GENERAL

autopage rs 720 install manual

Published: September 19, 2026 | Index ID: #-

Introduction

In today's fast moving business environment, efficient document handling is more critical than ever. Whether you're a small office, a school, or a large corporation, the right autopage solution can streamline printing, scanning, and faxing tasks while reducing operational costs. The **Autopage RS 720** is a versatile, high capacity multifunction device that promises reliability and ease of use. This guide provides a detailed, step by step **install manual** to help you get your RS 720 up and running quickly and trouble free.

We'll walk through everything from unboxing and hardware setup to software installation, network configuration, firmware updates, and troubleshooting. By the end of this article, you'll have a fully functional Autopage RS 720 that's ready to serve your organization's needs.

1. Overview of the Autopage RS 720

The Autopage RS 720 is a robust, all in one device that combines high speed printing, scanning, copying, and faxing. Key features include:

- Print speed: up to 30 pages per minute (ppm) in black and white, 20 ppm color.
- Scan resolution: 1200 x 1200 dpi optical, 2400 x 2400 dpi effective.
- Automatic document feeder (ADF) capacity: 50 sheets.
- Built in Wi Fi and Ethernet connectivity.
- Support for duplex printing and scanning.
- Optional cloud integration via Autopage Cloud Platform.

Understanding these capabilities will help you tailor the installation process to match your specific workflow requirements.

2. Prerequisites for Installation

Before you begin, gather the following items and verify system compatibility:

1. Power supply and extension cord. Ensure the outlet can handle the device's 120 /V/60 /Hz (or local equivalent) requirement.
2. Network equipment. A router or switch with at least one available Ethernet port and a stable Wi Fi network (802.11b/g/n).
3. Computer. A Windows 10/11 or macOS 10.15+ machine with administrative rights.
4. USB cable. The RS 720 typically ships with a USB A to USB B cable for initial setup.
5. Installation media. The device's CD/DVD or a USB flash drive containing the latest driver and firmware packages.
6. Internet connection. For downloading updates and cloud services.
7. Manuals. Keep the Quick Start Guide and Full Installation Manual handy for reference.

Check System Compatibility

Verify that your operating system meets the minimum requirements listed in the driver documentation. Some older systems may require additional patches or compatibility mode settings.

3. Unboxing and Physical Inspection

Upon receiving the RS 720, perform the following checks:

1. Confirm the package includes all listed components: the main unit, power cable, USB cable, Ethernet cable, a quick start guide, and a warranty card.
2. Inspect the device for any visible damage. Report any issues to the supplier immediately.
3. Verify that the power supply is rated correctly for your local voltage.
4. Read the safety warnings on the back of the unit and keep them in a visible location.

4. Setting Up the Hardware

4.1 Positioning the Device

Choose a stable, flat surface with ample clearance (at least 30 cm on all sides) to accommodate the RS 720's dimensions. Avoid placing the device near heat sources or in direct sunlight.

4.2 Connecting the Power

1. Plug the power cable into the back of the RS 720.
2. Insert the other end into a grounded outlet.
3. Turn on the device using the power button on the front panel.

4.3 Connecting to a Network

You have two options: wired (Ethernet) or wireless (Wi Fi). For the initial setup, we recommend using a wired connection to ensure a stable link.

1. Plug one end of the Ethernet cable into the RS 720's LAN port.
2. Connect the other end to a router or switch.
3. Verify that the device's network indicator lights show a successful connection.

4.4 Connecting to a Computer

Use the USB cable for the initial driver installation.

1. Connect the USB A end to your computer.
2. Connect the USB B end to the RS 720's USB port.
3. Wait for the computer to recognize the device; you may see a pop up prompting you to install drivers.

5. Installing the Software

5.1 Driver Installation

1. Insert the installation media (CD/DVD or USB) into your computer.
2. Run the installer setup.exe (Windows) or the corresponding package (macOS).
3. Follow the on screen prompts: accept the license agreement, choose installation location, and select components (print, scan, fax).
4. When prompted, allow the installer to detect the RS 720 via USB. If the device isn't detected, try a different USB port.
5. Complete the installation and restart your computer if requested.

5.2 Firmware Update

Keeping the firmware up to date ensures optimal performance and security.

1. Open the Autopage Control Panel from the Start menu (Windows) or Applications folder (macOS).

2. Navigate to Device Settings !’ Firmware Update.
3. Click Check for Updates. If an update is available, follow the prompts to download and install.
4. Do not power off the device during the update; the progress bar will indicate completion.

5.3 Cloud Service Setup (Optional)

If your organization uses the Autopage Cloud Platform, configure the device to connect automatically.

1. In the Control Panel, go to Cloud Settings.
2. Enter your organization’s cloud credentials.
3. Enable automatic backup and scheduled scans.
4. Save changes and verify connectivity via the status indicator.

6. Configuring the Device

6.1 Network Settings

After the wired setup, you can switch to Wi Fi if desired.

1. Open the Control Panel and go to Network Settings.
2. Select Wi Fi and scan for available networks.
3. Choose your network SSID and enter the password.
4. Confirm that the status indicator shows a solid Wi Fi icon.

6.2 Print Settings

1. Open a document and click Print.
2. From the printer list, select Autopage RS 720.
3. Click Properties or Preferences to adjust paper size, print quality, and duplex options.
4. Save the settings as a preset for future use.

6.3 Scan Settings

1. Launch the Autopage Scan application.
2. Choose ADF or Flatbed as the source.
3. Set the resolution to 1200 dpi for standard scans or 2400 dpi for high detail documents.
4. Choose the file format (PDF, TIFF, JPEG) and destination folder.
5. Test a scan to confirm settings.

6.4 Fax Configuration

Set up fax settings if your workflow requires sending or receiving faxes.

1. Open the Fax application.
2. Enter your fax number and the recipient’s number.
3. Adjust the tone and resolution settings.
4. Send a test fax to verify connectivity.

7. Connecting to the Network

7.1 Wired Connection Verification

Once the device is powered on and the firmware is updated, verify the Ethernet connection:

- Check the status LEDs: a steady green light indicates a successful link.
- Use the Control Panel to view the IP address assigned via DHCP.
- Open a web browser on your computer and enter the IP address to access the RS 720’s web interface.

7.2 Wireless Connection Setup

After switching to Wi Fi, ensure the device remains reachable:

1. Reboot the RS 720 to apply network changes.
2. Use the web interface to confirm the new IP address.
3. On your computer, ping the RS 720’s IP to test connectivity.

8. Updating Firmware

Firmware updates can fix bugs, enhance security, and add new features. Follow these steps for a safe update:

1. Back up any critical data stored on the device.
2. Download the latest firmware from the Autopage website.
3. Open the Control Panel and navigate to Firmware Update.
4. Choose the downloaded file and click Install.
5. Wait for the process to complete; the device will reboot automatically.
6. Verify the firmware version in the Device Info section.

9. Common Troubleshooting

9.1 Device Not Recognized

- Ensure the USB cable is firmly connected on both ends.
- Try a different USB port or cable.
- Check for driver conflicts in Device Manager (Windows) or System Report (macOS).

9.2 Network Connectivity Issues

- Verify that the router’s DHCP server is active.
- Confirm the RS 720’s network port is functioning; a change of Ethernet cable can rule out a faulty line.
- Reset the device’s network settings to factory defaults and reconfigure.

9.3 Print Quality Problems

- Clean the print head using the built in cleaning utility.
- Replace any low ink or empty ink cartridges.
- Check for paper jams and clear them gently.

9.4 Scan Errors

- Make sure the scanner glass is clean and free of debris.
- Verify that the ADF is not blocked by oversized documents.
- Update the scanner driver if persistent errors occur.

9.5 Fax Failures

- Check that the fax line is active and not experiencing outages.
- Ensure the correct fax number and format are entered.
- Test with a different fax machine to isolate the issue.

10. Frequently Asked Questions

10.1 What is the maximum paper size the RS 720 can handle?

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