IF IT WORX, IT'S
UTAX

USER MANUAL

DIGITAL
MULTIFUNCTIONAL SYSTEM

P-4030 MFP
P-4035 MFP

Copy/Print/Scan/Fax
A4

Preface

Thank you for purchasing the P-4030 MFP/P-4035 MFP.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance, and take simple troubleshooting measures as needed so that the machine can always be used in the optimum condition.

Please read this Operation Guide before using the machine.

We recommend the use of our own brand supplies.

Please use our genuine toner containers, which have passed rigorous quality control testing.

The use of non-genuine toner containers may cause failure.

We will not be liable for any damages caused by the use of third party supplies in this machine.

Contents

Preface i
Contents ii
Overview vii
Machine Features viii
Guides Provided with the Machine xii
About the Operation Guide (this Guide) xiii
- Structure of the guide xiii
- Conventions Used in This Guide xiv

Menu Map xvii

1 Legal and Safety Information 1-1

Notice 1-2
- Safety Conventions in This Guide 1-2
- Environment 1-3
- Precautions for Use 1-4
- Laser Safety (Europe) 1-5
- Legal Restriction on Copying/Scanning 1-6
- EN ISO 7779 1-6
- EK1-ITB 2000 1-6
- Legal Information 1-7
- Energy Saving Control Function 1-13
- Automatic 2-Sided Copy Function 1-13
- Resource Saving - Paper 1-13
- Environmental benefits of "Power Management" 1-13
- Energy Star (ENERGY STAR®) Program 1-14

2 Installing and Setting up the Machine 2-1

Part Names 2-2
- Machine Exterior 2-2
- Connectors/Interior 2-3
- With Optional Equipments Attached 2-4

Connecting the Machine and Other Devices 2-5
Connecting Cables 2-6
- Connecting LAN Cable 2-6
- Connecting USB Cable 2-7
- Connecting the Power Cable 2-7

Power On/Off 2-8
- Power On 2-8
- Power Off 2-8

Login/Logout 2-9
- Login 2-9
- Logout 2-10

Default Settings of the Machine 2-11
- Setting Date and Time 2-11
- Network Setup (LAN Cable Connection) 2-13

Energy Saver function 2-17
- Low Power Mode and Auto Low Power Mode 2-17
- Sleep and Auto Sleep 2-19

Installing Software 2-23
- Software on DVD (Windows) 2-23
- Installing Software in Windows 2-24
- Uninstalling the Software 2-29
- Installing Software in Mac Computer 2-30
- Setting TWAIN Driver 2-32
- Setting WIA Driver 2-33

Checking the Counter **2-34**
Additional Preparations for the Administrator **2-35**
Sending Documents to a PC 2-35
Strengthening the Security 2-35
Embedded Web Server RX **2-37**
Accessing Embedded Web Server RX 2-38
Changing Security Settings 2-40
Changing Device Information 2-42
E-mail Settings 2-44
Registering Destinations 2-48
Creating a New Custom Box 2-50
Printing a document stored in a Custom Box 2-51
Transferring Data from Our Other Products **2-53**
Migrating the Address Book 2-53

3 Preparation before Use **3-1**

Using the Operation Panel **3-2**
Operation Panel Keys 3-2
Operation Method 3-3
Display for Originals and Paper 3-4
Help Screen 3-4
Loading Paper **3-5**
Precaution for Loading Paper 3-6
Loading in the Cassettes 3-7
Loading Paper in the Multi Purpose Tray 3-11
Specifying Paper Size and Media Type 3-15
Paper Stopper **3-19**
Preparation for Sending a Document to a Shared Folder in a PC **3-20**
Making a note of the computer name and full computer name 3-20
Making a note of the user name and domain name 3-21
Creating a Shared Folder, Making a Note of a Shared Folder 3-22
Configuring Windows Firewall 3-26
Registering Destinations in the Address Book **3-30**
Adding a Destination (Address Book) 3-30
Adding a Destination on One Touch Key (One Touch Key) 3-39

4 Printing from PC **4-1**

Printing from PC **4-2**
Printing on Non-standard Sized Paper 4-4
Printer Driver Print Settings Screen 4-5
Printer Driver Help 4-6
Changing the Default Printer Driver Settings (Windows 7) 4-6
Canceling Printing from a Computer 4-6
Printing by AirPrint **4-7**
Printing Data Saved on the Printer **4-8**
Specifying the Job Box from a Computer and Storing the Job 4-8
Printing Documents from Private Print Box 4-8
Printing Document from Stored Job Box 4-12
Printing Document from Quick Copy Box 4-15
Printing Document from Proof and Hold Box 4-18

5 Operation on the Machine **5-1**

Loading Originals **5-2**
Placing Originals on the Platen 5-2
Loading Originals in the Document Processor 5-3

Checking the Equipment's Serial Number 5-5
Program 5-6
    Registering Programs 5-6
    Confirming the Registered Program 5-7
    Recalling Program 5-7
    Overwriting Program 5-7
    Deleting Program 5-8
Select Key Settings 5-9
Copying 5-10
    Basic Operation 5-10
    Canceling Jobs 5-12
Sending 5-13
    Basic Operation 5-14
    Specifying Destination 5-16
    Checking and Editing Destinations 5-21
    Confirmation Screen of Destinations 5-23
    Recall 5-23
    Send to Me (E-mail) 5-24
    Sending to Different Types of Destinations (Multi Sending) 5-24
    Canceling Sending Jobs 5-25
    WSD Scan 5-26
    Scanning using TWAIN 5-29
How to use the FAX Function 5-31
What is Document Box? 5-32
Using a Custom Box 5-34
    Creating a New Custom Box 5-34
    Editing and Deleting Custom Box 5-37
    Storing Documents 5-38
    Printing Documents 5-38
    Editing Documents 5-40
    Deleting Documents 5-41
Printing Documents Stored in Removable USB Memory 5-43
Saving Documents to USB Memory (Scan to USB) 5-45
Check the USB Memory Information 5-47
Removing USB Memory 5-48

6 Using Various Functions 6-1

Functions Available on the Machine 6-2
    Copy 6-2
    Send 6-3
    Custom Box (Printing) 6-4
    Removable Memory (Store File, Printing Documents) 6-5
Functions 6-7
    Original Size 6-7
    Paper Selection 6-8
    Orig. Orientation (Original Orientation) 6-9
    Collate 6-9
    Density 6-10
    Original Image 6-10
    EcoPrint 6-11
    Color Selection 6-11
    Sharpness 6-12
    Backgrnd Density (Background Density) 6-12
    Prevent Bleed-t (Prevent Bleed-thru) 6-13
    Zoom 6-13
    Combine 6-15
    Duplex 6-17
    Continuous Scan 6-19
    Job Finish Notice 6-19

File Name Entry 6-20
Print Override 6-20
Quiet Mode 6-20
Duplex (2-sided Original) 6-21
Sending Size 6-21
File Format 6-22
File Separation 6-24
Scan Resolution 6-25
Subject/Body 6-25
FTP Encrypted TX 6-25
Del. after Print (Delete after Printed) 6-26
Storing Size 6-26
Encrypted PDF 6-26
JPEG/TIFF Print 6-27
XPS Fit to Page 6-27

7 **Status/Job Cancel 7-1**

Checking Job Status 7-2
Checking Job History 7-8
Sending the Log History 7-12
Job Operation 7-13
Pause and Resumption of Jobs 7-13
Canceling of Jobs 7-13
Checking Device Status 7-15
Checking the Remaining Amount of Toner and Paper 7-16

8 **Setup and Registration (System Menu) 8-1**

System Menu 8-2
System Menu Settings 8-3
Report 8-5
System/Network 8-8
User/Job Account 8-17
User Property 8-17
Common Settings 8-18
Copy 8-32
Printer 8-33
Send 8-35
FAX 8-36
Document Box 8-36
Edit Destination 8-37
Adjust/Maint. (Adjustment/Maintenance) 8-38

9 **User Authentication and Accounting (User Login, Job Accounting) 9-1**

Overview of User Login Administration 9-2
Enabling User Login Administration 9-3
Setting User Login Administration 9-5
Adding a User (Local User List) 9-5
Changing User Properties 9-8
User Account Lockout Setting 9-12
User Login Administration for Printing 9-13
To Manage the Users to Scan Using TWAIN 9-14
To Manage the Users to Scan Using WIA 9-15
To Manage the Users that Send Faxes from a PC 9-16
Local Authoriz. (Local Authorization) 9-17
Group Auth. (Group Authorization Settings) 9-18
NW User Property (Obtain Network User Property) 9-19
ID Card Settings 9-20

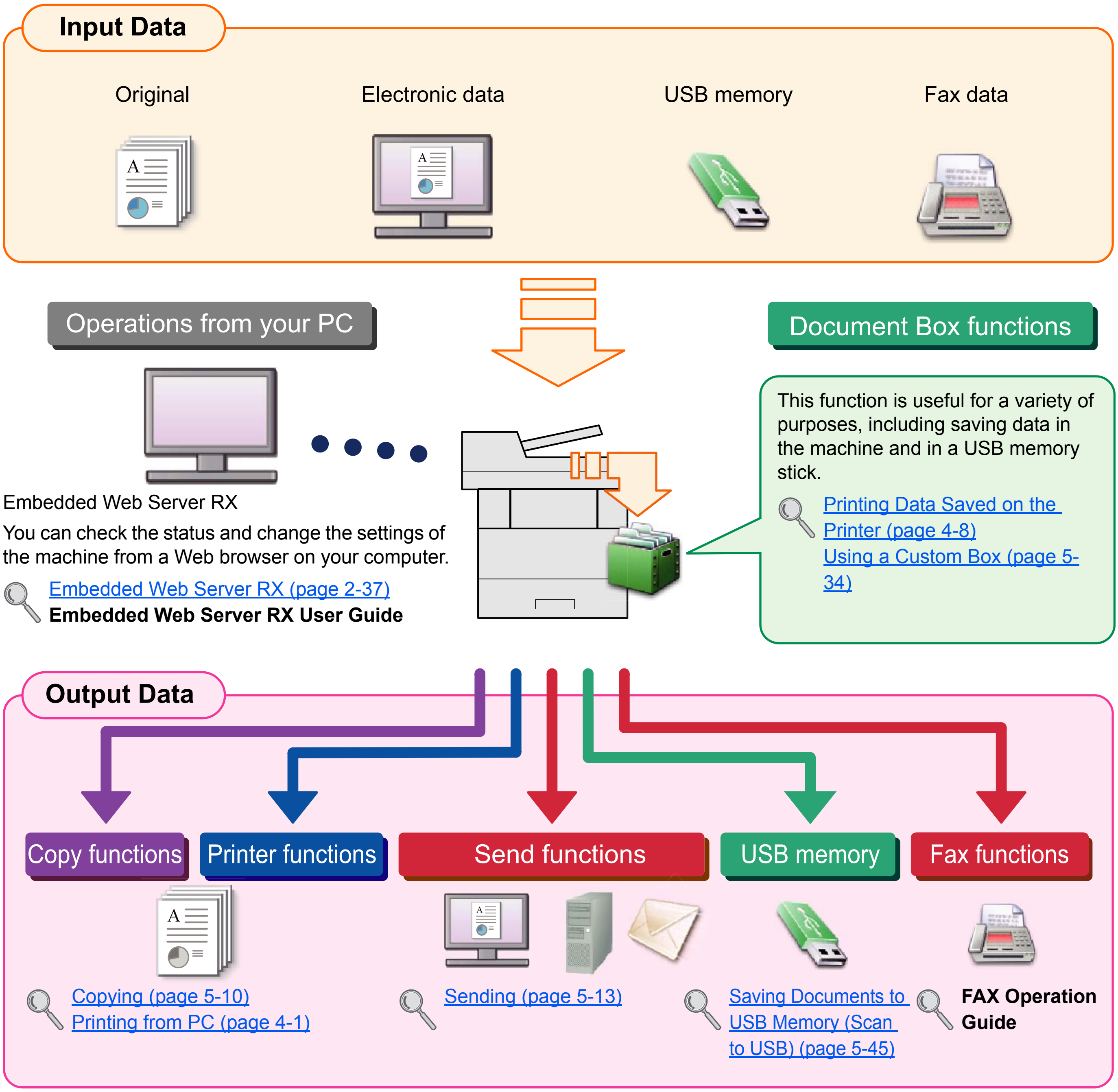
Using User Login Administration 9-21
Login/Logout 9-21
User Login Administration on a PC 9-21
Overview of Job Accounting 9-22
Enabling Job Accounting 9-23
Job Accounting Access 9-24
Setting an Account 9-25
Adding an Account 9-25
Restricting the Use of the Machine 9-27
Editing an Account 9-28
Deleting an Account 9-29
Job Accounting for Printing 9-30
Job Accounting for Scan Using TWAIN 9-31
Job Accounting for Scan Using WIA 9-32
Job Accounting for the FAX Transmitted from a Computer 9-33
Configuring Job Accounting 9-34
Default Setting 9-34
Counting the Number of Pages Printed 9-35
Print Accounting Report 9-36
Using Job Accounting 9-37
Login/Logout 9-37
Job Accounting on a PC 9-37
Unknown ID Job 9-38

10 Troubleshooting 10-1
Regular Maintenance 10-2
Cleaning 10-2
Toner Container Replacement 10-5
Waste Toner Box Replacement 10-8
Troubleshooting 10-10
Solving Malfunctions 10-10
Responding to Messages 10-15
Clearing Paper Jams 10-25

11 Appendix 11-1
Optional Equipment 11-2
Overview of Optional Equipment 11-2
Optional Applications 11-9
Character Entry Method 11-11
Using the Keys 11-11
Selecting Type of Characters 11-12
Characters That Can be Entered Using the Numeric Keys 11-12
Entering Symbols 11-13
Entering Characters 11-13
Entering Using the Character Selection Screen 11-15
Paper 11-16
Basic Paper Specifications 11-16
Choosing the Appropriate Paper 11-17
Special Paper 11-20
Specifications 11-24
Common Functions 11-24
Copy Functions 11-26
Printer Functions 11-26
Scanner Functions 11-27
Document Processor 11-27
Paper Feeder (500-sheet) (Option) 11-28
Glossary 11-29
Index Index-1

Overview

This machine is equipped standard with copy and print functions, and a scanned image can be sent to an E-mail recipient as an attachment or to a computer on the same network. On products with a FAX function, it is also possible to use the fax function.



Input Data

Original

Electronic data

USB memory

Fax data

Operations from your PC

Embedded Web Server RX

You can check the status and change the settings of the machine from a Web browser on your computer.

Embedded Web Server RX (page 2-37)
Embedded Web Server RX User Guide

Document Box functions

This function is useful for a variety of purposes, including saving data in the machine and in a USB memory stick.

Printing Data Saved on the Printer (page 4-8)
Using a Custom Box (page 5-34)

Output Data

Copy functions

Printer functions

Copying (page 5-10)
Printing from PC (page 4-1)

Send functions

Sending (page 5-13)

USB memory

Saving Documents to USB Memory (Scan to USB) (page 5-45)

Fax functions

FAX Operation Guide

NOTE

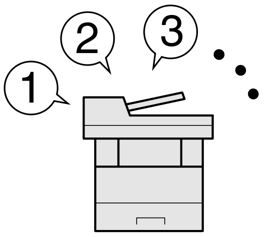
- Before using the machine, be sure to read Legal and Safety Information on page 1-1.
- For preparations for use of the machine such as cable connections and software installation, refer to Installing and Setting up the Machine on page 2-1.
- To learn how to load paper, set up shared folders, and add addresses to the address book, refer to Preparation before Use on page 3-1.

Machine Features

The machine is equipped with many useful functions. Here are some examples. For details, refer to Using Various Functions (page 6-1).

Optimize your office workflow

Access to frequently used functions with just one touch (Program)

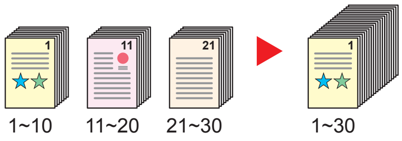


You can preset frequently used functions.

Once you set the functions as a preset program, all you need to do is press the program number to call up the functions. Using this program brings the same results even if operated by another person.

Program (page 5-6)

Scan a large number of originals in separate batches and produce as one job (Continuous Scan)

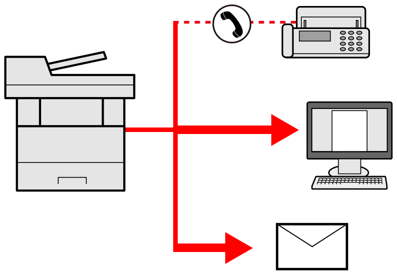


It is useful when preparing many-page handouts.

When a large number of originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then copied or sent as one job.

Continuous Scan (page 6-19)

Send one time with multiple sending options (Multi Sending)



You can send a same document to the multiple destinations using a different method.

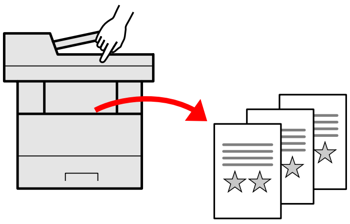
You can specify multiple destinations of different send methods such as E-mail, SMB, and Fax.

You can reduce your workflow by sending a job at once.

Sending to Different Types of Destinations (Multi Sending) (page 5-24)

Optimize your office workflow

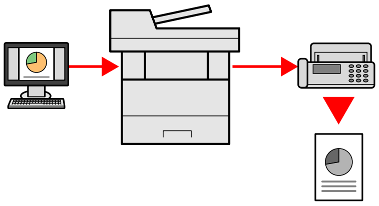
Save frequently used documents in the machine (Custom Box)



You can save the frequently used document in the machine and print it when needed.

Using a Custom Box (page 5-34)

Send a FAX from a PC (Sending FAX from PC)



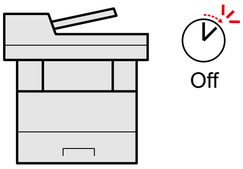
You can save the paper used for sending a FAX with this function.

You can send a file to be faxed from the PC without printing the file, so that you can reduce the number of pieces of paper and perform sending jobs efficiently.

FAX Operation Guide

Save energy and cost

Save energy as needed (Energy Saver function)

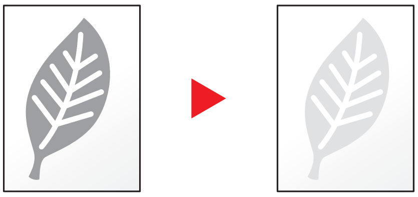


The machine is equipped with Energy Saver function that automatically switched into Low Power Mode or Sleep Mode.

Energy Saver function (page 2-17)

Save energy and cost

Use less toner for printing (EcoPrint)



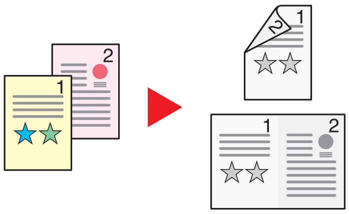
You can save toner consumption with this function.

When you only need to check the printed content, such as a trial print run or documents for internal confirmation, use this function to save toner.

Use this function when a high-quality print is not required.

EcoPrint (page 6-11)

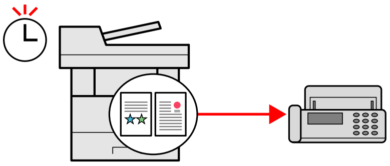
Print multiple originals onto one sheet (Duplex / Combine)



You can print originals on both sides of the paper. You can also print multiple originals onto one sheet.

Combine (page 6-15)
Duplex (page 6-17)

Send a FAX to reduce the communication cost (FAX Delayed Transmission)



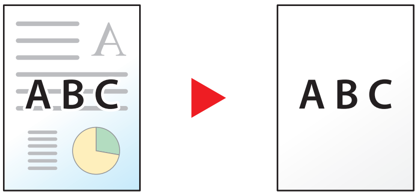
You can reduce the communication cost with this function.

The communication cost can be reduced by setting the timer to the time period during which the communication cost is low.

FAX Operation Guide

Create attractive documents

Prevent image bleed-through (Prevent Bleed-through)

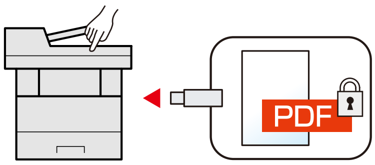


You can prevent image bleed-through from the reverse side when scanning thin originals.

Prevent Bleed-t (Prevent Bleed-thru) (page 6-13)

Strengthen security

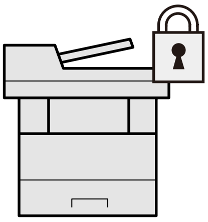
Password-protect a PDF file (PDF Encryption Functions)



Use the PDF format's password security options to restrict document viewing, printing and editing.

Encrypted PDF (page 6-26)

Protect data on the SSD (Encryption / Overwrite)



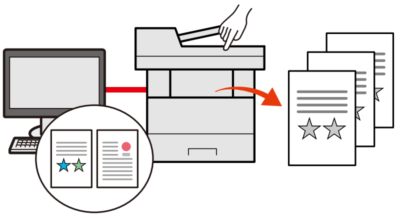
You can overwrite the unnecessary data that remains on the SSD automatically.

To prevent an external leakage, the machine is able to encrypt data before writing it to the SSD.

Data Security (page 8-16)

Strengthen security

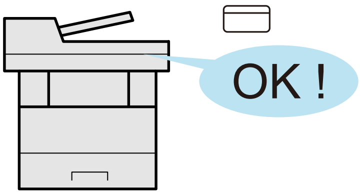
Prevent loss of finished documents (Private Print)



You can temporarily save a printer document in the machine. By printing the document from the machine prevents someone takes your document.

Printing Data Saved on the Printer (page 4-8)

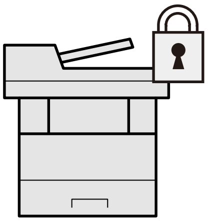
Log in by ID card (Card Authentication)



You can log in simply by touching an ID card. You don't need to enter your user name and password.

Card Authentication Kit(B) "Card Authentication Kit" (page 11-3)

Strengthen security (Settings for Administrator)

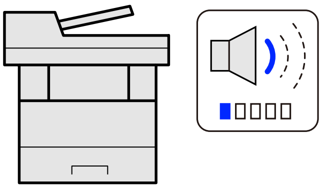


Various functions are available for administrators to strengthen security.

Strengthening the Security (page 2-35)

Use functions more efficiently

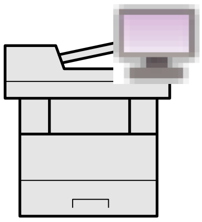
Make the machine quiet (Quiet Mode)



You can make the machine quiet by reducing its running noise. You can configure this mode by job.

Quiet Mode (page 6-20)

Expand functions as necessary (Application)

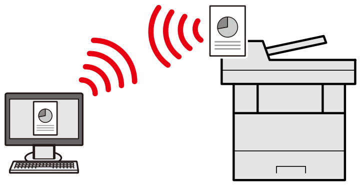


The functionality of the machine can be expanded by installing applications.

Applications that help you perform your daily more efficiently such as a scan feature and an authentication feature are available.

Optional Applications (page 11-9)

Install the machine without concerning the network cables (Wireless Network)

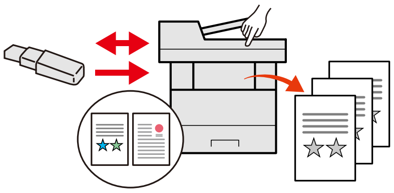


In an environment where the wireless LAN is used, you can install the machine without concerning the network cables.

Wireless Network (page 8-13)

Use functions more efficiently

Use USB memory (USB Memory)



It is useful when you need to print document outside your office or you cannot print document from your PC.

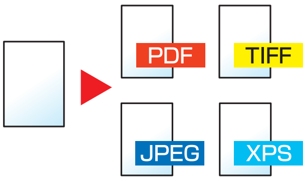
You can print the document from the USB memory by plugging it directly into the machine.

Original scanned at the machine can be saved in the USB memory also.

Printing Documents Stored in Removable USB Memory (page 5-43)

Saving Documents to USB Memory (Scan to USB) (page 5-45)

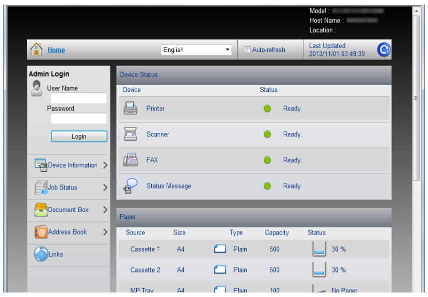
Specify image file format (File Format)



You can select the various file formats when sending/storing images.

File Format (page 6-22)

Perform remote operation (Embedded Web Server RX)



Device Status

Device	Status
Printer	Ready.
Scanner	Ready.
FAX	Ready.
Status Message	Ready

Paper

Source	Size	Type	Capacity	Status
Cassette 1	A4	Plain	500	30 %
Cassette 2	A4	Plain	500	30 %
MP Tray	A4	Plain	100	No Paper

You can access to the machine remotely to print, send or download data.

Administrators can configure the machine behavior or management settings.

Embedded Web Server RX (page 2-37)

Guides Provided with the Machine

The following guides are provided with the machine. Refer to each guide as needed.
The contents of the guides are subject to change without notice for the purpose of improvement of machine performance.

Printed guides

Start using the machine quickly	**Quick Guide** Explains how to use basic functions of the machine, how to use convenient features, how to perform routine maintenance, and what to do when problems occur.
For safe use of the machine	**Safety Guide** Provides safety and cautionary information for installation and use of the machine. Be sure to read this guide before using the machine.
	Safety Guide (P-4030 MFP/P-4035 MFP) Indicates the space required for machine installation, and describes the cautionary labels and other safety information. Be sure to read this guide before using the machine.

Guides (PDF) on the DVD (Product Library)

Use the machine thoughtfully	**Operation Guide (This Guide)** Explains how to load paper and perform copy, print and scan operations, and indicates default settings and other information.
Use the fax functions	**FAX Operation Guide** Explains how to use the fax function.
Use the ID card	**Card Authentication Kit (B) Operation Guide** Explains how to perform authentication using the ID card.
Strengthen security	**Data Security Kit (E) Operation Guide** Explains how to introduce and use the Data Security kit (E), and how to overwrite and encrypt data.
Easily register machine information and configure settings	**Embedded Web Server RX User Guide** Explains how to access the machine from a Web browser on your computer to check and change settings.
Print data from a computer	**Printing System Driver User Guide** Explains how to install the printer driver and use the printer function.
Directly print a PDF file	**Network Tool for Direct Printing Operation Guide** Explains how to print PDF files without launching Adobe Acrobat or Reader.
Monitor the machine and printers on the network	**NETWORK PRINT MONITOR User Guide** Explains how to monitor your network printing system (the machine) with NETWORK PRINT MONITOR.

Install the Adobe Reader (version 8.0 or later) to view the manuals on the DVD.

About the Operation Guide (this Guide)

Structure of the guide

The Operation Guide contains the following chapters.

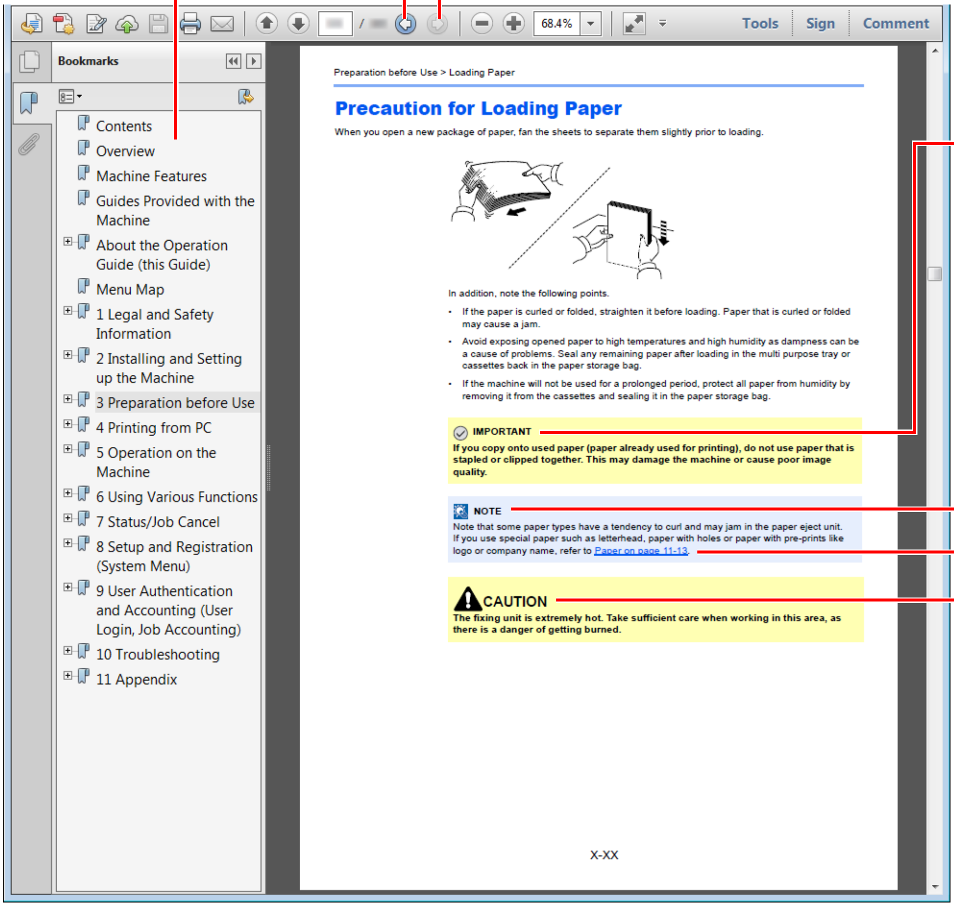
Chapter		Contents
1	**Legal and Safety Information**	Provides precautions regarding use of the machine and trademark information.
2	**Installing and Setting up the Machine**	Explains part names, cable connections, installation of the software, login, logout, and other matters related to administration of the machine.
3	**Preparation before Use**	Explains preparations and settings that are required in order to use the machine, such as how to use the operation panel, load paper, and create an address book.
4	**Printing from PC**	Explains functions that are available when the machine is used as a printer.
5	**Operation on the Machine**	Explains the basic procedures for using the machine, such as placing originals, making copies, sending documents, and using document boxes.
6	**Using Various Functions**	Explains convenient functions that are available on the machine.
7	**Status/Job Cancel**	Explains how to check the status of a job and the job history, and how to cancel jobs being printed or waiting to print. Also explains how to check paper and toner levels, how to check the device status, and how to cancel fax transmission.
8	**Setup and Registration (System Menu)**	Explains System Menu and how it relates to the operation of the machine.
9	**User Authentication and Accounting (User Login, Job Accounting)**	Explains user login and job accounting.
10	**Troubleshooting**	Explains what to do when toner runs out, an error is displayed, or a paper jam or other problem occurs.
11	**Appendix**	Describes convenient options that are available for the machine. Provides information on media types and paper sizes, and gives a glossary of terms. Explains how to enter characters, and lists the specifications of the machine.

Conventions Used in This Guide

Adobe Reader XI is used as an example in the explanations below.

Click an item in the Table of Contents to jump to the corresponding page.

Click to move from the current page to the previously displayed page. This is convenient when you want to return to the page from which you jumped to the current page.


68.4%
Tools
Sign
Comment
Bookmarks
Contents
Overview
Machine Features
Guides Provided with the Machine
About the Operation Guide (this Guide)
Menu Map
1 Legal and Safety Information
2 Installing and Setting up the Machine
3 Preparation before Use
4 Printing from PC
5 Operation on the Machine
6 Using Various Functions
7 Status/Job Cancel
8 Setup and Registration (System Menu)
9 User Authentication and Accounting (User Login, Job Accounting)
10 Troubleshooting
11 Appendix
X-XX

Preparation before Use > Loading Paper

Precaution for Loading Paper

When you open a new package of paper, fan the sheets to separate them slightly prior to loading.

In addition, note the following points.

- If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.
- Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problems. Seal any remaining paper after loading in the multi purpose tray or cassettes back in the paper storage bag.
- If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

IMPORTANT

If you copy onto used paper (paper already used for printing), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

NOTE

Note that some paper types have a tendency to curl and may jam in the paper eject unit. If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to Paper on page 11-13.

CAUTION

The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

IMPORTANT

Indicates operational requirements and restrictions to operate the machine correctly, and avoid damage to the machine or property.

NOTE

Indicates supplemental explanations and reference information for operations.

Refer to

Click the underlined text to jump to the corresponding page.

CAUTION

Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

NOTE

The items that appear in Adobe Reader vary depending on how it is used. If the Table of Contents or tools do not appear, refer to Adobe Reader Help.

Certain items are indicated in this guide by the conventions described below.

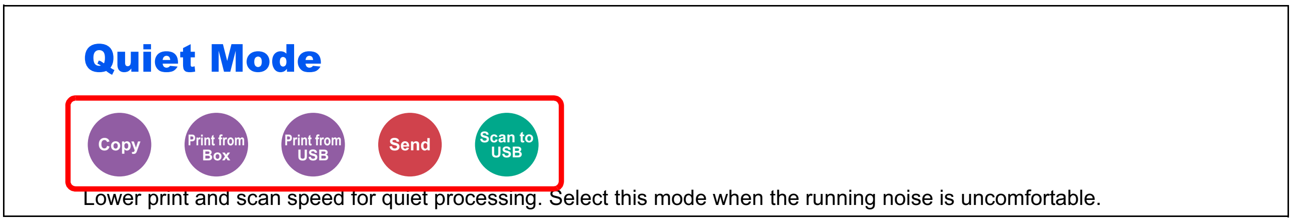
Convention	Description	Example
[**Bold**]	Indicates keys on the operation panel and buttons on your computer screen.	Press the [**Start**] key. Click the [**OK**] button.
[Regular]	Indicates a message or setting displayed on the message display.	[Ready to copy.] appears in the message display. Press the [▲] or [▼] key to select [On].
"Regular"	Indicates a message or setting displayed on the computer screen	You can select from the "Print size" menu.

On pages that explain a convenient function, the modes in which that function can be used are indicated by icons.

Printing: Copy Print from Box Print from USB

Sending: Send

Storing: Scan to USB



Quiet Mode

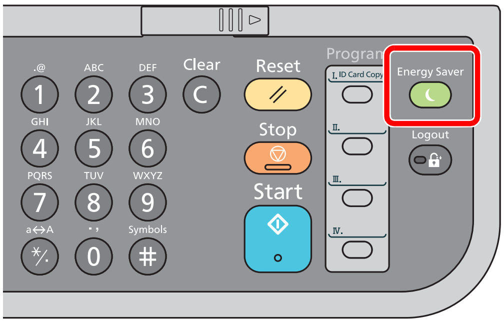
Copy Print from Box Print from USB Send Scan to USB

Lower print and scan speed for quiet processing. Select this mode when the running noise is uncomfortable.

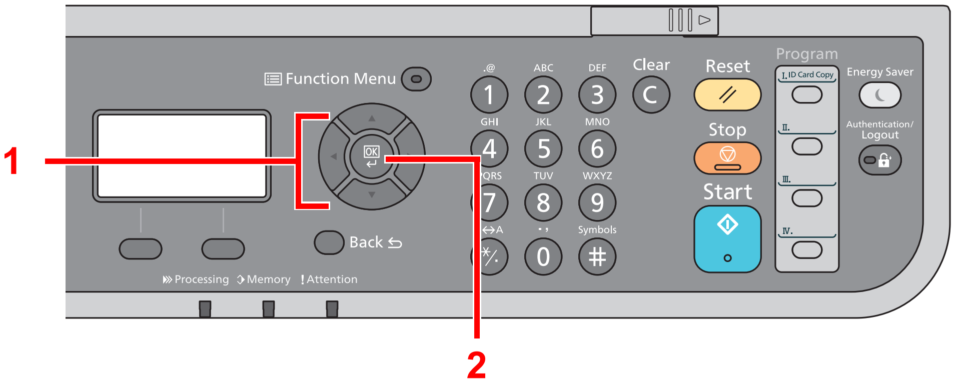
Icon	Description
Copy	The function can be used when copying a document.
Print from Box	The function can be used when printing from a custom box. (Option)
Print from USB	The function can be used when printing from removable memory such as a USB memory stick.
Send	The function can be used when sending a document.
Scan to USB	The function can be used when saving to removable memory such as a USB memory stick.

Conventions used in procedures for operating the machine

Operation panel keys that are pressed are outlined in red.

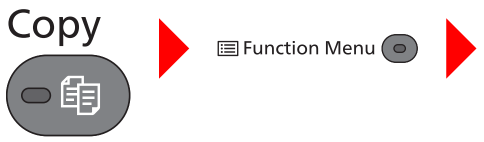


Procedures consisting of a sequence of operation panel actions or computer operations are numbered as shown below.



Menu Map

(The names displayed on the message display are used here. These may differ from the referenced titles.)



Quiet Mode (page 6-20)
Paper Selection (page 6-8)
Collate (page 6-9)
Duplex (page 6-17)
Zoom (page 6-13)
Combine (page 6-15)
Original Size (page 6-7)
Orig.Orientation (page 6-9)
Original Image (page 6-10)
Density (page 6-10)
EcoPrint (page 6-11)
Continuous Scan (page 6-19)
File Name Entry (page 6-20)
JobFinish Notice (page 6-19)
Print Override (page 6-20)
Sharpness (page 6-12)
Backgrnd Density (page 6-12)
Prevent Bleed-t (page 6-13)

Send E-mail Folder FAX

- Me(E-mail) (page 5-24)
- E-mail (page 5-18)
- Folder(SMB) (page 5-19)
- Folder(FTP) (page 5-19)
- WSD Scan (page 5-27)
- FAX (Refer to **FAX Operation Guide**.)

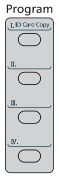
Send E-mail Folder FAX ▶ ☰ Function Menu

- Quiet Mode (page 6-20)
- Color Selection (page 6-11)
- Original Size (page 6-7)
- Original Image (page 6-10)
- Scan Resolution (page 6-25)
- Sending Size (page 6-21)
- Zoom (page 6-13)
- Orig.Orientation (page 6-9)
- Continuous Scan (page 6-19)
- File Format (page 6-22)
- File Name Entry (page 6-20)
- Subject/Body (page 6-25)
- JobFinish Notice (page 6-19)
- FAX Resolution (Refer to **FAX Operation Guide**.)
- FAX Delayed TX (Refer to **FAX Operation Guide**.)
- FAX Direct TX (Refer to **FAX Operation Guide**.)
- FAX RX Polling (Refer to **FAX Operation Guide**.)
- FAX TX Report (Refer to **FAX Operation Guide**.)
- Density (page 6-10)
- Duplex (page 6-21)
- FTP Encrypted TX (page 6-25)
- File Separation (page 6-24)
- Sharpness (page 6-12)
- Backgrnd Density (page 6-12)
- Prevent Bleed-t (page 6-13)

Document Box/USB ▶

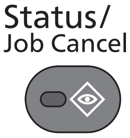
Custom Box	(File Selection)	**Print (ChangeSet)**	▶ Function Menu ▶	Quiet Mode (page 6-20)
				Collate (page 6-9)
				Paper Selection (page 6-8)
				Duplex (page 6-17)
				EcoPrint (page 6-11)
				File Name Entry (page 6-20)
				JobFinish Notice (page 6-19)
				Print Override (page 6-20)
				Del. After Print (page 6-26)
Sub Address Box (Refer to FAX Operation Guide.)				
Polling Box (Refer to FAX Operation Guide.)				
Job Box	Private (page 4-8)			
	Quick Copy (page 4-15)			
USB Memory	**Store File**	▶ Function Menu ▶	Quiet Mode (page 6-20)	
			Color Selection (page 6-11)	
			Original Size (page 6-7)	
			Original Image (page 6-10)	
			Scan Resolution (page 6-25)	
			Storing Size (page 6-26)	
			Zoom (page 6-13)	
			Orig.Orientation (page 6-9)	
			Continuous Scan (page 6-19)	
			File Format (page 6-22)	
			File Separation (page 6-24)	
			File Name Entry (page 6-20)	
			JobFinish Notice (page 6-19)	
			Density (page 6-10)	
			Duplex (page 6-21)	
			Sharpness (page 6-12)	
			Backgrnd Density (page 6-12)	
			Prevent Bleed-t (page 6-13)	

USB Memory	(File Selection)	**Print**	▶ Function Menu ▶	Quiet Mode (page 6-20)
				Paper Selection (page 6-8)
				Collate (page 6-9)
				Duplex (page 6-17)
				EcoPrint (page 6-11)
				File Name Entry (page 6-20)
				JobFinish Notice (page 6-19)
				Print Override (page 6-20)
				Encrypted PDF (page 6-26)
				JPEG/TIFF Print (page 6-27)
				XPS FitTo Page (page 6-27)



▶

Recall program. (page 5-6)



▶

- Print Job Status (page 7-4)
- Send Job Status (page 7-5)
- Store Job Status (page 7-6)
- Scheduled Job (page 7-7)
- Print Job Log (page 7-10)
- Send Job Log (page 7-11)
- Store Job Log (page 7-12)
- FAX Job Log (Refer to **FAX Operation Guide**.)
- Scanner (page 7-15)
- Printer (page 7-15)
- FAX (Refer to **FAX Operation Guide**.)
- Toner Status (page 7-16)
- Paper Status (page 7-16)
- USB Memory (page 7-15)
- SSD (page 7-15)
- USB Keyboard (page 7-15)
- Wireless Network (page 7-15)

System Menu/
Counter

Report	**Report Print**	Menu Map (page 8-5)
		Status Page (page 8-5)
		Font List (page 8-5)
		Opt NW Status (page 8-6)
	Admin Rpt Set. (Refer to **FAX Operation Guide**.)	
	Result Rpt Set. (page 8-6)	
	Job Log History	Auto Sending (page 8-7)
		Send History (page 8-7)
		Destination (page 8-7)
		Subject (page 8-7)
		Personal Info. (page 8-7)
Counter (page 2-34)		

System/Network	**Network Setting**	**TCP/IP Settings**	TCP/IP (page 8-8)
			IPv4 Setting (page 8-8)
			IPv6 Setting (page 8-8)
			Bonjour (page 8-8)
			Protocol Detail (page 8-9)
		WSD-SCAN (page 8-10)	
		WSD-PRINT (page 8-10)	
		IPSec (page 8-10)	
		Secure Protocol (page 8-11)	
		Host Name (page 8-11)	
		LAN Interface (page 8-11)	
		Restart Network (page 8-12)	
	Optional Network	Basic (page 8-12)	
	Network (Wi-Fi)	Wireless Network (page 8-13)	
		Basic (page 8-15)	
	NW InterfaceSend (page 8-15)		
	I/F Block Set.	USB Host (page 8-15)	
		USB Device (page 8-15)	
		USB Storage (page 8-15)	
		Option I/F 1 (page 8-15)	
		Option I/F 2 (page 8-15)	
	Security Level (page 8-16)		
	Data Security (page 8-16)		
	Restart (page 8-17)		
	Op Functions (page 11-9)		

User/Job Account	**User Login Set.**	User Login (page 9-3)	
		Local User List (page 9-5)	
		Local Authoriz. (page 9-17)	
		Account Lockout (page 9-12)	
		ID Card Setting	Key Login (page 9-20)
			Password Login (page 9-20)
		Group Auth. (page 9-18)	
		NW User Property (page 9-19)	
	Job Account.Set.	Job Accounting (page 9-23)	
		AccountingAccess (page 9-24)	
		Account. Report (page 9-36)	
		Total Accounting (page 9-35)	
		Each Job Account (page 9-35)	
		Account. List (page 9-25)	
		Default Setting	Apply Limit (page 9-34)
			Copy/Print Count (page 9-34)
			Counter Limit (page 9-34)
	Unknown ID Job (page 9-38)		
User Property (page 9-8)			
Common Settings	Language (page 8-18)		
	Default Screen (page 8-18)		
	Sound	Buzzer (page 8-18)	
		FAX Speaker (Refer to **FAX Operation Guide**.)	
		FAX Monitor (Refer to **FAX Operation Guide**.)	
	Display Bright. (page 8-19)		
	Orig./Paper Set.	Custom Orig.Size (page 8-20)	
		Def. Orig. Size (page 8-20)	
		Custom PaperSize (page 8-20)	
		Cassette 1 Set.	Cassette 1 Size (page 8-22)
			Cassette 1 Type (page 8-22)
		Cassette 2 Set.	Cassette 2 Size (page 8-22)
			Cassette 2 Type (page 8-22)
		Cassette 3 Set.	Cassette 3 Size (page 8-22)
			Cassette 3 Type (page 8-22)
		Cassette 4 Set.	Cassette 4 Size (page 8-22)
			Cassette 4 Type (page 8-22)
		Cassette 5 Set.	Cassette 5 Size (page 8-22)
			Cassette 5 Type (page 8-22)

Common Settings	**Orig./Paper Set.**	**MP Tray Set.**	MP Tray Size (page 8-22)
			MP Tray Type (page 8-22)
		Media Type Set. (page 8-23)	
		Media for Auto (page 8-21)	
		Def. PaperSource (page 8-21)	
		SpcialPaper Act. (page 8-21)	
	Preset Limit (page 8-23)		
	Measurement (page 8-24)		
	Error Handling	DuplexPaperError (page 8-24)	
		PaperMismatchErr (page 8-24)	
	Date Setting	Date/Time (page 8-24)	
		Date Format (page 8-24)	
		Time Zone (page 8-24)	
		Summer Time (page 8-24)	
	Timer Setting	Auto Panel Reset (page 8-25)	
		PanelReset Timer (page 8-25)	
		Low Power Timer (page 8-25)	
		Sleep Level (models except for Europe) (page 8-25)	
		Sleep Rules (models for Europe) (page 8-26)	
		Sleep Timer (page 8-26)	
		Power Off Rule (page 8-26)	
		Power Off Timer (page 8-26)	
		Auto Err. Clear (page 8-27)	
		Err. Clear Timer (page 8-27)	
		Unusable Time (Refer to **FAX Operation Guide**.)	

Common Settings	**Function Default**	Color Selection (page 8-27)	
		Scan Resolution (page 8-27)	
		FAX Resolution (Refer to **FAX Operation Guide**.)	
		Orig.Image(Copy) (page 8-27)	
		Orig.Image(Send) (page 8-27)	
		Zoom (page 8-27)	
		Collate (page 8-27)	
		Orig.Orientation (page 8-27)	
		Backgrnd(Copy) (page 8-27)	
		Backgrnd(Send) (page 8-27)	
		EcoPrint (page 8-28)	
		Prevent B-t Copy (page 8-28)	
		Prevent B-t Send (page 8-28)	
		File Name Entry (page 8-28)	
		Subject/Body (page 8-28)	
		Con.scan-ExptFAX (page 8-28)	
		Con.scan-FAX (page 8-28)	
		File Format (page 8-28)	
		File Separation (page 8-28)	
		JPEG/TIFF Print (page 8-28)	
		XPS FitTo Page (page 8-28)	
		Detail Setting	2 in 1 Layout (page 8-29)
			4 in 1 Layout (page 8-29)
			Border Line (page 8-29)
			Orig. Binding (page 8-29)
			Finish. Binding (page 8-29)
			Image Quality (page 8-29)
			Color TIFF Comp. (page 8-29)
			PDF/A (page 8-29)
			High Comp.PDF (page 8-29)
	Login Operation (page 8-29)		
	RAM Disk Mode (page 8-30)		
	Format SSD (page 8-30)		
	Format SD Card (page 8-30)		
	Optional Memory (page 8-31)		
	Disp. Status/Log (page 8-31)		
	USB KeyboardType (page 8-31)		
	TonerAlert Level (page 8-32)		

Copy	Paper Selection (page 8-32)	
	AutoPaperSelect. (page 8-32)	
	Auto % Priority (page 8-32)	
	Select Key Set. (page 8-32)	
Printer	Emulation Set. (page 8-33)	
	EcoPrint (page 8-33)	
	Override A4/LTR (page 8-33)	
	Duplex (page 8-33)	
	Copies (page 8-33)	
	Orientation (page 8-33)	
	Wide A4 (page 8-33)	
	FormFeed TimeOut (page 8-33)	
	LF Action (page 8-33)	
	CR Action (page 8-33)	
	Job Name (page 8-34)	
	User Name (page 8-34)	
	MP Tray Priority (page 8-34)	
	Paper Feed Mode (page 8-34)	
	Auto Cass. Change (page 8-34)	
	Resolution (page 8-34)	
	KIR (page 8-34)	
Send	Select Key Set. (page 8-35)	
	DestinationCheck (page 8-35)	
	New Dest. Entry (page 8-35)	
	Recall Dest. (page 8-35)	
	Default Screen (page 8-35)	
	Send and Forward (page 8-35)	
FAX (Refer to FAX Operation Guide.)		
Document Box	Custom Box (page 5-34)	
	Sub Address Box (Refer to **FAX Operation Guide**.)	
	Job Box	Quick Copy Jobs (page 8-36)
		JobRet. Deletion (page 8-36)
		Storage Media (page 8-36)
	Polling Box (Refer to **FAX Operation Guide**.)	
	Select Key Set. (page 8-37)	
Edit Destination	Address Book (page 3-30)	
	Print List (page 8-37)	

Adjust/Maint.	Quiet Mode (page 8-38)
	Copy Denst. Adj. (page 8-38)
	Send/Box Density (page 8-38)
	Backgrnd Density (page 8-38)
	Print Density (page 8-38)
	AutoColorCorrect (page 8-38)
	Correct. Bk Line (page 8-38)

1 Legal and Safety Information

Please read this information before using your machine. This chapter provides information on the following topics.

Notice 1-2
  Safety Conventions in This Guide 1-2
  Environment 1-3
  Precautions for Use 1-4
  Laser Safety (Europe) 1-5
  Legal Restriction on Copying/Scanning 1-6
  EN ISO 7779 1-6
  EK1-ITB 2000 1-6
  Legal Information 1-7
  Energy Saving Control Function 1-13
  Automatic 2-Sided Copy Function 1-13
  Resource Saving - Paper 1-13
  Environmental benefits of "Power Management" 1-13
  Energy Star (ENERGY STAR®) Program 1-14

Notice

Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

⚠ **WARNING**: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

⚠ **CAUTION**: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

⚠ ... [General warning]

⚠ ... [Warning of high temperature]

The 🛇 symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

🛇 ... [Warning of prohibited action]

🛇 ... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

● ... [Alert of required action]

● ... [Remove the power plug from the outlet]

● ... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

NOTE

An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function.

Environment

The service environmental conditions are as follows:

- Temperature: 50 to 90.5 °F (10 to 32.5 °C)
  (But humidity should be 70% or less when temperature is 90.5 °F (32.5 °C).)
- Humidity: 15 to 80%
  (But temperature should be 86 °F (30 °C) or less when humidity is 80%.)

Adverse environmental conditions may affect the image quality. It is recommended to use the machine at a temperature: around 60.8 to 80.6 °F or less (16 to 27 °C), humidity: around 36 to 65%.

Avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate against casters, when this machine is moved after installation, the floor material may be damaged.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Precautions for Use

Cautions when handling consumables

⚠ CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

Keep parts which contain toner out of the reach of children.

If toner happens to spill from parts which contain toner, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy parts which contain toner.

Other precautions

Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40 °C while avoiding sharp changes of temperature and humidity.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multi Purpose (MP) Tray, return it to its original package and reseal it.

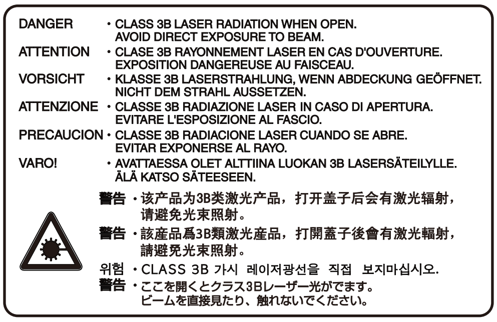
Laser Safety (Europe)

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC/EN 60825-1:2007.

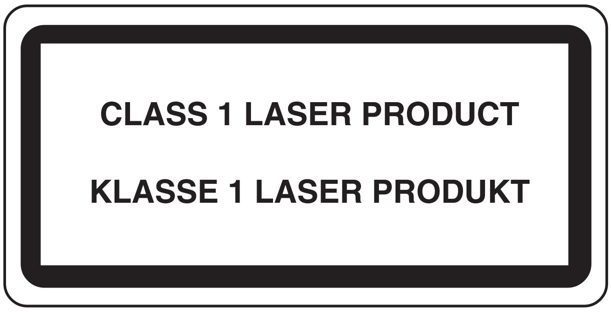
Caution: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

These labels are attached to the laser scanner unit inside the machine and are not in a user access area.



DANGER	• CLASS 3B LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
ATTENTION	• CLASE 3B RAYONNEMENT LASER EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT	• KLASSE 3B LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE	• CLASSE 3B RADIAZIONE LASER IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION	• CLASSE 3B RADIACIONE LASER CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO!	• AVATTAESSA OLET ALTTIINA LUOKAN 3B LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
警告	• 该产品为3B类激光产品，打开盖子后会有激光辐射， 请避免光束照射。
警告	• 該產品爲3B類激光產品，打開蓋子後會有激光輻射， 請避免光束照射。
위험	• CLASS 3B 가시 레이저광선을 직접 보지마십시오.
警告	• ここを開くとクラス3Bレーザー光がでます。 ビームを直接見たり、触れないでください。

Regarding CLASS 1 laser products, information is provided on the rating label.



CLASS 1 LASER PRODUCT

KLASSE 1 LASER PRODUKT

Legal Restriction on Copying/Scanning

It may be prohibited to copy/scan copyrighted material without permission of the copyright owner.

Copying/Scanning the following items is prohibited and may be penalized by low. It may not be limited to these items. Do not knowingly copy/scan the items that are not to be copied/scanned.

- Paper money
- Bank note
- Securities
- Stamp
- Passport
- Certificate

Local laws and regulations may prohibit or restrict copying/scanning of other items not mentioned above.

EN ISO 7779

Maschinenlärminformations-Verordnung 3. GPSGV, 06.01.2004: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß EN ISO 7779.

EK1-ITB 2000

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Energy Saving Control Function

The device comes equipped with a **Low Power Mode** where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as a **Sleep** where printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time. In addition, the device comes equipped with a **Power Off Mode** where the device automatically turns off after a certain amount of time elapses the device was last used.

Low Power Mode

The device automatically enters Low Power Mode when 1 minute has passed since the device was last used. The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened. For more information refer to Low Power Mode and Auto Low Power Mode (page 2-17).

Sleep

The device automatically enters Sleep when 1 minute has passed since the device was last used. The amount of time of no activity that must pass before Sleep is activated may be lengthened. For more information see Sleep and Auto Sleep (page 2-19).

Power Off Mode

The device automatically turns its power off when 1 hour has passed since the device was last used. The amount of time of no activity that must pass before Power Off Mode is activated may be lengthened by changing the Power Off Timer setting. You can also select rules whether the machine enters Power Off Mode for functions individually. For more information see Power Off Rule (page 8-26) and Power Off Timer (page 8-26).

Automatic 2-Sided Copy Function

This device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used. For more information refer to Duplex (page 6-17).
Printing in duplex mode reduces paper consumption and contributes to the conservation of forest resources. Duplex mode also reduces the amount of paper that must be purchased, and thereby reduces cost. It is recommended that machines capable of duplex printing be set to use duplex mode by default.

Resource Saving - Paper

For the preservation and sustainable use of forest resources, it is recommended that recycled as well as virgin paper certified under environmental stewardship initiatives or carrying recognised ecolabels, which meet EN 12281:2002* or an equivalent quality standard, be used.
This machine also supports printing on 64 g/m^2 paper. Using such paper containing less raw materials can lead to further saving of forest resources.

* : EN12281:2002 "Printing and business paper - Requirements for copy paper for dry toner imaging processes"

Your sales or service representative can provide information about recommended paper types.

Environmental benefits of "Power Management"

To reduce power consumption when idle, this machine is equipped with a power management function that automatically activates energy-saving mode when the machine is idle for a certain period of time.
Although it takes the machine a slight amount of time to return to READY mode when in energy-saving mode, a significant reduction in energy consumption is possible. It is recommended that the machine be used with the activation time for energy-saving mode set to the default setting.

Energy Star (ENERGY STAR®) Program

We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

ENERGY STAR® is a voluntary energy efficiency program with the goal of developing and promoting the use of products with high energy efficiency in order to help prevent global warming. By purchasing ENERGY STAR® qualified products, customers can help reduce emissions of greenhouse gases during product use and cut energy-related costs.

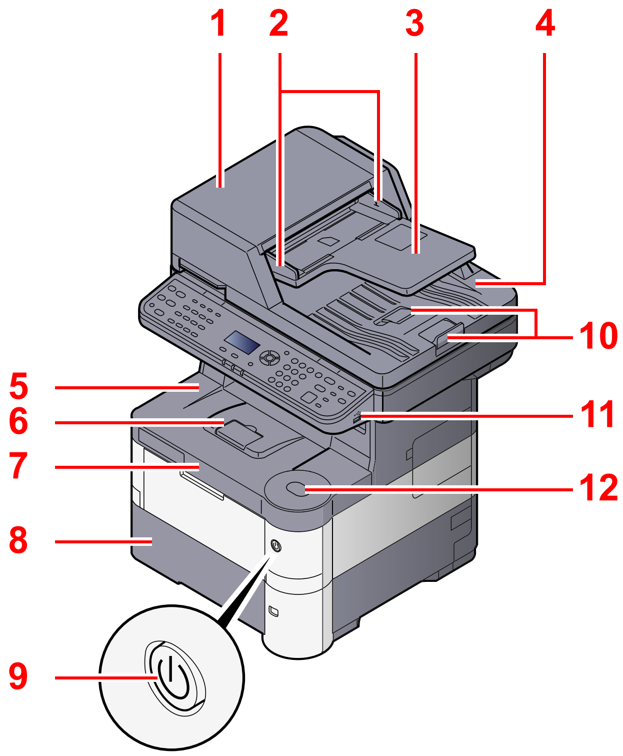
2 Installing and Setting up the Machine

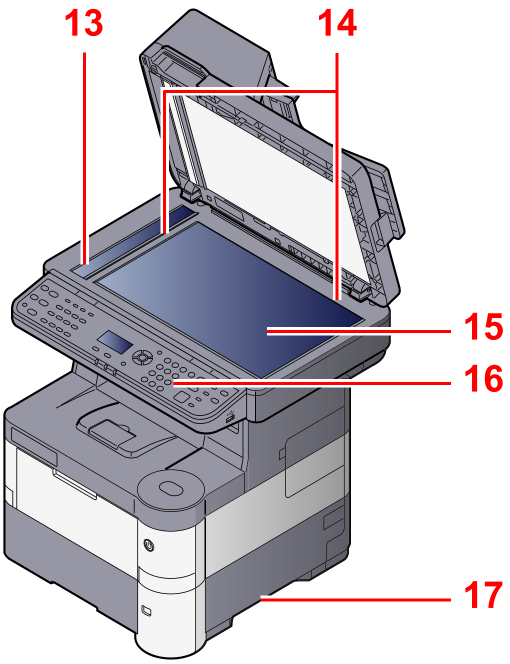
This chapter provides information for the administrator of this machine, such as part names, cable connection, and software installation.

Part Names 2-2
  Machine Exterior 2-2
  Connectors/Interior 2-3
  With Optional Equipments Attached 2-4
Connecting the Machine and Other Devices 2-5
Connecting Cables 2-6
  Connecting LAN Cable 2-6
  Connecting USB Cable 2-7
  Connecting the Power Cable 2-7
Power On/Off 2-8
  Power On 2-8
  Power Off 2-8
Login/Logout 2-9
  Login 2-9
  Logout 2-10
Default Settings of the Machine 2-11
  Setting Date and Time 2-11
  Network Setup (LAN Cable Connection) 2-13
Energy Saver function 2-17
  Low Power Mode and Auto Low Power Mode 2-17
  Sleep and Auto Sleep 2-19
Installing Software 2-23
  Software on DVD (Windows) 2-23
  Installing Software in Windows 2-24
  Uninstalling the Software 2-29
  Installing Software in Mac Computer 2-30
  Setting TWAIN Driver 2-32
  Setting WIA Driver 2-33
Checking the Counter 2-34
Additional Preparations for the Administrator 2-35
  Sending Documents to a PC 2-35
  Strengthening the Security 2-35
Embedded Web Server RX 2-37
  Accessing Embedded Web Server RX 2-38
  Changing Security Settings 2-40
  Changing Device Information 2-42
  E-mail Settings 2-44
  Registering Destinations 2-48
  Creating a New Custom Box 2-50
  Printing a document stored in a Custom Box 2-51
Transferring Data from Our Other Products 2-53
  Migrating the Address Book 2-53

Part Names

Machine Exterior





1 Document Processor

2 Original Width Guides

3 Original Table

4 Original Eject Table

5 Inner Tray

6 Paper Stopper

7 Front Cover

8 Cassette 1

9 Power Switch

10 Original Stopper

11 USB Memory Slot

12 Front Cover Open Button

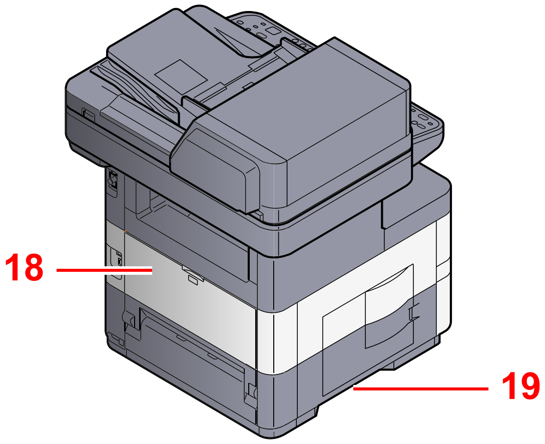
13 Slit Glass

14 Original Size Indicator Plates

15 Platen

16 Operation Panel

17 Handles

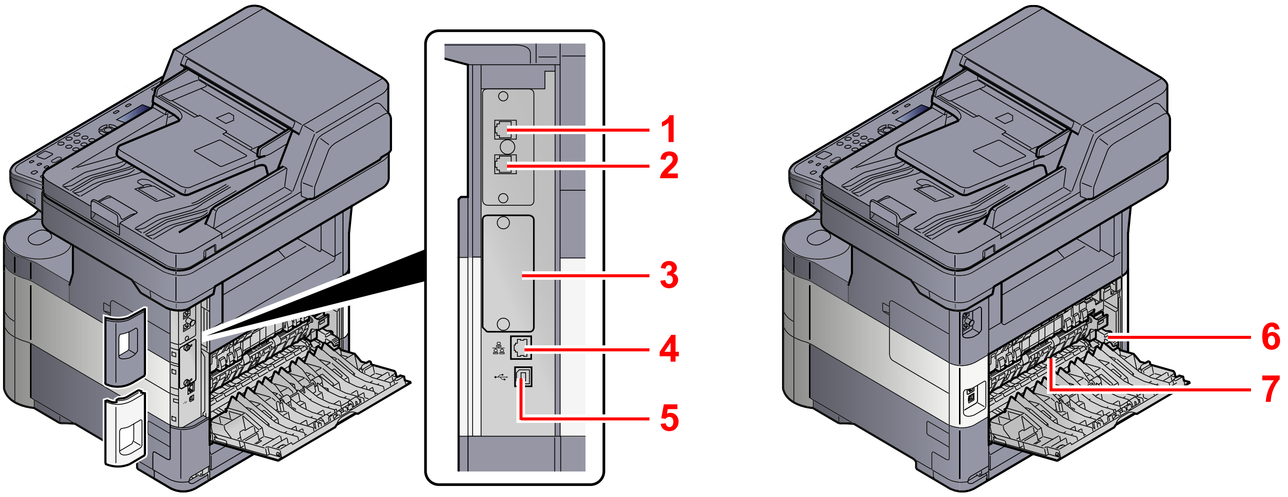


18 Rear Cover

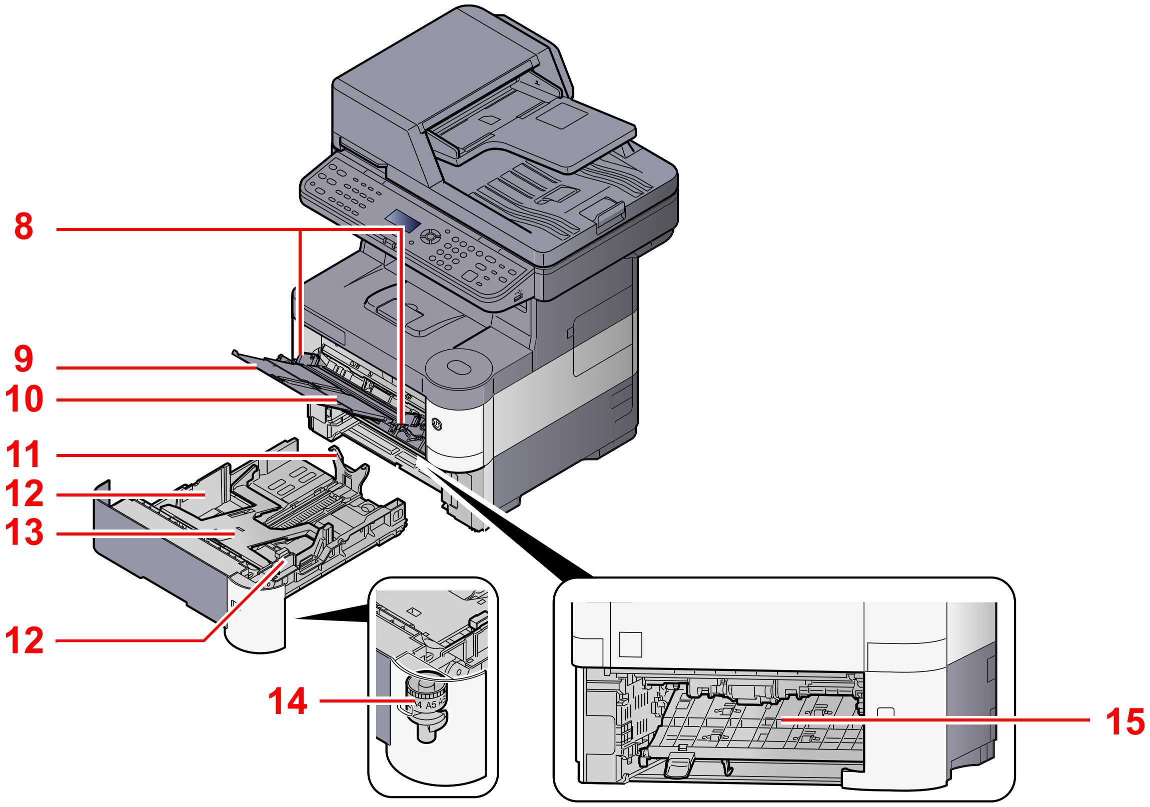
19 Handles

[With Optional Equipments Attached (page 2-4)](page 2-4)

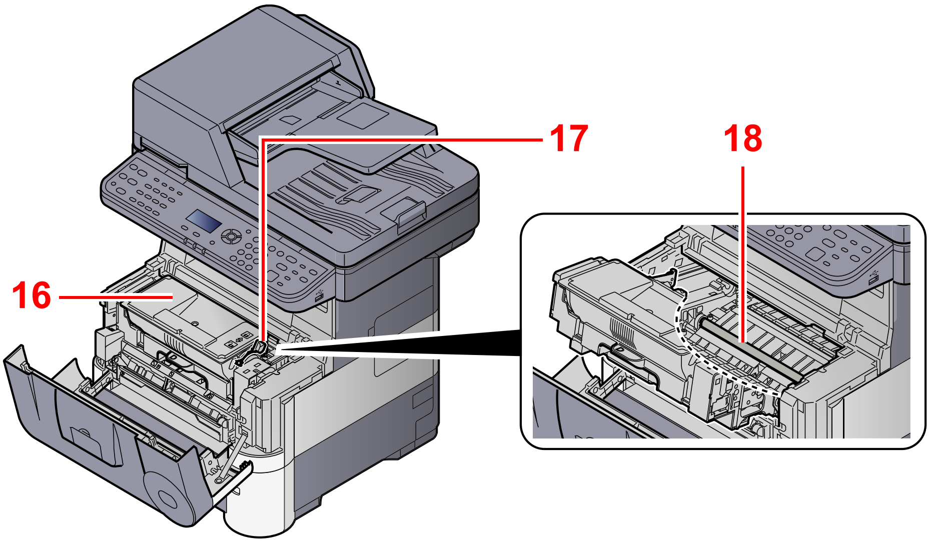
Connectors/Interior

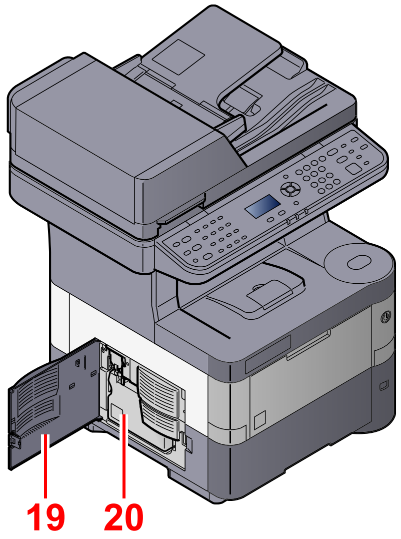


1 LINE Connector
2 TEL Connector
3 Option Interface
4 Network Interface Connector
5 USB Interface Connector
6 Envelope Lever
7 Fuser Cover



8 Paper Width Guides
9 Support Tray Section of the Multi Purpose Tray
10 Multi Purpose Tray
11 Paper Length Guide
12 Paper Width Guides
13 Bottom Plate
14 Size Dial
15 Duplex Cover





16 Toner Container (Black)

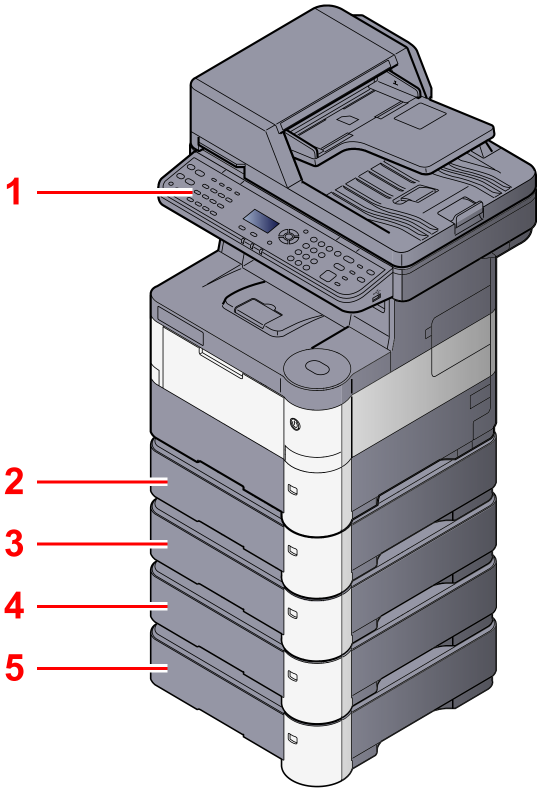
17 Toner Container Lock Lever

18 Registration Roller

19 Left Cover

20 Waste Toner Box

With Optional Equipments Attached



1 Card Reader

2 Cassette 2

3 Cassette 3

4 Cassette 4

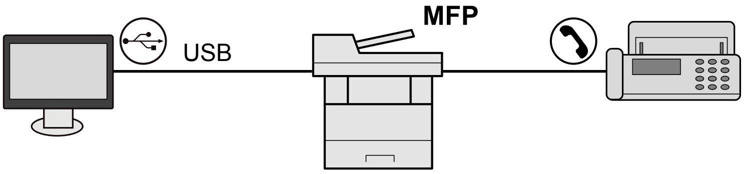
5 Cassette 5

Optional Equipment (page 11-2)

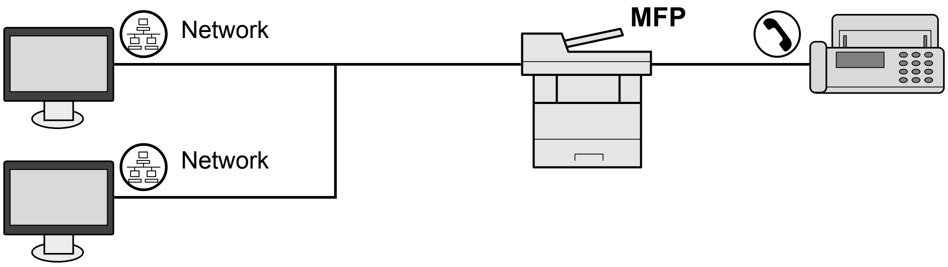
Connecting the Machine and Other Devices

Prepare the cables necessary to suit the environment and purpose of the machine use.

When Connecting the Machine to the PC via USB



When Connecting the Machine to the PC on the Network



NOTE

If you are using the machine with the optional wireless interface kit attached, you do not need to connect the LAN cable. To use a wireless LAN, it is necessary to change the default settings for the machine using the System Menu.

Optional Network (page 8-12)

Cables that Can Be Used

Connection Environment	Function	Necessary Cable
Connect a LAN cable to the machine.	Printer/Scanner/Network FAX[*1]	LAN cable (10BASE-T, 100BASE-TX, 1000BASE-T)
Connect a USB cable to the machine.	Printer/Scanner (TWAIN/WIA)	USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m)

*1 Only on products with the fax function installed.

Connecting Cables

Connecting LAN Cable

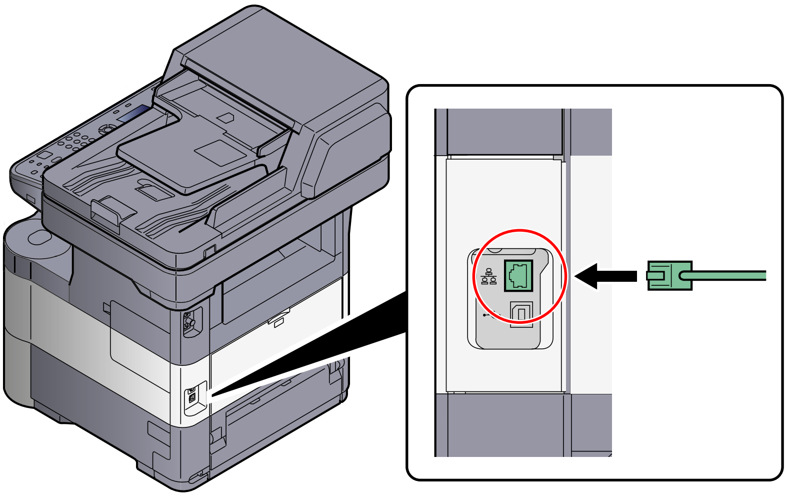
IMPORTANT

If the power is on, turn the power switch off.

Power Off (page 2-8)

1 Connect the cable to the machine.

1 Connect the LAN cable to the network interface connector.



2 Connect the other end of the cable to the hub.

2 Set up the machine.

Power on the machine and configure the network.

For details, refer to Network Setup (LAN Cable Connection) on page 2-13.

Connecting USB Cable

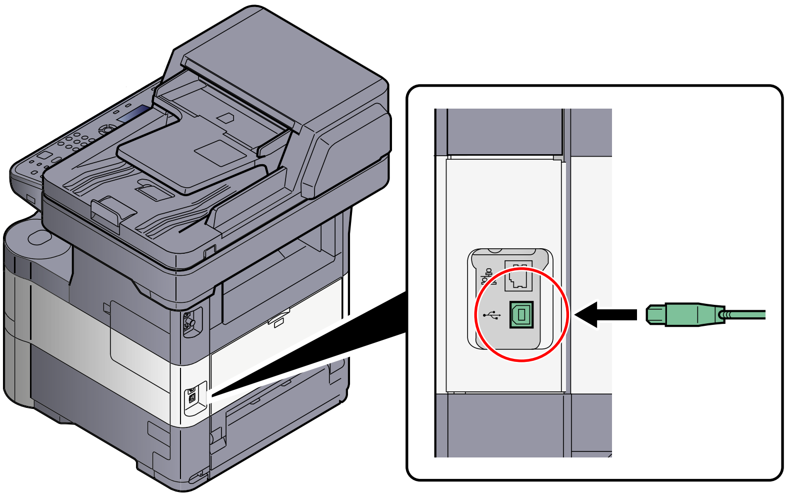
IMPORTANT

If the power is on, turn the power switch off.

Power Off (page 2-8)

1 Connect the cable to the machine.

1 Connect the USB cable to the USB interface connector located on the left side of the body.

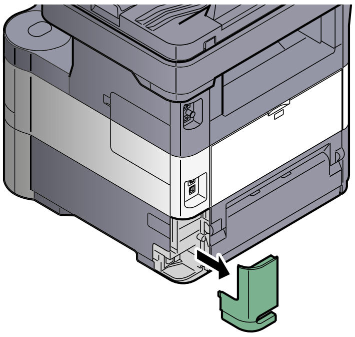


2 Connect the other end of the cable to the PC.

Connecting the Power Cable

1 Connect the cable to the machine.

1 Remove the cover.



2 Connect one end of the supplied power cable to the machine and the other end to a power outlet.

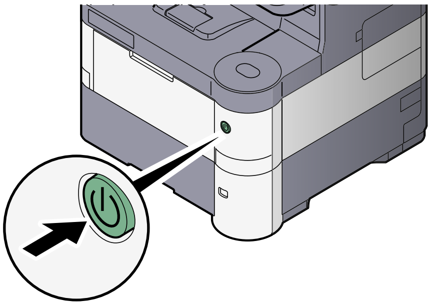
IMPORTANT

Only use the power cable that comes with the machine.

Power On/Off

Power On

1 Turn the power switch on.



IMPORTANT

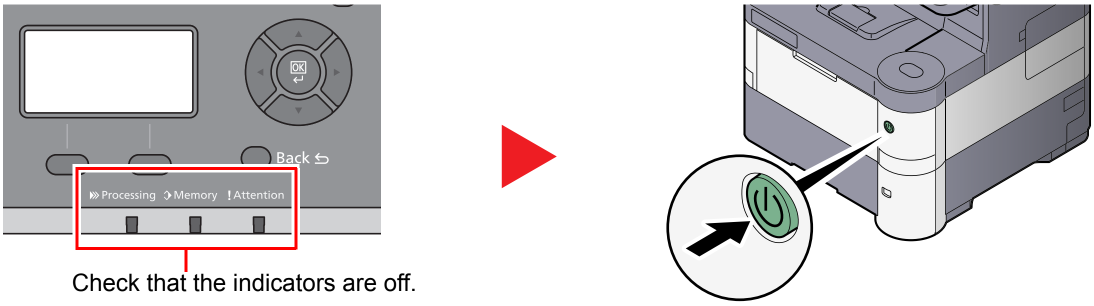
When turning off the power switch, do not turn on the power switch again immediately. Wait more than 5 seconds, and then turn on the power switch.

Power Off

IMPORTANT

When the [Processing] indicator or [Memory] indicator is lit up or blinked, the machine is operating. Turning off the power switch while the machine is operating may cause it to malfunction.

1 Turn the power switch off.



Check that the indicators are off.

In case of not using the machine for an extended period of time...

CAUTION

If this machine will be left unused for an extended period (e.g. overnight), turn it off at the main power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution. If using the products equipped with the fax function, note that turning the machine off at the main power switch disables fax transmission and reception.

IMPORTANT

Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity.

Login/Logout

If you are setting a function that requires administrator rights, or if user login administration is enabled, you must enter your login user name and login password.

NOTE

The factory default login user name and login password are set as shown below.

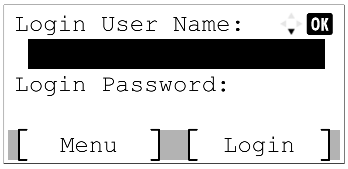
Login User Name	Login Password
4000	4000

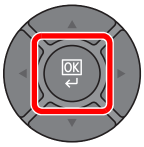
You will be unable to login if you forget your login user name or login password. In this event, login with administrator privileges and change your login user name or login password.

Login

1 Enter the login user name.

1 If this screen is displayed during operations, press the [**OK**] key while the column for entering a login user name is selected.

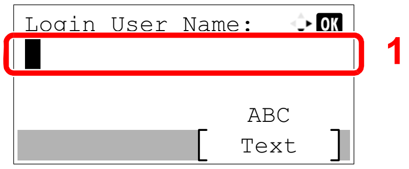

Login User Name:
Login Password:
[Menu][Login]

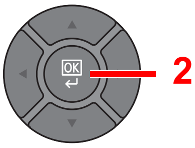


NOTE

- If [Netwk Authentic.] is selected as the user authentication method, [Menu] is displayed. Press [Menu] and select [Login Type] and then it is possible to select the authentication destination as [Local Authentic.] or [Netwk Authentic.].
- Press [Menu] and select [Domain] and then it is possible to select from the domains registered.

2 Enter the login user name using the numeric keys and press the [**OK**] key.


Login User Name:
ABC
[Text]



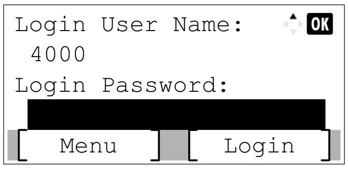
NOTE

If “Login Operation” is [Select Character], then the screen is displayed to enter details by selecting from the characters on the message display. Refer to Login Operation on page 8-29.

Character Entry Method (page 11-11)

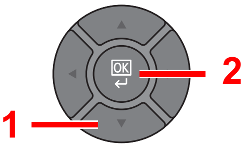
2 Enter the login password.

1 Press the [▼] key to select the column for entering a login password and press the [**OK**] key.

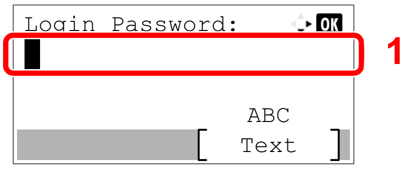


Login User Name:
 4000
Login Password:

[Menu] [Login]

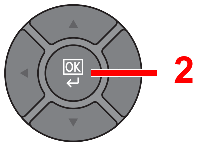


2 Enter the login password using the numeric keys and press the [**OK**] key.



Login Password:

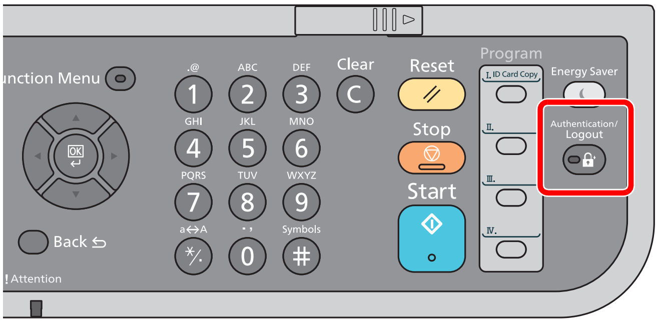
ABC
[Text]



Character Entry Method (page 11-11)

3 Press [Login].

Logout



To logout from the machine, press the [**Authentication/Logout**] key to return to the login user name/login password entry screen.

Users are automatically logged out in the following circumstances:

- When the machine enters the low power or sleep state.
- When the auto panel reset function is activated.

Default Settings of the Machine

Before using this machine, configure such settings as date and time, network configuration, and energy saving functions as needed.

NOTE

The default settings of the machine can be changed in System Menu. For settings that are configurable from System Menu, refer to Setup and Registration (System Menu) (page 8-1).

Setting Date and Time

Follow the steps below to set the local date and time at the place of installation.

When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used.

NOTE

- If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login].

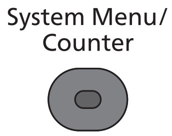
  The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

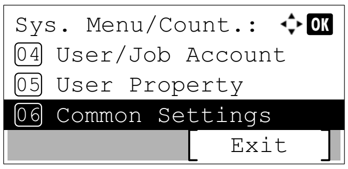
- Be sure to set the time difference before setting the date and time.

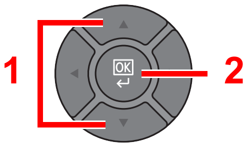
1 Display the screen.

1 Press the [**System Menu/Counter**] key.

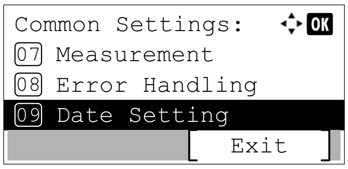


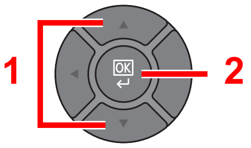
2 Press the [▲] or [▼] key to select [Common Settings], and press the [**OK**] key.





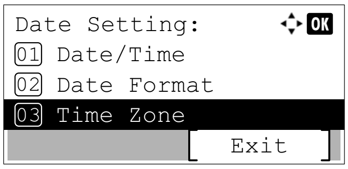
3 Press the [▲] or [▼] key to select [Date Setting], and press the [**OK**] key.



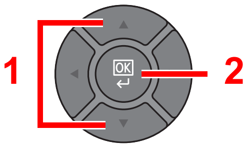


2 Configure the settings.

1 Press the [▲] or [▼] key to select [Time Zone], and press the [**OK**] key.

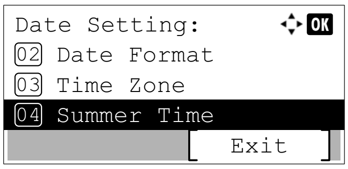


Date Setting:
01 Date/Time
02 Date Format
03 Time Zone
[Exit]

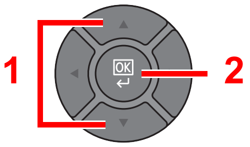


2 Press the [▲] or [▼] key to set the time zone, and press the [**OK**] key.

3 Press the [▲] or [▼] key to select [Summer Time], and press the [**OK**] key.



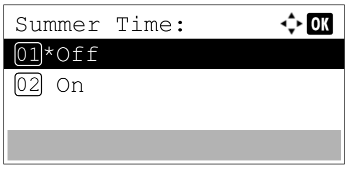
Date Setting:
02 Date Format
03 Time Zone
04 Summer Time
[Exit]



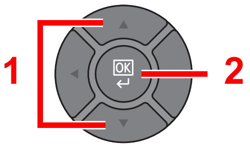
NOTE

If you select a region that does not utilize summer time, the summer time setting screen will not appear.

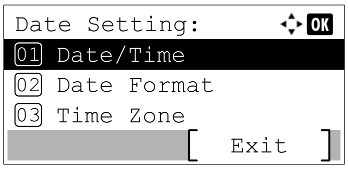
4 Press the [▲] or [▼] key to select [Off] or [On], and press the [**OK**] key.



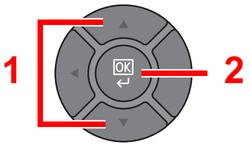
Summer Time:
01*Off
02 On



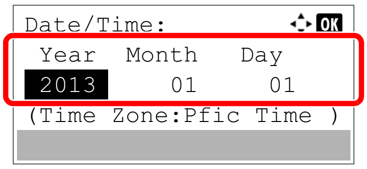
5 Press the [▲] or [▼] key to select [Date/Time], and press the [**OK**] key.



Date Setting:
01 Date/Time
02 Date Format
03 Time Zone
[Exit]



6 Press the [▲] or [▼] key to set the year, month, and day.

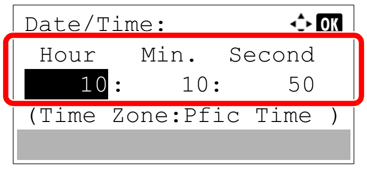


Date/Time:
Year Month Day
2013 01 01
(Time Zone:Pfic Time)

Press the [◀] and [▶] key to move the cursor right and left.

7 Press the [**OK**] key.

8 Press the [▲] or [▼] key to set the hour, minute, and second.



Date/Time:
Hour Min. Second
10: 10: 50
(Time Zone:Pfic Time)

Press the [◀] and [▶] key to move the cursor right and left.

9 Press the [**OK**] key.

Network Setup (LAN Cable Connection)

The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP (IPv4), TCP/IP (IPv6), NetBEUI, and IPSec. It enables network printing on the Windows, Macintosh, UNIX and other platforms.

This section explains the procedure of IPv4 settings for TCP/IP settings. The default settings are "TCP/IP Protocol: On, DHCP: On, Auto-IP: On".

NOTE

- If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login].
  The factory default login user name and login password are set as shown below.

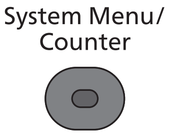
Login User Name	Login Password
4000	4000

- Ask your network administrator for the IP address in advance, and have it ready when you configure this setting. In the following cases, set the IP address of DNS server on the Embedded Web Server RX.
  - When using the host name with "DHCP" setting set to "Off"
  - When using the DSN server with IP address that is not assigned by DHCP automatically.

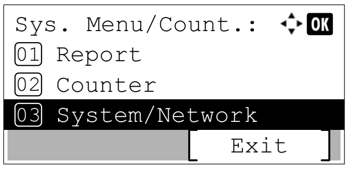
  Refer to the **Embedded Web Server RX User Guide**.
- For other network settings, refer to the Network Setting on page 8-8.

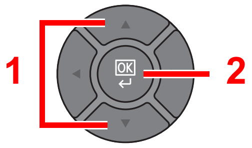
1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.

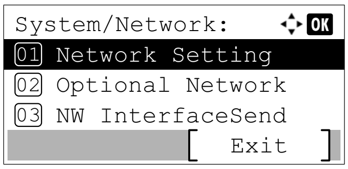


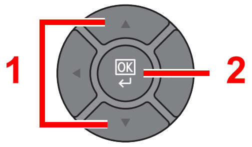
2 Press the [▲] or [▼] key to select [System/Network], and press the [**OK**] key.



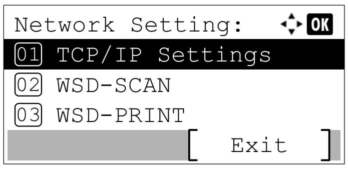


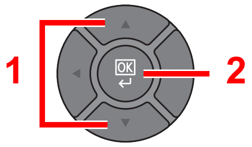
3 Press the [▲] or [▼] key to select [Network Setting], and press the [**OK**] key.



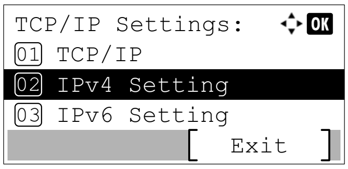


4 Press the [▲] or [▼] key to select [TCP/IP Settings], and press the [**OK**] key.

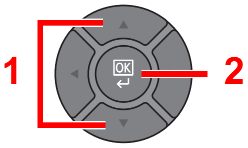




5 Press the [▲] or [▼] key to select [IPv4 Setting], and press the [**OK**] key.



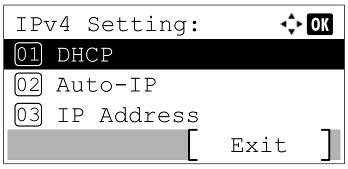
TCP/IP Settings: OK
01 TCP/IP
02 IPv4 Setting
03 IPv6 Setting
[Exit]



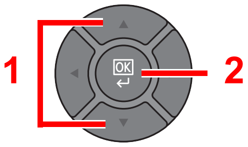
2 Configure the settings.

When setting the static IP address

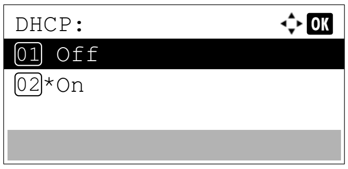
1 Press the [▲] or [▼] key to select [DHCP], and press the [**OK**] key.



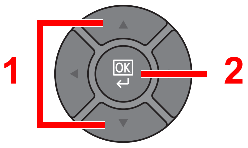
IPv4 Setting: OK
01 DHCP
02 Auto-IP
03 IP Address
[Exit]



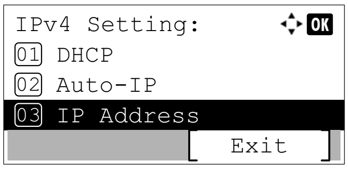
2 Press the [▲] or [▼] key to select [Off], and press the [**OK**] key.



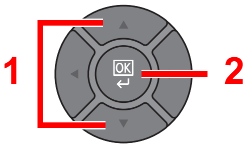
DHCP: OK
01 Off
02*On



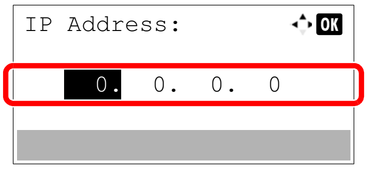
3 Press the [▲] or [▼] key to select [IP Address], and press the [**OK**] key.



IPv4 Setting: OK
01 DHCP
02 Auto-IP
03 IP Address
[Exit]



4 Use the numeric keys or press the [▲] or [▼] key to set the IP address.



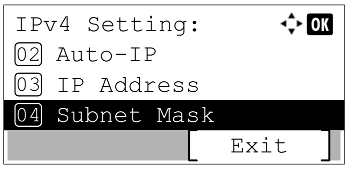
IP Address: OK
0. 0. 0. 0

You can set any value between 000 and 255.

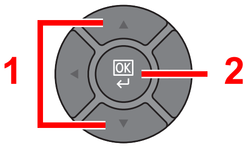
Increase or reduce the figures by pressing the [▲] or [▼] key. Use [◄] or [►] to move the position being entered, which is shown highlighted.

5 Press the [**OK**] key.

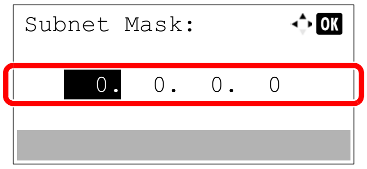
6 Press the [▲] or [▼] key to select [Subnet Mask], and press the [**OK**] key.



IPv4 Setting: OK
02 Auto-IP
03 IP Address
04 Subnet Mask
[Exit]



7 Use the numeric keys or press the [▲] or [▼] key to set the subnet mask.

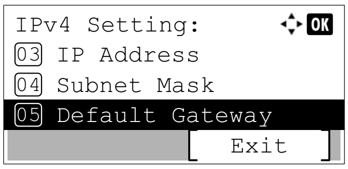


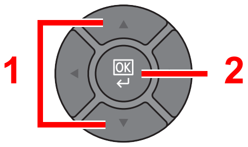
Subnet Mask:
0. 0. 0. 0

You can set any value between 000 and 255. The entry method is the same method as the IP address.

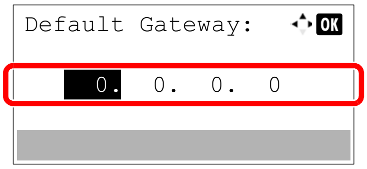
8 Press the [OK] key.

9 Press the [▲] or [▼] key to select [Default Gateway], and press the [OK] key.





10 Use the numeric keys or press the [▲] or [▼] key to set the default gateway.



Default Gateway:
0. 0. 0. 0

You can set any value between 000 and 255. The entry method is the same method as the IP address.

11 Press the [OK] key.

IMPORTANT

After changing the setting, restart the network from System Menu, or turn the machine OFF and then ON.

Restart (page 8-17)

NOTE

The network can be configured from the computer by using Embedded Web Server RX. Refer to the **Embedded Web Server RX User Guide**.

Wireless Network Settings

When the optional Wireless Network Interface Kit (IB-51) is installed on the machine and the connection settings are configured, it is possible to print in a wireless network (wireless LAN) environment. The following is an introduction to the settings for connecting using the Quick Setup.

The following four settings can be configured in Quick Setup. Set the Wireless Network by referring to Wireless Network on page 8-13.

Available Network

Displays access points to which the machine can connect. Select the access point to connect to.

Push Button

If the access point supports the push button method, wireless settings can be configured using the push button. Press the automatic wireless network setup button on the access point, and the connection is started by pressing [Next].

NOTE

The push button method supports only the WPS (WiFi Protected Setup).

PIN (Device)

Starts connection using the machine's PIN code. Enter the PIN code into the access point. The PIN code of the machine is automatically generated.

PIN (Terminal)

Starts connection using the PIN code of the access point. Enter the PIN code of the access point.

Energy Saver function

If a certain period of time elapses after the machine is last used, the machine automatically enters Low Power Mode to reduce power consumption. If a further period of time elapses without the machine being used, the machine automatically enters sleep mode, which minimizes power consumption. If the machine is not used while in sleep mode, the power automatically turns off.

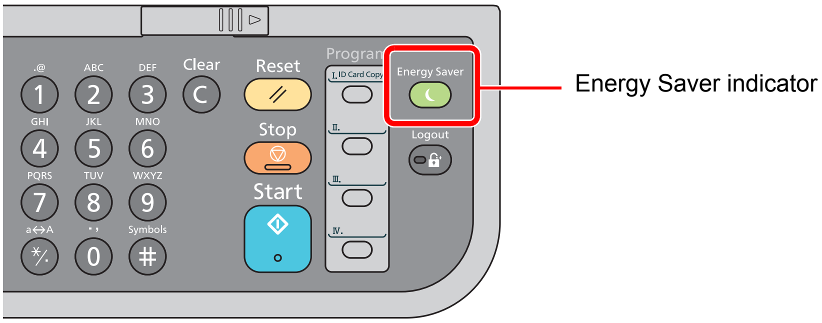
To use the Energy Saver function, configure the following settings:

- Low Power Mode and Auto Low Power Mode (page 2-17)
- Sleep and Auto Sleep (page 2-19)
- Power Off Rule (page 8-26) and Power Off Timer (page 8-26)

Low Power Mode and Auto Low Power Mode

Low Power Mode

If the machine is not operated for a certain period of time, the [**Energy Saver**] indicator will light up and the screen will become dark to reduce power consumption. This status is referred to as Low Power Mode. “Low power.” will be displayed on the screen.



If print data is received during Low Power Mode, the machine automatically wakes up and starts printing. Also when fax data arrives while the machine is in Low Power Mode, the machine automatically wakes up and starts printing.

To resume, perform one of the following actions.

- Press any key on the operation panel.
- Open the document processor.
- Place originals in the document processor.

The machine will be ready to operate within 10 seconds.

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

Auto Low Power Mode

Auto Low Power Mode automatically switches the machine into Low Power Mode if left idle for a preset time.

The default preset time is 1 minute.

To change the preset Low Power time, refer to Low Power Timer on page 8-25.

Follow the steps below to set the Low Power timer for the machine to go into Low Power mode when not in use.

NOTE

If the Low Power Timer is equal to the Sleep Timer, a Sleep mode is preceded.

NOTE

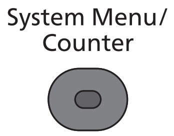
If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

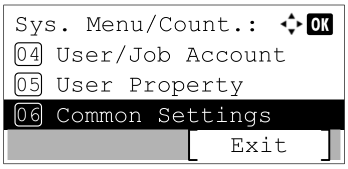
Login User Name	Login Password
4000	4000

1 Display the screen.

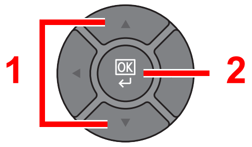
1 Press the [**System Menu/Counter**] key.



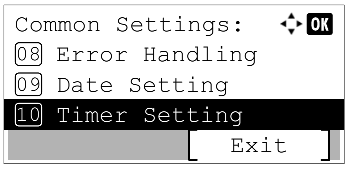
2 Press the [▲] or [▼] key to select [Common Settings], and press the [**OK**] key.



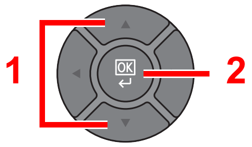
Sys. Menu/Count.: OK
04 User/Job Account
05 User Property
06 Common Settings
[Exit]



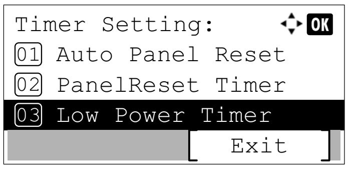
3 Press the [▲] or [▼] key to select [Timer Setting], and press the [**OK**] key.



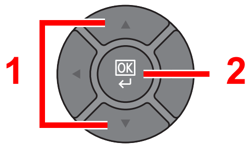
Common Settings: OK
08 Error Handling
09 Date Setting
10 Timer Setting
[Exit]



4 Press the [▲] or [▼] key to select [Low Power Timer], and press the [**OK**] key.

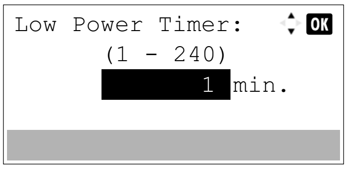


Timer Setting: OK
01 Auto Panel Reset
02 PanelReset Timer
03 Low Power Timer
[Exit]



2 Set the Low Power time.

Use the numeric key or press the [▲] or [▼] key to enter the Low Power time, and press the [**OK**] key.

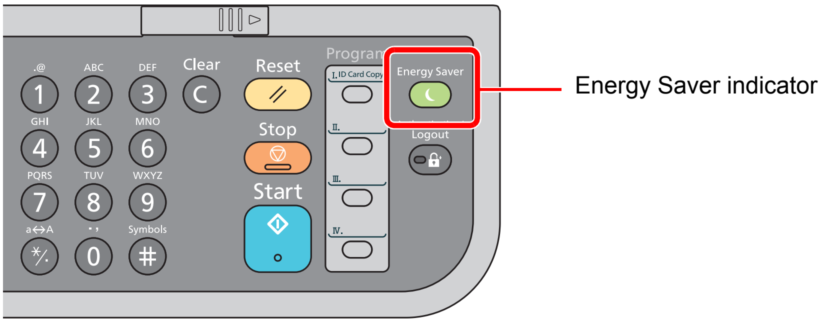


Low Power Timer: OK
(1 - 240)
1 min.

Sleep and Auto Sleep

Sleep

To enter Sleep, press the [**Energy Saver**] key. Message display and all indicators on the operation panel will go out to save a maximum amount of power except the [**Energy Saver**] indicator. This status is referred to as Sleep.



If print data is received during Sleep, the machine automatically wakes up and starts printing.

Also when fax data arrives while the machine is in Sleep Mode, the machine automatically wakes up and starts printing.

To resume, perform the following actions.

- Press any key on the operation panel.

The machine will be ready to operate within 15 seconds.

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

Auto Sleep

Auto Sleep automatically switches the machine into Sleep if left idle for a preset time in the Low Power Mode.

The default preset time is 1 minute.

To change the preset sleep time, refer to Sleep Timer on page 8-26.

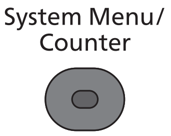
Follow the steps below to set the sleep timer for the machine to go into sleep mode when not in use.

NOTE

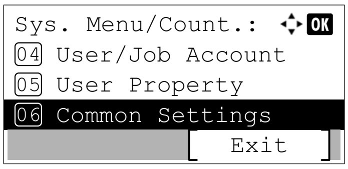
If the Low Power Timer is equal to the Sleep Timer, a Sleep mode is preceded.

1 Display the screen.

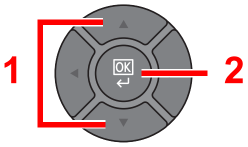
1 Press the [**System Menu/Counter**] key.



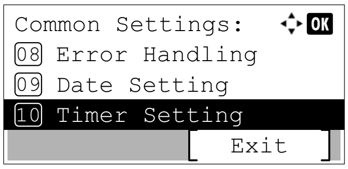
2 Press the [▲] or [▼] key to select [Common Settings], and press the [**OK**] key.



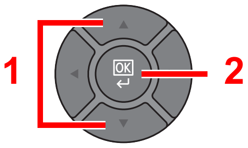
```
Sys. Menu/Count.:  OK
04 User/Job Account
05 User Property
06 Common Settings
                [ Exit ]
```



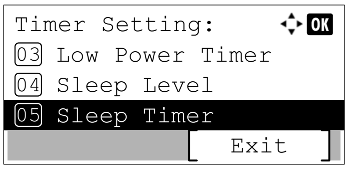
3 Press the [▲] or [▼] key to select [Timer Setting], and press the [**OK**] key.



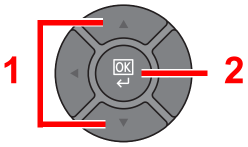
```
Common Settings:     OK
08 Error Handling
09 Date Setting
10 Timer Setting
                 [ Exit ]
```



4 Press the [▲] or [▼] key to select [Sleep Timer], and press the [**OK**] key.

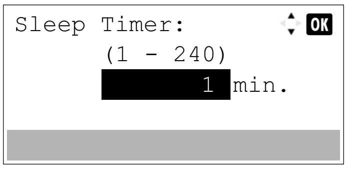


```
Timer Setting:       OK
03 Low Power Timer
04 Sleep Level
05 Sleep Timer
                 [ Exit ]
```



2 Set the Sleep time.

Use the numeric key or press the [▲] or [▼] key to enter the Sleep time, and press the [**OK**] key.



```
Sleep Timer:        OK
      (1 - 240)
           1 min.
```

Sleep Rules (models for Europe)

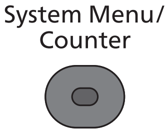
You can set whether sleep mode operates for each function. When the machine enters sleep mode, the ID card cannot be recognized.

For more information on Sleep Rules settings, refer to Sleep Rules (models for Europe) on page 8-26.

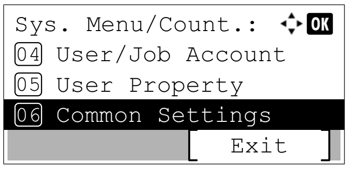
Follow the steps below to use Sleep mode for each function.

1 Display the screen.

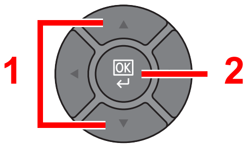
1 Press the [**System Menu/Counter**] key.



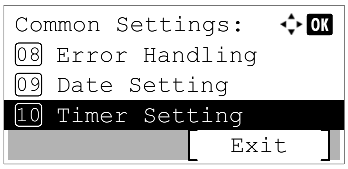
2 Press the [▲] or [▼] key to select [Common Settings], and press the [**OK**] key.



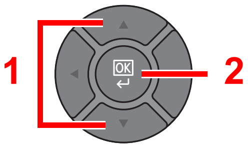
```
Sys. Menu/Count.:    OK
04 User/Job Account
05 User Property
06 Common Settings
                 [ Exit ]
```



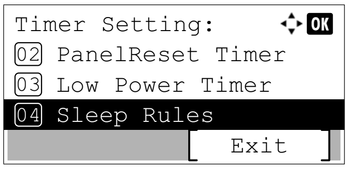
3 Press the [▲] or [▼] key to select [Timer Setting], and press the [**OK**] key.

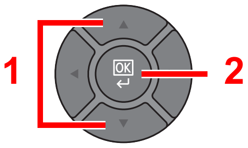


```
Common Settings:     OK
08 Error Handling
09 Date Setting
10 Timer Setting
                 [ Exit ]
```



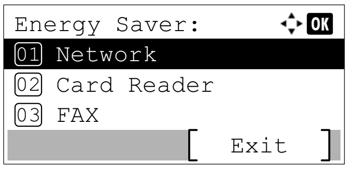
4 Press the [▲] or [▼] key to select [Sleep Rules], and press the [**OK**] key.

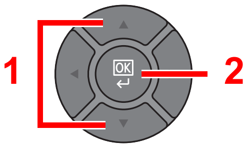




2 Set the Sleep rule.

1 Press the [▲] or [▼] key to select the function to be set, and press the [**OK**] key.

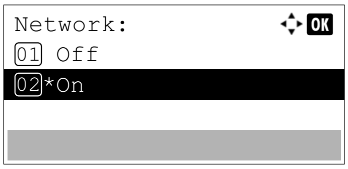


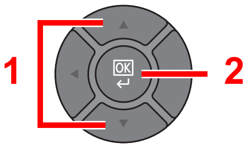


[Card Reader] is displayed when the optional Card Authentication Kit is installed.

[FAX] is displayed only on products with the fax function installed.

2 Press the [▲] or [▼] key to select [Off] or [On], and press the [**OK**] key.





Repeat steps 2-1 to 2-2 to set for a different function.

Sleep Level (Energy Saver and Quick Recovery) (models except for Europe)

For sleep level, you can toggle between the following two modes: Energy Saver mode and Quick Recovery mode. The default setting is Energy Saver mode.

Energy Saver mode reduces power consumption even more than Quick Recovery mode, and allows Sleep Mode to be set separately for each function. The time required for the machine to wake up from power save mode and resume normal operation will be longer than for Quick Recovery mode. The ID card cannot be recognized.

NOTE

If the optional Network Interface Kit is installed, Energy Saver cannot be specified.

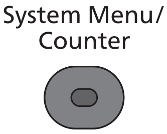
Quick Recovery mode recovers from sleep mode quicker than Energy Saver mode. To resume, press any key on the operation panel. If print data is received during Sleep, the machine automatically wakes up and starts printing.

For more information on Sleep Level settings, refer to Sleep Level (models except for Europe) on page 8-25.

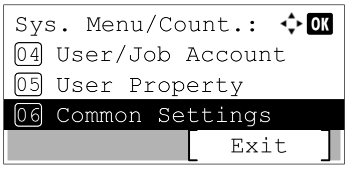
Follow the steps below to select the sleep level and use Energy Saver mode for each function.

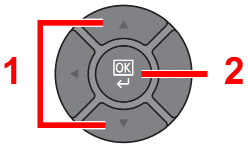
1 Display the screen.

1 Press the [**System Menu/Counter**] key.

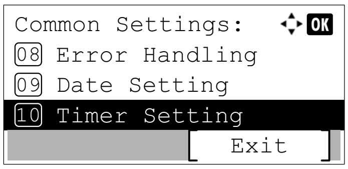


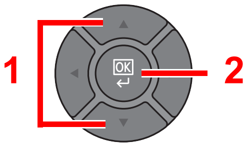
2 Press the [▲] or [▼] key to select [Common Settings], and press the [**OK**] key.


Sys. Menu/Count.:
04 User/Job Account
05 User Property
06 Common Settings
[Exit]

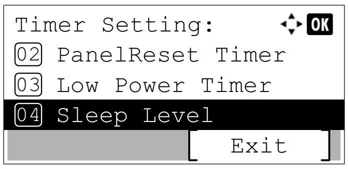


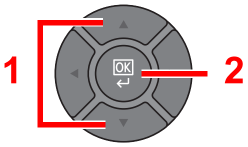
3 Press the [▲] or [▼] key to select [Timer Setting], and press the [**OK**] key.


Common Settings:
08 Error Handling
09 Date Setting
10 Timer Setting
[Exit]



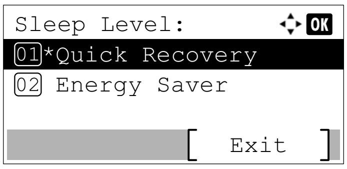
4 Press the [▲] or [▼] key to select [Sleep Level], and press the [**OK**] key.

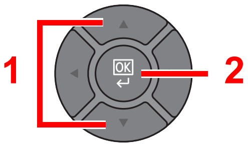

Timer Setting:
02 PanelReset Timer
03 Low Power Timer
04 Sleep Level
[Exit]



2 Select the Sleep level.

Press the [▲] or [▼] key to select [Quick Recovery] or [Energy Saver], and press the [**OK**] key.

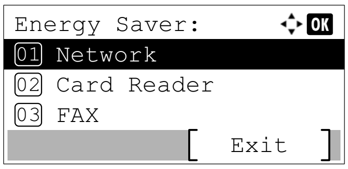

Sleep Level:
01*Quick Recovery
02 Energy Saver
[Exit]

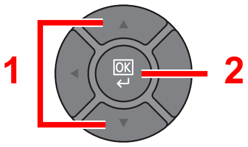


When [Energy Saver] is set, next go on to set whether or not to use Energy Saver mode for each function.

3 Set the Sleep rule.

1 Press the [▲] or [▼] key to select the function to be set, and press the [**OK**] key.

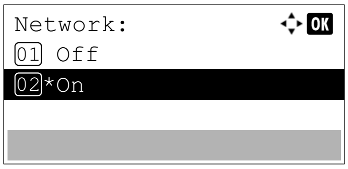

Energy Saver:
01 Network
02 Card Reader
03 FAX
[Exit]

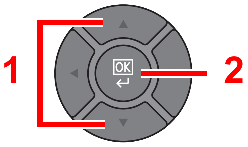


[Card Reader] is displayed when the optional Card Authentication Kit is installed.

[FAX] is displayed only on products with the fax function installed.

2 Press the [▲] or [▼] key to select [Off] or [On], and press the [**OK**] key.


Network:
01 Off
02*On



Repeat steps 3-1 to 3-2 to set for a different function.

Installing Software

Install appropriate software on your PC from the included DVD (Product Library) if you want to use the printer function of this machine or perform TWAIN / WIA transmission or Network FAX transmission from your PC.

Software on DVD (Windows)

You can use either [**Express Install**] or [**Custom Install**] can be selected for the installation method. [**Express Install**] is the standard installation method. To install components that cannot be installed by [**Express Install**], use [**Custom Install**]. For details on Custom Installation, refer to Custom Install on page 2-26.

Software	Description	Express Install
Printing System Driver	This driver enables files on a computer to be printed by the machine. Multiple page description languages (PCL XL, KPDL, etc.) are supported by a single driver. This printer driver allows you to take full advantage of the features of the machine. Use this driver to create PDF files.	○
Printing System (XPS) Driver	This printer driver supports the XPS (XML Paper Specification) format developed by Microsoft Corporation.	-
KPDL mini-driver/PCL mini-driver	This is a Microsoft MiniDriver that supports PCL and KPDL. There are some restrictions on the machine features and option features that can be used with this driver.	-
FAX Driver	This makes it possible to send a document created in a computer software application as a fax via the machine.	-
TWAIN Driver	This driver enables scanning on the machine using a TWAIN-compliant software application.	○
WIA Driver	WIA (Windows Imaging Acquisition) is a function of Windows that enables reciprocal communication between an imaging device such as a scanner and an image processing software application. An image can be acquired using a WIA-compliant software application, which is convenient when a TWAIN-compliant software application is not installed in the computer.	-
NETWORK PRINT MONITOR	This is a utility that enables monitoring of the machine on the network.	-
Status Monitor	This is a utility that monitors the printer status and provides an ongoing reporting function.	○
Network Tool for Direct Printing	This makes it possible to print a PDF file without starting Adobe Acrobat/Reader.	-
FONTS	These are display fonts that enable the machine's built-in fonts to be used in a software application.	○

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- When connected by USB cable, Plug and Play is disabled on this device when in Sleep mode. To continue the installation, press the [**Energy Saver**] key to wake the device from Sleep before continuing.
- Fax functionality can only be used on products equipped with fax capability.
- WIA driver and Printing System (XPS) Driver cannot be installed on Windows XP.

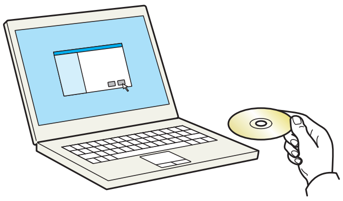
Installing Software in Windows

Express Install

The following procedure is an example for installing the software in Windows 7 using [**Express Install**].

For details on Custom Installation, refer to Custom Install on page 2-26.

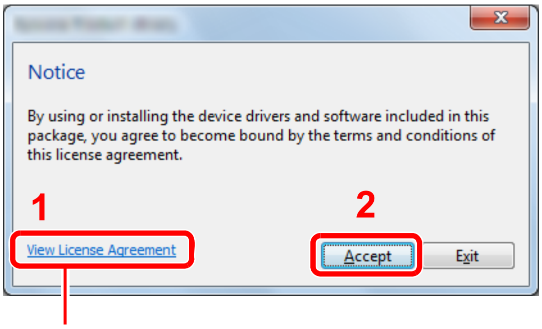
1 Insert the DVD.



NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the "**Welcome to the Found New Hardware Wizard**" dialog box displays, select [**Cancel**].
- If the autorun screen is displayed, click [**Run setup.exe**].
- If the user account management window appears, click [**Yes**] ([**Allow**]).

2 Display the screen.

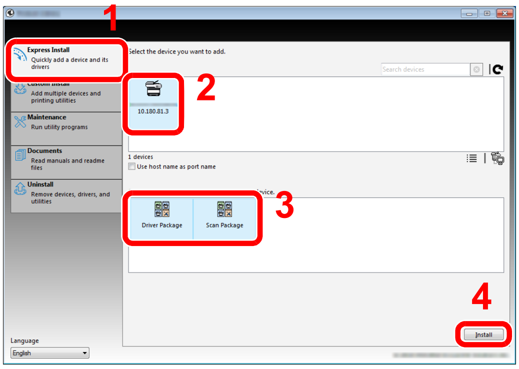


Notice

By using or installing the device drivers and software included in this package, you agree to become bound by the terms and conditions of this license agreement.

Click [**View License Agreement**] and read the License Agreement.

3 Install using [**Express Install**].



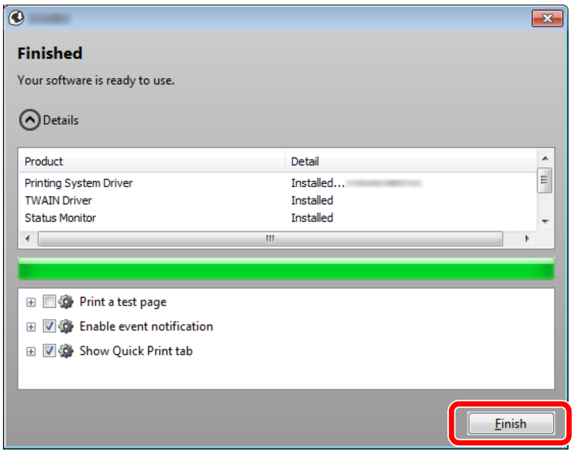
1
Express Install
Quickly add a device and its drivers
Custom Install
Add multiple devices and printing utilities
Maintenance
Run utility programs
Documents
Read manuals and readme files
Uninstall
Remove devices, drivers, and utilities
Language
English
Select the device you want to add.
Search devices
2
10.180.81.3
1 devices
☐ Use host name as port name
3
Driver Package
Scan Package
4
Install

You can also select [Use host name for port name] and set to use the host name of the standard TCP/IP port. (A USB connection cannot be used.)

NOTE

- The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable and that it is turned on and click ↻ (Reload).
- If the Windows security window appears, click [**Install this driver software anyway**].

4 Finish the installation.


Finished

Your software is ready to use.

Details

Product	Detail
Printing System Driver	Installed...
TWAIN Driver	Installed
Status Monitor	Installed

☐ Print a test page
☑ Enable event notification
☑ Show Quick Print tab

When "**Your software is ready to use**" appears, you can use the software. To print a test page, click the "**Print a test page**" checkbox and select the machine.

Click [**Finish**] to exit the wizard.

NOTE

When you have selected [**Device settings**] in Windows XP, the dialog box for device setting will appear after [**Finish**] is clicked. Configure the settings for options installed on the machine. Device settings can be configured after the installation is completed. For details, refer to the Device Settings in the **Printing System Driver User Guide** on the DVD.

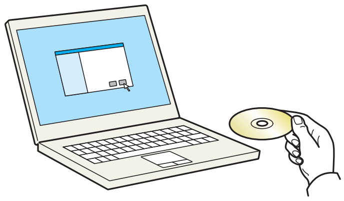
If a system restart message appears, restart the computer by following the screen prompts. This completes the printer driver installation procedure.

If you are installing the TWAIN driver, continue by configuring the Setting TWAIN Driver (page 2-32).

Custom Install

The following procedure is an example for installing the software in Windows 7 using [**Custom Install**].

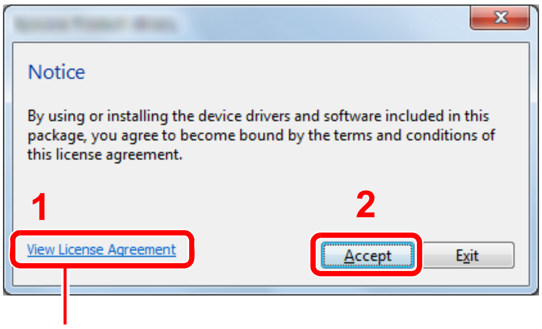
1 Insert the DVD.



NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the "**Welcome to the Found New Hardware Wizard**" dialog box displays, select [**Cancel**].
- If the autorun screen is displayed, click [**Run setup.exe**].
- If the user account management window appears, click [**Yes**] ([**Allow**]).

2 Display the screen.



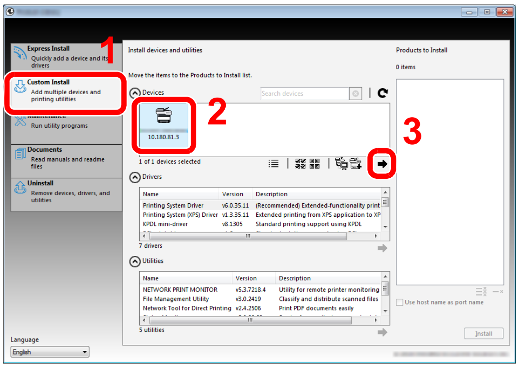
Notice

By using or installing the device drivers and software included in this package, you agree to become bound by the terms and conditions of this license agreement.

Click [**View License Agreement**] and read the License Agreement.

3 Install using [Custom Install].

1 Select the device to be installed.


Express Install
Quickly add a device and its drivers
Custom Install
Add multiple devices and printing utilities
Maintenance
Run utility programs
Documents
Read manuals and readme files
Uninstall
Remove devices, drivers, and utilities
Language
English
Install devices and utilities
Move the items to the Products to Install list.
Devices
Search devices
10.180.81.3
1 of 1 devices selected
Drivers
7 drivers
Utilities
5 utilities
Products to Install
0 items
☐ Use host name as port name
Install
1
2
3

Name	Version	Description
Printing System Driver	v6.0.35.11	(Recommended) Extended-functionality print
Printing System (XPS) Driver	v1.3.35.11	Extended printing from XPS application to XP
KPDL mini-driver	v8.1305	Standard printing support using KPDL

Name	Version	Description
NETWORK PRINT MONITOR	v5.3.7218.4	Utility for remote printer monitoring
File Management Utility	v3.0.2419	Classify and distribute scanned files
Network Tool for Direct Printing	v2.4.2506	Print PDF documents easily

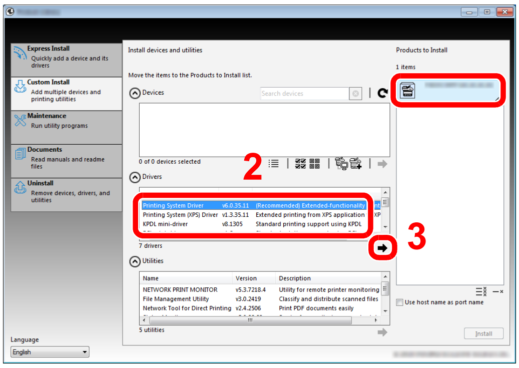
The following buttons can be used.

☰ : This changes the display to icon and text display.

☑ ▦ : Use this to select multiple items.

🖨 : If the desired device does not appear, press this button to directly select the device.

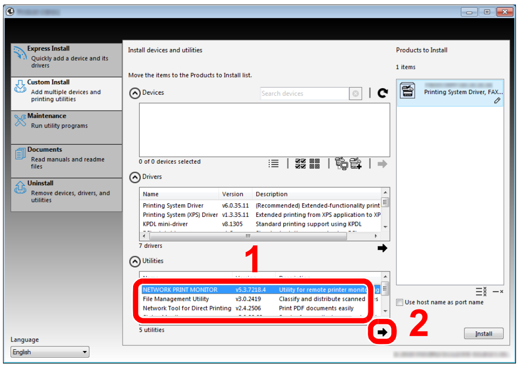
2 Select the driver to be installed.


Express Install
Quickly add a device and its drivers
Custom Install
Add multiple devices and printing utilities
Maintenance
Run utility programs
Documents
Read manuals and readme files
Uninstall
Remove devices, drivers, and utilities
Language
English
Install devices and utilities
Move the items to the Products to Install list.
Devices
Search devices
0 of 0 devices selected
Drivers
7 drivers
Utilities
5 utilities
Products to Install
1 items
☐ Use host name as port name
Install
1
2
3

Name	Version	Description
Printing System Driver	v6.0.35.11	(Recommended) Extended-functionality
Printing System (XPS) Driver	v1.3.35.11	Extended printing from XPS application
KPDL mini-driver	v8.1305	Standard printing support using KPDL

Name	Version	Description
NETWORK PRINT MONITOR	v5.3.7218.4	Utility for remote printer monitoring
File Management Utility	v3.0.2419	Classify and distribute scanned files
Network Tool for Direct Printing	v2.4.2506	Print PDF documents easily

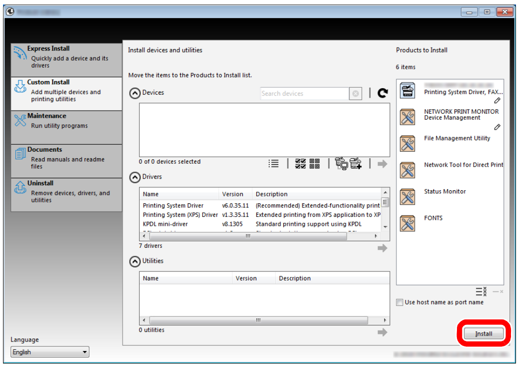
3 Select the utility to be installed.


Express Install
Quickly add a device and its drivers
Custom Install
Add multiple devices and printing utilities
Maintenance
Run utility programs
Documents
Read manuals and readme files
Uninstall
Remove devices, drivers, and utilities
Language
English
Install devices and utilities
Move the items to the Products to Install list.
Devices
Search devices
0 of 0 devices selected
Drivers
7 drivers
Utilities
5 utilities
Products to Install
1 items
Printing System Driver, FAX...
☐ Use host name as port name
Install
1
2

Name	Version	Description
Printing System Driver	v6.0.35.11	(Recommended) Extended-functionality print
Printing System (XPS) Driver	v1.3.35.11	Extended printing from XPS application to XP
KPDL mini-driver	v8.1305	Standard printing support using KPDL

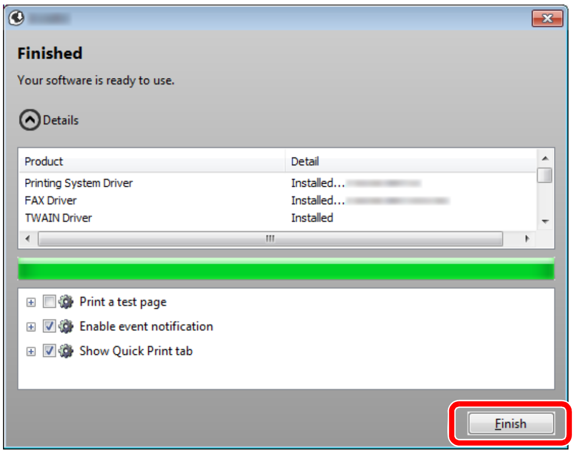
Name	Version	Description
NETWORK PRINT MONITOR	v5.3.7218.4	Utility for remote printer monit
File Management Utility	v3.0.2419	Classify and distribute scanned
Network Tool for Direct Printing	v2.4.2506	Print PDF documents easily

4 Click [**Install**].


Express Install
Quickly add a device and its drivers
Custom Install
Add multiple devices and printing utilities
Maintenance
Run utility programs
Documents
Read manuals and readme files
Uninstall
Remove devices, drivers, and utilities
Language
English
Install devices and utilities
Move the items to the Products to Install list.
Devices
Search devices
0 of 0 devices selected
Drivers
Name
Version
Description
7 drivers
Utilities
0 utilities
Products to Install
6 items
Printing System Driver, FAX...
NETWORK PRINT MONITOR Device Management
File Management Utility
Network Tool for Direct Print
Status Monitor
FONTS
Use host name as port name
Install

Name	Version	Description
Printing System Driver	v6.0.35.11	(Recommended) Extended-functionality print
Printing System (XPS) Driver	v1.3.35.11	Extended printing from XPS application to XP
KPDL mini-driver	v8.1305	Standard printing support using KPDL

4 Finish the installation.



Finished

Your software is ready to use.

Product	Detail
Printing System Driver	Installed...
FAX Driver	Installed...
TWAIN Driver	Installed

☐ Print a test page
☑ Enable event notification
☑ Show Quick Print tab

When "**Your software is ready to use**" appears, you can use the software. To print a test page, click the "**Print a test page**" checkbox and select the machine.

Click [**Finish**] to exit the wizard.

NOTE

When you have selected [**Device settings**] in Windows XP, the dialog box for device setting will appear after [**Finish**] is clicked. Configure the settings for options installed on the machine. Device settings can be configured after the installation is completed. For details, refer to the Device Settings in the **Printing System Driver User Guide** on the DVD.

If a system restart message appears, restart the computer by following the screen prompts. This completes the printer driver installation procedure.

If you are installing the TWAIN driver, continue by configuring the Setting TWAIN Driver (page 2-32).

Uninstalling the Software

Perform the following procedure to delete the Software from your computer.

NOTE

Uninstallation on Windows must be done by a user logged on with administrator privileges.

1 Display the screen.

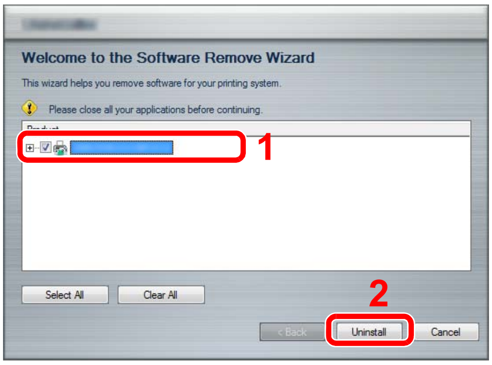
Click [**Start**] button on the Windows and then select [**All Programs**], [(name of offer company)], and [**Uninstall Product Library**] to display the Uninstall Wizard.

NOTE

In Windows 8, click [**Search**] in charms, and enter "Uninstall Product Library" in the search box. Select [**Uninstall Product Library**] in the search list.

2 Uninstall the software.

Place a check in the check box of the software to be deleted.



Welcome to the Software Remove Wizard

This wizard helps you remove software for your printing system.

Please close all your applications before continuing.

3 Finish uninstalling.

If a system restart message appears, restart the computer by following the screen prompts. This completes the software uninstallation procedure.

NOTE

- The software can also be uninstalled using the Product Library.
- In the Product Library screen, click [**Uninstall**], and follow the on-screen instructions to uninstall the software.

Installing Software in Mac Computer

The machine's printer functionality can be used by a Mac computer.

NOTE

- Installation on MAC OS must be done by a user logged on with administrator privileges.
- When printing from a Mac computer, set the machine's emulation to [KPDL] or [KPDL(Auto)].

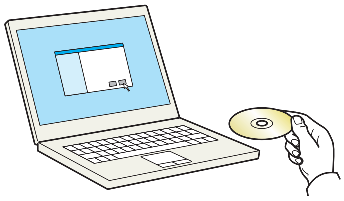
For details, refer to Printer on page 8-33.

- If connecting by Bonjour, enable Bonjour in the machine's network settings.

For details, refer to Bonjour on page 8-8.

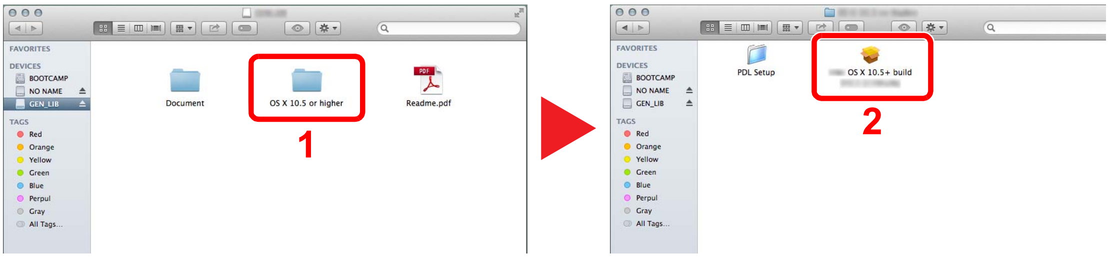
- In the Authenticate screen, enter the name and password used to log in to the operating system.

1 Insert the DVD.



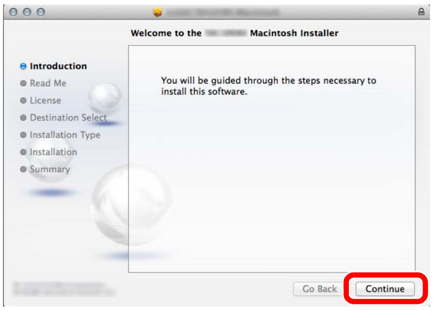
Double-click the [**GEN_LIB**] icon.

2 Display the screen.



Double-click [(Brand Name) **OS X x.x**] depending on your Mac OS version.

3 Install the Printer Driver.



You will be guided through the steps necessary to install this software.

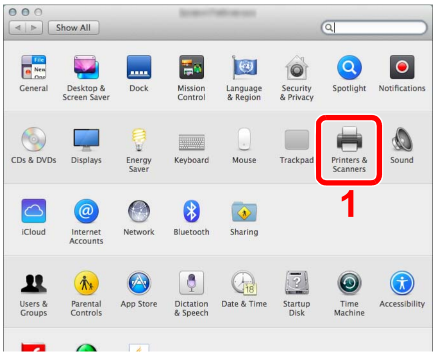
Install the printer driver as directed by the instructions in the installation software.

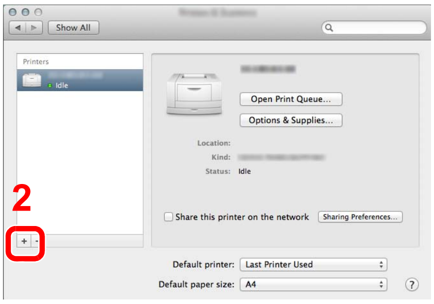
This completes the printer driver installation.

If a USB connection is used, the machine is automatically recognized and connected. If an IP connection is used, the settings below are required.

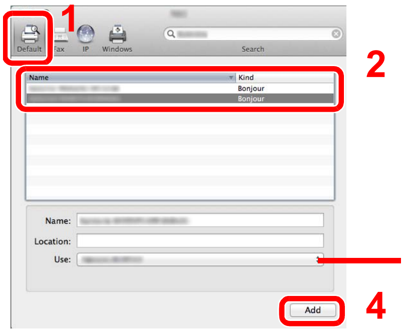
4 Configure the printer.

1 Display the window.





2 Select [**Default**] and click the item that appears in "Name".

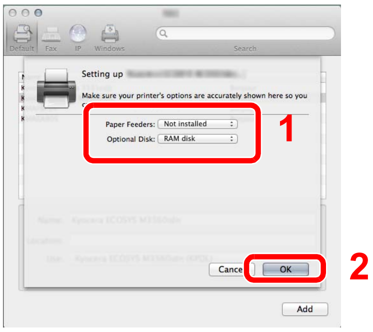


Select the driver in "Use".

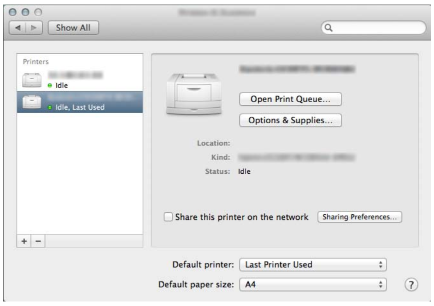
NOTE

When using an IP connection, click the IP icon for an IP connection and then enter the IP address and printer name. The number entered in "Address" will automatically appear in "Name". Change if needed.

3 Select the options available for the machine.


Default
Fax
IP
Windows
Search
Setting up
Make sure your printer's options are accurately shown here so you
Paper Feeders: Not installed
Optional Disk: RAM disk
Name:
Location:
Use:
Cancel
OK
Add
1
2

4 The selected machine is added.



Setting TWAIN Driver

Register this machine to the TWAIN Driver. Instructions are based on interface elements as they appear in Windows 7.

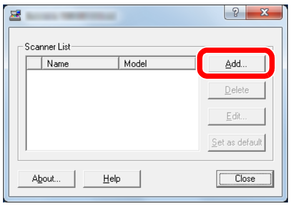
1 Display the screen.

1 Select [**Start**] button on the Windows, [**All Programs**], [(Brand Name)] and then [**TWAIN Driver Setting**]. TWAIN Driver screen appears.

NOTE

In Windows 8, click [**Search**] in charms, and enter "TWAIN Driver Setting" in the search box. Select [**TWAIN Driver Setting**] in the search list.

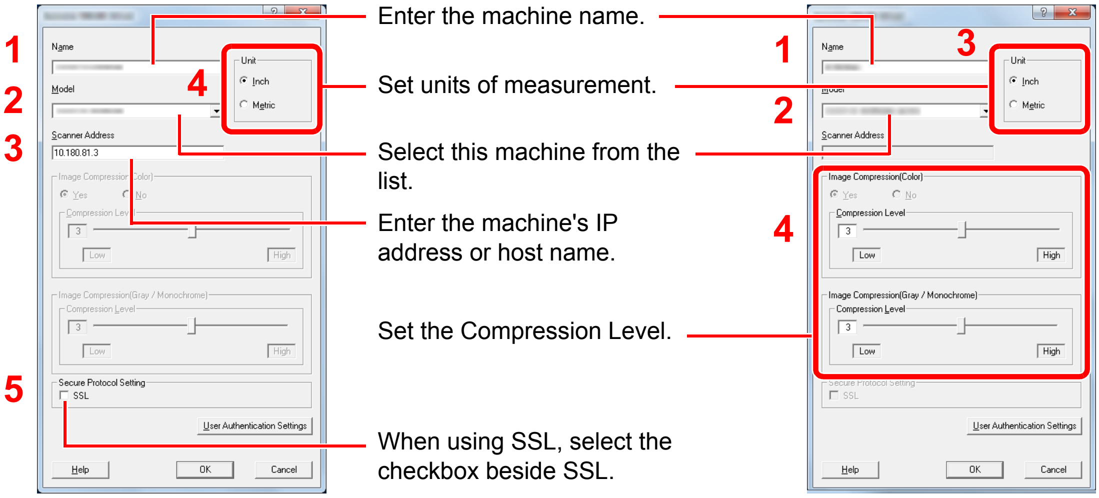
2 Click [**Add**].



2 Configure TWAIN Driver.

(Network)

(USB)



Enter the machine name.

Set units of measurement.

Select this machine from the list.

Enter the machine's IP address or host name.

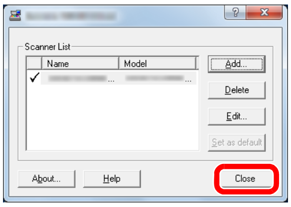
Set the Compression Level.

When using SSL, select the checkbox beside SSL.

NOTE

When the machine's IP address or host name is unknown, contact Administrator.

3 Finish registering.



NOTE

Click [**Delete**] to delete the added machine. Click [**Edit**] to change names.

Setting WIA Driver

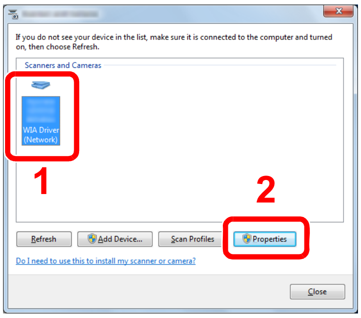
Register this machine to the WIA Driver. Instructions are based on interface elements as they appear in Windows 7.

1 Display the screen.

1 Click [**Start**] button on the Windows and enter [**Scanner**] in [**Program and File Search**]. Click [**View scanners and cameras**] in the search list then the Scanners and Cameras screen appears.

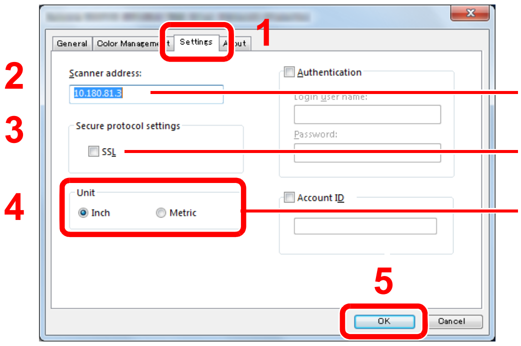
> **NOTE**
>
> In Windows 8, click [**Search**] in charms, and enter "View scanners and cameras" in the search box. Select [**View scanners and cameras**] in the search list then the Scanners and Cameras screen appears.

2 Select the same name as this machine from WIA Drivers, and press [**Properties**].


If you do not see your device in the list, make sure it is connected to the computer and turned on, then choose Refresh.

2 Configure WIA Driver.

(Network)

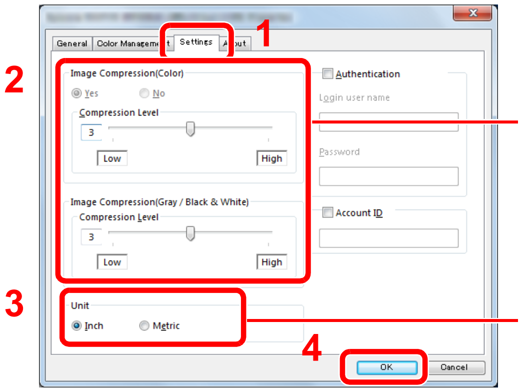

Scanner address: 10.180.81.3

Enter the machine IP addresses or host name.

When using SSL, select the checkbox beside SSL.

Set units of measurement.

(USB)



Set the Compression Level.

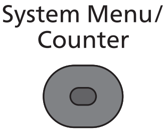
Set units of measurement.

Checking the Counter

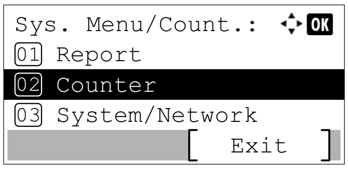
Press the [**System Menu/Counter**] key to check the number of sheets printed and scanned.

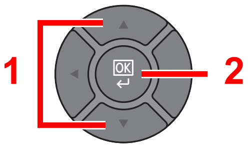
1 Display the screen.

1 Press the [**System Menu/Counter**] key.



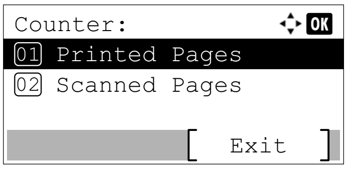
2 Press the [▲] or [▼] key to select [Counter], and press the [**OK**] key.

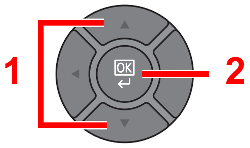




2 Check the counter.

Press the [▲] or [▼] key to select the item you want to check, and press the [**OK**] key.





Additional Preparations for the Administrator

In addition to the information provided in this chapter, the administrator of this machine should check the following, and configure the settings as needed.

Sending Documents to a PC

To Send to a Shared Folder (Send to Folder (SMB))

To send a document that has been loaded, you need to create a shared folder to receive the document on your computer. For details, refer to Preparation for Sending a Document to a Shared Folder in a PC on page 3-20.

To E-mail Scanned Images (Send as E-mail)

You can send a scanned original image as an E-mail attachment. For registration method, refer to E-mail Settings on page 2-44.

Strengthening the Security

This machine is shipped with two default users registered one with Machine Administrator rights, and another with Administrator rights. Logging in as this user will allow you to configure all settings; therefore, please change the login user name and password.

In addition, this machine is equipped with user authentication function, which can be configured to limit the access to this machine to only those who have a registered login name and password. For each setting procedure, refer to User Authentication and Accounting (User Login, Job Accounting) (page 9-1).

I want to...	Function	Reference page
Restrict the users of the machine.	User Login	page 9-2
	Auto Panel Reset	page 8-25
	ID Card Settings[*1]	page 9-20
Restrict the basic functions that can be used.	Local Authorization	page 9-17
	Group Authorization Set.	page 9-18
Prevent another user from handling the documents stored in the machine.	Custom Box[*2]	page 5-34
Prevent the data stored in the machine from being leaked.	Data Overwrite[*3]	Refer to the **Data Security Kit (E) Operation Guide**.
	Encryption[*3]	
	PDF Encryption Functions	page 6-23
Completely delete the data on the machine before disposing of the machine.	Data Sanitization	page 8-16

*1 The optional Card Authentication Kit is required.
*2 The optional SSD is required.
*3 The optional Data Security Kit is required.

I want to...	Function	Reference page
Protect the transmission from interception and wiretapping.	IPP over SSL	page 8-9
	HTTPS	page 8-9
	LDAP Security	page 8-11
	SMTP Security	page 8-11
	POP3 Security	page 8-11
	FTP Encrypted TX	page 6-25
	IPSec	page 8-10
	SNMPv3	page 8-9

Embedded Web Server RX

If the machine is connected to the network, you can configure various settings using Embedded Web Server RX.

This section explains how to access Embedded Web Server RX, and how to change security settings and the host name.
For details on Embedded Web Server RX, refer to the **Embedded Web Server RX User Guide**.

NOTE

To fully access the features of the Embedded Web Server RX pages, enter the User Name and Password and click [**Login**]. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu. The factory default setting for the default user with administrator privileges is shown below.

Login User Name	**Admin**
Login Password	**Admin**

* Upper case and lower case letters are distinguished (case sensitive).

Settings that the administrator and general users can configure in Embedded Web Server RX are as follows.

Setting	Description	Administrator	General User
Device Information	The machine's structure can be checked.	○	○
Job Status	Displays all device information, including print and scan jobs, storing jobs, scheduled jobs, and job log history.	○	○
Document Box	Add or delete document boxes, or delete documents within a document box.	○	○[*1]
Address Book	Create, edit, or delete addresses and address groups.	○	○[*1]
Device Settings	Configure the advanced settings of the machine.	○	-
Function Settings	Configure the advanced function settings.	○	-
Network Settings	Configure the network advanced settings.	○	-
Security Settings	Configure the security advanced settings.	○	-
Management Settings	Configure the advanced management settings.	○	-

[*1] The logged in user may not be able to configure some settings, depending on the permissions of the user.

NOTE

- FAX functions are available only on products with the fax function installed.
- Here, information on the FAX settings has been omitted. For more information on using the FAX, refer to the **FAX Operation Guide**.

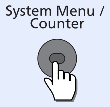
Accessing Embedded Web Server RX

1 Display the screen.

1 Launch your Web browser.

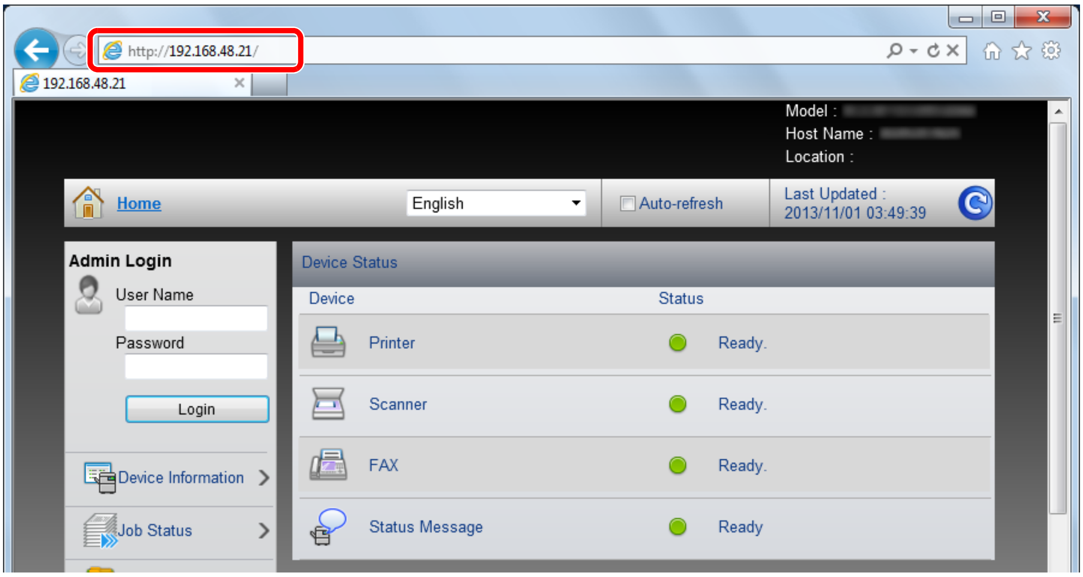
2 In the address or location bar, enter the machine's IP address or the host name.

Print the status page to check the machine's IP address and the host name. Press the [**System Menu/Counter**] key, [Report], [Report Print], [Status Page], and then press [Yes].



▶ **Report** ▶ **Report Print** ▶ **Status Page**

Examples: https://192.168.48.21/ (for IP address)
https://MFP001 (if the host name is "MFP001")



Device	Status
Printer	● Ready.
Scanner	● Ready.
FAX	● Ready.
Status Message	● Ready

The web page displays basic information about the machine and Embedded Web Server RX as well as their current status.

NOTE

- If the screen “There is a problem with this website's security certificate.” is displayed, configure the certificate. For details on Certificates, refer to the **Embedded Web Server RX User Guide**.
- You can also continue the operation without configuring the certificate.

2 Configure the function.

Select a category from the navigation bar on the left of the screen.

NOTE

To fully access the features of the Embedded Web Server RX pages, enter the User Name and Password and click [**Login**]. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu. The factory default setting for the default user with administrator privileges is shown below.

Login User Name	**Admin**
Login Password	**Admin**

* Upper case and lower case letters are distinguished (case sensitive).

Changing Security Settings

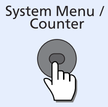
This section explains how to change the security settings.

1 Display the screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

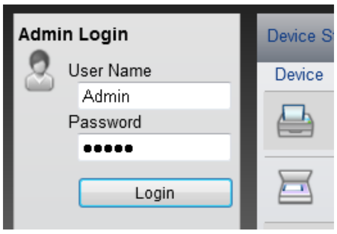
Print the status page to check the machine's IP address and the host name. Press the [**System Menu/Counter**] key, [Report], [Report Print], [Status Page], and then press [Yes].



▶ **Report** ▶ **Report Print** ▶ **Status Page**

3 Log in with administrator privileges.

The factory default setting for the default user with administrator privileges is shown below.



Admin Login

User Name
Admin
Password
●●●●●
Login

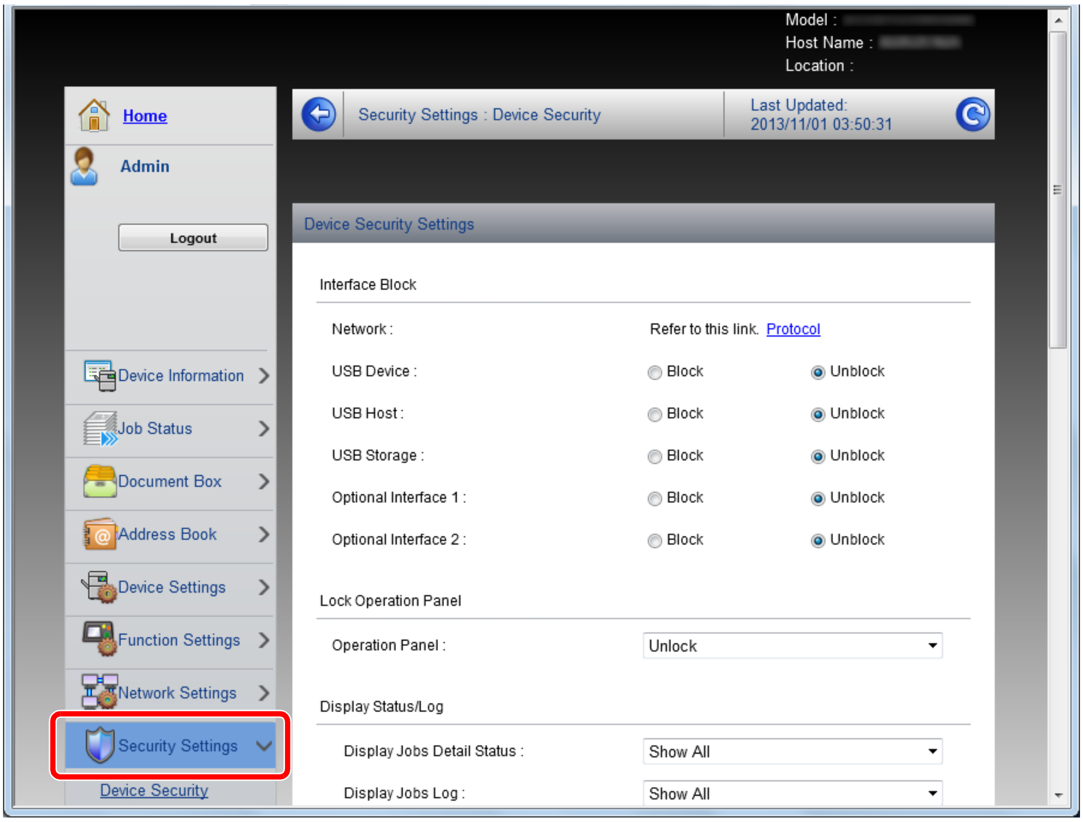
Login User Name	**Admin**
Login Password	**Admin**

* Upper case and lower case letters are distinguished (case sensitive).

4 Click [**Security Settings**].

2 Configure the Security Settings.

From the [**Security Settings**] menu, select the setting you want to configure.



Interface Block

Network : Refer to this link. Protocol

USB Device :	○ Block	● Unblock
USB Host :	○ Block	● Unblock
USB Storage :	○ Block	● Unblock
Optional Interface 1 :	○ Block	● Unblock
Optional Interface 2 :	○ Block	● Unblock

Lock Operation Panel

Operation Panel : Unlock

Display Status/Log

Display Jobs Detail Status : Show All

Display Jobs Log : Show All

NOTE

- The configurable settings within [**Device Security**], [**Send Security**], and [**Network Security**] can also be configured from the machine's System Menu. For details, see Setup and Registration (System Menu) (page 8-1).
- For details on settings related to certificates, refer to the **Embedded Web Server RX User Guide**.

Changing Device Information

Change the device information of the machine.

1 Display the screen.

1 Launch your Web browser.

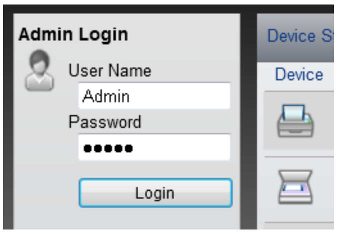
2 In the address or location bar, enter the machine's IP address or the host name.

Print the status page to check the machine's IP address and the host name. Press the [**System Menu/Counter**] key, [Report], [Report Print], [Status Page], and then press [Yes].

System Menu / Counter ▶ **Report** ▶ **Report Print** ▶ **Status Page**

3 Log in with administrator privileges.

The factory default setting for the default user with administrator privileges is shown below.



Admin Login

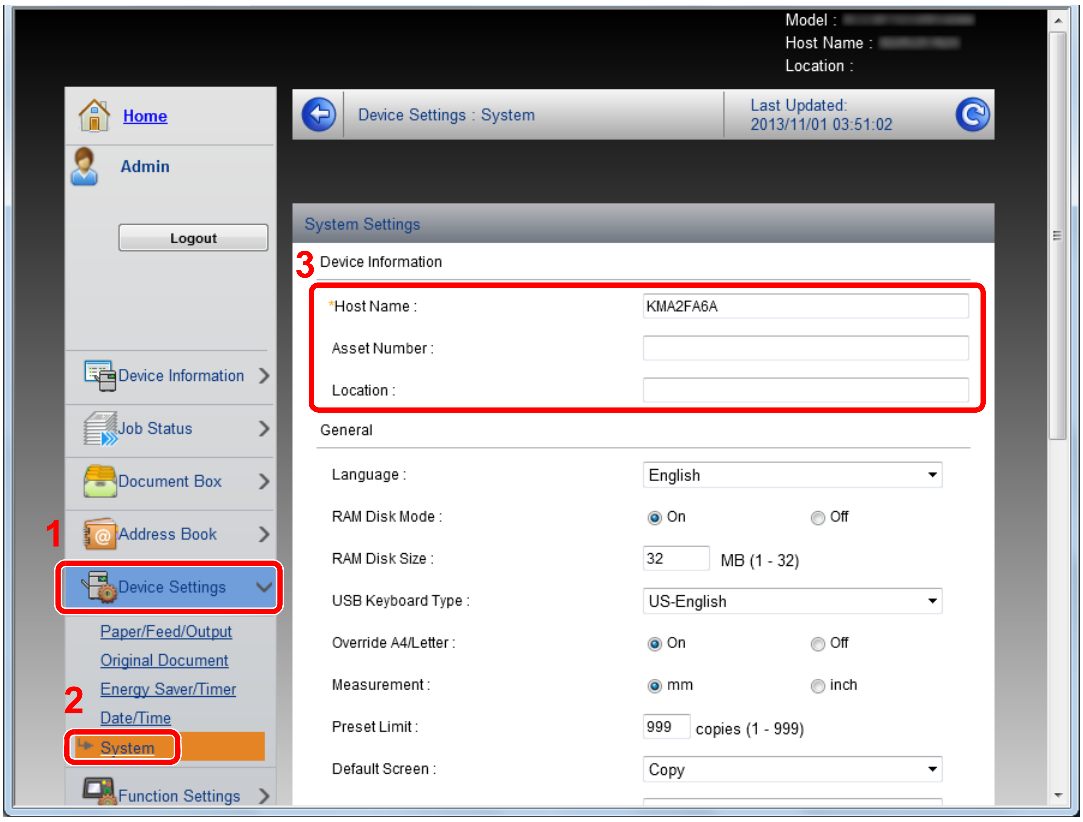
User Name: Admin

Password: •••••

Login User Name	**Admin**
Login Password	**Admin**

* Upper case and lower case letters are distinguished (case sensitive).

4 From the [**Device Settings**] menu, select [**System**].



Device Settings : System

Last Updated: 2013/11/01 03:51:02

System Settings

Device Information

*Host Name :	KMA2FA6A
Asset Number :	
Location :	

General

Language :	English
RAM Disk Mode :	● On ○ Off
RAM Disk Size :	32 MB (1 - 32)
USB Keyboard Type :	US-English
Override A4/Letter :	● On ○ Off
Measurement :	● mm ○ inch
Preset Limit :	999 copies (1 - 999)
Default Screen :	Copy

2 Specify the host name.

Enter the device information, and then click [**Submit**].

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

To restart the network interface card, click [Reset] in the [Management Settings] menu, and then click [Restart Network] in “Restart”.

E-mail Settings

By configuring the SMTP settings, it is possible to send the images scanned by the machine as E-mail attachments and to send E-mail notices when jobs have been completed.

To use this function, this machine must be connected to a mail server using the SMTP protocol.

In addition, configure the following.

- SMTP settings
  Item: "SMTP Protocol" and "SMTP Server Name" in "SMTP"
- The sender address when the machine sends E-mails
  Item: "Sender Address" in "E-mail Send Settings"
- The setting to limit the size of E-mails
  Item: "E-mail Size Limit" in "E-mail Send Settings"

The procedure for specifying the SMTP settings is explained below.

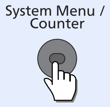
1 Display the screen.

Display the SMTP Protocol screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

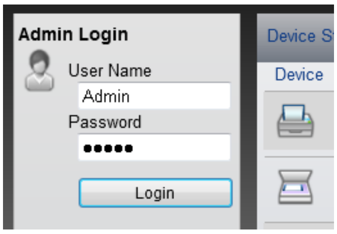
Print the status page to check the machine's IP address and the host name. Press the [**System Menu/Counter**] key, [Report], [Report Print], [Status Page], and then press [Yes].



▶ **Report** ▶ **Report Print** ▶ **Status Page**

3 Log in with administrator privileges.

The factory default setting for the default user with administrator privileges is shown below.



Admin Login

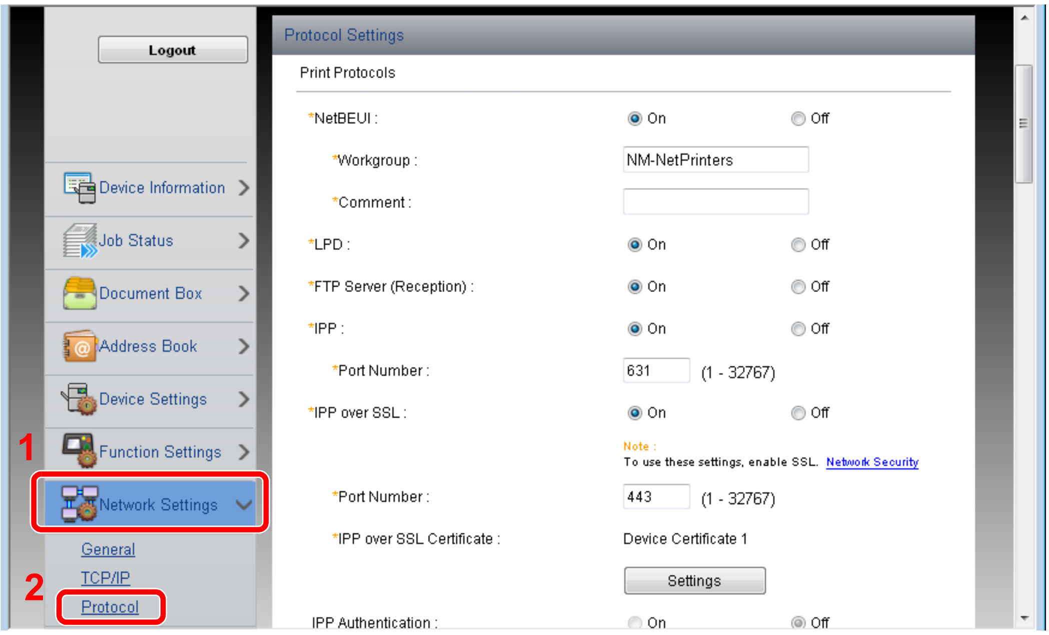
User Name: Admin

Password: ●●●●●

Login User Name	**Admin**
Login Password	**Admin**

* Upper case and lower case letters are distinguished (case sensitive).

4 From the [**Network Settings**] menu, click [**Protocol**].



Protocol Settings

Print Protocols

*NetBEUI : ● On ○ Off

*Workgroup : NM-NetPrinters

*Comment :

*LPD : ● On ○ Off

*FTP Server (Reception) : ● On ○ Off

*IPP : ● On ○ Off

*Port Number : 631 (1 - 32767)

*IPP over SSL : ● On ○ Off

Note : To use these settings, enable SSL. Network Security

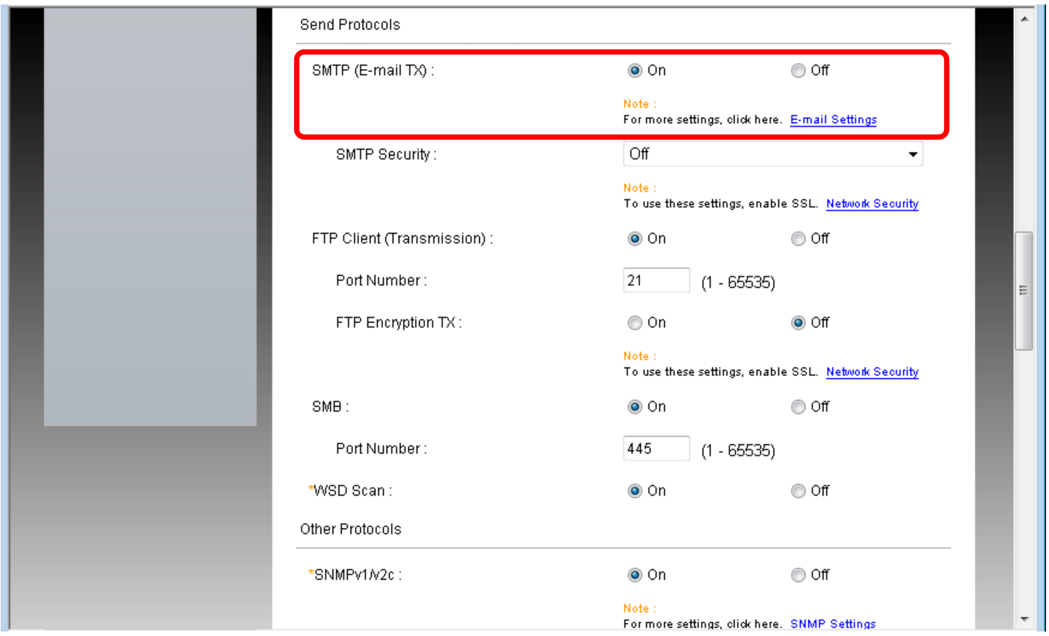
*Port Number : 443 (1 - 32767)

*IPP over SSL Certificate : Device Certificate 1

IPP Authentication : ○ On ● Off

2 Configure the settings.

Set [**SMTP (E-mail TX)**] to [**On**] in the [**Send Protocols**].



Send Protocols

SMTP (E-mail TX) : ● On ○ Off

Note : For more settings, click here. E-mail Settings

SMTP Security : Off

Note : To use these settings, enable SSL. Network Security

FTP Client (Transmission) : ● On ○ Off

Port Number : 21 (1 - 65535)

FTP Encryption TX : ○ On ● Off

Note : To use these settings, enable SSL. Network Security

SMB : ● On ○ Off

Port Number : 445 (1 - 65535)

*WSD Scan : ● On ○ Off

Other Protocols

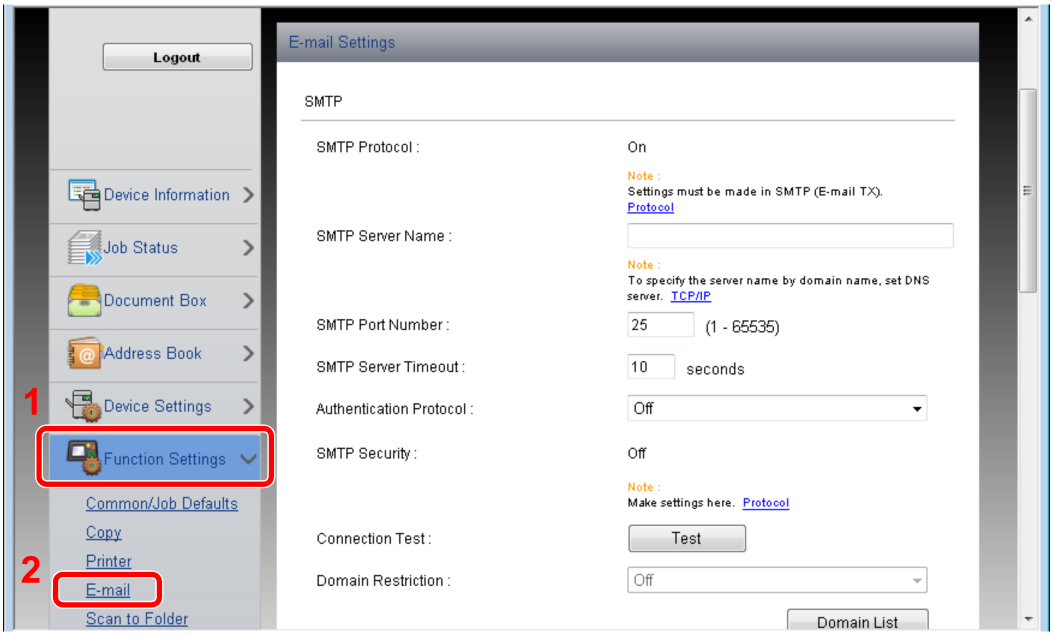
*SNMPv1/v2c : ● On ○ Off

Note : For more settings, click here. SNMP Settings

3 Display the screen.

Display the E-mail Settings screen.

From the [**Function Settings**] menu, click [**E-mail**].



E-mail Settings

SMTP

SMTP Protocol : On

Note : Settings must be made in SMTP (E-mail TX). Protocol

SMTP Server Name :

Note : To specify the server name by domain name, set DNS server. TCP/IP

SMTP Port Number : 25 (1 - 65535)

SMTP Server Timeout : 10 seconds

Authentication Protocol : Off

SMTP Security : Off

Note : Make settings here. Protocol

Connection Test :

Domain Restriction : Off

4 Configure the settings.

Enter [**SMTP**] and [**E-mail Send Settings**] items.

Setting		Description
SMTP		Set to send e-mail from the machine.
	SMTP Protocol	Displays the SMTP protocol settings. Check that "SMTP Protocol" is set to [**On**]. If [**Off**] is set, click [**Protocol**] and set the SMTP protocol to [**On**].
	SMTP Server Name	Enter the host name or IP address of the SMTP server.
	SMTP Port Number	Specify the port number to be used for SMTP. Use the SMTP default port 25.
	SMTP Server Timeout	Set the amount of time to wait before time-out in seconds.
	Authentication Protocol	To use SMTP authentication, enter the user information for authentication.
	SMTP Security	Set SMTP security. Turn on "SMTP Security" in "SMTP (E-mail TX)" on the [**Protocol Settings**] page.
	POP before SMTP Timeout	Specify the time in seconds until the connection to the POP server times outs. This can be set when [**POP before SMTP**] is selected in "Authentication Protocol".
	Connection Test	Tests to confirm that the settings are correct.
	Domain Restriction	To restrict the domains, click the [**Domain List**] and enter the domain names of addresses to be allowed or rejected. Restriction can also be specified by e-mail address.
E-mail Send Settings	**E-mail Size Limit**	Enter the maximum size of E-mail that can be sent in kilobytes. When E-mail size is greater than this value, an error message appears and E-mail sending is cancelled. Use this setting if you have set E-mail Size Limit for SMTP server. If not, enter a value of 0 (zero) to enable E-mail sending regardless of the size limit.
	Sender Address	Specify the sender address for when the machine sends E-mails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 128 characters.
	Signature	Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 512 characters.
	Function Defaults	Change the function default settings in [**Common/Job Default Settings**] page.

IMPORTANT

Be sure to enter the following items.

- **[SMTP Server Name] in [SMTP]**
- **[Sender Address] in [E-mail Send Settings]**

5 Click [Submit].

Registering Destinations

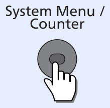
You can register destinations to the machine's Address Book, from Embedded Web Server RX.

1 Display the screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

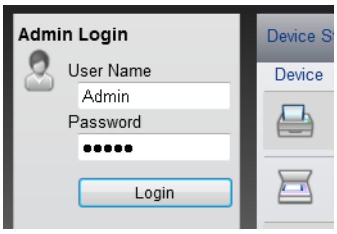
Print the status page to check the machine's IP address and the host name. Press the [**System Menu/Counter**] key, [Report], [Report Print], [Status Page], and then press [Yes].



▶ **Report** ▶ **Report Print** ▶ **Status Page**

3 Log in with administrator privileges.

The factory default setting for the default user with administrator privileges is shown below.



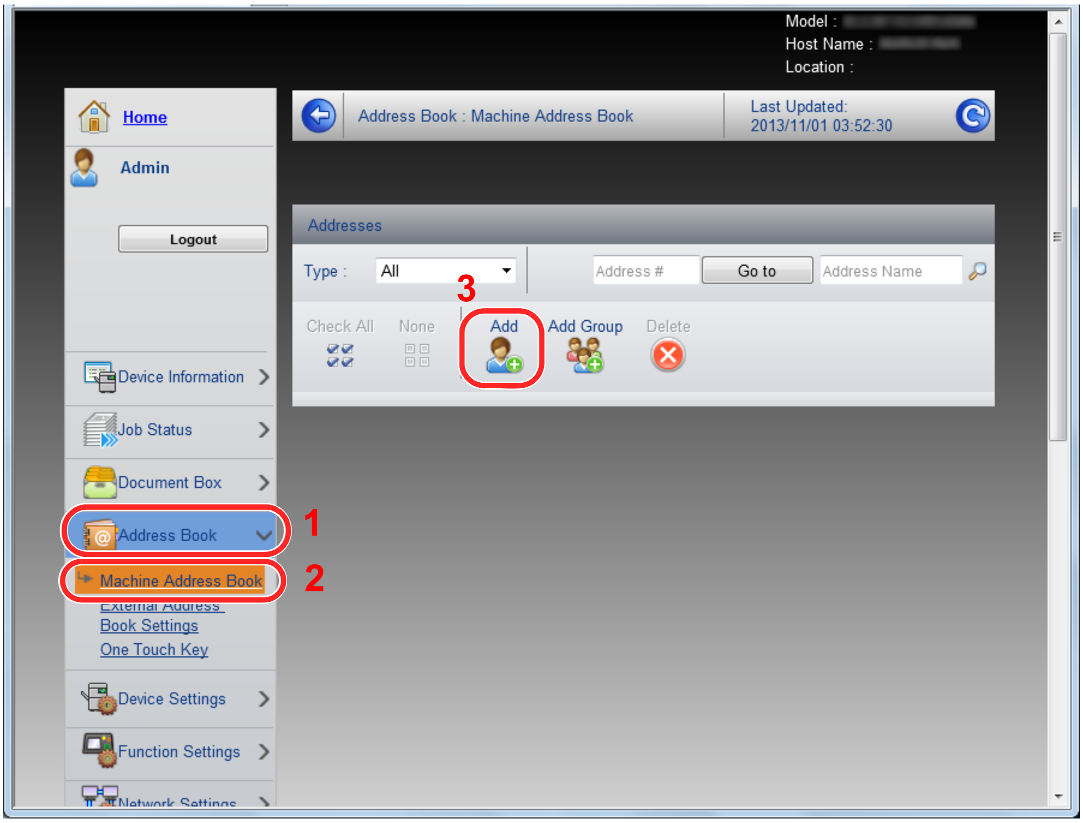
User Name: Admin

Password: ●●●●●

Login User Name	**Admin**
Login Password	**Admin**

* Upper case and lower case letters are distinguished (case sensitive).

4 From the [**Address Book**] menu, click [**Machine Address Book**].



5 Click [**Add**].

2 Populate the fields.

1 Enter the destination information.

Enter the information for the destination you want to register. The fields to populate are the same as when registering via operation panel.

Registering Destinations in the Address Book (page 3-30)

2 Click [**Submit**].

Creating a New Custom Box

You can register a custom box from Embedded Web Server RX.

NOTE

To use Custom Box, an optional SSD must be installed in the machine.

1 Display the screen.

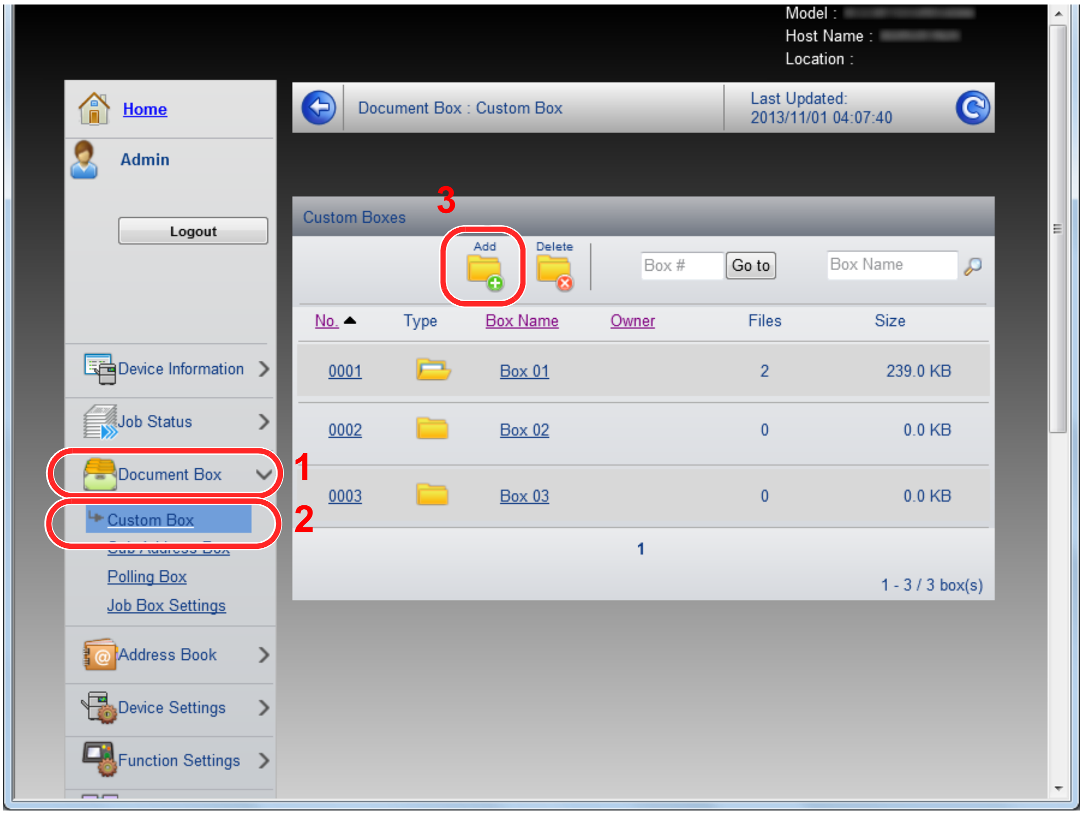
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Print the status page to check the machine's IP address and the host name. Press the [**System Menu/Counter**] key, [Report], [Report Print], [Status Page], and then press [Yes].

▶ **Report** ▶ **Report Print** ▶ **Status Page**

3 From the [**Document Box**] menu, click [**Custom Box**].



No. ▲	Type	Box Name	Owner	Files	Size
0001		Box 01		2	239.0 KB
0002		Box 02		0	0.0 KB
0003		Box 03		0	0.0 KB

1

1 - 3 / 3 box(s)

4 Click [**Add**].

2 Configure the Custom Box.

1 Enter the box details.

Enter the information for the custom box you want to register. For details on the fields to populate, refer to **Embedded Web Server RX User Guide**.

2 Click [**Submit**].

Printing a document stored in a Custom Box

A document stored in a Custom Box can be printed from Embedded Web Server RX.

1 Display the screen.

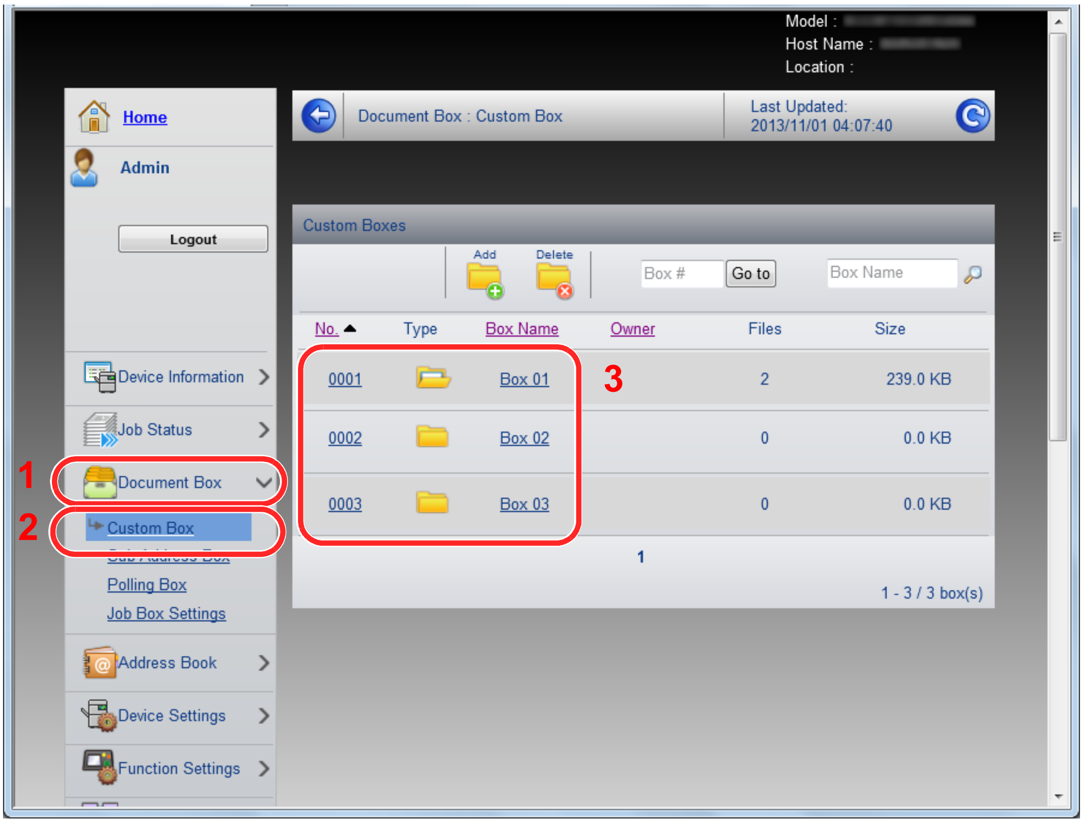
1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Print the status page to check the machine's IP address and the host name. Press the [**System Menu/Counter**] key, [Report], [Report Print], [Status Page], and then press [Yes].

System Menu / Counter ▶ **Report** ▶ **Report Print** ▶ **Status Page**

3 From the [**Document Box**] menu, click [**Custom Box**].



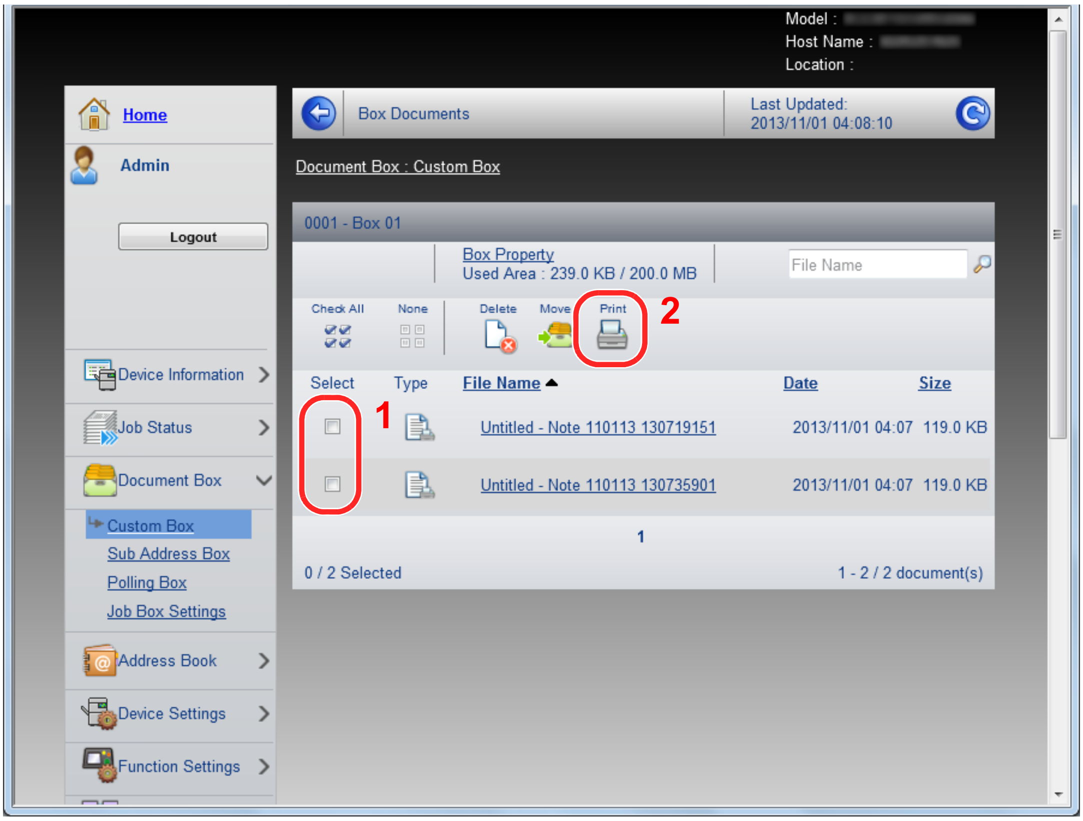
No.	Type	Box Name	Owner	Files	Size
0001		Box 01		2	239.0 KB
0002		Box 02		0	0.0 KB
0003		Box 03		0	0.0 KB

1

1 - 3 / 3 box(s)

4 Click the number or name of the Custom Box in which the document is stored.

2 Print the document.



1 Select the document you wish to print.

Select the checkbox of the document to be printed.

2 Click [**Print**].

For settings that are configurable, refer to **Embedded Web Server RX User Guide**.

Transferring Data from Our Other Products

By using the machine's utility, you can smoothly migrate address books when the machine is to be replaced.

This section explains how to transfer data between our products.

Migrating the Address Book

The Address Book registered on the machine can be backed up or migrated using the NETWORK PRINT MONITOR on the included DVD.

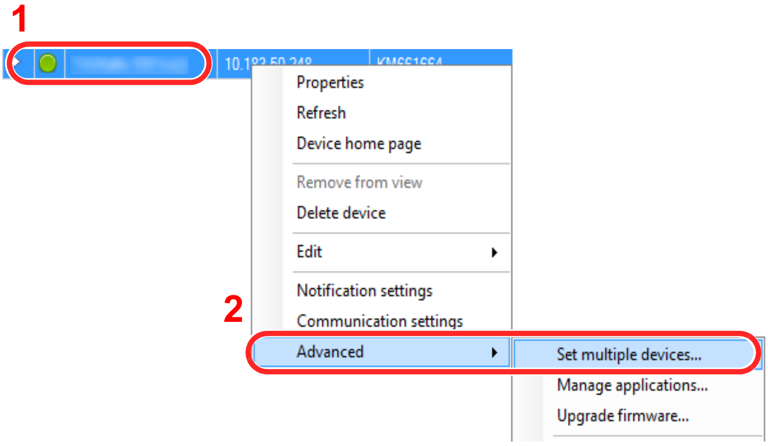
For details on operating the NETWORK PRINT MONITOR, refer to the **NETWORK PRINT MONITOR User Guide**.

Backing Up Address Book Data to PC

1 Launch the NETWORK PRINT MONITOR.

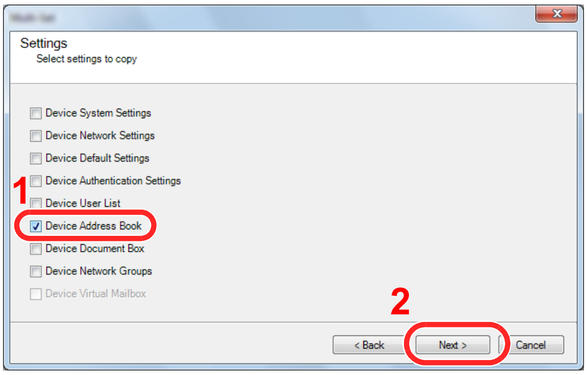
2 Create a backup.

1 Right-click on the model name from which you want to back up the Address Book, and select [**Advanced**] - [**Set multiple devices**].



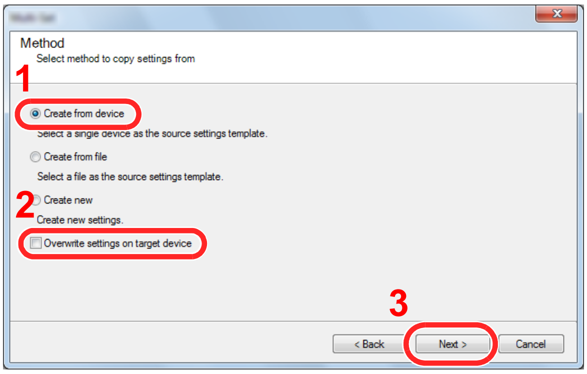
2 Click [**Next**].

3 Select [**Device Address Book**] and click [**Next**].


Settings
Select settings to copy

☐ Device System Settings
☐ Device Network Settings
☐ Device Default Settings
☐ Device Authentication Settings
☐ Device User List
☑ Device Address Book
☐ Device Document Box
☐ Device Network Groups
☐ Device Virtual Mailbox

4 Select [**Create from device**] and remove the checkmark from [**Overwrite settings on target device**], and then click [**Next**].



Method

Select method to copy settings from

● Create from device

Select a single device as the source settings template.

○ Create from file

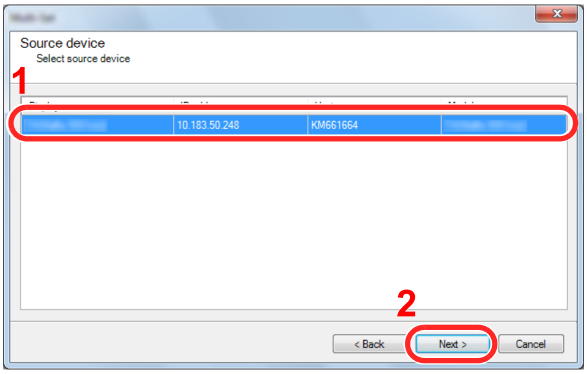
Select a file as the source settings template.

○ Create new

Create new settings.

☐ Overwrite settings on target device

5 Select the model you want to back up, and click [**Next**].



Source device

Select source device

[redacted]	10.183.50.248	KM661664	[redacted]

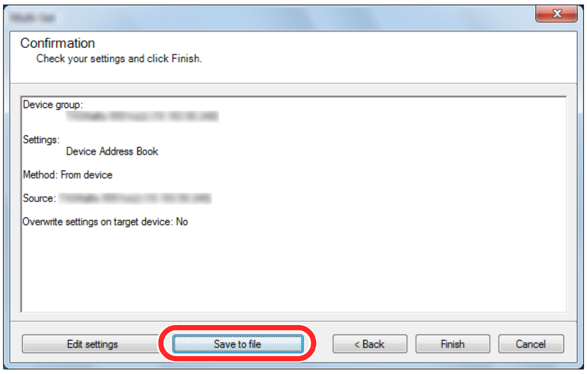
NOTE

If the "Admin Login" screen appears, enter the "Admin Login" and "Login Password", and then click [**OK**]. The default settings are as follows:

Login User Name	**Admin**
Login Password	**Admin**

* Upper case and lower case letters are distinguished (case sensitive).

6 Click on [**Save to file**].



Confirmation

Check your settings and click Finish.

Device group:
[redacted]

Settings:
Device Address Book

Method: From device

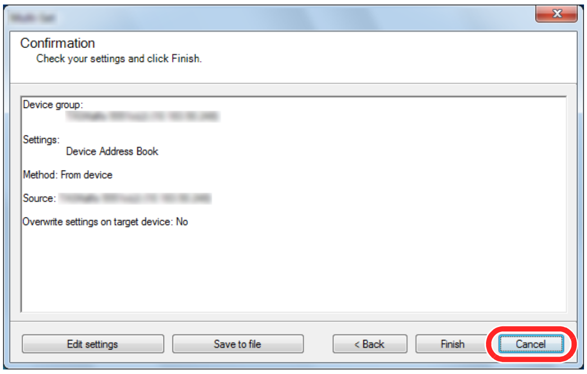
Source: [redacted]

Overwrite settings on target device: No

7 Specify the location to save the file, enter the file name, and then click [**Save**].

For "Save as type", make sure to select "XML File".

8 After saving the file, always click [**Cancel**] to close the screen.



Confirmation
Check your settings and click Finish.

Device group: [redacted]

Settings:
Device Address Book

Method: From device

Source: [redacted]

Overwrite settings on target device: No

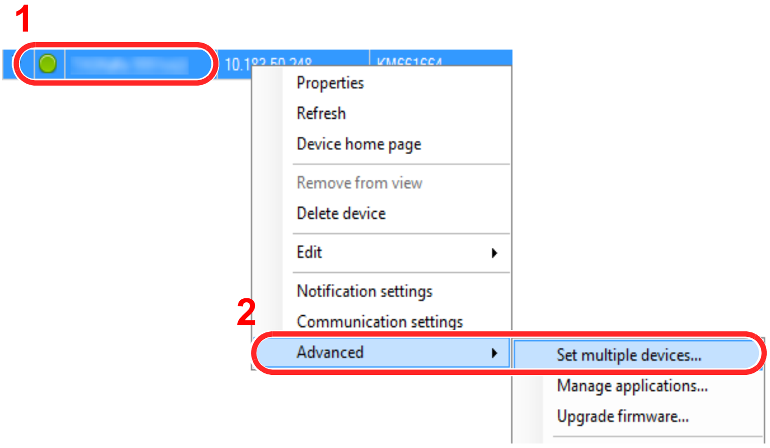
Please note that selecting [**Finish**] will write the data to the machine's Address Book.

Writing Address Book Data to the Machine

1 Launch the NETWORK PRINT MONITOR.

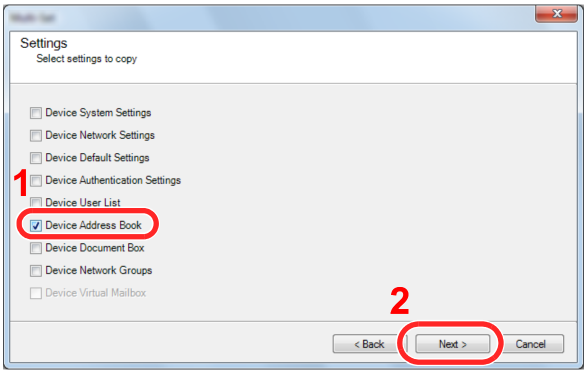
2 Load the Address Book data.

1 Right-click on the model name to which you want to transfer the Address Book, and select [**Advanced**] - [**Set multiple devices**].



2 Click [**Next**].

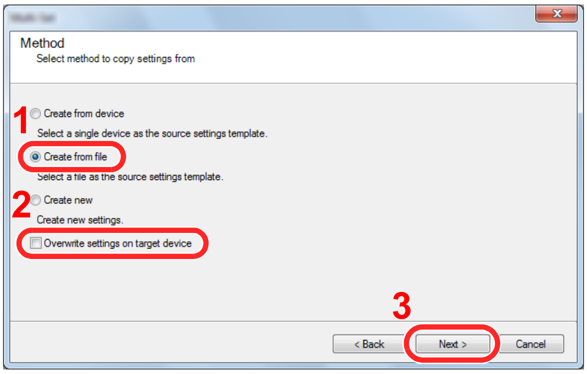
3 Select [**Device Address Book**] and click [**Next**].



Settings
Select settings to copy

☐ Device System Settings
☐ Device Network Settings
☐ Device Default Settings
☐ Device Authentication Settings
☐ Device User List
☑ Device Address Book
☐ Device Document Box
☐ Device Network Groups
☐ Device Virtual Mailbox

4 Select [**Create from file**] and remove the checkmark from [**Overwrite settings on target device**], and then click [**Next**].



Method

Select method to copy settings from

○ Create from device

Select a single device as the source settings template.

● Create from file

Select a file as the source settings template.

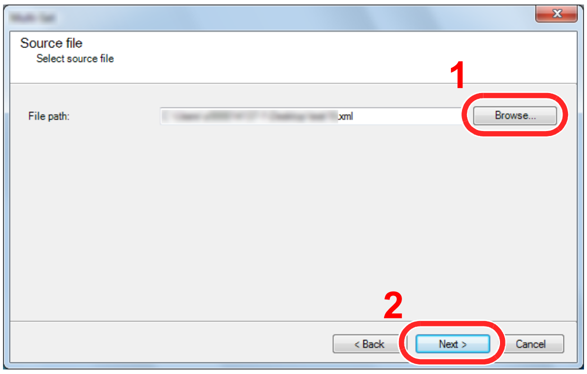
○ Create new

Create new settings.

☐ Overwrite settings on target device

Selecting the [**Overwrite settings on target device**] checkbox will overwrite the machine's Address Book from entry No.1.

5 Click [**Browse**] and select the backup Address Book file, and then click [**Next**].

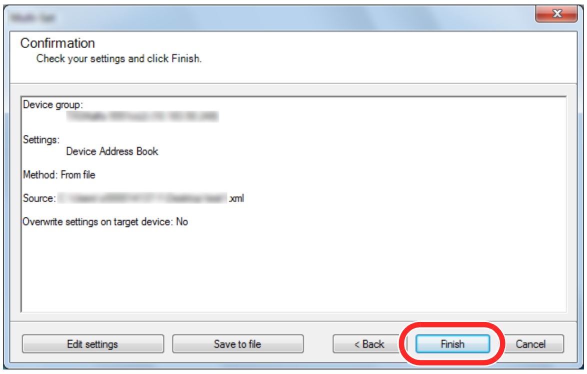


Source file

Select source file

File path: [redacted].xml

6 Click [**Finish**].



Confirmation

Check your settings and click Finish.

Device group:
[redacted]

Settings:
Device Address Book

Method: From file

Source: [redacted].xml

Overwrite settings on target device: No

The write process of the Address Book data starts.

7 Once the write process is complete, click [**Close**].

3 Preparation before Use

This chapter explains the following operations.

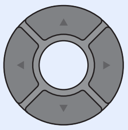
Using the Operation Panel 3-2
  Operation Panel Keys 3-2
  Operation Method 3-3
  Display for Originals and Paper 3-4
  Help Screen 3-4
Loading Paper 3-5
  Precaution for Loading Paper 3-6
  Loading in the Cassettes 3-7
  Loading Paper in the Multi Purpose Tray 3-11
  Specifying Paper Size and Media Type 3-15
Paper Stopper 3-19
Preparation for Sending a Document to a Shared Folder in a PC 3-20
  Making a note of the computer name and full computer name 3-20
  Making a note of the user name and domain name 3-21
  Creating a Shared Folder, Making a Note of a Shared Folder 3-22
  Configuring Windows Firewall 3-26
Registering Destinations in the Address Book 3-30
  Adding a Destination (Address Book) 3-30
  Adding a Destination on One Touch Key (One Touch Key) 3-39

Using the Operation Panel

Operation Panel Keys

Status/ Job Cancel	Displays the Status/Job Cancel screen.
Document Box/USB	Displays the Document Box screen.
System Menu/ Counter	Displays the System Menu/Counter screen.
Copy	Displays the Copy screen.
Send E-mail Folder FAX	Displays the screen for sending. You can change it to display the Address Book screen.
FAX	Displays the FAX screen.

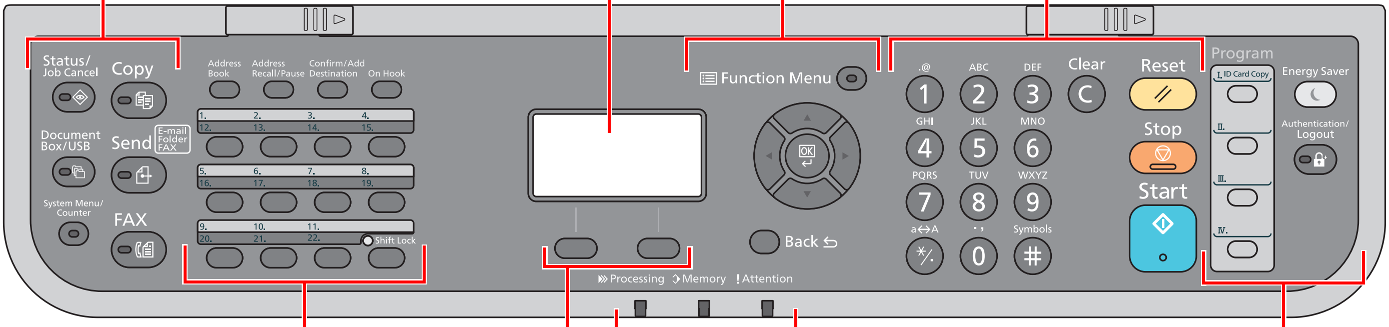
Function Menu
Displays the function menu for copy, print, transmission and document box.

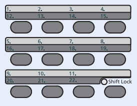
	Increments or decrements numbers, or selects menu in the message display. In addition, moves the cursor when entering the characters.
OK ↵	Finalizes a function or menu, and numbers that have been entered.
Back ⇆	Returns to the previous display.

	Numeric keys. Enter numbers and symbols.
Clear	Clears entered numbers and characters.
Reset	Returns settings to their default states.
Stop	Cancels or pauses the job in progress.
Start	Starts copying and scanning operations and processing for setting operations.

Message display.

Displays the setting menu, machine status, and error messages.



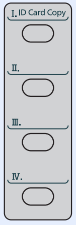
Address Book	Displays the Address Book screen.
Address Recall/Pause	Calls the previous destination. Also used to enter a pause when entering a FAX number.
Confirm/Add Destination	Confirms the destination or adds a destination.
On Hook	Switches between on-hook and off-hook when manually sending a FAX.
	Recalls the destination registered for One Touch Keys.

Select Key: Selects the menu displayed at the bottom of the message display.

Processing: Blinks while printing or sending/receiving.

Memory: Blinks while the machine is accessing the machine memory, fax memory or USB memory (general purpose item).

Attention: Lights or blinks when an error occurs and a job is stopped.

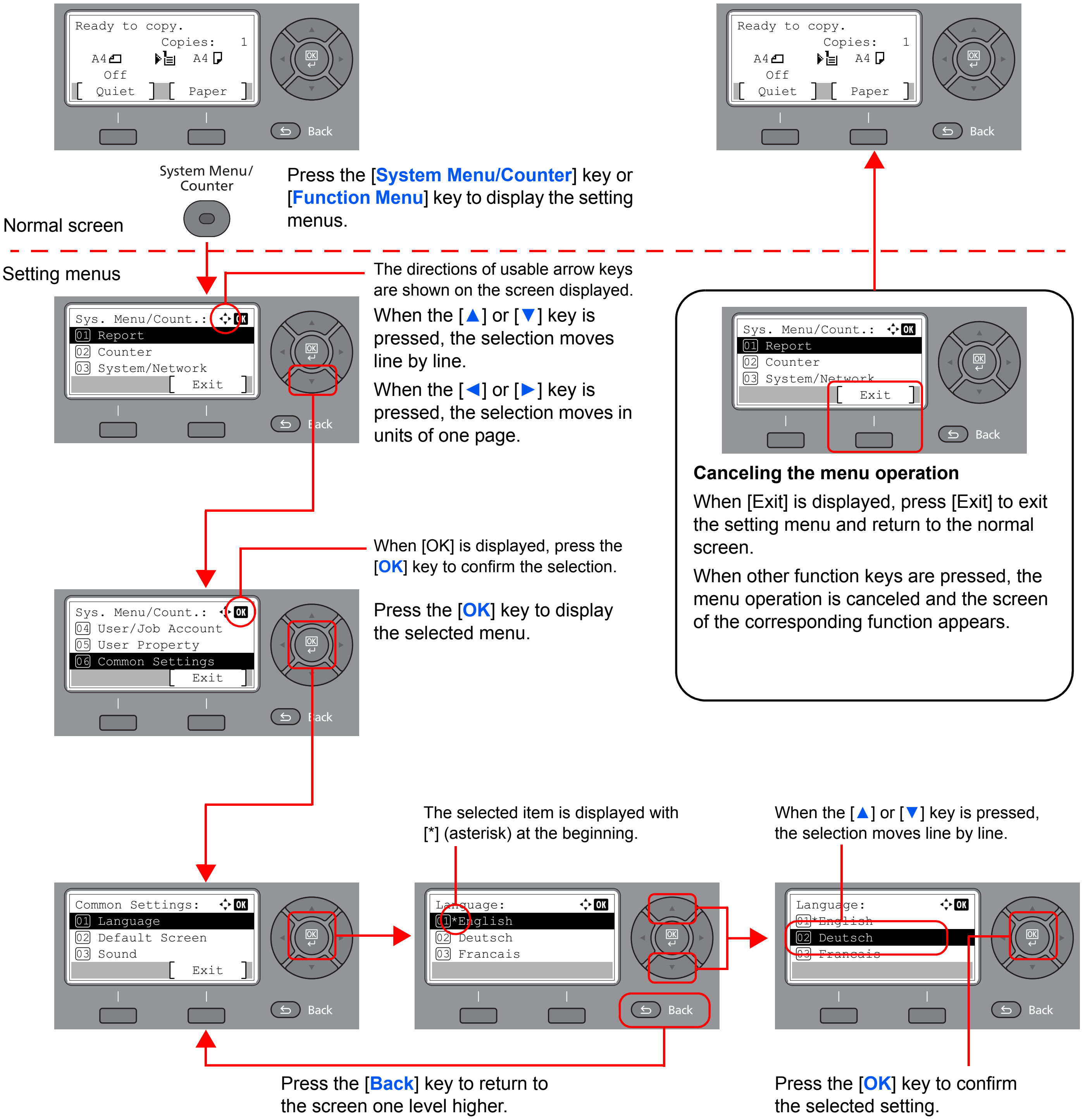
Program 	Used to register or recall programs.
Energy Saver	Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.
Authentication/ Logout	Authenticates user switching, and exits the operation for the current user (i.e. log out).

Operation Method

This section explains how to operate the setting menus on the message display.

Displaying the Menus and Configuring Settings

Press the [**System Menu/Counter**] key or [**Function Menu**] key to display the setting menus. Press the [▲] key, [▼] key, [◀] key, [▶] key, [**OK**] key, or [**Back**] key to select a menu, and perform settings.



Press the [**System Menu/Counter**] key or [**Function Menu**] key to display the setting menus.

The directions of usable arrow keys are shown on the screen displayed.

When the [▲] or [▼] key is pressed, the selection moves line by line.

When the [◀] or [▶] key is pressed, the selection moves in units of one page.

When [OK] is displayed, press the [**OK**] key to confirm the selection.

Press the [**OK**] key to display the selected menu.

Canceling the menu operation

When [Exit] is displayed, press [Exit] to exit the setting menu and return to the normal screen.

When other function keys are pressed, the menu operation is canceled and the screen of the corresponding function appears.

The selected item is displayed with [*] (asterisk) at the beginning.

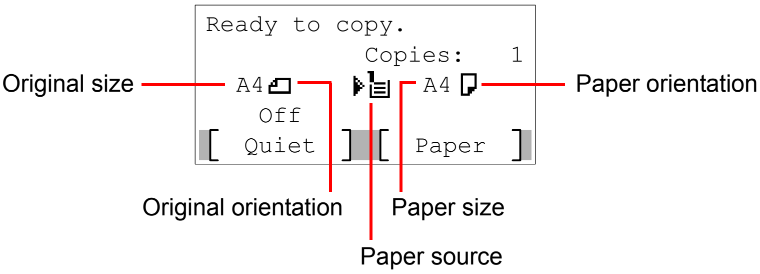
When the [▲] or [▼] key is pressed, the selection moves line by line.

Press the [**Back**] key to return to the screen one level higher.

Press the [**OK**] key to confirm the selected setting.

Display for Originals and Paper

The copy screen displays the selected paper source.

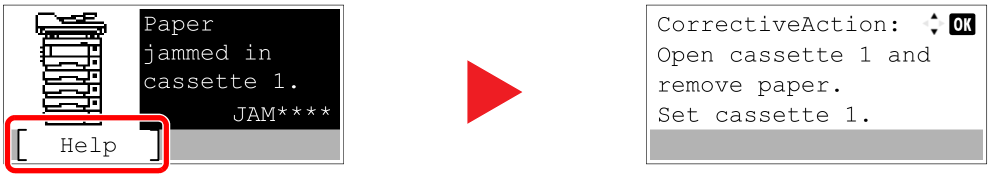


Ready to copy.
Copies: 1
A4
Off
[Quiet]
A4
[Paper]

Help Screen

If you have difficulty operating the machine, you can check how to operate it using the operation panel.

When [Help] is displayed on the message display, press [Help] to display the Help screen. The Help screen shows machine operation.



Paper
jammed in
cassette 1.
JAM****
[Help]

CorrectiveAction:
Open cassette 1 and
remove paper.
Set cassette 1.

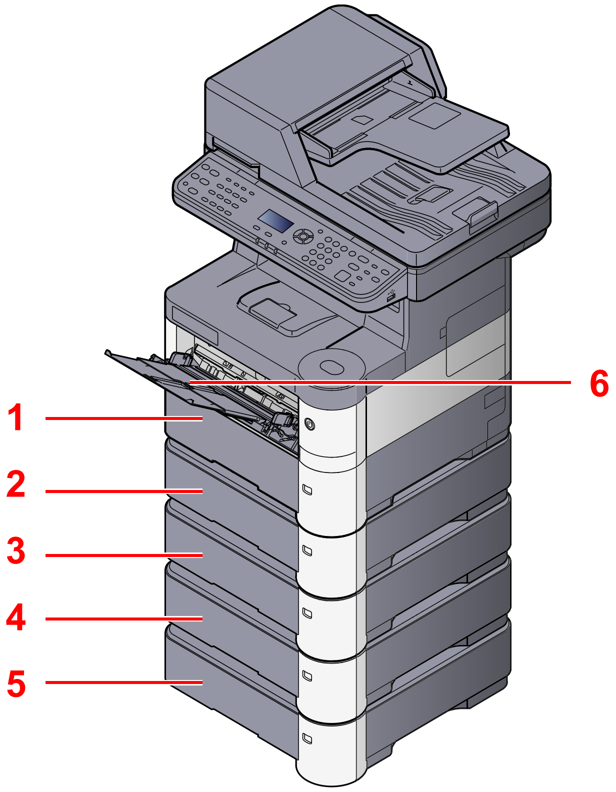
Press [▼] to display the next step or press [▲] to display the previous step.

Press the [**OK**] key to exit the Help screen.

Loading Paper

Load paper in the cassettes and multipurpose tray.

For the paper load methods for each cassette, refer to the page below.



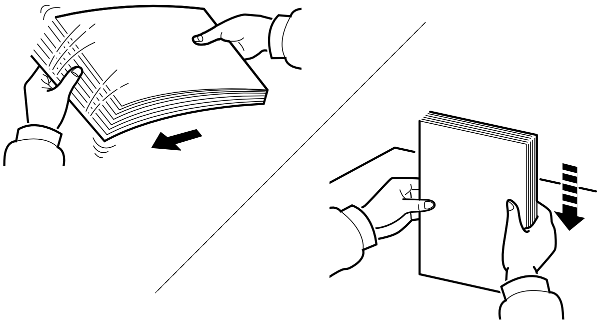
No.	Name	Page
1	Cassette 1	page 3-7
2	Cassette 2	page 3-7
3	Cassette 3	page 3-7
4	Cassette 4	page 3-7
5	Cassette 5	page 3-7
6	Multi Purpose Tray	page 3-11

NOTE

- The number of sheets that can be held varies depending on your environment and paper type.
- You should not use inkjet printer paper or any paper with a special surface coating. (Such paper may cause paper jams or other faults.)

Precaution for Loading Paper

When you open a new package of paper, fan the sheets to separate them slightly prior to loading in the following steps.



Fan the paper, then tap it on a level surface.

In addition, note the following points.

- If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.
- Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problems. Seal any remaining paper after loading in the multi purpose tray or cassettes back in the paper storage bag.
- If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

IMPORTANT

If you copy onto used paper (paper already used for printing), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

NOTE

Note that some paper types have a tendency to curl and may jam in the paper eject unit. If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to Paper on page 11-16.

Loading in the Cassettes

The cassettes can hold plain paper, recycled paper or color paper.

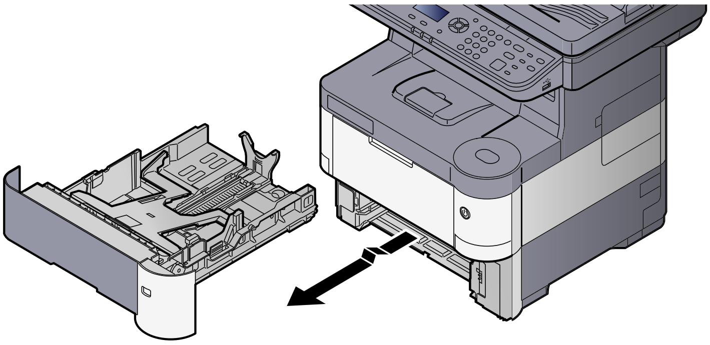
Cassette 1 to 5 hold up to 500 sheets of plain paper (80 g/m^2).

For details of the supported paper sizes, refer to Choosing the Appropriate Paper on page 11-17. For the paper type setting, refer to Media Type Set. (Media Type Settings) on page 8-23.

IMPORTANT

- **The cassettes can hold paper with weight between 60 - 120 g/m^2.**
- **Do not load thick paper that is heavier than 120 g/m^2 in the cassettes. Use the multi purpose tray for paper that is heavier than 120 g/m^2.**

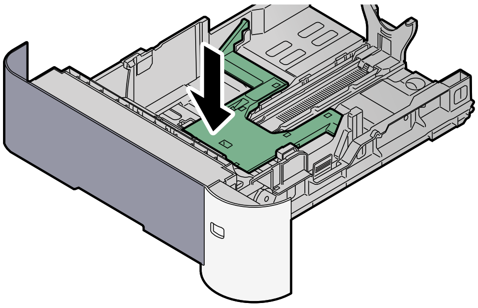
1 Pull the cassette completely out of the machine.



NOTE

When pulling the cassette out of the machine, ensure it is supported and does not fall out.

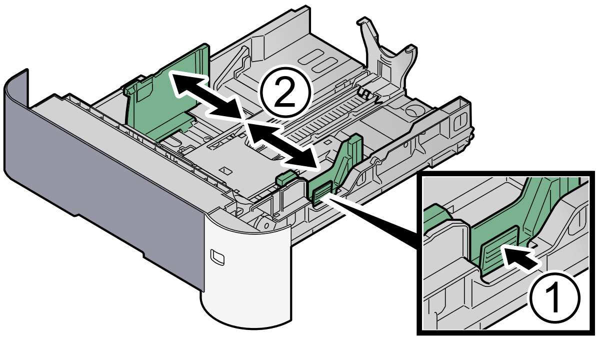
2 Press the bottom plate down until it locks.



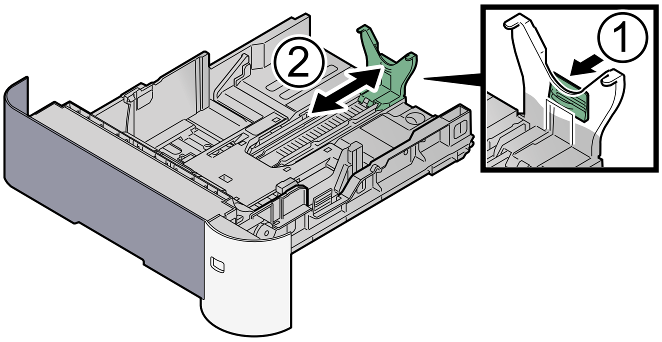
3 Adjust the cassette size.

1 Adjust the position of the paper width guides located on the left and right sides of the cassette. Press the paper width adjusting tab and slide the guides to the paper size required.

Paper sizes are marked on the cassette.

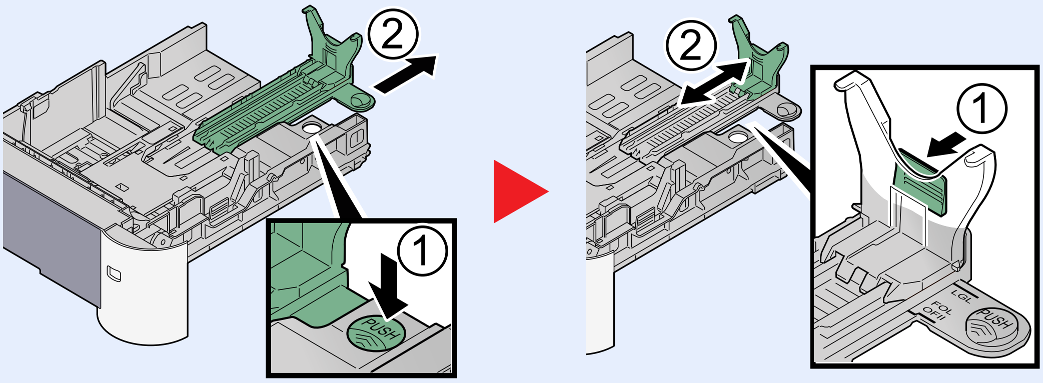


2 Adjust the paper length guide to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required.

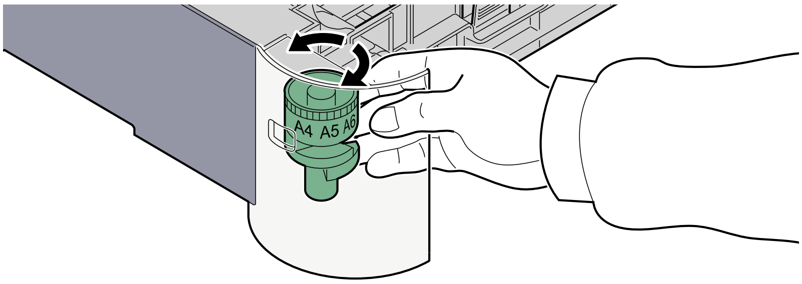


NOTE

If you are going to use paper that is longer than A4, pull out the paper length guide backwards.



3 Turn the size dial so that the size of the paper you are going to use appears in the paper size window.



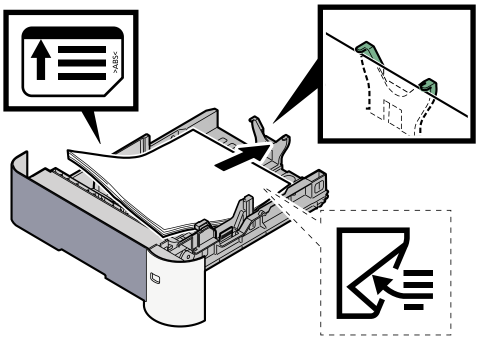
NOTE

When the size dial is set to "Other" the paper size must be set into the machine on the operation panel. Refer to Specifying Paper Size and Media Type for the Cassettes on page 3-15.

4 Load paper.

1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.

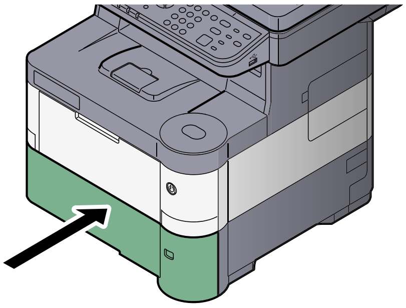
2 Load the paper in the cassette.



IMPORTANT

- **Load the paper with the print side facing down.**
- **After removing new paper from its packaging, fan the paper before loading it in the multi-purpose tray. (Refer to Precaution for Loading Paper on page 3-6.)**
- **Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.**
- **Ensure that the loaded paper does not exceed the level indicator (see illustration above).**
- **If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.**

5 Gently push the cassette back in.



6 Specify the type of paper loaded in the cassette using the operation panel.

Specifying Paper Size and Media Type for the Cassettes (page 3-15)

Loading Paper in the Multi Purpose Tray

The multi purpose tray will hold up to 100 sheets of plain paper (80 g/m^2).

For details of the supported paper sizes, refer to Choosing the Appropriate Paper on page 11-17. For the paper type setting, refer to Media Type Set. (Media Type Settings) on page 8-23. Be sure to use the multi purpose tray when you print on any special paper.

IMPORTANT

If you are using a paper weight of 106 g/m^2 or more, set the media type to Thick and set the weight of the paper you are using.

The capacity of the multi purpose tray is as follows.

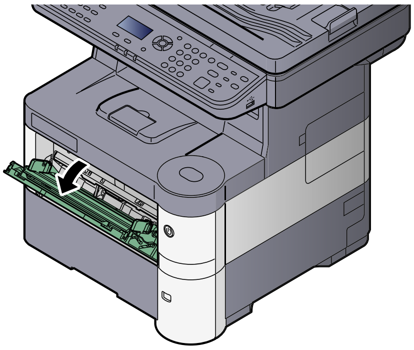
- Plain paper (80 g/m^2), recycled paper or color paper: 100 sheets
- Thick paper (106 to 220 g/m^2): 5 sheets
- Hagaki: 1 sheet
- Envelope DL, Envelope C5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6), Envelope Monarch, Youkei 4, Youkei 2: 5 sheets
- OHP film: 1 sheet

NOTE

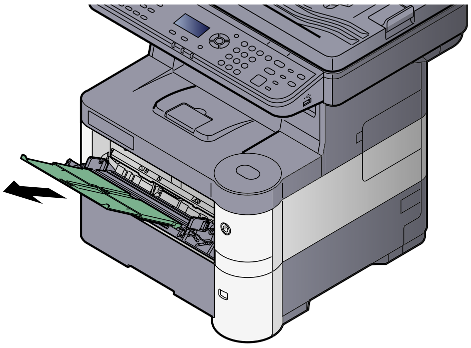
When you load custom size paper, enter the paper size by referring to Specifying Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) on page 3-17.

When you use special paper such as transparencies or thick paper, select the media type by referring to Specifying Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) on page 3-17.

1 **Open the multi purpose tray.**

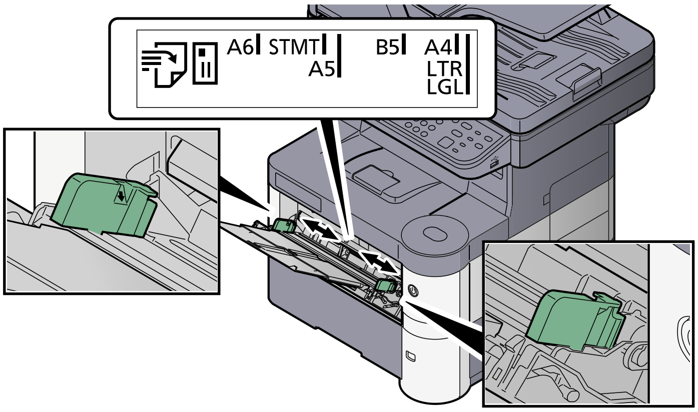


2 **Pull out the support tray section of the MP tray.**

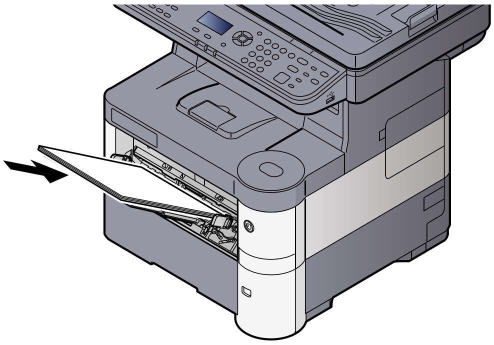


3 Adjust the multi purpose tray size.

Paper sizes are marked on the multi purpose tray.



4 Load paper.



Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multi purpose tray.

Precaution for Loading Paper (page 3-6)

IMPORTANT

- **When loading the paper, keep the print side facing up.**
- **Curled paper must be uncurled before use.**
- **When loading paper into the multi purpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multi purpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.**
- **If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.**
- **Ensure that the loaded paper does not exceed the level indicator (see illustration above).**

5 Specify the type of paper loaded in the multi purpose tray using the operation panel.

Specifying Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) (page 3-17)

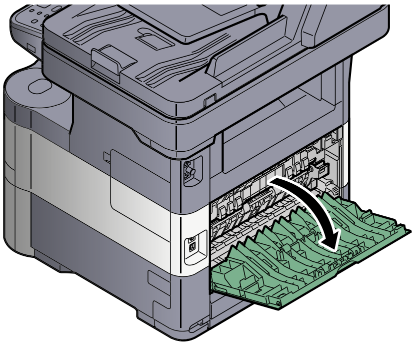
When you load envelopes or cardstock in the multi purpose tray

Switching to Envelop Mode

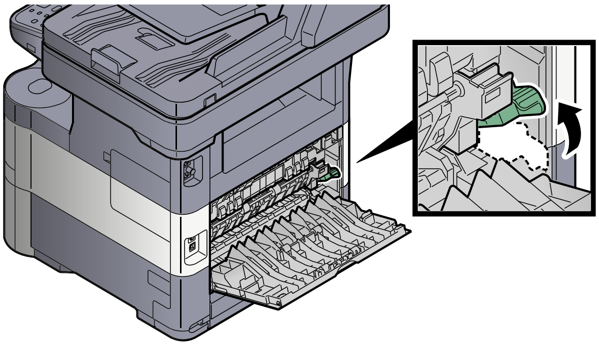
To print on an envelope, follow the procedure below to switch to envelope mode.

NOTE
When the printing on envelopes is completed, return the envelope lever to its original position (at the bottom).

1 **Open the rear cover.**

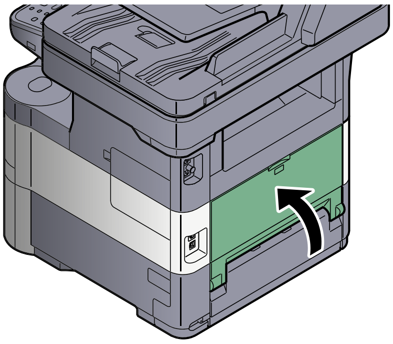


2 **Raise the envelope lever.**



CAUTION
The fuser unit inside the machine is hot. Do not touch it with your hands as it may result in burn injury.

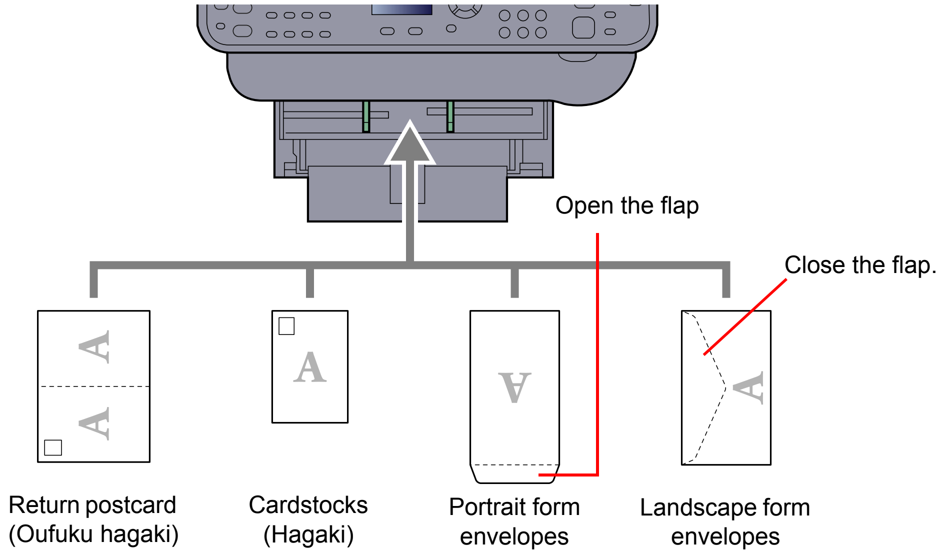
3 **Close the rear cover.**



Loading Envelopes or Cardstock

Load the paper with the print side facing up. For the procedure for printing, refer to the **Printing System Driver User Guide**.

Example: When printing the address.



IMPORTANT

- **Use unfolded return postcard (Oufuku hagaki).**
- **How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.**

NOTE

When you load envelopes in the multi purpose tray, select the envelope type by referring to [Specifying Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) on page 3-17](#).

Specifying Paper Size and Media Type

The default paper size setting for cassette 1, for the multi purpose tray and for the optional paper feeder (cassettes 2 to 5) is "A4" or "Letter", and the default media type setting is "Plain".

To change the type of paper to be used in cassettes, specify the paper size and media type setting. (Refer to Specifying Paper Size and Media Type for the Cassettes on page 3-15.) To change the type of paper to be used in multi purpose tray, specify the paper size and media type setting. (Refer to Specifying Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) on page 3-17.)

Specifying Paper Size and Media Type for the Cassettes

Specify the paper size and media type of paper to be used in cassettes.

Selection Item	Selectable Size/Type
Cassette 1 (to 5) Size[*1]	Available options are as follows: **Value** **Cassette 1: A4, A5, B5, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope C5, Custom** **Cassettes 2 to 5: A4, A5, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Oufuku Hagaki, Youkei 4, Youkei 2, Custom**
Cassette 1 (to 5) Type[*2]	Select the media type. **Value** **Cassette 1: Plain (60 to 105 g/m^2), Rough, Recycled, Preprinted[*3], Bond, Color, Prepunched[*3], Letterhead[*3], High Quality, Custom 1 - 8** **Cassettes 2 to 5: Plain (60 to 105 g/m^2), Rough, Recycled, Preprinted[*3], Bond, Color, Prepunched[*3], Letterhead[*3], Envelope, High Quality, Custom 1 - 8**

*1 Only set this when the size dial on the cassette is set to “Other”.

*2 To change to a media type other than Plain, refer to MP Tray Set. (MP Tray Settings) on page 8-22. When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.

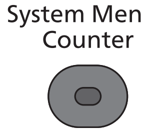
*3 To print on preprinted or prepunched paper or on letterhead, refer to SpcialPaper Act. on page 8-21.

NOTE

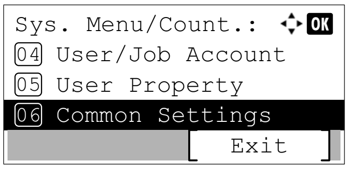
- The available media types for printing received faxes are as shown below.
  Plain, Recycled, Bond, Color, Envelope, Thick, High Quality, Rough and Custom 1 to 8
- Set the paper size of the cassette used for fax reception as follows:
  Inch models: Letter, Legal, Statement
  Metric models: A4, B5, A5, Folio
  If the above setting is changed, it will not be possible to print faxes.

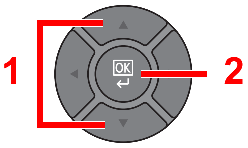
1 Display the screen.

1 Press the [**System Menu/Counter**] key.

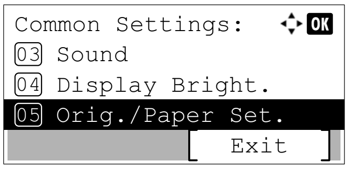


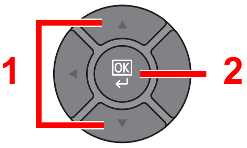
2 Press the [▲] or [▼] key to select [Common Settings], and press the [**OK**] key.



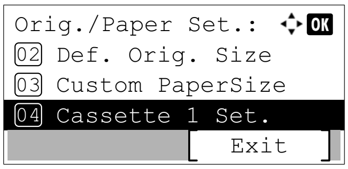


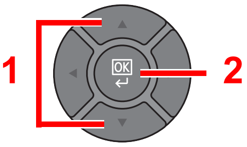
3 Press the [▲] or [▼] key to select [Orig./Paper Set.], and press the [OK] key.


Common Settings:
03 Sound
04 Display Bright.
05 Orig./Paper Set.
[Exit]



4 Press the [▲] or [▼] key to select [Cassette 1 (to 5) Set.], and press the [OK] key.


Orig./Paper Set.:
02 Def. Orig. Size
03 Custom PaperSize
04 Cassette 1 Set.
[Exit]

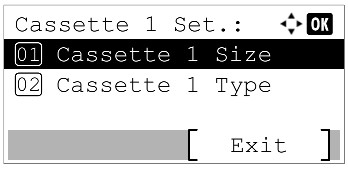


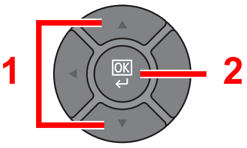
NOTE

[Cassette 2] to [Cassette 5] are shown when the optional paper feeder is installed.

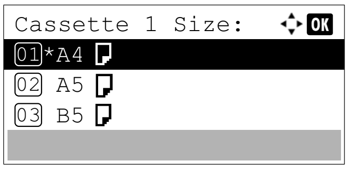
2 Specify the paper size.

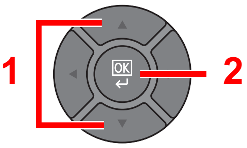
1 Press the [▲] or [▼] key to select [Cassette 1 (to 5) Size], and press the [OK] key.


Cassette 1 Set.:
01 Cassette 1 Size
02 Cassette 1 Type
[Exit]



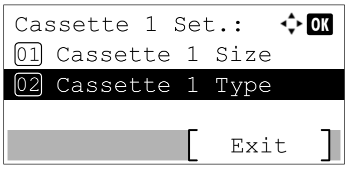
2 Press the [▲] or [▼] key to select the paper size, and press the [OK] key.

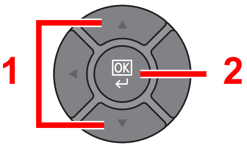

Cassette 1 Size:
01 *A4
02 A5
03 B5



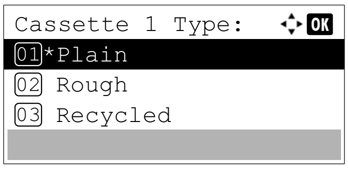
3 Specify the media type.

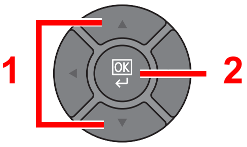
1 Press the [▲] or [▼] key to select [Cassette 1 (to 5) Type], and press the [OK] key.


Cassette 1 Set.:
01 Cassette 1 Size
02 Cassette 1 Type
[Exit]



2 Press the [▲] or [▼] key to select the media type, and press the [OK] key.


Cassette 1 Type:
01 *Plain
02 Rough
03 Recycled



Specifying Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting)

Specify the paper size and media type of paper to be used in the multi purpose tray.

Item	Description
MP Tray Size	Available options are as follows: Value: **A4, A5, A6, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2, Custom**[*1]
MP Tray Type[*2]	Select the media type. Values: **Plain (60 to 105 g/m^2), Transparency, Rough, Vellum (60 to 63 g/m^2), Labels, Recycled, Preprinted[*3], Bond, Cardstock, Color, Prepunched[*3], Letterhead[*3], Envelope, Thick (106 to 220 g/m^2), High Quality, Custom 1-8**

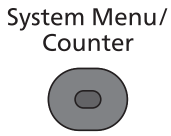
*1 For instructions on how to specify the custom paper size, refer to Custom PaperSize on page 8-20.
*2 To change to a media type other than "Plain", refer to MP Tray Set. (MP Tray Settings) on page 8-22.
*3 To print on preprinted or prepunched paper or on letterhead, refer to SpcialPaper Act. on page 8-21.

NOTE

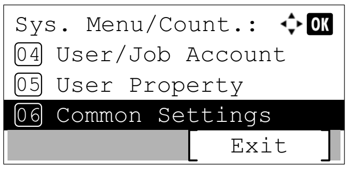
- The available media types for printing received faxes are as shown below.
  Plain, Label, Recycled, Bond, Vellum, Color, Envelope, Cardstock, Thick, High Quality, Rough and Custom 1 to 8
- Set the paper size of the cassette used for fax reception as follows:
  Inch models: Letter, Legal, Statement
  Metric models: A4, B5, A5, Folio
  If the above setting is changed, it will not be possible to print faxes.

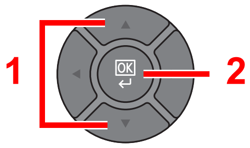
1 Display the screen.

1 Press the [**System Menu/Counter**] key.

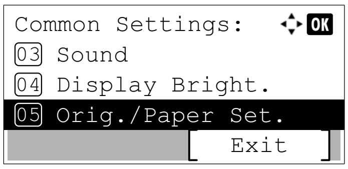


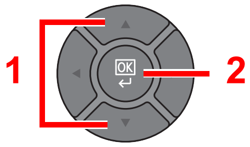
2 Press the [▲] or [▼] key to select [Common Settings], and press the [**OK**] key.


Sys. Menu/Count.: OK
04 User/Job Account
05 User Property
06 Common Settings
[Exit]

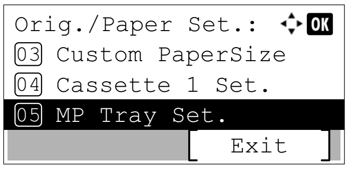


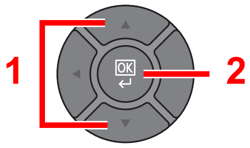
3 Press the [▲] or [▼] key to select [Orig./Paper Set.], and press the [**OK**] key.


Common Settings: OK
03 Sound
04 Display Bright.
05 Orig./Paper Set.
[Exit]



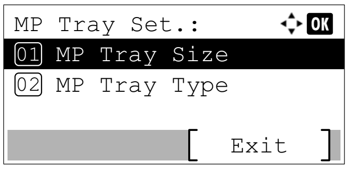
4 Press the [▲] or [▼] key to select [MP Tray Set.], and press the [**OK**] key.

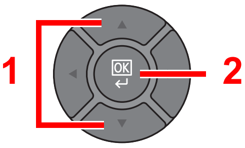

Orig./Paper Set.: OK
03 Custom PaperSize
04 Cassette 1 Set.
05 MP Tray Set.
[Exit]



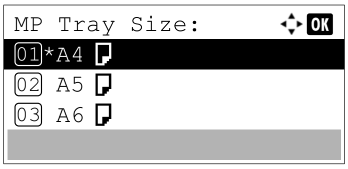
2 Specify the paper size.

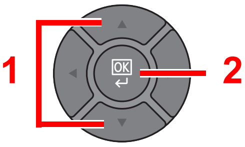
1 Press the [▲] or [▼] key to select [MP Tray Size], and press the [**OK**] key.





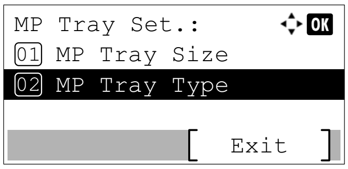
2 Press the [▲] or [▼] key to select the paper size, and press the [**OK**] key.

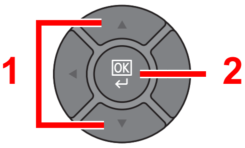




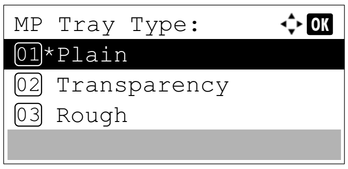
3 Specify the media type.

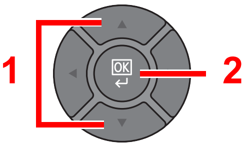
1 Press the [▲] or [▼] key to select [MP Tray Type], and press the [**OK**] key.





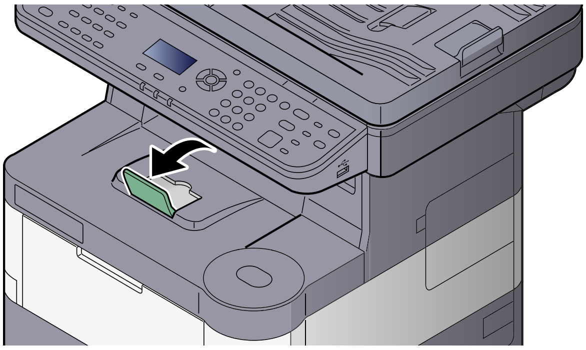
2 Press the [▲] or [▼] key to select the media type, and press the [**OK**] key.





Paper Stopper

When using paper large than A4/Letter, open the paper stopper shown in the figure.



Preparation for Sending a Document to a Shared Folder in a PC

Check the information that needs to be set on the machine and create a folder to receive the document on your computer. Screens of Windows 7 are used in the following explanation. The details of the screens will vary in other versions of Windows.

NOTE

Log on to Windows with administrator privileges.

Making a note of the computer name and full computer name

Check the name of the computer name and full computer name.

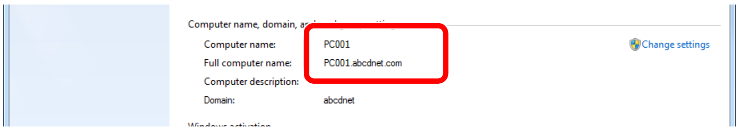
1 Display the screen.

From [**Start**] button on the Windows, select [**Computer**] and then [**System Properties**].

NOTE

In Windows XP, right-click [**My Computer**] and select [**Properties**]. The [**System Properties**] dialog box appears. Click the [**Computer Name**] tab in the window that appears.
In Windows 8, select the desktop in the Start screen, right-click [**Computer**] from [**Libraries**], and then select [**Properties**].
In Windows 8.1, select the desktop in the Start screen, right-click [**PC**] from the desktop [**Explorer**] and select [**Properties**]. Or, right-click the Window icon and select [**System**].

2 Check the computer name.



Computer name: PC001
Full computer name: PC001.abcdnet.com
Computer description:
Domain: abcdnet

Check the computer name and full computer name.

Screen example:
Computer name: PC001
Full computer name: PC001.abcdnet.com

Windows XP:

If the full computer name does not have a dot (.), the full computer name and the computer name are the same.
If the full computer name has a dot (.), the text string in front of the dot (.) in the full computer name is the computer name.

Example: PC001.abcdnet.com
PC001 is the computer name
PC001.abcdnet.com is the full computer name

After checking the computer name, click the X [**Close**] button to close the "**System Properties**" screen.

In Windows XP, after checking the computer name, click the [**Cancel**] button to close the "**System Properties**" screen.

Making a note of the user name and domain name

Check the domain name and user name for logging onto Windows.

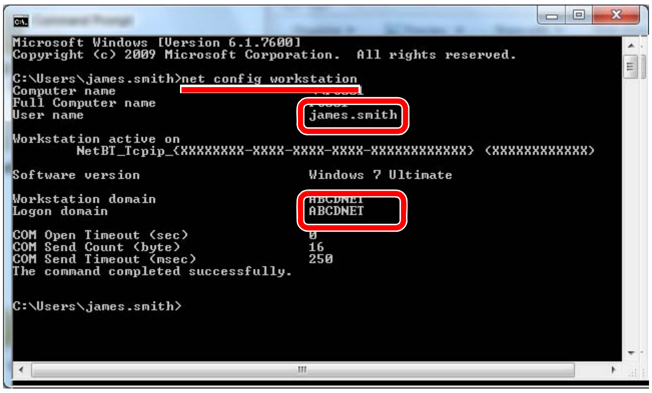
1 Display the screen.

From [**Start**] button on the Windows, select [**All Programs**] (or [**Programs**]), [**Accessories**] and then [**Command Prompt**].
In Windows 8, display [**Apps**] on [**Search**] in charms on the Start screen, and select [**Command Prompt**].

The Command Prompt window appears.

2 Check the domain name and user name.

At the Command Prompt, enter "net config workstation" and then press [**Enter**].



```
Microsoft Windows [Version 6.1.7600]
Copyright (c) 2009 Microsoft Corporation.  All rights reserved.

C:\Users\james.smith>net config workstation
Computer name
Full Computer name
User name                            james.smith

Workstation active on
        NetBT_Tcpip_{XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX} (XXXXXXXXXXXX)

Software version                     Windows 7 Ultimate

Workstation domain                   ABCDNET
Logon domain                         ABCDNET

COM Open Timeout (sec)               0
COM Send Count (byte)                16
COM Send Timeout (msec)              250
The command completed successfully.


C:\Users\james.smith>
```

Check the user name and domain name.

Screen example:

User Name:	james.smith
Domain Name:	ABCDNET

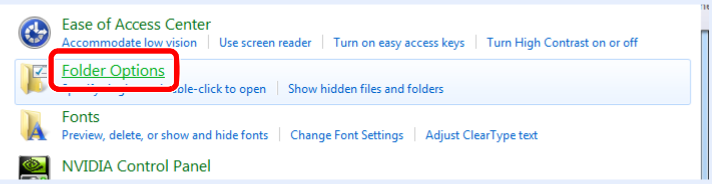
Creating a Shared Folder, Making a Note of a Shared Folder

Create a shared folder to receive the document in the destination computer.

NOTE

If there is a workgroup in System Properties, configure the settings below to limit folder access to a specific user or group.

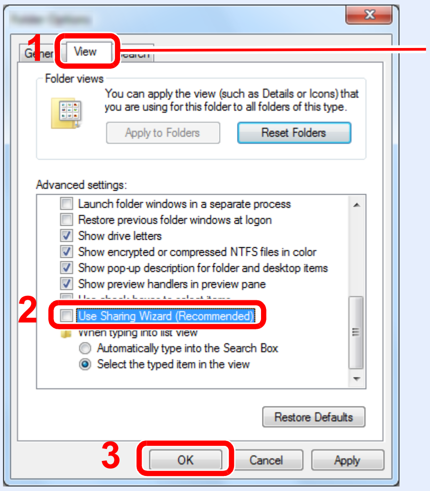
1 From [**Start**] button on the Windows, select [**Control Panel**], [**Appearance and Personalization**], and then [**Folder Options**].



In Windows XP, click [**My Computer**] and select [**Folder Options**] in [**Tools**].

In Windows 8, select [**Settings**] in charms on Desktop, and select [**Control Panel**], [**Appearance and Personalization**], and then [**Folder Options**].

2



Folder views

You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.

Advanced settings:

- ☐ Launch folder windows in a separate process
- ☐ Restore previous folder windows at logon
- ☑ Show drive letters
- ☑ Show encrypted or compressed NTFS files in color
- ☑ Show pop-up description for folder and desktop items
- ☑ Show preview handlers in preview pane
- ☐ Use Sharing Wizard (Recommended)
- When typing into list view
  - ○ Automatically type into the Search Box
  - ● Select the typed item in the view

Make sure that the [**View**] tab is selected.

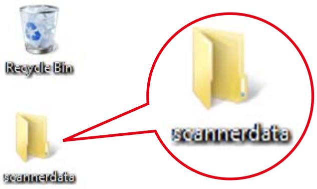
Remove the checkmark from [**Use Sharing Wizard (Recommended)**] in "Advanced settings".

In Windows XP, click the [**View**] tab and remove the checkmark from [**Use Simple File Sharing (Recommended)**] in "Advanced settings".

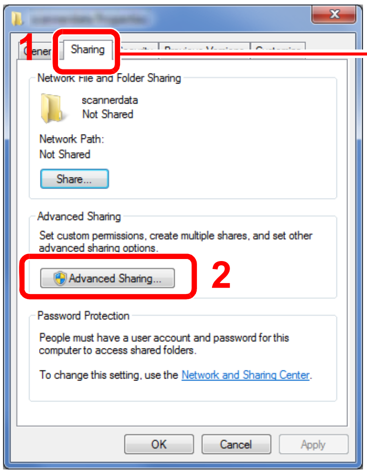
1 Create a folder.

1 Create a folder on your computer.

For example, create a folder with the name "scannerdata" on the desktop.



2 Right-click the "scannerdata" folder and click [**Share**] and [**Advanced sharing**]. Click the [**Advanced Sharing**] button.



Set custom permissions, create multiple shares, and set other advanced sharing options.

People must have a user account and password for this computer to access shared folders.

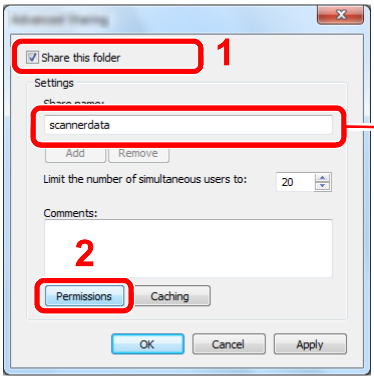
To change this setting, use the Network and Sharing Center.

Make sure that the [**Sharing**] tab is selected.

In Windows XP, right-click the "scannerdata" folder and select [**Sharing and Security**] (or [**Sharing**]).

2 Configure permission settings.

1 Select the [**Share this folder**] checkbox and click the [**Permissions**] button.



☑ Share this folder

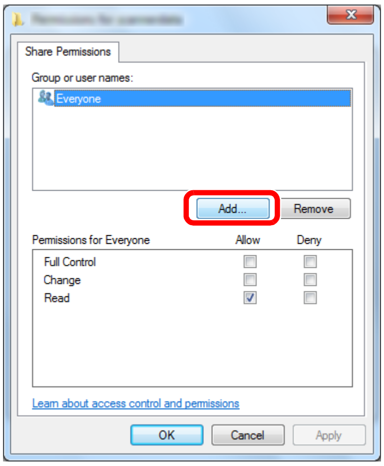
Share name: scannerdata

Limit the number of simultaneous users to: 20

Make a note of the [**Share name**].

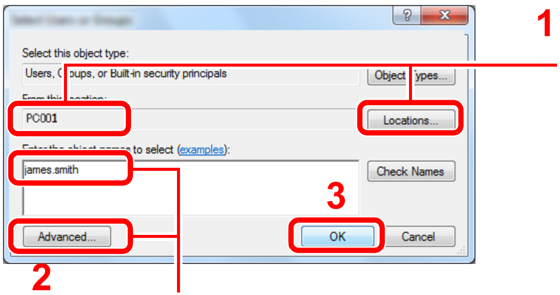
In Windows XP, select [**Share this folder**] and click the [**Permissions**] button.

2 Click the [**Add**] button.



Permissions for Everyone	Allow	Deny
Full Control	☐	☐
Change	☐	☐
Read	☑	☐

3 Specify the location.



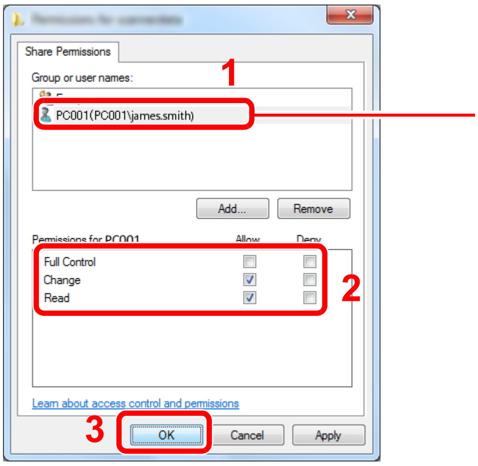
If the computer name that you made a note of on page [Making a note of the computer name and full computer name on page 3-20]() is the same as the domain name:
If the computer name is not shown in "From this location", click the [**Locations**] button, select the computer name, and click the [**OK**] button.
Example: PC001

If the computer name that you made a note of on page [Making a note of the computer name and full computer name on page 3-20]() is not the same as the domain name:
If the text after the first dot (.) in the full computer name that you made a note of does not appear in "From this location", click the [**Locations**] button, select the text after the dot (.), and click the [**OK**] button.
Example: abcdnet.com

Enter the user name that you made a note of on page [Making a note of the user name and domain name on page 3-21]() in the text box, and click the [**OK**] button.

Also the user name can be made by clicking the [**Advanced**] button and selecting a user.

4 Set the access permission for the user selected.



Select the user you entered.

Select the [**Allow**] checkbox of the "**Change**" and "**Read**" permissions and press [**OK**].

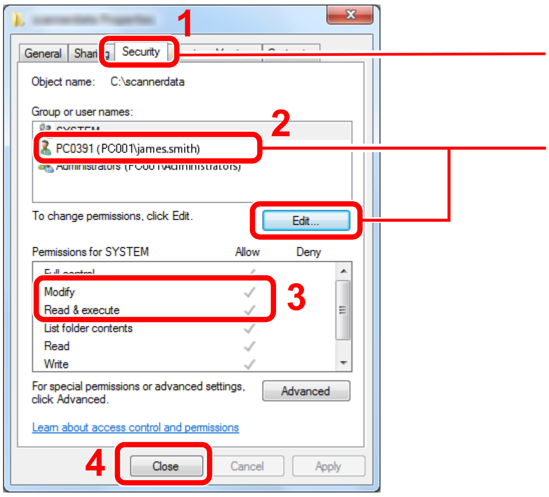
In Windows XP, go to step 6.

NOTE

"**Everyone**" gives sharing permission to everyone on the network. To strengthen security, it is recommended that you select "**Everyone**" and remove the "**Read**" [**Allow**] checkmark.

5 Click the [**OK**] button in the "**Advanced Sharing**" screen to close the screen.

6 Check the details set in the [**Security**] tab.



Object name: C:\scannerdata

Group or user names:

SYSTEM

PC0391 (PC001\james.smith)

Administrators (PC001\Administrators)

To change permissions, click Edit.

Permissions for SYSTEM

Permissions for SYSTEM	Allow	Deny
Full control	✓	
Modify	✓	
Read & execute	✓	
List folder contents	✓	
Read	✓	
Write	✓	

For special permissions or advanced settings, click Advanced.

Learn about access control and permissions

Select the [**Security**] tab.

Select the user you entered.

If the user does not appear on "Group or user names", click [**Edit**] button to add user in a similar way of step 2 (Configure permission settings.).

Make sure that checkmarks appear on [**Allow**] checkbox for the "**Modify**" and "**Read & execute**" permissions, and click the [**Close**] button.

In Windows XP, make sure that checkmarks appear on [**Allow**] checkbox for the "**Modify**" and "**Read & execute**" permissions, and click the [**OK**] button.

Configuring Windows Firewall

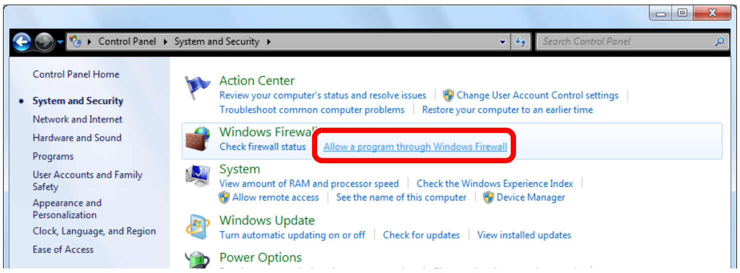
Permit sharing of files and printers and set the port used for SMB transmission.

NOTE

Log on to Windows with administrator privileges.

1 Check file and printer sharing.

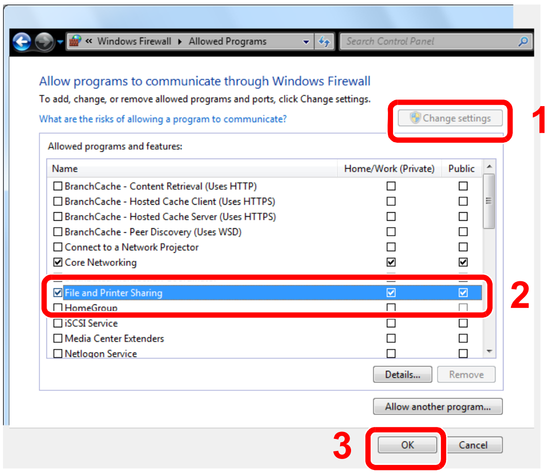
1 From [**Start**] button on the Windows, select [**Control Panel**], [**System and Security**], and [**Allow a program through Windows Firewall**].


Control Panel ▸ System and Security ▸
Search Control Panel
Control Panel Home
System and Security
Network and Internet
Hardware and Sound
Programs
User Accounts and Family Safety
Appearance and Personalization
Clock, Language, and Region
Ease of Access
Action Center
Review your computer's status and resolve issues
Change User Account Control settings
Troubleshoot common computer problems
Restore your computer to an earlier time
Windows Firewall
Check firewall status
Allow a program through Windows Firewall
System
View amount of RAM and processor speed
Check the Windows Experience Index
Allow remote access
See the name of this computer
Device Manager
Windows Update
Turn automatic updating on or off
Check for updates
View installed updates
Power Options

NOTE

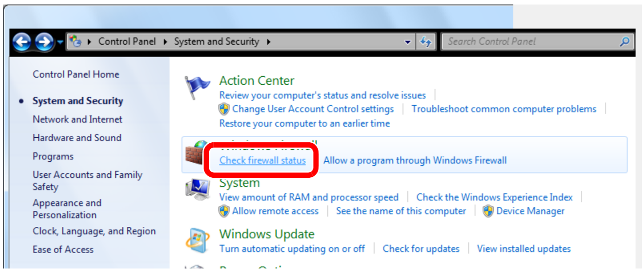
If the User Account Control dialog box appears, click the [**Continue**] button.

2 Select the [**File and Printer Sharing**] checkbox.

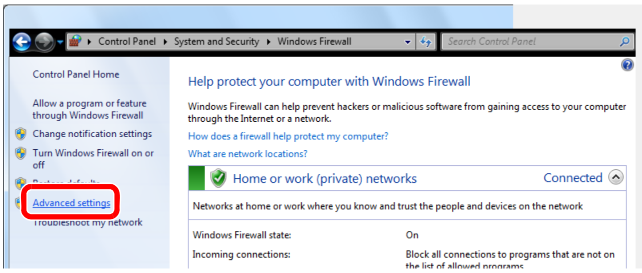

« Windows Firewall ▸ Allowed Programs
Search Control Panel
Allow programs to communicate through Windows Firewall
To add, change, or remove allowed programs and ports, click Change settings.
What are the risks of allowing a program to communicate?
Change settings
1
Allowed programs and features:
Name
Home/Work (Private)
Public
☐ BranchCache - Content Retrieval (Uses HTTP) ☐ ☐
☐ BranchCache - Hosted Cache Client (Uses HTTPS) ☐ ☐
☐ BranchCache - Hosted Cache Server (Uses HTTPS) ☐ ☐
☐ BranchCache - Peer Discovery (Uses WSD) ☐ ☐
☐ Connect to a Network Projector ☐ ☐
☑ Core Networking ☑ ☑
☑ File and Printer Sharing ☑ ☑
☐ HomeGroup ☐ ☐
☐ iSCSI Service ☐ ☐
☐ Media Center Extenders ☐ ☐
☐ Netlogon Service ☐ ☐
2
Details...
Remove
Allow another program...
3
OK
Cancel

2 Add a port.

1 From [**Start**] button on the Windows, select [**Control Panel**], [**System and Security**], and [**Check firewall status**].


Control Panel ▸ System and Security ▸
Search Control Panel
Control Panel Home
System and Security
Network and Internet
Hardware and Sound
Programs
User Accounts and Family Safety
Appearance and Personalization
Clock, Language, and Region
Ease of Access
Action Center
Review your computer's status and resolve issues
Change User Account Control settings
Troubleshoot common computer problems
Restore your computer to an earlier time
Check firewall status
Allow a program through Windows Firewall
System
View amount of RAM and processor speed
Check the Windows Experience Index
Allow remote access
See the name of this computer
Device Manager
Windows Update
Turn automatic updating on or off
Check for updates
View installed updates

2 Select [**Advanced settings**].


Control Panel
System and Security
Windows Firewall
Search Control Panel
Control Panel Home
Allow a program or feature through Windows Firewall
Change notification settings
Turn Windows Firewall on or off
Advanced settings
Troubleshoot my network
Home or work (private) networks
Connected

Help protect your computer with Windows Firewall

Windows Firewall can help prevent hackers or malicious software from gaining access to your computer through the Internet or a network.

How does a firewall help protect my computer?

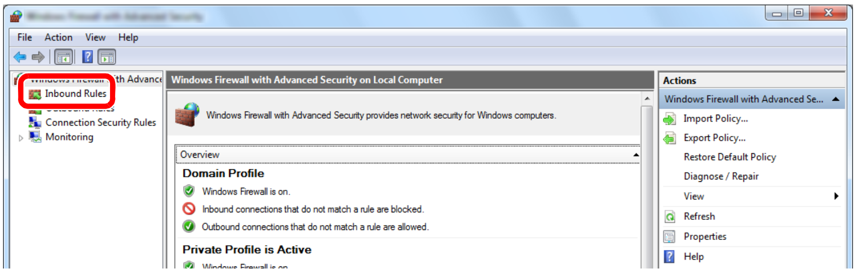
What are network locations?

Networks at home or work where you know and trust the people and devices on the network

Windows Firewall state: On

Incoming connections: Block all connections to programs that are not on the list of allowed programs

3 Select [**Inbound Rules**].



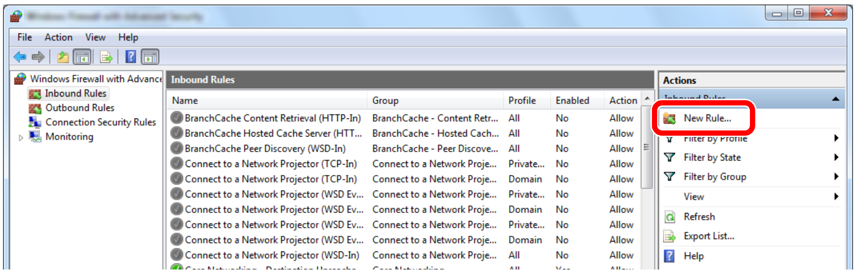
Windows Firewall with Advanced Security provides network security for Windows computers.

Domain Profile

- Windows Firewall is on.
- Inbound connections that do not match a rule are blocked.
- Outbound connections that do not match a rule are allowed.

Private Profile is Active

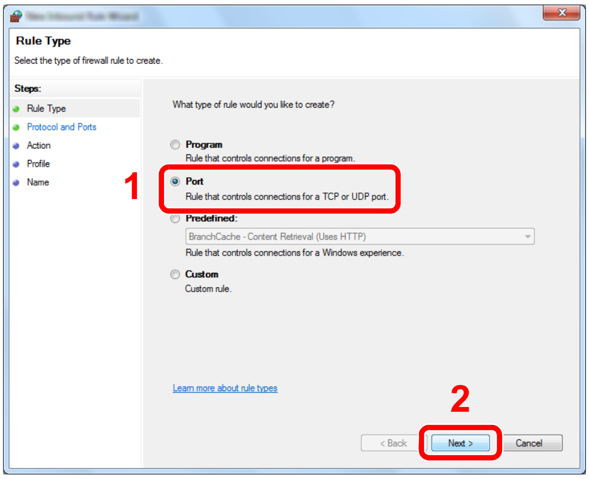
4 Select [**New Rules**].



Inbound Rules

Name	Group	Profile	Enabled	Action
BranchCache Content Retrieval (HTTP-In)	BranchCache - Content Retr...	All	No	Allow
BranchCache Hosted Cache Server (HTT...	BranchCache - Hosted Cach...	All	No	Allow
BranchCache Peer Discovery (WSD-In)	BranchCache - Peer Discove...	All	No	Allow
Connect to a Network Projector (TCP-In)	Connect to a Network Proje...	Private...	No	Allow
Connect to a Network Projector (TCP-In)	Connect to a Network Proje...	Domain	No	Allow
Connect to a Network Projector (WSD Ev...	Connect to a Network Proje...	Private...	No	Allow
Connect to a Network Projector (WSD Ev...	Connect to a Network Proje...	Domain	No	Allow
Connect to a Network Projector (WSD Ev...	Connect to a Network Proje...	Private...	No	Allow
Connect to a Network Projector (WSD Ev...	Connect to a Network Proje...	Domain	No	Allow
Connect to a Network Projector (WSD-In)	Connect to a Network Proje...	All	No	Allow

5 Select [**Port**].



Rule Type

Select the type of firewall rule to create.

What type of rule would you like to create?

○ Program
Rule that controls connections for a program.

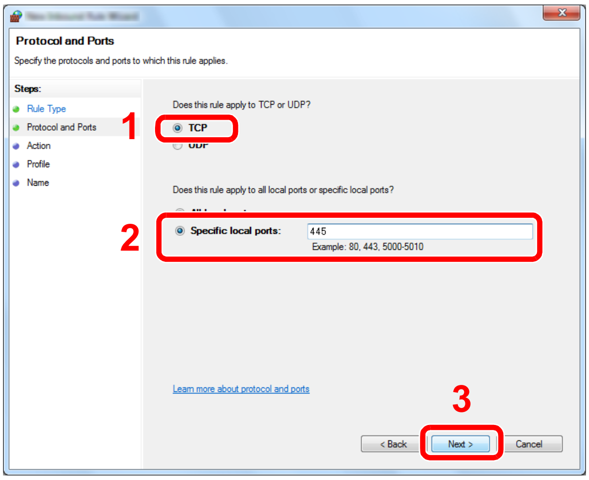
● Port
Rule that controls connections for a TCP or UDP port.

○ Predefined:
BranchCache - Content Retrieval (Uses HTTP)
Rule that controls connections for a Windows experience.

○ Custom
Custom rule.

Learn more about rule types

6 Select [**TCP**] as the port to apply the rule to. Then select [**Specific local ports**] and enter "445" then click [**Next**].



Protocol and Ports

Specify the protocols and ports to which this rule applies.

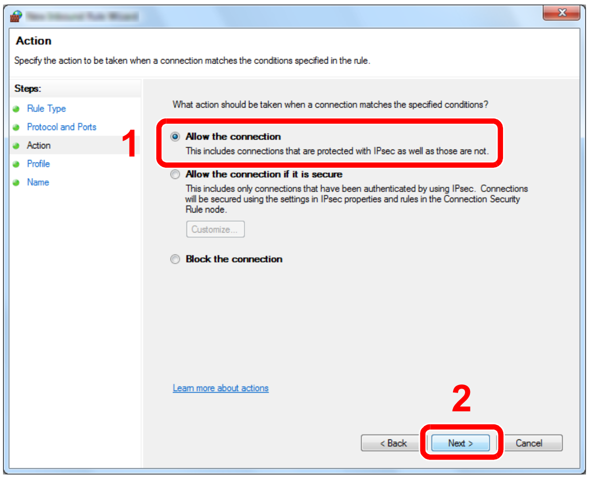
Does this rule apply to TCP or UDP?

● TCP
○ UDP

Does this rule apply to all local ports or specific local ports?

● Specific local ports: 445
Example: 80, 443, 5000-5010

7 Select [**Allow the connection**] and click the [**Next**] button.



Action

Specify the action to be taken when a connection matches the conditions specified in the rule.

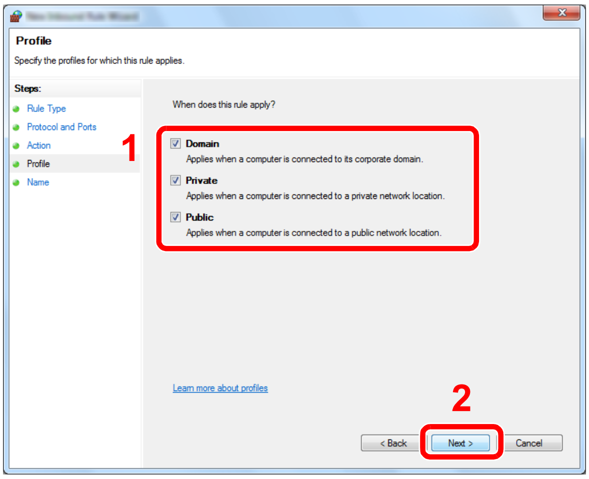
What action should be taken when a connection matches the specified conditions?

● **Allow the connection**
This includes connections that are protected with IPsec as well as those are not.

○ **Allow the connection if it is secure**
This includes only connections that have been authenticated by using IPsec. Connections will be secured using the settings in IPsec properties and rules in the Connection Security Rule node.

○ **Block the connection**

8 Make sure all checkboxes are selected and click the [**Next**] button.



Profile

Specify the profiles for which this rule applies.

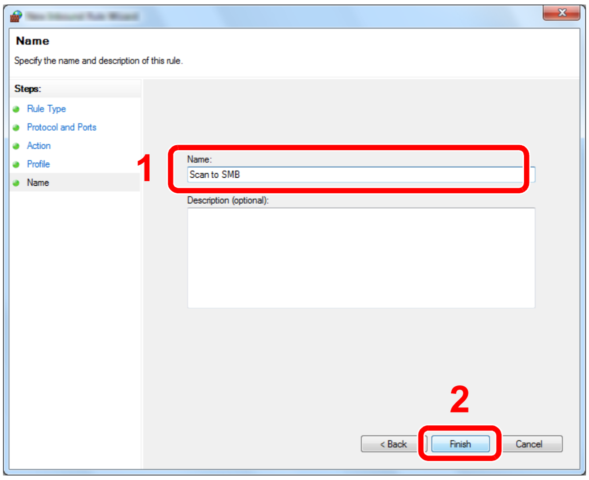
When does this rule apply?

☑ **Domain**
Applies when a computer is connected to its corporate domain.

☑ **Private**
Applies when a computer is connected to a private network location.

☑ **Public**
Applies when a computer is connected to a public network location.

9 Enter "Scan to SMB" in "**Name**" and click [**Finish**].



Name: Scan to SMB

In Windows XP or Windows Vista

1 In Windows XP, from [**Start**] button on the Windows, select [**Control Panel**], and then [**Windows Firewall**].
In Windows Vista, from [**Start**] button on the Windows, select [**Control Panel**], [**Security**], and then [**Turn Windows Firewall on or off**].
If the User Account Control dialog box appears, click the [**Continue**] button.

2 Click the [**Exceptions**] tab and then the [**Add port...**] button.

3 Specify Add a Port settings.
Enter any name in "**Name**" (example: Scan to SMB). This will be the name of the new port.
Enter "445" in "**Port Number**". Select [**TCP**] for "**Protocol**".

4 Click [**OK**] button.

In Windows 8

1 In charms on Desktop, click [**Settings**], [**Control Panel**], [**System and Security**], and then [**Windows Firewall**].
If the User Account Control dialog box appears, click the [**Continue**] button.

2 Configure the settings, refer to Configuring Windows Firewall on page 3-26.

Registering Destinations in the Address Book

Save frequently used destinations to the Address Book or One Touch Keys. The saved destinations can be changed. The destinations are available for Send as E-mail, Send to Folder, and Fax Transmission (only on products with the fax function installed).

NOTE

Registering and editing of the Address Book can also be done in Embedded Web Server RX.

Registering Destinations (page 2-48)

Adding a Destination (Address Book)

Add a new destination to the Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Address Book.

NOTE

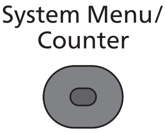
If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

Contact

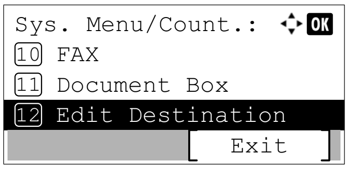
A maximum of 200 contact addresses can be registered. Each address can include the information such as destination name, E-mail address, FTP server folder path, computer folder path, and FAX No. (only on products with the fax function installed).

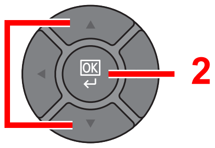
1 Display the screen.

1 Press the [**System Menu/Counter**] key.

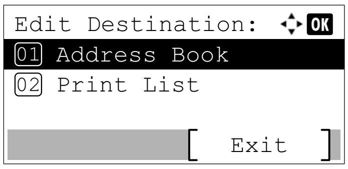


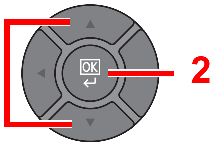
2 Press the [▲] or [▼] key to select [Edit Destination], and press the [**OK**] key.


Sys. Menu/Count.: ✣ OK
10 FAX
11 Document Box
12 Edit Destination
[Exit]

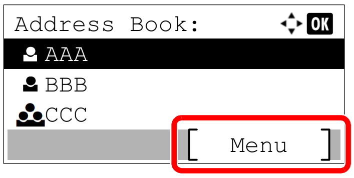


3 Press the [▲] or [▼] key to select [Address Book], and press the [**OK**] key.

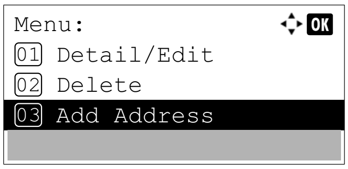

Edit Destination: ✣ OK
01 Address Book
02 Print List
[Exit]

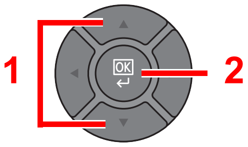


4 Press [Menu].

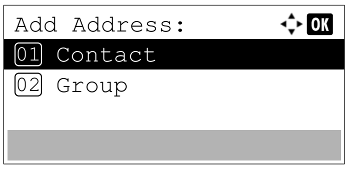


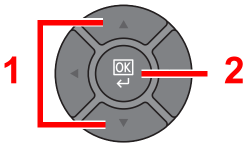
5 Press the [▲] or [▼] key to select [Add Address], and press the [**OK**] key.





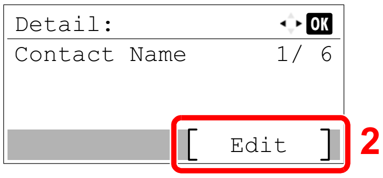
6 Press the [▲] or [▼] key to select [Contact], and press the [**OK**] key.

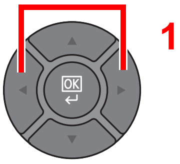




2 Add the name.

1 Press the [◀] or [▶] key to select [Contact Name], and press [Edit].





2 Enter the destination name displayed on the Address Book and press the [**OK**] key.

Up to 32 characters can be entered.

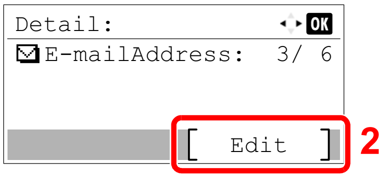
NOTE

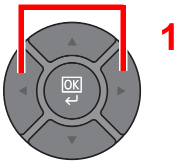
Refer to the Character Entry Method on page 11-11 for details on entering characters.

3 Add the address.

E-mail Address

1 Press the [◀] or [▶] key to select [E-mailAddress], and press [Edit].





2 Enter the E-mail address and press the [**OK**] key.

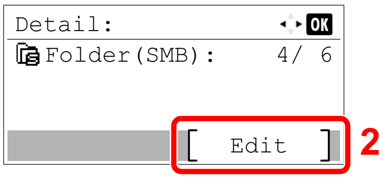
Up to 128 characters can be entered.

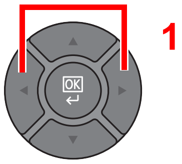
NOTE

Refer to the Character Entry Method on page 11-11 for details on entering characters.

The Folder (SMB) Address

1 Press the [◀] or [▶] key to select [Folder (SMB)], and press [Edit].





2 Set "Host Name (SMB)", "Path", "Login User Name" and "Login Password". Enter the information for each item and press the [**OK**] key.

The table below explains the items to be entered.

NOTE

For the computer name, share name, domain name, and user name, enter the information that you noted when you created the shared folder. For details on creating shared folders, refer to Preparation for Sending a Document to a Shared Folder in a PC on page 3-20.

Item	Description	Max. No. of Characters
Host Name (SMB)[*1]	Computer name	Up to 64 characters
Path	Share name For example: scannerdata If saving in a folder in the shared folder: share name\folder name in shared folder	Up to 128 characters
Login User Name	If the computer name and domain name are the same: User Name For example: james.smith If the computer name and domain name are different: Domain name\User name For example: abcdnet\james.smith	Up to 64 characters
Login Password	Windows logon password (Case sensitive.)	Up to 64 characters

*1 To specify a port number different from the default (445), enter using the format "Host name: port number" (Example: SMBhostname:140).
To enter the IPv6 address, enclose the address in brackets [ ].
(Example: [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)

NOTE

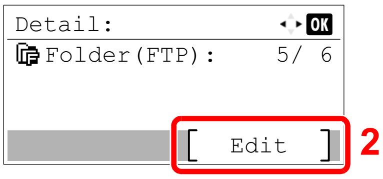
Refer to the Character Entry Method on page 11-11 for details on entering characters.

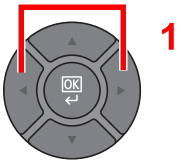
3 The connection confirmation screen appears. Press [Yes] to check the connection and [No] to not check it.

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

The Folder (FTP) Address

1 Press the [◀] or [▶] key to select [Folder (FTP)], and press [Edit].


Detail:
Folder(FTP): 5/ 6
[Edit]



2 Set "Host Name (FTP)", "Path", "Login User Name" and "Login Password". Enter the information for each item and press the [**OK**] key.

The table below explains the items to be entered.

Item	Description	Max. No. of Characters
Host Name (FTP)[*1]	Host name or IP address of FTP server	Up to 64 characters
Path[*2]	Path for the file to be stored For example: User\ScanData If no path is entered, the file is stored in the home directory.	Up to 128 characters
Login User Name	FTP server login user name	Up to 64 characters
Login Password	FTP server login password	Up to 64 characters

*1 If you specify a port number other than the default (21), use the "Host name: port number" (Example: FTPhostname:140).
To enter the IPv6 address, enclose the address in brackets [ ].
(Example: [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)

*2 When the FTP server is based on Linux/UNIX, the path including the sub-folder is combined by the slash "/" not using the back-slash.

NOTE

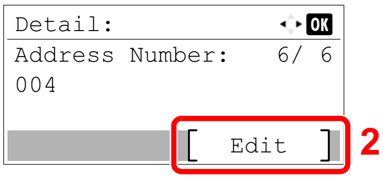
Refer to the Character Entry Method on page 11-11 for details on entering characters.

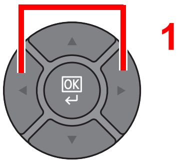
3 The connection confirmation screen appears. Press [Yes] to check the connection and [No] to not check it.

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

4 Specify the address number.

1 Press the [◀] or [▶] key to select [Address Number], and press [Edit].


Detail:
Address Number: 6/ 6
004
[Edit]



2 Use the [▲] or [▼] key or the numeric keys to enter an address number (1 to 250).

> **NOTE**
>
> Address Number is an ID for a destination. You can select any available number out of 200 numbers for contacts and 50 numbers for groups.
>
> If you specify an address number that is already in use, an error message appears when you press the [OK] key and the number cannot be registered.

5 Check if the destination entry is correct and press the [OK] key.

The destination is added to the Address Book.

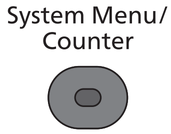
Group

Compile two or more contacts into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 50 groups can be added in the Address Book.

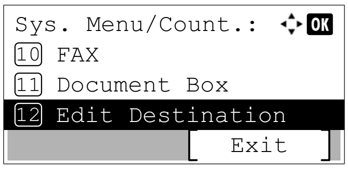
> **NOTE**
>
> To add a group, you need individually added destinations. Register one or more individual destinations as needed before proceeding. Up to 100 individually registered destinations and a combined total of up to 5 SMB and FTP destination folders can be registered in a single group.

1 Display the screen.

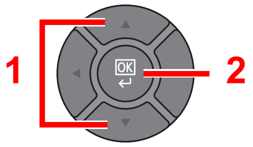
1 Press the [**System Menu/Counter**] key.



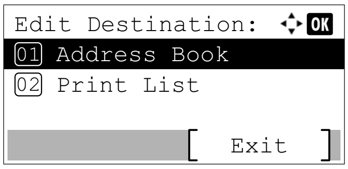
2 Press the [▲] or [▼] key to select [Edit Destination], and press the [OK] key.



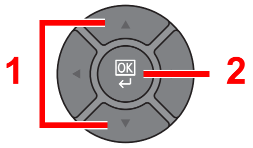
Sys. Menu/Count.: OK
10 FAX
11 Document Box
12 Edit Destination
[Exit]



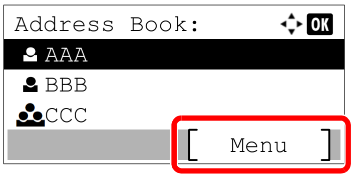
3 Press the [▲] or [▼] key to select [Address Book], and press the [OK] key.



Edit Destination: OK
01 Address Book
02 Print List
[Exit]

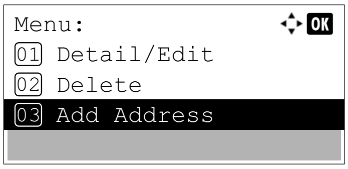


4 Press [Menu].

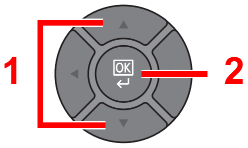


Address Book: OK
AAA
BBB
CCC
[Menu]

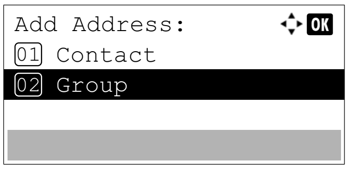
5 Press the [▲] or [▼] key to select [Add Address], and press the [**OK**] key.



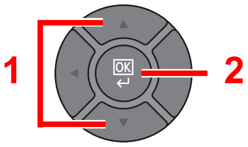
```
Menu:
01 Detail/Edit
02 Delete
03 Add Address
```



6 Press the [▲] or [▼] key to select [Group], and press the [**OK**] key.

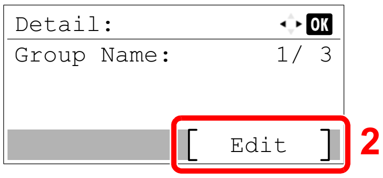


```
Add Address:
01 Contact
02 Group
```



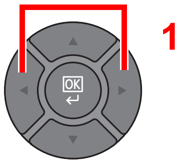
2 Add the name.

1 Press the [◀] or [▶] key to select [Group Name], and press [Edit].



```
Detail:
Group Name:         1/ 3

                [ Edit ]
```



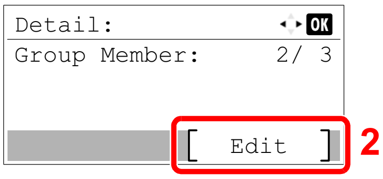
2 Enter the group name displayed on the Address Book and press the [**OK**] key.

Up to 32 characters can be entered.

NOTE
Refer to the Character Entry Method on page 11-11 for details on entering characters.

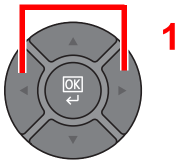
3 Select the members (destinations).

1 Press the [◀] or [▶] key to select [Group Member], and press [Edit].

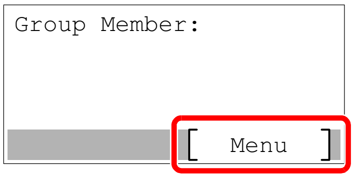


```
Detail:
Group Member:       2/ 3

                [ Edit ]
```



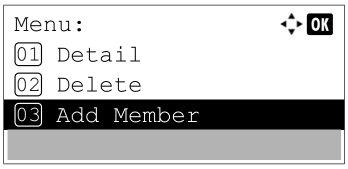
2 Press [Menu].



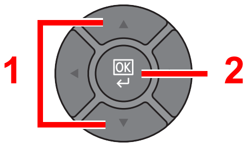
```
Group Member:

                [ Menu ]
```

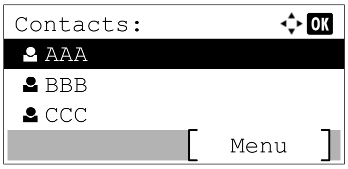
3 Press the [▲] or [▼] key to select [Add Member], and press the [**OK**] key.

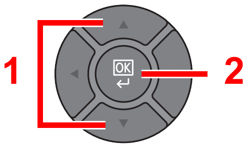


```
Menu:
01 Detail
02 Delete
03 Add Member
```



4 Press the [▲] or [▼] key to select the member you want to add, and press the [**OK**] key.


Contacts:
AAA
BBB
CCC



5 Select the destination to be registered in the group from the destinations registered in the contact addresses and press the [**OK**] key.

The selected member is added to group member.

Members can be added by repeating steps 3-2 to 3-5.

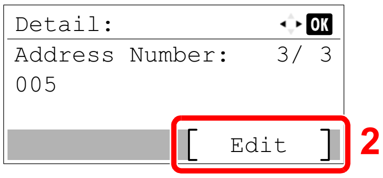
NOTE

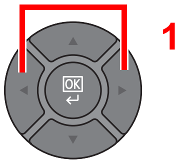
Press [Menu] and select [Search(Name)] to search using a name.

6 Press the [**Back**] key.

4 Specify the address number.

1 Press the [◀] or [▶] key to select [Address Number], and press [Edit].


Detail:
Address Number: 3/ 3
005



2 Use the [▲] or [▼] key or the numeric keys to enter an address number (1 to 250).

NOTE

- Address Number is an ID for a destination. You can select any available number out of 200 numbers for contacts and 50 numbers for groups.
- If you specify an address number that is already in use, an error message appears when you press the [**OK**] key and the number cannot be registered.

5 Press the [OK] key.

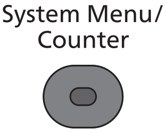
The group is added to the Address Book.

Editing and Deleting Address Book Entries

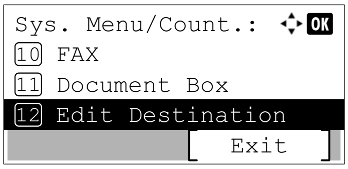
Edit and delete the destinations (contacts) you added to the Address Book.

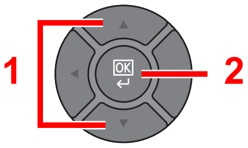
1 Display the screen.

1 Press the [**System Menu/Counter**] key.

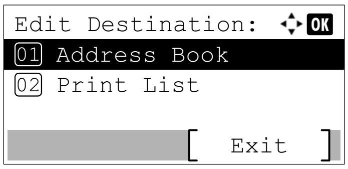


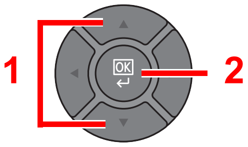
2 Press the [▲] or [▼] key to select [Edit Destination], and press the [OK] key.





3 Press the [▲] or [▼] key to select [Address Book], and press the [OK] key.

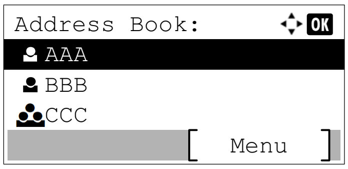


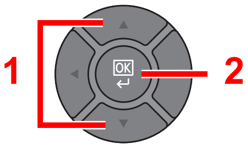


2 Edit or delete the destination.

Editing a Contact

1 Press the [▲] or [▼] key to select the destination (contacts) to edit, and press the [OK] key.





NOTE

Press [Menu] and select [Search(Name)] to search using a name.

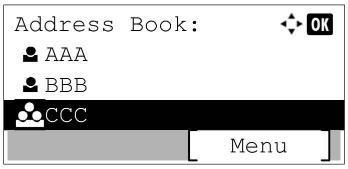
2 Change "Contact Name", destination type and address, and "Address Number". Refer to Contact on page 3-30 for the details.

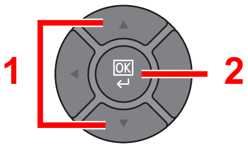
3 After you have completed the changes, press the [OK] key.

4 Press [Yes] in the change confirmation screen to register the changed destination.

Editing a Group

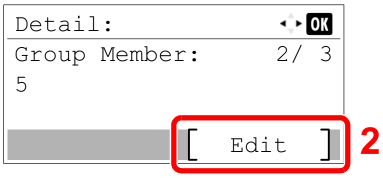
1 Press the [▲] or [▼] key to select the group to edit, and press the [OK] key.

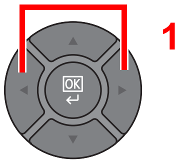




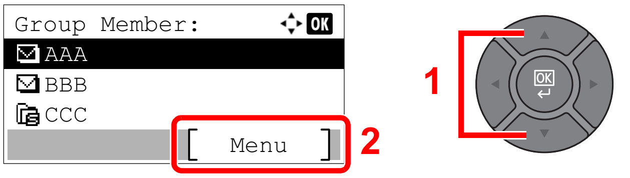
2 Change "Group Name" and "Address Number". Refer to Group on page 3-34 for the details.

3 Press the [◀] or [▶] key to select [Group Member], and press [Edit].





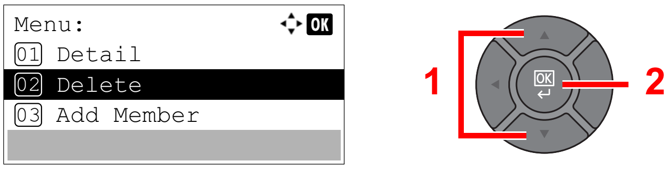
4 To delete the destination from the group, press the [▲] or [▼] key to select the destination, and press [Menu].



NOTE

Select the destination and press the [**OK**] key to show the detailed information of the destination.

5 Press the [▲] or [▼] key to select [Delete], and press the [**OK**] key.



To add the destination, select [Add Member]. Refer to Group on page 3-34 for the details.

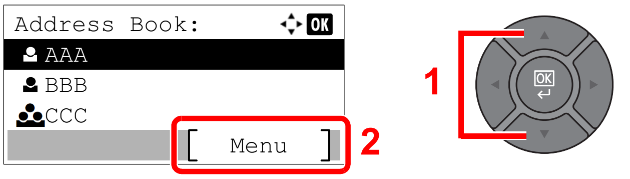
6 Press [Yes] on the screen to confirm the deletion.

7 After you have completed the changes, press the [**OK**] key.

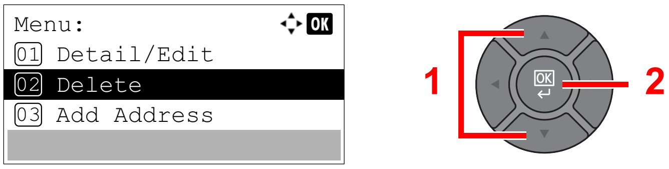
8 Press [Yes] in the change confirmation screen to register the changed group.

Deleting a Contact or Group

1 Press the [▲] or [▼] key to select the destination (contacts) or group to delete, and press [Menu].



2 Press the [▲] or [▼] key to select [Delete], and press the [**OK**] key.



3 Press [Yes] on the screen to confirm the deletion.

Adding a Destination on One Touch Key (One Touch Key)

Assign a new destination (contact or group) to an one touch key. A maximum of 22 destinations can be registered.

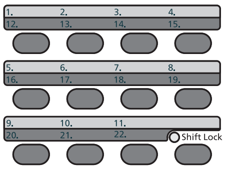
NOTE

- Numbers 1 to 11 are the One Touch Key numbers while the [**Shift Lock**] indicator is switched off. Numbers 12 to 22 are the One Touch Key numbers while the [**Shift Lock**] indicator is switched on by pressing the [**Shift Lock**] key.
- Refer to Specifying Destination on page 5-16 for use of One Touch Key.
- You can add One Touch keys and change their settings on Embedded Web Server RX.

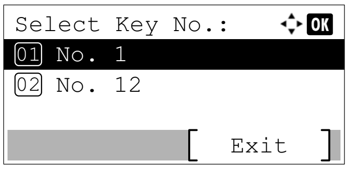
Registering Destinations (page 2-48)

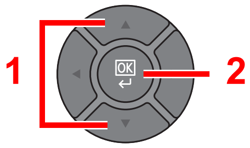
1 Select the One Touch Key to be registered.

1 In the Send or FAX screen, press the One Touch Key that you want to register and hold it (2 seconds or more).



2 Press the [▲] or [▼] key to select a key number, and press the [**OK**] key.

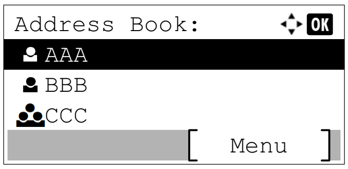

Select Key No.:
01 No. 1
02 No. 12
[Exit]

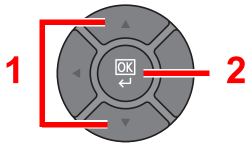


Select a One Touch Key number with no registered destination.

2 Select the destinations.

1 Press the [▲] or [▼] key to select the destination (contact or group) you want to register to the One touch key from the Address Book.


Address Book:
AAA
BBB
CCC
[Menu]



NOTE

Press [Menu] and select [Search(Name)] to search using a name.

2 Select the destination to be registered to the One touch key from the destinations registered in the addresses and press the [**OK**] key.

3 Press the [**OK**] key.

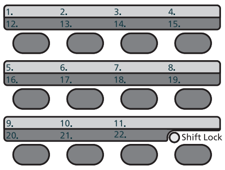
The destination will be added to the One Touch Key.

Editing and Deleting One Touch Key

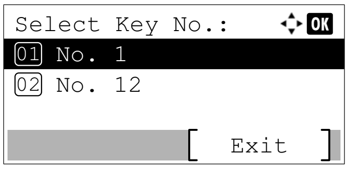
Edit/delete the destinations you added to One Touch Key.

1 Select the One Touch Key to edit or delete.

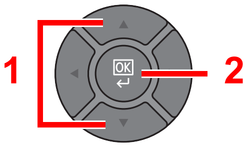
1 Press the One Touch Key to edit or delete and hold it (2 seconds or more).



2 Press the [▲] or [▼] key to select a key number, and press the [**OK**] key.



```
Select Key No.:        OK
01 No. 1
02 No. 12
                [ Exit ]
```

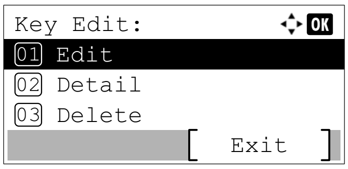


When an unregistered One Touch Key number is selected, the Address Book appears. The One Touch Key can be registered by selecting the destination from the Address Book.

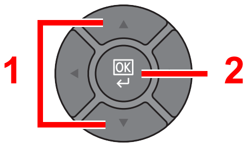
2 Edit or delete the destination.

Changing the Registered Information

1 Press the [▲] or [▼] key to select [Edit], and press the [**OK**] key.



```
Key Edit:              OK
01 Edit
02 Detail
03 Delete
                [ Exit ]
```



NOTE

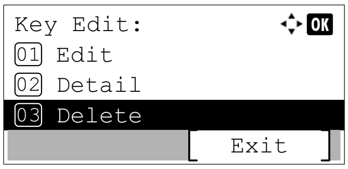
Select [Detail] and press the [**OK**] key to show the detailed information of the destination.

2 Press the [▲] or [▼] key to select the new destination, and press the [**OK**] key.

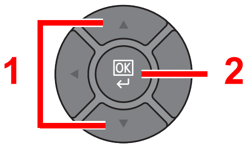
3 Press [Yes] in the change confirmation screen to register the changed destination.

Deleting the Registered Information

1 Press the [▲] or [▼] key to select [Delete], and press the [**OK**] key.



```
Key Edit:              OK
01 Edit
02 Detail
03 Delete
                [ Exit ]
```



2 Press [Yes] on the screen to confirm the deletion of the data registered in the One Touch Key.

4 Printing from PC

This chapter explains the following topics:

- Printing from PC 4-2
  - Printing on Non-standard Sized Paper 4-4
  - Printer Driver Print Settings Screen 4-5
  - Printer Driver Help 4-6
  - Changing the Default Printer Driver Settings (Windows 7) 4-6
  - Canceling Printing from a Computer 4-6
- Printing by AirPrint 4-7
- Printing Data Saved on the Printer 4-8
  - Specifying the Job Box from a Computer and Storing the Job 4-8
  - Printing Documents from Private Print Box 4-8
  - Printing Document from Stored Job Box 4-12
  - Printing Document from Quick Copy Box 4-15
  - Printing Document from Proof and Hold Box 4-18

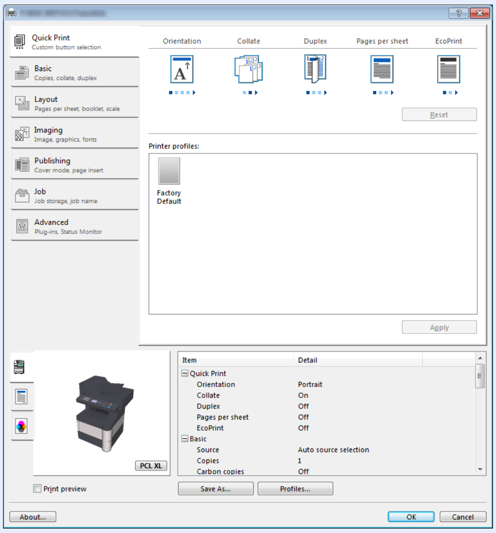
Printing from PC

Follow the steps below to print documents from applications.

This section provides the printing method using the Printing System Driver.

NOTE

- To print the document from applications, install the printer driver on your computer from the supplied DVD (Product Library).
- In some environments, the current settings are displayed at the bottom of the printer driver.



Item	Detail
⊟ Quick Print	
Orientation	Portrait
Collate	On
Duplex	Off
Pages per sheet	Off
EcoPrint	Off
⊟ Basic	
Source	Auto source selection
Copies	1
Carbon copies	Off

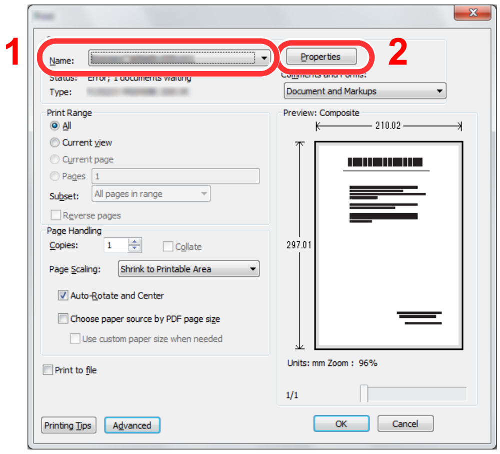
- When printing the cardstock or envelopes, load the cardstock or envelopes before performing the following procedure.
  (Refer to When you load envelopes or cardstock in the multi purpose tray on page 3-13.)

1 Display the screen.

Click [**File**] and select [**Print**] in the application.

2 Configure the settings.

1 Select the machine from the "Name" menu and click the [**Properties**] button.



Name: [redacted]

Status: Error; 1 documents waiting

Type: [redacted]

Comments and Forms: Document and Markups

● All

○ Current view

○ Current page

○ Pages 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☑ Auto-Rotate and Center

☐ Choose paper source by PDF page size

☐ Use custom paper size when needed

☐ Print to file

Units: mm Zoom : 96%

1/1

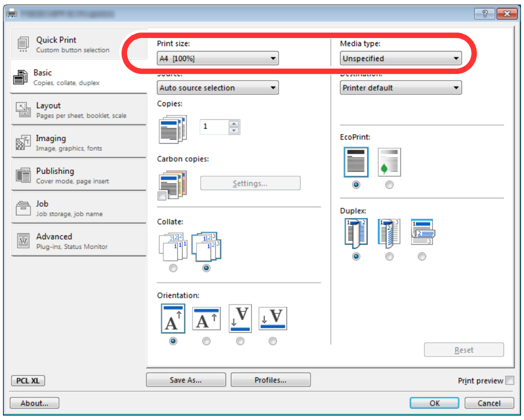
2 Select the [**Basic**] tab.

3 Click "Print size" men8u and select the paper size to use for printing.

To load the paper of size that is not included in print sizes of the machine such as cardstock or envelopes, the paper size needs to be registered.

Printing on Non-standard Sized Paper (page 4-4)

To print on the special paper such as thick paper or transparency, click "Media type" menu and select the media type.



Print size: A4 [100%]

Media type: Unspecified

Auto source selection

Printer default

Copies: 1

4 Click [**OK**] button to return to the Print dialog box.

3 Start printing.

Click the [**OK**] button.

Printing on Non-standard Sized Paper

If you loaded a paper size that is not included in the print sizes of the machine, register the paper size in the [**Basic**] tab of the print settings screen of the printer driver.

The registered size can be selected from the "Print size" menu.

NOTE

To execute printing at the machine, set the paper size and type in Specifying Paper Size and Media Type for the Cassettes on page 3-15.

1 Display the print settings screen.

2 Register the paper size.

1 Click the [**Basic**] tab.

2 Select [**Custom**] in the "Print size" menu.

3 Click the [**New**] button.

4 Enter the name of the paper.

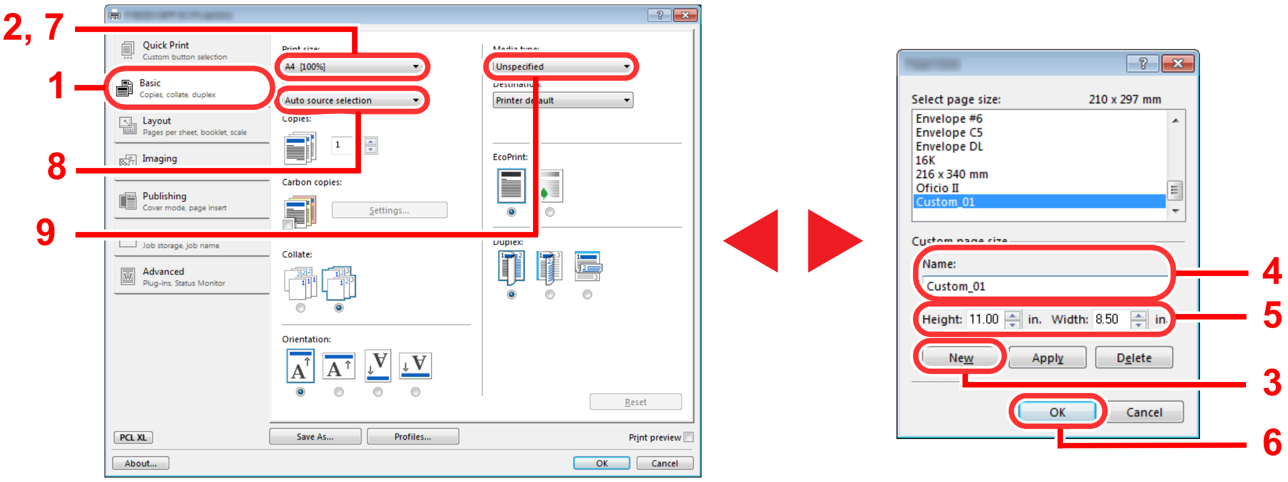
5 Enter the paper size.

6 Click the [**OK**] button.

7 In the "Print size" menu, select the paper size (name) that you registered in steps 4 to 7.

8 Click [**MP tray**] in the "Source" menu.

9 Select the type of paper in the "Media type" menu.

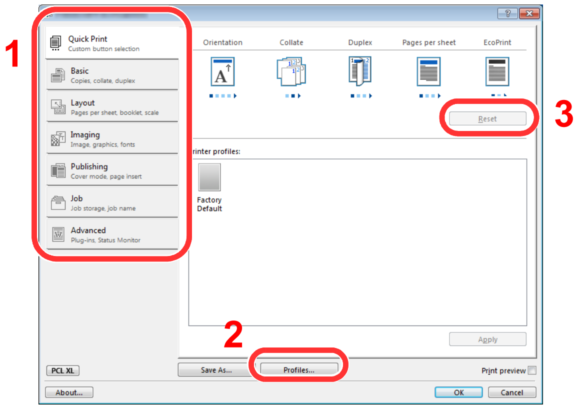


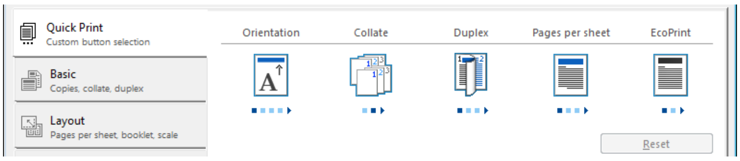
NOTE

If you loaded a postcard or envelope, select [**Cardstock**] or [**Envelope**] in the "Media type" menu.

Printer Driver Print Settings Screen

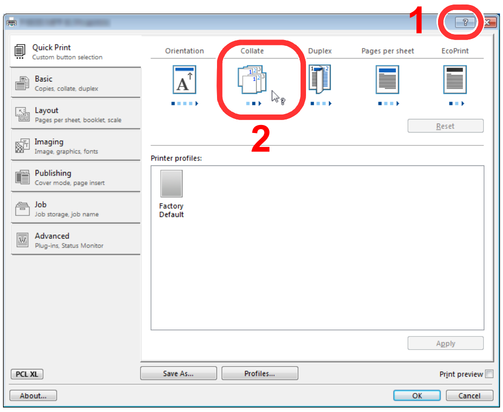
The printer driver print settings screen allows you to configure a variety of print-related settings. For more information, refer to the **Printing System Driver User Guide** on the DVD.



No.	Description
1	**[Quick Print] tab** Provides icons that can be used to easily configure frequently used functions. Each time you click an icon, it changes to an image resembling the print results and applies the settings.  Quick Print Custom button selection Basic Copies, collate, duplex Layout Pages per sheet, booklet, scale Orientation Collate Duplex Pages per sheet EcoPrint Reset **[Basic] tab** **[Layout] tab** This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling. **[Imaging] tab** This tab lets you configure settings related to the quality of the print results. **[Publishing] tab** This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film. **[Job] tab** This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you wish to print a document that you don't want others to see. **[Advanced] tab** This tab lets you configure settings for adding text pages or watermarks to print data.
2	**[Profiles]** Printer driver settings can be saved as a profile. Saved profiles can be recalled at any time, so it's a convenient practice to save frequently used settings.
3	**[Reset]** Click to revert settings to their initial values.

Printer Driver Help

The printer driver includes Help. To learn about print settings, open the printer driver print settings screen and display Help as explained below.



- Click the [**?**] button in the upper right corner of the screen and then click the item you want to know about.
- Click the item you want to know about and press the [**F1**] key on your keyboard.

Changing the Default Printer Driver Settings (Windows 7)

The default printer driver settings can be changed. By selecting frequently used settings, you can omit steps when printing. For the settings, refer to **Printing System Driver User Guide**.

1 Click [**Start**] button on the Windows, and then click [**Devices and Printers**].

2 Right-click the printer driver icon of the machine, and click the [**Printer properties**] menu of the printer driver.

3 Click the [**Basic**] button on the [**General**] tab.

4 Select the default settings and click the [**OK**] button.

Canceling Printing from a Computer

To cancel a print job executed using the printer driver before the printer begins printing, do the following:

NOTE

When canceling printing from this machine, refer to Canceling Jobs on page 5-12.

1 Double-click the printer icon (🖶) displayed on the taskbar at the bottom right of the Windows desktop to display a dialog box for the printer.

2 Click the file for which you wish to cancel printing and select [**Cancel**] from the "Document" menu.

Printing by AirPrint

AirPrint is a printing function that is included standard in iOS 4.2 and later products, and Mac OS X 10.7 and later products.

This function enables you to connect and print to any AirPrint compatible device without installing a printer driver.

To allow the machine to be found when printing by AirPrint, you can set machine location information in Embedded Web Server RX.

For details, refer to the **Embedded Web Server RX User Guide**.

AirPrint

Printing Data Saved on the Printer

If you configure settings in the [**Job**] tab of the printer driver and then print, the print job will be saved in the Job Box (memory) and printing can be executed at the machine.

Follow the work flow below when using Job Box.

Specifying the Job Box from a computer and sending the print job. (page 4-8)

▼

Using the operation panel to specify a file within a Box and printing it.

You can print the documents from the following boxes.

- Private Print Box (page 4-8)
- Stored Job Box (page 4-12)
- Quick Copy Box (page 4-15)
- Proof-and-Hold Box (page 4-18)

Specifying the Job Box from a Computer and Storing the Job

Use the procedure below to store data in a Job Box.

1. Click [**File**] and select [**Print**] in the application. The Print dialog box displays.
2. Select the machine from the "Name" menu.
3. Click the [**Properties**] button. The Properties dialog box displays.
4. Click the [**Job**] tab and select the [**Job storage (e-MPS)**] check box to set the function.

NOTE

- To use Stored Job Box and Quick Copy Box, an optional SSD must be installed in the machine.
- For information on how to use the printer driver software, refer to the **Printing System Driver User Guide**.

Printing Documents from Private Print Box

In Private Printing, you can specify that a job is not to be printed until you operate the machine. When sending the job from the application software, specify a 4-digit access code in the printer driver. The job is released for printing by entering the access code on the operation panel, ensuring confidentiality of the print job. The data will be deleted upon completion of the print job or after the power switch is turned off.

The following operations are possible:

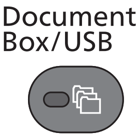
- Printing the Documents (page 4-9)
- Deleting the Documents (page 4-10)

Printing the Documents

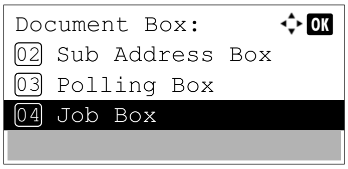
Print the documents stored in a Private Print box. The procedure is as follows.

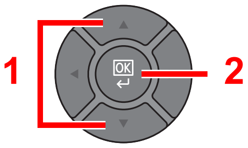
1 Display the screen.

1 Press the [**Document Box/USB**] key.

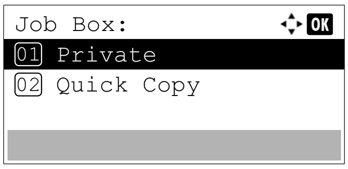


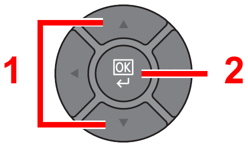
2 Press the [▲] or [▼] key to select [Job Box], and press the [**OK**] key.



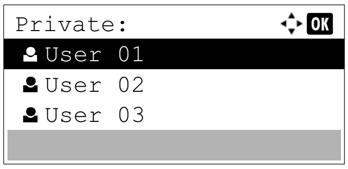


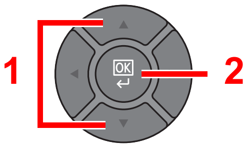
3 Press the [▲] or [▼] key to select [Private], and press the [**OK**] key.





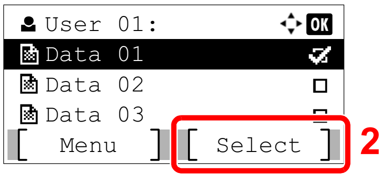
4 Press the [▲] or [▼] key to select the creator of the document, and press the [**OK**] key.

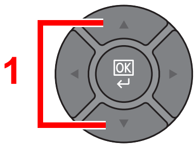




2 Print the document.

1 Press the [▲] or [▼] key to select the document to print, and press [Select].





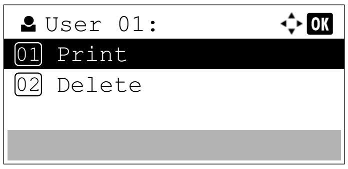
The file is selected. A checkmark will be placed on the right of the selected file.

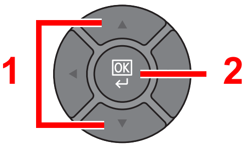
Select the checkmarked file and press [Select] again to cancel the selection.

> **NOTE**
>
> Press [Menu] to perform the following operations.
>
> - [Select All]: Select all files.
> - [Clear All]: Cancel all the file selections.
> - [Detail]: Display the details for the selected document.

2 Press the [**OK**] key.

3 Press the [▲] or [▼] key to select [Print], and press the [**OK**] key.


User 01:
01 Print
02 Delete



4 Specify the number of copies to print as desired, and press the [**OK**] key.

5 Press [Yes] in the confirmation screen.

Printing starts.

Upon completion of printing, the Private Print job is automatically deleted.

NOTE

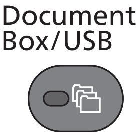
If the document is protected by an access code, the password entry screen will be displayed. Enter the password using the numeric keys.

Deleting the Documents

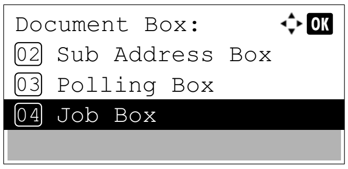
Delete the documents stored in a Private Print box. The procedure is as follows.

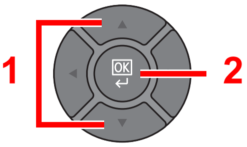
1 Display the screen.

1 Press the [**Document Box/USB**] key.

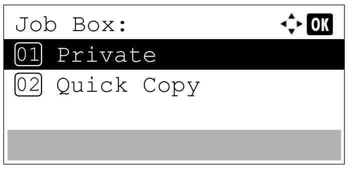


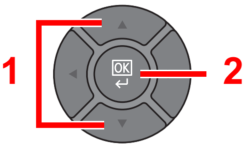
2 Press the [▲] or [▼] key to select [Job Box], and press the [**OK**] key.


Document Box:
02 Sub Address Box
03 Polling Box
04 Job Box

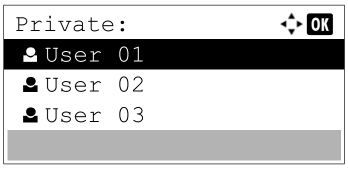


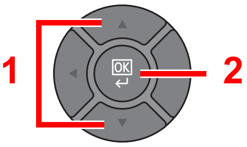
3 Press the [▲] or [▼] key to select [Private], and press the [**OK**] key.


Job Box:
01 Private
02 Quick Copy



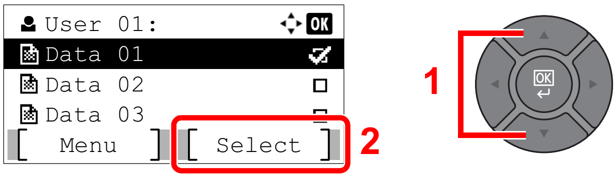
4 Press the [▲] or [▼] key to select the creator of the document, and press the [**OK**] key.


Private:
User 01
User 02
User 03



2 Delete the document.

1 Press the [▲] or [▼] key to select the document to delete, and press [Select].



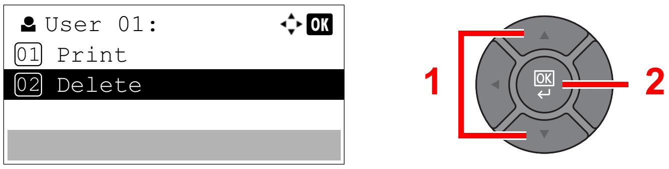
The file is selected. A checkmark will be placed on the right of the selected file.

Select the checkmarked file and press [Select] again to cancel the selection.

> **NOTE**
>
> Press [Menu] to perform the following operations.
>
> - [Select All]: Select all files.
> - [Clear All]: Cancel all the file selections.
> - [Detail]: Display the details for the selected document.

2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Delete], and press the [OK] key.



4 Press [Yes] in the confirmation screen.

The document is deleted.

> **NOTE**
>
> If the document is protected by an access code, the password entry screen will be displayed. Enter the password using the numeric keys.

Printing Document from Stored Job Box

In Stored Job, the print data sent from the application is saved to the machine. You can set up an access code as necessary. If you set up an access code, enter the access code when printing. Print data will be stored in the Stored Job Box after printing. This will allow printing of the same print data repeatedly.

The following operations are possible:

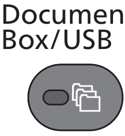
- Printing the Documents (page 4-12)
- Deleting the Documents (page 4-13)

Printing the Documents

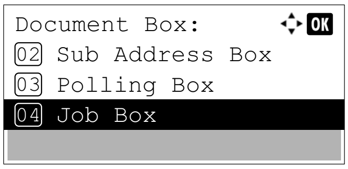
Print the documents stored in a Stored Job box. The procedure is as follows.

1 Display the screen.

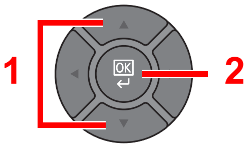
1 Press the [**Document Box/USB**] key.



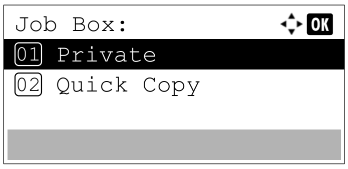
2 Press the [▲] or [▼] key to select [Job Box], and press the [**OK**] key.



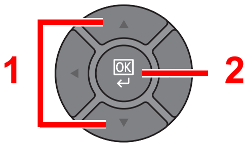
```
Document Box:
02 Sub Address Box
03 Polling Box
04 Job Box
```



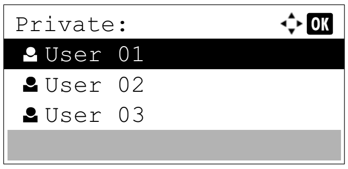
3 Press the [▲] or [▼] key to select [Private], and press the [**OK**] key.



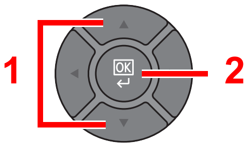
```
Job Box:
01 Private
02 Quick Copy
```



4 Press the [▲] or [▼] key to select the creator of the document, and press the [**OK**] key.

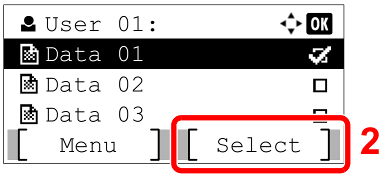


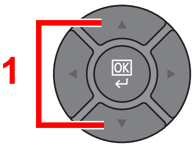
```
Private:
User 01
User 02
User 03
```



2 Print the document.

1 Press the [▲] or [▼] key to select the document to print, and press [Select].





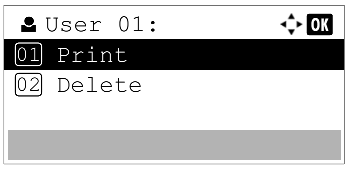
The file is selected. A checkmark will be placed on the right of the selected file.

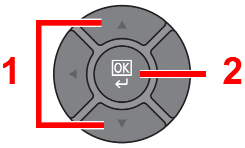
Select the checkmarked file and press [Select] again to cancel the selection.

> **NOTE**
>
> Press [Menu] to perform the following operations.
>
> - [Select All]: Select all files.
> - [Clear All]: Cancel all the file selections.
> - [Detail]: Display the details for the selected document.

2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Print], and press the [OK] key.





4 Specify the number of copies to print as desired, and press the [OK] key.

5 Press [Yes] in the confirmation screen.

Printing starts.

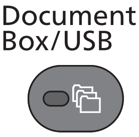
> **NOTE**
>
> If the document is protected by an access code, the password entry screen will be displayed. Enter the password using the numeric keys.

Deleting the Documents

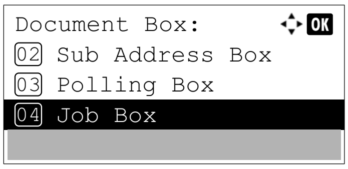
Delete the documents stored in a Stored Job box. The procedure is as follows.

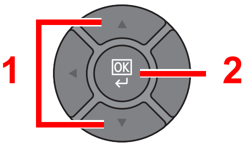
1 Display the screen.

1 Press the [Document Box/USB] key.

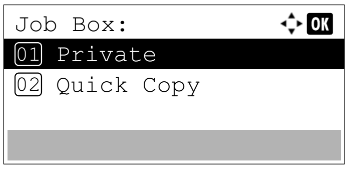


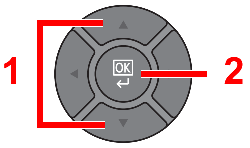
2 Press the [▲] or [▼] key to select [Job Box], and press the [OK] key.



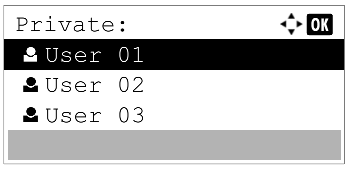


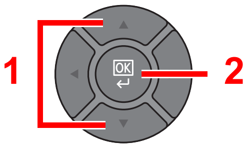
3 Press the [▲] or [▼] key to select [Private], and press the [**OK**] key.


Job Box:
01 Private
02 Quick Copy



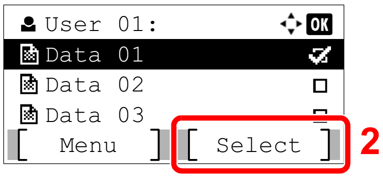
4 Press the [▲] or [▼] key to select the creator of the document, and press the [**OK**] key.

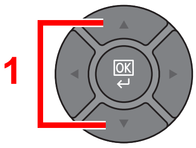

Private:
User 01
User 02
User 03



2 Delete the document.

1 Press the [▲] or [▼] key to select the document to delete, and press [Select].


User 01:
Data 01 ☑
Data 02 ☐
Data 03 ☐
[Menu] [Select]



The file is selected. A checkmark will be placed on the right of the selected file.

Select the checkmarked file and press [Select] again to cancel the selection.

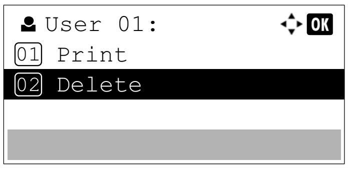
NOTE

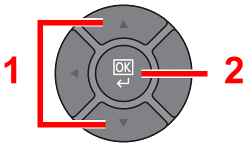
Press [Menu] to perform the following operations.

- [Select All]: Select all files.
- [Clear All]: Cancel all the file selections.
- [Detail]: Display the details for the selected document.

2 Press the [**OK**] key.

3 Press the [▲] or [▼] key to select [Delete], and press the [**OK**] key.


User 01:
01 Print
02 Delete



4 Press [Yes] in the confirmation screen.

The document is deleted.

NOTE

If the document is protected by an access code, the password entry screen will be displayed. Enter the password using the numeric keys.

Printing Document from Quick Copy Box

Quick Copy feature facilitates additional prints of a document already printed. Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Quick Copy Job Box. When additional copies are required, you can reprint the required number of copies from the operation panel. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

NOTE

- When the number of jobs reaches the limit, the oldest job will be overwritten by the new one.
- To maintain free space on the box, you can set the maximum number of stored jobs. For details, refer to Quick Copy Jobs on page 8-36.

The following operations are possible:

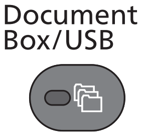
- Printing the Documents (page 4-15)
- Deleting the Documents (page 4-16)

Printing the Documents

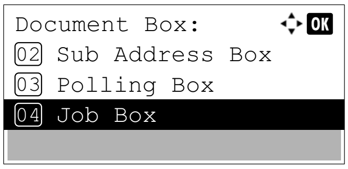
You can print the documents stored in the Quick Copy box. The procedure is as follows.

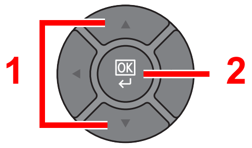
1 Display the screen.

1 Press the [**Document Box/USB**] key.

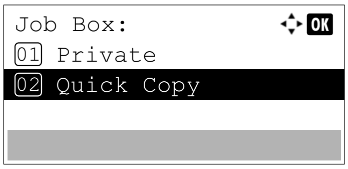


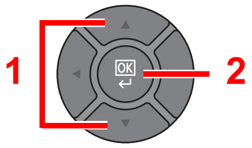
2 Press the [▲] or [▼] key to select [Job Box], and press the [**OK**] key.


Document Box:
02 Sub Address Box
03 Polling Box
04 Job Box

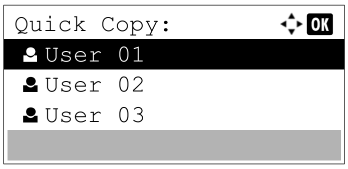


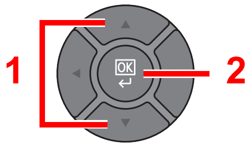
3 Press the [▲] or [▼] key to select [Quick Copy], and press the [**OK**] key.


Job Box:
01 Private
02 Quick Copy



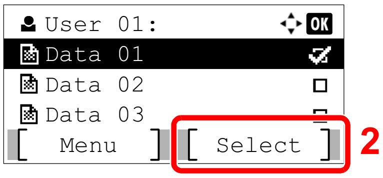
4 Press the [▲] or [▼] key to select the creator of the document, and press the [**OK**] key.

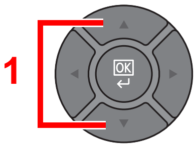

Quick Copy:
User 01
User 02
User 03



2 Print the document.

1 Press the [▲] or [▼] key to select the document to print, and press [Select].





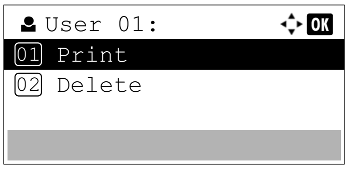
The file is selected. A checkmark will be placed on the right of the selected file.

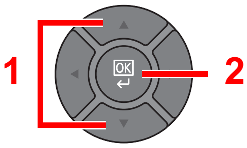
Select the checkmarked file and press [Select] again to cancel the selection.

> **NOTE**
>
> Press [Menu] to perform the following operations.
>
> - [Select All]: Select all files.
> - [Clear All]: Cancel all the file selections.
> - [Detail]: Display the details for the selected document.

2 Press the [**OK**] key.

3 Press the [▲] or [▼] key to select [Print], and press the [**OK**] key.





4 Specify the number of copies to print as desired, and press the [**OK**] key.

5 Press [Yes] in the confirmation screen.

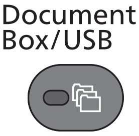
Printing starts.

Deleting the Documents

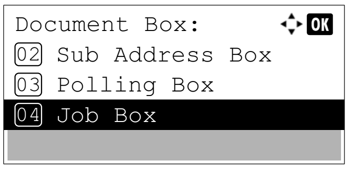
You can delete the documents stored in the Quick Copy box. The procedure is as follows.

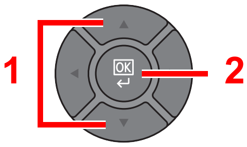
1 Display the screen.

1 Press the [**Document Box/USB**] key.

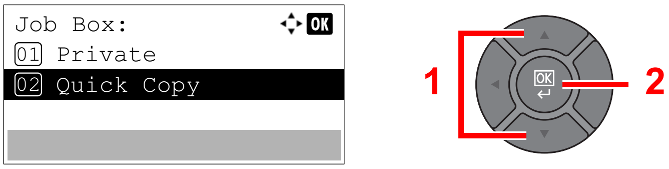


2 Press the [▲] or [▼] key to select [Job Box], and press the [**OK**] key.



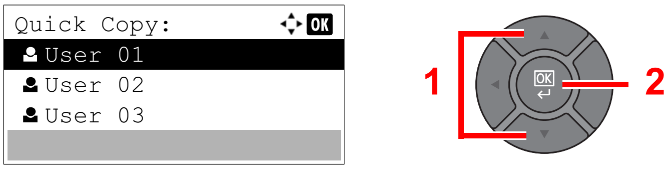


3 Press the [▲] or [▼] key to select [Quick Copy], and press the [OK] key.



```
Job Box:
01 Private
02 Quick Copy
```

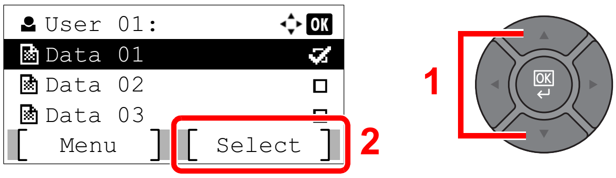
4 Press the [▲] or [▼] key to select the creator of the document, and press the [OK] key.



```
Quick Copy:
User 01
User 02
User 03
```

2 Delete the document.

1 Press the [▲] or [▼] key to select the document to delete, and press [Select].



```
User 01:
Data 01   ☑
Data 02   ☐
Data 03   ☐
[ Menu ][ Select ]
```

The file is selected. A checkmark will be placed on the right of the selected file.

Select the checkmarked file and press [Select] again to cancel the selection.

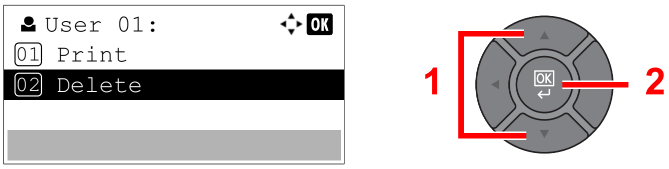
NOTE

Press [Menu] to perform the following operations.

- [Select All]: Select all files.
- [Clear All]: Cancel all the file selections.
- [Detail]: Display the details for the selected document.

2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Delete], and press the [OK] key.



```
User 01:
01 Print
02 Delete
```

4 Press [Yes] in the confirmation screen.

The document is deleted.

Printing Document from Proof and Hold Box

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies. Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box. To continue to print the remaining copies, use the operation panel. You can change the number of copies to print.

The following operations are possible:

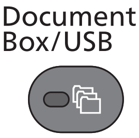
- Printing the Documents (page 4-18)
- Deleting the Documents (page 4-19)

Printing the Documents

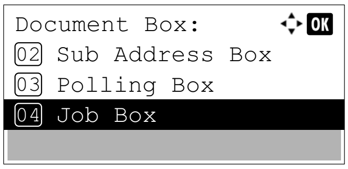
You can print the documents stored in the Proof and Hold box. The procedure is as follows.

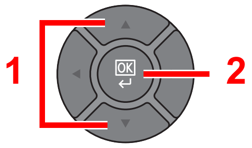
1 Display the screen.

1 Press the [**Document Box/USB**] key.

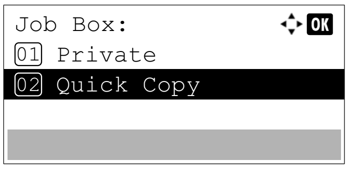


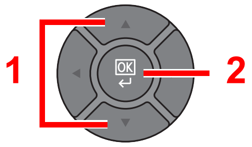
2 Press the [▲] or [▼] key to select [Job Box], and press the [**OK**] key.


Document Box:
02 Sub Address Box
03 Polling Box
04 Job Box

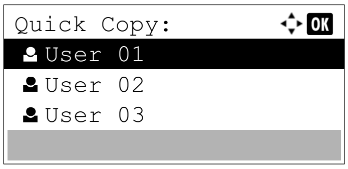


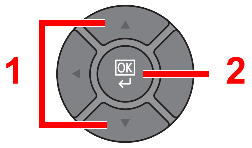
3 Press the [▲] or [▼] key to select [Quick Copy], and press the [**OK**] key.


Job Box:
01 Private
02 Quick Copy



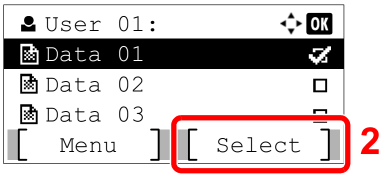
4 Press the [▲] or [▼] key to select the creator of the document, and press the [**OK**] key.

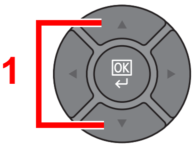

Quick Copy:
User 01
User 02
User 03



2 Print the document.

1 Press the [▲] or [▼] key to select the document to print, and press [Select].


User 01:
Data 01 ✓
Data 02 ☐
Data 03 ☐
[Menu] [Select]



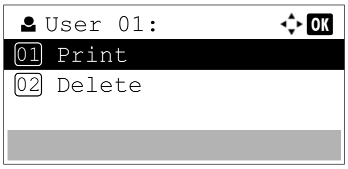
The file is selected. A checkmark will be placed on the right of the selected file.

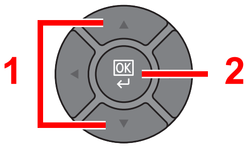
Select the checkmarked file and press [Select] again to cancel the selection.

> **NOTE**
>
> Press [Menu] to perform the following operations.
>
> - [Select All]: Select all files.
> - [Clear All]: Cancel all the file selections.
> - [Detail]: Display the details for the selected document.

2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Print], and press the [OK] key.


User 01:
01 Print
02 Delete



4 Specify the number of copies to print as desired, and press the [OK] key.

5 Press [Yes] in the confirmation screen.

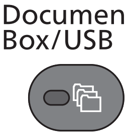
Printing starts.

Deleting the Documents

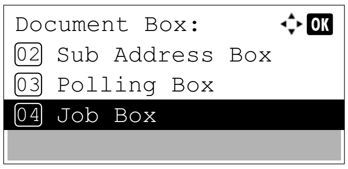
You can delete the documents stored in the Proof and Hold box. The procedure is as follows.

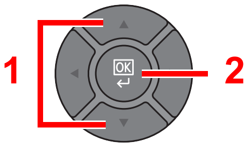
1 Display the screen.

1 Press the [Document Box/USB] key.

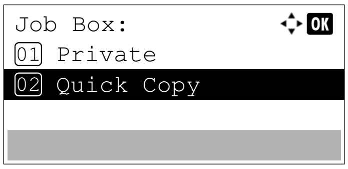


2 Press the [▲] or [▼] key to select [Job Box], and press the [OK] key.

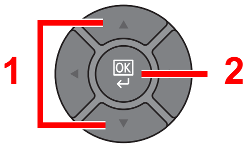

Document Box:
02 Sub Address Box
03 Polling Box
04 Job Box



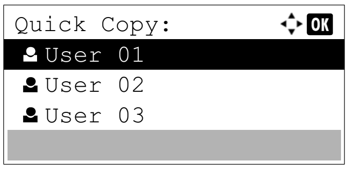
3 Press the [▲] or [▼] key to select [Quick Copy], and press the [OK] key.



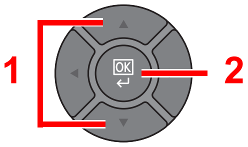
Job Box:
01 Private
02 Quick Copy



4 Press the [▲] or [▼] key to select the creator of the document, and press the [OK] key.

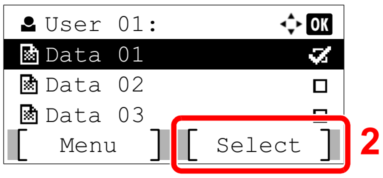


Quick Copy:
User 01
User 02
User 03

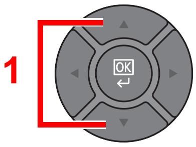


2 Delete the document.

1 Press the [▲] or [▼] key to select the document to delete, and press [Select].



User 01:
Data 01 ☑
Data 02 ☐
Data 03 ☐
[Menu] [Select]



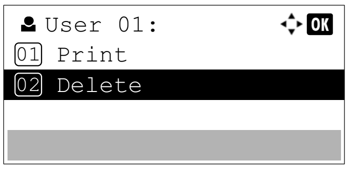
The file is selected. A checkmark will be placed on the right of the selected file.

Select the checkmarked file and press [Select] again to cancel the selection.

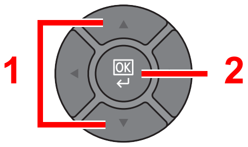
> **NOTE**
>
> Press [Menu] to perform the following operations.
>
> - [Select All]: Select all files.
> - [Clear All]: Cancel all the file selections.
> - [Detail]: Display the details for the selected document.

2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Delete], and press the [OK] key.



User 01:
01 Print
02 Delete



4 Press [Yes] in the confirmation screen.

The document is deleted.

5 Operation on the Machine

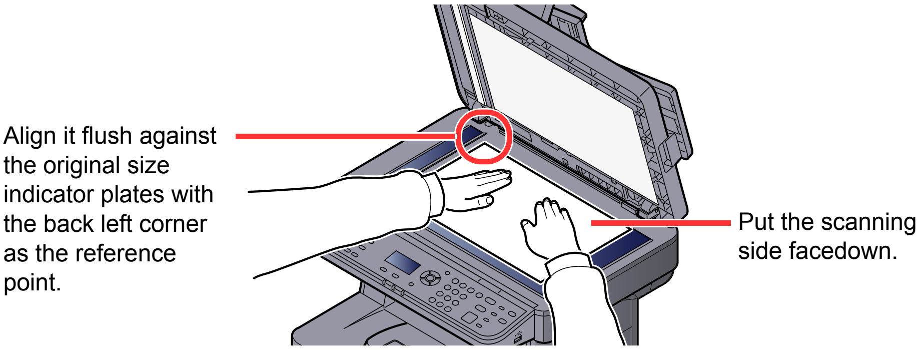
This chapter explains the following topics:

Loading Originals 5-2
  Placing Originals on the Platen 5-2
  Loading Originals in the Document Processor 5-3
Checking the Equipment's Serial Number 5-5
Program 5-6
  Registering Programs 5-6
  Recalling Program 5-7
  Overwriting Program 5-7
  Deleting Program 5-8
Select Key Settings 5-9
Copying 5-10
  Basic Operation 5-10
  Canceling Jobs 5-12
Sending 5-13
  Basic Operation 5-14
  Specifying Destination 5-16
  Checking and Editing Destinations 5-21
  Confirmation Screen of Destinations 5-23
  Send to Me (E-mail) 5-24
  Sending to Different Types of Destinations (Multi Sending) 5-24
  Canceling Sending Jobs 5-25
  WSD Scan 5-26
  Scanning using TWAIN 5-29
How to use the FAX Function 5-31
What is Document Box? 5-32
Using a Custom Box 5-34
  Creating a New Custom Box 5-34
  Editing and Deleting Custom Box 5-37
  Storing Documents 5-38
  Printing Documents 5-38
  Editing Documents 5-40
  Deleting Documents 5-41
Printing Documents Stored in Removable USB Memory 5-43
Saving Documents to USB Memory (Scan to USB) 5-45
Check the USB Memory Information 5-47
Removing USB Memory 5-48

Loading Originals

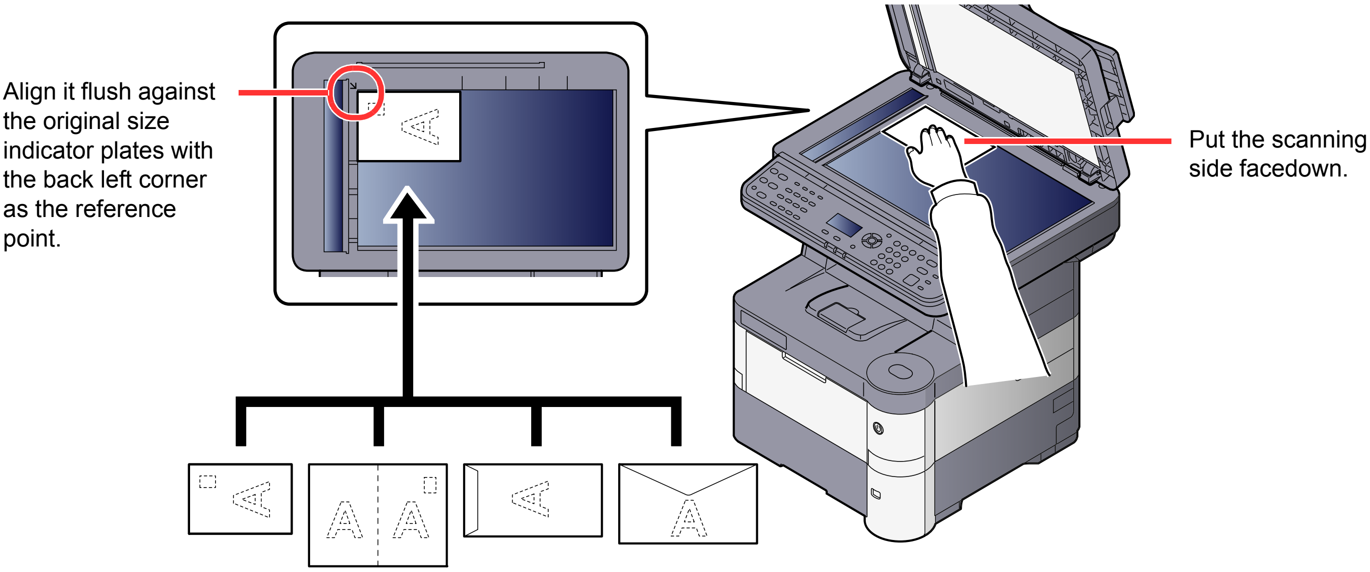
Placing Originals on the Platen

You may place books or magazines on the platen in addition to ordinary sheet originals.


Align it flush against the original size indicator plates with the back left corner as the reference point.
Put the scanning side facedown.

NOTE
For details on Original Orientation, refer to Orig. Orientation (Original Orientation) on page 6-9.

When you place envelopes or cardstock on the platen


Align it flush against the original size indicator plates with the back left corner as the reference point.
Put the scanning side facedown.

NOTE
For the procedure for feeding envelopes or cardstock, refer to When you load envelopes or cardstock in the multi purpose tray on page 3-13.

CAUTION
Do not leave the document processor open as there is a danger of personal injury.

IMPORTANT

- **Do not push the document processor forcefully when you close it. Excessive pressure may crack the platen glass.**
- **When placing books or magazines on the machine, do so with the document processor in the open position.**

Loading Originals in the Document Processor

The document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned.

Originals Supported by the Document Processor

The document processor supports the following types of originals.

Weight	50 to 120 g/m^2 (duplex: 50 to 120 g/m^2)
Sizes	Maximum A4-R (Legal) to Minimum A6-R (Statement-R)
No. of sheets	Plain paper (80 g/m^2), Colored paper, Recycled paper, High Quality: 75 sheets

Originals Not Supported by the Document Processor

Do not use the document processor for the following types of originals. Otherwise, the originals may be jammed or the document processor may become dirty.

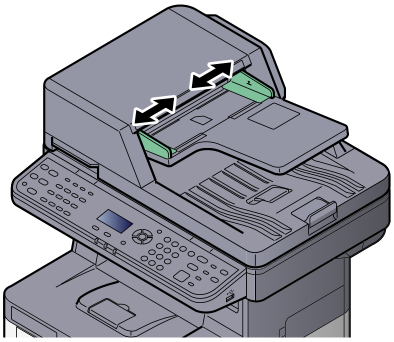
- Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam.)
- Originals with adhesive tape or glue
- Originals with cut-out sections
- Curled original
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam.)
- Carbon paper
- Crumpled paper

How to Load Originals

IMPORTANT

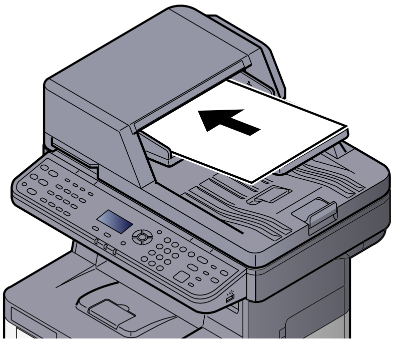
- **Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.**
- **Do not make an impact on the document processor top cover, such as aligning the originals on the top cover. It may cause an error in the document processor.**

1 Adjust the original width guides.



2 Place the originals.

1 Put the side to be scanned (or the first side of two-sided originals) face-up. Slide the leading edge into the document processor as far as it will go.

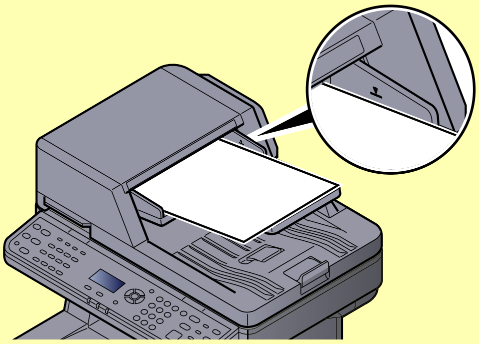


NOTE

For details on Original Orientation, refer to Orig. Orientation (Original Orientation) on page 6-9.

IMPORTANT

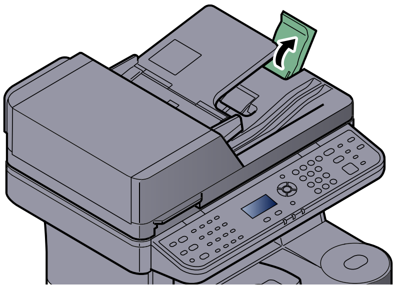
- **Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.**



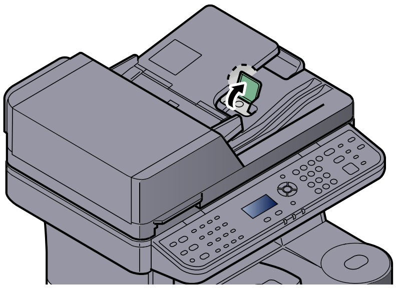
- **Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam.**
- **Originals with punched holes or perforated lines should be placed in such a way that the holes or perforations will be scanned last (not first).**

2 Open the original stopper to fit the size of the original set.

A4, Letter, Legal

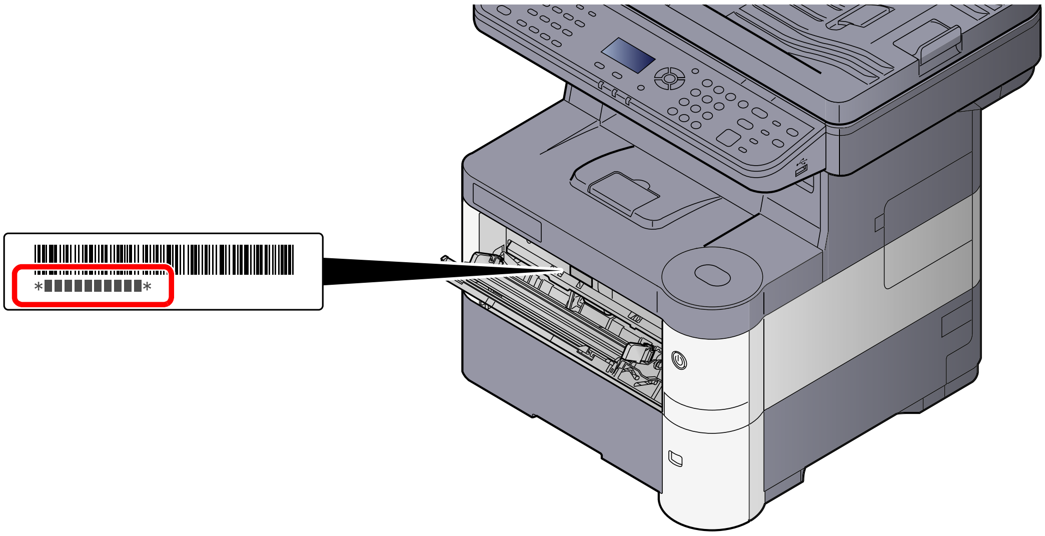


B5 or less



Checking the Equipment's Serial Number

The equipment's serial number is printed in the location shown in the figure.



NOTE

You'll need the equipment's serial number when contacting your Service Representative. Please check the number before contacting your Service Representative.

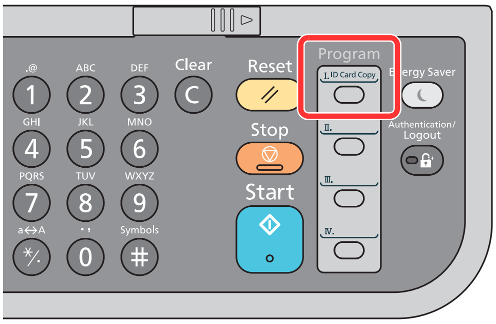
Program

By registering sets of frequently used functions as a single program, you can simply press one of the [**Program I**] to [**Program IV**] keys as needed to recall those functions.

The following functions are already registered in [**Program I**] key. This function allows you to copy the front and back sides of ID card or other document that is smaller than Statement or A5 size onto a single page. Although the functions are deleted by overwriting [**Program I**] key, you can register the same settings using the [**Function Menu**] key.

- Paper Selection: Cassette 1
- Zoom: Auto
- Combine: 2 in 1
- Original Size: Statement (Inch models)/A5 (Metric models)
- Continuous Scan: On

[**ID Card Copy**] is printed on the [**Program I**] key.



NOTE

- It is possible to register the copy function, sending function and fax function in a program. (The fax function can be registered or recalled only on products with the fax function installed).
- If user login administration is enabled, you can only register functions by logging in with administrator privileges.

Registering Programs

Use the procedure below to register a program.

1 Configure the settings of the functions.

Configure the settings of the functions you want to register in a program.

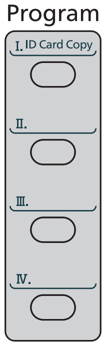
For the settings of functions, refer to Using Various Functions on page 6-1.

NOTE

In the case of the sending function and fax function, a destination is also registered in the program.

2 Register the program.

Press the one of the [**Program I**] to [**Program IV**] keys where you want to register the settings and hold it (2 seconds or more).



The current settings are registered to the selected program key.

Confirming the Registered Program

The settings of the registered program can be confirmed by recalling the program. Refer to Recalling Program on page 5-7.

Recalling Program

Press the one of the [**Program I**] to [**Program IV**] keys where the settings you want to recall are registered. The current settings of various functions are replaced with the registered settings.

Place the originals and press the [**Start**] key.

Overwriting Program

You can change program. Use the procedure below to edit the program.

1 Configure the settings of the functions.

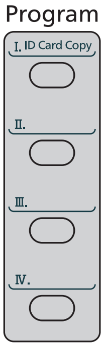
Set the function to change.

For the settings of functions, refer to Using Various Functions on page 6-1.

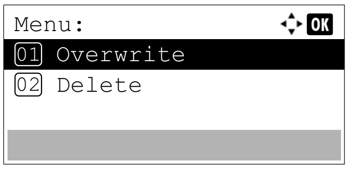
NOTE
In the case of the sending function and fax function, a destination is also registered in the program.

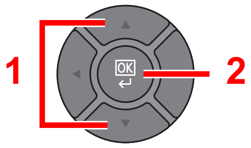
2 Overwrite the program.

1 Press the one of the [**Program I**] to [**Program IV**] keys to change and hold it (2 seconds or more).



2 Press the [▲] or [▼] key to select [Overwrite], and press the [**OK**] key.





3 Press [Yes] in the confirmation screen to register the changed program.

Deleting Program

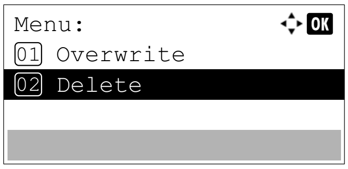
You can delete program.

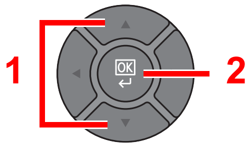
1 Display the screen.

Press the one of the [**Program I**] to [**Program IV**] keys to delete and hold it (2 seconds or more).

2 Delete the program.

1 Press the [▲] or [▼] key to select [Delete], and press the [**OK**] key.





2 Press [Yes] on the screen to confirm the deletion.

Select Key Settings

Commonly used functions can be registered to the Select key. Functions can be easily configured by pressing the Select key.

The following functions are available:

Copy functions	Send functions	FAX functions*1	Document Box functions
Quiet Mode	Quiet Mode	Quiet Mode	**Printing Documents**
Paper Selection	Color Selection	Original Size*2	Quiet Mode
Collate	Original Size	Original Image*2	Collate*3
Duplex	Original Image	FAX Resolution*2	Paper Selection*3
Zoom	Scan Resolution	Orig.Orientation*2	Duplex
Combine	Sending Size	Continuous Scan*2	EcoPrint*3
Original Size	Zoom	File Name Entry	File Name Entry
Orig.Orientation	Orig.Orientation	JobFinish Notice	JobFinish Notice
Original Image	Continuous Scan	FAX Delayed TX	Print Override*3
Density	File Format	FAX Direct TX*2	Encrypted PDF*4
EcoPrint	File Name Entry	FAX RX Polling	JPEG/TIFF Print*4
Continuous Scan	Subject/Body	FAX TX Report*2	XPS FitTo Page*4
File Name Entry	JobFinish Notice	Density*2	Del. after Print*5
JobFinish Notice	FAX Resolution*1	Duplex*2	**Store File**
Print Override	FAX Direct TX*1		Quiet Mode
Sharpness	FAX Delayed TX*1		Color Selection*6
Backgrnd Density	FAX RX Polling*1		Original Size
Prevent B-t Send	FAX TX Report*1		Original Image
	Density		Scan Resolution
	Duplex		Storing Size*6
	FTP Encrypted TX		Zoom*6
	File Separation		Orig.Orientation
	Sharpness		Continuous Scan
	Backgrnd Density		File Format*6
	Prevent B-t Send		File Separation*6
			File Name Entry
			JobFinish Notice
			Density
			Duplex
			Sharpness*6
			Backgrnd Density*6
			Prevent Bleed-t*6

*1 Only on products with the fax function installed.
*2 Not displayed on the screen if polling reception is set.
*3 Only displayed when printing from USB memory and Custom Box.
*4 Only displayed when printing from USB memory.
*5 Only displayed when printing from Sub Address Box.
*6 Not displayed when saving to Polling Box.

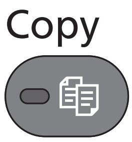
For information on registering functions, refer to Select Key Set. on page 8-32, page 8-35, and page 8-37.

Copying

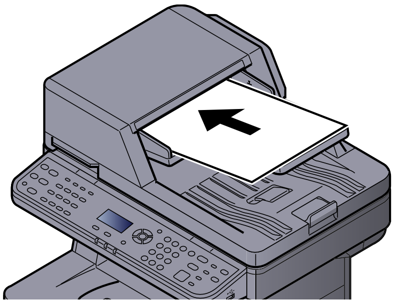
Basic Operation

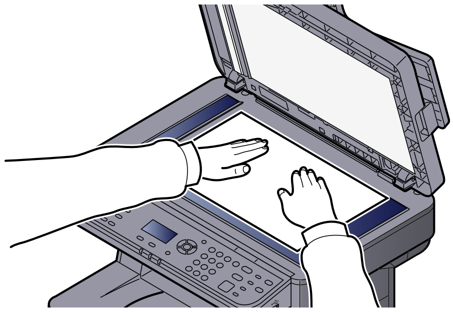
Follow the steps as below for basic copying.

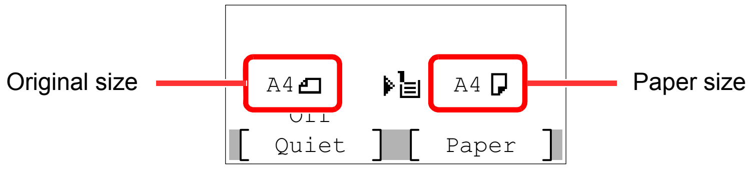
1 Press the [Copy] key.



2 Place the originals.





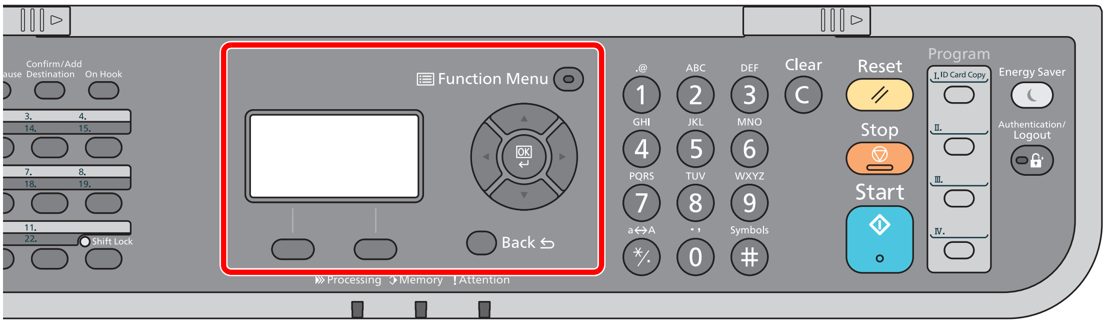


Check the original size and the paper size.

NOTE

- For loading instructions, refer to Loading Originals on page 5-2.
- For selecting the original size, refer to Original Size on page 6-7. For selecting the paper source, refer to Paper Selection on page 6-8.

3 Select the functions.



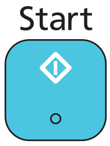
Press the [**Function Menu**] key to select the copier functions to use.

Copy (page 6-2)

4 Use the numeric keys to enter the copy quantity.

Specify the desired number up to 999.

5 Press the [Start] key.



Copying begins.

Canceling Jobs

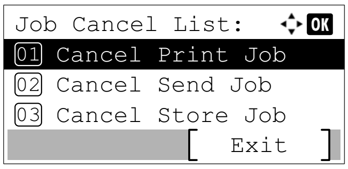
You can cancel jobs by pressing the [Stop] key.

1 Press the [Stop] key with the copy screen displayed.

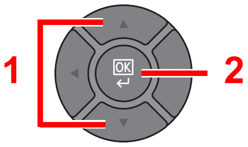
The [Job Cancel List] menu appears. The current print job is temporarily interrupted.

2 Cancel jobs.

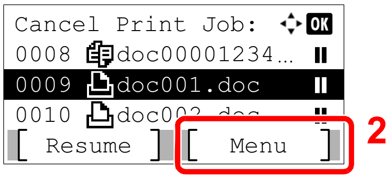
1 Press the [▲] or [▼] key to select [Print Job List] and press the [OK] key.



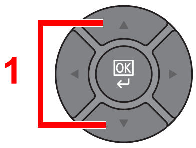
Job Cancel List: ✣ OK
01 Cancel Print Job
02 Cancel Send Job
03 Cancel Store Job
[Exit]



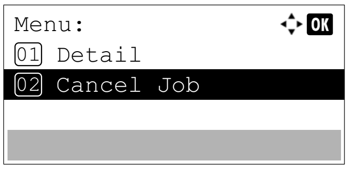
2 Press the [▲] or [▼] key to select the job to cancel, and press [Menu].



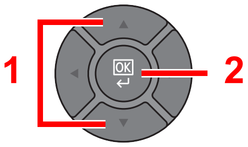
Cancel Print Job: ✣ OK
0008 doc00001234... ⏸
0009 doc001.doc ⏸
0010 doc002.doc ⏸
[Resume] [Menu]



3 Press the [▲] or [▼] key to select [Cancel Job], and press the [OK] key.



Menu: ✣ OK
01 Detail
02 Cancel Job



NOTE

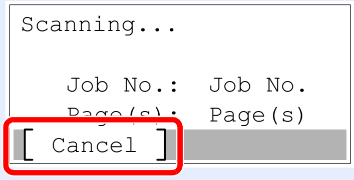
Select [Detail] and press the [OK] key to show the detailed information of the job.

4 Press [Yes] in the confirmation screen.

The job is canceled.

NOTE

During scanning, the job can be canceled by pressing the [Stop] key or [Cancel].



Scanning...

Job No.: Job No.
Page(s): Page(s)
[Cancel]

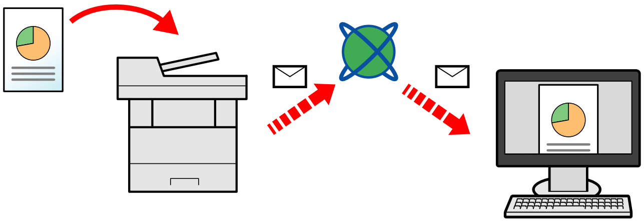
Sending

This machine can send a scanned image as an attachment of an E-mail message or to a PC linked to the network. In order to do this, it is necessary to register the sender and destination (recipient) address on the network.

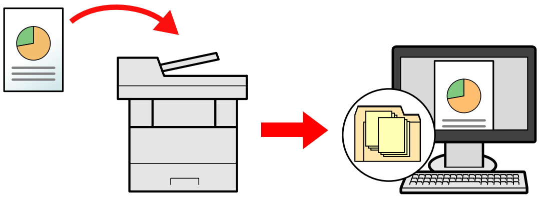
A network environment which enables the machine to connect to a mail server is required in order to send E-mail. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

Follow the steps below for basic sending. The following four options are available.

- Send as E-mail (E-mail Addr Entry): Sends a scanned original image as an E-mail attachment.



- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC. (Refer to page 5-14.)
- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server. (Refer to page 5-14.)



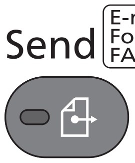
- Image Data Scanning with TWAIN / WIA: Scan the document using a TWAIN or WIA compatible application program. (Refer to page 5-29.)

NOTE

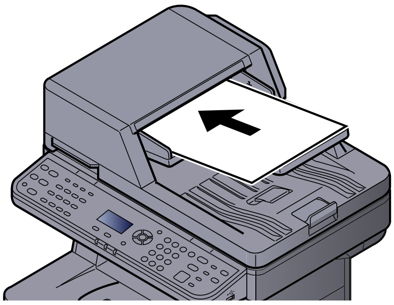
- Different sending options can be specified in combination. Refer to Sending to Different Types of Destinations (Multi Sending) on page 5-24.
- The fax function can be used on products equipped with fax capability. For details about this function, refer to the **FAX Operation Guide**.

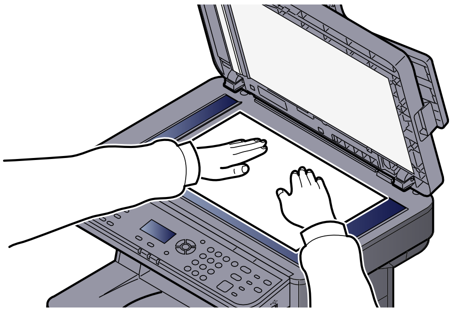
Basic Operation

1 **Press the [Send] key.**



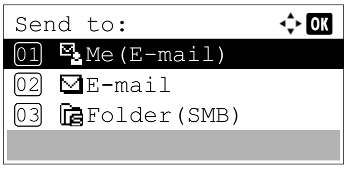
2 **Place the originals.**





[Loading Originals (page 5-2)](page 5-2)

3 **Specify the destination.**



Send to:
01 Me(E-mail)
02 E-mail
03 Folder(SMB)

Select the destination to which to send an image.

[Specifying Destination (page 5-16)](page 5-16)

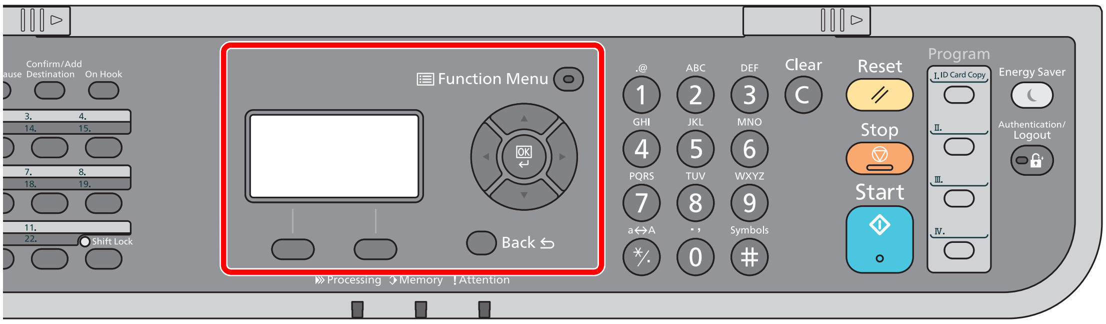
Choosing a Destination from the External Address Book

For details on the External Address Book, refer to **Embedded Web Server RX User Guide**.

Choosing a Destination from the FAX

For more information on using the FAX, refer to the **FAX Operation Guide**.

4 Select the functions.



Press the [**Function Menu**] key to select the send functions to use.

Send (page 6-3)

5 Press the [Start] key.

Sending starts.

Specifying Destination

Select the destination using either of the following methods:

- Choosing from the Address Book (page 5-16)
- Choosing from the External Address Book

  For details on the External Address Book, refer to **Embedded Web Server RX User Guide**.
- Choosing from the One Touch Key (page 5-18)
- Entering an E-mail Address (page 5-18)
- Specifying a New PC Folder (page 5-19)
- Choosing from the FAX

  For more information on using the FAX, refer to the **FAX Operation Guide**.

NOTE

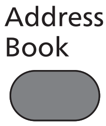
- You can set the machine up so that the address book screen appears when you press the [**Send**] key. For details, refer to Default Screen on page 8-18.
- If you are using the products equipped with the fax function, you can specify the fax destination. Enter the other party number using the numeric keypad.

Choosing from the Address Book

Select a destination registered in the Address Book.

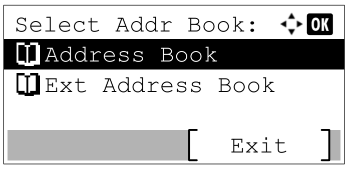
For more information about how to register destinations in the Address Book, refer to Registering Destinations in the Address Book on page 3-30.

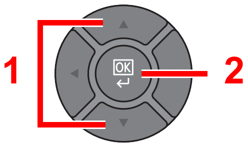
1 In the basic screen for sending, press the [Address Book] key.



2 Select the destination.

1 Press the [▲] or [▼] key to select [Address Book], and press the [**OK**] key.

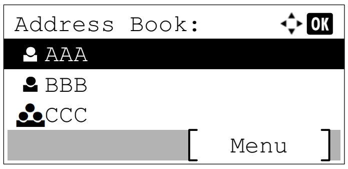




NOTE

For details on the External Address Book, refer to **Embedded Web Server RX User Guide**.

2 Press the [▲] or [▼] key to select the destination.



```
Address Book:
AAA
BBB
CCC
[ Menu ]
```

NOTE

When checking information of the destination, press [Menu], select [Details], and then press the [OK] key.

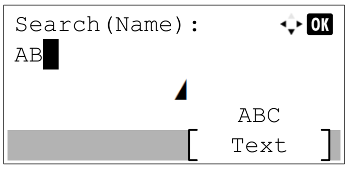
Destination Search

The destination can be searched by name.

1 Press [Menu].

2 Press the [▲] or [▼] key to select [Search (Name)], and press the [OK] key.

3 Enter characters to search using the numeric keys.



```
Search(Name):
AB
ABC
[ Text ]
```

NOTE

Refer to the Character Entry Method on page 11-11 for details on entering characters.

4 Press the [OK] key.

The searched destination is displayed.

3 Press the [OK] key.

To send to multiple destinations, repeat steps 1 to 3. You can send to as many as 100 destinations at once.

Destinations can be changed later. Refer to Checking and Editing Destinations on page 5-21.

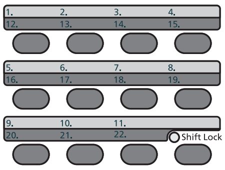
Choosing from the One Touch Key

Select the destination using the One Touch Keys.

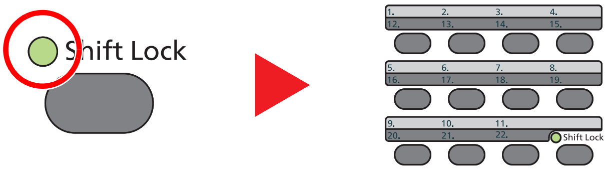
In the basic screen for sending, press the One Touch Keys where the destination is registered.

NOTE

Refer to Adding a Destination on One Touch Key (One Touch Key) on page 3-39 for more information on adding One Touch keys.



When selecting One Touch Key numbers 12 to 22, the One touch Key needs to be pressed after switching on the [**Shift Lock**] indicator by pressing the [**Shift Lock**] key.



Destinations can be changed later. Refer to Checking and Editing Destinations on page 5-21.

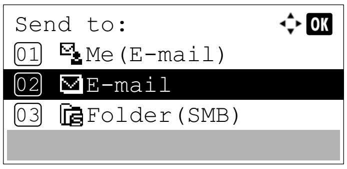
Entering an E-mail Address

Enter the desired E-mail address.

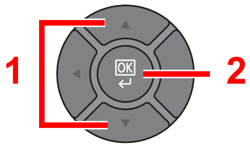
NOTE

To send an E-mail, configure the environment settings necessary. For details, refer to E-mail Settings on page 2-44.

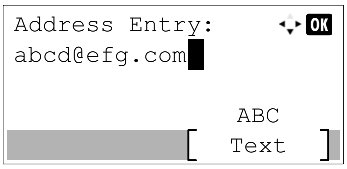
1 **In the basic screen for sending, press the [▲] or [▼] key to select [E-mail] and press the [OK] key.**



```
Send to:
01 Me(E-mail)
02 E-mail
03 Folder(SMB)
```



2 **Enter destination E-mail address.**



```
Address Entry:
abcd@efg.com
                 ABC
              [  Text  ]
```

NOTE

Refer to the Character Entry Method on page 11-11 for details on entering characters.

3 Press the [OK] key.

To send to multiple destinations, repeat steps 1 to 3. You can send to as many as 100 destinations at once.

Destinations can be changed later. Refer to Checking and Editing Destinations on page 5-21.

NOTE

When selecting [On] for Entry Check for New Destination (Check New Dest. on page 8-35), the confirmation screen appears. Enter the same E-mail address again, and press the [**OK**] key.

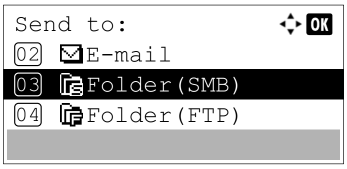
Specifying a New PC Folder

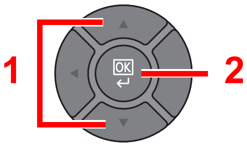
Specify either the desired shared folder on a computer or an FTP server as the destination.

NOTE

- Refer to Preparation for Sending a Document to a Shared Folder in a PC on page 3-20 for the method for setting a shared folder destination on a PC.
- Refer to Creating a Shared Folder, Making a Note of a Shared Folder on page 3-22 for details on how to share a folder.
- Be sure that SMB Protocol or FTP is On. For details, refer to Protocol Detail on page 8-9.

1 In the basic screen for sending, press the [▲] or [▼] key to select [Folder(SMB)] or [Folder(FTP)] and press the [OK] key.





2 Enter the destination information.

The table below explains the items to be entered. Enter the information for each item and press the [**OK**] key.

NOTE

- For the computer name, share name, domain name, and user name, enter the information that you noted when you created the shared folder. For details on creating shared folders, refer to Preparation for Sending a Document to a Shared Folder in a PC on page 3-20.
- Refer to the Character Entry Method on page 11-11 for details on entering characters.

For send to folder (SMB)

Item	Description	Max. No. of Characters
Host Name (SMB)[*1]	Computer name	Up to 64 characters
Path	Share name For example: scannerdata If saving in a folder in the shared folder: share name\folder name in shared folder	Up to 128 characters
Login User Name	If the computer name and domain name are the same: User Name For example: james.smith If the computer name and domain name are different: Domain name\User name For example: abcdnet\james.smith	Up to 64 characters
Login Password	Windows logon password (Case sensitive.)	Up to 64 characters

*1 To specify a port number different from the default (445), enter using the format "Host name: port number" (Example: SMBhostname:140).
To enter the IPv6 address, enclose the address in brackets [ ].
(Example: [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)

For send to folder (FTP)

Item	Description	Max. No. of Characters
Host Name (FTP)[*1]	Host name or IP address of FTP server	Up to 64 characters
Path[*2]	Path for the file to be stored For example: User\ScanData If no path is entered, the file is stored in the home directory.	Up to 128 characters
Login User Name	FTP server login user name	Up to 64 characters
Login Password	FTP server login password	Up to 64 characters

*1 If you specify a port number other than the default (21), use the "Host name: port number" (Example: FTPhostname:140).
To enter the IPv6 address, enclose the address in brackets [ ].
(Example: [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)

*2 When the FTP server is based on Linux/UNIX, the path including the sub-folder is combined by the slash "/" not using the back-slash.

NOTE

When selecting [On] for Entry Check for New Destination (Check New Dest. on page 8-35), the confirmation screen appears. Enter the same host name and path again, and press the [**OK**] key.

3 Confirm the information.

The connection confirmation screen appears. Press [Yes] to check the connection and [No] to not check it.

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

To send to multiple destinations, repeat steps 1 to 3.

Destinations can be changed later. Refer to Checking and Editing Destinations on page 5-21.

Checking and Editing Destinations

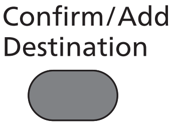
Check and edit a selected destination.

1 Display the screen.

Referring to Specifying Destination on page 5-16, specify the destination.

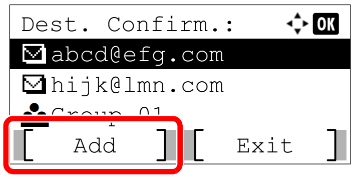
2 Check and edit the destination.

Press the [**Confirm/Add Destination**] key.



Add the destination

1 Press [Add].

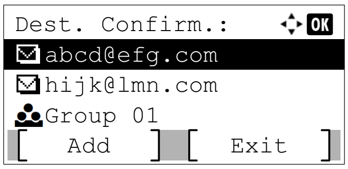


Dest. Confirm.:
abcd@efg.com
hijk@lmn.com
Group 01

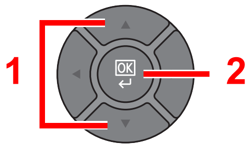
2 Refer to Specifying Destination on page 5-16 to set the destinations to be added.

Edit the destination

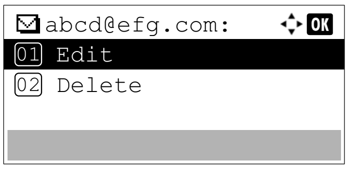
1 Press the [▲] or [▼] key to select the destination you want to edit, and press the [**OK**] key.



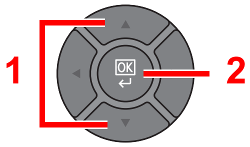
Dest. Confirm.:
abcd@efg.com
hijk@lmn.com
Group 01



2 Press the [▲] or [▼] key to select [Edit], and press the [**OK**] key.



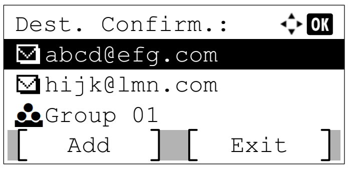
abcd@efg.com:



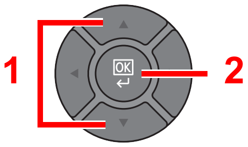
3 Refer to Specifying Destination on page 5-16 to set the destinations to be added.

Delete the destination

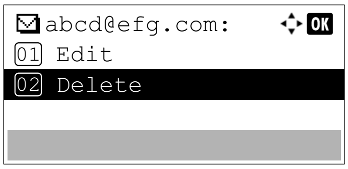
1 Press the [▲] or [▼] key to select the destination you want to delete, and press the [**OK**] key.



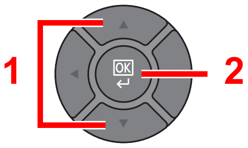
Dest. Confirm.: ✥ OK
✉abcd@efg.com
✉hijk@lmn.com
Group 01
[Add] [Exit]



2 Press the [▲] or [▼] key to select [Delete], and press the [**OK**] key.



✉abcd@efg.com: ✥ OK
01 Edit
02 Delete



3 Press [Yes] on the screen to confirm the deletion.

3 Press [Exit].

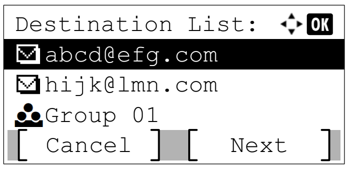
NOTE

When selecting [On] for Destination Check before Send (Check beforeSend on page 8-35), the confirmation screen appears after pressing the [**Start**] key. For details, refer to Confirmation Screen of Destinations on page 5-23.

Confirmation Screen of Destinations

When selecting [On] for Destination Check before Send (Check beforeSend on page 8-35), the confirmation screen of destinations appears after pressing the [**Start**] key.

Follow the steps below to confirm the destinations.


Destination List: ✣ OK
✉ abcd@efg.com
✉ hijk@lmn.com
Group 01
[Cancel][Next]

1 Press the [▲] or [▼] key to confirm all destination.

To show the detailed information of the destination, select the destination and press the [**OK**] key. Select [Detail] and press the [**OK**] key.

To delete the destination, select the destination you want to delete and press the [**OK**] key. Select [Delete], press the [**OK**] key, and press [Yes] in the confirmation screen. The destination is deleted.

2 Press [Next].

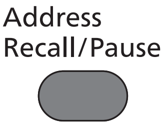
NOTE
Be sure to confirm all destination by displaying them on the message display. You cannot press [Next] unless you have confirmed all destination.

Recall

Recall is a function allowing you to send the last entered destination once again. When you want to send the image to the same destination, press the [**Address Recall/Pause**] key, and you can call the destination you sent on the destination list.

1 Press the [**Address Recall/Pause**] key.

The destination you sent is displayed on the destination list.



NOTE
When the last sending included FAX, computers and e-mail destinations, they are also displayed. If necessary, add or delete the destination.

2 Press the [**Start**] key.

Sending starts.

NOTE

- When [On] is selected in "Check beforeSend", a destination confirmation screen is displayed when you press the [**Start**] key. For details, refer to Confirmation Screen of Destinations on page 5-23.
- Recall information is canceled in the following conditions.
  - When you turn the power off
  - When you send a next image (new recall information is registered)
  - When you log out

Send to Me (E-mail)

When user login is enabled, the document is sent to the E-mail address of the logged in user.

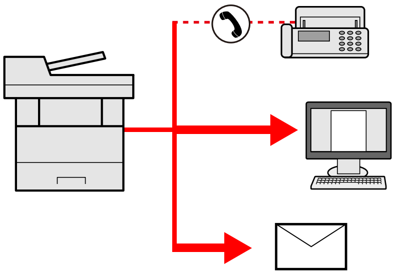
NOTE

An E-mail address must be set in user login for the user who logs in.

Adding a User (Local User List) (page 9-5)

Sending to Different Types of Destinations (Multi Sending)

You can specify destinations that combine E-mail addresses, folders (SMB or FTP) and fax numbers[*1]. This is referred to as Multi Sending. This is useful for sending to different types of destination (E-mail addresses, folders, etc.) in a single operation.



*1 Fax functionality can only be used on products equipped with fax capability.

No. of broadcast items

E-mail: Up to 100

Folders (SMP, FTP): Total of 5 SMB and FTP

FAX: Up to 100

Procedures are the same as used in specifying the destinations of respective types. Continue to enter E-mail address or folder path so that they appear in the destination list. Press the [**Start**] key to start transmission to all destinations at one time.

NOTE

If the destinations include a fax, the images sent to all destinations will be black and white.

Canceling Sending Jobs

You can also cancel jobs by pressing the [**Stop**] key.

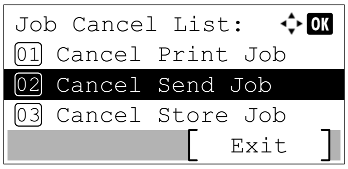
1 Press the [Stop] key with the send screen displayed.

The [Job Cancel List] menu appears.

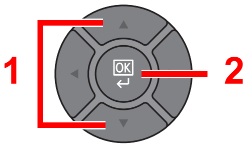
NOTE
Pressing the [**Stop**] key will not temporarily stop a job that you have already started sending.

2 Cancel jobs.

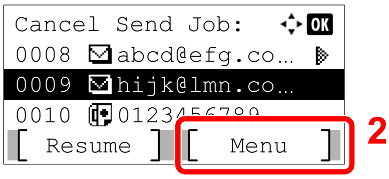
1 Press the [▲] or [▼] key to select [Send Job List] and press the [**OK**] key.



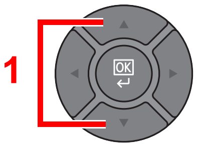
```
Job Cancel List:          OK
01 Cancel Print Job
02 Cancel Send Job
03 Cancel Store Job
                 [  Exit  ]
```



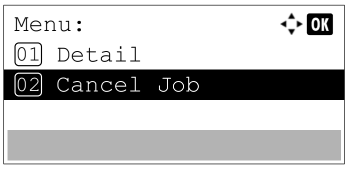
2 Press the [▲] or [▼] key to select the job to cancel, and press [Menu].



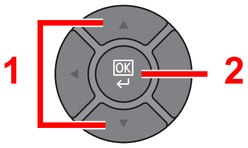
```
Cancel Send Job:          OK
0008  abcd@efg.co…
0009  hijk@lmn.co…
0010  0123456789
[ Resume ]  [  Menu  ]
```



3 Press the [▲] or [▼] key to select [Cancel Job], and press the [**OK**] key.



```
Menu:                     OK
01 Detail
02 Cancel Job
```

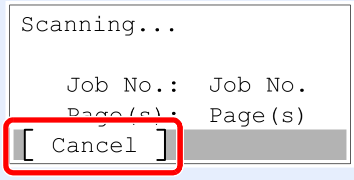


NOTE
Select [Detail] and press the [**OK**] key to show the detailed information of the job.

4 Press [Yes] in the confirmation screen.

The job is canceled.

NOTE
During scanning, the job can be canceled by pressing the [**Stop**] key or [Cancel].



```
Scanning...

   Job No.:  Job No.
   Page(s):  Page(s)
[ Cancel ]
```

WSD Scan

WSD Scan saves images of originals scanned on this machine as files on a WSD-compatible computer.

NOTE

To use WSD Scan, confirm that the computer used for WSD scanning and the machine is network-connected, and WSD-SCAN on page 8-10 is set to [On] in the network settings.

For information on operating the computer, refer to the computer's help or the operation guide of your software.

Installing Driver Software (for Windows 7)

1 Display [Network] in the Start menu.

Click [**Start**] button on the Windows and then select [**Network**].

NOTE

When [**Network**] does not appear in the Start menu, perform the following procedure.

1. Right-click [**Start**] and click [**Property**] in the menu that appears.
2. Select the [**[Start] menu**] tab in the "**Task bar and [Start] menu properties**" screen, and click [**Customize**].
3. When the "**Customize [Start] menu**" screen appears, select the "**Network**" check box and click [**OK**].

2 Install the driver.

Right-click the machine's icon (Brand Name: XXX:XXX) and then click [**Install**].

NOTE

If the "**User Account Control**" window appears, click [**Continue**].
If the "**Found New Hardware**" window appears, click [**Cancel**].

During the installation, double-click the icon shown on the task bar to display the "**Driver Software Installation**" screen. When "**Your devices are ready to use**" is displayed on the [**Driver Software Installation**] screen, the installation is completed.

Installing Driver Software (for Windows 8 and Microsoft Windows Server 2012)

1 Click [Search] in charms, [Control Panel], and then [View devices and printers].

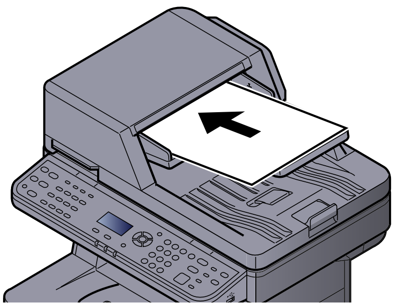
2 Install the driver.

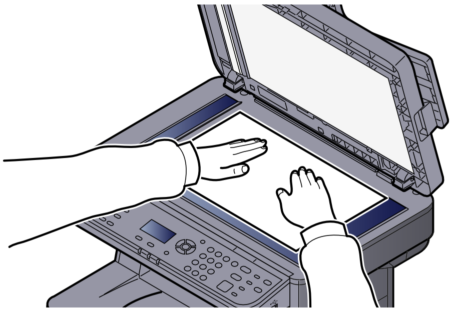
Click [**Add a device**]. Select the machine's icon (Brand Name: XXX:XXX) and then click [**Next**].

When the machine's icon (Brand Name: XXX:XXX) is displayed in "**Printers**" on the [**Devices and Printers**] screen, the installation is completed.

WSD scan

1 Place the originals.

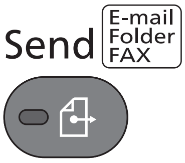




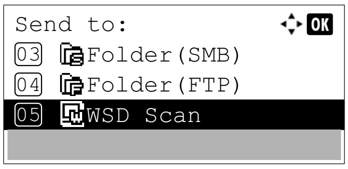
Loading Originals (page 5-2)

2 Display the screen.

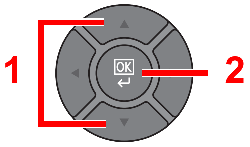
1 Press the [**Send**] key.



2 Press the [▲] or [▼] key to select [WSD Scan] and press the [**OK**] key.



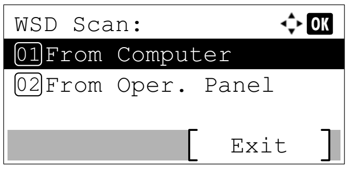
```
Send to:
03 Folder(SMB)
04 Folder(FTP)
05 WSD Scan
```



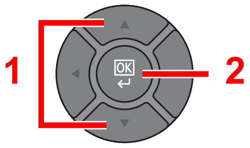
3 Scan the originals.

Procedure using this machine

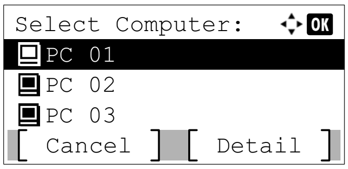
1 Press the [▲] or [▼] key to select [From Oper. Panel], and press the [**OK**] key.



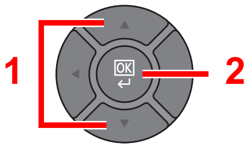
```
WSD Scan:
01 From Computer
02 From Oper. Panel
                    [ Exit ]
```



2 Press the [▲] or [▼] key to select the destination computer, and press the [**OK**] key.



```
Select Computer:
PC 01
PC 02
PC 03
[ Cancel ] [ Detail ]
```



You can view information on the selected computer by pressing [Detail].

3 Press the [**Function Menu**] key to set the type of original, file format, etc., as desired.

4 Press the [**Start**] key.

Sending begins and the software installed on the computer is activated.

Procedure from Your Computer

1 Press the [▲] or [▼] key to select [From Computer], and press the [**OK**] key.

2 Use the software installed on the computer to send the images.

Scanning using TWAIN

This section explains how to scan an original using TWAIN.

The procedure for scanning using the TWAIN driver is explained as an example. The WIA driver is used in the same way.

1 Display the screen.

1 Activate the TWAIN compatible application software.

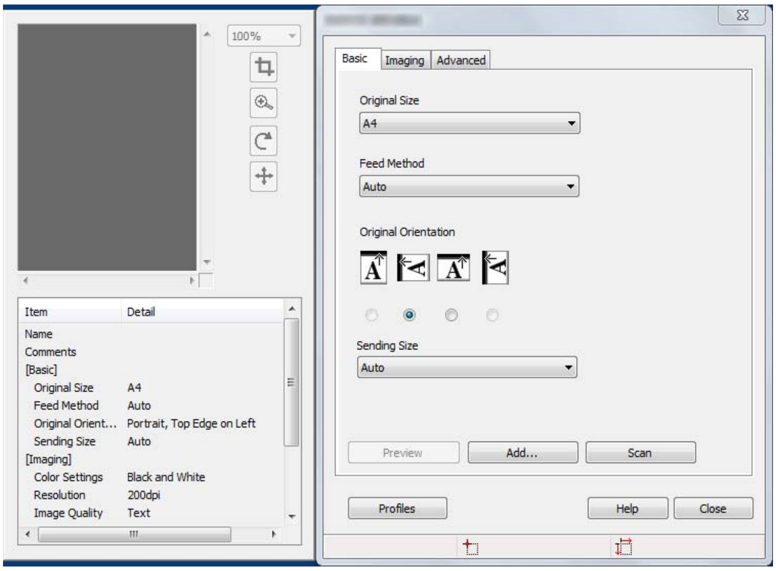
2 Select the machine using the application and display the TWAIN dialog box.

NOTE

For selecting the machine, see the Operation Guide or Help for each application software.

2 Configure the scan settings.

Select scanning settings in the TWAIN dialog box that opens.



Original Size: A4

Feed Method: Auto

Original Orientation: ○ ● ○ ○

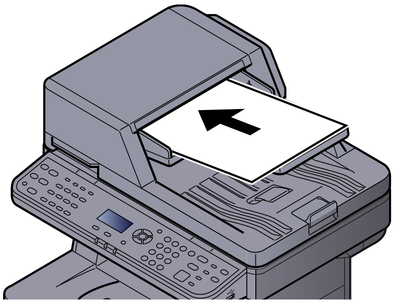
Sending Size: Auto

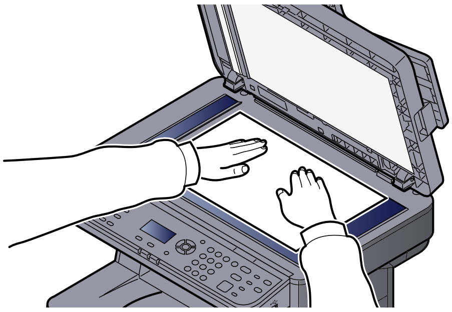
Item	Detail
Name	
Comments	
[Basic]	
Original Size	A4
Feed Method	Auto
Original Orient...	Portrait, Top Edge on Left
Sending Size	Auto
[Imaging]	
Color Settings	Black and White
Resolution	200dpi
Image Quality	Text

The settings that appear in the TWAIN dialog box are as follows.

Item		Detail
Basic	**Original Size**	This setting sets the size of the scan area. The available sizes vary based on the scanner model and the size of the original.
	Feed Method	This setting specifies the feed method of the original. Select the feed method from the list.
	Original Orientation	This setting specifies the orientation of the original.
	Sending Size	This setting specifies the image size. The available sizes vary based on the scanner model and the scan area selected in the preview panel.
Imaging	**Color Settings**	This setting specifies the type of color for the image.
	Resolution	This setting specifies the dpi (dots per inch), or sharpness, for the image.
	Image Quality	This setting specifies the overall image quality. Make sure your selection matches the original that you are scanning.
	Exposure Level	This setting specifies the sharpness and clarity of the image. If the "**Auto**" check box is selected, then the slider bar and edit box are unavailable, and the exposure level is automatically set to the default setting.
	Contrast	This setting specifies the contrast between light and dark areas of the image. This feature cannot be used when [Black & White] is selected in the [Color Settings].
Advanced	**Reverse Image**	This setting scans images like a photo negative, reversing the black and white areas of the image.
	Prevent Bleed-through	This setting prevents the image on one side of the paper from showing through to the other side when scanned.
Profiles		This is used to check current settings and store frequently used settings. When the [**Configuration**] button is clicked, a setting screen opens with buttons for [Add], [Edit], and [Delete].
	Add	The current settings can be saved as a Scan Profile.
	Edit	The name and comments of the selected Scan Profile can be changed.
	Delete	Delete saved Scan Profiles.

3 Place the originals.





Loading Originals (page 5-2)

4 Scan the originals.

Click the [**Scan**] button. The document data is scanned.

How to use the FAX Function

On products with a FAX function, it is possible to use the FAX function. For details, refer to the **FAX Operation Guide**.

What is Document Box?

Document Box contains four types of component boxes which provide the following functions.

The following types of document boxes are available.

Custom Box (page 5-34)

Custom Box is a component box which you can create within the Document Box and store data for later retrieval. You can create or delete a Custom Box, and manipulate data in various ways as described below:

Creating a New Custom Box (page 5-34)
Storing Documents (page 5-38)
Printing Documents (page 5-38)
Editing Documents (page 5-40)
Deleting Documents (page 5-41)

NOTE

To use Custom Box, an optional SSD must be installed in the machine.

Job Box

This is a box to save jobs executed from a PC.

NOTE

- You can set up the machine so that temporary documents in job boxes are automatically deleted. For details, refer to JobRet. Deletion on page 8-36.
- For details on operating the Job Box, refer to Printing Data Saved on the Printer on page 4-8.

Private Print/Stored Job Box (page 4-8, page 4-12)

In Private Printing, you can specify that a job is not to be printed until you operate the machine. When sending the job from the application software, specify a 4-digit access code in the printer driver. The job is released for printing by entering the access code on the operation panel, ensuring confidentiality of the print job. The data will be deleted upon completion of the print job or after the power switch is turned off.

In Stored Job, the print data sent from the application is saved to the machine. You can set up an access code as necessary. If you set up an access code, enter the access code when printing. Print data will be stored in the Job Box after printing. This will allow printing of the same print data repeatedly.

Quick Copy/Proof and Hold Box (page 4-15, page 4-18)

Quick Copy feature facilitates additional prints of a document already printed. Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Job Box. When additional copies are required, you can reprint the required number of copies from the operation panel. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

NOTE

When you attempt to store documents in excess of the above maximum, the oldest document data will be overwritten by the latest document data.

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies. Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box. To continue to print the remaining copies, use the operation panel. You can change the number of copies to print.

Removable Memory Box (page 5-43)

A USB memory stick can be connected to the USB port on the machine to print a saved PDF file. You can print PDF data directly from the USB memory without a PC. Image files scanned using this machine can also be saved to USB memory in the PDF, TIFF, JPEG, XPS or high compression PDF format (Scan to USB).

Sub Address Box/Polling Box

Sub Address Box/Polling Box store the fax data. For details, refer to the **FAX Operation Guide**.

Using a Custom Box

Custom Box is a component box which you can create within the Document Box and store data for later retrieval. You can create or delete a Custom Box, and manipulate data in various ways as described below:

Creating a New Custom Box (page 5-34)
Storing Documents (page 5-38)
Printing Documents (page 5-38)
Editing Documents (page 5-40)
Deleting Documents (page 5-41)

NOTE

The operation on Custom Box you perform from operation panel can also be made using Embedded Web Server RX. For details on Embedded Web Server RX, refer to **Embedded Web Server RX User Guide**.

Creating a New Custom Box

NOTE

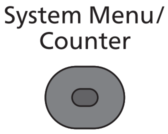
- To use Custom Box, an optional SSD must be installed in the machine.
- If user login administration is enabled, you can only change the settings by logging in with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

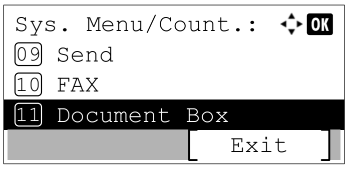
- If user login administration is enabled, log in with administrator privileges to perform the following operations. They cannot be performed with user privileges.
  - Creating a box
  - Deleting a box of which owner is another user.

1 Display the screen.

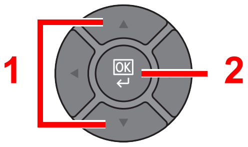
1 Press the [**System Menu/Counter**] key.



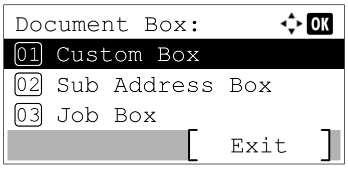
2 Press the [▲] or [▼] key to select [Document Box], and press the [**OK**] key.



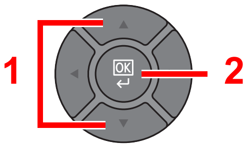
```
Sys. Menu/Count.:  OK
09 Send
10 FAX
11 Document Box
             [ Exit ]
```



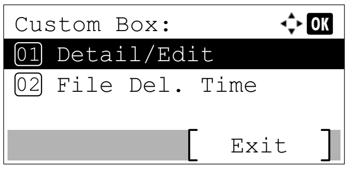
3 Press the [▲] or [▼] key to select [Custom Box], and press the [**OK**] key.

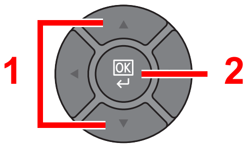


```
Document Box:      OK
01 Custom Box
02 Sub Address Box
03 Job Box
             [ Exit ]
```

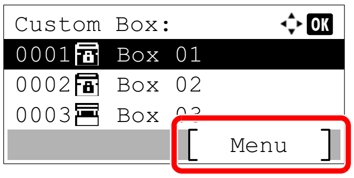


4 Press the [▲] or [▼] key to select [Detail/Edit], and press the [**OK**] key.



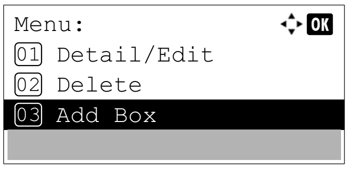


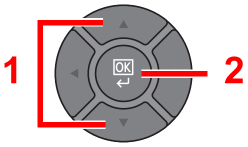
5 Press [Menu].



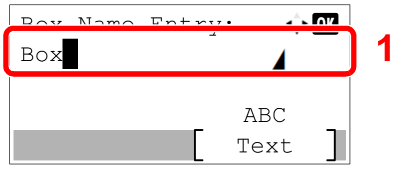
2 Create a custom box.

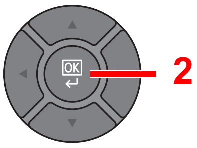
1 Press the [▲] or [▼] key to select [Add Box], and press the [**OK**] key.





2 Enter the box name and press the [**OK**] key.



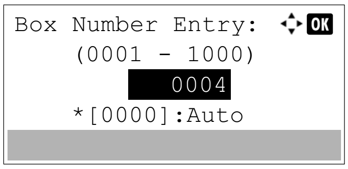


Up to 32 characters can be entered.

NOTE

Refer to the Character Entry Method on page 11-11 for details on entering characters.

3 Use the [▲] or [▼] key or the numeric keys to enter a box number (0001 to 1000).

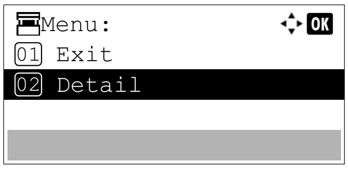


To have the number assigned automatically, enter "0000".

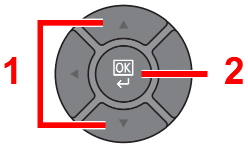
NOTE

If you specify a box number that is already in use, an error message appears when you press the [**OK**] key and the number cannot be registered. If you enter 0000, the smallest number available will be automatically assigned.

4 To complete the box registration, press the [▲] or [▼] key to select [Exit] and then press the [**OK**] key. The Custom Box is created.
To register further Box information, press the [▲] or [▼] key to select [Detail] and then press the [**OK**] key. Proceed to next step.



Menu:
01 Exit
02 Detail



3 Enter the box information.

Press [Edit] or [Change] on each item and enter the information then press the [**OK**] key.

Press the [▶] key to view the next screen. Press the [◀] key to return to the previous screen. The table below lists the items to be set.

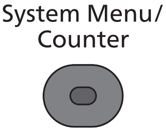
Item	Description
Box Name	Enter a box name consisting of up to 32 characters. Refer to Character Entry Method on page 11-11 for details on entering characters.
Owner[*1 *2]	Set the owner of the box. Select the owner from the user list that appears.
Permission[*1]	Select whether to share the box.
Box Password	User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter a password of up to 16 characters and press the [**OK**] key. Reenter the same password for confirmation and press the [**OK**] key. This can be set if [Shared] is selected in “Permission”.
Box Number	Enter the box number by using the numeric keys or pressing the [▲] or [▼] key. The box number can be from 0001 to 1000. A Custom Box should have a unique number. If you enter 0000, the smallest number available will be automatically assigned.
Usage Restrict.	To preserve the SSD capacity, the storage capacity for a box can be restricted. To enable a capacity restriction enter a value for the storage capacity of the Custom Box in megabytes by using the numeric keys or pressing the [▲] or [▼] key. You can enter a limit between 1 and 30,000 (MB).
Auto File Del.	Automatically deletes stored documents after a set period of time. To enable automatic deletion, press the [▲] or [▼] key to select [On] and press the [**OK**] key. Use the numeric keys or press the [▲] or [▼] key to enter the number of days for which documents are stored. You can enter any number between 1 and 31 (day(s)). To disable automatic file deletion, select [Off] and press the [**OK**] key.
Free Space	Displays the free space on the box.
OverwriteSetting	Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, press the [▲] or [▼] key to select [Permit] and press the [**OK**] key. To retain old documents, press the [▲] or [▼] key to select [Prohibit] and press the [**OK**] key.
Del. afterPrint	Automatically delete a document from the box once printing is complete. To delete the document, press the [▲] or [▼] key to select [On] and press the [**OK**] key. To retain the document, press the [▲] or [▼] key to select [Off] and press the [**OK**] key.

*1 Displayed when the user login administration is enabled.
*2 Displayed when the user has logged in as administrator.

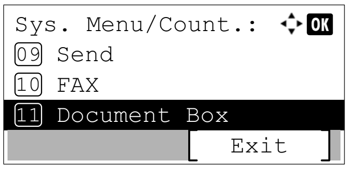
Editing and Deleting Custom Box

1 Display the screen.

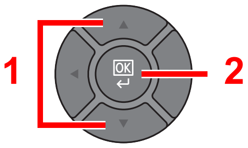
1 Press the [**System Menu/Counter**] key.



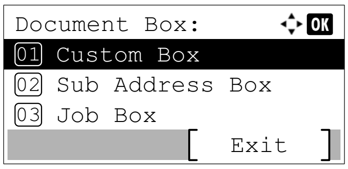
2 Press the [▲] or [▼] key to select [Document Box], and press the [**OK**] key.



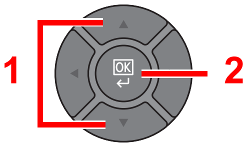
Sys. Menu/Count.: OK
09 Send
10 FAX
11 Document Box
[Exit]



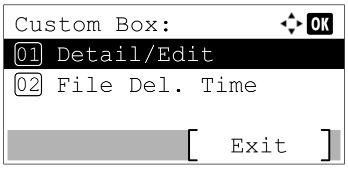
3 Press the [▲] or [▼] key to select [Custom Box], and press the [**OK**] key.



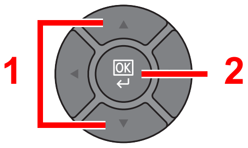
Document Box: OK
01 Custom Box
02 Sub Address Box
03 Job Box
[Exit]



4 Press the [▲] or [▼] key to select [Detail/Edit], and press the [**OK**] key.



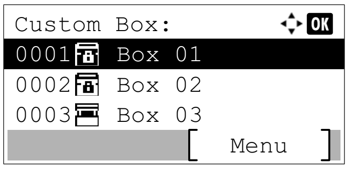
Custom Box: OK
01 Detail/Edit
02 File Del. Time
[Exit]



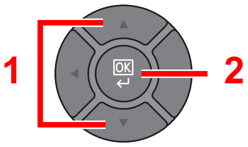
2 Edit or delete the custom box.

Editing the custom box

1 Press the [▲] or [▼] key to select the box you want edit and press the [**OK**] key.



Custom Box: OK
0001 Box 01
0002 Box 02
0003 Box 03
[Menu]



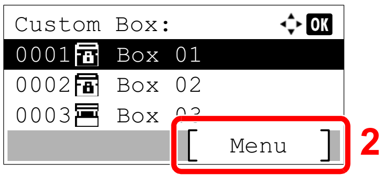
NOTE

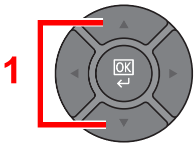
- When you have logged in as a user, you can only edit the box whose owner is set to that user.
- When you have logged in as administrator, you can edit all boxes.
- If a custom box is protected by a password, enter the correct password.

2 Refer to Creating a New Custom Box on page 5-34 to change the box information.

Deleting the custom box

1 Press the [▲] or [▼] key to select the box you want delete and press [Menu].

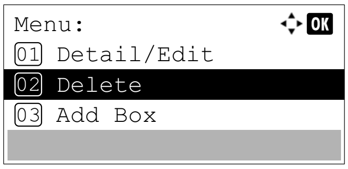

Custom Box:
0001 Box 01
0002 Box 02
0003 Box 0
[Menu]

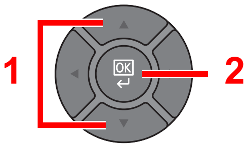


NOTE

- When you have logged in as a user, you can only delete the box whose owner is set to that user.
- When you have logged in as administrator, you can delete all boxes.

2 Press the [▲] or [▼] key to select [Delete], and press the [**OK**] key.


Menu:
01 Detail/Edit
02 Delete
03 Add Box



NOTE

If a custom box is protected by a password, enter the correct password.

3 Press [Yes] on the screen to confirm the deletion.

Storing Documents

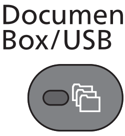
Custom Box stores the print data which is sent from a PC. Refer to the **Printing System Driver User Guide** for the operation of the printing from the PC.

Printing Documents

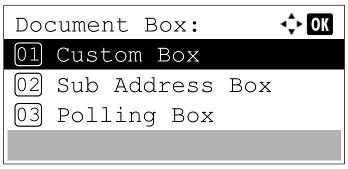
The procedure for printing documents in a custom box is explained below.

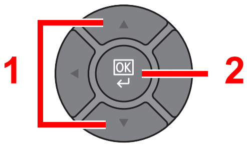
1 Display the screen.

1 Press the [**Document Box/USB**] key.

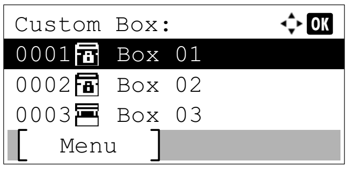


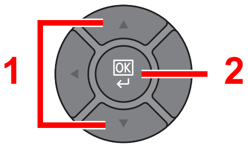
2 Press the [▲] or [▼] key to select [Custom Box], and press the [**OK**] key.


Document Box:
01 Custom Box
02 Sub Address Box
03 Polling Box



3 Press the [▲] or [▼] key to select the box containing the document you want to print, and press the [**OK**] key.



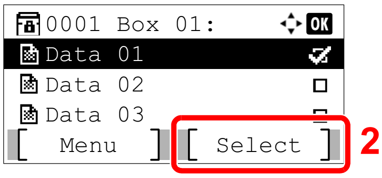


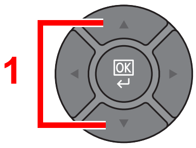
NOTE

- If a custom box is protected by a password, enter the correct password.
- Press [Menu] to perform the following operations.
  - [Open]: Open the selected box.
  - [Detail]: Display the details for the selected box.
  - [Sort(No.)], [Sort(Name)]: Sort the boxes.
  - [Search(No.)], [Search(Name)]: Search using the box number or the box name.

2 Print the document.

1 Press the [▲] or [▼] key to select the document you want to print, and press [Select].





A checkmark will be placed on the right of the selected file.

Select the checkmarked file and press [Select] again to cancel the selection.

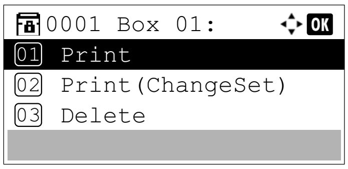
NOTE

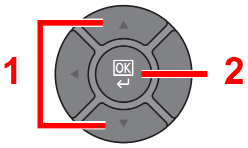
Press [Menu] to perform the following operations.

- [Select All]: Select all files.
- [Clear All]: Cancel all the file selections.
- [Search(Name)]: Search using a file name.
- [Detail]: Display the details for the selected file.

2 Press the [**OK**] key.

3 To use the settings used at the time of printing (when the document was saved), press the [▲] or [▼] key to select [Print], and press the [**OK**] key.
To change the print settings, press the [▲] or [▼] key to select [Print(ChangeSet)], and press the [**OK**] key.





If [Print] is selected, change the number of copies to print as necessary.

If [Print (ChangeSet)] is selected, change the print settings. For the features that can be selected, refer to Custom Box (Printing) on page 6-4).

4 Press the [**Start**] key.

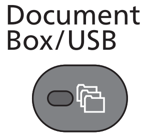
Printing of the selected document begins.

Editing Documents

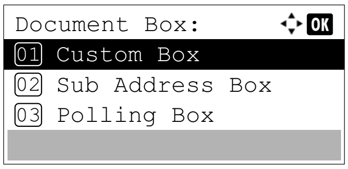
This function allows you to move documents stored in custom boxes into other boxes. The procedure for moving documents is explained below.

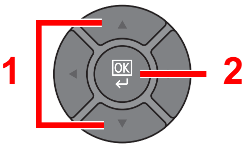
1 Display the screen.

1 Press the [**Document Box/USB**] key.

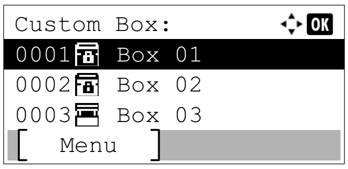


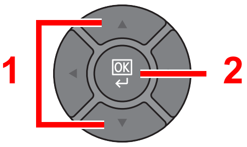
2 Press the [▲] or [▼] key to select [Custom Box], and press the [**OK**] key.





3 Press the [▲] or [▼] key to select the box containing the document you want to move, and press the [**OK**] key.



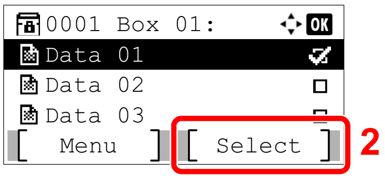


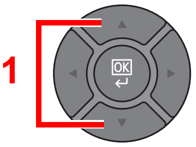
NOTE

- If a custom box is protected by a password, enter the correct password.
- Press [Menu] to perform the following operations.
  - [Open]: Open the selected box.
  - [Detail]: Display the details for the selected box.
  - [Sort(No.)], [Sort(Name)]: Sort the boxes.
  - [Search(No.)], [Search(Name)]: Search using the box number or the box name.

2 Move documents.

1 Press the [▲] or [▼] key to select the document you want to move, and press [Select].





A checkmark will be placed on the right of the selected file.

Select the checkmarked file and press [Select] again to cancel the selection.

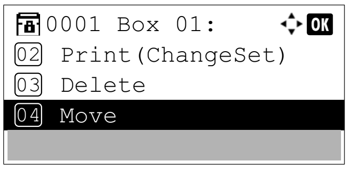
NOTE

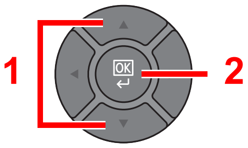
Press [Menu] to perform the following operations.

- [Select All]: Select all files.
- [Clear All]: Cancel all the file selections.
- [Search(Name)]: Search using a file name.
- [Detail]: Display the details for the selected file.

2 Press the [**OK**] key.

3 Press the [▲] or [▼] key to select [Move], and press the [**OK**] key.





4 Press the [▲] or [▼] key to select the destination box, and press the [**OK**] key.

> **NOTE**
> If a custom box is protected by a password, enter the correct password.

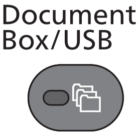
The selected document is moved.

Deleting Documents

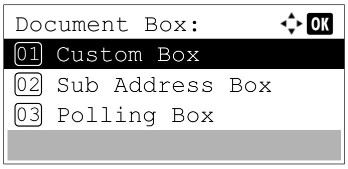
The procedure for deleting documents in a custom box is explained below.

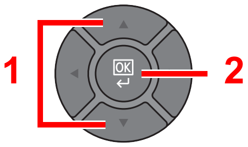
1 Display the screen.

1 Press the [**Document Box/USB**] key.

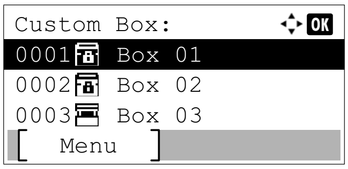


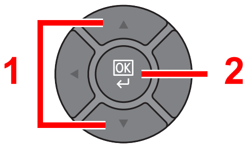
2 Press the [▲] or [▼] key to select [Custom Box], and press the [**OK**] key.





3 Press the [▲] or [▼] key to select the box containing the document you want to delete, and press the [**OK**] key.

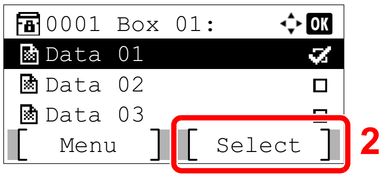


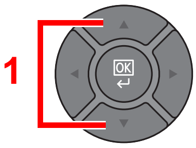


> **NOTE**
> - If a custom box is protected by a password, enter the correct password.
> - Press [Menu] to perform the following operations.
>   - [Open]: Open the selected box.
>   - [Detail]: Display the details for the selected box.
>   - [Sort(No.)], [Sort(Name)]: Sort the boxes.
>   - [Search(No.)], [Search(Name)]: Search using the box number or the box name.

2 Delete the document.

1 Press the [▲] or [▼] key to select the document you want to delete, and press [Select].





A checkmark will be placed on the right of the selected file.

Select the checkmarked file and press [Select] again to cancel the selection.

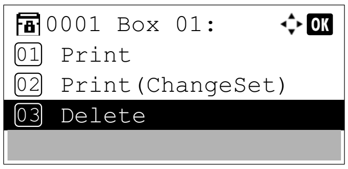
NOTE

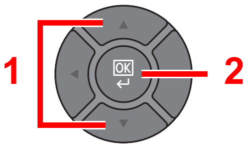
Press [Menu] to perform the following operations.

- [Select All]: Select all files.
- [Clear All]: Cancel all the file selections.
- [Search(Name)]: Search using a file name.
- [Detail]: Display the details for the selected file.

2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Delete], and press the [OK] key.





4 Press [Yes] on the screen to confirm the deletion.

Printing Documents Stored in Removable USB Memory

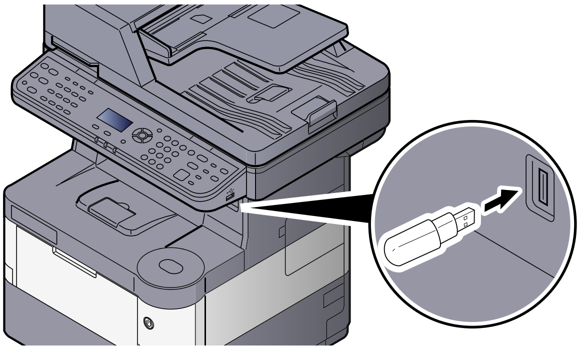
Plugging USB memory directly into the machine enables you to quickly and easily print the files stored in the USB memory without having to use a computer.

The following file types can be printed:

- PDF file (Version 1.7 or older)
- TIFF file (TIFF V6/TTN2 format)
- JPEG file
- XPS file
- Encrypted PDF file
- PDF files you wish to print should have an extension (.pdf).
- Files to be printed should be saved no further down than the top 3 folder levels, including the root folder.
- Use USB memory properly formatted by this machine.
- Plug the USB memory directly into the USB Port.

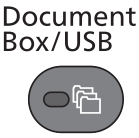
1 Plug the USB memory.

Plug the USB memory into the USB Memory Slot.

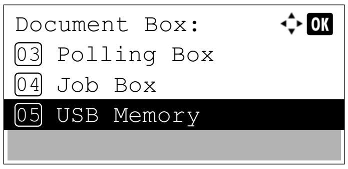


2 Display the screen.

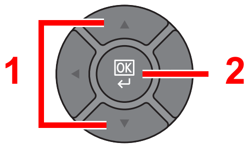
1 Press the [**Document Box/USB**] key.



2 Press the [▲] or [▼] key to select [USB Memory], and press the [**OK**] key.



Document Box:
03 Polling Box
04 Job Box
05 USB Memory



3 Print the document.

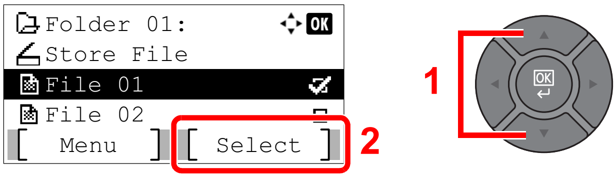
1 Press the [▲] or [▼] key to select the folder containing the file to be printed, and press the [**OK**] key.

The machine will display documents in the top 3 folder levels, including the root folder.

NOTE

- 1,000 documents can be displayed.
- To return to a higher level folder, press the [**Back**] key.

2 Press the [▲] or [▼] key to select the document you want to print, and press [Select].



A checkmark will be placed on the right of the selected file.

Select the checkmarked file and press [Select] again to cancel the selection.

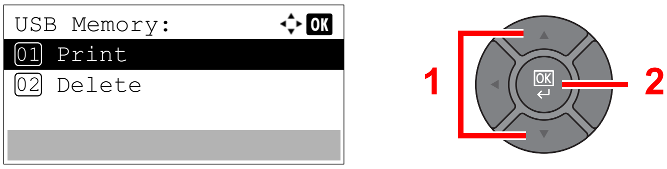
NOTE

Press [Menu] to perform the following operations.

- [Select All]: Select all files.
- [Clear All]: Cancel all the file selections.
- [Detail]: Display the details for the selected file.

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Print], and press the [**OK**] key.



5 Change the number of copies, duplex printing, etc. as desired.

For the features that can be selected, refer to Removable Memory (Store File, Printing Documents) (page 6-5).

6 Press the [**Start**] key.

Printing of the selected file begins.

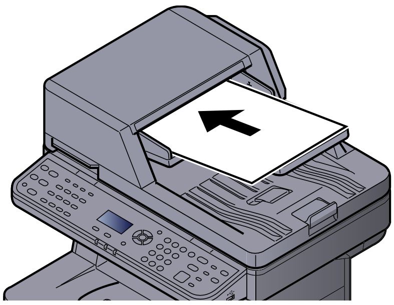
Saving Documents to USB Memory (Scan to USB)

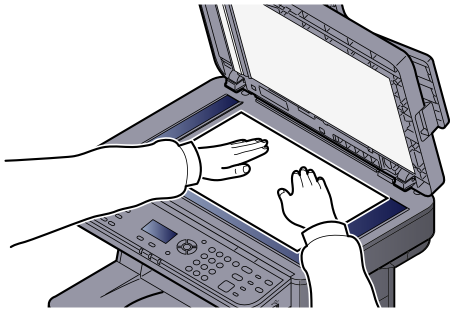
This function allows you to store scanned image files in USB memory connected to the machine. You can store files in PDF, TIFF, JPEG, XPS or high-compression PDF format.

NOTE

The maximum number of the storable files is 1,000.

1 Place the originals.

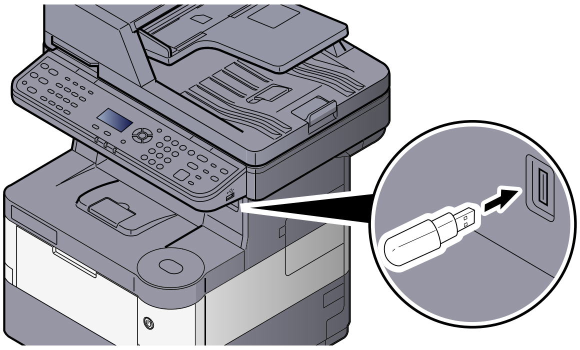




Refer to Loading Originals on page 5-2.

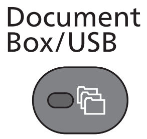
2 Plug the USB memory.

Plug the USB memory into the USB Memory Slot.

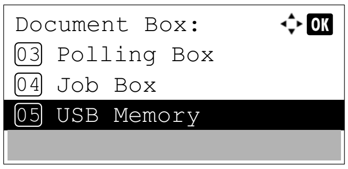


3 Display the screen.

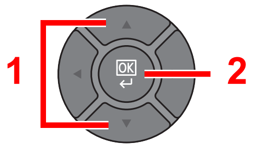
1 Press the [**Document Box/USB**] key.



2 Press the [▲] or [▼] key to select [USB Memory], and press the [**OK**] key.



```
Document Box:        OK
03 Polling Box
04 Job Box
05 USB Memory
```

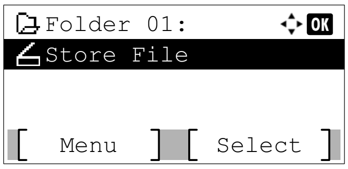


4 Store the document.

1 Press the [▲] or [▼] key to select the folder where the file will be stored, and press the [**OK**] key.

The machine will display the top 3 folder levels, including the root folder.

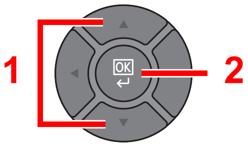
2 Press the [▲] or [▼] key to select [Store File], and press the [**OK**] key.



Folder 01:

Store File

[Menu][Select]



3 Set the type of original, file format, etc., as desired.

For the features that can be set, refer to Removable Memory (Store File, Printing Documents) (page 6-5).

4 Press the [**Start**] key.

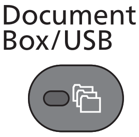
The original is scanned and the data is stored in the USB memory.

Check the USB Memory Information

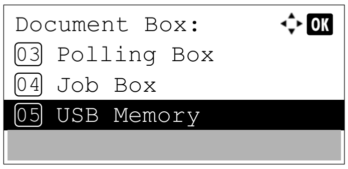
You can check the USB memory information.

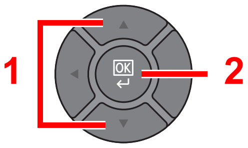
1 Display the screen.

1 Press the [**Document Box/USB**] key.

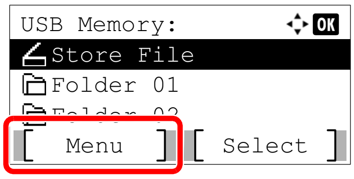


2 Press the [▲] or [▼] key to select [USB Memory], and press the [**OK**] key.

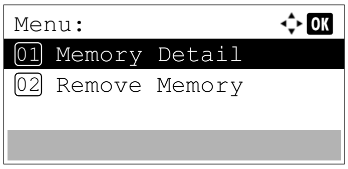


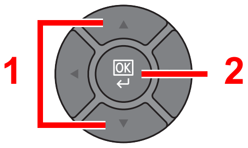


3 Press [Menu].



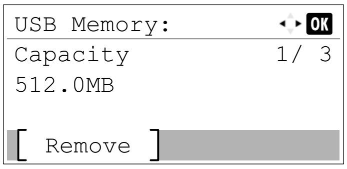
4 Press the [▲] or [▼] key to select [Memory Detail], and press the [**OK**] key.



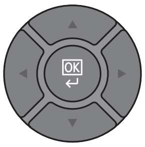


2 Check the information.

Press the [▶] key to view the next screen. Press the [◀] key to return to the previous screen.



Capacity 1/ 3
512.0MB



Once you confirm the information, press the [**OK**] key.

Removing USB Memory

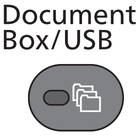
Follow the steps below to remove the USB memory.

IMPORTANT

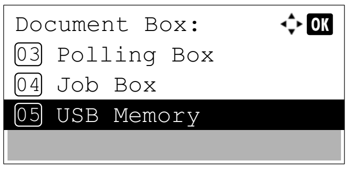
Be sure to follow the proper procedure to avoid damaging the data or USB memory.

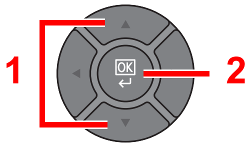
1 Display the screen.

1 Press the [**Document Box/USB**] key.



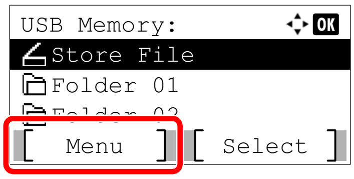
2 Press the [▲] or [▼] key to select [USB Memory], and press the [**OK**] key.



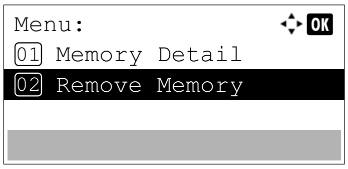


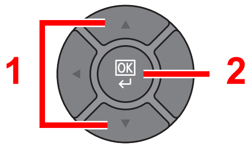
2 Select [Remove Memory].

1 Press [Menu].



2 Press the [▲] or [▼] key to select [Remove Memory], and press the [**OK**] key.





3 Remove the USB memory.

Remove the USB memory after "USB memory can be safely removed." is displayed.

NOTE

USB memory can also be removed after checking the status of the device. Refer to Checking Device Status on page 7-15.

6 Using Various Functions

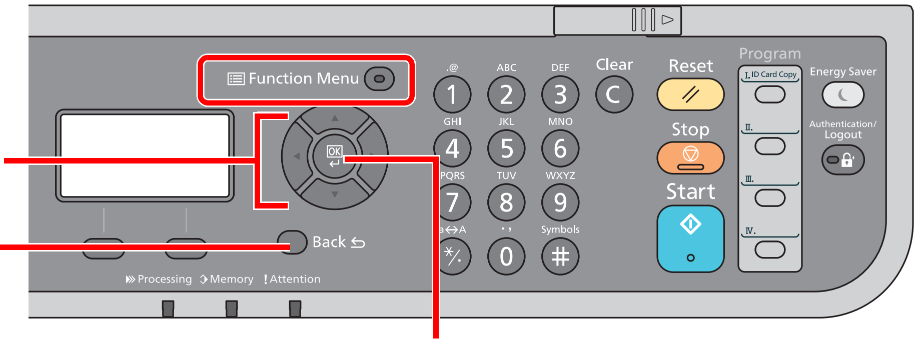
This chapter explains the following topics:

Functions Available on the Machine 6-2
  Copy 6-2
  Send 6-3
  Custom Box (Printing) 6-4
  Removable Memory (Store File, Printing Documents) 6-5
Functions 6-7
  Original Size 6-7
  Paper Selection 6-8
  Orig. Orientation (Original Orientation) 6-9
  Collate 6-9
  Density 6-10
  Original Image 6-10
  EcoPrint 6-11
  Color Selection 6-11
  Sharpness 6-12
  Backgrnd Density (Background Density) 6-12
  Prevent Bleed-t (Prevent Bleed-thru) 6-13
  Zoom 6-13
  Combine 6-15
  Duplex 6-17
  Continuous Scan 6-19
  Job Finish Notice 6-19
  File Name Entry 6-20
  Print Override 6-20
  Quiet Mode 6-20
  Duplex (2-sided Original) 6-21
  Sending Size 6-21
  File Format 6-22
  File Separation 6-24
  Scan Resolution 6-25
  Subject/Body 6-25
  FTP Encrypted TX 6-25
  Del. after Print (Delete after Printed) 6-26
  Storing Size 6-26
  Encrypted PDF 6-26
  JPEG/TIFF Print 6-27
  XPS Fit to Page 6-27

Functions Available on the Machine

To configure the settings for functions, press the [**Function Menu**] key to select from the functions displayed on the message display.

Operation Method (page 3-3)



1 Selects the item displayed or changes the numeric value.

Cancels the current menu setting to return to the menu one level higher.

2 Confirms the selected setting.

Copy

For details on each function, see the table below.

Key
Function Menu

Function	Description	Reference page
Quiet Mode	Lower print and scan speed for quiet processing.	page 6-20
Paper Selection	Select the cassette or multi-purpose tray that contains the required paper size.	page 6-8
Collate	Collate the output by page.	page 6-9
Duplex	Copy 2-sided documents.	page 6-17
Zoom	Adjusts the zoom to reduce or enlarge the image.	page 6-13
Combine	Combines 2 or 4 original sheets into 1 printed page.	page 6-15
Original Size	Specify the original size to be scanned.	page 6-7
Orig. Orientation	Select the orientation of the original document top edge to scan correct direction.	page 6-9
Original Image	Specify the original size to be scanned.	page 6-10
Density	Adjust density.	page 6-10
EcoPrint	Saves toner when printing.	page 6-11
Continuous Scan	Scans a large number of originals in separate batches and then produce as one job.	page 6-19
File Name Entry	Adds a file name.	page 6-20
JobFinish Notice	Sends E-mail notice when a job is complete.	page 6-19
Print Override	Suspends the current job and gives a new job top priority.	page 6-20
Sharpness	Adjusts the sharpness of image outlines.	page 6-12
Backgrnd Density	Removes dark background from originals, such as newspapers.	page 6-12
Prevent Bleed-t	Hides background colors and image bleed-through when scanning thin original.	page 6-13

Send

For details on each function, see the table below.

Key
Function Menu

Function	Description	Reference page
Quiet Mode	Lower print and scan speed for quiet processing.	page 6-20
Color Selection	Select the color mode setting.	page 6-11
Original Size	Specify the original size to be scanned.	page 6-7
Original Image	Specify the original size to be scanned.	page 6-10
Scan Resolution	Select fineness of scanning resolution.	page 6-25
Sending Size	Select size of image to be sent.	page 6-21
Zoom	Adjusts the zoom to reduce or enlarge the image.	page 6-13
Orig. Orientation	Select the orientation of the original document top edge to scan correct direction.	page 6-9
Continuous Scan	Scans a large number of originals in separate batches and then produce as one job.	page 6-19
File Format	Specify the image file format. Image quality level can also be adjusted.	page 6-22
File Name Entry	Adds a file name.	page 6-20
Subject/Body	Adds subject and body when sending a document.	page 6-25
JobFinish Notice	Sends E-mail notice when a job is complete.	page 6-19
FAX Resolution	Select fineness of images when sending FAX.	Refer to the **FAX Operation Guide**.
FAX Delayed TX	Set a send time.	
FAX Direct TX	Sends FAX directly without reading original data into memory.	
FAX RX Polling	Automatically makes a machine with a stored document send the document to your machine.	
FAX TX Report	Prints a report when transmission of a document is successful, or when an error occurs and transmission fails.	
Density	Adjust density.	page 6-10
Duplex	Selects the type and orientation of the binding based on the original.	page 6-21
FTP Encrypted TX	Encrypts images when sending via FTP.	page 6-25
File Separation	Creates several files by dividing scanned original data page by page before sending the files.	page 6-25
Sharpness	Adjusts the sharpness of image outlines.	page 6-12
Backgrnd Density	Removes dark background from originals, such as newspapers.	page 6-12
Prevent Bleed-t	Hides background colors and image bleed-through when scanning thin original.	page 6-13

Custom Box (Printing)

For details on each function, see the table below.

Key
Function Menu

Function	Description	Reference page
Quiet Mode	Lower print and scan speed for quiet processing.	page 6-20
Collate	Collates the output by page.	page 6-9
Paper Selection	Select the cassette or multi-purpose tray that contains the required paper size.	page 6-8
Duplex	Prints a document 1-sided or 2-sided.	page 6-17
EcoPrint	Saves toner when printing.	page 6-11
File Name Entry	Adds a file name.	page 6-20
JobFinish Notice	Sends E-mail notice when a job is complete.	page 6-19
Print Override	Suspends the current job and gives a new job top priority.	page 6-20
Del. after Print	Automatically deletes a document from the box once printing is complete.	page 6-26

Removable Memory (Store File, Printing Documents)

For details on each function, see the table below.

Store File

Key
☰ Function Menu

Function	Description	Reference page
Quiet Mode	Lower print and scan speed for quiet processing.	page 6-20
Color Selection	Select the color mode setting.	page 6-11
Original Size	Specify the original size to be scanned.	page 6-7
Original Image	Specify the original size to be scanned.	page 6-10
Scan Resolution	Select fineness of scanning resolution.	page 6-25
Storing Size	Select size of image to be stored.	page 6-26
Zoom	Adjusts the zoom to reduce or enlarge the image.	page 6-13
Orig. Orientation	Select the orientation of the original document top edge to scan correct direction.	page 6-9
Continuous Scan	Scans a large number of originals in separate batches and then produce as one job.	page 6-19
File Format	Specify the image file format. Image quality level can also be adjusted.	page 6-22
File Separation	Creates several files by dividing scanned original data page by page before sending the files.	page 6-25
File Name Entry	Adds a file name.	page 6-20
JobFinish Notice	Sends E-mail notice when a job is complete.	page 6-19
Density	Adjust density.	page 6-10
Duplex	Selects the type and orientation of the binding based on the original.	page 6-21
Sharpness	Adjusts the sharpness of image outlines.	page 6-12
Backgrnd Density	Removes dark background from originals, such as newspapers.	page 6-12
Prevent Bleed-t	Hides background colors and image bleed-through when scanning thin original.	page 6-13

Printing Documents

Key
Function Menu

Function	Description	Reference page
Quiet Mode	Lower print and scan speed for quiet processing.	page 6-20
Collate	Collates the output by page.	page 6-9
Paper Selection	Select the cassette or multi-purpose tray that contains the required paper size.	page 6-8
Duplex	Prints a document 1-sided or 2-sided.	page 6-17
EcoPrint	Saves toner when printing.	page 6-11
File Name Entry	Adds a file name.	page 6-20
JobFinish Notice	Sends E-mail notice when a job is complete.	page 6-19
Print Override	Suspends the current job and gives a new job top priority.	page 6-20
Encrypted PDF	Enter the preassigned password to print the PDF data.	page 6-26
JPEG/TIFF Print	Select the image size when printing JPEG or TIFF files.	page 6-27
XPS FitTo Page	Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.	page 6-27

Functions

Original Size

Copy Send Scan to USB

Specify the original size to be scanned.

Item	Description
A4-R, A5-R, A6-R, B5-R, B6-R, Folio, 216 × 340 mm, Letter-R, Legal, Statement-R, Executive, Oficio II, 16K-R, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2, Custom[1]	Select from standard sizes and custom size.

[1] For instructions on how to specify the custom original size, refer to Custom Orig.Size on page 8-20.

NOTE

Be sure to always specify the original size when using custom size originals.

Paper Selection

Copy Print from Box Print from USB

Select the cassette or multi-purpose tray that contains the required paper size.

Select from [1] (Cassette 1) to [5] (Cassette 5) to use the paper contained in that cassette.

NOTE

- Specify in advance the size and type of the paper loaded in the cassette (refer to Cassette 1 (to 5) Set. (Cassette 1 (to 5) Settings) on page 8-22 and MP Tray Set. (MP Tray Settings) on page 8-22).
- Cassettes 2 to 5 are displayed when the optional paper feeder is installed.

Before selecting [MP Tray], you need to select [MP Tray Set.] and specify the paper size and media type. The available paper sizes and media types are shown in the table below.

Item		Value	Description
Auto			The paper matching the size of the original is selected automatically.
Cassette 1 (to 5) [*1]			Feed paper from cassette 1 (to 5).
MP Tray			Feed paper from the multi purpose tray.
MP Tray Set.			Before selecting [MP Tray], you need to select [MP Tray Set.] and specify the paper size and media type.
	Standard Size	A4, A5, A6, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2, Custom[*2]	Select from the standard sizes and custom size.
	Size Entry	Set the sizes of [Y] (vertical). Metric: 148 to 356 mm (in 1 mm increments) Inch: 5.83 to 14.02" (in 0.01" increments)	Enter the size not included in the standard size.[*3] Use the numeric keys or press the [▲] or [▼] key to set the sizes of [Y] (vertical) and press the [**OK**] key. Set the sizes of [X] (horizontal) as well.
		Set the sizes of [X] (horizontal). Metric: 70 to 216 mm (in 1 mm increments) Inch: 2.76 to 8.50" (in 0.01" increments)	
	Media Type	Plain (60 to 105 g/m^2), Transparency, Rough, Vellum (60 to 63 g/m^2), Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick (106 to 220 g/m^2), High Quality, Custom 1 to 8[*4]	Select the media type. Displayed after [Standard Size] or [Size Entry] is set in [MP Tray Set.].

[*1] Cassette 2 to Cassette 5 are displayed when the optional paper feeder is installed.

[*2] For instructions on how to specify the custom paper sizes, refer to Custom PaperSize on page 8-20.

[*3] The input units can be changed in System Menu. For details, refer to Measurement on page 8-24.

[*4] For instructions on how to specify the custom paper types 1 to 8, refer to Media Type Set. (Media Type Settings) on page 8-23. To print on preprinted or prepunched paper or on letterhead, refer to SpcialPaper Act. on page 8-21.

NOTE

- You can conveniently select in advance the size and type of paper that will be used often and set them as default (refer to MP Tray Set. (MP Tray Settings) on page 8-22).
- If the specified size of paper is not loaded in the paper source cassette or multi purpose tray, a confirmation screen appears. Load the required paper in the multi purpose tray and press [Continue] to start copying.

Orig. Orientation (Original Orientation)

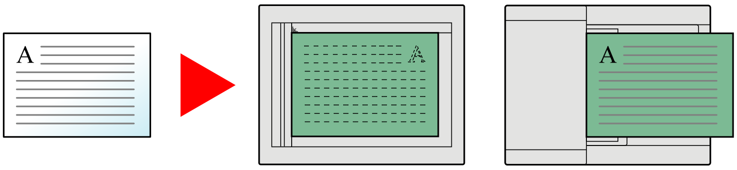
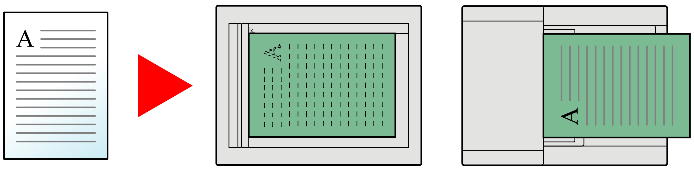
Copy Send Scan to USB

Select the orientation of the original document top edge to scan correct direction.

To use any of the following functions, the document's original orientation must be set.

- Duplex
- Combine
- Duplex (2-sided Original)

Select original orientation from [Top Edge on Top] or [Top Edge on Left].

Item	Image
Top Edge on Top	 Original Original orientation
Top Edge on Left	 Original Original orientation

NOTE

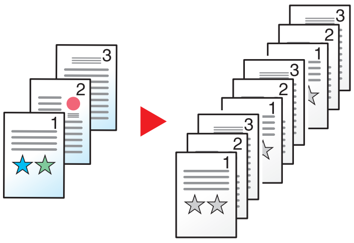
The default setting for Original Orientation can be changed. Refer to Orig. Orientation on page 8-27 for details.

Collate

Copy Print from Box Print from USB

Collate the output by page.

(**Value**: [Off] / [On])



Density

Copy Send Scan to USB

Adjust density using 9 levels.

Adjust density pressing [Lighter -4] to [Darker +4].

Original Image

Copy Send Scan to USB

Select original image type for best results.

Copying/Printing

Item	Description
Text+Photo[*1]	Best for mixed text and photo documents.
Photo	Best for photos taken with a camera.
Text	Best for documents that are mostly text
Light Text/Line	Clearly reproduces faint characters written in pencil, etc., and thin lines on map originals or diagrams.

*1 If gray text is not printed completely using [Text + Photo], selecting [Text] may improve the result.

Sending/Storing

Item	Description
Text+Photo	Best for mixed text and photo documents.
Photo	Best for photos taken with a camera.
Text	Best for documents that are mostly text
for OCR[*1]	Scanning produces an image that is suitable for OCR.
Light Text/Line	Clearly reproduces faint characters written in pencil, etc., and thin lines on map originals or diagrams.

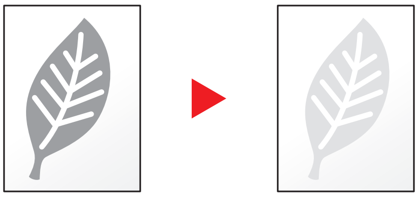
*1 This function is only available when Color Selection is set to Black and White. For details, refer to Color Selection on page 6-11.

EcoPrint

Copy
Print from Box
Print from USB

EcoPrint saves toner when printing. Use this function for test prints or any other occasion when high quality print is not required.

(**Value**: [Off] / [On])



Color Selection

Send
Scan to USB

Select the color mode setting.

Item	Description
Auto (Color/Gray)	Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Grayscale.
Auto (Color/B & W)	Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Black and White.
Full Color	Scans the document in full color.
Grayscale	Scans the document in grayscale. Produces a smooth, detailed image.
Black & White	Scans the document in black and white.

Sharpness

Copy Send Scan to USB

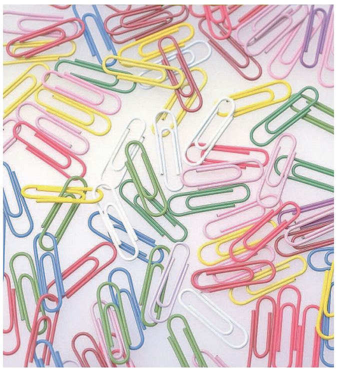
Adjusts the sharpness of image outlines.

When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward "Sharpen". When copying images made up of patterned dots such as magazine photos, in which moire[*1] patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward "Blur".

Less Sharp

Original

More Sharp



Item	Description
1 to 3 (Sharpen)	Emphasizes the image outline.
-1 to -3 (Unsharpen)	Blurs the image outline. Can weaken a Moire[*1] effect.

[*1] Patterns that are created by irregular distribution of halftone dots.

Backgrnd Density (Background Density)

Copy Send Scan to USB

Removes dark background from originals, such as newspapers. This feature is used with full color and auto color. Background Density Adjust is disabled if Auto Color detects black and white originals.

If the ground color is obtrusive, select [Auto]. If [Auto] does not remove the ground color, select [Manual] and adjust the density of the ground color.

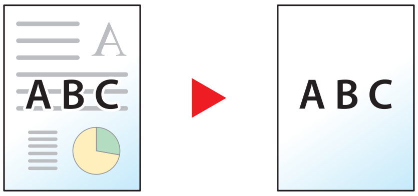
Item	Description
Off	Does not adjust the ground color.
Auto	Automatically adjusts the background density based on the original.
Manual	Manually adjust the density in 5 levels. When [Manual] is selected, select [1 (Lighter)] to [5 (Darker)] to adjust the background density.

Prevent Bleed-t (Prevent Bleed-thru)

Copy Send Scan to USB

Hides background colors and image bleed-through when scanning thin original.

(**Value**: [Off] / [On])



Zoom

Copy Send Scan to USB

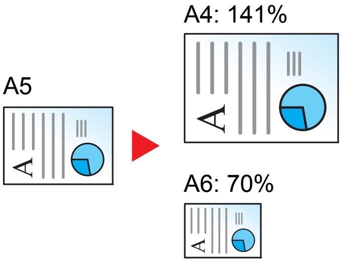
Adjust the zoom to reduce or enlarge the image.

Copying

The following zoom options are available.

Auto

Adjusts the image to match the paper size.



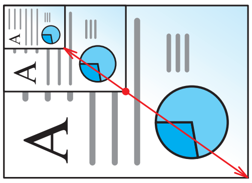
Standard Zoom

Reduces or enlarges at preset magnifications. Press the [▲] or [▼] key to select the desired magnification.

Model	Zoom Level (Original Copy)		Model	Zoom Level (Original Copy)	
Metric Models	400%	90% FOL >> A4	Inch Models	400%	78% LGL >> LTR
	200%	86% A4 >> B5		200%	64% LTR >> STMT
	141% A5 >> A4	70% A4 >> A5		129% STMT >> LTR	50%
	115% B5 >> A4	50%		100%	25%
	100%	25%			
	Others	129% STMT >> LTR		Others	141% A5 >> A4
		78% LGL >> LTR			115% B5 >> A4
		64% LTR >> STMT			90% FOL >> A4
					86% A4 >> B5
					70% A4 >> A5

Zoom Entry

Manually reduces or enlarges the original image in 1% increments between 25% and 400%. Use the numeric keys or press the [▲] or [▼] key to enter the any magnification.



Sending/Storing

Item	Description
100%	Reproduces the original size.
Auto	Reduces or enlarges original to sending/storing size.

NOTE

To reduce or enlarge the image, select the paper size, sending size, or storing size.

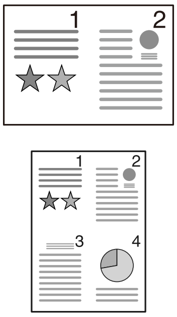
Paper Selection (page 6-8)
Sending Size (page 6-21)
Storing Size (page 6-26)

Combine

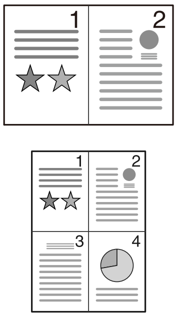
Copy

Combines 2 or 4 original sheets into 1 printed page. You can select the page layout and the type of boundary lines around the pages.

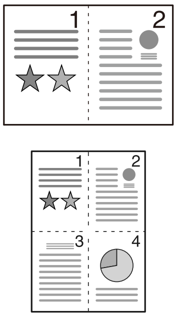
The following types of the boundary lines are available.



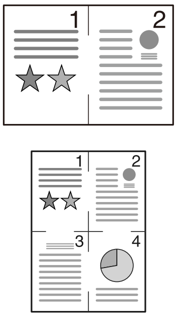
None



Solid Line



Dotted Line

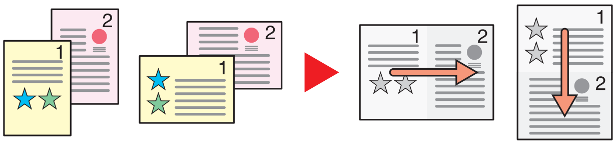
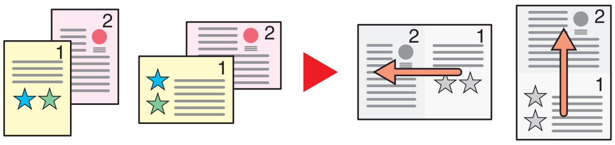
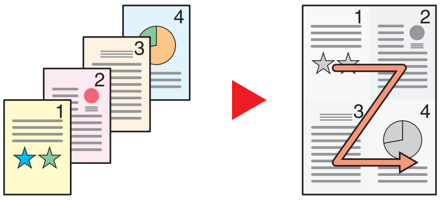
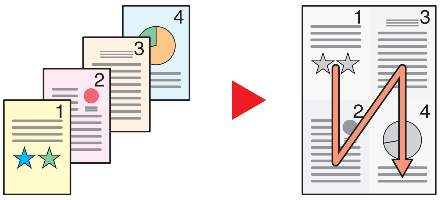
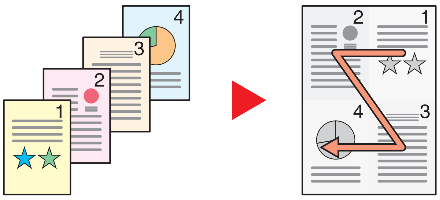
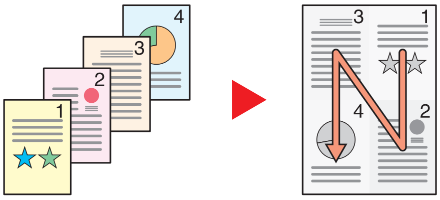


Positioning Mark

Select [2 in 1] or [4 in 1], and select the page layout from "Layout".

Item		Value	Description
Off		—	Disables the function.
2 in 1		—	Press the [**OK**] key to copy the original with the default setting. For the default settings, refer to Function Default on page 8-27.
	2 in 1 Layout	L to R T to B, R to L	Press [Detail] to display the [2 in 1 Layout] screen. Select the page layout of scanned originals, and press the [**OK**] key.
	Border Line	None, Solid Line, Dotted Line, Positioning Mark	Select the page boundary line, and press the [**OK**] key.
	Orig. Orientation	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction. Choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press the [**OK**] key.
4 in 1		—	Press the [**OK**] key to copy the original with the default setting. For the default settings, refer to Function Default on page 8-27.
	4 in 1 Layout	Right then Down, Down then Right, Left then Down, Down then Left	Press [Detail] to display the [4 in 1 Layout] screen. Select the page layout of scanned originals, and press the [**OK**] key.
	Border Line	None, Solid Line, Dotted Line, Positioning Mark	Select the page boundary line, and press the [**OK**] key.
	Orig. Orientation	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction. Choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press the [**OK**] key.

Layout image

Value		Image
2 in 1	**L to R T to B**	
	R to L	
4 in 1	**Right then Down**	
	Down then Right	
	Left then Down	
	Down then Left	

NOTE

- The paper sizes supported in Combine mode are A4, A5, B5, Folio, 216 x 340 mm, Letter, Legal, Statement, Oficio II, and 16K.
- When placing the original on the platen, be sure to copy the originals in page order.

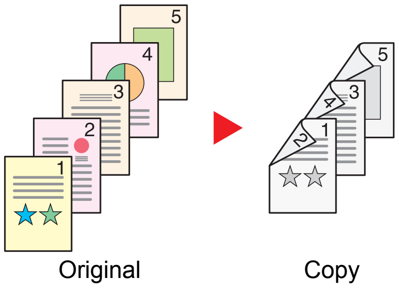
Duplex

Copy **Print from Box** **Print from USB**

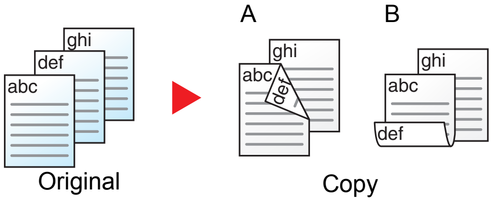
Produces two-sided copies.

The following modes are available.

One-sided to Two-sided



Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.

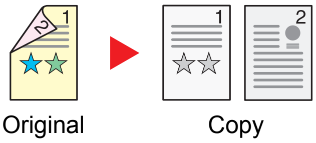


The following binding options are available.

A Original Left/Right to Binding Left/Right: Images on the second sides are not rotated.

B Original Left/Right to Binding Top: Images on the second sides are rotated 180 degrees. Copies can be bound on the top edge, facing the same orientation when turning the pages.

Two-sided to One-sided

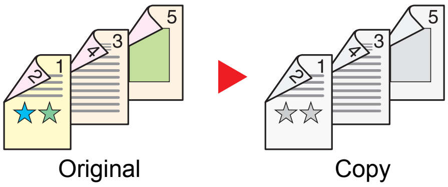


Copies each side of a two-sided original onto two individual sheets.

The following binding options are available.

- Binding Left/Right: Images on the second sides are not rotated.
- Binding Top: Images on the second sides are rotated 180 degrees.

Two-sided to Two-sided



Produces two-sided copies from two-sided originals.

NOTE

The paper sizes supported in Two-sided to Two-sided mode are A4, B5, A5, Legal, Letter, Executive, Statement, Oficio II, 216 × 340 mm, Folio, Envelope C5, and 16K.

Copying

Prints 1-sided originals to 2-sided, or 2-sided originals to 1-sided. Select the binding orientation for original and finished documents.

Item		Value	Description
1-sided>>1-sided		—	Disables the function.
1-sided>>2-sided		—	Press the [**OK**] key to copy the original with the default setting. For the default settings, refer to Function Default on page 8-27.
	Finish. Binding	Left/Right, Top	Press [Detail] to display the [Finish. Binding] screen. Select the binding orientation of copies, and press the [**OK**] key.
	Orig. Orientation	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction. Choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press the [**OK**] key.
2-sided>>1-sided		—	Press the [**OK**] key to copy the original with the default setting. For the default settings, refer to Function Default on page 8-27.
	Orig. Binding	Left/Right, Top	Press [Detail] to display the [Orig. Binding] screen. Select the binding orientation of originals, and press the [**OK**] key.
	Orig. Orientation	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction. Choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press the [**OK**] key.
2-sided>>2-sided		—	Press the [**OK**] key to copy the original with the default setting. For the default settings, refer to Function Default on page 8-27.
	Orig. Binding	Left/Right, Top	Press [Detail] to display the [Orig. Binding] screen. Select the binding direction of originals, and press the [**OK**] key.
	Finish. Binding	Left/Right, Top	Select the binding orientation of copies, and press the [**OK**] key.
	Orig. Orientation	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction. Choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press the [**OK**] key.

When placing the original on the platen, consecutively replace each original and press the [**Start**] key.

After scanning all originals, press [End Scan] to start copying.

Printing

Print a document to 1-sided or 2-sided sheets.

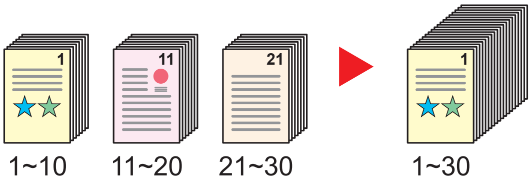
Item		Value	Description
1-sided		—	Disables the function.
2-sided		—	Press the [**OK**] key to print a 2-sided document with the default setting. For the default settings, refer to Function Default on page 8-27.
	Finish. Binding	Left/Right, Top	Press [Detail] to display the [Finish. Binding] screen. Select the binding orientation of copies, and press the [**OK**] key.

Continuous Scan

Copy Send Scan to USB

Scans a large number of originals in separate batches and then produce as one job. Originals will be scanned continuously until you press [End Scan].

(**Value**: [Off] / [On])



Job Finish Notice

Copy Print from Box Print from USB Send Scan to USB

Sends E-mail notice when a job is complete.

Users can be notified of the completion of a job while working at a remote desk, saving the time spent waiting beside the machine to finish.

Example of Job Finish Notice:

To:	h_pttr@owl-net.net
Subject:	1234 Job end report mail
Job No.:	000002
Result:	OK
End Time:	Sat 02 Feb 2013 10:10:10
File Name:	doc27042005145608
Job Type:	Copy

1234
[00:c0:ee:d0:01:14]

NOTE

- PC should be configured in advance so that E-mail can be used. For details, refer to Embedded Web Server RX on page 2-37.
- E-mail can be sent to a single destination.

Item		Description
Off		Disables the function.
On	**Address Book**	Select the notification destination from the Address Book or External Address Book. Select the destination on the Address Book or Ext Address Book screen, then press the [**OK**] key.
	Address Entry	Enter E-mail address directly. Enter the address (up to 128 characters) and press the [**OK**] key.

File Name Entry

Copy | Print from Box | Print from USB | Send | Scan to USB

Adds a file name. Additional information such as job number and date and time can also be set. You can check a job history or job status using the file name, date and time, or job number specified here.

Enter the file name (up to 32 characters), and press the [**OK**] key.

To add date and time, select [Date]. To add job number, select [Job No.]. To add both, select [Job No. + Date] or [Date + Job No.]. Then press the [**OK**] key.

Print Override

Copy | Print from Box | Print from USB

Suspends the current job and gives a new job top priority. The suspended job resumes after the other job is finished.

(**Value**: [Off] / [On])

NOTE

- This function is not available if current job was an override.
- Print override may not be available depending on the status of the current print job and memory usage.

Quiet Mode

Copy | Print from Box | Print from USB | Send | Scan to USB

Lower print and scan speed for quiet processing. Select this mode when the running noise is uncomfortable.

It is possible to set the use of Quiet Mode for each function, such as copying and sending.

(**Value**: [Off] / [On])

NOTE

- The processing speed will be slower than normal when in Quiet Mode.
- This cannot be used when [Prohibit] is set for Each Job on page 8-38.

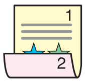
Duplex (2-sided Original)

Send Scan to USB

Select the type and orientation of the binding based on the original.

Item		Value	Description
1-sided		—	Disables the function.
2-sided		—	Press the [**OK**] key to scan the original with the default setting. For the default settings, refer to Function Default on page 8-27.
	Orig. Binding	Left/Right, Top	Press [Detail] to display the [Orig. Binding] screen. Select the binding direction of originals, and press the [**OK**] key.
	Orig. Orientation	Top Edge Top, Top Edge Left	Select the orientation of the original document top edge to scan correct direction, and press the [**OK**] key.

Sample image

Value		Image	Value	Image
2-sided	**Binding Left/Right**		**Binding Top**	

Sending Size

Send

Select size of image to be sent.

Item	Description
Same as OrigSize	Send an image the same size as the original.
A4, A5, A6, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2, Custom	Select from standard sizes.

Relationship between Original Size, Sending Size, and Zoom

Original Size (page 6-7), Sending Size, and Zoom (page 6-13) are related to each other. For details, see the table below.

Original size and sending size are	the same	different
Original Size (page 6-7)	Specify as necessary.	Specify as necessary.
Sending Size	Select [Same as OrigSize].	Select the desired size.
Zoom (page 6-13)	Select [100%] (or [Auto]).	Select [Auto].

NOTE

When you specify the sending size that is different from the original size, and select the zoom of [100%], you can send the image as the actual size (No Zoom).

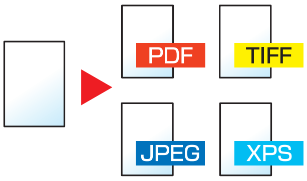
File Format

Send Scan to USB

Specify the image file format. Image quality level can also be adjusted. Select the file format from [PDF], [TIFF], [JPEG], [XPS], and [High Comp. PDF].

When the color mode in scanning has been selected for Grayscale or Full Color, set the image quality.

If you selected [PDF] or [High Comp. PDF], you can specify encryption or PDF/A settings.



Item		Value	Description
PDF [*2]		—	Press the [**OK**] key to save or send a PDF file. The image quality and PDF/A settings will be the default settings. For the default settings, refer to Function Default on page 8-27.
	Image Quality	1 Low(High Comp) to 5 High(Low Comp)	Press [Detail] to display the [Image Quality] screen. Select the image quality and press the [**OK**] key.
	PDF/A	Off, PDF/A-1a, PDF/A-1b	Select PDF/A-1 format type and press the [**OK**] key.
	Encryption	Off, On	Set the PDF encryption and then press the [**OK**] key. If [On] is selected, refer to PDF Encryption Functions on page 6-23.
TIFF		—	Press the [**OK**] key to save or send a TIFF file. The Image Quality settings will be the default values. For the default settings, refer to Function Default on page 8-27.
	Image Quality	1 Low(High Comp) to 5 High(Low Comp)	Press [Detail] to display the [Image Quality] screen. Select the image quality and press the [**OK**] key.
XPS		—	Press the [**OK**] key to save or send a XPS file. The Image Quality settings will be the default values. For the default settings, refer to Function Default on page 8-27.
	Image Quality	1 Low(High Comp) to 5 High(Low Comp)	Press [Detail] to display the [Image Quality] screen. Select the image quality and press the [**OK**] key.
JPEG		—	Press the [**OK**] key to save or send a JPEG file. The Image Quality settings will be the default values. For the default settings, refer to Function Default on page 8-27.
	Image Quality	1 Low(High Comp) to 5 High(Low Comp)	Press [Detail] to display the [Image Quality] screen. Select the image quality and press the [**OK**] key.

Item		Value	Description
High Comp. PDF		—	Press the [**OK**] key to save or send a High Comp. PDF file. The image quality and PDF/A settings will be the default settings. For the default settings, refer to Function Default on page 8-27.
	Image Quality	Comp. Priority, Standard, Quality Priority	Press [Detail] to display the [Image Quality] screen. Select the image quality and press the [**OK**] key.
	PDF/A	Off, PDF/A-1a, PDF/A-1b	Select PDF/A-1 format type and press the [**OK**] key.
	Encryption	Off, On	Set the PDF encryption and then press the [**OK**] key. If [On] is selected, refer to PDF Encryption Functions on page 6-23.

NOTE

- You can use PDF encryption functions. For details, refer to PDF Encryption Functions on page 6-23.
- If encryption is enabled, PDF/A settings cannot be specified.

PDF Encryption Functions

If you have selected PDF or High Comp. PDF for file format, you can restrict the access level for displaying, printing, and editing PDF's by assigning a secure password.

Items that can be set vary depending on the setting selected in "Compatibility".

When [Acrobat3.0&Later] is selected in "Compatibility"

Item			Value	Description
Password	**Open Document**		Off, On	Enter the password to open the PDF file. Select [On] and press the [**OK**] key. Enter a password (up to 256 characters) and then press the [**OK**] key. Enter the password again for confirmation, and press the [**OK**] key.
	Edit/Print Doc.		Off, On	Enter the password to edit the PDF file. Select [On] and press the [**OK**] key. Enter a password (up to 256 characters) and then press the [**OK**] key. Enter the password again for confirmation, and press the [**OK**] key.
		Printing Allowed	Not Allowed, Allowed	Restricts printing of the PDF file. Then press the [**OK**] key.
		Changes Allowed	Not Allowed, Commenting, Page Layout, Any Changes	Restricts editing of the PDF file. Select from the following restrictions then press the [**OK**] key. Not Allowed: Disables the change to the PDF file. Commenting: Can only add commenting. Page Layout: Can change the page layout except extracting the pages of the PDF file. Any Changes: Can conduct all operations except extracting the pages of the PDF file.
		Copying Contents	Disable, Enable	Restricts the copying of text and objects on the PDF file. Then press the [**OK**] key.

When [Acrobat5.0&Later] is selected in "Compatibility"

Item			Value	Description
Password	**Open Document**		Off, On	Enter the password to open the PDF file. Select [On] and press the [**OK**] key. Enter a password (up to 256 characters) and then press the [**OK**] key. Enter the password again for confirmation, and press the [**OK**] key.
	Edit/Print Doc.		Off, On	Enter the password to edit the PDF file. Select [On] and press the [**OK**] key. Enter a password (up to 256 characters) and then press the [**OK**] key. Enter the password again for confirmation, and press the [**OK**] key.
		Printing Allowed	Not Allowed, Allowed (Low Res.), Allowed	Restricts printing of the PDF file. Select from the following restrictions then press the [**OK**] key. Not Allowed: Disables the printing of PDF file. Allowed (Low Res.): Can print the PDF file only in low resolution. Allowed: Can print the PDF file in original resolution.
		Changes Allowed	Not Allowed, Ins./Del./Rotat, Commenting, Any Changes	Specifically limit the operation. Select from the following restrictions then press the [**OK**] key. Not Allowed: Disables the change to the PDF file. Ins./Del./Rotat: Can only insert, delete, and rotate the pages of the PDF file. Commenting: Can only add commenting. Any Changes: Can conduct all operations except extracting the pages of the PDF file.
		Copying Contents	Disable, Enable	Restricts the copying of text and objects on the PDF file. Then press the [**OK**] key.

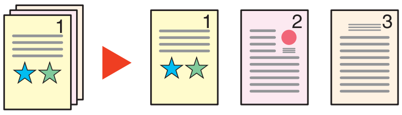
File Separation

Send　Scan to USB

Creates several files by dividing scanned original data page by page, and sends the files.

(**Value**: [Off] / [Each Page])

Select [Each Page] to set File Separation.



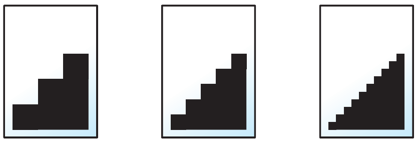
NOTE
A three-digit serial number such as "abc_001.pdf, abc_002.pdf..." is attached to the end of the file name.

Scan Resolution

Send Scan to USB

Select fineness of scanning resolution.

The selectable resolution is [200 × 100 dpi Norm.], [200 × 200 dpi Fine], [300 × 300 dpi], [200 × 400 dpi S.Fin], [400 × 400 dpi U.Fin], or [600 × 600dpi].



NOTE

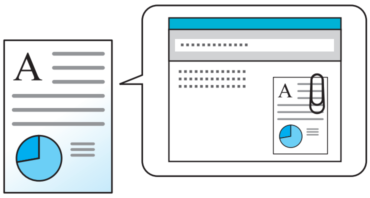
The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

Subject/Body

Send

Adds subject and body when sending a document.

Enter the E-mail subject and press the [**OK**] key, and then enter the E-mail body and press the [**OK**] key.



NOTE

The subject can include up to 60 characters, and the body can include up to 500 characters.

FTP Encrypted TX

Send

Encrypts images when sending via FTP. Encryption secures the document transmission.

(**Value**: [Off] / [On])

NOTE

- You can only change the settings by logging in with administrator privileges.
  The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

- Be sure that "SSL" of Secure Protocol Settings is [On]. For details, refer to SSL on page 8-11.

Del. after Print (Delete after Printed)

Print from Box

Automatically deletes a document from the box once printing is complete.

(**Value**: [Off] / [On])

Storing Size

Scan to USB

Select size of image to be stored.

Item	Description
Same as OrigSize	Store an image the same size as the original.
A4, A5, A6, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2	Select from standard sizes.

Relationship between Original Size, Storing Size, and Zoom

Original Size (page 6-7), Storing Size, and Zoom (page 6-13) are related to each other. For details, see the table below.

Original Size and the size you wish to store as are	the same	different
Original Size (page 6-7)	Specify as necessary.	Specify as necessary.
Storing Size	Select [Same as OrigSize].	Select the desired size.
Zoom (page 6-13)	Select [100%] (or [Auto]).	Select [Auto].

NOTE

When you select Storing Size that is different from Original Size, and select the Zoom [100%], you can store the image as the actual size (No Zoom).

Encrypted PDF

Print from USB

Enter the preassigned password to print the PDF data.

Enter the Password, and press the [**OK**] key.

NOTE

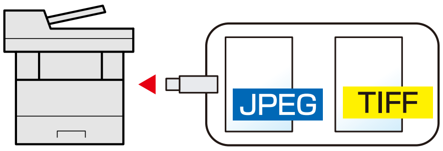
For details on entering the password, refer to Character Entry Method on page 11-11.

JPEG/TIFF Print

Print from USB

Select the image size when printing JPEG or TIFF files.

Select [Paper Size], [Image Resolution] or [Print Resolution].



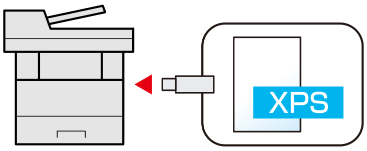
Item	Description
Paper Size	Fits the image size to the selected paper size.
Image Resolution	Prints at resolution of the actual image.
Print Resolution	Fits the image size to the print resolution.

XPS Fit to Page

Print from USB

Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

(**Value**: [Off] / [On])



7 Status/Job Cancel

This chapter explains the following topics:

Checking Job Status 7-2
Checking Job History 7-8
    Sending the Log History 7-12
Job Operation 7-13
    Pause and Resumption of Jobs 7-13
    Canceling of Jobs 7-13
Checking Device Status 7-15
Checking the Remaining Amount of Toner and Paper 7-16

Checking Job Status

Check the status of jobs being processed or waiting to be printed.

Available Status Screens

The processing and waiting statuses of jobs are displayed as a list on the message display in four different screens - Printing Jobs, Sending Jobs, Storing Jobs, and Scheduled Jobs.

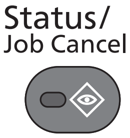
The following job statuses are available.

Status Display	Job status to be displayed
Print Job Status	• Copy • Printer • FAX reception • E-mail reception • Printing from Document Box • Printing data from removable memory • Job Report/List
Send Job Status	• FAX transmission • E-mail • Folder transmission • Application • Multiple destination
Store Job Status	• Scan • FAX • Printer
Scheduled Job	• Sending Job FAX using Delayed transmission

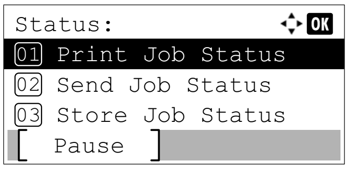
Displaying Status Screens

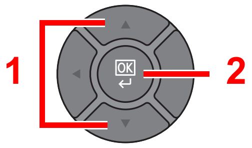
1 Display the screen.

1 Press the [**Status/Job Cancel**] key.



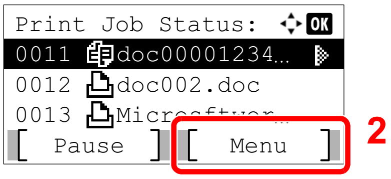
2 Press the [▲] or [▼] key to select [Print Job Status], [Send Job Status], [Store Job Status] or [Scheduled Job], and press the [**OK**] key.

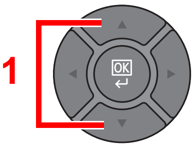




2 Select the job you want to check.

1 Press the [▲] or [▼] key to select the job you want to check, and press [Menu].

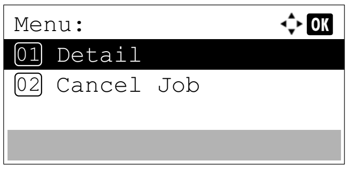

```
Print Job Status:       OK
0011 doc00001234...
0012 doc002.doc
0013 Micr
[ Pause  ][  Menu  ]
```

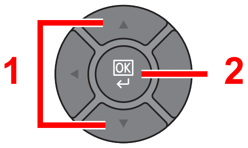


NOTE

You can show the job statuses of all users, or only the statuses of your own jobs. For details, refer to Disp. Status/Log (Display Status/Log) on page 8-31. This setting can also be changed from Embedded Web Server RX. For details, refer to the **Embedded Web Server RX User Guide**.

2 Press the [▲] or [▼] key to select [Detail], and press the [OK] key.


```
Menu:                   OK
01 Detail
02 Cancel Job
```



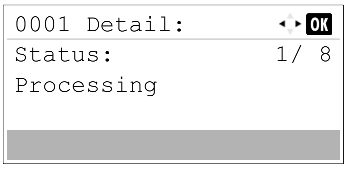
Jobs Detail Status is displayed.

NOTE

- If a FAX job is selected in [Send Job Status] then [PriorityOverride] is displayed. Select [PriorityOverride] and press the [OK] key to suspend the current job and gives the selected job top priority.
- For [Scheduled Job], [Start Now] is displayed. Select [Start Now] and press the [OK] key to send the selected job immediately.

3 Check the status.

Press the [▶] key to view the next screen. Press the [◀] key to return to the previous screen.


```
0001 Detail:            OK
Status:              1/ 8
Processing
```

Print Job Status (page 7-4)
Send Job Status (page 7-5)
Store Job Status (page 7-6)
Scheduled Job Status (page 7-7)

Print Job Status

Item	Description
Status	Status of job [Processing]: The status before starting to print. [Pause]: Pausing print job or error [Canceling]: Canceling the job [-----]: The job is finished.
Accepted Time	Accepted Time of job
Job Name	When the job name in Job Name is displayed in a short form, press [Detail] to see the complete job name. Press the [**OK**] key to return to the previous screen.
Job Type	[Copy]: Copy job [FAX][*1]: FAX reception [Box]: Job from Document Box [Printer]: Printer job [Report]: Report/List [E-mail]: E-mail reception [USB]: Data from removable memory
User Name	User Name for the executed job If user login administration is disabled, [----] appears.
Page and Copy	• Number of pages printed • Number of copies printed / Total number of copies to be printed
Original Pages	Number of original pages
Sender Info.	The sender information is displayed. **When receiving a FAX** If the name of the sender is provided when receiving a FAX, the name is displayed. If only the number of the sender is provided, the number is displayed. If there is no information about the sender or if a FAX is not received, [----] appears. **For E-mails** The E-mail address is displayed. In other cases, [----] is displayed. **NOTE** When the sender information is displayed in a short form, press [Detail] to see the complete sender Information. Press the [**OK**] key to return to the previous screen.

*1 Displayed only on products with the fax function installed.

Send Job Status

Item	Description
Status	Status of job [Processing]: The status before starting sending such as during scanning originals [Pause]: Pausing the job [Canceling]: Canceling the job
Accepted Time	Accepted Time of job
Job Name	When the job name in Job Name is displayed in a short form, press [Detail] to see the complete job name. Press the [**OK**] key to return to the previous screen.
Job Type	[FAX][1]: Sending Job FAX [E-mail]: Sending Job E-mail [Folder]: Sending Job Folder [Application]: Sending Job Application [Multi]: Multi Sending
User Name	User Name for the executed job If user login administration is disabled, [----] appears.
Original Pages	Number of original pages
Color/B & W	Color mode of scan data [Color/B & W] [Full Color] [Black & White] [Grayscale]
Destination	The destination is displayed. **If there is one destination:** Destination (Either destination name, FAX number, E-mail address, or server name) **NOTE** When the destination is displayed in a short form, press [Detail] to see the complete destination. Press the [**OK**] key to return to the previous screen. **If there are multiple destinations:** [Broadcast] is displayed. When [List] is pressed, all destinations are displayed. Press [Exit] to return to the original screen. **NOTE** When the destination in a short form, select the destination and then press the [**OK**] key to see the complete destination. Press the [**OK**] key to return to the previous screen.

---

[1] Displayed only on products with the fax function installed.

Store Job Status

Item	Description
Status	Status of job [Processing]: The status before starting sending such as during scanning originals [Canceling]: Canceling the job
Accepted Time	Accepted Time of job
Job Name	When the job name in Job Name is displayed in a short form, press [Detail] to see the complete job name. Press the [**OK**] key to return to the previous screen.
Job Type	[FAX][*1]: Storing Job FAX [SCAN]: Storing Job Scan [Printer]: Storing Job Printer
User Name	User Name for the executed job If user login administration is disabled, [----] appears.
Original Pages	Number of original pages
Color/B & W	Color mode of store data [Color/B & W] [Full Color] [Black & White] [Grayscale]
Sender Info.	The sender information is displayed. **When receiving a FAX** If the name of the sender is provided when receiving a FAX, the name is displayed. If only the number of the sender is provided, the number is displayed. If there is no information about the sender or if a FAX is not received, [----] appears. In other cases, [----] is displayed. **NOTE** When the sender Information is displayed in a short form, press [Detail] to see the complete sender Information. Press the [**OK**] key to return to the previous screen.

*1 Displayed only on products with the fax function installed.

Scheduled Job Status

Item	Description
Status	Status of job [Waiting]: Waiting Sending
Start Time	Time to start the scheduled job
Job Name	When the job name in Job Name is displayed in a short form, press [Detail] to see the complete job name. Press the [**OK**] key to return to the previous screen.
Job Type	[FAX] is displayed.
User Name	User Name for the executed job If user login administration is disabled, [----] appears.
Original Pages	Number of original pages
Color/B & W	[Black & White] is displayed.
Destination	The destination is displayed. Destination (page 7-5).

Checking Job History

Check the history of completed jobs.

NOTE
Job history is also available by Embedded Web Server RX or NETWORK PRINT MONITOR from the computer.

Available Job History Screens

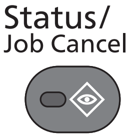
The job histories are displayed separately in four screens - Printing Jobs, Sending Jobs, Storing Jobs and FAX Jobs. The following job histories are available.

Screen	Job histories to be displayed
Print Job Log	• Copy • Printer • FAX reception • E-mail reception • Printing from Document Box • Application • Job Report/List • Printing data from removable memory
Send Job Log	• FAX • E-mail • Folder • Application • Multiple destination
Store Job Log	• Scan • FAX • Printer
FAX Job Log	Refer to **FAX Operation Guide**.

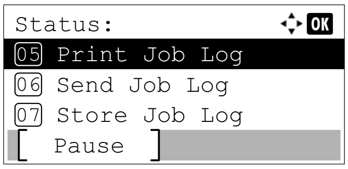
Displaying Job History Screen

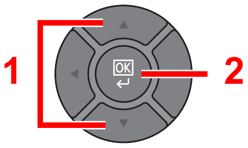
1 Display the screen.

1 Press the [**Status/Job Cancel**] key.



2 Press the [▲] or [▼] key to select [Print Job Log], [Send Job Log], [Store Job Log] or [FAX Job Log], and press the [**OK**] key.



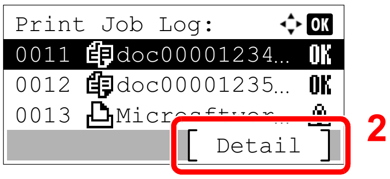


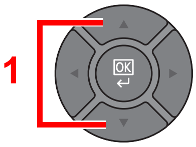
NOTE

[FAX Job Log] is displayed only on products with the fax function installed. For details, refer to the **FAX Operation Guide**.

2 Select the job you want to check.

Press the [▲] or [▼] key to select the job you want to check, and press [Detail].





A job result icon is displayed on the extreme right of each job.

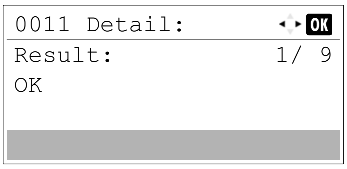
- OK : The job has been completed.
- ⚠ : An error has occurred.
- ⊘ : The job has been canceled.

NOTE

You can show the job log of all users, or only your own job log. For details, refer to Disp. Status/Log (Display Status/Log) on page 8-31. This setting can also be changed from Embedded Web Server RX. For details, refer to the **Embedded Web Server RX User Guide**.

3 Check the job history.

Press the [▶] key to view the next screen. Press the [◀] key to return to the previous screen.



0011 Detail:

Result: 1/ 9

OK

Print Job Log (page 7-10)
Send Job Log (page 7-11)
Store Job Log (page 7-12)

Print Job Log

Item	Description
Result	Result of job [OK]: The job has been completed. [Error]: An error has occurred. [Cancel]: The job has been canceled.
Accepted Time	Accepted time of job
End Time	Completed time of job
Job Name	When the job name in Job Name is displayed in a short form, press [Detail] to see the complete job name. Press the [**OK**] key to return to the previous screen.
Job Type	[Copy]: Copy job [FAX][*1]: FAX reception [Box]: Job from Document Box [Printer]: Printer job [Report]: Report/List [E-mail]: E-mail reception [USB]: Data from removable memory
User Name	User Name for the executed job If user login administration is disabled, [----] appears.
Page and Copy	• Number of pages printed • Number of copies printed / Total number of copies to be printed
Original Pages	Number of original pages
Sender Info.	The sender information is displayed. Sender Info. (page 7-4)

[*1] Displayed only on products with the fax function installed.

Send Job Log

Item	Description
Result	Result of job [OK]: The job has been completed. [Error]: An error has occurred. [Cancel]: The job has been canceled.
Accepted Time	Accepted Time of job
End Time	Completed time of job
Job Name	When the job name in Job Name is displayed in a short form, press [Detail] to see the complete job name. Press the [**OK**] key to return to the previous screen.
Job Type	[E-mail]: Sending Job E-mail [Folder]: Sending Job Folder [FAX][*1]: Sending Job FAX [Application]: Sending Job Application [Multi]: Multi Sending
User Name	User Name for the executed job If user login administration is disabled, [----] appears.
Original Pages	Number of original pages
Color/B & W	Color mode of scan data [Color/B & W] [Full Color] [Black & White] [Grayscale]
Destination	The destination is displayed. Destination (page 7-5)

[*1] Displayed only on products with the fax function installed.

NOTE

If the login user name entry screen appears during operations, log in by referring to Login on page 2-9.

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

Store Job Log

Item	Description
Result	Result of job [OK]: The job has been completed. [Error]: An error has occurred. [Cancel]: The job has been canceled.
Accepted Time	Accepted Time of job
End Time	Completed time of job
Job Name	When the job name in Job Name is displayed in a short form, press [Detail] to see the complete job name. Press the [**OK**] key to return to the previous screen.
Job Type	[FAX]*1: Storing Job FAX [SCAN]: Storing Job Scan [Printer]: Storing Job Printer
User Name	User Name for the executed job If user login administration is disabled, [----] appears.
Original Pages	Number of original pages
Color/B & W	Color mode of store data [Color/B & W] [Full Color] [Black & White] [Grayscale]
Sender Info.	The sender information is displayed. Sender Info. (page 7-6).

*1 Displayed only on products with the fax function installed.

Sending the Log History

You can send the log history by E-mail. You can either send it manually as needed or have it sent automatically whenever a set number of jobs is reached. For details, refer to Send History on page 8-7.

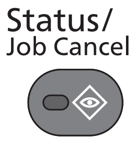
Job Operation

Pause and Resumption of Jobs

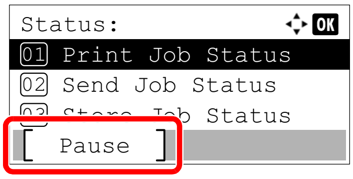
Pause/resume all printing jobs in printing/waiting.

1 Display the screen.

Press the [**Status/Job Cancel**] key.



2 Press [Pause].



Printing is paused.

When resuming the printing of jobs that have been paused, press [Resume].

NOTE

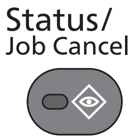
If the [**Back**] key or other function key, such as the [**Copy**] key, is pressed during Pause, [Resume paused job] appears. If [Yes] is selected and then the [**OK**] key is pressed, the job is resumed and the following screen appears. If [No] is selected and then the [**OK**] key is pressed, the following screen appears while the job is paused.

Canceling of Jobs

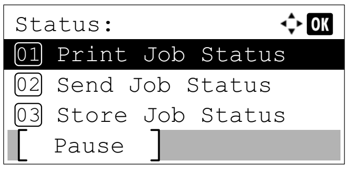
A job in printing/waiting status can be canceled.

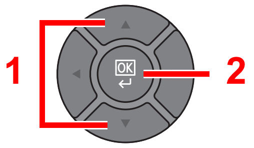
1 Display the screen.

1 Press the [**Status/Job Cancel**] key.



2 Press the [▲] or [▼] key to select [Print Job Status], [Send Job Status], [Store Job Status] or [Scheduled Job], and press the [**OK**] key.

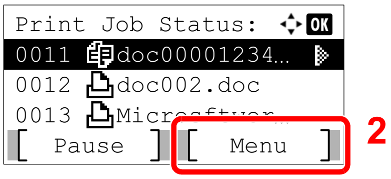


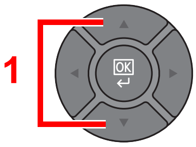


2 Cancel a job.

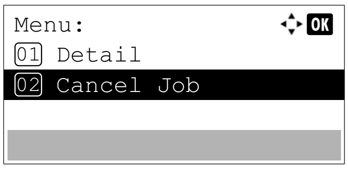
Print Job Status

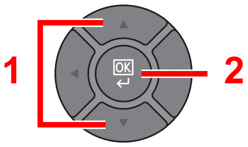
1 Press the [▲] or [▼] key to select the job to be canceled, and press [Menu].


Print Job Status:
0011 doc00001234...
0012 doc002.doc
0013 Micrcftwor...
[Pause] [Menu]



2 Press the [▲] or [▼] key to select [Cancel Job], and press the [OK] key.


Menu:
01 Detail
02 Cancel Job



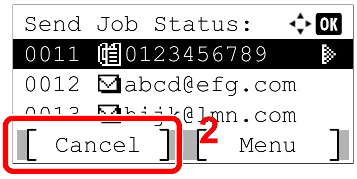
NOTE

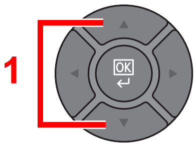
When FAX reception job is selected, [Cannot delete FAX reception jobs.] is displayed and the job cannot be canceled.

3 Press [Yes] in confirmation screen.

Send Job Status, Store Job Status or Scheduled Job Status

1 Press the [▲] or [▼] key to select the job to be canceled, and press [Cancel].


Send Job Status:
0011 0123456789
0012 abcd@efg.com
0013 hijk@lmn.com
[Cancel] [Menu]



NOTE

A job can be canceled by pressing [Menu], selecting [Cancel Job] and then pressing the [OK] key.

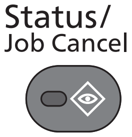
2 Press [Yes] in confirmation screen.

Checking Device Status

Configure the devices/lines installed or connected to this machine or check their status.

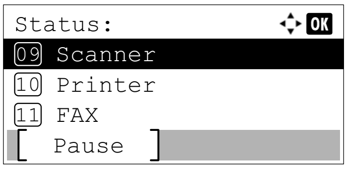
1 Display the screen.

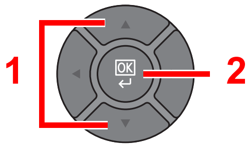
Press the [**Status/Job Cancel**] key.



2 Check the status.

Press the [▲] or [▼] key to select the items you want to check. Then, press the [**OK**] key to show the status of the selected device.





The items you can check are described below.

"Scanner"

The status of an original scanning or the error information (paper jam, opened cover, etc.) is displayed.

"Printer"

Error information such as paper jam, out of toner, or out of paper, and status such as waiting or printing are displayed.

"FAX"

- The information such as sending/receiving and dialing is displayed.
- Press [Line Off] to cancel a fax in sending/receiving.

For details, refer to the **FAX Operation Guide**.

"USB Memory"

- The usage and capacity of the external media connected to this machine are displayed.
- Press [Remove] to safely remove the external media.

"SSD"

The status of the optional SSD is displayed.

"USB Keyboard"

The status of the optional USB Keyboard is displayed.

"Wireless Network"

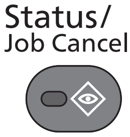
The connection status of the optional Wireless Network Interface Kit is displayed.

Checking the Remaining Amount of Toner and Paper

Check the remaining amount of toner and paper on the message display.

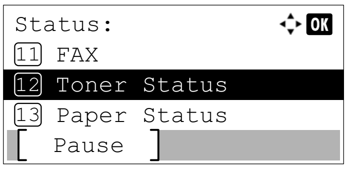
1 Display the screen.

Press the [**Status/Job Cancel**] key.

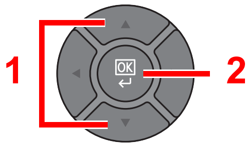


2 Check the status.

Press the [▲] or [▼] key to select [Toner Status] or [Paper Status], and press the [**OK**] key.



```
Status:                OK
11 FAX
12 Toner Status
13 Paper Status
[  Pause  ]
```



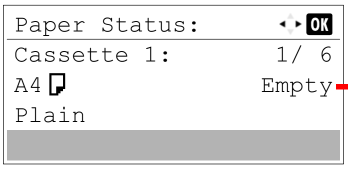
The items you can check are described below.

"Toner Status"

You can check the remaining amount of toner level from 100 to 0% (10% increments).

"Paper Status"

The status of the source is displayed. Press the [►] key to view the next source. Press the [◄] key to return to the previous screen.



```
Paper Status:          OK
Cassette 1:         1/ 6
A4                 Empty
Plain
```

If paper has run out or the cassette is not installed, [Empty] is displayed.

NOTE

- If the paper size is unclear, [-----] appears.
- [Cassette 2 (to 5)] are displayed when the optional paper feeder is installed.

8 Setup and Registration (System Menu)

This chapter explains the following topics:

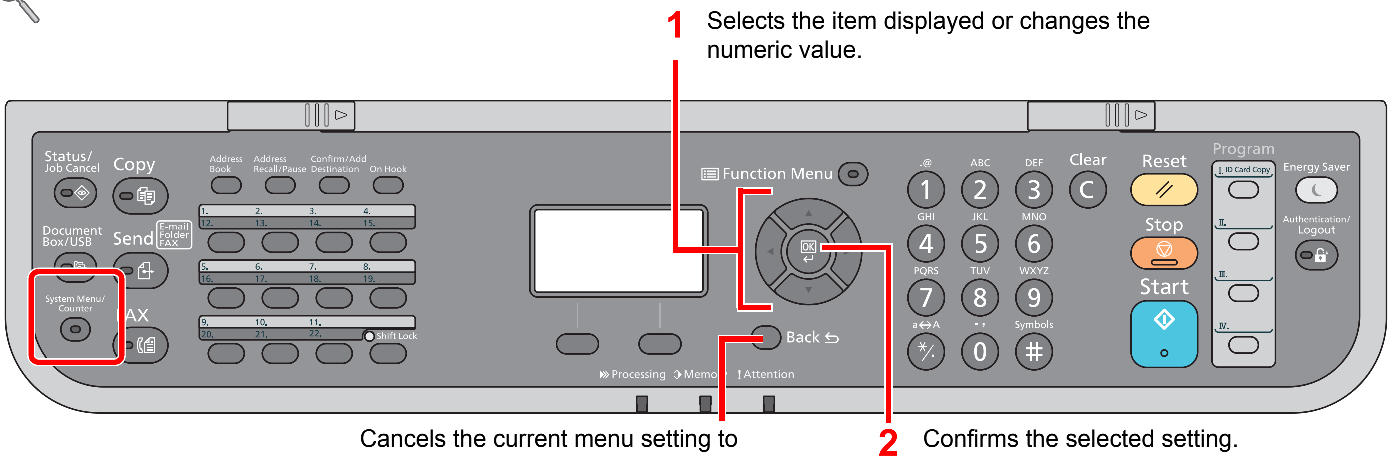
System Menu 8-2
  System Menu Settings 8-3
  Report 8-5
  System/Network 8-8
  User/Job Account 8-17
  User Property 8-17
  Common Settings 8-18
  Copy 8-32
  Printer 8-33
  Send 8-35
  FAX 8-36
  Document Box 8-36
  Edit Destination 8-37
  Adjust/Maint. (Adjustment/Maintenance) 8-38

System Menu

Configure settings related to overall machine operation.

Press the [**System Menu/Counter**] key to show the settings on the message display. Then, select from the settings displayed.

Operation Method (page 3-3)



1 Selects the item displayed or changes the numeric value.

Cancels the current menu setting to return to the menu one level higher.

2 Confirms the selected setting.

NOTE

- If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login].
- The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

- If settings are changed, the changes are immediately reflected when the [**Reset**] key is pressed.

Refer to System Menu Settings on the following page and configure as needed.

System Menu Settings

This section explains the functions that can be configured in System Menu. To configure the settings, select the item in System Menu and press the setting item. For details on each function, see the table below.

Item		Description	Reference Page
Report		Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.	page 8-5
	Report Print	Configure settings for printing reports and histories.	page 8-5
	Admin Rpt Set.		Refer to the **FAX Operation Guide**.
	Result Rpt Set.		page 8-6
	Job Log History		page 8-7
Counter		Check the number of sheets printed and scanned.	page 2-34
System/Network		Configure machine system settings.	page 8-8
	Network Setting	Configure network settings.	page 8-8
	Optional Network	Configure settings for the optional Network Interface Kit.	page 8-12
	Network (Wi-Fi)	Configure settings for the optional Wireless Network Interface Kit.	page 8-13
	NW InterfaceSend	Specify the network interface card to be used for the send function, the network authentication and connecting to external address book.	page 8-15
	I/F Block Set.	Protect this machine by blocking the interface with external devices such as USB device or optional interfaces.	page 8-15
	Security Level	The Security Level setting is primarily a menu option used by service personnel for maintenance work. There is no need for customers to use this menu.	page 8-16
	Data Security	Configure settings for data stored in the machine's memory and optional SSD.	page 8-16
	Restart	Restart the CPU without turning the main power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)	page 8-17
	Op Functions	You can activate the optional applications installed on this machine.	page 8-17
User/Job Account		Configure settings related to machine management. For details on User Login, refer to Overview of User Login Administration on page 9-2, and for details on Job Accounting, refer to Overview of Job Accounting on page 9-22.	—
User Property		Check and change information related to the logged in user.	page 8-17

Item		Description	Reference Page
Common Settings		Configure overall machine operation.	page 8-18
	Language	Select the language displayed on the message display.	page 8-18
	Default Screen	Select the screen appearing right after start-up (default screen).	page 8-18
	Sound	Set options for buzzer sound during the machine operations.	page 8-18
	Display Bright.	Set the brightness of the message display.	page 8-19
	Orig./Paper Set.	Configure settings for originals and paper.	page 8-20
	Preset Limit	Restrict the number of copies that can be made at one time.	page 8-23
	Measurement	Select inch or metric for the unit for paper dimensions.	page 8-24
	Error Handling	Select whether to cancel or continue the job when error has occurred.	page 8-24
	Date Setting	Configure settings related to the date and time.	page 8-24
	Timer Setting	Configure settings related to the time.	page 8-25
	Function Default	Defaults are the values automatically set after the warm-up is completed or the [**Reset**] key is pressed. Set the defaults for available settings. Setting the frequently-used values as defaults makes subsequent jobs easier.	page 8-27
	Login Operation	Select the screen to enter the login user name and password when logging in.	page 8-29
	RAM Disk Mode	A RAM disk can be created and its size can be set. Creating a RAM disk makes it possible to print from a Job Box.	page 8-30
	Format SSD	When an optional SSD is inserted into the machine for the first time, it must be formatted before use.	page 8-30
	Format SD Card	A new SD card must be formatted before it can be used in the machine.	page 8-30
	Optional Memory	When optional memory is installed, select the memory allocation scheme based on the application in which you are using the equipment.	page 8-31
	Disp. Status/Log	Set the display method of the Status/Log.	page 8-31
	USB KeyboardType	Select the type of USB keyboard that you want to use.	page 8-31
	TonerAlert Level	Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low.	page 8-32
Copy		Configure settings for copying functions.	page 8-32
Printer		When printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine.	page 8-33
Send		Configure settings for sending functions.	page 8-35
FAX		Configure settings for fax functions. For details, refer to the **FAX Operation Guide**.	—
Document Box		Configure settings related to the Custom Box, Job Box, Sub Address Box, and Polling Box. For details on Sub Address Box and Polling Box, refer to the **FAX Operation Guide**.	page 8-36
Edit Destination		Configure settings for Address Book and One Touch Key. For details on Address Book, refer to Registering Destinations in the Address Book on page 3-30, and for details on One Touch Key, refer to Adding a Destination on One Touch Key (One Touch Key) on page 3-39.	page 8-37
Adjust/Maint.		Adjust printing quality and conduct machine maintenance.	page 8-38

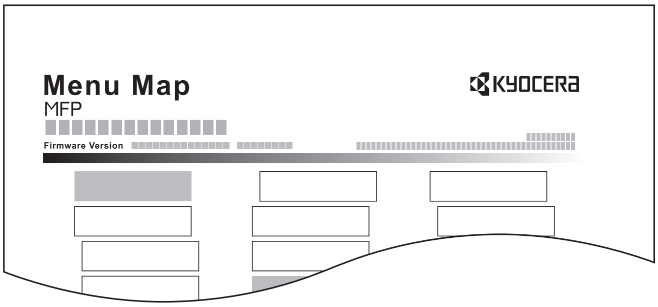
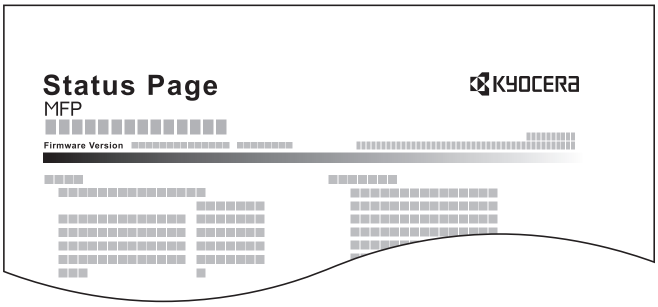
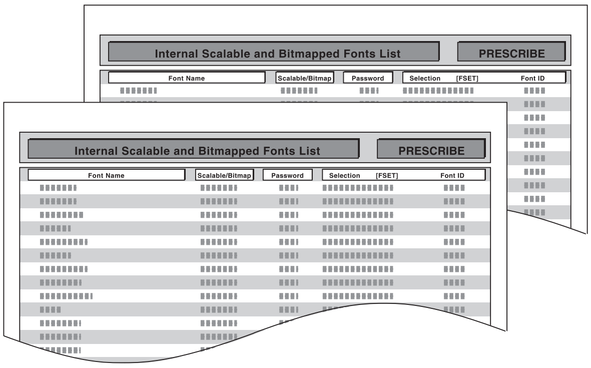
Report

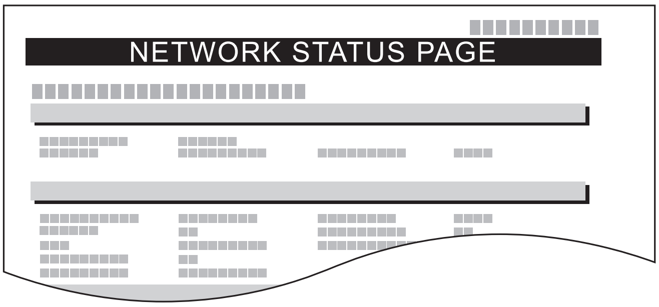
Print reports to check the machine settings and status.

Report Print

System Menu/ Counter ▶ **Report** ▶ **Report Print**

If the system menu is operated without a login (account ID is not entered) while job accounting is enabled, the account ID must be entered before the report can be printed.

Item		Description
Report Print	**Menu Map**	Prints Menu Map to check the settings of the machine. 
	Status Page	Prints the status page, allowing you to check the information including current settings, available memory space, and optional equipment installed. 
	Font List	Prints the font list, allowing you to check the font samples installed in the machine.  Internal Scalable and Bitmapped Fonts List PRESCRIBE Font Name Scalable/Bitmap Password Selection [FSET] Font ID

Item		Description
Report Print	**Opt NW Status**	Prints the optional network status, allowing you to check the information including optional network interface firmware version, network address and protocol.  **NOTE** This function is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

Admin Rpt Set. (Admin Report Settings)

System Menu/Counter ▶ **Report** ▶ **Admin Rpt Set.**

Configure settings for fax functions. For details, refer to the **FAX Operation Guide**.

Result Rpt Set. (Result Report Settings)

System Menu/Counter ▶ **Report** ▶ **Result Rpt Set.**

Item			Description
Result Rpt Set.	**Send Result**		Automatically print a report of transmission result when a transmission is complete.
		E-mail/Folder	Print a report of E-mail/Folder transmission results. Value: **Off, On, Error Only**
		FAX	For details, refer to the **FAX Operation Guide**.
		Cancel BeforeSend	Print a send result report when the job is canceled before being sent. Value: **Off, On**
		Dest. Info.	Select the Destination Format for the send result report. Value: **Dest. or Name, Dest. and Name**
	FAX RX Result		For details, refer to the **FAX Operation Guide**.
	JobFinish Notice		Attaches sent images to job finish notices. Value: **Do Not Attach, Attach SendImage**

Job Log History

System Menu/ Counter ▶ **Report** ▶ **Job Log History**

Item		Description
Job Log History	**Auto Sending**	This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged. Value: **Off, On** **NOTE** If [On] is selected, specify the number of job histories. The setting range is 1 to 16.
	Send History	You can send the log history to the specified destinations manually. Press [Yes] in confirmation screen. Set the destinations at "Destination" in advance.
	Destination	Set the destination to which log histories are sent. Only E-mail address can be set.
	Subject	Set the subject automatically entered when sending log histories by E-mail. Value: **Up to 60 characters**
	Personal Info.	Select whether to include personal information in the job log. Value: **Include, Exclude**

System/Network

Configure machine system settings.

Network Setting

Configure network settings.

NOTE
This function is displayed when the optional Network Interface Kit is installed.

TCP/IP Settings

System Menu/ Counter ▶ **System/Network** ▶ **Network Setting** ▶ **TCP/IP Settings**

Item			Description
TCP/IP Settings	**TCP/IP**		Select whether to use TCP/IP Protocol. **Value: Off, On**
	IPv4 Setting		Set up TCP/IP (IPv4) to connect to the network. This setting is available when [TCP/IP] is set to [On].
		DHCP	Select whether to use the DHCP (IPv4) server. **Value: Off, On**
		Auto-IP	Select whether to use Auto-IP. **Value: Off, On**
		IP Address	Set the IP addresses. **Value: ###.###.###.###** **NOTE** If DHCP is set to [On], this item is displayed only and cannot be entered.
		Subnet Mask	Set the IP subnet masks. **Value: ###.###.###.###** **NOTE** If DHCP is set to [On], this item is displayed only and cannot be entered.
		Default Gateway	Set the IP gateway addresses. **Value: ###.###.###.###** **NOTE** If DHCP is set to [On], this item is displayed only and cannot be entered.
	IPv6 Setting		Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On]. Select whether to use IPv6. **Value: Off, On** **NOTE** The IPv6 settings are configured from the Embedded Web Server RX. Refer to the **Embedded Web Server RX User Guide**.
	Bonjour		Select whether to use Bonjour. **Value: Off, On**

Item				Description
TCP/IP Settings	**Protocol Detail**			Select the settings for Protocol Detail.
		NetBEUI		Selects whether or not to receive documents using NetBEUI.[*1] **Value**: **Off, On**
		SNMPv3		Select whether to communicate using SNMPv3.[*1] **Value**: **Off, On**
		FTP(Server)		Select whether or not to receive documents using FTP.[*1] **Value**: **Off, On**
		FTP(Client)		Select whether or not to send documents using FTP. When selecting [On], set the FTP Port Number. Use the FTP default port 21. **Value**: **Off, On, Port 1 - 65535**
		SMB		Select whether or not to send documents using SMB. **Value**: **Off, On, Port 1 - 65535**
		SNMP		Select whether to communicate using SNMP.[*1] **Value**: **Off, On**
		SMTP		Select whether to send E-mail using SMTP. **Value**: **Off, On**
		POP3		Select whether or not to receive e-mail using POP3. **Value**: **Off, On**
		RAW Port		Select whether to receive documents using Raw Port.[*1] **Value**: **Off, On**
		LPD		Select whether to receive documents using LPD.[*1] **Value**: **Off, On**
		IPP		Select whether to receive documents using IPP. When selecting [On], set the IPP default Port Number. Use the SMB default port 631.[*1] **Value**: **Off, On**
		IPP over SSL		Select whether to receive documents using IPP over SSL.[*1] **Value**: **Off, On**
		HTTP		Select whether to communicate using HTTP.[*1] **Value**: **Off, On**
		HTTPS		Select whether to communicate using HTTPS.[*1] **Value**: **Off, On**
		LDAP		Select whether or not to use LDAP. **Value**: **Off, On**
		ThinPrint		Select whether or not to use ThinPrint. When selecting [On], set the ThinPrint Port Number. Use the ThinPrint default port 4000. **Value**: **Off, On, Port 1 - 32767**
			ThinPrintOverSSL	Select whether or not to use ThinPrintOverSSL. SSL must be set to [On] in SSL on page 8-11. **Value: Off, On**

[*1] The setting will be changed after restarting the device or the network for the machine.

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

WSD-SCAN

System Menu/ Counter ▶ **System/Network** ▶ **Network Setting** ▶ **WSD-SCAN**

Item	Description
WSD-SCAN	Select whether to use WSD Scan.*1 **Value**: **Off, On**

*1 The setting will be changed after restarting the device or the network for the machine.

WSD-PRINT

System Menu/ Counter ▶ **System/Network** ▶ **Network Setting** ▶ **WSD-PRINT**

Item	Description
WSD-PRINT	Set whether to use our proprietary web services. WIA driver, TWAIN driver and Network FAX driver use this Enhanced WSD web service.*1 **Value**: **Off, On**

*1 The setting will be changed after restarting the device or the network for the machine.

IPSec

System Menu/ Counter ▶ **System/Network** ▶ **Network Setting** ▶ **IPSec**

Item		Description
IPSec		Select whether to use IPSec. **Value**: **Off, On**
	Rule Setting	Select whether to use IPSec rule. **Value**: **Off, On**

Secure Protocol

System Menu/ Counter ▶ **System/Network** ▶ **Network Setting** ▶ **Secure Protocol**

Item		Description
Secure Protocol	**SSL**	Select whether to use SSL for communication. Value: **Off, On**
	IPP Security	Select the IPP security level. This setup is available when SSL is [On].[*1] Value: **IPP/IPP over SSL, IPPoverSSL only**
	HTTP Security	Select the HTTP security level. This setup is available when SSL is [On].[*1] Value: **HTTP/HTTPS, HTTPS Only**
	LDAP Security	Select the type of encryption according to the type of security employed by the LDAP server. This setup is available when SSL is [On].[*1] Value: **Off, SSL/TLS, STARTTLS**
	SMTP Security	Select the communication protocol according to the type of security employed by the SMTP server. This setup is available when SSL is [On]. Value: **Off, SSL/TLS, STARTTLS**
	POP3 Security 1	Select the communication protocol according to the type of security employed by the POP3 server. This setup is available when POP3 is [On]. Value: **Off, SSL/TLS, STARTTLS**
	POP3 Security 2	
	POP3 Security 3	

[*1] The setting will be changed after restarting the device or the network for the machine.

Host Name

System Menu/ Counter ▶ **System/Network** ▶ **Network Setting** ▶ **Host Name**

Item	Description
Host Name	Check the host name of the machine. Host name can be changed from Embedded Web Server RX. Changing Device Information (page 2-42)

LAN Interface

System Menu/ Counter ▶ **System/Network** ▶ **Network Setting** ▶ **LAN Interface**

Item	Description
LAN Interface	Specify the settings for the LAN interface to be used. Value: **Auto, 10Base-Half, 10Base-Full, 100Base-Half, 100Base-Full, 1000Base-T**

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

Restart Network

System Menu/
Counter ▶ **System/Network** ▶ **Network Setting** ▶ **Restart Network**

Item	Description
Restart Network	Restarts the network.

Optional Network

NOTE

This function is displayed when the optional Network Interface Kit is installed.

Basic

System Menu/
Counter ▶ **System/Network** ▶ **Optional Network** ▶ **Basic**

Item		Description
Basic	**Host Name**	Check the host name of the machine. Host name can be changed from Embedded Web Server RX. Changing Device Information (page 2-42)
	TCP/IP Settings	For details on setting value, refer to TCP/IP Settings on page 8-8.
	Bonjour	Select whether to use Bonjour. **Value: Off, On**
	IPSec	Select whether to use IPSec. **Value: Off, On**
	LAN Interface	Select the LAN Interface type. **Value: Auto, 10Base-Half, 10Base-Full, 100Base-Half, 100Base-Full, 1000Base-T** **NOTE** This function is displayed when the optional Network Interface Kit is installed.
	MACAddressFilter	Select whether to use MAC Address Filter. See the Operation Guide for the optional network interface card for details. **Value: Off, On**
	Restart Network	Restarts the network card of the device.

Network (Wi-Fi)

NOTE

This function is displayed when the optional Wireless Network Interface Kit is installed.

Wireless Network

System Menu/ Counter ▶ **System/Network** ▶ **Network (Wi-Fi)** ▶ **Wireless Network**

Item			Description
Wireless Network	**ConnectionStatus**		Check the wireless LAN status.
	Quick Setup		If the machine will connect to an access point that supports the automatic wireless network setup, connection settings can be configured by Quick Setup.
		AvailableNetwork	Displays access points to which the machine can connect. Select the access point to connect to. Then press the [**OK**] key. The connection with the access point is started. When a WEP Key must be entered: Enter the WEP Key using the numeric keys and press the [**OK**] key. **NOTE** Up to 26 characters can be entered. Refer to the Character Entry Method on page 11-11 for details on entering characters.
		Push Button	If the access point supports the push button method, wireless settings can be configured using the push button. Press the automatic wireless network setup button on the access point, and the connection is started by pressing [Next]. **NOTE** The push button method supports only the WPS (WiFi Protected Setup).
		PIN (Device)	Starts connection using the machine's PIN code. Enter the PIN code into the access point and press [Next]. The PIN code of the machine is automatically generated.
		PIN (Terminal)	Starts connection using the PIN code of the access point. Enter the PIN code of the access point and press the [**OK**] key. **NOTE** Up to 8 characters can be entered. Refer to the Character Entry Method on page 11-11 for details on entering characters.

Item				Description
Wireless Network	**Custom Setup**			The detailed settings for wireless LAN can be changed. Set the items below then press [Connect] to start the connection.
		Netwk Name (SSID)		Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects. **NOTE** Up to 32 characters can be entered. Refer to the Character Entry Method on page 11-11 for details on entering characters.
		Connection Mode		Set the connection mode. **Value** **Ad Hoc: Directly communicates with the device without going through an access point. This method cannot be used to connect to two or more devices.** **Infrastructure: Performs communication through an access point.**
		Channel		Set channel. Use the [▲] or [▼] key or the numeric keys to enter a number. **NOTE** The Channel can be set between 1 and 11.
		Netwk Authentic.		Select network authentication type. To select other options, open the device home page from a computer. **Value: Open, Shared, WPA-PSK*1, WPA2-PSK*1**
		Encryption		Select encryption settings. The setting values vary depending on the “Netwk Authentic.” setting.
			Data Encryption	Set the encryption method. **Value** **When "Netwk Authentic." is set to [Open] or [Shared]: Disable, WEP** **When "Netwk Authentic." is set to [WPA-PSK] or [WPA2-PSK]: TKIP*2, AES, Auto*2**
			WEP Key	Register the WEP key. Press [Edit] and Enter the WEP Key using the numeric keys. **NOTE** Up to 26 characters can be entered. Refer to the Character Entry Method on page 11-11 for details on entering characters.
			Preshared Key*3	Register the Preshared Key. Press [Edit] and Enter the Preshared Key using the numeric keys. **NOTE** The number of characters is between 8 and 64. Refer to the Character Entry Method on page 11-11 for details on entering characters.

*1 Not displayed if you selected [Ad Hoc] for "Connection Mode".
*2 Not displayed if you selected [WPA2-PSK] for "Netwk Authentic.".
*3 Displayed if you selected [WPA-PSK] or [WPA2-PSK] for "Netwk Authentic.".

Basic

System Menu/ Counter ▶ **System/Network** ▶ **Network (Wi-Fi)** ▶ **Basic**

For details on setting value, refer to Basic (page 8-12).

NW InterfaceSend (Network Interface (Send))

System Menu/ Counter ▶ **System/Network** ▶ **NW InterfaceSend**

NOTE
This function is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

Item	Description
NW InterfaceSend	Specify the network interface card to be used for the send function, the network authentication and connecting to external address book. **Value: Standard, Optional NIC**

I/F Block Set. (Interface Block Setting)

System Menu/ Counter ▶ **System/Network** ▶ **I/F Block Set.**

Protect this machine by blocking the interface with external devices such as USB device or optional interfaces.

Item		Description
I/F Block Set.	**USB Host**	This locks and protects the USB memory slot or USB port (USB host). **Value: Unblock, Block**
	USB Device	This locks and protects the USB interface connector (USB Device). **Value: Unblock, Block**
	USB Storage	This locks and protects the USB memory slot. **Value: Unblock, Block** **NOTE** This function is available when USB Host is set to [Unblock].
	Option I/F 1 [*1] **Option I/F 2** [*2]	This locks and protects the optional interface slots. **Value: Unblock, Block** **NOTE** If the machine has two optional interface slots, you can set this feature for each slot.

*1 [Option I/F] is displayed on P-4030 MFP.
*2 Only on products with the fax function installed.

IMPORTANT
After changing the setting, restart the system or turn the machine OFF and then ON.

Security Level

System Menu/
Counter ▶ **System/Network** ▶ **Security Level**

Item	Description
Security Level	Specify the security level. **Value**: **Low: This mode is used during maintenance. Do not use normally.** **High: This is the security setting we recommend. Use this setting normally.** **Very High: In addition to [High] setting, this setting disables the machine settings to be changed from external command.**

Data Security

System Menu/
Counter ▶ **System/Network** ▶ **Data Security**

Item	Description
SSD Initializ.	Initialize data saved on an optional SSD. For details, refer to the **Data Security Kit (E) Operation Guide**. **NOTE** This function is displayed when the optional SSD is installed and the optional Data Security Kit is activated.
DataSanitization	Return the following information registered in the machine to the factory defaults. • Address Book • System settings • Fax transmission and reception / forwarding data • Transmission histories • Data saved in Custom Box • Optional applications **NOTE** Once in progress, the processing cannot canceled. Before executing this function, disconnect modular, network, and other cables. Do not turn off the power switch while sanitizing the data. If the main power is turned off during data erasing, erasing will be executed automatically when the power is restored, however, complete erasure cannot be guaranteed.

Restart

System Menu/ Counter ▶ **System/Network** ▶ **Restart**

Item	Description
Restart	Restart the CPU without turning the power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)

Op Functions (Optional Functions)

System Menu/ Counter ▶ **System/Network** ▶ **Op Functions**

Item	Description
Op Functions	You can use the optional applications installed on this machine. Optional Applications (page 11-9)

User/Job Account

System Menu/ Counter ▶ **User/Job Account**

Configure settings related to machine management.

Overview of User Login Administration (page 9-2)
Overview of Job Accounting (page 9-22)
Unknown ID Job (page 9-38)

User Property

System Menu/ Counter ▶ **User Property**

Allows you to view information about logged in users and edit some of that information.

Overview of User Login Administration (page 9-2)

Common Settings

Configure overall machine operation.

Language

System Menu/Counter ▶ **Common Settings** ▶ **Language**

Item	Description
Language	Select the language displayed on the message display.

Default Screen

System Menu/Counter ▶ **Common Settings** ▶ **Default Screen**

Item	Description
Default Screen	Select the screen appearing right after start-up (default screen). Value: **Status, Copy, Send, FAX**[*1]**, Document Box**

*1 Displayed only on products with the fax function installed.

Sound

System Menu/Counter ▶ **Common Settings** ▶ **Sound**

Item			Description
Sound	**Buzzer**		Set options for buzzer sound during the machine operations.
		Key Confirmation	Emit a sound when a key is pressed on the operation panel. Value: **Off, On**
		Job Finish	Emit a sound when a print job is normally completed. Value: **Off, On, FAX RX Only**[*1]
		Ready	Emit a sound when the warm-up is completed. Value: **Off, On**
		Warning	Emit a sound when errors occur. Value: **Off, On**
		Keyboard Confirm	Emit a sound when a key on the optional USB keyboard is pressed. Value: **Off, On**
	FAX Speaker[*1]		For details, refer to the **FAX Operation Guide**.
	FAX Monitor[*1]		For details, refer to the **FAX Operation Guide**.

*1 Displayed only on products with the fax function installed.

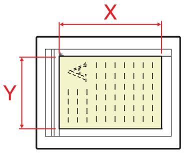
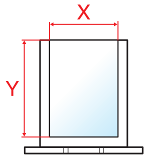
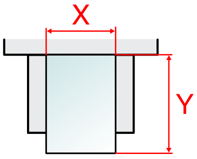
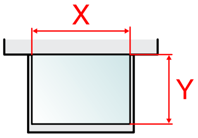
Display Bright. (Display Brightness)

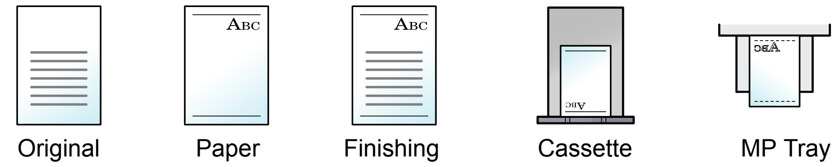
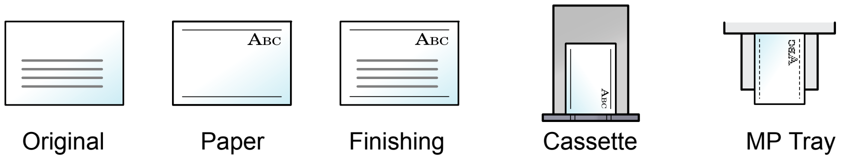
System Menu/ Counter ▶ **Common Settings** ▶ **Display Bright.**

Item	Description
Display Bright.	Set the brightness of the message display. Value: **Darker -3, Darker -2, Darker -1, Normal 0, Lighter +1, Lighter +2, Lighter +3**

Orig./Paper Set. (Original/Paper Settings)

System Menu/ Counter ▶ **Common Settings** ▶ **Orig./Paper Set.**

Item			Description
Orig./ Paper Set.	**Custom Orig.Size**		Set up frequently-used custom original size. To register a custom original size, enter the desired size. The custom size option is displayed on the screen to select original size. **Value** **Metric** **X: 50 to 356 mm (in 1 mm increments)** **Y: 50 to 216 mm (in 1 mm increments)** **Inch** **X: 1.97 to 14.02" (in 0.01" increments)** **Y: 1.97 to 8.50" (in 0.01" increments)** X: Width / Y: Length Horizontal 
	Def. Orig. Size		In the screen for setting the original size, select the paper size to be used as the default value. **Value**: **A4-R, A5-R, A6-R, B5-R, B6-R, Folio, 216 × 340 mm, Letter-R, Legal, Statement-R, Executive, Oficio II, 16K-R**
	Custom PaperSize		Set up frequently-used custom paper size. One custom paper size is set for each paper supply source. The custom size option is displayed on the screen to select the paper size.
		Cassette 1 Size	Register the custom paper size to be used in Cassette 1. **Value** **Metric** **X: 140 to 216 mm (in 1 mm increments)** **Y: 210 to 356 mm (in 1 mm increments)** **Inch** **X: 5.50 to 8.50" (in 0.01" increments)** **Y: 8.25 to 14.02" (in 0.01" increments)** X: Width / Y: Length Vertical 
		Cassette 2 (to 5) Size	Register the custom paper size to be used in Cassettes 2 to 5. **Value** **Metric** **X: 92 to 216 mm (in 1 mm increments)** **Y: 162 to 356 mm (in 1 mm increments)** **Inch** **X: 3.63 to 8.50" (in 0.01" increments)** **Y: 6.38 to 14.02" (in 0.01" increments)**
		MP Tray Size	Register the custom paper size to be used in the multi purpose tray. **Value** **Metric** **X: 70 to 216 mm (in 1 mm increments)** **Y: 148 to 356 mm (in 1 mm increments)** **Inch** **X: 2.76 to 8.50" (in 0.01" increments)** **Y: 5.83 to 14.02" (in 0.01" increments)** X: Width / Y: Length Vertical  Horizontal 

Item		Description
Orig./ Paper Set.	**Cassette 1 (to 5) Set.**	Select the paper size and media type for cassettes. For information on how to select the paper size and media type, refer to Cassette 1 (to 5) Set. (Cassette 1 (to 5) Settings) on page 8-22.
	MP Tray Set.	Select the paper size and media type for the multi purpose tray. For information on how to select the paper size and media type, refer to MP Tray Set. (MP Tray Settings) on page 8-22.
	Media Type Set.	Set weight for each media type. For Custom 1-8, settings for duplex printing and media type name can be changed. For details on setting value, refer to Media Type Set. (Media Type Settings) on page 8-23.
	Media for Auto	Select a default media type for auto paper selection when [Auto] is selected of Paper Selection. If [Plain] is selected, the paper source with plain paper loaded in the specific size is selected. Select [All Media Types] for the paper source with any kind of paper loaded in the specific size. Value: **All Media Types, Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1-8**
	Def. PaperSource	Select paper cassette for default setting. Value: **Cassette 1 to 5, MP Tray** **NOTE** [Cassette 2], [Cassette 3], [Cassette 4] and [Cassette 5] are displayed when the optional paper feeder is installed.
	SpcialPaper Act.	When printing on Prepunched, Preprint, and Letterhead, punch-holes might not be aligned or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [Adj. PrintDirect] to adjust the print direction. When paper orientation is not important, select [Speed Priority]. If [Adj. PrintDirect] is selected, load paper according to the steps below. Example: copying on Letterhead  ABC ABC ABC ABC Original Paper Finishing Cassette MP Tray  ABC ABC ABC ABC Original Paper Finishing Cassette MP Tray Value: **Adj. PrintDirect, Speed Priority**

Cassette 1 (to 5) Set. (Cassette 1 (to 5) Settings)

System Menu/ Counter ▶ **Common Settings** ▶ **Orig./Paper Set.** ▶ **Cassette 1 (to 5) Set.**

To fix the type of paper to be used in cassettes 1 or the optional paper feeders (cassettes 2 to 5), specify the paper size and media type.

Item	Description
Cassette 1 (to 5) Size[*1]	Available options are as follows: **Value** **Cassette 1: A4, A5, B5, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope C5, Custom** **Cassettes 2 to 5: A4, A5, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Oufuku Hagaki, Youkei 4, Youkei 2, Custom**
Cassette 1 (to 5) Type[*2]	Select the media type. **Value** **Cassette 1: Plain (60 to 105 g/m^2), Rough, Recycled, Preprinted[*3], Bond, Color, Prepunched[*3], Letterhead[*3], High Quality, Custom 1 - 8** **Cassettes 2 to 5: Plain (60 to 105 g/m^2), Rough, Recycled, Preprinted[*3], Bond, Color, Prepunched[*3], Letterhead[*3], Envelope, High Quality, Custom 1 - 8**

[*1] Only set this when the size dial on the cassette is set to “Other”.

[*2] To change to a media type other than Plain, refer to MP Tray Set. (MP Tray Settings) on page 8-22. When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.

[*3] To print on preprinted or prepunched paper or on letterhead, refer to SpcialPaper Act. on page 8-21.

MP Tray Set. (MP Tray Settings)

System Menu/ Counter ▶ **Common Settings** ▶ **Orig./Paper Set.** ▶ **MP Tray Set.**

To fix the type of paper to be used in the multi purpose tray, specify the paper size.

Item	Description
MP Tray Size	Available options are as follows: **Value: A4, A5, A6, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2, Custom**[*1]
MP Tray Type[*2]	Select the media type. **Values: Plain (60 to 105 g/m^2), Transparency, Rough, Vellum (60 to 63 g/m^2), Labels, Recycled, Preprinted[*3], Bond, Cardstock, Color, Prepunched[*3], Letterhead[*3], Envelope, Thick (106 to 220 g/m^2), High Quality, Custom 1-8**

[*1] For instructions on how to specify the custom paper size, refer to Custom PaperSize on page 8-20.

[*2] To change to a media type other than "Plain", refer to MP Tray Set. (MP Tray Settings) on page 8-22.

[*3] To print on preprinted or prepunched paper or on letterhead, refer to SpcialPaper Act. on page 8-21.

Media Type Set. (Media Type Settings)

System Menu/ Counter ▶ **Common Settings** ▶ **Orig./Paper Set.** ▶ **Media Type Set.**

The following media type and paper weight combinations are available.

Paper Weight	Weight (g/m^2)	Paper Weight	Weight (g/m^2)
Light	60 g/m^2 to 63 g/m^2	Heavy 1	106 g/m^2 to 135 g/m^2
Normal 1	64 g/m^2 to 74 g/m^2	Heavy 2	136 g/m^2 to 170 g/m^2
Normal 2	75 g/m^2 to 90 g/m^2	Heavy 3	171 g/m^2 to 220 g/m^2
Normal 3	91 g/m^2 to 105 g/m^2	Extra Heavy	Transparencies

Each media type's default weight is indicated.

Media Type	Default	Media Type	Default
Plain	Normal 2	Cardstock	Heavy 3
Transparency	Extra Heavy	Color	Normal 3
Rough	Normal 3	Prepunched	Normal 2
Vellum	Light	Letterhead	Normal 3
Labels	Heavy 1	Envelope	Heavy 3
Recycled	Normal 2	Thick	Heavy 3
Preprinted	Normal 2	High Quality	Normal 2
Bond	Normal 3	Custom 1 - 8	Normal 2

For Custom 1-8, settings for duplex printing and media type name can be changed.

Item		Description
Custom 1 (to 8)	**Duplex**	Select the setting for duplex. **Value** **Permit: Duplex printing allowed.** **Prohibit: Duplex printing not allowed.**
	Name	Change names for Custom 1-8. Names should be not more than 16 characters. Selecting media type at multi purpose tray, the name after change will be displayed. Character Entry Method (page 11-11)

Preset Limit

System Menu/ Counter ▶ **Common Settings** ▶ **Preset Limit**

Item	Description
Preset Limit	Restrict the number of copies that can be made at one time. **Value: 1 to 999 copies**

Measurement

System Menu/Counter ▶ **Common Settings** ▶ **Measurement**

Item	Description
Measurement	Select inch or metric for the unit for paper dimensions. Value: **inch, mm**

Error Handling

System Menu/Counter ▶ **Common Settings** ▶ **Error Handling**

Item		Description
Error Handling	**DuplexPaperError**	Set what to do when duplex printing is not possible for the selected paper sizes and media types. Value **1-sided: Printed in 1-sided** **Display Error: Message to cancel printing is displayed.**
	PaperMismatchErr	Set what to do when the selected paper size or type does not match paper size or type loaded in the specified paper source while printing from the computer by specifying the cassette or multi-purpose tray. Value **Ignore: The setting is ignored and the job is printed.** **Display Error: Message to cancel printing is displayed.**

Date Setting

System Menu/Counter ▶ **Common Settings** ▶ **Date Setting**

Configure settings related to the date and time.

Item		Description
Date Setting	**Date/Time**	Set the date and time for the location where you use the machine. Value: **Year (2000 to 2037), Month (01 to 12), Day (01 to 31), Hour (00 to 23), Minute (00 to 59), Second (00 to 59)** Setting Date and Time (page 2-11)
	Date Format	Select the display format of year, month, and date. The year is displayed in Western notation. Value: **Month/Day/Year, Day/Month/Year, Year/Month/Day**
	Time Zone	Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time. Setting Date and Time (page 2-11)
	Summer Time	

Timer Setting

System Menu/ Counter ▶ **Common Settings** ▶ **Timer Setting**

Configure settings related to the time.

Item			Description
Timer Setting	**Auto Panel Reset**		If no jobs are run for a certain period of time, automatically reset settings and return to the default setting. Select to use Auto Panel Reset or not. **Value: Off, On** **NOTE** The time allowed to elapse before the panel is reset is set with the PanelReset Timer on page 8-25.
	PanelReset Timer		If you select [On] for Auto Panel Reset, set the amount of time to wait before Auto Panel Reset. **Value: 5 to 495 seconds (in 5 second increments)** **NOTE** This function is displayed when [Auto Panel Reset] is set to [On].
	Low Power Timer		Set amount of time before entering the Low Power mode. **Value:** **For Europe** **1 to 120 minutes (1 minute increments)** **Except for Europe** **1 to 240 minutes (1 minute increments)** Low Power Mode and Auto Low Power Mode (page 2-17)
	Sleep Level (models except for Europe)		Select the Sleep level. Set the Energy Saver mode to reduce power consumption even more than Quick Recovery mode. **Value: Quick Recovery, Energy Saver** **NOTE** When the optional Network Interface Kit is installed, this is not displayed.
		(Detailed settings)	Set whether to use the Energy Saver mode for the following functions individually: • Network • Card Reader[*1] • FAX[*2] **Value: Off, On** **NOTE** When the machine enters Energy Saver, the ID card cannot be recognized.

[*1] Displayed only when the optional Card Authentication Kit is installed.
[*2] Displayed only on products with the fax function installed.

Item		Description
Timer Setting	**Sleep Rules (models for Europe)**	Select whether to use the Sleep mode for the following functions individually: • Network • Card Reader[*1] • FAX[*2] **Value**: **Off, On** **NOTE** When the machine enters Energy Saver, the ID card cannot be recognized.
	Sleep Timer	Set amount of time before entering Sleep. **Value** **For Europe** **1 to 120 minutes (1 minute increments)** **Except for Europe** **1 to 240 minutes (1 minute increments)** Sleep and Auto Sleep (page 2-19) **NOTE** This function is displayed when [Auto Sleep] is set to [On].
	Power Off Rule	Select whether or not the machine enters Power Off mode for the following function. Select [On] to set the Power Off mode. • Network • FAX[*2] • USB Cable • USB Host • RAM Disk • NIC[*3] • Remote Diag. **Value**: **Off, On** **NOTE** Even when any of the functions is set to [On], if either [FAX] or [NIC] is set to [Off], the machine does not enter Power Off Mode. When [RAM Disk] is set to [On], even if the data is in the RAM disk, the machine enters Power Off Mode. Even when [Network] or [USB Cable] is set to [Off], if the machine does not communicate with the other devices, the machine will enter Power Off Mode.
	Power Off Timer	Select whether to turn off the power automatically after a period of inactivity. **Value**: **1 hour, 2 hours, 3 hours, 4 hours, 5 hours, 6 hours, 9 hours, 12 hours, 1 day, 2 days, 3 days, 4 days, 5 days, 6 days, 1 week**

[*1] Displayed only when the optional Card Authentication Kit is installed.
[*2] Displayed only on products with the fax function installed.
[*3] Displayed only when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

Item		Description
Timer Setting	**Auto Err. Clear**	If an error occurs during processing, processing stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses. **Value: Off, On**
	Err. Clear Timer	If you select [On] for Auto Error Clear, set the amount of time to wait before automatically clearing errors. **Value: 5 to 495 seconds (in 5 second increments)** **NOTE** This function is displayed when [Auto Err. Clear] is set to [On].
	Unusable Time [*1]	For details, refer to the **FAX Operation Guide**.

*1 Displayed only on products with the fax function installed.

Function Default

System Menu/ Counter ▶ **Common Settings** ▶ **Function Default**

Set the defaults for the following functions.

Item		Description
Function Default	**Color Selection**	Select the default color mode for scanning documents. **Value: Auto (Color/Gray), Auto (Color/B&W), Full Color, Grayscale, Black & White**
	Scan Resolution	Select the default scanning resolution. **Value: 200×100dpi Norm., 200×200dpi Fine, 200×400dpi S.Fin, 300×300dpi, 400×400dpi U.Fin, 600×600dpi**
	FAX Resolution[*1]	For details, refer to the **FAX Operation Guide**.
	Orig.Image (Copy)	Set the default original document type for copying. **Value: Text+Photo, Photo, Text, Light Text/Line**
	Orig.Image (Send)	Set the default original document type for sending/storing. **Value: Text+Photo, Photo, Text, for OCR, Light Text/Line**
	Zoom	Select the enlarged/reduced default when paper size/sending size changed after the originals set. **Value: 100%, Auto**
	Collate	Set the defaults for Collate. **Value: Off, On**
	Orig. Orientation	Set the original orientation defaults. **Value: Top Edge on Top, Top Edge on Left**
	Backgrnd (Copy)	Set the default Background Density (Copy). **Value: Off, Auto, Manual (Darker 5)**
	Backgrnd (Send)	Set the default Background Density (Send/Store). **Value: Off, Auto, Manual (Darker 5)**

*1 Displayed only on products with the fax function installed.

Item		Description
Function Default	**EcoPrint**	Select the EcoPrint default. Value: **Off, On**
	Prevent B-t Copy	Set the default value for preventing bleed-through (Copy). Value: **Off, On**
	Prevent B-t Send	Set the default Prevent Bleed (Send/Store). Value: **Off, On**
	File Name Entry	Set an automatically entered name (default) for jobs. Additional information such as Date and Job No. can also be set. Value **File Name Entry: Up to 32 characters can be entered.** **Additional Info.: None, Date, Job No., Job No. + Date, Date + Job No.**
	Subject/Body	Set the subject and body automatically entered (default subject and body) when sending the scanned originals by E-mail. Value **Subject Entry: Up to 60 characters can be entered.** **Body Entry: Up to 500 characters can be entered.**
	Con.scan-ExptFAX	Set the continuous scan defaults. Value: **Off, On**
	Con.scan-FAX[*1]	For details, refer to the **FAX Operation Guide**.
	File Format	Set the default type of the files. Value: **PDF, TIFF, XPS, JPEG, High Comp. PDF**
	File Separation	Select the default file separation setting. Value: **Off, Each Page**
	JPEG/TIFF Print	Select the image size (resolution) when printing JEPG or TIFF file. Value: **Paper Size, Image Resolution, Print Resolution**
	XPS FitTo Page	Set the default value for the XPS fit to page function. Value: **Off, On**

[*1] Displayed only on products with the fax function installed.

Item			Description
Function Default	**Detail Setting**		Set the defaults for the following detail settings:
		2 in 1 Layout	Set the default for the 2-in-1 layout of Combine copies. Value: **L to R T to B, R to L**
		4 in 1 Layout	Set the default for the 4-in-1 layout of Combine copies. Value: **Right then Down, Down then Right, Left then Down, Down then Left**
		Border Line	Set the default for the border line of Combine copies. Value: **None, Solid Line, Dotted Line, Positioning Mark**
		Orig. Binding	Set the default for the binding orientation of two-sided originals to produce two-sided copies. Value: **Left/Right, Top**
		Finish. Binding	Set the default for the binding orientation of finished two-sided copies. Value: **Left/Right, Top**
		Image Quality	Select the default PDF/TIFF/JPEG/XPS file quality. Value: **1 Low(High Comp) to 5 High(Low Comp)**
		Color TIFF Comp.	Select the compression method for sending the color documents in the TIFF format. Value: **TIFF V6, TTN2**
		PDF/A	Select the default PDF/A setting. Value: **Off, PDF/A-1a, PDF/A-1b**
		High Comp. PDF	Select the default quality setting for high compressed PDF files. Value: **Comp. Priority, Standard, Quality Priority**

Login Operation

System Menu/Counter ▶ **Common Settings** ▶ **Login Operation**

Item	Description
Login Operation	Select the screen to enter the login user name and password when logging in. Value: **Use Numeric Key, Select Character**

RAM Disk Mode

System Menu/ Counter ▶ **Common Settings** ▶ **RAM Disk Mode**

Item		Description
RAM Disk Mode		A RAM disk can be created and its size can be set. Creating a RAM disk makes it possible to print from a Job Box. **Value**: **Off, On**
	RAM Disk Size	When [On] is selected in "RAM Disk Mode", set the amount of memory used for the RAM disk. **NOTE** The setting range varies depending on the amount of memory installed and the option memory usage setting.

IMPORTANT

After changing the setting, restart the system or turn the machine OFF and then ON.

Format SSD

System Menu/ Counter ▶ **Common Settings** ▶ **Format SSD**

When an optional SSD is inserted into the machine for the first time, it must be formatted before use.

IMPORTANT

Formatting will destroy any existing data on a storage device including a used SSD.

NOTE

This function will not be displayed when the optional Data Security Kit is activated.

Format SD Card

System Menu/ Counter ▶ **Common Settings** ▶ **Format SD Card**

A new SD card must be formatted before it can be used in the machine.

IMPORTANT

Formatting will destroy any existing data on a storage device including a used SD card.

Optional Memory

System Menu/ Counter ▶ **Common Settings** ▶ **Optional Memory**

Item	Description
Optional Memory	When optional memory is installed, select the memory allocation scheme based on the application in which you are using the equipment. Value: **Normal, Printer Priority, Copy Priority**

IMPORTANT

After changing the setting, restart the system or turn the machine OFF and then ON.

Disp. Status/Log (Display Status/Log)

System Menu/ Counter ▶ **Common Settings** ▶ **Disp. Status/Log**

Set the display method of the Status/Log.

Item		Description
Disp. Status/Log	**JobsDetailStatus**	Set the display method of the job statuses. Value: **Show All, My Jobs Only, Hide All**
	Jobs Log	Set the display method of the job log. Value: **Show All, My Jobs Only, Hide All**
	FAX Log	Set the display method of the FAX job log. Value: **Show All, Hide All**

USB KeyboardType

System Menu/ Counter ▶ **Common Settings** ▶ **USB KeyboardType**

Item	Description
USB KeyboardType	Set the type of USB keyboard that is connected. Value: **US, Europe US, France, Germany**

TonerAlert Level

System Menu/
Counter ▶ **Common Settings** ▶ **TonerAlert Level**

Item	Description
TonerAlert Level	Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low. Value: **Off, On** **NOTE** Selecting [Off] alerts you low toner when the amount of remaining toner becomes 5%. If [On] is selected, set the amount of remaining toner to alert. The setting range is 5 to 100% (in 1% increments).

Copy

System Menu/
Counter ▶ **Copy**

Configure settings for copying functions.

Item		Description
Copy	**Paper Selection**	Set the default paper selection. Value: **Auto, Def. PaperSource**
	AutoPaperSelect.	If [Auto] is selected for Paper Selection, set the paper size selection method when the zoom changes. Value **MostSuitableSize: Selects paper size based on the current zoom and the size of the original.** **Same as OrigSize: Selects paper that matches the size of the original, regardless the zoom.**
	Auto % Priority	When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed. Value: **Off, On**
	Select Key Set.	Commonly used copying functions can be registered to the Select key. Functions can be easily configured by pressing the Select key. Value: **None, Quiet Mode, Paper Selection, Collate, Duplex, Zoom, Combine, Original Size, Orig. Orientation, Original Image, Density, EcoPrint, Continuous Scan, File Name Entry, JobFinish Notice, Print Override, Sharpness, Backgrnd Density, Prevent Bleed-t**

Printer

System Menu/ Counter ▶ **Printer**

When printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine.

Item			Description
Printer	**Emulation Set.**		Set the emulation for operating this machine by commands oriented to other types of printers. **Value: Line Printer, IBM Proprinter, EPSON LQ-850, PCL6, KPDL, KPDL (Auto)**
		Alt. Emulation	When you have selected [KPDL (Auto)] as emulation mode, you can switch between KPDL and another emulation mode (alternative emulation) automatically according to the data to print. **Value: Line Printer, IBM Proprinter, EPSON LQ-850, PCL6**
		KPDL Error Rpt	When an error has occurred during printing in KPDL emulation mode, set whether the error report is output. **Value: Off, On**
	EcoPrint		EcoPrint conserves toner when printing. This is recommended for test copies where lighter printing is not a problem. **Value: Off, On**
	Override A4/LTR		Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. **Value** **Off: A4 and Letter are not regarded as the same in size.** **On: A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.**
	Duplex		Select binding orientation for duplex mode. **Value: Off, Bind Long Edge, Bind Short Edge**
	Copies		Set the default number of copies, from 1 to 999. **Value: 1 to 999 copies**
	Orientation		Set the default orientation, [Portrait] or [Landscape]. **Value: Portrait, Landscape**
	Wide A4		Turn this to on to increase the maximum number of characters that can be printed in a line for an A4 page (78 characters at 10 pitch) and Letter size page (80 characters at 10 pitch). This setting is only effective in PCL 6 emulation. **Value: Off, On**
	FormFeed TimeOut		Receiving print data from the computer, the machine may sometimes wait if there is no information signaling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints the document. The options are between 5 and 495 seconds. **Value: 5 to 495 seconds**
	LF Action		Set the line feed action when the machine receives the line feed code (character code 0AH). **Value: LF Only, LF and CR, Ignore LF**
	CR Action		Set the character return action when the machine receives the character return code (character code 0DH). **Value: CR Only, LF and CR, Ignore CR**

Item		Description
Printer	**Job Name**	Set whether the job name set in the printer driver is displayed. **Value: Off, On** **NOTE** When selecting [On], select the job name to be displayed from [Job Name], [Job No. + Job Name], or [Job Name + Job No.].
	User Name	Set whether the user name set in the printer driver is displayed. **Value: Off, On**
	MP Tray Priority	If paper is set in the MP Tray then it is possible for priority to be given to that MP tray in the paper feed. **Value: Off, Auto Feed, Always**
	Paper Feed Mode	While printing from the computer, select how to feed paper when the paper source and type are specified. **Value** **Auto: Search the paper source that matches the selected paper size and type.** **Fixed: Print on paper loaded in the specified paper source.**
	Auto Cass. Change	Select the actions when the paper runs out in the paper source while printing. **Value: Off, On** **When selecting [Off]** The machine displays "Load paper cassette #." (# is a cassette number) or "Load paper in MP Tray", and stops printing. Load the paper according to the paper source displayed to resume printing. To print from the other paper source, press [Paper]. Press the [▲] or [▼] key to select the desired paper source, and then press the [**OK**] key. **When selecting [On]** The machine continues printing automatically when the other cassette contains the same paper as the currently-used cassette.
	Resolution	Set the resolution used for printing. **Value: 300 dpi, 600 dpi, Fast1200**
	KIR	The machine is equipped with the smoothing function, which realizes an excellent output resolution of about 2400 dpi × 600 dpi. **Value: Off, On**

Send

System Menu/ Counter ▶ **Send**

Configure settings for sending functions.

Item				Description
Send	**Select Key Set.**			Commonly used sending functions can be registered to the Select key. Functions can be easily configured by pressing the Select key. **Value: None, Quiet Mode, Color Selection, Original Size, Original Image, Scan Resolution, Sending Size, Zoom, Orig. Orientation, Continuous Scan, File Format, File Name Entry, Subject/Body, JobFinish Notice, FAX Resolution, FAX Direct TX, FAX Delayed TX, FAX RX Polling, FAX TX Report, Density, Duplex, FTP Encrypted TX, File Separation, Sharpness, Backgrnd Density, Prevent Bleed-t**
	Destination Check			Set the confirmation of destinations. [*1]
		Check beforeSend		Select whether to display the confirmation screen of destinations after pressing the [**Start**] key when performing sending jobs. **Value: Off, On**
		Check New Dest.		When adding new destination, select whether to display the entry check screen to check the entered destination. **Value: Off, On**
	New Dest. Entry			Select whether to permit direct entry of destination.[*1] **Value: Permit, Prohibit**
	Recall Dest.			Select whether to permit usage of the [**Address Recall/Pause**] key on the Send screen.[*1] **Value: Permit, Prohibit**
	Default Screen			Set the default screen displayed when you press the [**Send**] key. **Value: Destination, Address Book**
	Send and Forward			Select whether to forward the original to another destination when sending images.
		Forward		Select whether to forward the original. **Value: Off, On** **NOTE** When selecting [On], select rules to forward from [E-mail], [Folder (SMB)], [Folder (FTP)], [FAX][*2].
		Destination		Set the destination to forward to. Press the [**OK**] key to edit or delete destinations.
			Confirmation	Displays the destinations that have been set.
			Register	Set the destination to which the original is forwarded. One destination can be set. Follow the steps below to register the destination. • Address Book • Address Entry Specifying Destination (page 5-16)

[*1] Also applies when sending the fax.

[*2] Displayed only on products with the fax function installed.

FAX

System Menu/
Counter ▶ **FAX**

Configure settings for fax functions. For details, refer to the **FAX Operation Guide**.

Document Box

System Menu/
Counter ▶ **Document Box**

Configure settings for Document Box.

Item			Description
Document Box	**Custom Box**		Configure settings for Custom Box. **NOTE** To use Custom Box, an optional SSD must be installed in the machine.
		Detail/Edit	For details, refer to Using a Custom Box on page 5-34.
		File Del. Time	Set the time to automatically delete stored documents. **Value: Hour (00 to 23), Min. (00 to 59)**
	Sub Address Box		For details, refer to the **FAX Operation Guide**.
	Job Box		Configure settings for Job Box.
		Quick Copy Jobs	To maintain free space on the box, you can set the maximum number of stored jobs. **Value: number between 0 and 300** **NOTE** When 0 is set, Quick Copy cannot be used.
		JobRet. Deletion	This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time. **Value: Off, 1 hour, 4 hours, 1 day, 1 week** **NOTE** This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the power switch is turned off.
		Storage Media[*1]	If the optional SSD and SD card are both installed, it is possible to Select which storage media to use. **Value: SSD, SD Card** **NOTE** This setting is not displayed if optional SSD or SD card is not installed.
	Polling Box		For details, refer to the **FAX Operation Guide**.

Item		Description
Document Box	**Select Key Set.**	Commonly used printing and storing functions can be registered to the Select key. Functions used when printing and when saving can both be registered. Functions can be easily configured by pressing the Select key. **Value** **Print: None, Quiet Mode, Collate[*2], Paper Selection[*2], Duplex, EcoPrint[*2], File Name Entry, JobFinish Notice, Print Override[*2], Encrypted PDF[*3], JPEG/TIFF Print[*3], XPS FitTo Page[*3], Del. after Print[*4]** **Store: None, Quiet Mode, Color Selection[*5], Original Size, Original Image, Scan Resolution, Storing Size[*5], Zoom[*5], Orig. Orientation, Continuous Scan, File Format[*5], File Separation[*5], File Name Entry, JobFinish Notice, Density, Duplex, Sharpness[*5], Backgrnd Density[*5], Prevent Bleed-t[*5]**

[*1] Displayed only when the optional SSD or SD card is installed.
[*2] Only displayed when printing from USB memory and Custom Box.
[*3] Only displayed when printing from USB memory.
[*4] Only displayed when printing from Sub Address Box.
[*5] Not displayed when saving to Polling Box.

Edit Destination

Address Book

System Menu/ Counter ▶ **Edit Destination** ▶ **Address Book**

Configure settings for Address Book.

Registering Destinations in the Address Book (page 3-30)

Print List

System Menu/ Counter ▶ **Edit Destination** ▶ **Print List**

For details, refer to the **FAX Operation Guide**.

Adjust/Maint. (Adjustment/Maintenance)

System Menu/ Counter ▶ **Adjust/Maint.**

Adjust printing quality and conduct machine maintenance.

Item			Description
Adjust/ Maint.	**Quiet Mode**		Lower print and scan speed for quiet processing.
		Quiet Mode	Set the Quiet Mode. Select this mode when the running noise is uncomfortable. Value: **Off, On**
		Each Job	It is possible to set the use of Quiet Mode for each job, such as copying and transmission. Set whether or not to permit the setting for each job. Value: **Permit, Prohibit**
	Copy Denst. Adj.		Adjust copy density. Adjustment can be made in 7 levels. Value: **-3 Lighter, -2, -1, 0 Normal, +1, +2, +3 Darker**
	Send/Box Density		Adjust scan density. Adjustment can be made in 7 levels. Value: **-3 Lighter, -2, -1, 0 Normal, +1, +2, +3 Darker**
	Backgrnd Density		Darkens or lightens overall background density adjustment.
		Copy(Auto)	Darkens or lightens overall background density adjustment during copying. Adjustment can be made in 7 levels. Value: **-3 Lighter, -2, -1, 0 Normal, +1, +2, +3 Darker**
		Send/Box(Auto)	Darkens or lightens overall background density when scanning images. Adjustment can be made in 7 levels. Value: **-3 Lighter, -2, -1, 0 Normal, +1, +2, +3 Darker**
	Print Density		Adjust print density. Adjustment can be made in 5 levels. Value: **1 (Lighter), 2, 3, 4, 5 (Darker)**
	AutoColorCorrect		This setting allows you to adjust the detection level used by the machine to determine whether the original is color or black and white in Auto Color Selection Mode. Setting a lower value will result in more originals being identified as color, while a larger value will tend to increase the number of originals being identified as black and white. Value: **5 B & W to 1 Color**
	Correct. Bk Line		Correct fine lines (streaks caused by contamination), which may appear on the image, when the document processor is used. Value **Off: No correction performed. Select this when you want to reproduce fine lines in the original more clearly than with [On (Low)].** **On (Low): Correction performed.** **On (High): Select this item if a streak remains after using [On (Low)]. The reproduction of fine lines on the original may become lighter than when using [On (Low)].**

9 User Authentication and Accounting (User Login, Job Accounting)

This chapter explains the following topics:

- Overview of User Login Administration 9-2
- Enabling User Login Administration 9-3
- Setting User Login Administration 9-5
  - Adding a User (Local User List) 9-5
  - Changing User Properties 9-8
  - User Account Lockout Setting 9-12
  - User Login Administration for Printing 9-13
  - To Manage the Users to Scan Using TWAIN 9-14
  - To Manage the Users to Scan Using WIA 9-15
  - To Manage the Users that Send Faxes from a PC 9-16
  - Local Authoriz. (Local Authorization) 9-17
  - Group Auth. (Group Authorization Settings) 9-18
  - NW User Property (Obtain Network User Property) 9-19
  - ID Card Settings 9-20
- Using User Login Administration 9-21
  - Login/Logout 9-21
  - User Login Administration on a PC 9-21
- Overview of Job Accounting 9-22
- Enabling Job Accounting 9-23
  - Job Accounting Access 9-24
- Setting an Account 9-25
  - Adding an Account 9-25
  - Restricting the Use of the Machine 9-27
  - Editing an Account 9-28
  - Deleting an Account 9-29
  - Job Accounting for Printing 9-30
  - Job Accounting for Scan Using TWAIN 9-31
  - Job Accounting for Scan Using WIA 9-32
  - Job Accounting for the FAX Transmitted from a Computer 9-33
- Configuring Job Accounting 9-34
  - Default Setting 9-34
  - Counting the Number of Pages Printed 9-35
  - Print Accounting Report 9-36
- Using Job Accounting 9-37
  - Login/Logout 9-37
  - Job Accounting on a PC 9-37
- Unknown ID Job 9-38

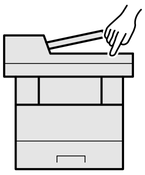
Overview of User Login Administration

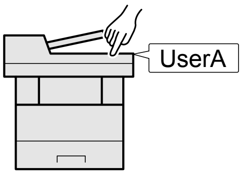
User login administration specifies how the user access is administered on this machine. Enter a correct login user name and password for user authentication to login.

1 Enable User Login Administration (page 9-3)

2 Set the user (page 9-5)

3 Enter the login user name and password and execute the job (page 9-21)





Access are in three levels - "User", "Administrator", and "Machine Administrator". The security levels can be modified only by the "Machine Administrator".

To manage the job account from PC

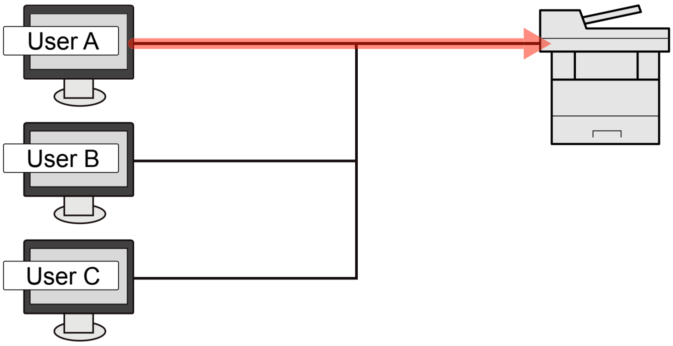
In addition to the above settings, the following are necessary to manage the job account from PC.

To Manage the Users to Print from PCs

Printer driver settings are necessary to manage the users that print on the machine from PCs.

1 Set the User Login Administration on the printer driver (page 9-13)

2 Print (page 9-21)



To Manage the Users to Use TWAIN for Scanning

TWAIN driver settings on the PC are necessary to manage the users that use TWAIN for scanning. (Refer to To Manage the Users to Scan Using TWAIN on page 9-14.)

To Manage the Users to Use WIA for Scanning

WIA driver settings on the PC are necessary to manage the users that use WIA for scanning. (Refer to To Manage the Users to Scan Using WIA on page 9-15.)

To Manage the Users to Send Faxes from a PC[*1]

FAX driver settings on the PC are necessary to manage the users that send faxes from a PC. (Refer to To Manage the Users that Send Faxes from a PC on page 9-16.)

[*1] Only on products with the fax function installed.

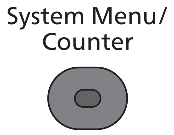
Enabling User Login Administration

This enables user login administration. Select one of the following authentication methods:

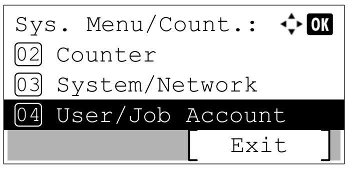
Item	Descriptions
Local Authentication	User authentication based on user properties on the local user list stored in the machine.
Network Authentication	User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.


Sys. Menu/Count.: ✥ OK
02 Counter
03 System/Network
04 User/Job Account
[Exit]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

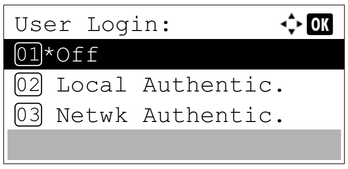
Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [User Login Set.], and press the [**OK**] key.

2 Enable user login administration.

1 Press the [▲] or [▼] key to select [User Login], and press the [**OK**] key.

2 Press the [▲] or [▼] key to select [Local Authentic.] or [Netwk Authentic.], and press the [**OK**] key.


User Login: ✥ OK
01 *Off
02 Local Authentic.
03 Netwk Authentic.

NOTE

Select [Off] to disable user login administration.

When selecting [Netwk Authentic.]

1. Press the [▲] or [▼] key to select [NTLM], [Kerberos] or [Ext.] as the server type, and press the [**OK**] key.

2. Enter the host name (64 characters or less) for the Authentication Server and press the [**OK**] key.

3. Press the [▲] or [▼] key to select the domain name for the Authentication Server, and press the [**OK**] key.

   If the domain has not been set, select the number where "----------------" is displayed and press [Menu]. Select [Edit] and press the [**OK**] key then enter the domain name (in 256 characters or less). Press the [**OK**] key and the domain will be registered.

   To edit or delete a domain name that has already been registered, select that domain name and press [Menu].

   NOTE

   Up to 10 domain names can be registered.

4. When selecting [Ext.] as the server type, enter the port number and press the [**OK**] key.

NOTE

If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User property of the Authentication Server
- Date and time setting of the machine and the Authentication Server

If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings.

Setting User Login Administration

This registers, alters and deletes users and configures the settings for User Login Administration.

Adding a User (Local User List)

This adds a new user. You can add up to 100 users (including the default login user name).

NOTE

By default, one of each default user with machine administrator rights and administrator privileges is already stored. Each user's properties are:

Machine Administrator

User Name:	DeviceAdmin
Login User Name:	4000
Login Password:	4000
Access Level:	Machine Administrator

Administrator

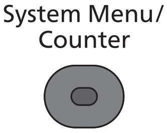
User Name:	Admin
Login User Name:	Admin
Login Password:	Admin
Access Level:	Administrator

* Upper case and lower case letters are distinguished (case sensitive).

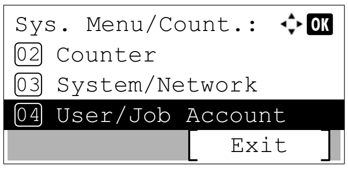
It is recommended to periodically change the user name, login user name and login password regularly for your security.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



```
Sys. Menu/Count.:  OK
02 Counter
03 System/Network
04 User/Job Account
                [ Exit ]
```

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

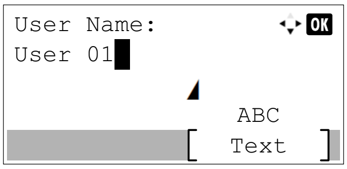
3 Press the [▲] or [▼] key to select [User Login Set.], and press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Local User List], and press the [**OK**] key.

5 Press [Menu].

6 Press the [▲] or [▼] key to select [Add User], and press the [**OK**] key.

2 Enter the user information.



User Name:
User 01

1 Enter the name displayed on the user list (up to 32 characters). and press the [**OK**] key.

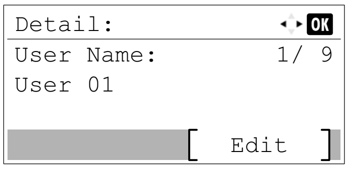
> **NOTE**
> Refer to the Character Entry Method (page 11-11) for details on entering characters.

2 Enter the login user name to login (up to 64 characters) and press the [**OK**] key.

> **NOTE**
> The same login user name cannot be registered.

3 To enter detailed user information, press the [▲] or [▼] key to select [Detail] and then press the [**OK**] key.
To exit the operation, press the [▲] or [▼] key to select [Exit] and press the [**OK**] key.

4 Enter the detailed user information.



Detail:
User Name: 1/ 9
User 01

Press [Edit], [Change] or [Detail] on each item, enter the information and then press the [**OK**] key. Press the [►] key to view the next screen. Press the [◄] key to return to the previous screen. The table below explains the user information to be registered.

Item	Descriptions
User Name[*1]	Enter the name displayed on the user list (up to 32 characters).
Login User Name[*1]	Enter the login user name to login (up to 64 characters). The same login user name cannot be registered.
Login Password	Enter the password to login (up to 64 characters) and press the [**OK**] key. Reenter the same password for confirmation and press the [**OK**] key.
E-mailAddress	The user can register his/her E-mail address. The registered address will be automatically selected for subsequent operations that need any E-mail function.
Access Level[*1]	Select "Administrator" or "User" for user access privileges.
Account Name	Add an account where the user belongs. The user, who registered his/her account name, can login without entering the account ID. Refer to Setting an Account (page 9-25).

Item	Descriptions
ID Card Info.	Register ID card information. Select [Read] and press the [**OK**] key. Place the ID card on the ID card reader, and press [Read]. **NOTE** This function is displayed when the optional ID Card Authentication Kit is activated. Card Authentication Kit(B) "Card Authentication Kit" (page 11-3) To delete IC card information, select [Delete] and then press the [**OK**] key.
Local Authoriz.	Set usage authority for each user. Local Authorization must be enabled. (Refer to page 9-17.) Press [Edit] for each item, change the restrictions and then press the [**OK**] key. Press the [▶] key to view the next screen. Press the [◀] key to return to the previous screen. The following restriction items are available: **Print Restrict.:** Select whether or not use of the print function of the printer is prohibited. **Copy Restrict.:** Select whether or not use of the copy print function is prohibited. **Send Restrict.:** Select whether or not use of the send function is prohibited. **FAX Restrict.:***2 Select whether or not use of the fax send function is prohibited. **Storing in Box:** Select whether or not use of the box store function is prohibited. **StoringinMemory:** Select whether or not use of the removable memory store function is prohibited. When the changes are complete, press the [**OK**] key. **NOTE** This function is displayed when Local Authorization is [On]. Local Authoriz. (Local Authorization) (page 9-17)
My Panel	You can register the language selection and initial screen settings for each user. Settings registered here can be applied simply by logging in. Press [Change] for each item, set the functions and then press the [**OK**] key. Press the [▶] key to view the next screen. Press the [◀] key to return to the previous screen. The following restriction items are available: **Language:** Select the language displayed on the message display. **Default Screen:** Set the screen appearing right after the user logs in (default screen). If you selected [Send], select the screen to display from [Destination], [Address Book], or [Ext Address Book]. When the changes are complete, press the [**OK**] key.

*1 Mandatory at user registration.
*2 Displayed only on products with the fax function installed.

5 Press the [**OK**] key.

A new user is added on the local user list.

Changing User Properties

User properties can be changed. Types of user properties that could be changed may be different depending on user access privilege.

NOTE

To change the user information of the machine administrator, you must log in with machine administrator authority. You can only view user information if you log in as a regular user.

The factory default login user name and login password are set as shown below.

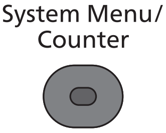
Login User Name	Login Password
4000	4000

For a user with administrator rights who logs in

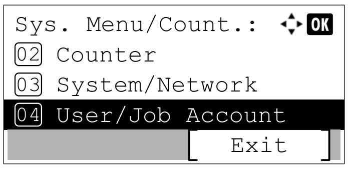
User properties can be changed and users can be deleted. The items, which can be added, are all able to be changed.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.


Sys. Menu/Count.:
02 Counter
03 System/Network
04 User/Job Account
[Exit]

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

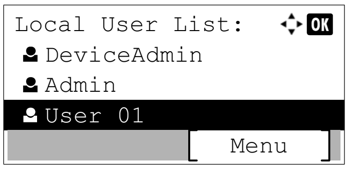
3 Press the [▲] or [▼] key to select [User Login Set.], and press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Local User List], and press the [**OK**] key.

2 Change the user properties.

Changing user properties

1 Press the [▲] or [▼] key to select the user whose properties you wish to change, and press the [**OK**] key.



2 Refer to step 2-4 of Adding a User (Local User List) to change a user property.

3 Press the [**OK**] key.

4 Press [Yes] in the registration confirmation screen.

The user information is changed.

Deleting a user

1 Press the [▲] or [▼] key to select the user whose properties you wish to delete, and press [Menu].

2 Press the [▲] or [▼] key to select [Delete], and press the [**OK**] key.

3 Press [Yes] in the deletion confirmation screen.

The selected user will be deleted.

NOTE
The default user with administrator rights cannot be deleted.

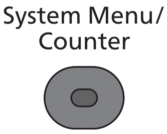
To change the user information of logged in user (User Property)

These users can partially change their own user properties including user name, login password, and E-mail address.

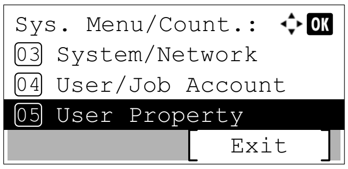
Although "Login User Name", "Access Level", or "Account Name" cannot be changed, the users can check the present status.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.

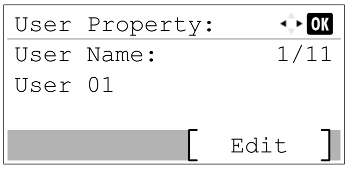


2 Press the [▲] or [▼] key to select [User Property], and press the [**OK**] key.



2 Change the user properties.

1 Refer to step 2-4 of Adding a User (Local User List) to change a user property.



User Property:
User Name: 1/11
User 01
[Edit]

Item	Description
User Name	Changes the name shown on the user list. Up to 32 characters can be entered.
Login User Name	Displays the login user name that is entered at login.
Login Password	Changes the password that is entered at login and press the [**OK**] key. Up to 64 characters can be entered. Reenter the same password for confirmation and press the [**OK**] key.
E-mailAddress	Changes the user's e-mail address. Up to 128 characters can be entered. **NOTE** This cannot be changed for network authentication.
Access Level	Displays the user's access level.
Account Name	Displays the account where the user belongs.
ID Card Info.	Displays the ID card information of the logged in user. **NOTE** This function is displayed when the optional ID Card Authentication Kit is activated. Card Authentication Kit(B) "Card Authentication Kit" (page 11-3) This function does not appear when the server type is set to [Ext.] in Network Authentication, and logged in with the user account certificated in the server specified as the [Ext.] server type.
Group Name	Displays the name displayed on the group list. **NOTE** This function does not appear when group authorization is set to [Off]. This function does not appear when the server type is set to [Ext.] in Network Authentication, and logged in with the user account certificated in the server specified as the [Ext.] server type.
Group ID	Displays the ID displayed on the group list. **NOTE** This function does not appear when group authorization is set to [Off]. This function does not appear when the server type is set to [Ext.] in Network Authentication, and logged in with the user account certificated in the server specified as the [Ext.] server type.

Item	Description
Local Authoriz.	Set usage authority for each user. Local Authoriz. (page 9-7)
My Panel	Register the language and default screen for each user. My Panel (page 9-7) Network users are not displayed.

2 Press the [**OK**] key.

3 Press [Yes] in the registration confirmation screen.

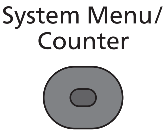
The user information is changed.

User Account Lockout Setting

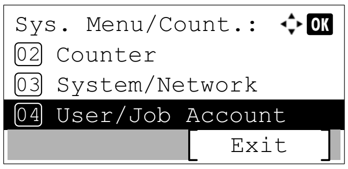
Configure these settings to restrict the operation for the user being authenticated.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [User Login Set.], and press the [**OK**] key.

2 Configure the settings.

Press the [▲] or [▼] key to select [Account Lockout], and press the [**OK**] key.

The following settings can be selected.

Item		Descriptions
Lockout		Select whether or not account lockout policy is enabled. **Value: Off, On**
Lockout Policy		Specify the conditions and the extent to which the account lockout is applied.
	Number of Retries	Specify how many login retries are allowed until the account is locked out. **Value: 1 to 10 times**
	Lockout Duration	Specify how long the account is to be locked out until it is unlocked. **Value: 1 to 60 minutes**
	Lockout Target	Specify the extent to which the account lockout is applied. [Remote Only] locks out all operations from outside the operation panel. **Value: All, Remote Only**
Locked out Users		Displays a list of locked out users. **To cancel the locks:** Press the [▲] or [▼] key to select the user in the list, and press [Select]. A checkmark will be placed on the right of the selected user. Press [Menu]. Select [Unlock] and press the [**OK**] key.

User Login Administration for Printing

It is possible to manage the users that print on this machine from a PC.

Setting Printer Driver

To manage the users that print on this machine from a PC, the following settings are necessary in the printer driver.

1 Display the screen.

1 Click [**Start**] button on the Windows, and then click [**Devices and Printers**].

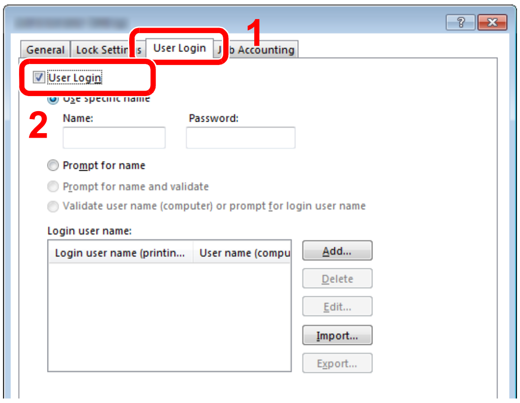
> **NOTE**
>
> In Windows 8, select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

2 Right-click the printer driver icon of the machine, and click the [**Printer properties**] menu of the printer driver.

3 Click [**Administrator**] on the [**Device Settings**] tab.

2 Configure the settings.

1 Select [**User Login**] on the [**User Login**] tab.



☑ User Login

● Use specific name

2 Set the User Login Administration.

[**Use specific name**]: This option can be used to specify a user name and password to use the same User login for every print job. If this option is selected, the user does not have to type the name and password for each print job.

[**Prompt for name**]: A screen for entering the user name and password will be displayed when attempting a printing. The user name and password must be entered each time a printing is attempted.

[**Prompt for name and validate**]: A screen for entering the user name and password will be displayed when attempting a printing. The user name and password stored in the Login user name list needs to be entered. The user name and password must be entered each time a printing is attempted.

[**Validate user name (computer) or prompt for login user name**]: When printing, the Windows user name is searched in the "Login user names" and printing is possible if the name is registered. If the name is not registered, the printing will be canceled for users with only user authority. If the user has administrator privileges, the screen to enter the user name and password will appear.

3 Click [**OK**].

NOTE
For other settings of job accounting, refer to **Printing System Driver User Guide**.

To Manage the Users to Scan Using TWAIN

It is possible to manage the users that scan using TWAIN.

Setting TWAIN Driver

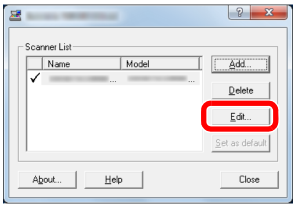
To manage the users that scan using TWAIN, the following settings are necessary in the TWAIN driver.

1 Display the screen.

1 Select [**Start**] button on the Windows, [**All Programs**], [(Brand Name)] and then [**TWAIN Driver Setting**]. TWAIN Driver screen appears.

NOTE
In Windows 8, select [**Search**] in charms, [**Apps**], and then [**TWAIN Driver Setting**].

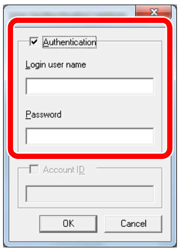
2 Click [**Edit**].



2 Configure the settings.

1 Click [**User Authentication Settings**].

2 Select the checkbox beside [**Authentication**], and enter Login User Name and Password.



3 Click [**OK**].

To Manage the Users to Scan Using WIA

It is possible to manage the users that scan using WIA.

Setting WIA Driver

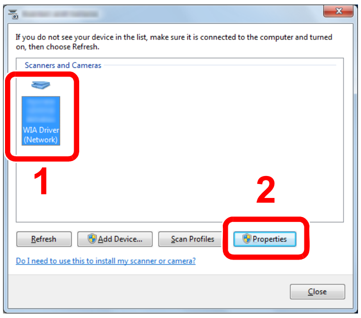
To manage the users that scan using WIA, the following settings are necessary in the WIA driver.

1 Display the screen.

1 Click [**Start**] button on the Windows and enter [**Scanner**] in [**Program and File Search**]. Click [**View scanners and cameras**] in the search list then the Scanners and Cameras screen appears.

> **NOTE**
>
> In Windows 8, click [**Search**] in charms, and then [**Settings**], and enter "Scanner" in the search box. Click [**View scanners and cameras**] in the search list then the Scanners and Cameras screen appears.

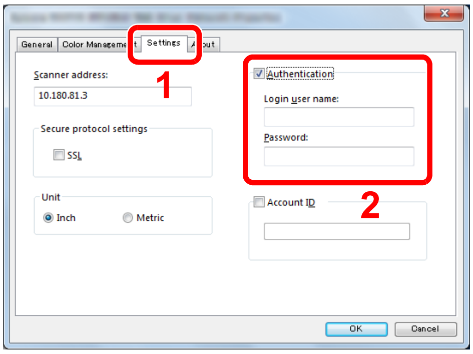
2 Select the same name as this machine from WIA Drivers, and press [**Properties**].



If you do not see your device in the list, make sure it is connected to the computer and turned on, then choose Refresh.

2 Configure the settings.

1 Select the checkbox beside [**Authentication**] on the [**Settings**] tab, and enter Login User Name and Password.



Scanner address: 10.180.81.3

☐ SSL

● Inch ○ Metric

☑ Authentication

☐ Account ID

2 Click [**OK**].

To Manage the Users that Send Faxes from a PC

It is possible to manage the users that send faxes from a PC.

Setting FAX Driver

To manage the users that send faxes from a PC, the following settings are necessary in the FAX driver.

1 Display the screen.

1 Click [**Start**] button on the Windows, and then click [**Devices and Printers**].

NOTE

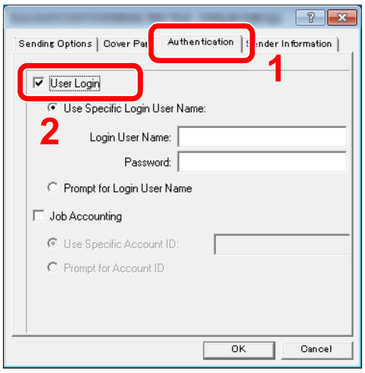
In Windows 8, select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

2 Right-click the printer driver icon of the machine, and click the [**Printer properties**] menu of the printer driver.

3 Click [**FAX TX Setting**] on the [**Printing Preferences**] window.

2 Configure the settings.

1 Select [**User Login**] on the [**Authentication**] tab.



☑ User Login

● Use Specific Login User Name:

Login User Name:

Password:

○ Prompt for Login User Name

☐ Job Accounting

● Use Specific Account ID:

○ Prompt for Account ID

2 Set the User Login Administration.

[**Use Specific Login User Name**]: This option can be used to specify a user name and password to use the same User login for every FAX job. If this option is selected, the user does not have to type the name and password for each FAX job.

[**Prompt for Login User Name**]: A screen for entering the user name and password will be displayed when attempting a transmission. The user name and password must be entered each time a transmission is attempted.

3 Click [**OK**].

Local Authoriz. (Local Authorization)

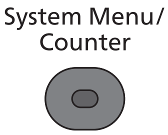
Select whether or not to use Local Authorization.

NOTE

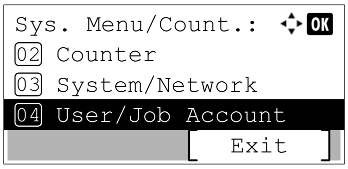
When using Local Authorization, the user authentication type must be set to [Local Authentic.]. For details, refer to Enabling User Login Administration on page 9-3.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [User Login Set.], and press the [**OK**] key.

2 Configure the setting.

1 Press the [▲] or [▼] key to select [Local Authoriz.], and press the [**OK**] key.

2 Press the [▲] or [▼] key to select [Off] or [On], and press the [**OK**] key.

Group Auth. (Group Authorization Settings)

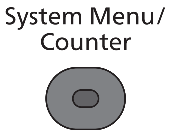
Set restrictions of the machine usage by each individual group registered in the authentication server.

NOTE

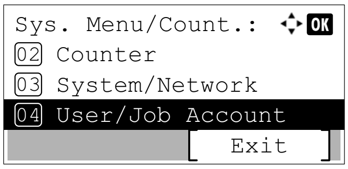
- To use the group authorization settings, [Netwk Authentic.] must be selected for the authentication method in Enabling User Login Administration on page 9-3. Select "On" for "LDAP" in Protocol Detail on page 8-9.
- Setting to use group authorization is performed from the operation panel. The groups should be registered with Embedded Web Server RX. For details, refer to the **Embedded Web Server RX User Guide**.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



```
Sys. Menu/Count.:
02 Counter
03 System/Network
04 User/Job Account
              [ Exit ]
```

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [User Login Set.], and press the [**OK**] key.

2 Configure the setting.

1 Press the [▲] or [▼] key to select [Group Auth.], and press the [**OK**] key.

2 Press the [▲] or [▼] key to select [Off] or [On], and press the [**OK**] key.

NW User Property (Obtain Network User Property)

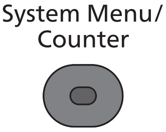
Set the required information to obtain the network user property from the LDAP server. The user name and E-mail address obtained with this setting is shown in the user information, the status confirmation screen, and the header of E-mail.

NOTE

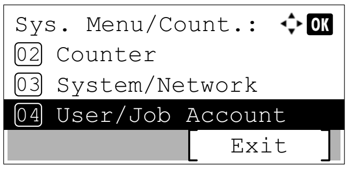
- To obtain the network user property from the LDAP server, [Netwk Authentic.] must be selected for the authentication method in Enabling User Login Administration on page 9-3. Select "On" for "LDAP" in Protocol Detail on page 8-9.
- Setting to obtain network user information is performed from the operation panel. The details of the information to be obtained should be set with Embedded Web Server RX. For details, refer to the **Embedded Web Server RX User Guide**.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.


```
Sys. Menu/Count.:  OK
02 Counter
03 System/Network
04 User/Job Account
            [ Exit ]
```

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [User Login Set.], and press the [**OK**] key.

2 Configure the setting.

1 Press the [▲] or [▼] key to select [NW User Property], and press the [**OK**] key.

2 Press the [▲] or [▼] key to select [Off] or [On], and press the [**OK**] key.

ID Card Settings

If ID card authentication is enabled, select the authentication type.

NOTE

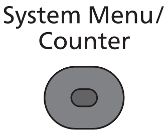
This functions appears when the Card Authentication Kit is activated.

Card Authentication Kit(B) "Card Authentication Kit" on page 11-3

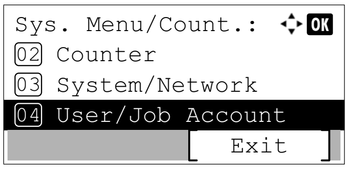
This function does not appear when the user logs in as a network authentication user.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



```
Sys. Menu/Count.:  ✥OK
02 Counter
03 System/Network
04 User/Job Account
              [ Exit ]
```

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [User Login Set.], and press the [**OK**] key.

2 Configure the settings.

Press the [▲] or [▼] key to select [ID Card Settings], and press the [**OK**] key.

The following settings can be selected.

Item	Descriptions
Key Login	When ID card authentication is enabled, select whether or not login by keyboard is allowed. **Value**: **Permit, Prohibit**
Password Login	Select whether or not to require password entry after authenticating by ID card. **Value**: **Off, On**

Using User Login Administration

This section explains procedures while setting job accounting.

Login/Logout

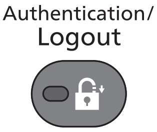
If user login administration is enabled, the login user name and login password entry screen appears each time you use this machine.
Use the procedure below to login and logout.

Login

If the login user name entry screen appears during operations, log in by referring to Login/Logout on page 2-9.

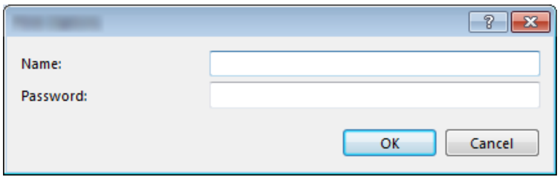
Logout

When the operations are complete, press the [**Authentication/Logout**] key to return to the login user name and login password entry screen.



User Login Administration on a PC

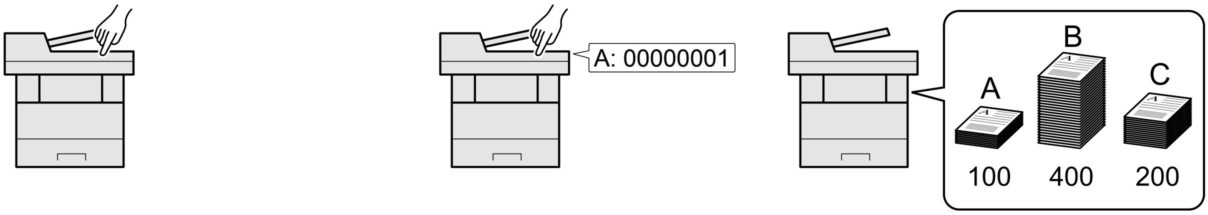
If the following screen appears on your computer, enter the login user name and login password, and then click [**OK**].



Overview of Job Accounting

Job accounting manages the copy/print/scan/FAX count accumulated by individual accounts by assigning an ID to each account.

1. Enable job accounting. (Refer to page 9-23.)
2. Setting an account. (Refer to page 9-25.)
3. Enter the assigned account ID when performing the job. (Refer to Using User Login Administration on page 9-21.)
4. Count the number of pages copied, printed, scanned and faxed.



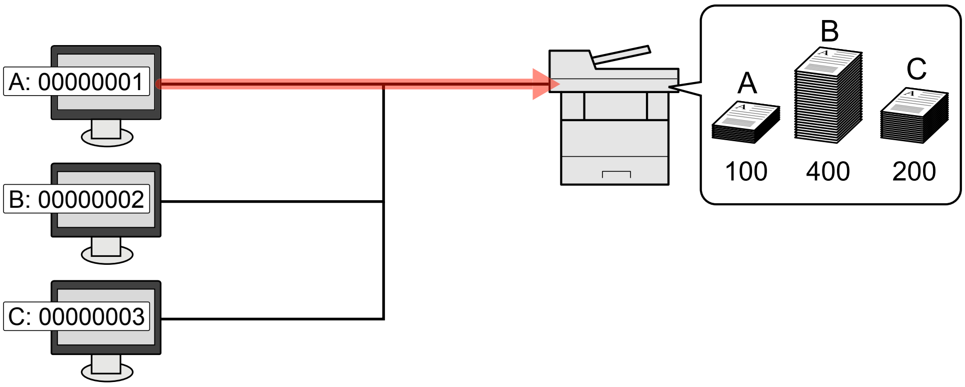
To manage the job account from PC

In addition to the above settings, the following are necessary to manage the job account from PC.

To Manage the Number of Sheets Used on Jobs Printed from a PC

To manage the number of jobs to be printed from the PC on the network, you need to configure settings by using the printer driver on the PC.

1. Set Job Accounting for the PC on the network by using the printer driver. (Refer to Job Accounting for Printing on page 9-30.)
2. Execute printing.
3. Count the number of pages printed.



To Manage the Scan Job Account by Using TWAIN

To manage the scan job account by using TWAIN, you need to configure the TWAIN driver settings on the computer connected to the machine. (Refer to Job Accounting for Scan Using TWAIN on page 9-31.)

To Manage the Scan Job Account by Using WIA

To manage the scan job account by using WIA, you need to configure the WIA driver settings on the computer connected to the machine. (Refer to Job Accounting for Scan Using WIA on page 9-32.)

To Manage the FAX Job Transmitted from a PC [*1]

To manage the number of FAX jobs transmitted from the PC, you need to configure the settings by using the FAX Driver on the PC. (Refer to Job Accounting for the FAX Transmitted from a Computer on page 9-33.)

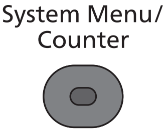
[*1] Only on products with the fax function installed.

Enabling Job Accounting

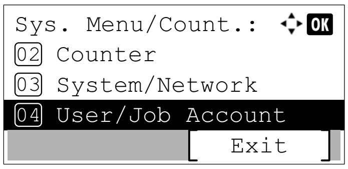
Enable job accounting. Use the procedure below.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



```
Sys. Menu/Count.:
02 Counter
03 System/Network
04 User/Job Account
              [ Exit ]
```

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [Job Account.Set.], and press the [**OK**] key.

2 Enable job accounting.

1 Press the [▲] or [▼] key to select [Job Accounting], and press the [**OK**] key.

2 Press the [▲] or [▼] key to select [On], and press the [**OK**] key.

NOTE

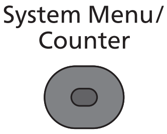
- To disable job accounting, select [Off].
- If job accounting setting is completed by selecting other function keys, such as the [**Copy**] key, a logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

Job Accounting Access

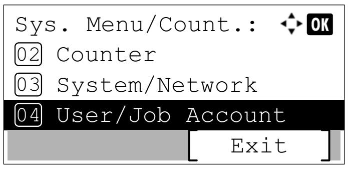
Set the job accounting access.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [Job Account.Set.], and press the [**OK**] key.

2 Configure the settings.

1 Press the [▲] or [▼] key to select [AccountingAccess], and press the [**OK**] key.

2 Press the [▲] or [▼] key to select [Local] or [Network] and press the [**OK**] key.

NOTE

To select [Network], network authentication must be enabled and [Ext.] must be selected for server type.

Setting an Account

You can add, change and delete an account and set the restriction for each account.

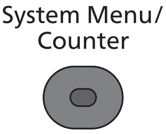
Adding an Account

Up to 100 individual accounts can be added. The following entries are required.

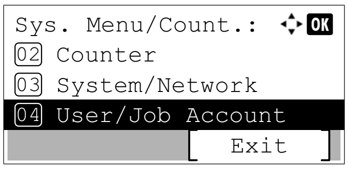
Item	Descriptions
Account Name	Enter the account name (up to 32 characters).
Account ID	Enter the account ID as many as eight digits (between 0 and 99999999).
Restriction	This prohibits printing/scanning or restricts the number of sheets to load. Refer to Restricting the Use of the Machine on page 9-27.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



```
Sys. Menu/Count.:  OK
02 Counter
03 System/Network
04 User/Job Account
              [ Exit ]
```

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

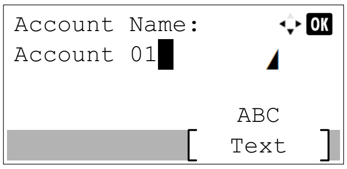
3 Press the [▲] or [▼] key to select [Job Account.Set.], and press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Account. List], and press the [**OK**] key.

5 Press [Menu].

6 Press the [▲] or [▼] key to select [Add Account], and press the [**OK**] key.

2 Enter the account information.



```
Account Name:      OK
Account 01
                ABC
              [ Text ]
```

1 Enter the account name and press the [**OK**] key.

NOTE

Refer to the Character Entry Method on page 11-11 for details on entering characters.

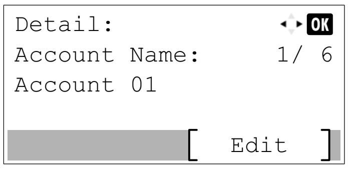
2 Enter the account ID and press the [**OK**] key.

NOTE

Any "Account ID" that has already registered cannot be used. Enter any other account ID.

3 To apply restriction to the account ID, press the [▲] or [▼] key to select [Detail] and press the [**OK**] key.
To exit the operation, press the [▲] or [▼] key to select [Exit] and press the [**OK**] key.

4 Check the account name and account ID and set the use restrictions.



```
Detail:              ◂▸OK
Account Name:       1/ 6
Account 01

              [  Edit   ]
```

To change the details, press [Edit], enter the information and then press the [**OK**] key. Press the [►] key to view the next screen. Press the [◄] key to return to the previous screen.

Restricting the Use of the Machine (page 9-27)

5 Press the [**OK**] key.

A new account is added on the account list.

Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of sheets available. The items that can be restricted differ depending on whether [Split] or [Total] is selected for Copy/Print Count on page 9-34.

Restriction Items

- [Split] selected for "Copy/Printer Count"

Item	Descriptions
Print Restrict. Copier	Limits the number of sheets used for copying. **Value** **Off: No restriction is applied.** **Counter Limit: Restricts the counter in one-page increments up to 9,999,999 copies.**[*1] **Reject Usage: Restriction is applied.**
Print Restrict. Printer	Limits the number of sheets used for printing. **Value** **Off: No restriction is applied.** **Counter Limit: Restricts the counter in one-page increments up to 9,999,999 copies.**[*1] **Reject Usage: Restriction is applied**
Scan Restrict. Others	Limits the number of sheets scanned (excludes copying). **Value** **Off: No restriction is applied.** **Counter Limit: Restricts the counter in one-page increments up to 9,999,999 copies.**[*1] **Reject Usage: Restriction is applied.**
FAX TX Restrict	Limits the number of sheets sent by fax. This is displayed when the optional fax kit is installed. **Value** **Off: No restriction is applied.** **Counter Limit: Restricts the counter in one-page increments up to 9,999,999 copies.**[*1] **Reject Usage: Restriction is applied.**

- [Total] selected for "Copy/Printer Count"

Item	Descriptions
Print Restrict.	Limits the total number of sheets used for copying and printing. **Value** **Off: No restriction is applied.** **Counter Limit: Restricts the counter in one-page increments up to 9,999,999 copies.**[*1] **Reject Usage: Restriction is applied.**
Scan Restrict. Others	Limits the number of sheets scanned (excludes copying). **Value** **Off: No restriction is applied.** **Counter Limit: Restricts the counter in one-page increments up to 9,999,999 copies.**[*1] **Reject Usage: Restriction is applied.**
FAX TX Restrict	Limits the number of sheets sent by fax. This is displayed when the optional fax kit is installed. **Value** **Off: No restriction is applied.** **Counter Limit: Restricts the counter in one-page increments up to 9,999,999 copies.**[*1] **Reject Usage: Restriction is applied**

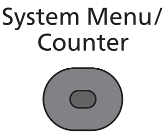
[*1] If [Counter Limit] is selected, the [Limit Pages] screen appears after the [**OK**] key is pressed. Enter a counter limit on pages using the numeric keys, and press the [**OK**] key.

Editing an Account

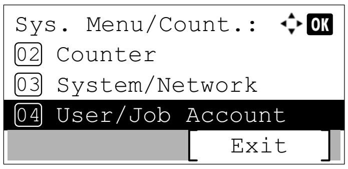
This changes the registered account information.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

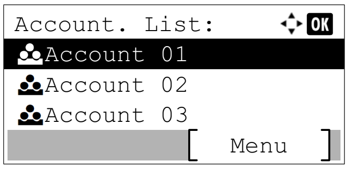
Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [Job Account.Set.], and press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Account. List], and press the [**OK**] key.

2 Change account information.

1 Press the [▲] or [▼] key to select the account you want to change and press the [**OK**] key.



NOTE

The account information can be changed by pressing [Menu], selecting [Detail/Edit] and then pressing the [**OK**] key.

2 Refer to step 2 of Adding an Account and Restricting the Use of the Machine to change account information.

3 Press the [**OK**] key.

4 Press [Yes] in the registration confirmation screen.

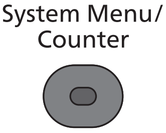
The account information is changed.

Deleting an Account

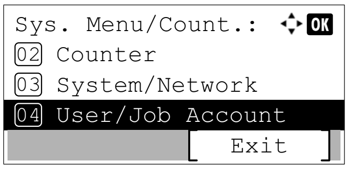
This deletes the account.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



```
Sys. Menu/Count.:  OK
02 Counter
03 System/Network
04 User/Job Account
              [ Exit ]
```

NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [Job Account.Set.], and press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Account. List], and press the [**OK**] key.

2 Delete an account.

1 Press the [▲] or [▼] key to select the account you want to delete and press [Menu].

2 Press the [▲] or [▼] key to select [Delete], and press the [**OK**] key.

3 Press [Yes] in the deletion confirmation screen.

The account is deleted.

Job Accounting for Printing

The number of jobs to be printed from the computer can be managed by Job Accounting.

Setting Printer Driver

To manage the number of jobs to be printed from the PC on the network, you need configure the following settings by using the printer driver on the PC.

1 Display the screen.

1 Click [**Start**] button on the Windows, and then click [**Devices and Printers**].

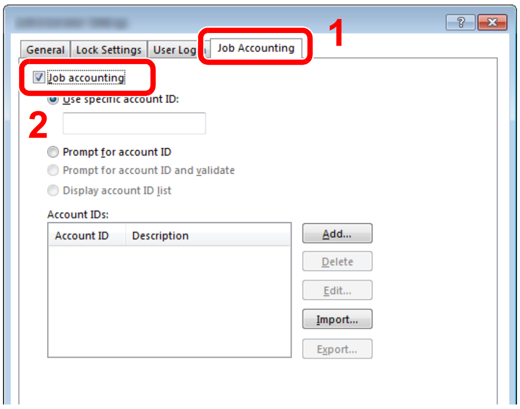
> **NOTE**
>
> In Windows 8, select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

2 Right-click the printer driver icon of the machine, and click the [**Printer properties**] menu of the printer driver.

3 Click [**Administrator**] on the [**Device Settings**] tab.

2 Configure the settings.

1 Select [**Job accounting**] on the [**Job Accounting**] tab.



2 Set the Job Accounting.

[**Use specific account ID**]: Enter the Account ID. Printing will be performed using the entered Account ID.

[**Prompt for account ID**]: A screen for entering the Account ID will be displayed when attempting a printing. The Account ID must be entered each time a printing is attempted.

[**Prompt for account ID and validate**]: A screen for entering the Account ID will be displayed when attempting a printing. The Account ID stored in the Account ID list needs to be entered. The Account ID must be entered each time a printing is attempted.

[**Display account ID list**]: The Account ID list is displayed when printing. The Account ID to be used needs to be selected from the list.

3 Click [**OK**].

> **NOTE**
>
> For other settings of job accounting, refer to **Printing System Driver User Guide**.

Job Accounting for Scan Using TWAIN

The number of jobs scanned by using TWAIN can be managed by Job Accounting.

Setting TWAIN Driver

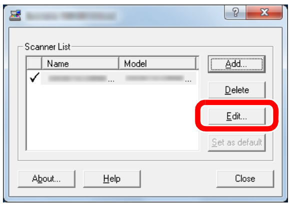
To manage the number of jobs scanned by using TWAIN, you need to configure the following settings by using the TWAIN Driver on the computer.

1 Display the screen.

1 Select [**Start**] button on the Windows, [**All Programs**], [(Brand Name)] and then [**TWAIN Driver Setting**]. TWAIN Driver screen appears.

> **NOTE**
>
> In Windows 8, select [**Search**] in charms, [**Apps**], and then [**TWAIN Driver Setting**].

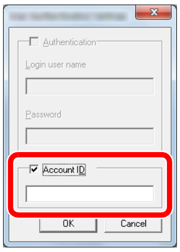
2 Click [**Edit**].



2 Configure the settings.

1 Click [**User Authentication Settings**].

2 Select the checkbox beside [**Account**], and enter the account ID.



3 Click [**OK**].

Job Accounting for Scan Using WIA

The number of jobs scanned by using WIA can be managed by Job Accounting.

Setting WIA Driver

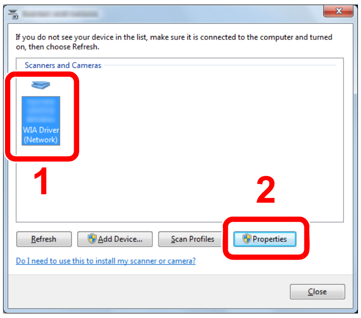
To manage the number of jobs scanned by using WIA, you need to configure the following settings by using the WIA Driver on the computer.

1 Display the screen.

1 Click [**Start**] button on the Windows and enter [**Scanner**] in [**Program and File Search**]. Click [**View scanners and cameras**] in the search list then the Scanners and Cameras screen appears.

> **NOTE**
>
> In Windows 8, click [**Search**] in charms, and then [**Settings**], and enter "Scanner" in the search box. Click [**View scanners and cameras**] in the search list then the Scanners and Cameras screen appears.

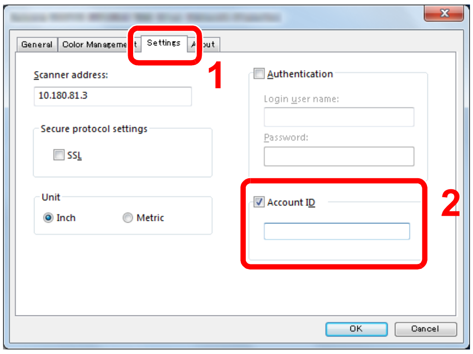
2 Select the same name as this machine from WIA Drivers, and press [**Properties**].



If you do not see your device in the list, make sure it is connected to the computer and turned on, then choose Refresh.

2 Configure WIA Driver.

1 Select the checkbox beside [**Account ID**] on the [**Settings**] tab, and enter the Account ID.



Scanner address: 10.180.81.3

Secure protocol settings

☐ SSL

Unit

● Inch ○ Metric

☐ Authentication

Login user name:

Password:

☑ Account ID

2 Click [**OK**].

Job Accounting for the FAX Transmitted from a Computer

The number of FAX jobs transmitted from the computer can be managed by Job Accounting.

NOTE

FAX functions are available only on products with the fax function installed.

Setting FAX Driver

To manage the number of FAX jobs transmitted from the computer, you need to configure the following settings by using the FAX Driver on the computer.

1 Display the screen.

1 Click [**Start**] button on the Windows, and then click [**Devices and Printers**].

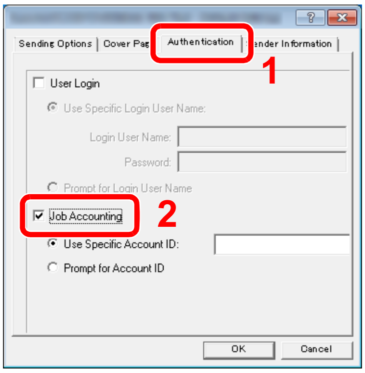
> **NOTE**
>
> In Windows 8, select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

2 Right click the name of the machine to be used as the FAX Driver and select [**Printing preferences**] from the resulting pull-down menu.

3 Click [**FAX TX Setting**] in the [**Printing Preferences**] window.

2 Configure the settings.

1 Select [**Job Accounting**] on the [**Authentication**] tab.



☐ User Login

☑ Job Accounting

● Use Specific Account ID:

2 Set the Job Accounting.

[**Use Specific Account ID**]: Enter the Account ID. Transmission will be performed using the entered Account ID.

[**Prompt for Account ID**]: A screen for entering the Account ID will be displayed when attempting a transmission. The Account ID must be entered each time a transmission is attempted.

3 Click [**OK**].

Configuring Job Accounting

Default Setting

Set the defaults for job accounting. To configure the settings, select the item in Default Setting and press the setting item.

System Menu/Counter ▶ **User/Job Account** ▶ **Job Account.Set.** ▶ **Default Setting**

For details on each function, see the table below.

Item		Description
Apply Limit		This specifies how the machine behaves when the counter has reached the limit of restriction. The table below describes the action taken. **Value** **Immediately: Job stops when the counter reaches its limit.** **Subsequently: Printing/scanning of the job continues but the subsequent job will be rejected.** **Alert Only: Job continues while displaying an alert message.**
Copy/Print Count		You can select how the copying and printing page counts are shown - either the total of both or each of copying and printing individually (Split). The selection may influence restriction on the count and count method. For details, refer to Restricting the Use of the Machine (page 9-27) and Print Accounting Report (page 9-36). **Value: Total, Split**
Counter Limit		When you add a new account, you can change the default restrictions on the number of sheets used. You can set any number from 1 to 9,999,999. The items that can be set differ depending on whether [Split] or [Total] is selected for [Copy/Print Count].
	[Split] selected for Copy/Printer Count	
	Copy Restriction	Sets the default restriction on the number of sheets used for copying.
	Print Restrict.	Sets the default restriction on the number of sheets used for printing.
	ScanRest. (Other)	Sets the default restriction on the number of sheets used for scanning (excludes copying).
	FAX Restriction[*1]	Sets the default restriction on the number of sheets used for sending faxes.
	[Total] selected for Copy/Printer Count	
	Print Restrict.	Sets the default restriction on the total number of sheets used for copying and printing.
	ScanRest. (Other)	Sets the default restriction on the number of sheets used for scanning (excludes copying).
	FAX Restriction[*1]	Sets the default restriction on the number of sheets used for sending faxes.

[*1] Only on products with the fax function installed.

Counting the Number of Pages Printed

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.

System Menu/ Counter ▶ **User/Job Account** ▶ **Job Account.Set.** ▶ **Total Accounting / Each Job Account**

Total Accounting

This counts the number of pages for all accounts and resets the counts for those accounts together at the same time.

Each Job Account

This counts the number of pages for each account and resets the counts by account. When checking Each Job Accounting, select the account for which you want to check the count.

Types of the counts are as follows.

Item		Descriptions
Printed Pages		Displays the number of pages copied and printed, and the total number of pages used. You can also use [FAX RX Pages][*1], [Duplex Pages] and [Combine Pages] to check the number of pages used.
	Copy/Print Pages	Displays the number of pages copied and printed, and the total number of pages used. Press the [▶] key to view the next screen. Press the [◀] key to return to the previous screen.
	FAX RX Pages	Displays the number of pages received.
	Total PrintPages	Displays the total number of pages used for copying and printing.
	Duplex Pages	Displays the number of pages printed in [1-Sided] mode, [2-Sided] mode, and the total pages in both modes. Press the [▶] key to view the next screen. Press the [◀] key to return to the previous screen.
	Combine Pages	Displays the number of pages printed in [None] (no Combine) mode, [2 in 1] mode, [4 in 1] mode, and the total pages in both modes. Press the [▶] key to view the next screen. Press the [◀] key to return to the previous screen.
Scanned Pages		Displays the number of pages scanned for copying, faxing and other functions, as well as the total number of pages scanned. Press the [▶] key to view the next screen. Press the [◀] key to return to the previous screen.
FAX TX Pages		Displays the number of pages faxed.
FAX TX Time		Displays the total duration of FAX transmissions.
Counter Reset		Resets the counter. Press [Yes] in the confirmation screen.

[*1] Only on products with the fax function installed.

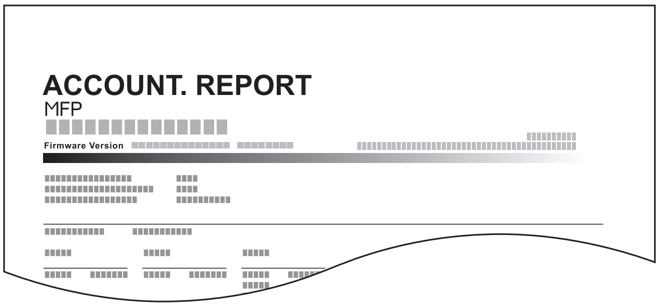
To check other items, press the [**OK**] key to return to the screen one level higher.

Print Accounting Report

The total pages counted of all relevant accounts can be printed as an accounting report.

Reports have different formats depending on how the count of copiers and printers is administered.

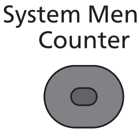
When [Split] is selected for Managing the Copy/Printer Count


ACCOUNT. REPORT
MFP
Firmware Version

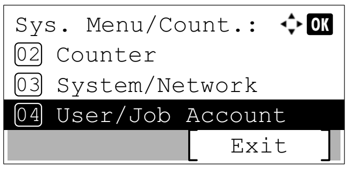
Use the procedure below to print a job accounting report.

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [Job Account.Set.], and press the [**OK**] key.

2 Print the report.

1 Press the [▲] or [▼] key to select [Account. Report], and press the [**OK**] key.

2 Press [Yes] in confirmation screen.

Accounting report is printed.

Using Job Accounting

This section explains procedures while setting job accounting.

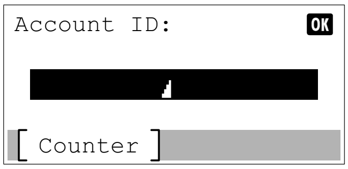
Login/Logout

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

Use the procedure below to login and logout.

Login

1 In the screen below, enter the account ID using the numeric keys and press the [**OK**] key.



NOTE

- If you entered a wrong character, press the [**Clear**] key and enter the account ID again.
- If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.
- By pressing [Counter], you can refer to the number of pages printed and the number of pages scanned.

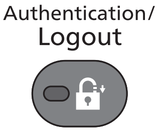
2 Proceed to complete the rest of the steps.

When the screen to enter the login user name and password appears

If user login administration is enabled, the screen to enter the login user name and password appears. Enter a login user name and password to login. (Refer to Adding a User (Local User List) on page 9-5.) If the user has already registered the account information, the account ID entry would be skipped. (Refer to Adding a User (Local User List) on page 9-5.)

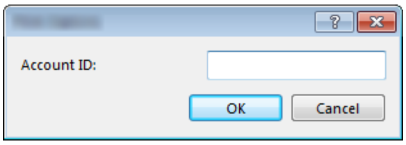
Logout

When the operations are complete, press the [**Authentication/Logout**] key to return to the account ID entry screen.



Job Accounting on a PC

If the following account ID entry screen appears on your computer, enter the assigned Account ID and then click [**OK**].



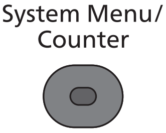
Unknown ID Job

This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID. If the User Login is set to invalid and Job Accounting is set to valid, follow the procedure when the Account ID is unknown.
The setting items are as follows.

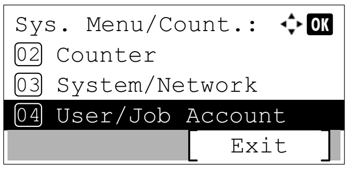
Item	Descriptions
Permit	The job is permitted to be printed.
Reject	The job is rejected (not printed).

1 Display the screen.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [User/Job Account], and press the [**OK**] key.



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

2 Configure the settings.

1 Press the [▲] or [▼] key to select [Unknown ID Job], and press the [**OK**] key.

2 Press the [▲] or [▼] key to select [Reject] or [Permit], and press the [**OK**] key.

10 Troubleshooting

This chapter explains the following topics:

Regular Maintenance 10-2
  Cleaning 10-2
  Toner Container Replacement 10-5
  Waste Toner Box Replacement 10-8
Troubleshooting 10-10
  Solving Malfunctions 10-10
  Responding to Messages 10-15
  Clearing Paper Jams 10-25

Regular Maintenance

Cleaning

Clean the machine regularly to ensure optimum printing quality.

CAUTION

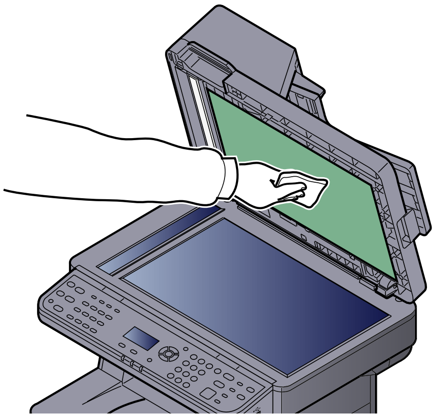
For safety, always unplug the power cord before cleaning the machine.

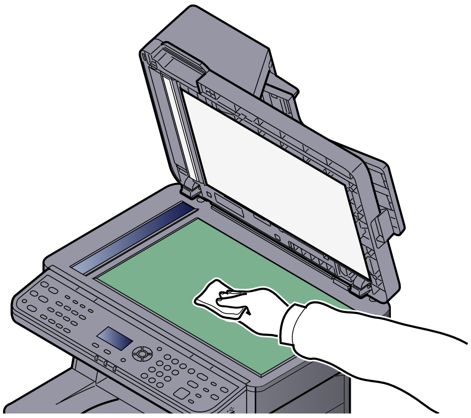
Glass Platen

Wipe the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.

IMPORTANT

Do not use thinner or other organic solvents.





Slit Glass

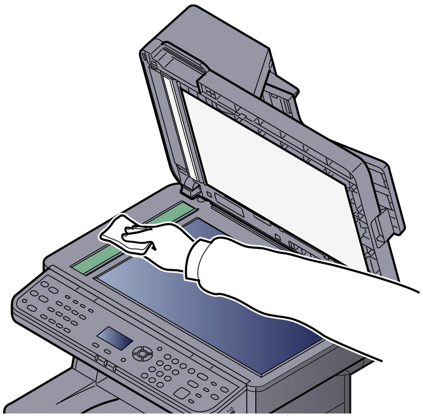
When using the document processor, clean the slit glass surface and the reading guide with the dry cloth.

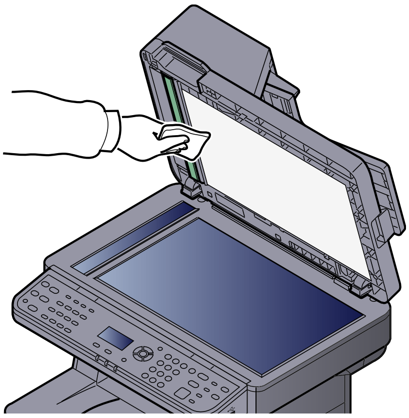
IMPORTANT

Do not use water, soap or solvents for cleaning.

NOTE

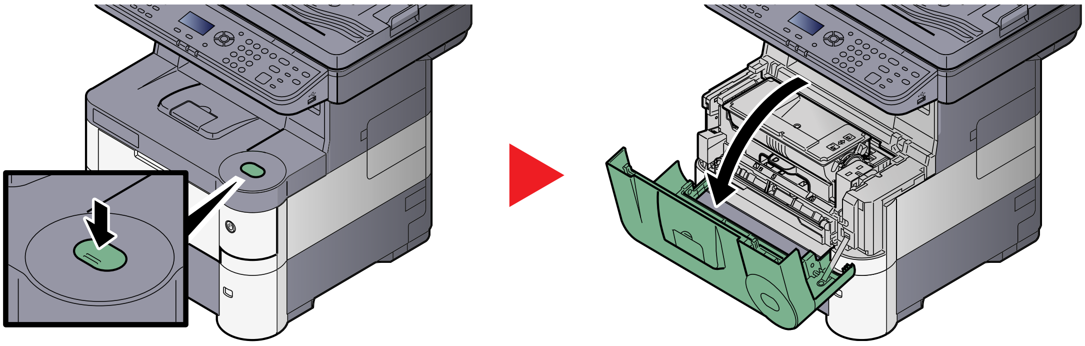
Dirt on the slit glass or the reading guide may cause black streaks to appear in the output.



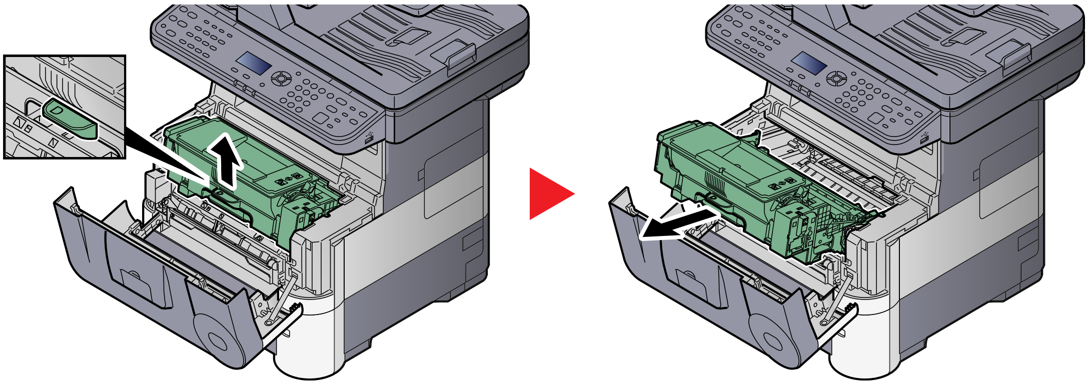


Registration Roller

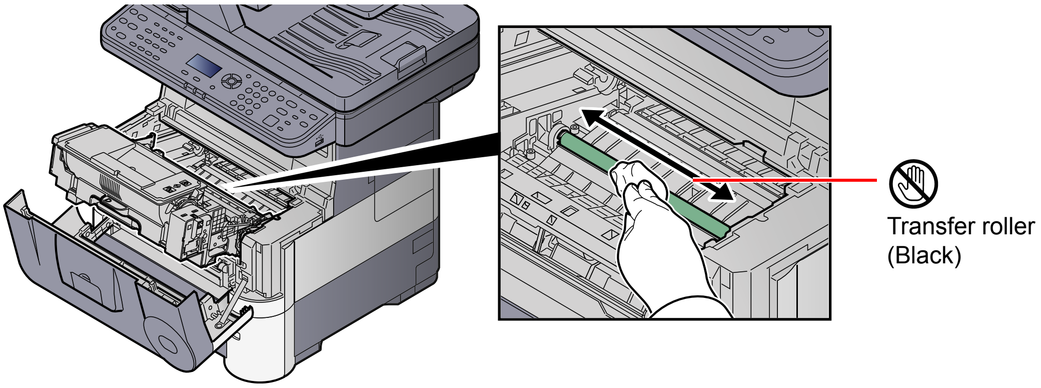
1



2



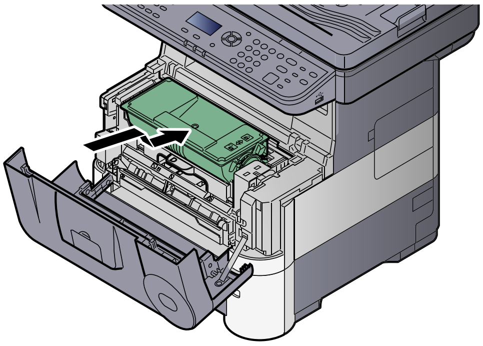
3



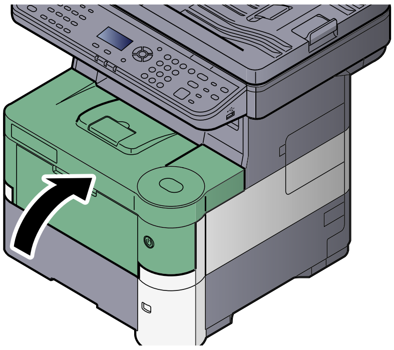
IMPORTANT

Be careful not to touch the black transfer roller and brown transfer belt during cleaning as this may adversely affect print quality.

4

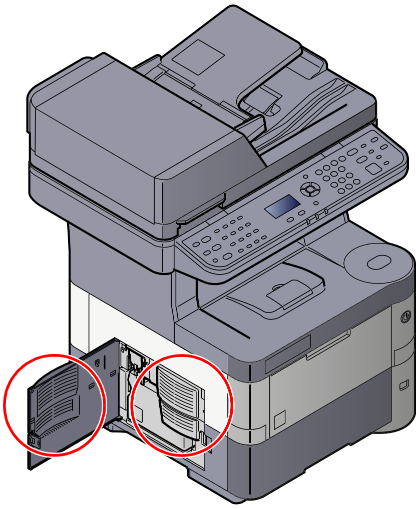


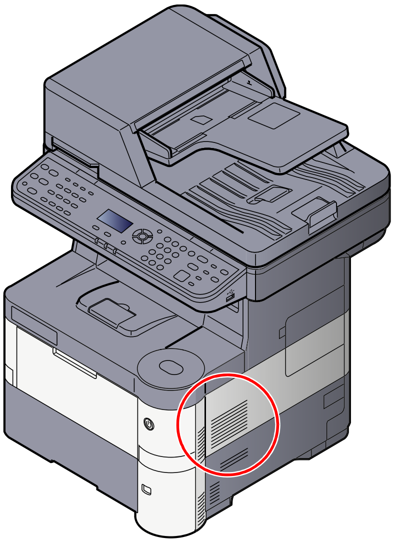
5



Vents

Use a lint free cloth to clean dust and dirt away from the vents.





Toner Container Replacement

When toner runs low, [Toner is low. (Replace when empty.)] appears in the message display. Make sure you have a new toner container available for replacement.

When the message display shows [Add toner.], replace the toner.

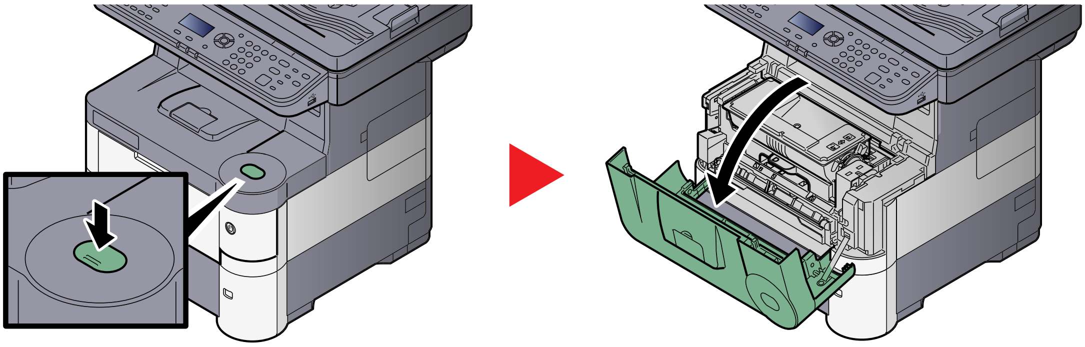
NOTE

- For the toner container, always use a genuine toner container. Using a toner container that is not genuine may cause image defects and product failure.
- The memory chip in the toner container of this product stores information necessary for improving customer convenience, operation of the recycling system for used toner containers, and planning and development of new products. The stored information does not include information that makes it possible to identify individuals, and is only used anonymously for the above purposes.

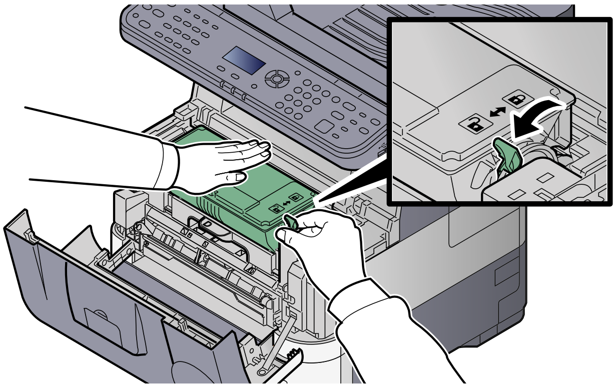
CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

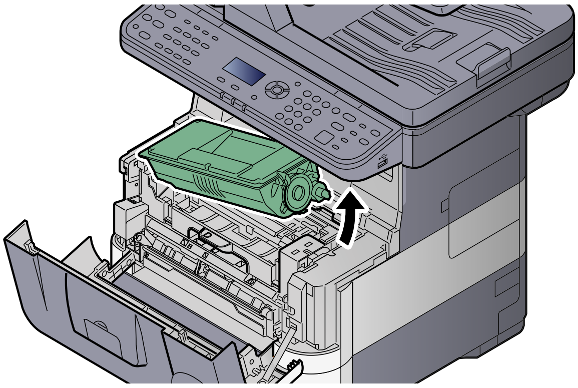
1



2



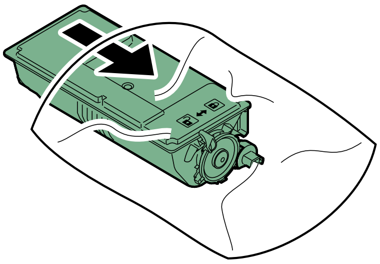
3



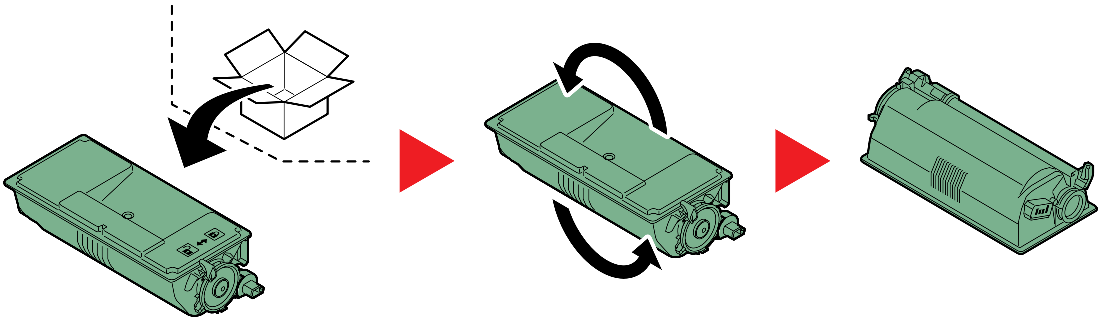
NOTE

When removing the toner container from the machine, lift up the right hand side first.

4

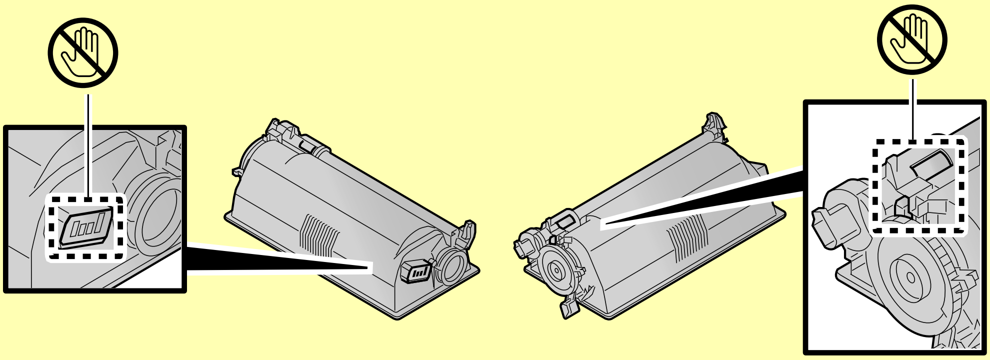


5

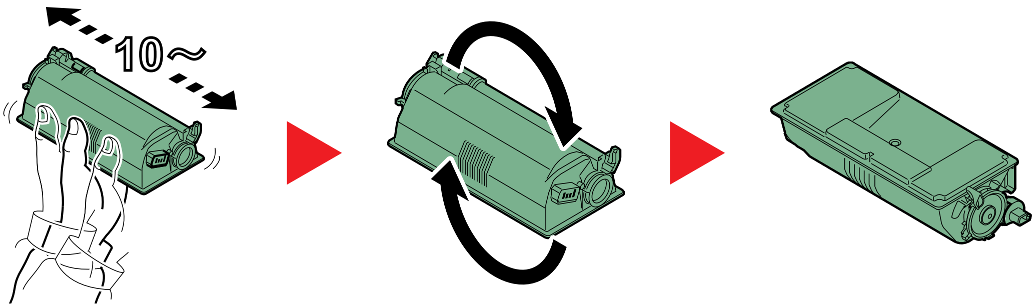


IMPORTANT

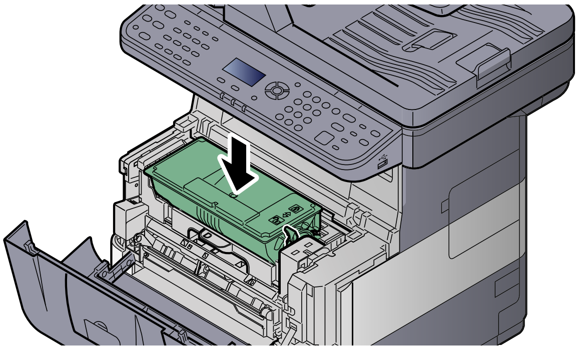
Do not touch the points shown below.



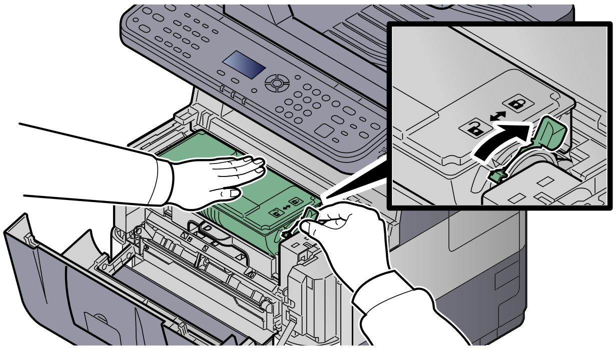
6



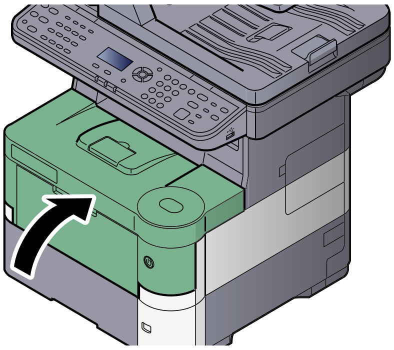
7



8



9



NOTE

- If the front cover does not close, check that the new toner container is installed correctly (in step 7).
- Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

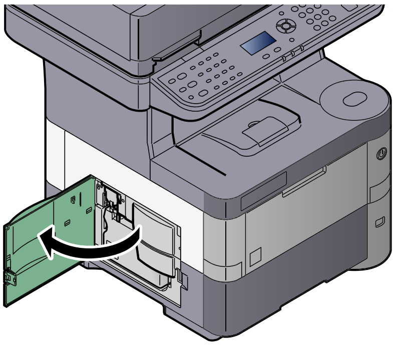
Waste Toner Box Replacement

When the message display shows [The waste toner Box is full.], immediately replace the waste toner box.

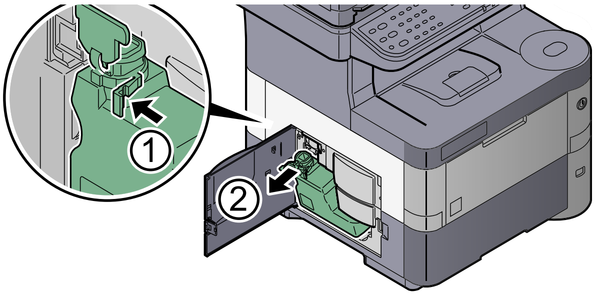
CAUTION

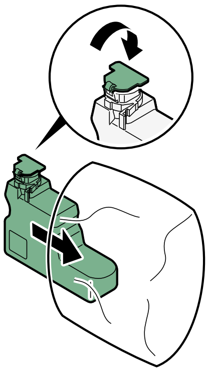
Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

1

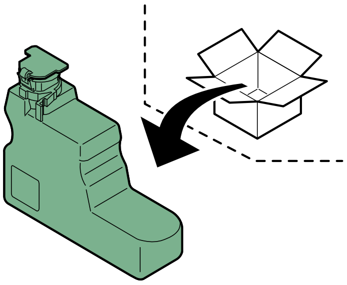


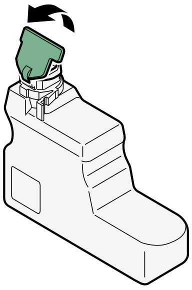
2



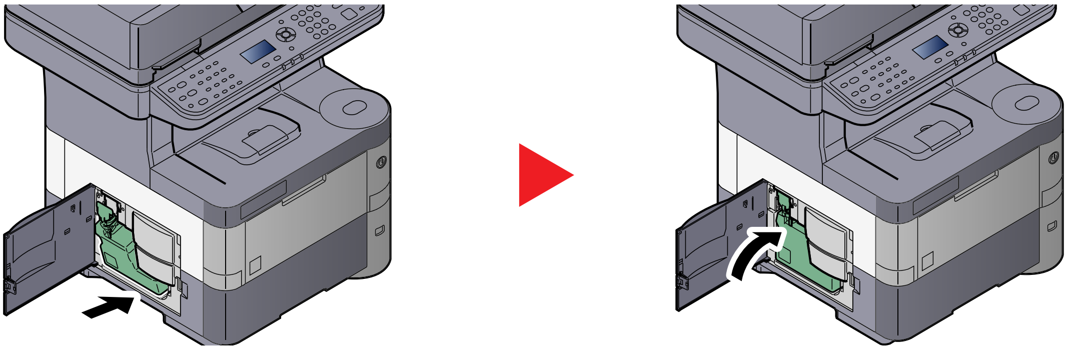


3

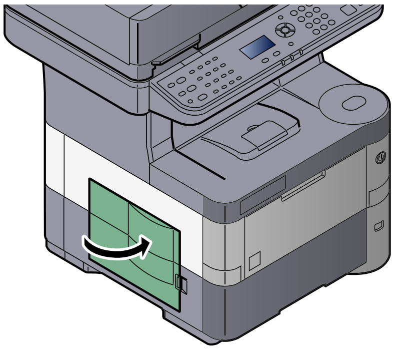




4



5



NOTE

Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

Troubleshooting

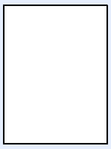
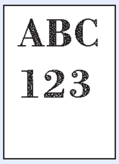
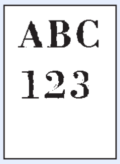
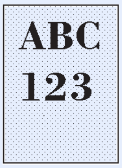
Solving Malfunctions

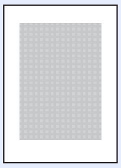
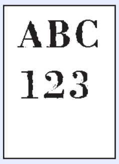
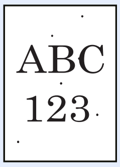
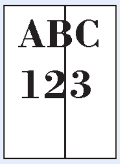
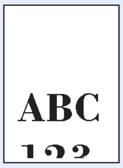
The table below provides general guidelines for problem solving.

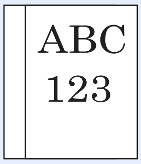
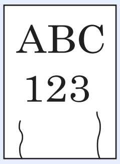
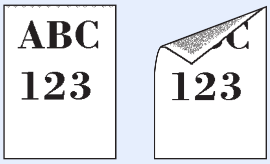
If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

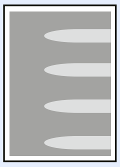
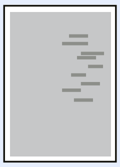
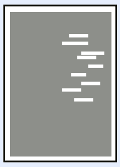
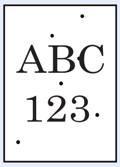
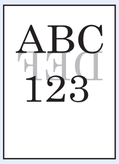
NOTE

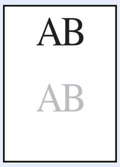
When contacting us, the serial number will be necessary. To check the serial number, refer to Checking the Equipment's Serial Number on page 5-5.

Symptom	Checkpoints	Corrective Actions	Reference Page
The screen does not respond when the main power switch is turned on.	Check the power cord.	Connect both ends of the power cord securely.	page 2-7
Pressing the [**Start**] key does not produce copies.	Is there a message on the screen?	Determine the appropriate response to the message and respond accordingly.	page 10-15
	Is the machine in Sleep mode?	Press any key on the operation panel to recover the machine from Sleep mode.	page 2-15
Blank sheets are ejected. 	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	page 5-2
		When placing originals in the document processor, place them face-up.	page 5-3
	—	Check that the settings of the application software.	—
Printouts are totally too light.  	Is the paper damp?	Replace the paper with new paper.	page 3-12
	Have you changed the density?	Select appropriate density level.	page 6-11 page 8-40
	Is the toner distributed evenly within the toner container?	Shake the toner container from side to side several times.	page 10-5
	Is EcoPrint mode enabled?	Disable [EcoPrint] mode.	page 6-12
	—	Press the [**System Menu/Counter**] key, [Adjustment/Maintenance], [Service Setting], [Drum Refresh], and then press [Yes].	—
	—	Make sure the paper type setting is correct for the paper being used.	page 8-14
Printouts are too dark even though the background of the scanned original is white. 	Have you changed the density?	Select appropriate density level.	page 6-11 page 8-40

Symptom	Checkpoints	Corrective Actions	Reference Page
Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly). 	Is the original a printed photograph?	Set the original image to [Photo].	page 6-11
Texts are not clearly printed. 	Did you choose appropriate image quality for the original?	Select appropriate image quality.	page 6-11
Black or color dots appear on the white background when white original is scanned. 	Is the inside of the document processor or the glass platen dirty?	Clean the inside of the document processor or the glass platen.	page 10-2
Printouts have vertical lines. 	Is the slit glass dirty?	Clean the slit glass.	page 10-2
Printouts are fuzzy. 	Is the machine being used in conditions of very humid, or humidity or temperature rapidly changes?	Use in an environment that has suitable humidity.	—
	—	Press the [**System Menu/Counter**] key, [Adjustment/Maintenance], [Service Setting], [Drum Refresh], and then press [Yes].	—
Images are skewed. 	Are the originals loaded correctly?	When placing originals on the platen, align them with the original size indicator plates.	page 5-2
		When placing originals in the document processor, align the original width guides securely before placing the originals.	page 5-3
	Is the paper loaded correctly?	Check the position of the paper width guides.	page 3-14 page 3-18

Symptom	Checkpoints	Corrective Actions	Reference Page
Paper often jams.	Is the paper loaded correctly?	Load the paper correctly.	page 3-14 page 3-18
	Is the paper of the supported type? Is it in good condition?	Remove the paper, turn it over, and reload it.	page 3-14
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	page 3-14
	Are there any loose scraps or jammed paper in the machine?	Remove any jammed paper.	page 10-25
2 or more sheets are overlaps when ejected. (multi feed) 	—	Load the paper correctly.	page 3-14 page 3-18
Printouts are wrinkled. 	Is the paper loaded correctly?	Load the paper correctly.	page 3-14 page 3-18
	Is the paper damp?	Replace the paper with new paper.	page 3-14
Printouts are curled. 	Is the paper damp?	Replace the paper with new paper.	page 3-14
Cannot print.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine powered on?	Turn on the power switch.	page 2-8
	Are the printer cable and network cable connected?	Connect the correct printer cable and network cable securely.	page 2-6
	Was the machine powered on before the printer cable was connected?	Power on the machine after connecting the printer cable.	—
	Is the print job paused?	Resume printing.	page 7-4
Cannot print with USB memory. USB memory not recognized.	Is the USB host blocked?	Select [Unblock] in the USB host settings.	page 8-34
	—	Check that the USB memory is securely plugged into the machine.	—
Dirt on the top edge or back of the paper. 	Is the interior of the machine dirty?	Clean the interior of the machine.	page 10-3

Symptom	Checkpoints	Corrective Actions	Reference Page
Part of the image is periodically faint or shows white lines. 	—	Press the [**System Menu/Counter**] key, [Adjustment/Maintenance], [Service Setting], [MC] and decrease the adjustment value. Decrease the adjustment value 1 level at a time from the current value. If there is no improvement after the value is decreased by 1 level, decrease by 1 level again. If there is still no improvement, return the setting to the original value.	—
	—	Press the [**System Menu/Counter**] key, [Adjustment/Maintenance], [Service Setting], [Drum Refresh], and then press [Yes].	—
Irregular horizontal lines appear in the image. 	—	Press the [**System Menu/Counter**] key, [Adjustment/Maintenance], [Service Setting], [MC] and decrease the adjustment value. Decrease the adjustment value 1 level at a time from the current value. If there is no improvement after the value is decreased by 1 level, decrease by 1 level again. If there is still no improvement, return the setting to the original value.	—
The altitude is 1500 m or higher and irregular horizontal white lines appear in the image. 	—	Press the [**System Menu/Counter**] key, [Adjustment/Maintenance], [Service Setting], [Altitude Adjustment] and then select [High 1]. If there is still no improvement, change the value to [High 2].	—
The altitude is 1500 m or higher and dots appear in the image.  	—	Press the [**System Menu/Counter**] key, [Adjustment/Maintenance], [Service Setting], [Altitude Adjustment] and then select [High 1]. If there is still no improvement, change the value to [High 2].	—
Print on the back of the sheet is visible on the front.  	—	Set [Prevent Bleed-through] to [On].	page 6-14 page 8-16

Symptom	Checkpoints	Corrective Actions	Reference Page
The previous image remains and lightly printed. 	—	Press the [**System Menu/Counter**] key, [Adjustment/Maintenance], [Service Setting], [MC] and increase the adjustment value. Increase the adjustment value 1 level at a time from the current value. If there is no improvement after the value is increased by 1 level, increase by 1 level again. If there is still no improvement, return the setting to the original value.	—
Cannot send via SMB.	Is the network cable connected?	Connect the correct network cable securely.	page 2-6
	Have the network settings for the equipment been configured properly?	Configure the TCP/IP settings properly.	page 8-27
	Have the folder sharing settings been configured properly?	Check sharing settings and access privileges under the folder properties.	—
	Has the SMB protocol been set to [On]?	Set the SMB protocol setting to [On].	page 5-26
	Has [Host Name] been entered properly? *1	Check the name of the computer to which data is being sent.	page 5-26
	Has [Path] been entered properly?	Check the share name for the shared folder.	page 5-26
	Has [Login User Name] been entered properly? *1 *2	Check the domain name and login user name.	page 5-26
	Has the same domain name been used for [Host Name] and [Login User Name]?	Delete the domain name and backslash ("¥") from [Login User Name].	page 5-26
	Has [Login Password] been entered properly?	Check the login password.	page 5-26
	Have exceptions for Windows Firewall been configured properly?	Configure exceptions for Windows Firewall properly.	page 3-31
	Do the time settings for the equipment, domain server, and data destination computer differ?	Set the equipment, domain server, and data destination computer to the same time.	—
	Is the screen displaying Send error?	Refer to Responding to Send Error.	page 10-23
Cannot send via the e-mail.	Is the E-mail send size limit set in the SMTP server registered on the machine?	Check the limit value is entered to "E-mail Size Limit" of [**E-mail**] setting in Embedded Web Server RX and change the value as necessary.	page 2-41

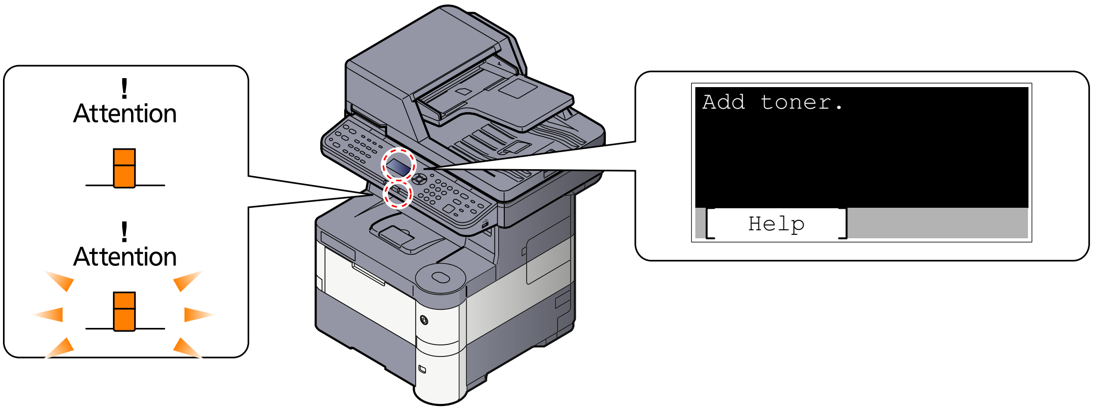
*1 You can also enter a full computer name as the host name (for example, pc001.abcdnet.com).

*2 You can also enter login user names in the following formats:
Domain_name/user_name (for example, abcdnet/james.smith)
User_name@domain_name (for example, james.smith@abcdnet)

Responding to Messages

If a problem has occurred in the machine, you will be notified by the following display.

- The [**Attention**] indicator on the operation panel is lit or flashing.
- An error message appears in the message display of the machine's operation panel.



NOTE

When contacting us, the serial number will be necessary. To check the serial number, refer to Checking the Equipment's Serial Number on page 5-5.

A

Message	Checkpoints	Corrective Actions	Reference Page
Add toner.	Toner is empty.	Replace the toner container.	page 10-5
Account error.	—	Failed to specify Job Accounting when processing the job externally. The job is canceled. Press the [**OK**] key.	—

B

Message	Checkpoints	Corrective Actions	Reference Page
Box is not found. **Job is canceled.**	—	The specified box cannot be found. Job is canceled. Press the [**OK**] key.	—
Box limit exceeded. Job is canceled.[*1]	Is [OK] displayed on the screen?	The specified box is full, and no further storage is available; Job is canceled. Press the [**OK**] key. Try to perform the job again after printing or deleting data from the box.	—

[*1] When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to Auto Err. Clear on page 8-27.

C

Message	Checkpoints	Corrective Actions	Reference Page
Cannot connect to Authentication Server **Check the connection with the server.**	—	Check the connection status with the server.	—
Cannot connect to Authentication Server **Check the domain name.**	—	Check the domain name.	page 9-2
Cannot connect to Authentication Server **Check the host name.**	—	Check the host name.	page 8-11
Cannot connect to Authentication Server **Set machine time to match server's time.** *1	—	Set machine time to match the server's time.	page 2-11
Cannot connect to Server. Check the Connection Status. **Job is canceled.**	—	Check the connection status with the server.	—
Cannot duplex print on this paper. **↑↓ (Displayed alternately)** **Press OK to continue using cassette #.**	Did you select a paper size/type that cannot be duplex printed?	Select [Paper] to select the available paper. Press the [**OK**] key to print without using Duplex function.	page 6-17
Cannot duplex print on this paper. **↑↓ (Displayed alternately)** **Press OK to continue using MP tray.**			page 6-17
Cannot feed paper. Set cassette #.	—	Cannot feed paper. Set the cassette indicated on the screen.	—
Cannot use this function. **>> FAX Transmission**	—	This job is canceled because it is restricted by User Authorization or Job Accounting. Press the [**OK**] key.	—
Cannot use this function. **>> Print**			
Cannot use this function. **>> Send**			
Check cassette #.	—	Open and then close the indicated cassette.	—
Close document processor.	Is the document processor open?	Close the document processor.	—
Close left cover.	Is there any cover which is open?	Close the cover indicated on the screen.	—
Close rear cover.			
Close top cover.			

*1 When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to Auto Err. Clear on page 8-27.

E

Message	Checkpoints	Corrective Actions	Reference Page
Error occurred. Turn the power switch off and on.	—	System error has occurred. Turn the main power switch OFF and then ON.	—

F

Message	Checkpoints	Corrective Actions	Reference Page
Failed to store job retention data. Job is canceled.	—	The job is canceled. Press the [**OK**] key.	—
File is not found. **Job is canceled.**	—	The specified file is not found. The job is canceled. Press the [**OK**] key.	—

I

Message	Checkpoints	Corrective Actions	Reference Page
Incorrect account ID. Job is canceled.[*1]	—	The account ID was incorrect when processing the job externally. The job is canceled. Press the [**OK**] key.	—
Incorrect box password. Job is canceled.	—	The box password was incorrect when processing the job externally. The job is canceled. Press the [**OK**] key.	—
Incorrect Login User Name or Password. Job is canceled.[*1]	—	The login user name or password was incorrect when processing the job externally. The job is canceled. Press the [**OK**] key.	—
Inner tray is full of paper. Remove the paper.	—	Remove paper from the inner tray.	—
Insufficient memory. Cannot start the job.	—	Job cannot be started. Try again later.	—

*1 When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to Auto Err. Clear on page 8-27.

J

Message	Checkpoints	Corrective Actions	Reference Page
Job Accounting restriction exceeded. Job is canceled.	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. This job is canceled. Press the [**OK**] key.	—

K

Message	Checkpoints	Corrective Actions	Reference Page
KPDL error. Job is canceled. [*1]	—	PostScript error has occurred. The job is canceled. Press the [**OK**] key.	—

[*1] When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to Auto Err. Clear on page 8-27.

L

Message	Checkpoints	Corrective Actions	Reference Page
Load paper in cassette #. **↑↓ (Displayed alternately)** **Press OK to continue using cassette #.**	Is the indicated cassette out of paper?	Load paper. Select [Paper] to select the other paper source. Press the [**OK**] key to print on the paper in the currently selected paper source.	page 3-7
Load paper in MP tray. **↑↓ (Displayed alternately)** **Press OK to continue using MP tray.**	Is the paper of the selected size loaded in the multi purpose tray?	Load paper. Select [Paper] to select the other paper source. Press the [**OK**] key to print on the paper in the currently selected paper source.	page 3-11
Load paper in cassette #. **↑↓ (Displayed alternately)** **Set selected size paper and press [OK].**	Is the indicated cassette out of paper?	Load paper. Select [Paper] to select the other paper source.	page 3-7
Load paper in MP tray. **↑↓ (Displayed alternately)** **Set selected size paper and press [OK].**	Is the paper of the selected size loaded in the multi purpose tray?	Load paper. Select [Paper] to select the other paper source.	page 3-11

M

Message	Checkpoints	Corrective Actions	Reference Page
Machine failure. Call service.	—	An error has occurred in the machine. Make a note of the error code displayed on the message display, and contact your service representative.	—
Match the paper type and the envelope switch position.	Does the envelope lever setting match the paper type?	Match the paper type and the envelope lever position.	page 3-13
Maximum Number of scanned pages. Job is canceled.	Is the acceptable scanning count exceeded?	Cannot scan pages any more. Job is canceled. Press the [**OK**] key.	—

Message	Checkpoints	Corrective Actions	Reference Page
Memory card error. **Job is canceled.**	—	An error has occurred on the memory card. Job is canceled. Press [End]. 04: Insufficient space on the memory card to complete this operation. Move data or delete unneeded data.	—
Memory is full. Job is canceled.	—	The process cannot be performed due to insufficient memory. If only [End] is available, press [End]. The job will be canceled.	—
Memory is full. **Print job cannot be processed completely.**[*1]	—	Unable to continue the job as the memory is used up. Change the print resolution from Fast 1200 to 600 dpi. Refer to **Printing System Driver User Guide**.	—

*1 When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to Auto Err. Clear on page 8-27.

N

Message	Checkpoints	Corrective Actions	Reference Page
Non-genuine Toner. Press [Help].	Is the installed toner container our own brand?	The manufacturer assumes no responsibility for damage caused by a non-genuine toner. We recommend that you only use genuine toner containers. When you want to use the toner container currently installed, press the [**OK**] key and the [**Stop**] key simultaneously for 3 seconds or more.	—

P

Message	Checkpoints	Corrective Actions	Reference Page
Paper jammed at MP tray.	—	If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the screen. Leave the machine on and follow the instruction to remove the jammed paper.	page 10-25
Paper jammed in cassette #.			
Paper jammed in document processor.			
Paper jammed in the duplex unit.			
Paper jammed in the printer.			
Paper jammed in the Rear cover.			

Message	Checkpoints	Corrective Actions	Reference Page
Print overrun. Job is paused.	—	Warning. Low printer memory. The job was paused. Press [Continue] to restart the job.	—
Printing multiple copies is not allowed.	—	Only one copy is available. Press [Continue] to continue printing. Press [Cancel] to cancel the job.	—

R

Message	Checkpoints	Corrective Actions	Reference Page
RAM disk error. Press [OK].	—	An error has occurred on the RAM disk. Job is canceled. Press the [**OK**] key. The possible error codes and their descriptions are as follows. 04: Insufficient space on the RAM disk. If the optional RAM disk is installed, increase the RAM disk size by changing “RAM Disk Setting” in System Menu. **NOTE** The range of RAM disk size can be increased by selecting [Printer Priority] in “Optional Memory”.	page 8-30 page 8-31
Removable Memory is full. Job is canceled.[*1]	—	Job is canceled. Press [End]. Insufficient free space in the removable memory. Delete unneeded files.	—
Remove originals in the document processor.	Are there any originals left in the document processor?	Remove originals from the document processor.	—
Replace all originals and press Start key.	—	Remove originals from the document processor, put them back in their original order, and place them again. Press [Cancel] to cancel the job.	—
Restricted by Job Accounting. Job is canceled.	—	This job is canceled because it is restricted by Job Accounting. Press the [**OK**] key.	—

[*1] When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to Auto Err. Clear on page 8-27.

S

Message	Checkpoints	Corrective Actions	Reference Page
Scanner memory is full. Job is canceled.[*1]	—	Scanning cannot be performed any more due to insufficient memory of scanner. The job is canceled. Press the [**OK**] key.	—
Send Error.[*1]	—	An error has occurred during transmission. The job is canceled. Press the [**OK**] key. Refer to Responding to Send Error for the error code and corrective actions.	page 10-23
SSD error. Job is canceled.	—	An error has occurred on SSD. Job is canceled. Press [End]. The possible error codes and their descriptions are as follows. 01: The amount of data that can be saved at once has been exceeded. Turn the power OFF/ON. If the error still occurs, divide the file into smaller files. If the error occurs after the file is divided, the specified file may be damaged. Delete the file. 04: Insufficient space on SSD to complete this operation. Move data or delete unneeded data.	—

[*1] When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to Auto Err. Clear on page 8-27.

T

Message	Checkpoints	Corrective Actions	Reference Page
The slit glass requires cleaning.	—	Clean the slit glass using the dry cloth.	page 10-2
The waste toner box is full.	Is the waste toner box full?	Replace the waste toner box.	page 10-8
The waste toner box is improperly installed.	—	The waste toner box is not installed correctly. Set it correctly.	page 10-8
This user account is locked out. **Contact administrator** **Job is canceled.**	—	Contact administrator. The job is canceled. Press the [**OK**] key.	—
Toner is low. **(Replace when empty.)**	—	It is almost time to replace the toner container. Obtain a new toner container.	—

U

Message	Checkpoints	Corrective Actions	Reference Page
Unknown Toner Installed. PC	Does the installed toner container's regional specification match the machine's?	Install the specified toner container.	page 10-5
USB memory error. Job is canceled.	Is writing to a removable memory prohibited?	An error occurred in the removable memory. The job stopped. Press the [**OK**] key. The possible error codes and their descriptions are as follows. 01: Connect a removable memory that can be written to.	—
	—	An error occurred in the removable memory. The job stopped. Press [End]. The possible error codes and their descriptions are as follows. 01: The amount of data that can be saved at once has been exceeded. Turn the power OFF/ON. If the error still occurs, the removable memory is not compatible with the machine. Use the removable memory formatted by this machine. If the removable memory cannot be formatted, it is damaged. Connect a compatible removable memory.	—

Y

Message	Checkpoints	Corrective Actions	Reference Page
You cannot use this box. **Job is canceled.**	—	You cannot use the specified box. Job is canceled. Press the [**OK**] key.	—

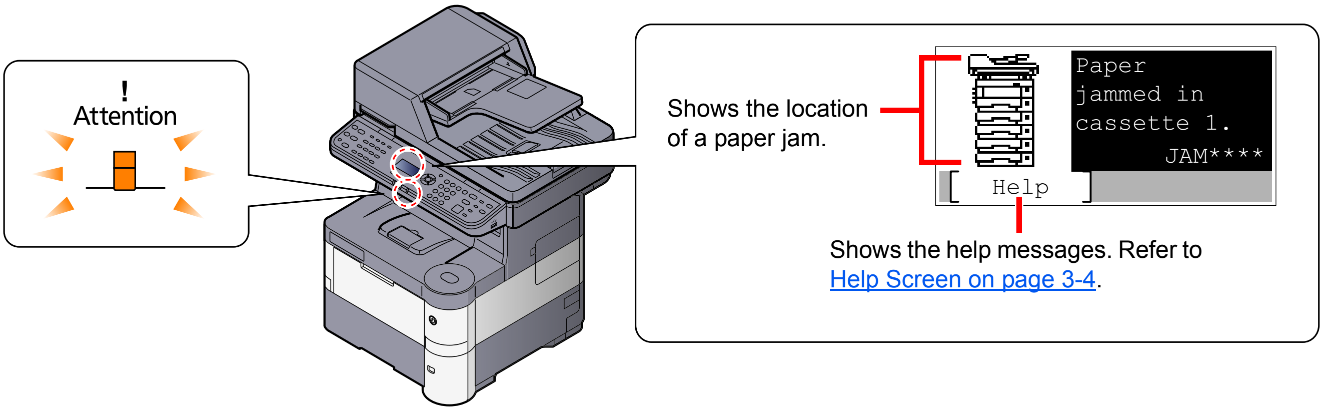
Responding to Send Error

Error Code	Message	Corrective Actions	Reference Page
1102	Failed to send via SMB.	Check the SMB settings. • Login user name and login password **NOTE** If the sender is a domain user, specify the domain name. • Host name • Path	—
	Failed to send the e-mail.	Check the following on the Embedded Web Server RX. • SMTP login user name and login password • POP3 login user name and login password • E-mail size limit	—
	Failed to send via FTP.	Check the FTP settings. • Login user name and login password **NOTE** If the sender is a domain user, specify the domain name. • Path • Folder share permissions of the recipient	—
1103	Failed to send via SMB.	Check the SMB settings. • Login user name and login password **NOTE** If the sender is a domain user, specify the domain name. • Path • Folder share permissions of the recipient	page 5-19
1132	Failed to send the e-mail.	Check the following of the SMTP server. • Is SMTP over SSL available? • Is the encryption available?	page 2-37
	Failed to send via FTP.	Check the following of the FTP server. • Is FTPS available? • Is the encryption available?	page 2-37

Error Code	Message	Corrective Actions	Reference Page
2101	Failed to send via SMB.	Check the network and SMB settings. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. • Host name and IP address • Port number	—
	Failed to send via FTP.	Check the network and FTP settings. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. • Host name and IP address • Port number	—
	Failed to send the e-mail.	Check the network and Embedded Web Server RX. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. • POP3 server name of the POP3 user • SMTP server name	—
2102 **2103**	Failed to send via FTP.	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	—
		Check the following of the FTP server. • Is FTP available? • The server is not operating properly.	—
	Failed to send the e-mail.	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	—
2201 **2202** **2203** **2231**	Failed to send the e-mail. Failed to send via FTP. Failed to send via SMB.	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	—
3101	Failed to send the e-mail.	Check the authentication methods of both the sender and the recipient.	—
	Failed to send via FTP.	Check the network. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.	—

Clearing Paper Jams

If a paper jam occurs, [Paper jammed] appears in the message display and the machine will stop. This section explains the procedures to remove the jammed paper.



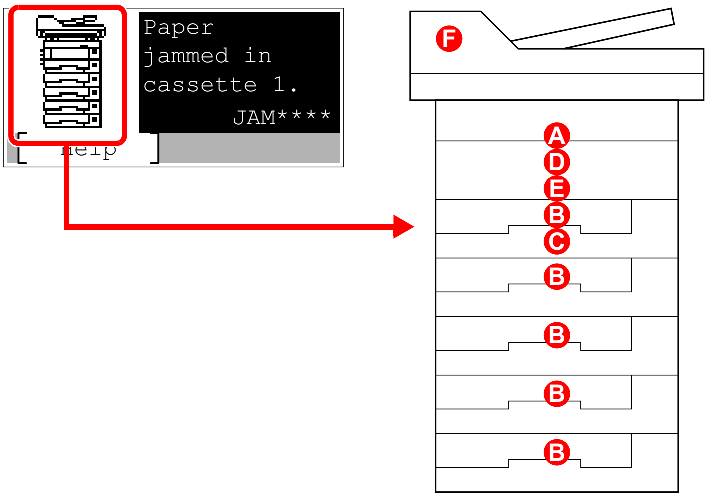
Paper jammed in cassette 1.
JAM****

Shows the location of a paper jam.

Shows the help messages. Refer to Help Screen on page 3-4.

Jam Location

Detailed paper jam positions are as follows.



Paper jammed in cassette 1.
JAM****

Paper Jam Location Indicator	Paper Jam Location	Reference Page
A	Multi Purpose Tray	page 10-26
B	Cassettes 1 to 5	page 10-27
C	Duplex Unit	page 10-28
D	Inside the Machine	page 10-29
E	Inner Tray / Inside Rear Cover	page 10-30
F	Document Processor	page 10-31

After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page that was printing when the jam occurred.

Precautions with Paper Jams

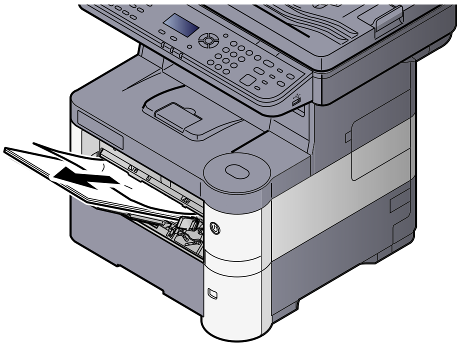
- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

CAUTION

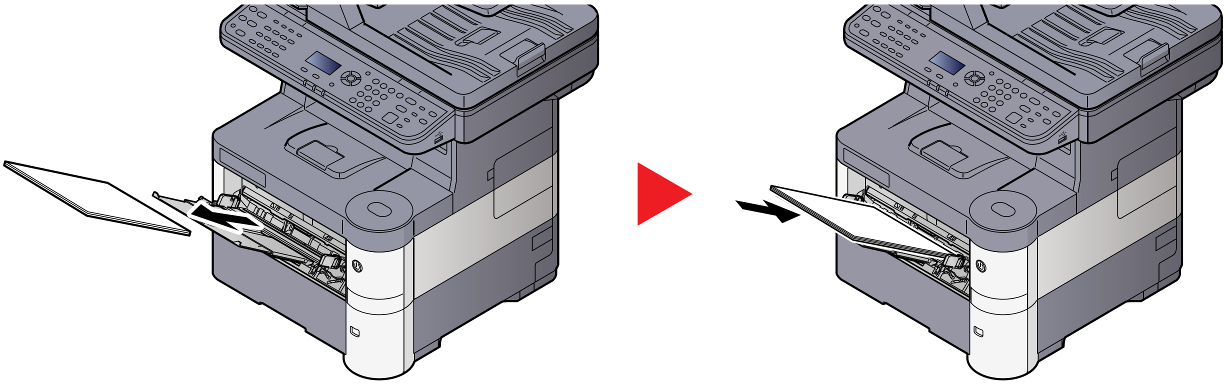
The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

Multi Purpose Tray

1



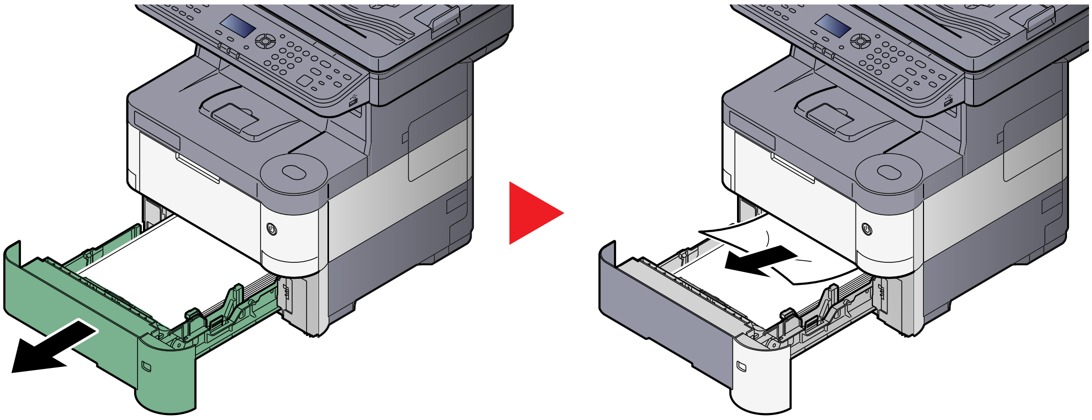
2



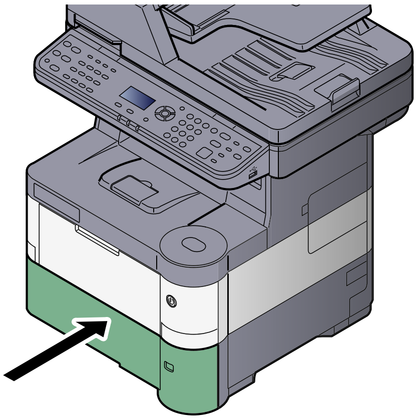
Cassettes 1 to 5

Procedures for handling a paper jam in Cassettes 1 to 5 are all the same. This section explains procedures using Cassette 1 as an example.

1

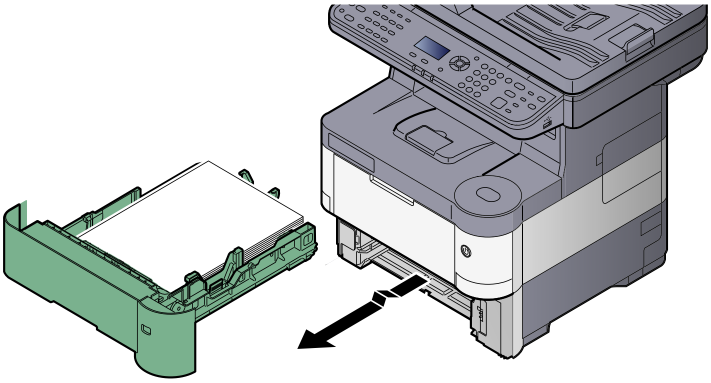


2

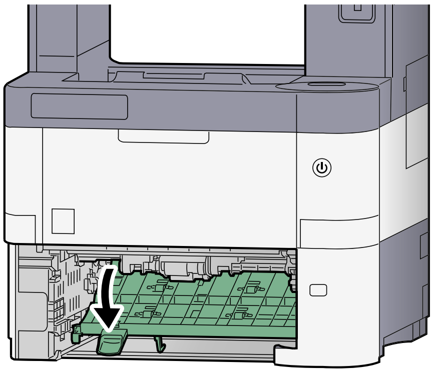


Duplex Unit

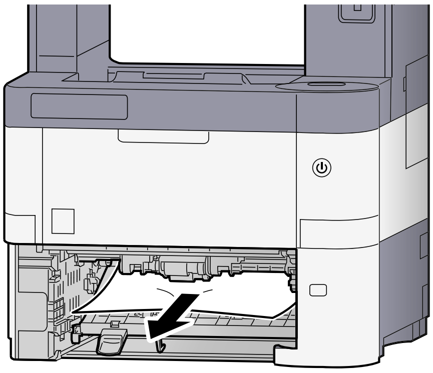
1



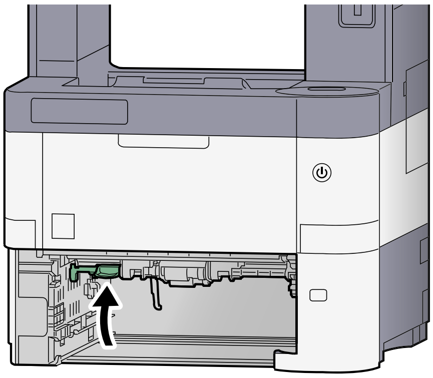
2



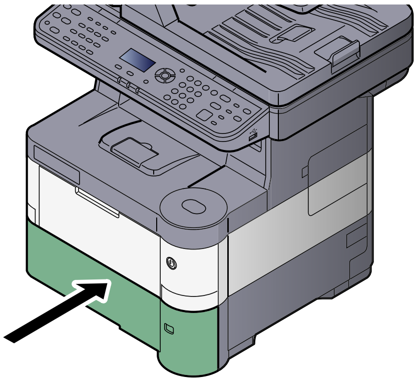
▶



3

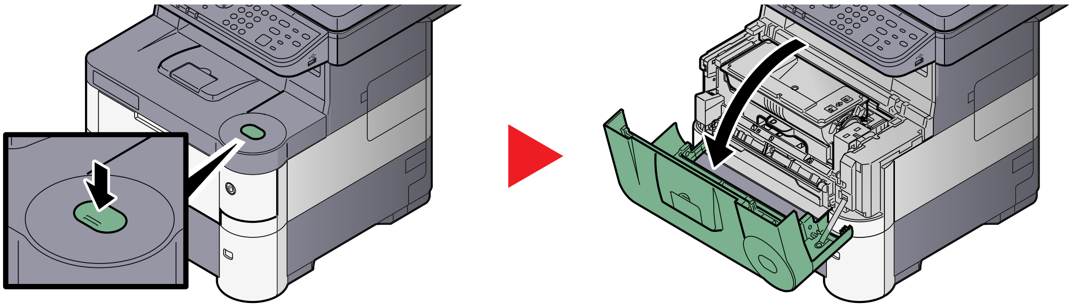


▶

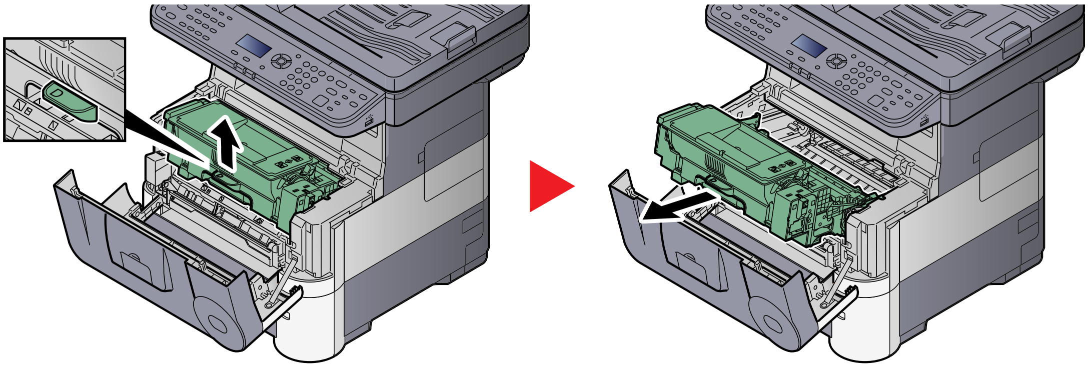


Inside the Machine

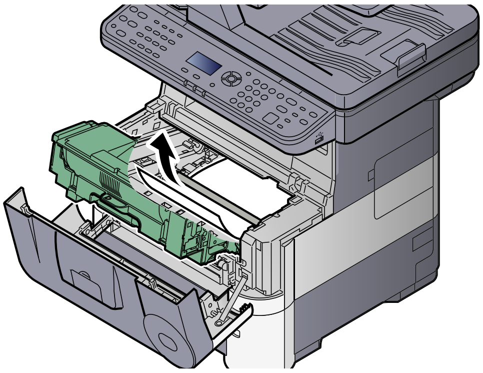
1



2



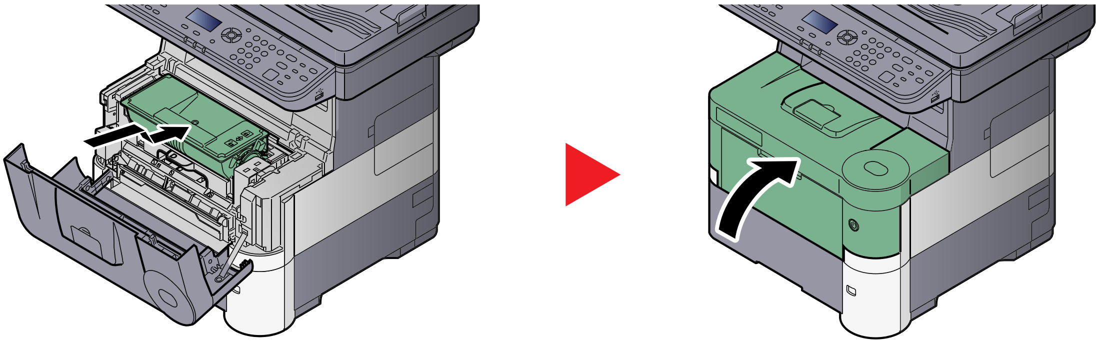
3



If the jammed paper appears to be pinched by rollers, pull it along the normal running direction of the paper.

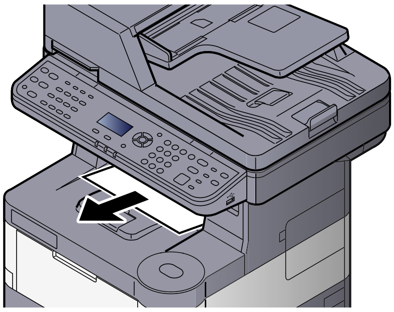
If you cannot find a paper jam, try checking inside the rear of the printer. Refer to Inner Tray / Inside Rear Cover on page 10-30.

4

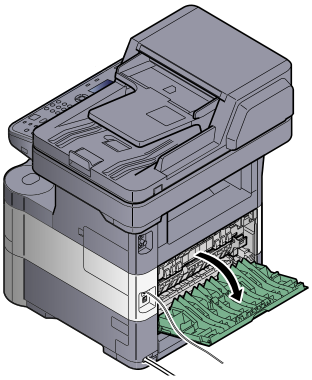


Inner Tray / Inside Rear Cover

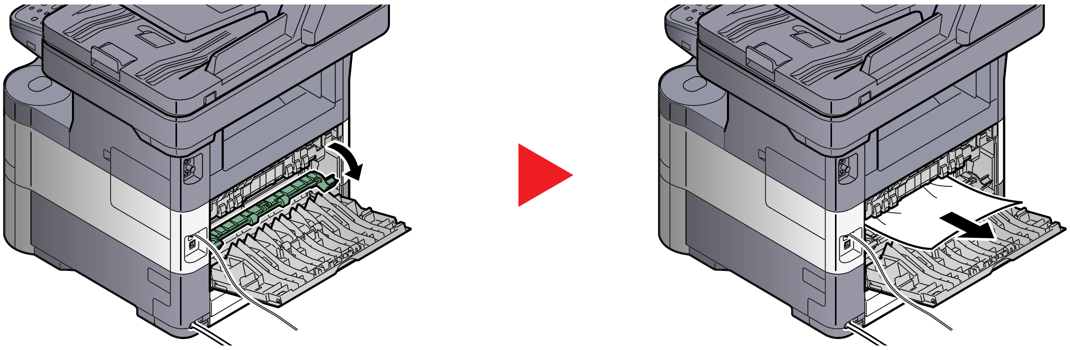
1



2



3

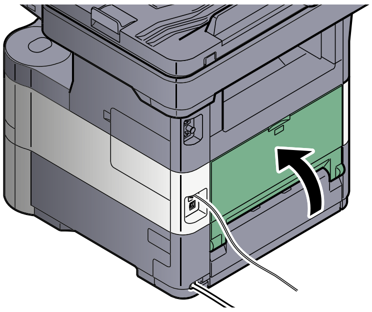


If you cannot find a paper jam, try checking inside the rear of the machine.

CAUTION

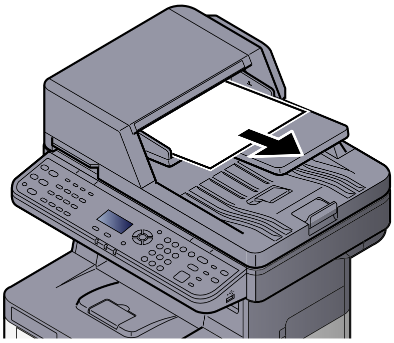
The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

4

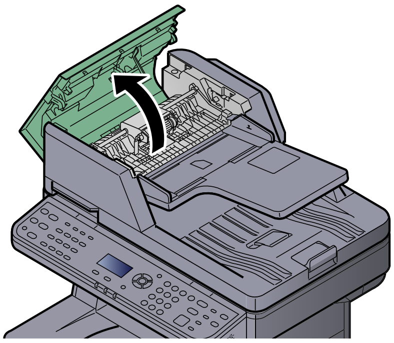


Document Processor

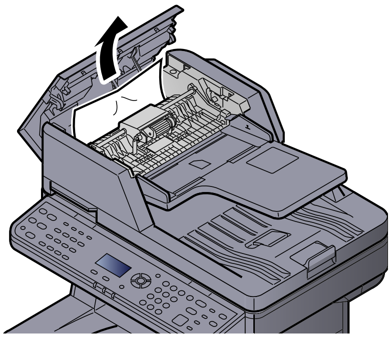
1



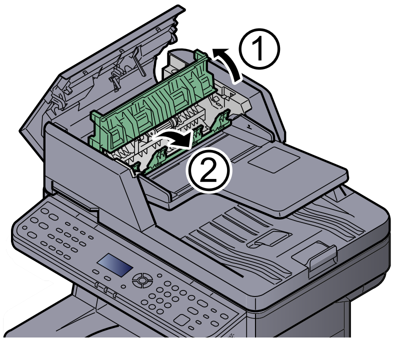
2



▶



3



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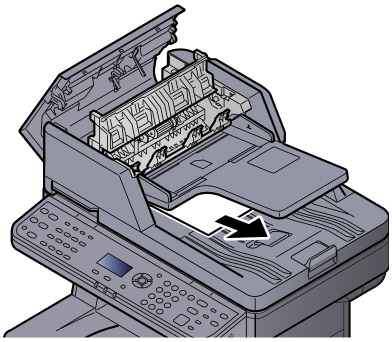
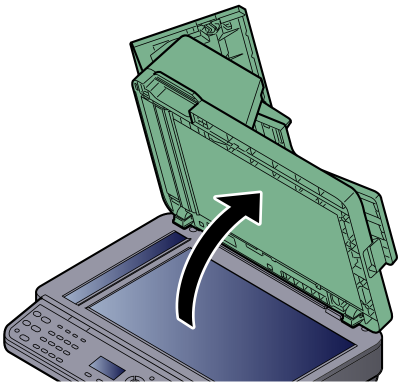
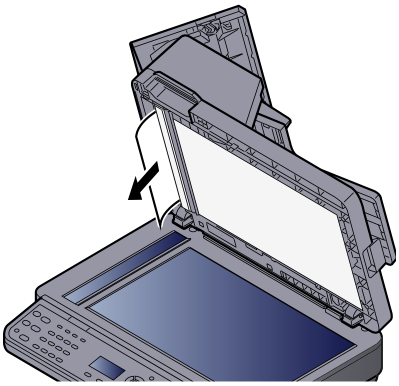


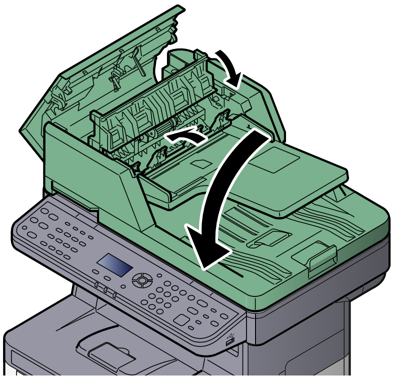
4

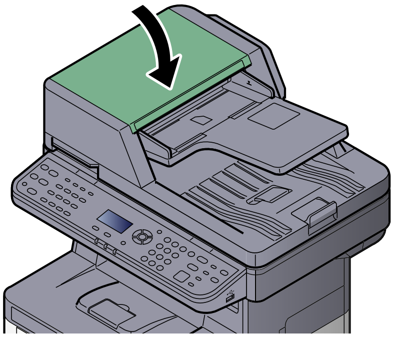


▶



5





11 Appendix

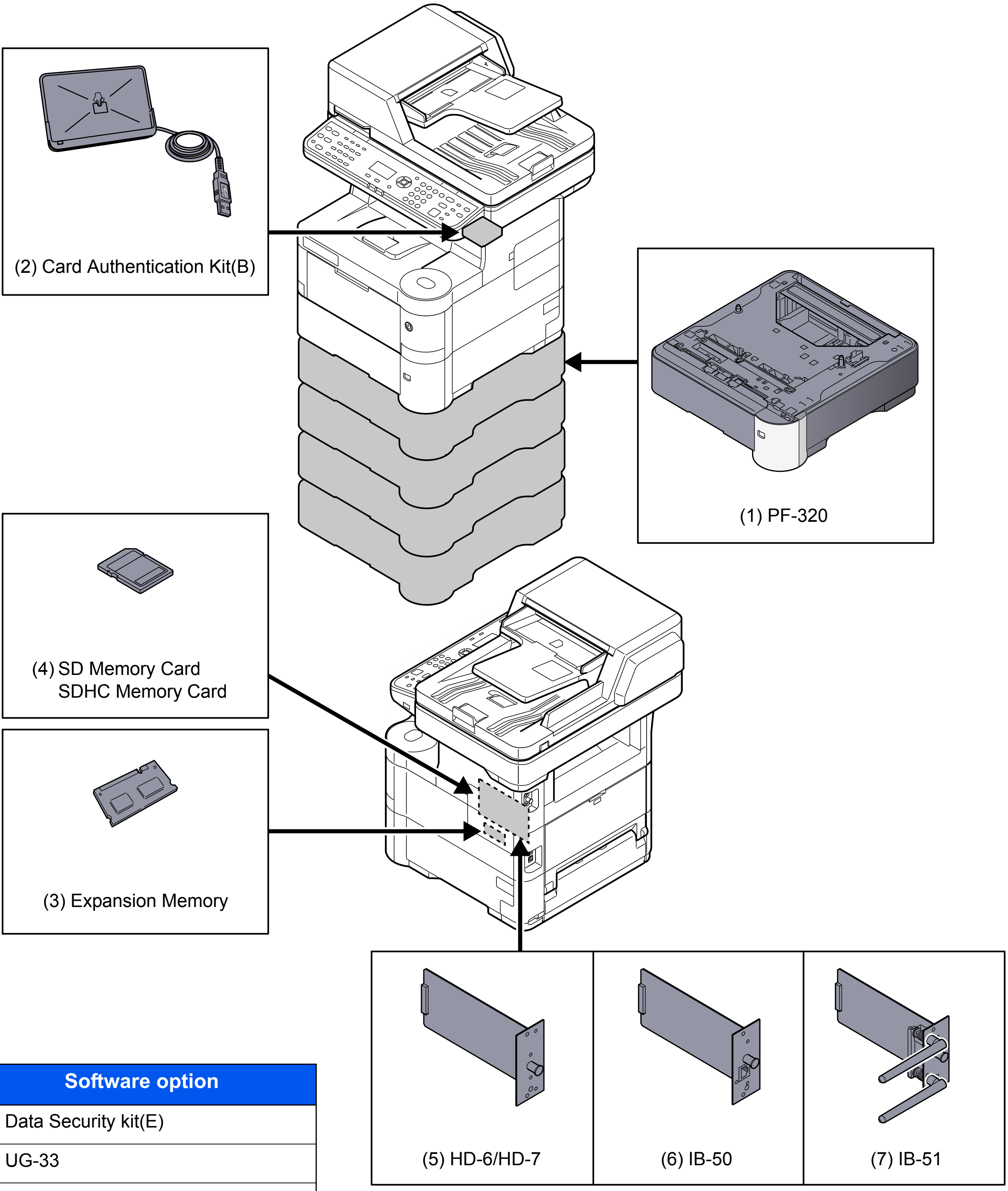
This chapter explains the following topics:

Optional Equipment 11-2
  Overview of Optional Equipment 11-2
  Optional Applications 11-9
Character Entry Method 11-11
  Using the Keys 11-11
  Selecting Type of Characters 11-12
  Characters That Can be Entered Using the Numeric Keys 11-12
  Entering Symbols 11-13
  Entering Characters 11-13
  Entering Using the Character Selection Screen 11-15
Paper 11-16
  Basic Paper Specifications 11-16
  Choosing the Appropriate Paper 11-17
  Special Paper 11-20
Specifications 11-24
  Common Functions 11-24
  Copy Functions 11-26
  Printer Functions 11-26
  Scanner Functions 11-27
  Document Processor 11-27
  Paper Feeder (500-sheet) (Option) 11-28
Glossary 11-29

Optional Equipment

Overview of Optional Equipment

The following optional equipment is available for the machine.



Software option
(8) Data Security kit(E)
(9) UG-33
(10) USB Keyboard

(1) PF-320 "Paper Feeder (500-sheet x1)"

Up to four additional cassettes identical to the machine's cassettes can be installed in the machine. Paper capacity and loading method are the same as the standard cassettes. Refer to Loading in the Cassettes on page 3-7 for loading paper.

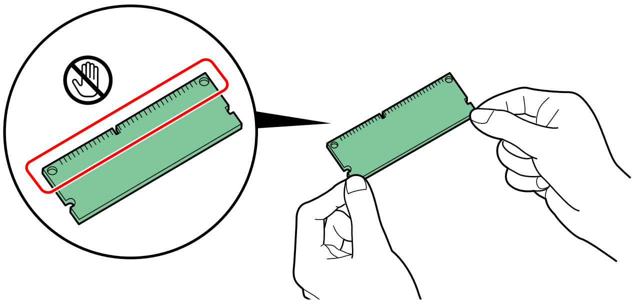
(2) Card Authentication Kit(B) "Card Authentication Kit"

User login administration can be performed using ID cards. To do so, it is necessary to register ID card information on the previously registered local user list. For more information about how to register this information, refer to the **Card Authentication Kit(B) Operation Guide**.

(3) "Expansion Memory"

The machine can perform the more multiple jobs simultaneously by adding more memories. You can increase the machine's memory up to 1,536 MB by plugging in the optional memory modules (512 MB, 1,024 MB).

Precautions for Handling the Memory Modules

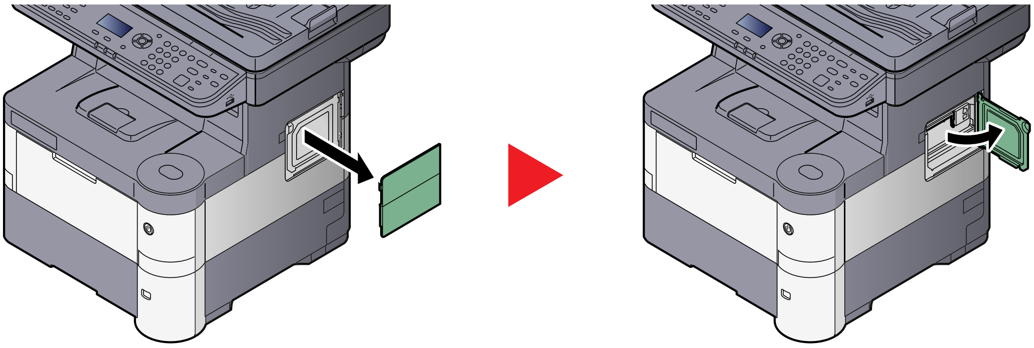


To protect electronic parts, discharge static electricity from your body by touching a water pipe (faucet) or other large metal object before handling the memory modules. Or, wear an antistatic wrist strap, if possible, when you install the memory modules.

Installing the Memory Modules

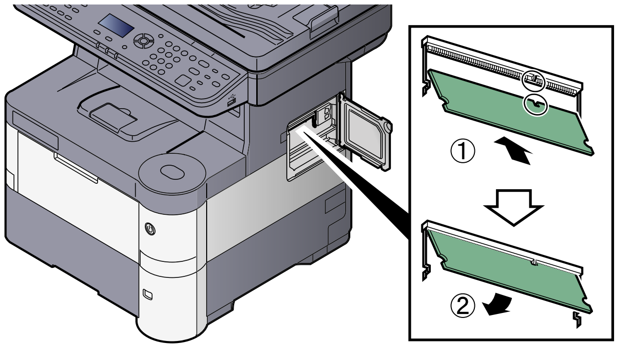
1 Power off the machine and unplug the power cord.

2 Remove the covers.



3 Remove the memory module from its package.

4 With the memory connection terminal pointing toward the socket, align the cut-out part with the socket terminal and insert directly in at an angle.



IMPORTANT

Before inserting a memory module in the machine, make sure that the machine is switched off.

5 Carefully press the inserted memory down and into the machine.

6 Reinstall the covers.

Removing the Memory Module

To remove a memory module, remove the right cover and the memory slot cover from the machine. Then, carefully push out the two socket clamps. Ease the memory module out of the socket to remove.

Verifying the Expanded Memory

To verify that the memory module is working properly, test it by printing a status page.

Report (page 8-5)

(4) "SD/SDHC Memory Card"

An SD/SDHC memory card is useful for storing fonts, macros, and overlays. The machine is equipped with a slot for an SDHC memory card with a maximum size of 32 GB, and an SD memory card with a maximum size of 2 GB.

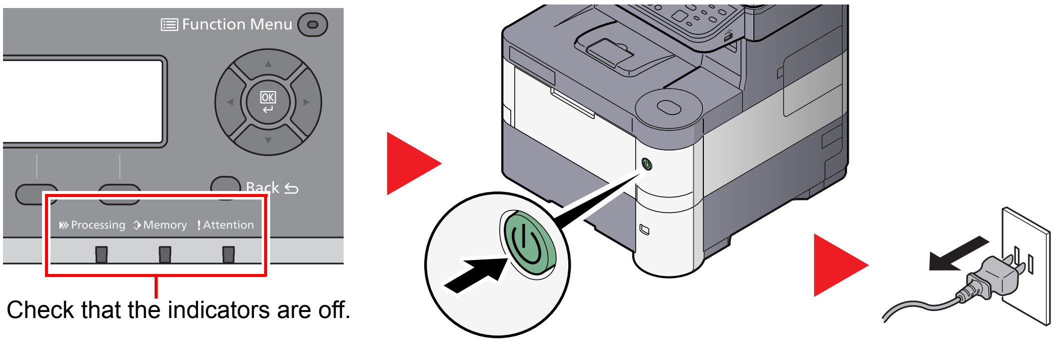
Reading the SD/SDHC Memory Card

Once inserted in the machine's slot, the contents of the SD/SDHC memory card can be read from the operation panel or automatically when you power on or reset the machine.

Installing and Formatting the SD/SDHC Memory Card

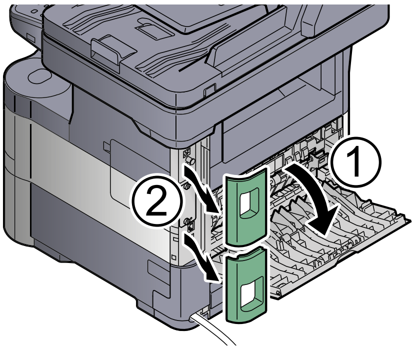
To use an unused SD/SDHC memory card, you must first use the machine to format the SD/SDHC memory card.

1 Power off the machine and unplug the power cord.

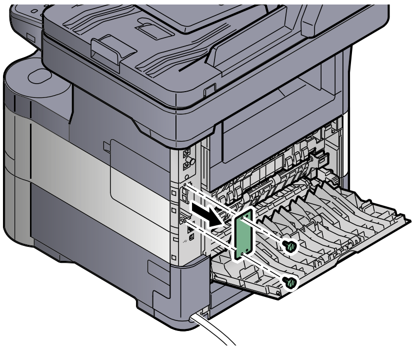


Check that the indicators are off.

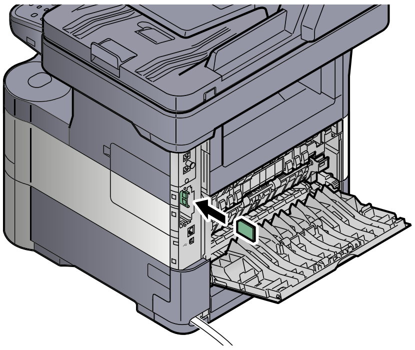
2 Open the rear cover and remove the two covers.



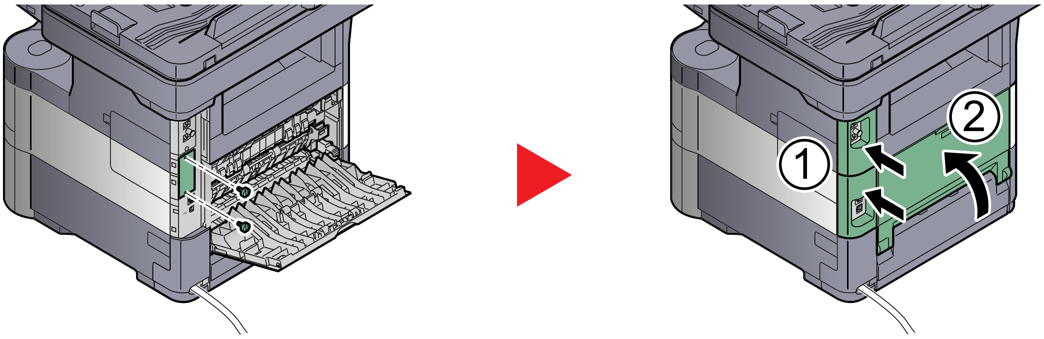
3 Remove the cover.



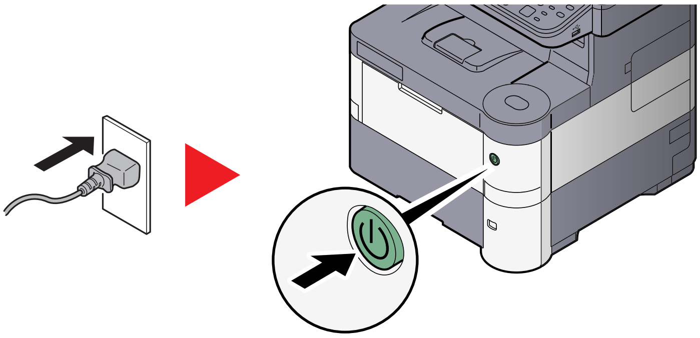
4 Insert the SD/SDHC memory card into the SD/SDHC memory card slot.



5 Replace the covers and close the rear cover.



6 Insert the power cord into the socket and turn on the power switch.



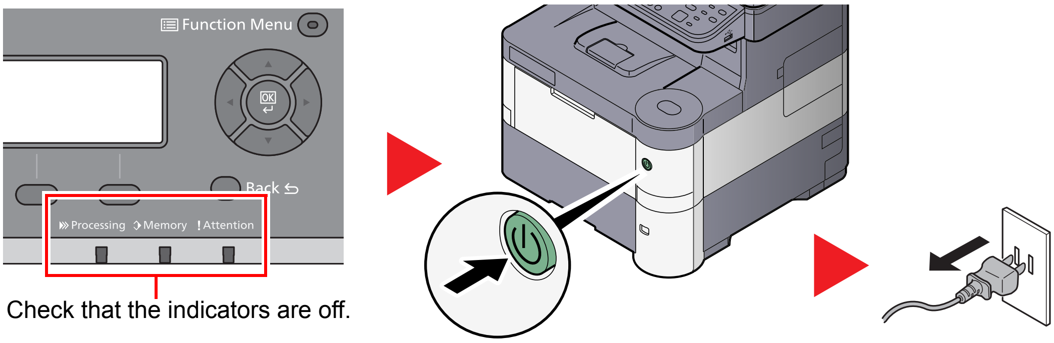
7 Format the SD/SDHC memory card from the operation panel. For the procedure for formatting, refer to Format SD Card on page 8-30.

(5) HD-6/HD-7 "SSD"

With SSD installed in the machine, received data can be rasterized and stored on this SSD. This enables high-speed printing of multiple copies using an electric sort function. Also, you can use the Document Box functions. For details, refer to What is Document Box? on page 5-32.

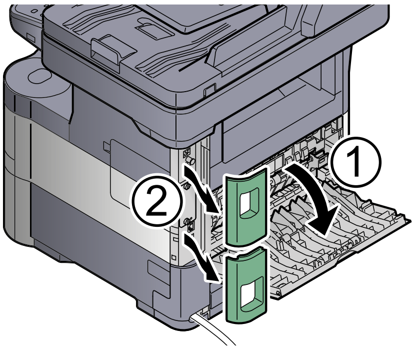
Installing SSD

1 Power off the machine and unplug the power cord.

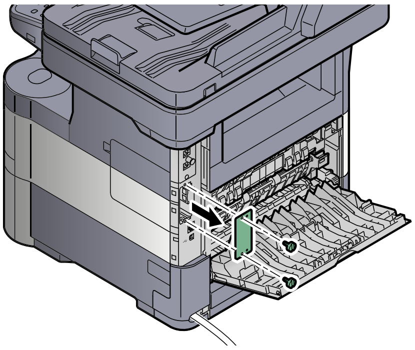


Check that the indicators are off.

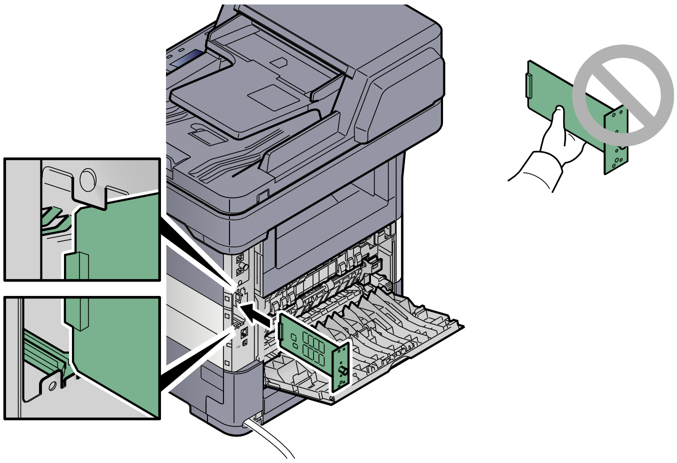
2 Open the rear cover and remove the two covers.



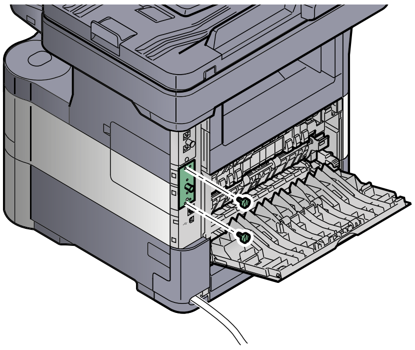
3 Remove the cover.



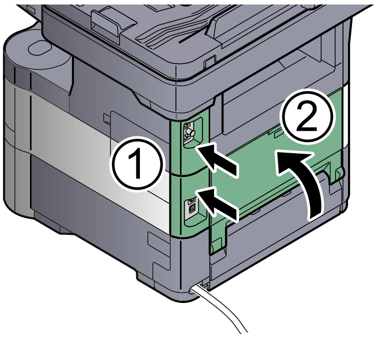
4 Insert straight into the Option Interface Slot.



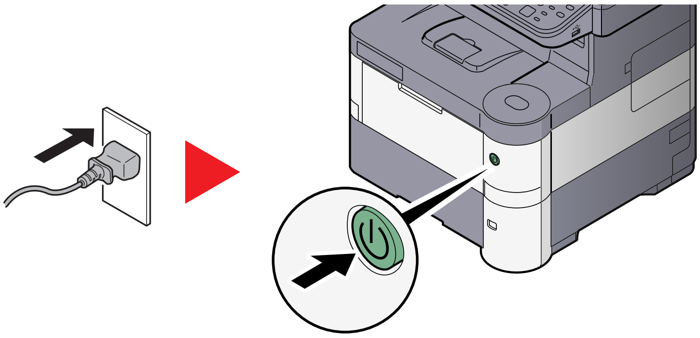
5 Fix it with the (2) screws.



6 Replace the covers and close the rear cover.



7 Insert the power cord into the socket and turn on the power switch.



(6) IB-50 "Network Interface Kit"

The Network Interface Kit provides a high-speed connection for the Gigabit-per-second interface. Settings are possible for a variety of OS and network protocols. For details, refer to **IB-50 User's Manual**.

The installation method is the same as for SSD. Refer to HD-6/HD-7 "SSD" on page 11-6.

(7) IB-51 "Wireless Network Interface Kit"

This is a wireless LAN interface card which supports the wireless LAN specifications IEEE802.11n (Max 300 Mbps) and 11 g/b. With the utilities supplied, settings are possible for a variety of OS and network protocols. For details, refer to **IB-51 User's Manual**.

The installation method is the same as for SSD. Refer to HD-6/HD-7 "SSD" on page 11-6.

(8) Data Security Kit(E) "Data Security Kit"

The Data Security Kit overwrites all unnecessary data in the storage area so that it cannot be retrieved. The Data Security Kit encrypts data before storing it in the SSD. It guarantees higher security because no data cannot be decoded by ordinary output or operations.

(9) UG-33 "ThinPrint Option"

This application allows print data to be printed directly without a print driver.

(10) USB Keyboard "USB Keyboard"

A USB keyboard can be used to enter information into the text fields on the operation panel. A special mount is also available to install the keyboard on the MFP. Please contact your dealer or service representative for information on keyboards that are compatible with your MFP before you purchase one.

Optional Applications

Overview of the Applications

The applications listed below are installed on this machine.

Application
Data Security Kit
Card Authentication Kit
ThinPrint Option[*1]

*1 This can be used on a trial basis for a limited time.

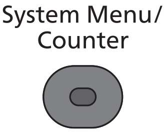
NOTE

- Restrictions such as the number of times the application can be used during the trial period differ depending on the application.
- If you change the date/time while using the trial version of an application, you will no longer be able to use the application.

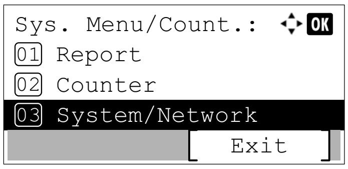
Starting Application Use

Use the procedure below to start using an application.

1. Press the [**System Menu/Counter**] key.



2. Press the [▲] or [▼] key to select [System/Network], and press the [**OK**] key.



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

3. Press the [▲] or [▼] key to select [Op Functions], and press the [**OK**] key.
4. Press the [▲] or [▼] key to select the desired application, and press the [**OK**] key.

   You can view detailed information on the selected application by pressing [Menu], selecting [Detail], and pressing the [**OK**] key.
5. Press the [▲] or [▼] key to select [Official], and press the [**OK**] key.

   To use the application as a trial, select [Trial] without entering the license key.

6 Enter the license key using the numeric keys, and press the [**OK**] key.

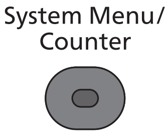
Some applications do not require you to enter a license key.

7 Press [Yes] in the confirmation screen.

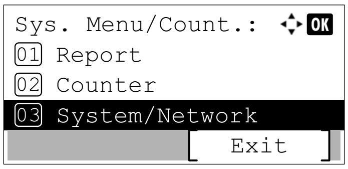
Checking Details of Application

Use the procedure below to check the details of application.

1 Press the [**System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [System/Network], and press the [**OK**] key.



NOTE

If the login user name entry screen appears during operations, enter a login user name and password, and press [Login].

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
4000	4000

3 Press the [▲] or [▼] key to select [Op Functions], and press the [**OK**] key.

4 Press the [▲] or [▼] key to select the desired application, and press [Menu].

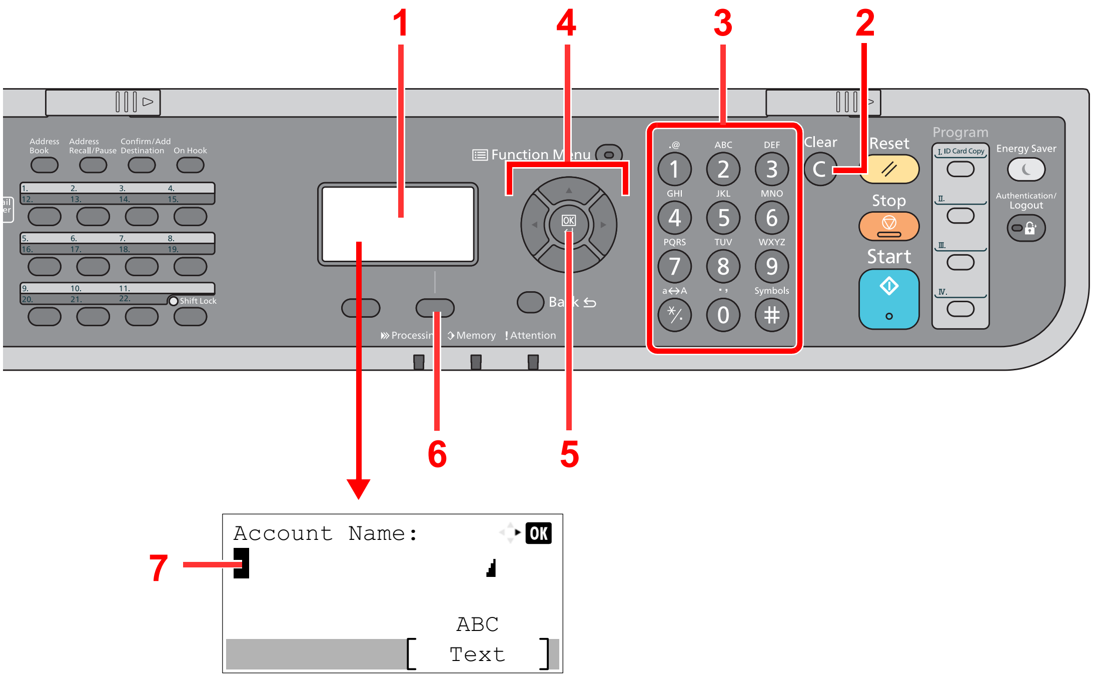
5 Press the [▲] or [▼] key to select [Detail], and press the [**OK**] key.

You can view detailed information on the selected application. Press the [▶] key to view the next screen. Press the [◀] key to return to the previous screen.

Character Entry Method

This section explains how to enter characters.

Using the Keys



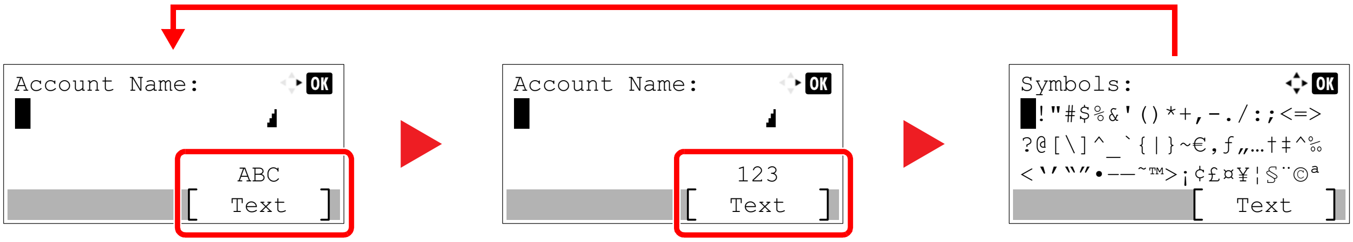
No.	Display/Key	Description
1	Message Display	Displays entered characters.
2	[**Clear**] key	Press to delete characters.
3	Numeric keys	Press to enter characters and symbols.
4	Arrow keys	Press to select the entry position, or select a character from the character list.
5	[**OK**] key	Press to finalize entry and return to the screen before the entry. To enter a symbol, press to confirm the selected symbol.
6	Right Select key	Press to select the type of characters you want to enter. (When [Text] is displayed)
7	Cursor	Characters are entered at the position of the cursor.

Selecting Type of Characters

To enter characters, the following three types are available:

Types	Description
ABC	To enter alphabets.
123	To enter numerals.
Symbols	To enter symbols.

In a character entry screen, press [Text] to select the type of characters you want to enter.



Each time you press [Text], the character type switches as follows: [ABC], [123], [Symbols], [ABC] ...

Characters That Can be Entered Using the Numeric Keys

The following table lists the characters that can be entered using the numeric keys.

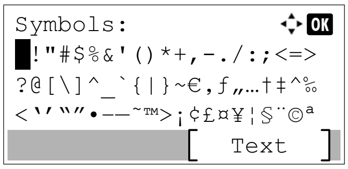
Keys	Characters (Each press of a key changes the character in the order from left to right.)								
.@ 1	.	@	-	_	/	:	~	1	(Repeats from the first character on the left)
	1 (During number entry)								
ABC 2	a	b	c	A	B	C	2	(Repeats from the first character on the left)	
	2 (During number entry)								
DEF 3	d	e	f	D	E	F	3	(Repeats from the first character on the left)	
	3 (During number entry)								
GHI 4	g	h	i	G	H	I	4	(Repeats from the first character on the left)	
	4 (During number entry)								
JKL 5	j	k	l	J	K	L	5	(Repeats from the first character on the left)	
	5 (During number entry)								
MNO 6	m	n	o	M	N	O	6	(Repeats from the first character on the left)	
	6 (During number entry)								
PQRS 7	p	q	r	s	P	Q	R	S	7	(Repeats from the first character on the left)
	7 (During number entry)								
TUV 8	t	u	v	T	U	V	8	(Repeats from the first character on the left)	
	8 (During number entry)								

<table>
<tr><th>Keys</th><th colspan="18">Characters (Each press of a key changes the character in the order from left to right.)</th></tr>
<tr><td rowspan="2">WXYZ
9</td><td>w</td><td>x</td><td>y</td><td>z</td><td>W</td><td>X</td><td>Y</td><td>Z</td><td>9</td><td colspan="9">(Repeats from the first character on the left)</td></tr>
<tr><td colspan="18">9 (During number entry)</td></tr>
<tr><td rowspan="2">. ,
0</td><td>.</td><td>,</td><td>-</td><td>_</td><td>‘</td><td>!</td><td>?</td><td>(space)</td><td>0</td><td colspan="9">(Repeats from the first character on the left)</td></tr>
<tr><td colspan="18">0 (During number entry)</td></tr>
<tr><td rowspan="2">a↔A
*/.</td><td colspan="18">Press to change the character in the cursor position between upper case and lower case.</td></tr>
<tr><td colspan="18">“*” or “.” (During number entry)</td></tr>
<tr><td rowspan="3">Symbols
#</td><td>!</td><td>"</td><td>#</td><td>$</td><td>%</td><td>&</td><td>'</td><td>(</td><td>)</td><td>*</td><td>+</td><td>,</td><td>-</td><td>.</td><td>/</td><td>:</td><td>;</td><td rowspan="3">Displays the symbol list. For details, refer to Entering Symbols on page 11-13.</td></tr>
<tr><td><</td><td>=</td><td>></td><td>?</td><td>@</td><td>[</td><td>\</td><td>]</td><td>^</td><td>_</td><td>`</td><td>{</td><td>|</td><td>}</td><td>~</td><td colspan="2"></td></tr>
<tr><td colspan="17"># (During number entry)
* Depending on the functions, there are symbols that cannot be entered.</td></tr>
</table>

Entering Symbols

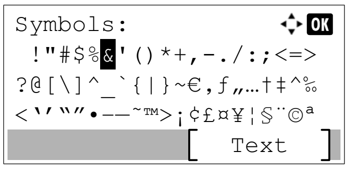
Symbols can be entered.

1 Press the [#] key. Displays the symbol list.



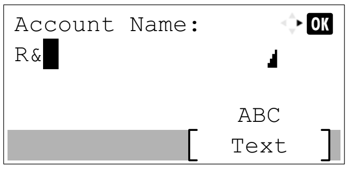
```
Symbols:                 OK
█!"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€‚ƒ„…†‡ˆ‰
‹‘’“”•–—˜™›¡¢£¤¥¦§¨©ª
          [  Text  ]
```

2 Press the [▲], [▼], [▶] or [◀] key to move the cursor and select the symbol to be entered.



```
Symbols:                 OK
 !"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€‚ƒ„…†‡ˆ‰
‹‘’“”•–—˜™›¡¢£¤¥¦§¨©ª
          [  Text  ]
```

3 Press the [OK] key. The selected symbol is entered.

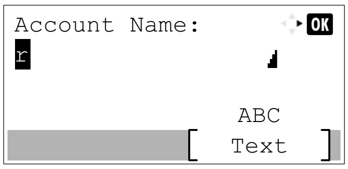


```
Account Name:            OK
R&█

                ABC
          [  Text  ]
```

Entering Characters

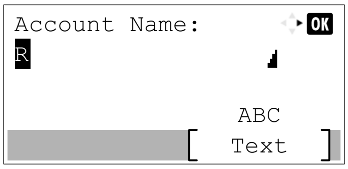
Follow the steps shown below to enter “R&D” for example.

1 Press the [7] key three times. [r] is entered.



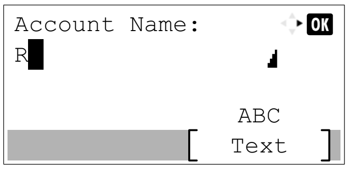
```
Account Name:            OK
r

                ABC
          [  Text  ]
```

2 Press the [*/.] key. [r] changes to [R].



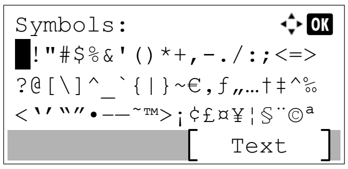
```
Account Name:
R
          ABC
        [ Text ]
```

3 Press the [▶] key. The cursor moves to the right.



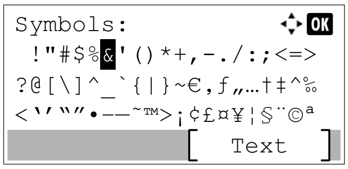
```
Account Name:
R
          ABC
        [ Text ]
```

4 Press the [#] key. Displays the symbol list.



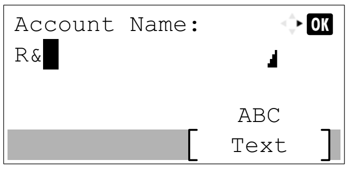
```
Symbols:
 !"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€‚ƒ„…†‡ˆ‰
‹‘’“”•–—˜™›¡¢£¤¥¦§¨©ª
        [ Text ]
```

5 Press the [▲] or [▼] key to move the cursor and select [&].



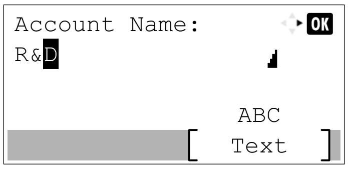
```
Symbols:
 !"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€‚ƒ„…†‡ˆ‰
‹‘’“”•–—˜™›¡¢£¤¥¦§¨©ª
        [ Text ]
```

6 Press the [OK] key. [&] is entered.



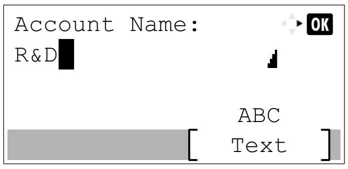
```
Account Name:
R&
          ABC
        [ Text ]
```

7 Press the [3] key four times. [D] is entered.



```
Account Name:
R&D
          ABC
        [ Text ]
```

8 Press the [▶] key.

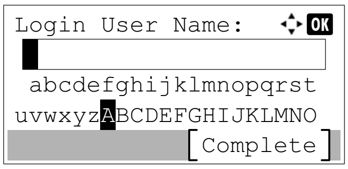


```
Account Name:
R&D
          ABC
        [ Text ]
```

Entering Using the Character Selection Screen

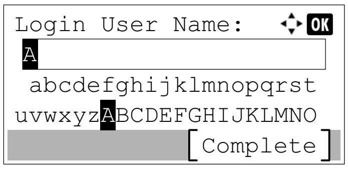
If “Login Operation” is [Select Character], then the screen is displayed to enter details by selecting from the characters on the message display. For details on changing the login operation method, refer to Login Operation on page 8-29.

1 Press the [▲], [▼], [▶] or [◀] key to move the cursor and select the character to be entered.



```
Login User Name:
abcdefghijklmnopqrst
uvwxyzABCDEFGHIJKLMNO
[Complete]
```

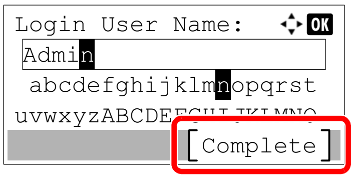
2 Press the [**OK**] key. The selected character is entered.



```
Login User Name:
A
abcdefghijklmnopqrst
uvwxyzABCDEFGHIJKLMNO
[Complete]
```

You can go back one character by pressing the [**Clear**] key.

3 When the entry is complete, press [Complete].



```
Login User Name:
Admin
abcdefghijklmnopqrst
uvwxyzABCDEFGHIJKLMNO
[Complete]
```

Paper

This section explains the paper sizes and types that can be used in the paper source.

For details on the sizes, types, and number of sheets of paper that can be loaded in each paper tray, refer to Specifications on page 11-24.

Basic Paper Specifications

This machine is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or may be wrinkled.

Supported Paper

Use standard copy paper for regular copiers or laser printers. The printing quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

Basic Paper Specifications

The following table lists the specifications of paper that is supported with this machine. Refer to the subsequent sections for further details.

Criteria	Specifications
Weight	Cassettes: 60 to 120 g/m^2
	Multi purpose tray: 60 to 220 g/m^2, 230 g/m^2 (Cardstock)
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°
Moisture content	4 to 6%
Pulp content	80% or more

NOTE

Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications shown below, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best printing results and contains low levels of paper dust.

We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Use of paper in any of these conditions will not only deliver poor copies but may also cause jams and shorten the useful life of the machine. Choose paper with a smooth and even surface; however, avoid coated paper or paper with a treated surface as it may damage the drum or fusing unit.

Ingredients

Do not use paper such as paper that has been coated or surface-treated or paper that contains plastic or carbon. Those types of paper may produce harmful fumes from the heat of printing and may damage the drum.

Be sure to use the standard paper that contains at least 80% pulp, i.e., not more than 20% of the total paper content consists of cotton or other fibers.

Supported Paper Sizes

Paper of the following sizes is supported by the machine.

Measurements in the table take into account a ±0.7 mm dimensional accuracy for length and width. Corner angles must be 90° ± 0.2°.

Paper Size	Cassette 1	Cassettes 2 to 5	Multi Purpose Tray
Envelope Monarch (3-7/8 × 7-1/2")	×	○	○
Envelope #10 (4-1/8 × 9-1/2")	×	○	○
Envelope DL (110 × 220 mm)	×	○	○
Envelope C5 (162 × 229 mm)	○	○	○
Executive (7-1/4 × 10-1/2")	○	○	○
Letter	○	○	○
Legal	○	○	○
A4 (297 × 210 mm)	○	○	○
B5 (257 × 182 mm)	○	○	○
A5 (210 × 148 mm)	○	○	○
A6 (148 × 105 mm)	×	×	○
B6 (182 × 128 mm)	×	○	○
Envelope #9 (3-7/8 × 8-7/8")	×	○	○
Envelope #6 (3-5/8 × 6-1/2")	×	○	○
ISO B5 (176 × 250 mm)	○	○	○
Hagaki (100 × 148 mm)	×	×	○
Oufuku Hagaki (148 × 200 mm)	×	○	○
Oficio II	○	○	○
216 × 340 mm	○	○	○
16K (273 × 197 mm)	○	○	○
Statement	○	○	○

Paper Size	Cassette 1	Cassettes 2 to 5	Multi Purpose Tray
Folio (210 × 330 mm)	○	○	○
Youkei 4 (105 × 235 mm)	×	○	○
Youkei 2 (114 × 162 mm)	×	○	○
Custom	Cassette 1: 140 × 210 to 216 × 356 mm Cassettes 2 to 5: 92 × 162 to 216 × 356 mm Multi Purpose Tray: 70 × 148 to 216 × 356 mm		

Smoothness

The paper surface should be smooth, but it must be uncoated. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams.

Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area. In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper. Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear of the machine. Mixed paper weight (i.e., thickness) may cause several sheets to be supplied at once accidentally and may also cause blurring or other printing problems if the toner fails to adhere correctly.

Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic chargeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening print contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the carton to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

Other Paper Specifications

Porosity: The density of the paper fibers

Stiffness: Paper must be stiff enough or it may buckle in the machine, causing jams.

Curl: Most paper naturally tends to curl after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

Static electricity: During printing, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness: Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

Quality: Machine problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

Packaging: Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

Specially treated paper: We do not recommend printing onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparencies
- Preprinted paper
- Bond paper
- Recycled paper
- Thin paper
- Letterhead
- Colored paper
- Prepunched paper
- Envelopes
- Cardstocks (Hagaki)
- Thick paper
- Labels
- High-quality paper

When using these paper and media, choose those that are designed specifically for copiers or page printers (such as laser printers). Use the multi purpose tray for transparencies, thick paper, envelopes, cardstocks, and label paper.

Choosing Special Paper

Although special paper that meets the following requirements can be used with the machine, print quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause printing problems. Before purchasing special paper in volume, try testing a sample to ensure the print quality is satisfactory. General precautions when printing onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or specifications of special paper.

Select a cassette or multi purpose tray for special paper.

Transparencies

Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

Heat resistance	Must withstand at least 190°C
Thickness	0.100 to 0.110 mm
Material	Polyester
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid problems, use the multi purpose tray for transparencies and load transparencies with the long side facing the machine.

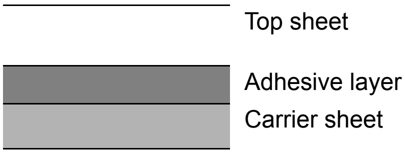
If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

Label

Be sure to feed labels from the multi purpose tray.

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

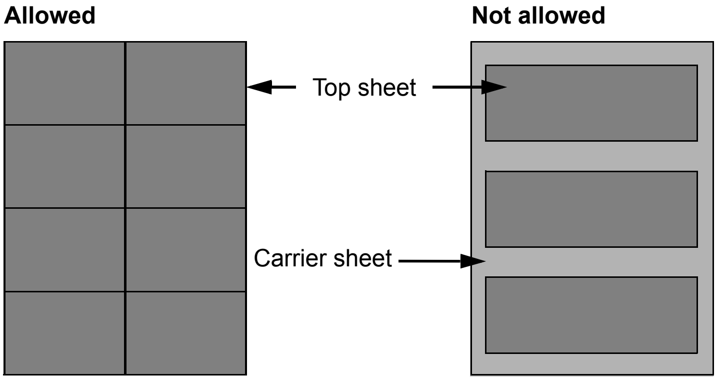
When printing onto labels, you must be liable for the print quality and possible trouble.



Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.

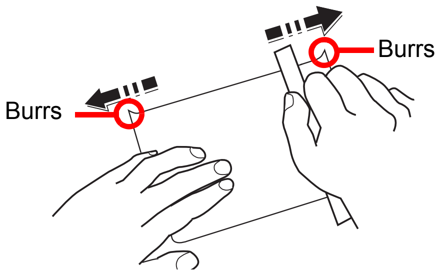
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



Use label paper that conforms to the following specifications.

Top sheet weight	44 to 74 g/m²
Basis weight (overall paper weight)	104 to 151 g/m²
Top sheet thickness	0.086 to 0.107 mm
Overall paper thickness	0.115 to 0.145 mm
Moisture content	4 to 6 % (composite)

Hagaki



Before loading Hagaki into the multi purpose tray, fan them and align the edges. If the Hagaki paper is curled, straighten it before loading. Printing onto curled Hagaki may cause jams.

Use unfolded Oufuku hagaki (available at post offices). Some Hagaki may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki on a flat surface and rubbing the edges gently a few times with a ruler.

Envelopes

Envelopes should be fed from the MP tray with the print-side up or the optional paper feeder (PF-320) with the print-side down.

NOTE

Do not load paper above the load limits located on the paper width guide of the optional paper feeder.

To print on an envelope, set envelope mode. Refer to Switching to Envelop Mode on page 3-13.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

- Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.
- Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.
- If paper jams occur, load fewer envelopes at once.
- To prevent paper jams when printing onto multiple envelopes, do not allow more than ten envelopes to remain in the Inner tray at once.

Thick Paper

Before loading thick paper in the multi purpose tray, fan it and align the edges. Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges just as with Hagaki by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams.

NOTE

If the paper is not supplied correctly even after it is smoothed, load the paper in the multi purpose tray with the leading edge raised a few millimeters.

Colored Paper

Colored paper must conform to the specifications listed on page 11-16. In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

Preprinted Paper

Preprinted paper must conform to the specifications listed on page 11-16. The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled Paper

Recycled paper must conform to the specifications listed on page 11-16; however, its whiteness may be considered separately.

NOTE

Before purchasing recycled paper in volume, try testing a sample to ensure satisfactory print quality.

Specifications

IMPORTANT

Specifications are subject to change without notice.

NOTE

For more information on using the FAX, refer to the **FAX Operation Guide**.

Common Functions

Item		Description
Type		Desktop
Printing Method		Electrophotography by semiconductor laser
Paper Weight	**Cassette**	60 to 120 g/m^2
	Multi Purpose Tray	60 to 220 g/m^2, 230 g/m^2 (Cardstock)
Paper Type	**Cassette**	Plain, Rough, Recycled, Preprinted, Bond, Color (Colour), Prepunched, Letterhead, High Quality, Custom 1 to 8 (Duplex: Same as Simplex)
	Multi Purpose Tray	Plain, Transparency (OHP film), Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color (Colour), Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1 to 8
Paper Size	**Cassette**	A4, A5, B5, Letter, Legal, Statement, Executive, Oficio II, Folio, 216 × 340 mm, 16K, ISO B5, Envelope C5, Custom
	Multi Purpose Tray	A4, A5, A6, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2, Custom
Warm-up Time (22°C/71.6°F, 60%)	**Power on**	P-4030 MFP: 21 seconds or less P-4035 MFP: 21 seconds or less
	Low Power	P-4030 MFP: 10 seconds or less P-4035 MFP: 10 seconds or less
	Sleep	P-4030 MFP: 15 seconds or less P-4035 MFP: 15 seconds or less
Paper Capacity	**Cassette**	500 sheets (80 g/m^2) *1
	Multi Purpose Tray	100 sheets (80 g/m^2)
Output Tray Capacity	**Inner tray**	250 sheets (80 g/m^2)
Image Write System		Semiconductor laser and electrophotography
Memory		512 MB

*1 Up to upper limit height line in the cassette.

Item		Description
Interface	**Standard**	USB Interface Connector: 1 (Hi-Speed USB) Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T) USB Port: 2 (Hi-Speed USB) Fax: 1[*1]
	Option	Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T)
Operating Environment	**Temperature**	10 to 32.5°C/50 to 90.5°F
	Humidity	15 to 80 %
	Altitude	2,500 m/8,202 ft maximum
	Brightness	1,500 lux maximum
Dimension (W × D × H)		18 11/16 × 17 15/16 × 22 5/8" 475 × 455 × 575 mm (without document processor tray)
Weight		Approx. 41.8 lb/Approx. 19.0 kg (without toner container)
Space Required (W × D) (Using multi purpose tray)		18 11/16 × 24 7/8" 475 × 632 mm
Power Source		120 V Specification Model: 120 V AC 60 Hz 8.4 A 230 V Specification Model: 220 to 240 V AC 50/60 Hz 4.4 A
Options		Refer to Optional Equipment on page 11-2.

[*1] Only on products with the fax function installed.

Copy Functions

Item		Description
Copy Speed		A4-R 40 sheets/min Letter-R 42 sheets/min Legal 33 sheets/min B5-R 33 sheets/min A5-R 22 sheets/min
First Copy Time (A4, feed from Cassette)	**Black and White**	P-4030 MFP: 9.0 seconds or less P-4035 MFP: 9.0 seconds or less
Zoom Level		Manual mode: 25 to 400%, 1% increments Auto mode: Preset Zoom
Continuous Copying		1 to 999 sheets
Resolution		600 × 600 dpi
Supported Original Types		Sheet, Book, 3-dimensional objects (maximum original size: Legal/ Folio)
Original Feed System		Fixed

Printer Functions

Item		Description
Printing Speed		Same as Copying Speed.
First Print Time (A4, feed from Cassette)	**Black and White**	P-4030 MFP: 9.0 seconds or less P-4035 MFP: 9.0 seconds or less
Resolution		Fast1200, 600 dpi, 300 dpi
Operating System		Windows XP, Windows Server 2003, Windows Vista, Windows 7, Windows 8, Windows Server 2008, Windows Server 2012, Mac OS 10.x
Interface		USB Interface Connector: 1 (Hi-Speed USB) Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T) Optional Interface (Option): 1 (For IB-50/IB-51 mounting)
Page Description Language		PRESCRIBE
Emulations		PCL6 (PCL5e, PCL-XL, PCL5c), KPDL3, XPS, Line Printer, IBM Proprinter, EPSON LQ-850

Scanner Functions

<table>
<tr><th>Item</th><th colspan="3">Description</th></tr>
<tr><td><b>Resolution</b></td><td colspan="3">600×600 dpi, 400×400 dpi, 300×300 dpi, 200×400 dpi, 200×200 dpi, 200×100 dpi</td></tr>
<tr><td><b>File Format</b></td><td colspan="3">TIFF (MMR/JPEG compression), JPEG, PDF (MMR/JPEG compression), XPS, PDF/A, High compressive PDF</td></tr>
<tr><td rowspan="3"><b>Scanning Speed[*1]</b></td><td rowspan="3">P-4030 MFP
P-4035 MFP</td><td>1-sided</td><td>B/W 40 Images/min
Color 30 Images/min</td></tr>
<tr><td>2-sided</td><td>B/W 17 Images/min
Color 13 Images/min</td></tr>
<tr><td colspan="2">(A4 landscape, 300 dpi, Image quality: Text/Photo original)</td></tr>
<tr><td><b>Interface</b></td><td colspan="3">Ethernet (10 BASE-T/100 BASE-TX/1000 BASE-T), USB</td></tr>
<tr><td><b>Transmission System</b></td><td colspan="3">SMB, SMTP, FTP, FTP over SSL, USB, TWAIN[*2], WIA[*3], WSD</td></tr>
</table>

*1 When using the document processor (except TWAIN and WIA scanning)

*2 Available Operating System: Windows XP/Windows Server 2003/Windows Vista/Windows Server 2008/Windows Server 2008 R2/Windows 7/Windows 8/Windows Server 2012

*3 Available Operating System: Windows Vista/Windows Server 2008/Windows Server 2008 R2/Windows 7/Windows 8/Windows Server 2012

Document Processor

Item	Description
Original Feed Method	Automatic feed
Supported Original Types	Sheet originals
Paper Size	Maximum: Legal/Folio Minimum: Statement-R/A6-R
Paper Weight	1-sided: 50 to 120 g/m^2 2-sided: 50 to 120 g/m^2
Loading Capacity	75 sheets (50 to 80 g/m^2) maximum[*1]

*1 Up to upper limit height line in the document processor.

Paper Feeder (500-sheet) (Option)

Item	Description
Paper Supply Method	Friction retard feeder (No. Sheets: 500, 80 g/m²)
Paper Size	A4, A5, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Oufuku Hagaki, Youkei 4, Youkei 2, Custom (92×162 to 216×356 mm)
Supported Paper	Paper weight: 60 to 120 g/m² Media types: Plain, Rough, Recycled, Preprinted, Bond, Color (Colour), Prepunched, Letterhead, Envelope, High Quality, Custom 1 to 8
Dimensions **(W) × (D) × (H)**	15 × 16 1/8 × 4 3/4" 380 × 410 × 121 mm
Weight	8.8 lbs. or less/ 4.0 kg or less

NOTE

Consult your dealer or service representative for recommended paper types.

Glossary

Auto Form Feed Timeout

During data transmission, the machine may sometimes have to wait until receiving the next data. This is the auto form feed timeout. When the preset timeout passes, the machine automatically prints output. However, no output is performed if the last page has no data to be printed.

Auto-IP

Auto-IP is a module that enables dynamic IPv4 addresses to be assigned to a device on startup. However, DHCP requires a DHCP server. Auto-IP is a server-less method of choosing an IP address. IP addresses between 169.254.0.0 to 169.254.255.255 are reserved for Auto-IP and assigned automatically.

Auto Paper Selection

A function to automatically select paper in the same size as originals when printing

Auto Sleep

A mode designed for electrical power saving, activated when the machine is left unused or there is no data transfer for a specific period. In Sleep mode, power consumption is kept to a minimum.

Bonjour

Bonjour, also known as zero-configuration networking, is a service that automatically detects computers, devices and services on an IP network. Bonjour, because an industry-standard IP protocol is used, allows devices to automatically recognize each other without an IP address being specified or DNS server being set. Bonjour also sends and receives network packets by UDP port 5353. If a firewall is enabled, the user must check that UDP port 5353 is left open so that Bonjour will run correctly. Some firewalls are set up so as to reject only certain Bonjour packets. If Bonjour does not run stably, check the firewall settings and ensure that Bonjour is registered on the exceptions list and that Bonjour packets are accepted. If you install Bonjour on Windows XP Service Pack 2 or later, the Windows firewall will be set up correctly for Bonjour.

Default Gateway

This indicates the device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside the network that you are on. When no specific gateway is designated for a destination IP address, data is sent to the host designated as the Default Gateway.

DHCP (Dynamic Host Configuration Protocol)

Dynamic Host Configuration Protocol (DHCP) that automatically resolves IP addresses, subnet masks, and gateway addresses on a TCP/IP network. DHCP minimizes the load of network management employing a large number of client computers because it relieves individual clients including printers from the IP address being assigned.

DHCP (IPv6)

DHCP (IPv6) is the next-generation of the Internet's Dynamic Host Configuration Protocol and supports IPv6. It extends the BOOTP startup protocol that defines the protocols used for transferring configuration information to hosts on the network. DHCP (IPv6) permits the DHCP server to use its expanded functionality to send configuration parameters to an IPv6 node. Because the network addresses that can be used are allocated automatically, the IPv6 node management workload is reduced in systems where the administrator has to exercise close control over IP address allocation.

dpi (dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

EcoPrint Mode

A printing mode that helps save toner. Copies made in this mode are thus lighter than normal.

Emulation

The function to interpret and execute other printers' page description languages. The machine emulates operation of PCL6, KPDL3 (PostScript 3 compatible).

FTP (File Transfer Protocol)

A protocol to transfer files on the TCP/IP network, whether the Internet or an intranet. Along with HTTP and SMTP/POP, FTP is now frequently used on the Internet.

Grayscale

A computer color expression. Displayed images of this sort are typically composed of shades of gray, varying from black at the weakest intensity to white at the strongest, without any other colors. Gray levels are displayed in numerical levels: that is, white and black only for 1 bit; 256 gray levels (including white and black) for 8 bits; and 65,536 gray levels for 16 bits.

IP Address

An Internet protocol address is a unique number that represents a specific computer or related device on the network. The format of an IP address is four sets of numbers separated by dots, e.g. 192.168.110.171. Each number should be between 0 and 255.

IPP

IPP (Internet Printing Protocol) is a standard that uses TCP/IP networks such as the Internet to enable print jobs to be sent between remote computers and printers. IPP is an extension of the HTTP protocol used to view websites and enables printing to be carried out via routers on printers in remote locations. It also supports the HTTP authentication mechanisms along with SSL server and client authentication as well as encryption.

KPDL (Kyocera Page Description Language)

Kyocera's PostScript page description language compatible with Adobe PostScript Level 3.

Multi Purpose (MP) Tray

The paper supply tray on the right side of the machine. Use this tray instead of the cassettes when printing onto envelopes, Hagaki, transparencies, or labels.

NetBEUI (NetBIOS Extended User Interface)

An interface, developed by IBM in 1985, as an update from NetBIOS. It enables more advanced functions on smaller networks than other protocols such as TCP/IP, etc. It is not suitable for larger networks due to lack of routing capabilities to choose the most appropriate routes. NetBEUI has been adopted by IBM for its OS/2 and Microsoft for its Windows as a standard protocol for file sharing and printing services.

PDF/A

This is "ISO 19005-1. Document management - Electronic document file format for long-term preservation - Part 1: Use of PDF (PDF/A)", and is a file format based on PDF 1.4. It has been standardized as ISO 19005-1, and is a specialization of PDF, which has been mainly used for printing, for long-term storage. A new part, ISO 19005-2 (PDF/A-2), is currently being prepared.

POP3 (Post Office Protocol 3)

A standard protocol to receive E-mail from the server in which the mail is stored on the Internet or an intranet.

PostScript

A page description language developed by Adobe Systems. It enables flexible font functions and highly-functional graphics, allowing higher quality printing. The first version called Level 1 was launched in 1985, followed by Level 2 that enabled color printing and two-byte languages (e.g. Japanese) in 1990. In 1996, Level 3 was released as an update for the Internet access and PDF format as well as gradual improvements in implementation technologies.

PPM (prints per minute)

This indicates the number of A4 size printouts made in one minute.

Printer Driver

The software to enable you to print data created on any application software. The printer driver for the machine is contained in the DVD enclosed in the package. Install the printer driver on the computer connected to the machine.

RA(Stateless)

The IPv6 router communicates (transmits) information such as the global address prefix using ICMPv6. This information is the Router Advertisement (RA). ICMPv6 stands for Internet Control Message Protocol, and is a IPv6 standard defined in the RFC 2463 "Internet Control Message Protocol (ICMPv6) for the Internet Protocol Version 6 (IPv6) Specification".

Send as E-mail

A function to send the image data stored in the machine as an E-mail attachment. E-mail addresses can be selected from the list or entered at each time.

SMTP (Simple Mail Transfer Protocol)

A protocol for E-mail transmission over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from clients to their servers.

Status Page

The page lists machine conditions, such as the memory capacity, total number of prints and scans, and paper source settings.

Subnet Mask

The subnet mask is a way of augmenting the network address section of an IP address. A subnet mask represents all network address sections as 1 and all host address sections as 0. The number of bits in the prefix indicates the length of the network address. The term "prefix" refers to something added to the beginning and, in this context, indicates the first section of the IP address. When an IP address is written, the length of the network address is indicated by the prefix length after a forward slash (/). For example, "24" in the address "133.210.2.0/24". In this way, "133.210.2.0/24" denotes the IP address "133.210.2.0" with a 24-bit prefix (network section). This new network address section (originally part of the host address) made possible by the subnet mask is referred to as the subnet address. When you enter the subnet mask, be sure to set the "DHCP" setting to "Off".

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a suite of protocols designed to define the way computers and other devices communicate with each other over a network.

TCP/IP (IPv6)

TCP/IP (IPv6) is based on the current Internet protocol, TCP/IP (IPv4). IPv6 is the next-generation Internet protocol and expands the available address space, which resolves the problem of the lack of addresses under IPv4, while also introducing other improvements such as additional security functionality and the capacity to prioritize data transmission.

TWAIN (Technology Without An Interesting Name)

A technical specification for connecting scanners, digital cameras, and other image equipment to computers. The TWAIN compatible devices enable you to process image data on any relevant application software. TWAIN is adopted on a large amount of graphic software (e.g. Adobe Photoshop) and OCR software.

USB (Universal Serial Bus) 2.0

A USB interface standard for Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps. This machine is equipped with USB 2.0 for high-speed data transfer.

WIA (Windows Imaging Acquisition)

A function to import images supported after Windows Me/XP from digital cameras and other peripheral devices. This function replaces what TWAIN used to do. The feature is provided as a part of Windows functions and improves ease of operation, so that you import images directly to My Computer without using any application.

Index

Numerics
2 in 1 Layout 6-16
    Default 8-29
4 in 1 Layout 6-16
    Default 8-29

A
Address Book 3-30
    Adding 3-30
    Contact 3-30
    Editing and Deleting 3-36
    Group 3-34
Adjustment/Maintenance 8-38
AirPrint 4-7
Apache License (Version 2.0) 1-10
Applications 11-9
Auto Error Clear 8-27
Auto Form Feed Timeout 11-29
Auto Low Power Mode 2-17
Auto Panel Reset 8-25
Auto Paper Selection 11-29
Auto Sleep 2-19, 11-29
Auto-IP 11-29
    Settings 8-8
Automatic 2-Sided Copy Function 1-13

B
Background Density 6-12, 8-38
    Default 8-27
Bonjour 11-29
    Settings 8-8
Border Line 6-15
    Default 8-29

C
Card Authentication Kit 11-3
Card Reader 2-4
Cassette
    Loading Paper 3-7
    Paper Size and Media type 3-15, 8-22
Cassette 1 2-2
Cassette Settings 3-15
Cassettes 2 to 5 2-4
Character Entry Method 11-11
Checking the Counter 2-34
Cleaning
    Glass Platen 10-2
    Registration Roller 10-3
    Slit Glass 10-2
Collate 6-9
    Default 8-27
Color Selection 6-11
    Default 8-27
Color TIFF Compression
    Default 8-29
Combine 6-15
Common Settings 8-18
    Date Setting 8-24
    Default Screen 8-18
    Display Brightness 8-19
    Display Status/Log 8-31
    Error Handling 8-24
    Format SD Card 8-30
    Format SSD 8-30
    Function Default 8-27
    Language 8-18
    Login Operation 8-29
    Measurement 8-24
    Optional Memory 8-31
    Original/Paper Settings 8-20
    Preset Limit 8-23
    RAM Disk Mode 8-30
    Sound 8-18
    Timer Setting 8-25
    Toner Alert Level 8-32
    USB Keyboard Type 8-31
Connecting
    LAN Cable 2-6
    Power Cable 2-7
    USB Cable 2-7
Connection Method 2-5
Continuous Scan 6-19
    Default 8-28
Conventions Used in This Guide xiv
Copy 5-10
Copy Speed 11-26
Copying Settings 8-32
    Auto % Priority 8-32
    Auto Paper Selection 8-32
    Paper Selection 8-32
    Select Key Setting 8-32
Correcting Black Line 8-38
Counting the Number of Pages Printed
    Counter 2-34
    Each Job Account 9-35
    Print Accounting Report 9-36
    Total Accounting 9-35
    Unknown ID Job 9-38
Custom Box 5-34
    Creating a New Box 5-34
    Deleting Documents 5-41
    Editing and Deleting Custom Box 5-37
    Editing Documents 5-40
    Printing Documents 5-38
    Storing Documents 5-38

D
Data Sanitization 8-16
Data Security 8-16
Data Security Kit 11-8
Date Format 8-24
Date Setting 8-24
    Date Format 8-24
    Date/Time 8-24
    Summer Time 8-24
    Time Zone 8-24

Date/Time 8-24
Default Gateway 11-29
  Settings 2-13, 8-8
Default Screen 8-18
Delete after Printed 6-26
Density 6-10
Density Adjustment 8-38
Destination
  Adding a Destination 3-30
  Address Book 5-16
  Checking and Editing 5-21
  Confirmation Screen of Destinations 5-23
  Destination Check 8-35
  Entering a New E-mail Address 5-18
  Multi Sending 5-24
  One Touch Key 5-18
  Specifying a New PC Folder 5-19
Destination Check
  Check before Send 8-35
  Check New Destination 8-35
Device 7-15
DHCP 11-29
  Settings 2-13, 8-8
DHCP (IPv6) 11-29
Display Brightness 8-19
Display Status/Log 8-31
Document Box 5-32
  Custom Box 5-32, 5-34
  Job Box 4-8, 5-32
  Removable Memory Box 5-33
  Select Key Setting 8-37
  What is Document Box? 5-32
Document Box Settings 8-36
  Custom Box 8-36
  Job Box 8-36
  Polling Box 8-36
  Sub Address Box 8-36
Document Processor
  How to Load Originals 5-3
  Loading Originals 5-3
  Originals Not Supported by the Document Processor 5-3
  Originals Supported by the Document Processor 5-3
  Part Names 2-2
dpi 11-29
Duplex 6-17
Duplex (2-sided Original) 6-21
Duplex Cover 2-3

E

EcoPrint 6-11, 11-30
  Default 8-28
  Printer 8-33
Edit Destination
  Address Book 3-30
  Contact 3-30
  Group 3-34
  One Touch Key 3-39
E-mail Settings 2-44
E-mail Subject/Body 6-25
  Default 8-28
Embedded Web Server RX 2-37
Emulation 11-30
  Selection 8-33
Encrypted PDF 6-26
Energy Saving Control Function 1-13
Energy Star (ENERGY STAR®) Program 1-14
Entry
  File Name 6-20
  Subject/Body 6-25
Envelope Lever 2-3
Environment 1-3
Error Clear Timer 8-27
Error Handling 8-24
Expansion Memory 11-3

F

FAX 5-31
File
  Format 6-22
  PDF 6-23
  Separation 6-24
File Format 6-22
  Default 8-28
File Name Entry 6-20
  Default 8-28
File Separation 6-24
  Default 8-28
Finishing Binding 6-18
  Default 8-29
First Copy Time 11-26
First Print Time 11-26
Format SD Card 8-30
Format SSD 8-30
Front Cover 2-2
Front Cover Open Button 2-2
FTP 11-30
FTP (Client)
  Protocol Detail 8-9
FTP (Server)
  Protocol Detail 8-9
FTP Encrypted TX 6-25
Function Default 8-27
Fuser Cover 2-3

G

Glossary 11-29
GPL/LGPL 1-8
Grayscale 11-30
Group Authorization Set. 9-18
Guides Provided with the Machine xii

H

Handle 2-2
Help 3-4
High Compressed PDF 6-23
  Default 8-29
Host Name 8-11

HTTP
    Protocol Detail 8-9
HTTPS
    Protocol Detail 8-9

I

Image Quality 6-22
    Default 8-29
Inner Tray 2-2
Install
    Macintosh 2-30
    Software 2-23
    Windows 2-24
Interface Block Setting 8-15
IP Address 11-30
    Settings 2-13, 8-8
IPP 11-30
    Protocol Detail 8-9
IPP over SSL
    Protocol Detail 8-9
IPSec
    Setup 8-10

J

Job
    Available Status 7-2
    Canceling 7-13
    Checking History 7-8
    Checking Status 7-2
    Displaying History Screen 7-8
    Displaying Status Screens 7-2
    Pause and Resumption 7-13
    Sending the Log History 7-12
Job Accounting
    Adding an Account 9-25
    Counting the Number of Pages Printed 9-35
    Default Setting 9-34
    Deleting an Account 9-29
    Editing an Account 9-28
    Enabling Job Accounting 9-23
    FAX Driver 9-33
    Job Accounting Access 9-24
    Login 9-37
    Logout 9-37
    Overview of Job Accounting 9-22
    Print Accounting Report 9-36
    Printing 9-30
    Restricting the Use of the Machine 9-27
    TWAIN 9-31
    WIA 9-32
Job Box
    Job Retention Deletion 8-36
    Private Print 4-8
    Proof and Hold 4-18
    Quick Copy 4-15
    Quick Copy Jobs 8-36
    Specifying the Job Box from a Computer and Storing the Job 4-8
    Storage Media 8-36
    Stored Job 4-12
Job Finish Notice 6-19
JPEG/TIFF Print 6-27
    Default 8-28

K

KIR 8-34
Knopflerfish License 1-10
KPDL 11-30

L

Label 11-21
LAN Cable 2-5
    Connecting 2-6
LAN Interface 8-11
Language 8-18
LDAP
    Protocol Detail 8-9
Left Cover 2-4
Legal Information 1-7
Legal Restriction on Copying 1-6
Legal Restriction on Scanning 1-6
LINE Connector 2-3
Loading Originals
    Loading Originals in the Document Processor 5-3
    Placing Originals on the Platen 5-2
Local Authorization 9-17
Login 2-9
Login Operation 8-29
Logout 2-10
Low Power Mode 2-17
Low Power Timer 8-25
LPD
    Protocol Detail 8-9

M

Management 9-1
Measurement 8-24
Media Type Setting 8-23
Monotype Imaging License Agreement 1-9
MP Tray Settings 3-17, 8-22
Multi Purpose Tray 2-3, 11-30
    Paper Size and Media Type 3-17, 8-22
Multi Sending 5-24

N

NetBEUI 11-30
    Protocol Detail 8-9
Network
    Preparation 2-13
    Setting 8-8
Network (Wi-Fi)
    Basic 8-15
    Wireless Network 8-13
Network Interface 2-5
Network Interface Connector 2-3
Network Interface Kit 11-8
New E-mail Address 5-18
New PC Folder 5-19

O

One Touch Key
  Adding 3-39
  Editing and Deleting 3-40
OpenSSL License 1-8
Operation Panel 2-2
Option
  Card Authentication Kit 11-3
  Data Security Kit 11-8
  Expansion Memory 11-3
  Network Interface Kit 11-8
  Overview 11-2
  Paper Feeder 11-3
  SD Card 11-4
  SSD 11-6
  ThinPrint Option 11-8
  USB Keyboard 11-8
  Wireless Network Interface Kit 11-8
Option Interface 2-3
Optional Applications 11-9
Optional Function 11-9
Optional Memory 8-31
Optional Network
  Basic 8-12
Original
  Custom Original Size 8-20
  Default Original Size 8-20
  Settings 8-20
Original Binding 6-18, 6-21
  Default 8-29
Original Eject Table 2-2
Original Image 6-10
  Default 8-27
Original Orientation 6-9
  Default 8-27
Original Size 6-7
Original Size Indicator Plates 2-2
Original SSLeay License 1-8
Original Stopper 2-2, 5-4
Original Table 2-2
Original Width Guides 2-2
Original/Paper Settings
  Cassette 1 (to 5) Settings 8-21
  Custom Original Size 8-20
  Custom Paper Size 8-20
  Default Original Size 8-20
  Default Paper Source 8-21
  Media for Auto 8-21
  Media Type Settings 8-21
  MP Tray Settings 8-21
  Special Paper Action 8-21

P

Panel Reset Timer 8-25
Paper
  Checking the Remaining Amount of Paper 7-16
  Appropriate Paper 11-17
  Cassette 8-22
  Custom Paper Size 8-20
  Default Paper Source 8-21
  Loading Cardstock 3-13
  Loading Envelopes 3-13
  Loading Paper 3-5
  Loading Paper in the Cassettes 3-7
  Loading Paper in the Multi Purpose Tray 3-11
  Media Type Setting 8-23
  Multi Purpose Tray 8-22
  Size and Media Type 3-15, 8-20, 11-16
  Special Paper 11-20
  Special Paper Action 8-21
  Specifications 11-16
  Weight 8-23
Paper Feed Mode 8-34
Paper Feeder 11-3
Paper Jams 10-25
  Cassettes 1 to 5 10-27
  Document Processor 10-31
  Duplex Unit 10-28
  Inner Tray 10-30
  Inside Rear Cover 10-30
  Inside the Machine 10-29
  Jam Location Indicators 10-25
  Multi Purpose Tray 10-26
Paper Length Guide 2-3, 3-8
Paper Stopper 2-2, 3-19
Paper Width Guides 2-3, 3-8
Part Names 2-2
PDF/A 6-22, 11-30
  Default 8-29
Platen 2-2
POP3 11-31
  Protocol Detail 8-9
PostScript 11-31
Power Cable
  Connecting 2-7
Power Management 1-13
Power Off 2-8
Power Off Rule 8-26
Power Off Timer 8-26
Power On 2-8
Power Switch 2-2
PPM 11-31
Precaution for Loading Paper 3-6
Precautions for Use 1-4
Preset Limit 8-23
Prevent Bleed-thru 6-13
  Default 8-28
Print Density 8-38
Print Override 6-20
Print Settings 4-5

Printer 8-33
    Auto Cassette Change 8-34
    Copies 8-33
    CR Action 8-33
    Duplex 8-33
    EcoPrint 8-33
    Emulation 8-33
    Job Name 8-34
    KIR 8-34
    LF Action 8-33
    MP Tray Priority 8-34
    Orientation 8-33
    Override A4/LTR 8-33
    Paper Feed Mode 8-34
    Resolution 8-34
    User Name 8-34
    Wide A4 8-33
Printer Driver 11-31
    Help 4-6
Printing from PC 4-2
Printing Speed 11-26
Product Library xii
Program 5-6
    Confirming 5-7
    Deleting 5-8
    Overwriting 5-7
    Recalling 5-7
    Registering 5-6

R
RA (Stateless) 11-31
RAM Disk Mode 8-30
RAW Port
    Protocol Detail 8-9
Rear Cover 2-2
Recycled Paper 11-23
Regarding Trade Names 1-7
Registration Roller 2-4
Regular Maintenance 10-2
    Toner Container Replacement 10-5
    Waste Toner Box Replacement 10-8
Remaining Amount of Toner 7-16
Report 8-5
    Admin Report Settings 8-6
    Job Log History 8-7
    Report Print 8-5
    Result Report Settings 8-6
Report Print
    Font List 8-5
    Menu Map 8-5
    Option Network Status 8-6
    Status Page 8-5
Resolution 11-26
Responding to Messages 10-15
Restart Network 8-12

S
Safety Conventions in This Guide 1-2
Scan Resolution 6-25
    Default 8-27
SD Card 11-4
    Format 8-30
Secure Protocol 8-11
Security Level 8-16
Select Key Setting 8-32, 8-35, 8-37
Send as E-mail 5-13
Send Settings 8-35
    Default Screen 8-35
    Destination Check 8-35
    New Destination Entry 8-35
    Recall Destination 8-35
    Select Key Setting 8-35
    Send and Forward 8-35
Send to Folder (FTP) 5-13
Send to Folder (SMB) 5-13
Sending 5-13
    Preparation for Sending a Document to a PC 3-20
Sending Size 6-21
Setting Date and Time 2-11
Sharpness 6-12
Size Dial 2-3
Sleep 2-19
Sleep Level 2-21, 8-25
Sleep Rules 2-20, 8-26
Sleep Timer 8-26
Slit Glass 2-2
SMTP 11-31
    Protocol Detail 8-9
SNMP
    Protocol Detail 8-9
SNMPv3
    Protocol Detail 8-9
Solving Malfunctions 10-10
Sound 8-18
Specifications 11-24
    Common functions 11-24
    Copy Functions 11-26
    Document Processor 11-27
    Paper Feeder (500-sheet) (Option) 11-28
    Printer Functions 11-26
    Scanner Functions 11-27
Specifying Destination 5-16
SSD 11-6
    Format 8-30
SSD Initialization 8-16
SSL 8-11
Status Page 11-31
Status/Job Cancel 7-1
Storing Size 6-26
Subnet Mask 11-31
    Settings 2-13, 8-8
Supplies
    Checking the Remaining Amount 7-16
Support Tray Section of the Multi Purpose Tray 2-3
Symbols 1-2

System Menu 8-2
    Adjust/Maint. 8-38
    Common Settings 8-18
    Copy 8-32
    Document Box 8-36
    Edit Destination 8-37
    FAX 8-36
    Printer 8-33
    Report 8-5
    Send 8-35
    System/Network 8-8
    User Property 8-17
    User/Job Account 8-17
System/Network 8-8
    Data Security 8-16
    Interface Block Setting 8-15
    Network (Wi-Fi) 8-13
    Network Interface (Send) 8-15
    Network Setting 8-8
    Optional Functions 8-17
    Optional Network 8-12
    Restart 8-17
    Security Level 8-16

T

TCP/IP 11-31
    Settings 8-8
TCP/IP (IPv4)
    Settings 8-8
    Setup 2-13
TCP/IP (IPv6) 11-29
    Settings 8-8
TEL Connector 2-3
ThinPrint
    Protocol Detail 8-9
ThinPrint Option 11-8
ThinPrint Over SSL
    Protocol Detail 8-9
Time Zone 2-12, 8-24
Timer Setting 8-25
    Auto Error Clear 8-27
    Auto Panel Reset 8-25
    Error Clear Timer 8-27
    Low Power Timer 8-25
    Panel Reset Timer 8-25
    Power Off Rule 8-26
    Power Off Timer 8-26
    Sleep Level 8-25
    Sleep Rules 8-26
    Sleep Timer 8-26
    Unusable Time 8-27
Toner Alert Level 8-32
Toner Container (Black) 2-4
Toner Container Lock Lever 2-4
Toner Container Replacement 10-5
Troubleshooting 10-10
TWAIN 11-32
    Scanning using TWAIN 5-29
    Setting TWAIN Driver 2-32

U

USB 11-32
USB Cable
    Connecting 2-7
USB Interface 2-5
USB Interface Connector 2-3
USB Keyboard 11-8
USB Keyboard Type 8-31
USB Memory
    Printing 5-43
    Remove 5-48
    Save 5-45
USB Memory Slot 2-2
User Login Administration 9-2
    Adding a User 9-5
    Changing User Properties 9-8
    Enabling User Login Administration 9-3
    FAX 9-16
    Group Authorization Settings 9-18
    ID Card Settings 9-20
    Local Authentication 9-17
    Login 2-9
    Logout 2-10
    Obtain NW User Property 9-19
    Overview of User Login Administration 9-2
    Printing 9-13
    TWAIN 9-14
    User Account Lockout Setting 9-12
    WIA 9-15
User Login/Job Accounting
    Job Accounting 9-22
    Unknown ID Job 9-38
    User Login 9-2
User Property 8-17

W

Waste Toner Box 2-4
Waste Toner Box Replacement 10-8
WIA 11-32
    Setting WIA Driver 2-33
Wireless Network Interface Kit 11-8
WSD-PRINT 8-10
WSD-SCAN 8-10

X

XPS Fit to Page 6-27
    Default 8-28

Z

Zoom 6-13
    Default 8-27

QUALITY CERTIFICATE

This machine has passed all quality controls and final inspection.

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First edition 2014.1
2NZGEEN000