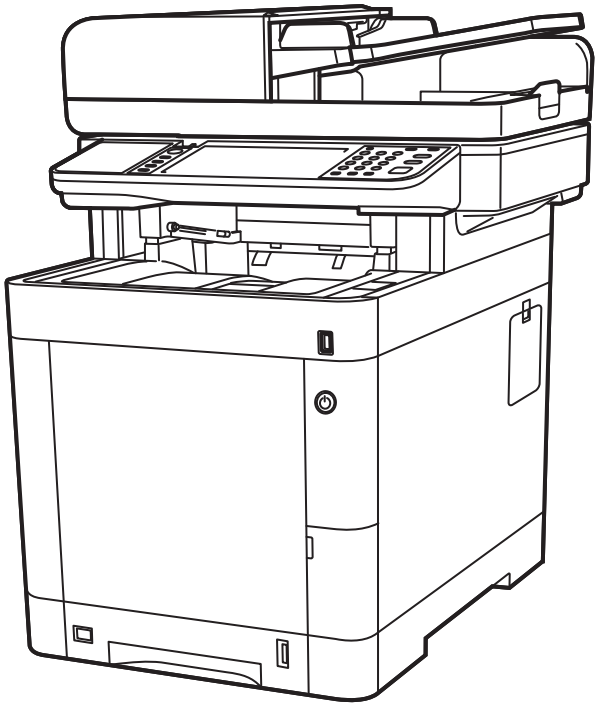
# 356ci

# Operation Guide



# Preface

Thank you for purchasing this machine.

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.

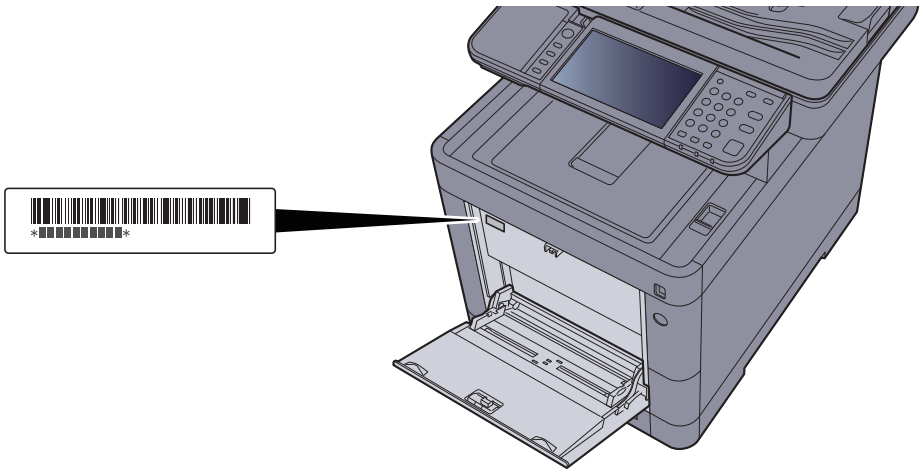
## To maintain quality, we recommend using genuine own brand toner containers, which must pass numerous quality inspections.

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.

## Checking the Equipment's Serial Number

The equipment's serial number is printed in the location shown in the figure.



You'll need the equipment's serial number when contacting your Service Representative. Please check the number before contacting your Service Representative.

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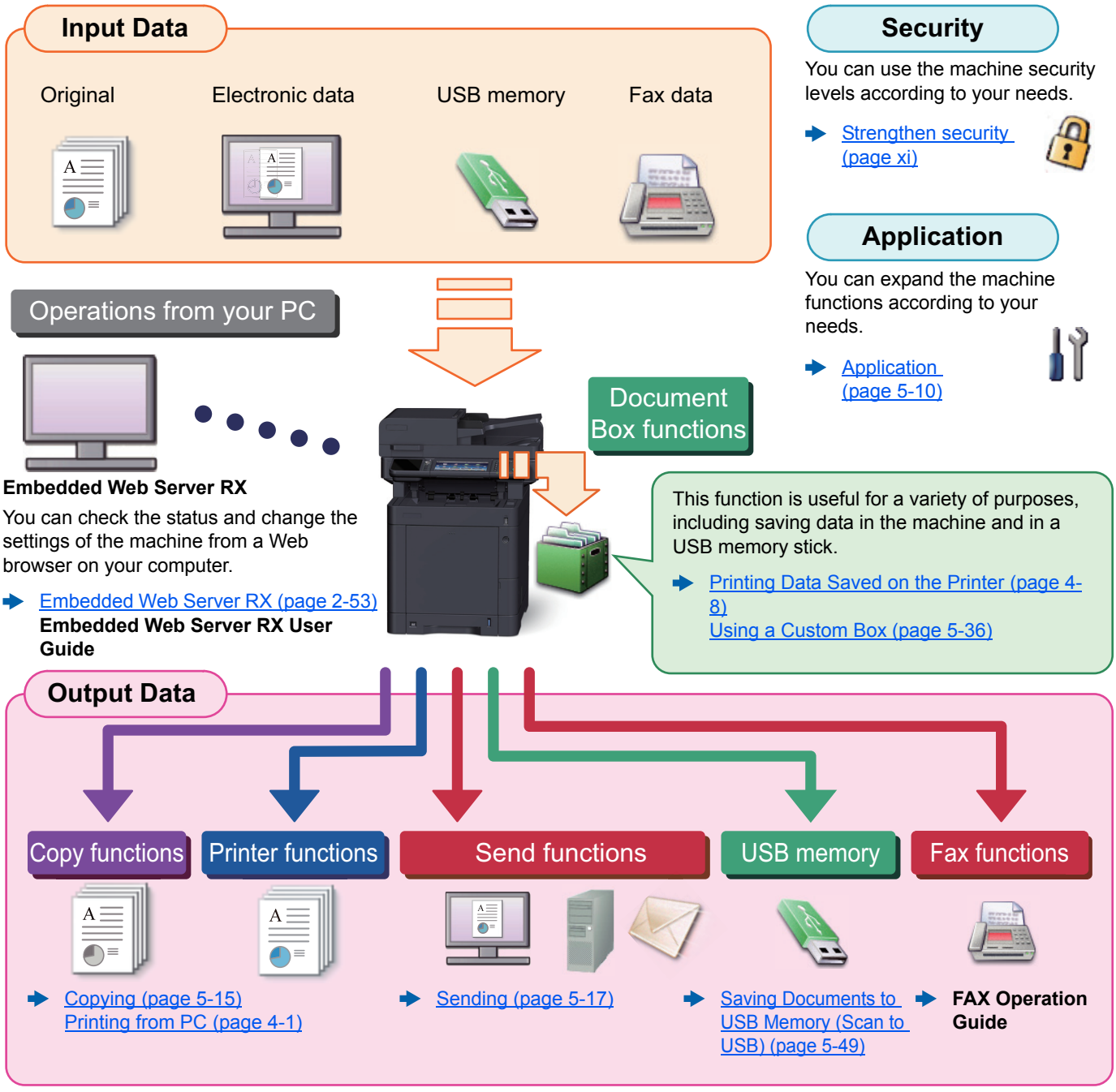
# Overview

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.




**NOTE**

- Before using the machine, be sure to read the following:

Legal and Safety Information (page 1-1)

- For preparations for use of the machine such as cable connections and software installation, refer to the following:

Installing and Setting up the Machine (page 2-1)

- To learn how to load paper, set up shared folders, and add addresses to the address book, refer to the following:

Preparation before Use (page 3-1)

# Machine Features

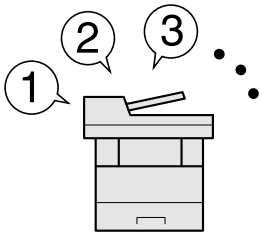
The machine is equipped with many useful functions.

Using Various Functions (page 6-1)

Here are some examples.

## Optimize your office workflow

### Access to frequently used functions with just one touch (Favorites)

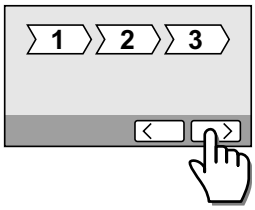



You can preset frequently used functions.

Once you register frequently used settings as favorite, you can call up the settings easily. Using this favorite brings the same results even if operated by another person.

Favorites (page 5-5)

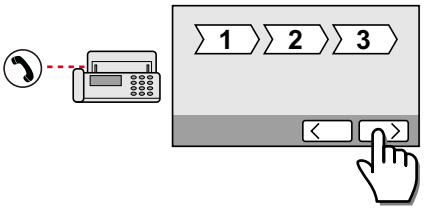
### Set up the machine easily (Quick Setup Wizard)




You can configure the necessary settings before using the machine in the wizard mode.

Quick Setup Wizard (page 2-35)

### Set up fax easily (FAX Setup)

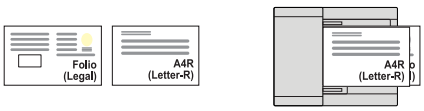



You can configure the necessary settings before using fax in the wizard mode.

FAX Setup (page 2-35)

## Optimize your office workflow

### Scan originals of different sizes at a time (Mixed Size Originals)

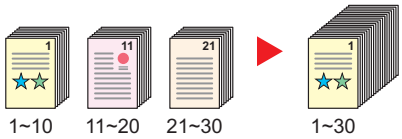



It is useful when preparing conference materials.

You can set the different sized originals at one time so you don't need to reset the originals regardless of size.

Mixed Size Originals (page 6-13)

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

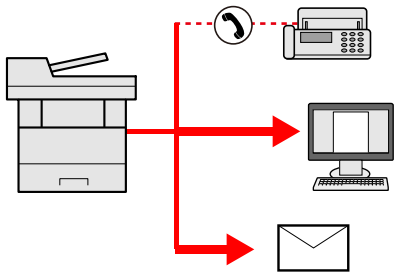



It is useful when preparing many-page handouts.

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 6-26)

### Send one time with multiple sending options (Multi Sending)

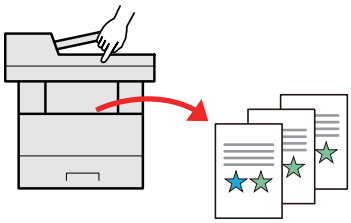
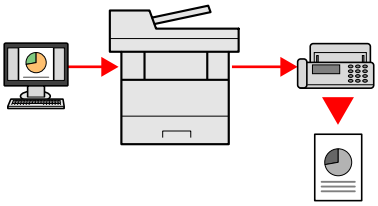
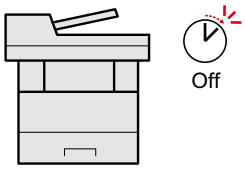


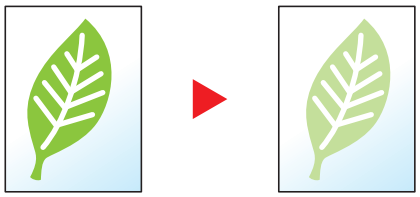
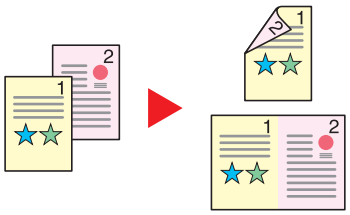
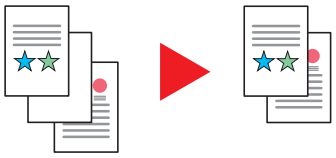
You can send a same document to the multiple destinations using a different method.

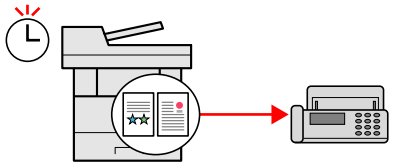
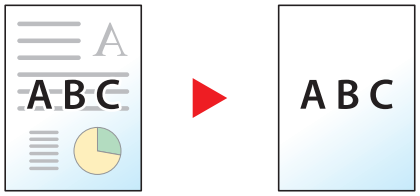
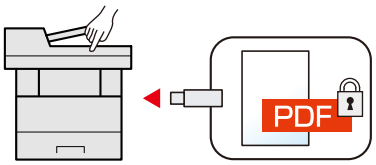
You can specify multiple destinations of different send methods such as E-mail, SMB, and Fax.

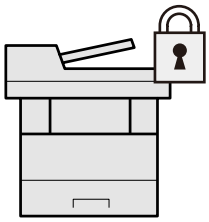
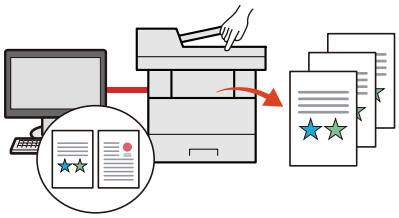
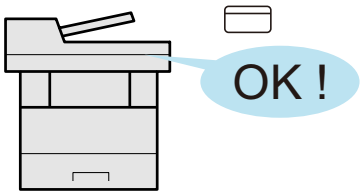
You can reduce your workflow by sending a job at once.

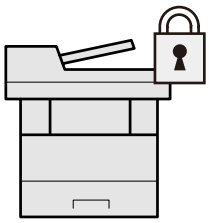
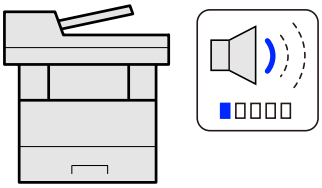
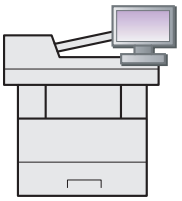
Sending to Different Types of Destinations (Multi Sending) (page 5-27)

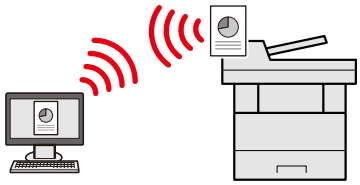
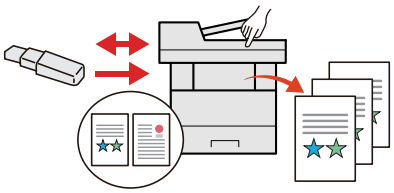
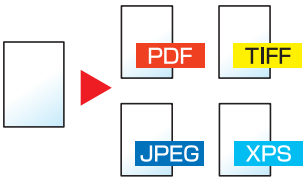
| Optimize your office workflow | | Save energy and cost |
|---|---|---|
| **Save frequently used documents in the machine (Custom Box)** | **Send a FAX from a PC (Sending FAX from PC)** | **Save energy as needed (Energy Saver function)** |
|  |  |  |
| You can save the frequently used document in the machine and print it when needed.<br>➨ Using a Custom Box (page 5-36) | You can save the paper used for sending a FAX with this function.<br>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.<br>➨ **FAX Operation Guide** | The machine is equipped with Energy Saver function that automatically switched into Sleep Mode.<br>➨ Energy Saver function (page 2-33) |

| Save energy and cost | | |
|---|---|---|
| **Use less toner for printing (EcoPrint)** | **Reduce paper use (Paper Saving Printing)** | **Skip blank pages when printing (Skip Blank Page)** |
|  |  |  |
| You can save toner consumption with this function.<br>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.<br>Use this function when a high-quality print is not required.<br>➨ EcoPrint (page 6-15) | You can print originals on both sides of the paper. You can also print multiple originals onto one sheet.<br>➨ Favorites (page 5-5) | When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.<br>➨ Skip Blank Page (page 6-28) |

| Save energy and cost | Create attractive documents | Strengthen security |
|---|---|---|
| **Send a FAX to reduce the communication cost (FAX Delayed Transmission)**<br><br>You can reduce the communication cost with this function.<br>The communication cost can be reduced by setting the timer to the time period during which the communication cost is low.<br>➡ **FAX Operation Guide** | **Prevent image bleed-through (Prevent Bleed-through)**<br><br>You can prevent image bleed-through from the reverse side when scanning thin originals.<br>➡ Prevent Bleed-thrugh (page 6-20) | **Password-protect a PDF file (PDF Encryption Functions)**<br><br>Use the PDF format's password security options to restrict document viewing, printing and editing.<br>➡ Encrypted PDF Password (page 6-37) |

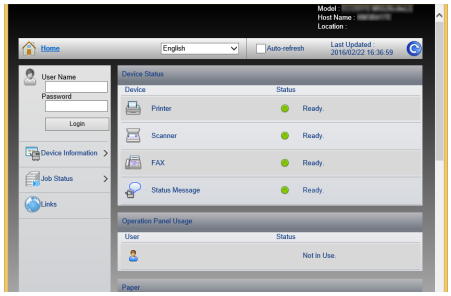
| Strengthen security | | |
|---|---|---|
| **Protect data on the SSD (Encryption / Overwrite)**<br><br>You can overwrite the unnecessary data that remains on the SSD automatically.<br>To prevent an external leakage, the machine is able to encrypt data before writing it to the SSD.<br>➡ Data Security (page 8-43) | **Prevent loss of finished documents (Private Print)**<br><br>You can temporarily save a printer document in the machine. By printing the document from the machine prevents someone takes your document.<br>➡ Printing Data Saved on the Printer (page 4-8) | **Log in by ID card (Card Authentication)**<br><br>You can log in simply by touching an ID card. You don't need to enter your user name and password.<br>➡ Card Authentication Kit(B) "Card Authentication Kit" (page 11-3) |

| Strengthen security | Use functions more efficiently | |
|---|---|---|
| **Strengthen security (Settings for Administrator)** | **Make the machine quiet (Quiet Mode)** | **Expand functions as necessary (Application)** |
|  |  |  |
| Various functions are available for administrators to strengthen security.<br>➡ Strengthening the Security (page 2-51) | You can make the machine quiet by reducing its running noise. You can configure this mode by job.<br>➡ Quiet Mode (page 6-27) | The functionality of the machine can be expanded by installing applications.<br>Applications that help you perform your daily more efficiently such as a scan feature and an authentication feature are available.<br>➡ Application (page 5-10) |

| Use functions more efficiently | | |
|---|---|---|
| **Install the machine without concerning the network cables (Wireless Network)** | **Use USB memory (USB Memory)** | **Specify image file format (File Format)** |
|  |  |  |
| In an environment where the wireless LAN is used, you can install the machine without concerning the network cables. In addition, Wi-Fi Direct, etc. are supported.<br>➡ Configuring the Wireless Network (page 2-27)<br>➡ Setting Wi-Fi Direct (page 2-31) | It is useful when you need to print document outside your office or you cannot print document from your PC.<br>You can print the document from the USB memory by plugging it directly into the machine.<br>Original scanned at the machine can be saved in the USB memory also.<br>➡ Printing Documents Stored in Removable USB Memory (page 5-47)<br>➡ Saving Documents to USB Memory (Scan to USB) (page 5-49) | You can select the various file formats when sending/storing images.<br>➡ File Format (page 6-31) |

## Use functions more efficiently

### Perform remote operation (Embedded Web Server RX)




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 2-53)

# Color and Image Quality Functions

The machine is equipped with various color and image quality functions. You can adjust the scanned image as desired.

## Basic Color Modes

The basic color modes are as follows.

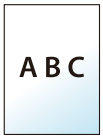
| Color mode | Description | Reference image | | Reference page |
|---|---|---|---|---|
| | | Before | After | |
| **Auto Color** | Automatically recognizes whether a document being scanned is color or black & white. |  |  | page 6-15 |
| **Full Color** | Scans a document in full color. | |  | page 6-15 |
| **Grayscale** | Scans a document in grayscale. | |  | page 6-15 |
| **Black & White** | Scans a document in black & white. | |  | page 6-15 |

For details, refer to the following:

Color Selection (page 6-15)

# Adjusting Image Quality and Color

To adjust the image quality or color of an image, use the following functions.

| I want to... | Sample image | | Function | Page |
|---|---|---|---|---|
| | Before | After | | |
| **Adjust the color precisely.** | | | | |
| **Adjust the density.** |  |  | Density | page 6-13 |
| **Adjust the color by strengthening blue or red tones.**<br>**Example: Strengthening red** |  |  | Color Balance | page 6-16 |
| **Change the image by individually adjusting each of the six colors: red, blue, green, cyan, magenta, and yellow.**<br>**Example: Changing red tones close to yellow to yellow, and cyan tones close to blue to blue** |  |  | Hue adjustment | page 6-17 |
| **Adjust the saturation.** |  |  | Saturation | page 6-19 |
| **Adjust the image quality precisely** | | | | |
| **Emphasize or blur the image outline.**<br>**Example: Emphasize the image outlines** |  |  | Sharpness | page 6-18 |
| **Adjust the difference between dark and light parts of the image.** |  |  | Contrast | page 6-18 |
| **Darken or lighten the background (the area with no texts or images) of a document.**<br>**Example: Lightening the background** |  |  | Background Density | page 6-19 |
| **Prevent bleed-through in 2-sided originals.** |  |  | Prevent Bleed-through | page 6-20 |
| **Adjust the scanned image** | | | | |
| **Decrease the file size and produce the characters clearly.** |  |  | File format<br>[High Comp. PDF] | page 6-31 |

# 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 environment and use of the machine. Be sure to read this guide before using the machine.

### Safety Guide (356ci)

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)**<br>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**<br>Explains how to use the fax function. |
| **Use the ID card** | **Card Authentication Kit (B) Operation Guide**<br>Explains how to perform authentication using the ID card. |
| **Strengthen security** | **Data Security Kit (E) Operation Guide**<br>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**<br>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**<br>Explains how to install the printer driver and use the printer function. |
| **Directly print a PDF file** | **Network Tool for Direct Printing Operation Guide**<br>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**<br>Explains how to monitor your network printing system (the machine) with NETWORK PRINT MONITOR. |
| **Scan images and save with information** | **File Management Utility User Guide**<br>Explains how to use File Management Utility to set various parameters and send and save scanned documents. |
| **Print without using the printer driver** | **PRESCRIBE Commands Command Reference**<br>Describes the native printer language (PRESCRIBE commands).<br>**PRESCRIBE Commands Technical Reference**<br>Describes the PRESCRIBE command functions and control for each type of emulation. |
| **Adjust the print or scan position** | **Maintenance Menu User Guide**<br>Maintenance Menu provides the explanation on how to configure the print, scan, and other settings. |

Install the following versions of Adobe Reader to view the manuals on the DVD.
Version 8.0 or later

# About the Operation Guide (this Guide)

## Structure of the guide

The Operation Guide contains the following chapters.

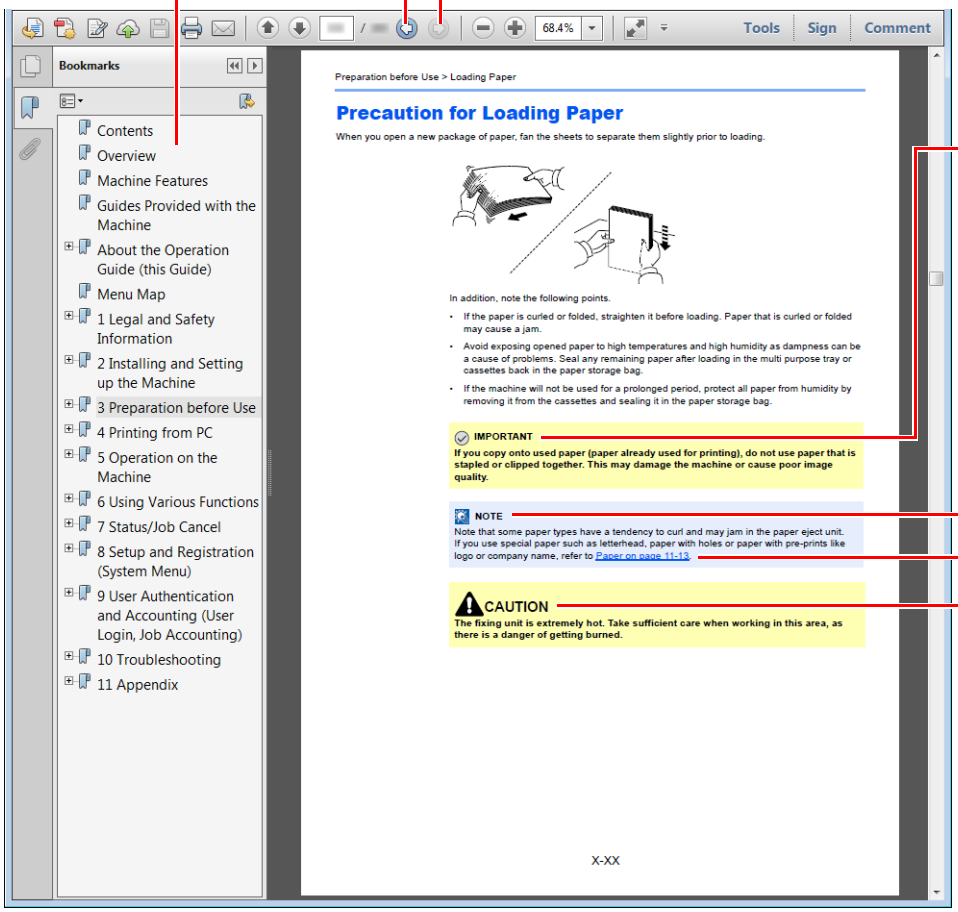
| Chapter | | Contents |
|---|---|---|
| 1 | **Legal and Safety Information** | Provides precautions regarding use of the machine and trademark information. |
| 2 | **Installing and Setting up the Machine** | Explains part names, cable connections, installation of the software, login, logout, and other 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.




**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 |
|---|---|
| [**Bold**] | Indicates keys and buttons. |
| "Regular" | Indicates a message or setting. |

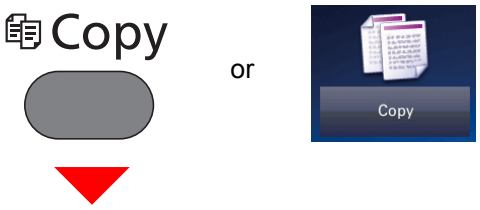
## Conventions used in procedures for operating the machine

In this Operation Guide, continuous operation of the keys on the touch panel is as follows:

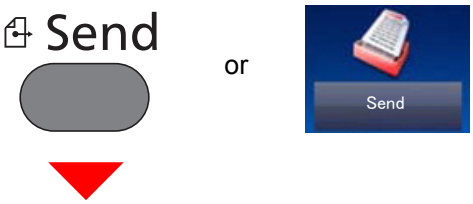
| Actual procedure | Procedure indicated in this guide |
|---|---|
| Select the [**System Menu/Counter**] key.<br>▼<br>Select [∨].<br>▼<br>Select [**Common Settings**].<br>▼<br>Select [**Sound**]. | [**System Menu/Counter**] key > [**Common Settings**] > [**Sound**] |

# Menu Map

This is a list of menus displayed on the touch panel. Depending on the settings, some menus may not be displayed. Some menu names may differ from their reference titles.

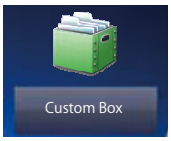



| | |
|---|---|
| Paper Selection (page 6-11) | |
| Zoom (page 6-20) | |
| Density (page 6-13) | |
| Duplex (page 6-24) | |
| Combine (page 6-22) | |
| Color Selection (page 6-15) | |
| **Functions** | Quiet Mode (page 6-27) |
| | Collate (page 6-13) |
| | ID Card Copy (page 6-10) |
| | Original Size (page 6-10) |
| | Original Orientation (page 6-12) |
| | Mixed Size Originals (page 6-13) |
| | Original Image (page 6-14) |
| | EcoPrint (page 6-15) |
| | Hue Adjustment (page 6-17) |
| | Color Balance (page 6-16) |
| | Sharpness (page 6-18) |
| | Contrast (page 6-18) |
| | Background Density Adj. (page 6-19) |
| | Prevent Bleed-through (page 6-20) |
| | Skip Blank Page (page 6-28) |
| | Saturation (page 6-19) |
| | Continuous Scan (page 6-26) |
| | Job Finish Notice (page 6-26) |
| | File Name Entry (page 6-27) |
| | Priority Override (page 6-27) |



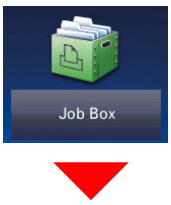

| | |
|---|---|
| One Touch Key (page 5-21) | |
| Address Book (page 5-19) | |
| Ext Address Book (Refer to **Embedded Web Server RX User Guide**.) | |
| E-mail (page 5-21) | |
| Folder (page 5-22) | |
| FAX (Refer to **FAX Operation Guide**.) | |
| WSD Scan (page 5-30) | |
| **Functions** | Color Selection (page 6-15) |
| | Quiet Mode (page 6-27) |
| | File Format (page 6-31) |
| | Original Size (page 6-10) |
| | Original Orientation (page 6-12) |
| | Mixed Size Originals (page 6-13) |
| | Duplex (page 6-29) |
| | Sending Size (page 6-30) |
| | File Separation (page 6-35) |
| | Scan Resolution (page 6-35) |
| | Density (page 6-13) |
| | Original Image (page 6-14) |
| | Sharpness (page 6-18) |
| | Contrast (page 6-18) |
| | Background Density Adj. (page 6-19) |
| | Prevent Bleed-through (page 6-20) |
| | Skip Blank Page (page 6-28) |
| | FAX TX Resolution (Refer to **FAX Operation Guide**.) |
| | Zoom (page 6-20) |
| | Continuous Scan (page 6-26) |
| | File Name Entry (page 6-27) |
| | E-mail Subject/Body (page 6-35) |
| | Long Original (page 6-36) |
| | Job Finish Notice (page 6-26) |
| | FTP Encrypted TX (page 6-36) |
| | FAX Delayed Transmission (Refer to **FAX Operation Guide**.) |

| | | |
|---|---|---|
| **Functions** | FAX Direct Transmission (Refer to **FAX Operation Guide**.) | |
| | FAX Polling RX (Refer to **FAX Operation Guide**.) | |
| | FAX TX Report (Refer to **FAX Operation Guide**.) | |

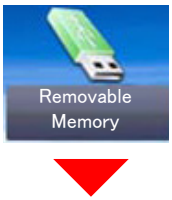



| | | | | |
|---|---|---|---|---|
| **Custom Box** | **Menu** | **Store File** | Duplex (page 6-29) | |
| | | | Scan Resolution (page 6-35) | |
| | | | Density (page 6-13) | |
| | | | File Name Entry (page 6-27) | |
| | | | Color Selection (page 6-15) | |
| | | | Quiet Mode (page 6-27) | |
| | | | **Functions** | Original Size (page 6-10) |
| | | | | Original Orientation (page 6-12) |
| | | | | Mixed Size Originals (page 6-13) |
| | | | | Storing Size (page 6-37) |
| | | | | Original Image (page 6-14) |
| | | | | Sharpness (page 6-18) |
| | | | | Contrast (page 6-18) |
| | | | | Background Density Adj. (page 6-19) |
| | | | | Prevent Bleed-through (page 6-20) |
| | | | | Skip Blank Page (page 6-28) |
| | | | | Zoom (page 6-20) |
| | | | | Continuous Scan (page 6-26) |
| | | | | Job Finish Notice (page 6-26) |
| | | **Print** | Paper Selection (page 6-11) | |
| | | | Collate (page 6-13) | |
| | | | Duplex (page 6-24) | |
| | | | Delete after Print (page 6-36) | |
| | | | Quiet Mode (page 6-27) | |
| | | | **Functions** | Priority Override (page 6-27) |
| | | | | File Name Entry (page 6-27) |
| | | | | Job Finish Notice (page 6-26) |
| | | | | EcoPrint (page 6-15) |

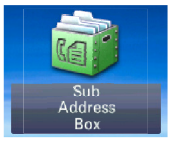
| | | | | |
|---|---|---|---|---|
| **Custom Box** | **Menu** | **Send** | One Touch Key (page 5-21) | |
| | | | Address Book (page 5-19) | |
| | | | Ext Address Book (Refer to **Embedded Web Server RX User Guide**.) | |
| | | | E-mail (page 5-21) | |
| | | | Folder (page 5-22) | |
| | | | FAX Server (Refer to **FAX Operation Guide**.) | |
| | | | FAX (Refer to **FAX Operation Guide**.) | |
| | | | **Functions** | File Format (page 6-31) |
| | | | | File Separation (page 6-35) |
| | | | | Resolution (page 6-35) |
| | | | | FAX TX Resolution (Refer to **FAX Operation Guide**.) |
| | | | | File Name Entry (page 6-27) |
| | | | | E-mail Subject/Body (page 6-35) |
| | | | | Job Finish Notice (page 6-26) |
| | | | | FTP Encrypted TX (page 6-36) |
| | | | | FAX Direct Transmission (Refer to **FAX Operation Guide**.) |
| | | | | FAX TX Report (Refer to **FAX Operation Guide**.) |
| | | | | Delete after Transmitted (page 6-36) |



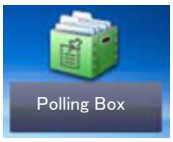

| | |
|---|---|
| **Job Box** | Private Print/Stored Job (page 4-9) |
| | Quick Copy/Proof and Hold (page 4-13) |




| | | | | |
|---|---|---|---|---|
| **Removable Memory** | **Print** | Paper Selection (page 6-11) | | |
| | | Collate (page 6-13) | | |
| | | Duplex (page 6-24) | | |
| | | Quiet Mode (page 6-27) | | |
| | | Color Selection (page 6-15) | | |
| | | **Functions** | EcoPrint (page 6-15) | |
| | | | Job Finish Notice (page 6-26) | |
| | | | File Name Entry (page 6-27) | |
| | | | Priority Override (page 6-27) | |
| | | | Encrypted PDF Password (page 6-37) | |
| | | | JPEG/TIFF Print (page 6-38) | |
| | | | XPS Fit to Page (page 6-38) | |
| | **Menu** | **Store File** | File Format (page 6-31) | |
| | | | Duplex (page 6-29) | |
| | | | Scan Resolution (page 6-35) | |
| | | | Density (page 6-13) | |
| | | | File Name Entry (page 6-27) | |
| | | | Color Selection (page 6-15) | |
| | | | **Functions** | Quiet Mode (page 6-27) |
| | | | | Original Size (page 6-10) |
| | | | | Original Orientation (page 6-12) |
| | | | | Mixed Size Originals (page 6-13) |
| | | | | Storing Size (page 6-37) |
| | | | | Original Image (page 6-14) |
| | | | | Sharpness (page 6-18) |
| | | | | Contrast (page 6-18) |
| | | | | Background Density Adj. (page 6-19) |
| | | | | Prevent Bleed-through (page 6-20) |
| | | | | Skip Blank Page (page 6-28) |
| | | | | Zoom (page 6-20) |
| | | | | Continuous Scan (page 6-26) |
| | | | | Long Original (page 6-36) |
| | | | | Job Finish Notice (page 6-26) |
| | | | | File Separation (page 6-35) |



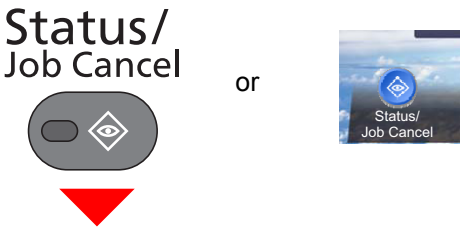

**Sub Address Box (Refer to FAX Operation Guide.)**




**Polling Box (Refer to FAX Operation Guide.)**




**FAX Memory RX Box (Refer to FAX Operation Guide.)**




| |
|---|
| Print Job Status (page 7-8) |
| Send Job Status (page 7-4) |
| Store Job Status (page 7-5) |
| Scheduled Job (page 7-6) |
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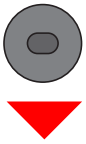
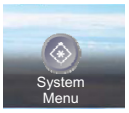


or

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# 1 Legal and Safety Information

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


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# 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) |
| **Humidity** | 10 to 80% |

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.

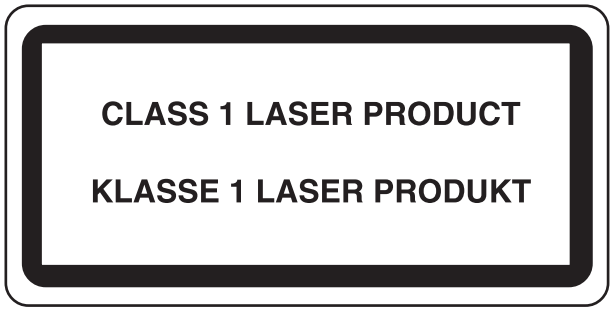
If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multi Purpose (MP) Tray, return it to its original package and reseal it.

# 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 60825-1:2014.

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



# Compliance and Conformity

Hereby, TA Triumph-Adler GmbH declares that the radio equipment type 356ci is in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address:
http://www.triumph-adler.com/downloads
http://www.triumph-adler.de/downloads
http://www.utax.com/downloads
http://www.utax.de/downloads

| Module name | Software Ver. | Frequency band in which the radio equipment operates: | Maximum radio-frequency power transmitted in the frequency band in which the radio equipment operates: |
|---|---|---|---|
| IB-51 (Option) | 2.2.6 | 2.4GHz | 100mW |
| IB-36 (Option) | 2014.12 | 2.4GHz | 100mW |

# 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

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

# Wireless Connection (Mexico only)

The operation of this equipment is subject to the following two conditions:

(1) it is possible that this equipment or device may not cause harmful interference, and (2) this equipment or device must accept any interference, including interference that may cause undesired operation.

La operación de este equipo está sujeta a las siguientes dos condiciones:

(1) es posible que este equipo o dispositivo no cause interferencia perjudicial y (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

# Security Precautions when Using Wireless LAN (If equipped)

Wireless LAN allows information to be exchanged between wireless access points instead of using a network cable, which offers the advantage that a LAN connection can be established freely within an area in which radio waves can be transmitted.

On the other hand, the following problems may occur if security settings are not configured, because radio waves can pass through obstacles (including walls) and reach everywhere within a certain area.

### Secretly Viewing Communication Contents

A third person with malicious objectives may intentionally monitor radio waves and gain unauthorized access to the following communication contents.

- Personal information including ID, passwords, and credit card numbers
- Contents of email messages

### Illegal Intrusion

A third party with malicious intent may gain unauthorized access to personal or company networks and conduct the following illegal actions.

- Extracting personal and confidential information (information leak)
- Entering into communication while impersonating a specific person and distributing unauthorized information (spoofing)
- Modifying and retransmitting intercepted communications (falsification)
- Transmitting computer viruses and destroying data and systems (destruction)

Wireless LAN cards and wireless access points contain built-in security mechanisms to address these problems and to reduce the possibility of these problems occurring by configuring the security settings of wireless LAN products when the product is used.

We recommend that customers take responsibility and use their judgment when configuring the security settings and that they ensure that they fully understand the problems that can occur when the product is used without configuring the security settings.

## Limited Use of This Product (If equipped)

- Radio waves transmitted from this product may affect medical equipment. When using this product in a medical institution or in the vicinity of medical instruments, either use this product according to the instructions and precautions provided by the administrator of the institution or those provided on the medical instruments.
- Radio waves transmitted from this product may affect automatic control equipment including automatic doors and fire alarms. When using this product in the vicinity of the automatic control equipment, use this product according to the instructions and precautions provided on the automatic control equipment.
- If this product is used in devices that are directly related to service including airplanes, trains, ships, and automobiles or this product is used in applications requiring high reliability and safety to function and in devices requiring accuracy including those used in disaster prevention and crime prevention and those used for various safety purposes, please use this product after considering the safety design of the entire system including adoption of a failsafe design and redundancy design for reliability and safety maintenance of the entire system. This product is not intended for use in applications requiring high reliability and safety including aerospace instruments, trunk communication equipment, nuclear power control equipment, and medical equipment; hence, the decision as to whether to use this product in these applications needs to be fully considered and determined.

### Sólo México (Mexico only)

Este equipo utiliza el módulo de interfaz de red inalámbrica modelo LBWA1ZZ1CA para conectarse a las redes Inalámbricas.

# Legal Information

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# Energy Saving Control Function

The device comes equipped with a **Sleep** where printer and fax functions remain in a waiting state but power consumption is reduced to a minimum after a certain amount of time elapses since the device was last used.

### 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.

Sleep and Auto Sleep (page 2-33)

# Automatic 2-Sided Print Function

This device includes 2-sided printing as a standard function. For example, by printing two 1-sided originals onto a single sheet of paper as a 2-sided print, it is possible to lower the amount of paper used.

Duplex (page 6-24)

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.


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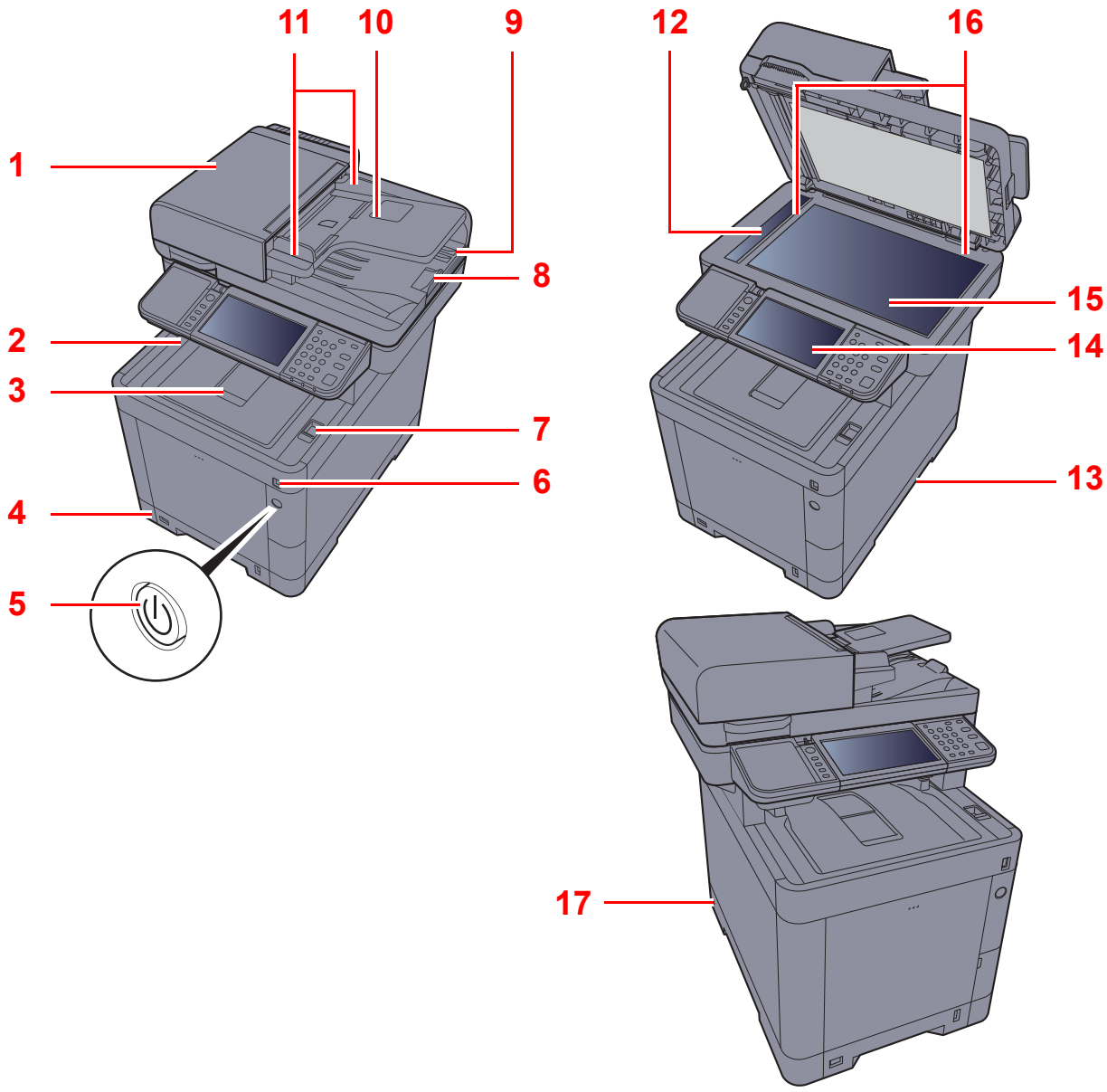
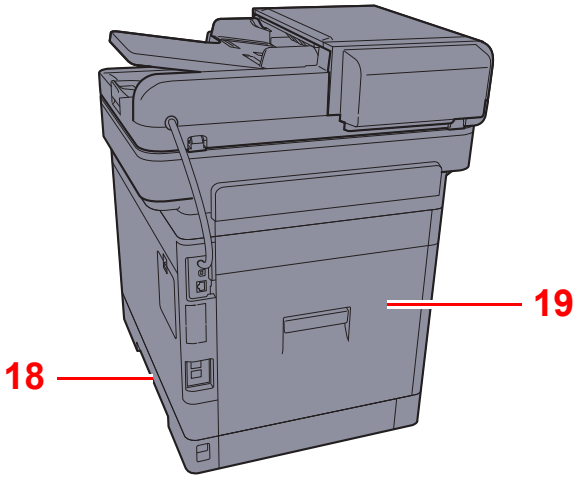
# Part Names

## Machine Exterior



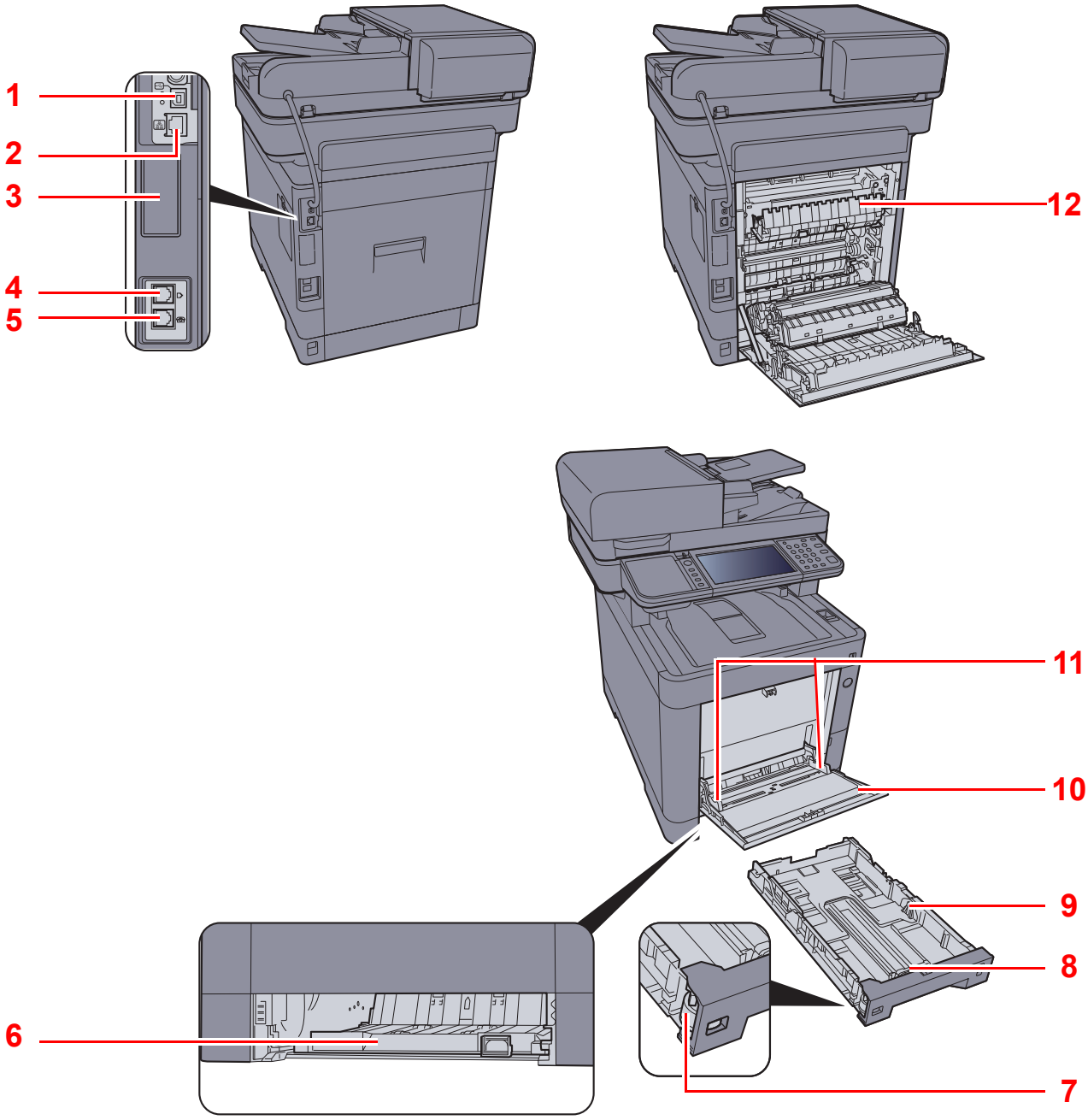

1 Document Processor
2 Inner Tray
3 Paper Stopper
4 Cassette 1
5 Power Switch
6 USB Memory Slot
7 Scanner Unit Open Lever
8 Original Stopper
9 Original Eject Table
10 Original Table
11 Original Width Guides
12 Slit Glass
13 Handles
14 Operation Panel
15 Platen
16 Original Size Indicator Plates
17 Anti-theft Lock Slot



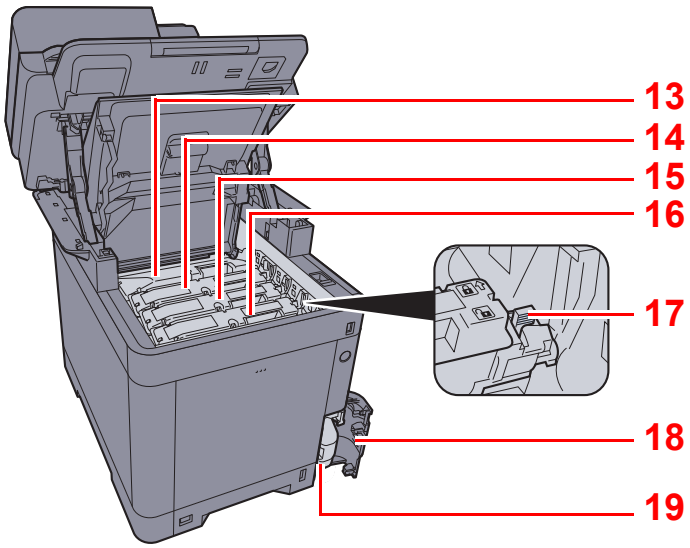

18 Handles

19 Rear Cover 1

# Connectors/Interior




1 USB Interface Connector
2 Network Interface Connector
3 Option Interface
4 LINE Connector
5 TEL Connector
6 Feed Cover
7 Size Dial
8 Paper Length Guide
9 Paper Width Guides
10 Multi Purpose Tray
11 Paper Width Guides
12 Fuser Cover




13 Toner Container (Black)

14 Toner Container (Magenta)

15 Toner Container (Cyan)

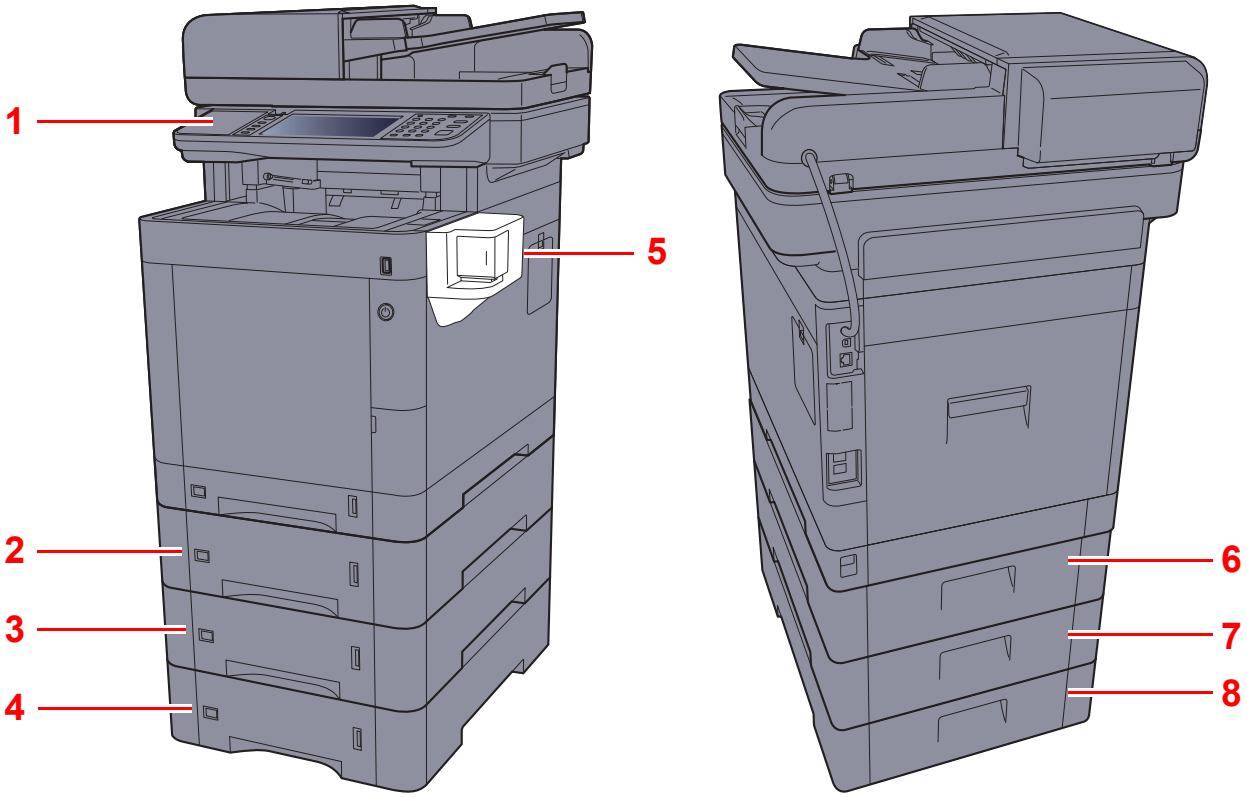
16 Toner Container (Yellow)

17 Toner Container Lock Lever

18 Waste Toner Cover

19 Waste Toner Box

# With Optional Equipments Attached



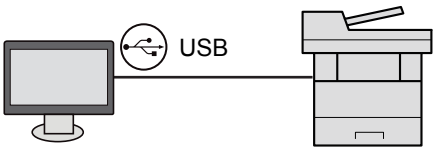

1 Card Reader
2 Cassette 2
3 Cassette 3
4 Cassette 4
5 Manual stapler
6 Rear Cover 2
7 Rear Cover 3
8 Rear Cover 4

Optional Equipment (page 11-2)

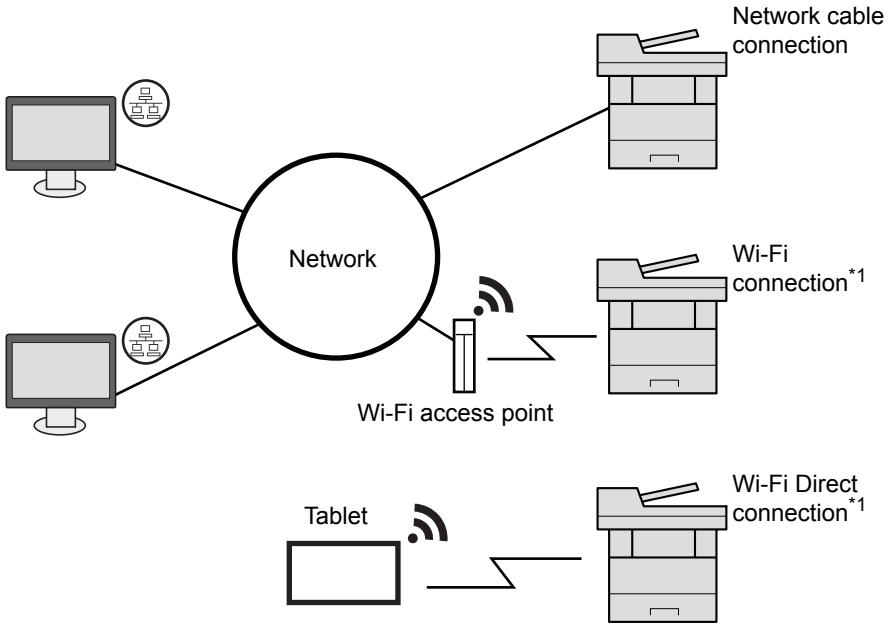
# Connecting the Machine and Other Devices

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 or Tablet by network cable, Wi-Fi, or Wi-Fi direct**




*1 Only for models with Wi-Fi.

**NOTE**

If you are using wireless LAN, refer to the following.

Configuring the Wireless Network (page 2-27)

**Cables that Can Be Used**

| Connection Environment | Function | Necessary Cable |
|---|---|---|
| Connect a LAN cable to the machine. | Printer/Scanner/Network FAX | LAN cable (10BASE-T, 100BASE-TX, 1000BASE-T) |
| Connect a USB cable to the machine. | Printer/Scanner (TWAIN/WIA) | USB 2.0 compatible cable (Hi-Speed USB compliant, max. 5.0 m , shielded) |

**IMPORTANT**

**Using a cable other than a USB 2.0 compatible cable may cause failure.**

# Connecting Cables

## Connecting LAN Cable

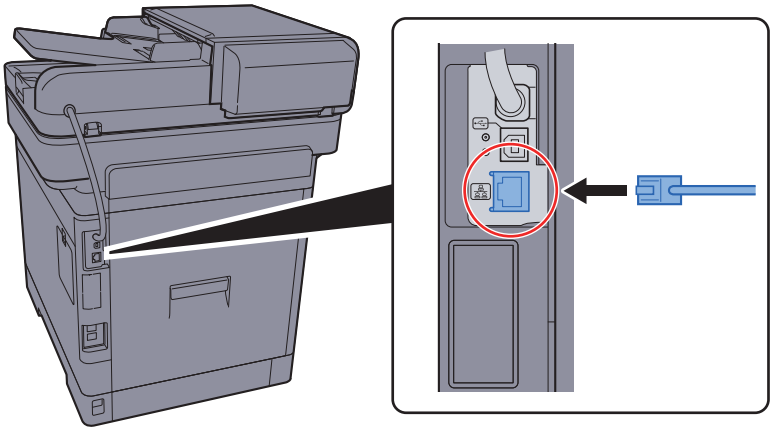
**IMPORTANT**

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

Power Off (page 2-10)

### 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 Power on the machine and configure the network.

Network Setup (page 2-25)

# Connecting USB Cable

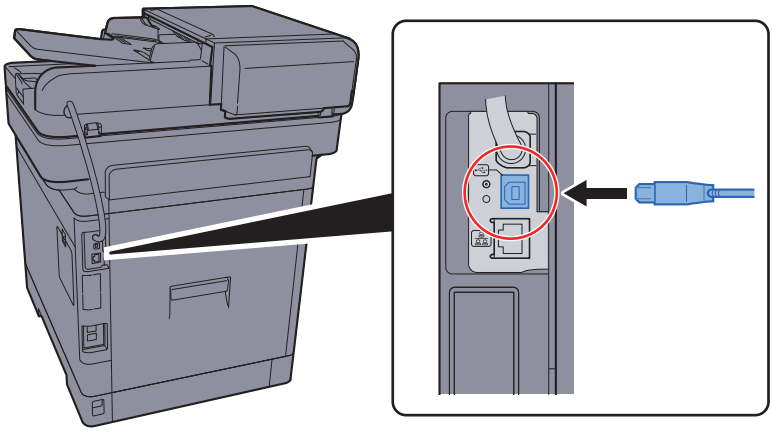
**IMPORTANT**

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

Power Off (page 2-10)

## 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.



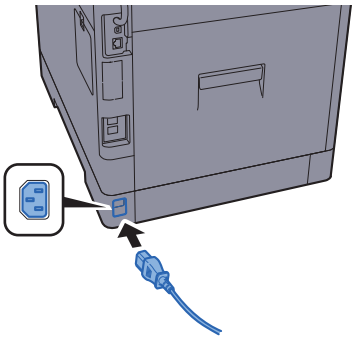
2 Connect the other end of the cable to the PC.

## 2 Power on the machine.

# Connecting the Power Cable

## 1 Connect the cable to the machine.

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



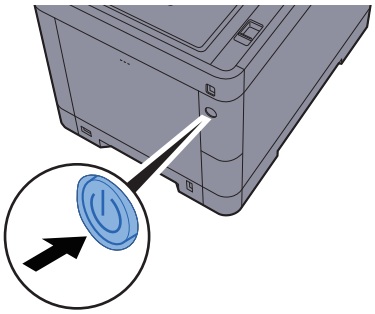
**IMPORTANT**

**Only use the power cable that comes with the machine.**

# Power On/Off

## Power On

**1 Turn the power switch on.**

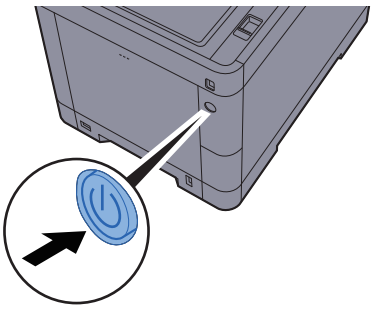


**IMPORTANT**

**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

**1 Turn the power switch off.**



The confirmation message for power supply off is displayed.

Show Power Off Message (page 8-19)

It takes approximately 3 minutes for power off.

**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.**

**IMPORTANT**

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

# Using the Operation Panel

## Operation Panel Keys

| | | | |
|---|---|---|---|
| Home | Displays the Home screen. | Copy<br>Send<br>FAX | **Function Key**:<br>These keys enable various functions and applications, including copy and scan, to be registered.<br>Function Key Assignment (page 8-19) |
| Status/ Job Cancel | Displays the Status/Job Cancel screen. | | |




Touch panel.
Displays buttons for configuring machine settings.

Blinks while printing or sending/receiving.

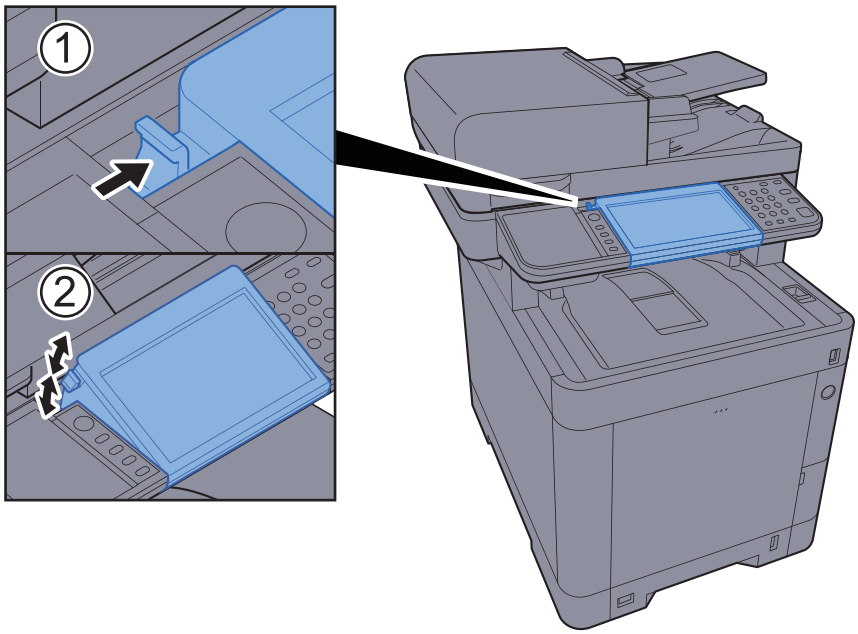
Blinks while the machine is accessing the machine memory, fax memory or USB memory (general purpose item).

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

| | | | | | |
|---|---|---|---|---|---|
| System Menu / Counter | Displays the System Menu/ Counter screen. | Authentication/ Logout | Authenticates user switching, and exits the operation for the current user (i.e. log out). | Energy Saver | Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode. |
| 1 2 3 4 5 6 7 8 9 * 0 # | Numeric keys.<br>Enter numbers and symbols. | Clear | Clears entered numbers and characters. | Reset | Returns settings to their default states. |
| | | Quick No. Search | Specifies registered information such as address numbers and user IDs by number. | Stop | Cancels or pauses the job in progress. |
| | | Enter | Finalizes numeric key entry, and finalizes details during setting of functions. Operates linked with the on-screen [**OK**]. | Start | Starts copying and scanning operations and processing for setting operations. |

# Adjusting the Operation Panel Angle

The angle of the operation panel can be adjusted.



# Touch Panel

## Home Screen

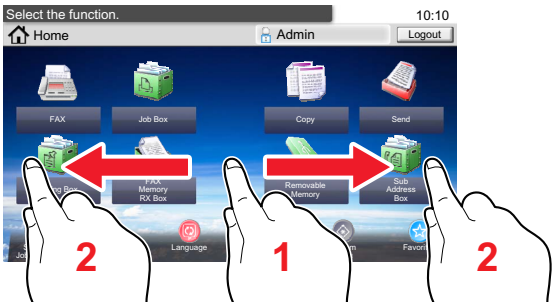
This screen is displayed by selecting the [**Home**] key on the operation panel. Touching an icon will display the corresponding screen.

You can change the icons to display on the Home screen as well as its background.

Editing the Home Screen (page 2-14)




* The appearance may differ from your actual screen, depending on your configuration and option settings.

| No. | Item | Description |
|---|---|---|
| 1 | Message | Displays the message depending on the status. |
| 2 | Desktop | Displays a maximum of 40 function icons*1 including the functions registered in favorite. Icons that are not displayed on the first page will appear by changing the page. |
| 3 | Screen-switching keys | Use these buttons to switch between desktop pages.<br>**NOTE**<br>You can also switch views by touching the screen and moving the finger sideways (i.e. swiping).<br> |
| 4 | Taskbar | Displays a maximum of 8 task icons. |
| 5 | [**Logout**] | Logs out the current user. This is displayed when user login administration is enabled. |
| 6 | Login User Name | Displays the logged-in user name. This is displayed when user login administration is enabled. Selecting "Login User Name" will display the information of the logged-in user. |
| 7 | Status Icon (Wi-Fi) | The icon is displayed when Wi-Fi is connected. When Wi-Fi is not connected, "" is displayed. |
| 8 | Status Icon (Error) | The icon is displayed during network startup or error. |

*1 A maximum of 42 icons can be displayed on products with the fax function installed. A maximum of 16 icons can be displayed for installed applications.

## Editing the Home Screen

You can change the background of the Home screen as well as which icons are displayed.

### 1 Display the screen.

1 [**System Menu/Counter**] key > [**Home**]

**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:** **3500**

**Login Password:** **3500**

### 2 Configure the settings.

The available settings are shown below.

| Item | Description |
|---|---|
| **Customize Desktop** | Specify the function icons to display on the desktop.<br>Select [ ➕ ] to display the screen for selecting the function to display. Select the function to display and [**OK**].<br>Select an icon and [**Previous**] or [**After**] to change the display position of the selected icon on the Desktop.<br>To delete an icon from desktop, select the desired one and select [ 🗑 ]. |
| **Customize Taskbar** | Specify the task icons to display on the taskbar. |
| **Wallpaper** | Configure the wallpaper of the Home screen.<br>**Value**: Images 1 to 8 |

### Available Functions to Display on Desktop

| Function | Icon | Description | Reference page |
|---|---|---|---|
| **Copy**[*1] |  | Displays the Copy screen. | page 5-15 |
| **Send**[*1] |  | Displays the Send screen. | page 5-17 |
| **FAX**[*2] |  | Displays the FAX screen. | Refer to the **FAX Operation Guide**. |
| **Custom Box**[*3] |  | Displays the Custom Box screen. | page 5-36 |
| **Job Box**[*1] |  | Displays the Job Box screen. | page 4-8 |
| **Removable Memory**[*1] |  | Displays the Removable Memory screen. | page 5-47 |
| **Sub Address Box**[*2] |  | Displays the Sub Address Box screen. | Refer to the **FAX Operation Guide**. |
| **Polling Box**[*2] |  | Displays the Polling Box screen. | Refer to the **FAX Operation Guide**. |
| **Send to Me (E-mail)**[*4] |  | Displays the Send screen. The E-mail address of the logged-in user is set as the destination. | page 5-26 |
| **Send to Me for Box (E-mail)**[*3*4] |  | Displays the Custom Box screen. The E-mail address of the logged-in user is set as the destination. | page 5-45 |
| **FAX Memory RX Box** |  | Displays the FAX Memory RX Box screen. | Refer to the **FAX Operation Guide**. |
| **FAX Server** |  | Displays the FAX Server screen. | page 8-45 |
| **Favorites** |  | Calls up the registered favorite. The icon will change according to the function of the favorite. | page 5-5 |
| **Application Name**[*5] |  | Displays the selected applications. | page 5-10 |

*1 Selected at the time of shipment from factory.
*2 Displayed only on products with the fax function installed.
*3 Displayed when the optional SSD is installed.
*4 Displayed when user login administration is enabled.
*5 The icon of the application appears.

### Available Functions to Display on Taskbar

| Function | Icon | Description | Reference page |
|---|---|---|---|
| **Status/Job Cancel** |  | Displays the Status screen. If an error occurs, the icon will show "!". Once the error clears, the display will return to normal. | - |
| **Device Information** |  | Displays the Device Information screen. Check the system and network information.<br>You can also check information on the options that are used. | page 2-17 |
| **Language** |  | Displays the Language setting screen in System Menu. | page 8-5 |
| **Paper Settings** |  | Display the paper settings screen. | page 8-12 |
| **Wi-Fi Direct** |  | Configures Wi-Fi Direct settings and displays a list of information about machines that are enabled to use the network. | page 2-31 |
| **System Menu** |  | Displays the System Menu screen. | page 8-2 |
| **Favorites** |  | Displays the favorite list screen. | page 5-5 |
| **Outgoing FAX Log** |  | Displays the Outgoing FAX Log screen. | Refer to the **FAX Operation Guide**. |
| **Incoming FAX Log** |  | Displays the Incoming FAX Log screen. | Refer to the **FAX Operation Guide**. |

# Display for Device Information

Shows device information. Allows you to check system and network information, as well as options that are used.

1 Select [**Device Information**] in the home screen.

2 Check the device information.

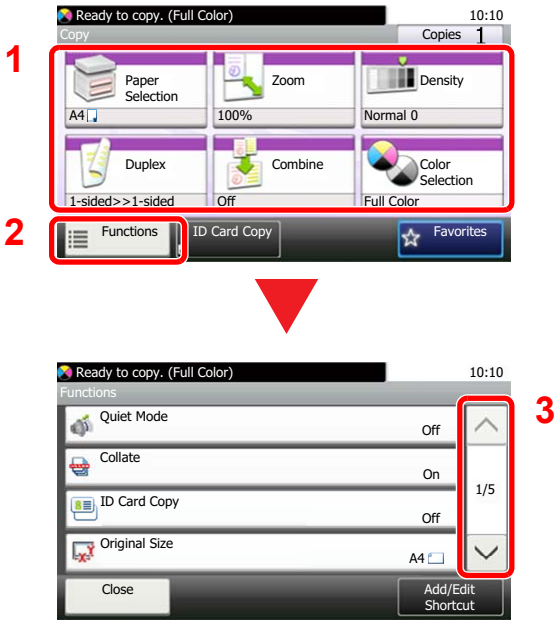
Device information

| Tab | Description |
|---|---|
| **Identification/Network** | You can check ID information such as the model name, serial number, host name and location, and the IP address. |
| **Wi-Fi**[*1] | You can check ID information such as the model name, serial number, host name and location, and the IP address of the wireless network. |
| **FAX**[*2] | You can check the local fax number, local fax name, local fax ID and other fax information. |
| **Software Ver./Capability** | You can check the software version and performance. |
| **Option** | You can check information on the options that are used. |

*1 Displayed only when the wireless network function is available on the machine.
*2 Displayed only on products with the fax function installed.

# Functions key

This screen appears when the Functions icon is selected.




1 Display functions.

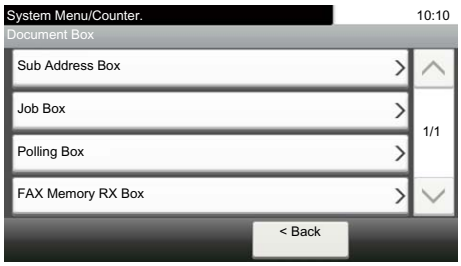
2 Select [**Functions**] to display other functions.

3 Select [∧] or [∨] to scroll up and down.

# Display of Keys That Cannot Be Set

Keys of features that cannot be used due to feature combination restrictions or non-installation of options are in a non-selectable state.

| Normal | Grayed out |
|---|---|
|  | <br>In the following cases, the key is grayed out and cannot be selected.<br>• Cannot be used in combination with a feature that is already selected. |

| Normal | Hidden |
|---|---|
| <br> | <br><br>Cannot be used because an option is not installed.<br>Example: When a SSD is not installed, [**Custom Box**] does not appear. |

**NOTE**

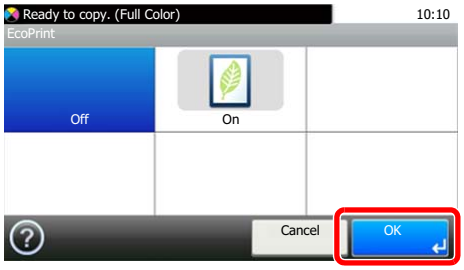
If a key that you wish to use is grayed out, the settings of the previous user may still be in effect. In this case, select the [**Reset**] key and try again.

# Enter key and Quick No. Search key

This section explains how to use the [**Enter**] key and [**Quick No. Search**] key on the operation panel.

## Using the [Enter] key ( ↵ )

The [**Enter**] key has the same function as the key with the Enter mark (↵), such as the [**OK** ↵] key and the [**Close** ↵].




## Using the [Quick No. Search] key ( )

The [**Quick No. Search**] key is used when using the numeric keys to directly enter the number, for example, when specifying the destination for the transmission using a speed-dial number.

For more information on speed dialing, refer to the following:

Specifying Destination (page 5-19)



# Help Screen

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

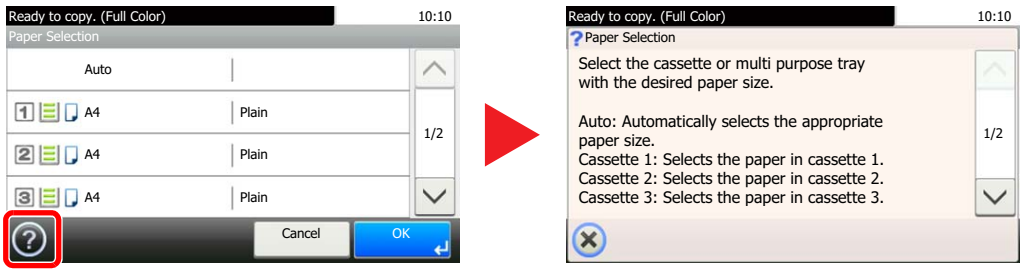
When the [?] (help) is displayed on the touch panel, you can select it to display the Help screen. The Help screen shows explanations of functions and how to use them.

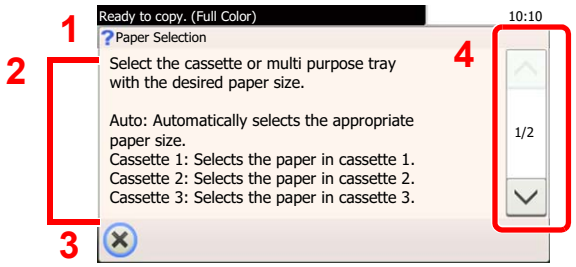
Example: Checking the paper selection Help screen

**1** **Display the Paper Selection screen.**

Paper Selection (page 6-11)

**2**




1 Help titles

2 Displays information about functions and machine operation.

3 Closes the Help screen and returns to the original screen.

4 Scrolls up and down when the help text cannot be displayed in its entirety on a single screen.

# 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:** **3500**

**Login Password:** **3500**

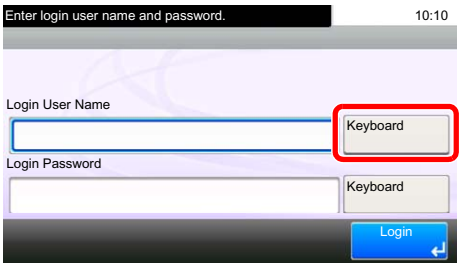
You will be unable to login if you forget your login user name or login password. In this event, login with administrator privileges and change your login user name or login password.

## Login

### Normal login

#### 1 Enter the login user name and login password to login.

1 If this screen is displayed during operations, select [**Keyboard**] to enter the login user name.




Character Entry Method (page 11-11)

2 [**Password**] > Enter the login password > [**OK**]

**NOTE**

If [**Network Authentication**] is selected as the user authentication method, authentication destinations are displayed and either [**Local**] or [**Network**] can be selected as the authentication destination.

#### 2 Select [Login].

### Simple Login




If this screen is displayed during operations, select a user and log in.

**NOTE**

If a user password is required, an input screen will be displayed.

Simple Login Settings (page 9-27)

## Logout




To logout from the machine, select 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 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. The Machine Setup Wizard is launched when the equipment is turned on for the first time after being installed. Also, configure the following settings if necessary.

**NOTE**

The default settings of the machine can be changed in System Menu.
For settings that are configurable from System Menu, refer to the following:

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**

- To make changes after this initial configuration, refer to the following:

Date/Timer/Energy Saver (page 8-46)

- The correct time can be periodically set by obtaining the time from the network time server.

**Embedded Web Server RX User Guide**

### 1 Display the screen.

[**System Menu/Counter**] key > [**Date/Timer/Energy Saver**]

### 2 Configure the settings.

[**Time Zone**] > [**Date/Time**] > [**Date Format**]

| Item | Description |
|---|---|
| **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. |
| **Date/Time** | Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header.<br>**Value: Year (2000 to 2037), Month (1 to 12), Day (1 to 31), Hour (00 to 23), Minute (00 to 59), Second (00 to 59)** |
| **Date Format** | Select the display format of year, month, and date. The year is displayed in Western notation.<br>**Value: Month/Day/Year, Day/Month/Year, Year/Month/Day** |

# Network Setup

## Configuring the Wired Network

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.

Set up TCP/IP (IPv4) to connect to the Windows network.

The configuration methods are as follows

| Configuration Method | Description | Reference Page |
|---|---|---|
| Configuring the Connection from the Operation Panel on This Machine | Use Quick Setup Wizard when configuring the network in a wizard-style screen, without setting individually in System menu. | Quick Setup Wizard (page 2-35) |
| Configuring Connections on the Web Page | For the equipped network interface, the connection can be set by using Embedded Web Server RX. For the optional IB-50, the connection can be set by using the dedicated Web page. | **Embedded Web Server RX User Guide**<br>IB-50 Operation Guide |
| Setting the Connection by Using the Setup Utility of IB-50 | This is the setup tool included in the CD of IB-50. You can use it on Windows. | IB-50 Operation Guide |

Be sure to connect the network cable before configuring the settings.

Connecting LAN Cable (page 2-8)

For other network settings, refer to the following:

Network (page 8-27)

**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 select [**Login**].

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

**Login User Name:** **3500**

**Login Password:** **3500**

## IPv4 setting

### 1 Display the screen.

[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Wired Network Settings**] > [**TCP/IP Setting**] > [**IPv4**]

### 2 Configure the settings.

**When using DHCP server**

[**DHCP**]: Set to [**On**].

**When setting the static IP address**

[**DHCP**]: Set to [**Off**].

[**IP Address**]: Enter the address.

[**Subnet Mask**]: Enter the subnet mask in decimal representation (0 to 255).

[**Default Gateway**]: Enter the address.

[**Auto-IP**]: Set to [**Off**].

When using the Auto-IP, enter "0.0.0.0" in [**IP Address**].

**IMPORTANT**

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

Restart Network (page 8-38)

**NOTE**

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 DNS server with IP address that is not assigned by DHCP automatically.

Setting the IP Address of the DNS Server, refer to the following:

**Embedded Web Server RX User Guide**

# Configuring the Wireless Network

When the Wireless Network Interface Kit (IB-36 and IB-51) is installed on the machine and the connection settings are configured, it is possible to print or send in a wireless network (wireless LAN) environment. The configuration methods are as follows:

| Configuration Method | Description | Reference Page |
|---|---|---|
| **Configuring the Connection from the Operation Panel on This Machine** | Use Quick Setup Wizard when configuring the network in a wizard-style screen, without setting individually in System menu. | Quick Setup Wizard (page 2-35) |
| | Use Wi-Fi Settings to configure the network in details from System menu. | Wi-Fi Settings (page 8-27) |
| **Setting the Connection by Using the Wi-Fi Setup Tool** | This is the tool included in the Product Library. You can configure the connection according to the instructions provided by the wizard. | Setting the Connection by Using the Wi-Fi Setup Tool (page 2-27) |
| **Configuring Connections on the Web Page** | For the IB-36, the connection can be set from the Embedded Web Server RX. | **Embedded Web Server RX User Guide** |
| | For the IB-51, the connection can be set on the dedicated Web page. | **IB-51 Operation Guide** |
| **Setting the Connection by Using the Setup Utility of IB-51** | This is the setup tool included in the CD of IB-51. You can use it on both Windows and Mac OS. | **IB-51 Operation Guide** |

**NOTE**

When you want to switch to the network interface other than Wired (default) after installing an optional Network Interface Kit (IB-50) and a Wireless Network Interface Kit (IB-36 or IB-51), select the desired setting on "Primary Network (Client)".

Primary Network (Client) (page 8-40)

## Setting the Connection by Using the Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or handheld device with the machine locally. The connection methods are wired connection via LAN cable and wireless LAN connection (Wi-Fi Direct).

**NOTE**

- Before using the Wi-Fi Setup Tool, connect your computer to this machine locally with wired LAN cable or Wi-Fi Direct.
- To use Wi-Fi Direct, confirm that the Wi-Fi Direct is enabled (Wi-Fi Direct is set to [**ON**]) and Restart Network from the operation panel, before your computer will be connected to this machine with Wi-Fi Direct.
- To use a wired LAN cable directly connected to the machine, the Auto-IP (Link-local) address will be assigned to the machine and the computer. This machine applies Auto-IP as the default settings.
- Configure the settings on the operation panel if your computer supports WPS.

Wi-Fi Settings (page 8-27)

### Wired Connection by Using LAN Cable

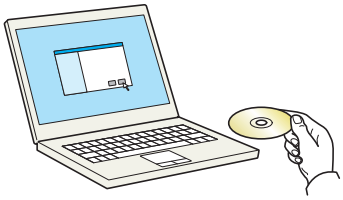
## 1 Connect the machine with a computer

1 Connect the machine with a computer via LAN cable when the machine is powered on.

2 Turn on the computer.

IP address (link local address) of the machine and computer is generated automatically.

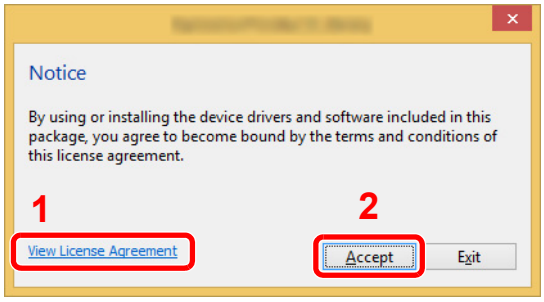
## 2 Insert the DVD.



**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**]).

## 3 Display the screen.

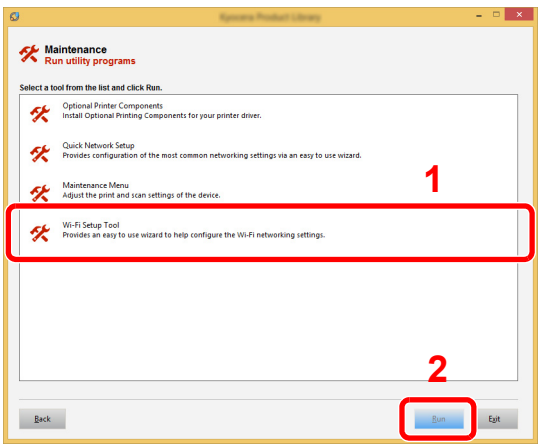



1 Click [**View License Agreement**] and read the License Agreement.

2 Click [**Accept**].

## 4 Select [Maintenance].

## 5 [Wi-Fi Setup Tool] > [OK]



## 6 Configure the settings.

1 [**Do not use automatic configuration**] > [**Next**] > [**Next**]

2 [**Use LAN cable**] > [**Next**] > [**Next**]

3 [**Easy setup**] > [**Next**]

The machine is detected.

**NOTE**

- Only one machine can be searched using Wi-Fi Setup Tool. It may take times to search the machine.
- If the machine is not detected, select [**Advanced setup**] > [**Next**]. Select [**Express**] or [**Custom**] as device discovery method and specify the IP address or host name to search the machine.

4 Select the machine > [**Next**]

5 Select [**Use the device settings.**] on [**Authentication mode**], and enter the login user name and password. Login user name and Password are both Admin.

6 Configure the communication settings > [**Next**]

7 Change the settings of access point as necessary > [**Next**]

The network is configured.

### Wireless LAN Connection by Using Wi-Fi Direct

## 1 Display the screen.

[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Wi-Fi Direct Settings**] > [**Wi-Fi Direct**]

## 2 Configure the settings.

[**On**] > [**OK**]

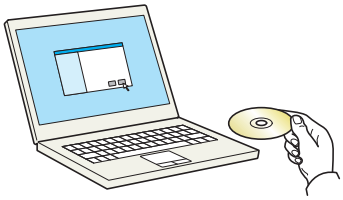
## 3 Restart the network.

[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Restart Network**] > [**Yes**]

## 4 Connect a computer or a handheld device with the machine.

Setting Wi-Fi Direct (page 2-31)

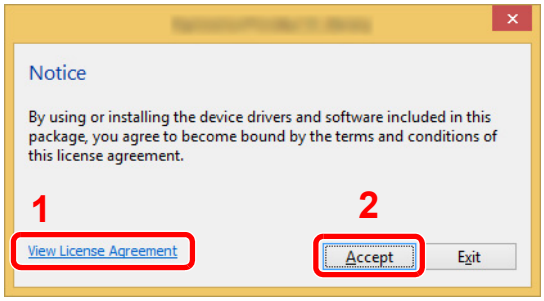
## 5 Insert the DVD.



**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**]).

## 6 Display the screen.

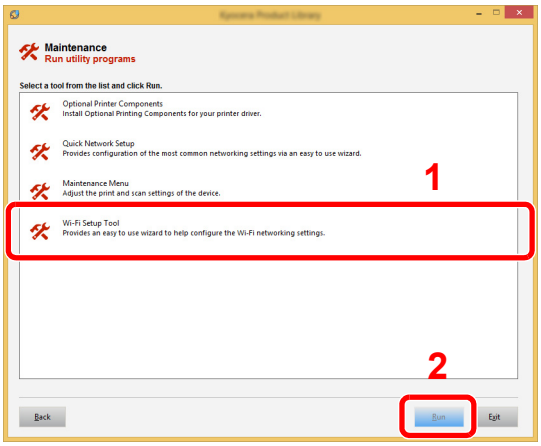



1 Click [**View License Agreement**] and read the License Agreement.

2 Click [**Accept**].

## 7 Select [Maintenance].

## 8 [Wi-Fi Setup Tool] > [OK]




## 9 Configure the settings.

1 [**Do not use automatic configuration**] > [**Next**] > [**Next**]

2 [**Wi-Fi Direct**] > [**Next**] > [**Next**]

3 [**Advanced setup**] > [**Next**]

Select [**Express**] or [**Custom**] as device discovery method and specify the IP address or host name to search the machine.

4 Select the machine > [**Next**]

5 Select [**Use the device settings.**] on [**Authentication mode**], and enter the login user name and password. Login user name and Password are both Admin.

6 Configure the communication settings > [**Next**]

7 Change the settings of access point as necessary > [**Next**]

The network is configured.

# Setting Wi-Fi Direct

You can install the optional Wireless Network Interface Kit (IB-36) on the machine and configure the connection settings to print in a Wi-Fi Direct environment. The configuration methods are as follows:

## Configuring the Connection from the Operation Panel on This Machine

### Connecting to Computers or Handheld Devices that Support Wi-Fi Direct

**1 Display the screen.**

[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Wi-Fi Direct Settings**] > [**Wi-Fi Direct**]

**2 Configure the settings.**

[**On**] > [**OK**]

**3 Restart the network.**

[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Restart Network**] > [**Yes**]

**4 Specify the machine name from the computer or handheld device.**

If a confirmation message appears on the operation panel of the machine, select [**Yes**].

The network between this machine and the handheld device is configured.

### Connecting to Computers or Handheld Devices Unsupported Wi-Fi Direct

Here, we'll explain the procedures for connecting to iOS handheld devices.

**1 Display the screen.**

[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Wi-Fi Direct Settings**] > [**Wi-Fi Direct**]

**2 Configure the settings.**

[**On**] > [**OK**]

**3 Restart the network.**

[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Restart Network**] > [**Yes**]

**4 [Home] key > [Task Screen] > [Wi-Fi Direct]**

**5 Note the network name (SSID), IP address, and password.**

**6 Configure the handheld device.**

1. [**Settings**] > [**Wi-Fi**]
2. Select the network name (SSID) appeared in step 5 from the list.
3. Enter the password that was provided in step 5 > [**Connect**]

   The network between this machine and the handheld device is configured.

## Configuring the Connection by Using Push Button

When your computer or handheld device does not support Wi-Fi Direct but supports WPS, you can configure the network using push button.

### 1 Display the screen.

[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Wi-Fi Direct Settings**] > [**Wi-Fi Direct**]

### 2 Configure the settings.

[**On**] > [**OK**]

### 3 Restart the network.

[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Restart Network**] > [**Yes**]

### 4 [Home] key > [Task Screen] > [Wi-Fi Direct]

### 5 Press the push button on the computer or handheld device and select [Push Button] on the screen of operation panel simultaneously.

The network between this machine and the computer or handheld device is configured.

**IMPORTANT**

**You can connect up to three handheld devices at the same time using Wi-Fi Direct setting. When the devices that support Wi-Fi Direct are connected, if you want to connect other device, disconnect the already-connected devices from the network. The disconnection methods are as follows:**

- **Disconnect the network from the computer or handheld computer**
- **Disconnecting all devices from the network on the operation panel**

  **Select [Home] key > [Task Screen] > [Wi-Fi Direct] > [Connected Device List] > [Disconnect All]**
- **Configuring auto disconnecting time from the System menu**

  Wi-Fi Settings (page 8-27)
- **Configuring auto disconnecting time from the Embedded Web Server RX**

  **Embedded Web Server RX User Guide**

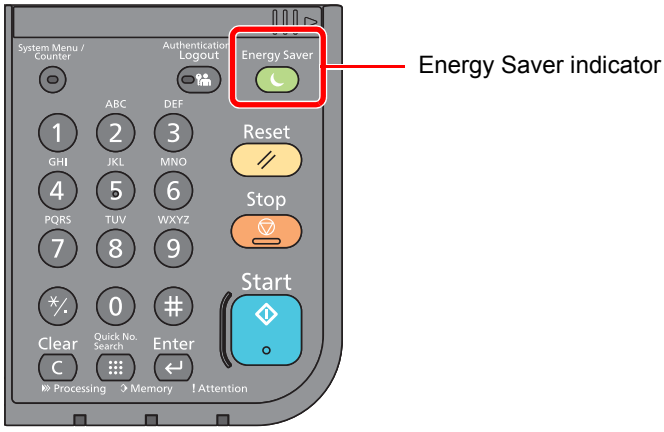
# Energy Saver function

If a certain period of time elapses after the machine is last used, the machine automatically enters sleep mode, which minimizes power consumption.

## Sleep and Auto Sleep

### Sleep

To enter Sleep, select the [**Energy Saver**] key. Touch panel 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, the machine automatically wakes up and starts printing.

To resume, perform the following actions.

- Select the [**Energy Saver**] key.

The machine will be ready to operate within 19 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.

The default preset time is 1 minute.

To change the preset sleep time, refer to the following:

Quick Setup Wizard (page 2-35)

### 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 the following:

Sleep Rules (models for Europe) (page 8-47)

### 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 ID card cannot be recognized.

**NOTE**

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

For more information on Sleep Level settings, refer to the following:

Quick Setup Wizard (page 2-35)

## Power Off Rule (models for Europe)

The Power Off Rule is used to stop the power from automatically turning off.

The default preset time is 3 days.

For more information on Power Off Rule settings, refer to the following:

Power Off Rule (models for Europe) (page 8-48)

# Quick Setup Wizard

For FAX functions, paper settings, Energy Saver functions and network settings, the following settings can be configured in a wizard-style screen.

| | | | |
|---|---|---|---|
| **FAX Setup**[*1] | Configures basic fax settings. | | |
| | 1. Dialing/RX Mode | | Dialing Mode<br>Reception Mode<br>Auto (DRD) |
| | 2. Local FAX Info. | | Local FAX Name<br>Local FAX Number<br>Local FAX ID<br>TTI |
| | 3. Sound | | Speaker Volume<br>Monitor Volume<br>Job Finish Buzzer |
| | 4. Rings | | Normal<br>Answering Machine<br>FAX/TEL Switch |
| | 5. Redial | | Retry Times |
| **Paper Setup** | Configures the paper size and media type of paper to be used in cassettes and multi purpose tray. | | |
| | 1. Cassette 1 | | Paper Size[*2]<br>Media Type |
| | 2. Cassette 2[*3] | | Paper Size[*2]<br>Media Type |
| | 3. Cassette 3[*3] | | Paper Size[*2]<br>Media Type |
| | 4. Cassette 4[*3] | | Paper Size[*2]<br>Media Type |
| | 5. MP Tray | | Paper Size<br>Media Type |
| **Energy Saver Setup** | Configures sleep mode. | | |
| | 1. Sleep Mode | | Sleep Timer<br>Sleep Level (models except for Europe) |
| | 2. Weekly Timer | | Weekly Timer<br>Schedule[*4]<br>Retry Times[*4]<br>Retry Interval[*4] |
| **Network Setup** | Configures network settings. | | |
| | 1. Network | Wi-Fi[*5] | Wi-Fi<br>Available Network |
| | | Wired Network | Obtain IP Address<br>IP Address[*6]<br>Subnet Mask[*6]<br>Default Gateway[*6] |

*1 FAX functions are available only on products with the fax function installed.
*2 Displayed only when the size dial on the cassette is set to "Other".
*3 Displayed only when the optional paper feeder is installed.
*4 This function is displayed when [**Weekly Timer**] is set to [**On**].
*5 This function is displayed when the optional Wireless Network Interface Kit is installed.
*6 Not displayed when "Obtain IP Address" is set to [**Auto (DHCP)**].

**NOTE**

If the user authentication screen appears, enter your login user name and login password and select [**Login**].

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

**Login User Name:** **3500**

**Login Password:** **3500**

## 1 Display the screen.

[**System Menu/Counter**] key > [**Quick Setup Wizard**]

## 2 Select a function.

## 3 Configure the settings.

Start the wizard. Follow the instructions on the screen to configure settings.

[**Next>**]>

**NOTE**

If you experience difficulty configuring the settings, refer to the following:

Help Screen (page 2-21)

| Control | Description |
|---|---|
| End | Exits the wizard. Settings configured so far are applied. |
| Previous | Returns to the previous item. |
| Skip | Advances to the next item without setting the current item. |
| Next | Advances to the next screen. |
| Back | Returns to the previous screen. |
| Complete | Register the settings and exit the wizard. |

# 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 the following:

Custom Install (page 2-41)

| 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.<br>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. | ○ |
| File Management Utility | This makes it possible to send and save a scanned document to a specified network folder. | - |
| 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.
- Fax functionality can only be used on products equipped with fax capability.

# Installing Software in Windows

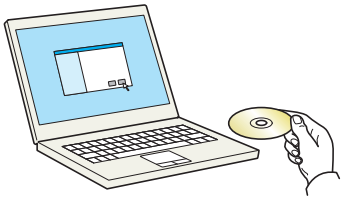
## Express Install

The following procedure is an example for installing the software in Windows 8.1 using [**Express Install**].

For details on Custom Installation, refer to the following:

Custom Install (page 2-41)

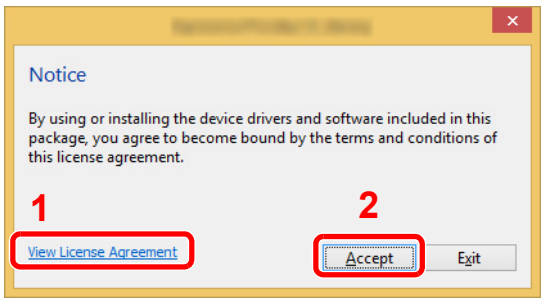
### 1 Insert the DVD.



**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**].

### 2 Display the screen.

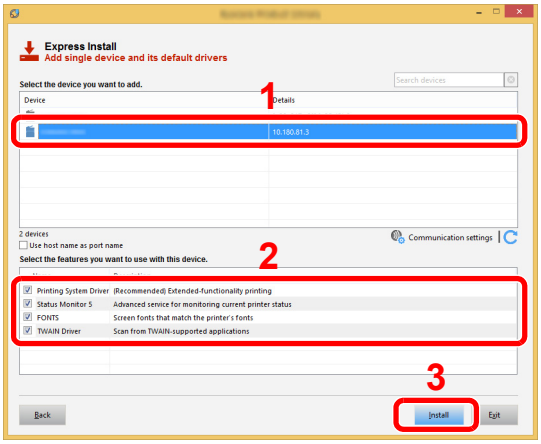



1 Click [**View License Agreement**] and read the License Agreement.

2 Click [**Accept**].

## 3 Select [Express Install].

## 4 Install the software.




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.)

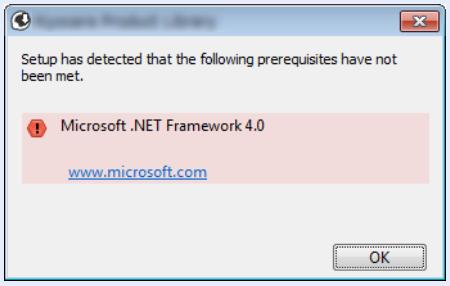
When you click [**Install**], a screen asking for your cooperation with data collection will be displayed. Select one of the answer choices and click [**OK**].

**IMPORTANT**

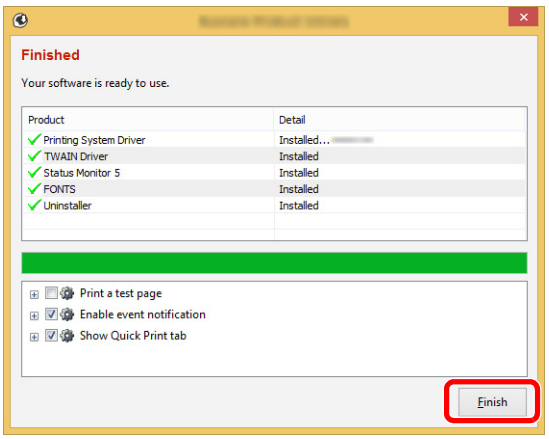
**If Wi-Fi or Wi-Fi Direct is enabled, be sure to specify the IP address for the port name. Installation may fail if the host name is specified.**

**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**].
- To install Status Monitor on Windows versions preceding Windows 8, it is necessary to install Microsoft .NET Framework 4.0 beforehand.



## 5 Finish the installation.




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.

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

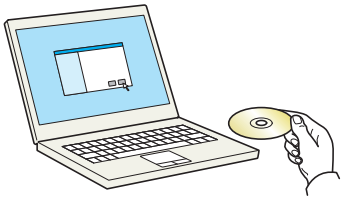
If you are installing the TWAIN driver, continue by configuring the following:

Setting TWAIN Driver (page 2-47)

## Custom Install

The following procedure is an example for installing the software in Windows 8.1 using [**Custom Install**].

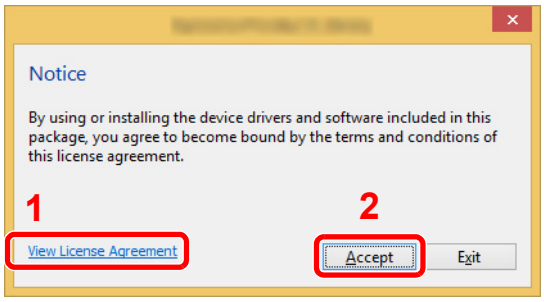
### 1 Insert the DVD.



**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**].

### 2 Display the screen.



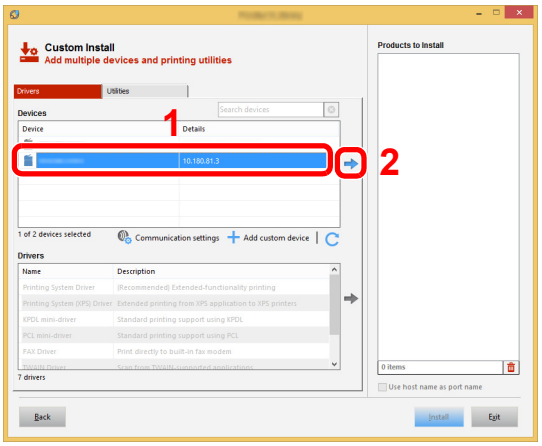

1 Click [**View License Agreement**] and read the License Agreement.

2 Click [**Accept**].

### 3 Select [Custom Install].

### 4 Install the software.

1 Select the device to be installed.



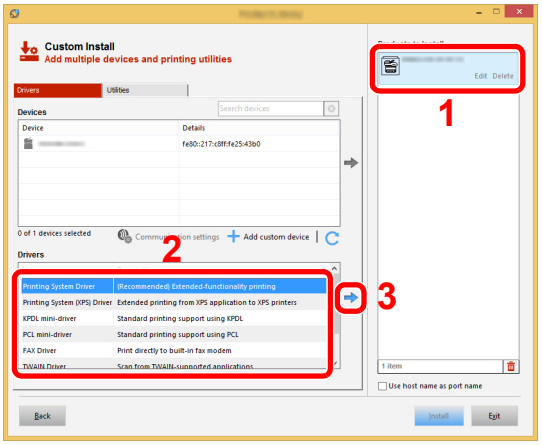
**IMPORTANT**

**If Wi-Fi or Wi-Fi Direct is enabled, be sure to specify the IP address for the port name. Installation may fail if the host name is specified.**

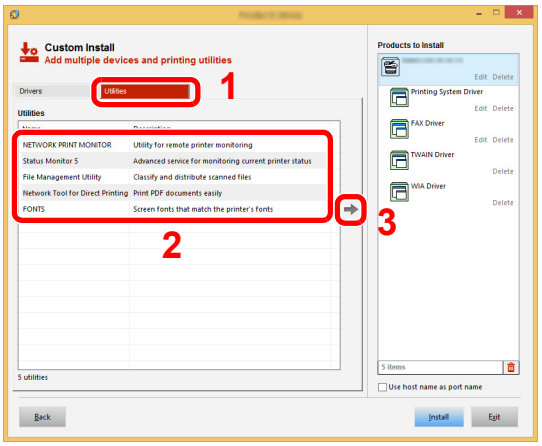
**NOTE**

- 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 desired device does not appear, select [**Add custom device**] to directly select the device.

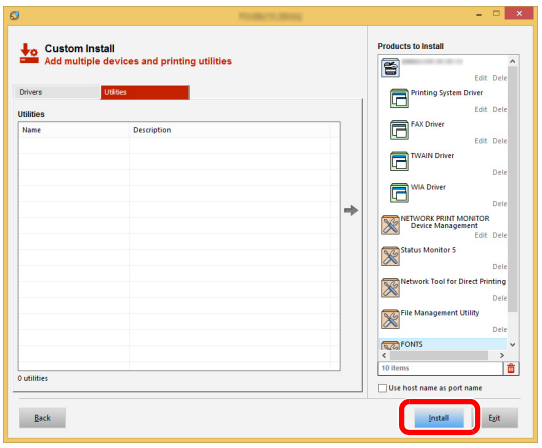
**2** Select the driver to be installed.




**3** Click [**Utility**] tab and select the utility to be installed.



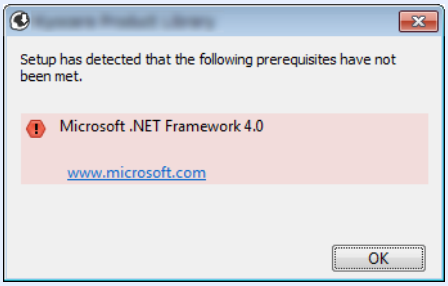
4 Click [**Install**].



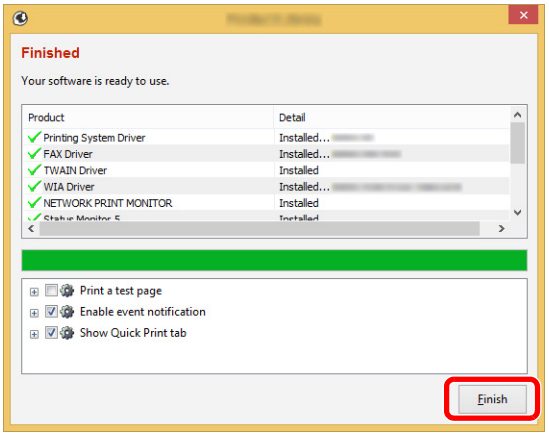

When you click [**Install**], a screen asking for your cooperation with data collection will be displayed. Select one of the answer choices and click [**OK**].

**NOTE**

- To install Status Monitor on Windows versions preceding Windows 8, it is necessary to install Microsoft .NET Framework 4.0 beforehand.




## 5 Finish the installation.




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.

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 following:

Setting TWAIN Driver (page 2-47)

# 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 [**Search**] in charms, and enter "Uninstall Product Library" in the search box. Select [**Uninstall Product Library**] in the search list.

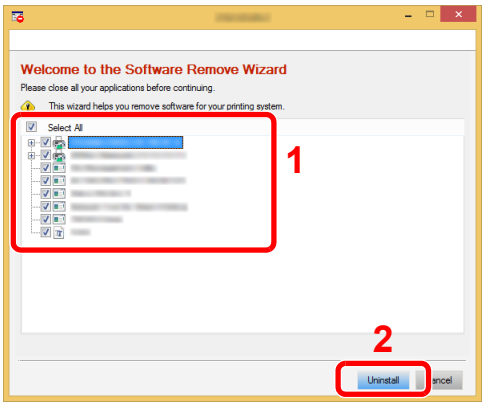
**NOTE**

In Windows 7, click [**Start**] button on the Windows and then select [**All Programs**], [**(name of offer company)**], and [**Uninstall Product Library**] to display the Uninstall Wizard.

## 2 Uninstall the software.

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

## 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 Macintosh computer, set the machine's emulation to [**KPDL**] or [**KPDL(Auto)**].

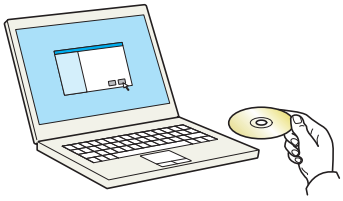
Printer (page 8-24)

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

Bonjour (page 8-31)

- In the Authenticate screen, enter the name and password used to log in to the operating system.
- When printing via AirPrint, you do not have to install the software.

## 1 Insert the DVD.



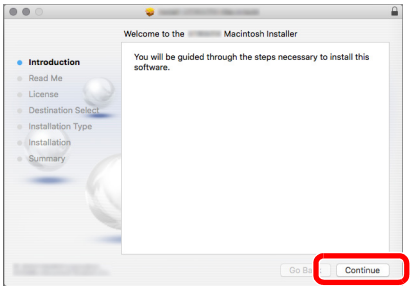
Double-click the [**GEN_LIB**] icon.

## 2 Display the screen.




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

## 3 Install the Printer Driver.



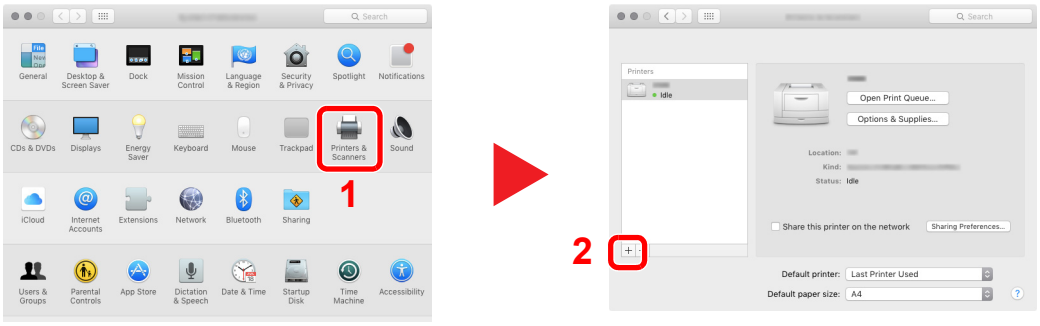

Install the printer driver as directed by the instructions in the installation software.

This completes the printer driver installation.

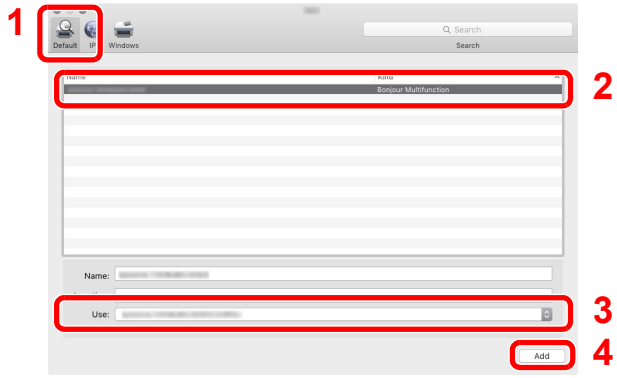
If a USB connection is used, the machine is automatically recognized and connected.
If an IP connection is used, the settings below are required.

# 4 Configure the printer.

1 Open System Preferences and add the printer.



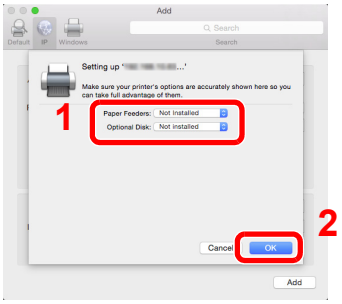

2 Select [**Default**] and click the item that appears in "Name" and then select the driver in "Use".



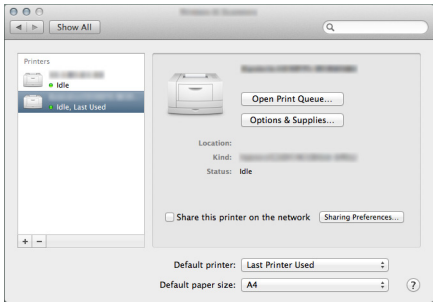

**NOTE**

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

3 Select the options available for the machine.




4 The selected machine is added.



# Setting TWAIN Driver

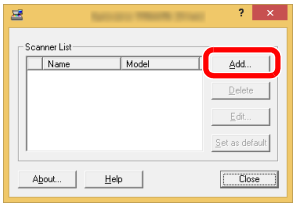
Register this machine to the TWAIN Driver. Instructions are based on interface elements as they appear in Windows 8.1.

## 1 Display the screen.

1 Click [**Search**] in charms, and enter "TWAIN Driver Setting" in the search box. Select [**TWAIN Driver Setting**] in the search list.

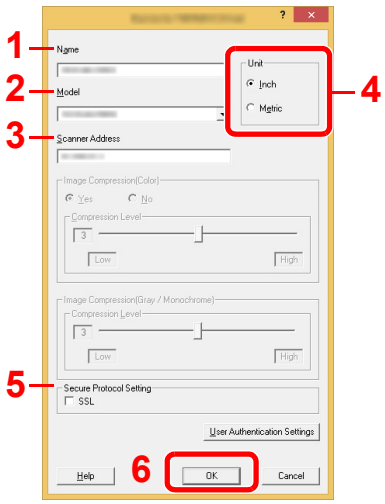
> **NOTE**
> In Windows 7, select [**Start**] button on the Windows, [**All Programs**], [**(Brand Name)**] and then [**TWAIN Driver Setting**]. TWAIN Driver screen appears.

2 Click [**Add**].



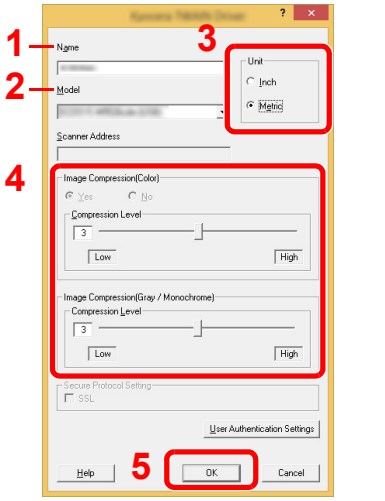

## 2 Configure TWAIN Driver.

(Network)




1 Enter the machine name.
2 Select this machine from the list.
3 Enter the machine's IP address or host name.
4 Set units of measurement.
5 When using SSL, select the checkbox beside SSL.
6 Click [**OK**].

(USB)

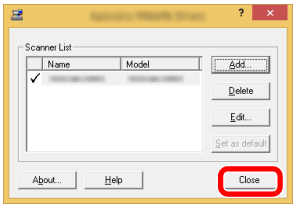



1 Enter the machine name.
2 Select this machine from the list.
3 Set units of measurement.
4 Set the Compression Level.
5 Click [**OK**].

**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

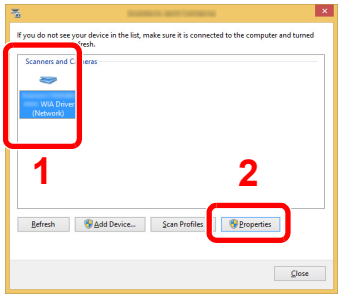
Register this machine to the WIA Driver. Instructions are based on interface elements as they appear in Windows 8.1.

## 1 Display the screen.

1 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.

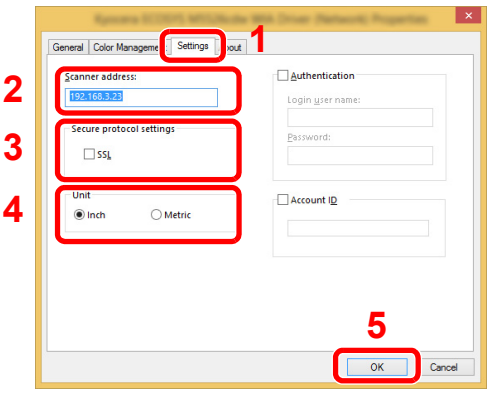
> **NOTE**
> In Windows 7, click [**Start**] button on the Windows and enter [**Scanner**] in [**Program and File Search**]. Click [**View scanners and cameras**] in the search list then the Scanners and Cameras screen appears.

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



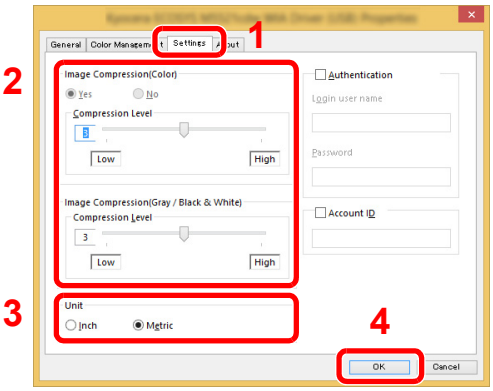

## 2 Configure WIA Driver.

(Network)




1 Click the [**Settings**] tab.
2 Enter the machine IP addresses or host name.
3 When using SSL, select the checkbox beside SSL.
4 Set units of measurement.
5 Click [**OK**].

(USB)




1 Click the [**Settings**] tab.
2 Set the Compression Level.
3 Set units of measurement.
4 Click [**OK**].

# Checking the Counter

Check the number of sheets printed and scanned.

### 1 Display the screen.

[**System Menu/Counter**] key > [**Counter**]

### 2 Check the counter.

# 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.

Preparation for Sending a Document to a Shared Folder in a PC (page 3-13)

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

You can send a scanned original image as an E-mail attachment.

E-mail Settings (page 2-59)

## 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.

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 8-46 |
| | ID Card Settings*1 | page 9-30 |
| **Restrict the basic functions that can be used.** | Local Authorization | page 9-18 |
| | Group Authorization Set. | page 9-19 |
| **Prevent another user from handling the documents stored in the machine.** | Custom Box*2 | page 5-36 |
| **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 6-32 |
| **Completely delete the data on the machine before disposing of the machine.** | Data Sanitization | page 8-44 |

*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 8-34 |
| | HTTPS | page 8-33 |
| | LDAP Security | Refer to the **Embedded Web Server RX User Guide**. |
| | SMTP Security | page 8-37 |
| | POP3 Security | page 8-37 |
| | FTP Encrypted TX | page 6-36 |
| | Enhanced WSD (SSL) | page 8-35 |
| | IPSec | page 8-31 |
| | SNMPv3 | page 8-33 |

# 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.

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

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

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

| Setting | Description | Administ-rator | 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.

**FAX Operation Guide**

# Accessing Embedded Web Server RX

## 1 Display the screen.

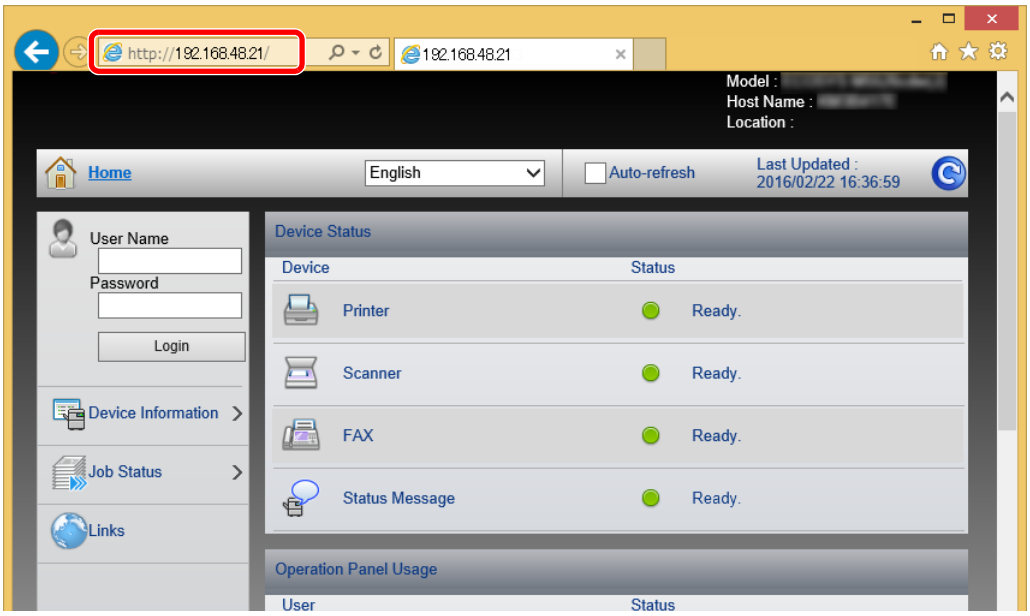
1 Launch your Web browser.

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

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**Identification/Network**]

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




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.

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

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

# Changing Security Settings

## 1 Display the screen.

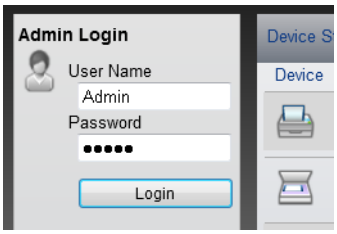
1 Launch your Web browser.

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

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**Identification/Network**]

3 Log in with administrator privileges.



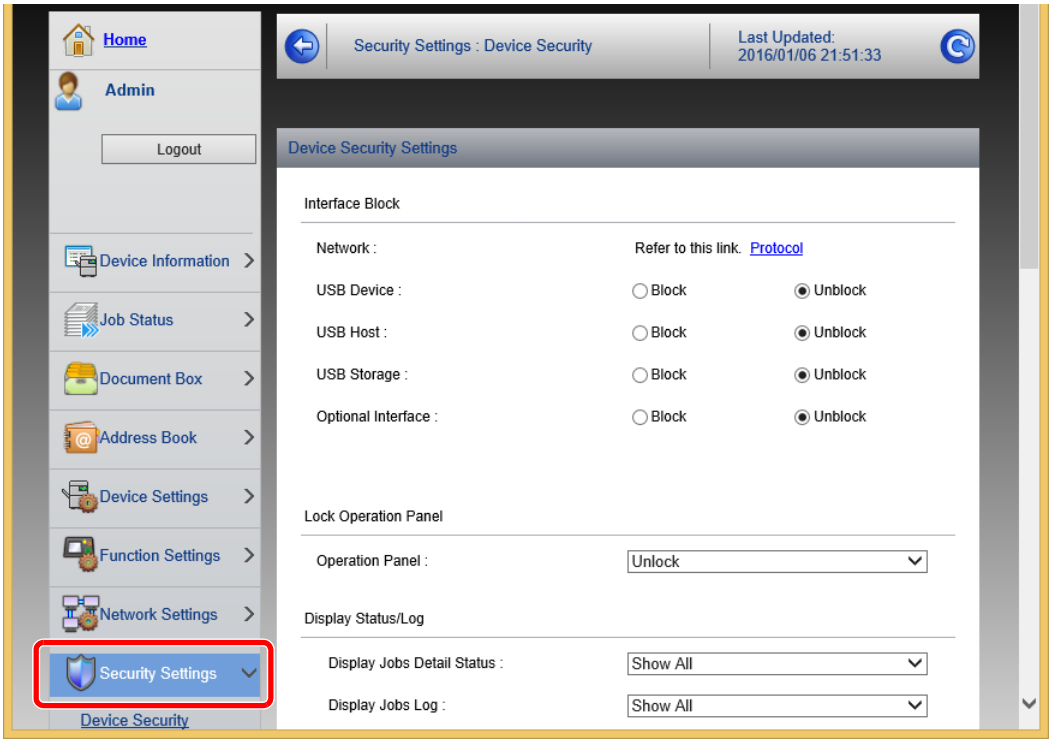

The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin
Login Password: Admin

4 Click [**Security Settings**].

## 2 Configure the Security Settings.

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




**NOTE**

For details on settings related to certificates, refer to the following:

**Embedded Web Server RX User Guide**

# Changing Device Information

## 1 Display the screen.

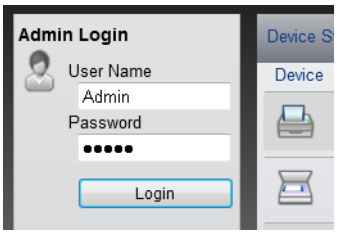
1 Launch your Web browser.

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

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**Identification/Network**]

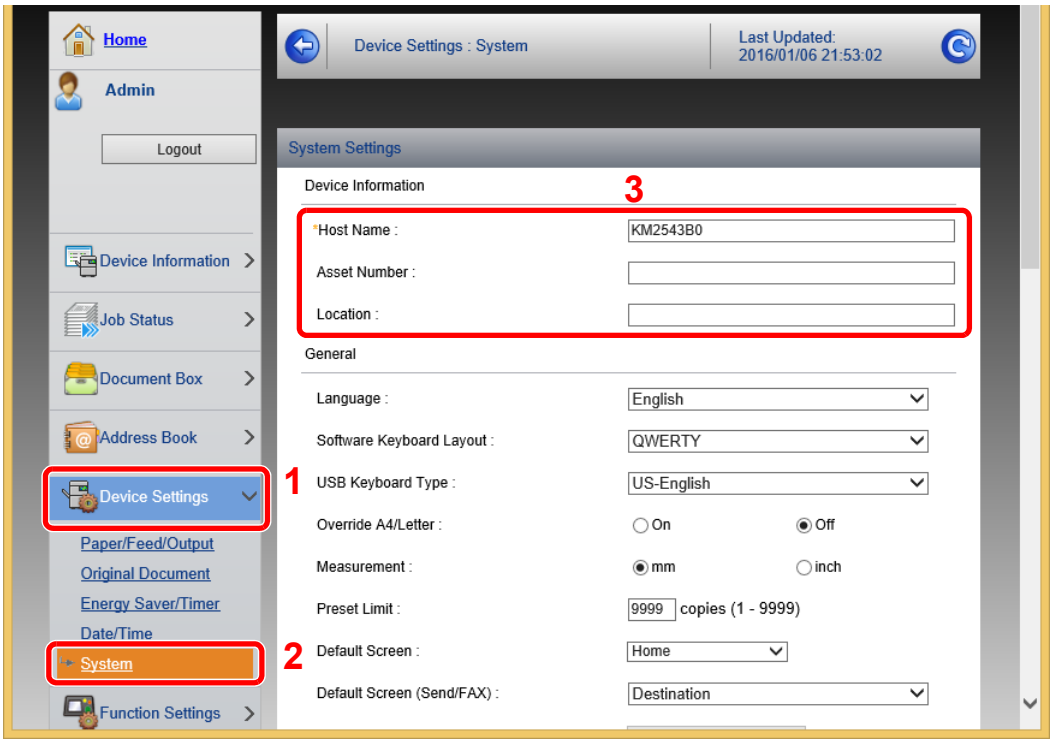
3 Log in with administrator privileges.




The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin
Login Password: Admin

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



## 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.

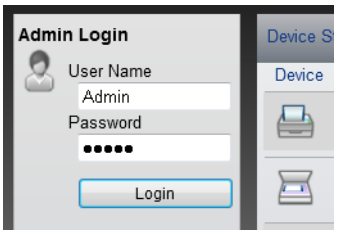
1 Launch your Web browser.

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

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**Identification/Network**]

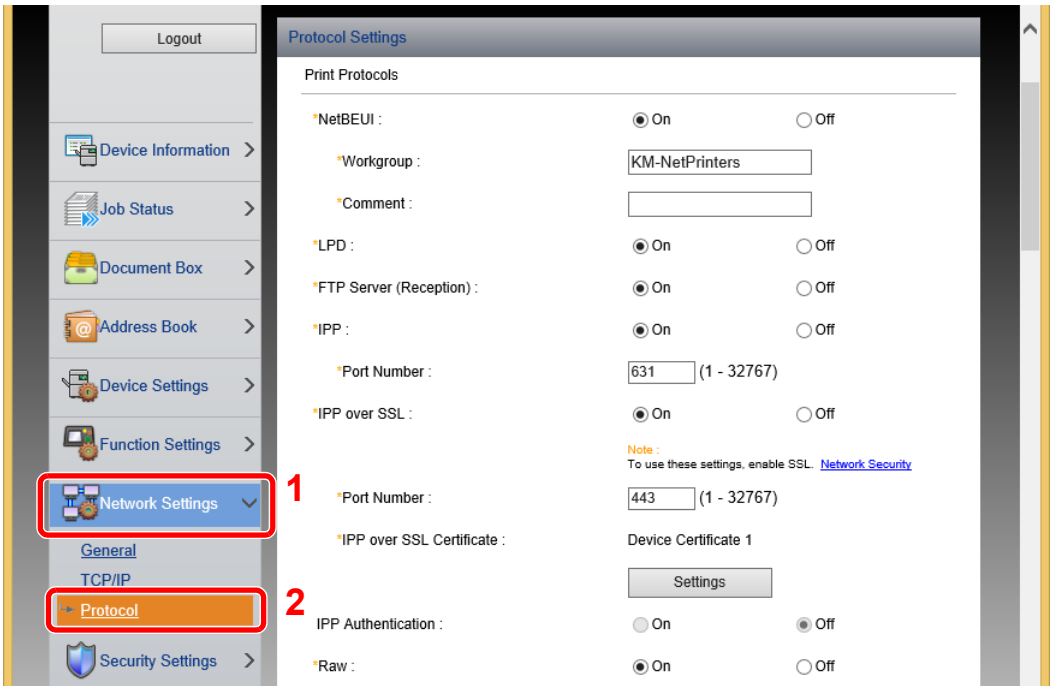
3 Log in with administrator privileges.




The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

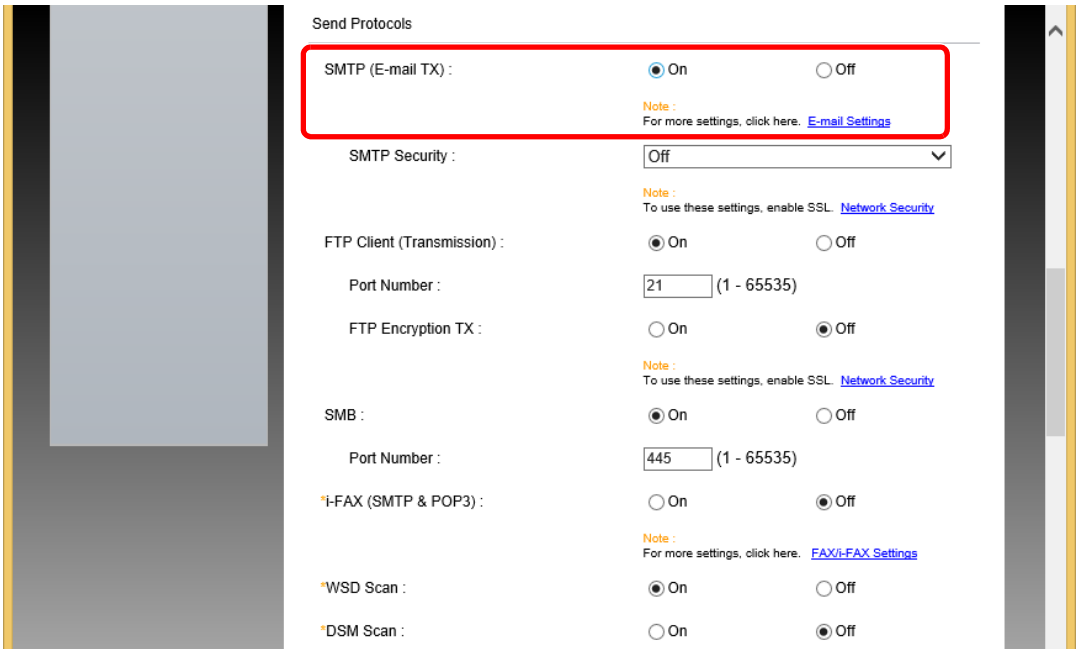
Login User Name: Admin
Login Password: Admin

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




## 2 Configure the settings.

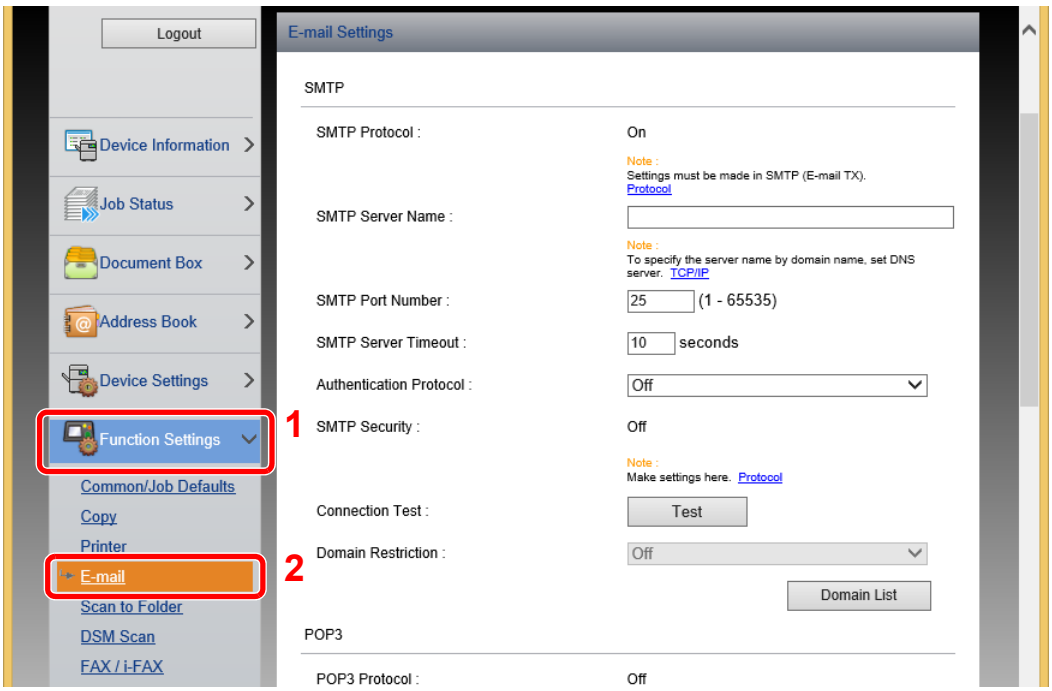
Set "SMTP (E-mail TX)" to [**On**] in the "Send Protocols".



## 3 Display the screen.

Display the E-mail Settings screen.

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



## 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**[*1] | Enter the host name or IP address of the SMTP server. |
| | **SMTP Port Number** | Specify the port number to be used for SMTP. The default port number is 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.<br>Turn on "SMTP Security" in "SMTP (E-mail TX)" on the [**Protocol Settings**] page. |
| | **Connection Test** | Tests to confirm that the E-mail function is operating under the settings without sending a mail. |
| | **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. |
| **POP3** | **POP3 Protocol** | You don't need to set the following items when you only enable the function of sending e-mail from the machine. Set the following items if you want to enable the function of receiving e-mail on the machine.<br>➨ **Embedded Web Server RX User Guide** |
| | **Check Interval** | |
| | **Run once now** | |
| | **Domain Restriction** | |
| | **POP3 User Settings** | |
| **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**[*1] | 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. |

*1 Be sure to enter the items.

## 5 Click [Submit].

# Registering Destinations

## 1 Display the screen.

1 Launch your Web browser.

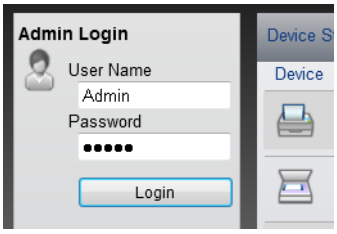
2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**Identification/Network**]

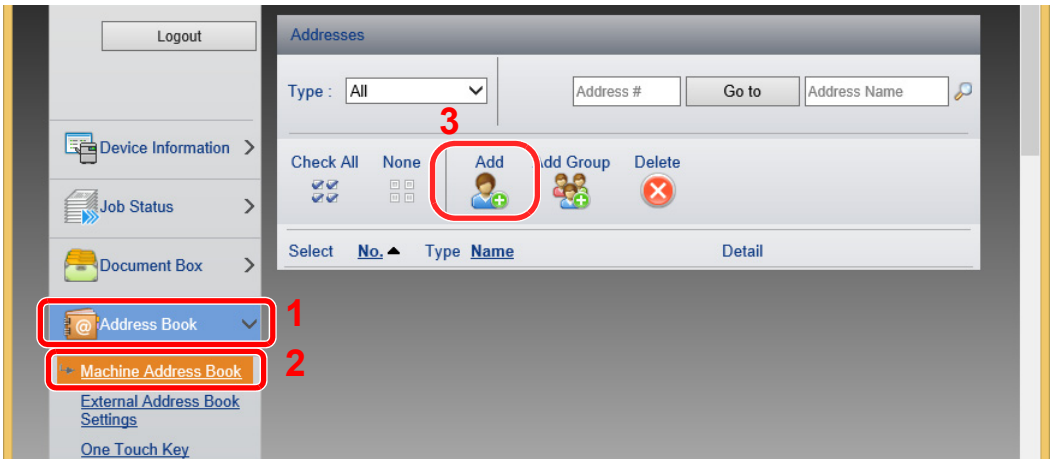
3 Log in with administrator privileges.

The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)




Login User Name: Admin
Login Password: Admin

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 3-23)

2 Click [**Submit**].

# Creating a New Custom Box

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

## 1 Display the screen.

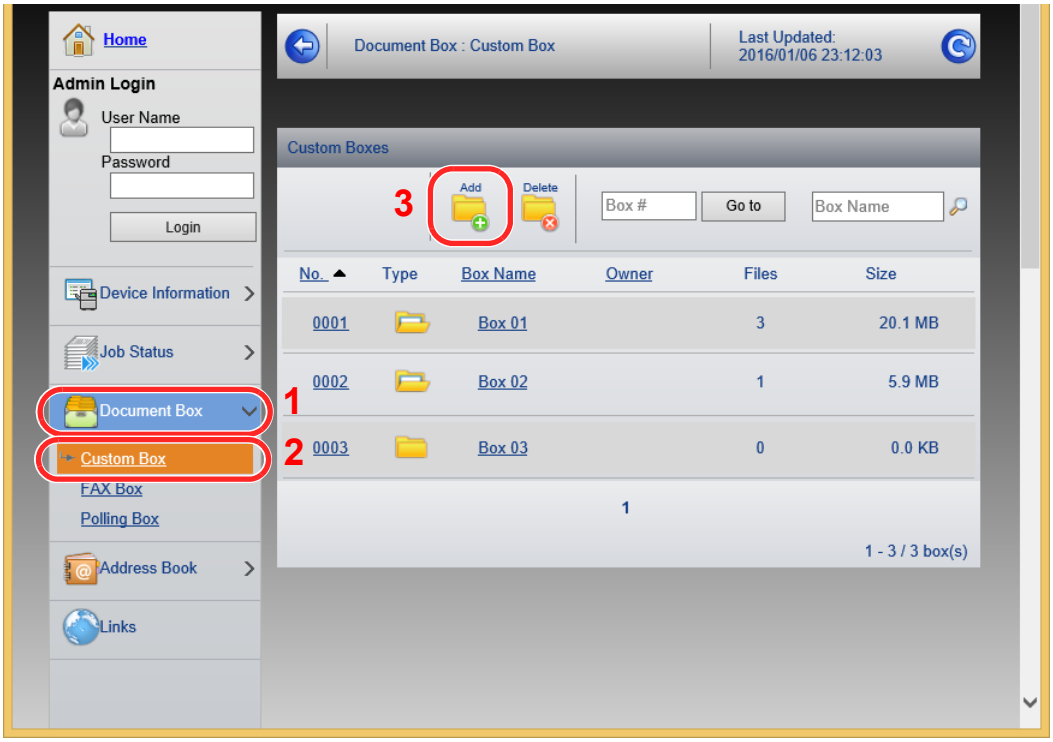
1 Launch your Web browser.

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

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**Identification/Network**]

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




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 the following:

**Embedded Web Server RX User Guide**

2 Click [**Submit**].

# Printing a document stored in a Custom Box

## 1 Display the screen.

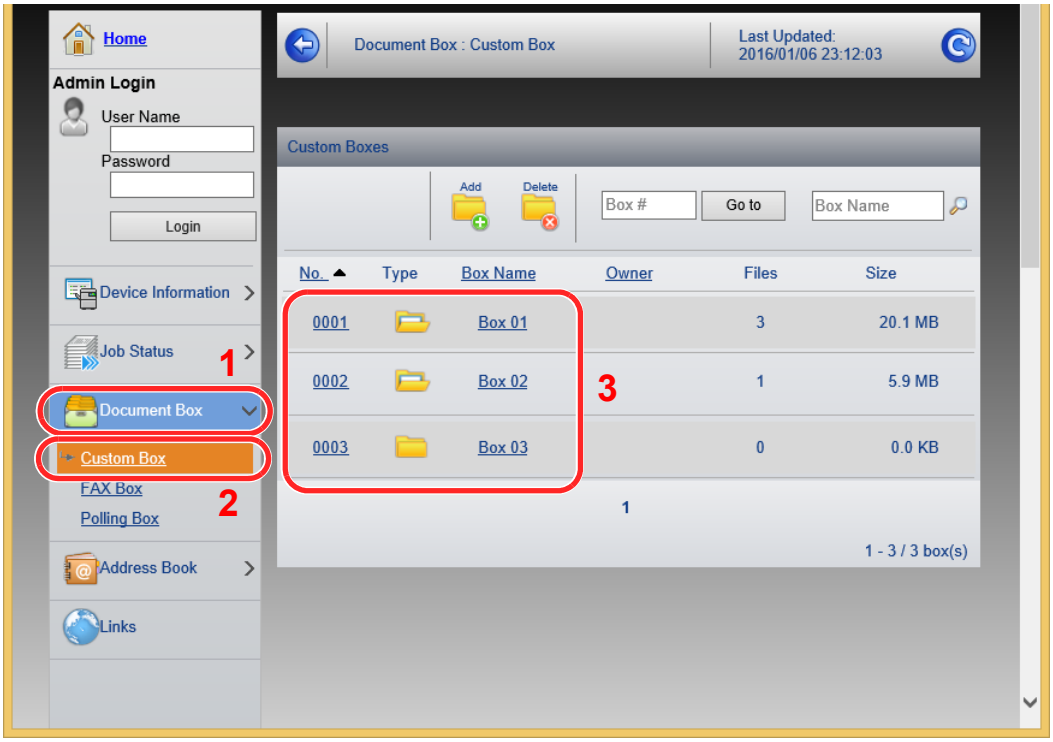
1 Launch your Web browser.

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

Click in the following order to check the machine's IP address and the host name.

[**Device Information**] in the home screen > [**Identification/Network**]

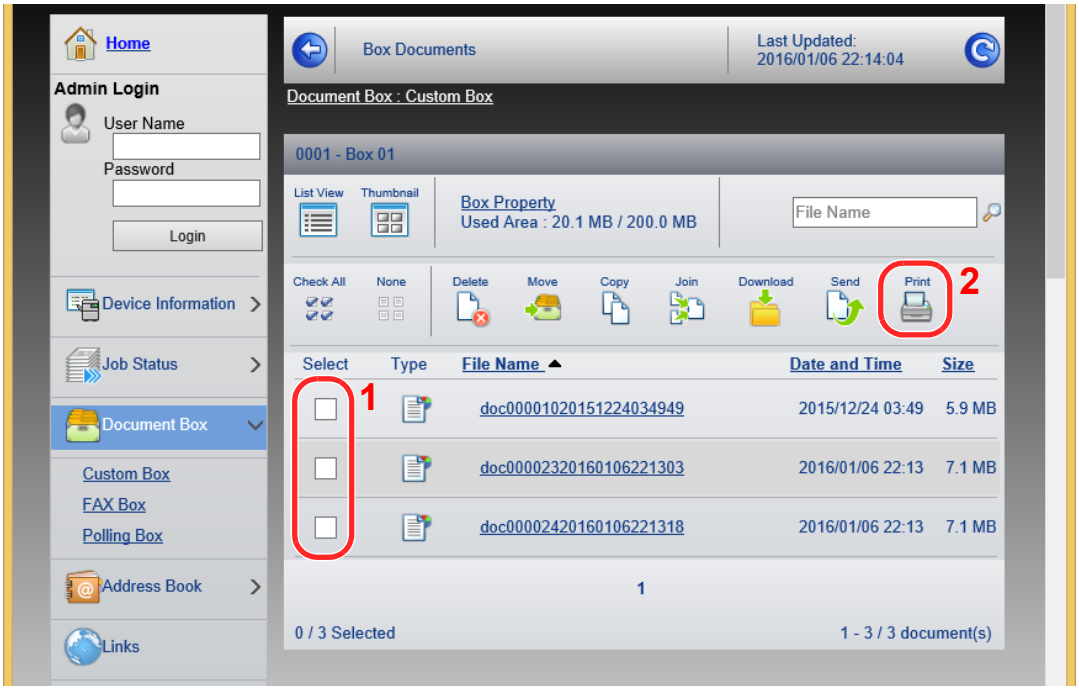
3 From the [**Document Box**] menu, click [**Custom Box**].




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**].

3 Configure settings for printing, click [**Print**].

# 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 following:

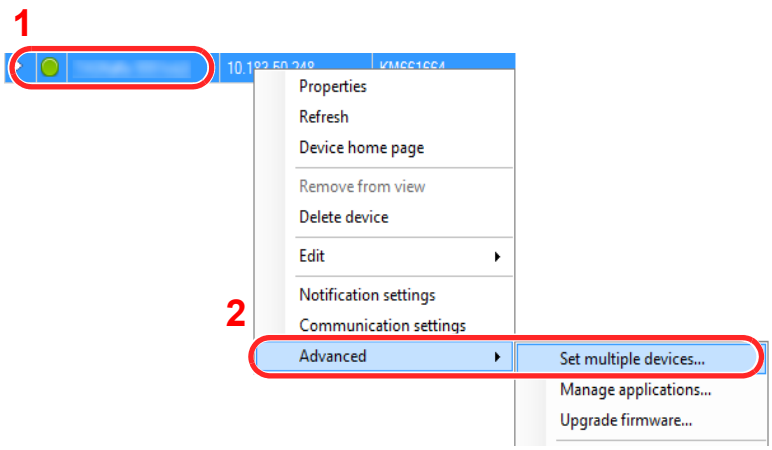
**NETWORK PRINT MONITOR User Guide**

### Backing Up Address Book Data to PC

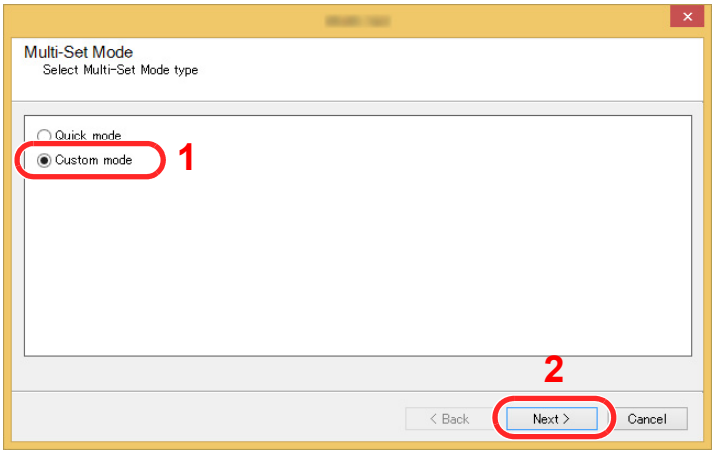
**1 Launch the NETWORK PRINT MONITOR.**

**2 Create a backup.**

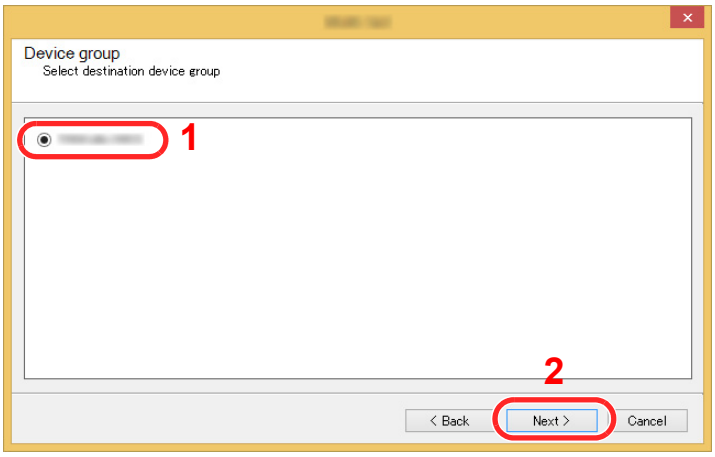
1 Right-click on the model name from which you want to back up the Address Book, and select [**Advanced**] - [**Set multiple devices**].



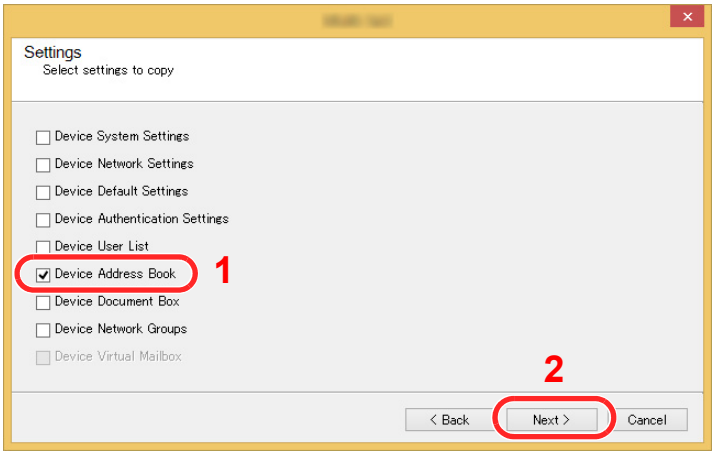

2 Select [**Custom Mode**] and click [**Next**].



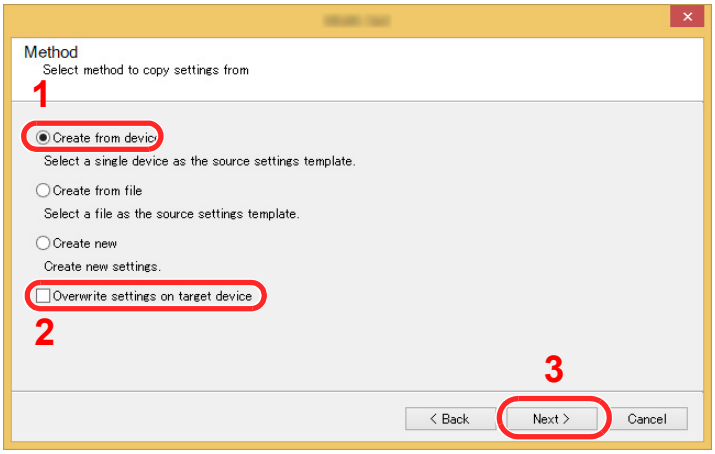
**3** Select destination device group and click [**Next**].



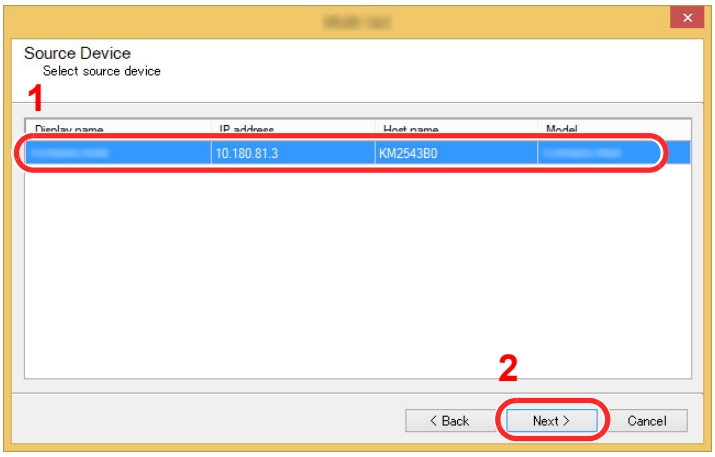

**4** Select [**Device Address Book**] and click [**Next**].




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



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

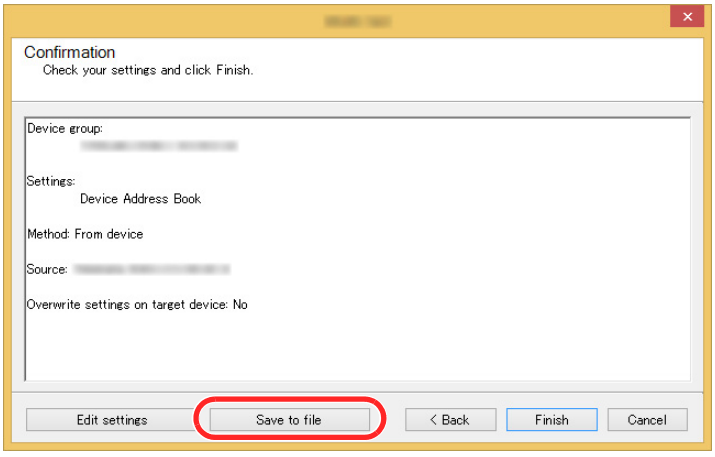



**NOTE**

If the "Admin Login" screen appears, enter the "Admin Login" and "Login Password", and then click [**OK**]. The default settings are as follows (Upper case and lower case letters are distinguished (case sensitive)).

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

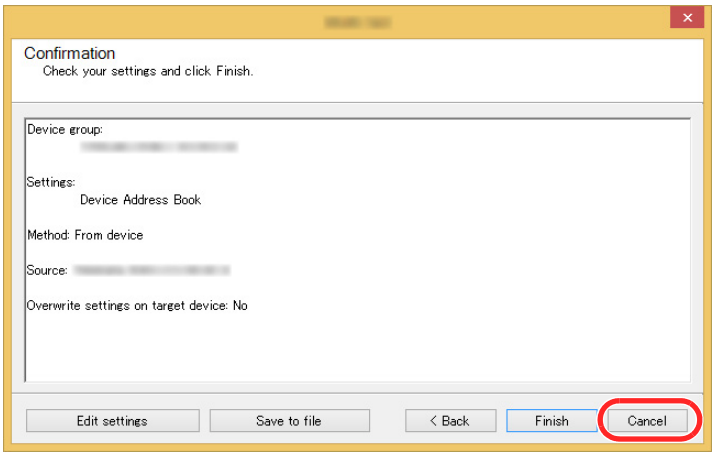
**7** Click on [**Save to file**].




**8** 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".

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



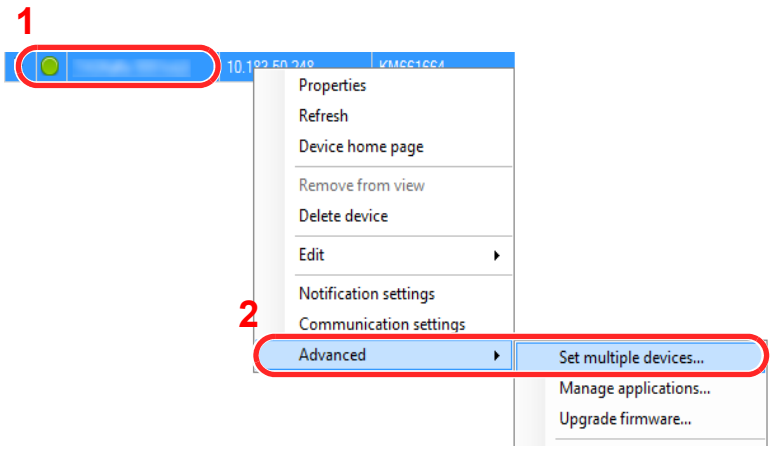

Please note that selecting [**Finish**] will write the data to the machine's Address Book.

## Writing Address Book Data to the Machine

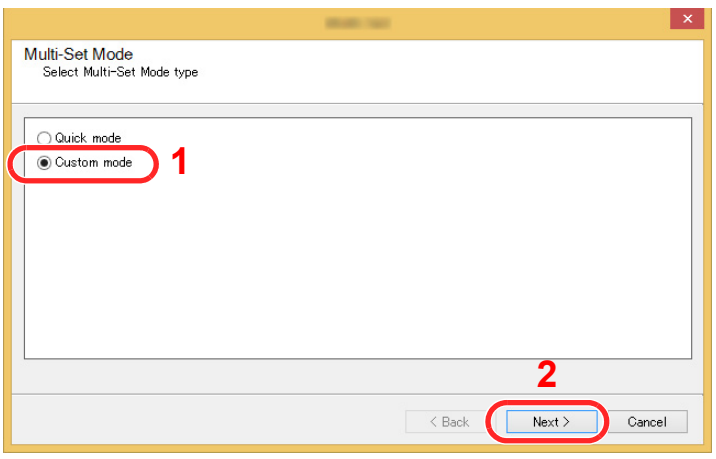
### 1 Launch the NETWORK PRINT MONITOR.

### 2 Load the Address Book data.

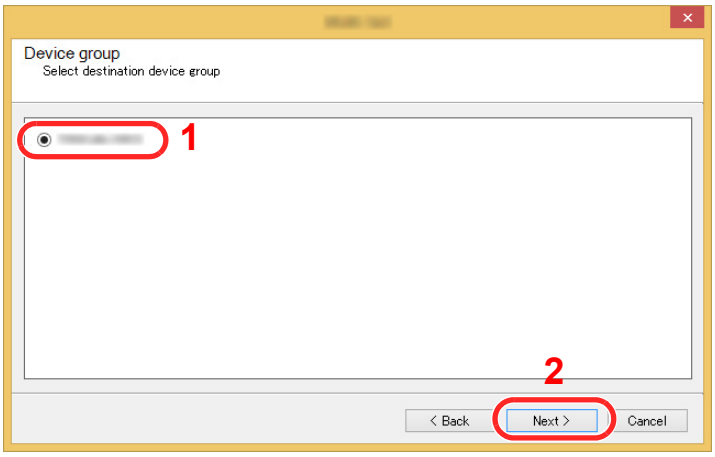
1 Right-click on the model name to which you want to transfer the Address Book, and select [**Advanced**] - [**Set multiple devices**].



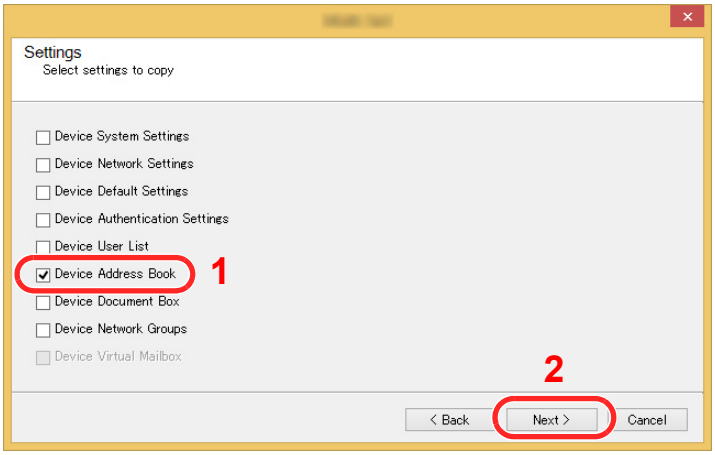

2 Select [**Custom Mode**] and click [**Next**].



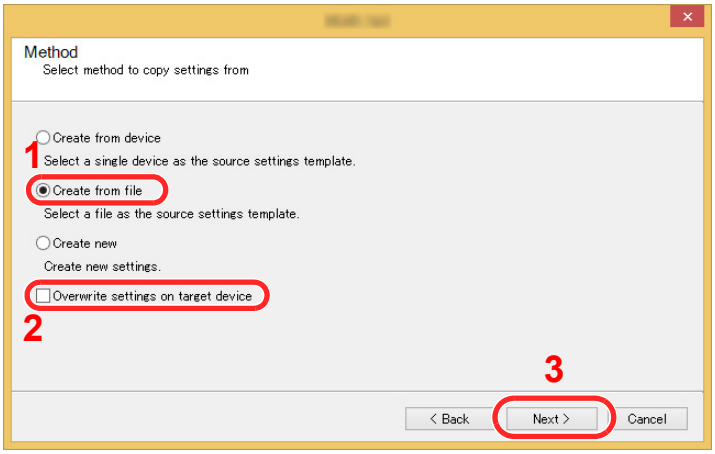
**3** Select destination device group and click [**Next**].




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

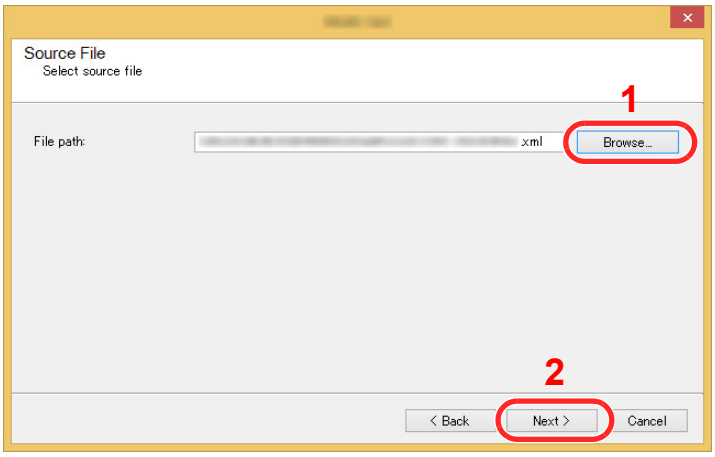



**5** Select [**Create from file**] and remove the checkmark from [**Overwrite settings on target device**], and then click [**Next**].

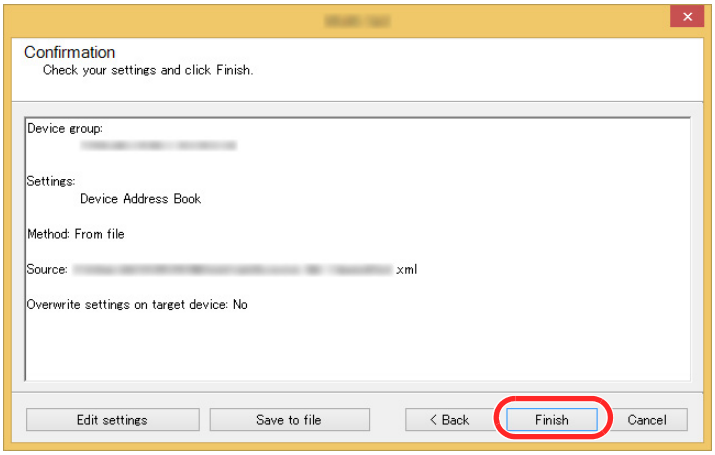



Selecting the [**Overwrite settings on target device**] checkbox will overwrite the machine's Address Book from entry No.1.

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




**7** Click [**Finish**].




The write process of the Address Book data starts.

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

# 3 Preparation before Use

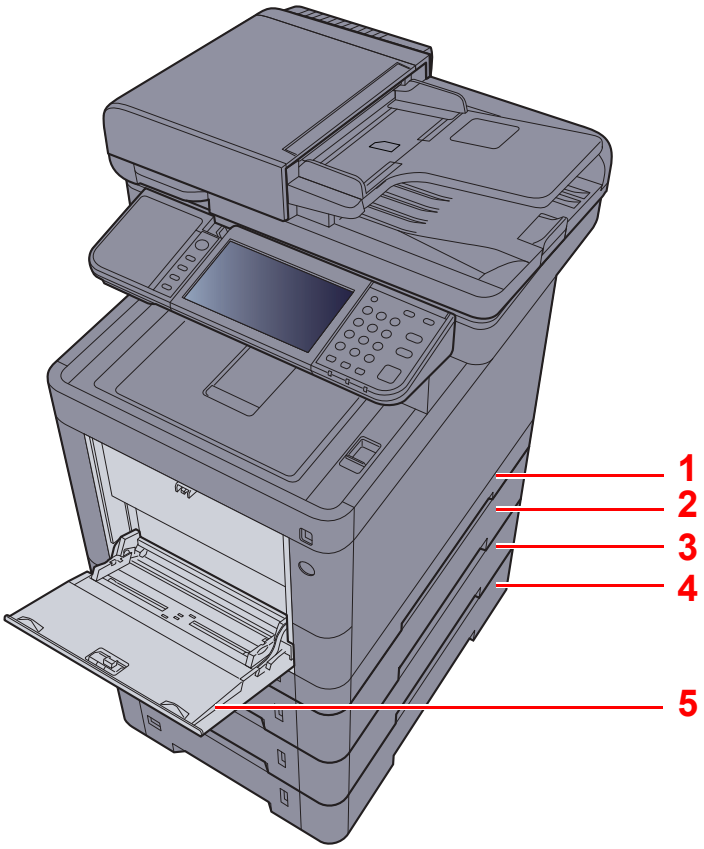
This chapter explains the following operations.


Loading Paper ..... 3-2
Precaution for Loading Paper ..... 3-3
Loading in the Cassettes ..... 3-4
Loading Paper in the Multi Purpose Tray ..... 3-7
Specifying Paper Size and Media Type ..... 3-10
Paper Stopper ..... 3-12
Preparation for Sending a Document to a Shared Folder in a PC ..... 3-13
Making a note of the computer name and full computer name ..... 3-13
Making a note of the user name and domain name ..... 3-14
Creating a Shared Folder, Making a Note of a Shared Folder ..... 3-15
Configuring Windows Firewall ..... 3-19
Registering Destinations in the Address Book ..... 3-23
Adding a Destination (Address Book) ..... 3-23
Adding a Destination on One Touch Key (One Touch Key) ..... 3-28

# Loading Paper

Load paper in the cassettes and multipurpose tray.

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



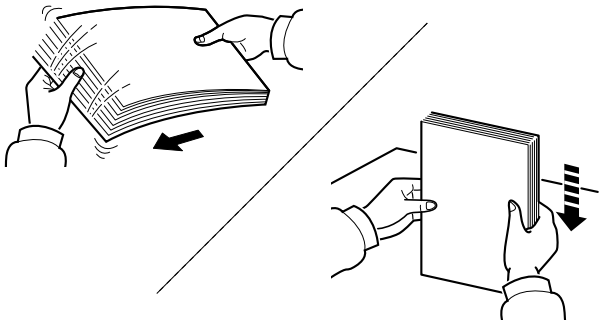

| No. | Name | Page |
|---|---|---|
| 1 | Cassette 1 | page 3-4 |
| 2 | Cassette 2 | page 3-4 |
| 3 | Cassette 3 | page 3-4 |
| 4 | Cassette 4 | page 3-4 |
| 5 | Multi Purpose Tray | page 3-7 |

**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.)
- For higher quality color printing, use special color paper.

# 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**

If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to the following:

Paper (page 11-14)

# Loading in the Cassettes

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

The number of sheets that can be loaded in each cassette is shown below.

| Cassette | No. Sheets |
|---|---|
| **Cassette 1** | 250 sheets (Plain paper: 80 g/m$^2$) |
| **Cassette 2 to 4** | 500 sheets (Plain paper: 80 g/m$^2$) |

For details of the supported paper sizes, refer to the following:

Choosing the Appropriate Paper (page 11-15)

**NOTE**

A6 paper cannot be loaded in cassettes 2 to 4.

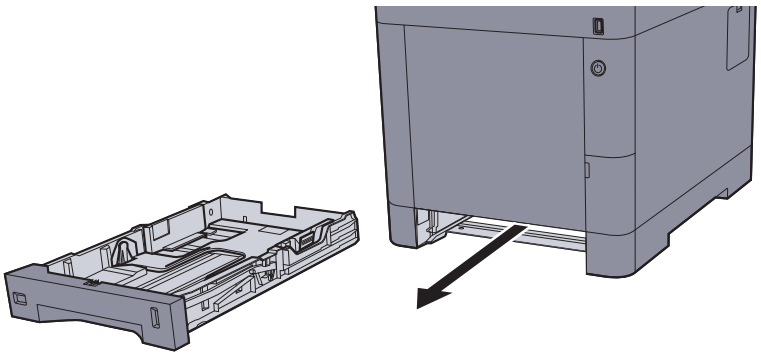
For the paper type setting, refer to the following:

Media Type Setting (page 8-14)

**IMPORTANT**

**The cassettes 1 can hold paper with weight between 60 - 163 g/m$^2$. The cassettes 2 to 4 can hold paper with weight between 60 - 220 g/m$^2$.**

## 1 Pull the cassette completely out of the machine.



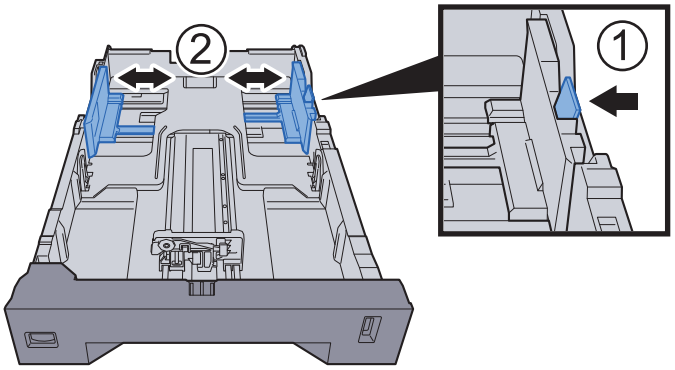
**NOTE**

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

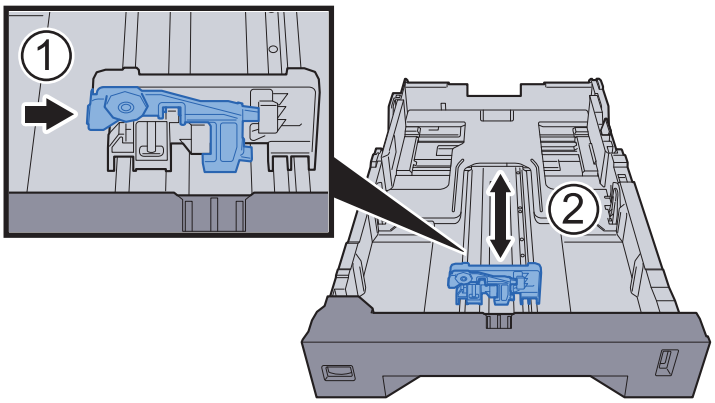
## 2 Adjust the cassette size.

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.

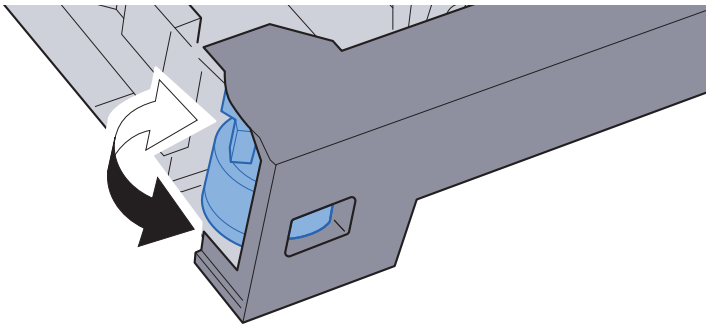
Paper sizes are marked on the cassette.



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.




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



**NOTE**

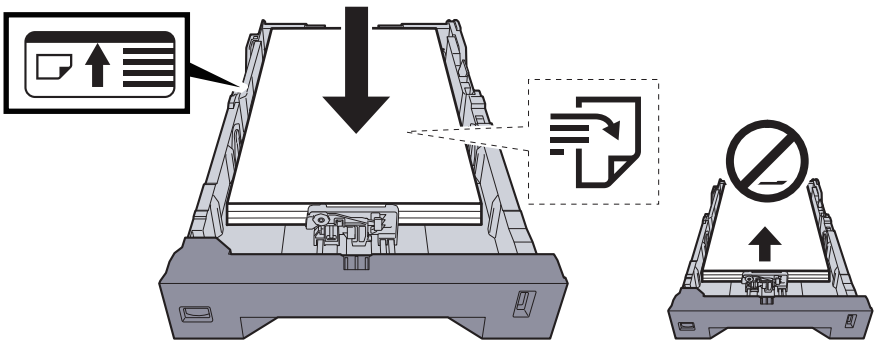
When the size dial is set to "Other" the paper size must be set into the machine on the operation panel.

Paper Size and Media Type for the Cassettes (page 3-10)

## 3 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.



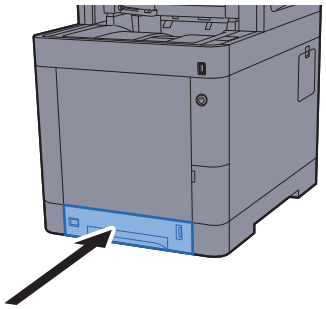
**IMPORTANT**

- **Load the paper with the print side facing up.**
- **After removing new paper from its packaging, fan the paper before loading it in the multi-purpose tray.**

Precaution for Loading Paper (page 3-3)

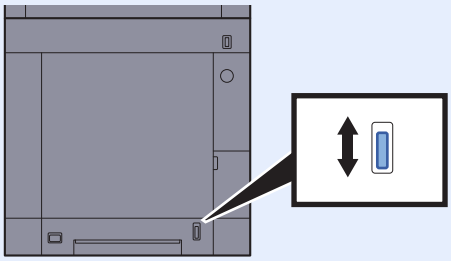
- **Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.**
- **Ensure that the loaded paper does not exceed the level indicator (see illustration above).**
- **If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.**

## 4 Gently push the cassette back in.



**NOTE**

There is a paper gauge on the right side of the front of the cassette to indicate the remaining paper supply.



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

Paper Size and Media Type for the Cassettes (page 3-10)

# 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 the following:

Choosing the Appropriate Paper (page 11-15)

For the paper type setting, refer to the following:

Media Type Setting (page 8-14)

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.**
- **Remove each transparency from the inner tray as it is printed. Leaving transparencies in the inner tray may cause a paper jam.**

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 (209 g/m$^2$): 15 sheets
- Thick paper (157 g/m$^2$): 30 sheets
- Thick paper (104.7 g/m$^2$): 50 sheets
- Hagaki (Cardstock): 30 sheets
- Envelope DL, Envelope C5, Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Youkei 4, Youkei 2: 5 sheets
- OHP film: 1 sheet
- Coated: 30 sheets

**NOTE**

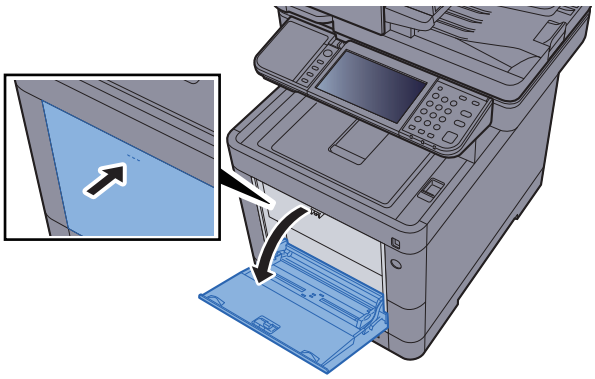
- When you load custom size paper, enter the paper size by referring to the following:

Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) (page 3-11)

- When you use special paper such as transparencies or thick paper, select the media type by referring to the following:

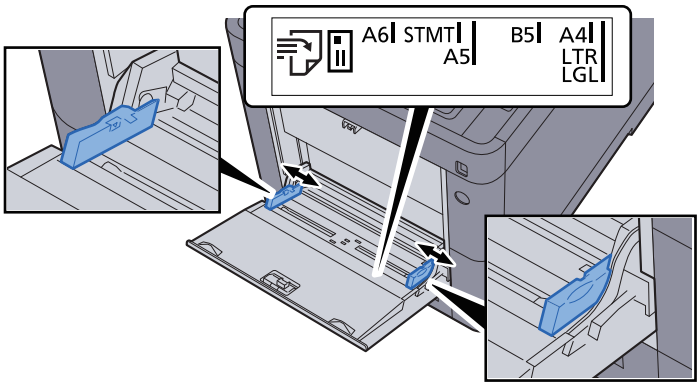
Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) (page 3-11)

## 1 Open the multi purpose tray.

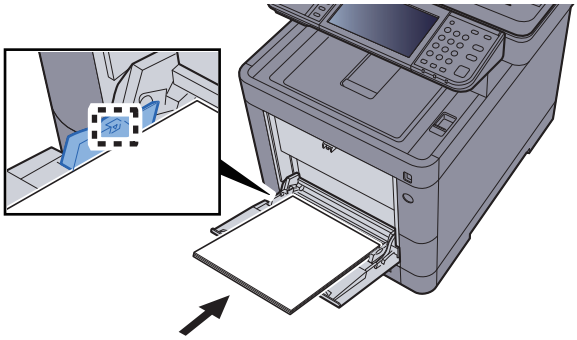


## 2 Adjust the multi purpose tray size.

Paper sizes are marked on the multi purpose tray.




## 3 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 3-3)

**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 load limits.**

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

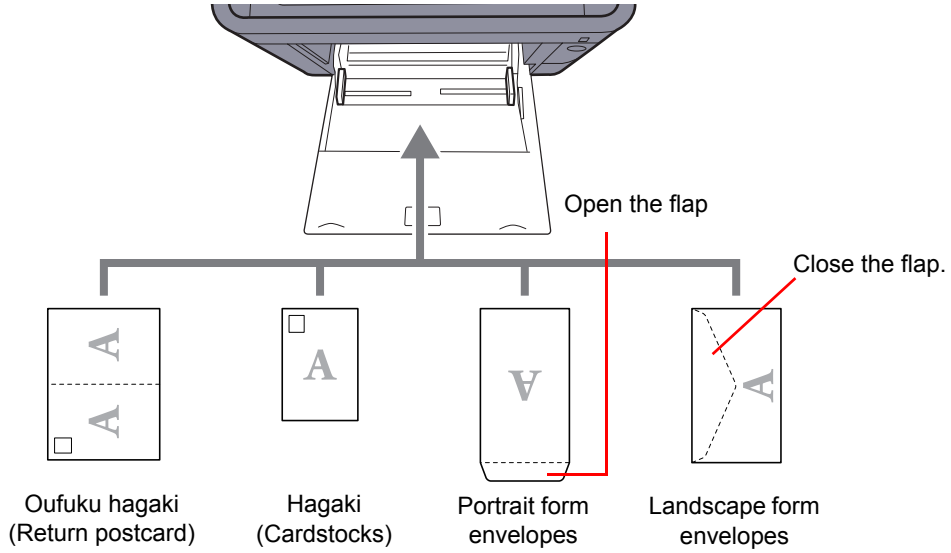
Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) (page 3-11)

## When you load envelopes or cardstock in the multi purpose tray

Load the paper with the print side facing up. For the procedure for printing, refer to the following:

**Printing System Driver User Guide**

Example: When printing the address.




**IMPORTANT**

- **Use unfolded Oufuku hagaki (Return postcard).**
- **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 the following:

Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) (page 3-11)

# 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 4) 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.

### Paper Size and Media Type for the Cassettes

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

| Item | | Description |
|---|---|---|
| **Paper Size**[*1] | **Metric** | Select from the Metric standard sizes.<br>**Values**<br>**Cassette 1: A4, A5, A6, B5, B6, Folio, 216 × 340 mm**<br>**Cassettes 2 to 4: A4, A5, B5, B6, Folio, 216 × 340 mm** |
| | **Inch** | Select from the Inch series standard sizes.<br>**Values: Letter, Legal, Statement, Executive, Oficio II** |
| | **Other** | Select from special standard sizes and custom sizes.<br>**Values**<br>**Cassette 1: 16K, ISO B5, Custom**[*2]<br>**Cassettes 2 to 4: 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Youkei 4, Youkei 2, Custom**[*2] |
| **Media type**[*3] | | Select the media type.<br>**Values**<br>**Cassette 1: Plain (60 - 105 g/m$^2$), Rough, Vellum (60 - 105 g/m$^2$), Recycled, Preprinted**[*4]**, Bond, Color, Prepunched**[*4]**, Letterhead**[*4]**, Thick (106 - 163 g/m$^2$), High Quality, Custom 1 - 8**<br>**Cassettes 2 to 4: Plain (60 - 105 g/m$^2$), Rough, Vellum (60 - 105 g/m$^2$), Labels, Recycled, Preprinted**[*4]**, Bond, Color, Prepunched**[*4]**, Letterhead**[*4]**, Envelope, Thick (106 - 220 g/m$^2$), Coated, High Quality, Custom 1 - 8** |

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

*2 The custom paper sizes are set for each cassette. Refer to the following:

➡ Custom Paper Size (page 8-12)

*3 To change to a media type other than Plain, refer to the following:

➡ Media Type Setting (page 8-14)

When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.

*4 To print on preprinted or prepunched paper or on letterhead, refer to the following:

➡ Special Paper Action (page 8-13)

**NOTE**

- The available media types for printing received faxes are as shown below.
  Plain, Labels, Recycled, Bond, Vellum, Color, Envelope, Coated, 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.

### 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 |
|---|---|---|
| **Paper Size** | **Metric** | Select from the Metric standard sizes.<br>**Values: A4, A5, A6, B5, B6, Folio, 216 × 340 mm** |
| | **Inch** | Select from the Inch series standard sizes.<br>**Values: Letter, Legal, Statement, Executive, Oficio II** |
| | **Other** | Select from special standard sizes and custom sizes.<br>**Values: 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku hagaki (Return postcard), Youkei 4, Youkei 2, Custom*1** |
| **Media Type*2** | | Select the media type.<br>**Values: Plain (60 to 105 g/m$^2$), Rough, Transparency, Vellum (60 to 105 g/m$^2$), Labels, Recycled, Preprinted*3, Bond, Cardstock, Color, Prepunched*3, Letterhead*3, Envelope, Thick (106 to 220 g/m$^2$), Coated, High Quality, Custom 1-8** |

*1 For instructions on how to specify the custom paper size, refer to the following:

Custom Paper Size (page 8-12)

*2 To change to a media type other than "Plain", refer to the following:

Media Type Setting (page 8-14)

*3 To print on preprinted or prepunched paper or on letterhead, refer to the following:

Special Paper Action (page 8-13)

**NOTE**

- The available media types for printing received faxes are as shown below.
  Plain, Label, Recycled, Bond, Vellum, Color, Envelope, Cardstock, Coated, Thick, High Quality, Rough and Custom 1 to 8
- Set the paper size of the multi purpose tray 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.

[**System Menu/Counter**] > [**Quick Setup Wizard**]

#### 2 Select a function.

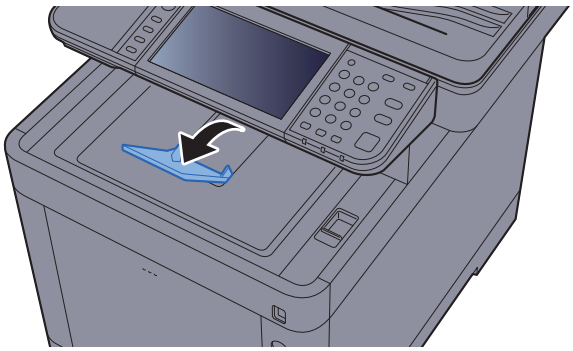
Select [**Paper Setup**].

#### 3 Configure the function.

Start the wizard. Follow the instructions on the screen to configure settings.

# Paper Stopper

When using paper A4/Letter or larger, 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 8.1 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.

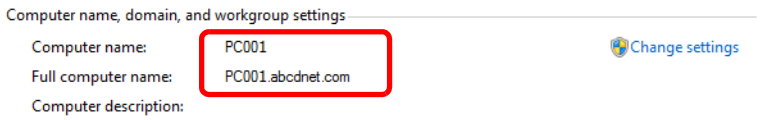
### 1 Display the screen.

In Windows 8.1, right-click [**PC**] in the Start screen and select [**Properties**]. Or, right-click the Window icon and select [**System**].

In Windows 8, select the desktop in the Start screen, right-click [**Computer**] from [**Libraries**], and then select [**Properties**].

**NOTE**
In Windows 7, from [**Start**] button on the Windows, select [**Computer**] and then [**System Properties**].
In Windows 10, right-click [**Start**] button on the Windows and select [**System**].

### 2 Check the computer name.




Check the computer name and full computer name.

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

After checking the computer name, click the [**Close**] 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.

Click [**Search**] in charms, and enter "Command Prompt" in the search box. Select [**Command Prompt**] in the search list.

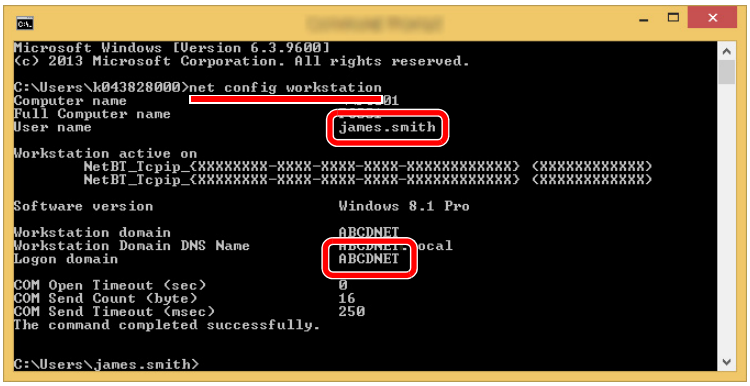
In Windows 7, from [**Start**] button on the Windows, select [**All Programs**] (or [**Programs**]), [**Accessories**] and then [**Command Prompt**].

In Windows 10, right-click [**Start**] button on the Windows 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**].




Check the user name and domain name.

Screen example:
User Name: james.smith
Domain Name: ABCDNET

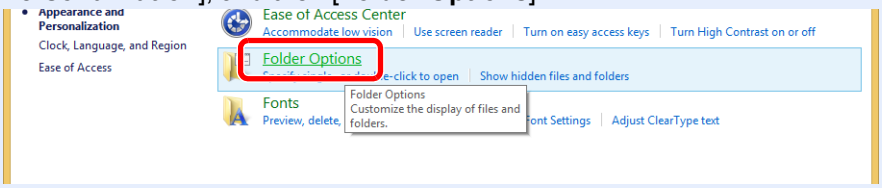
# Creating a Shared Folder, Making a Note of a Shared Folder

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.

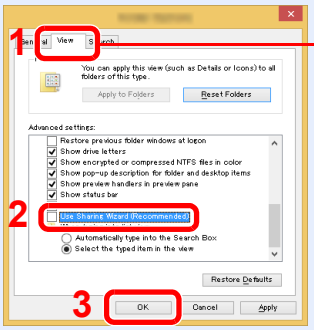
1 Select [**Settings**] in charms on Desktop, and select [**Control Panel**], [**Appearance and Personalization**], and then [**Folder Options**].




In Windows 7, from [**Start**] button on the Windows, select [**Control Panel**], [**Appearance and Personalization**], and then [**Folder Options**].

In Windows 10, open up a window in File Explorer and select [**View**], [**Options**], and then [**Folder Options**].

2



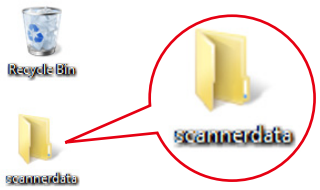

Make sure that the [**View**] tab is selected.

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

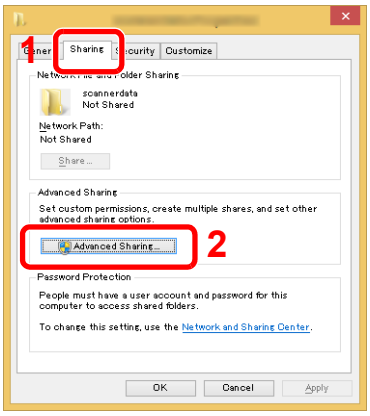
## 1 Create a folder.

1 Create a folder on your computer.

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

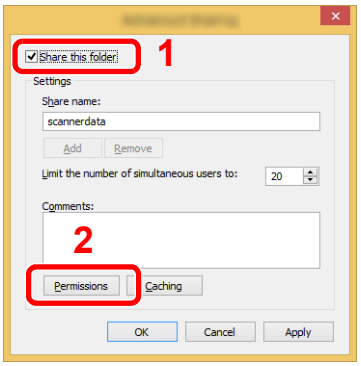


2 Right-click the **"scannerdata"** folder, select [**Property**], and click [**Sharing**] and [**Advanced Sharing**].



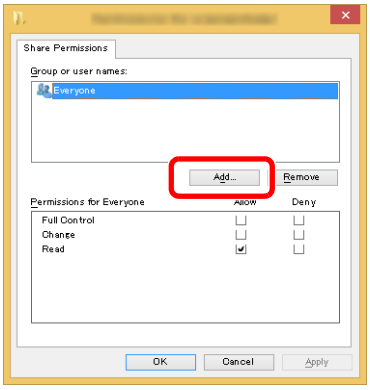

## 2 Configure permission settings.

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

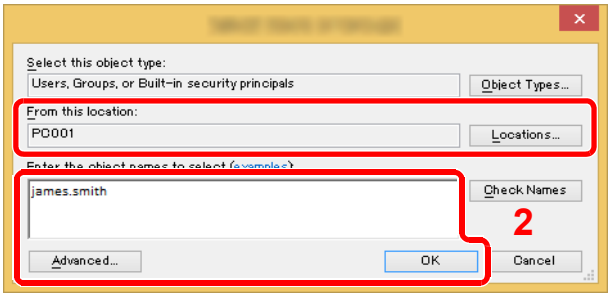



2 Make a note of the [**Share name**].

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




4 Specify the location.

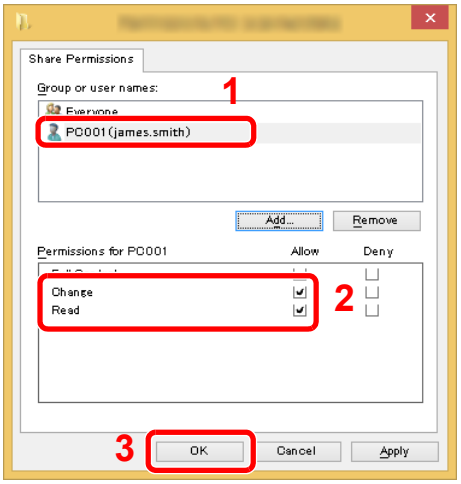


1 If the computer name that you made a note of on page 3-13 is the same as the domain name:
If the computer name is not shown in "From this location", click the [**Locations**] button, select the computer name, and click the [**OK**] button.
Example: PC001
If the computer name that you made a note of on page 3-13 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

Making a note of the user name and domain name (page 3-14)

2 Enter the user name that you made a note of on page 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.

**5** Set the access permission for the user selected.




1 Select the user you entered.

2 Select the [**Allow**] checkbox of the "Change" and "Read" permissions

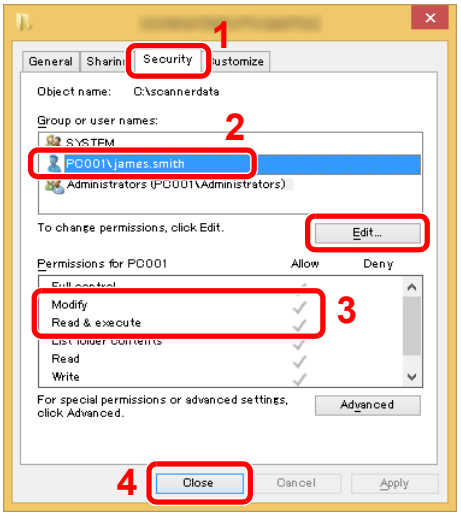
3 Press [**OK**].

**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.

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

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




1 Select the [**Security**] tab.

2 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 "configuration of permission settings".

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

4 Click the [**Close**] button.

# Configuring Windows Firewall

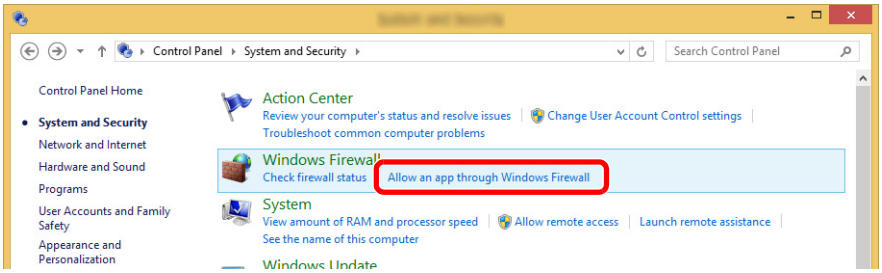
Permit sharing of files and printers and set the port used for SMB transmission.

**NOTE**

Log on to Windows with administrator privileges.

## 1 Check file and printer sharing.

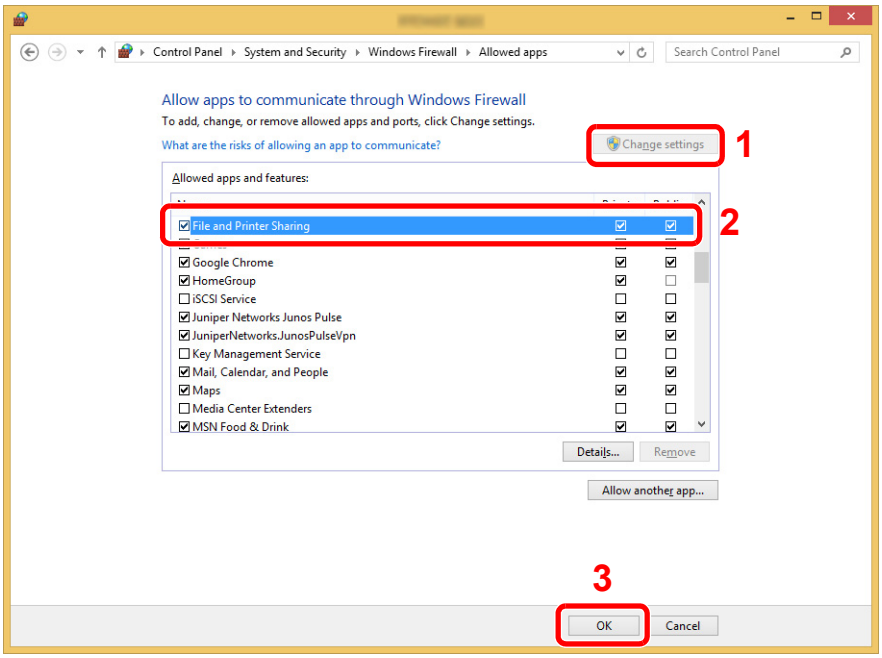
1 In charms on Desktop, click [**Settings**], [**Control Panel**], [**System and Security**], and then [**Windows Firewall**].




**NOTE**

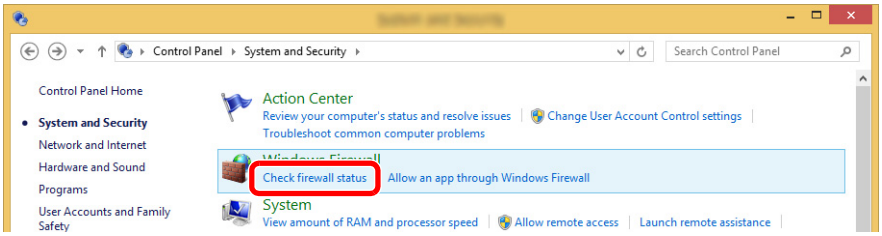
If the User Account Control dialog box appears, click the [**Continue**] button.

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

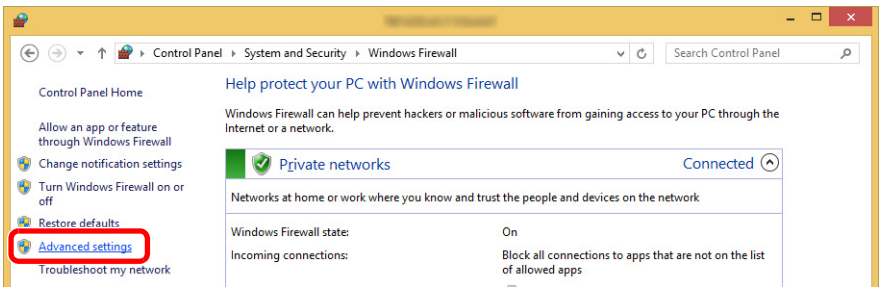


## 2 Add a port.

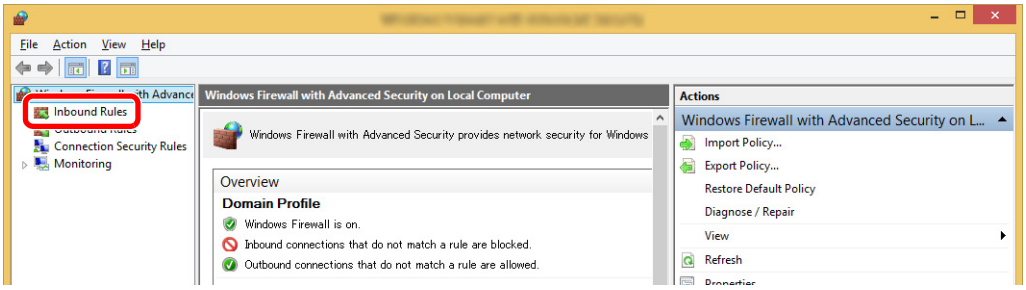
1 In charms on Desktop, click [**Settings**], [**Control Panel**], [**System and Security**], and [**Check firewall status**].



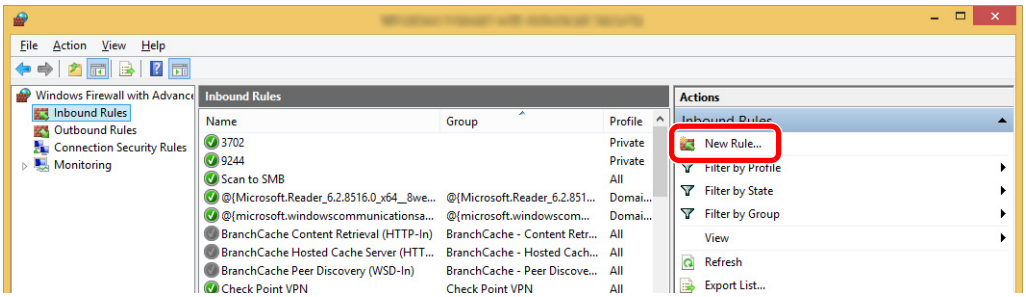

2 Select [**Advanced settings**].



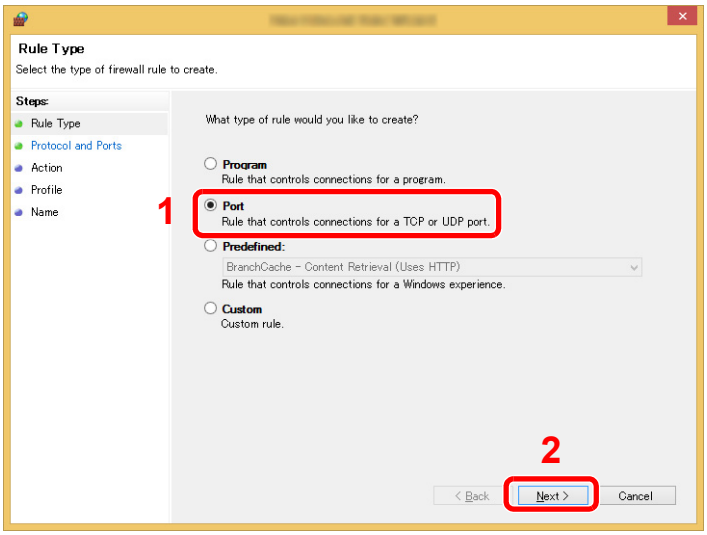

3 Select [**Inbound Rules**].



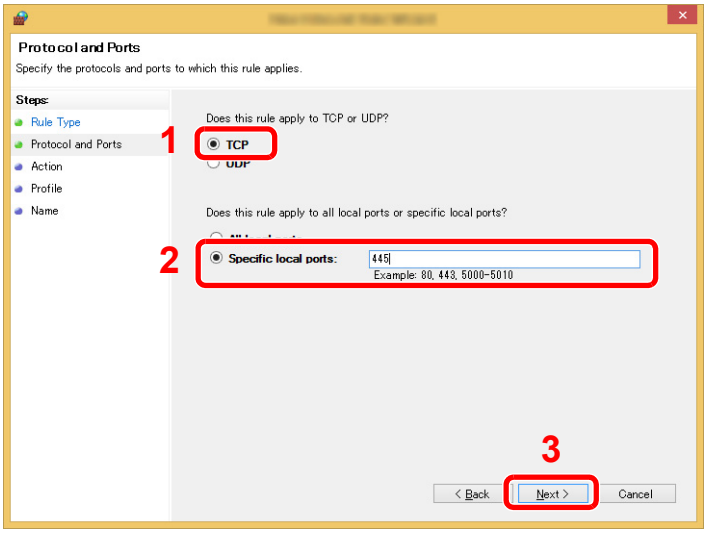

4 Select [**New Rules**].



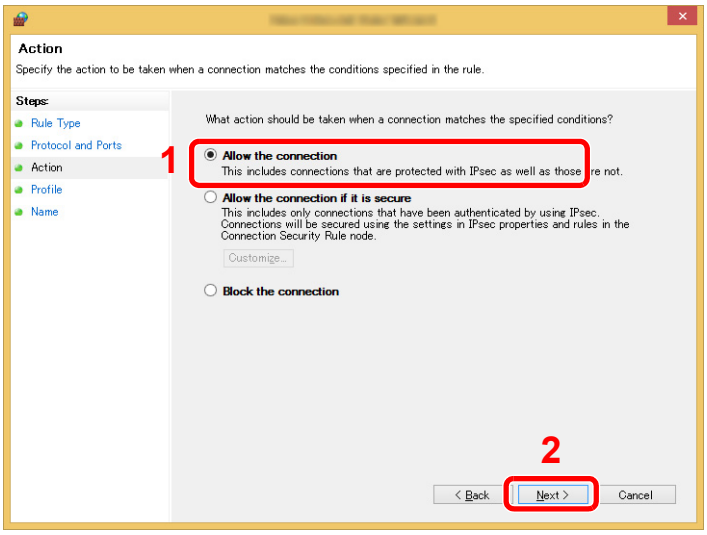
**5** Select [**Port**].



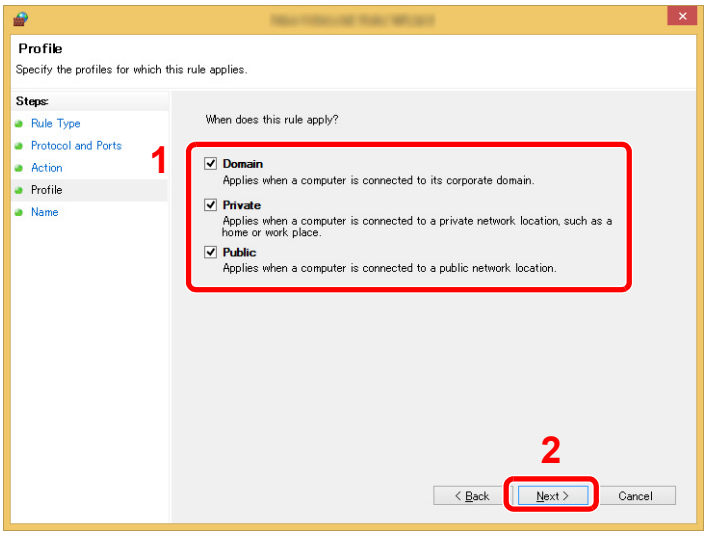

**6** Select [**TCP**] as the port to apply the rule to. Then select [**Specific local ports**] and enter "445" then click [**Next**].



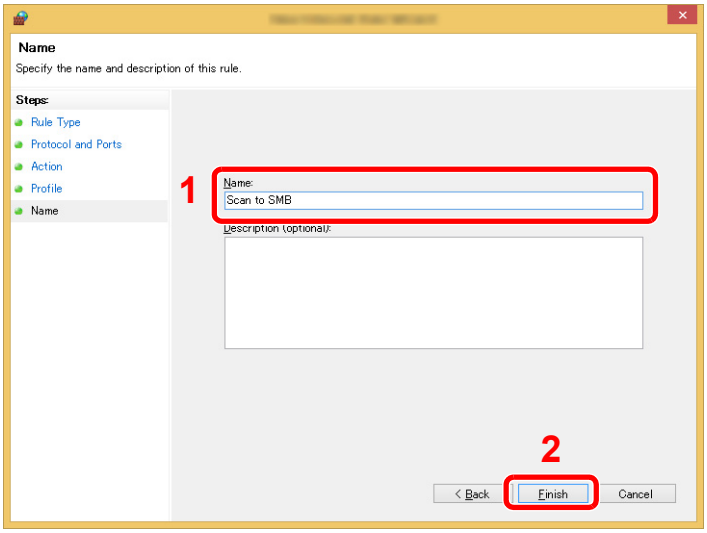

**7** Select [**Allow the connection**] and click the [**Next**] button.



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




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




## In Windows 7

1 In Windows 7, from [**Start**] button on the Windows, select [**Control Panel**], [**System and Security**], and then [**Allow a program through Windows Firewall**].

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

2 Configure the settings.

➡ Configuring Windows Firewall (page 3-19)

## In Windows 10

1 In Windows 10, right-click [**Start**] button on the Windows and select [**Control Panel**], [**System and Security**], and then [**Allow an app through Windows Firewall**].

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

2 Configure the settings.

➡ Configuring Windows Firewall (page 3-19)

# 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 2-63)

# 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 (Up to 200)

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.

[**System Menu/Counter**] key > [**Address Book/One Touch**] > [**Address Book**] > [ ➕ ] > [**Contact**]

### 2 Add the name.

Enter the destination name to be displayed on the Address Book > [**Next**]

**NOTE**

Up to 32 characters can be entered.
Refer to the following for details on entering characters.

Character Entry Method (page 11-11)

### 3 Add the address.

**E-mail Address**

[**E-mail Address**] > Enter the E-mail address > [**OK**]

**NOTE**

Up to 128 characters can be entered.
Refer to the following for details on entering characters.

Character Entry Method (page 11-11)

### The Folder (SMB) Address

[**SMB**] > [**Host Name**], [**Path**], [**Port**], [**Login User Name**] and [**Login Password**] > [**OK**]

**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 the following:

Preparation for Sending a Document to a Shared Folder in a PC (page 3-13)

The table below explains the items to be entered.

| Item | Description | Max. No. of Characters |
|---|---|---|
| **Host Name** | Computer name | Up to 64 characters |
| **Path** | Share name<br>For example: scannerdata<br>If saving in a folder in the shared folder:<br>share name\folder name in shared folder | Up to 128 characters |
| **Port** | Port number<br>(Normally 445.) | 1 - 65535 |
| **Login User Name** | If the computer name and domain name are the same:<br>User Name<br>For example: james.smith<br>If the computer name and domain name are different:<br>Domain name\User name<br>For example: abcdnet\james.smith | Up to 64 characters |
| **Login Password** | Windows logon password<br>(Case sensitive.) | Up to 64 characters |

To search for a folder on a PC on the network, select in the following order.

[**Menu**] > [**Search Folder from Network**] or [**Search Folder by Host Name**]

If you selected [**Search Folder from Network**], you can search all PCs on the network for a destination.

If you selected [**Search Folder by Host Name**], you can enter the "Domain/Workgroup Name", and "Host Name" to search PCs on the network for the destination.

Up to 500 addresses can be displayed. The login user name and login password entry screen appears.

Select the host name (PC name) that you want to specify in the screen that appears > [**Next**].

**NOTE**

- Refer to the following for details on entering characters.

Character Entry Method (page 11-11)

- Select [**Menu**] > [**Connection Test**] to check the connection to the server you chose. If the connection fails, check the entries you made.

### The Folder (FTP) Address

[**FTP**] > [**Host Name**], [**Path**], [**Port**], [**Login User Name**] and [**Login Password**] > [**OK**]
The table below explains the items to be entered.

| Item | Descriptions | Max. No. of Characters |
|---|---|---|
| **Host Name** | Host name or IP address of FTP server | Up to 64 characters |
| **Path**[*1] | Path for the file to be stored<br>For example: User\ScanData<br>If no path is entered, the file is stored in the home directory. | Up to 128 characters |
| **Port** | Port number<br>(Normally 21.) | 1 - 65535 |
| **Login User Name** | FTP server login user name | Up to 64 characters |
| **Login Password** | FTP server login password | Up to 64 characters |

*1 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 following for details on entering characters.

Character Entry Method (page 11-11)

- Select [**Menu**] > [**Connection Test**] to check the connection to the FTP server you chose. If the connection fails, check the entries you made.

1 To specify the Address Number, select [**Address Number**].

2 Use [**+**] / [**-**] or the numeric keys to enter an address number (001 to 250).

To have the number assigned automatically, enter "000".

**NOTE**

- Address Number is an ID for a destination. A free number can be selected.
- If you specify an address number that is already in use, an error message appears.

3 Select [**OK**].

4 Check if the destination entry is correct > [**Save**]

The destination is added to the Address Book.

## Group (Up to 50)

Compile two or more contacts into a group. Designations in the group can be added at the same time.

**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.

[**System Menu/Counter**] key > [**Address Book/One Touch**] > [**Address Book**] > [ ➕ ] > [**Group**]

### 2 Add the name.

Enter the group name to be displayed on the Address Book > [**Next**]

**NOTE**
Up to 32 characters can be entered.
Refer to the following for details on entering characters.

Character Entry Method (page 11-11)

### 3 Select the members (destinations).

1. Select [**Member**].
2. Select [ ➕ ].
3. Select destinations (contacts) to add to the group. The selected destinations are indicated by a checkmark in the check box.

   **NOTE**
   Destinations can be sorted or searched by destination name or address number.

   Specifying Destination (page 5-19)

4. Select [**OK**].

   If you have more destinations to add, repeat Steps 2 to 4.

5. Select [**End**].
6. To specify the Address Number, select [**Address Number**].
7. Use [**+**] / [**-**] or the numeric keys to enter an address number (001 to 250).

   To have the number assigned automatically, enter "000".

   **NOTE**
   - Address Number is an ID for a destination. A free number can be selected.
   - If you specify an address number that is already in use, an error message appears.

8. Select [**OK**].
9. Check if the selected destination was added to the group > [**Save**]

   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.

[**System Menu/Counter**] key > [**Address Book/One Touch**] > [**Address Book**]

### 2 Edit or delete the destination.

**NOTE**

Destinations can be sorted or searched by destination name or address number.

Specifying Destination (page 5-19)

#### Editing a Contact

1 Select [ ] for the destination (contacts) to edit.

2 Change "Name", "Address Number" and destination type and address.

Contact (Up to 200) (page 3-23)

3 After you have completed the changes, [**Save**] > [**Yes**]

Register the changed destination.

#### Editing a Group

1 Select [ ] for the group to edit.

2 Change "Name" and "Address Number".

Group (Up to 50) (page 3-26)

3 Select [**Member**].

4 To delete any destination from the group, select the destination > [ ] > [**Yes**]

To add the destination, select [ + ].

5 After you have completed the changes, [**Save**] > [**Yes**]

Register the changed group.

#### Deleting a Contact or Group

Select a destination or group to delete > [ ] > [**Yes**]

# 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 100 destinations can be registered.

**NOTE**

- Refer to the following for use of One Touch Key.

Specifying Destination (page 5-19)

- You can add One Touch keys and change their settings on Embedded Web Server RX.

Registering Destinations (page 2-63)

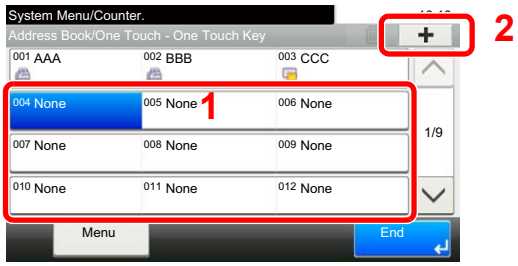
## 1 Display the screen.

[**System Menu/Counter**] key > [**Address Book/One Touch**] > [**One Touch Key**]

## 2 Add One Touch Keys.

1 Select a One Touch Key number (001 to 100) for the destination > [ ➕ ]
Selecting the [**Quick No. Search**] key enables direct entry of a One Touch Key number.

Select a One Touch Key with no registered destination.




2 Select a destination (contact or group) to add to the One Touch Key number > [**Next**]

Selecting [ ] shows the detailed information of the selected destination.

**NOTE**

Destinations can be sorted or searched by destination name or address number.

Specifying Destination (page 5-19)

3 Enter the One Touch Key name displayed in the send base screen > [**Next**]

**NOTE**

Up to 24 characters can be entered.
Refer to the following for details on entering characters.

Character Entry Method (page 11-11)

4 Select [**Save**].

The destination will be added to the One Touch Key.

## Editing and Deleting One Touch Key

Edit and delete the destinations you added to One Touch Key.

### 1 Display the screen.

1 [**System Menu/Counter**] key > [**Address Book/One Touch**] > [**One Touch Key**]

2 Select a One Touch Key number (001 to 100) to edit. Selecting the [**Quick No. Search**] key enables direct entry of a One Touch Key number.

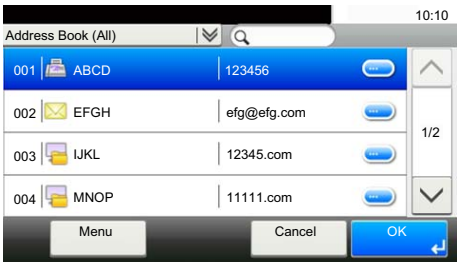
The procedure differs depending on the details to be edited.

### 2 Edit and delete the destinations you added to One Touch Key.

#### Changing the Registered Information

1 [**Menu**] > [**Edit**] > [**Destination**]

2 Select a new destination (contact or group). Selecting [ ] shows the detailed information of the selected destination.




**NOTE**

Destinations can be sorted or searched by destination name or address number.

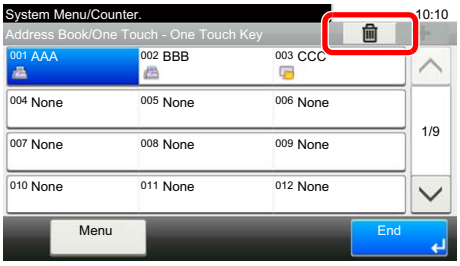
Specifying Destination (page 5-19)

3 [**OK**] > [**Save**] > [**Yes**]

Add the destination to the One Touch Key.

#### Deleting the Registered Information

1 Select [ ].




2 Select [**Yes**].

Deletion of the data registered in the One Touch Key.

# 4 Printing from PC

This chapter explains the following topics:

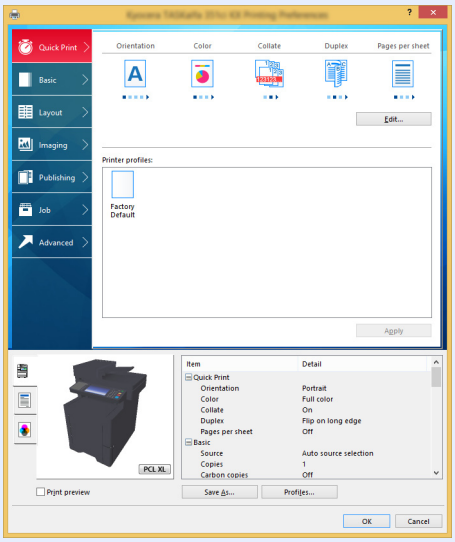

Printing from PC ..... 4-2
Printing on Non-standard Sized Paper ..... 4-4
Printer Driver Print Settings Screen ..... 4-5
Printer Driver Help ..... 4-6
Changing the Default Printer Driver Settings (Windows 8.1) ..... 4-6
Canceling Printing from a Computer ..... 4-6
Printing by AirPrint ..... 4-7
Printing by Google Cloud Print ..... 4-7
Printing by Mopria ..... 4-7
Printing with Wi-Fi Direct ..... 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 ..... 4-9
Printing Document from Stored Job Box ..... 4-11
Printing Document from Quick Copy Box ..... 4-13
Printing Document from Proof and Hold Box ..... 4-15
Status Monitor ..... 4-17
Accessing the Status Monitor ..... 4-17
Exiting the Status Monitor ..... 4-17
Status Monitor Display ..... 4-17

# Printing from PC

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.




- When printing the cardstock or envelopes, load the cardstock or envelopes in the multi purpose tray before performing the following procedure.

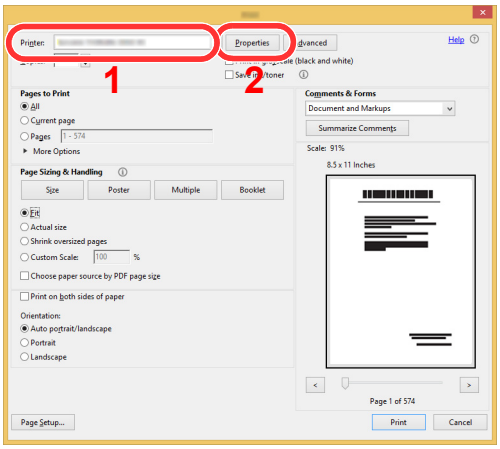
When you load envelopes or cardstock in the multi purpose tray (page 3-9)

## 1 Display the screen.

Click [**File**] and select [**Print**] in the application.

## 2 Configure the settings.

1 Select the machine from the "Printer" menu and click the [**Properties**] button.



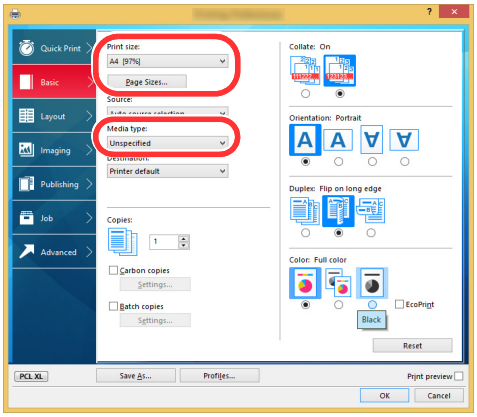
2 Select the [**Basic**] tab.

3 Click "Print size" menu 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.




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.

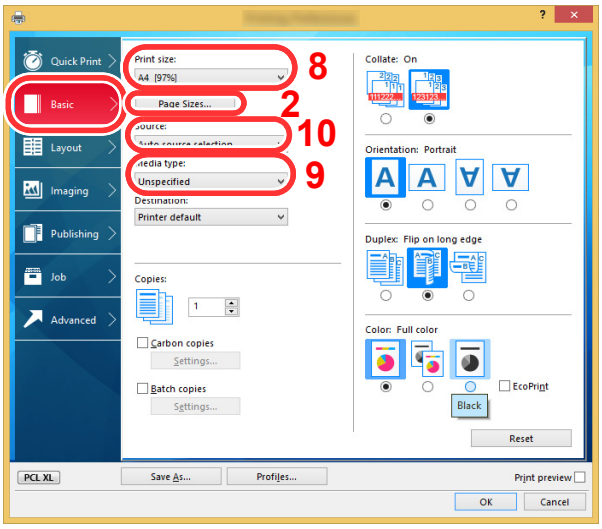
**NOTE**

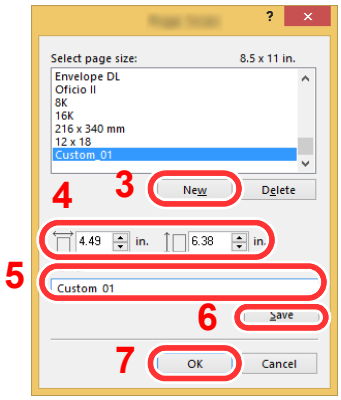
To execute printing at the machine, set the paper size and type in the following:

Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) (page 3-11)

## 1 Display the print settings screen.

## 2 Register the paper size.




1 Click the [**Basic**] tab.

2 Click the [**Page Size...**] button.

3 Click the [**New**] button.

4 Enter the paper size.

5 Enter the name of the paper.

6 Click the [**Save**] button.

7 Click the [**OK**] button.

8 In the "Print size" menu, select the paper size (name) that you registered in steps 4 to 7.

9 Select the type of paper in the "Media type" menu.

10 Click [**MP tray**] in the "Source" menu.

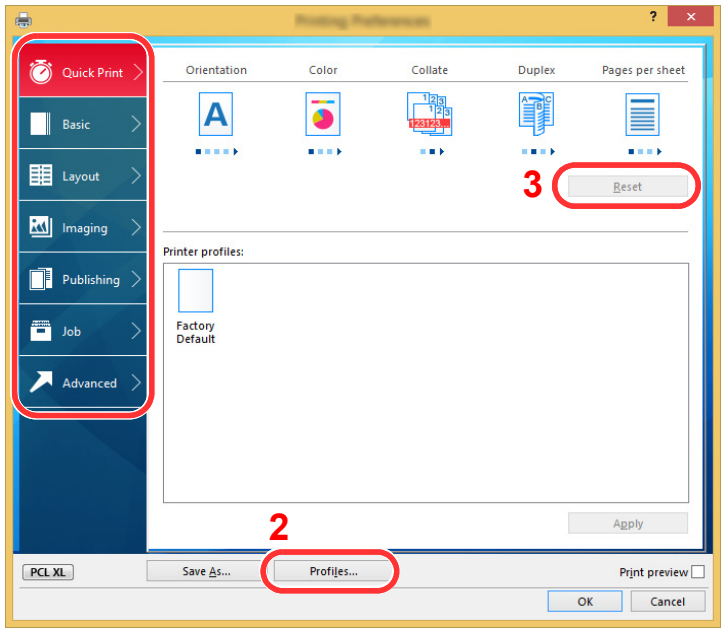
**NOTE**

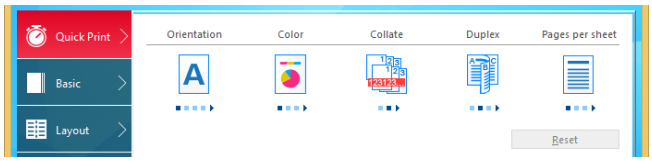
If you loaded a postcard or envelope, select [**Cardstock**] or [**Envelope**] in the "Media type" menu.

# Printer Driver Print Settings Screen

The printer driver print settings screen allows you to configure a variety of print-related settings.

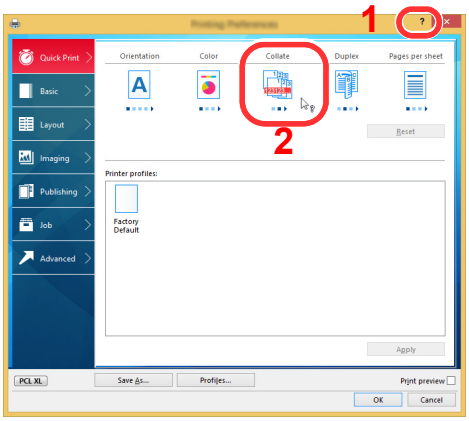
**Printing System Driver User Guide**




| No. | Description |
|---|---|
| 1 | **[Quick Print] tab**<br>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.<br><br>**[Basic] tab**<br>This tab groups basic functions that are frequently used. You can use it to configure the paper size, and duplex printing.<br>**[Layout] tab**<br>This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling.<br>**[Imaging] tab**<br>This tab lets you configure settings related to the quality of the print results.<br>**[Publishing] tab**<br>This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film.<br>**[Job] tab**<br>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.<br>**[Advanced] tab**<br>This tab lets you configure settings for adding text pages or watermarks to print data. |
| 2 | **[Profiles]**<br>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]**<br>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.




1 Click the [**?**] button in the upper right corner of the screen and then click the item you want to know about.

2 Click the item you want to know about.

**NOTE**

The Help appears, even when you click the item you want to know about and press the [**F1**] key on your keyboard.

# Changing the Default Printer Driver Settings (Windows 8.1)

The default printer driver settings can be changed. By selecting frequently used settings, you can omit steps when printing. For the settings, refer to the following:

**Printing System Driver User Guide**

**1** In charms on Desktop, click [**Settings**], [**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 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 the following:

Canceling Jobs (page 5-16)

**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.

**Embedded Web Server RX User Guide**




# Printing by Google Cloud Print

Google Cloud Print is a printing service provided by Google and does not require a printer driver. This service enables a user with a Google account to print from a machine connected to the Internet.

The machine can be configured in the Embedded Web Server RX.

**Embedded Web Server RX User Guide**

**NOTE**

A Google account is necessary to use Google Cloud Print. Obtain a Google account if you do not have one.

It is also necessary to register the machine with the Google Cloud Print service in advance. The machine can be registered from a PC connected to the same network.

# Printing by Mopria

Mopria is a standard on printing function included in Android 4.4 or later products. Mopria Print Service needs to be installed and enabled in advance.

For details on how to use, refer to a Web site of Mopria Alliance.

# Printing with Wi-Fi Direct

Wi-Fi Direct is a wireless LAN standard that Wi-Fi Alliance has been established. This is one of the functions of the wireless LAN, without a wireless LAN access point or wireless LAN router, between devices can communicate directly on a peer to peer basis.

The printing procedure by the Wi-Fi Direct is the same as that from the normal handheld devices.

When you use a printer name or Bonjour name on the port settings of the printer property, you can print the job by specifying the name at Wi-Fi Direct connection.

When you use an IP address for the port, specify the IP address of this machine.

# 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.


- Printing Documents from Private Print Box (page 4-9)
- Printing Document from Stored Job Box (page 4-11)
- Printing Document from Quick Copy Box (page 4-13)
- Printing Document from Proof and Hold Box (page 4-15)


## 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 following:

**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. Select [**Job Box**] in the home screen.
2. Select [**Private Print/Stored Job**].
3. Select the creator of the document.

### 2 Print the document.

1. Select the document to print > [**Print**]
2. Enter the access code.
3. Specify the number of copies to print as desired.
4. Select [**OK**].

   Printing starts.
   Upon completion of printing, the Private Print job is automatically deleted.

## Deleting the Documents

Delete the documents stored in a Private Print box. The procedure is as follows.

### 1 Display the screen.

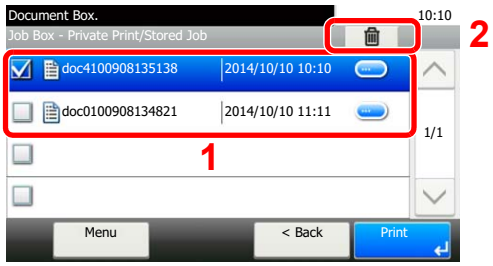
1 Select [**Job Box**] in the home screen.

2 Select [**Private Print/Stored Job**].

3 Select the creator of the document.

### 2 Delete the document.

1 Select the document to delete > [ ]




2 Enter the access code.

The document is deleted.

# 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 4-11)
- Deleting the Documents (page 4-12)


## Printing the Documents

Print the documents stored in a Stored Job box. The procedure is as follows.

### 1 Display the screen.

1. Select [**Job Box**] in the home screen.
2. Select [**Private Print/Stored Job**].
3. Select the creator of the document.

### 2 Print the document.

1. Select the document to print > [**Print**]
2. Specify the number of copies to print as desired.
3. Select [**OK**].

   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.

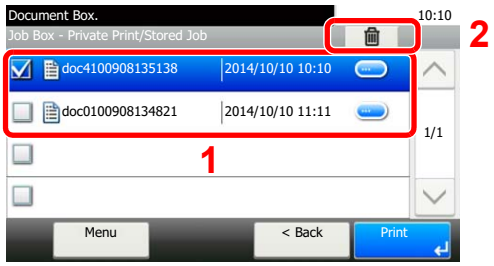
1 Select [**Job Box**] in the home screen.

2 Select [**Private Print/Stored Job**].

3 Select the creator of the document.

### 2 Print and delete the document.

1 Select the document to delete > [ ]




2 Select [**Yes**].

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 touch 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.

Quick Copy Job Retention (page 8-22)

The following operations are possible:

Printing the Documents (page 4-13)

Deleting the Documents (page 4-14)

## Printing the Documents

You can print the documents stored in the Quick Copy box. The procedure is as follows.

### 1 Display the screen.

1. Select [**Job Box**] in the home screen.
2. Select [**Quick Copy/Proof and Hold**].
3. Select the creator of the document.

### 2 Print the document.

1. Select the document to print > [**Print**]
2. Specify the number of copies to print as desired.
3. Select [**OK**].

   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.

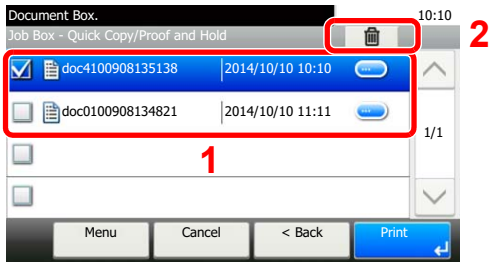
1 Select [**Job Box**] in the home screen.

2 Select [**Quick Copy/Proof and Hold**].

3 Select the creator of the document.

### 2 Delete the document.

1 Select the document to delete > [ ]




2 Select [**Yes**].

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 touch panel. You can change the number of copies to print.

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 Proof and Hold box. The procedure is as follows.

### 1 Display the screen.

1. Select [**Job Box**] in the home screen.
2. Select [**Quick Copy/Proof and Hold**].
3. Select the creator of the document.

### 2 Print the document.

1. Select the document to print > [**Print**]
2. Specify the number of copies to print as desired.
3. Select [**OK**].

   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.

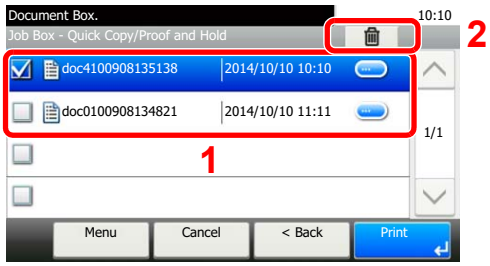
1 Select [**Job Box**] in the home screen.

2 Select [**Quick Copy/Proof and Hold**].

3 Select the creator of the document.

### 2 Delete the document.

1 Select the document to delete > [ ]




2 Select [**Yes**].

The document is deleted.

# Status Monitor

The Status Monitor monitors the printer status and provides an ongoing reporting function.

**NOTE**

When you activate Status Monitor, check the status below.

- Printing System Driver is installed.
- Either [**Enhanced WSD**] or [**EnhancedWSD(SSL)**] are set to [**On**] in "Network".

Network (page 8-27)

## Accessing the Status Monitor

The Status Monitor also starts up when printing is started.

## Exiting the Status Monitor

Use either of the methods listed below to exit the Status Monitor.

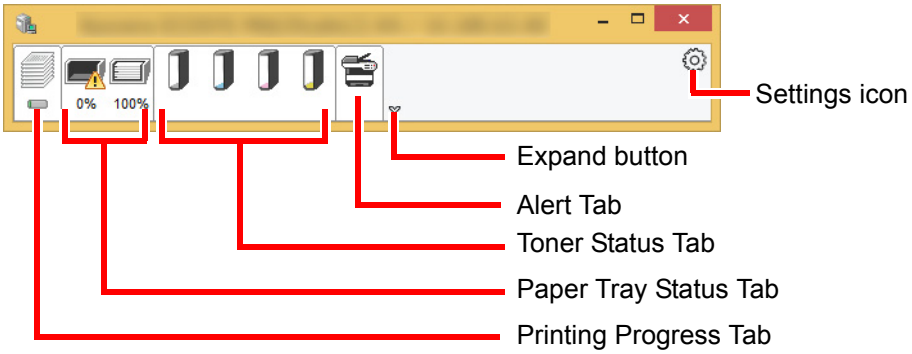
- Exit manually:
  Click the settings icon and select Exit in the menu to exit the Status Monitor.
- Exit automatically:
  The Status Monitor automatically shuts down after 7 minutes if it is not being used.

## Status Monitor Display

The display of the Status Monitor is as follows.

### Quick View State

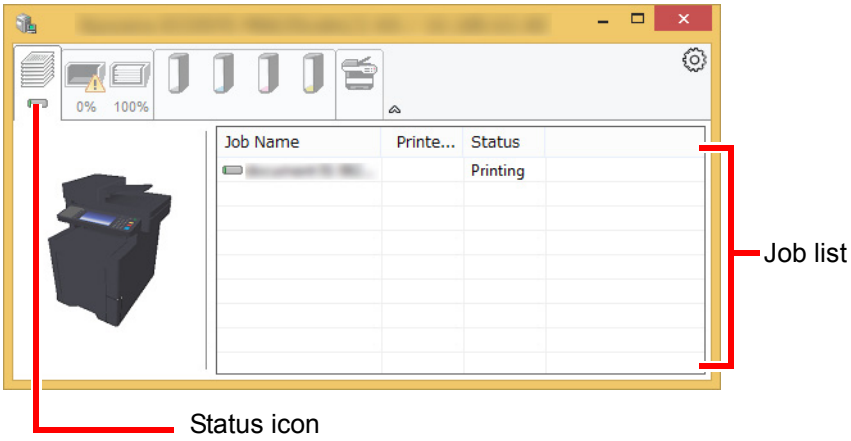
The status of the printer is displayed using icons. Detailed information is displayed when the Expand button is clicked.




Detailed information is displayed by clicking on each icon tab.

## Printing Progress Tab

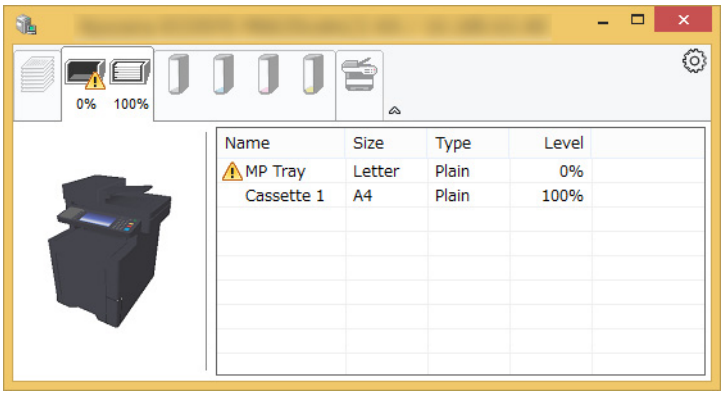
The status of the print jobs is displayed.




Select a job on the job list and it can be canceled using the menu displayed with a right-click.

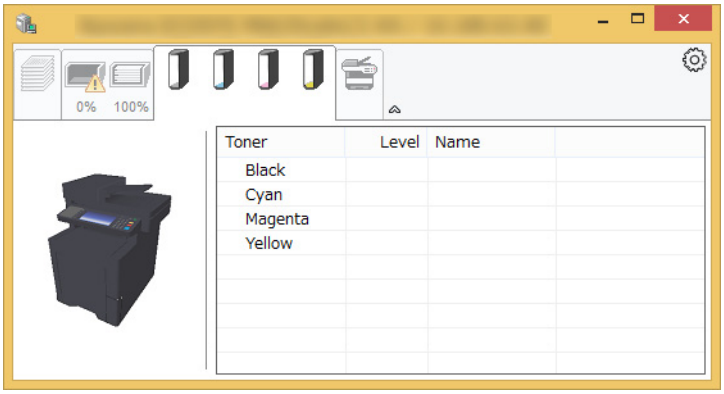
## Paper Tray Status Tab

Information is displayed about the paper in the printer and about the amount of paper remaining.



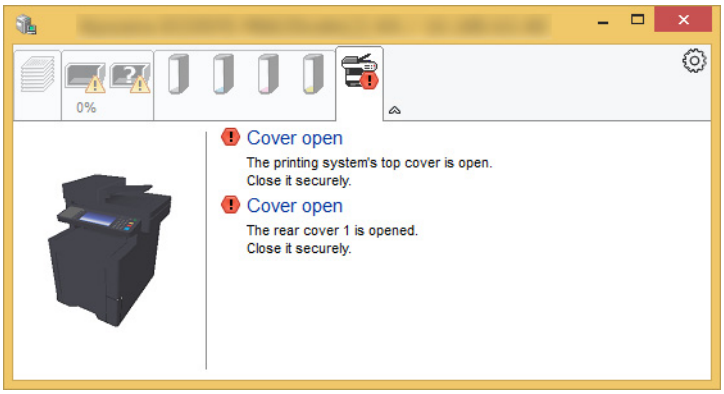

## Toner Status Tab

The amount of toner remaining is displayed.



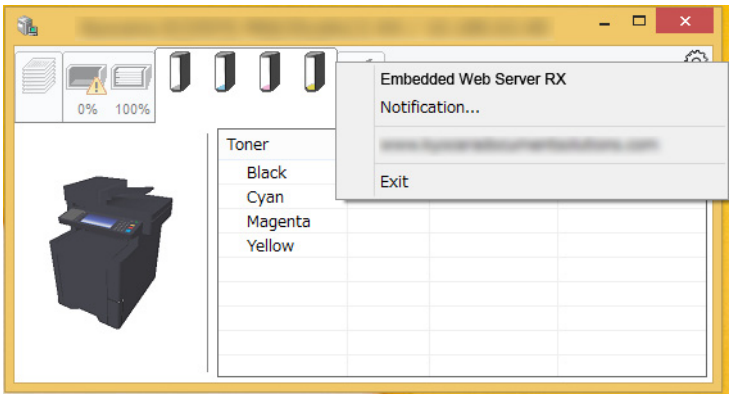
## Alert Tab

If an error occurs, a notice is displayed using a 3D image and a message.




## Status Monitor Context Menu

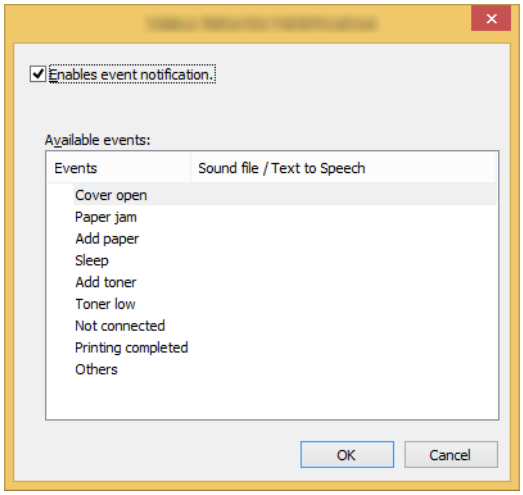
The following menu is displayed when the settings icon is clicked.




- **Embedded Web Server RX**
  If the printer is connected to a TCP/IP network and has its own IP address, use a web browser to access the Embedded Web Server RX to modify or confirm the network settings.This menu is not displayed when using USB connection.
  ➔ **Embedded Web Server RX User Guide**
- **Notification…**
  This sets the display of the Status Monitor.
  ➔ Status Monitor Notification Settings (page 4-20)
- **Exit**
  Exits the Status Monitor.

## Status Monitor Notification Settings

The Status Monitor settings and event list details are displayed.




Select whether notification is performed when an error in the event list occurs.

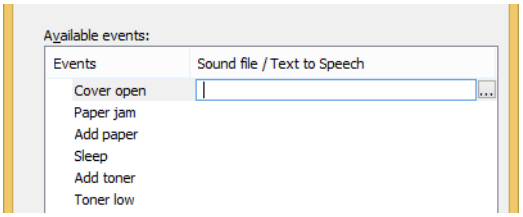
### 1 Select Enable event notification.

If this setting is set to Off, then the Status Monitor will not start up even when printing is executed.

### 2 Select an event to use with the text to speech function in Available events.

### 3 Click Sound file / Text to Speech column.

Click the browse (...) button to notify the event by sound file.




**NOTE**

The available file format is WAV.

When customizing the message texts to read on the screen aloud, enter the texts in the text box.

# 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
Favorites ..... 5-5
Registering Favorite ..... 5-6
Recalling Favorite ..... 5-8
Editing and Deleting Favorite ..... 5-9
Application ..... 5-10
Installing Applications ..... 5-10
Using Applications ..... 5-11
Uninstalling Applications ..... 5-12
Registering Shortcuts ..... 5-13
Adding Shortcuts ..... 5-13
Editing and Deleting Shortcuts ..... 5-14
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Basic Operation ..... 5-18
Specifying Destination ..... 5-19
Checking and Editing Destinations ..... 5-24
Confirmation Screen of Destinations ..... 5-25
Recall ..... 5-26
Send to Me (E-mail) ..... 5-26
Sending to Different Types of Destinations (Multi Sending) ..... 5-27
Canceling Sending Jobs ..... 5-28
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Scanning with File Management Utility ..... 5-32
How to use the FAX Function ..... 5-33
What is Document Box? ..... 5-34
Basic Operation for Document Box ..... 5-35
Box List Operations ..... 5-35
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Moving Documents in Custom Box ..... 5-40
Copying Documents in Custom Box into Other Boxes ..... 5-40
Copying Documents in Custom Box to Removable Memory ..... 5-41
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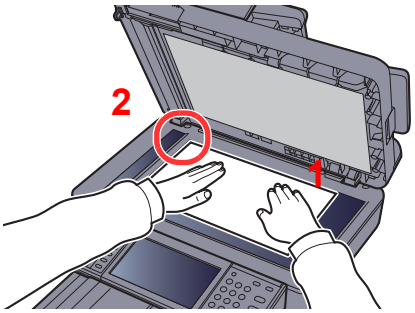
Saving Documents to USB Memory (Scan to USB) ..... 5-49
Check the USB Memory Information ..... 5-50
Removing USB Memory ..... 5-51
Using the Manual Stapler ..... 5-52

# Loading Originals

## Placing Originals on the Platen

You may place books or magazines on the platen in addition to ordinary sheet originals.




1 Put the scanning side facedown.

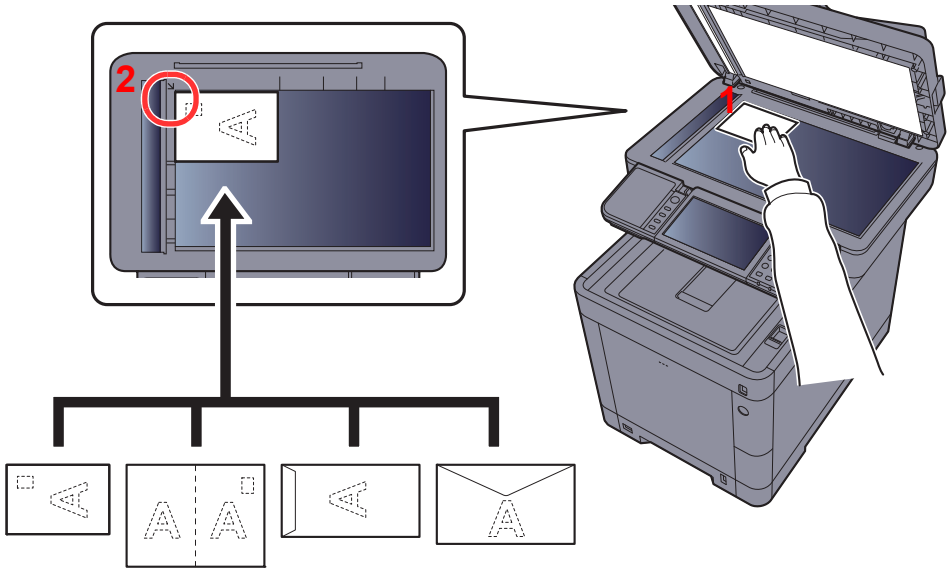
2 Align it flush against the original size indicator plates with the back left corner as the reference point.

**NOTE**

For details on Original Orientation, refer to the following:

Original Orientation (page 6-12)

**When you place envelopes or cardstock on the platen**




1 Put the scanning side facedown.

2 Align it flush against the original size indicator plates with the back left corner as the reference point.

**NOTE**

For the procedure for feeding envelopes or cardstock, refer to the following:

When you load envelopes or cardstock in the multi purpose tray (page 3-9)

**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$^2$<br>(duplex: 50 to 120 g/m$^2$) |
| **Sizes** | Maximum Folio (Legal) to Minimum A6-R (Statement-R) |
| **No. of sheets** | 100 sheets or less (50 to 80 g/m$^2$) |

### 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.

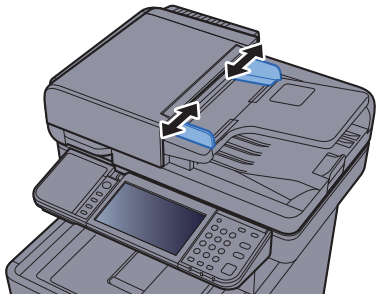
- Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam.)
- Originals with adhesive tape or glue
- Originals with cut-out sections
- Curled original
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam.)
- Carbon paper
- Crumpled paper

## How to Load Originals

**IMPORTANT**

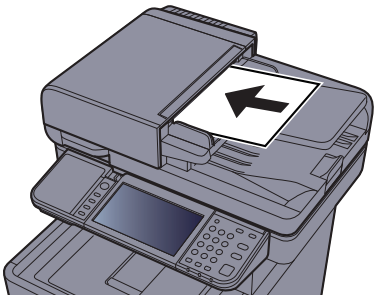
- **Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.**
- **Do not make an impact on the document processor top cover, such as aligning the originals on the top cover. It may cause 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.



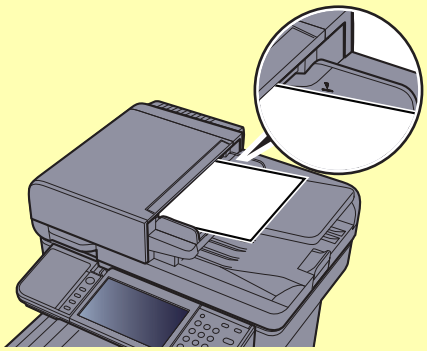
**NOTE**

For details on Original Orientation, refer to the following:

Original Orientation (page 6-12)

**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.**

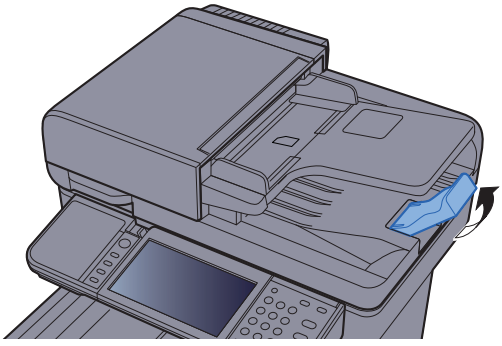


**Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam.**

**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



# Favorites

Frequently used functions can be registered as favorites so that they can be called up easily.

The following functions are pre-registered on this machine. You can delete these functions as well as register new functions.

| Favorites Name | Description | Default Registration |
|---|---|---|
| **ID Card Copy** | Use this when you want to copy a driver's license or an insurance card.<br>When you scan the front and back of the card, both sides will be combined and copied onto a single sheet. | • Copying Functions<br>• Program mode<br>• Combine: [**2 in 1**]<br>Color Selection: [**Black & White**]<br>ID Card Copy: [**On**]<br>Continuous Scan: [**On**]<br>Original Size: [**A5-R**]<br>Paper Selection: Cassette 1<br>Zoom: [**Auto Zoom**] |
| **Paper Saving Copy** | Use this when you want to reduce paper use. Page combining and two-sided copying can be set by following the screen. | • Copying Functions<br>• Wizard mode<br>• Combine: [**2 in 1**]<br>Duplex: [**1-sided>>2-sided**]<br>Paper Selection: Cassette 1<br>Copies: 1 |
| **Scan to PC (Address Entry)** | Use this when you want to send the image to either a shared folder on a PC or an FTP server folder. The settings such as the destination and color selection can be set by following the screen. | • Sending Functions<br>• Wizard mode<br>• Destination: New PC Folder<br>Color Selection: [**Full Color**]<br>File Name Entry: Default<br>File Format: [**PDF**]<br>Continuous Scan: [**Off**]<br>Scan Resolution: [**300×300 dpi**] |
| **Scan to PC (Address Book)** | Use this when you want to send the image to either a shared folder on a PC registered in the Address Book or to an FTP server folder. The settings such as the destination and color selection can be set by following the screen. | • Sending Functions<br>• Wizard mode<br>• Destination: Address Book<br>Color Selection: [**Full Color**]<br>File Name Entry: Default<br>File Format: [**PDF**]<br>Continuous Scan: [**Off**]<br>Scan Resolution: [**300×300 dpi**] |
| **Scan to E-mail (Address Entry)** | Use this when you want to send the image to an E-mail address. The settings such as the destination and color selection can be set by following the screen. | • Sending Functions<br>• Wizard mode<br>• Destination: New E-mail Address<br>Color Selection: [**Full Color**]<br>File Name Entry: Default<br>File Format: [**PDF**]<br>Continuous Scan: [**Off**]<br>Scan Resolution: [**300×300 dpi**]<br>E-mail subject: Default<br>E-mail body: Default |

| Favorites Name | Description | Default Registration |
|---|---|---|
| **Scan to E-mail (Address Book)** | Use this when you want to send the image to an E-mail address registered in the Address Book. The settings such as the destination and color selection can be set by following the screen. | • Sending Functions<br>• Wizard mode<br>• Destination: Address Book<br>Color Selection: [**Full Color**]<br>File Name Entry: Default<br>File Format: [**PDF**]<br>Continuous Scan: [**Off**]<br>Scan Resolution: [**300×300 dpi**]<br>E-mail subject: Default<br>E-mail body: Default |

**NOTE**
Up to 20 settings can be registered as favorites.

# Registering Favorite

When registering a favorite, you can choose from two methods for calling it up:

- Wizard mode: Registered settings are called up in order and configured as you check or change each one.
- Program mode: Settings are called up immediately when you select the key to which they are registered.

Sending is explained as an example below.

## Wizard Mode

### 1 Display the screen.

Select [**Favorites**] on the Home screen.

### 2 Register the favorite.

1 [**Menu**] > [**Add**]

2 Select the job type.

3 Select [**Wizard**].

4 Select the recall function > [**Next**]

**NOTE**
When the job type is "Copy", the Destination Recall Method screen will not be displayed.

5 Enter the new favorite name > [**Next**]

Character Entry Method (page 11-11)

6 Check the settings and change or add information as needed.

| Item | Description |
|---|---|
| **Name** | Enter the name displayed on the favorite screen (up to 32 characters). |
| **Job Type** | The type of the selected job is displayed. |
| **Number**[*1] | Enter the favorite number.<br>If you enter 00, the smallest number available will be automatically assigned. |
| **Owner**[*2] | Displays the owner of the favorite. |
| **Permission**[*2] | Configures permission settings for favorites to determine how they are shared with other users. |
| **Destination**[*3] | Selects the Destination Recall Method. |
| **Functions** | Selects the functions to be displayed in the wizard. |
| **Function Type** | Selects the method for recalling favorites. |

*1 If user login administration is enabled, you can only change the settings by logging in with administrator privileges.
*2 Displayed when user login administration is enabled.
*3 Displayed when the job type is [**Send**] or [**FAX**].

7 Select [**Save**].

The favorite is registered.

8 "Do you want to add a new function to the home screen?" screen appears.To display a registered favorite on the Home screen, select [**Yes**] and specify the position in which you want to display the icon of registered favorite, and select [**Save**].

## Program Mode

When registering favorites in program mode, configure the copy function, send function, fax function (Only on products with the fax function installed.), destination, or other setting to register.

### 1 Display the screen.

1 Select [**Send**] on the Home screen.

2 Select the sending functions and destinations that you want to register in the program.

3 Select [**Favorites**].

### 2 Register the favorite.

1 [**Menu**] > [**Add**]

2 Select the job type.

3 Select [**Program**].

4 Enter the new favorite name > [**Next**]

Character Entry Method (page 11-11)

5 Check the settings and change or add information as needed.

| Item | Description |
|---|---|
| **Name** | Enter the name displayed on the favorite screen (up to 32 characters). |
| **Job Type** | The type of the selected job is displayed. |
| **Number**[*1] | Enter the favorite number.<br>If you enter 00, the smallest number available will be automatically assigned. |
| **Owner**[*2] | Displays the owner of the favorite. |
| **Permission**[*2] | Configures permission settings for favorites to determine how they are shared with other users. |
| **Function Type** | Selects the method for recalling favorites. |

*1 If user login administration is enabled, you can only change the settings by logging in with administrator privileges.
*2 Displayed when user login administration is enabled.

6 Select [**Save**].

The favorite is registered.

7 "Do you want to add a new function to the home screen?" screen appears. To display a registered favorite on the Home screen, select [**Yes**] and specify the position in which you want to display the icon of registered favorite, and select [**Save**].

# Recalling Favorite

Use the procedure below to recall a registered favorite.

## 1 Display the screen.

1 Select [**Favorites**] on the Home screen, or the key of the registered favorite.

Selecting the key of the registered favorite will recall the favorite. If you selected [**Favorites**], proceed to the next step.

2 Select the key for the favorite you want to recall.

## 2 Execute the favorite.

**When using the wizard mode**

1 The registered screens are displayed in order. Make the desired settings and select [**Next**].

When all the settings are complete, the confirmation screen is displayed.

**NOTE**
To edit the settings, select [**<Back**] and make changes as desired.

2 Place the originals > [**Start**] key

**When using the program mode**

Place the originals > [**Start**] key

# Editing and Deleting Favorite

You can change favorite number and favorite name, or delete favorite.

Use the procedure below to edit or delete a favorite.

## 1 Display the screen.

Select [**Favorites**] on the Home screen.

## 2 Edit the favorite.

### To edit a favorite

1 [**Menu**] > [**Edit**]

2 Select the favorite you wish to edit.

3 Change the favorite number, favorite name, permission.

Registering Favorite (page 5-6)

4 [**Save**] > [**Yes**]

### To delete

1 [**Menu**] > [**Delete**]

2 Select the favorite you wish to delete.

3 Select [**Yes**].

# 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.

For details, consult your sales representative or dealer.

## Installing Applications

To use applications, first install the application in the machine and then activate the application.

**NOTE**

A maximum of 16 applications and 5 licenses can be installed on the machine. To add different applications, uninstall an application that has been installed.

Uninstalling Applications (page 5-12)

The procedure is as follows.

### 1 Display the screen.

[**System Menu/Counter**] > [**Application**] > [**Application**]

**NOTE**

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

**Login User Name:** **3500**

**Login Password:** **3500**

### 2 Install the application.

1 Select [ ➕ ].

2 Insert the removable memory containing the application to be installed into the USB Memory Slot.

**NOTE**

When the message "Removable Memory was recognized. Displaying files. Are you sure?" is displayed, select [**No**].

3 Select the application to be installed > [**Install**]

You can view detailed information on the selected application by selecting [ ▬ ].

4 Select [**Yes**].

Installation of the application begins. Depending on the application being installed, the installation may take some time.

Once the installation ends, the original screen reappears.

**NOTE**

- To install another application, repeat steps 2-3 and 2-4.
- To remove the removable memory, select [**Remove Memory**] and wait until the message "Removable Memory can be safely removed." appears. Then remove the removable memory.

### 3 Activate the application.

1 Select the desired application > [**Menu**] > [**Activate**]

You can view detailed information on the selected application by selecting [ ].

2 [**Official**] > Enter the license key > [**OK**]

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to step 3-3. To use the application as a trial, select [**Trial**] without entering the license key.

3 Select [**Yes**].

**IMPORTANT**

**If you change the date/time while using the trial version of an application, you will no longer be able to use the application.**

# Using Applications

Icons of activated application are displayed in the Home screen. Select the application icon in the Home screen.

The application will start up.

# Uninstalling Applications

The procedure is as follows.

## 1 Display the screen.

[**System Menu/Counter**] key > [**Application**] > [**Application**]

**NOTE**

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

**Login User Name:** **3500**

**Login Password:** **3500**

## 2 Deactivate the application.

1 Select the application you want to deactivate > [**Menu**] > [**Deactivate**]

You can view detailed information on the selected application by selecting [ ].

2 Select [**Yes**].

## 3 Uninstall the application.

1 Select the application you want to uninstall > [ ]

You can view detailed information on the selected application by selecting [ ].

2 Select [**Yes**].

# Registering Shortcuts

You can register shortcuts for easy access to the frequently used functions. The settings for the selected function can also be registered. A function name linked to a registered shortcut can be changed as necessary. You can register up to 2 shortcuts for copying functions, sending functions, fax functions, and functions set for document box.

## Adding Shortcuts

Shortcut registration is performed in the "Functions" screen of each function. Use the procedure below to register a shortcut.

### 1 Display the screen.

In the Copy, Send, Document Box, or FAX screen, select as follows.

[**Functions**] > [**Add/Edit Shortcut**]

### 2 Register the shortcuts.

1 Select [**Add**].

2 Select the key to which you wish to register the shortcut.

The following types of shortcuts are available:

| | |
|---|---|
| **Private Shortcut 1, 2** | Private shortcuts are only available for use by the logged in user. They can only be set while using user login administration. |
| **Shared Shortcut 1, 2** | Shared shortcuts can be used by all machine users. When using user login administration, shared shortcuts can only be set by users who have logged in as administrators. |

**NOTE**

If you select a shortcut number already registered, the currently registered shortcut can be replaced with a new one. Some shortcuts are preregistered at the factory (example: "ID Card Copy" of copy function).

3 Select the function screen to display with the shortcut.

4 Enter the shortcut name > [**Next**]

Up to 24 characters can be entered.

Character Entry Method (page 11-11)

5 Select [**Save**].

The shortcut is registered.

# Editing and Deleting Shortcuts

Follow the steps shown below to change a shortcut number/name or delete a shortcut.

## 1 In the "Functions" screen of each function, select [Add/Edit Shortcut] in the bottom of the screen.

## 2 Edit the shortcut.

### To edit a shortcut

1. Select [**Edit**].
2. Select the shortcut type and number you wish to edit.
3. Select [**Number**] or [**Name**].
4. Change the settings > [**OK**]
5. [**Save**] > [**Yes**]

### To delete

1. Select [**Delete**].
2. Select the shortcut you wish to delete.
3. Select [**Yes**].

# Copying

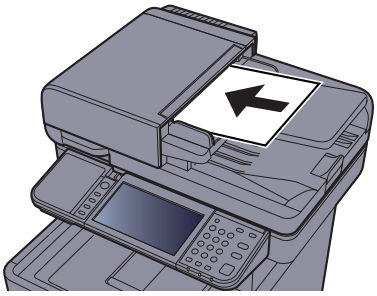
## Basic Operation

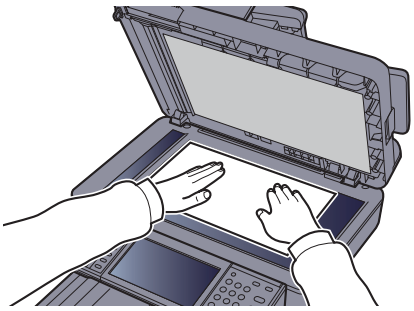
Follow the steps as below for basic copying.

### 1 Select [Copy] on the Home screen.

### 2 Place the originals.

Place the originals.





Loading Originals (page 5-2)

### 3 Select the functions.

To configure the settings for functions, select the function key. By selecting [**Functions**], other selectable functions will be shown as a list.

Copy (page 6-2)

### 4 Use the numeric keys to enter the copy quantity.

Specify the desired number up to 999.

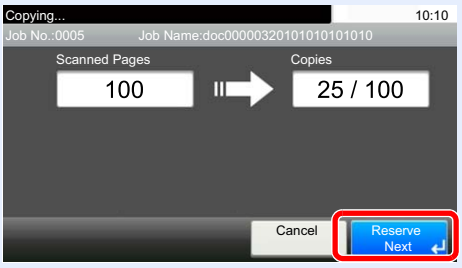
### 5 Press the [Start] key.

Copying begins.

**NOTE**

This function allows you to reserve the next job during printing. Using this function, the original will be scanned while the machine is printing. When the current print job ends, the reserved copy job is printed. If "Reserve Next Priority" is set to [**Off**], [**Reserve Next**] will appear. Select [**Reserve Next**] and configure the necessary settings for the copy job.

Reserve Next Priority (page 8-20)



# Canceling Jobs

You can also cancel jobs by selecting the [**Stop**] key.

## 1 Select the [Stop] key with the copy screen displayed.

## 2 Cancel a job.

### When there is a job is being scanned

The copy job is canceled.

### When there is a job printing or on standby

Canceling job screen appears. The current print job is temporarily interrupted.

Select the job you wish to cancel > [**Delete**] > [**Yes**]

**NOTE**

If "Reserve Next Priority" is set to [**Off**], the Copying screen appears in the touch panel. In such case, selecting the [**Stop**] key or [**Cancel**] will cancel the printing job in progress.

Reserve Next Priority (page 8-20)

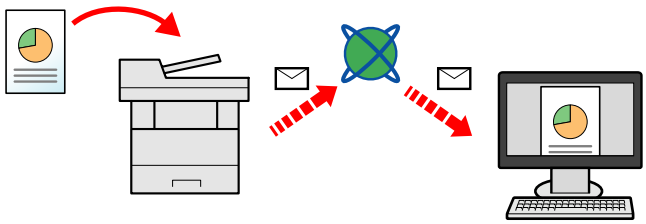
# Sending

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.

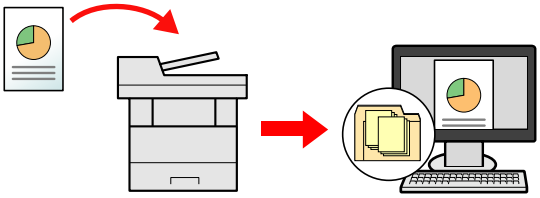
A network environment which enables the machine to connect to a mail server is required in order to send E-mail. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

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. (Refer to page 5-19 and page 5-21.)



- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC. (Refer to page 5-18.)
- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server. (Refer to page 5-18.)



- Image Data Scanning with TWAIN / WIA: Scan the document using a TWAIN or WIA compatible application program. (Refer to page 5-31.)

**NOTE**

- Different sending options can be specified in combination.

Sending to Different Types of Destinations (Multi Sending) (page 5-27)

- The fax function can be used on products equipped with fax capability.

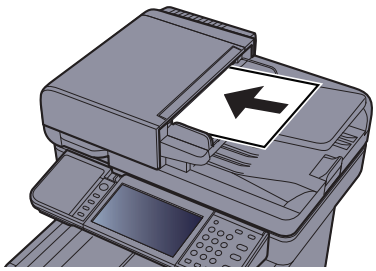
**FAX Operation Guide**

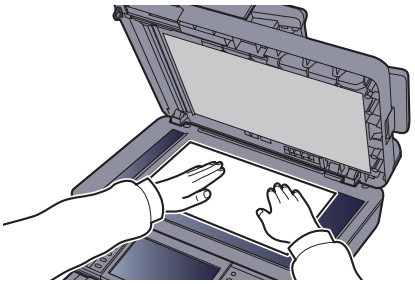
# Basic Operation

## 1 Select [Send] on the Home screen.

## 2 Place the originals.

Place the originals.





Loading Originals (page 5-2)

## 3 Specify the destination.

Select the destination to which to send an image.

Specifying Destination (page 5-19)

**Choosing a Destination from the External Address Book**

For details on the External Address Book, refer to the following:

**Embedded Web Server RX User Guide**

**Choosing a Destination from the FAX**

For more information on using the FAX, refer to the following:

**FAX Operation Guide**

## 4 Select the functions.

Select [**Functions**] to display other functions.

Send (page 6-4)

## 5 Press the [Start] key.

Sending starts.

# Specifying Destination

Select the destination using either of the following methods:



Choosing from the Address Book (page 5-19)



Choosing from the External Address Book

For details on the External Address Book, refer to the following:

➡ **Embedded Web Server RX User Guide**



Choosing from the One Touch Key (page 5-21)



Entering an E-mail Address (page 5-21)



Specifying a New PC Folder (page 5-22)



Choosing from the FAX

➡ **FAX Operation Guide**

**NOTE**

- You can set the machine up so that the address book screen appears when you select the [**Send**] key.

➡ Default Screen (page 8-21)

- 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 the following:

➡ Registering Destinations in the Address Book (page 3-23)

### 1 In the basic screen for sending, select [Address Book].

**NOTE**

For details on the External Address Book, refer to the following:

➡ **Embedded Web Server RX User Guide**

### 2 Select the destinations.

Select the checkbox to select the desired destination from the list. The selected destinations are indicated by a checkmark in the check box.

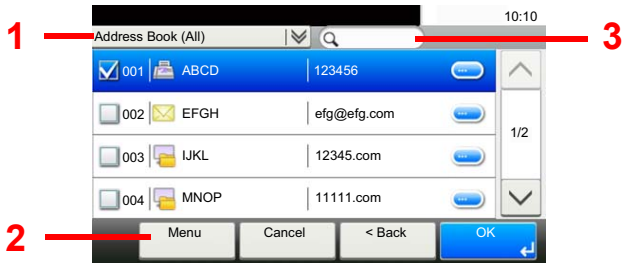
You can also select [**Menu**] to perform a more detailed search.

**NOTE**

To deselect, select the checkbox again and remove the checkmark.

### Destination Search

Destinations registered in the Address Book can be searched.




| Keys used | | Search type | Subjects searched |
|---|---|---|---|
| 1 | | Advanced search by destination | Advanced search by type of registered destination (Email, Folder (SMB/FTP), FAX or Group). |
| 2 | **Narrow Down** | Advanced search by destination | Advanced search by type of registered destination (Email, Folder (SMB/FTP), FAX or Group). |
| | **Search (Name)** | Search by name | Search by registered name. |
| | **Search (No.)** | Search by number | Search by registered address number. |
| | **Sort (Name)** | Change of display order | Sorts the list by destination name. |
| | **Sort (No.)** | | Sorts the list by destination address number. |
| 3 | | Search by name | Search by registered name. |

**NOTE**

You can specify a destination by address number by selecting the [**Quick No. Search**] key.

## 3 Accept the destination > [OK]

Destinations can be changed later.

Checking and Editing Destinations (page 5-24)

**NOTE**

You can set the default "Sort" settings.

Sort (page 8-23)

## Choosing from the One Touch Key

Select the destination using the One Touch Keys.

**NOTE**

This procedure assumes that One Touch Keys have already been registered.
For more information on adding One Touch keys, refer to the following:

Adding a Destination on One Touch Key (One Touch Key) (page 3-28)

### 1 In the basic screen for sending, select [One Touch Key].

### 2 Select the One Touch Keys where the destination is registered.

If the One Touch Keys for the desired destination is hidden on the touch panel, select [∨] or [∧] to scroll and view next or previous One Touch Keys.

**NOTE**

You can specify a One Touch Key by one touch number by selecting the [**Quick No. Search**] key.

### 3 Accept the destination > [OK]

Destinations can be changed later.

Checking and Editing Destinations (page 5-24)

## Entering an E-mail Address

Enter the desired E-mail address.

**NOTE**

To send an E-mail, configure the environment settings necessary.

E-mail Settings (page 2-59)

### 1 In the basic screen for sending, select [E-mail].

### 2 Enter destination E-mail address > [OK]

Up to 128 characters can be entered.

Character Entry Method (page 11-11)

To enter multiple destinations, select [**Next Destination**] and enter the next destination. Up to 100 E-mail addresses can be specified.

You can register the entered E-mail address in the Address Book by selecting [**Menu**] > [**Add to Address Book**]. You can also replace the information for a previously registered destination.

Destinations can be changed later.

Checking and Editing Destinations (page 5-24)

## Specifying a New PC Folder

Specify either the desired shared folder on a computer or an FTP server as the destination.

**NOTE**

- For the method for setting a shared folder destination on a PC, refer to the following:

Preparation for Sending a Document to a Shared Folder in a PC (page 3-13)

- For details on how to share a folder, refer to the following:

Creating a Shared Folder, Making a Note of a Shared Folder (page 3-15)

- Be sure that SMB Protocol or FTP is On.

Protocol Settings (page 8-31)

### 1 In the basic screen for sending, select [Folder].

### 2 Select the folder type.

If you selected [**FTP**], go to step 4.

### 3 Select the folder specification method.

To search for a folder on a PC on the network, select [**Search Folder from Network**] or [**Search Folder by Host Name**].

If you selected [**Search Folder from Network**], you can search all PCs on the network for a destination.

If you selected [**Search Folder by Host Name**], you can enter the "Domain/Workgroup", and "Host Name" to search PCs on the network for the destination.

Up to 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and select [**Next**]. The login user name and login password entry screen appears.

After you enter the login user name and login password name of the destination PC, the shared folders appear. Select the folder that you want to specify and select [**Next**]. The address of the selected shared folder is set.

Select the folder from the Search Results list.

If you selected [**Enter Folder Path**], go to step 4.

### 4 Enter the destination information.

Enter the next information. Once you have entered one item, select [**Next**] to advance to the next item.

Character Entry Method (page 11-11)

The table below lists the items to be set.

**For send to folder (SMB)**

| Item | Detail | Max. characters |
|---|---|---|
| **Host Name** | Computer name | Up to 64 characters |
| **Path** | Share name<br>For example: scannerdata<br>If saving in a folder in the shared folder:<br>share name\folder name in shared folder | Up to 128 characters |
| **Login User Name** | If the computer name and domain name are the same:<br>User Name<br>For example: james.smith<br>If the computer name and domain name are different:<br>Domain name\User name<br>For example: abcdnet\james.smith | Up to 64 characters |
| **Login Password** | Windows logon password<br>**(Case sensitive.)** | Up to 64 characters |

**For send to folder (FTP)**

| Item | Data to be entered | Max. characters |
|---|---|---|
| **Host Name** | Host name or IP address of FTP server | Up to 64 characters |
| **Path**[*1] | Path to the receiving folder<br>For example: User\ScanData<br>Otherwise the data will be saved 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<br>**(Case sensitive.)** | Up to 64 characters |

*1 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.

## 5 Check the status.

1 Check the information.

Change the delay as required.

2 Check the connection.

[**Menu**] > [**Connection Test**]

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

To enter multiple destinations, select [**Next Destination**] and enter the next destination.

You can register the entered information in the Address Book by selecting [**Add to Address Book**].

## 6 Select [OK].

Destinations can be changed later.

➡ Checking and Editing Destinations (page 5-24)

# Checking and Editing Destinations

Check and edit a selected destination.

## 1 Display the screen.

1 Specify the destination.

Specifying Destination (page 5-19)

2 Select [**Check**].

## 2 Check and edit the destination.

To add a new destination, select [ ➕ ].

To display details for the destinations, select [ ▪▪▪ ]. New E-mail addresses and PC folders can be edited if they have been specified.

To delete the selected destination, select [ 🗑 ].

**NOTE**

- When selecting [**On**] for Entry Check for New Destination, the confirmation screen appears. Enter the same host name and path again, and select [**OK**].

Entry Check for New Dest. (page 8-21)

- When selecting [**On**] for Destination Check before Send, the confirmation screen appears after pressing the [**Start**] key.

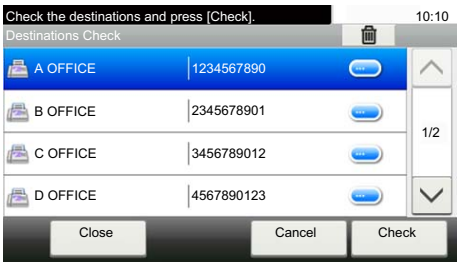
Dest. Check before Send (page 8-21)
Confirmation Screen of Destinations (page 5-25)

# Confirmation Screen of Destinations

When selecting [**On**] for Destination Check before Send, the confirmation screen of destinations appears after pressing the [**Start**] key.

Dest. Check before Send (page 8-21)

Follow the steps below to confirm the destinations.




1 Select [ ∨ ] or [ ∧ ] to confirm all destination.

Selecting [ ] shows the detailed information of the selected destination.

To delete the destination, select the destination you want to delete > [ ] > [**Yes**]

To add the destination, select [**Cancel**] and then return to the destination screen.

2 Select [**Check**].

**NOTE**

Be sure to confirm all destination by displaying them on the touch panel. You cannot select [**Check**] 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, select [**Recall**], and you can call the destination you sent on the destination list.

1 Select [**Recall**].

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 "Dest. Check before Send", a destination confirmation screen is displayed when you press the [**Start**] key.

Confirmation Screen of Destinations (page 5-25)

- 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.

## 1 Select [Send to Me (E-mail)] on the Home screen.

**NOTE**

- To use this function, the function icon must be displayed in the home screen.

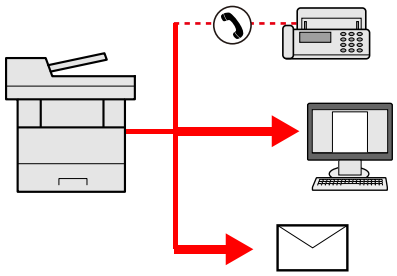
Editing the Home Screen (page 2-14)

- An E-mail address must be set in user login for the user who logs in.

Adding a User (Local User List) (page 9-6)

# Sending to Different Types of Destinations (Multi Sending)

You can specify destinations that combine E-mail addresses, folders (SMB or FTP) and fax numbers (Fax functionality can only be used on products equipped with fax capability.). 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.



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 selecting the [**Stop**] key.

## 1 Select the [Stop] key with the send screen displayed.

## 2 Cancel a job.

### When there is a job is being scanned

Job Cancel appears.

### When there is a job sending or on standby

Canceling job screen appears.
Select the job you wish to cancel > [**Delete**] > [**Yes**]

**NOTE**
Selecting the [**Stop**] key will not temporarily stop a job that you have already started sending.

# 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" is set to [**On**] in the network settings.

WSD Scan (page 8-32)

- For information on operating the computer, refer to the computer's help or the operation guide of your software.

# Installing the Driver

## Installing Driver Software (for Windows 8, Windows 8.1 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 and then click [**Next**].

When the machine's icon is displayed in "**Printers**" on the [**Devices and Printers**] screen, the installation is completed.

## 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 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 10)

### 1 Right-click [Start] button on the Windows and select [Control Panel] and then [View devices and printer].

### 2 Install the driver.

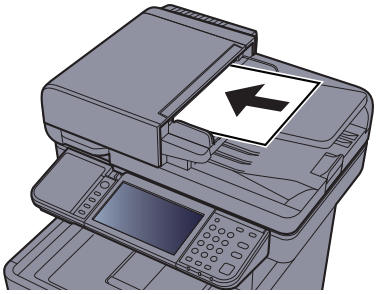
Click [**Add a device**]. Select the machine's icon and then click [**Next**].

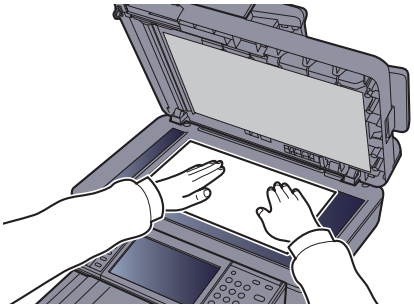
When the machine's icon is displayed in "**Printers**" on the [**Devices and Printers**] screen, the installation is completed.

## WSD scan

### 1 Select [Send] on the Home screen.

### 2 Place the originals.





Loading Originals (page 5-2)

### 3 Display the screen.

Select [**WSD Scan**].

### 4 Scan the originals.

**Procedure using this machine**

1 [**From Operation Panel**] > [**Next**]

2 Select the destination computer > [**OK**]

Select [**Reload**] to reload the computer list.

You can view information on the selected computer by selecting [ ].

3 Press the [**Start**] key.

Sending begins and the software installed on the computer is activated.

**Procedure from Your Computer**

1 [**From Computer**] > [**Next**]

2 Use the software installed on the computer to send the images.

# Scanning using TWAIN or WIA

This section explains how to scan an original using TWAIN. 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 dialog box.

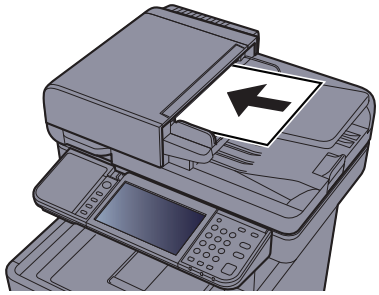
**NOTE**
For selecting the machine, see the Operation Guide or Help for each application software.

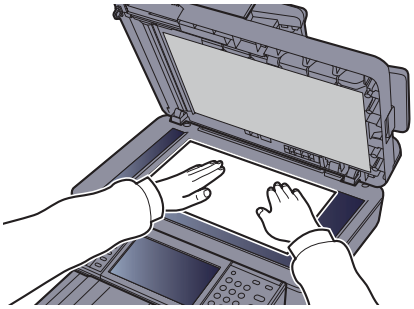
## 2 Configure the scan settings.

Select scanning settings in the dialog box that opens.

**NOTE**
For the settings, refer to Help in the dialog box.

## 3 Place the originals.





Loading Originals (page 5-2)

## 4 Scan the originals.

Click the [**Scan**] button. The document data is scanned.

# Scanning with File Management Utility

File Management Utility is an application that sends a scanned document to a specified network folder or PC. You can create a work flow with FMU for processing of the scanned document, and register the workflow in the machine as a favorite.

**NOTE**

- To use this function, you must install File Management Utility on your computer and configure settings for the multifunction machine to be used, scanning conditions, and the file save location. To install File Management Utility, refer to the following:

Installing Software (page 2-37)

- For information on using File Management Utility, refer to the following:

**File Management Utility User Guide**

## 1 Make sure that File Management Utility is running on the computer (or server) on which File Management Utility is installed.

## 2 Place the original.

## 3 Recall a favorite.

1 Select [**Favorites**] on the Home screen, or the key of the registered favorite.

If you selected the key of the favorite registered with FMU, the favorite is activated. If you selected [**Favorites**], proceed to the next step.

2 Select the key of the favorite you want to use.

## 4 Follow the on-screen instructions to enter the necessary information and press [Next].

## 5 When the scan settings screen appears, press each item and configure the necessary settings.

The features that can be set depend on File Management Utility.

## 6 Press the [Start] key.

Sending starts.

# How to use the FAX Function

On products with a FAX function, it is possible to use the FAX function.

**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 5-36)

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:

Using a Custom Box (page 5-36)

**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.

Deletion of Job Retention (page 8-22)

- For details on operating the Job Box, refer to the following:

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

### Private Print/Stored Job Box (page 4-9, page 4-11)

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 4-13, page 4-15)

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 5-47)

A USB memory stick can be connected to the USB memory slot on the machine to print a saved file. You can print 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, OpenXPS or high compression PDF format (Scan to USB).

### Sub Address Box/Polling Box

Sub Address Box/Polling Box store the fax data.

**FAX Operation Guide**

# Basic Operation for Document Box

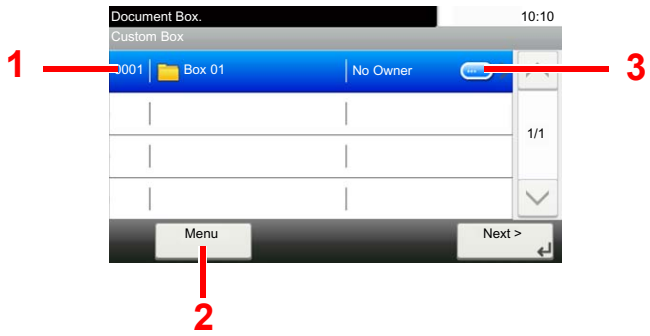
This section explains basic operations for document boxes, using examples where tasks are carried out with custom boxes.

**NOTE**

In the following explanation, it is assumed that user login administration is enabled. For details on User Logon privileges, refer to the following:

Editing and Deleting Custom Box (page 5-38)

## Box List Operations



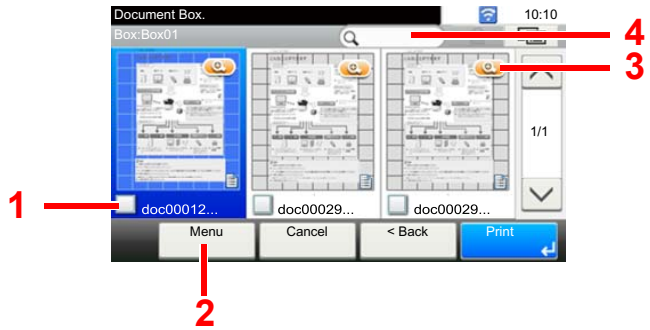

1 This opens the selected box.

2 You can select [**Menu**] and then perform one of the following operations: search for a Document Box search (box name, box number), change the sorting sequence of display items (box name, box number, owner), register a new box, modify or delete a box.

3 This displays detailed information about each box.

## Document List Operations

The document list is a list of the documents stored in the custom box. The operations below are available.




1 A check mark indicates an item is selected.

2 You can select [**Menu**] and then perform one of the following operations: print, move, search for (by name), edit, or delete a document, select or deselect all, change the sorting sequence of display items (name, box number, owner)

3 Shows detailed information about the document.

4 Can be used for a document name search.

**NOTE**

- You can select multiple documents by pressing the respective document checkboxes.
- Select [ ] to change to list display.

# 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 5-36)
Saving Scanned Documents to a Custom Box (page 5-39)
Moving Documents in Custom Box (page 5-40)
Copying Documents in Custom Box into Other Boxes (page 5-40)
Copying Documents in Custom Box to Removable Memory (page 5-41)
Joining Documents in Custom Box (page 5-42)
Deleting Documents in Custom Box (page 5-43)
Printing Documents in Custom Box (page 5-43)
Sending Documents in a Custom Box (page 5-44)
Sending Documents in Custom Box to E-mail Address of Logged in user. (page 5-45)
Scanning Document Stored in a Custom Box (page 5-46)


**NOTE**

The operation on Custom Box you perform from operation panel can also be made using Embedded Web Server RX.

**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:** **3500**

**Login Password:** **3500**

- 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 Select [**Custom Box**] on the Home screen.

2 [**Menu**] > [**Add**]

## 2 Create the Custom Box.

1 Enter the box name > [**Next**]

Up to 32 characters can be entered.

Character Entry Method (page 11-11)

2 Check the settings and change or add information as needed.

| Item | Description |
|---|---|
| **Box Name** | Enter a box name consisting of up to 32 characters.<br>Character Entry Method (page 11-11) |
| **Box No.** | Enter the box number by selecting [**+**], [**-**] or number keys. 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. |
| **Owner**[*1] | Set the owner of the box. Select the owner from the user list that appears. |
| **Permission**[*2] | 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 the same password of up to 16 characters in both [**Password**] and [**Confirm Password**].<br>This can be set if [**Shared**] is selected in Permission. |
| **Usage Restriction** | The usage 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 selecting [**-**], [**+**] or number keys. You can enter a limit between 1 and 30,000 (MB). |
| **Auto File Deletion** | Automatically deletes stored documents after a set period of time. Select [**On**] to enable automatic deletion and then use [**+**] and [**-**] or the numeric keys 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**]. |
| **Free Space** | Displays the free space on the box. |
| **Overwrite Setting** | Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, select [**Permit**]. To retain old documents, select [**Prohibit**]. |
| **Delete after Printed** | Automatically delete a document from the box once printing is complete. To delete the document, select [**On**]. To retain the document, select [**Off**]. |

*1 Displayed when the user login administration is enabled.
*2 Not displayed when "Owner" is set to [**No Owner**].

**3** Select [**Save**].

The Custom Box is created.

# Editing and Deleting Custom Box

## 1 Display the screen.

Select [**Custom Box**] on the Home screen.

## 2 Edit the custom box.

### To edit

1 [**Menu**] > [**Edit**]

2 Select the box you want to edit.

**NOTE**

- When you have logged in as a user, you can only edit a box whose owner is set to that user.
- When you have logged in as administrator, you can edit all boxes.

When user login administration is enabled, the settings that can be changed varies depending on the privileges of the logged in user.

| Privileges | Settings that can be changed |
|---|---|
| **Administrator** | Box Name |
| | Box No. |
| | Owner |
| | Permission |
| | Box Password |
| | Usage Restriction |
| | Auto File Deletion |
| | Overwrite Setting |
| | Delete after Printed |
| **User** | Box Name |
| | Box Password |
| | Permission |
| | Auto File Deletion |
| | Overwrite Setting |
| | Delete after Printed |

Creating a New Custom Box (page 5-36)

### To delete

1 [**Menu**] > [**Delete**]

2 Select the box you want to delete.

> **NOTE**
> - When you have logged in as a user, you can only delete a box whose owner is set to that user.
> - When you have logged in as administrator, you can edit all boxes.

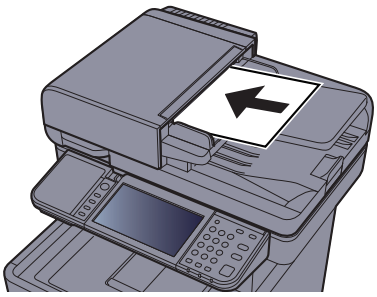
3 Select [**Yes**].

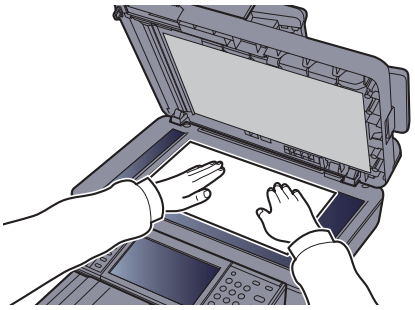
# Saving Scanned Documents to a Custom Box

## 1 Display the screen.

Select [**Custom Box**] on the Home screen.

## 2 Place the originals.





Loading Originals (page 5-2)

## 3 Store the forms.

1 Select the box > [**Menu**] > [**Store File**]

2 Specify the type of originals, scanning density, etc., as necessary.

For the features that can be set, refer to the following:

Store File (page 6-6)

3 Press the [**Start**] key.

The original is scanned and the data is stored in the specified Custom Box.

# Moving Documents in Custom Box

This function allows you to move documents stored in custom boxes into other boxes.

## 1 Display the screen.

Select [**Custom Box**] on the Home screen > Select the box.

**NOTE**
If a custom box is protected by a password, enter the correct password.

## 2 Move the documents.

1 Select the document in the list that you want to move by selecting the checkbox.

The document is marked with a checkmark.

**NOTE**
To cancel a selection, select the checkbox again so that it is no longer ticked.

2 [**Menu**] > [**Move/Copy**] > [**Move to Another Custom Box**]

3 Select the move destination.

4 [**Select Current Folder**] > [**Yes**]

This moves the selected documents.

**NOTE**
If the box to which the document is being moved is protected by a password, enter the correct password.

# Copying Documents in Custom Box into Other Boxes

This function allows you to copy documents stored in custom boxes into other boxes.

## 1 Display the screen.

Select [**Custom Box**] on the Home screen > Select the box.

**NOTE**
If a custom box is protected by a password, enter the correct password.

## 2 Copy the documents.

1 Select the document in the list that you want to copy by selecting the checkbox.

The document is marked with a checkmark.

**NOTE**
To cancel a selection, select the checkbox again so that it is no longer ticked.

2 [**Menu**] > [**Move/Copy**] > [**Copy to Another Custom Box**]

3 Select the copy destination.

4 [**Copy**] > [**Yes**]

The selected document is copied.

**NOTE**

If the box to which the document is being copied is protected by a password, enter the correct password.

# Copying Documents in Custom Box to Removable Memory

This function allows you to copy documents stored in custom boxes to removable memory.

## 1 Display the screen.

Select [**Custom Box**] on the Home screen > Select the box.

**NOTE**

If a custom box is protected by a password, enter the correct password.

## 2 Copy the documents.

1 Select the document in the list that you want to copy by selecting the checkbox.

The document is marked with a checkmark.

**NOTE**

To cancel a selection, select the checkbox again so that it is no longer ticked.

2 [**Menu**] > [**Move/Copy**] > [**Copy to Memory**]

3 Select the copy destination.

4 [**Select Current Folder**] > [**Start**] key > [**Yes**]

The selected document is copied.

# Joining Documents in Custom Box

You can join documents within a custom box into one file.

**NOTE**
You can only join a document to other documents in the same custom box. If necessary, move the documents to be joined beforehand.

## 1 Display the screen.

Select [**Custom Box**] on the Home screen > Select the box.

**NOTE**
If a custom box is protected by a password, enter the correct password.

## 2 Join the document.

1 Select the documents in the list that you wish to join by selecting the checkbox.

The document is marked with a checkmark.

You can join up to 100 documents.

**NOTE**
To cancel a selection, select the checkbox again so that it is no longer ticked.

2 Arrange the documents in the order they will be joined. > [**Menu**] > [**Join**] > [**OK**]

Highlight the document you want to move and then use [**Cancel**] and [**Clear**]] to move it.

3 Enter the name for the joined document > [**Next >**]

Enter up to 64 characters as the document name.

Character Entry Method (page 11-11)

4 Select [**Yes**].

The documents are joined.

**NOTE**
After joining, the original documents are left unchanged. Delete the documents if they are no longer needed.

# Deleting Documents in Custom Box

## 1 Display the screen.

Select [**Custom Box**] on the Home screen > Select the box.

**NOTE**
If a custom box is protected by a password, enter the correct password.

## 2 Delete the document.

1 Select the document in the list that you want to delete by selecting the checkbox.

The document is marked with a checkmark.

**NOTE**
- You cannot select [🗑] without first selecting a document.
- To cancel a selection, select the checkbox again so that it is no longer ticked.

2 [🗑] > [**Yes**]

The document is deleted.

# Printing Documents in Custom Box

## 1 Display the screen.

Select [**Custom Box**] on the Home screen > Select the box containing the document you want to print

**NOTE**
If a custom box is protected by a password, enter the correct password.

## 2 Print the document.

1 Select the document you wish to send by checking the checkbox.

The document is marked with a checkmark.

**NOTE**
To cancel a selection, select the checkbox again so that it is no longer ticked.

2 Select [**Print**].

3 Set the paper selection, duplex printing, etc., as desired.

For the features that can be set, refer to the following:

Printing Documents (page 6-7)

4 Press the [**Start**] key.

Printing of the selected document begins.

# Sending Documents in a Custom Box

## 1 Display the screen.

Select [**Custom Box**] on the Home screen > Select the box.

**NOTE**
If a custom box is protected by a password, enter the correct password.

## 2 Send Start.

1 Select the document in the list that you want to send by selecting its checkbox.

The document is marked with a checkmark.

**NOTE**
- You cannot select and send multiple documents.
- To cancel a selection, select the checkbox again so that it is no longer ticked.

2 [**Menu**] > [**Send**]

**NOTE**
Depending on the settings, the address book screen may appear.

3 Set the destination.

For more information on selecting destinations, refer to the following:

Specifying Destination (page 5-19)

4 Specify the file type, resolution, and other settings as desired.

For the features that can be set, refer to the following:

Sending Documents (page 6-7)

**NOTE**
For information about registering a shortcut or recalling a favorite, refer to the information below.

Registering Shortcuts (page 5-13)
Favorites (page 5-5)

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

Sending of the selected document begins.

# Sending Documents in Custom Box to E-mail Address of Logged in user.

When user login is enabled, documents in the custom box are sent to the E-mail address of the logged in user.

## 1 Select [Custom Box] on the Home screen > [Send to Me(E-mail)]

**NOTE**

When this function is used, functions other than transmission cannot be used.

Before using this function, the following are necessary.

- The function icon must be displayed in the home screen.

Editing the Home Screen (page 2-14)

- An E-mail address must be set in user login for the user who logs in.

Adding a User (Local User List) (page 9-6)

# Scanning Document Stored in a Custom Box

Follow the steps as below for scanning a document stored in a custom box using the TWAIN driver.

**NOTE**

Before sending a document, confirm that TWAIN driver is installed on a computer and the settings are configured.

Setting TWAIN Driver (page 2-47)

To read a document stored in a custom box, use the TWAIN driver setting screen to change from "Model" to a model name that has "(Box)" appended.

## 1 Display the screen.

1 Activate the TWAIN compatible application software.

2 Select the machine using the application and display the dialog box.

**NOTE**

For selecting the machine, see the Operation Guide or Help for each application software.

## 2 Display lists of documents.

1 Select a custom box from "Box List" the stored a document.

If a password has been set for the box, the password entry screen appears. Enter the password and click the [**OK**] button. When you select a box, the document files in the Custom Box appear in [**Document List**].

2 Set how to display the document data. Click the [**Start**] button to select each item.

**NOTE**

For the settings, refer to Help in the dialog box.

3 Click the [**OK**] button.

## 3 Scan the originals.

1 Select the document data to be scanned from [**Document List**].

Enter the document data name in the Search (Name) to find the data having the same document data name or the document data name with the same beginning.

Click the [**Detail**] button to display the selected document data. When the document data includes multiple pages, select the checkbox beside the pages you want to scan. The selected pages will be scanned.

**NOTE**

In this case, the scanned page or the selected document data will not be deleted from the Custom Box.

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

This scans the document data to the computer.

# 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

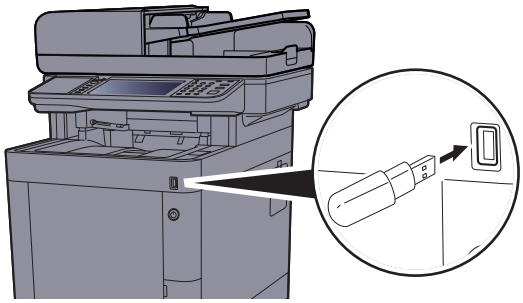
OpenXPS file

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 Memory Slot.

## 1 Plug the USB memory.

1 Plug the USB memory into the USB Memory Slot.



2 When the machine reads the USB memory, "Removable Memory is recognized. Displaying files. Are you sure?" may appear. Select [**Yes**].

Displays the removable memory screen.

**IMPORTANT**

**Use USB memory properly formatted by this machine. If a USB memory formatted by any other device is used, "The removable memory is not formatted." may appear.**

**To format the USB memory, refer to the following:**

Device/Communication (page 7-11)

**NOTE**

If the message does not appear, select [**Removable Memory**] on the Home screen.

## 2 Print the document.

1 Select the folder containing the file to be printed.

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, select [**Back**].

2 Select the file to be printed > [**Print**]

3 Change the number of copies, duplex printing, etc. as desired.

For the features that can be selected, refer to the following:

Removable Memory (Store File, Printing Documents) (page 6-8)

4 Press the [**Start**] key.

Printing of the selected file begins.

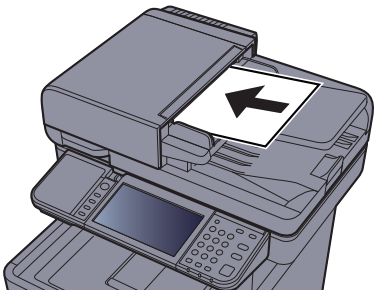
# Saving Documents to USB Memory (Scan to USB)

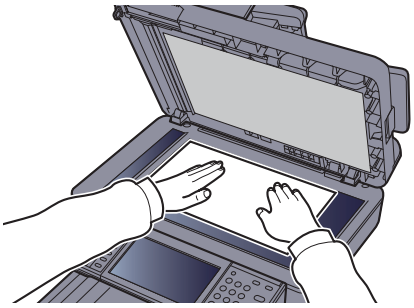
This function allows you to store scanned image files in USB memory connected to the machine. You can store files in PDF, TIFF, JPEG, XPS, OpenXPS, Word*1, Excel*1, PowerPoint*1 or high-compression PDF format.

*1 This appears when the optional OCR Scan Activation Kit is installed.

**NOTE**
The maximum number of the storable files is 1,000.

## 1 Place the originals.

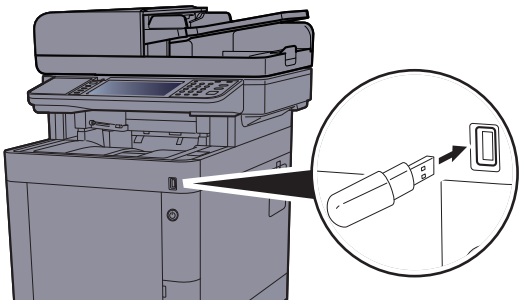




Loading Originals (page 5-2)

## 2 Plug the USB memory.

1 Plug the USB memory into the USB Memory Slot.



2 When the machine reads the USB memory, "Removable Memory is recognized. Displaying files. Are you sure?" may appear. Select [**Yes**] to display the removable memory screen.

**IMPORTANT**

- **Use USB memory properly formatted by this machine. If a USB memory formatted by any other device is used, "The removable memory is not formatted." may appear.**
  **To format the USB memory, refer to the following:**

Device/Communication (page 7-11)

- **When [Format] is selected, all data in the external media is erased.**

**NOTE**
If the message does not appear, select [**Removable Memory**] on the Home screen.

### 3 Store the document.

1 Select the folder where the file will be stored.

The machine will display the top 3 folder levels, including the root folder.

2 Select [ + ].




3 Set the type of original, file format, etc., as desired.

For the features that can be set, refer to the following:

Removable Memory (Store File, Printing Documents) (page 6-8)

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.

In the removable memory screen, select [**Menu**] > [**Memory Information**].

Once you confirm the information, select [**Close**].

# 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.

Select [**Removable Memory**] on the Home screen.

## 2 [Menu] > [Remove Memory]

Select [**OK**], and remove the USB memory after "Removable Memory can be safely removed." is displayed.

**NOTE**

USB memory can also be removed after checking the status of the device.

Device/Communication (page 7-11)

# Using the Manual Stapler

You can staple copied paper manually without any print operation.

**NOTE**

If the machine is out of staples, add more staples.

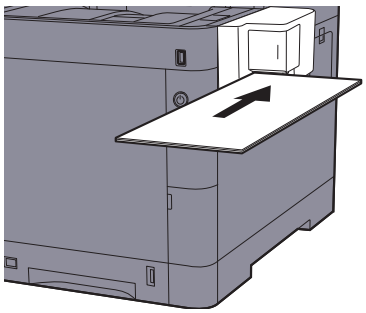
Replacing Staples (page 10-11)

**Maximum number of sheets available for manual stapling**

| Paper weight | Number of stapled sheets |
|---|---|
| **80 g/m$^2$** | 20 sheets maximum*1 |
| **90 g/m$^2$ or less** | 15 sheets maximum*1 |

*1 Paper stack up to 2 mm thick.

## 1 Straighten the edges of the stack of paper, and with the front side facing up, insert the paper into the manual stapler.



When the paper is inserted all the way in, stapling takes place.

**NOTE**

Manual stapling cannot be used while the machine is in sleep mode.

To use manual stapling, select the [**Energy Saver**] key.

# 6 Using Various Functions

This chapter explains the following topics:


Functions Available on the Machine ..... 6-2
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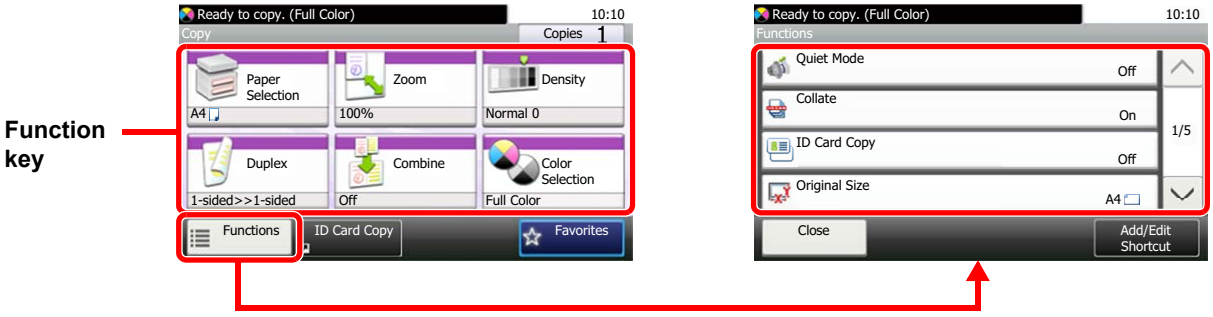
Send ..... 6-4
Custom Box (Store File, Printing Documents, Sending Documents) ..... 6-6
Removable Memory (Store File, Printing Documents) ..... 6-8
Functions ..... 6-10
ID Card Copy ..... 6-10
Original Size ..... 6-10
Paper Selection ..... 6-11
Original Orientation ..... 6-12
Mixed Size Originals ..... 6-13
Collate ..... 6-13
Density ..... 6-13
Original Image ..... 6-14
EcoPrint ..... 6-15
Color Selection ..... 6-15
Color Balance ..... 6-16
Hue Adjustment ..... 6-17
Sharpness ..... 6-18
Contrast ..... 6-18
Background Density Adj. (Background Density Adjustment) ..... 6-19
Saturation ..... 6-19
Prevent Bleed-thrugh ..... 6-20
Zoom ..... 6-20
Combine ..... 6-22
Duplex ..... 6-24
Continuous Scan ..... 6-26
Job Finish Notice ..... 6-26
File Name Entry ..... 6-27
Priority Override ..... 6-27
Quiet Mode ..... 6-27
Skip Blank Page ..... 6-28
Duplex (2-sided Original) ..... 6-29
Sending Size ..... 6-30
File Format ..... 6-31
File Separation ..... 6-35
Scan Resolution, Resolution ..... 6-35
E-mail Subject/Body ..... 6-35
Long Original ..... 6-36
FTP Encrypted TX ..... 6-36
Delete after Printed ..... 6-36
Delete after Transmitted ..... 6-36
Storing Size ..... 6-37
Encrypted PDF Password ..... 6-37
JPEG/TIFF Print ..... 6-38
XPS Fit to Page ..... 6-38

# Functions Available on the Machine

## Copy

To configure the settings for functions, select the function key. By selecting [**Functions**], other selectable functions will be shown as a list.




For details on each function, see the table below.

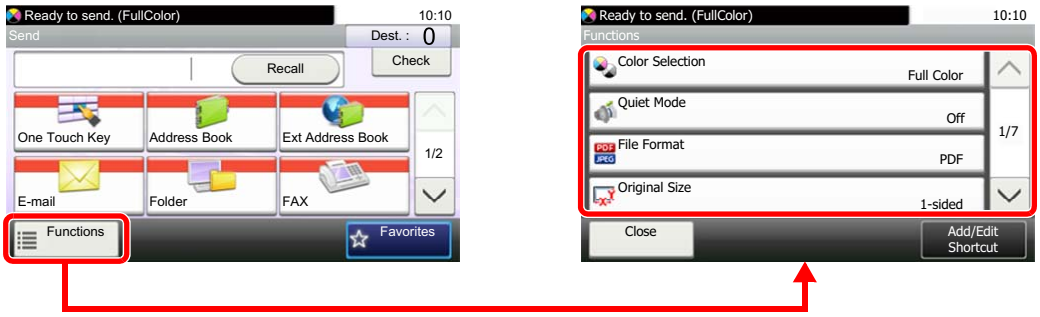
| Function key | Description | Reference page |
|---|---|---|
| **Paper Selection** | Select the cassette or multi-purpose tray that contains the required paper size. | page 6-11 |
| **Zoom** | Adjust the zoom to reduce or enlarge the image. | page 6-20 |
| **Density** | Adjust density. | page 6-13 |
| **Duplex** | Produces two-sided copies. You can also create single-sided copies from two-sided originals. | page 6-24 |
| **Combine** | Combines 2 or 4 original sheets into 1 printed page. | page 6-22 |
| **Color Selection** | Select the color mode setting. | page 6-15 |

| Functions | Description | Reference page |
|---|---|---|
| **Quiet Mode** | Lower print and scan speed for quiet processing. | page 6-27 |
| **Collate** | Prints ordered sets of the copies. | page 6-13 |
| **ID Card Copy** | Use this when you want to copy a driver's license or an insurance card. When you scan the front and back of the card, both sides will be combined and copied onto a single sheet. | page 6-10 |
| **Original Size** | Specify the original size to be scanned. | page 6-10 |
| **Original Orientation** | Select the orientation of the original document top edge to scan correct direction. | page 6-12 |
| **Mixed Size Originals** | Scans all sheets in the document processor, even if they are of different sizes. | page 6-13 |
| **Original Image** | Select original image type for best results. | page 6-14 |
| **EcoPrint** | EcoPrint saves toner when printing. | page 6-15 |
| **Hue Adjustment** | Adjust the color (hue) of images. | page 6-17 |
| **Color Balance** | Adjust the strength of cyan, magenta, yellow, and black. | page 6-16 |
| **Sharpness** | Adjusts the sharpness of image outlines. | page 6-18 |
| **Contrast** | You can adjust the contrast between light and dark areas of the image. | page 6-18 |

| Functions | Description | Reference page |
|---|---|---|
| **Background Density Adj.** | Removes dark background from originals, such as newspapers. | page 6-19 |
| **Prevent Bleed-thrugh** | Hides background colors and image bleed-through when scanning thin original. | page 6-20 |
| **Skip Blank Page** | When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank. | page 6-28 |
| **Saturation** | Adjust the color saturation of the image. | page 6-19 |
| **Continuous Scan** | Scans a large number of originals in separate batches and then produce as one job. | page 6-26 |
| **Job Finish Notice** | Sends E-mail notice when a job is complete. | page 6-26 |
| **File Name Entry** | Adds a file name. | page 6-27 |
| **Priority Override** | Suspends the current job and gives a new job top priority. | page 6-27 |

# Send

To configure the settings for functions, select [**Functions**].




For details on each function, see the table below.

| Functions | Description | Reference page |
|---|---|---|
| **Color Selection** | Select the color mode setting. | page 6-15 |
| **Quiet Mode** | Lower print and scan speed for quiet processing. | page 6-27 |
| **File Format** | Specify the image file format. Image quality level can also be adjusted. | page 6-31 |
| **Original Size** | Specify the original size to be scanned. | page 6-10 |
| **Original Orientation** | Select the orientation of the original document top edge to scan correct direction. | page 6-12 |
| **Mixed Size Originals** | Scans all sheets in the document processor, even if they are of different sizes. | page 6-13 |
| **Duplex** | Select the type and orientation of the binding based on the original. | page 6-29 |
| **Sending Size** | Select size of image to be sent. | page 6-30 |
| **File Separation** | Creates several files by dividing scanned original data page by page, and sends the files. | page 6-35 |
| **Scan Resolution** | Select fineness of scanning resolution. | page 6-35 |
| **Density** | Adjust density. | page 6-13 |
| **Original Image** | Select original image type for best results. | page 6-14 |
| **Sharpness** | Adjusts the sharpness of image outlines. | page 6-18 |
| **Contrast** | You can adjust the contrast between light and dark areas of the image. | page 6-18 |
| **Background Density Adj.** | Removes dark background from originals, such as newspapers. | page 6-19 |
| **Prevent Bleed-thrugh** | Hides background colors and image bleed-through when scanning thin original. | page 6-20 |
| **Skip Blank Page** | When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank. | page 6-28 |
| **FAX TX Resolution** | Select fineness of images when sending FAX. | Refer to the **FAX Operation Guide**. |
| **Zoom** | Adjust the zoom to reduce or enlarge the image. | page 6-20 |
| **Continuous Scan** | Scans a large number of originals in separate batches and then produce as one job. | page 6-26 |
| **File Name Entry** | Adds a file name. | page 6-27 |
| **E-mail Subject/Body** | Adds subject and body when sending a document. | page 6-35 |

| Functions | Description | Reference page |
|---|---|---|
| **Long Original** | Reads long-sized original documents using a document processor. | page 6-36 |
| **Job Finish Notice** | Sends E-mail notice when a job is complete. | page 6-26 |
| **FTP Encrypted TX** | Encrypts images when sending via FTP. | page 6-36 |
| **FAX Delayed Transmission** | Set a send time. | Refer to the **FAX Operation Guide**. |
| **FAX Direct Transmission** | Sends FAX directly without reading original data into memory. | Refer to the **FAX Operation Guide**. |
| **FAX Polling RX** | Automatically makes a machine with a stored document send the document to your machine. | Refer to the **FAX Operation Guide**. |
| **FAX TX Report** | Prints a report when transmission of a document is successful, or when an error occurs and transmission fails. | Refer to the **FAX Operation Guide**. |

# Custom Box (Store File, Printing Documents, Sending Documents)

To configure the settings for functions, select the function key. By selecting [**Functions**], other selectable functions will be shown as a list.




For details on each function, see the table below.

## Store File

| Function key | Description | Reference page |
|---|---|---|
| **Duplex** | Select the type and orientation of the binding based on the original. | page 6-29 |
| **Scan Resolution** | Select fineness of scanning resolution. | page 6-35 |
| **Density** | Adjust density. | page 6-13 |
| **File Name Entry** | Adds a file name. | page 6-27 |
| **Color Selection** | Select the color mode setting. | page 6-15 |
| **Quiet Mode** | Lower print and scan speed for quiet processing. | page 6-27 |

| Functions | Description | Reference page |
|---|---|---|
| **Original Size** | Specify the original size to be scanned. | page 6-10 |
| **Original Orientation** | Select the orientation of the original document top edge to scan correct direction. | page 6-12 |
| **Mixed Size Originals** | Scans all sheets in the document processor, even if they are of different sizes. | page 6-13 |
| **Storing Size** | Select size of image to be stored. | page 6-37 |
| **Original Image** | Select original image type for best results. | page 6-14 |
| **Sharpness** | Adjusts the sharpness of image outlines. | page 6-18 |
| **Contrast** | You can adjust the contrast between light and dark areas of the image. | page 6-18 |
| **Background Density Adj.** | Removes dark background from originals, such as newspapers. | page 6-19 |
| **Prevent Bleed-thrugh** | Hides background colors and image bleed-through when scanning thin original. | page 6-20 |
| **Skip Blank Page** | When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank. | page 6-28 |
| **Zoom** | Adjust the zoom to reduce or enlarge the image. | page 6-20 |
| **Continuous Scan** | Scans a large number of originals in separate batches and then produce as one job. | page 6-26 |
| **Job Finish Notice** | Sends E-mail notice when a job is complete. | page 6-26 |

## Printing Documents

| Function key | Description | Reference page |
|---|---|---|
| **Paper Selection** | Select the cassette or multi-purpose tray that contains the required paper size. | page 6-11 |
| **Collate** | Prints ordered sets of the copies. | page 6-13 |
| **Duplex** | Print a document on both sides of the paper. | page 6-25 |
| **Delete after Printed** | Automatically deletes a document from the box once printing is complete. | page 6-36 |
| **Quiet Mode** | Lower print and scan speed for quiet processing. | page 6-27 |

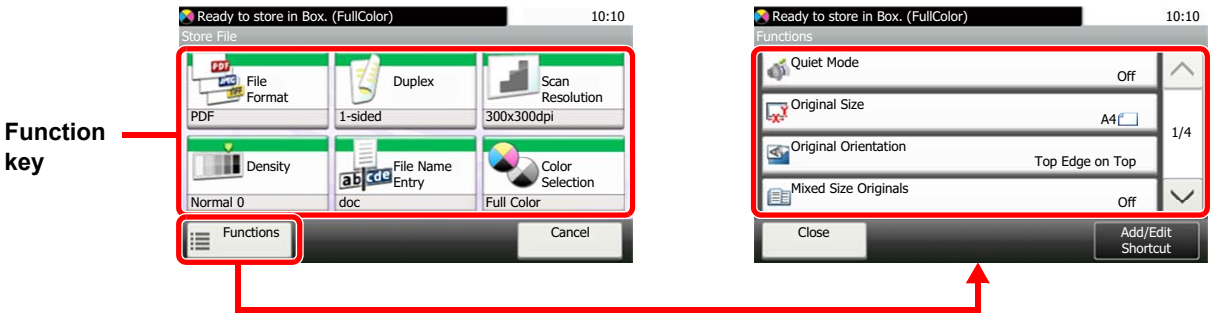
| Functions | Description | Reference page |
|---|---|---|
| **Priority Override** | Suspends the current job and gives a new job top priority. | page 6-27 |
| **File Name Entry** | Adds a file name. | page 6-27 |
| **Job Finish Notice** | Sends E-mail notice when a job is complete. | page 6-26 |
| **EcoPrint** | EcoPrint saves toner when printing. | page 6-15 |

## Sending Documents

| Functions | Description | Reference page |
|---|---|---|
| **File Format** | Specify the image file format. Image quality level can also be adjusted. | page 6-31 |
| **File Separation** | Creates several files by dividing scanned original data page by page, and sends the files. | page 6-35 |
| **Resolution** | Select fineness of scanning resolution. | page 6-35 |
| **FAX TX Resolution** | Select fineness of images when sending FAX. | Refer to the **FAX Operation Guide**. |
| **File Name Entry** | Adds a file name. | page 6-27 |
| **E-mail Subject/Body** | Adds subject and body when sending a document. | page 6-35 |
| **Job Finish Notice** | Sends E-mail notice when a job is complete. | page 6-26 |
| **FTP Encrypted TX** | Encrypts images when sending via FTP. | page 6-36 |
| **FAX Delayed Transmission** | Set a send time. | Refer to the **FAX Operation Guide**. |
| **FAX TX Report** | Prints a report when transmission of a document is successful, or when an error occurs and transmission fails. | Refer to the **FAX Operation Guide**. |
| **Delete after Transmitted** | Automatically deletes a document from the box once transmission is complete. | page 6-36 |

# Removable Memory (Store File, Printing Documents)

To configure the settings for functions, select the function key. By selecting [Functions], other selectable functions will be shown as a list.




For details on each function, see the table below.

## Store File

| Function key | Description | Reference page |
|---|---|---|
| **File Format** | Specify the image file format. Image quality level can also be adjusted. | page 6-31 |
| **Duplex** | Select the type and orientation of the binding based on the original. | page 6-29 |
| **Scan Resolution** | Select fineness of scanning resolution. | page 6-35 |
| **Density** | Adjust density. | page 6-13 |
| **File Name Entry** | Adds a file name. | page 6-27 |
| **Color Selection** | Select the color mode setting. | page 6-15 |

| Functions | Description | Reference page |
|---|---|---|
| **Quiet Mode** | Lower print and scan speed for quiet processing. | page 6-27 |
| **Original Size** | Specify the original size to be scanned. | page 6-10 |
| **Original Orientation** | Select the orientation of the original document top edge to scan correct direction. | page 6-12 |
| **Mixed Size Originals** | Scans all sheets in the document processor, even if they are of different sizes. | page 6-13 |
| **Storing Size** | Select size of image to be stored. | page 6-37 |
| **Original Image** | Select original image type for best results. | page 6-14 |
| **Sharpness** | Adjusts the sharpness of image outlines. | page 6-18 |
| **Contrast** | You can adjust the contrast between light and dark areas of the image. | page 6-18 |
| **Background Density Adj.** | Removes dark background from originals, such as newspapers. | page 6-19 |
| **Prevent Bleed-thrugh** | Hides background colors and image bleed-through when scanning thin original. | page 6-20 |
| **Skip Blank Page** | When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank. | page 6-28 |
| **Zoom** | Adjust the zoom to reduce or enlarge the image. | page 6-20 |
| **Continuous Scan** | Scans a large number of originals in separate batches and then produce as one job. | page 6-26 |
| **Long Original** | Reads long-sized original documents using a document processor. | page 6-36 |

| Functions | Description | Reference page |
|---|---|---|
| **Job Finish Notice** | Sends E-mail notice when a job is complete. | page 6-26 |
| **File Separation** | Creates several files by dividing scanned original data page by page, and sends the files. | page 6-35 |

## Printing Documents

| Function key | Description | Reference page |
|---|---|---|
| **Paper Selection** | Select the cassette or multi-purpose tray that contains the required paper size. | page 6-11 |
| **Collate** | Prints ordered sets of the copies. | page 6-13 |
| **Duplex** | Print a document on both sides of the paper. | page 6-25 |
| **Quiet Mode** | Lower print and scan speed for quiet processing. | page 6-27 |
| **Color Selection** | Select the color mode setting. | page 6-15 |

| Functions | Description | Reference page |
|---|---|---|
| **EcoPrint** | EcoPrint saves toner when printing. | page 6-15 |
| **Job Finish Notice** | Sends E-mail notice when a job is complete. | page 6-26 |
| **File Name Entry** | Adds a file name. | page 6-27 |
| **Priority Override** | Suspends the current job and gives a new job top priority. | page 6-27 |
| **Encrypted PDF Password** | Enter the preassigned password to print the PDF data. | page 6-37 |
| **JPEG/TIFF Print** | Select the image size when printing JPEG or TIFF files. | page 6-38 |
| **XPS Fit to Page** | Reduces or enlarges the image size to fit to the selected paper size when printing XPS file. | page 6-38 |

# Functions

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, Send from Box

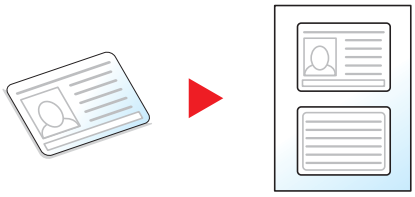
Storing: Scan to Box, Scan to USB

## ID Card Copy

Copy

Use this when you want to copy a driver's license or an insurance card. When you scan the front and back of the card, both sides will be combined and copied onto a single sheet.

(**Value**: [**Off**] / [**On**])



## Original Size

Copy, Send, Scan to Box, Scan to USB

Specify the original size to be scanned.

Select [**Metric**], [**Inch**], or [**Others**] to select the original size.

| Item | Value | Description |
|---|---|---|
| **Inch** | Letter, Legal, Statement, Executive, Oficio II | Select from the Inch series standard sizes. |
| **Metric** | A4, A5, A6, B5, B6, Folio, 216 × 340 mm | Select from the Metric standard sizes. |
| **Others** | 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Custom*1 | Select from special standard sizes and custom sizes. |

*1 For instructions on how to specify the custom original size, refer to the following:
Custom Original Size (page 8-11)

**NOTE**
Be sure to always specify the original size when using custom size original.

# 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 [4] (Cassette 4) to use the paper contained in that cassette.

If [**Auto**] is selected, the paper matching the size of the original is selected automatically.

**NOTE**

- Specify in advance the size and type of the paper loaded in the cassette.

Cassette/MP Tray Settings (page 8-8)

- Cassettes 2 to 4 are displayed when the optional paper feeder is installed.

To select [**MP tray**], select [**Paper Size**] and [**Media Type**], and specify the paper size and the media type. The available paper sizes and media types are shown in the table below.

| Item | | Value | Description |
|---|---|---|---|
| **Paper Size** | **Inch** | Letter, Legal, Statement, Executive, Oficio II | Select from the Inch series standard sizes. |
| | **Metric** | A4, A5, A6*1, B5, B6, Folio, 216 × 340 mm | Select from the Metric standard sizes. |
| | **Others** | 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Custom*2 | Select from special standard sizes and custom sizes. |
| | **Size Entry** | Metric<br>X: 70 to 216 mm (in 1 mm increments)<br>Y: 148 to 356 mm (in 1 mm increments) | Enter the size not included in the standard size.*3<br>When you have selected [**Size Entry**], use [+]/[-] or the numeric keys to set the sizes of "X" (horizontal) and "Y" (vertical). |
| | | Inch<br>X: 2.76 to 8.50" (in 0.01" increments)<br>Y: 5.83 to 14.02" (in 0.01" increments) | |
| **Media type** | | Plain (60 to 105 g/m$^2$), Transparency, Rough, Vellum (60 to 105 g/m$^2$), Labels, Recycled, Preprinted*4, Bond, Cardstock, Color, Prepunched*4, Letterhead*4, Envelope, Thick (106 to 220 g/m$^2$), Coated, High Quality, Custom 1-8*4 | |

*1 Paper can be loaded in cassette 1 and the multi purpose tray.

*2 For instructions on how to specify the custom paper size, refer to the following:

Custom Paper Size (page 8-12)

*3 The input units can be changed in System Menu. For details, refer to the following:

Measurement (page 8-18)

*4 For instructions on how to specify the custom paper types 1 to 8, refer to the following:

Media Type Setting (page 8-14)

To print on preprinted or prepunched paper or on letterhead, refer to the following:

Special Paper Action (page 8-13)

**NOTE**

- You can conveniently select in advance the size and type of paper that will be used often and set them as default.

Multi Purpose Tray (page 8-9)

- 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 select [**Continue**] to start copying.

# Original Orientation

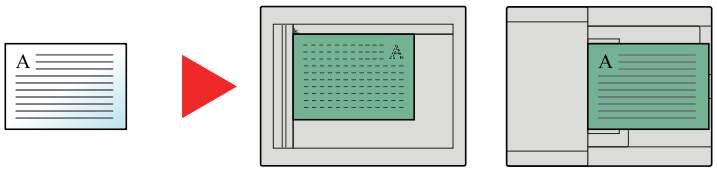
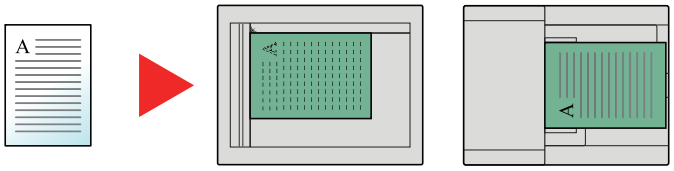
Copy Send Scan to Box Scan to USB

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**], [**Top Edge on Left**] or [**Auto**].

| Item | Image |
|---|---|
| **Top Edge on Top** |  |
| **Top Edge on Left** |  |
| **Auto**[*1] | |

*1 This does not appear if the optional OCR Scan Activation Kit is installed but expansion memory is not installed.

**NOTE**

The default setting for Original Orientation can be changed.

Orig. Orientation (Copy) (page 8-15)

# Mixed Size Originals

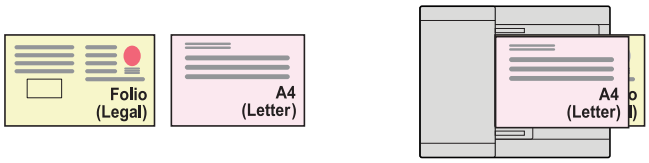
Copy Send Scan to Box Scan to USB

Scans all sheets in the document processor, even if they are of different sizes.

(**Value**: [**Off**] / [**On**])

### Supported Combinations of Originals

Legal and Letter (Folio and A4)

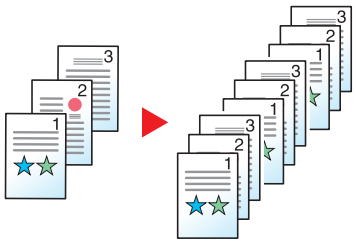



# Collate

Copy Print from Box Print from USB

Prints ordered sets of the copies.

(**Value**: [**Off**] / [**On**])



# Density

Copy Send Scan to Box Scan to USB

Adjust density.

Adjust density selecting [**-4**] (Lighter) to [**+4**] (Darker).



# Original Image




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. |
| **Graphic/Map**[*2] | | | Best for graphics and maps. |
| **Printer Output**[*2] | | | Best for documents printed on this machine originally. |
| **Others** | **Original Image** | **Text+Photo** | Select to bring out text and markings made with a highlighter pen. Reproduces the color of the highlighter pen to the extent possible. |
| | | **Photo** | |
| | | **Text** | |
| | | **Graphic/Map** | |
| | | **Printer Output** | |
| | **Highlighter** | | |

*1 If gray text is not printed completely using [**Text + Photo**], selecting [**Text**] may improve the result.

*2 This function is displayed while copying.

## 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. |
| **Light Text/Fine Line** | Clearly reproduces faint characters written in pencil, etc., and thin lines on map originals or diagrams. |
| **Text (for OCR)**[*1] | Scanning produces an image that is suitable for OCR. |

*1 This function is only available when "Color Selection" is set to [**Black & White**]. For details, refer to the following:

Color Selection (page 6-15)

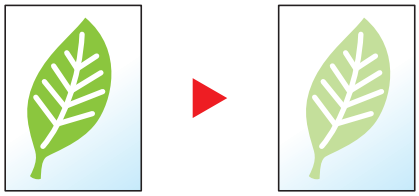
# EcoPrint

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

Copy Print from USB Send Scan to Box Scan to USB

Select the color mode setting.

## Copying

| Item | Description |
|---|---|
| **Auto Color** | Automatically recognizes whether documents are color or black and white. |
| **Full Color** | Prints documents in full color. |
| **Black & White** | Prints documents in black and white. |

## Printing

| Item | Description |
|---|---|
| **Full Color** | Prints documents in full color. |
| **Black & White** | Prints documents in black and white. |

## Sending/Storing

| 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. |

# Color Balance

Copy

Adjust the strength of cyan, magenta, yellow, and black.

**Example:**

**Less Magenta** **Original** **More Magenta**



| Item | | Description |
|---|---|---|
| **Off** | | |
| **On** | **Cyan** | Select [〈] or [〉] on each side of the color (Cyan, Magenta, Yellow, Black) to adjust each color. |
| | **Magenta** | |
| | **Yellow** | |
| | **Black** | |

**NOTE**

This feature is used with full color and auto color copying.

# Hue Adjustment

Copy

Adjust the color (hue) of images.
Make adjustments such as adjusting red to a strong yellow-red or yellow to a strong green-yellow to make more creative copies.

**Original**



When adjusting yellow to more green, blue to more magenta (the ▼ part)

When adjusting yellowish-red to more yellow, bluish-cyan to more blue (the ▼ part)

| Item | Description |
|---|---|
| **Off** | |
| **All** | Adjust hue for all colors.<br>Select [<] or [>] to adjust the hue. |
| **Individual** | Select individual colors to adjust the hue.<br>Select [**Red**], [**Yellow**], [**Green**], [**Cyan**], [**Blue**] or [**Magenta**] and then select [<] or [>] to adjust the hue. |

**NOTE**

This feature is used with full color and auto color copying.

These adjustments are especially useful on rich color images.

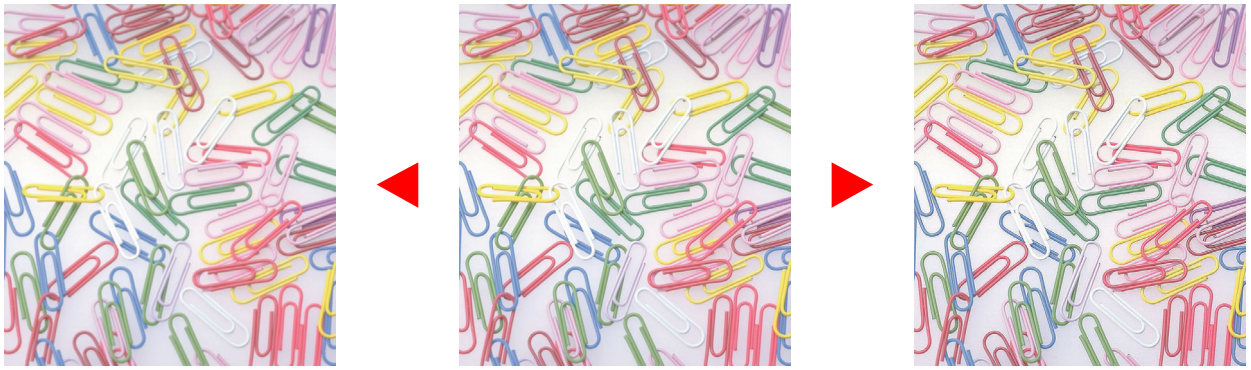
# Sharpness

Copy Send Scan to Box 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 (Blur)** | Blurs the image outline. Can weaken a Moire*1 effect. |

*1 Patterns that are created by irregular distribution of halftone dots.

# Contrast

Copy Send Scan to Box Scan to USB

You can adjust the contrast between light and dark areas of the image.

**Lower** **Original** **Higher**



| Item | Description |
|---|---|
| **+1 to +4 (Higher)** | Increases the sharpness of colors. |
| **-1 to -4 (Lower)** | Creates smoother colors. |

# Background Density Adj. (Background Density Adjustment)

Copy Send Scan to Box Scan to USB

Removes dark background from originals, such as newspapers.

This feature is used with full color and auto color. Background Density Adjustment 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** | Select [**1**] to [**5**] (Lighter - Darker) to adjust the background density manually. |

# Saturation

Copy

Adjust the color saturation of the image.

**Grayish**



Results in paler color.

**Original**



**Vivid**



Results in more vivid color.

**NOTE**

This feature is used with full color and auto color. Saturation is disabled if Auto Color detects black and white originals.

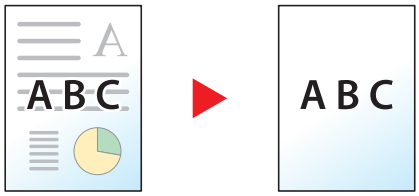
| Item | Description |
|---|---|
| **-1 to -3 (Grayish)** | Results in paler color. |
| **+1 to +3 (Vivid)** | Results in more vivid color. |

# Prevent Bleed-thrugh

Copy Send Scan to Box Scan to USB

Hides background colors and image bleed-through when scanning thin original.

(**Value**: [**Off**] / [**On**])




# Zoom

Copy Send Scan to Box Scan to USB

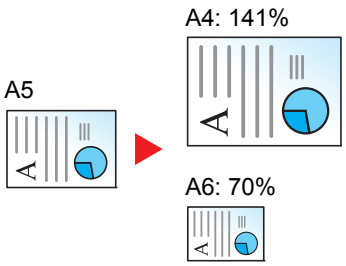
Adjust the zoom to reduce or enlarge the image.

## Copying

The following zoom options are available.

### Auto

Adjusts the image to match the paper size.




### Standard Zoom

Reduces or enlarges at preset magnifications.

| Model | Zoom Level (Original Copy) | | Model | Zoom Level (Original Copy) | |
|---|---|---|---|---|---|
| Metric Models | 400% Max. | 90% Folio>>A4 | Inch Models | 400% Max. | 78% Legal>>Letter |
| | 200% | 70% | | 200% | 64% Letter>>Statement |
| | 141% A5 >> A4 | 50% | | 129% Statement>>Letter | 50% |
| | 100% | 25% Min. | | 100% | 25% Min. |

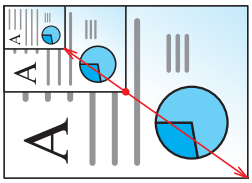
### Others

Reduces or enlarges at magnifications other than the Standard Zoom.

| Model | Zoom Level (Original Copy) | | Model | Zoom Level (Original Copy) | |
|---|---|---|---|---|---|
| Metric Models | 115% B5 >> A4 | 78% Legal>>Letter | Inch Models | 141% A5 >> A4 | 86% A4 >> B5 |
| | 86% A4 >> B5 | 64% Letter>>Statement | | 115% B5 >> A4 | 70% A4 >> A5 |
| | 129% Statement>>Letter | | | 90% Folio>>A4 | |

### Zoom Entry

Manually reduces or enlarges the original image in 1% increments between 25% and 400%. Use the numeric keys or select [+] or [-] 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 6-11)
Sending Size (page 6-30)
Storing Size (page 6-37)

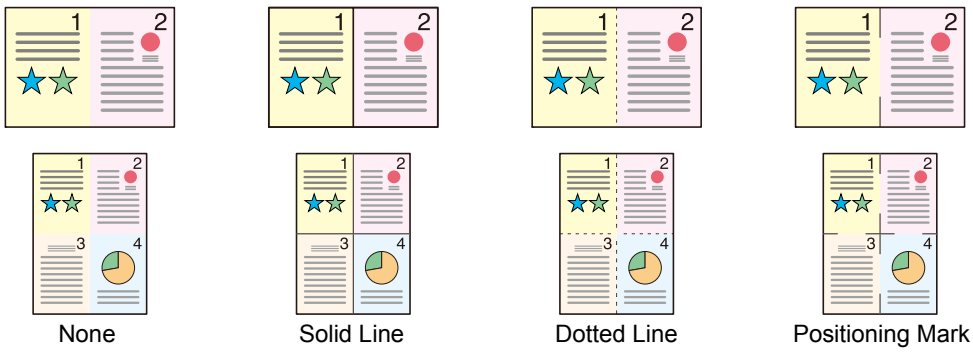
# Combine

Copy

Combines 2 or 4 original sheets into 1 printed page.

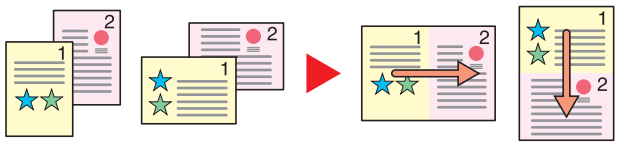
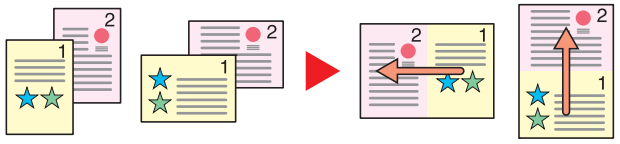
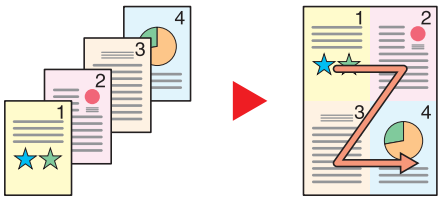
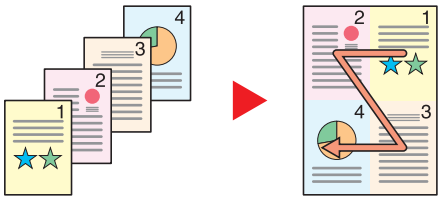
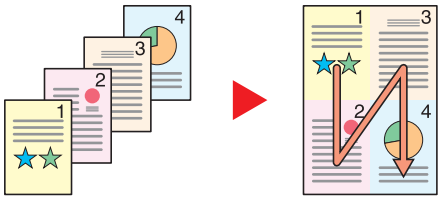
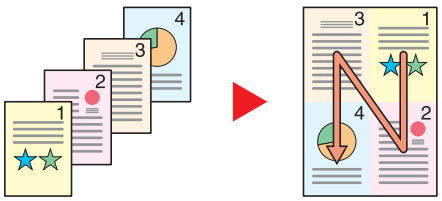
You can select the page layout and the type of boundary lines around the pages.

The following types of the boundary lines are available.




| Item | | Value | Description |
|---|---|---|---|
| **Off** | | — | Disables the function. |
| **2 in 1** | | — | Copy the original with the default setting. For the default settings, refer to the following:<br>➡ Function Defaults (page 8-15) |
| **4 in 1** | | — | |
| **Others** | **Combine** | Off,<br>2 in 1 (L to R/T to B),<br>2 in 1 (R to L/B to T),<br>4 in 1 (Right then Down),<br>4 in 1 (Left then Down),<br>4 in 1 (Down then Right),<br>4 in 1 (Down then Left) | Select the page layout of scanned originals. |
| | **Border Line** | None,<br>Solid Line,<br>Dotted Line,<br>Positioning Mark | Select the boundary line type. |
| | **Original Orientation** | Top Edge on Top,<br>Top Edge on Left | Select the orientation of the original document top edge to scan correct direction. |

## Layout image

| Item | | Image |
|---|---|---|
| 2 in 1 | L to R/T to B |  |
| | R to L/B to T |  |
| 4 in 1 | Right then Down |  |
| | Left then Down |  |
| | Down then Right |  |
| | Down then Left |  |

**NOTE**

- The paper sizes supported in Combine mode are A4, A5, B5, Folio, 216 × 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.

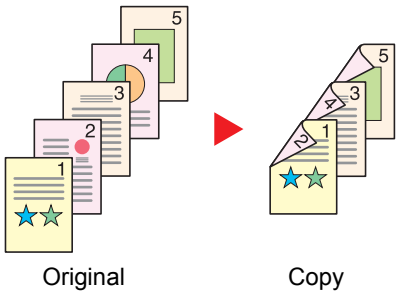
# Duplex

Copy | Print from Box | Print from USB

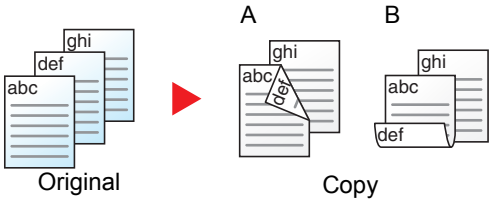
Produces two-sided copies. You can also create single-sided copies from two-sided originals.

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.

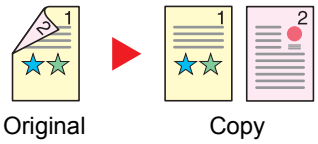



The following binding options are available.

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

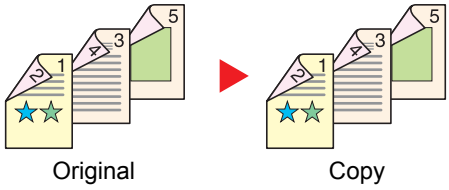



Copies each side of a two-sided original onto two individual sheets.

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, ISO B5, 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** | | — | Copy the original with the default setting. For the default settings, refer to the following:<br>➡ Function Defaults (page 8-15) |
| **2-sided>>1-sided** | | — | |
| **2-sided>>2-sided** | | — | |
| **Others** | **Duplex** | 1-sided>>1-sided,<br>1-sided>>2-sided,<br>2-sided>>1-sided,<br>2-sided>>2-sided | Select the desired duplex option. |
| | **Binding in Original**[*1] | Left/Right, Top | Select the binding orientation of originals. |
| | **Binding in Finishing**[*2] | Left/Right, Top | Select the binding orientation of copies. |
| | **Original Orientation**[*1, *2] | Top Edge on Top,<br>Top Edge on Left,<br>Auto[*3] | Select the orientation of the original document top edge to scan correct direction. |

*1 Displayed when [**2-sided>>1-sided**] or [**2-sided>>2-sided**] is selected for "Duplex".
*2 Displayed when [**1-sided>>2-sided**] or [**2-sided>>2-sided**] is selected for "Duplex".
*3 This does not appear if the optional OCR Scan Activation Kit is installed but expansion memory is not installed.

When placing the original on the platen, consecutively replace each original and press the [**Start**] key.

After scanning all originals, select [**Finish Scan**] to start copying.

## Printing

Print a document on both sides of the paper.

| Item | | Description |
|---|---|---|
| **1-sided** | | Disables the function. |
|  | **2-sided** | Prints a 2-sided document so that the sheets are aligned properly for binding on the left or right. |
|  | **2-sided** | Prints a 2-sided document so that the sheets are aligned properly for binding on the top. |

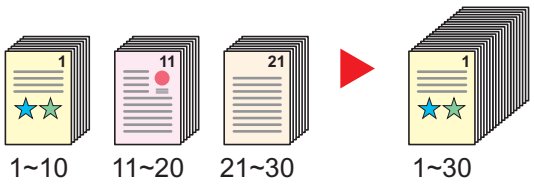
# Continuous Scan

Copy Send Scan to Box 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 select [**Finish Scan**].

(**Value**: [**Off**] / [**On**])




# Job Finish Notice

Copy Print from Box Print from USB Send Send from Box Scan to Box 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.

**NOTE**

PC should be configured in advance so that E-mail can be used.

Embedded Web Server RX (page 2-53)

E-mail can be sent to a single destination.

| Item | Description |
|---|---|
| **Off** | Disables the function. |
| **On** | Displays the destination list. |
| | **Add a Destination**<br>To add a new destination, select [+].<br>• **Address Book**: Select the notification destination from the address book and select [**OK**].<br>• **Ext. Address Book***1: Select the notification destination from the external address book.<br>• **Address Entry**: Enter the e-mail address directly. Enter the address (up to 128 characters) and select [**OK**].<br>• **My Address***2: Uses the e-mail address of the logged in user. |
| | **Check the Destination**<br>To display details for the destinations, select [ ]. |
| | **Delete the Destination**<br>To delete the selected destination, select [ ]. |

*1 For details on the External Address Book, refer to the following:
**Embedded Web Server RX User Guide**

*2 Displayed when user login administration is enabled.

# File Name Entry




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 select [**Next**].

To add date and time, select [**Date and Time**]. To add job number, select [**Job No.**]. To add both, select [**[Job No.] & [Date and Time]**] or [**[Date and Time] & [Job No.]**].

# Priority Override




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.
- Priority override may not be available depending on the status of the current print job and memory usage.

# Quiet Mode




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 "Specify for Each Job".

Specify for Each Job (page 8-49)

# Skip Blank Page




When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.

Blank pages can be set as pages that include ruled lines and a small number of characters.

The machine detects blank pages, saving unnecessary printing without the need to check for blank pages in the document.

| Item | | Description |
|---|---|---|
| **Off** | | Everything, including blank pages, is scanned. |
| **On** | **Blank Pages + Ruled Lines** | Blank pages and pages that include ruled lines are judged to be blank pages. |
| | **Blank Pages Only** | Blank pages only are judged to be blank pages. |
| | **Blank Pages + Some Text** | Blank pages and pages that include a small amount of text are judged to be blank pages. |

**NOTE**

The originals with punched holes or originals printed on a colored substrate may not be recognized as blank pages.

# Duplex (2-sided Original)

Send Scan to Box 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** | | — | Set when using a 2-sided sheet original that will be bound on the left or right. |
| **Others** | **Duplex** | 1-sided,<br>2-sided (Binding Left/Right),<br>2-sided (Binding Top) | Select the binding orientation of originals. |
| | **Original Orientation**[*1] | Top Edge on Top,<br>Top Edge on Left<br>Auto[*2] | Select the orientation of the original document top edge to scan correct direction. |

*1 Displayed when [**2-sided (Binding Left/Right)**] or [**2-sided (Binding Top)**] is selected in "Duplex".
*2 This does not appear if the optional OCR Scan Activation Kit is installed but expansion memory is not installed.

## Sample image

| Value | | Image |
|---|---|---|
| **2-sided** | **Binding Left/ Right** |  |
| | **Binding Top** |  |

# Sending Size

Send

Select size of image to be sent.

Select [**Same as Original Size**], [**Metric**], [**Inch**], or [**Others**] to select the sending size.

| Item | Value | Description |
|---|---|---|
| **Same as Original Size** | — | Automatically sends the same size as the original. |
| **Metric** | A4, A5, A6, B5, B6, Folio, 216 × 340 mm | Select from the Metric standard sizes. |
| **Inch** | Letter, Legal, Statement, Executive, Oficio II | Select from the Inch series standard sizes. |
| **Others** | 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufukuhagaki (Return postcard), Youkei 4, Youkei 2 | Select from special standard sizes and custom sizes. |

**Relationship between Original Size, Sending Size, and Zoom**

Original Size (page 6-10), Sending Size, and Zoom (page 6-20) are related to each other. For details, see the table below.

| Original size and sending size are | the same | different |
|---|---|---|
| **Original Size (page 6-10)** | Specify as necessary. | Specify as necessary. |
| **Sending Size** | Select [**Same as Original Size**]. | Select the desired size. |
| **Zoom (page 6-20)** | Select [**100%**] (or [**Auto**]). | Select [**Auto**]. |

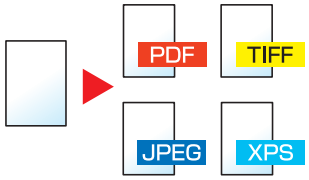
**NOTE**

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 Send from Box Scan to USB

Specify the image file format. Image quality level can also be adjusted.
Select the file format from [**PDF**], [**TIFF**], [**JPEG**], [**XPS**], [**OpenXPS**], and [**High Comp. PDF**].
When the optional OCR Scan Activation Kit is installed, you can also select [**Word**], [**Excel**], or [**PowerPoint**].
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** | | — | Set the file format selected.<br>The image quality and PDF/A settings will be the default settings. For the default settings, refer to the following:<br>Function Defaults (page 8-15) |
| **High Comp. PDF** | | — | |
| **TIFF** | | — | |
| **JPEG** | | — | |
| **XPS** | | — | |
| **OpenXPS** | | — | |
| **Word**[*1] | | — | |
| **Excel**[*1] | | — | |
| **PowerPoint**[*1] | | — | |
| **Others** | **File Format** | PDF, High Comp. PDF, TIFF, JPEG, XPS, OpenXPS, Word[*1], Excel[*1], PowerPoint[*1] | Select the image file format. |
| | **Image Quality**[*2] | Compression Ratio Priority, Standard, Quality Priority | Set the quality level for High Compression PDF. |
| | **Image Quality**[*3] | 1 Low (High Comp.) to 5 High (Low Comp.) | Set the image quality. |
| | **PDF/A**[*4] | Off, PDF/A-1a, PDF/A-1b | Set PDF/A-1 format type. |
| | **Encryption**[*4] | — | You can use PDF encryption functions.<br>PDF Encryption Functions (page 6-32) |
| **OCR Text Recognition**[*1] | | Off, On | Set the default OCR Text Recognition.<br>OCR Text Recognition (Option) (page 6-34) |
| **OCR Output Format**[*5] | | Text + Graphics,<br>Text + Graphics with Scanned Image,<br>Scanned Image with Searchable Text | Select the output format for Work, Excel, and PowerPoint. |

*1 Displayed only when the optional Scan extension kit is installed.
*2 Displayed when [**High Comp. PDF**] is selected for "File Format".
*3 Displayed when something other than [**High Comp. PDF**] is selected for "File Format".
*4 Displayed when [**PDF**] or [**High Comp. PDF**] is selected for "File Format".
*5 Displayed when [**Word**], [**Excel**] or [**PowerPoint**] is selected for "File Format".

**NOTE**
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.

Select [**Others**], [**PDF**] or [**High Comp. PDF**] in [**File Format**], and select [**Encryption**].

Items that can be set vary depending on the setting selected in [**Compatibility**].

**When [Acrobat 3.0 and later, Encryption Level: Middle(40-bit)] is selected**

| Item | Value | Description |
|---|---|---|
| **Password to Open Document** | Off, On | Enter the password to open the PDF file.<br>Select [**On**], enter a password (up to 256 characters) and then select [**Next**].<br>Enter the password again for confirmation, and select [**OK**]. |
| **Password to Edit/Print Document** | Off, On | Enter the password to edit the PDF file.<br>Select [**On**], enter a password (up to 256 characters) and then select [**Next**].<br>Enter the password again for confirmation, and select [**OK**].<br>When you have entered the password to edit/print document, you can specifically limit the operation. |
| **Printing Allowed** | Not Allowed, Allowed | Restricts printing of the PDF file. |
| **Changes Allowed** | Not Allowed | Disables the change to the PDF file. |
| | Commenting | Can only add commenting. |
| | Page Layout except extracting Pages | Can change the page layout except extracting the pages of the PDF file. |
| | Any except extracting Pages | Can conduct all operations except extracting the pages of the PDF file. |
| **Copying of Text/Images/ Others** | Disable, Enable | Restricts the copying of text and objects on the PDF file. |

**When [Acrobat 5.0 and later, Encryption Level: High(128-bit)] is selected**

| Item | | Value | Description |
|---|---|---|---|
| **Password to Open Document** | | Off, On | Enter the password to open the PDF file.<br>Select [**On**], enter a password (up to 256 characters) and then select [**Next**].<br>Enter the password again for confirmation, and select [**OK**]. |
| **Password to Edit/Print Document** | | Off, On | Enter the password to edit the PDF file.<br>Select [**On**], enter a password (up to 256 characters) and then select [**Next**].<br>Enter the password again for confirmation, and select [**OK**].<br>When you have entered the password to edit/print document, you can specifically limit the operation. |
| | **Printing Allowed** | Not Allowed | Disables the printing of PDF file. |
| | | Allowed (Low Resolution only) | Can print the PDF file only in low resolution. |
| | | Allowed | Can print the PDF file in original resolution. |
| | **Changes Allowed** | Not Allowed | Disables the change to the PDF file. |
| | | Inserting/Deleting/Rotating Pages | Can only insert, delete, and rotate the pages of the PDF file. |
| | | Commenting | Can only add commenting. |
| | | Any except extracting Pages | Can conduct all operations except extracting the pages of the PDF file. |
| | **Copying of Text/Images/ Others** | Disable, Enable | Restricts the copying of text and objects on the PDF file. |

### OCR Text Recognition (Option)

When [**PDF**], [**High Comp. PDF**], [**Word**], [**Excel**], or [**PowerPoint**] is selected for the file format, you can create Searchable file by running OCR on the scanned document. Select [**OCR Text Recognition**], and then [**On**], select the language of the document, and select [**OK**].

| Item | Description |
|---|---|
| **Off** | Do not create Searchable file. |
| **On** | Create Searchable file.<br>Select the language to extract from the languages that appear on the touch panel. |

**NOTE**

- This function can only be used when the optional OCR Scan Activation Kit is installed.
  Scan extension kit(A) "OCR Scan Activation Kit" (page 11-8)
- This function cannot be set when you send from the Custom Box.
- If the proper language is not selected, file creation may take a long time or the creation may fail.
  The default language can be changed in System Menu.
  Primary OCR Language*1 (page 8-17)
- If you do not set an original in the correct orientation, the text of the document may not be recognized as characters. In addition, it may take some time to create the file. The original orientation is correct.
- The accuracy of the text recognition depends on the original condition. The following condition may result in decreasing the recognition accuracy.
  - Repeatedly copied documents (as copied copy)
  - Received faxes (with low resolution)
  - Originals with the character space too narrow or wide
  - Originals with the lines on the text
  - Originals with the special fonts
  - Binding part of the book
  - A handwritten texts

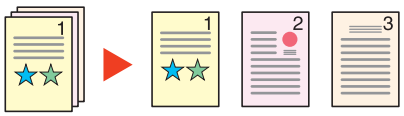
# File Separation

Send Send from Box 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.

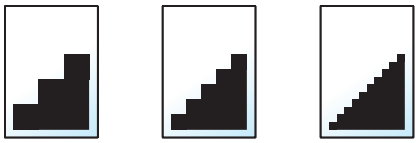
# Scan Resolution, Resolution

Send Send from Box Scan to Box Scan to USB

Select fineness of scanning resolution.

(**Value**: [**Use File Settings**]*1 / [**600 × 600dpi**] / [**400 × 400dpi Ultra**] / [**300 × 300dpi**] / [**200 × 400dpi Super**] / [**200 × 200dpi Fine**] / [**200 × 100dpi Normal**])

*1 Displayed when sending from the Custom Box.



**NOTE**

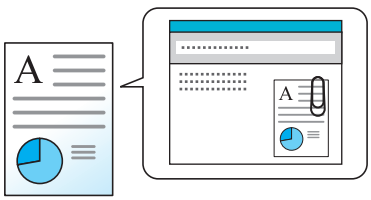
The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

# E-mail Subject/Body

Send Send from Box

Adds subject and body when sending a document.

Select [**Subject**] / [**Body**] to enter the E-mail subject/body.




**NOTE**

The subject can include up to 60 characters, and the body can include up to 500 characters.

# Long Original

Send Scan to USB

Reads long-sized original documents using a document processor.

(**Value**: [**Off**] / [**On**])

**NOTE**

- Long originals are sent in black and white or Grayscale.
- Only a single side of a long original cannot Originals of up to 915 mm / 36-1/32" long can be scanned.
- You can select resolution 300×300 dpi or less.

# FTP Encrypted TX

Send Send from Box

Encrypts images when sending via FTP.

Encryption secures the document transmission.

(**Value**: [**Off**] / [**On**])

**NOTE**

Click [**Security Settings**], and then [**Network Security**] in the Embedded Web Server RX. Be sure that "SSL" of Secure Protocol Settings is "On" and one or more effective encryption are selected in Client side settings.

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# Delete after Printed

Print from Box

Automatically deletes a document from the box once printing is complete.

(**Value**: [**Off**] / [**On**])

# Delete after Transmitted

Send from Box

Automatically deletes a document from the box once transmission is complete.

(**Value**: [**Off**] / [**On**])

# Storing Size

Scan to Box Scan to USB

Select size of image to be stored.

Select [**Same as Original Size**], [**Metric**], [**Inch**], or [**Others**] to select the storing size.

| Item | Value | Description |
|---|---|---|
| **Same as Original Size** | — | Store an image the same size as the original. |
| **Metric** | A4, A5, A6, B5, B6, Folio, 216 × 340 mm | Select from the Metric standard sizes. |
| **Inch** | Letter, Legal, Statement, Executive, Oficio II | Select from the Inch series standard sizes. |
| **Others** | 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufukuhagaki (Return postcard), Youkei 4, Youkei 2 | Select from special standard sizes and custom sizes. |

**Relationship between Original Size, Storing Size, and Zoom**

Original Size (page 6-10), Storing Size, and Zoom (page 6-20) 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 6-10)** | Specify as necessary. | Specify as necessary. |
| **Storing Size** | Select [**Same as Original Size**]. | Select the desired size. |
| **Zoom (page 6-20)** | 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 Password

Print from USB

Enter the preassigned password to print the PDF data.

Enter the Password, and select [**OK**].

**NOTE**

For details on entering the password, refer to the following:

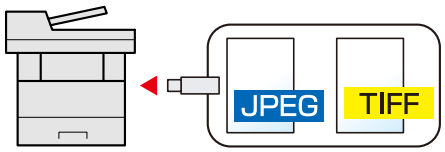
Character Entry Method (page 11-11)

# JPEG/TIFF Print

Print from USB

Select the image size when printing JPEG or TIFF files.

(**Value**: [**Paper Size**] / [**Image Resolution**] / [**Print Resolution**])



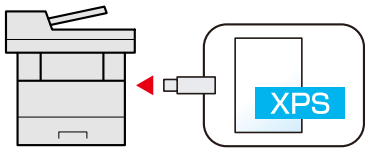

| Item | Description |
|---|---|
| **Paper Size** | Fits the image size to the selected paper size. |
| **Image Resolution** | Prints at resolution of the actual image. |
| **Print Resolution** | Fits the image size to the print resolution. |

# 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
Details of the Status Screens ..... 7-3
Checking Detailed Information of Jobs ..... 7-7
Checking Job History ..... 7-8
Checking the Detailed Information of Histories ..... 7-9
Sending the Log History ..... 7-9
Job Operation ..... 7-10
Pause and Resumption of Jobs ..... 7-10
Canceling of Jobs ..... 7-10
Device/Communication ..... 7-11
Checking the Remaining Amount of Toner and Paper (Paper/Supplies) ..... 7-13

# 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 touch panel 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<br>• Printer<br>• FAX reception<br>• E-mail reception<br>• Printing from Document Box<br>• Printing data from removable memory<br>• Application<br>• Job Report/List |
| Send Job Status | • FAX transmission<br>• E-mail<br>• Folder transmission<br>• Application<br>• Multiple destination |
| Store Job Status | • Scan<br>• FAX<br>• Printer |
| Scheduled Job | • Sending Job FAX using Delayed transmission |

## Displaying Status Screens

### 1 Display the screen.

Select the [**Status/Job Cancel**] key.

### 2 Select the job you want to check.

Select either of [**Print Job Status**], [**Send Job Status**], [**Store Job Status**] or [**Scheduled Job**] to check the status.

➡ Print Job Status Screen (page 7-3)
Send Job Status Screen (page 7-4)
Store Job Status Screen (page 7-5)
Scheduled Job Status Screen (page 7-6)

# Details of the Status Screens

**NOTE**

You can show the job statuses of all users, or only the statuses of your own jobs.

Display Status/Log (page 8-19)

This setting can also be changed from Embedded Web Server RX.

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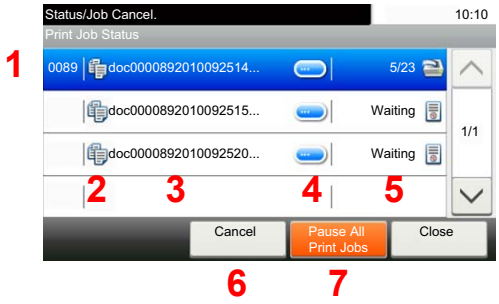
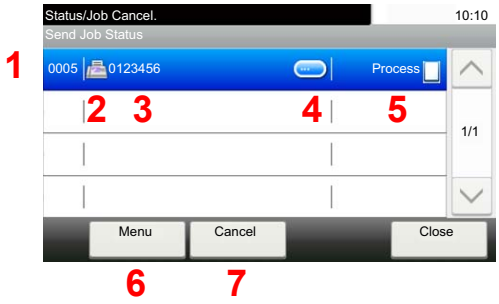
## Print Job Status Screen



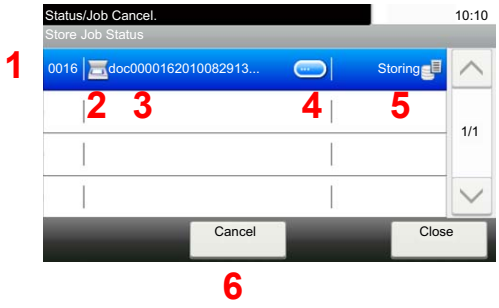

| No. | Item | Description |
|---|---|---|
| 1 | Job No. | Acceptance No. of job |
| 2 | Type | Icons that indicate the job type<br>Copy job<br>Printer job<br>Job from Document Box<br>FAX reception<br>E-mail reception<br>Data from removable memory<br>Application<br>Report/List |
| 3 | Job Name | Job Name or file name |
| 4 | [ ] | Select this key for the job for which you wish to display detailed information.<br>Checking Detailed Information of Jobs (page 7-7) |
| 5 | Status | Status of job<br>(Number of copies printed)/(Total number of copies to be printed): Printing<br>Processing: The status before starting to print.<br>Waiting: Print Waiting<br>Pause: Pausing print job or error<br>Canceling: Canceling the job |
| 6 | [**Cancel**] | Select the job you want to cancel from the list, and select this key. |
| 7 | [**Pause All Print Jobs**] | Pauses all the printing jobs. By selecting this key again, the printing jobs will be resumed. |

## Send Job Status Screen



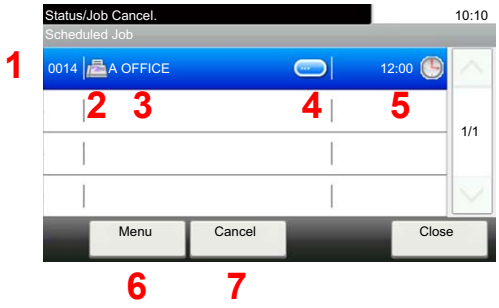

| No. | Item | Description |
|---|---|---|
| 1 | Job No. | Acceptance No. of job |
| 2 | Type | Icons that indicate the job type<br>Sending Job FAX<br>Sending Job E-mail<br>Sending Job Folder (SMB/FTP)<br>Sending Job Application<br>Multi Sending |
| 3 | Job Name | Job Name or file name |
| 4 | [ ] | Select this key for the job for which you wish to display detailed information.<br>Checking Detailed Information of Jobs (page 7-7) |
| 5 | Status | Status of job<br>Processing: The status before starting sending such as during scanning originals<br>Sending: Sending<br>Waiting: Waiting Sending<br>Canceling: Canceling the job<br>Pause: Pausing the job |
| 6 | [**Menu**] | Selecting this key displays [**Priority Override**]. This function allows you to give a particular fax job priority.<br>Select the fax job you wish to send immediately > [**Menu**] > [**Priority Override**] |
| 7 | [**Cancel**] | Select the job you want to cancel from the list, and select this key. |

## Store Job Status Screen




| No. | Item | Description |
|---|---|---|
| 1 | Job No. | Acceptance No. of job |
| 2 | Type | Icons that indicate the job type<br>Storing Job Scan<br>Storing Job Printer<br>Storing Job FAX |
| 3 | Job Name | Job name or file name is displayed. |
| 4 | [ ] | Select this key for the job for which you wish to display detailed information.<br>Checking Detailed Information of Jobs (page 7-7) |
| 5 | Status | Status of job<br>Processing: The status before starting to save such as during scanning originals<br>Storing: Storing Data<br>Canceling: Canceling the job<br>Pause: Pausing the job |
| 6 | **[Cancel]** | Select the job you want to cancel from the list, and select this key. |

## Scheduled Job Status Screen




| No. | Item | Description |
|---|---|---|
| 1 | Job No. | Acceptance No. of job |
| 2 | Type | Icons that indicate the job type<br>Storing Job FAX |
| 3 | Destination | Destination (Either destination name, FAX number, or No. of broadcast items) |
| 4 | [ ] | Select this key for the job for which you wish to display detailed information.<br>Checking Detailed Information of Jobs (page 7-7) |
| 5 | Start Time | Time to start the scheduled job |
| 6 | [**Menu**] | Selecting this key displays [**Start Now**]. Select the job you wish to send immediately > [**Menu**] > [**Start Now**] |
| 7 | [**Cancel**] | Select the job you want to cancel from the list, and select this key. |

# Checking Detailed Information of Jobs

Check the detailed information of each job.

**NOTE**

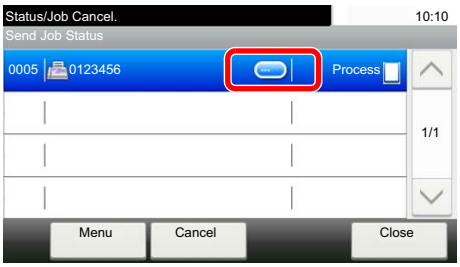
When you have logged in as a user, you can only check your own jobs. When you have logged in as administrator, you can check all jobs.

## 1 Display the screen.

Details of the Status Screens (page 7-3)

## 2 Check the information.

1 Select [...] for the job for which you wish to display detailed information.




Detailed information of the selected job is displayed.

Use [∨] or [∧] to see the next or previous page of information. More detailed information can be checked if a white item is selected.

In Sending Jobs, you can check the destination by selecting [**Status/Destination**].

2 To exit from the detailed information, select [**End**].

# 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.

**Embedded Web Server RX User Guide**

**NETWORK PRINT MONITOR User Guide**

- You can show the job log of all users, or only your own job log.

Display Status/Log (page 8-19)

- This setting can also be changed from Embedded Web Server RX.

**Embedded Web Server RX User Guide**

## 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<br>• Printer<br>• FAX reception<br>• E-mail reception<br>• Printing from Document Box<br>• Job Report/List<br>• Printing data from removable memory<br>• Application |
| Send Job Log | • FAX<br>• E-mail<br>• Folder<br>• Application<br>• Multiple destination |
| Store Job Log | • Scan<br>• FAX<br>• Printer |
| FAX Job Log | **FAX Operation Guide** |

### Displaying Job History Screen

**1** **Display the screen.**

Select the [**Status/Job Cancel**] key.

**2** **Select the job you want to check.**

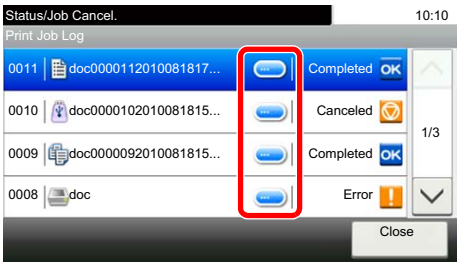
# Checking the Detailed Information of Histories

Check the detailed information of each history.

**1** **Display the screen.**

**2** **Check the information.**

**1** Select [ ] for the job for which you wish to check details.




Detailed information of the selected job is displayed.

**NOTE**

To check the information of the next/previous page, select [∨] or [∧].

**2** To exit from the detailed information, select [**Close**].

# 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.

Sending Log History (page 8-7)

# Job Operation

## Pause and Resumption of Jobs

Pause/resume all printing jobs in printing/waiting.

1 **Display the screen.**

Select the [**Status/Job Cancel**] key.

2 **Select [Pause All Print Jobs] on the printing jobs status screen.**

Printing is paused.

When resuming the printing of jobs that have been paused, select [**Resume All Print Jobs**].

## Canceling of Jobs

A job in printing/waiting status can be canceled.

1 **Display the screen.**

Select the [**Status/Job Cancel**] key.

2 **Select the job to be canceled from the list, and select [Cancel].**

3 **Select [Yes] in the confirmation screen.**

# Device/Communication

Configure the devices/lines installed or connected to this machine or check their status.

## 1 Display the screen.

1 Select the [**Status/Job Cancel**] key.

2 Select the device you wish to check.

The screen to check the status or configure the devices is displayed.

## 2 Check the status.

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.
- Select [**Line Off**] to cancel a fax in sending/receiving.

**FAX Operation Guide**

**"Removable Memory (USB Memory)"**

- The usage, capacity and free space of the external media connected to this machine are displayed.
- Select [**Menu**] > [**Format**] to format external media.

**IMPORTANT**

**When [Format] is selected, all data in the external media is erased.**

- Select [**Remove**] to safely remove the external media.

**"USB Keyboard"**

The status of the optional USB Keyboard is displayed.

**"Bluetooth Keyboard"**

The status of the optional Bluetooth Keyboard is displayed.

**"Network Connection Status"**

The network connection status appears.

**"Option Network Connection Status"**

The connection status of an optional network interface kit appears.

**"Wi-Fi Direct"**

Shows the connection status of Wi-Fi Direct.

**"Wireless Network"**

The connection status of the Wireless Network Interface Kit is displayed.

**"Wi-Fi"**

Shows the connection status of Wi-Fi.

**"SSD"**

The status of the optional SSD is displayed.

# Checking the Remaining Amount of Toner and Paper (Paper/Supplies)

Check the remaining amount of toner, and paper on the touch panel.

## 1 Display the screen.

1 Select the [**Status/Job Cancel**] key.

2 Select the device you wish to check.

## 2 Check the status.

The items you can check are described below.

**"Toner Status"**

The amount of toner remaining is shown in levels. And you can check the status of waste toner box.

**"Paper Status"**

You can check the size, orientation, type, and remaining amount of paper in each paper source. The amount of paper remaining is shown in levels.

# 8 Setup and Registration (System Menu)

This chapter explains the following topics:


System Menu ..... 8-2
Operation Method ..... 8-2
System Menu Settings ..... 8-3
Language ..... 8-5
Report ..... 8-5
User Property ..... 8-7
Cassette/MP Tray Settings ..... 8-8
Common Settings ..... 8-10
Home ..... 8-20
Copy ..... 8-20
Send ..... 8-21
Document Box ..... 8-22
FAX ..... 8-22
Application ..... 8-22
Internet ..... 8-23
Address Book/One Touch ..... 8-23
User Login/Job Accounting ..... 8-24
Printer ..... 8-24
System/Network ..... 8-27
Date/Timer/Energy Saver ..... 8-46
Adjustment/Maintenance ..... 8-49

# System Menu

Configure settings related to overall machine operation.

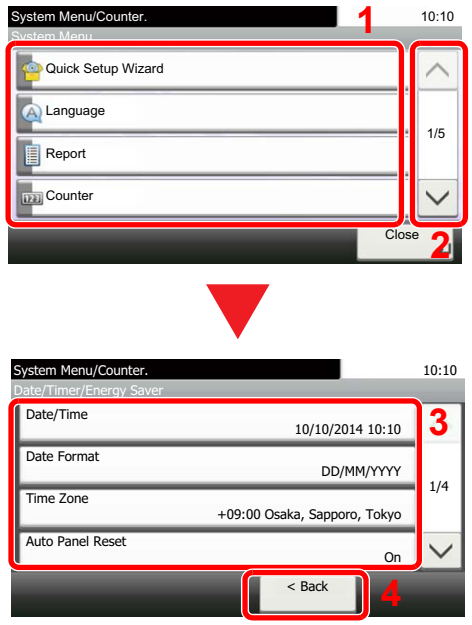
## Operation Method

System Menu is operated as follows:

### 1 Display the screen.

Select the [**System Menu/Counter**] key.

### 2 Select a function.



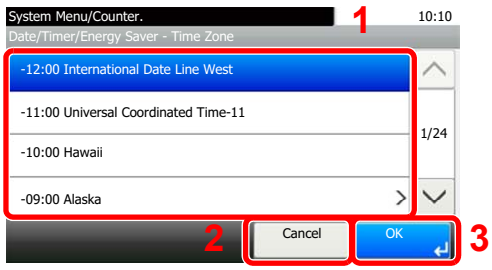

1 Displays the System Menu items.

2 Scrolls up and down when the list of values cannot be displayed in its entirety on a single screen.

3 Displays setting items.
Select the key of a function to display the setting screen.

4 Returns to the previous screen.

### 3 Configure the settings.




1 Selecting a value it to be accepted.

2 Returns to the original screen without making any changes.

3 Accepts the settings and exits.

**NOTE**

- In order to change settings that require administer privileges, you must log in with administrator privileges.
  The factory default login user name and login password are set as shown below.

**Login User Name:** **3500**

**Login Password:** **3500**

- If function default settings have been changed, the [**Reset**] key can be selected in each function screen to immediately change the settings.

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 select the setting item. For details on each function, see the table below.

| Item | Description | Reference Page |
|---|---|---|
| **Quick Setup Wizard** | The Quick Setup Wizard configures Fax, Network and Energy Saver settings. | page 2-35 |
| **Language** | Select the language displayed on the touch panel. | page 8-5 |
| **Print Report** | Configure settings for printing reports and histories. | page 8-5 |
| **Admin Report Settings** | | Refer to the **FAX Operation Guide**. |
| **Result Report Settings** | | page 8-7 |
| **Sending Log History** | | page 8-7 |
| **Counter** | This counts the number of pages printed or scanned. | page 2-50 |
| **User Property** | Allows you to view information about logged in users and edit some of that information. | page 8-7 |
| **Cassette 1 (to 4)** | Select type of paper in Cassette 1 (to 4). | page 8-8 |
| **Multi Purpose Tray** | Select type of paper in multi purpose tray. | page 8-9 |
| **Default Screen** | Select the screen appearing right after start-up (default screen). | page 8-10 |
| **Sound** | Set options for buzzer sound during the machine operations. | page 8-10 |
| **Original Settings** | Configures settings for originals. | page 8-11 |
| **Paper Settings** | Configures settings for paper. | page 8-12 |
| **Function Defaults** | Defaults are the values automatically set after the warm-up is completed or the [**Reset**] key is selected.<br>Set the defaults for available settings such as copying and sending. Setting the frequently-used values as defaults makes subsequent jobs easier. | page 8-15 |
| **Preset Limit** | Restrict the number of copies that can be made at one time. | page 8-17 |
| **Error Handling** | Select whether to cancel or continue the job when error has occurred. | page 8-17 |
| **Color Toner Empty Action** | Select whether printing is prohibited or the Print in Black and White setting is used for printing once the color toner runs out. | page 8-18 |
| **Measurement** | Select inch or metric for the unit for paper dimensions. | page 8-18 |
| **Low Toner Alert** | Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low. | page 8-18 |
| **Keyboard Layout** | Change the layout of the touch panel keyboard used to enter characters. | page 8-18 |
| **USB Keyboard Type** | Select the type of USB keyboard that you want to use. | page 8-18 |
| **Display Status/Log** | Set the display method of the Status/Log. | page 8-19 |
| **Show Power Off Message** | Select whether the confirmation message is displayed, when Power Switch is pressed. | page 8-19 |
| **Function Key Assignment** | Configure settings for function key on the operation panel. | page 8-19 |
| **Remote Printing** | Configure settings for remote printing. | page 8-19 |
| **Home** | Configure settings for Home screen. | page 8-20 |
| **Copy** | Configures settings for copying functions. | page 8-20 |

| Item | Description | Reference Page |
|---|---|---|
| **Send** | Configures settings for sending functions. | page 8-21 |
| **Document Box** | Configures settings related to the Custom Box, Job Box, Sub Address Box and Polling Box.<br>➡ **FAX Operation Guide** | page 8-22 |
| **FAX** | Configures settings for fax functions.<br>➡ **FAX Operation Guide** | — |
| **Application** | Configure settings for Application. | page 8-22 |
| **Internet** | Set the proxy for connection to the Internet from an application. | page 8-23 |
| **Address Book/One Touch** | Configures Address Book and One Touch Key settings.<br>Address Book:<br>➡ Adding a Destination (Address Book) (page 3-23)<br>One Touch Key:<br>➡ Adding a Destination on One Touch Key (One Touch Key) (page 3-28) | page 8-23 |
| **User Login/Job Accounting** | Configures settings related to machine management.<br>User Login:<br>➡ Overview of User Login Administration (page 9-2)<br>Job Accounting:<br>➡ Overview of Job Accounting (page 9-33) | — |
| **Printer** | 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 8-24 |
| **Network** | Configures network settings. | page 8-27 |
| **Optional Network** | Configure settings for the optional Network Interface Kit or Wireless Network Interface Kit. | page 8-38 |
| **Primary Network (Client)** | Select the network interface to be used for the send function that this machine functions as a client, the network authentication and connecting to external address book. | page 8-40 |
| **Interface Block Setting** | This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces. | page 8-41 |
| **Bluetooth Settings** | Set the Bluetooth keyboard. | page 8-41 |
| **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. | — |
| **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.) | page 8-42 |
| **RAM Disk Setting** | A RAM disk can be created and its size can be set. | page 8-42 |
| **Optional Memory** | When optional memory is installed, select the memory allocation scheme based on the application in which you are using the equipment. | page 8-42 |
| **Data Security** | Configure settings for data stored in the optional SSD and machine's memory. | page 8-43 |
| **OCR Dictionary Installation** | Install the OCR Dictionary. | page 8-44 |
| **Optional Function** | You can use the optional applications installed on this machine. | page 8-45 |
| **FAX Server Settings** | Configure settings for FAX Server. | page 8-45 |

| Item | Description | Reference Page |
|---|---|---|
| **Date/Timer/Energy Saver** | Configures settings related to the date and time. | page 8-46 |
| **Adjustment/Maintenance** | Adjust printing quality and conduct machine maintenance. | page 8-49 |

# Language

[**System Menu/Counter**] key > [**Language**]

| Item | Description |
|---|---|
| **Language** | Select the language displayed on the touch panel. |

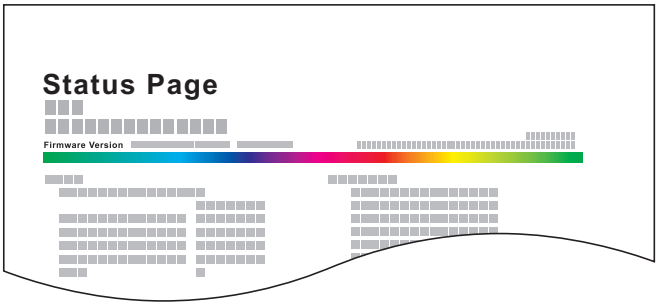
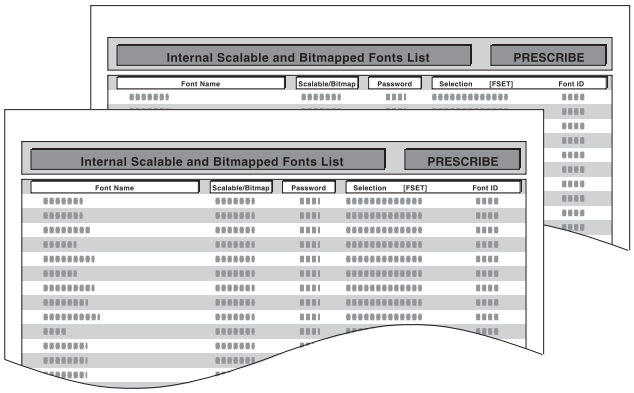
# Report

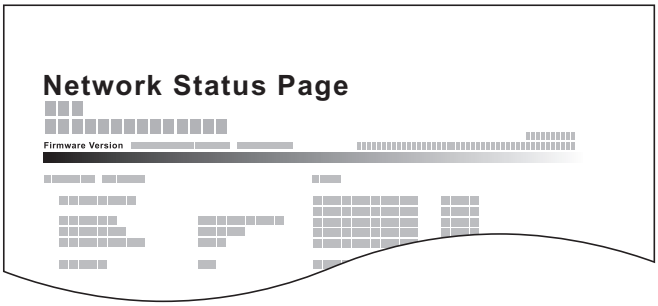
Print reports to check the machine settings and status.

Default settings for printing the result reports can also be configured.

## Report Print

[**System Menu/Counter**] key > [**Report**] > [**Report Print**]

| Item | Description |
|---|---|
| **Status Page** | Prints the status page, allowing you to check the information including current settings, available memory space, and optional equipment installed.<br> |
| **Font List** | Prints the font list, allowing you to check the font samples installed in the machine.<br> |

| Item | Description |
|---|---|
| **Network Status** | Prints the network status, allowing you to check the information including network interface firmware version, network address and protocol.<br> |
| **Service Status** | Prints the service status. More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose. |
| **Accounting Report** | Prints the accounting report, allowing you to check the accounts that have been registered on the machine. |
| **Sub Address Box List**<br>**FAX List (Index)**<br>**FAX List (No.)**<br>**Outgoing FAX Report**<br>**Incoming FAX Report** | Prints the report on the FAX function.<br>**FAX Operation Guide**<br>**NOTE**<br>FAX functions are available only on products with the fax function installed. |
| **Optional Network Status** | Prints the optional network status, allowing you to check the information including optional network interface firmware version, network address and protocol.<br>**NOTE**<br>This function is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed. |
| **Data Sanitization Report** | Prints the data sanitization report. |

## Admin Report Settings

[**System Menu/Counter**] key > [**Report**] > [**Admin Report Settings**]

Configure settings for fax functions.

**FAX Operation Guide**

## Result Report Settings

[**System Menu/Counter**] key > [**Report**] > [**Result Report Settings**]

| Item | | Description |
|---|---|---|
| **Send Result Report** | | Automatically print a report of transmission result when a transmission is complete. |
| | **E-mail/Folder** | Automatically print a report of transmission result when E-mail or SMB/FTP transmission is complete.<br>**Value: Off, On, Error Only** |
| | **FAX*1** | **FAX Operation Guide** |
| | **Attach Image of Network FAX** | **FAX Operation Guide** |
| | **Canceled before Sending*2** | Print a send result report if the job is canceled before being sent.<br>**Value: Off, On** |
| | **Recipient Format*2** | Select the Recipient Format for the send result report.<br>**Value: Name or Destination, Name and Destination** |
| **RX Result Report*1** | | **FAX Operation Guide** |
| **Job Finish Notice Setting** | | Attaches sent images to job finish notices.<br>**Value: Do Not Attach Image, Attach Image** |

*1 Only on products with the fax function installed.
*2 When "E-mail/Folder" and "FAX" are set to [**Off**], this function will not be displayed.

## Sending Log History

[**System Menu/Counter**] key > [**Report**] > [**Sending Log History**]

| Item | Description |
|---|---|
| **Sending Log History** | You can also send the log history to the specified destinations manually. |
| **Auto Sending** | This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged.<br>**Value: Off, On**<br>**NOTE**<br>If [**On**] is selected, specify the number of job histories. The setting range is 1 to 16. |
| **Destination** | Set the destination to which log histories are sent. Only E-mail address can be set. |
| **Job Log Subject** | Set the subject automatically entered when sending log histories by E-mail.<br>**Value: Up to 60 characters** |
| **SSFC Log Subject** | Enter the subject of the printed job history with IC card authentication.<br>**Value: Up to 60 characters** |
| **Personal Information** | Select whether to include personal information in the job log.<br>**Value: Include, Exclude** |

# User Property

[**System Menu/Counter**] key > [**User Property**]

Allows you to view information about logged in users and edit some of that information.

Enabling User Login Administration (page 9-3)

# Cassette/MP Tray Settings

Select paper size and media type for Cassettes and multi purpose tray.

## Cassette 1 (to 4)

[**System Menu/Counter**] key > [**Cassette/MP Tray Settings**] > [**Cassette 1 (to 4)**]

Select paper size and media type for Cassettes 1 to 4.

| Selection Item | | Selectable Size/Type |
|---|---|---|
| **Paper Size**[*1] | **Metric** | Select from the Metric standard sizes.<br>**Values**<br>**Cassette 1: A4, A5, A6, B5, B6, Folio, 216 × 340 mm**<br>**Cassettes 2 to 4: A4, A5, B6, B5, Folio, 216 × 340 mm** |
| | **Inch** | Select from the Inch series standard sizes.<br>**Values: Letter, Legal, Statement, Executive, Oficio II** |
| | **Other** | Select from special standard sizes and custom sizes.<br>**Values**<br>**Cassette 1: 16K, ISO B5, Custom**[*2]<br>**Cassettes 2 to 4: 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Youkei 4, Youkei 2, Custom**[*2] |
| **Media type**[*3] | | Select the media type.<br>**Values**<br>**Cassette 1: Plain (60 - 105 g/m$^2$), Rough, Vellum (60 - 105 g/m$^2$), Recycled, Preprinted**[*4]**, Bond, Color, Prepunched**[*4]**, Letterhead**[*4]**, Thick (106 - 163 g/m$^2$), High Quality, Custom 1 - 8**<br>**Cassettes 2 to 4: Plain (60 - 105 g/m$^2$), Rough, Vellum (60 - 105 g/m$^2$), Labels, Recycled, Preprinted**[*4]**, Bond, Color, Prepunched**[*4]**, Letterhead**[*4]**, Envelope, Thick (106 - 220 g/m$^2$), Coated, High Quality, Custom 1 - 8** |

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

*2 The custom paper sizes are set for each cassette.

➡ Custom Paper Size (page 8-12)

*3 To change to a media type other than "Plain".

➡ Media Type Setting (page 8-14)

When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.

*4 To print on preprinted or prepunched paper or on letterhead.

➡ Special Paper Action (page 8-13)

## Multi Purpose Tray

[**System Menu/Counter**] key > [**Cassette/MP Tray Settings**] > [**Multi Purpose Tray**]

Select paper size and media type for the multi purpose tray.

| Item | | Description |
|---|---|---|
| **Paper Size** | **Metric** | Select from the Metric standard sizes.<br>**Values: A4, A5, A6, B5, B6, Folio, 216 × 340 mm** |
| | **Inch** | Select from the Inch series standard sizes.<br>**Values: Letter, Legal, Statement, Executive, Oficio II** |
| | **Other** | Select from special standard sizes and custom sizes.<br>**Values: 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku hagaki (Return postcard), Youkei 4, Youkei 2, Custom*1** |
| **Media Type*2** | | Select the media type.<br>**Values: Plain (60 to 105 g/m$^2$), Rough, Transparency, Vellum (60 to 105 g/m$^2$), Labels, Recycled, Preprinted*3, Bond, Cardstock, Color, Prepunched*3, Letterhead*3, Envelope, Thick (106 to 220 g/m$^2$), Coated, High Quality, Custom 1-8** |

*1 For instructions on how to specify the custom paper size.
➡ Custom Paper Size (page 8-12)

*2 To change to a media type other than "Plain".
➡ Media Type Setting (page 8-14)

*3 To print on preprinted or prepunched paper or on letterhead.
➡ Special Paper Action (page 8-13)

# Common Settings

Configures overall machine operation.

## Default Screen

[**System Menu/Counter**] key > [**Common Settings**] > [**Default Screen**]

| Item | Description |
|---|---|
| **Default Screen** | Select the screen appearing right after start-up (default screen).<br>**Value: Home, Copy, Send, FAX*1, Custom Box, Job Box, Removable Memory, Sub Address Box*1, Polling Box*1, FAX Memory RX Box*1, Favorites, Status, Application Name*2** |

*1 Only on products with the fax function installed.
*2 The running application will be displayed.
Application (page 5-10)

## Sound

[**System Menu/Counter**] key > [**Common Settings**] > [**Sound**]

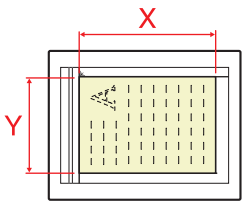
| Item | | Description |
|---|---|---|
| **Buzzer** | | Set options for buzzer sound during the machine operations. |
| | **Volume** | Set the buzzer volume level.<br>**Value: 0 (Mute), 1 (Minimum), 2, 3 (Medium), 4, 5 (Maximum)** |
| | **Key Confirmation** | Emit a sound when the operation panel and touch panel keys are selected.<br>**Value: Off, On** |
| | **Job Finish** | Emit a sound when a print job is normally completed.<br>**Value: Off, On, FAX Reception Only*1** |
| | **Ready** | Emit a sound when the warm-up is completed.<br>**Value: Off, On** |
| | **Warning** | Emit a sound when errors occur.<br>**Value: Off, On** |
| | **USB Keyboard** | Emit a sound to confirm keypresses with a sound.<br>**Value: Off, On** |
| **FAX Speaker Volume*1** | | **FAX Operation Guide** |
| **FAX Monitor Volume*1** | | **FAX Operation Guide** |

*1 Only on products with the fax function installed.

## Original Settings

[**System Menu/Counter**] key > [**Common Settings**] > [**Original Settings**]

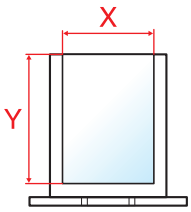
Configure settings for originals.

| Item | | Description |
|---|---|---|
| **Custom Original Size** | | Set up frequently-used custom original size.<br>The custom size option is displayed on the screen to select original size.<br>**Value**<br>**Metric**<br>**X: 50 to 356 mm (in 1 mm increments)**<br>**Y: 50 to 216 mm (in 1 mm increments)**<br>**Inch**<br>**X: 1.97 to 14.02" (in 0.01" increments)**<br>**Y: 1.97 to 8.50" (in 0.01" increments)**<br>**X=Length, Y=Width**<br>Horizontal<br> |
| **Auto Detect Original Size (DP)** | | Select whether to automatically detect originals of the document processor. |
| | **Auto Detect** | Select whether to enable automatic detection of original size.<br>**Value: off, on** |
| | **System of Units** | Select metric or inch for the unit of original size detection.<br>**Value: Metric, Inch** |
| | **Legal/OficioII/ 216 x 340 mm** | As Legal, OficioII and 216 x 340 mm are similar in size, select either one of them for automatic detection.<br>**Value: Legal, Oficio II, 216 x 340 mm**<br>**NOTE**<br>When [**System of Units**] is set to [**Metric**], this function will not be displayed. |
| **Default Original Size** | | Set the default original size.<br>**Value**<br>**Metric: A4, A5, A6, B5, B6, Folio, 216 × 340 mm**<br>**Inch: Letter, Legal, Statement, Executive, Oficio II**<br>**Others: 16K** |
| **Default Original Size (Platen)** | | Select a default size for the originals placed on the platen.<br>If [**Off**] is selected, a confirmation will be displayed before each job is processed.<br>**Value**<br>**Off**<br>**Metric: A4, A5, A6, B5, B6, Folio, 216 × 340 mm**<br>**Inch: Letter, Legal, Statement, Executive, Oficio II**<br>**Others: 16K**<br>**NOTE**<br>When [**Auto Detect**] is set to [**Off**], this function will not be displayed. |

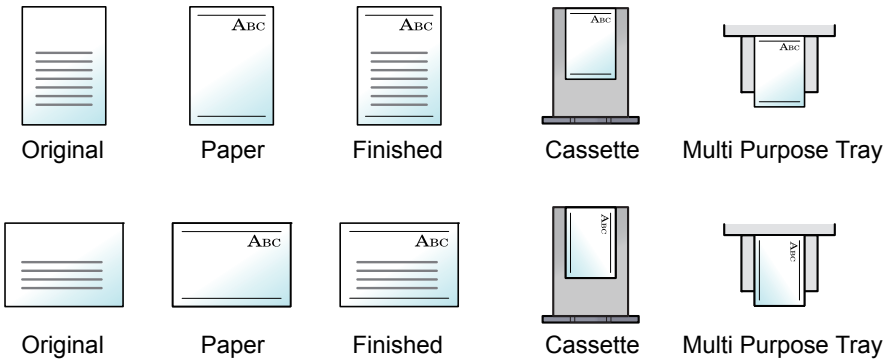
## Paper Settings

[**System Menu/Counter**] key > [**Common Settings**] > [**Paper Settings**]

Configure settings for paper.

| Item | Description |
|---|---|
| **Custom Paper Size** | Set up frequently-used custom paper size.<br>One custom paper size is set for each paper supply source. The custom size option is displayed on the screen to select paper size. |
| **Cassette 1 Size**[*1] | Register the custom paper size to be used in Cassette 1.<br>**Value**<br>**Metric**<br>**X: 105 to 216 mm (in 1 mm increments)**<br>**Y: 148 to 356 mm (in 1 mm increments)**<br>**Inch**<br>**X: 4.13 to 8.50" (in 0.01" increments)**<br>**Y: 5.83 to 14.02" (in 0.01" increments)**<br>**X=Length, Y=Width**<br>Vertical<br> |
| **Cassette 2 (to 4) Size**[*1] | Register the custom paper size to be used in Cassettes 2 to 4.<br>**Value**<br>**Metric**<br>**X: 92 to 216 mm (in 1 mm increments)**<br>**Y: 162 to 356 mm (in 1 mm increments)**<br>**Inch**<br>**X: 3.62 to 8.50" (in 0.01" increments)**<br>**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.<br>**Value**<br>**Metric**<br>**X: 70 to 216 mm (in 1 mm increments)**<br>**Y: 148 to 356 mm (in 1 mm increments)**<br>**Inch**<br>**X: 2.76 to 8.50" (in 0.01" increments)**<br>**Y: 5.83 to 14.02" (in 0.01" increments)**<br>**X=Length, Y=Width**<br>Vertical Horizontal<br> |

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

| Item | Description |
|---|---|
| **Media Type Setting** | Select weight for each media type.<br>For Custom 1-8, settings for duplex printing and media type name can be changed.<br>Media Type Setting (page 8-14) |
| **Default Paper Source** | Select the default paper source from Cassette 1-4 and multi purpose tray.<br>**Value: Cassette 1 to 4, Multi Purpose Tray**<br>**NOTE**<br>[**Cassette 2**] to [**Cassette 4**] are displayed when optional paper feeder is installed. |
| **Paper Selection** | Set the default paper selection.<br>**Value**<br>**Auto: Automatically select the cassette containing paper in the same size as originals.**<br>**Default Paper Source: Select paper source set by "Default Paper Source".** |
| **Media for Auto (Color)**<br>**Media for Auto (B&W)** | 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.<br>**Value: All Media Types, Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, Coated, High Quality, Custom 1 to 8** |
| **Special Paper Action** | 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 [**Adjust Print Direction**] to adjust the print direction. When paper orientation is not important, select [**Speed Priority**].<br>If [**Adjust Print Direction**] is selected, load paper according to the steps below.<br>Example: copying on Letterhead<br><br><br>**Value: Adjust Print Direction, Speed Priority** |
| **Show Paper Setup Message**<br>**Cassette 1 (to 4)**<br>**Multipurpose Tray** | Set whether to display the confirmation screen for the paper setting when a new paper is set for each cassette.<br>**Value: Off, On**<br>**NOTE**<br>[**Cassette 2**] to [**Cassette 4**] are displayed when the optional paper feeder is installed. |

### Media Type Setting

The following media type and paper weight combinations are available.

| Paper Weight | Weight (g/m²) | Paper Weight | Weight (g/m²) |
|---|---|---|---|
| **Light** | 52 g/m² to 59 g/m² | **Heavy 1**[*1] | 106 g/m² to 135 g/m² |
| **Normal 1** | 60 g/m² to 74 g/m² | **Heavy 2**[*1] | 136 g/m² to 163 g/m² |
| **Normal 2** | 75 g/m² to 90 g/m² | **Heavy 3**[*1] | 164 g/m² to 220 g/m² |
| **Normal 3** | 91 g/m² to 105 g/m² | **Extra Heavy**[*1] | Transparencies |

*1 The processing speed will be slower than normal.

Each media type's default weight is indicated.

| Media Type | Default | Media Type | Default |
|---|---|---|---|
| **Plain** | Normal 2 | **Color** | Normal 2 |
| **Rough** | Normal 3 | **Prepunched** | Normal 2 |
| **Vellum** | Normal 1 | **Letterhead** | Normal 2 |
| **Labels** | Heavy 1 | **Envelope** | Heavy 2 |
| **Recycled** | Normal 2 | **Thick** | Heavy 2 |
| **Preprinted** | Normal 2 | **High Quality** | Normal 2 |
| **Bond** | Normal 3 | **Coated** | Heavy 1 |
| **Cardstock** | Heavy 1 | **Custom 1 - 8** | Normal 2 |

For Custom 1-8, settings for duplex printing and media type name can be changed.

| Item | | Description |
|---|---|---|
| **Duplex Print** | **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.<br>Character Entry Method (page 11-11) |

## Function Defaults

[**System Menu/Counter**] key > [**Common Settings**] > [**Function Defaults**]

| Item | Description |
|---|---|
| **File Format** | Select the default type of the files to be sent.<br>**Value: PDF, High Comp. PDF, TIFF, JPEG, XPS, OpenXPS, Word, Excel, PowerPoint**<br>**NOTE**<br>[**Word**], [**Excel**], and [**PowerPoint**] appear when the optional OCR Scan Activation Kit is installed. |
| **Orig. Orientation (Copy)**<br>**Orig. Orient.(Send/Store)** | Set the original orientation defaults.<br>**Value: Top Edge on Top, Top Edge on Left, Auto**<br>**NOTE**<br>[**Auto**] appears when the optional OCR Scan Activation Kit is installed but expansion memory is not installed. |
| **Collate** | Set the defaults for Collate.<br>**Value: Off, On** |
| **File Separation** | Select the default file separation setting.<br>**Value: Off, Each Page** |
| **Scan Resolution** | Select the default scanning resolution.<br>**Value: 600×600dpi, 400×400dpi Ultra Fine, 300×300dpi, 200×400dpi Super Fine, 200×200dpi Fine, 200×100dpi Normal** |
| **Color Selection (Copy)** | Set the default copying color mode setting.<br>**Value: Auto Color, Full Color, Black & White** |
| **Color Select.(Send/Store)** | Select the default color mode for scanning documents.<br>**Value: Auto (Color/Gray), Auto (Color/B & W), Full Color, Grayscale, Black & White** |
| **Original Image (Copy)** | Set the default original document type for copying.<br>**Value: Text+Photo, Photo, Text, Graphic/Map, Printer Output** |
| **Original Image (Send/Store)** | Set the default original document type for sending/storing.<br>**Value: Text+Photo, Photo, Text, Text (for OCR), Light Text/Line**<br>**NOTE**<br>[Text (for OCR)] is only available when "Color Selection" is set to [Auto (Color/B & W)] or [Black & White]. |
| **Background Density Adj. (Copy)** | Set the default Backgrnd Density (Copy).<br>**Value: Off, Auto, Manual (Darker 5)** |
| **Background Density Adj. (Send/Store)** | Set the default Backgrnd Density (Send/Store).<br>**Value: Off, Auto, Manual (Darker 5)** |
| **EcoPrint** | Select the EcoPrint default.<br>**Value: Off, On** |
| **Prevent Bleed-through (Copy)** | Set the default value for preventing bleed-through (Copy).<br>**Value: Off, On** |
| **Prevent Bleed-through (Send/Store)** | Set the default Prevent Bleed (Send/Store).<br>**Value: Off, On** |
| **Skip Blank Page (Copy)** | Set the default Skip Blank Page (Copy) settings.<br>**Value: Off, On** |

| Item | Description |
|---|---|
| **Skip Blank Page (Send/Store)** | Set the default Skip Blank Page (Send/Store) settings.<br>**Value: Off, On** |
| **FAX TX Resolution** | **FAX Operation Guide** |
| **Zoom** | Select the enlarged/reduced default when paper size/sending size changed after the originals set.<br>**Value: 100%, Auto** |
| **Continuous Scan (Copy)** | Set the continuous scan (Copy) defaults.<br>**Value: Off, On** |
| **Continuous Scan (FAX)** | **FAX Operation Guide** |
| **Continuous Scan (Send/Store)** | Set the continuous scan (Send/Store) defaults.<br>**Value: Off, On** |
| **File Name Entry** | Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set.<br>**Value**<br>**File Name: Up to 32 characters can be entered.**<br>**Additional Info: None, Date and Time, Job No., [Job No.] & [Date and Time], [Date and Time] & [Job No.]** |
| **E-mail Subject/Body** | Set the subject and body automatically entered (default subject and body) when sending the scanned originals by E-mail.<br>**Value**<br>**Subject: Up to 256 characters can be entered.**<br>**Body: Up to 500 characters can be entered.** |
| **FTP Encrypted TX** | Set the default value for document encryption during transmission.<br>**Value: Off, On**<br>**NOTE**<br>This setting is displayed when the secure protocol "SSL" setting is [**On**]. |
| **JPEG/TIFF Print** | Select the image size (resolution) when printing JPEG or TIFF file.<br>**Value: Paper Size, Image Resolution, Print Resolution** |
| **XPS Fit to Page** | Set the default value for the XPS fit to page function.<br>**Value: Off, On** |

| Item | | Description |
|---|---|---|
| **Detail Settings** | | — |
| | **Image Quality** | Set the default value for the image quality adjustment range when selecting the file format with which to send and store images.<br>**Value: 1 Low (High Comp.), 2, 3, 4, 5 High (Low Comp.)** |
| | **PDF/A** | Set the default value for PDF/A when selecting the file format with which to send and store images.<br>**Value: Off, PDF/A-1a, PDF/A-1b, PDF/A-2a, PDF/A-2b, PDF/A-2u** |
| | **High Comp. PDF Image** | Select the default quality setting for high compressed PDF files.<br>**Value: Compression Ratio Priority, Standard, Quality Priority** |
| | **OCR Text Recognition*1** | Set the default OCR Text Recognition.<br>**Value: Off, On** |
| | **Primary OCR Language*1** | Set the default language of the text to be extracted. ([**English**] is selected as a default.)<br>Select the language to extract from the options displayed on the touch panel. |
| | **OCR Output Format*1** | Set the default OCR Output Format.<br>**Value:Text + Graphics, Text + Graphics with Scanned Image, Scanned Image with Searchable Text** |
| | **Detect Items to Skip (Copy)** | Select the default Detect Items to Skip (Copy) settings.<br>**Value: Blank Pages + Ruled Lines, Blank Pages Only, Blank Pages + Some Text** |
| | **Detect Items to Skip (Send/Store)** | Select the default Detect Items to Skip (Send/Store) settings.<br>**Value: Blank Pages + Ruled Lines, Blank Pages Only, Blank Pages + Some Text** |

*1 This appears when the optional OCR Scan Activation Kit is installed.

## Preset Limit

[**System Menu/Counter**] key > [**Common Settings**] > [**Preset Limit**]

| Item | Description |
|---|---|
| **Preset Limit** | Restrict the number of copies that can be made at one time.<br>**Value: 1 to 999 copies.** |

## Error Handling

[**System Menu/Counter**] key > [**Common Settings**] > [**Error Handling**]

Select whether to cancel or continue the job when error has occurred.

| Item | Description |
|---|---|
| **Duplexing Error** | Select what to do when duplex printing is not possible for the selected paper size and media type.<br>**Value**<br>**1-sided: Printed in 1-sided**<br>**Display Error: Message to cancel printing is displayed.** |
| **Paper Mismatch Error** | Select 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.<br>**Value**<br>**Ignore: The setting is ignored and the job is printed.**<br>**Display Error: Message to cancel printing is displayed.** |

## Color Toner Empty Action

[**System Menu/Counter**] key > [**Common Settings**] > [**Color Toner Empty Action**]

| Item | Description |
|---|---|
| **Color Toner Empty Action** | Select whether printing is prohibited or the Print in Black and White setting is used for printing once the color toner runs out.<br>**Value: Stop printing, Print in Black & White** |

## Measurement

[**System Menu/Counter**] key > [**Common Settings**] > [**Measurement**]

| Item | Description |
|---|---|
| **Measurement** | Select inch or metric for the unit for paper dimensions.<br>**Value: mm, inch** |

## Low Toner Alert

[**System Menu/Counter**] key > [**Common Settings**] > [**Low Toner Alert**]

| Item | Description |
|---|---|
| **Low Toner Alert** | Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low.<br>**Value: Off, On**<br>**NOTE**<br>Selecting [**Off**] alerts you low toner when the amount of remaining toner becomes 5%.<br>If [**On**] is selected, set the amount of remaining toner to alert. The setting range is 5 to 100% (in 1% increments). |

## Keyboard Layout

[**System Menu/Counter**] key > [**Common Settings**] > [**Keyboard Layout**]

| Item | Description |
|---|---|
| **Keyboard Layout** | Change the layout of the touch panel keyboard used to enter characters.<br>**Value: QWERTY, QWERTZ, AZERTY** |

## USB Keyboard Type

[**System Menu/Counter**] key > [**Common Settings**] > [**USB Keyboard Type**]

| Item | Description |
|---|---|
| **USB Keyboard Type** | Select the type of USB keyboard that you want to use.<br>**Value: US-English, US-English with Euro, French, German** |

## Display Status/Log

[**System Menu/Counter**] key > [**Common Settings**] > [**Display Status/Log**]

| Item | | Description |
|---|---|---|
| **Display Status/Log** | | Set the display method of the Status/Log. |
| | **Display Jobs Detail Status** | **Value: Show All, My Jobs Only, Hide All** |
| | **Display Jobs Log** | **Value: Show All, My Jobs Only, Hide All** |
| | **Display FAX Log**[*1] | **Value: Show All, Hide All** |

*1 Only on products with the fax function installed.

## Remote Printing

[**System Menu/Counter**] key > [**Common Settings**] > [**Remote Printing**]

| Item | Description |
|---|---|
| **Remote Printing** | Select whether to prohibit printing that is performed without operating the machine. When [**Prohibit**] is selected, a document that has been stored in the document box from the printer driver can be printed from the machine. This prevents another person from seeing that document.<br>**Value: Permit, Prohibit**<br>**NOTE**<br>If [**Prohibit**] is selected, printing and storing using Quick Copy and Proof and Hold functions are disabled. Printing a received FAX is not prohibited. |

## Function Key Assignment

[**System Menu/Counter**] key > [**Common Settings**] > [**Function Key Assignment**]

Assigns a function to each function key.

| Item | Description |
|---|---|
| **Function Key 1** | **Value: None, Copy, Send, FAX Server**[*1]**, FAX, Custom Box**[*2]**, Job Box, Removable Memory, Sub Address Box, Polling Box, FAX Memory RX Box, ID Card Copy, Paper Saving Copy, Simple Folder Send (Destination Entry), Simple Folder Send (Address Book), Simple Email Send (Destination Entry), Simple Email Send (Address Book), Application**[*3]<br>**NOTE**<br>You can select the function to display by selecting [**Menu**] > [**Narrow Down**] or from the pull-down menu, by selecting [**All**], [**Application**], [**Favorites**], [**Others**] to display the function. |
| **Function Key 2** | |
| **Function Key 3** | |

*1 Displayed when the external server (FAX server) is set.
*2 Displayed when the product is equipped with an optional large capacity storage device (SSD).
*3 The registered application name is displayed.

## Show Power Off Message

[**System Menu/Counter**] key > [**Common Settings**] > [**Show Power Off Message**]

| Item | Description |
|---|---|
| **Show Power Off Message** | Set the mode whether display a confirmation message in power supply off.<br>**Value: Off, On** |

# Home

[**System Menu/Counter**] key > [**Home**]

Configure settings for Home screen.

Editing the Home Screen (page 2-14)

# Copy

[**System Menu/Counter**] key > [**Copy**]

Configures settings for copying functions.

| Item | Description |
|---|---|
| **Auto Paper Selection** | If [**Auto**] is selected for Paper Selection, set the paper size selection method when the zoom changes.<br>**Value**<br>**Most Suitable Size: Select paper based on the current zoom and the size of the original.**<br>**Same as Original Size: Select 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.<br>**Value: Off, On** |
| **Reserve Next Priority** | Specify whether the default screen appears when a subsequent copy job is reserved while printing is in progress. To have the default screen appear, select [**On**].<br>**Value: Off, On** |
| **DP Read Action** | When the document processor is used, select the scanning operation for the document processor.<br>**Value**<br>**Speed Priority: Gives priority to scanning speed.**<br>**Quality Priority: Gives priority to image quality at a slightly slower scan speed.** |

# Send

[**System Menu/Counter**] key > [**Send**]

Configures settings for sending functions.

| Item | Description |
|---|---|
| **Dest. Check before Send** | When performing sending jobs, display the confirmation screen of destinations after pressing the [**Start**] key.*1<br>**Value: Off, On** |
| **Entry Check for New Dest.** | When adding new destination, display the entry check screen to check the entered destination.*1<br>**Value: Off, On** |
| **Send and Forward** | Set whether to send the original to another destination and store it when sending images. |
| **Forward** | Set the rule to send the original.<br>**Value: Off, On**<br>**NOTE**<br>When selecting [**On**], select rules to forward from [**FAX**]*2, [**E-mail**], [**Folder (SMB)**] and [**Folder (FTP)**]. |
| **Destination** | Set the destination to which the original is forwarded. One destination can be set. You can check and edit the set address.<br>Follow the steps below to register the destination.<br>• Address Book<br>• Ext. Address Book<br>• Address Entry (E-mail)<br>• Address Entry (folder)<br>Specifying Destination (page 5-19) |
| **Color TIFF Compression** | Select the compression method for TIFF images handled on this machine.<br>**Value: TIFF V6, TTN2** |
| **Default Screen** | Use this procedure to set the default screen displayed when you select the [**Send**] key.<br>**Value: Destination, Address Book, Ext. Address Book, One Touch** |
| **New Destination Entry** | Select whether to permit direct entry of destination.*1<br>**Value: Prohibit, Permit** |
| **Recall Destination** | Select whether to permit usage of [**Recall**] on the Send screen.*1<br>**Value: Prohibit, Permit** |
| **Broadcast** | Set whether to enable broadcast.<br>**Value: Prohibit, Permit** |
| **OCR Text Recognition Act.*3** | Configure settings for OCR Text Recognition Action.<br>**Value: Speed Priority, Quality Priority** |

*1 Also applies when sending the fax.
*2 Only on products with the fax function installed.
*3 This appears when the optional OCR Scan Activation Kit is installed.

# Document Box

[**System Menu/Counter**] key > [**Document Box**]

Configures settings related to the Custom Box, Job Box, Sub Address Box and Polling Box.

| Item | | Description |
|---|---|---|
| **Custom Box** | | Configure settings for Custom Box. |
| | **Add/Edit Box** | Using a Custom Box (page 5-36) |
| | **Default Setting** | Auto File Deletion Time<br>Set the time to automatically delete stored documents. |
| **Sub Address Box**[*1] | | **FAX Operation Guide** |
| **Job Box** | | Configure settings for Job Box. |
| | **Quick Copy Job Retention** | To maintain free space on the box, you can set the maximum number of stored jobs.<br>**Value: number between 0 and 300**<br>**NOTE**<br>When 0 is set, Quick Copy cannot be used. |
| | **Deletion of Job Retention** | 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.<br>**Value: Off, 1 hour, 4 hours, 1 day, 1 week**<br>**NOTE**<br>This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the main power switch is turned off. |
| | **Storage Media** | Select which storage media to use.<br>**Value: SSD, SD Card**<br>**NOTE**<br>This setting is not displayed if the optional SSD or SD card is not installed. |
| **Polling Box**[*1] | | **FAX Operation Guide** |
| **FAX Memory RX Box**[*1] | | |

*1 Only on products with the fax function installed.

# FAX

[**System Menu/Counter**] key > [**FAX**]

Configure settings for FAX.

**FAX Operation Guide**

# Application

[**System Menu/Counter**] key > [**Application**]

Configure settings for Application.

| Item | Description |
|---|---|
| **Application** | You can install, activate, deactivate, and uninstall applications.<br>Application (page 5-10) |

# Internet

[**System Menu/Counter**] key > [**Internet**]

Set the proxy for connection to the Internet from an application.

| Item | | Description |
|---|---|---|
| **Proxy** | | Specify the proxy settings.<br>**Value**: **Off, On** |
| | **Use Same Proxy** | Set whether or not the same proxy server is used for all protocols. If the same proxy server is not used, select [**Off**].<br>**Value**: **Off, On** |
| | **HTTP Proxy Server** | Set a proxy server (HTTP).<br>**Value: (Enter the proxy address and port number.)** |
| | **HTTPS Proxy Server** | Set a proxy server (HTTPS). This setup is available when [Use Same Proxy] is [Off].<br>**Value: (Enter the proxy address and port number.)** |
| | **No Proxy Domains** | Set domains for which no proxy is used.<br>**Value: (Enter the domain name.)** |

# Address Book/One Touch

## Address Book

[**System Menu/Counter**] key > [**Address Book/One Touch**] > [**Address Book**]

Configure settings for address book.

Adding a Destination (Address Book) (page 3-23)

## One Touch Key

[**System Menu/Counter**] key > [**Address Book/One Touch**] > [**One Touch Key**]

Configure settings for One Touch Key.

Adding a Destination on One Touch Key (One Touch Key) (page 3-28)

## Address Book Defaults

[**System Menu/Counter**] key > [**Address Book/One Touch**] > [**Address Book Defaults**]

| Item | Description |
|---|---|
| **Sort** | Select the default sort setting of the address for the address book.<br>**Value: No., Name** |
| **Address Book** | Specify the default sort setting of the external address book. |

### Edit Restriction

[**System Menu/Counter**] key > [**Address Book/One Touch**] > [**Edit Restriction**]

| Item | Description |
|---|---|
| **Address Book** | Restrict editing of the address book. If you selected [**Administrator Only**], you can only edit the Address Book by logging in with administrator privileges.<br>**Value: Off, Administrator Only** |
| **One-Touch Key** | Restrict editing of the One Touch Key. If you selected [**Administrator Only**], you can only edit the One Touch Key by logging in with administrator privileges.<br>**Value: Off, Administrator Only** |

### Print list

[**System Menu/Counter**] key > [**Address Book/One Touch**] > [**Print list**]

**FAX Operation Guide**

# User Login/Job Accounting

[**System Menu/Counter**] key > [**User Login/Job Accounting**]

Configure settings related to machine management.

Overview of User Login Administration (page 9-2)
Overview of Job Accounting (page 9-33)
Unknown ID Job (page 9-50)

# Printer

[**System Menu/Counter**] key > [**Printer**]

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 |
|---|---|---|
| **Emulation** | | Select the emulation for operating this machine by commands oriented to other types of printers.<br>**Value: PCL6, KPDL, KPDL (Auto)**<br>**NOTE**<br>When you have selected [**KPDL (Auto)**], set "Alt Emulation", too.<br>When you have selected [**KPDL**] or [**KPDL (Auto)**], set "KPDL Error Report", too. |
| | **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.<br>**Value: PCL6** |
| | **KPDL Error Report** | When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output.<br>**Value: Off, On** |
| **Color Setting** | | You can choose whether reports are printed in color or black and white.<br>**Value: Color, Black & White** |
| **EcoPrint** | | EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem.<br>**Value: Off, On** |

| Item | Description |
|---|---|
| **Override A4/Letter** | Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing.<br>**Value**<br>**Off: A4 and Letter are not regarded as the same in size.**<br>**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.<br>**Value: 1-sided, 2-sided Bind LongEdge, 2-sided Bind ShortEdge** |
| **Copies** | Set the default number of copies, from 1 to 999.<br>**Value: 1 to 999 copies** |
| **Orientation** | Set the default orientation, [**Portrait**] or [**Landscape**].<br>**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 PCL6 emulation.<br>**Value: Off, On** |
| **Form Feed 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 paper. The options are between 5 and 495 seconds.<br>**Value: 5 to 495 seconds (in 5 second increments)** |
| **LF Action** | Set the line feed action when the machine receives the line feed code (character code 0AH).<br>**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).<br>**Value: CR Only, LF and CR, Ignore CR** |
| **Job Name** | Set whether the job name set in the printer driver is displayed.<br>**Value: Off, On**<br>**NOTE**<br>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.<br>**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.<br>**Value**<br>**Off: The printer driver settings are followed.**<br>**Auto Feed: If Auto is selected in the printer driver and there is paper in the MP tray then the paper feed will be from the MP tray.**<br>**Always: If there is paper in the MP tray then the paper feed will be from the MP tray regardless of what is set in the printer driver.** |
| **Paper Feed Mode** | While printing from the computer, select how to feed paper when the paper source and type are specified.<br>**Value**<br>**Auto: Search the paper source that matches the selected paper size and type.**<br>**Fixed: Print on paper loaded in the specified paper source.** |

| Item | Description |
|---|---|
| **Auto cassette Change** | Select the following actions when the paper runs out in the paper source while printing.<br>**Value: Off, On**<br>**NOTE**<br>When selecting [**Off**], the machine displays "Add the following paper in cassette #." (# is a cassette number) or "Add the following paper in the multi purpose tray.", and stops printing.<br>Load the paper according to the paper source displayed to resume printing.<br>To print from the other paper cassette, select [**Paper Selection**]. Select the desired paper source.<br>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.<br>**Value: 600 dpi, 1200 dpi**<br>**NOTE**<br>Settings that are received from the printer driver have priority over the operation panel settings. |
| **KIR** | Select the default KIR (smoothing) setting.<br>**Value: Off, On** |
| **Gloss Mode** | Gloss Mode increases the effect of glossiness in printing. However, printing takes longer time.<br>**Value: Off, On**<br>**IMPORTANT**<br>**Gloss Mode is not available when [Labels] or [Transparency] is selected as the paper type setting.**<br>Cassette/MP Tray Settings (page 8-8)<br>**Depending on the paper used, printing in gloss mode may cause curl in paper. To reduce curl, try using thicker paper.** |
| **Printing Job Terminator** | Set the condition to be regarded as the job end if the print job has not been processed to the end due to the usage environment or for other reasons.<br>**Value:**<br>**EOJ (End of Job): Up to the detection of a command indicating the end of job data is regarded as one job.**<br>**End of Network Session: Data contained in one session of network connection is regarded as one job.**<br>**UEL (Universal Exit Language): Up to detection of UEL at the end of the job is regarded as one job.** |

# System/Network

Configures machine system settings.

## Network

[**System Menu/Counter**] key > [**System/Network**] > [**Network**]

Configures network settings.

### Host Name

| Item | Description |
|---|---|
| **Host Name** | Check the host name of the machine. Host name can be changed from Embedded Web Server RX.<br>Changing Device Information (page 2-57) |

### Wi-Fi Direct Settings

Set Wi-Fi Direct.

**NOTE**
This function is displayed when the optional Wireless Network Interface Kit is installed.

| Item | Description |
|---|---|
| **Wi-Fi Direct** | Select whether to use Wi-Fi Direct.<br>**Value: Off, On** |
| **Device Name** | Specify the device name.<br>**NOTE**<br>• Up to 32 characters can be entered.<br>• This function is displayed when [**Wi-Fi Direct**] is set to [**On**]. |
| **IP Address** | Check the IP address of the machine.<br>TCP/IP Setting (page 8-29)<br>**NOTE**<br>This function is displayed when [**Wi-Fi Direct**] is set to [**On**]. |
| **Auto Disconnect** | Automatically disconnect devices connected through Wi-Fi Direct.<br>**Value: Off, On**<br>**NOTE**<br>• If you select [**ON**], set the waiting time for automatic disconnection.<br>• This function is displayed when [**Wi-Fi Direct**] is set to [**On**]. |

### Wi-Fi Settings

Set Wi-Fi.

**NOTE**
This function is displayed when the optional Wireless Network Interface Kit is installed.

| Item | Description |
|---|---|
| **Wi-Fi** | Select whether to use Wi-Fi.<br>**Value: Off, On** |

<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>Setup</td><td>-</td></tr>
<tr><td>Connection Status</td><td>Check the wireless LAN status.</td></tr>
<tr><td>Quick Setup Wizard</td><td>If the machine will connect to an access point that supports the automatic wireless network setup, connection settings can be configured by Quick Setup.<br>NOTE<br>When [Reload] is selected, the list is reloaded.<br>If you are connecting to an access point that has WEP enabled, select [WEP Key Index] and select the WEP key index.</td></tr>
<tr><td>Available Network</td><td>Displays access points to which the machine can connect.</td></tr>
<tr><td>WEP Key Index</td><td>Select the key index of the access point.<br>Value: 0 to 3</td></tr>
<tr><td>Push Button Method</td><td>If the access point supports the push button method, wireless settings can be configured using the push button. This setting executes push button, and the connection is started by pressing the push button on the access point.<br>NOTE<br>The push button method supports only the WPS.</td></tr>
<tr><td>PIN Code Method (Device)</td><td>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.</td></tr>
<tr><td>Custom Setup</td><td>The detailed settings for wireless LAN can be changed.</td></tr>
<tr><td>Network Name (SSID)</td><td>Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects.<br>NOTE<br>Up to 32 characters can be entered.</td></tr>
<tr><td>Network Authentication</td><td>Select network authentication type.<br>Value: Open, WPA2/WPA-PSK, WPA2-PSK, WPA2/WPA-EAP, WPA2-EAP</td></tr>
<tr><td>Encryption</td><td>Select encryption method. The setting values vary depending on the Network Authentication setting.
<table>
<tr><th>Network Authentication</th><th colspan="2">Encryption</th></tr>
<tr><td rowspan="2">Open</td><td>Disable</td><td>—</td></tr>
<tr><td>WEP</td><td>WEP Key: Up to 26 characters<br>WEP Key Index: 0 to 3</td></tr>
<tr><td>WPA2/WPA-PSK</td><td colspan="2">Data Encryption: AES, Auto<br>Preshared Key: Up to 64 characters</td></tr>
<tr><td>WPA2-PSK</td><td colspan="2">Data Encryption: AES, Auto<br>Preshared Key: Up to 64 characters</td></tr>
<tr><td>WPA2/WPA-EAP</td><td colspan="2">Data Encryption: AES, Auto</td></tr>
<tr><td>WPA2-EAP</td><td colspan="2">Data Encryption: AES, Auto</td></tr>
</table></td></tr>
</table>

| Item | Description |
|---|---|
| **TCP/IP Setting** | - |
| **TCP/IP** | Select whether to use TCP/IP Protocol.<br>**Value: Off, On** |
| **IPv4** | 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.<br>**Value: Off, On** |
| **Auto-IP** | Select whether to use Auto-IP.<br>**Value: Off, On** |
| **IP Address** | Set the IP address.<br>**Value: ###.###.###.###**<br>**NOTE**<br>When DHCP is set to [**On**], this function will be grayed out and the value cannot be entered. |
| **Subnet Mask** | Set the IP subnet mask.<br>**Value: ###.###.###.###**<br>**NOTE**<br>When DHCP is set to [**On**], this function will be grayed out and the value cannot be entered. |
| **Default Gateway** | Set the IP gateway address.<br>**Value: ###.###.###.###**<br>**NOTE**<br>When DHCP is set to [**On**], this function will be grayed out and the value cannot be entered. |

**IMPORTANT**

- **When setting the Auto-IP, enter "0.0.0.0" in [IP Address].**
- **After changing the setting, restart the network or turn the machine OFF and then ON.**

| Item | Description |
|---|---|
| **IPv6** | Set up TCP/IP (IPv6) to connect to the network. This setting is available when [**TCP/IP**] is [**On**]. |
| **IPv6** | Select whether to use IPv6.<br>**Value: Off, On**<br>**NOTE**<br>Selecting [**On**] displays IP address in [**IP Address (Link Local)**] after restarting the network. |
| **Manual Setting** | Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6).<br>**Value**<br>**IP Address (Manual): 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).**<br>**Prefix Length: 0 to 128**<br>**Default Gateway: 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).**<br>**NOTE**<br>• This function is displayed when [**IPv6**] is set to [**On**].<br>• To enter "Default Gateway", set [**RA (Stateless)**] to [**Off**]. |
| **RA (Stateless)** | Select whether to use RA (Stateless).<br>**Value: Off, On**<br>**NOTE**<br>• This function is displayed when [**IPv6**] is set to [**On**].<br>• Selecting [**On**] displays IP address in [**IP Address (Stateless)**] after restarting the network. |
| **DHCP** | Select whether to use the DHCP (IPv6) server.<br>**Value: Off, On**<br>**NOTE**<br>• This function is displayed when [**IPv6**] is set to [**On**].<br>• Selecting [**On**] displays IP address in [**IP Address (Stateful)**] after restarting the network. |
| **Restart Network** | Restarts the network. |

**IMPORTANT**

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

### Wired Network Settings

Configure wired network settings.

| Item | Description |
|---|---|
| **TCP/IP Setting** | For details on setting value.<br>TCP/IP Setting (page 8-29) |
| **LAN Interface** | Specify the settings for the LAN interface to be used.<br>**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.**

### Bonjour

| Item | Description |
|---|---|
| **Protocol Setting** | Select whether to use Bonjour.<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)*1** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*1** | |
| **Available Network (Wired Network)** | |

*1 Displayed only when the wireless network function is available on the machine.

### IP Filter (IPv4)

| Item | Description |
|---|---|
| **IP Filter (IPv4)** | Make this setting when you use IP Filter (IPv4).<br>**Value: Off, On** |

### IP Filter (IPv6)

| Item | Description |
|---|---|
| **IP Filter (IPv6)** | Make this setting when you use IP Filter (IPv6).<br>**Value: Off, On** |

### IPSec

| Item | Description |
|---|---|
| **IPSec** | Make this setting when you use IPSec.<br>**Value: Off, On** |

### Protocol Settings

Configure protocol settings.

| Item | | Description |
|---|---|---|
| **NetBEUI** | | - |
| | **Protocol Setting** | Selects whether to receive documents using NetBEUI.*1<br>**Value: Off, On** |
| | **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| | **Available Network (Wi-Fi)*2** | |
| | **Available Network (Wired Network)** | |

| Item | Description |
|---|---|
| **LPD** | - |
| **Protocol Setting** | Selects whether to receive documents using LPD.*1<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |
| **SMTP (E-mail TX)** | Select whether to send E-mail using SMTP.<br>**Value: Off, On** |
| **POP3 (E-mail RX)** | Select whether to receive E-mail using POP3.<br>**Value: Off, On** |
| **FTP Client (Transmission)** | Select whether to send documents using FTP. When selecting [**On**], set the FTP Port Number. The default port number is 21.<br>**Value: Off, On (Port Number: 1-65535)** |
| **FTP Server (Reception)** | - |
| **Protocol Setting** | Select whether to receive documents using FTP.*1<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |
| **SMB Client (Transmission):** | Select whether to send documents using SMB. When selecting [**On**], set the SMB default Port Number. The default port number is 445.<br>**Value: Off, On (Port Number: 1-65535)** |
| **WSD Scan** | - |
| **Protocol Setting** | Select whether to use WSD Scan.*1<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |
| **WSD Print** | - |
| **Protocol Setting** | Set whether to use our proprietary web services. WIA driver, TWAIN driver and Network FAX driver use this Enhanced WSD web service.*1<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |

| Item | Description |
|---|---|
| **DSM Scan** | Select whether to use DSM scan.*1<br>**Value: Off, On** |
| **LDAP** | Select whether to use LDAP.<br>**Value: Off, On** |
| **SNMP** | - |
| **Protocol Setting** | Select whether to communicate using SNMP.*1<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |
| **SNMPv3** | - |
| **Protocol Setting** | Select whether to communicate using SNMPv3.*1<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |
| **HTTP** | - |
| **Protocol Setting** | Select whether to communicate using HTTP.*1<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |
| **HTTPS** | - |
| **Protocol Setting** | Select whether to communicate using HTTPS.*1, *3<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |

| Item | Description |
|---|---|
| **IPP** | - |
| **Protocol Setting** | Selects whether to receive documents using IPP. To use the IPP protocol, select [**Not Secure (IPP&IPPS)**] on IPP Security under Security Settings from the Embedded Web Server RX.*1<br>**Value: Off, On** |
| **Port Number** | Set the IPP default Port Number. The default port number is 631.<br>**Value: 1-32767**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is set to [**On**]. |
| **Available Network (Wi-Fi Direct)***2<br>**Available Network (Wi-Fi)***2<br>**Available Network (Wired Network)** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **IPP over SSL** | - |
| **Protocol Setting** | Select whether or not to use IPP over SSL.*1, *3<br>**Value: Off, On**<br>**NOTE**<br>When selecting [**On**], it also requires a certificate for SSL. the default certificate is the self-certificate of the machine.<br>**Embedded Web Server RX User Guide** |
| **Port Number** | Set the IPP over SSL default Port Number. The default port number is 443.*1<br>**Value: 1-32767**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is set to [**On**]. |
| **Available Network (Wi-Fi Direct)***2<br>**Available Network (Wi-Fi)***2<br>**Available Network (Wired Network)** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Raw Port** | - |
| **Protocol Setting** | Select whether to receive documents using Raw Port.*1<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)***2<br>**Available Network (Wi-Fi)***2<br>**Available Network (Wired Network)** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |

| Item | Description |
|---|---|
| **ThinPrint** | - |
| **Protocol Setting** | Select whether to use ThinPrint.*1, *3<br>**Value: Off, On**<br>**NOTE**<br>This function is displayed only when the optional ThinPrint Option is activated. |
| **Port Number** | Set the ThinPrint default Port Number. The default port number is 4000.<br>**Value: 1-32767**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is set to [**On**]. |
| **ThinPrint over SSL** | To use the ThinPrint over SSL protocol, set [**ThinPrint Over SSL**] to [**On**].*1, *3<br>**Value: Off, On**<br>**NOTE**<br>• This function is displayed when [**Protocol Setting**] is set to [**On**].<br>• When selecting [**On**], it also requires a certificate for SSL. The default certificate is the self-certificate of the machine.<br>**Embedded Web Server RX User Guide** |
| **Available Network (Wi-Fi Direct)***2<br>**Available Network (Wi-Fi)***2<br>**Available Network (Wired Network)** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Enhanced WSD** | - |
| **Protocol Setting** | Set whether to use our proprietary web services.*1<br>**Value: Off, On**<br>**NOTE**<br>Selecting [**Off**] will disable the functionality of WIA, TWAIN, and Network FAX driver. |
| **Available Network (Wi-Fi Direct)***2<br>**Available Network (Wi-Fi)***2<br>**Available Network (Wired Network)** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Enhanced WSD over SSL** | - |
| **Protocol Setting** | Set whether to use our proprietary web services over SSL.*1, *3<br>**Value: Off, On**<br>**NOTE**<br>Selecting [**Off**] will disable the functionality of WIA, TWAIN and Network FAX drivers. |
| **Available Network (Wi-Fi Direct)***2<br>**Available Network (Wi-Fi)***2<br>**Available Network (Wired Network)** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |

| Item | Description |
|---|---|
| **eSCL** | - |
| **Protocol Setting** | Selects whether to receive scanned documents using eSCL.*1<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |
| **eSCL over SSL** | - |
| **Protocol Setting** | Selects whether to receive scanned documents using eSCL over SSL.*1, *3<br>**Value: Off, On** |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |
| **REST** | - |
| **Protocol Setting** | Select whether to use REST. *1<br>**Value: Off, On** |
| **Port Number** | Set the REST default Port Number. The default port number is 9080.*1<br>**Value: 1-32767**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is set to [**On**]. |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |

| Item | Description |
|---|---|
| **REST over SSL** | - |
| **Protocol Setting** | Select whether or not to use REST over SSL.*1, *3<br>**Value: Off, On** |
| **Port Number** | Set the REST over SSL default Port Number. The default port number is 9081.*1<br>**Value: 1-32767**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is set to [**On**]. |
| **Available Network (Wi-Fi Direct)*2** | Set whether to enable this function for each network.<br>**Value: Disable, Enable**<br>**NOTE**<br>This function is displayed when [**Protocol Setting**] is [**On**] and the optional Wireless Network Interface Kit is installed. |
| **Available Network (Wi-Fi)*2** | |
| **Available Network (Wired Network)** | |

*1 The setting will be changed after restarting the device or network.
*2 Displayed only when the wireless network function is available on the machine.
*3 Set "SSL" to [**On**] in Security Settings.
Security Settings (page 8-37)

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

### Security Settings

| Item | Description |
|---|---|
| **SSL** | Select whether or not to use SSL.<br>**Value: Off, On** |
| **IPP Security** | Select the IPP security level. This setup is available when SSL is [**On**].<br>**Value: IPP/IPP over SSL, IPPoverSSL only** |
| **HTTP Security** | Select the HTTP security level. This setup is available when SSL is [**On**].<br>**Value: HTTP/HTTPS, HTTPS Only** |
| **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**].<br>**Value: Off, SSL/TLS, STARTTLS** |
| **POP3 Security (User 1)** | Select the communication protocol according to the type of security employed by the POP3 server. This setup is available when POP3 is [**On**].<br>**Value: Off, SSL/TLS, STARTTLS** |
| **POP3 Security (User 2)** | |
| **POP3 Security (User 3)** | |

### Ping

| Item | Description |
|---|---|
| **Ping** | Checks if communication with the destination by entering the host name or IP address of the destination is possible.<br>**NOTE**<br>If [**Primary Network (Client)**] is set to [**Optional Network**], this item is not displayed. |

### Restart Network

| Item | Description |
|---|---|
| **Restart Network** | Restarts the network. |

## Optional Network

[**System Menu/Counter**] key > [**System/Network**] > [**Optional Network**]

### Setup

Configure settings for the optional Wireless Network Interface Kit.

**NOTE**

This function is displayed when the Wireless Network Interface Kit (IB-51) is installed.

| Item | | Description |
|---|---|---|
| **Connection Status** | | You can 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. |
| | **Available Network** | Select access points to which the machine can be connected, enter the Preshared Key and start a connection. |
| | **Push Button Method** | If the access point supports the push button method, wireless settings can be configured using the push button. This setting executes push button, and the connection is started by pressing the push button on the access point.<br>**NOTE**<br>The push button method supports only the WPS. |
| | **PIN Code Method (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 Code Method (Terminal)** | Starts connection using the PIN code of the access point. Enter the PIN code of the access point. |

| Item | | Description |
|---|---|---|
| **Custom Setup** | | The detailed settings for wireless LAN can be changed. |
| | **Network Name (SSID)** | Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects.<br>**NOTE**<br>Up to 32 characters can be entered. |
| | **Connection Mode** | Set the connection mode.<br>**Value: Ad Hoc, Infrastructure**<br>**NOTE**<br>**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.<br>**Infrastructure**: Performs communication through an access point. |
| | **Channel** | Set channel. Use [-] / [+] or the numeric keys to enter a number.<br>**Value: 1 to 11** |
| | **Network Authentication** | Select network authentication type. To select other options, open the device home page from a computer.<br>**Value: Open, Shared, WPA-PSK*1, WPA2-PSK*1** |
| | **Encryption** | Select encryption method. If the option other than [**Disable**] is selected, enter the WEP key or the Preshared key. The setting values vary depending on the Network Authentication setting. Select [**Data Encryption**].<br>**When Network Authentication is set to [Open] or [Shared]:**<br>**Value: Disable, WEP**<br>**When Network Authentication is set to [WPA-PSK] or [WPA2-PSK]:**<br>**Value: TKIP*2, AES, Auto*2, Preshared Key**<br>**NOTE**<br>• If [**WEP**] is selected, enter the WEP key. Up to 26 characters can be entered.<br>• If [**TKIP**], [**AES**] or [**Auto**] is selected, enter the Preshared key. Enter the value in 8 to 64 characters. |

*1 Not displayed if you selected [**Ad Hoc**] for "Connection Mode".
*2 Not displayed if you selected [**WPA2-PSK**] for "Network Authentication".

### Basic

Configure settings for the optional Network Interface Kit.

**NOTE**
This menu is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

| Item | Description |
|---|---|
| **Host Name** | Check the host name of the machine. Host name can be changed from Embedded Web Server RX.<br>Changing Device Information (page 2-57) |
| **TCP/IP Setting** | For details on setting value.<br>TCP/IP Setting (page 8-29)<br>Bonjour (page 8-31)<br>IPSec (page 8-31) |

| Item | Description |
|---|---|
| **LAN Interface** | Select the LAN Interface type.*1<br>**Value: Auto, 10Base-Half, 10Base-Full, 100Base-Half, 100Base-Full, 1000BASE-T**<br>**NOTE**<br>This function is displayed when the optional Network Interface Kit is installed. |
| **MAC Address Filter** | Select whether to use MAC Address Filter.<br>**Operation Guide** for the optional Network Interface Kit<br>**Value: Off, On** |
| **Restart Network** | Restarts the network card of the device. |

*1 The setting will be changed after restarting the device or network.

## Primary Network (Client)

[**System Menu/Counter**] key > [**System/Network**] > [**Primary Network (Client)**]

**NOTE**
This function is displayed when the optional Network Interface Kit (IB-50) or Wireless Network Interface Kit (IB-51 or IB-36) is installed.

| Item | Description |
|---|---|
| **Primary Network (Client)** | Select the network interface to be used for the send function that this machine functions as a client, the network authentication and connecting to external address book.<br>**Value: Wi-Fi, Wired Network, Optional Network**<br>**NOTE**<br>• [**Wi-Fi**] is displayed when the Wireless Network Interface Kit (IB-36) is installed.<br>• [**Optional Network**] is displayed when the optional Network Interface Kit (IB-50) or Wireless Network Interface Kit (IB-51) is installed.<br>• You can set and use "[**Wired Network**] or [**Wi-Fi**]", and "[**Optional Network**] (IB-50 or IB-51)" individuayly for the e-mail send connection. |

## Interface Block Setting

[**System Menu/Counter**] key > [**System/Network**] > [**Interface Block Setting**]

This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.

| Item | Description |
|---|---|
| **USB Host** | This locks and protects the USB port (USB host).<br>**Value: Unblock, Block** |
| **USB Device** | This locks and protects the USB interface connector (USB Device).<br>**Value: Unblock, Block** |
| **USB Storage** | This locks and protects the USB memory slot.<br>**Value: Unblock, Block**<br>**NOTE**<br>This function is available when USB Host is set to [**Unblock**]. |
| **Optional Interface** | This locks and protects the optional interface slots.<br>**Value: Unblock, Block** |

**IMPORTANT**

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

## Bluetooth Settings

[**System Menu/Counter**] key > [**System/Network**] > [**Bluetooth Settings**]

**NOTE**

This function is displayed when the Bluetooth adapter is installed.

| Item | Description |
|---|---|
| **Bluetooth** | Use Bluetooth keyboard.<br>**Value: Off, On** |
| **Search Device** | Select a keyboard. |

## Security Level

[**System Menu/Counter**] key > [**System/Network**] > [**Security Level**]

| Item | Description |
|---|---|
| **Security Level** | Specify the security level.<br>**Value**<br>**Low:** **This mode is used during maintenance. Do not use normally.**<br>**High:** **This is the security setting we recommend. Use this setting normally.**<br>**Very High:** **In addition to [High] setting, this setting disables the machine settings to be changed from external command.** |

## Restart

[**System Menu/Counter**] key > [**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.) |

## RAM Disk Setting

[**System Menu/Counter**] key > [**System/Network**] > [**RAM Disk Setting**]

**NOTE**

This function will not be displayed when the optional SSD is installed.

| Item | Description |
|---|---|
| **RAM Disk Setting** | A RAM disk can be created and its size can be set.<br>Creating a RAM disk makes it possible to print from a Job Box.<br>**Value**<br>**RAM Disk Setting: Off, On**<br>**RAM Disk Size: The setting range varies depending on the amount of memory installed and the option memory usage setting.** |

**IMPORTANT**

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

## Optional Memory

[**System Menu/Counter**] key > [**System/Network**] > [**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.<br>**Value: Printer Priority, Normal, Copy Priority** |

**IMPORTANT**

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

## Data Security

[**System Menu/Counter**] key > [**System/Network**] > [**Data Security**]

Configure settings for data stored in the optional SSD and machine's memory.

| Item | | Description |
|---|---|---|
| **SSD Initialization** | | This changes security function settings.<br>**NOTE**<br>• This function is displayed when the optional SSD is installed and the optional Data Security Kit is activated.<br>• Input of the security password is required to change security function settings. The initial setting for the Security Password is "000000". |
| | **Security Password** | You can customize the security password so that only the administrator can use the security kit.<br>Enter a password that uses 6 to 16 alphanumeric characters and symbols.<br>You will need to enter the password again for confirmation.<br>**IMPORTANT**<br>**Avoid any easy-to-guess numbers for the security password (e.g. 11111111 or 12345678).** |
| | **System Initialization** | This can be used to delete all the data stored in the SSD. Overwrite all the data stored in the SSD when disposing of the machine.<br>**IMPORTANT**<br>**If you accidentally turn the power switch off during initialization, the SSD might possibly crash or initialization might fail.**<br>**NOTE**<br>If you accidentally turn off power during initialization, turn it back on. Initialization will restart automatically. |

| Item | | Description |
|---|---|---|
| **Data Sanitization** | | Return the following information registered in the machine to the factory defaults.<br>• Address Book<br>• Favorites<br>• System settings<br>• Fax transmission and reception / forwarding data<br>• Transmission histories<br>• Data saved in Custom Box<br>• Optional applications<br>**IMPORTANT**<br>**Data saved in an application or SD card cannot be erased. To erase data on an SD card, you must format the SD card.**<br>**NOTE**<br>• Once in progress, the processing cannot canceled.<br>• Before executing this function, disconnect modular, network, and other cables.<br>• Before performing this function, set all interface block settings to [**Unblock**].<br>Interface Block Setting (page 8-41)<br>• Do not turn off the main 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. |
| | **Run Immediately** | Data Sanitization will be performed. |
| | **Reserve a Sanitization Time** | Completely erase address and image data saved in the device at the scheduled time.<br>**Value: Off, On**<br>If [**On**] is selected, set the date and time that sanitization is to be performed. The setting range is Year (2000 to 2037), Month (1 to 12), Day (1 to 31), Hour (00 to 23). |
| | **Device Use After Sanitization** | The device use restriction after the data sanitization is completed.<br>The device cannot be used if [**Prohibit**] is selected.<br>**Value: Permit, Prohibit** |

## OCR Dictionary Installation

[**System Menu/Counter**] key > [**System/Network**] > [**OCR Dictionary Installation**]

| Item | Description |
|---|---|
| **OCR Dictionary Installation** | Install the OCR Dictionary.<br>**NOTE**<br>• For information on dictionary data, consult your Service Representative.<br>• To install the OCR dictionary, an SSD or SD/SDHC memory card must be inserted.<br>• If both an SSD and an SD/SDHC memory card are inserted, the OCR dictionary will be installed on the SSD.<br>• If you will use an SD/SDHC memory card, a 32 GB SD/SDHC memory card is recommended. |

## Optional Function

[**System Menu/Counter**] key > [**System/Network**] > [**Optional Function**]

| Item | Description |
|---|---|
| **Optional Function** | You can use the optional applications installed on this machine.<br>➡ Optional Applications (page 11-9) |

## FAX Server Settings

[**System Menu/Counter**] key > [**System/Network**] > [**FAX Server Settings**]

Configure settings for FAX Server.

| Item | Description |
|---|---|
| **FAX Server** | Select whether or not to use FAX Server.<br>**Value: Off, On** |
| **Address Settings** | Set the prefix, suffix, and domain name to be assigned to the address.<br>**NOTE**<br>• This appears when [**On**] is set in fax server.<br>• For the fax server information, ask your fax server administrator. |
| **File Format** | Select the default type of the files to be sent.<br>**Value: PDF, TIFF, XPS**<br>**NOTE**<br>This appears when [**On**] is set in fax server. |
| **Address Book Defaults** | Set the expansion address book to be used.<br>**NOTE**<br>• This appears when [**On**] is set in fax server.<br>• This does not appear when extension address book is not enabled, .<br>➡ **Embedded Web Server RX User Guide** |

# Date/Timer/Energy Saver

[**System Menu/Counter**] key > [**Date/Timer/Energy Saver**]

Configures settings related to the date and time.

| Item | Description |
|---|---|
| **Date/Time** | Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header.<br>**Value: Year (2000 to 2037), Month (1 to 12), Day (1 to 31), Hour (00 to 23), Minute (00 to 59), Second (00 to 59)**<br>Setting Date and Time (page 2-24)<br>**NOTE**<br>If you change the date/time while using the trial version of an application, you will no longer be able to use the application. |
| **Date Format** | Select the display format of year, month, and date. The year is displayed in Western notation.<br>**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. |
| **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.<br>**Value: Off, On**<br>**NOTE**<br>The time allowed to elapse before the panel is reset is set with the following:<br>Panel Reset Timer (page 8-46) |
| **Panel Reset Timer** | If you select [**On**] for Auto Panel Reset, set the amount of time to wait before Auto Panel Reset.<br>**Value: 5 to 495 seconds (in 5 second increments)**<br>**NOTE**<br>This function is displayed when [**Auto Panel Reset**] is set to [**On**]. |
| **Sleep Level (models except for Europe)** | Select the sleep level.<br>Set the Energy Saver mode to reduce power consumption even more than Quick Recovery mode.<br>**Value: Quick Recovery, Energy Saver**<br>**NOTE**<br>This function will not be displayed when the optional Network Interface Kit is installed. |
| **Sleep Rules** | Select whether to use the Energy Saver mode for the following functions individually:<br>• Card Reader*1<br>• Application<br>**Value: Off, On**<br>**NOTE**<br>When the machine has entered sleep mode with Energy Saver setting, the ID card cannot be recognized. |

| Item | Description |
|---|---|
| **Sleep Rules (models for Europe)** | Select whether to use the Sleep mode for the following functions individually:<br>• Card Reader*1<br>• Application<br>**Value: Off, On**<br>**NOTE**<br>If the sleep condition is not turned off, the ID card cannot be recognized. |
| **Sleep Timer** | Set amount of time before entering Sleep.<br>**Value**<br>**For Europe: 1 to 120 minutes (1 minute increments)**<br>**Except for Europe: 1 to 240 minutes (1 minute increments)** |
| **EnergySaver RecoveryLevel** | Select the method of recovery from energy saver.<br>**Value:**<br>**Full Recovery:** **This mode enables the use of all functions immediately. However, this mode saves less energy.**<br>**Normal Recovery:** **In this mode, you can select the method from the following: enabling the use of all functions immediately or enabling the use of desired functions only.<br>If you want to use all functions immediately, select the [Energy Saver] key to execute recovery.**<br>**Power Saving Recovery:** **This mode enables the use of desired functions only.<br>This mode saves energy most effectively.** |
| **Weekly Timer Settings** | Configure settings for switching the machine to OFF and waking it automatically at a specified time for each day of the week. |
| **Weekly Timer** | Select whether to use Weekly Timer.<br>**Value: Off, On** |
| **Schedule** | Specify the time for each day of the week at which the machine turns OFF. |
| **Retry Times** | Set the number of retries for turning OFF this machine.<br>**Value: Limited Retries, Unlimited Retries**<br>**NOTE**<br>If [**Limited Retries**] is selected, set the number of retry. The setting range is 0 to 10. Retry is not performed when "0" is set.<br>If [**Unlimited Retries**] is selected, retry is performed until the machine turns OFF. |
| **Retry Interval** | Set the retry interval.<br>Use [**-**] / [**+**] to enter a number.<br>**Value: 10 to 60 seconds (increments of 10 seconds)** |

*1 Displayed when the optional Card Authentication Kit is activated.

| Item | Description |
|---|---|
| **Power Off Rule (models for Europe)** | Select whether or not the machine enters Power Off mode for the following function. Select [**On**] to set the Power Off mode.<br>• Network<br>• FAX*1<br>• USB Cable<br>• USB Host<br>• RAM Disk<br>• NIC*2<br>• Remote Diagnostics*1<br>• Application<br>**Value: Off, On**<br>**NOTE**<br>Even when any of the functions is set to [**On**], if [**FAX**] is set to [**Off**], the machine does not enter Power Off Mode.<br>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 (models for Europe)** | Select whether to turn off the power automatically after a period of inactivity.<br>**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** |
| **Auto Error 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.<br>**Value: Off, On** |
| **Error Clear Timer** | If you select [**On**] for Auto Error Clear, set the amount of time to wait before automatically clearing errors.<br>**Value: 5 to 495 seconds (in 5 second increments)**<br>**NOTE**<br>This function is displayed when [**Auto Error Clear**] is set to [**On**]. |
| **Unusable Time** | **FAX Operation Guide**. |
| **Ping Timeout** | Set the time until timeout occurs when [**Ping**] is executed in "System/Network".<br>**Value: 1 to 30 seconds (in 1 second increments)**<br>**NOTE**<br>If [**Primary Network (Client)**] is set to [**Optional Network**], this item is not displayed. |

*1 Displayed when the optional Card Authentication Kit is activated.
*2 Displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

# Adjustment/Maintenance

[**System Menu/Counter**] key > [**Adjustment/Maintenance**]

Adjust printing quality and conduct machine maintenance.

| Item | | Description |
|---|---|---|
| **Quiet Mode Settings** | | Lower print and scan speed for quiet processing. |
| | **Quiet Mode** | Set the Quiet Mode. Select this mode when the running noise is uncomfortable.<br>**Value: Off, On** |
| | **Specify for Each Job** | It is possible to set the use of Quiet Mode for each job, such as copying and sending. Set whether or not to permit the setting for each job.<br>**Value: Permit, Prohibit** |
| **Density Adjustment** | | Adjust density. |
| | **Copy** | Adjust copy density.<br>**Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)** |
| | **Send/Box** | Adjust scan density when sending or storing the data in Document Box.<br>**Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)** |
| **Sharpness Adjustment** | | Adjust the sharpness of the image outline. |
| | **Copy** | Sharpen or blur overall image outlines during copying. Adjustment can be made in 7 levels.<br>**Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen)** |
| | **Send/Box** | Sharpen or blur overall image outlines when sending or storing them in the Document Box. Adjustment can be made in 7 levels.<br>**Value: -3 (Blur), -2, -1, 0, +1, +2, +3 (Sharpen)** |
| **Contrast** | | You can increase or decrease the overall contrast. |
| | **Copy** | Increases or decreases the overall contrast of copies.<br>**Value: -3 (Lower), -2, -1, 0 (Normal), +1, +2, +3 (Higher)** |
| | **Send/Box** | Increases or decreases the overall contrast when documents are sent or saved in a document box.<br>**Value: -3 (Lower), -2, -1, 0 (Normal), +1, +2, +3 (Higher)** |
| **Background Density Adj.** | | Darkens or lightens overall background density adjustment. |
| | **Copy (Auto)** | Darkens or lightens overall background density adjustment during copying.<br>**Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)** |
| | **Send/Box (Auto)** | Darkens or lightens overall background density when sending images or storing them in the Document Box.<br>**Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)** |
| **Toner Save Level (EcoPrint)** | | Select the default Toner Save Level (EcoPrint). |
| | **Copy** | Select the default Toner Save Level (EcoPrint) at the time of copying.<br>**Value: 1 to 5**<br>Raising the level reduces toner consumption, but image quality falls. |
| | **Printer** | Select the default Toner Save Level (EcoPrint) at the time of use of the printer.<br>**Value: 1 to 5**<br>Raising the level reduces toner consumption, but image quality falls. |
| **Auto Color Correction** | | This setting allows you to adjust the detection level used by the machine to determine whether the original is color or black and white during Auto Color 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.<br>**Value: 1 (Color), 2, 3, 4, 5 (B & W)** |

| Item | Description |
|---|---|
| **Correcting Black Line** | Correct fine lines (streaks caused by contamination), which may appear on the image, when the document processor is used.<br>**Value: Off, On** |
| **Display Brightness** | Set the brightness of the touch panel.<br>**Value: 1 (Darker), 2, 3, 4, 5 (Lighter)** |
| **Color Registration** | When first installing the machine or moving it to a new location, color drift during printing may occur. Use this function to correct the color position of each of cyan, magenta and yellow to resolve color drift.<br>Color Registration Procedure (page 10-30) |
| **Drum Refresh** | Remove image blur and white dots from the printout. It takes about 3 minutes. The time required may vary depending on the operating environment and this process may take time.<br>Drum Refresh (page 10-35)<br>**NOTE**<br>Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done. |
| **Calibration** | Adjust color drift or hue of printed image in the most appropriate color.<br>Calibration (page 10-35) |
| **Laser Scanner Cleaning** | Remove vertical lines from the printout.<br>Laser Scanner Cleaning (page 10-35) |
| **Service Setting** | Settings for machine maintenance and inspection. This menu is primarily used by service technicians to perform maintenance. |

# 9 User Authentication and Accounting (User Login, Job Accounting)

This chapter explains the following topics: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Setting User Login Administration ..... 9-4
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Changing User Properties ..... 9-9
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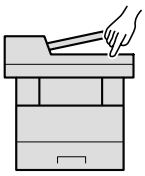
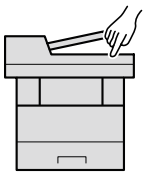
# Overview of User Login Administration

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.

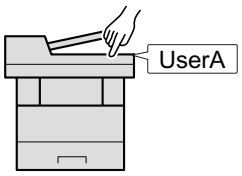
**1** Enable User Login Administration (page 9-3)



**2** Set the user (page 9-6)



**3** Enter the login user name and password and execute the job (page 9-32)




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

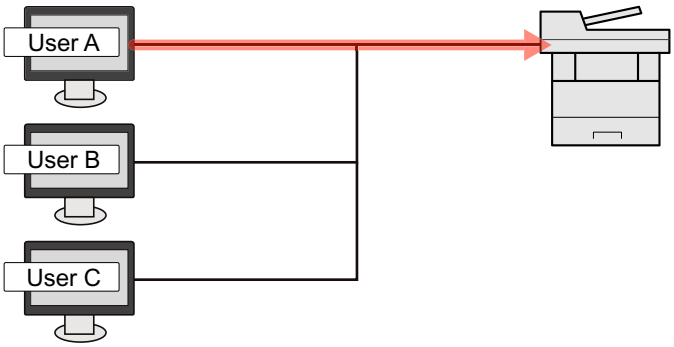
In addition to the above settings, the following are necessary to manage the job account from PC.

### 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




### 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.

➡ To Manage the Users to Scan Using TWAIN (page 9-15)

### 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.

➡ To Manage the Users to Scan Using WIA (page 9-16)

### 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.

➡ To Manage the Users that Send Faxes from a PC (page 9-17)

*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 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
>
> The factory default login user name and login password are set as shown below.
>
> **Login User Name:** **3500**
>
> **Login Password:** **3500**

2 [**User Login Setting**] > [**User Login**]

## 2 Configure the settings.

1 Select [**Local Authentication**] or [**Network Authentication**].

Select [**Off**] to disable user login administration.

If you select [**Network Authentication**], enter the host name (64 characters or less) and domain name (256 characters or less) for the Authentication Server. Select [**NTLM**], [**Kerberos**] or [**Ext.**] as the server type.

When selecting [**Ext.**] as the server type, enter the port number.

> **NOTE**
> - Selecting [**Domain**] displays the domain registration list.
> - Enter the domain name. Up to 10 domain names can be registered.

2 "Do you want to add a new function to the home screen?" screen appears.To display a new function on the Home screen, select [**Yes**] and specify the position in which you want to display the icon of registered function.

➡ Available Functions to Display on Desktop (page 2-15)

> **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.

## Authentication Security

If user authentication is enabled, configure the user authentication settings.

### User Account Lockout Setting

You can prohibit the use of a user account if an incorrect password is entered repeatedly to login with that account.

#### 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
> The factory default login user name and login password are set as shown below.
> **Login User Name:** **3500**
> **Login Password:** **3500**

2 [**User Login Setting**] > [**Authentication Security**] > [**User Account Lockout Settings**]

#### 2 Configure the settings.

The following settings can be selected.

| Item | Descriptions |
|---|---|
| **Lockout** | Select whether or not account lockout policy is enabled.<br>**Value: Off, On** |
| **Lockout Policy** | Specify the conditions and the extent to which the account lockout is applied.<br>**Value**<br>**Number of Retries until Locked:** **Specify how many login retries are allowed until the account is locked out. (1 to 10 times)**<br>**Lockout Duration:** **Specify how long the account is to be locked out until it is unlocked. (1 to 60 minutes)**<br>**Lockout Target** **Specify the extent to which the account lockout is applied. You can select from [All] or [Remote Login Only]. Remote Login Only locks out all operations from outside the operation panel.** |
| **Locked out Users List** | Displays a list of locked out users. You can unlock a user by selecting the user in the list, and selecting [**Unlock**].<br>**NOTE**<br>This function is displayed when account lockout policy is enabled. |

## Password Policy Settings

You can prohibit the setting and use of passwords that do not comply with the password policy.

Setting the Password Policy makes it more difficult to break the password.

### 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
> The factory default login user name and login password are set as shown below.
> **Login User Name:** **3500**
> **Login Password:** **3500**

2 [**User Login Setting**] > [**Authentication Security**] > [**Password Policy Settings**]

### 2 Configure the settings.

The following settings can be selected.

| Item | Descriptions |
|---|---|
| **Password Policy** | Select whether or not password policy is enabled.<br>**Value: Off, On** |
| **Minimum Password Length** | Set the minimum password length of characters for password.<br>**Value: Off, On (1 to 64 characters)** |
| **Password Complexity** | Set the password complexity.<br>**Value**<br>**No more than two consecutive identical char: Off, On**<br>**At least one uppercase letter (A-Z): Off, On**<br>**At least one lowercase letter (a-z): Off, On**<br>**At least one number (0-9): Off, On**<br>**At least one symbol: Off, On** |
| **Maximum Password Age** | Set the maximum password age.<br>**Value: Off, On (1 to 180 days)** |
| **Policy Violated User List** | List of users do not meet password policy requirements. |

# 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: 3500**

**Login Password: 3500**

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 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name: 3500**

**Login Password: 3500**

2 [**User Login Setting**] > [**Local User List**] > [ ➕ ]

## 2 Enter the user information.

Select [**Next**].

The table below explains the user information to be registered.

| Item | Descriptions |
|---|---|
| **User Name** | Enter the name displayed on the user list (up to 32 characters). |
| **Login User Name** | Enter the login user name to login (up to 64 characters). The same login user name cannot be registered. |
| **Access Level** | Select "Administrator" or "User" for user access privileges. |

**NOTE**

For details on entering characters, refer to the the following:

Character Entry Method (page 11-11)

## 3 Check the user information.

Change or add information as needed.

| 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). Reenter the same password for confirmation and select the [**OK**] key. |
| **Account Name** | Add an account where the user belongs. The user, who registered his/her account name, can login without entering the account ID.<br>Overview of Job Accounting (page 9-33)<br>**NOTE**<br>Select [**Menu**] > [**Search (Name)**] or [**Search (ID)**] to search by account name or account ID.<br>Select [**Menu**] > [**Sort (Name)**] or [**Sort (ID)**] to sort the account list. |
| **E-mail Address** | 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. |
| **ID Card Information** | Register ID card information.<br>Place the ID card on the ID card reader, and select [**Read**].<br>**NOTE**<br>This function is displayed when the optional ID Card Authentication Kit is activated.<br>Card Authentication Kit(B) "Card Authentication Kit" (page 11-3) |

*1 Mandatory at user registration.

| Item | Descriptions |
|---|---|
| **My Panel** | You can register the language selection, initial screen, and shortcut settings for each user. Settings registered here can be applied simply by logging in. |
| **Local Authorization**[*1] | Set usage authority for each user.<br>The following restriction items are available:<br>**Printer:**<br>Select whether or not use of the print function of the printer is prohibited.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>• Print from PC<br>**Printer (Full Color):**<br>Select whether or not to reject usage of full-color print functions for the printer.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>• Print from PC<br>**Copy:**<br>Select whether or not use of the copy print function is prohibited.<br>**Copy (Full Color):**<br>Select whether or not to reject usage of full-color print functions for copies.<br>**Duplex Restriction:**<br>Select whether only duplex printing is allowed.<br>**Combine Restrict.:**<br>Specify whether only Combine is allowed.<br>**EcoPrint Restriction:**<br>Specify whether only EcoPrint is allowed.<br>**Send:**<br>Select whether or not use of the send function is prohibited.<br>**FAX Transmission**[*2]**:**<br>Select whether or not use of the fax send function is prohibited.<br>**Storing in Box:**<br>Select whether or not use of the box store function is prohibited.<br>**Storing in Memory:**<br>Select whether or not use of the removable memory store function is prohibited. |

*1 Displayed when Local Authorization is enabled.
Local Authorization (page 9-18)
*2 Only on products with the fax function installed.

**NOTE**

For details on entering characters, refer to the the following:

Character Entry Method (page 11-11)

## 4 Select [Save].

A new user is added on the local user list.

**NOTE**

If simple login is enabled, a confirmation screen appears when new registration is finished asking if you will configure simple login settings. To configure simple login settings, select [**Yes**]. If you select [**No**], you will return to the user list screen.

For the procedure for configuring simple login settings, refer to the following:

Simple Login Settings (page 9-27)

# 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:** **3500**

**Login Password:** **3500**

## 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 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

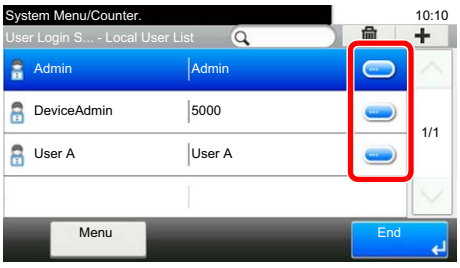
**Login Password:** **3500**

2 [**User Login Setting**] > [**Local User List**]

### 2 Change the user properties.

**Changing user properties**

1 Select [ ] for the user to edit.




**NOTE**

- To sort the user list, select [**Menu**] > [**Sort (User Name)**] and [**Sort (Login User Name)**].
- To search by name or login user name, select [**Menu**] > [**Search (User Name)**] or [**Search (Login User Name)**].

2 Refer to step 3 of "Adding a User (Local User List)" to change a user property.

Adding a User (Local User List) (page 9-6)

3 [**Save**] > [**Yes**]

The user information is changed.

**Deleting a user**

1 Select the user to delete.

2 [ ] > [**Yes**]

The selected user will be deleted.

**NOTE**

The default user with machine 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, E-mail address, and Simple Login.

Although "Login User Name", "Access Level", or "Account Name" cannot be changed, the users can check the present status.

### 1 Display the screen.

[**System Menu/Counter**] key > [**User Property**]

### 2 Change the user properties.

1 Refer to step 3 of "Adding a User (Local User List)" to change a user property.

Adding a User (Local User List) (page 9-6)

| 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. Up to 64 characters can be entered. |
| **Access Level** | Displays the user's access level. |
| **Account Name** | Displays the account where the user belongs. |
| **Maximum Password Age** | Displays the term of validity of the login password.<br>**NOTE**<br>This function does not appear when Password Policy is set to [**Off**] or the term of validity of the password is set to [**Off**]. |
| **E-mail Address** | Changes the user's e-mail address. Up to 128 characters can be entered.<br>If you log in as a user and [**New Destination Entry**] is set to [**Prohibit**], you can only check the e-mail address. |
| **Authorization Rules** | Displays the usage restriction that is set for the logged in user.<br>**NOTE**<br>[**Job Accounting**] shows the account name set for the logged in user and the usage restrictions that are set for that account.<br>This function appears when job accounting is set to [**On**]. For information on job accounting, refer to the following:<br>Job Accounting Access (page 9-35) |
| **ID Card Information** | Displays the ID card information of the logged in user.<br>**NOTE**<br>This function is displayed when the optional ID Card Authentication Kit is activated.<br>Card Authentication Kit(B) "Card Authentication Kit" (page 11-3)<br>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 |
|---|---|
| **Simple Login** | When simple login is enabled, changes associated settings.<br>**NOTE**<br>This function does not appear when Simple Login is set to [**Off**] or the user is not registered in Simple Login. |
| **My Panel** | Register the language, default screen and shortcut for each user. Once registered, the setting will be applied simply by login. Network users are not displayed. |

**2** Select [**Save**].

The user information is changed.

# 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. Instructions are based on interface elements as they appear in Windows 8.1.

### 1 Display the screen.

1 Select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

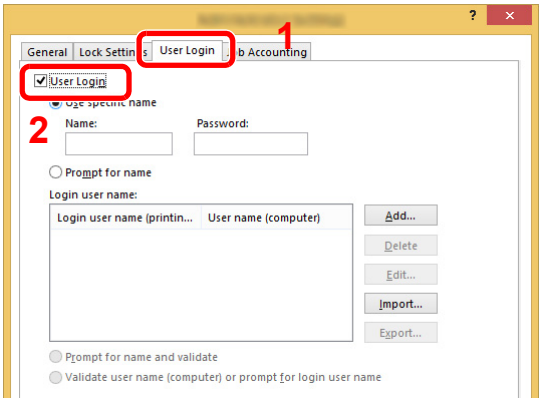
> **NOTE**
> In Windows 7, click [**Start**] button on the Windows, and then click [**Devices and Printers**].

2 Right-click the printer driver icon of the machine, and click the [**Printer properties**] menu of the printer driver.

3 Click [**Administrator**] on the [**Device Settings**] tab.

### 2 Configure the settings.

1 Select [**User Login**] on the [**User Login**] tab.




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 the following:

**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

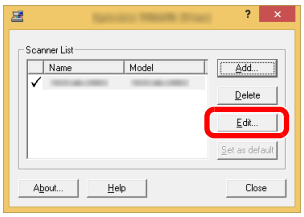
To manage the users that scan using TWAIN, the following settings are necessary in the TWAIN driver. Instructions are based on interface elements as they appear in Windows 8.1.

### 1 Display the screen.

1 Select [**Search**] in charms, and enter "TWAIN Driver Setting" in the search box. Click [**TWAIN Driver Setting**] in the search list then the TWAIN Driver Setting screen appears.

> **NOTE**
> In Windows 7, select [**Start**] button on the Windows, [**All Programs**], [**(Brand Name)**] and then [**TWAIN Driver Setting**].

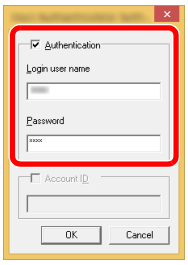
2 Select the machine,and click [**Edit**].




### 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

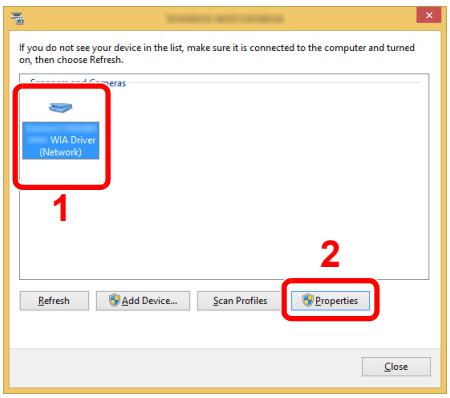
To manage the users that scan using WIA, the following settings are necessary in the WIA driver. Instructions are based on interface elements as they appear in Windows 8.1.

### 1 Display the screen.

1 Click [**Search**] in charms, and enter "Scanner" in the search box. Click [**View scanners and cameras**] in the search list then the Scanners and Cameras screen appears.

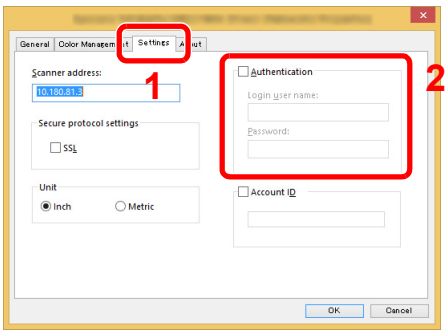
> **NOTE**
> In Windows 7, click [**Start**] button on the Windows and enter [**Scanner**] in [**Program and File Search**]. Click [**View scanners and cameras**] in the search list then the Scanners and Cameras screen appears.

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




### 2 Configure the settings.

1 Select the checkbox beside [**Authentication**] on the [**Settings**] tab, and enter Login User Name and Password.




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. Instructions are based on interface elements as they appear in Windows 8.1.

### 1 Display the screen.

1 Select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

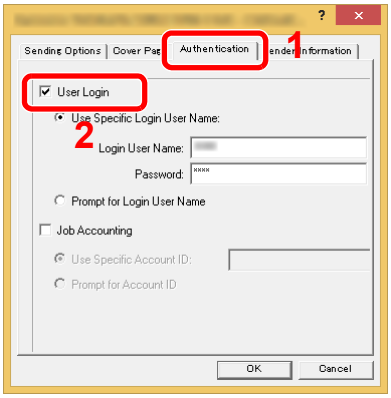
> **NOTE**
> In Windows 7, click [**Start**] button on the Windows, and then click [**Devices and Printers**].

2 Right-click the printer driver icon of the machine, and click the [**Printer properties**] menu of the printer driver.

3 Click [**FAX TX Setting**] on the [**Printing Preferences**] window.

### 2 Configure the settings.

1 Select [**User Login**] on the [**Authentication**] tab.




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 Authorization

Select whether or not to use Local Authorization.

**NOTE**

When using Local Authorization, the user authentication type must be set to [**Local Authentication**].

Enabling User Login Administration (page 9-3)

## 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

2 [**User Login Setting**] > [**Local User Authorization**]

## 2 Select [Off] or [On].

# 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, [**Network Authentication**] must be selected for the authentication method in "Enabling User Login Administration". Select "On" for "LDAP" in "Protocol Settings".

Enabling User Login Administration (page 9-3)
Protocol Settings (page 8-31)

## Group Authorization

Use the group authorization.

### 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

2 [**User Login Setting**] > [**Group Authorization Set.**] > [**Group Authorization**]

### 2 Select [On].

## Group List (Up to 20)

Register the groups that are restricted the machine usage. Other users and groups belong to "Others".

The table below explains the group information to be registered.

| Item | Descriptions |
|---|---|
| **Group ID**[*1] | Enter the ID displayed on the group list (between 1 and 4294967295). |
| **Group Name** | Enter the name displayed on the group list (up to 32 characters). |
| **Access Level** | Select [**Administrator**] or [**User**] for group access privileges. |
| **Printer** | Select whether or not to reject usage of print functions for the printer.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>• Print from PC |
| **Printer (Full Color)** | Select whether or not to reject usage of color print functions for the printer.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>• Print from PC |
| **Copy** | Select whether or not to reject usage of copy functions. |
| **Copy (Full Color)** | Select whether or not to reject usage of only full-color print functions for copies. |
| **Duplex Restriction** | Select whether only duplex printing is allowed. |
| **Combine Restrict.** | Specify whether only Combine is allowed. |
| **EcoPrint Restriction** | Specify whether only EcoPrint is allowed. |
| **Send** | Select whether or not to reject usage of the send functions. |
| **FAX Transmission**[*2] | Select whether or not to reject usage of the FAX transmissions. |
| **Storing in Box** | Select whether or not to reject usage of storing in the document boxes. |
| **Storing in Memory** | Select whether or not to reject usage of storing in the removable memory. |

*1 For "Group ID", specify PrimaryGroupID assigned by Active Directory of Windows. If you are using Windows Server 2008, check Attribute Editor tab of user properties. If you are using Windows Server 2000/2003, check ADSIEdit. ADSIEdit is a support tool included on the installation DVD for Windows Server OS (under \SUPPORT\TOOLS).

*2 Only on products with the fax function installed.

### 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

2 [**User Login Setting**] > [**Group Authorization**] > [**Group List**] > [ + ]




## 2 Configure the settings.

1 Enter the group ID > [**Next**]

2 Enter the group name > [**Next**]

> **NOTE**
> For details on entering characters, refer to the the following:
> Character Entry Method (page 11-11)

3 Select the group access privileges > [**Next**]

4 Check the settings and change or add information as needed.

## 3 Register the group.

Select [**Save**].

A new group is added on the group list.

# Guest Authorization Set.

When User Login Administration is enabled, set the functions that guest users who cannot log in to the machine are allowed to use.

**NOTE**

To use Guest Authorization Set., User Login Administration must be enabled in "Enabling User Login Administration".

Enabling User Login Administration (page 9-3)

## Guest Authorization

Use the guest authorization.

### 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

2 [**User Login Setting**] > [**Guest Authorization Set.**] > [**Guest Authorization**]

### 2 Select [On].

**NOTE**

If the guest authorization setting is enabled, the [**Authentication/Logout**] key must be selected when logging in.

In the guest user default settings, only monochrome copying can be used. If you wish to use a different function, log in as a user who can use that function, or change the settings in the guest properties.

## Guest Property

Register guest user information and functions that are restricted.

The table below explains the user information to be registered.

| Item | Descriptions |
|---|---|
| **User Name** | Enter the name displayed on the user list (up to 32 characters).<br>The default setting is "Guest User". |
| **Access Level** | The authority of the user appears. This cannot be changed. |
| **Account Name** | Add an account where the user belongs.<br>If the user does not belong to any account, select [Other]. |
| **Authorization Rules** | Set usage authority for each user.<br>The items you can restrict the access level with are as follows.<br>**Printer:**<br>Select whether or not use of the print function of the printer is prohibited.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>**Printer (Full Color):**<br>Select whether or not use of the print function (color) of the printer is prohibited.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>**Copy:**<br>Select whether or not use of the copy print function is prohibited.<br>**Copy (Full Color):**<br>Select whether or not use of the copy print function (full color) is prohibited.<br>**Duplex Restriction:**<br>Select whether only duplex printing is allowed.<br>**Combine Restrict.:**<br>Specify whether only Combine is allowed.<br>**EcoPrint Restriction:**<br>Specify whether only EcoPrint is allowed.<br>**Send:**<br>Select whether or not use of the send function is prohibited.<br>**FAX TX Restriction*1:**<br>Select whether or not use of the fax send function is prohibited.<br>**Storing in Box:**<br>Select whether or not use of the box store function is prohibited.<br>**Storing in Memory:**<br>Select whether or not use of the removable memory store function is prohibited. |

*1 Only on products with the fax function installed.

## 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
>
> The factory default login user name and login password are set as shown below.
>
> **Login User Name:** **3500**
>
> **Login Password:** **3500**

2 [**User Login Setting**] > [**Guest Authorization Set.**] > [**Guest Property**]

## 2 Configure the settings.

Check the settings and change or add information as needed.

## 3 Register the group.

Select [**Save**].

# Obtain NW 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, [**Network Authentication**] must be selected for the authentication method in "Enabling User Login Administration". Select "On" for "LDAP" in "Protocol Settings".

Enabling User Login Administration (page 9-3)
Protocol Settings (page 8-31)

The table below explains the required information to be registered.

| Item | Descriptions |
|---|---|
| **Server Name**[*1] | Enter the LDAP server name or the IP address (up to 64 characters). If a server name is not entered, user information will be acquired from the server set for Network Authentication. |
| **Port** | Set the LDAP port number or use the default port 389. |
| **Name 1**[*2] | Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters). |
| **Name 2**[*3] | Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters). |
| **E-mail Address**[*4] | Enter the LDAP Attribute to obtain the E-mail address from the LDAP server (up to 32 characters). |
| **Authentic at Type**[*5] | Set the authentication method. Select [**Simple**] or [**SASL**]. After changing the setting, restart the system or turn the power off and then on. |
| **Search Timeout** | Set the amount of time to wait before time-out in seconds (from 5 to 255 seconds). |

*1 If using Active Directory of Windows, the server name may be the same as the server name entered in the network authentication.
*2 If using Active Directory of Windows, displayName of Attribute may be used as "Name 1".
*3 "Name 2" can be left out. When you assign displayName in "Name 1" and department in "Name 2", and if the value of displayName is "Mike Smith" and the value of department is "Sales" in Active Directory of Windows, the user name appears as "Mike Smith Sales".
*4 If using Active Directory of Windows, mail of Attribute may be used as E-mail Address.
*5 Appears when the server type is set to "Kerberos" in "Network Authentication".

## 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

2 [**User Login Setting**] > [**Obtain NW User Property**] > [**On**]

## 2 Configure the settings.

1. [**Server Name**] > Enter the LDAP server name or the IP address > [**OK**]
2. [**Port**] > Enter the LDAP port number > [**OK**]
3. [**Name 1**] > Enter the LDAP Attribute to obtain the user name to be displayed > [**OK**]
4. Similar to steps 3, set [**Name 2**].
5. If you set the server type to "Kerberos", select [**Authentication Type**] and set the authentication method.
6. [**E-mail Address**] > Enter the LDAP Attribute to obtain the E-mail address > [**OK**]
7. Select [**Search Timeout**] to set the amount of time to wait before time-out.
8. Select [**+**], [**-**] or the numeric keys to enter the time > [**OK**] > [**OK**]

# Simple Login Settings

The simple login function allows users to log in simply by selecting a user name. Users must be registered in advance to use this functionality.

**NOTE**

- For user registration, refer to the following:

Adding a User (Local User List) (page 9-6)

- To use Simple Login, User Login Administration must be enabled in "Enabling User Login Administration".

Enabling User Login Administration (page 9-3)

- When the guest authorization setting is enabled, the Simple Login screen is not displayed.

## Simple Login

Select whether or not simple login is enabled.

### 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

2 [**User Login Setting**] > [**Simple Login Settings**] > [**Simple Login**]

### 2 Select [On] or [Off].

## Simple Login Setup

Register users to use simple login. You can add up to 20 users.

### 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

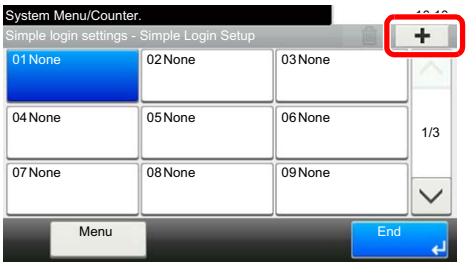
> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
>
> The factory default login user name and login password are set as shown below.
>
> **Login User Name:** **3500**
>
> **Login Password:** **3500**

2 [**User Login Setting**] > [**Simple Login Settings**] > [**Simple Login Setup**]

### 2 Enter the user information.

1 Select the key to which you want to register a user.

2 Select [+].




3 To specify the user from local users, select [**Local User**]. To specify from network users, select [**Network User**].

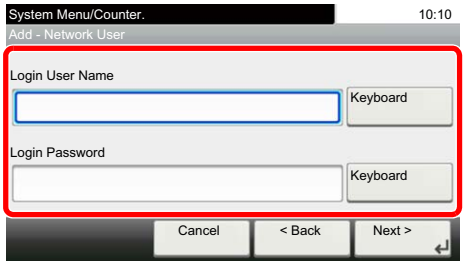
The procedure differs depending on the transmission method selected.

#### Specifying the user from local users

Select the user to be set for simple login.

> **NOTE**
> - To sort the user list, select [**Menu**] > [**Sort (Name)**] and [**Sort (Login User Name)**].
> - To search by name or login user name, select [**Menu**] > [**Search (Name)**] or [**Search (Login User Name)**].

### Specifying the user from network users




Select [**Keyboard**] for "Login User Name" and "Login Password", enter the information of the user to be registered, and select [**OK**].

If you are specifying a user for whom a domain is set in network authentication, select the "Domain" and select the domain where the user is registered.

Select [**Next**].

**NOTE**

For details on entering characters, refer to the the following:

Character Entry Method (page 11-11)

4 Enter the user name to be displayed, and select [**OK**].

**NOTE**

For details on entering characters, refer to the the following:

Character Entry Method (page 11-11)

5 [**Password Login**] > [**On**] or [**Off**] > [**Icon**]

6 Select the user icon to be displayed and select [**OK**].

## 3 Register the user.

Select [**Save**].

# 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" (page 11-3)

## 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

2 [**User Login Setting**] > [**ID Card Settings**]

## 2 Configure the settings.

The following settings can be selected.

| Item | Descriptions |
|---|---|
| **Keyboard Login** | When ID card authentication is enabled, select whether or not login by keyboard is allowed.<br>**Value: Permit, Prohibit** |
| **Additional Authentication**[*1] | Select whether or not to require password entry after authenticating by ID card.<br>**Value: Off, Use Password, Use PIN** |

*1 This function does not appear when the server type is set to [**NTLM**] or [**Kerberos**] in "Network Authentication".

# PIN Code Authorization

**NOTE**

When using PIN Code Authorization, the network authentication must be enabled and [**Ext.**] must be selected for server type.

Enabling User Login Administration (page 9-3)

## 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

2 [**User Login Setting**] > [**PIN Login**]

## 2 Configure the settings.

1 Select [**Off**] or [**On**].

2 Select [**OK**].

# 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 the following:

Login (page 2-22)

### Logout

When the operations are complete, select the [**Authentication/Logout**] key to return to the login user name and login password entry screen.

# Overview of Job Accounting

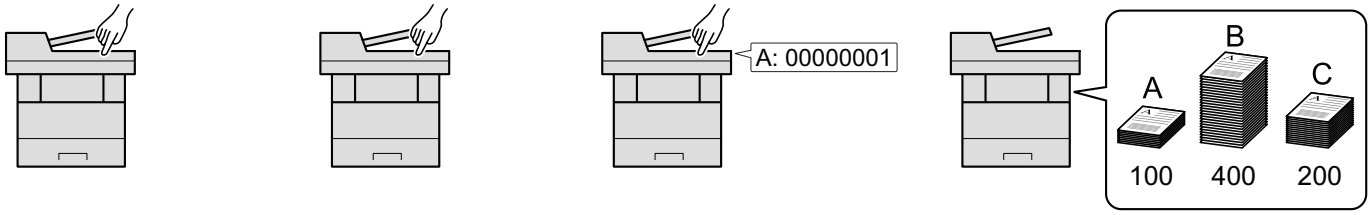
Job accounting manages the copy/print/scan/FAX count accumulated by individual accounts by assigning an ID to each account.

1 Enable job accounting. (Refer to page 9-34.)

2 Setting an account. (Refer to page 9-36.)

3 Enter the assigned account ID when performing the job. (Refer to page 9-32.)

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.

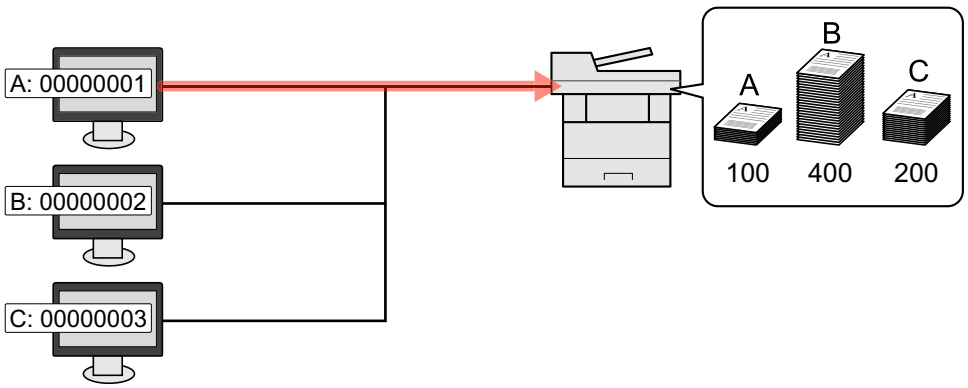
### To Manage the Number of Sheets Used on Jobs Printed from a PC

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 page 9-40.)

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.

Job Accounting for Scan Using TWAIN (page 9-41)

### 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.

Job Accounting for Scan Using WIA (page 9-42)

### 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.

Job Accounting for the FAX Transmitted from a Computer (page 9-43)

*1 Only on products with the fax function installed.

# Enabling Job Accounting

Enable job accounting. Use the procedure below.

## 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
>
> The factory default login user name and login password are set as shown below.
>
> **Login User Name:** **3500**
>
> **Login Password:** **3500**

2 [**Job Accounting Settings**] > [**Job Accounting**]

## 2 Select [On].

> **NOTE**
> - To disable job accounting, select [**Off**].
> - When the display returns to System Menu default screen, 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 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
>
> The factory default login user name and login password are set as shown below.
>
> **Login User Name:** **3500**
>
> **Login Password:** **3500**

2 [**Job Accounting Settings**] > [**Job Accounting Access**]

## 2 Configure the settings.

Select [**Local**] or [**Network**].

# 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.<br>➡ Restricting the Use of the Machine (page 9-37) |

### 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
>
> The factory default login user name and login password are set as shown below.
>
> **Login User Name:** **3500**
>
> **Login Password:** **3500**

2 [**Job Accounting Settings**] > [**Accounting List**] > [ ➕ ]

### 2 Enter the account information.

1 Enter the account name > [**Next**]

> **NOTE**
> For details on entering characters, refer to the the following:
>
> ➡ Character Entry Method (page 11-11)

2 Enter the account ID > [**Next**]

> **NOTE**
> Any "Account ID" that has already registered cannot be used. Enter any other account ID.

3 Activate or deactivate restriction.

➡ Restricting the Use of the Machine (page 9-37)

4 Select [**Save**].

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 "Individual" or "Total" is selected for "Copy/Print Count".

Copy/Print Count (page 9-44)

## Restriction Items

"Individual" selected for Copy/Printer Count"Split" selected for Copy/Printer Count

| Item | Descriptions |
|---|---|
| **Copy (Total)** | Limits the number of sheets used for copying. |
| **Copy (Full Color)** | Limits the number of pages used for full-color copying. |
| **Printer (Total)** | Limits the number of sheets used for printing.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>• Print from PC |
| **Printer (Full Color)** | Limits the number of pages used for color printing.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>• Print from PC |
| **Scan (Others)** | Limits the number of sheets scanned (excludes copying). |
| **FAX Transmission** | Limits the number of sheets sent by fax. This is displayed only on products with the fax function installed. |

"Total" selected for Copy/Printer Count

| Item | Descriptions |
|---|---|
| **Print (Total)** | Limits the total number of sheets used for copying and printing. |
| **Print (Full Color)** | Limits the number of pages used for full-color printing. |
| **Scan (Others)** | Limits the number of sheets scanned (excludes copying). |
| **FAX Transmission** | Limits the number of sheets sent by fax. This is displayed only on products with the fax function installed. |

## Applying Restriction

Restriction can be applied in the following modes:

| Item | Descriptions |
|---|---|
| **Off** | No restriction is applied. |
| **Counter Limit** | Restricts the print counter in one-page increments up to 9,999,999 copies. |
| **Reject Usage** | Restriction is applied. |

# Editing an Account

This changes the registered account information.

## 1 Display the screen.

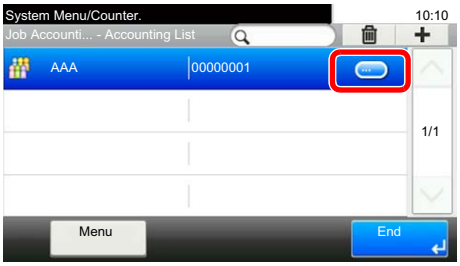
1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
>
> The factory default login user name and login password are set as shown below.
>
> **Login User Name:** **3500**
>
> **Login Password:** **3500**

2 [**Job Accounting Settings**] > [**Accounting List**]

## 2 Edit an account.

1 Select [ ] for the account name you wish to edit.




> **NOTE**
> - To search by name or login user name, select [**Menu**] > [**Search (Name)**] or [**Search (ID)**].
> - To sort the user list, select [**Menu**] > [**Sort (Name)**] and [**Sort (ID)**].

2 Select the account information to be changed and change the account information.

3 [**Save**] > [**Yes**]

The account information is changed.

# Deleting an Account

This deletes the account.

## 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
>
> The factory default login user name and login password are set as shown below.
>
> **Login User Name:** **3500**
>
> **Login Password:** **3500**

2 [**Job Accounting Settings**] > [**Accounting List**]

## 2 Delete an account.

1 Select the account name you wish to delete.

2 [ ] > [**Yes**]

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. Instructions are based on interface elements as they appear in Windows 8.1.

### 1 Display the screen.

1 Select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

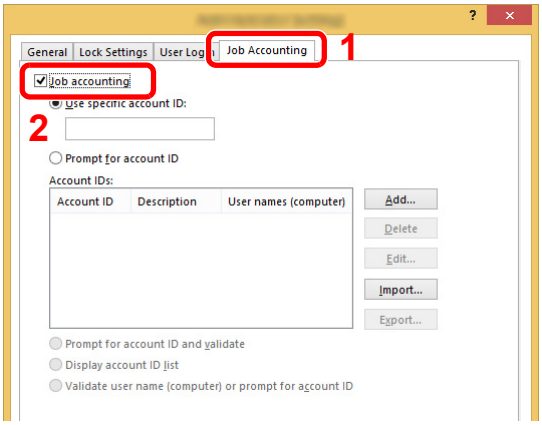
> **NOTE**
> In Windows 7, click [**Start**] button on the Windows, and then click [**Devices and Printers**].

2 Right-click the printer driver icon of the machine, and click the [**Printer properties**] menu of the printer driver.

3 Click [**Administrator**] on the [**Device Settings**] tab.

### 2 Configure the settings.

1 Select [**Job accounting**] on the [**Job Accounting**] tab.




2 Set the Account ID.

[**Use specific account ID**]: Enter the Account ID. Printing will be performed using the entered Account ID. If this option is selected, the user does not have to enter the Account ID for each print job.

[**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.

[**Validate user name (computer) or prompt for account ID**]: When printing, the Windows user name is searched in the "Account IDs" and printing is possible if the name is registered. If the Account ID is not registered, the screen for entering the Account ID will appear.

3 Click [**OK**].

**NOTE**

For other settings of job accounting, refer to the following:

**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. Instructions are based on interface elements as they appear in Windows 8.1.

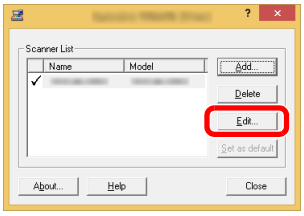
### 1 Display the screen.

1 Select [**Search**] in charms, and enter "TWAIN Driver Setting" in the search box. Click [**TWAIN Driver Setting**] in the search list then the TWAIN Driver Setting screen appears.

**NOTE**

In Windows 7, select [**Start**] button on the Windows, [**All Programs**], [**(Brand Name)**] and then [**TWAIN Driver Setting**].

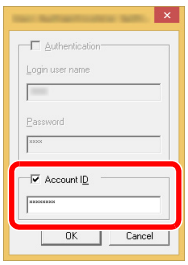
2 Select the machine, click [**Edit**].




### 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

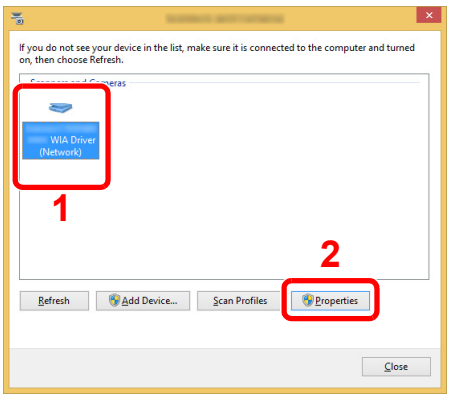
To manage the number of jobs scanned by using WIA, you need to configure the following settings by using the WIA Driver on the computer. Instructions are based on interface elements as they appear in Windows 8.1.

### 1 Display the screen.

1 Click [**Search**] in charms, and enter "Scanner" in the search box. Click [**View scanners and cameras**] in the search list then the Scanners and Cameras screen appears.

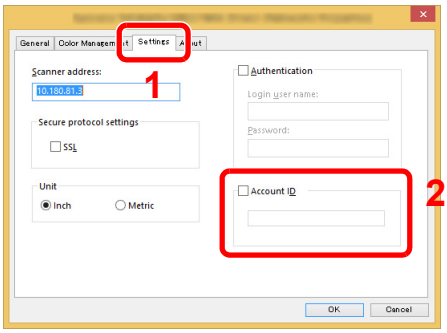
> **NOTE**
> In Windows 7, click [**Start**] button on the Windows and enter [**Scanner**] in [**Program and File Search**]. Click [**View scanners and cameras**] in the search list then the Scanners and Cameras screen appears.

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




### 2 Configure WIA Driver.

1 Select the checkbox beside [**Account ID**] on the [**Settings**] tab, and enter the 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. Instructions are based on interface elements as they appear in Windows 8.1.

### 1 Display the screen.

1 Select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

**NOTE**

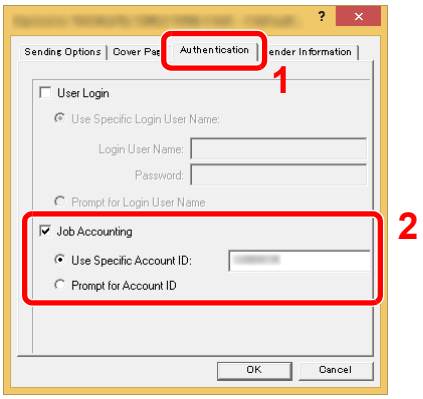
In Windows 7, click [**Start**] button on the Windows, and then click [**Devices and Printers**].

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.




2 Set the Job Accounting.

[**Use Specific Account ID**]: This option can be used to specify an account ID to use the same Account ID for every FAX job. If this option is selected, the user does not have to enter the Account ID for each FAX job.

[**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 select the setting item.

[**System Menu/Counter**] key > [**User Login/Job Accounting**] > [**Job Accounting Settings**] > [**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.<br>**Value**<br>**Immediately: Job stops when the counter reaches its limit. The next job will be prohibited in sending or in storing in the box.**<br>**Subsequently: Printing/scanning of the job continues but the subsequent job will be rejected.**<br>**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.<br>**Value: Total, Individual**<br>➡ Restricting the Use of the Machine (page 9-37)<br>Print Accounting Report (page 9-48) |

| Item | Description |
|---|---|
| **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.<br>The items that can be set differ depending on whether [**Individual**] or [**Total**] is selected for [**Copy/Print Count**].<br>Copy/Print Count (page 9-44) |
| **[Individual] selected for Copy/Printer Count** | |
| **Copy (Total)** | Sets the default restriction on the number of sheets used for copying. |
| **Copy (Full Color)** | Sets the default restriction on the number of sheets used for full-color copying. |
| **Printer (Total)** | Sets the default restriction on the number of sheets used for printing.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>• Print from PC |
| **Printer (Full Color)** | Sets the default restriction on the number of sheets used for color printing.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>• Print from PC |
| **Scan (Others)** | Sets the default restriction on the number of sheets used for scanning (excludes copying). |
| **FAX Transmission**[*1] | Sets the default restriction on the number of sheets used for sending faxes. |
| **[Total] selected for Copy/Printer Count** | |
| **Print (Total)** | Sets the default restriction on the total number of sheets used for copying and printing. |
| **Print (Full Color)** | Sets the default restriction on the number of sheets used for full-color printing. |
| **Scan (Others)** | Sets the default restriction on the number of sheets used for scanning (excludes copying). |
| **FAX Transmission**[*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**] key > [**User Login/Job Accounting**] > [**Job Accounting Settings**] > [**Total Accounting**] or [**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**]*1, [**by Duplex**] and [**by Combine**] to check the number of pages used. |
| | **Copy (B & W)** | Displays the number of pages used for black and white copying. |
| | **Copy (Full Color)** | Displays the number of pages used for full-color copying. |
| | **Copy (Total)** | Displays the number of pages copied. |
| | **Printer (B & W)** | Displays the number of pages used for black and white printing.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>• Print from PC |
| | **Printer (Full Color)** | Displays the number of pages used for color printing.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>• Print from PC |
| | **Printer (Total)** | Displays the number of pages printed.<br>Applicable print functions are as follows:<br>• Print from Box<br>• Print from Removable Memory<br>• Print from PC |
| | **Copy/Printer (B/W)** | Displays the total number of pages used for black-and-white copying and printing. |
| | **Copy/Print. (Color)** | Displays the total number of pages used for full-color copying and printing. |
| | **Copy/Print. (Total)** | Displays the total number of pages used for copying and printing. |
| | **FAX*1** | Displays the number of pages received. |
| | **Total** | Displays the total number of pages used. |
| | **by Duplex** | Displays the number of pages printed in [**1-sided**] mode, [**2-sided**] mode, and the total pages in both modes. |
| | **by Combine** | 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. |
| **Scanned Pages** | | Displays the number of pages scanned for copying, faxing and other functions, as well as the total number of pages scanned. |

| Item | Descriptions |
|---|---|
| **FAX TX Pages**[*1] | Displays the number of pages faxed. |
| **FAX TX Time**[*1] | Displays the total duration of FAX transmissions. |
| **Counter Reset** | Resets the counter.<br>Select [**Yes**] in the confirmation screen. |

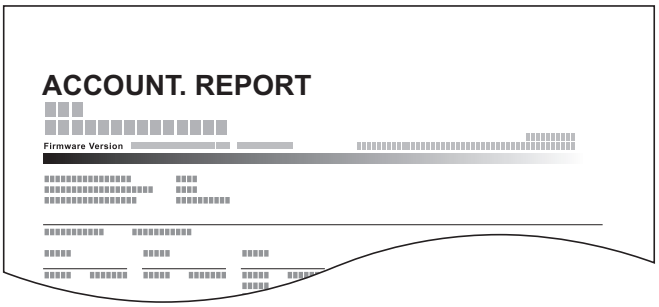
*1 Only on products with the fax function installed.

# 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 "Individual" is selected for Managing the Copy/Printer Count.**




Use the procedure below to print a job accounting report.

## 1 Prepare paper.

Check that A4 or Letter paper is loaded in the cassette.

## 2 Display the screen.

[**System Menu/Counter**] key > [**User Login/Job Accounting**] > [**Job Accounting Settings**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

## 3 Print the report.

[**Print Accounting Report**] > [**Yes**]

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 account ID entry screen, enter the account ID using the numeric keys and select [**Login**].

**NOTE**

- If you entered a wrong character, select 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 selecting [**Check Counter**], you can refer to the number of pages printed and the number of pages scanned.

**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. If the user has already registered the account information, the account ID entry would be skipped.

Adding a User (Local User List) (page 9-6)

2 Proceed to complete the rest of the steps.

### Logout

When the operations are complete, select the [**Authentication/Logout**] key to return to the account ID entry screen.

# Unknown User Settings

## 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 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

> **NOTE**
> If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.
>
> The factory default login user name and login password are set as shown below.
>
> **Login User Name:** **3500**
>
> **Login Password:** **3500**

2 [**Unknown User Settings**] > [**Unknown ID Job**]

### 2 Configure the settings.

Select [**Permit**] or [**Reject**].

# Registering Information for a User whose ID is Unknown

If you register user information for a user whose ID is unknown, you can check information on the Job Status or Job History screens. In addition, you can restrict available functions.

**NOTE**
This function is displayed when [**Unknown ID Job**] is set to [**Permit**].

## 1 Display the screen.

1 [**System Menu/Counter**] key > [**User Login/Job Accounting**]

**NOTE**
If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

2 [**Unknown User Settings**] > [**User Property**]

## 2 Enter the user information.

Enter the user information > [**OK**]

| Item | Descriptions |
|---|---|
| **User Name** | Enter the name displayed on the user list (up to 32 characters). |
| **Account Name** | Register an account for a user whose ID is unknown.<br>Overview of Job Accounting (page 9-33)<br>**NOTE**<br>• Select [**Name**] or [**ID**] from the "Sort" to sort the account list.<br>• Select [**Search(Name)**] or [**Search(ID)**] to search by account name or account ID. |
| **Authorization Rules** | Set usage authority for each user.<br>The following restriction items are available:<br>**Print**:<br>Select whether or not use of the print function of the printer is prohibited.<br>**Printer (Full Color)**:<br>Select whether or not use of the print function (Full Color) of the printer is prohibited. |

# 10 Troubleshooting

This chapter explains the following topics:


Regular Maintenance ..... 10-2
Cleaning ..... 10-2
Toner Container Replacement ..... 10-5
Waste Toner Box Replacement ..... 10-9
Replacing Staples ..... 10-11
Troubleshooting ..... 10-12
Solving Malfunctions ..... 10-12
Responding to Messages ..... 10-18
Adjustment/Maintenance ..... 10-30
Clearing Paper Jams ..... 10-36
Clearing a Staple Jam ..... 10-50

# Regular Maintenance

## Cleaning

Clean the machine regularly to ensure optimum printing quality.

**CAUTION**

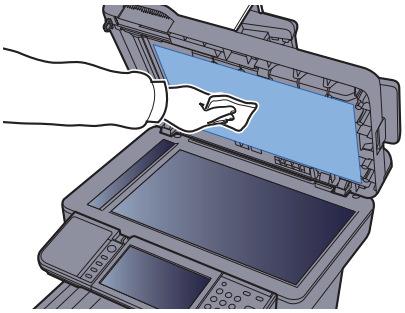
**For safety, always unplug the power cord before cleaning the machine.**

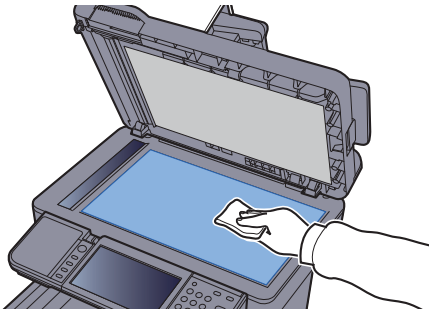
### Glass Platen

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

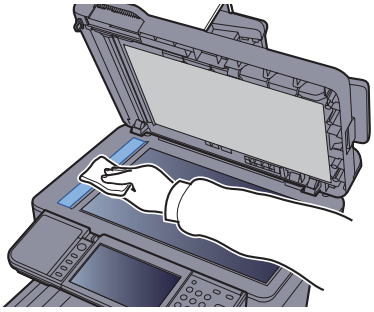
When using the document processor, clean the slit glass surface and the reading guide with the dry cloth.

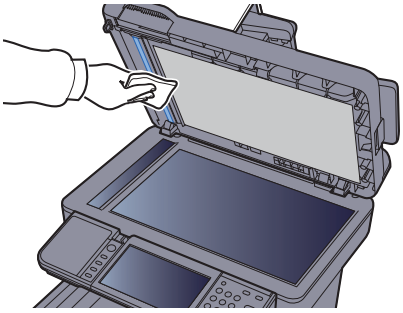
**IMPORTANT**

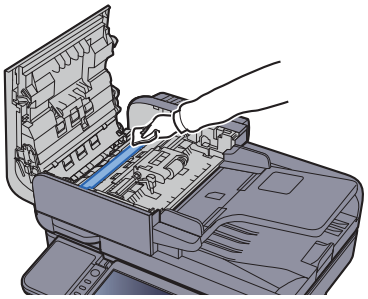
**Do not use water, soap or solvents for cleaning.**

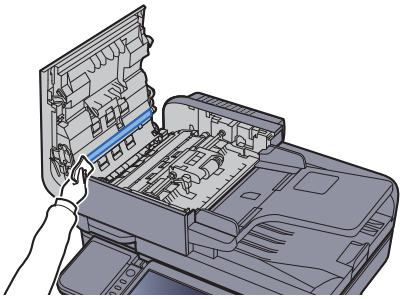
**NOTE**

Dirt on the slit glass or the reading guide may cause black streaks to appear in the output.







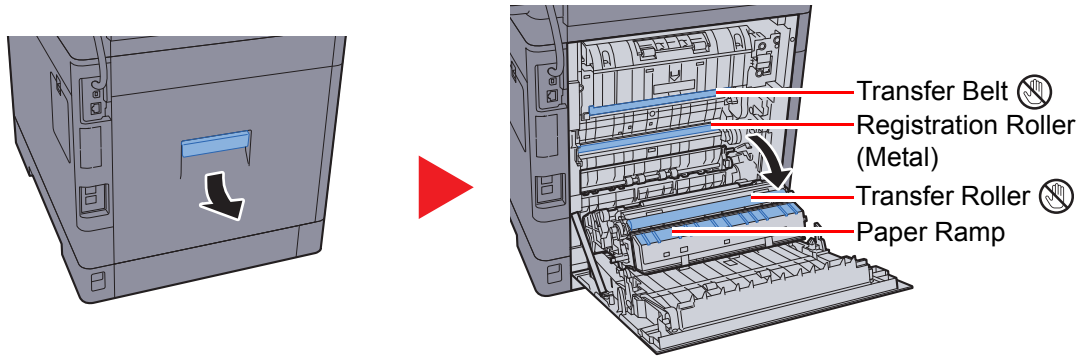


## Paper Transfer Unit

The paper transfer unit should be cleaned each time the toner container and waste toner box are replaced. To maintain optimum print quality, it is also recommended that the inside of the machine be cleaned once a month as well as when the toner container is replaced.
Print problems such as soiling of the reverse side of printed pages may occur if the paper transfer unit becomes dirty.

**CAUTION**

**Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.**




Wipe away the paper dust on the registration roller and the paper ramp using the cloth.

**IMPORTANT**

**Be careful not to touch the transfer roller and transfer belt during cleaning as this may adversely affect print quality.**

# Toner Container Replacement

When toner runs low, "Toner is low. (Replace when empty.)" appears in the touch panel. Make sure you have a new toner container available for replacement.

When the touch panel displays "Toner is empty.", replace the toner.

**NOTE**

- To maintain quality, we recommend using genuine own brand toner containers, which must pass numerous quality inspections.
- 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.

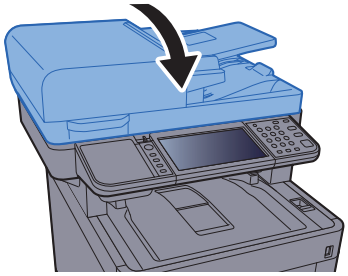
**CAUTION**

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

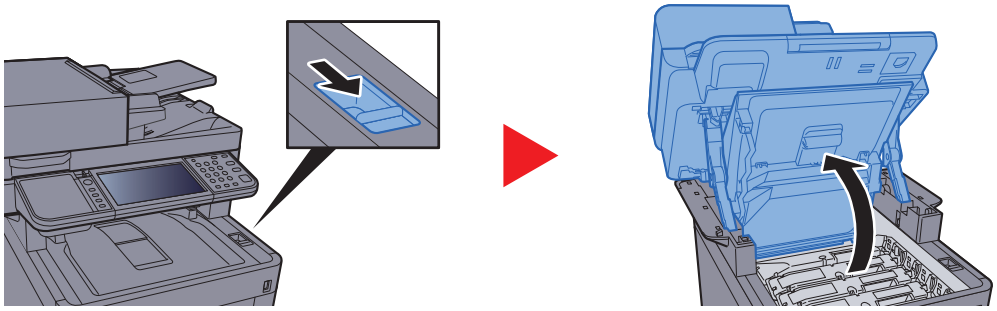
## Replacing the Toner Container

Installation procedures of the toner container is same for every color. The procedures here represent the yellow toner container.

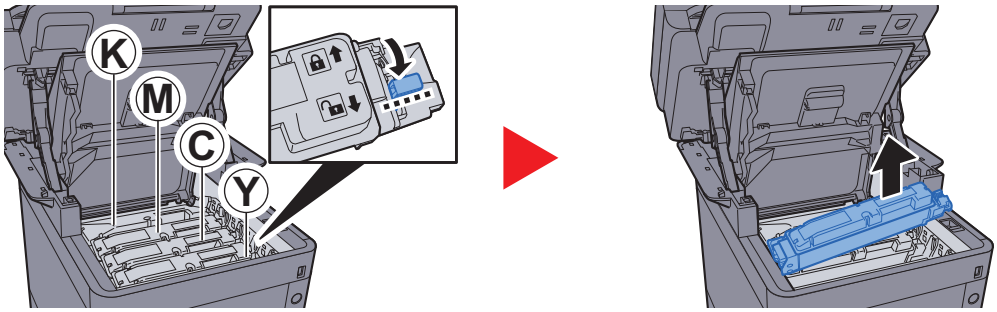
**1**



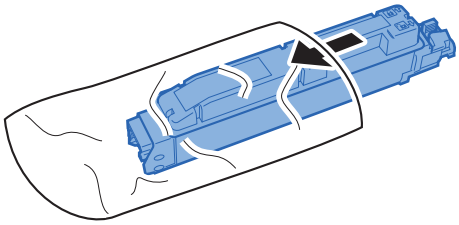
**2**



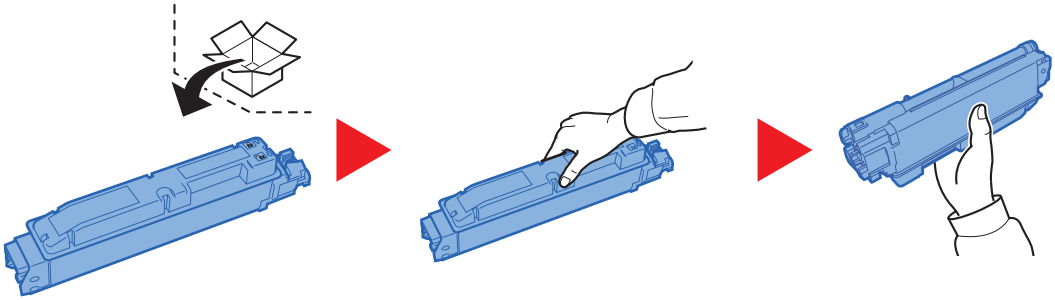
**3**




**4**

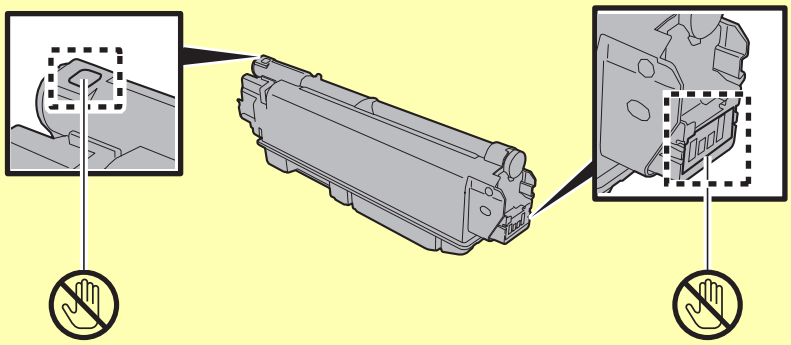


## 5

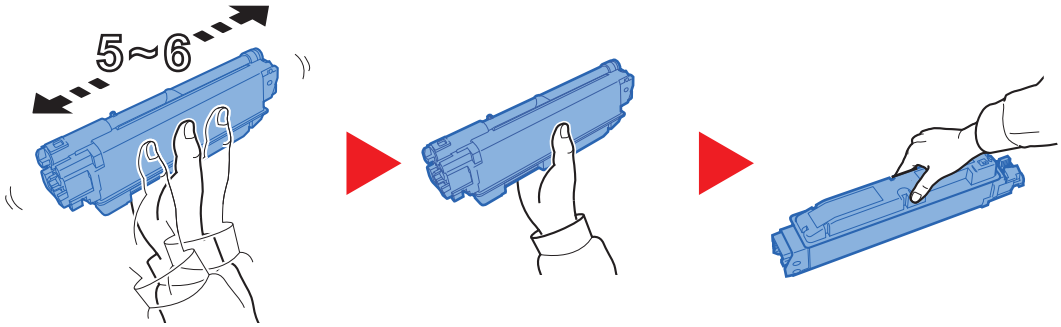


**IMPORTANT**

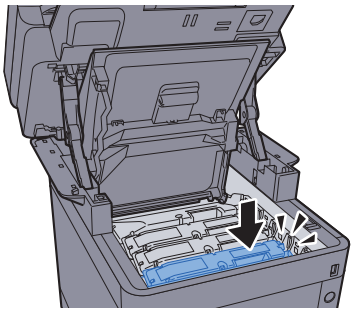
**Do not touch the points shown below.**



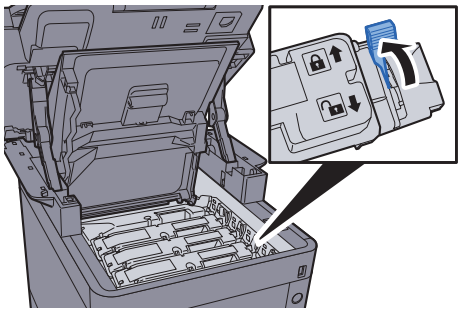
## 6



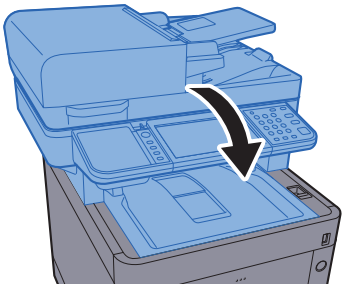

## 7



## 8



## 9



**NOTE**

- If the Scanner Unit does not close, check that the new toner container is installed correctly (in step 7).
- Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

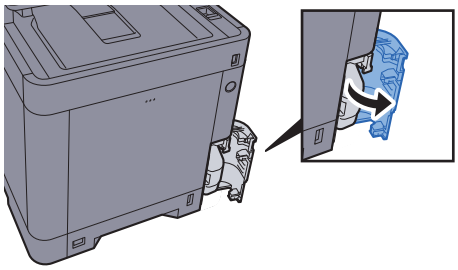
# Waste Toner Box Replacement

When the waste toner box becomes full, immediately replace the waste toner box.

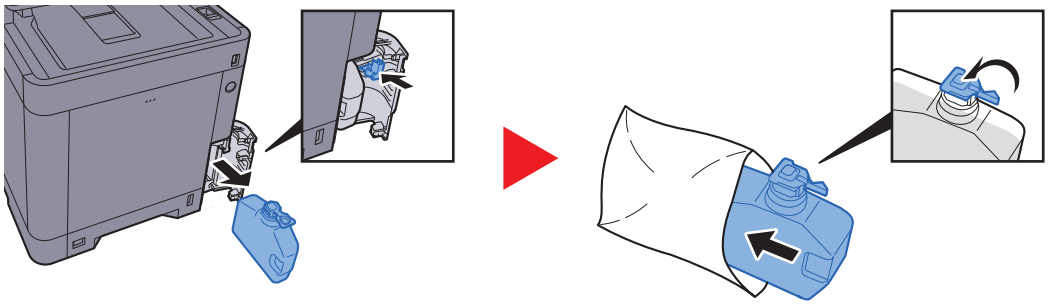
**CAUTION**

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

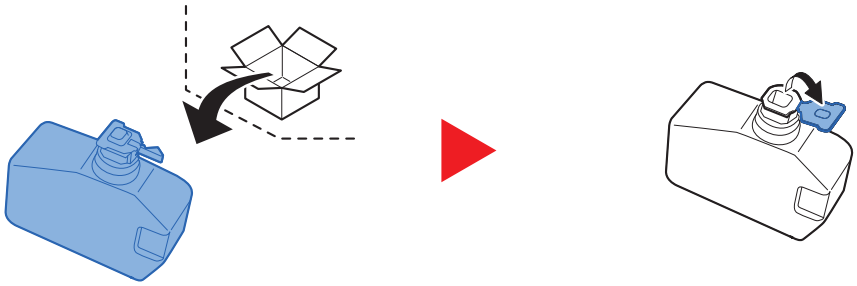
## 1



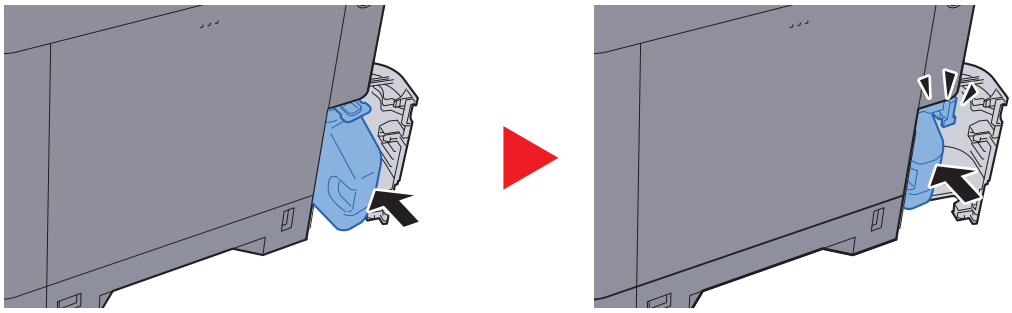
## 2



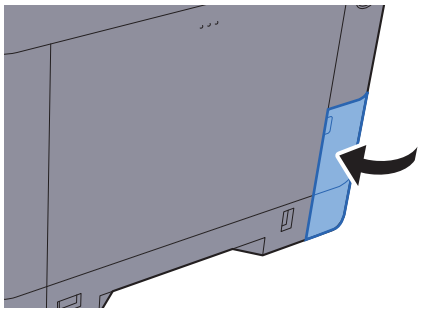
## 3



**4**



**5**



**NOTE**

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

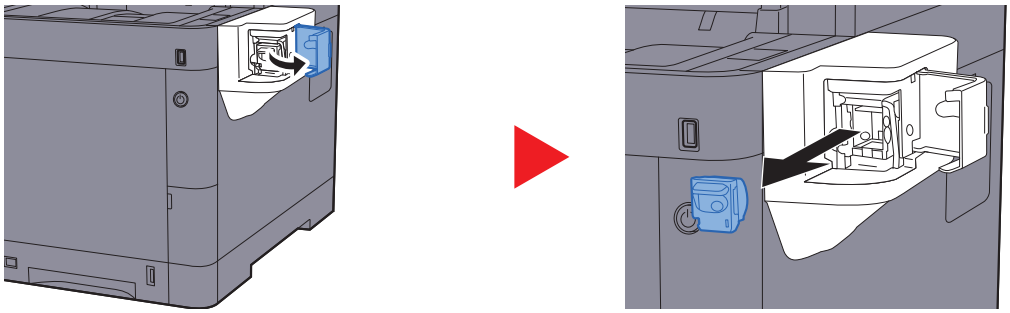
# Replacing Staples

Add staples to the optional manual stapler.

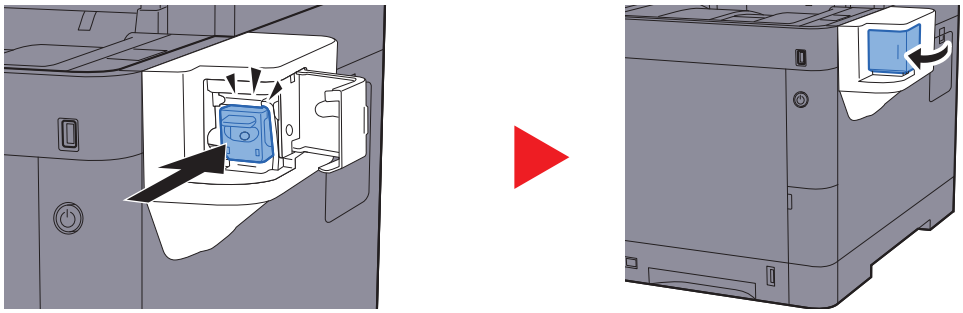
**NOTE**

If the Staple Unit runs out of staples, contact your dealer or service representative.

## 1



## 2



# Troubleshooting

## Solving Malfunctions

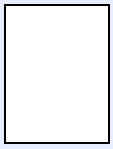
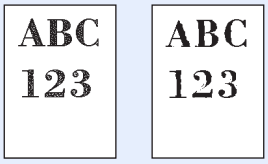
The table below provides general guidelines for problem solving.

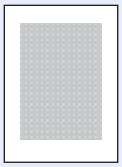
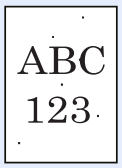
If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

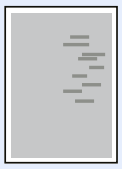
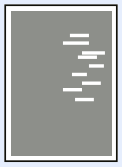
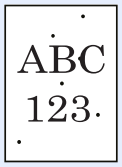
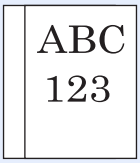
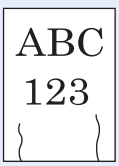
**NOTE**

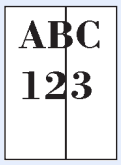
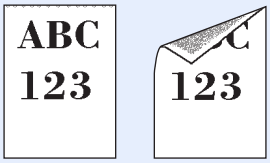
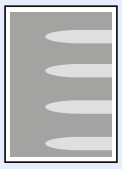
When contacting us, the serial number will be necessary.
To check the serial number, refer to the following:

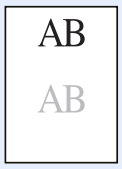
Display for Device Information (page 2-17)
Checking the Equipment's Serial Number (page i)

| Symptom | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| An application does not start. | Is the Auto Panel Reset time short? | Set the Auto Panel Reset time to 30 seconds or more. | page 8-46 |
| 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 2-9 |
| 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 10-18 |
| | Is the machine in Sleep mode? | Select any key on the operation panel to recover the machine from Sleep mode. | page 2-33 |
| 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 3-2 |
| | Have you changed the density? | Select appropriate density level. | page 6-13<br>page 8-49 |
| | 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 8-15 |
| | — | Run [**Drum Refresh**]. | page 10-30 |
| | — | Run [**Laser Scanner Cleaning**]. | page 10-35 |
| | — | Make sure the paper type setting is correct for the paper being used. | page 8-14 |

| Symptom | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| Printouts are too dark even though the background of the scanned original is white.<br> | Have you changed the density? | Select appropriate density level. | page 6-13<br>page 8-49 |
| | — | Run [**Calibration**]. | page 10-35 |
| Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly).<br> | Is the original a printed photograph? | Set the original image to [**Photo**]. | page 6-14 |
| Texts are not clearly printed.<br> | Did you choose appropriate image quality for the original? | Select appropriate image quality. | page 6-14 |
| Black or color dots appear on the white background when white original is scanned.<br> | Is the original holder or the glass platen dirty? | Clean the original holder or the glass platen. | page 10-2 |
| Printouts are fuzzy.<br> | Is the machine being used in conditions of very humid, or humidity or temperature rapidly changes? | Use in an environment that has suitable humidity. | — |
| | — | Run [**Drum Refresh**]. | page 10-30 |
| Images are skewed.<br> | Are the originals placed 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 3-4<br>page 3-7 |

| Symptom | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| Irregular horizontal lines appear in the image.<br> | — | Select 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. | — |
| The altitude is 1000 m or higher and irregular horizontal white lines appear in the image.<br> | — | Select the [**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Service Setting**] > [**Altitude Adjustment**], and set to an elevation one level higher than the current setting. | — |
| The altitude is 1000 m or higher and dots appear in the image.<br> | — | Select the [**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Service Setting**] > [**Altitude Adjustment**], and set to an elevation one level higher than the current setting. | — |
| Paper often jams. | Is the paper loaded correctly? | Load the paper correctly. | page 3-2 |
| | Is the paper of the supported type? Is it in good condition? | Remove the paper, turn it over, and reload it. | page 3-4 |
| | Is the paper curled, folded or wrinkled? | Replace the paper with new paper. | page 3-4 |
| | Are there any loose scraps or jammed paper in the machine? | Remove any jammed paper. | page 10-36 |
| 2 or more sheets are overlaps when ejected. (multi feed)<br> | — | Load the paper correctly. | page 3-2 |
| Printouts are wrinkled.<br> | Is the paper loaded correctly? | Load the paper correctly. | page 3-2 |
| | Is the paper damp? | Replace the paper with new paper. | page 3-2 |

| Symptom | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| Printouts are curled.<br> | Is the paper damp? | Replace the paper with new paper. | page 3-2 |
| 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 2-10 |
| | Are the USB cable and network cable connected? | Connect the correct USB cable and network cable securely. | page 2-8 |
| | Is the print job paused? | Resume printing. | page 7-10 |
| Cannot print with USB memory.<br>USB memory not recognized. | Is the USB host blocked? | Select [**Unblock**] in the USB host settings. | page 8-41 |
| | — | Check that the USB memory is securely plugged into the machine. | — |
| Printouts have vertical lines.<br> | Is the slit glass dirty? | Clean the slit glass. | page 10-3 |
| | — | Run [**Laser Scanner Cleaning**]. | page 10-35 |
| Dirt on the top edge or back of the paper.<br> | Is the interior of the machine dirty? | Clean the interior of the machine. | page 10-4 |
| Part of the image is periodically faint or shows white lines.<br> | — | Open and then close the rear cover. | page 2-3 |
| | — | Select 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. | — |
| | — | Run [**Drum Refresh**]. | page 10-30 |
| Print on the back of the sheet is visible on the front.<br> | — | Set [**Prevent Bleed-through**] to [**On**]. | page 6-20<br>page 8-15 |

| Symptom | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| Skewed-color printout.<br> | — | Run [**Calibration**]. | page 10-35 |
| | — | Run [**Color Registration**]. | page 10-30 |
| Colors appear different than you anticipated. | Did you choose appropriate image quality for the original? | Select appropriate image quality. | page 6-14 |
| | Have you loaded color copy paper into the paper tray? | Load color copy paper into the paper tray. | — |
| | — | Run [**Calibration**]. | page 10-35 |
| | — | **When making copies**<br>Adjust the color balance. | page 6-16 |
| | — | **When printing from a computer**<br>Adjust the color using the printer driver. | — |
| The previous image remains and lightly printed.<br> | — | Select 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. | — |

| Symptom | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| Cannot send via SMB. | Is the network cable connected? | Connect the correct network cable securely. | page 2-8 |
| | Have the network settings for the equipment been configured properly? | Configure the TCP/IP settings properly. | page 8-29 |
| | Have the folder sharing settings been configured properly? | Check sharing settings and access privileges under the folder properties. | page 3-15 |
| | Has the SMB protocol been set to [**On**]? | Set the SMB protocol setting to [**On**]. | page 8-32 |
| | Has [**Host Name**] been entered properly? *1 | Check the name of the computer to which data is being sent. | page 5-22 |
| | Has [**Path**] been entered properly? | Check the share name for the shared folder. | page 5-22 |
| | Has [**Login User Name**] been entered properly? *1 *2 | Check the domain name and login user name. | page 5-22 |
| | 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 5-22 |
| | Has [**Login Password**] been entered properly? | Check the login password. | page 5-22 |
| | Have exceptions for Windows Firewall been configured properly? | Configure exceptions for Windows Firewall properly. | page 3-19 |
| | 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 10-27 |
| The color toner is empty. | Do you want to continue printing in black and white? | If the black toner is remained, the machine continues printing in black and white by selecting [**Print in Black and White**] of [**Color Toner Empty Action**]. | page 8-18 |
| 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 2-59 |
| The machine is emitting steam in the area around the paper ejection slot. | Check the room temperature to see if it is low, or if damp paper was used. | Depending on the printing environment and the paper's condition, the heat generated during printing will cause the moisture in the paper to evaporate, and the steam emitted may look like smoke. This is not a problem, and you can continue printing. If the steam concerns you, raise the room temperature, or replace the paper with a newer, dryer paper. | — |

*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 the touch panel or the computer displays any of these messages, follow the corresponding procedure.

**NOTE**

When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

Display for Device Information (page 2-17)
Checking the Equipment's Serial Number (page i)

## A

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Activation error.** | — | Turn the main power switch off and on. If the error exists, contact administrator. | page 2-10 |
| **Add the following paper in cassette #.** | Does the selected paper size matches the paper size loaded in the specified paper source? | Select [**Continue**] to continue printing.<br>Select [**Cancel**] to cancel the job. | — |
| | Is the indicated cassette out of paper? | Load paper.<br>Select [**Paper Selection**] to select the other paper source. Select [**Continue**] to print on the paper in the currently selected paper source. | page 3-2 |
| **Add the following paper in the multi purpose tray.** | Does the selected paper size matches the paper size loaded in the specified paper source? | Select [**Continue**] to continue printing.<br>Select [**Cancel**] to cancel the job. | — |
| | Is the indicated cassette out of paper? | Load paper.<br>Select [**Paper Selection**] to select the other paper source. Select [**Continue**] to print on the paper in the currently selected paper source. | page 3-7 |
| **Adjusting…** | — | The machine is under the adjustment to maintain its quality. Please wait. | — |

## B

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Box is not found.** | — | The specified box cannot be found. Job is canceled. Select [**End**]. | — |
| **Box limit exceeded.**[*1] | Is [**End**] displayed on the screen? | The specified box is full, and no further storage is available; Job is canceled. Select [**End**]. 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 the following:

Auto Error Clear (page 8-48)

## C

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Calibrating…** | — | The machine is under the adjustment to maintain its quality. Please wait. | page 10-35 |
| **Cannot connect to Authentication Server.*1** | — | Set machine time to match the server's time. | page 2-24 |
| | — | Check the domain name. | page 9-2 |
| | — | Check the host name. | page 9-2 |
| | — | Check the connection status with the server. | — |
| **Cannot duplex print on the following paper.*1** | Did you select a paper size/type that cannot be duplex printed? | Select [**Paper Selection**] to select the available paper. Select [**Continue**] to print without using Duplex function. | page 6-24 |
| **Cannot perform remote printing.** | — | Remote printing is prohibited.<br>Job is canceled. Select [**End**]. | — |
| **Cannot print the specified number of copies.*1** | — | Only one copy is available. Select [**Continue**] to continue printing. Select [**Cancel**] to cancel the job.<br>The machine may reproduce the same originals by arranging the following settings:<br>• Uncheck [**RAM Disk**] in the [**Device Settings**] tab of the printer's properties.<br>**NOTE**<br>If you unchecked the [**RAM Disk**], check the [**RAM Disk**] again after the printing is completed. If not, print speed may be reduced. | — |
| **Cannot process this job.*1** | — | This job is canceled because it is restricted by User Authorization or Job Accounting. Select [**End**]. | — |
| **Cassette is not installed.** | — | Cannot feed paper. Set the cassette indicated on the screen. | — |
| **Check the toner container.** | — | The toner container is not installed correctly. Set it correctly. | page 10-5 |
| **Check waste toner box.** | — | The waste toner box is not installed correctly. Set it correctly. | page 10-9 |
| | Is the waste toner box full? | Replace the waste toner box. | |
| **Cleaning the laser scanner…** | — | The machine is under the adjustment to maintain its quality. Please wait. | — |

*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 the following:

Auto Error Clear (page 8-48)

## E

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Error occurred at cassette #.** | — | Remove the indicated cassette. Select [**Next >**] to follow the instructions. | — |

## F

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Failed to specify Job Accounting.**[*1] | — | Failed to specify Job Accounting when processing the job externally. The job is canceled. Select [**End**]. | — |
| **Failed to store job retention data.** | — | The job is canceled. Select [**End**].<br>Insufficient free space in the Job Box. Try to perform the job again after printing or deleting data from the Job 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 the following:

Auto Error Clear (page 8-48)

## H

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **High temperature.**<br>**Adjust room temp.** | — | Adjust the temperature and the humidity of your room. | — |

## I

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Incorrect account ID.**[*1] | — | The account ID was incorrect when processing the job externally. The job is canceled. Select [**End**]. | — |
| **Incorrect box password.** | — | The box password was incorrect when processing the job externally. The job is canceled. Select [**End**]. | — |
| **Incorrect Login User Name or Password.**[*1] | — | The login user name or password was incorrect when processing the job externally. The job is canceled. Select [**End**]. | — |
| **Inner tray is full of paper.** | — | Remove paper from the inner tray. Select [**Continue**] to resume printing. Select [**Cancel**] to cancel the job. | — |

*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 the following:

Auto Error Clear (page 8-48)

## J

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Job Accounting restriction exceeded.** | 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. Select [**End**]. | — |

## K

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **KPDL error.**[*1] | — | PostScript error has occurred. The job is canceled. Select [**End**]. | — |

*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 the following:

Auto Error Clear (page 8-48)

## L

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Low temperature. Adjust room temp.** | — | Adjust the temperature and the humidity of your room. | — |

## M

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Machine failure.** | — | Internal error has occurred. Make a note of the error code displayed on the screen, and contact your Service Representative. | — |
| **Maximum number of scanned pages.** | Is the acceptable scanning count exceeded? | Only one copy of the scanned pages is available. Select [**Continue**] to print, send or store the scanned pages. Select [**Cancel**] to cancel printing, sending or storing. | — |
| **Memory card error.** | — | An error has occurred on the memory card. Job is canceled. Select [**End**].<br>04: Insufficient space on the memory card to complete this operation. Move data or delete unneeded data. | — |

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Memory is full.**[*1] | — | The process cannot be performed due to insufficient memory. The job is canceled. Select [**End**].<br>The machine may reproduce the same originals by arranging the following setting:<br>• Decrease [**Image Quality**] of [**File Format**]. | — |
| | — | Unable to continue the job as the memory is used up. Select [**Continue**] to print the scanned pages. The print job cannot be processed completely. Select [**Cancel**] to cancel the job.<br>The machine may reproduce the same originals by arranging the following settings:<br>• Select [**On**] of RAM Disk Setting in System Menu, and then decrease the RAM disk size.<br>• Select [**Printer Priority**] of Optional Memory in System Menu.<br>**NOTE**<br>Before changing the RAM Disk Setting or Optional Memory setting, contact your administrator. | — |

*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 the following:

Auto Error Clear (page 8-48)

## N

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Non-genuine Toner. [C][M][Y][K]** | Is the installed toner container our own brand? | We will not be liable for any damage caused by the use of third party supplies in this machine. | — |

## P

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Paper jam.** | — | 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 10-36 |
| **Preparing to print.** | — | The machine is under the adjustment to maintain its quality. Please wait. | — |
| **Print overrun.** | — | Warning. Low printer memory. The job was paused. Re-starting the job. Select [**Continue**]. | — |

## R

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **RAM disk error.** | — | An error has occurred on the RAM disk. Job is canceled. Select [**End**].<br>The possible error codes and their descriptions are as follows.<br>04: Insufficient space on the RAM disk. If the optional RAM dis is installed, increase the RAM disk size by changing RAM Disk Setting in System Menu.<br>**NOTE**<br>The range of RAM disk size can be increased by selecting [**Printer Priority**] in Optional Memory. | page 8-42 |
| **Removable memory error.** | Is writing to a removable memory prohibited? | An error occurred in the removable memory. The job stopped. Select [**End**].<br>The possible error codes and their descriptions are as follows.<br>01: Connect a removable memory that can be written to. | — |
| | — | An error occurred in the removable memory. The job stopped. Select [**End**].<br>The possible error codes and their descriptions are as follows.<br>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. | — |
| **Removable Memory is full.**[*1] | — | Job is canceled. Select [**End**].<br>Insufficient free space in the removable memory. Delete unnecessary 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 [Continue].** | — | Remove originals from the document processor, put them back in their original order, and place them again. Select [**Continue**] to resume printing. Select [**Cancel**] to cancel the job. | — |

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Replace MK.** | — | Replacement of the parts in the maintenance kit is necessary at every 200,000 pages of printing and requires professional servicing. Contact your Service Representative. | — |
| **Running security function...** | — | Running security function. Please wait. | — |

*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 the following:

Auto Error Clear (page 8-48)

## S

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Scanner memory is full.**[*1] | — | Scanning cannot be performed due to insufficient memory of scanner. Only one copy of the scanned pages is available. Select [**Continue**] to print, send or store the scanned pages. Select [**Cancel**] to cancel the printing job.<br>The machine may reproduce the same originals by arranging the following settings:<br>• Reduce the number of originals to be scanned at once. Furthermore, the machine may reproduce the same originals by arranging the following settings:<br>• Select [**Copy Priority**] of Optional Memory in System Menu.<br>**NOTE**<br>Before changing the Optional Memory setting, contact your administrator. | — |
| **Send Error.**[*2] | — | An error has occurred during transmission. The job is canceled. Select [**End**].<br>Refer to Responding to Send Error for the error code and corrective actions. | page 10-27 |
| **Shake the toner container. [C][M][Y][K]** | — | Shake the toner container well and reinstall it. | page 10-5 |

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **SSD error.** | — | An error has occurred on SSD. Job is canceled. Select [**End**].<br>The possible error codes and their descriptions are as follows.<br>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.<br>04: Insufficient space on SSD to complete this operation. Move data or delete unneeded data. | — |
| **System error.** | — | System error has occurred. Follow the instructions on the screen. | — |

*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 the following:

Auto Error Clear (page 8-48)

*2 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 the following:

Auto Error Clear (page 8-48)

## T

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **The cover is open.** | Is the top cover of the document processor open? | Close the document processor cover. | — |
| | Is there any cover which is open? | Close the cover indicated on the screen. | |
| **The manufacturer assumes no responsibility for damage caused by a non-genuine toner.** | Is the installed toner container our own brand? | We will not be liable for any damage caused by the use of third party supplies in this machine. If you want to continue, select [**Next**]. | — |
| **The password does not meet password policy.** | Is the password expired? | Change the login password.<br>Job is canceled. Select Press [**End**]. | page 9-5 |
| | Is the password policy requirement (such as password length or required characters) changed? | Confirm the password policy requirements and change the login password.<br>Job is canceled. Select Press [**End**]. | page 9-5 |
| **The slit glass requires cleaning.** | — | Clean the slit glass. | page 10-3 |
| **This memory is not formatted.** | Is the removable memory formatted by this machine? | Perform [**Format**] on this machine. | page 7-11 |

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Toner is empty. [C][M][Y][K]** | — | Replace the toner container to our specified toner container.<br>**NOTE**<br>If the color toner is empty but the black toner is remained, the machine continues printing in black and white by selecting [**Print in Black and White**] of Color Toner Empty Action. | page 10-5 |
| **Toner is low. [C][M][Y][K]** | — | 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 [C][M][Y][K]** | Does the installed toner container's regional specification match the machine's? | Install the specified container. | — |

## W

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **Warning low memory.** | — | Cannot start the job. Try again later. | — |

## Y

| Message | Checkpoints | Corrective Actions | Reference Page |
|---|---|---|---|
| **You cannot use this box. Job is canceled.** | — | You cannot use the specified box. Job is canceled. Select [End]. | — |

## Responding to Send Error

| Error Code | Message | Corrective Actions | Reference Page |
|---|---|---|---|
| **1101** | Failed to send the e-mail. | Check the host name of the SMTP server on the Embedded Web Server RX. | page 2-59 |
| | Failed to send via FTP. | Check the host name of FTP. | page 5-22 |
| | Failed to send via SMB. | Check the host name of SMB. | page 5-22 |
| **1102** | Failed to send via SMB. | Check the SMB settings.<br>• Login user name and login password<br>**NOTE**<br>If the sender is a domain user, specify the domain name.<br>• Host name<br>• Path | page 5-22 |
| | Failed to send the e-mail. | Check the following on the Embedded Web Server RX.<br>• SMTP login user name and login password<br>• POP3 login user name and login password<br>• E-mail size limit | page 2-59 |
| | Failed to send via FTP. | Check the FTP settings.<br>• Login user name and login password<br>**NOTE**<br>If the sender is a domain user, specify the domain name.<br>• Path<br>• Folder share permissions of the recipient | page 5-22 |
| **1103** | Failed to send via SMB. | Check the SMB settings.<br>• Login user name and login password<br>**NOTE**<br>If the sender is a domain user, specify the domain name.<br>• Path<br>• Folder share permissions of the recipient | page 5-22 |
| | Failed to send via FTP. | Check the FTP settings.<br>• Path<br>• Folder share permissions of the recipient | page 5-22 |
| **1104** | Failed to send the e-mail. | Check the e-mail address.<br>**NOTE**<br>If the address is rejected by the domain, you cannot send the email. | page 5-21 |

| Error Code | Message | Corrective Actions | Reference Page |
|---|---|---|---|
| **1105** | Failed to send via SMB. | Check the following settings.<br>[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Protocol Settings**] > [**SMB Client (Transmission)**] | page 8-32 |
| | Failed to send the e-mail. | Select [**On**] of the SMTP settings on the Embedded Web Server RX. | page 2-59 |
| | Failed to send via FTP. | Check the following settings.<br>[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Protocol Settings**] > [**FTP Client (Transmission)**] | page 8-32 |
| **1106** | Failed to send the e-mail. | Check the sender address of SMTP on the Embedded Web Server RX. | page 2-59 |
| **1131** | Failed to send via FTP. | Enable the SSL.<br>[**System Menu/Counter**] key > [**System/Network**] > [**Network**] > [**Security Settings**] > [**SSL**] | page 8-37 |
| **1132** | Failed to send the e-mail. | Check the following of the SMTP server.<br>• Is SMTP over SSL available?<br>• Is the encryption available? | Refer to the **Embedded Web Server RX User Guide**. |
| | Failed to send via FTP. | Check the following of the FTP server.<br>• Is FTPS available?<br>• Is the encryption available? | — |
| **2101** | Failed to send via SMB. | Check the network and SMB settings.<br>• The network cable is connected.<br>• The hub is not operating properly.<br>• The server is not operating properly.<br>• Host name and IP address<br>• Port number | — |
| | Failed to send via FTP. | Check the network and FTP settings.<br>• The network cable is connected.<br>• The hub is not operating properly.<br>• The server is not operating properly.<br>• Host name and IP address<br>• Port number | — |
| | Failed to send the e-mail. | Check the network and Embedded Web Server RX.<br>• The network cable is connected.<br>• The hub is not operating properly.<br>• The server is not operating properly.<br>• POP3 server name of the POP3 user<br>• SMTP server name | page 2-59 |

| Error Code | Message | Corrective Actions | Reference Page |
|---|---|---|---|
| **2102**<br>**2103** | Failed to send via FTP. | Check the network.<br>• The network cable is connected.<br>• The hub is not operating properly.<br>• The server is not operating properly. | — |
| | | Check the following of the FTP server.<br>• Is FTP available?<br>• The server is not operating properly. | — |
| | Failed to send the e-mail. | Check the network.<br>• The network cable is connected.<br>• The hub is not operating properly.<br>• The server is not operating properly. | — |
| **2201**<br>**2202**<br>**2203**<br>**2231** | Failed to send the e-mail.<br>Failed to send via FTP.<br>Failed to send via SMB. | Check the network.<br>• The network cable is connected.<br>• The hub is not operating properly.<br>• The server is not operating properly. | — |
| **2204** | Failed to send the e-mail. | Check the e-mail size limit of the SMTP settings on the Embedded Web Server RX. | page 2-59 |
| **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.<br>• The network cable is connected.<br>• The hub is not operating properly.<br>• The server is not operating properly. | — |
| **3201** | Failed to send the e-mail. | Check the SMTP user authentication method of the recipient. | — |
| **0007**<br>**4201**<br>**4701**<br>**5101**<br>**5102**<br>**5103**<br>**5104**<br>**7101**<br>**7102**<br>**7103**<br>**720f** | — | Turn the main power switch off and back on. If this error occurs several times, make a note of the displayed error code and contact your service representative. | page 2-10 |
| **9181** | — | The scanned original exceeds the acceptable number of pages of 999. Send the excess pages separately. | — |

# Adjustment/Maintenance

## Color Registration Procedure

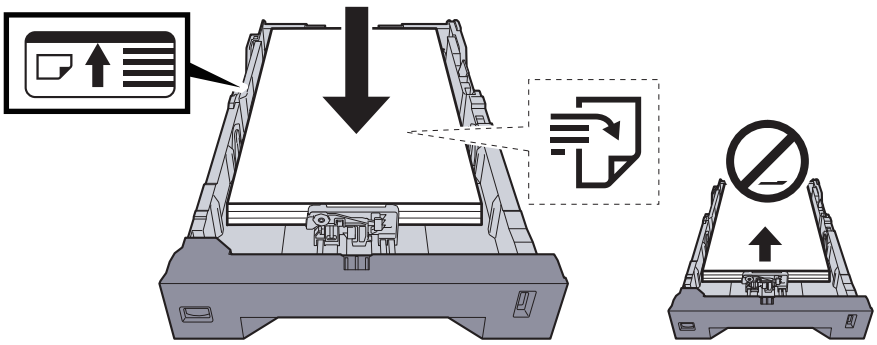
Perform the color registration. However, if it is not resolved or to perform more detailed settings, use the manual registration.

**NOTE**
To perform color registration, verify that either Letter or A4 paper is loaded into a cassette.

**IMPORTANT**
**Before performing color registration, be sure to perform Calibration on page 10-35. If color drift remains, perform color registration. By performing color registration without performing Calibration, the color drift will be resolved once, however, it may cause the serious color drift later.**

## Auto Correction

### 1 Load paper.



**IMPORTANT**

- **Load the paper with the print side facing up.**
- **After removing new paper from its packaging, fan the paper before loading it in the multi-purpose tray.**

Precaution for Loading Paper (page 3-3)

- **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.**

### 2 Display the screen.

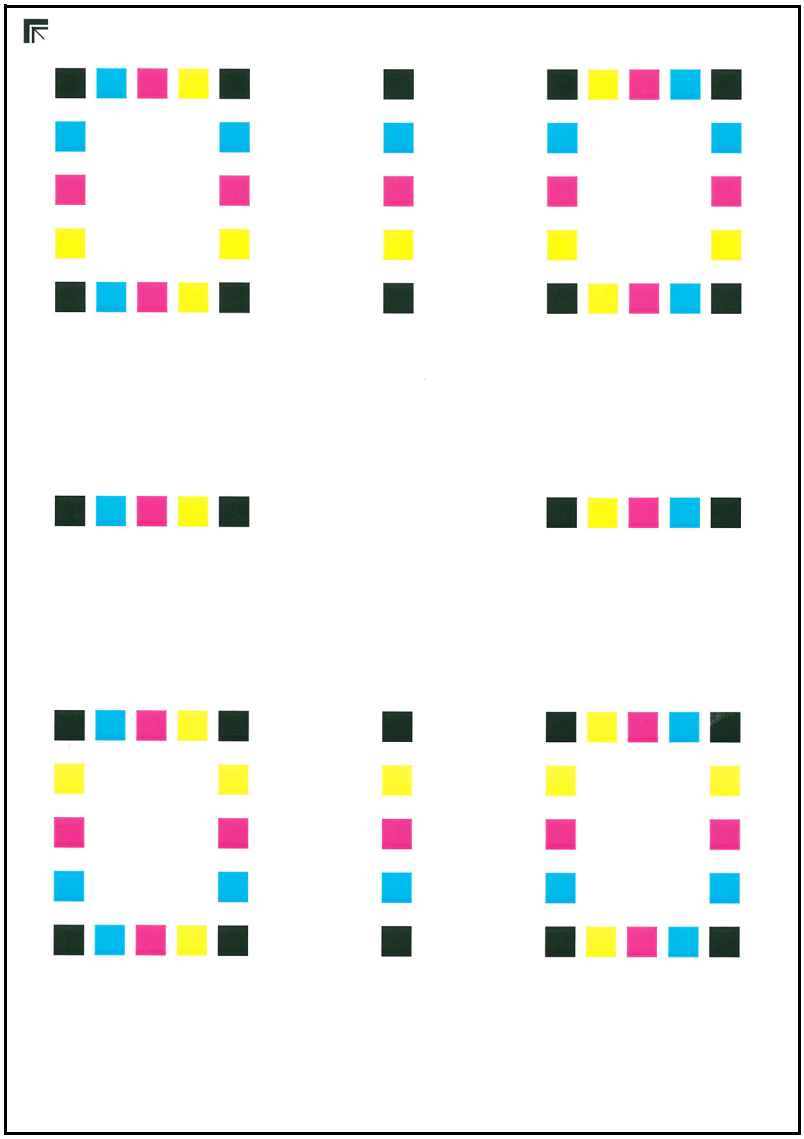
[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Color Registration**] > [**Auto**]

### 3 Print the chart.

Select [**Start**].

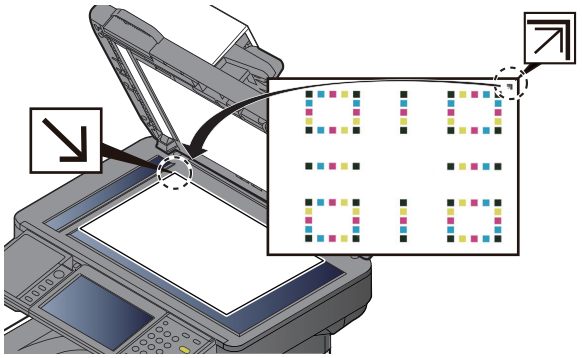
A chart is printed.

**Chart Example**



## 4 Correction.

1 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back.



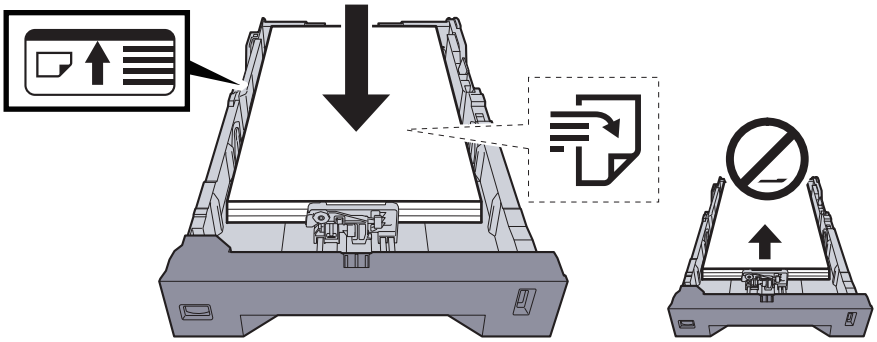
2 Select [**Start**] to scan the chart.

When scanning is finished, color printing position correction starts.

3 Select [**OK**] after color registration is complete.

## Manual Settings

### 1 Load paper.



**IMPORTANT**

- **Load the paper with the print side facing up.**
- **After removing new paper from its packaging, fan the paper before loading it in the multi-purpose tray.**

Precaution for Loading Paper (page 3-3)

- **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.**

### 2 Display the screen.

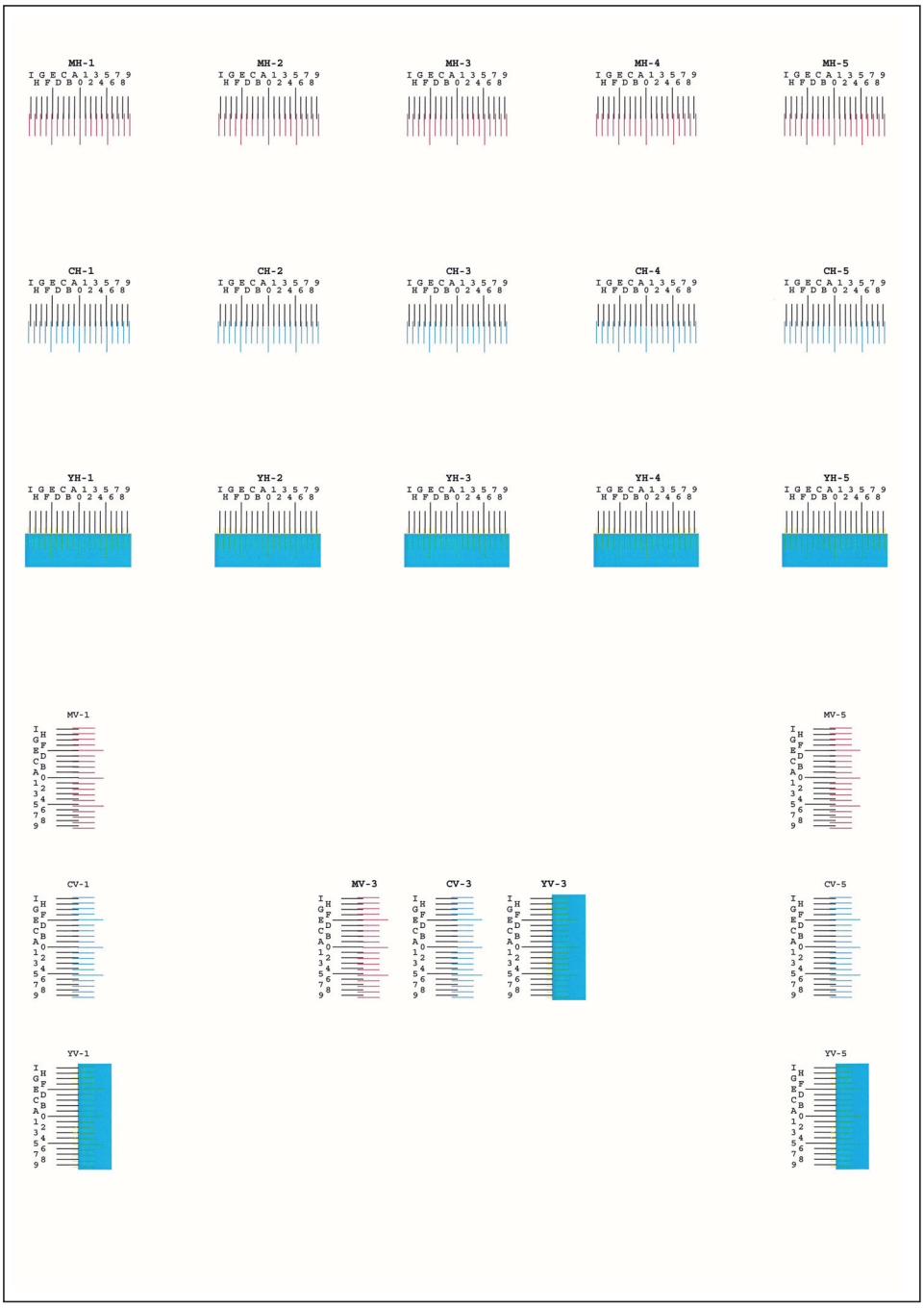
[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Color Registration**] > [**Manual**]

## 3 Print the chart.

Select [**Print Chart**].

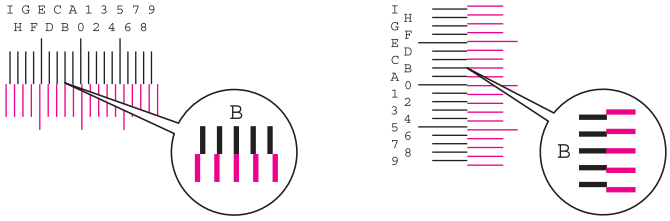
A chart is printed. On the chart, for each of M (magenta), C (cyan) and Y (yellow), charts for H-1 to 5 and V-1/3/5 are printed.

**Chart Example**



## 4 Enter the appropriate value.

1 Find the location on each chart where 2 lines most closely match. If this is the 0 position, registration for that color is not required. For the illustration, B is the appropriate value.




From charts H-1 to H-5, read the values from H-1 to H-5.

From charts V-1/3/5, read only the values from V-3 (center).

2 Select [**Registration**].

3 Select the chart to be corrected.

4 Select [+] or [-] to enter the values read from the chart.

Select [+] to increase the value from 0 to 9. To decrease, select [-].

By selecting [-], the value changes from 0 to alphabetic letters, going from A to I. To move in the reverse direction, select [+].

You cannot use the numeric keys to enter these values.

5 Repeat steps 3 and 4 to enter the registration values for each chart.

6 Select [**Start**] after all values have been entered. Color registration begins.

7 Select [**OK**] after color registration is complete.

## Drum Refresh

Remove image blur and white dots from the printout.

**NOTE**
Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done.

### 1 Display the screen.

[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Drum Refresh**]

### 2 Perform the drum refresh.

Select [**Start**]. "Drum Refresh" begins.

## Calibration

Using this function enables printing in the most appropriate color by adjusting hue and color drift in detail.
When the hue and color drift are not enhanced even after performing calibration, refer to the following:

Color Registration Procedure (page 10-30)

### 1 Display the screen.

[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Calibration**]

### 2 Perform the calibration.

Select [**Start**]. "Calibration" begins.

## Laser Scanner Cleaning

Remove vertical lines from the printout.

### 1 Display the screen.

[**System Menu/Counter**] key > [**Adjustment/Maintenance**] > [**Laser Scanner Cleaning**]

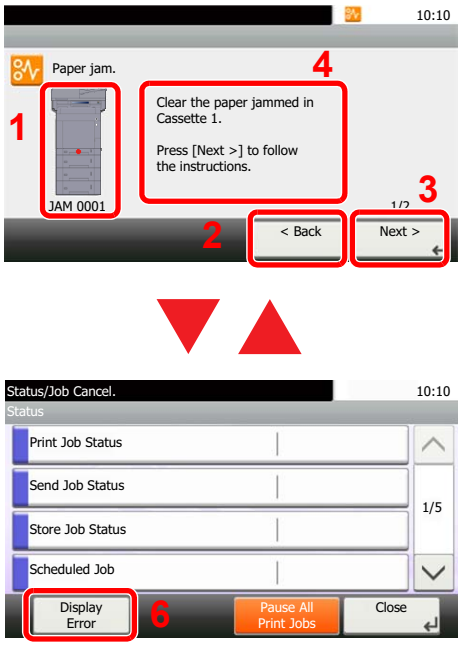
### 2 Perform the laser scanner cleaning.

Select [**Start**]. "Laser Scanner Cleaning" begins.

# Clearing Paper Jams

If a paper jam occurs, the touch panel will display "Paper Jam." and the machine will stop. Refer to these procedures to remove the jammed paper.

## Jam Location Indicators




1 Shows the location of a paper jam.

2 Shows the previous step.

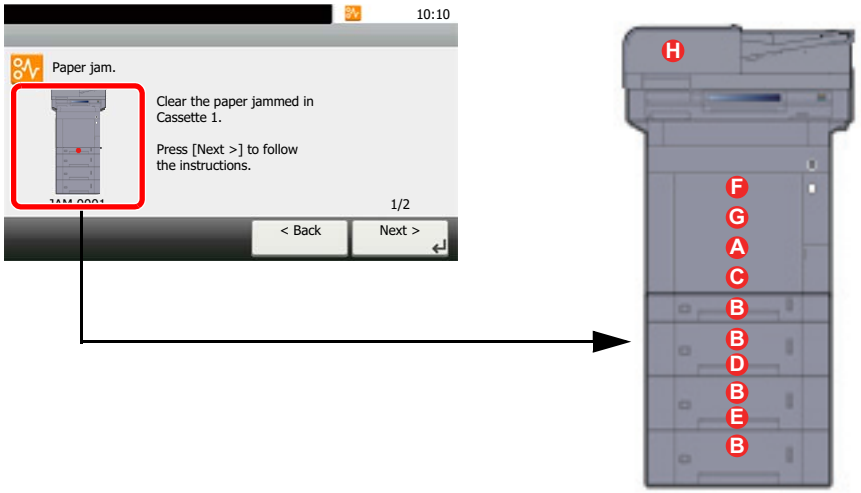
3 Shows the next step.

4 Shows the removal procedure.

5 Selecting [**Status/Job Cancel**] key displays [**Hold**]. Selecting [**Hold**] displays status screen, and the status of jobs can be checked.

6 Select [**Display Error**] to return to the paper jam guidance.

If a paper jam occurs, the location of the jam will be displayed on the touch panel as well as the clearing instructions.




| Paper Jam Location Indicator | Paper Jam Location | Reference Page |
|---|---|---|
| **A** | Multi Purpose Tray | page 10-37 |
| **B** | Cassettes 1 to 4 | page 10-39 |
| **C** | Rear Cover 1 (Feed) | page 10-40 |
| **D** | Rear Cover 2 | page 10-41 |
| **E** | Rear Cover 3 | page 10-43 |
| **F** | Rear Cover 1 | page 10-44 |
| **G** | Duplex Unit | page 10-46 |
| **H** | Document Processor | page 10-48 |

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

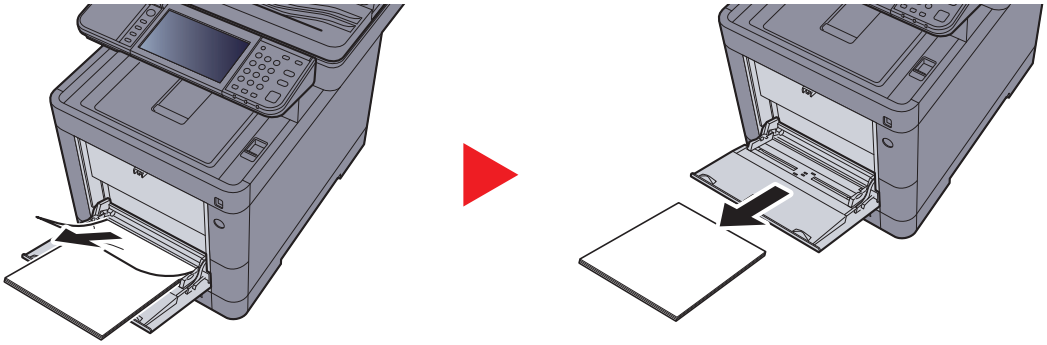
- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

**CAUTION**

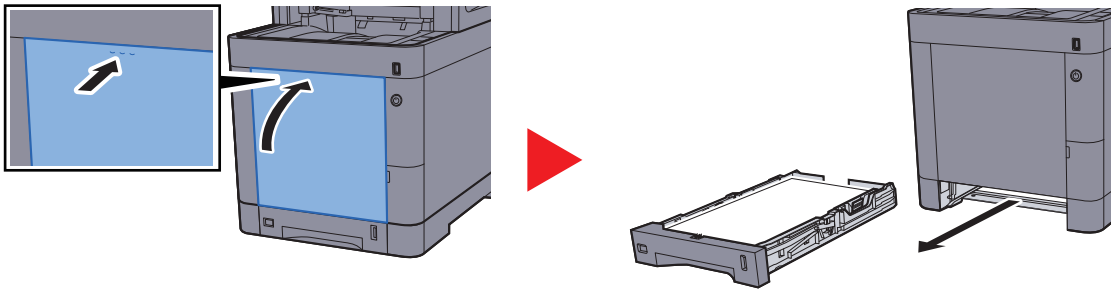
**The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.**

## Multi Purpose Tray

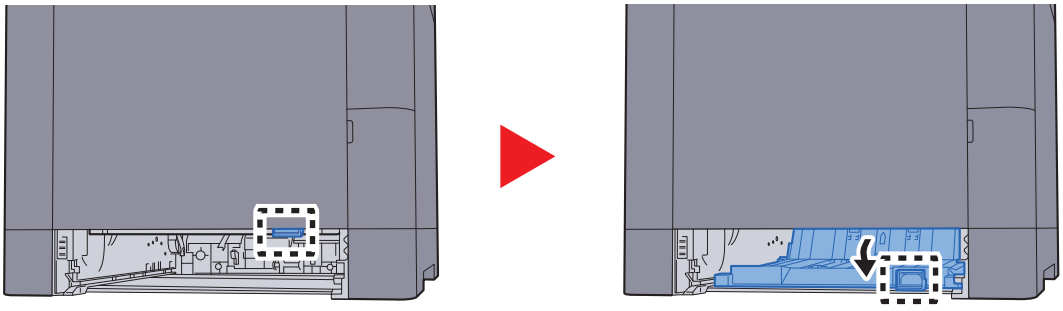
**1**



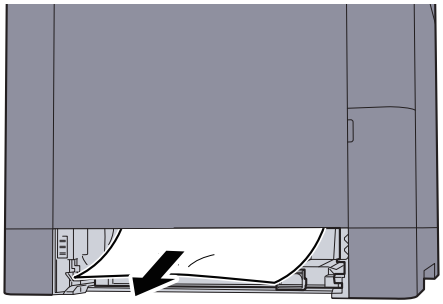
**2**



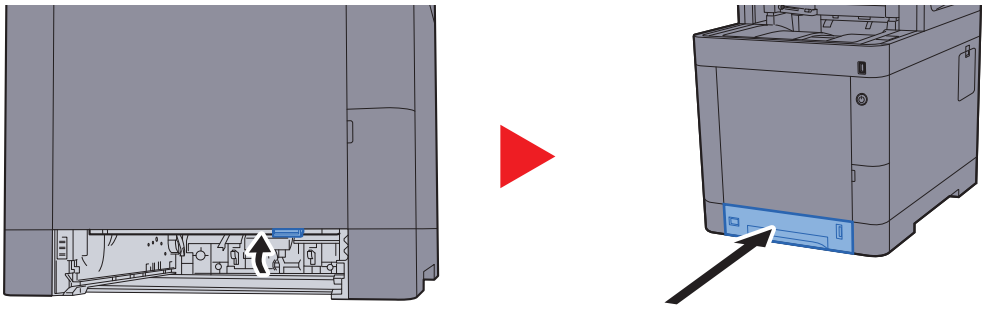
## 3



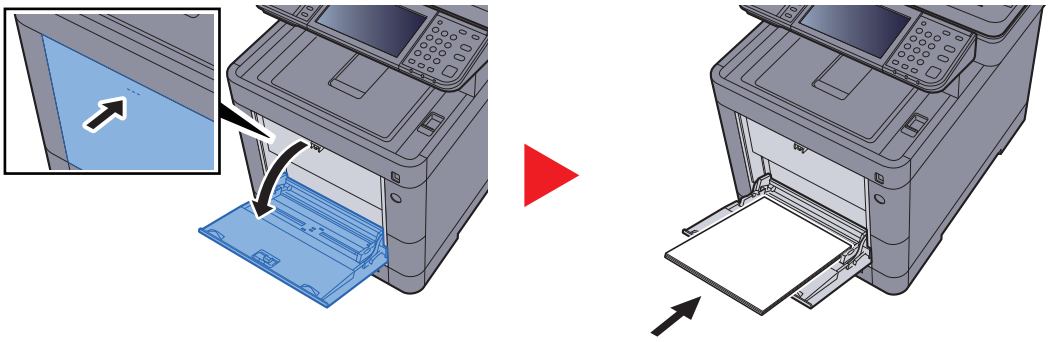
## 4



## 5



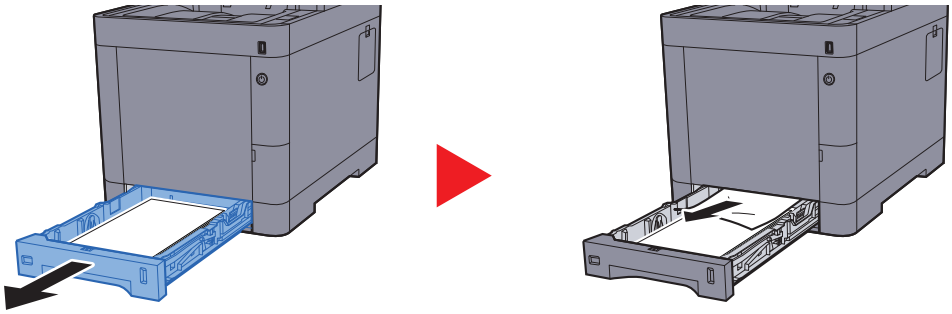
## 6



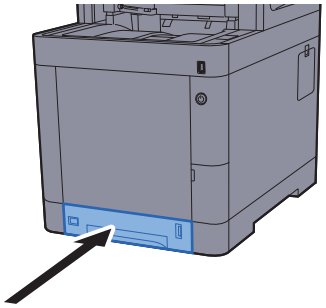
## Cassettes 1 to 4

Procedures for handling a paper jam in Cassettes 1 to 4 are all the same. This section explains procedures using Cassette 1 as an example.

**1**

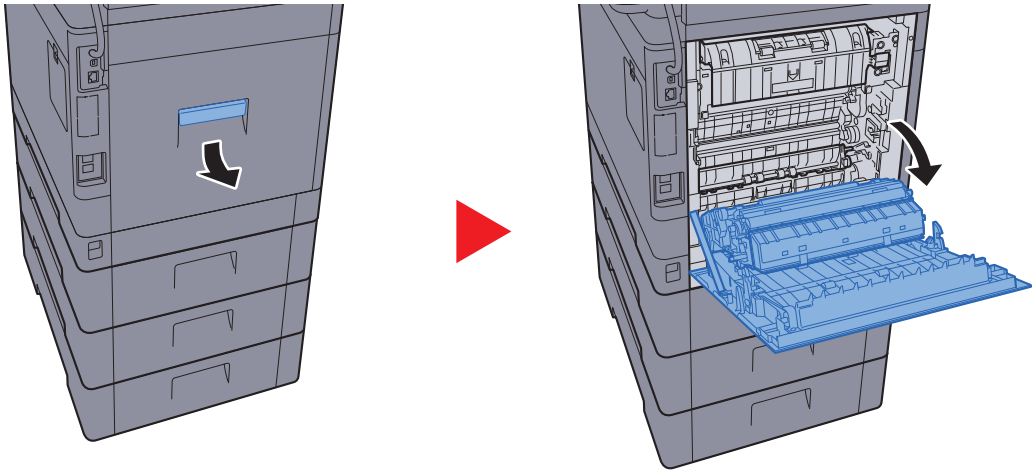


**2**



## Rear Cover 1 (Feed)

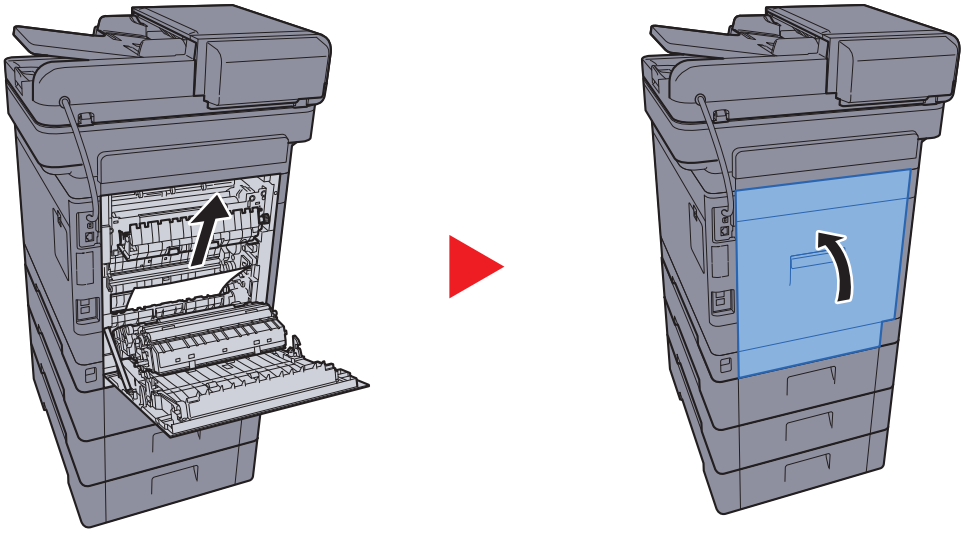
**1**



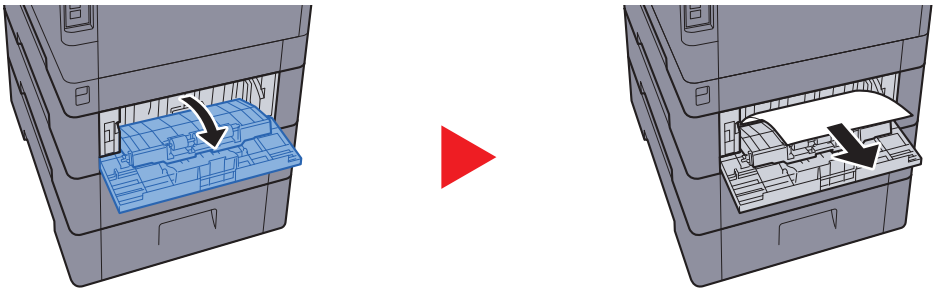
**CAUTION**

**Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.**

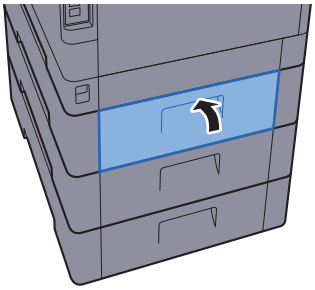
**2**



**3**

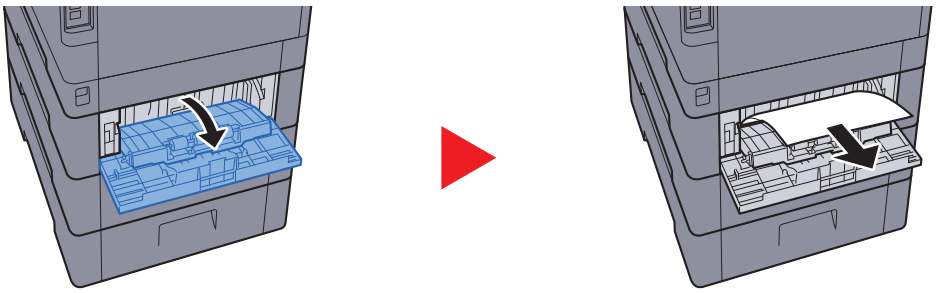


**4**



### Rear Cover 2

**1**

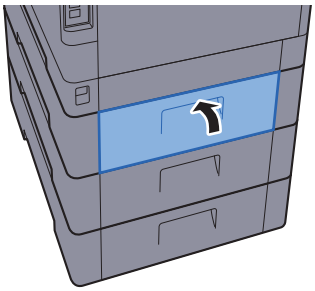


**NOTE**

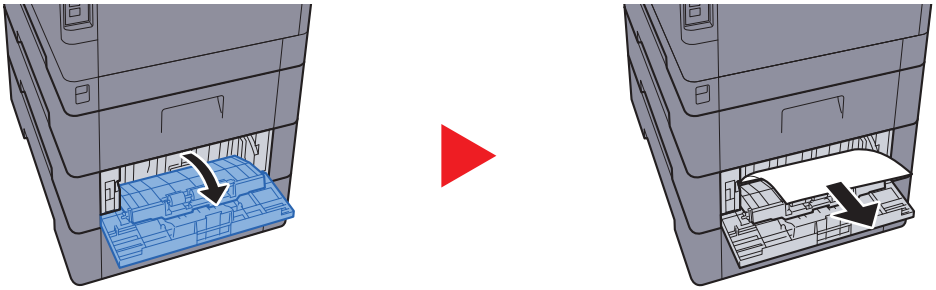
If the paper cannot be removed, do not try to forcefully remove it.

Rear Cover 1 (Feed) (page 10-40)

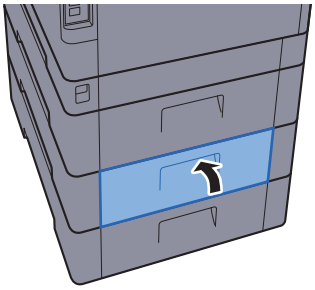
**2**



**3**

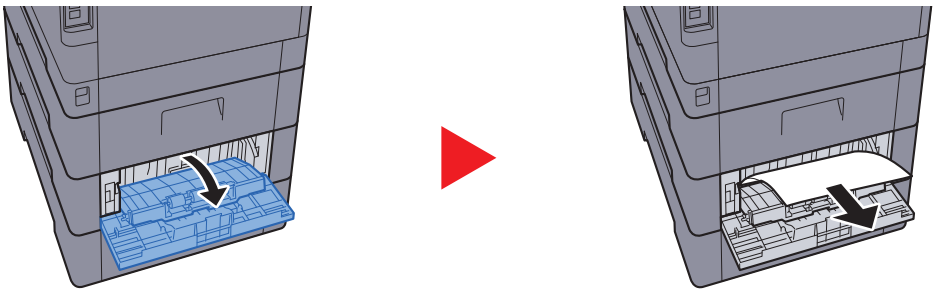


**4**



## Rear Cover 3

**1**

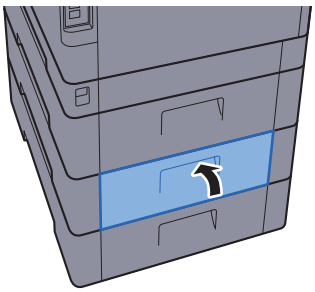


**NOTE**

If the paper cannot be removed, do not try to forcefully remove it.

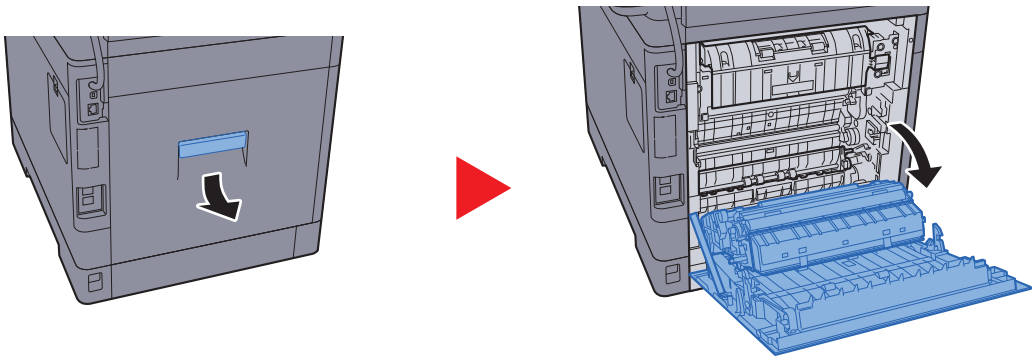
Rear Cover 1 (Feed) (page 10-40)

**2**



## Rear Cover 1

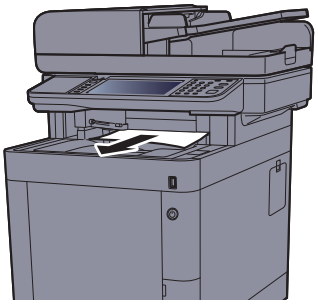
**1**



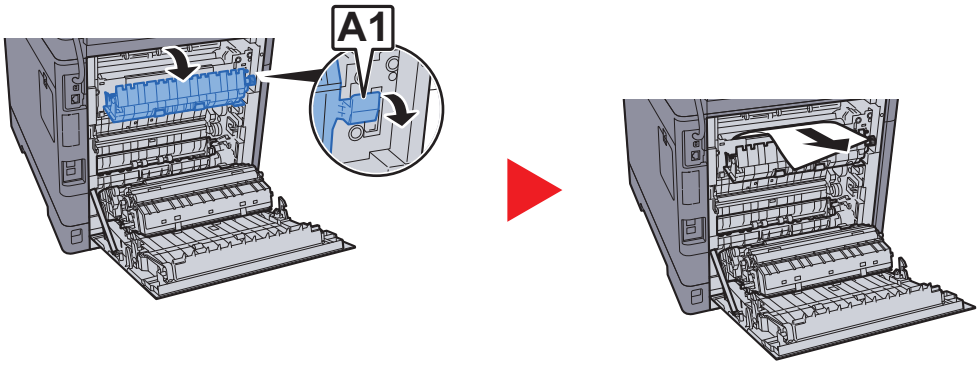
**CAUTION**

**Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.**

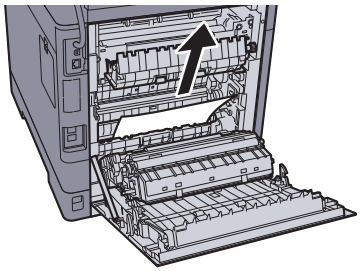
**2**



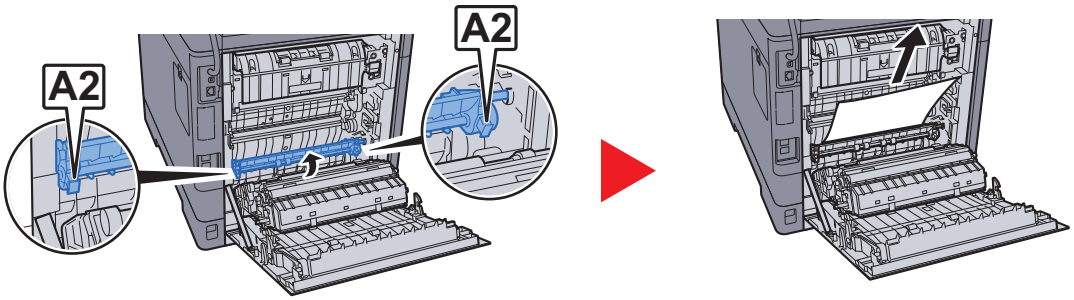
**3**



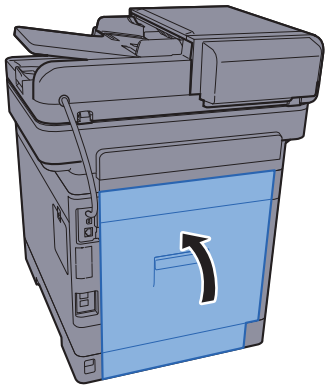
## 4



## 5

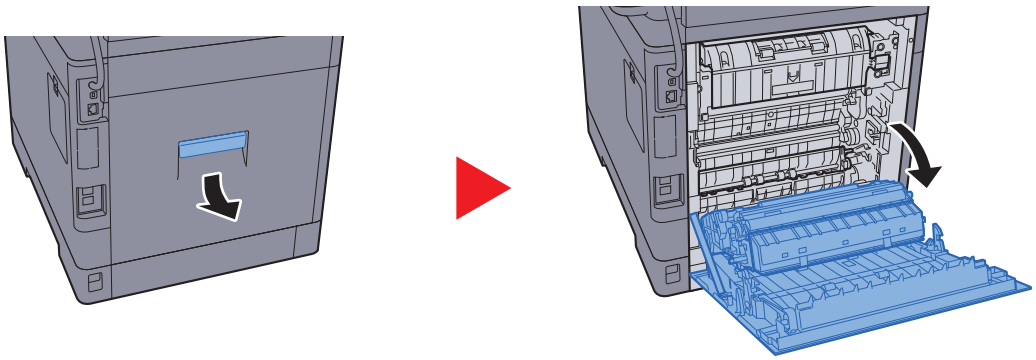



## 6



## Duplex Unit

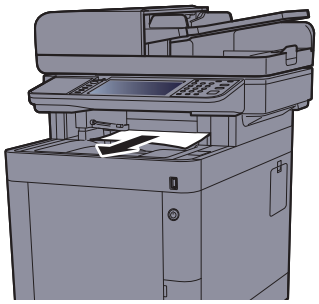
**1**



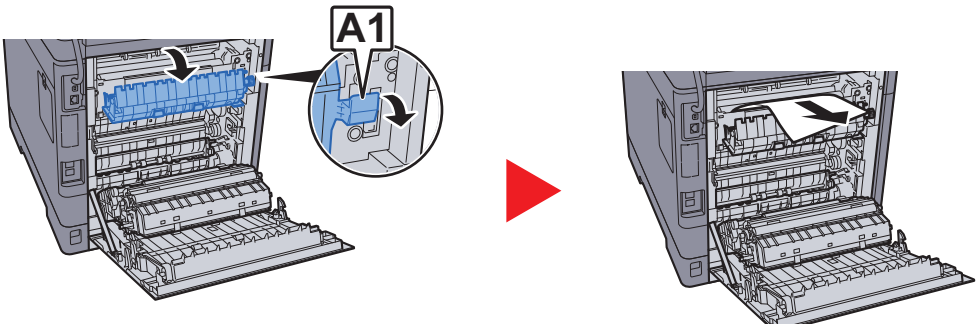
**CAUTION**

**Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.**

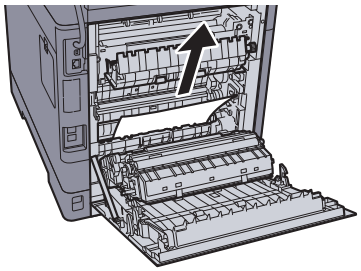
**2**



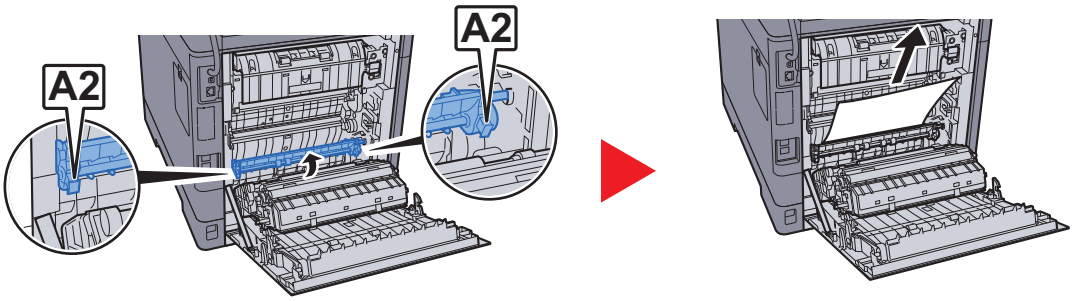
**3**



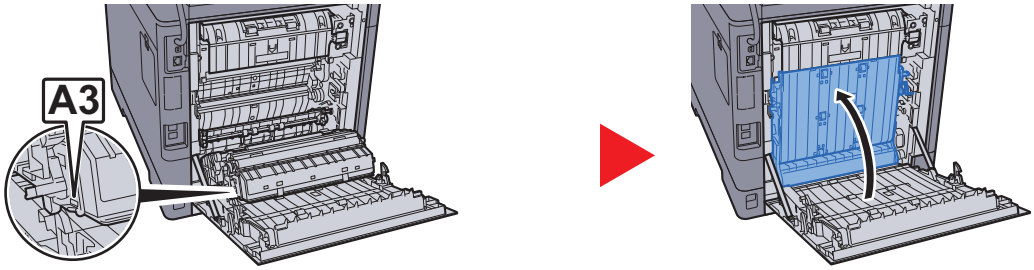
## 4



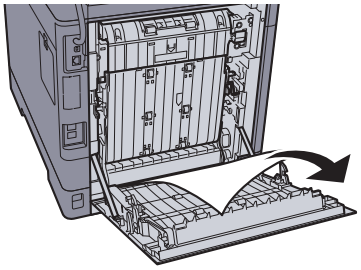
## 5



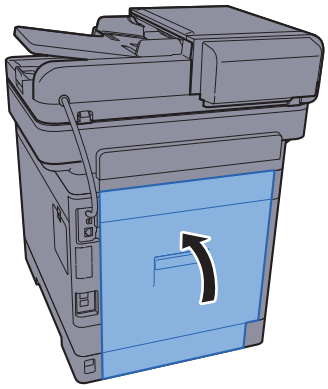

## 6




## 7

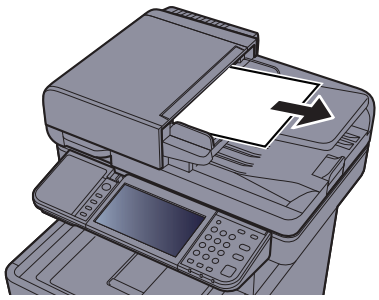


## 8

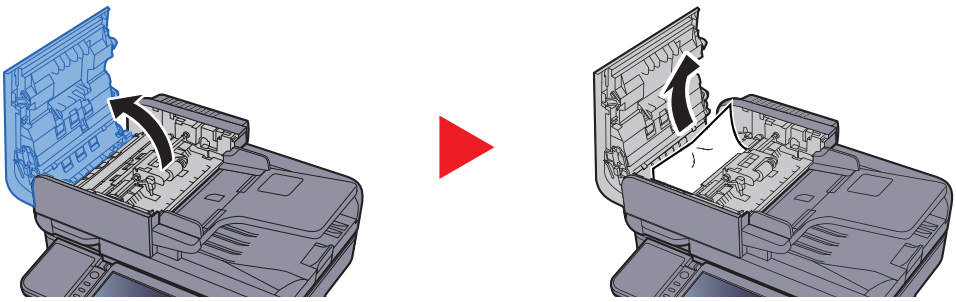


### Document Processor

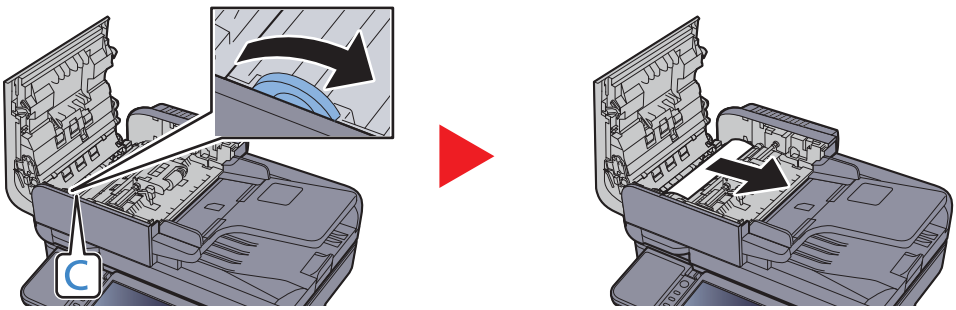
## 1



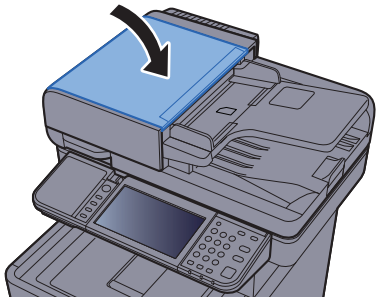
## 2



## 3

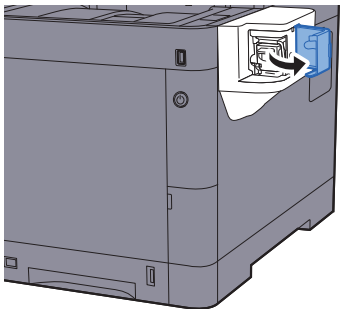


**4**

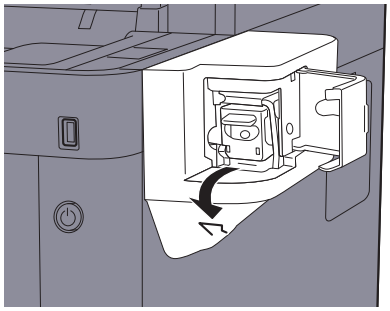


# Clearing a Staple Jam

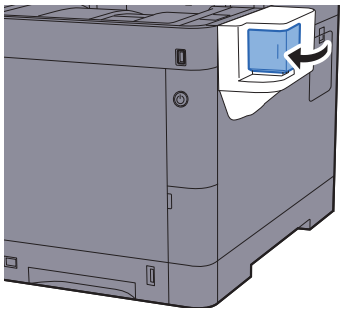
## 1



## 2



## 3



# 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
Entry Screens ..... 11-11
Entering Characters ..... 11-13
Paper ..... 11-14
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Choosing the Appropriate Paper ..... 11-15
Special Paper ..... 11-18
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Printer Functions ..... 11-24
Scanner Functions ..... 11-25
Document Processor ..... 11-25
Paper Feeder (500-sheet) (Option) ..... 11-26
Manual Stapler ..... 11-26
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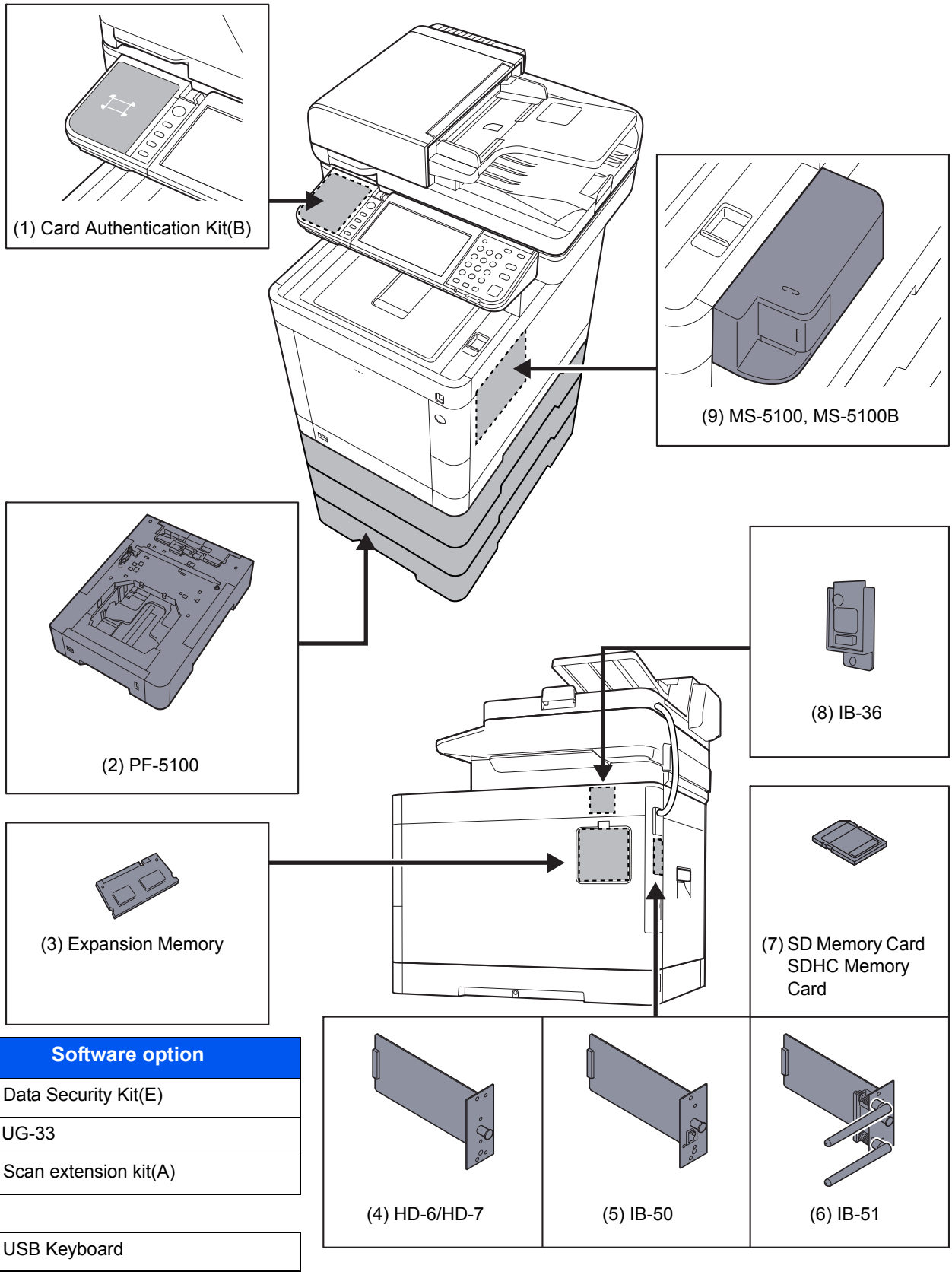
# Optional Equipment

## Overview of Optional Equipment

The following optional equipment is available for the machine.




| Software option |
|---|
| (10) Data Security Kit(E) |
| (11) UG-33 |
| (12) Scan extension kit(A) |

| |
|---|
| (13) USB Keyboard |

## (1) 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 following:

**Card Authentication Kit(B) Operation Guide**

## (2) PF-5100 "Paper Feeder (500-sheet x1)"

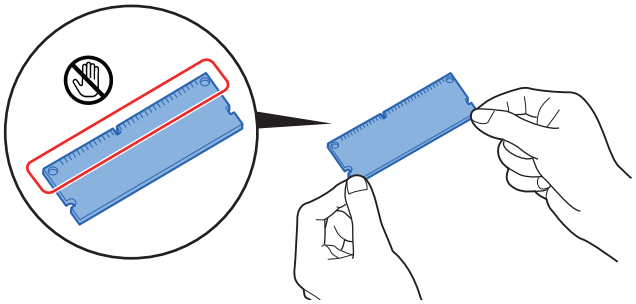
Up to three additional cassettes identical to the machine's cassettes can be installed in the machine. Loading method are the same as the standard cassettes.

Loading in the Cassettes (page 3-4)

## (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 3,072 MB by plugging in the optional memory modules.

### Precautions for Handling the Memory Modules



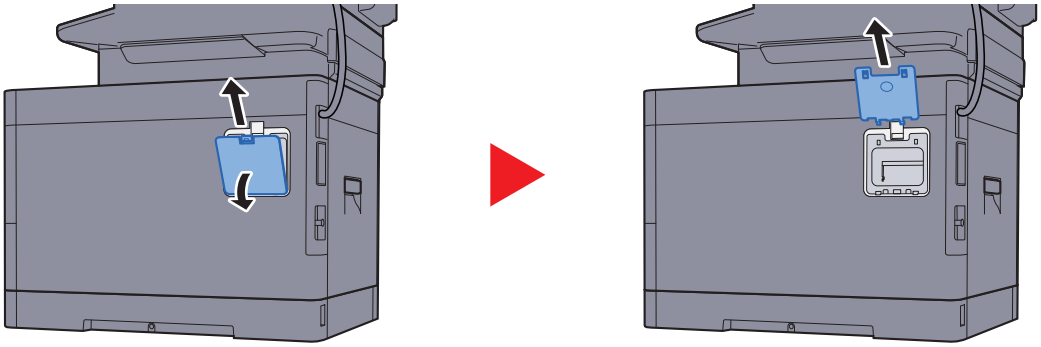
To protect electronic parts, discharge static electricity from your body by touching a water pipe (faucet) or other large metal object before handling the memory modules. Or, wear an antistatic wrist strap, if possible, when you install the memory modules.

### Installing the Memory Modules

1 Turn off the machine and disconnect the power cord and interface cable.

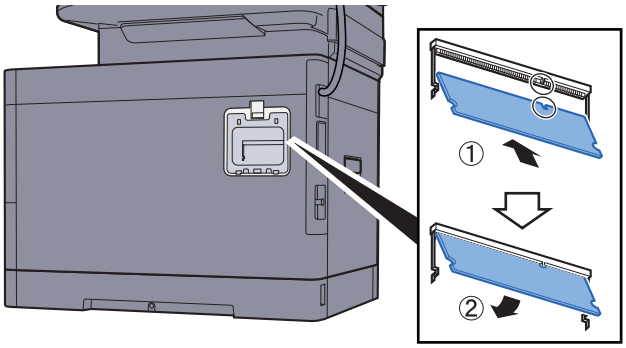
> **NOTE**
> If the optional IB-50/51 or HD-6/7 is installed, remove it.

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.




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) 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.

What is Document Box? (page 5-34)

## (5) 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.

**IB-50 User's Manual**

## (6) 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.

**IB-51 User's Manual**

## (7) "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.

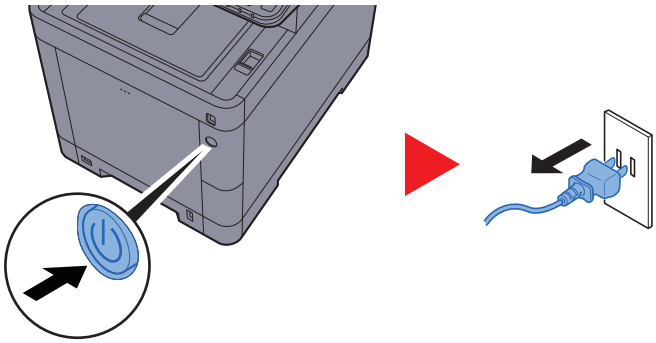
### Reading the SD/SDHC Memory Card

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.

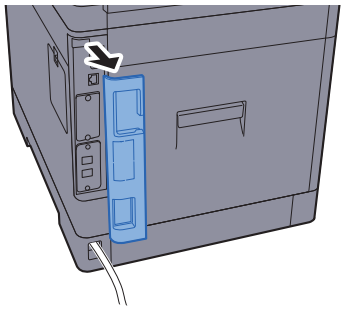
### Installing and Formatting the SD/SDHC Memory Card

To use an unused SD/SDHC memory card, you must first use the machine to format the SD/SDHC memory card. For information on formatting an SD/SDHC memory card, consult your Service Representative.

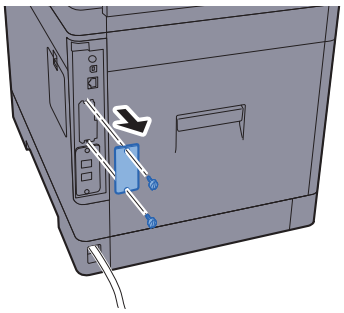
**1** Power off the machine and unplug the power cord.



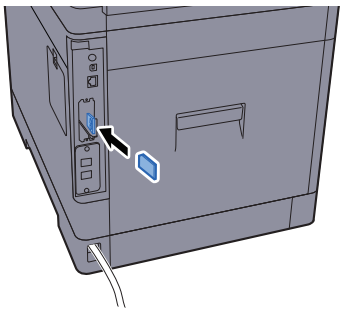
**2** Remove the cover.



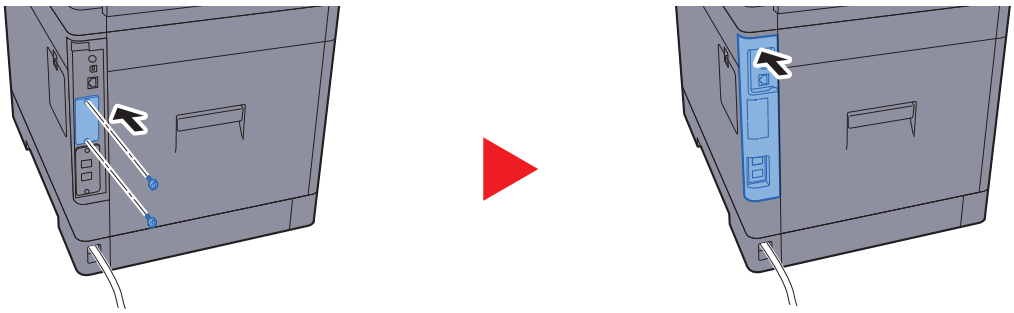
**3** Remove the cover.



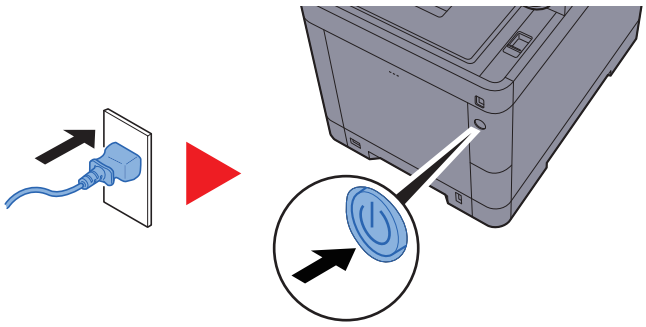
4 Insert the SD/SDHC memory card into the SD/SDHC memory card slot.



5 Replace the covers and close the rear cover.



6 Insert the power cord into the socket and turn on the power switch.



## (8) IB-36 "Wireless Network Interface Kit"

This is a wireless LAN Interface card which supports the wireless LAN specifications IEEE802.11n (Max 65 Mbps) and 11 g/b. In addition, network printing is possible without using the wireless LAN router because Wi-Fi Direct is supported.

## (9) MS-5100, MS-5100B "Manual stapler"

It can staple the originals or the printouts. The number of sheets that can be stapled together is 20 sheets (80 g/m$^2$).

## (10) 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.

## (11) UG-33 "ThinPrint Option"

This application allows print data to be printed directly without a print driver.

## (12) Scan extension kit(A) "OCR Scan Activation Kit"

This option enables the use of the OCR function in the applications of the machine.

To use this function, an SSD or SD/SDHC memory card must be inserted.

HD-6/HD-7 "SSD" (page 11-5)
"SD/SDHC Memory Card" (page 11-6)

To use this function, the application and OCR dictionary must be installed.

Optional Applications (page 11-9)
OCR Dictionary Installation (page 8-44)

## (13) 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 machine. Please contact your dealer or service representative for information on keyboards that are compatible with your machine 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*1 |
| ThinPrint Option*1 |
| OCR Scan Activation Kit*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 [**System Menu/Counter**] key > [**System/Network**] > [**Optional Function**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

2 Select the desired application and select [**Activate**].

You can view detailed information on the selected application by selecting [ ].

3 Select [**Official**] and enter a license key.

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to Step 5.

To use the application as a trial, select [**Trial**] without entering the license key.

4 Select [**Yes**] in the confirmation screen.

**NOTE**

- If you started the Security Kit or Thin Print option and entered the license key, turn the power OFF/ON.
- Icons of activated application are displayed in the Home screen.

## Checking Details of Application

Use the procedure below to check the details of application.

1 [**System Menu/Counter**] key > [**System/Network**] > [**Optional Function**]

**NOTE**

If the login user name entry screen appears during operations, enter a login user name and password, and select [**Login**]. For this, you need to login with administrator privileges.

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

**Login User Name:** **3500**

**Login Password:** **3500**

2 Select the desired application and select [ ].

You can view detailed information on the selected application.

The table below lists the item you can view.

| Item |
|---|
| Function Name |
| License |
| Remaining Counts |
| Expiration Date |
| Status |

**Extend the trial period.**

[**Extend**] > [**Yes**]

The trial period is extended.

# Character Entry Method

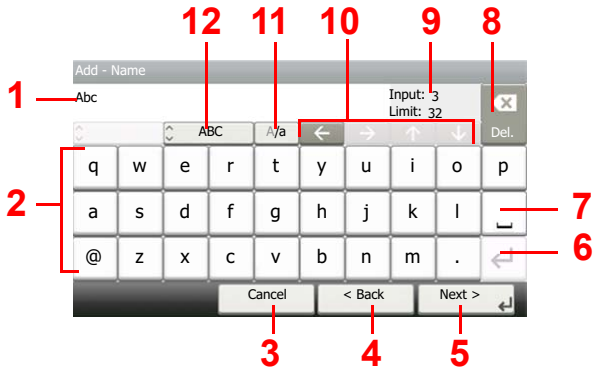
To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

**NOTE**

**Keyboard Layout**
"QWERTY", "QWERTZ" and "AZERTY" are available as keyboard layouts the same as a PC keyboard. Select the [**System Menu/Counter**] key, [**Common Settings**] and then [**Keyboard Layout**] to choose the desired layout. "QWERTY" layout is used here as an example. You may use another layout following the same steps.

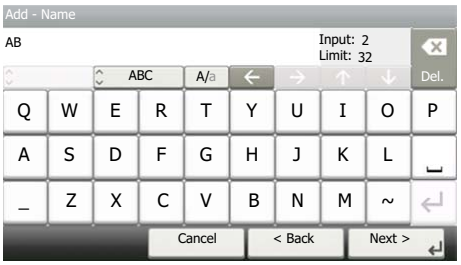
## Entry Screens

### Lower-case Letter Entry Screen

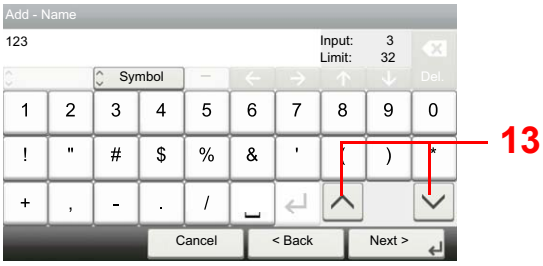



| No. | Display/Key | Description |
|---|---|---|
| 1 | Display | Displays entered characters. |
| 2 | Keyboard | Select the character to enter. |
| 3 | [**Cancel**] | Select to cancel entered characters and return to the screen before the entry was made. |
| 4 | [**< Back**] | Select to return to the previous screen. |
| 5 | [**OK**] / [**Next >**] | Select to save the entered characters and move to the next screen. |
| 6 | Enter Key | Select to enter a line break. |
| 7 | Space Key | Select to insert a space. |
| 8 | Delete Key | Select to delete a character to the left of the cursor. |
| 9 | [**Input**] / [**Limit**] Display | Displays maximum number of characters and the number of characters entered. |
| 10 | Cursor Key | Select to move the cursor on the display. |
| 11 | [**A/a**] / [**a/A**] | Select to switch between upper case and lower case. |
| 12 | [**ABC**] / [**Symbol**] | Select the characters that are entered. To enter symbols or numbers, select [**Symbol**]. |

## Upper-case Letter Entry Screen




## Number/Symbol Entry Screen

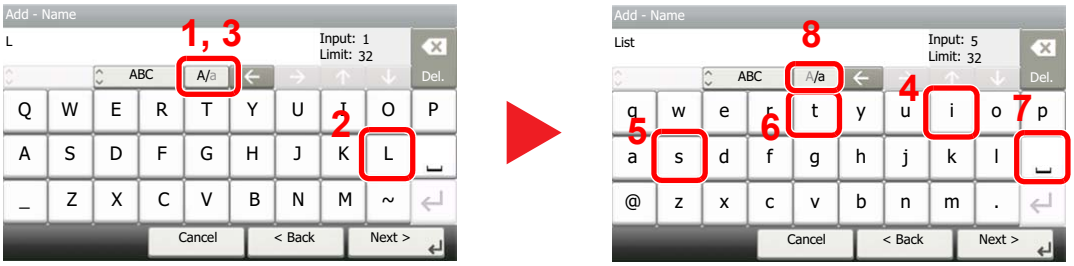



| No. | Display/Key | Description |
|---|---|---|
| 13 | [▲]/[▼] | To enter a number or symbol not shown in the keyboard, select the cursor key and scroll the screen to view other numbers or symbols to enter. |

# Entering Characters

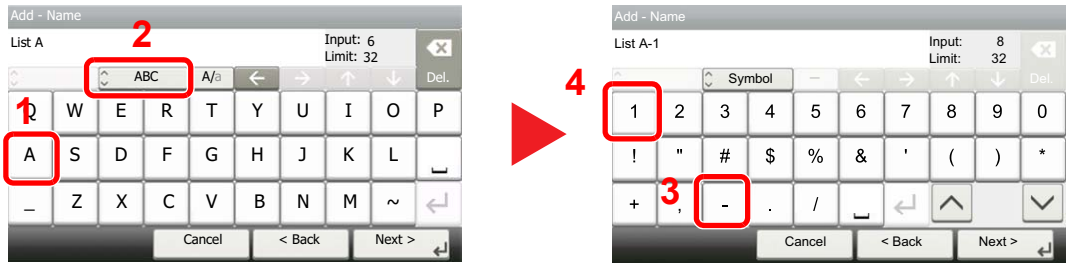
Follow the steps below to enter 'List A-1' for an example.

## 1 Enter 'List', (space).



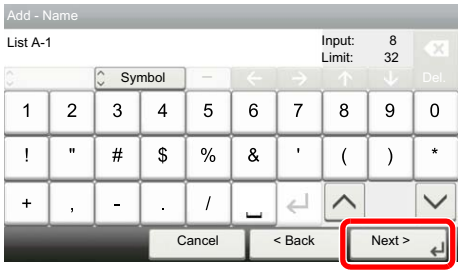

To shift from lower case to upper case letters, select [**a/A**]. To shift from upper case to lower case letters, select [**A/a**].

## 2 Enter 'A-1'.




To enter numbers or symbols, select [**ABC**] to display [**Symbol**].

## 3 Register the characters you entered.




Select [**Next>**]. The entered characters are registered.

# 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 the following:

Specifications (page 11-22)

# 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 163 g/m$^2$ |
| | Multi purpose tray: 60 to 220 g/m$^2$ |
| 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 4 | 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 (Cardstock) (100 × 148 mm) | × | × | ○ |
| Oufuku hagaki (Return postcard) (148 × 200 mm) | × | × | ○ |
| Oficio II | ○ | ○ | ○ |
| 216 × 340 mm | ○ | ○ | ○ |
| 16K (273 × 197 mm) | ○ | ○ | ○ |

| Paper Size | Cassette 1 | Cassettes 2 to 4 | Multi Purpose Tray |
|---|---|---|---|
| Statement | ○ | ○ | ○ |
| Folio (210 × 330 mm) | ○ | ○ | ○ |
| Youkei 4 (105 × 235 mm) | × | ○ | ○ |
| Youkei 2 (114 × 162 mm) | × | ○ | ○ |
| Custom | Cassette 1: 105 × 148 to 216 × 356 mm<br>Cassettes 2 to 4: 92 × 162 to 216 × 356 mm<br>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
- Hagaki (Cardstock)
- Thick paper
- Labels
- Coated
- 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.

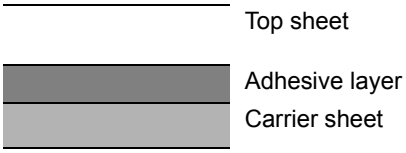
If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

## 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.

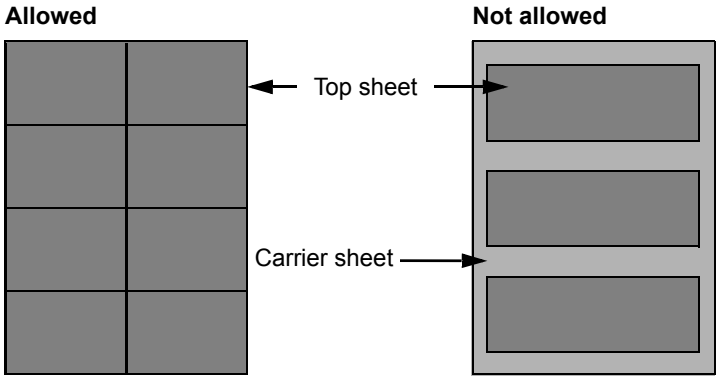
When printing onto labels, you must be liable for the print quality and possible trouble.




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.

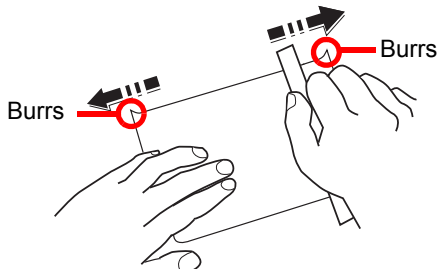
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.




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 (Cardstock)




Before loading Hagaki (Cardstock) into the multi purpose tray, fan them and align the edges. If the Hagaki (Cardstock) paper is curled, straighten it before loading. Printing onto curled Hagaki (Cardstock) may cause jams.

Use unfolded Oufuku hagaki (Return postcard) (available at post offices). Some Hagaki (Cardstock) may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki (Cardstock) 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 with the print-side up.

**NOTE**
Do not load paper above the load limits located on the paper width guide of the optional paper feeder.

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.

## 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 (Cardstock) 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.

Basic Paper Specifications (page 11-14)

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.

Basic Paper Specifications (page 11-14)

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; however, its whiteness may be considered separately.

Basic Paper Specifications (page 11-14)

**NOTE**
Before purchasing recycled paper in volume, try testing a sample to ensure satisfactory print quality.

## Coated Paper

Coated paper is created by treating the surface of the base paper with a coating that provides higher printing quality than plain paper. Coated paper is used for particularly high quality printing.

The surface of high-quality or medium-quality paper is coated with special agents that improve ink adhesion by making the paper surface smoother. These agents are used either to coat both sides of the paper or just one side. The coated side appears slightly glossy.

**IMPORTANT**
**When printing on coated paper in very humid environments, ensure that the paper is kept dry as moisture may cause sheets to stick together when they are fed into the machine. If printing in very humid environments, set coated paper for one sheet each.**

# Specifications

**IMPORTANT**

**Specifications are subject to change without notice.**

**NOTE**

For more information on using the FAX, refer to the following:

**FAX Operation Guide**

## Machine

| Item | | Description |
|---|---|---|
| **Type** | | Desktop |
| **Printing Method** | | Electrophotography by semiconductor laser |
| **Paper Weight** | **Cassette** | 60 to 163 g/m$^2$ |
| | **Multi Purpose Tray** | 60 to 220 g/m$^2$ |
| **Paper Type** | **Cassette** | Plain, Rough, Recycled, Vellum, Preprinted, Bond, Color (Colour), Prepunched, Letterhead, Thick, High Quality, Custom 1 to 8 (Duplex: Same as Simplex) |
| | **Multi Purpose Tray** | Plain, Transparency (OHP film), Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Coated, Color (Colour), Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1 to 8 |
| **Paper Size** | **Cassette** | A4, A5, A6, B5, B6, Letter, Legal, Statement, Executive,Oficio II, Folio, 216 × 340 mm, 16K, B5 (ISO), Custom (105 × 148 mm to 216 × 356 mm) |
| | **Multi Purpose Tray** | A4, A5, A6, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, B5 (ISO), Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Custom (70 × 148 mm to 216 × 356 mm) |
| **Warm-up Time (22°C/71.6°F, 60%)** | **Power on** | 25 seconds or less |
| | **Sleep** | 19 seconds or less |
| **Paper Capacity** | **Cassette** | 250 sheets (80 g/m$^2$)*1 |
| | **Multi Purpose Tray** | 100 sheets (80 g/m$^2$) |

*1 Up to upper limit height line in the cassette.

| Item | | Description |
|---|---|---|
| **Output Tray Capacity** | **Inner tray** | 250 sheets (80 g/m$^2$) |
| **Image Write System** | | Semiconductor laser and electrophotography |
| **Memory** | | 1024 MB |
| **Interface** | **Standard** | USB Interface Connector: 1 (Hi-Speed USB)<br>Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T)<br>USB Port: 2 (Hi-Speed USB)<br>Fax: 1 |
| | **Option** | eKUIO: 1 |
| **Operating Environment** | **Temperature** | 10 to 32.5°C/50 to 90.5°F |
| | **Humidity** | 10 to 80 % |
| | **Altitude** | 3,500 m/11,482 ft maximum |
| | **Brightness** | 1,500 lux maximum |
| **Dimension (W × D × H)** | | 18.9" × 22.72" × 24.39"<br>480 × 577 × 619.5 mm |
| **Weight (without toner container)** | | Approx. 80.5 lb/Approx. 36.5 kg |
| **Space Required (W × D) (Using multi purpose tray)** | | 18.9" × 30.35"<br>480 × 770.8 mm |
| **Power Source** | | 230 V Specification Model: 220 to 240 V ∿ 50/60 Hz 5.6 A |
| **The power consumption of the product in networked standby (If all network ports are connected.)** | | The information is available at the website below.<br>http://www.triumph-adler.com/C125713A00471CCE/direct/environment<br>http://www.triumph-adler.de/C125713A00471CCE/direct/umwelt<br>http://www.utax.de/C12571260052E282/direct/umwelt-energieverbrauch-sicherheit<br>http://www.utax.de/C12571260052E282/direct/environment |
| **Options** | | ➔ Optional Equipment (page 11-2) |

# Copy Functions

| Item | | Description | | |
|---|---|---|---|---|
| **Copy Speed** | | | Black and White Copying | Full Color Copying |
| | | A4 | 35 sheets/min | 35 sheets/min |
| | | Letter | 37 sheets/min | 37 sheets/min |
| | | Legal | 30 sheets/min | 30 sheets/min |
| | | B5 | 35 sheets/min | 35 sheets/min |
| | | A5 | 35 sheets/min | 35 sheets/min |
| | | A6 | 35 sheets/min | 35 sheets/min |
| **First Copy Time (A4, place on the platen, feed from Cassette)** | **Black and White** | 7.5 seconds or less | | |
| | **Color** | 8.5 seconds or less | | |
| **Zoom Level** | | Manual mode: 25 to 400%, 1% increments<br>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** | 6.0 seconds or less |
| | **Color** | 7.5 seconds or less |
| **Resolution** | | 600 × 600 dpi, 9600 dpi equivalent × 600 dpi, 1200 × 1200 dpi |
| **Operating System** | | Windows 7, Windows 8, Windows 8.1, Windows 10,<br>Windows Server 2008/R2, Windows Server 2012/R2,<br>Windows Server 2016<br>Mac OS 10.5 or later |
| **Interface** | | USB Interface Connector: 1 (Hi-Speed USB)<br>Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T)<br>Optional Interface (Option): 1 (For IB-50/IB-51 mounting)<br>Wireless LAN (Option): 1 (For IB-36 mounting) |
| **Page Description Language** | | PRESCRIBE |
| **Emulations** | | PCL6 (PCL-XL, PCL5c), KPDL3, XPS |

# Scanner Functions

| Item | Description |
|---|---|
| **Resolution** | 600 dpi, 400 dpi, 300 dpi, 200×400 dpi, 200 dpi, 200×100 dpi |
| **File Format** | TIFF (MMR/JPEG compression), JPEG, PDF (MMR/JPEG compression), XPS, PDF/A, High compressive PDF, Encrypted PDF, OPEN XPS, MS Office*1, Searchable PDF*1*2 |
| **Scanning Speed*3**<br>**(A4 landscape, 300 dpi, Image quality: Text/Photo original)** | 1-sided B/W 60 Images/min<br>Color 40 Images/min<br>2-sided B/W 62 Images/min<br>Color 46 Images/min |
| **Interface** | Ethernet (10 BASE-T/100 BASE-TX/1000 BASE-T), USB |
| **Transmission System** | SMB, SMTP, FTP, FTP over SSL, USB, TWAIN*4, WIA*4, WSD |

*1 When the optional OCR Scan Activation Kit is installed.
*2 Microsoft Office 2007 or later
*3 When using the document processor (except TWAIN and WIA scanning)
*4 Available Operating System: Windows Server 2008/Windows Server 2008 R2/Windows 7/Windows 8/Windows 8.1/Windows 10/Windows Server 2012/Windows Server 2012 R2/Windows Server 2016

# Document Processor

| Item | Description |
|---|---|
| **Supported Original Types** | Sheet originals |
| **Paper Size** | Maximum: Legal/Folio<br>Minimum: Statement-R/A6-R |
| **Paper Weight** | 1-sided: 50 to 120 g/m²<br>2-sided: 50 to 120 g/m² |
| **Loading Capacity** | 100 sheets (50 to 80 g/m²) maximum*1 |

*1 Up to upper limit height line in the document processor

# Paper Feeder (500-sheet) (Option)

| Item | Description |
|---|---|
| **Paper Supply Method** | Friction roller feeder (No. Sheets: 500, 80 g/m²) |
| **Paper Size** | A4, A5, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, B5 (ISO), Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Envelope DL, Envelope C5, Youkei 4, Youkei 2, Custom (92 × 162 to 216 × 356 mm) |
| **Supported Paper** | Paper weight: 60 to 220 g/m²<br>Media types: Plain, Rough, Recycled, Preprinted, Labels, Bond, Vellum, Color (Colour), Prepunched, Letterhead, Envelope, Coated, Thick, High Quality, Custom 1 to 8 |
| **Dimensions**<br>**(W) × (D) × (H)** | 15.36" × 20.95" × 4.57"<br>390 × 532 × 116 mm |
| **Weight** | 9.1 lbs. or less/ 4.1 kg or less |

# Manual Stapler

| Item | Description |
|---|---|
| **Paper Weight** | 90 g/m² or less |
| **Number of stapled sheets**[*1] | 20 sheets (80 g/m²) maximum, 15 sheets (90 g/m² or less) maximum |
| **Dimensions**<br>**(W) × (D) × (H)** | 2.64" × 6.5" × 5.32"<br>67 × 165 × 135 mm |
| **Weight** | 1.4 lbs. or less/ 0.6 kg or less |

*1 Paper stack up to 2mm thick.

**NOTE**

Consult your dealer or service representative for recommended paper types.

# Glossary

## Accessibility

The machine is designed featuring good accessibility even for the elderly and those who are physically challenged or visually impaired. Touch panel is adjustable in two angles.

## Apple Talk

AppleTalk offers file sharing and printer sharing and it also enables you to utilize application software that is on another computer on the same AppleTalk network.

## 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 OS, the Windows firewall will be set up correctly for Bonjour.

## Custom Box

The Custom Box function stores print data for each individual user on the printer and allows the user to print single or multiple copies of the stored data later using the printer's operation panel.

## 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).

## Enhanced WSD

Kyocera's proprietary web services.

## 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.

## Help

A ? (Help) key is provided on this machine's operation panel. If you are unsure of how to operate the machine, would like more information on its functions or are having problems getting the machine to work properly, press the ? (Help) key to view a detailed explanation on the touch panel.

## 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.

### Job Box

The Job Box function stores print data on the printer and allows users to print single or multiple copies of the stored data later using the printer's operation panel.

### 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 front side of the machine. Use this tray instead of the cassettes when printing onto envelopes, Hagaki (Cardstock), 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.

### Outline font

With outline fonts, character outlines are represented with numerical expressions and fonts can be enlarged or reduced in different ways by changing the numeric values of those expressions. Printing remains clear even if you enlarge fonts, since the characters are defined with outlines represented with numerical expressions. You can specify the font size in steps of 0.25 points up to 999.75 points.

### 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".

### RAM Disk

Using part of the printer's memory as a virtual disk, you can set any amount of memory from overall printer memory as a RAM disk in order to use features such as electronic sorting (shortening print time).

### 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.

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QUALITY
CERTIFICATE
This machine has passed
all quality controls and
final inspection

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