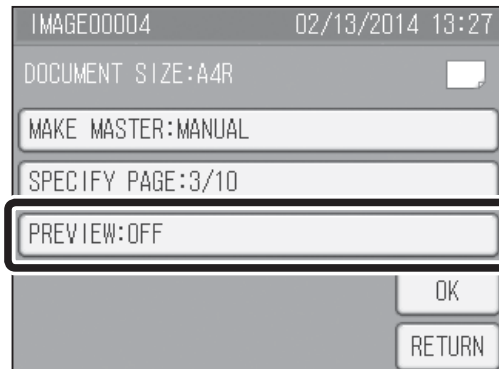


IMAGE00004 02/13/2014 13:27

DOCUMENT SIZE:A4R

MAKE MASTER:MANUAL


SPECIFY PAGE:3/10

PREVIEW:OFF

OK

RETURN

3 Touch "ON".



PREVIEW

ON

OFF

RETURN

4 Touch "OK".

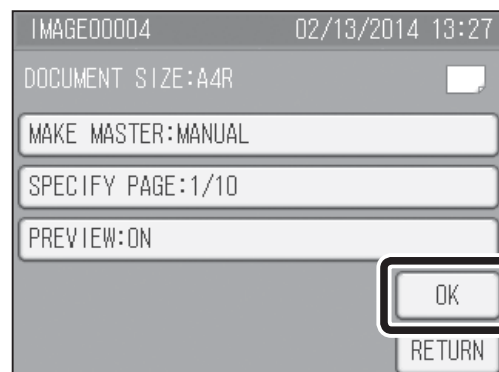


IMAGE00004 02/13/2014 13:27

DOCUMENT SIZE:A4R

MAKE MASTER:MANUAL

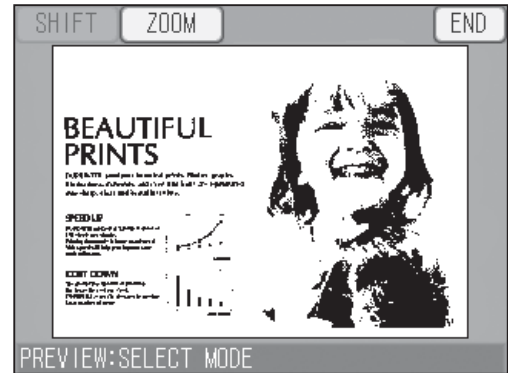
SPECIFY PAGE:1/10

PREVIEW:ON

OK

RETURN

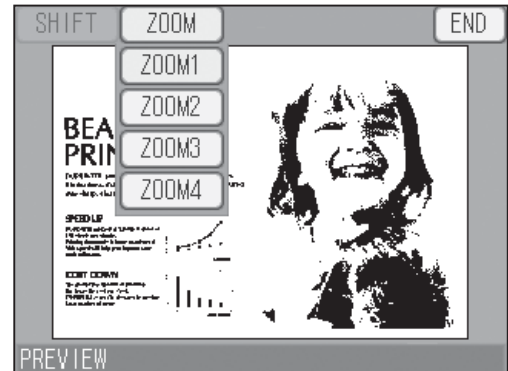
- 5 Retrieved data appears.



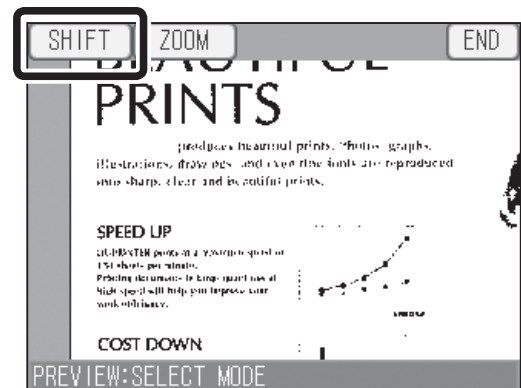
IMPORTANT

Displayed data is processed to be fitted in paper size.

- 6 Touch "ZOOM".
Select "ZOOM2", "ZOOM3", or "ZOOM4", and touch the area you want to zoom in. The touched area is zoomed in.
If you select "ZOOM2", "ZOOM3", or "ZOOM4", you can touch "SHIFT".

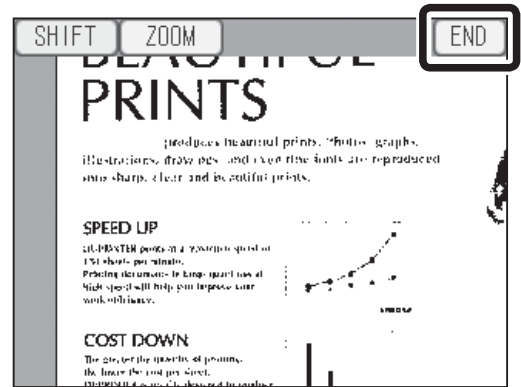


- 7 Touch "SHIFT".
Touch anywhere on the image and move the touched position while touching it. The displayed area is moved.



Confirming Data

- 8 Touch "END".



- 9 Touch "YES" for master making.
Master making starts.

Previous screen appears by touching "RETURN".

Main screen appears by touching "NO".



Confirming Data on Preview Screen

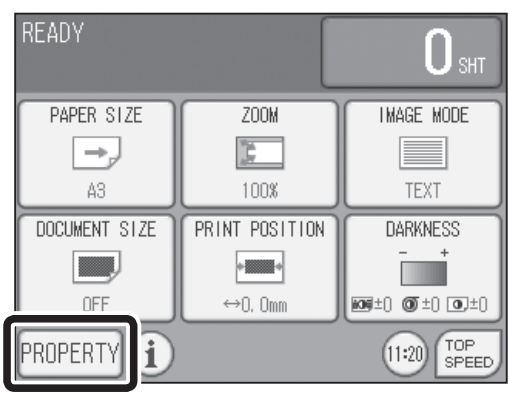
- 1 Insert the USB FLASH DRIVE into the USB port.

 **CAUTION**

Do not remove the USB FLASH DRIVE or do not turn off the power while the USB FLASH DRIVE is being accessed. It may be destroyed or the data in it may be destroyed.

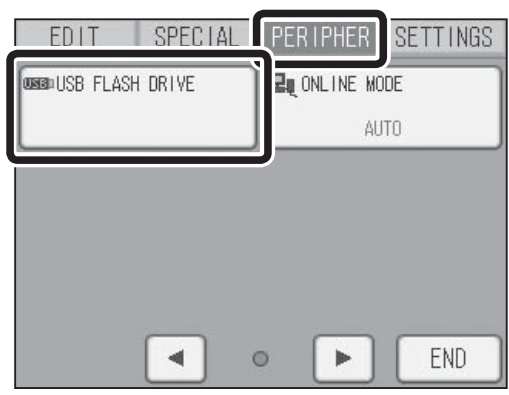
2

- 2 Touch "PROPERTY".

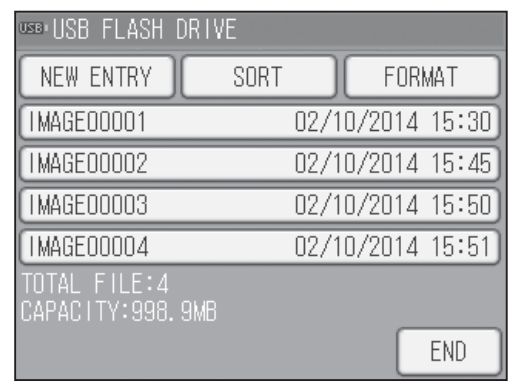


How to Use

- 3 Touch "PERIPHER".
Touch "USB FLASH DRIVE".



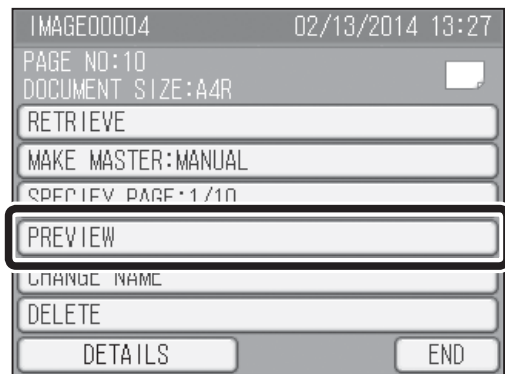
- 4 Touch a saved data.



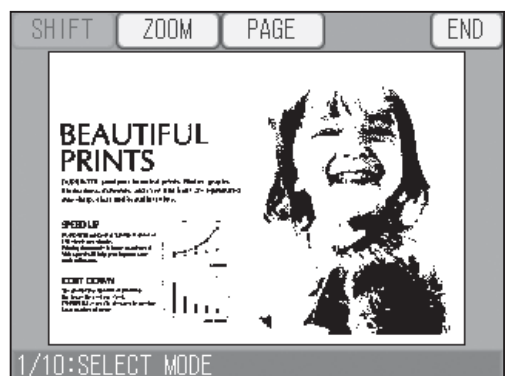
Continue Page....

Confirming Data

- 5 Touch "PREVIEW".



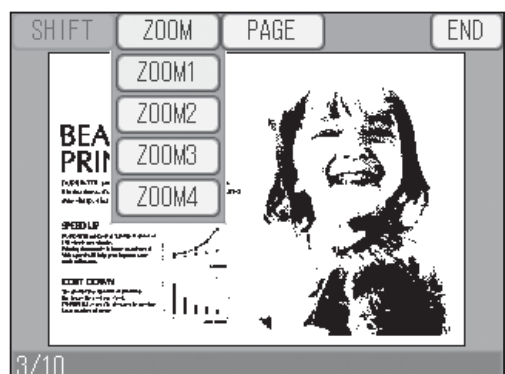
- 6 Retrieved data appears.



- 7 Touch "PAGE".
 Specify page you want to display touching the ▲ and ▼ buttons. If you touch 'OK', the specified page appears.



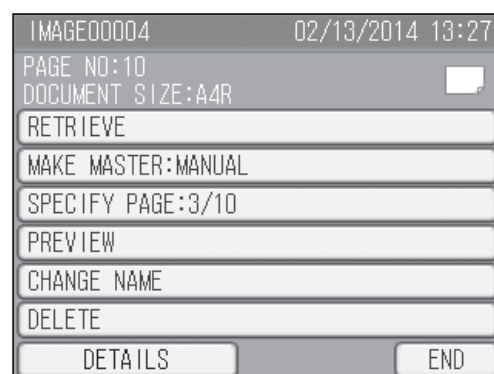
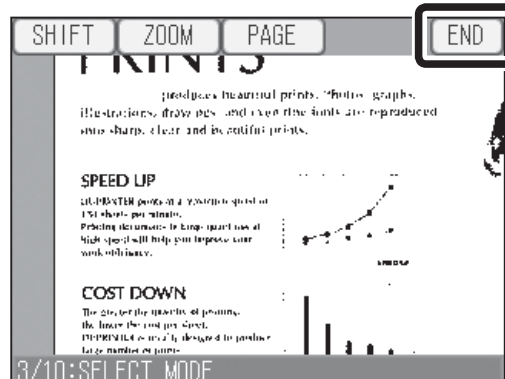
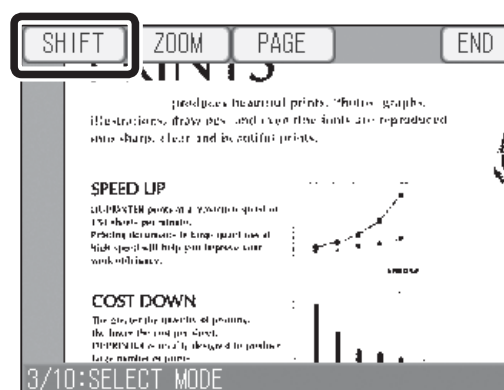
- 8 Touch "ZOOM".
 Select "ZOOM2", "ZOOM3", or "ZOOM4", and touch the area you want to zoom in. The touched area is zoomed in.
 If you select "ZOOM2", "ZOOM3", or "ZOOM4", you can touch "SHIFT".



- 9 Touch "SHIFT".
Touch anywhere on the image and move the touched position while touching it. The displayed area is moved.

- 10 Touch "END".

- 11 Previous screen appears.



Changing Data Name

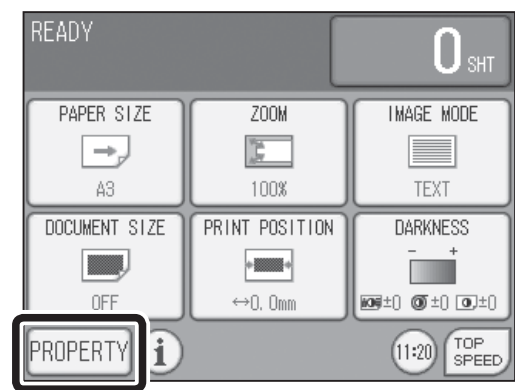
You can change saved data name.

- 1 Insert the USB FLASH DRIVE into the USB port.

⚠ CAUTION

Do not remove the USB FLASH DRIVE or do not turn off the power while the USB FLASH DRIVE is being accessed. It may be destroyed or the data in it may be destroyed.

- 2 Touch "PROPERTY".

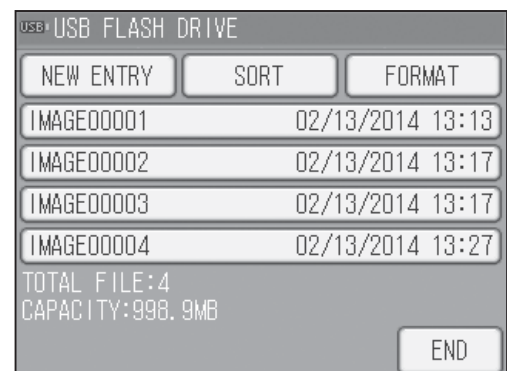


- 3 Touch "PERIPHER".
Touch "USB FLASH DRIVE".

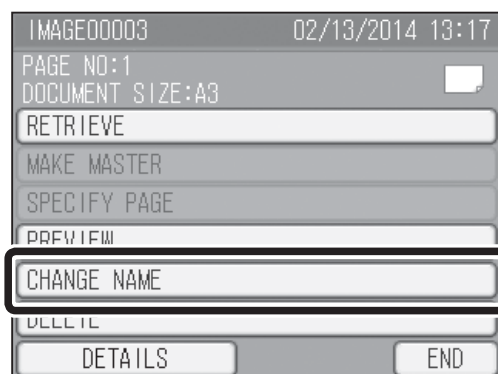


- 4 Touch a saved data.

Example:
Here, touch "IMAGE00003".



5 Touch "CHANGE NAME".



6 Character entry screen appears.

For the operation of the character entry screen, refer to "Character Entry Screen".
(→ P.4 "Character Entry Screen")



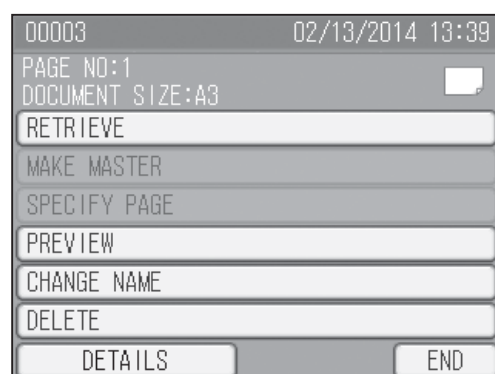
7 Touch character you want to enter.
After entering characters, touch "OK".

REFERENCE

Up to 16 characters can be entered.



8 Data name is changed.



Deleting Data

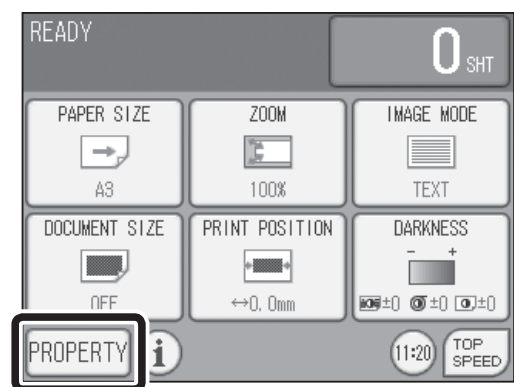
You can delete saved data.

- 1 Insert the USB FLASH DRIVE into the USB port.

⚠ CAUTION

Do not remove the USB FLASH DRIVE or do not turn off the power while the USB FLASH DRIVE is being accessed. It may be destroyed or the data in it may be destroyed.

- 2 Touch "PROPERTY".

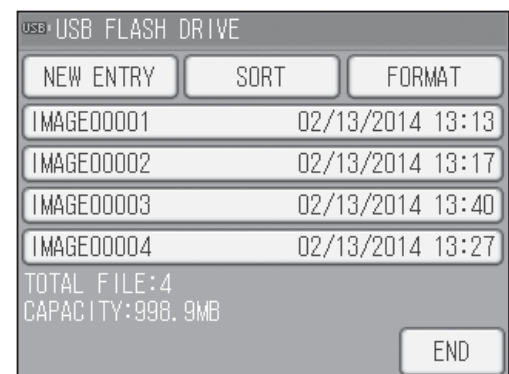


- 3 Touch "PERIPHER".
Touch "USB FLASH DRIVE".

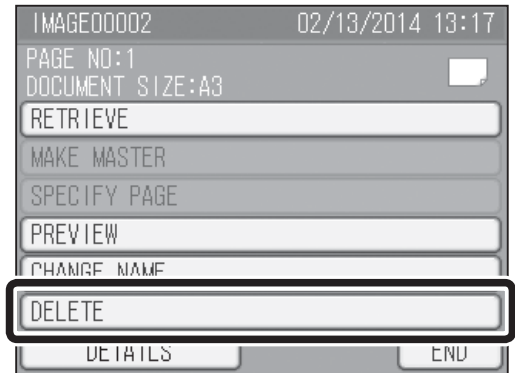


- 4 Touch a saved data.

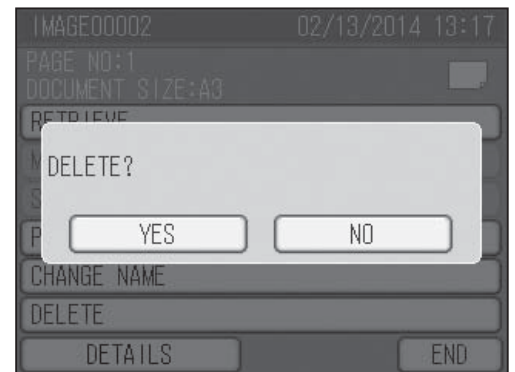
Example:
Here, touch "IMAGE00002".



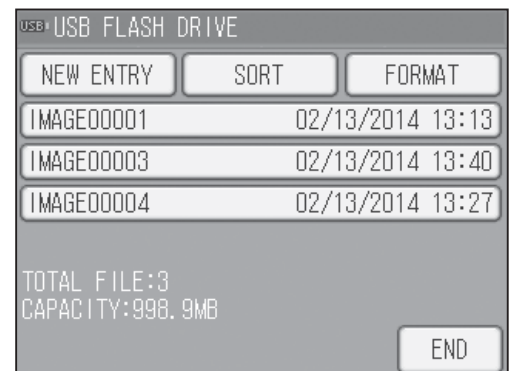
5 Touch "DELETE".



6 Touch "YES" to delete the data.



7 The data is deleted.



Viewing Details of Data

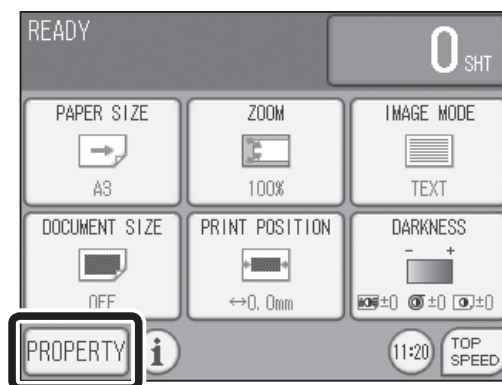
You can confirm details of data.

- 1 Insert the USB FLASH DRIVE into the USB port.

⚠ CAUTION

Do not remove the USB FLASH DRIVE or do not turn off the power while the USB FLASH DRIVE is being accessed. It may be destroyed or the data in it may be destroyed.

- 2 Touch "PROPERTY".

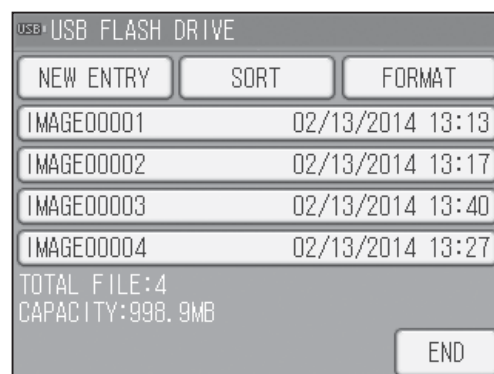


- 3 Touch "PERIPHER".
Touch "USB FLASH DRIVE".



- 4 Touch a saved data.

Example:
Here, touch "IMAGE00004".



- 5 Touch "DETAILS".

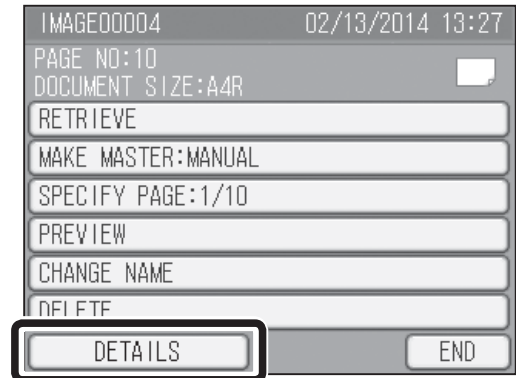



IMAGE00004 02/13/2014 13:27

PAGE NO:10
DOCUMENT SIZE:A4R

RETRIEVE
MAKE MASTER:MANUAL
SPECIFY PAGE:1/10
PREVIEW
CHANGE NAME
DELETE

DETAILS END

- 6 Details of the selected data appears.



DETAILS

FILE NAME : IMAGE00004
DATE CREATED : 02/13/2014 13:27
DOCUMENT SIZE : A4R
SIZE : 2.5MB
RESOLUTION : 600dpi x 600dpi
PAGE NO : 10

RETURN

Sorting Data

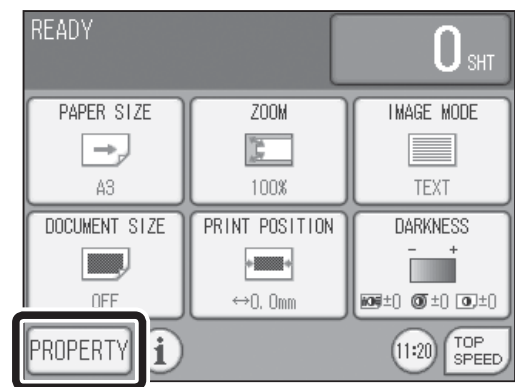
You can sort saved data by date and name.

- 1 Insert the USB FLASH DRIVE into the USB port.

⚠ CAUTION

Do not remove the USB FLASH DRIVE or do not turn off the power while the USB FLASH DRIVE is being accessed. It may be destroyed or the data in it may be destroyed.

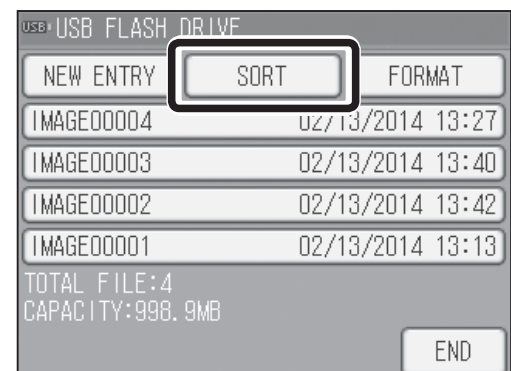
- 2 Touch "PROPERTY".



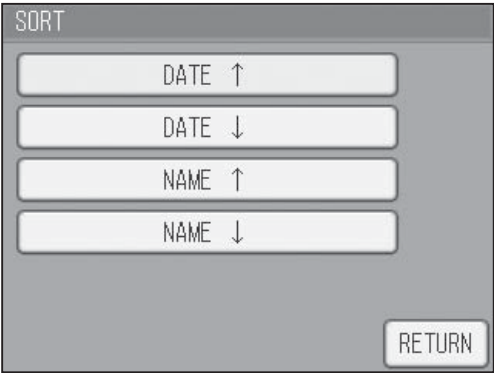
- 3 Touch "PERIPHER".
Touch "USB FLASH DRIVE".



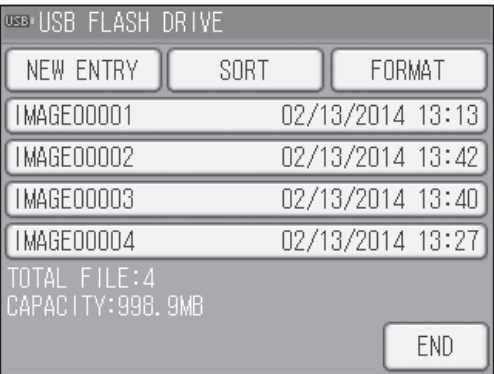
- 4 Touch "SORT".



5 Touch the item you want to sort by.



6 Saved data is sorted by the touched item.



Formatting USB FLASH DRIVE

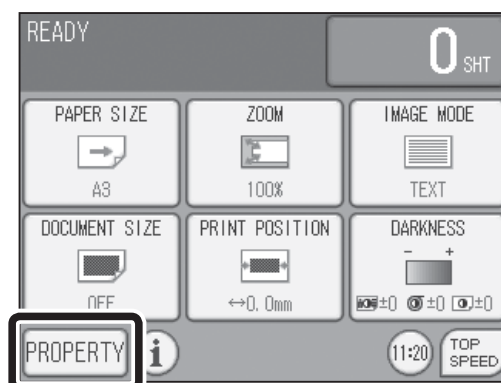
You can format the USB FLASH DRIVE. If you format the USB FLASH DRIVE, all the data in it will be deleted.

- 1 Insert the USB FLASH DRIVE into the USB port.

⚠ CAUTION

Do not remove the USB FLASH DRIVE or do not turn off the power while the USB FLASH DRIVE is being accessed. It may be destroyed or the data in it may be destroyed.

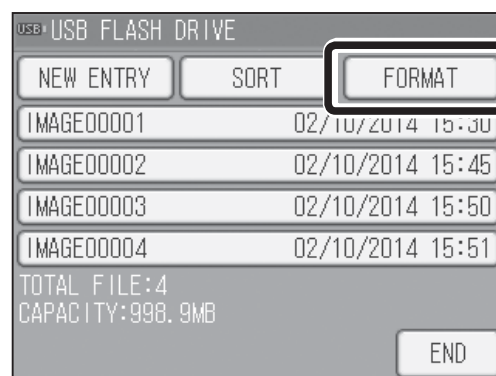
- 2 Touch "PROPERTY".



- 3 Touch "PERIPHER".
Touch "USB FLASH DRIVE".



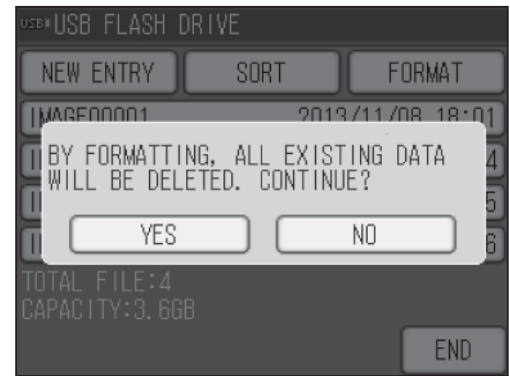
- 4 The saved data appear.
Touch "FORMAT".



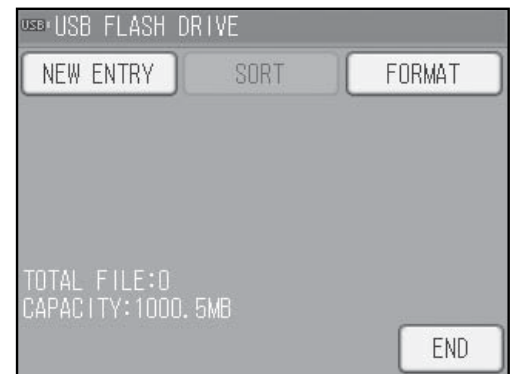
- 5 Touch 'YES' to perform formatting.
Formatting the USB FLASH DRIVE starts.

IMPORTANT

Formatting will delete all the data.
Do not remove the USB FLASH DRIVE or do not turn off the power during formatting.



- 6 When formatting is complete, the menu screen reappears.



MEMO

This image shows a full page of a handwriting practice worksheet. It consists of multiple sets of three horizontal dashed lines, providing a guide for letter height and placement. The lines are evenly spaced across the entire page, leaving ample room for writing practice. There is no text or other markings on the page.

Chapter 3

Converting into the Image Data

This chapter describes procedures for installing and uninstalling the DPL2BMP and how to use the DPL2BMP.

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Installing the DPL2BMP.....	42
Using the DPL2BMP.....	46
Uninstalling the DPL2BMP	49
.....	

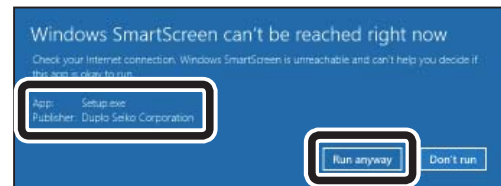
Installing the DPL2BMP

Install the “DPL2BMP” on your computer using the supplied CD-ROM.

Operating system: Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10

IMPORTANT

- To install the DPL2BMP, you must sign in as a user with administrator rights.
- If multiple users are allowed on one computer at the same time, please be sure that only one user is signed in.
- If you are using Windows 8 or later version: when you run the installer that has been downloaded from the Website, a Windows SmartScreen message may appear. When you obtain the installer from a reliable supplier, confirm [App:] and [Publisher:], and then click [Run anyway].
- The following steps use Windows 10 screenshots. If you are using another version, the screenshots vary.



1 Turn the computer ON to start the Windows.

2 Insert the CD-ROM that came with the Digital Duplicator into your computer's CD-ROM drive. [Tap to choose what happens with this disc.] appears in the upper right part of the screen. Click the message.

CD Drive (D:) DriverSetup

Tap to choose what happens with this disc.

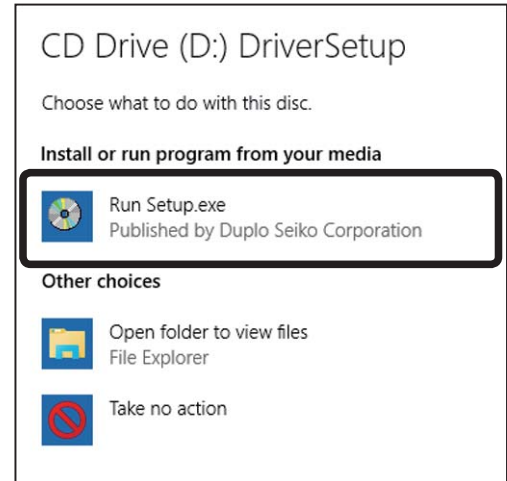
REFERENCE

- If you are using Windows 7 or earlier version, this message screen does not appear. Go to the next step.
- This message will disappear automatically after a certain period of time. In this case, open the drive where the CD-ROM is located from [Computer], then execute [Setup.exe].

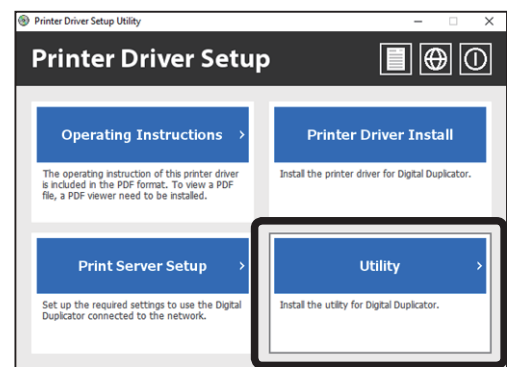
3 Click [Run Setup.exe].

REFERENCE

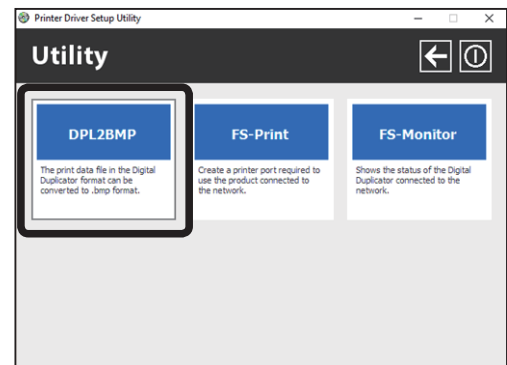
- If the [AutoPlay] screen does not appear, open the drive where the CD-ROM is located from [Computer], then execute [Setup.exe].



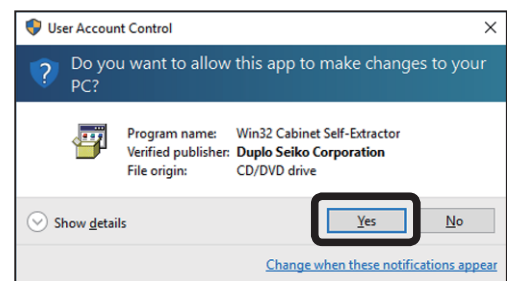
4 Click [Utility].



5 Click the [DPL2BMP] .



User account control message may appear while installation is in progress. Simply click [Yes] to proceed with the installation.



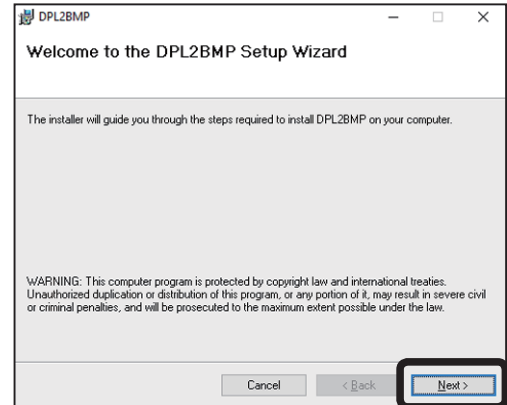
3

Converting into the Image Data

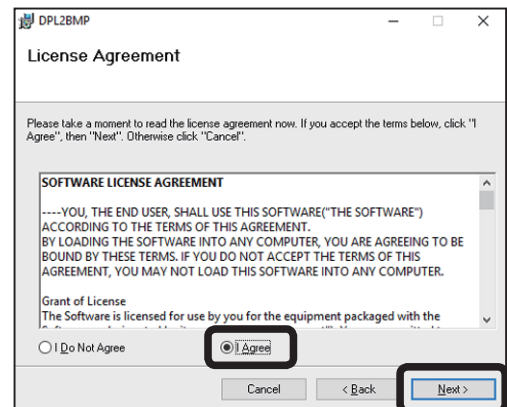
Continue Page....

Installing the DPL2BMP

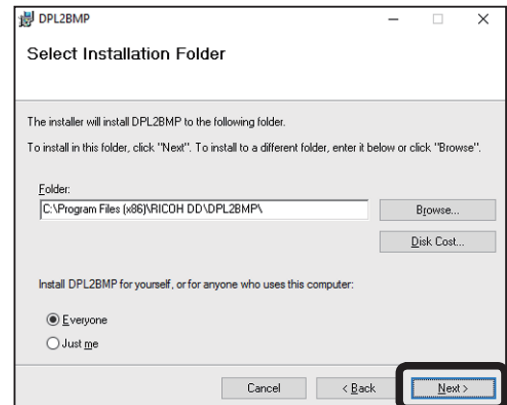
6 Click the [Next] button.



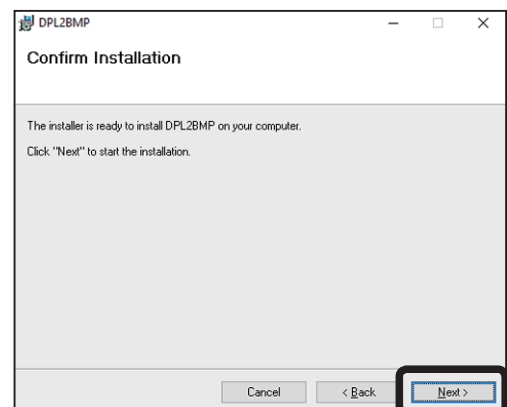
7 Read the software license agreement. Click [I agree], and then click the [Next] button.



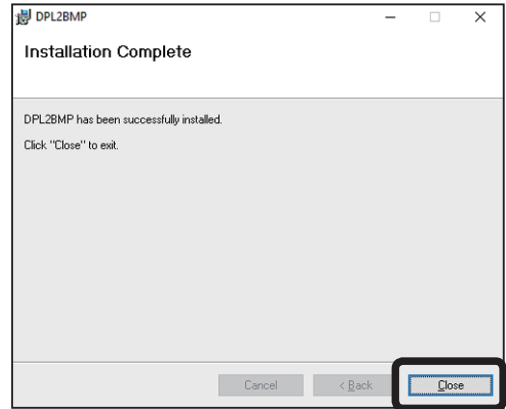
8 Select a folder to install and click [Next].



9 Click [Next].



- 10 Installation is complete. Click [Close].



Using the DPL2BMP

You can convert the data saved in the USB FLASH DRIVE to BMP data and view the BMP data on your computer screen.

IMPORTANT

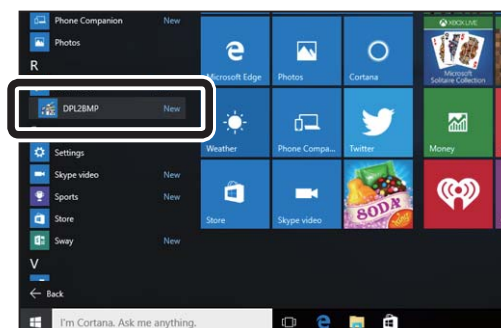
- The following steps use Windows 10 screenshots. If you are using another version, the screenshots vary.

1 Insert the USB FLASH DRIVE into your computer.

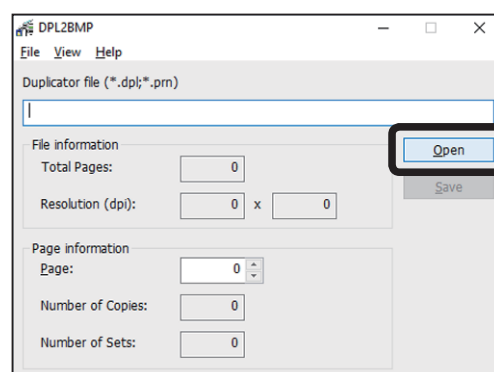
2 Click [Start] - [All Apps] - [RICOH DD], and then click [DPL2BMP].

REFERENCE

- In the case of Windows 8/8.1, move to the Apps view from the Start screen and click the [DPL2BMP] icon.
- In the case of Windows Vista/7, click [Start] - [All Programs] - [RICOH DD], and then click [DPL2BMP].

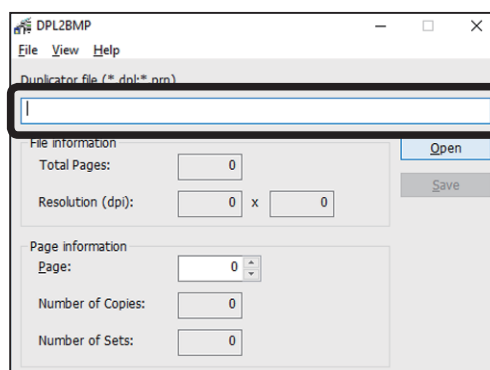


3 Click [Open] to read the data.



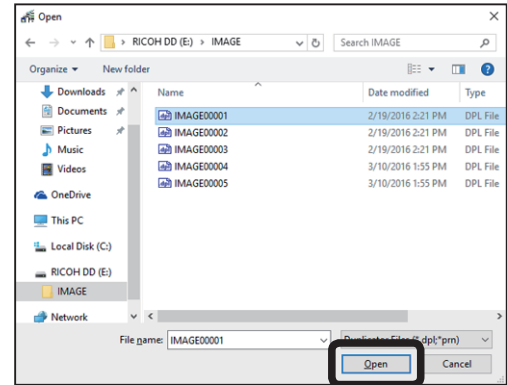
REFERENCE

You can also drag-and-drop the file in the [Duplicator file] box. In this case, go to step 5.



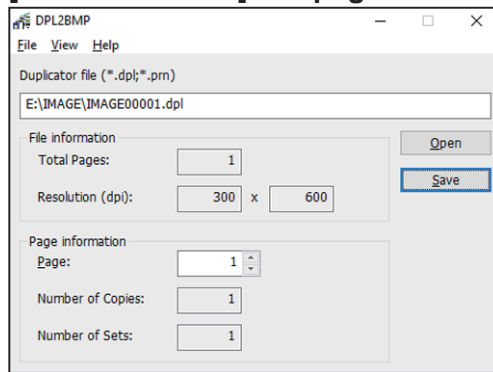
- 4 Select DPL File and PRN File to be converted to BMP File.
[E:\Image\IMAGE00001.dpl] is selected here.

Select [IMAGE00001.dpl] and click [Open].

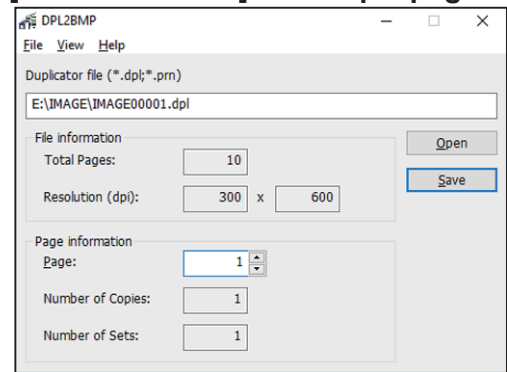


- 5 [File information] of IMAGE00001.dpl appears.

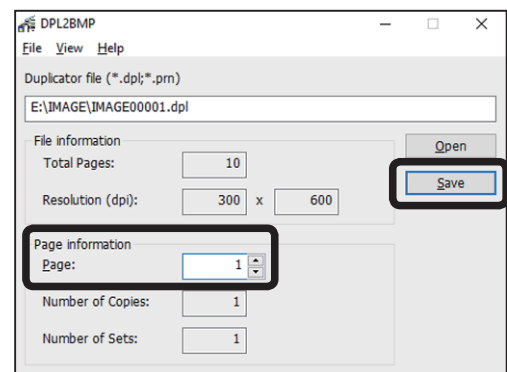
Screen showing [Total Pages] in [File information] is 1 page



Screen showing [Total Pages] in [File information] is multiple pages.



- 6 Click [Save].
When [Total Pages] is multiple pages, you cannot save all pages as one file.
When you want to save multiple pages, specify each page you want to save by entering page number in [Page] in [Page information].



3

Converting into the Image Data

Continue Page....

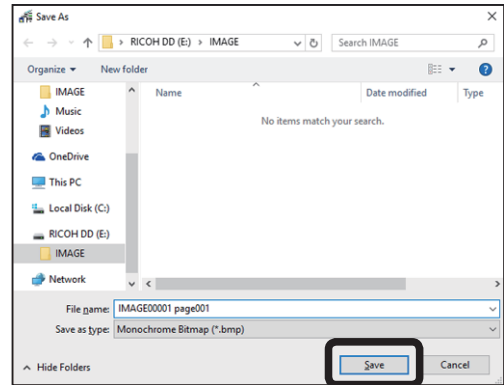
Using the DPL2BMP

- 7 Enter file name and location to save and click [Save].

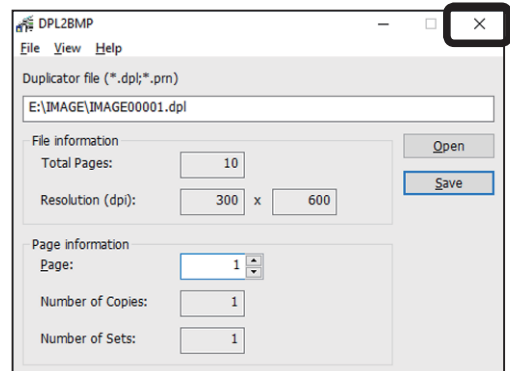
Retrieved file is converted to BMP data.

REFERENCE

You cannot save the file in the location where write access is not permitted.



- 8 To exit the DPL2BMP, click [x] in the upper right corner of the screen.
To continue operation, repeat steps 3 through 7.

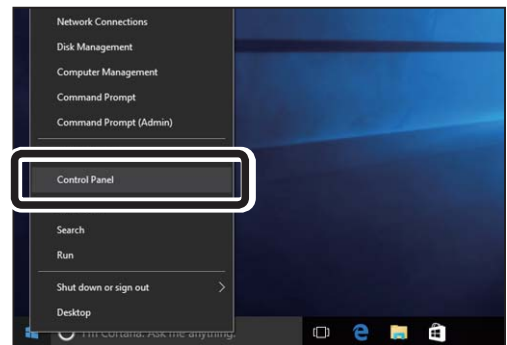


Uninstalling the DPL2BMP

IMPORTANT

- To uninstall the DPL2BMP, you must sign in as a user with administrator rights.
- If multiple users are allowed on one computer at the same time, please be sure that only one user is signed in.
- The following steps use Windows 10 screenshots. If you are using another version, the screenshots vary.

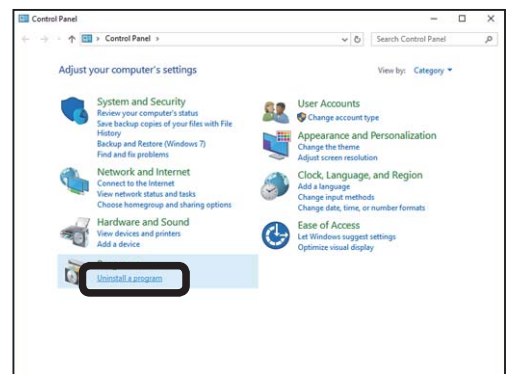
- 1 Move the mouse cursor to the lower-left corner of the screen and right-click the start button. Click [Control Panel] on the menu.



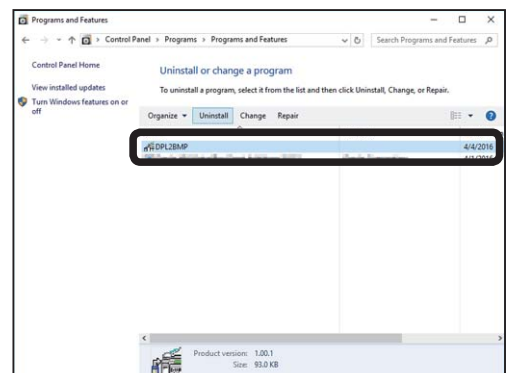
REFERENCE

- If you are using Windows 7 or earlier version:
Click [Start] on the task bar and click [Control Panel] on the menu.

- 2 Click [Uninstall a program] under [Programs].



- 3 Select [DPL2BMP] from the list of [Uninstall or change a program] and click [Uninstall].



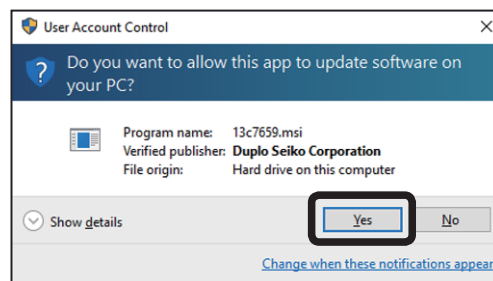
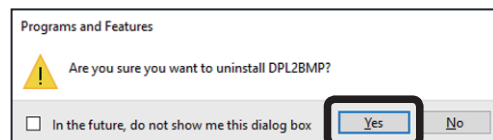
Continue Page....

3

Converting into the Image Data

Uninstalling the DPL2BMP

- 4 The message window, [Are you sure you want to uninstall DPL2BMP?], appears. Click [Yes].
- 5 The [User Account Control] message appears. Click [Yes] to continue uninstallation.



Chapter 4

Printer Driver

This chapter describes procedures for installing the printer driver from the computer and uninstalling it.

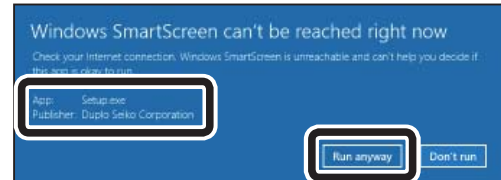
.....	
Installing the Printer Driver	52
Uninstalling the Printer Driver.....	56
.....	

Installing the Printer Driver

The following describes the procedure for installing the printer.

IMPORTANT

- To install the printer driver, you must sign in as a user with administrator rights.
- If multiple users are allowed on one computer at the same time, please be sure that only one user is signed in.
- If you are using Windows 8 or later version: when you run the installer that has been downloaded from the Website, a Windows SmartScreen message may appear. When you obtain the installer from a reliable supplier, confirm [App:] and [Publisher:], and then click [Run anyway].
- The following steps use Windows 10 screenshots. If you are using another version, the screenshots vary.



1

Turn the computer ON to start the Windows.

2

Insert the CD-ROM that came with the Digital Duplicator into your computer's CD-ROM drive. [Tap to choose what happens with this disc.] appears in the upper right part of the screen. Click the message.

CD Drive (D:) DriverSetup

Tap to choose what happens with this disc.

REFERENCE

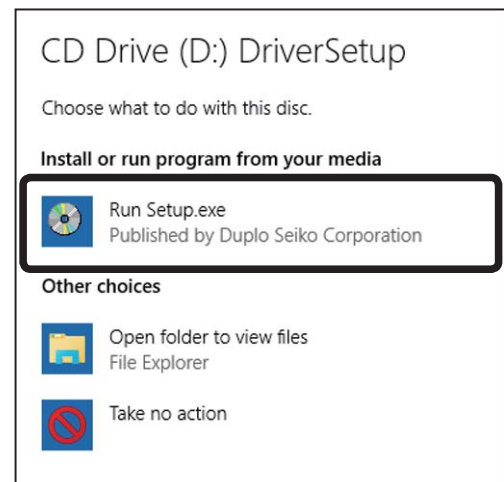
- If you are using Windows 7 or earlier version, this message screen does not appear. Go to the next step.
- This message will disappear automatically after a certain period of time. In this case, open the drive where the CD-ROM is located from [Computer], then execute [Setup.exe].

3

Click [Run Setup.exe].

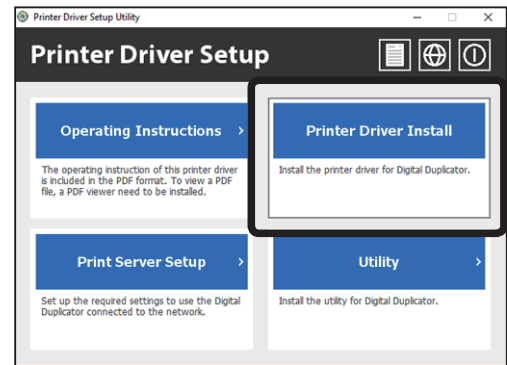
REFERENCE

- If the [AutoPlay] screen does not appear, open the drive where the CD-ROM is located from [Computer], then execute [Setup.exe].

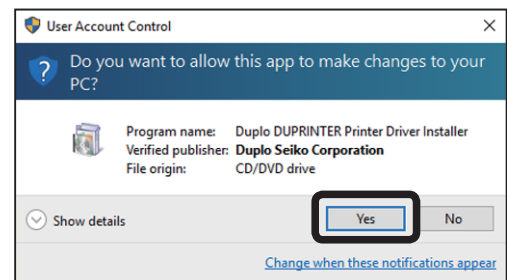


4 Click [Printer Driver Install].

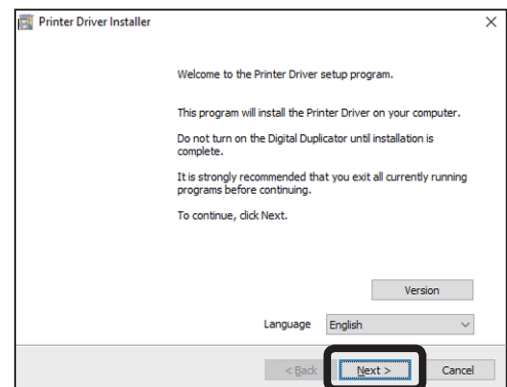
The printer driver setup program will start.



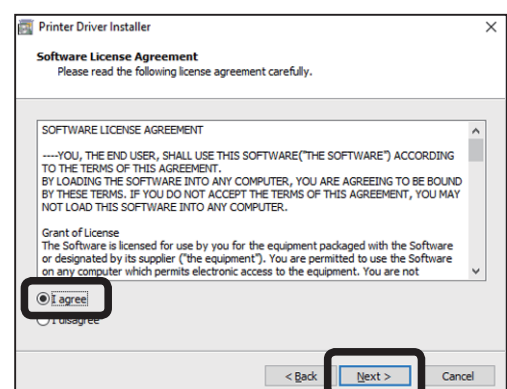
5 User account control message may appear while installation is in progress. Simply click [Yes] to proceed with the installation.



6 Click the [Next] button.



7 Read the software license agreement. Click [I agree], and then click the [Next] button.



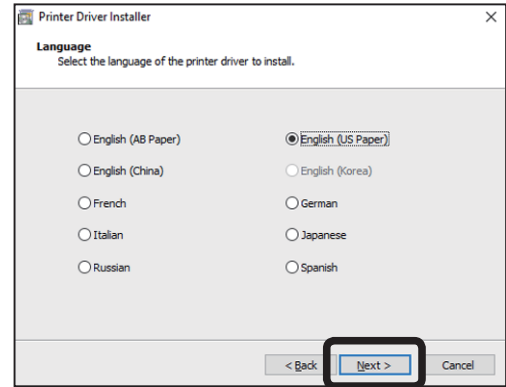
4

Printer Driver

Continue Page....

Installing the Printer Driver

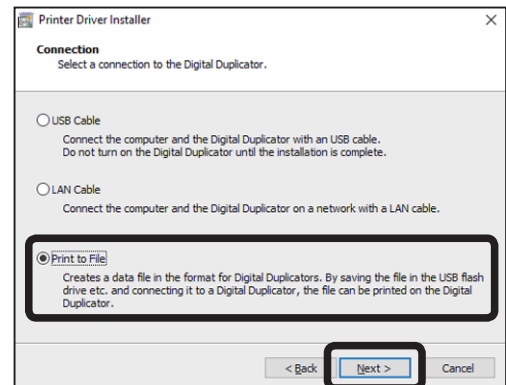
- 8 Select the language to be used, and click the [Next] button.



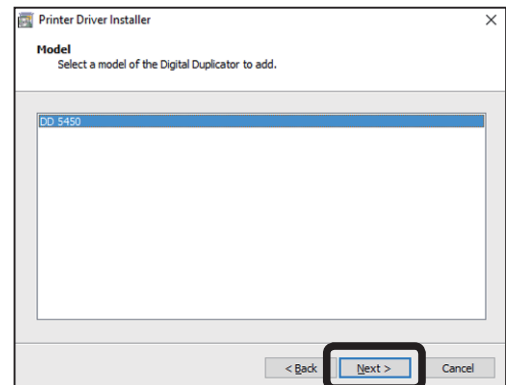
- 9 Select the connection method with Digital Duplicator. Select [Print to File].

REFERENCE

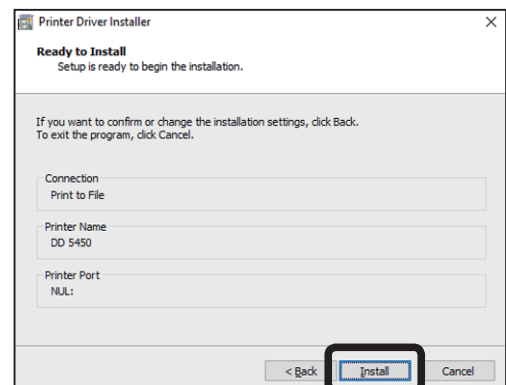
A file in the format for Digital Duplicators is created without sending the print data to the printer. You can save the file in the [IMAGE] folder of the USB FLASH DRIVE.



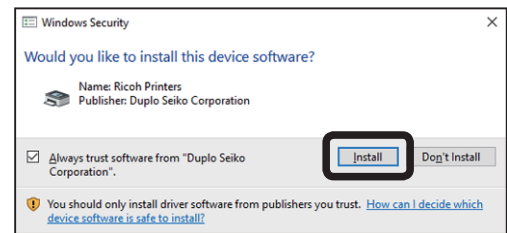
- 10 Select the Digital Duplicator you are using. Click the [Next] button.



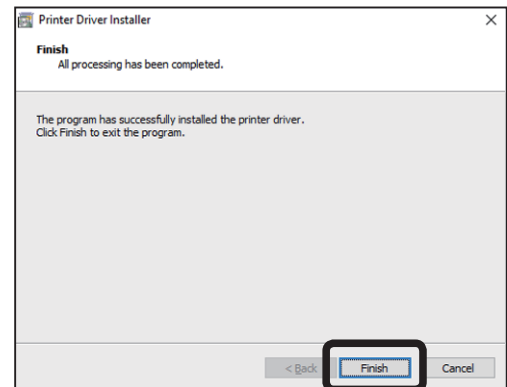
- 11 Confirm the settings, and then click the [Install] button.



- 12** If warning messages appear while installation is in progress, simply click [Install] on the screen to proceed with the installation.



- 13** The printer driver installation is complete. Click the [Finish] button.



Uninstalling the Printer Driver

The following describes the procedure for uninstalling the printer driver.

IMPORTANT

- To uninstall the printer driver, you must sign in as a user with administrator rights.
- If multiple users are allowed on one computer at the same time, please be sure that only one user is signed in.
- The following steps use Windows 10 screenshots. If you are using another version, the screenshots vary.

- 1 Move the mouse cursor to the lower-left corner of the screen and right-click the start button. Click [Control Panel] on the menu.

REFERENCE

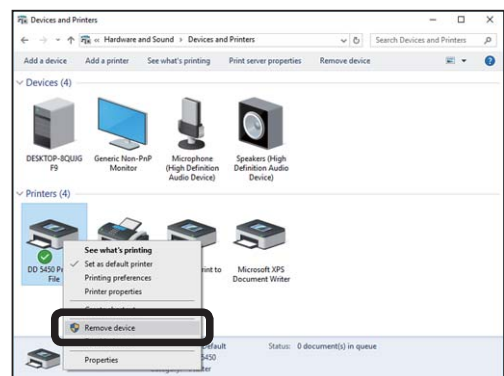
- If you are using Windows 7 or earlier version:
Click [Start] on the task bar and click [Control Panel] on the menu.

- 2 Click [View devices and printers] under the [Hardware and Sound] menu to display a list of printers.

REFERENCE

- If you are using Windows Vista: Click [Printer] under the [Hardware and Sound] menu.

- 3 Right-click the Digital Duplicator to be deleted and then click [Remove device].
The [Remove Device] dialog box appears.
Click the [Yes] button.



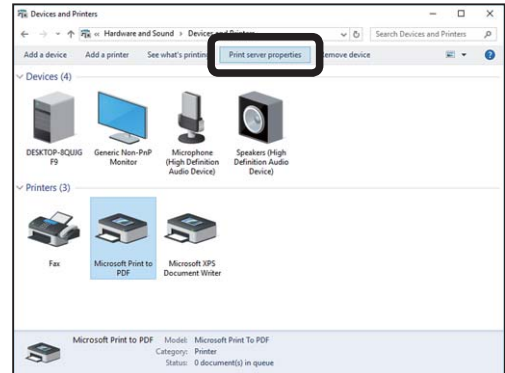
REFERENCE

- If you are using Windows Vista:
Select and right-click the Digital Duplicator, and click [Delete] from the menu. The [Printers] dialog box appears. Click the [Yes] button.

- 4 Click a printer in the list and then click [Print server properties] located in the upper portion of the window.

REFERENCE

- If you are using Windows Vista:
Press the Alt key to display the menu bar, and then click [File] - [Run as administrator] - [Server Property] on the menu bar.

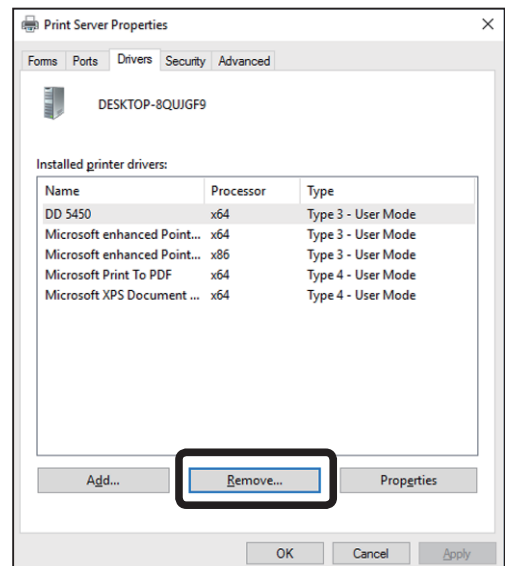


- 5 Click the [Drivers] tab in the [Print Server Properties] dialog box. Click the [Change Driver Settings] button.

REFERENCE

- If you are using Windows Vista:
The [Change Driver Settings] button does not appear.

- 6 Select the Digital Duplicator to be deleted and then click the [Remove] button.



- 7 The [Remove Driver And Package] dialog box appears. Select [Remove driver and driver package] and click the [OK] button.
- 8 A message confirming removal appears. Click the [Yes] button.
- 9 When driver removal is ready, "Driver package information collected." appears. Click the [Delete] button.
- 10 Confirm that "Driver package deleted." appears. Then click the [OK] button.

Uninstallation of the printer driver is complete.

MEMO

This image shows a full page of white paper with horizontal dashed lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Chapter 5

Troubleshooting

This chapter describes what to do when an error has occurred and how to deal with error messages.

.....
When Error Messages Appear 60
.....

When Error Messages Appear

Message	Solution
SET USB FLASH DRIVE	Insert a USB FLASH DRIVE into the USB port. Make sure that a USB FLASH DRIVE is correctly inserted in the USB port.
UNACCEPTABLE USB FLASH DRIVE CHECK USB FLASH DRIVE OR USE OTHER FLASH DRIVE	The USB FLASH DRIVE cannot be used. Use other USB FLASH DRIVE.
USB FLASH DRIVE FULL	Delete data in the USB FLASH DRIVE or use other USB FLASH DRIVE.
CANNOT OPEN FILE CHECK IF THERE IS ANY FILE	Confirm whether data is stored.
CANNOT DELETE FILE CHECK IF THERE IS ANY FILE	Confirm whether data is stored.
FILE SAVING FAILED TRY AGAIN	Save the data again.
ONLINE MODE	Online data is being saved. Press the STOP key to end.
CANNOT ACCESS USB FLASH DRIVE TURN OFF POWER AND REMOVE FLASH DRIVE	Turn off the power and remove the USB FLASH DRIVE. Then turn on the power and confirm that the Digital Duplicator is started up, and then insert the USB FLASH DRIVE again
CANNOT FORMAT THIS USB FLASH DRIVE CHECK USB FLASH DRIVE OR USE OTHER FLASH DRIVE	Use other USB FLASH DRIVE.
ONLINE MODE CANNOT OPEN FILE	End the USB FLASH DRIVE. Return to the main screen and perform master making for the received data.

