KYOCERA

TASKalfa 3050ci
TASKalfa 3550ci
TASKalfa 4550ci
TASKalfa 5550ci

OPERATION GUIDE



TASKalfa

Introduction

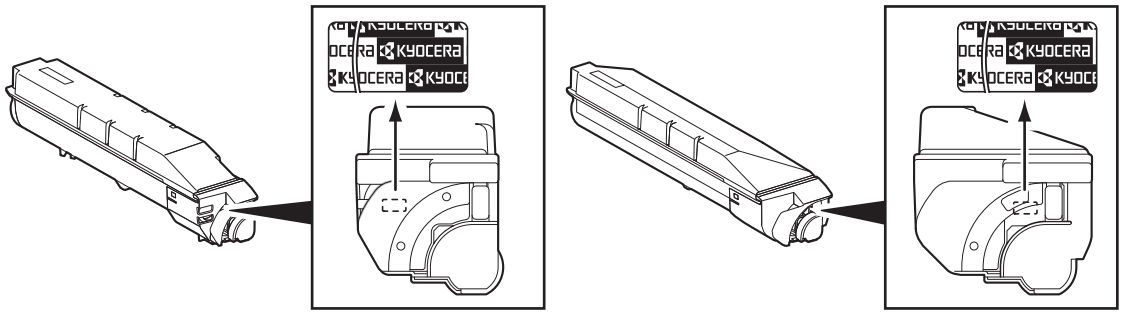
Thank you for your purchase of TASKalfa 3050ci/TASKalfa 3550ci/TASKalfa 4550ci/TASKalfa 5550ci.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance and take a simple troubleshooting action as necessary, so that you can always use the machine in good condition.

Please read this Operation Guide before you start using the machine, and keep it close to the machine for easy reference.

We recommend the use of our own brand supplies. We will not be liable for any damage caused by the use of third party supplies in this machine.

A label shown in the illustration assures that the supplies are our own brand.



In this Operation Guide, TASKalfa 3050ci/TASKalfa 3550ci/TASKalfa 4550ci/TASKalfa 5550ci are referred to as 30/30 ppm model, 35/35 ppm model, 45/45 ppm model, and 55/50 ppm model respectively.

Included Guides

The following guides are supplied with the machine. Refer to them as necessary.

Quick Guide
Describes the procedures for frequently-used operations.

Safety Guide
Provides safety and cautionary information for the installation and use of the machine. Be sure to read this guide before using the machine.

Safety Guide (TASKalfa 3050ci/TASKalfa 3550ci/TASKalfa 4550ci/TASKalfa 5550ci)
Describes the machine installation space, cautionary labels, and other information. Be sure to read this guide before using the machine.

DVD (Product Library)

- Operation Guide (This Guide)
- FAX Operation Guide
- Card Authentication Kit (B) Operation Guide
- Data Security Kit (E) Operation Guide
- Command Center RX Operation Guide
- Printer Driver User Guide
- Network FAX Driver Operation Guide
- KM-NET for Direct Printing Operation Guide
- KMnet Viewer User Guide
- File Management Utility User Guide
- PRESCRIBE Commands Technical Reference
- PRESCRIBE Commands Command Reference

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.

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Quick Guide

Be sure to read ***Legal and Safety Information*** before using this machine.

Administrator tasks

To make copies

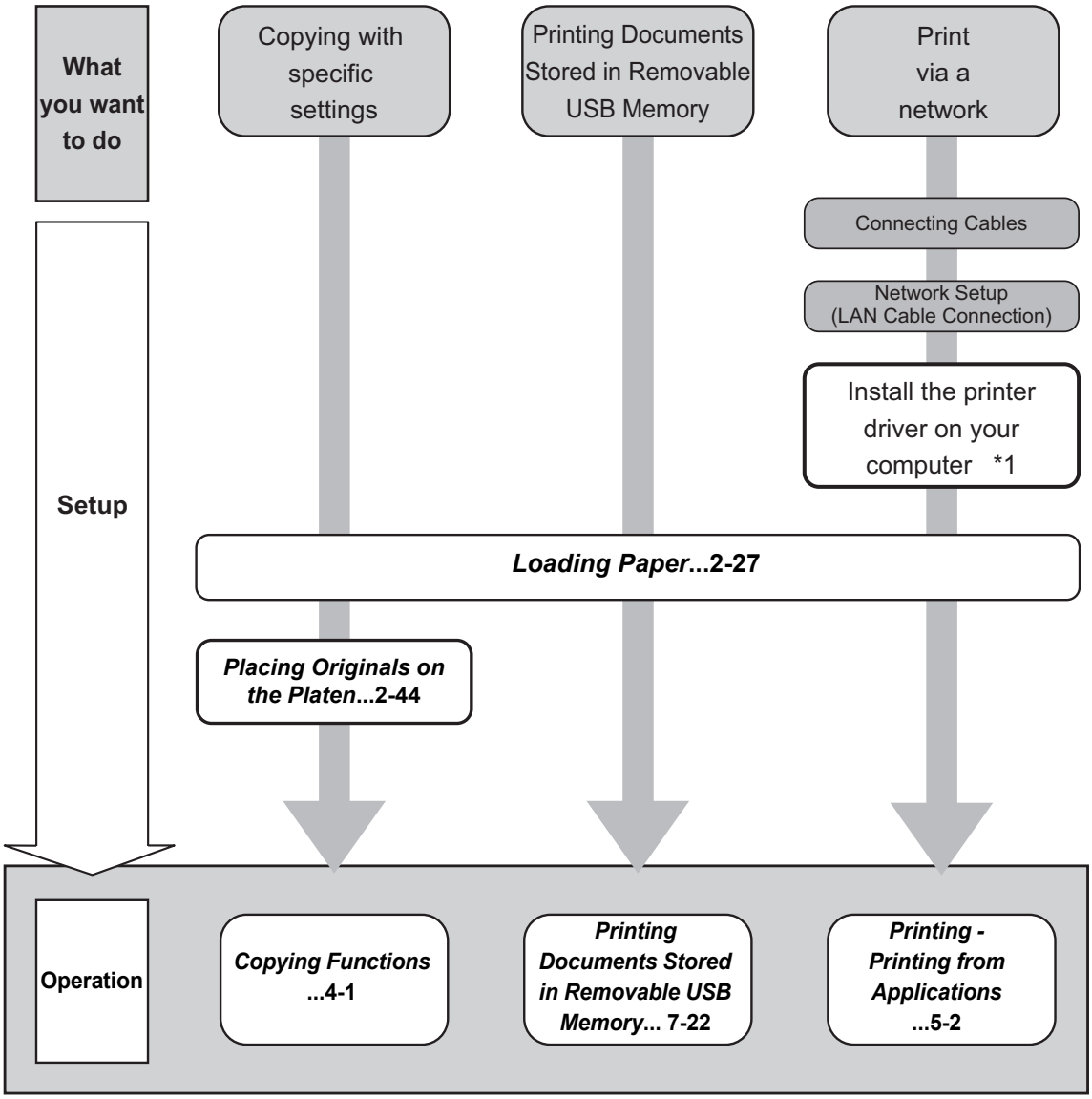


Simply press the **Start** key to make copies. You can also fine-tune the copy settings by changing the paper size, adjusting the density, etc.

To print



You can print via a network or print a PDF file directly from USB memory.

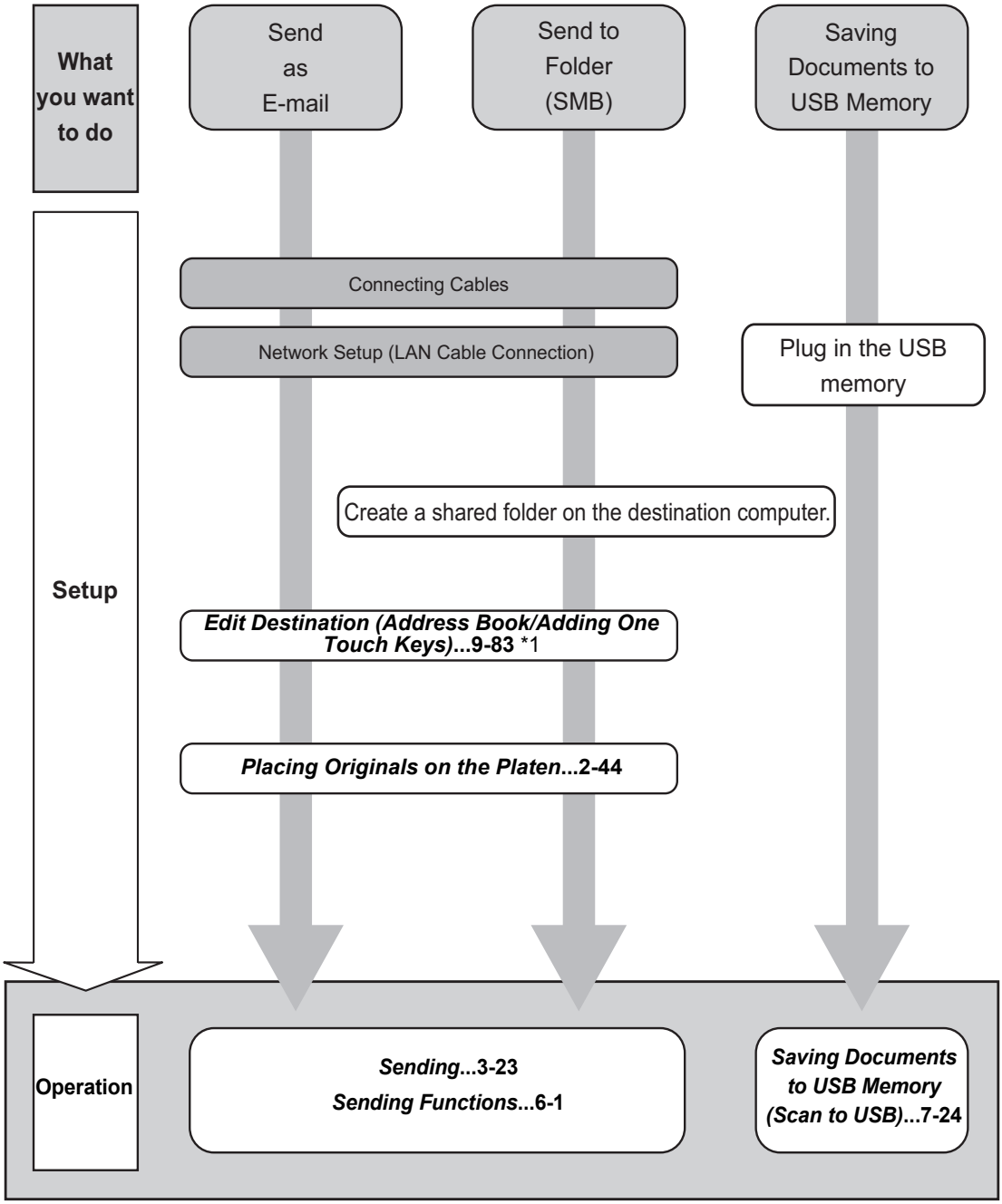


*1: For more information, refer to the Printer Driver User Guide.

To send documents



You can send scanned images via a network. Or, you can also store scanned images in USB memory.



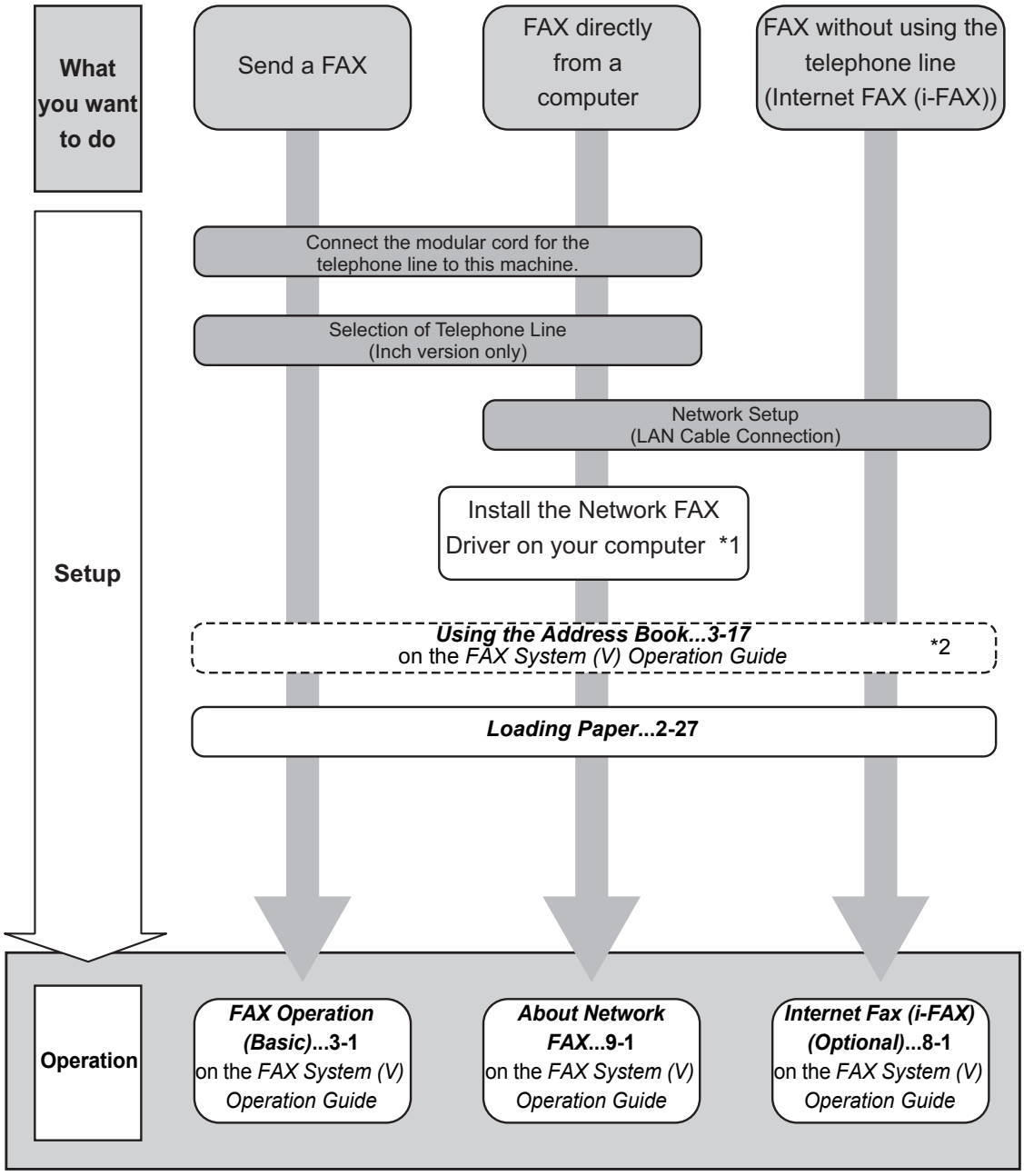
*1: If the destination is not stored in the address book, you can send by entering the address directly.

To send a FAX



As well as sending a FAX via telephone lines, you can also send a FAX via a network.

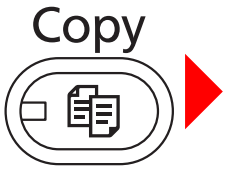
NOTE: For more information on setting up and sending a FAX, refer to the *FAX System (V) Operation Guide*.



*1: For more information, refer to the *Network FAX Driver Operation Guide*.
*2: If the destination is not stored in the address book, you can send the FAX by entering the address directly.

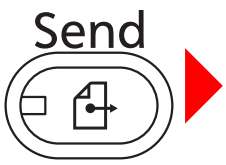
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(The names displayed on the touch panel are used here. These may differ from the referenced titles.)



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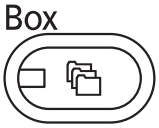
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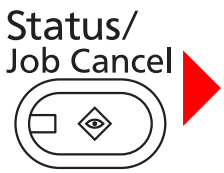


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Environment

The service environmental conditions are as follows:

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

Use coated paper at a temperature of 80.6 °F (27°C) or less and a humidity of 60% or less.

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

The machine automatically detects and displays the following message when the environmental temperature is too high or too low.
Message: "Warning for high temperature. Adjust the room temperature." or "Warning for low temperature. Adjust the room temperature."

To use the machine under optimum conditions, adjust the temperature and the humidity of your room if the message is displayed.

- 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 easily damaged by 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.

Cautions when handling consumables

CAUTION

Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

Keep the toner container and the waste toner box out of the reach of children.

If toner happens to spill from the toner container or the waste toner box, 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 the toner container or the waste toner box.

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 40ºC 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.

If the optional Fax kit is installed and the main power switch is off, transmitting/receiving Fax is disabled. Do not turn off the main power switch, but press the **Power** key on the operation panel to enter Sleep mode.

Laser Safety (Europe)

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

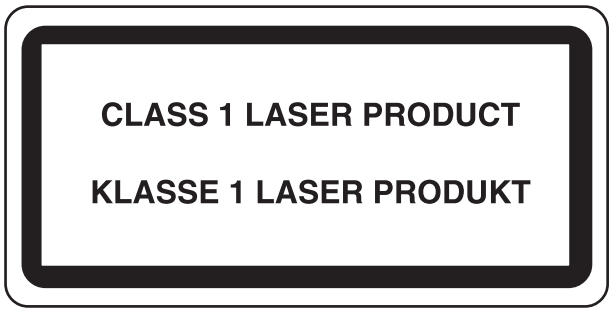
This machine is classified as Class 1 laser product under IEC/EN 60825-1:2007.

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

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



The label shown below is attached on the right side of the machine.



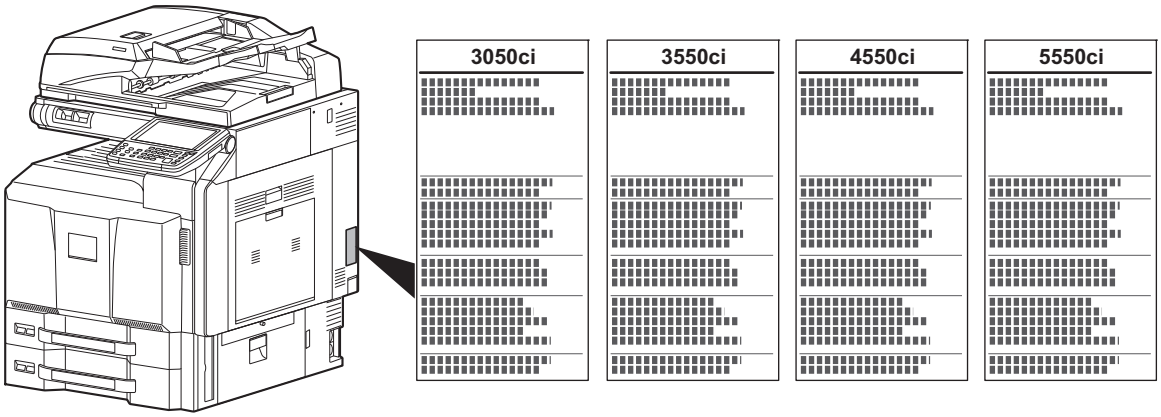
SAFETY OF LASER BEAM (USA)

1. Safety of laser beam

This machine has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

2. The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. On this machine, the label is on the right.



3. Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at below is the label located on the cover of the optical unit.



4. Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

5. Safety switch

The power to the laser unit is cut off when the right cover is opened.

Safety Instructions Regarding the Disconnection of Power

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

WARNING

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 and Part 18 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- The use of a non-shielded interface cable with the referenced device is prohibited.

CAUTION **—** The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device contains the module, which complies with Part 15 of FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions; (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.

Other precautions (for users in California, the United States)

This product contains a CR Coin Lithium Battery which contains Perchlorate Material - special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate.

Warranty (the United States)

3050ci/3550ci/4550ci/5550ci
MULTIFUNCTIONAL PRODUCT LIMITED WARRANTY

Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as “Kyocera”) warrant the Customer’s new color Multifunctional Product (referred to as “MFP”), and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship for a period of one (1) year, or 300,000 copies/prints from date of installation, whichever first occurs. In the event the MFP or an accessory is found to be defective within the warranty period, Kyocera’s only obligation and the Customer’s exclusive remedy shall be replacement of any defective parts. Kyocera shall have no obligation to furnish labor.

This warranty covers Maintenance Kits and the components of Maintenance Kits included with the original MFP for a period of one year or 300,000 copies/prints, whichever first occurs. Maintenance Kits consist of the developing unit, the drum unit, the transfer belt, and the fixing unit. Replacement Maintenance Kits have a 90 day Limited Warranty.

This warranty is valid only for the original retail purchaser (referred to as the “Customer”) of a new Kyocera MFP in the United States of America or Canada, based upon the country of purchase.

In order to obtain performance of this warranty, the Customer must immediately notify the Authorized Kyocera Dealer from whom the product was purchased. If the Kyocera Dealer is not able to provide service, write to Kyocera at the address below for the name and address of the Authorized Kyocera Dealer in your area, or check Kyocera’s website at http://www.kyoceramita.com.

This warranty does not cover MFPs or accessories which: (a) have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) have used parts or supplies which are not genuine Kyocera brand parts or supplies, (c) have been installed or serviced by a technician not employed by Kyocera or an Authorized Kyocera Dealer, or (d) have had the serial number modified, altered, or removed.

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

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Energy Saving Control Function

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

Low Power Mode

The device automatically enters Low Power Mode when 3 minutes (for the 30/30 ppm, 35/35 ppm, or 45/45 ppm model) or 5 minutes (for the 55/50 ppm model) have passed since the device was last used. The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened. For more information refer to *Low Power Mode and Auto Low Power Mode on page 2-9*.

Sleep

The device automatically enters Sleep when 30 minutes (for the 30/30 ppm model), 45 minutes (for the 35/35 ppm model), or 60 minutes (for the 45/45 ppm or 55/50 ppm model) have passed since the device was last used. The amount of time of no activity that must pass before Sleep is activated may be lengthened. For more information see *Sleep and Auto Sleep on page 2-10*.

Automatic 2-Sided Copy Function

This device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used. For more information see *Duplex on page 3-13*.

Paper Recycling

This device supports the recycled paper which reduces the load on the environment. Your sales or service representative can provide information about recommended paper types.

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.

About this Operation Guide

This Operation Guide contains the following chapters.

Chapter 1 - Part Names

Identifies machine parts and operation panel keys.

Chapter 2 - Preparation before Use

Explains adding paper, placing originals, connecting the machine, and necessary configurations before first use.

Chapter 3 - Basic Operation

Describes the procedures for basic copying, printing and scanning.

Chapter 4 - Copying Functions

Describes the functions you can use when copying.

Chapter 5 - Printing

Describes the functions you can use when printing originals.

Chapter 6 - Sending Functions

Describes the functions you can use when sending originals.

Chapter 7 - Document Box

Provides a basic guide to using document boxes.

Chapter 8 - Status / Job Cancel

Explains how to check the job status and job history and how to cancel jobs being printed or waiting to print. Also explains how to check the remaining paper and device status and how to cancel fax transmission

Chapter 9 - Default Setting (System Menu)

Describes the System Menu options for general machine operation.

Chapter 10 - Management

Explains user login administration and job accounting.

Chapter 11 - Maintenance

Describes cleaning and toner replacement.

Chapter 12 - Troubleshooting

Explains how to handle error messages, paper jams and other problems.

Appendix

Explains how to enter characters, and lists the machine specifications.
Introduces the convenient optional equipment available for this machine.
Provides information on media types and paper sizes. Also includes a glossary of terms.

Conventions in This Guide

The following conventions are used depending on the nature of the description.

Convention	Description	Example
Bold	Indicates the operation panel keys or a computer screen.	Press the **Start** key.
[Regular]	Indicates the touch panel keys.	Press [OK].
Italic	Indicates a message displayed on the touch panel.	*Ready to copy* is displayed.
	Used to emphasize a key word, phrase or references to additional information.	For more information refer to *Sleep and Auto Sleep on page 2-9.*
Note	Indicates supplemental information or operations for reference.	**NOTE:**
Important	Indicates items that are required or prohibited so as to avoid problems.	**IMPORTANT:**
Caution	Indicates what must be observed to prevent injury or machine breakdown and how to deal with it.	**CAUTION:**

Description of Operation Procedure

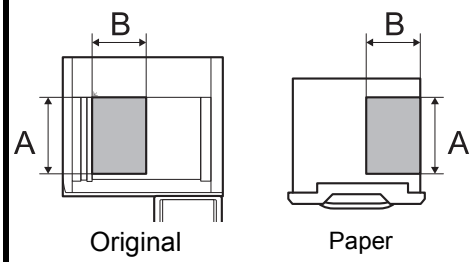
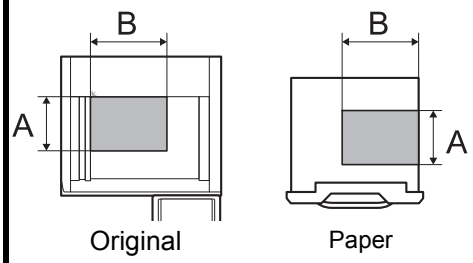
In this Operation Guide, continuous operation of the keys on the touch panel is as follows:

Actual procedure	Description in this Operation Guide
Press [Copy]. ▼ Press [Next] of *Quick Setup*. ▼ Press [∨] twice. ▼ Press [Change] of *Original Image*.	Press [Copy], [Next] of *Quick Setup*, [∨] twice, and then [Change] of *Original Image*.

Originals and Paper Sizes

This section explains the notation used in this guide when referring to sizes of originals or paper sizes.

As with A4, B5 and Letter, which may be used either in the horizontal or vertical direction, horizontal direction is indicated by an additional letter R in order to indicate the orientation of the original/paper.

Placement direction	Indicated size *
Vertical direction  Original Paper For the originals/paper, dimension A is longer than B.	A4, B5, A5, B6, A6, 16K, Letter, Statement
Horizontal direction  Original Paper For the originals/paper, dimension A is shorter than B.	A4-R, B5-R, A5-R, B6-R, A6-R, 16K-R, Letter-R, Statement-R

* The size of the original/paper that can be used depends on the function and source tray. For further details, refer to the page detailing that function or source tray.

Icons on the Touch Panel

The following icons are used to indicate originals and paper placement directions on the touch panel.

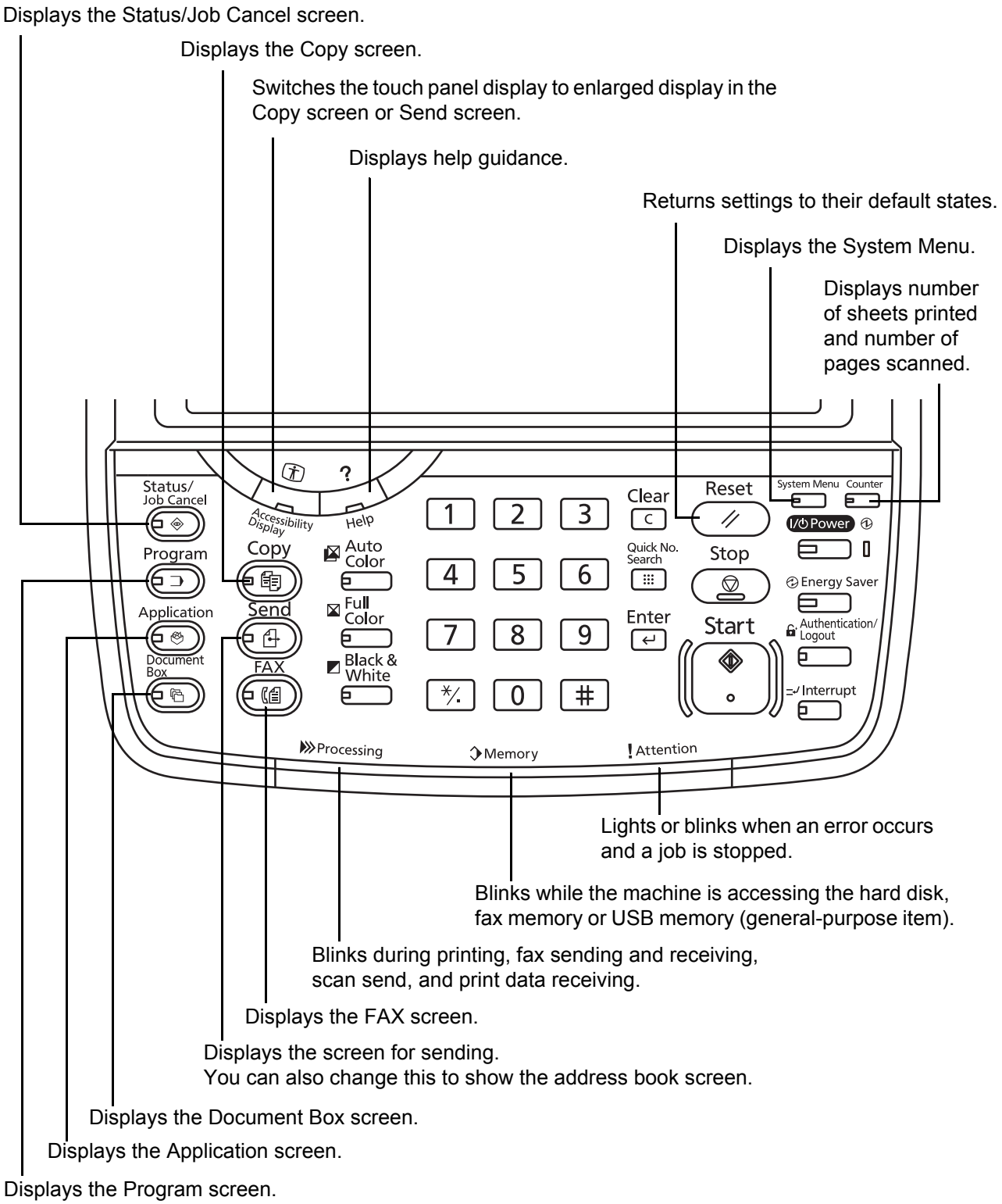
Placement direction	Originals	Paper
Vertical direction		
Horizontal direction		

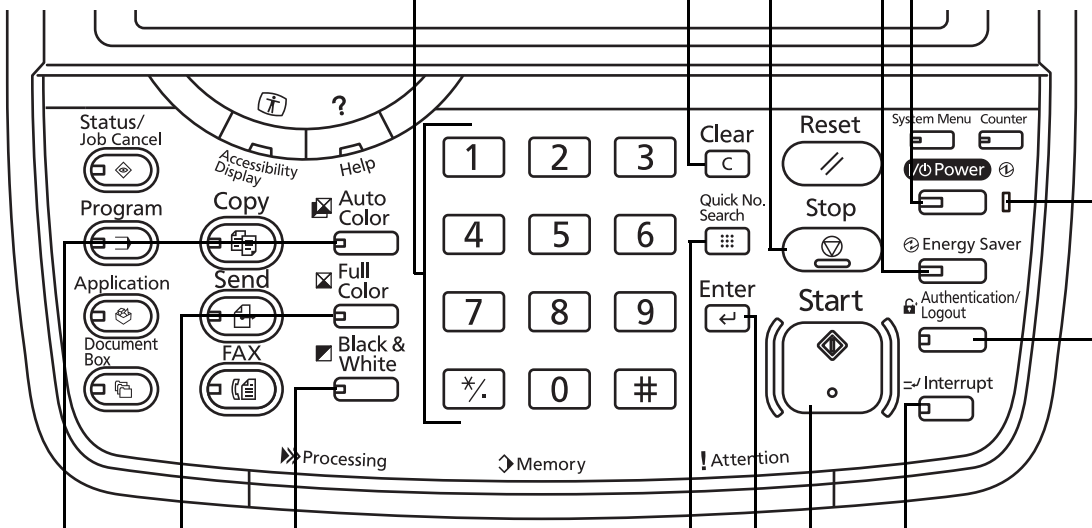
1 Part Names

This chapter identifies the machine parts and operation panel keys.

- Operation Panel 1-2
- Machine 1-4

Operation Panel





Clears entered numbers and characters.

Pauses the printing job in progress.

Puts the machine into Low Power Mode.

Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.

Lit when the machine's main power is on.

Numeric keys.
Enter numbers and symbols.

Perform user switching authentication and logout.

Scans all documents in black & white.

Scans all documents in full color.

Displays the Interrupt Copy screen.

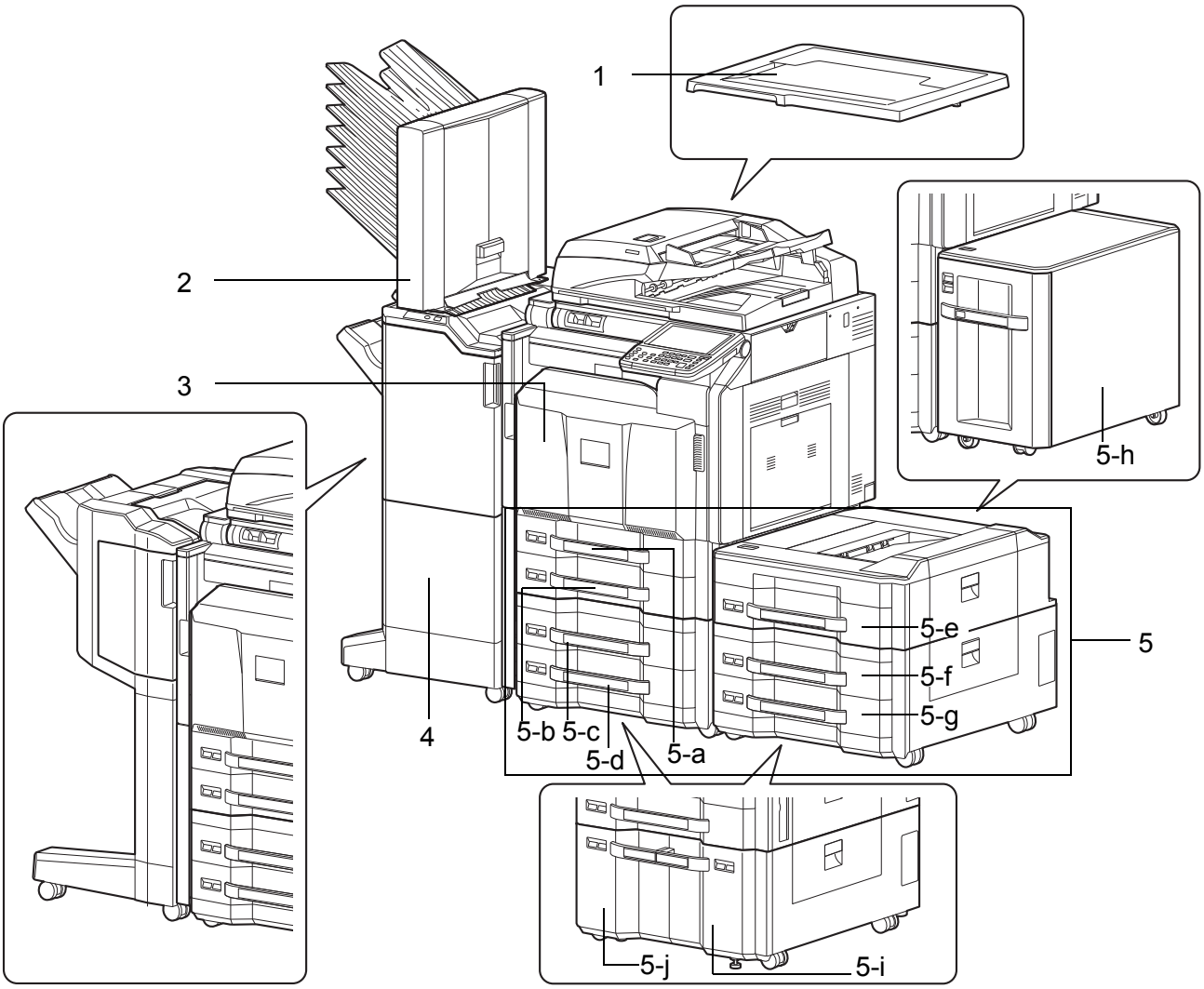
Automatically recognizes whether a document is color or black & white and then scans the document.

Starts copying and scanning operations and processing for setting operations.

Finalizes numeric key entry, and finalizes screen during setting of functions. Operates linked with the on-screen [OK].

Recalls already registered destinations and programs for sending.

Machine



1 Platen Cover (Option)

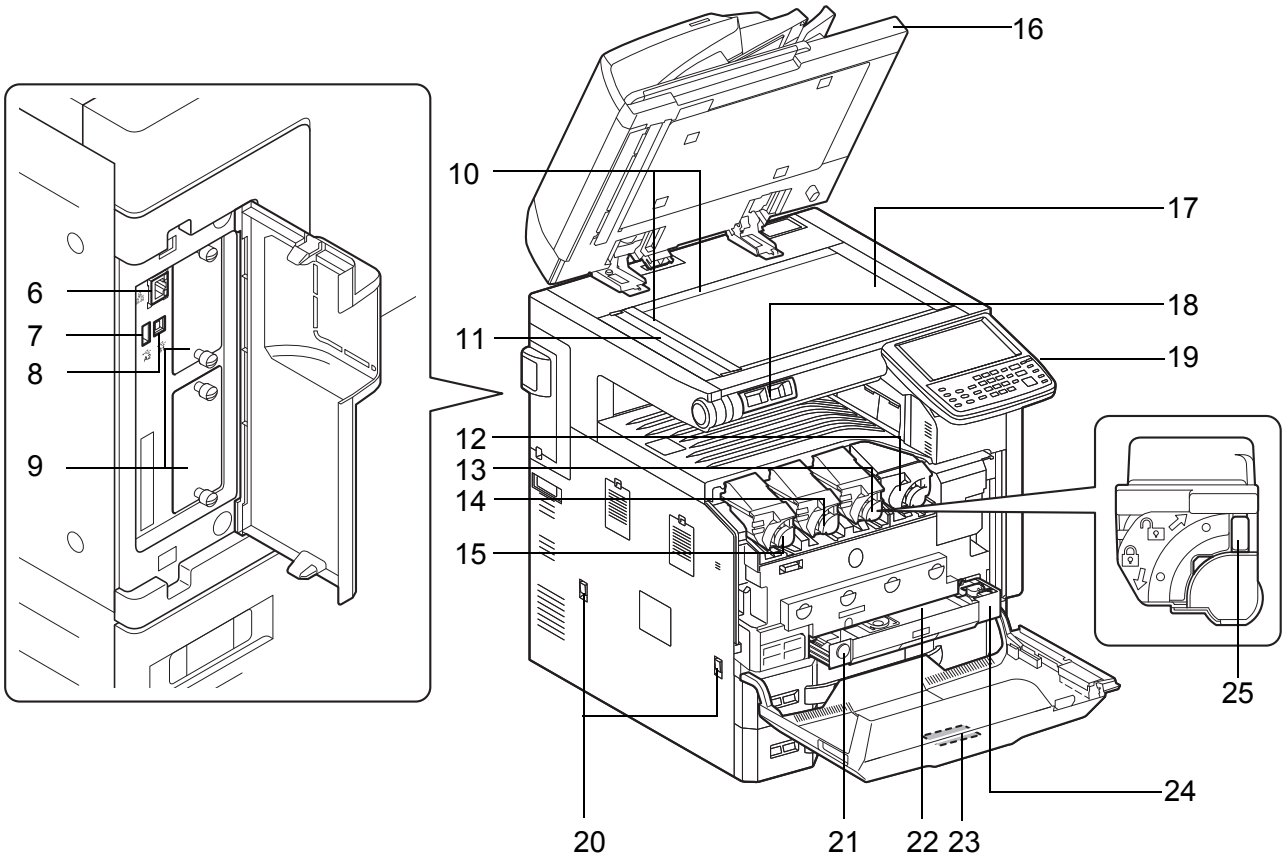
2 Mailbox (Option)

3 Front Cover

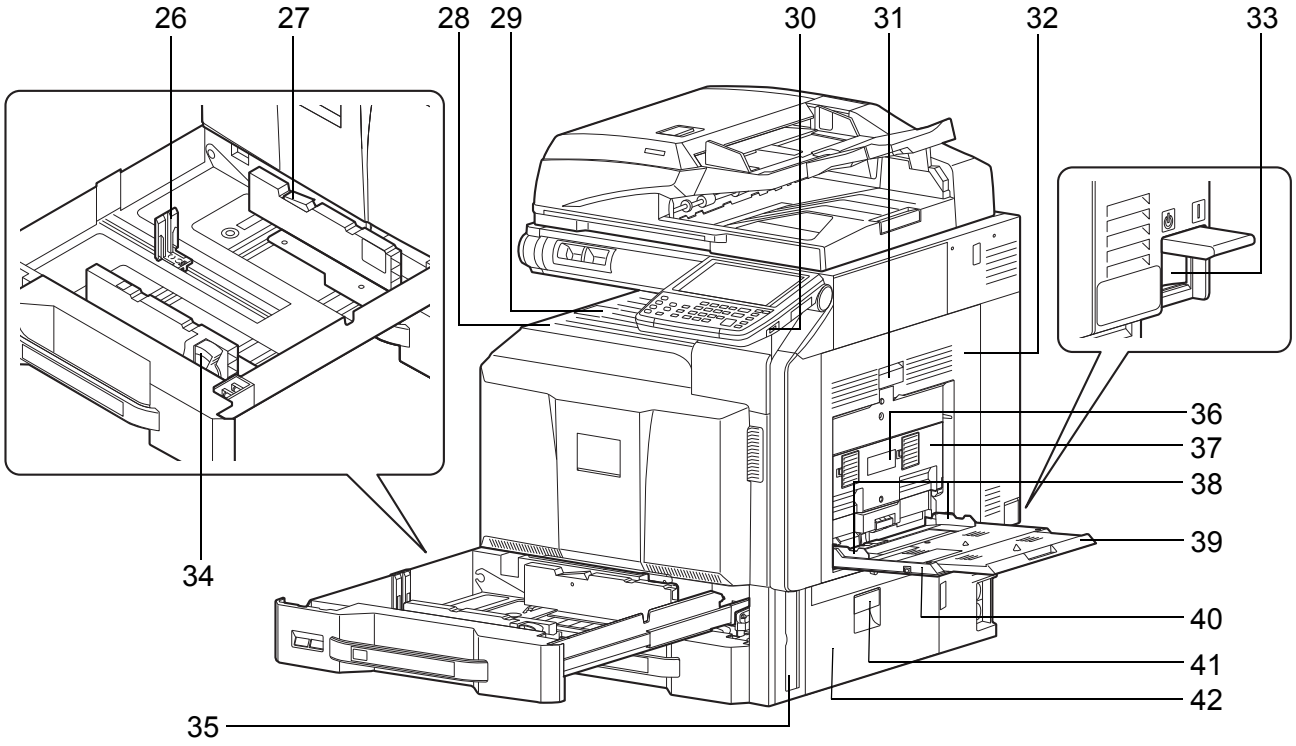
4 Document Finisher (Option)

5 Cassette 1 to 7 (Cassette 3 to 7 are Options)

- 5-a: Cassette 1
- 5-b: Cassette 2
- 5-c: Cassette 3
- 5-d: Cassette 4
- 5-e: Cassette 5
- 5-f: Cassette 6
- 5-g: Cassette 7
- 5-h: Cassette 5
- 5-i: Cassette 3 or 6
- 5-j: Cassette 4 or 7



6 Network Interface Connector
7 USB Port (A2)
8 USB Interface Connector (B1)
9 Option Interface
10 Original Size Indicator Plates
11 Slit Glass
12 Toner Container (Black)
13 Toner Container (Magenta)
14 Toner Container (Cyan)
15 Toner Container (Yellow)
16 Document Processor (Option)
17 Platen
18 Clip Holder
19 Operation Panel
20 Handles
21 Release key
22 Waste Toner Box
23 Cleaning Brush
24 Waste Toner Tray
25 Toner Container Release Lever



26 Paper Length Guide
27 (Paper Width Guide) Lock
28 Inner Tray
29 Paper stopper
30 USB Port (A1)
31 Right Cover 1 Lever
32 Right Cover 1
33 Main Power Switch
34 Paper Width Adjusting Tab
35 Handle
36 Right Cover 2 Lever
37 Right Cover 2
38 Paper Width Guide
39 Support Tray Section of the Multi Purpose Tray
40 Multi Purpose Tray
41 Right Cover 3 Lever
42 Right Cover 3

2 Preparation before Use

This chapter explains the preparations before using this equipment for the first time as well as the procedures for loading paper and originals.

- Check the Accessories 2-2
- Determining the Connection Method and Preparing Cables.....2-3
- Connecting Cables.....2-5
- Power On/Off 2-7
- Low Power Mode and Auto Low Power Mode 2-9
- Sleep and Auto Sleep 2-10
- Adjusting the Operation Panel Angle 2-10
- Switching the Language for Display [Language].....2-11
- Setting Date and Time 2-12
- Network Setup (LAN Cable Connection) 2-13
- Installing Software.....2-16
- Command Center RX (Settings for E-mail).....2-24
- Loading Paper.....2-27
- Loading Originals 2-44

Check the Accessories

Check that the following accessories are included.

- Safety Guide
- Quick Guide
- DVD (Product Library)

Documents Contained in the Included DVD

The following documents are contained in the included DVD (Product Library). Refer to them as necessary.

Documents

Operation Guide (This Guide)

FAX Operation Guide

Card Authentication Kit (B) Operation Guide

Data Security Kit (E) Operation Guide

Command Center RX Operation Guide

Printer Driver User Guide

Network FAX Driver Operation Guide

KM-NET for Direct Printing Operation Guide

KMnet Viewer User Guide

File Management Utility User Guide

PRESCRIBE Commands Technical Reference

PRESCRIBE Commands Command Reference

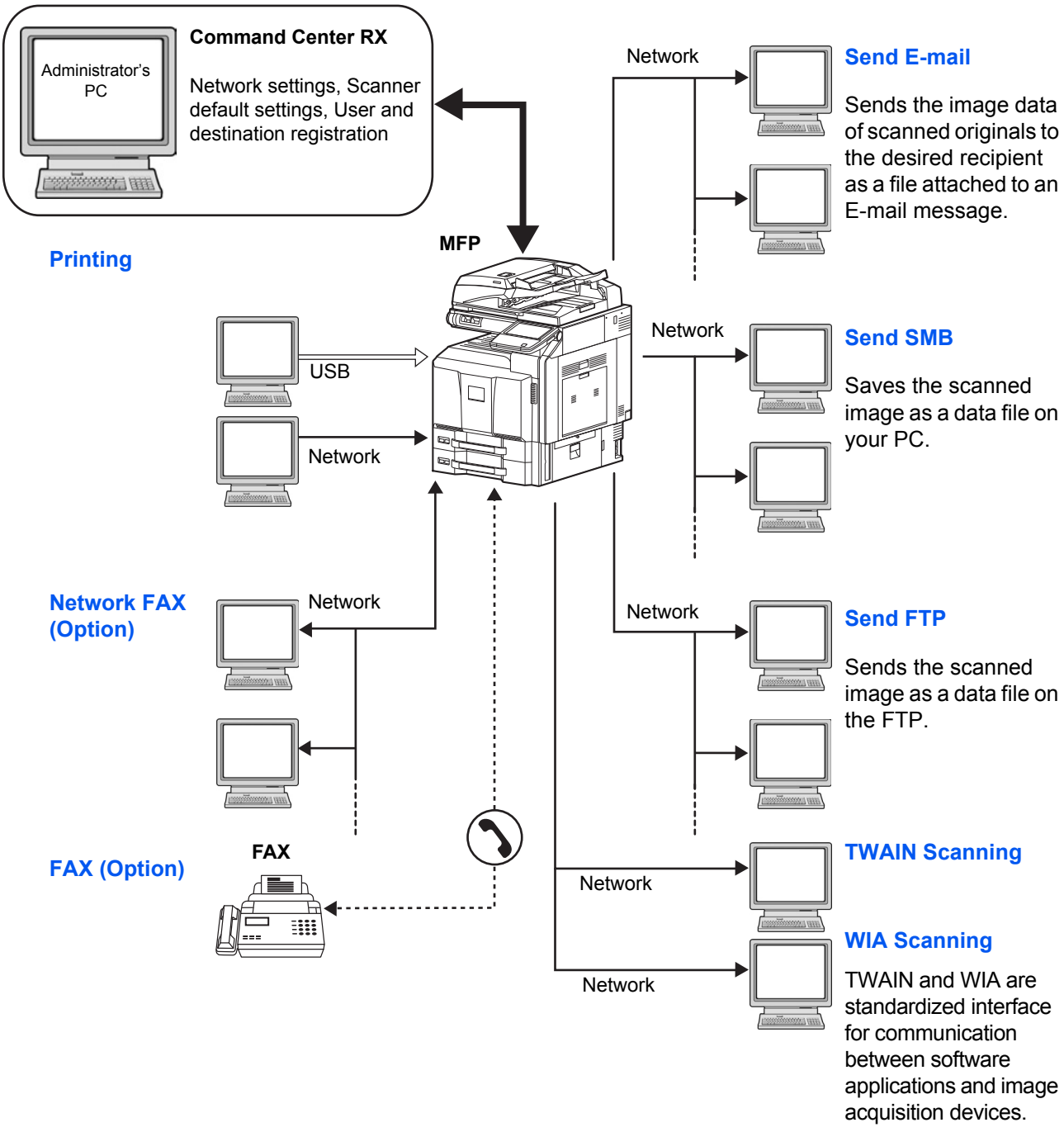
Determining the Connection Method and Preparing Cables

Check the method to connect the equipment to a PC or network, and prepare the necessary cables.

Connection Example

Determine the method to connect the equipment to a PC or network by referring to the illustration below.

Connecting a scanner to your PC network with a network cable (1000BASE-T, 100BASE-TX or 10BASE-T)



Preparing Necessary Cables

The following interfaces are available to connect the equipment to a PC. Prepare the necessary cables according to the interface you use.

Available Standard Interfaces

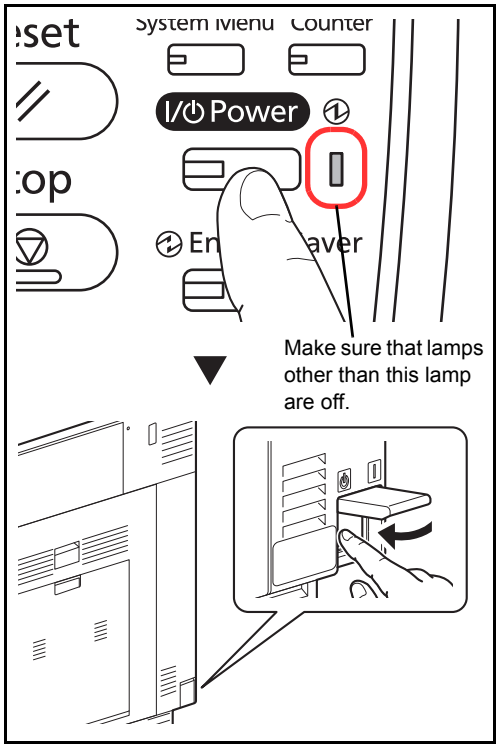
Function	Interface	Necessary Cable
Printer/Scanner /Network FAX*	Network interface	LAN (10BASE-T or 100BASE-TX, 1000BASE-T Shielded)
Printer	USB interface	USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m, Shielded)

* Function available when using optional fax kit. For details on Network FAX, refer to *the Fax System (V) Operation Guide*.

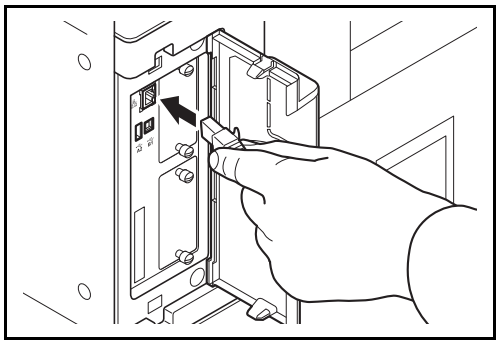
Connecting Cables

Connecting LAN Cable (Optional)

Follow the steps below to connect a LAN cable to the machine.



1 When the machine is powered up, first press the **Power** key on the operation panel. Check that the **Power** indicator, the processing indicator and the memory indicator are off. After this, turn off the main power switch.



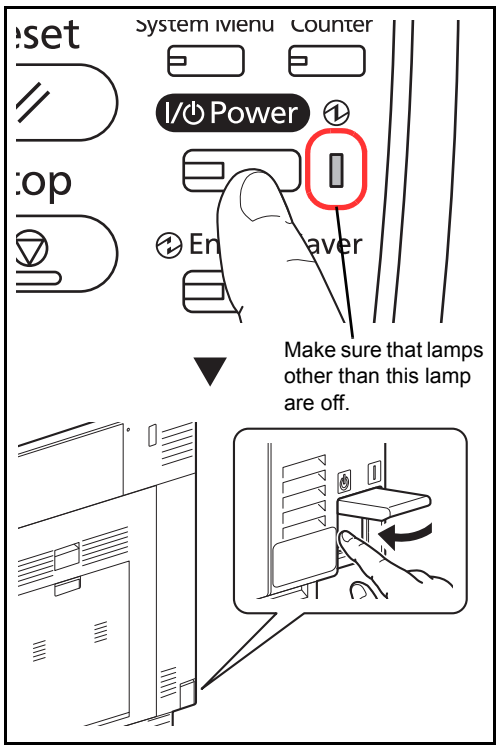
2 Connect the LAN cable to the network interface connector located on left side of the body.

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

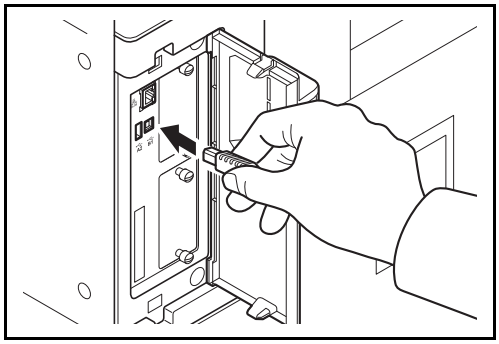
4 Power on the machine, and configure the network. For details, refer to *Network Setup (LAN Cable Connection) on page 2-13*.

Connecting USB Cable

Follow the steps below to connect a USB cable to the machine.



1 When the machine is powered up, first press the **Power** key on the operation panel. Check that the **Power** indicator, the processing indicator and the memory indicator are off. After this, turn off the main power switch.



2 Connect the USB cable to the USB interface connector (B1) located on the left side of the body.

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

Connecting the Power Cable

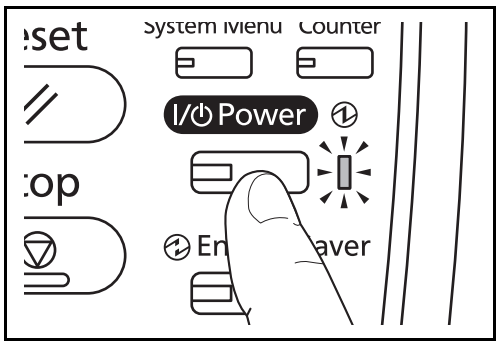
Connect one end of the supplied power cable to the machine and the other end to a power outlet.

IMPORTANT: Only use the power cable that comes with the machine.

Power On/Off

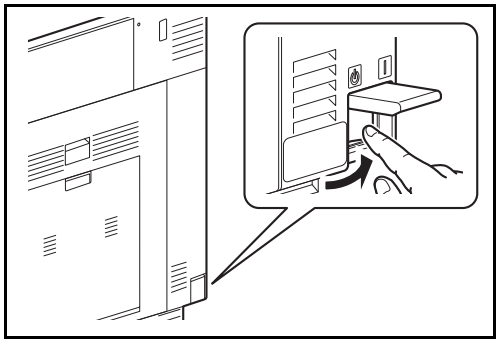
Power On

When the main power indicator is lit... (Recovery from sleep)



Press the **Power** key.

When the main power indicator is off...



Open the main power switch cover and turn the main power switch on.

NOTE: If the optional Data Security Kit is installed, a message might display indicating the security function is being activated and time may be taken to start up when the power is turned on.

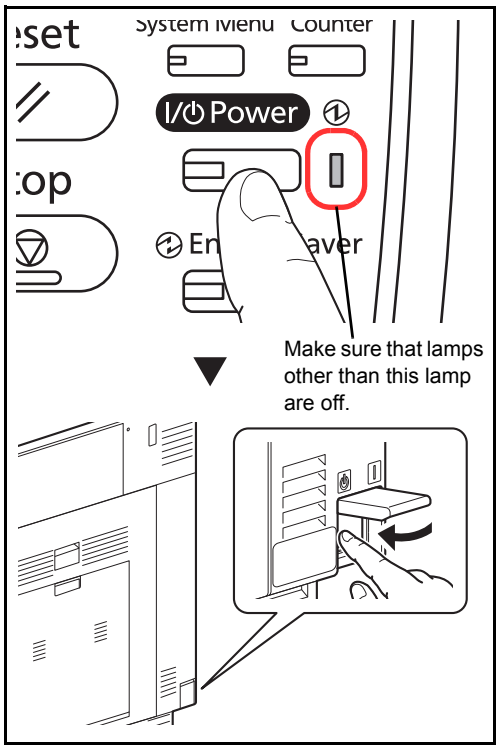
IMPORTANT: When turning off the main power switch, do not turn on the main power switch again immediately. Wait more than 5 seconds, and then turn on the main power switch.

Power Off

Before turning off the main power switch, press the **Power** key on the operation panel to off. Make sure that the **Power** key, the processing indicator and the memory indicator are off before turning off the main power switch.

If you will not switch of the main power switch, refer to *Low Power Mode and Auto Low Power Mode on page 2-9*, and *Sleep and Auto Sleep on page 2-10*.

CAUTION: The hard disk may be operating when the **Power** key, the Processing indicator or Memory indicator is lit or blinking. Turning off the main power switch while the hard disk is operating may cause damage.



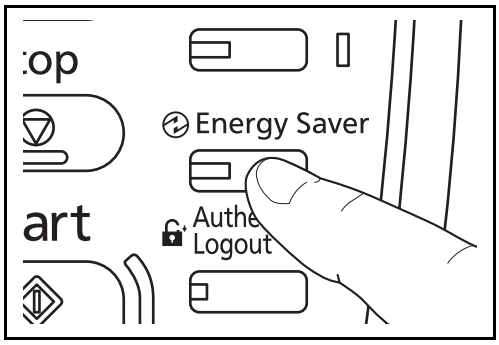
In case of not using the machine for an extended period of time

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

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

Low Power Mode and Auto Low Power Mode

Low Power Mode



To activate Low Power Mode, press the **Energy Saver** key. Touch panel and all indicators on the operation panel will go out to save power except the **Energy Saver**, **Power**, and main power indicators. This status is referred to as Low Power Mode.

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

To resume, perform one of the following actions. The 30/30 ppm or 35/35 ppm model will be ready to operate within 15 seconds, or the 45/45 ppm or 55/50 ppm model will be ready within 20 seconds.

- Press any key on the operation panel.
- Open the platen cover or the optional document processor.
- Place originals in the optional document processor.

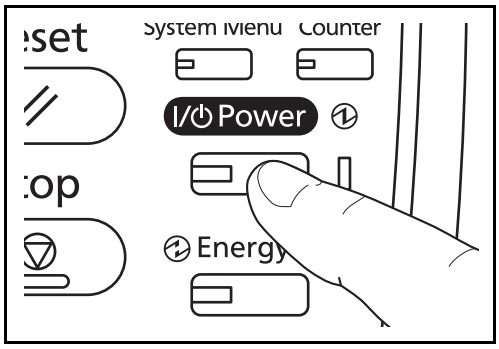
Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

Auto Low Power Mode

Auto Low Power Mode automatically switches the machine into Low Power Mode if left idle for a preset time. The default preset time is 3 minutes (for the 30/30 ppm, 35/35 ppm, or 45/45 ppm model) or 5 minutes (for the 55/50 ppm model).

Sleep and Auto Sleep

Sleep



To enter Sleep, press the **Power** key. Touch panel and all indicators on the operation panel will go out to save a maximum amount of power except the Main Power indicator. This status is referred to as Sleep.

If print data is received during Sleep, the print job is performed while the touch panel remains unlit.

When using the optional fax, received fax data is printed out while the operation panel also remains unlit.

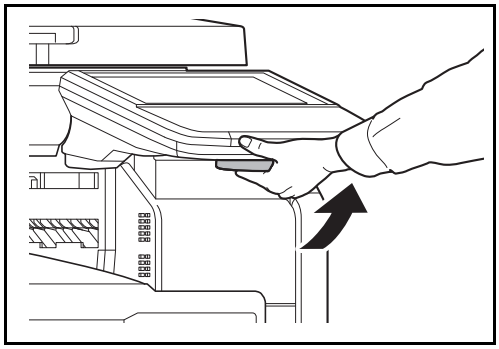
To resume, press the **Power** key. The 30/30 ppm or 35/35 ppm model will be ready within 20 seconds, or the 45/45 ppm or 55/50 ppm model will be ready within 30 seconds.

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

Auto Sleep

Auto Sleep automatically switches the machine into Sleep if left idle for a preset time in the Low Power Mode. The default preset time is 30 minutes (for the 30/30 ppm model), 45 minutes (for the 35/35 ppm model), or 60 minutes (for the 45/45 ppm or 55/50 ppm model).

Adjusting the Operation Panel Angle

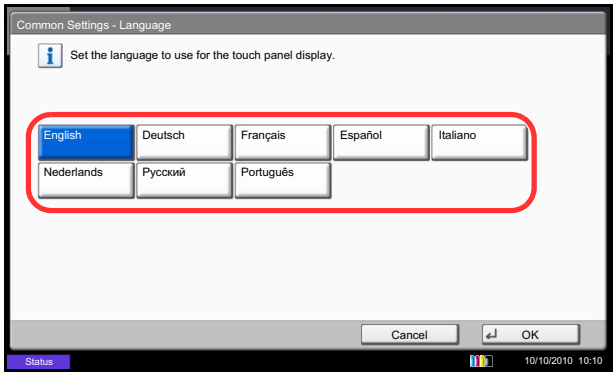


Adjust the angle of the operation panel in two as shown by releasing the operation panel lock lever.

Switching the Language for Display [Language]

Select the language displayed on the touch panel.

Use the procedure below to select the language.



1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Language*.

3 Press the key for the language you want to use.

4 Press [OK].

The touch panel language will be changed.

Setting Date and Time

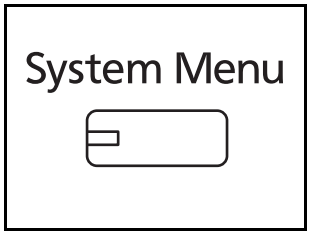
Follow the steps below to set the local date and time at the place of installation.

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

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login]. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

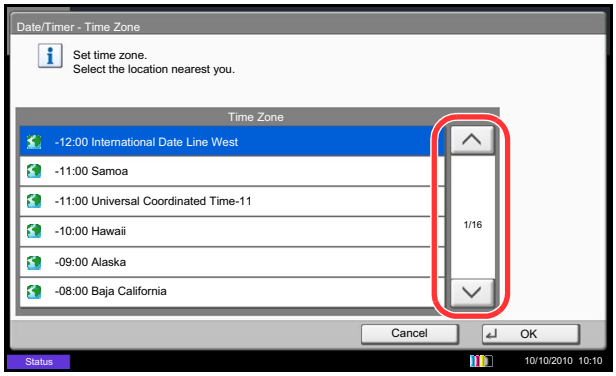
Be sure to set the time difference before setting the date and time.

If you change Date/Time setting, trial functions will be unavailable. For details, refer to *Optional Function on page 9-114*.



1 Press the **System Menu** key.

2 Press [⌄], [Date/Timer] and then [Change] of *Time Zone*.



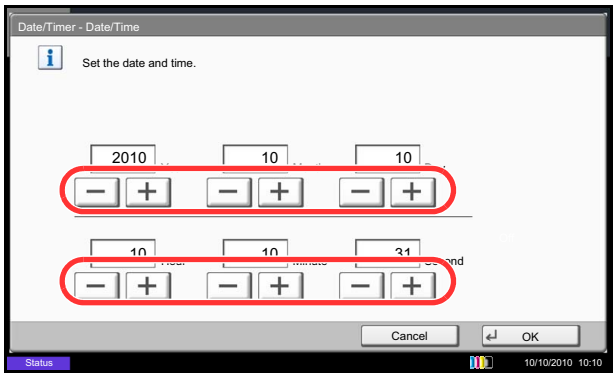
3 Select the region.

NOTE: Press [⌃] or [⌄] to view the next region.

4 Press [Off] or [On] of *Summer Time* and press [OK].

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

5 Press [Change] of *Date/Time*.



6 Set the date and time. Press [+] or [–] in each setting.

7 Press [OK].

Network Setup (LAN Cable Connection)

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

This section explains the *TCP/IP (IPv4) Setup* and *AppleTalk Setup* procedures. For other network settings, refer to the *Network on 9-96*.

- TCP/IP (IPv4) Setup...2-13
- AppleTalk Setup...2-15

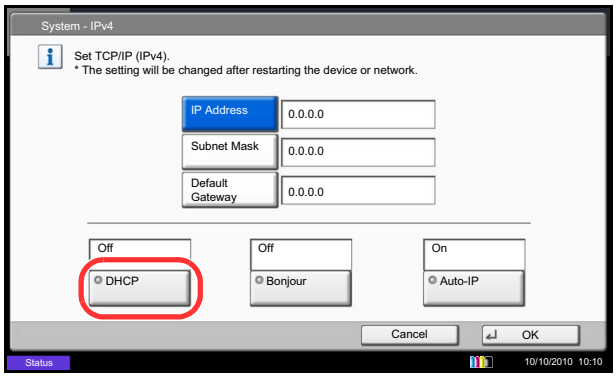
NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login]. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

TCP/IP (IPv4) Setup (by Entering IP Addresses)

Set up TCP/IP (IPv4) to connect to the Windows network. Set the IP addresses, subnet masks, and gateway addresses. The default settings are "TCP/IP Protocol: *On*, DHCP: *On*, Bonjour: *Off*, Auto-IP: *On*".

NOTE: Prior to the IP address entries, obtain permission from the network administrator.

Use the procedure below.



1. Press the **System Menu** key.
2. Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.
3. Press [Change] of *TCP/IP*.
4. Press [On] and then press [OK].
5. Press [Change] of *IPv4*.
6. Press [DHCP].
7. Press [Off] of *DHCP* and then press [OK].
8. Press [Bonjour].
9. Press [Off] of *Bonjour* and then press [OK].
10. Press [IP Address] and enter the address using the numeric keys.
11. Press [Subnet Mask] and enter the address using the numeric keys.
12. Press [Default Gateway] and enter the address using the numeric keys.

13 Check if all the address entries are correct and press [OK].

14 After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON.

For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

DHCP Settings

Select whether or not to use the DHCP server. The default setting is *On*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.

3 Press [Change] of *TCP/IP*.

4 Press [On] and then press [OK].

5 Press [Change] of *IPv4*.

6 Press [DHCP].

7 Press [On] or [Off] of *DHCP* and then press [OK].

8 After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON.

For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Bonjour Settings

Select whether or not to use Bonjour. The default setting is *Off*.

Refer to *Bonjour Settings on page 9-97* about the procedures.

Auto-IP Settings

Select whether or not to use Auto-IP. The default setting is *On*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.
3. Press [Change] of *TCP/IP*.
4. Press [On] and then press [OK].
5. Press [Change] of *IPv4*.
6. Press [Auto-IP].
7. Press [On] or [Off] of Auto-IP and then press [OK].
8. After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON.

   For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

AppleTalk Setup

Select the Apple Talk network connection. The default setting is *On*.

Refer to *AppleTalk on page 9-101* about the procedures.

Installing Software

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

The following softwares are supported:

- KX driver
- KX (XPS) printer driver
- Mini printer driver (PCL/KPDL)
- TWAIN driver
- WIA driver
- Network FAX driver
- File Management Utility
- KM-NET for Direct Printing
- KMnet Viewer
- Font

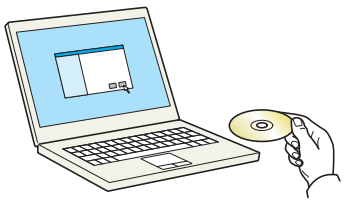
NOTE: Installation on Windows must be done by a user logged on with administrator privileges.
The optional Fax Kit is required in order to make use of fax functionality.
The WIA driver cannot be installed on Windows XP.

If you are connecting this machine to a Windows PC, follow the next steps to install the software. The example shows you how to connect your machine to a Windows 7 PC.

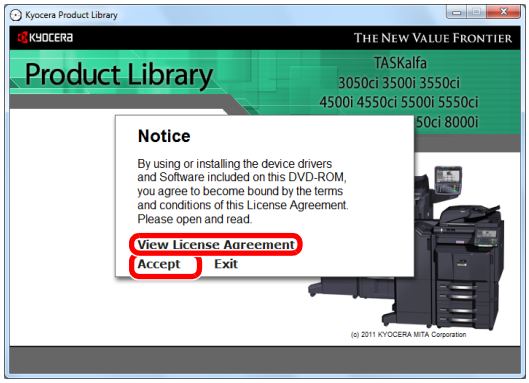
Installing Printer Driver in Windows

NOTE: 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 **Allow**.

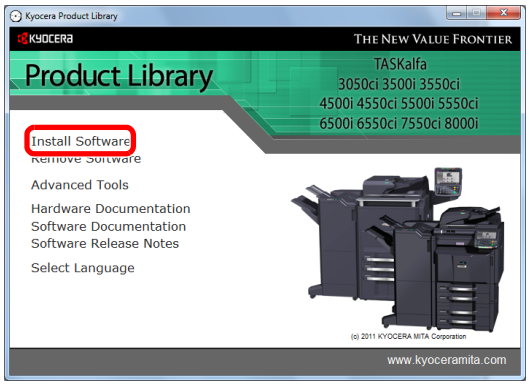
You can use either Express Mode or Custom Mode to install the software. Express Mode automatically detects connected machines and installs the required software. Use Custom Mode if you want to specify the printer port and select the software to be installed. For details, refer to Custom Installation in the *Printer Driver User Guide* on the DVD.



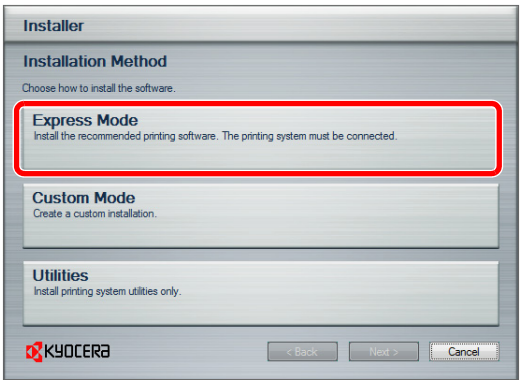
1 Insert the DVD.



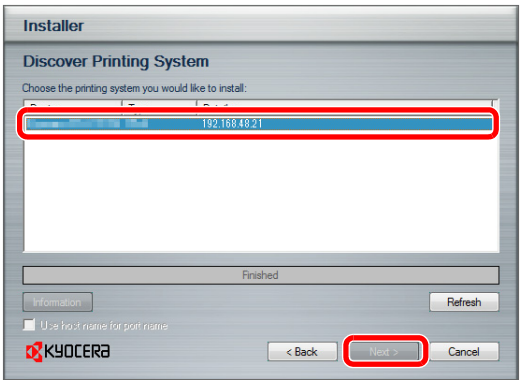
2 Click **View License Agreement** and read the License Agreement. Click **Accept**.



3 Click **Install Software**.

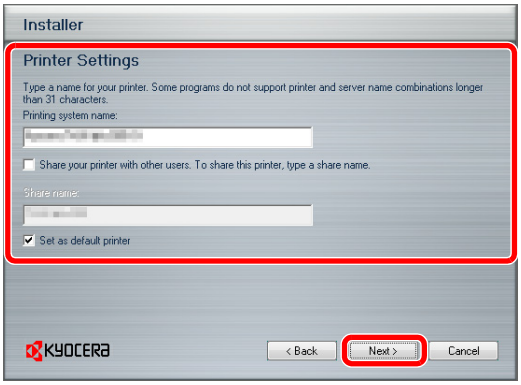


4 Click **Express Mode**.

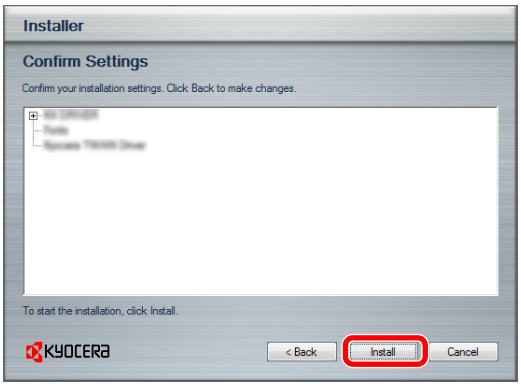


5 Select the print system to be installed and click **Next**.

NOTE: If the print system detection window appears and the installer 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**.

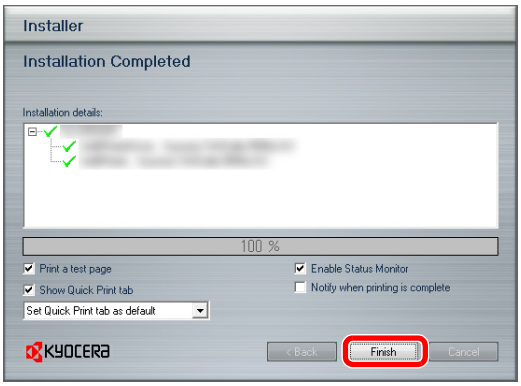


6 Customize the print system name if the print system is connected via a network and click **Next**.



7 Click **Install**.

NOTE: If the Windows security window appears, click **Install this driver software anyway**.



8 A message appears saying that the printer has been installed successfully. Click **Finish**.

This completes the printer driver installation procedure. Follow the on-screen instructions to restart the system, if required.

The TWAIN driver and WIA driver can be installed if the machine and computer are connected via a network. You can install the WIA driver using Custom Mode.

If you are installing the TWAIN driver or WIA driver, continue by configuring the *Setting TWAIN Driver (page 2-22)* or *Setting WIA Driver (page 2-23)*.

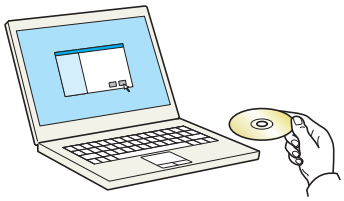
Installing Printer Driver in Macintosh

The machine's printer functionality can be used by a Macintosh computer.
The example shows you how to connect your machine to a Macintosh running MAC OS X v10.6.

NOTE: When printing from a Macintosh computer, set the machine's emulation to [KPDL] or [KPDL(Auto)]. For details about the configuration method, refer to *Printer on page 9-58*.

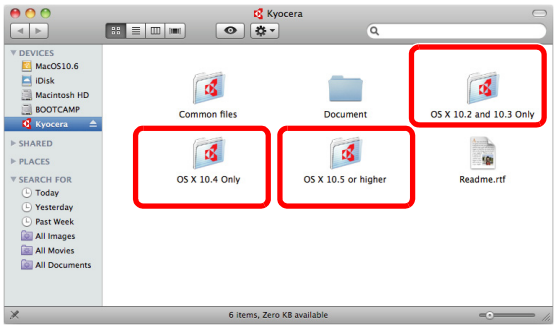
If connecting by Bonjour, enable Bonjour in the machine's network settings. For details, refer to *Bonjour Settings on page 2-14*.

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

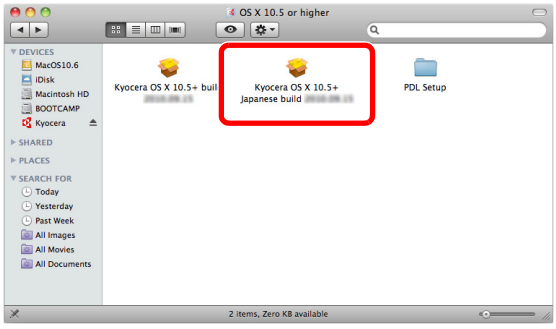


1 Insert the DVD.

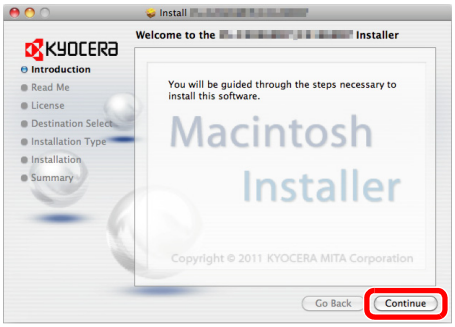
Double-click the Kyocera icon.



2 Double-click either **OS X 10.2 and 10.3 Only, OS X 10.4 Only** or **OS X 10.4 or higher** depending on your Mac OS version.



3 Double-click **Kyocera OS X vx.x**.



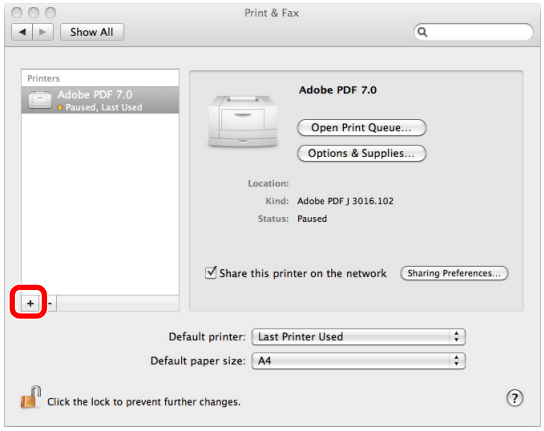
4 Install the printer driver as directed by the instructions in the installation software.

This completes the printer driver installation.

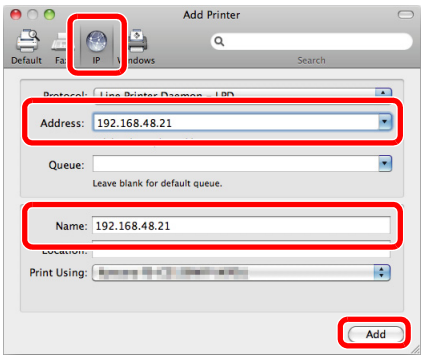
Next, specify the print settings. If an IP or AppleTalk connection is used, the settings below are required. If a USB connection is used, the machine is automatically recognized and connected.



5 Open **System Preferences** and click **Print & Fax**.

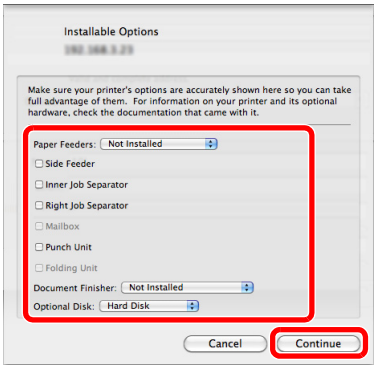


6 Click the plus symbol (**+**).

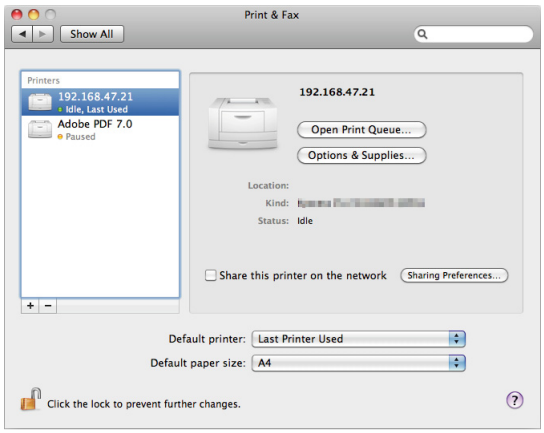


7 Click the IP icon for an IP connection or the AppleTalk icon for an AppleTalk connection and then enter the IP address and printer name. Click **Add**.

NOTE: When using a Bonjour connection, select [Default] and click the item that appears in "Printer Name". The driver with the same name as the machine automatically appears in "Driver".



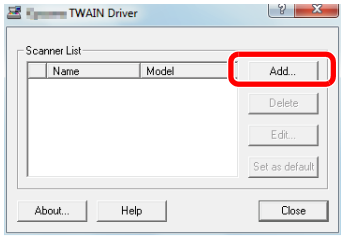
8 Select the options available for the machine and click **Continue**



9 The selected machine is added.

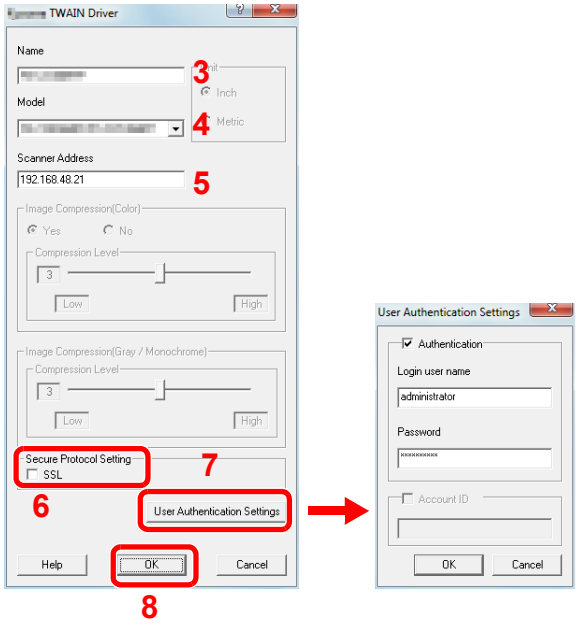
Setting TWAIN Driver

Register this machine to the TWAIN Driver.



1 Select the **Start** Button of the Windows display, **All Programs**, **Kyocera** and then **TWAIN Driver Setting**. TWAIN Driver screen appears.

2 Click **Add**.



3 Enter the machine name in the Name field.

4 Select this machine from the list. To scan in a document stored in a custom box, select a model name with (Box).

5 Enter the machine's IP address or host name in the Scanner Address.

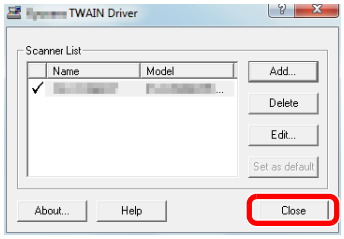
NOTE: When the machine's IP address is unknown, contact the Administrator.

6 When using SSL, select the checkbox beside **SSL**.

7 When user login administration is enabled, select the checkbox beside **Authentication**, and enter a Login User Name (up to 64 characters) and Password (up to 64 characters).
To use job accounting, select the checkbox of the account, enter an **Account ID** (maximum of 8 digits), and click **OK**.

8 Click **OK**.

9 Click **Close**.



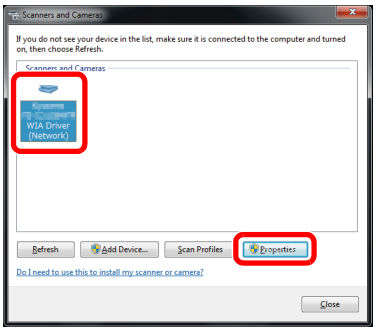
NOTE: Click **Delete** to delete the added machine. Click **Edit** to change names.

Setting WIA Driver

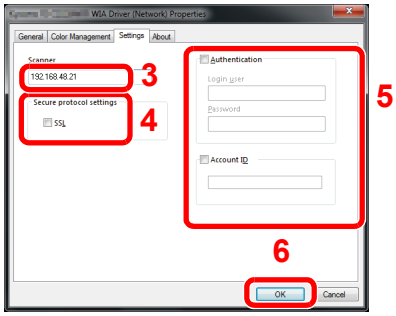
Register this machine to the WIA Driver.

The following explanation assumes that Windows 7 is being used.

1 Click the Windows Start button and enter **Scanner** in **Program and File Search**. Click **Show scanners and cameras** in the search list. The Scanners and Cameras screen appears.



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



3 Enter the machine name or the host name.

4 When using SSL, select the checkbox beside **SSL**.

5 When user login administration is enabled, select the checkbox beside **Authentication**, and enter a Login User Name (up to 64 characters) and Password (up to 64 characters).

When job accounting is enabled, select the checkbox beside **Account ID**, and enter the account ID with as many as eight digits.

6 Click **OK**.

Command Center RX (Settings for E-mail)

Command Center RX is a tool used for tasks such as verifying the operating status of the machine and changing the settings for security, network printing, E-mail transmission and advanced networking.

NOTE: Here, information on the FAX settings has been omitted. For more information on using the FAX, refer to *the Fax System (V) Operation Guide*.

The optional Fax Kit is required in order to make use of fax functionality.

To change settings in Command Center RX, you must log in as an administrator of the machine.

The default factory settings are set as shown below.
Login User Name: Admin
Login Password: Admin

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

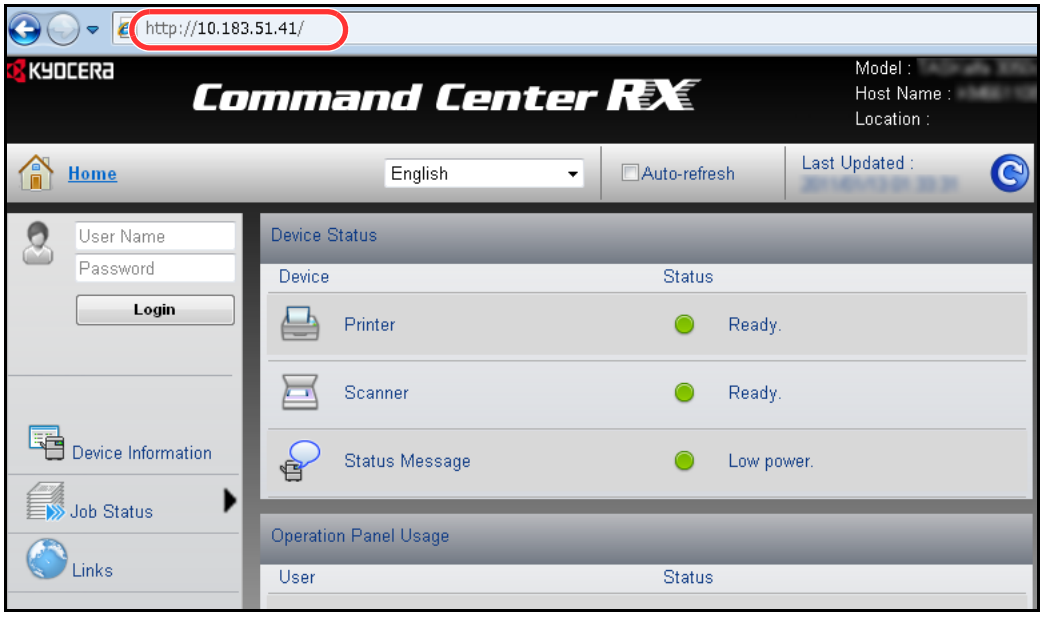
The procedure for accessing Command Center RX is explained below.

1 Launch your Web browser.

2 In the Address or Location bar, enter the machine's IP address.

e.g.) http://10.183.51.41/

The web page displays basic information about the machine and Command Center RX as well as their current status.



3 Select a category from the navigation bar on the left of the screen. The values for each category must be set separately.

If restrictions have been set for Command Center RX, enter the correct user name and password to access pages other than the startup page.

For details, refer to the *Command Center RX Operation Guide*.

E-mail Setting

Specifying the SMTP settings allows you to send images scanned with this machine as E-mail attachments.

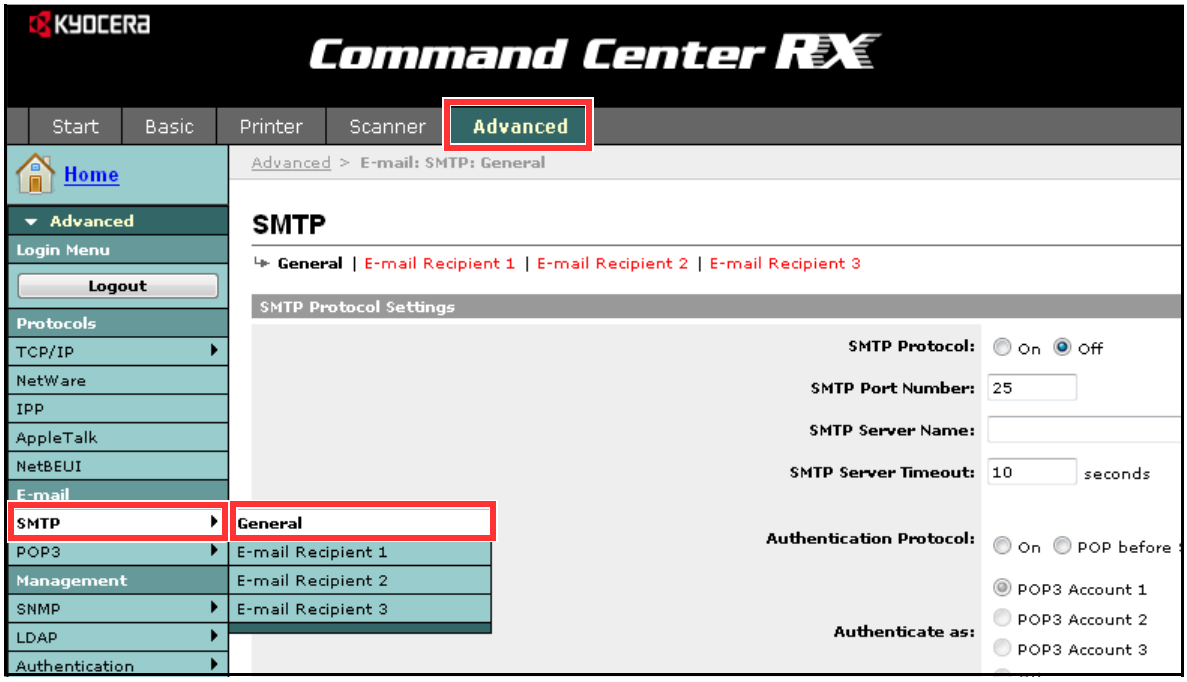
To use this function, this machine must be connected to a mail server using the SMTP protocol.

Before sending images scanned with this machine as E-mail attachments, check the following:

- The network environment used to connect this machine to the mail server
  A full-time connection via a LAN is recommended.
- SMTP Settings
  Use Command Center RX to register the IP address or host name of the SMTP server.
- If limits have been set on the size of E-mail messages, it may not be possible to send very large E-mails.

The procedure for specifying the SMTP settings is explained below.

1 Click Settings -> Advanced -> SMTP -> General.



2 Enter the correct settings in each field.

The settings to be specified in the SMTP settings screen are shown below.

Item	Description
SMTP Protocol	Enables or disables SMTP protocol. To use E-mail, this protocol must be enabled.
SMTP Port Number	Set the SMTP Port Number or use the SMTP default port 25.
SMTP Server Name	Enter the SMTP server IP address or its name. The maximum length of the SMTP server name and IP address is 64 characters. If entering the name, a DNS server address must also be configured. The DNS server address may be entered on the TCP/IP General tab.
SMTP Server Timeout	Set the amount of time to wait before time-out in seconds.
Authentication Protocol	Enables or disables the SMTP authentication protocol or sets POP before SMTP as the protocol. The SMTP authentication supports Microsoft Exchange 2000.
Authenticate as	Authentication can be set from three POP3 accounts or you can choose a different account.
Login User Name	When Other is selected for Authenticate, the login user name set here will be used for SMTP authentication. The maximum length of the login user name is 64 characters.
Login Password	When Other is selected for Authenticate, the password set here will be used for authentication. The maximum length of the login password is 64 characters.
SMTP Security	Enables or disables the SMTP Security. When this protocol is enabled, either SSL/TLS or STARTTLS must be selected. To enable SMTP security, the SMTP port may have to be changed according to the server settings. Typically, 465 for SSL/TLS and 25 or 587 for STARTTLS are well-known SMTP ports.
POP before SMTP Timeout	Set the amount of time to wait before time-out in seconds when you have selected POP before SMTP as the Authentication Protocol.
Test	This will test if the SMTP connection can be successfully established.
E-mail Size Limit	Enter the maximum size of E-mail that can be sent in kilobytes. When the value is 0, the limitation for E-mail size is disabled.
Sender Address	Enter the E-mail address of the person responsible for the machine, 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.
Domain Restriction	Enter the domain names that can be permitted or rejected. The maximum length of the domain name is 32 characters. You can also specify E-mail addresses.

3 Click Submit.

Loading Paper

Paper can be loaded in the two standard cassettes and the multi purpose tray. Paper feeders are also available as an option (refer to *Optional Equipment on Appendix-2*).

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

Cassette		Name	Page
Standard	Cassette 1, Cassette 2	Standard cassettes	2-29
	Multi Purpose Tray	Multi Purpose Tray	2-36
Option	Cassette 3, Cassette 4	Paper Feeder (500-sheet x 2)*	2-29
		Large Capacity Feeder (1,500-sheet x 2)	2-32
	Cassette 5	Side Feeder (3,000-sheet)	2-35
		Side Feeder (500-sheet x 3)*	2-29
		Large Capacity Side Feeder (500*, 1,500-sheet x 2**)	2-29
	Cassette 6 Cassette 7	Side Feeder (500-sheet x 3)*	2-29
		Large Capacity Side Feeder (500*, 1,500-sheet x 2**)	2-32

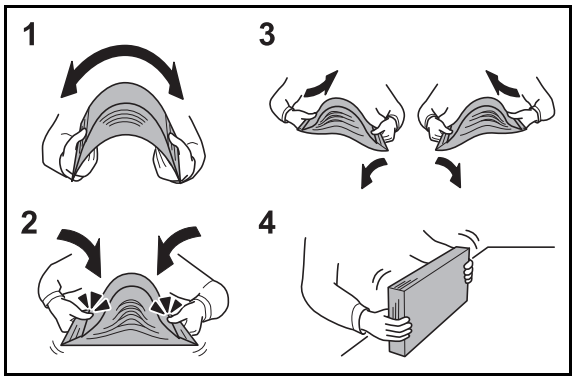
* The paper feed method is the same as standard cassettes 1 and 2.

** The paper feed method is the same as the Large Capacity Feeder (1,500-sheet x 2).

IMPORTANT:

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

Before Loading Paper



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

1. Bend the whole set of sheets to swell them in the middle.
2. Hold the stack at both ends and stretch it while keeping the entire stack risen.
3. Raise the right and left hands alternately to create a gap and feed air between the paper.
4. Finally, align the paper on a level, flat table.

   If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.

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

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.

NOTE: Note that some paper types have a tendency to curl and may jam in the paper eject unit.
If the output paper scatters or stacks unevenly, turn the paper over in the cassette, or change the orientation (vertical/horizontal) of the paper in the cassette.
If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to *the Paper on Appendix-12*.

Loading Paper in the Cassettes

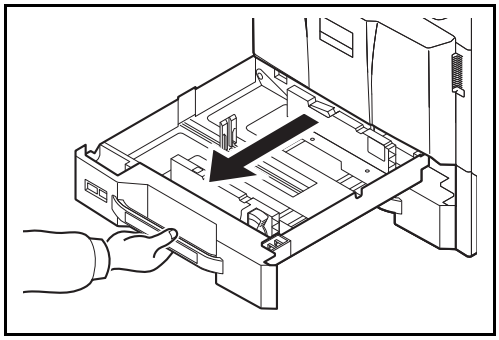
The standard cassettes

The 2 standard cassettes will each hold plain paper, recycled paper or color paper.
Cassette 1 and 2 hold up to 500 sheets of plain paper (80 g/m^2) (or up to 550 sheets of 64 g/m^2 plain paper).

The following paper sizes are supported: A3, B4, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Oficio II, 12 × 18", Letter, Letter-R, Statement-R, Folio, 8K, 16K, 16K-R and 216 × 340 mm.

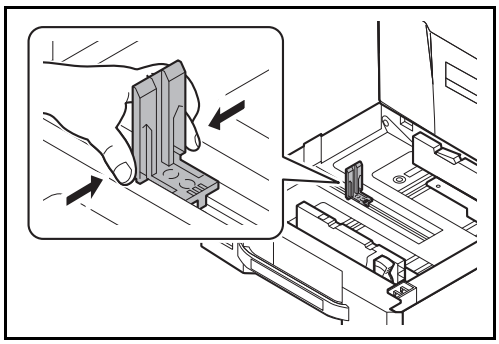
IMPORTANT:

- When using media types other than plain paper (such as recycled or colored paper), always specify the media type and paper weight settings. (Refer to *Specifying Paper Size and Media Type for the Cassettes on page 2-40*, *Media Type Setting on page 9-8*.)
  The cassettes can hold paper with weights between 60 and 220 g/m^2 (for the 30/30 ppm or 35/35 ppm) or between 60 and 256 g/m^2 (for the 45/45 ppm or 55/50 ppm). If you are using a paper weight between 106 and 220 g/m^2 (for the 30/30 ppm or 35/35 ppm) or between 106 and 256 g/m^2 (for the 45/45 ppm or 55/50 ppm), set the media type to *Thick* and set the weight of the paper you are using.
- Do not load thick paper that is heavier than 256 g/m^2 in the cassettes. Use the multi purpose tray for paper that is heavier than 256 g/m^2.
- If you wish to use 330 × 210 mm to 356 × 220 mm paper, contact a service technician.



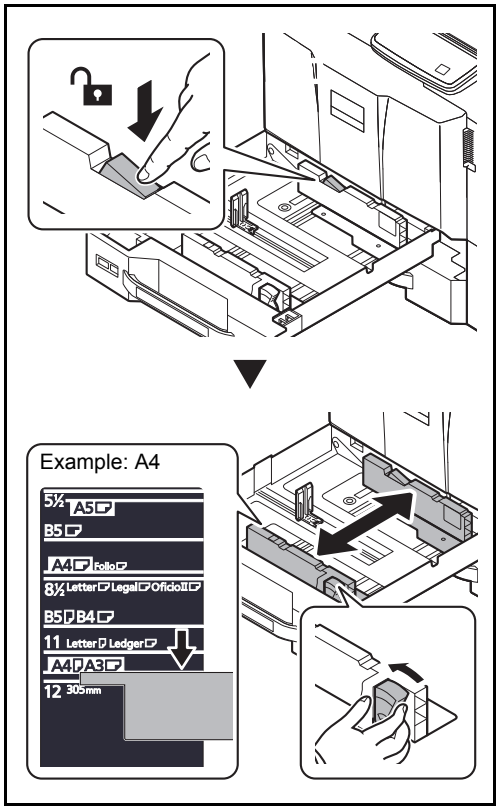
1 Pull the cassette out toward you until it stops.

NOTE: Do not pull out more than one cassette at a time.

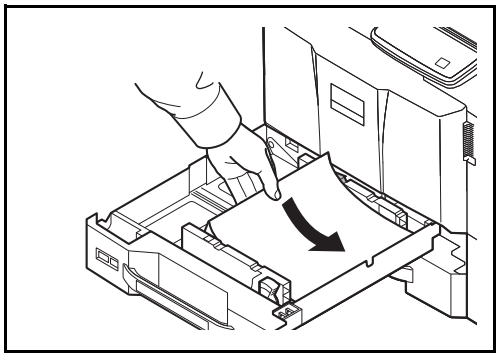


2 Squeeze the ends of the bottom of the paper length guide and move the guide to fit the length of the paper.

NOTE: Paper sizes are marked on the cassette.

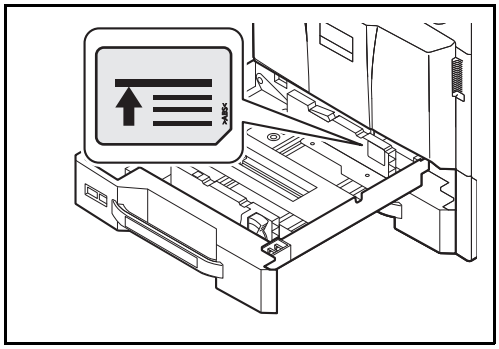


3 Press the (Paper Width Guide) Lock to release the lock. Grasp the paper width adjusting tab and move the paper width guides to fit the paper.



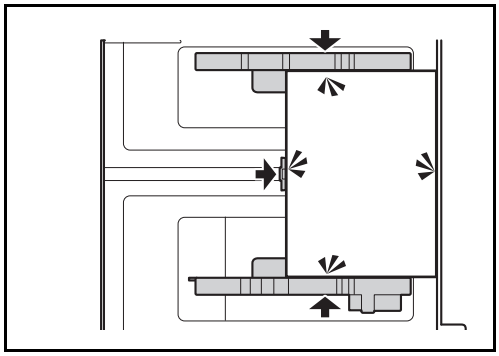
4 Align the paper flush against the right side of the cassette.

After removing new paper from its packaging, fan the paper before loading it in the cassette.
(Refer to *Before Loading Paper on page 2-28*)

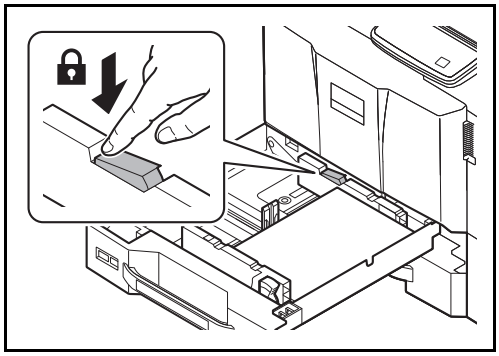


IMPORTANT:

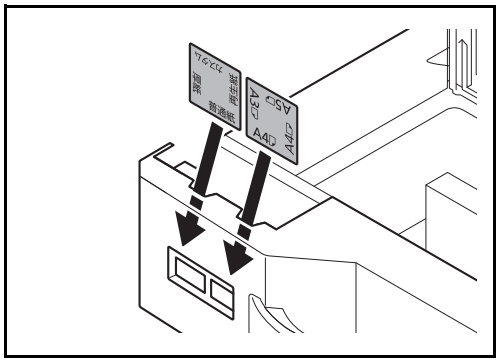
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration on the left).
- When loading the paper, keep the side that was closest to the package seal facing up.
- The paper length and width guides must be adjusted to the paper size. Loading the paper without adjusting these guides may cause skewed feeding and paper jams.



5 Be sure that the paper length and width guides rest securely against the paper. If there is a gap, readjust the guides to fit the paper.



6 Press the (Paper Width Guide) Lock to lock.



7 Insert the indication on the sheet so as to match the size and type of paper to be placed. (The indication is printed on both sides of the sheet.)

8 Gently push the cassette back in.

NOTE: 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.

9 Select the media type (plain, recycled, etc.) loaded in the cassette. (Refer to *Specifying Paper Size and Media Type for the Cassettes on page 2-40*.)

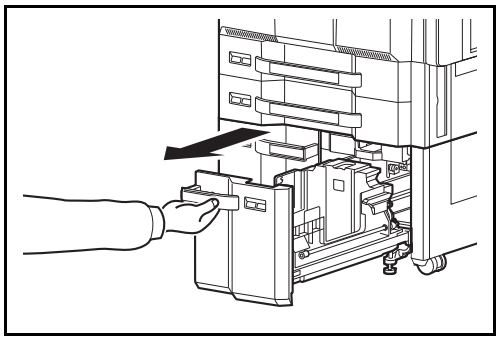
The Large Capacity Feeder (1,500-sheet x 2) (Option)

The Optional cassettes will each hold plain paper, recycled paper or color paper.
The Large Capacity Feeder (1,500-sheet x 2) holds up to 3,000 sheets (1,500-sheet x 2) of plain paper (80 g/m^2) (or up to 3,500 sheets (1,750-sheet x 2) of 64 g/m^2 plain paper).

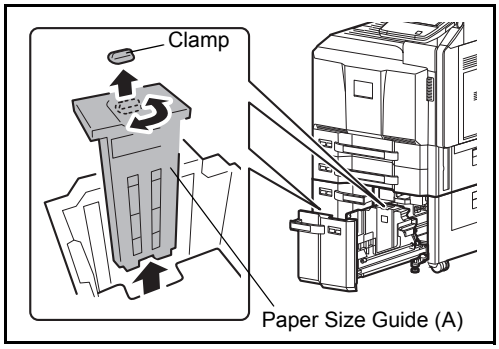
The following paper sizes are supported: A4, B5 and Letter.

IMPORTANT:

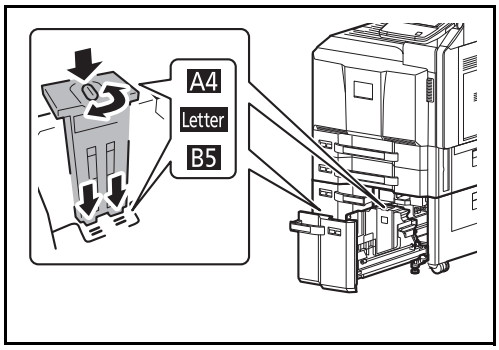
- When using media types other than plain paper (such as recycled or colored paper), always specify the media type and paper weight settings. (Refer to *Specifying Paper Size and Media Type for the Cassettes on page 2-40*,*Media Type Setting on page 9-8*.)
  The cassettes can hold paper with weights up to 256 g/m^2. If you are using a paper weight between 106 and 256 g/m^2, set the media type to *Thick* and set the weight of the paper you are using.
- Do not load thick paper that is heavier than 256 g/m^2 in the cassettes. Use the multi purpose tray for paper that is heavier than 256 g/m^2.



1 Pull the cassette out toward you until it stops.



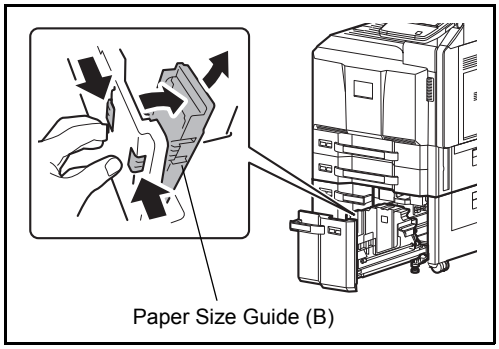
2 Rotate the Paper Size Guide (A) clamp and remove. Pull the Paper Size Guide (A) up and out.



3 Insert the Paper Size Guide (A) into the slot (bottom of cassette) for the paper size to be used.

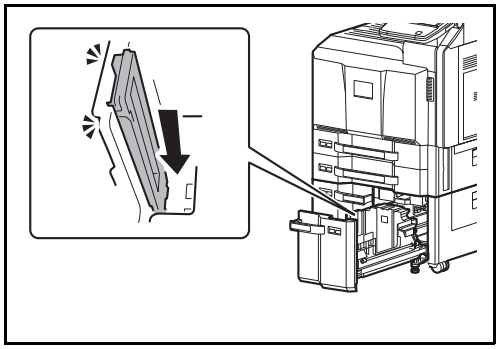
Make sure that the top of the paper size guide (A) matches the paper size to be used, attach the clamp, and rotate the clamp to lock it.

Gently try moving the Paper Size Guide (A) to verify that it is fixed.



4 With the bottom of the cassette pressed all the way down, press the hook on the side of the Paper Size Guide (B) to release it and pull out the Paper Size Guide (B).

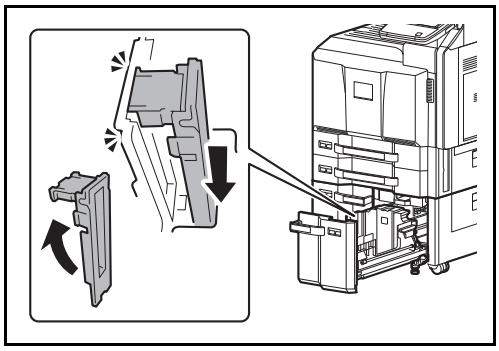
5 Adjust the Paper Size Guide (B) to the paper size.



A4

Insert the Paper Size Guide (B) into the slot marked A4 (on the bottom of the cassette), and lock the hook (it will make a "click" sound).

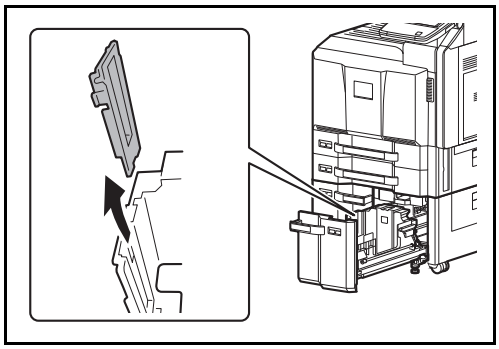
Gently try moving the Paper Size Guide (B) to verify that it is fixed.



B5

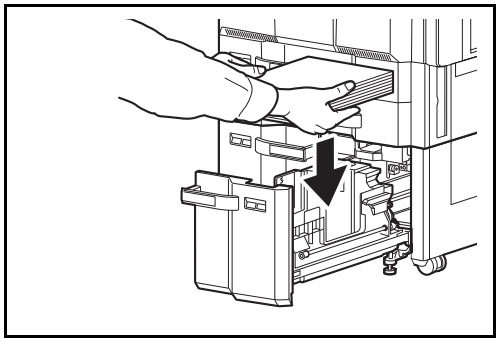
Open the Paper Size Guide (B) as shown, insert into the slot marked B5 (on the bottom of the cassette), and lock the hook (it will make a "click" sound).

Gently try moving the Paper Size Guide (B) to verify that it is fixed.



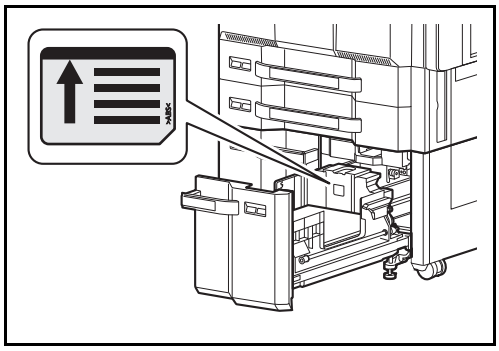
Letter

The Paper Size Guide (B) is not attached.



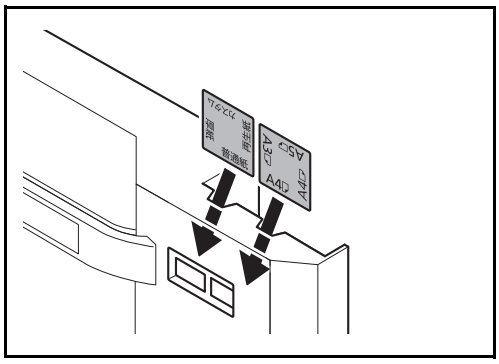
6 Insert the paper into the cassette.

After removing new paper from its packaging, fan the paper before loading it in the cassette. (Refer to *Before Loading Paper on page 2-28*)



IMPORTANT:

- 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 below).
- When loading the paper, keep the print side facing up.



7 Insert the indication on the sheet so as to match the size and type of paper to be placed. (The indication is printed on both sides of the sheet.)

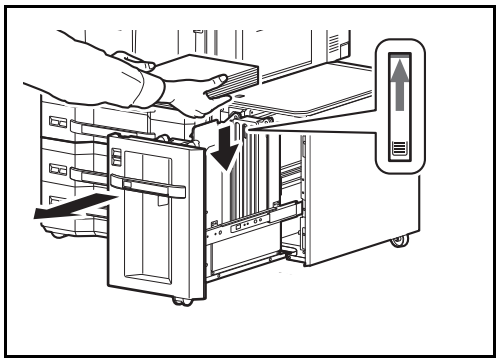
8 Gently push the cassette back in.

NOTE: 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.

9 Select the media type (plain, recycled, etc.) loaded in the cassette. (Refer to *Specifying Paper Size and Media Type for the Cassettes on page 2-40*.)

Side Feeder (3,000-sheet) (Option)

The optional side feeder hold up to 3,000 sheets of plain paper (80 g/m^2). The following paper sizes are supported: A4, B5, Letter.



Pull the cassette out toward you until it stops and insert the paper into the cassette. After loading paper, gently push the cassette back in.

NOTE: The default paper size setting is A4. If you need the paper size changed to B5 or Letter, contact your service representative.

IMPORTANT:

- 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 below).
- When loading the paper, keep the print side facing up.

Loading Paper in the Multi Purpose Tray

The multi purpose tray will hold up to 150sheets of A4 or smaller plain paper (80 g/m^2) (or up to 165 sheets of 64 g/m^2 plain paper) or up to 50 sheets of plain paper (80 g/m^2) (or up to 55 sheets of 64 g/m^2 plain paper) lager than A4. The multi purpose tray accepts paper sizes 12×18" and from A3 to A6-R and Hagaki and from Ledger to Statement-R, 8K, 16K and 16K-R. Be sure to use the multi purpose tray when you print on any special paper.

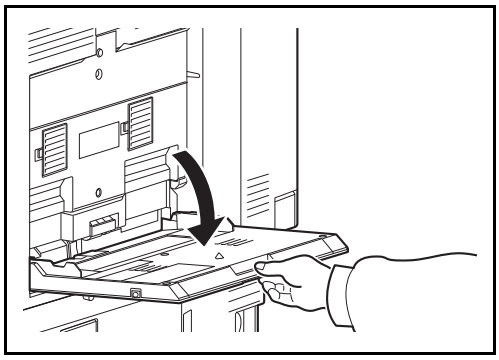
IMPORTANT: When using media types other than plain paper (such as recycled or colored paper), always specify the media type and paper weight settings. (Refer to *Specifying Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) on page 2-42*, *Media Type Setting on page 9-8*.) If you are using a paper weight of 106 g/m^2 or more, set the media type to *Thick* and set the weight of the paper you are using.

The capacity of the multi purpose tray is as follows.

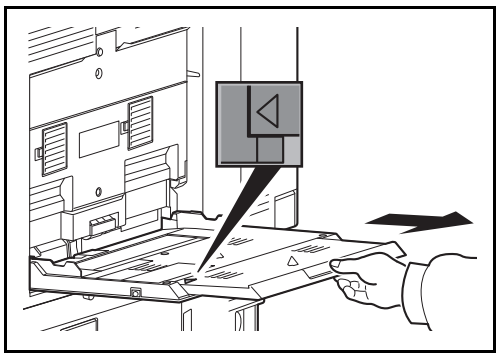
- A4 or smaller plain paper (80 g/m^2), recycled paper or color paper: 150 sheets (64 g/m^2 plain paper :165 sheets)
- B4 or larger plain paper (80 g/m^2), recycled paper or color paper: 50 sheets (64 g/m^2 plain paper :55 sheets)
- Hagaki: 30 sheets
- OHP film: 10 sheets
- Envelope DL, Envelope C4, Envelope C5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6), Monarch, Youkei 4, Youkei 2: 10 sheets
- Banner paper: 470.1 mm (18.51") to a maximum of 1220.0 mm (48"): 1 sheet (manual feed), 10 sheets (when optional banner tray is attached)

NOTE: When you load custom size paper, enter the paper size by referring to *Specifying Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) on page 2-42*.

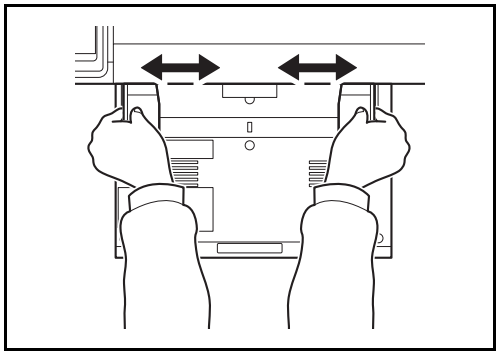
When you use special paper such as transparencies or thick paper, select the media type by referring to *Specifying Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) on page 2-42*.



1 Open the Multi Purpose tray until it stops.

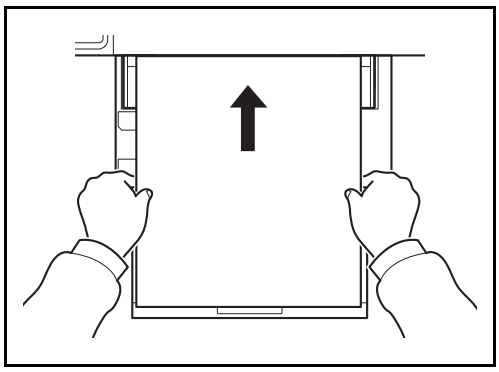


2 When loading paper sizes 12×18" and from A3 to B4 and Ledger to Legal, extend the support tray section of the multi purpose tray until the mark "Δ" is fully appeared.



3 Adjust the paper width guides to the width of the paper.

After removing new paper from its packaging, fan the paper before loading it in the multi-purpose tray. (Refer to *Before Loading Paper on page 2-28*)



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

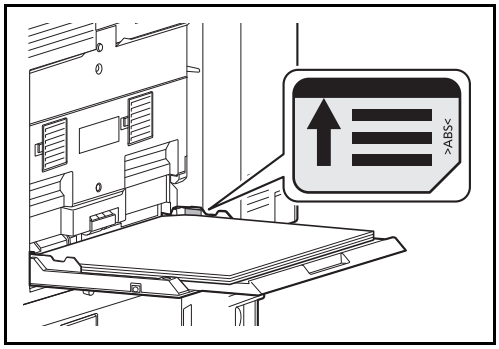
IMPORTANT: Keep the print side facing up.

Curled paper must be uncurled before use.

Straighten the top edge if it is curled.

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.



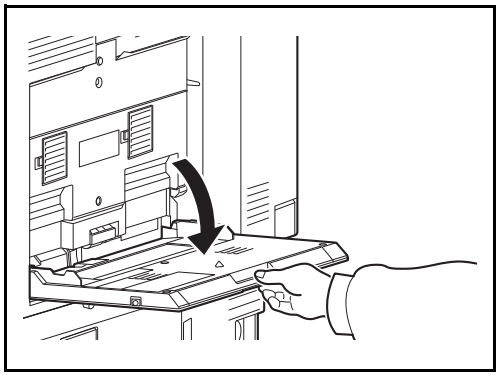
IMPORTANT: Ensure that the loaded paper does not exceed the level indicator (see illustration).

Loading Envelopes

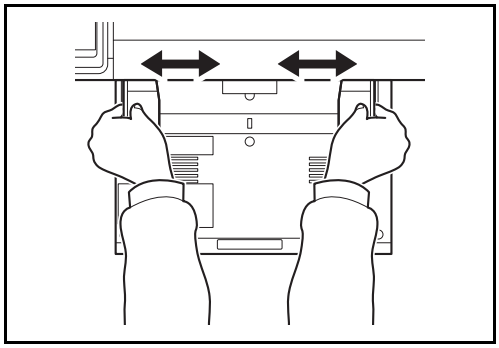
Up to 10 envelopes may be loaded in the multi purpose tray.

Acceptable envelope sizes are as follows.

Acceptable Envelope	Size
Monarch	3 7/8"×7 1/2"
Envelope #10 (Commercial #10)	4 1/8"×9 1/2"
Envelope #9 (Commercial #9)	3 7/8"×8 7/8"
Envelope #6 (Commercial #6)	3 5/8"×6 1/2"
Envelope DL	110×220 (mm)
Envelope C4	229×324 (mm)
Envelope C5	162×229 (mm)
Youkei 2	162×114 (mm)
Youkei 4	235×105 (mm)



1 Open the multi purpose tray.

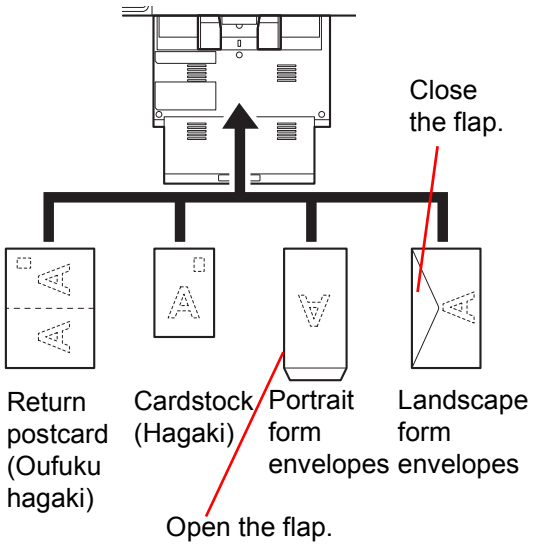


2 Adjust the paper width guides to the width of the envelope.

3 Insert along the paper width guide all the way in as shown.

When you load envelopes or cardstock in the multi purpose tray

Load envelopes with the print side facing down.
e.g.) When printing the address.



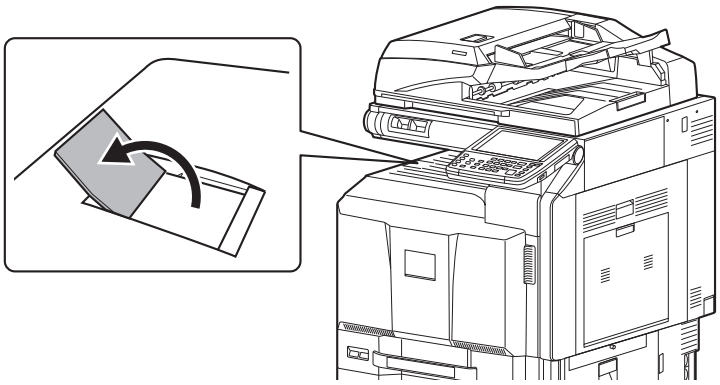
IMPORTANT: Use unfolded return postcard (Oufuku hagaki).

IMPORTANT: How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

NOTE: When you load envelopes in the multi purpose tray, select the envelope type by referring to *Specifying Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) on page 2-42*.

Paper stopper

To use the sheet ejection stopper, open as shown below. (Example: A3, B4, Leger, Legal)



Specifying Paper Size and Media (Cassette Setting)

The default paper size setting for cassettes 1 and 2, for the multi purpose tray and for the optional paper feeder (cassettes 3 to 7) is [Auto], and the default media type setting is [Plain].

To fix the type of paper to be used in cassettes, specify the paper size and media type setting. (Refer to *Specifying Paper Size and Media Type for the Cassettes on page 2-40*.)

To fix the type of paper to be used in multi purpose tray, specify the paper size setting. (Refer to *Specifying Paper Size and Media Type for the Multi Purpose Tray (MP Tray Setting) on page 2-42*.)

Specifying Paper Size and Media Type for the Cassettes

To fix the type of paper to be used in cassettes 1 or 2 or the optional paper feeders (cassettes 3 to 7), specify the paper size. Also, if you use a media type other than plain paper, specify the media type setting.

Selection Item		Selectable Size/Type
Paper Size	Auto	Paper size is automatically detected and selected. Select whether the paper is in *Metric* size or in *Inch* size.
	Standard Sizes 1*	Select from the standard sizes. Selectable paper sizes are as follows. Inch models: Ledger, Legal, Letter, Letter-R, Statement-R, 12×18", Oficio II Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio, 216×340 mm
	Standard Sizes 2*	Select from the standard sizes not included in Standard Sizes 1. Selectable paper sizes are as follows. Inch models: A3, B4, A4, A4-R, A5-R, B5, B5-R, Folio, 8K, 16K, 16K-R Metric models: Ledger, Legal, Letter, Letter-R, Statement-R, 12×18", Oficio II, 8K, 16K, 16K-R
Media Type		Plain (105 g/m^2 or less), Rough, Vellum** (60 to 105 g/m^2 or less), Recycled, Preprinted***, Bond**, Color**, Prepunched***, Letterhead***, Thick (106 g/m^2 and more)**, High Quality and Custom 1~8**

* Only A4, Letter, and B5 can be specified when the optional Large Capacity Feeder (1,500-sheet x 2) and the optional Large Capacity Side Feeder (500, 1,500-sheet x 2) are used.

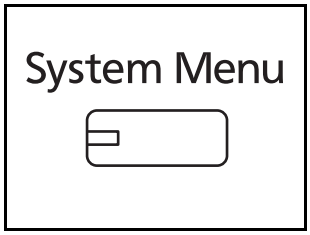
** To change to a media type other than *Plain*, refer to *Media Type Setting on page 9-8*. When the paper weight settings shown below are selected, the media indicated for each setting cannot be selected.

- Rough: *Heavy 5*
- Vellum: *Heavy 5*
- Preprinted: *Heavy 5*
- Color: *Heavy 5*
- Letterhead: *Heavy 5*
- Thick: *Heavy 5*
- Custom 1 to 8: *Heavy 5, or Extra Heavy*

On the 30/30 ppm model and 35/35 ppm model, the paper of each also cannot be selected when *Heavy 4* is set.

*** To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 9-11*.

NOTE: If the optional FAX kit is installed, the available media types for printing received faxes are as shown below.
Plain, Recycled, Bond, Vellum, Color, Thick, High Quality, *Rough* and *Custom 1* to *8*



1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [Next] of *Cassette Setting*.

3 *Cassette Setting*, select one of [Cassette 1] to [Cassette 7] and press [Next].

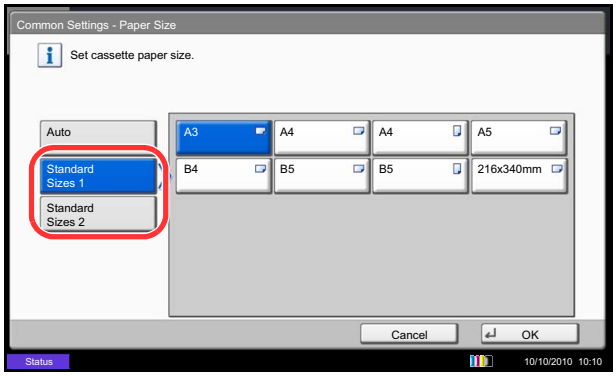
Then press [Change] of *Paper Size*.

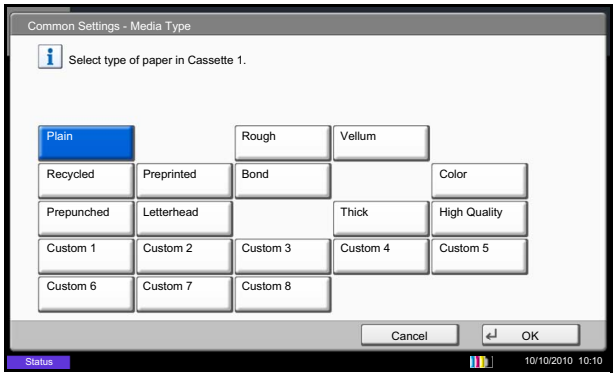
NOTE: [Cassette 3] to [Cassette 7] are shown when the optional paper feeder is installed.

4 For automatic detection of the paper size, press [Auto] and select [Metric] or [Inch] as the unit.

To select the paper size, press [Standard Sizes 1] or [Standard Sizes 2] and select the paper size.

5 Press [OK]. The previous screen reappears.





6 Press [Change] of *Media Type* and select the media type. Then press [OK].

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

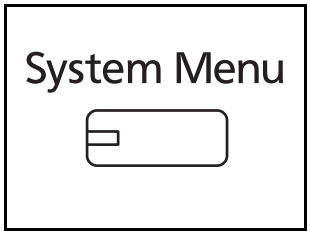
To fix the type of paper to be used in the multi purpose tray, specify the paper size. When using other than a plain paper, specify the media type.

Item		Description
Paper Size	Auto	Paper size is automatically detected and selected. Select whether the paper is in *Metric* size or in *Inch* size.
	Standard Sizes 1	Select from the standard sizes. Selectable paper sizes are as follows. Inch models: Ledger, Legal, Letter, Letter-R, Statement-R, 12×18", Oficio II, Executive Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio, 216×340 mm
	Standard Sizes 2	Select from the standard sizes not included in Standard Sizes 1. Selectable paper sizes are as follows. Inch models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio, 8K, 16K, 16K-R Metric models: Ledger, Legal, Letter, Letter-R, Statement-R, 12×18", Oficio II, Executive, 8K, 16K, 16K-R
	Others	Select from special standard sizes and custom sizes. Selectable paper sizes are as follows. ISO B5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku hagaki, Youkei 4, Youkei 2
	Size Entry	Enter the size not included in the standard size. Selectable paper sizes are as follows. Inch size X (Horizontal): 5.83~17.00" (in 0.01" increments), Y (Vertical): 3.86~11.69" (in 0.01" increments) Metric size X (Horizontal): 148~432 mm (in 1mm increments), Y (Vertical): 98~297 mm (in 1mm increments)
Media Type		Selectable media types are as follows. Plain (105g /m^2 or less), Rough, Transparency, Vellum (60 to 105 g/m^2 or less), Labels, Recycled, Preprinted**, Bond, Cardstock, Color, Prepunched**, Letterhead**, Envelope, Thick (106 g/m^2 and more), Coated, High Quality and Custom 1~8

* To change to a media type other than *Plain*, refer to *Media Type Setting on page 9-8*.

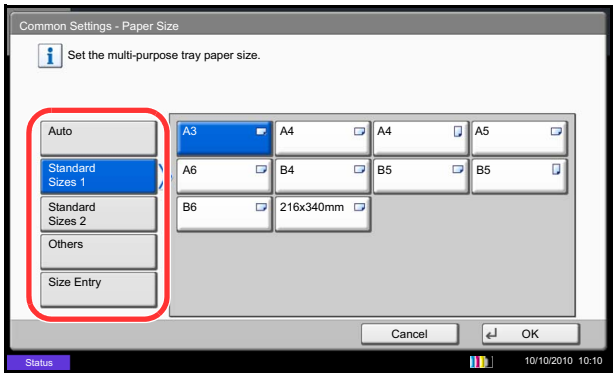
** To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 9-11*.

NOTE: If the optional FAX kit is installed and the multi purpose tray is used to print a received FAX, the available media types are as shown below.
Plain, *Labels*, *Recycled*, *Bond*, *Vellum*, *Color*, *Coated*, *Cardstock, Envelope, Thick*, *High Quality*, *Rough* and *Custom 1* to *8*



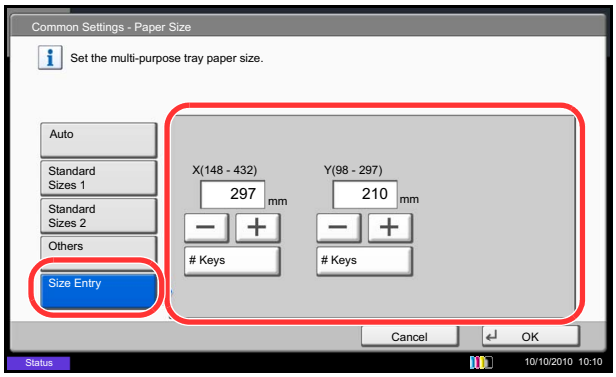
1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [Next] of *MP Tray Setting*, and then [Change] of *Paper Size*.



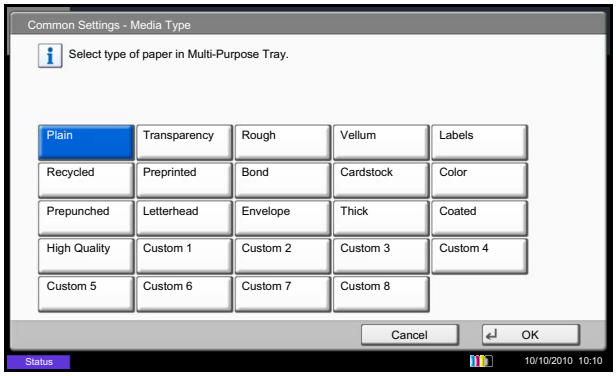
3 For automatic detection of the paper size, press [Auto] and select [Metric] or [Inch] as the unit.

To select the paper size, press any of [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] and select the paper size.



If you have chosen [Size Entry], press [+] or [–] to enter X (horizontal) and Y (vertical) sizes. You may enter the size directly using the numeric keys by pressing [# Keys].

4 Press [OK]. The previous screen reappears.



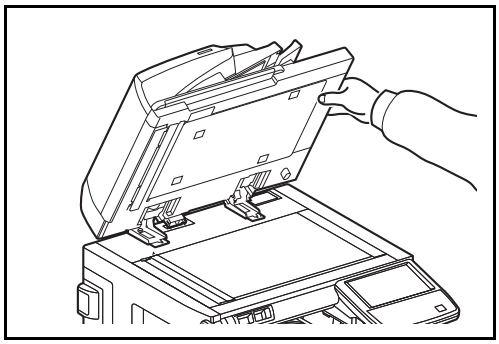
5 Press [Change] of *Media Type* and select the media type. Then press [OK].

Loading Originals

Follow the steps below to load originals for copying, sending or storing.

Placing Originals on the Platen

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

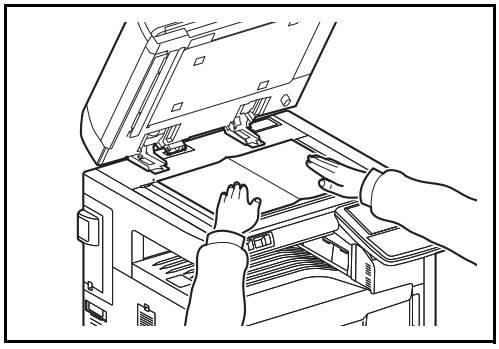


1 Open the platen Cover or the optional document processor.

NOTE: Before opening the document processor, be sure that there are no originals left on the original table or on the original eject table. Originals left on the original table or on the original eject table may fall off when the document processor is opened.

When placing books or magazines on the machine, do so with the platen Cover or the optional document processor in the open position.

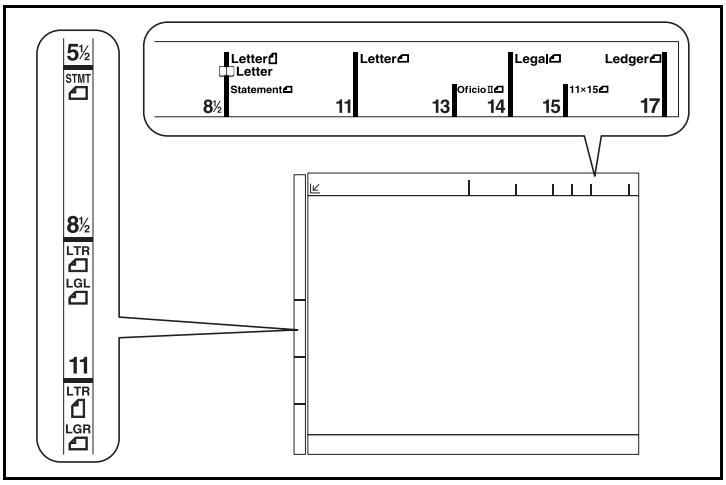
Shadows may be produced around the edges and in the middle of open-faced originals.



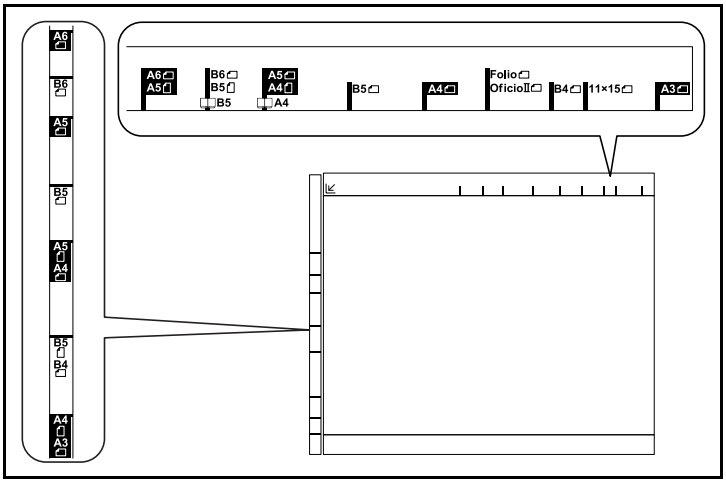
2 Place the original. Put the scanning side facedown and align it flush against the original size indicator plates with the back left corner as the reference point.

NOTE: For details on Original Orientation, refer to *When placing originals on the platen on page 4-9*.

◆ Original size indicator plates (Inch models)



(Metric models)



3 Close the platen Cover or the optional document processor.

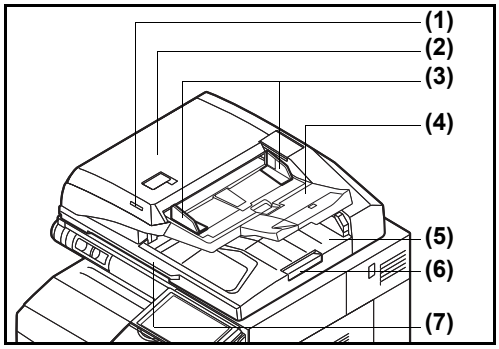
IMPORTANT: Do not push the platen cover forcefully when you close it. Excessive pressure may crack the platen glass.

CAUTION: Do not leave the platen cover or the optional document processor open as there is a danger of personal injury.

Loading Originals in the Document Processor

The optional document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned.

Part Names of the Document Processor



(1) Original placement indicator
(2) Top cover
(3) Original width guides
(4) Original table
(5) Original eject table
(6) Original stopper
(7) Opening handle

Originals Supported by the Document Processor

The document processor supports the following types of originals.

	Document Processor	Document Processor (Dual scan DP)
Weight	45 to 160 g/m^2 (duplex: 50 to 120 g/m^2)	35 to 220 g/m^2 (duplex: 50 to 220 g/m^2)
Size	Maximum A3 to Minimum A5 Maximum Ledger to Minimum Statement-R	Maximum A3 to Minimum A5 Maximum Ledger to Minimum Statement-R
Capacity	Plain paper (80 g/m^2), Colored paper, Recycled paper, High Quality: 100 sheets (Mixed size originals: 30 sheets) Thick paper (157 g/m^2): 50 sheets Thick paper (120 g/m^2): 66 sheets Art paper: 1 sheet	Plain paper (80 g/m^2), Colored paper, Recycled paper, High Quality: 175 sheets (Mixed size originals: 30 sheets) Thick paper (157 g/m^2): 89 sheets Thick paper (120 g/m^2): 116 sheets Art paper: 1 sheet

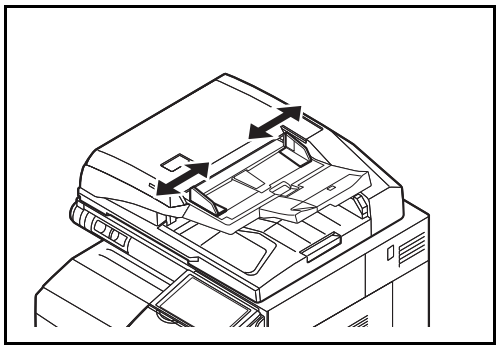
Originals Not Supported by the Document Processor

Do not use the document processor for the following types of originals.

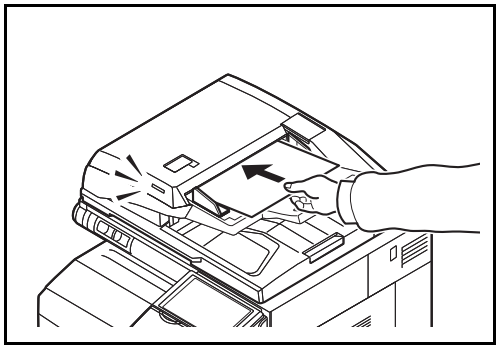
- Soft originals such as vinyl sheets
- Transparencies such as OHP film
- Carbon paper
- Originals with very slippery surfaces
- Originals with adhesive tape or glue
- Wet originals
- Originals with correction fluid which is not dried
- Irregularly shaped (non-rectangular) originals
- Originals with cut-out sections
- Crumpled paper
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam).
- 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).

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.



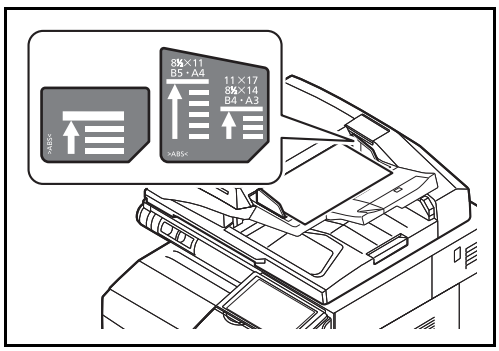
1 Adjust the original width guides.



2 Place the originals. 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. The original placement indicator will be lit.

NOTE: For details on Original Orientation, refer to *When placing originals on the optional document processor on page 4-9*.

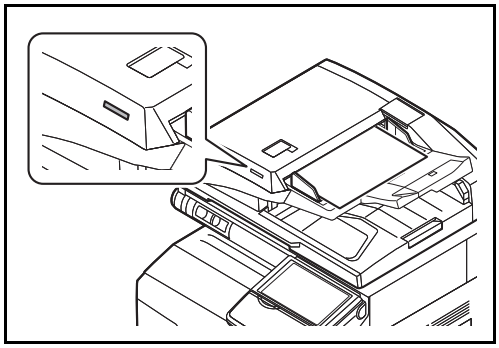
IMPORTANT: Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.



Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam (see the figure).

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).

Original placement indicator



The original placement indicator is lit or unlit depending on how originals are placed.

Indications and their status are as follows.

- Green lit: Original is placed properly.
- Green blinking: Original is not placed properly. Remove and place again.

3 Basic Operation

This chapter explains the following operations.

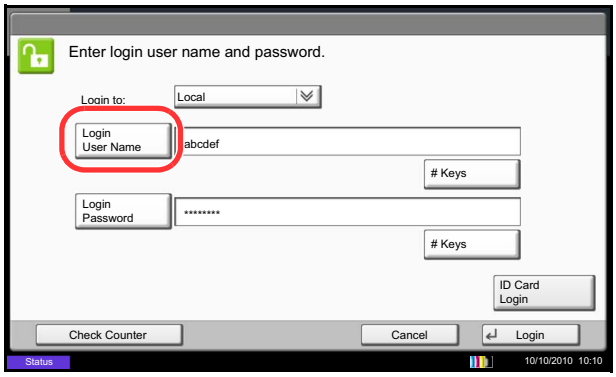
- Login/Logout 3-2
- Enter key and Quick No. Search key 3-4
- Touch Panel Display 3-5
- Original Preview....3-6
- Selecting Color Mode....3-7
- Copying....3-8
- Sending....3-23
- Confirmation Screen of Destinations 3-29
- Preparation for sending a document to a PC....3-30
- Specifying Destination 3-40
- Using the Document Box 3-43
- Canceling Jobs 3-52
- Quick Setup Screen 3-53
- Program 3-56
- Registering Shortcuts (Copy, Send, and Document Box Settings) ...3-58
- Using the Internet Browser 3-59
- Using Weekly Timer 3-61
- Checking Counter 3-62
- Help Screen 3-62

Login/Logout

If user login administration is enabled, it is necessary to enter the login user name and password to use the machine.

NOTE: 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.
If the guest authentication setting is enabled, the Authentication/Logout key must be pressed when logging in. For details, refer to the *Guest Authorization Set. on page 10-12*.

Login



1 If the screen shown appears during operations, press [Login User Name].

Press [# Keys] to enter the login data using the numeric keys.

2 Enter the login user name and press [OK].

NOTE: Refer to the *Character Entry Method on Appendix-9* for details on entering characters.

3 Press [Login Password].

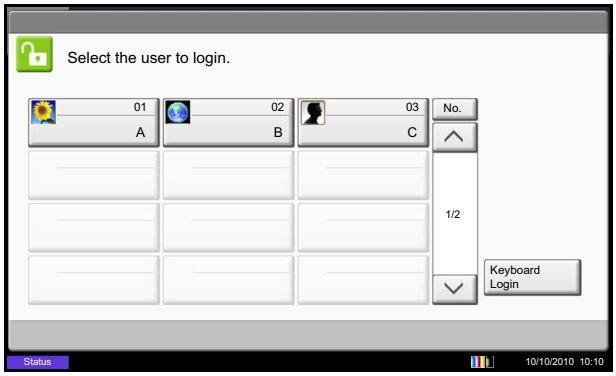
Press [# Keys] to enter the login data using the numeric keys.

4 Enter the password and press [OK].

5 Check the login user name and password are correct, and press [Login].

NOTE: If *Network Authentication* is selected as the user authentication method, either Local or Network can be selected as the authentication type.

Simple Login



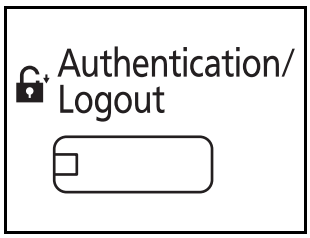
If this screen is displayed during operations, select a user and log in.

NOTE: If a login password is required, an input screen will be displayed.

For details, refer to the *Simple Login on page 10-17*.

3

Logout



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

Users are automatically logged out in the following circumstances:

- When the machine is put to Sleep by pressing the **Power** key.
- When the Auto Sleep function is activated.
- When the auto panel reset function is activated.
- When Auto Low Power Mode is activated.
- When the machine is placed in Low Power Mode by pressing the **Energy Saver** key.

Enter key and Quick No. Search key

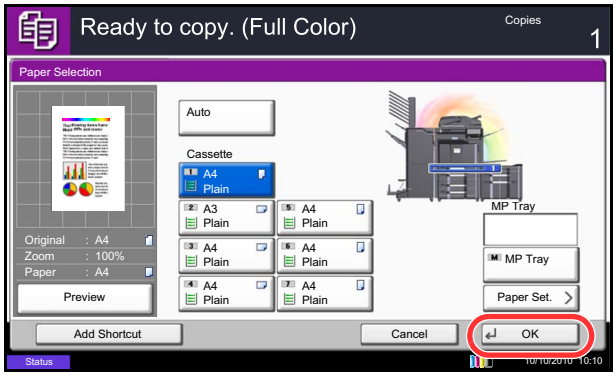
This section explains how to use the **Enter** key and **Quick No. Search** key on the operation panel.

Using the Enter (↵) key

The **Enter** key works in the same way as keys displayed on the touch panel, such as [OK] and [Close].

The Enter symbol (↵) is displayed next to the keys whose operations are carried out by the **Enter** key (e.g. [↵ OK], [↵ Close]).

The operation of the **Enter** key is explained below using copy paper selection as an example. For details of the procedure, refer to *Paper Selection on page 4-3*.



1 In the paper selection screen, press the key for the cassette containing the required paper size.

The Enter (↵) symbol appears on the [OK] on the touch panel, indicating that the **Enter** key performs the same action as [OK].

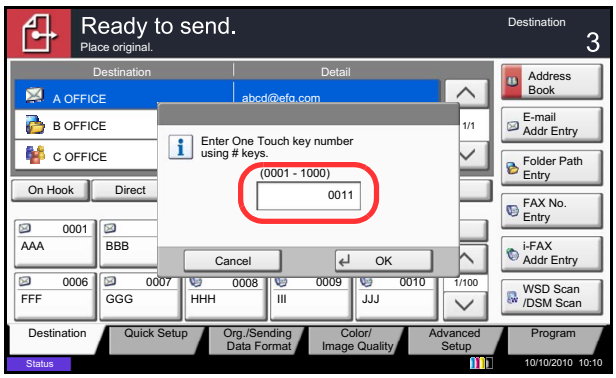
2 To copy using the selected paper, press the **Enter** key (or [OK]).

Using the Quick No. Search (⠿) key

Use the **Quick No. Search** keys to perform an action by simply entering a number directly using the numeric keys. For example, you can specify the speed dial for a transmission destination or recall a stored program by its program number.

The **Quick No. Search** key performs the same action as the [No.] displayed on the touch panel.

The use of the **Quick No. Search** key is explained below using an example in which a speed dial number is specified and used to select a destination. For more information on speed dialing, refer to *Specifying Destination on page 3-40*.



1 Press the **Quick No. Search** key (or [No.]) in the basic send screen.

2 In the number entry screen, use the numeric keys to enter the speed dial number.

3 If you entered a speed dial number between 1 and 3 digits long, press the **Enter** key (or [OK]).

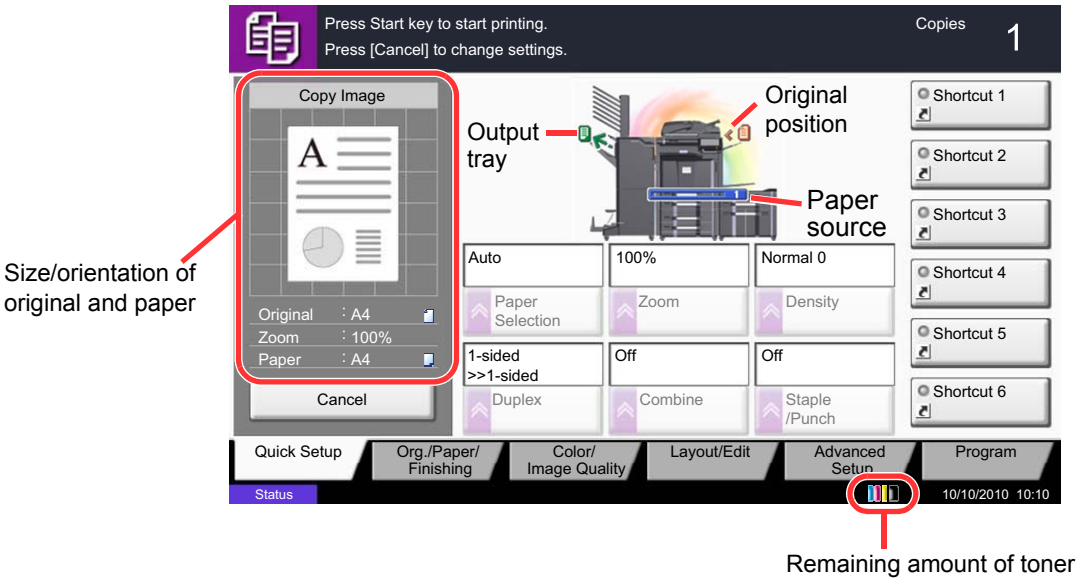
The specified destination appears in the destination list.

NOTE: If you enter a 4-digit speed dial number, the operation in step 3 can be omitted. The basic send screen appears and the specified destination appears in the destinations list.

Touch Panel Display

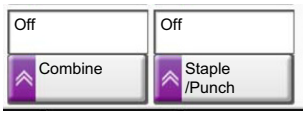
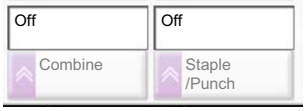
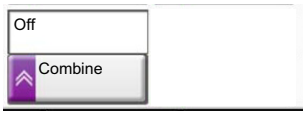
Display for Originals and Paper

The touch panel displays the selected paper source and output tray.



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	Hidden
	 In the following cases, the key is grayed out and cannot be selected. • Cannot be used in combination with a feature that is already selected. • Use prohibited by user control. • [Preview] has been pressed. (Refer to *Original Preview on page 3-6*)	 Cannot be used because an option is not installed. Example: When a finisher is not installed, [Staple/Punch] 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, press the **Reset** key and try again.

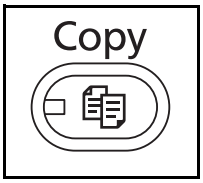
If the key is still grayed out after the **Reset** key is pressed, it is possible that you are prohibited from using the function by user control. Check with the administrator of the machine.

Original Preview

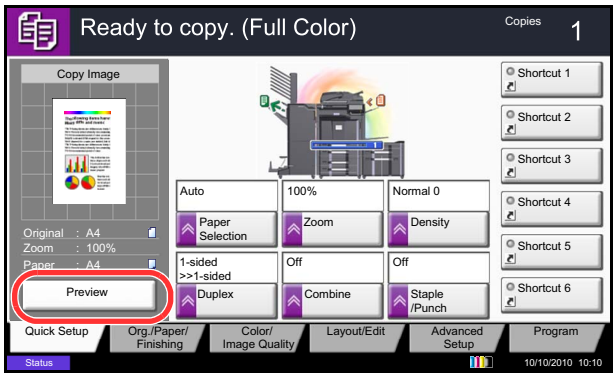
You can display a preview image of the scanned document on the panel.

NOTE: To view a preview of an image stored in a Custom Box, refer to *Previewing Documents/Checking Document Details on page 3-49*.
The procedure described here is for copying a single-page original.

The procedure for previewing scanned originals is explained below.

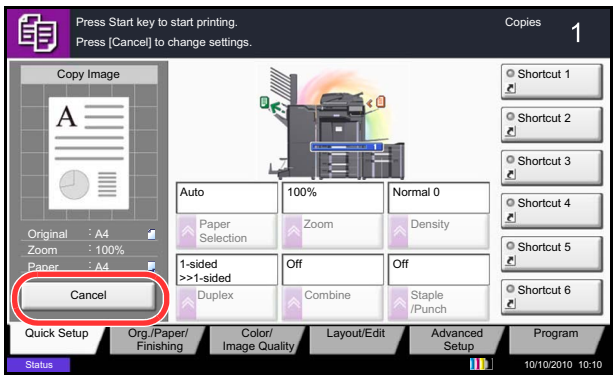


1 Press the **Copy** key and place the original on the platen.



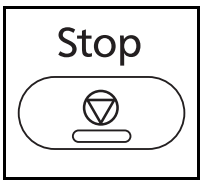
2 Press [Preview].

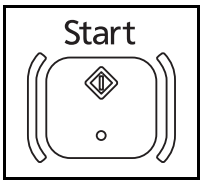
3 The machine starts scanning the original. When scanning is completed, the preview image appears on the panel.



4 To change the quality or the layout, press [Cancel] or the **Stop** key. Change the settings and press [Preview] again to see a preview image with the new settings.

NOTE: If you scan a multi-page original, only the first page is previewed.

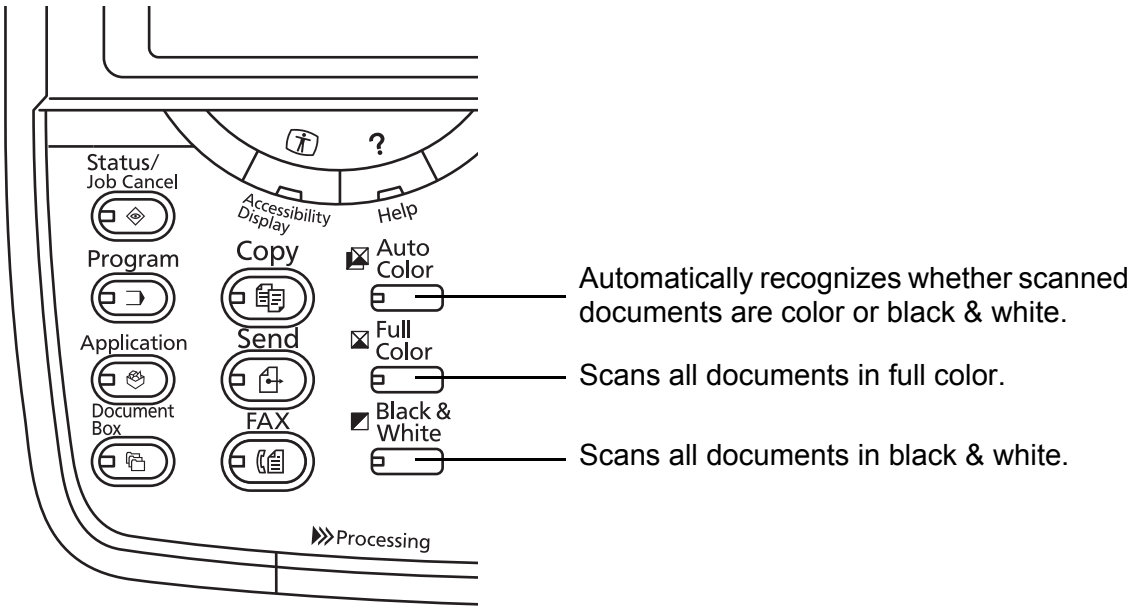




5 If there is no problem with the preview image, press the **Start** key. Copying begins.

Selecting Color Mode

When you scan and then copy, send or store documents, you can select the color mode used for scanning from the operation panel.



The basic procedure for selecting the color mode is explained below, using an example in which the scanned document is copied.

1. Press the **Copy** key.
2. Place the originals in the document processor or on the platen.
3. Press the **Auto Color** key, **Full Color** key or **Black & White** key to select the color mode.
4. Specify the required settings for copying.
5. Press the **Start** key.

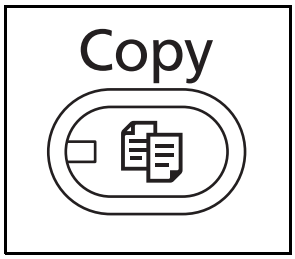
NOTE: You can fine-tune the color mode from the touch panel.

- Copying: You can use Single Color copying in Cyan, Green, etc. *(page 4-34)*.
- Sending/Storing: You can select *Auto Color (Color/Gray)*, *Auto Color (Color/B & W)*, *Full Color* or *Grayscale (page 6-23)*.

You can also change the default color mode for copying and sending/storing. For details, refer to *Color Selection (Copy) on page 9-19* or *Color Selection (Send/Store) on page 9-19*.

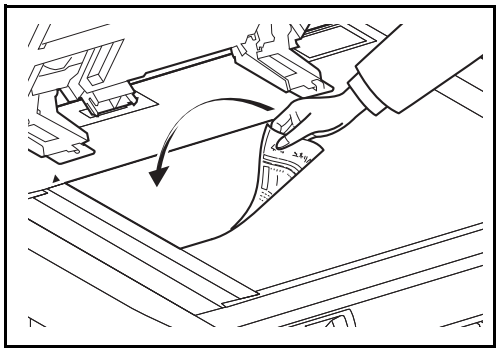
Copying

Follow the steps as below for basic copying.



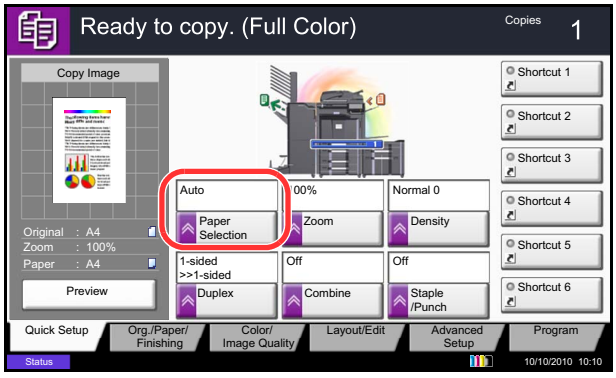
1 Press the **Copy** key.

NOTE: If the touch panel is turned off, press the **Energy Saver** key or the **Power** key and wait for the machine to warm up.



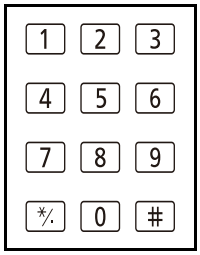
2 Place the originals on the platen or in the optional document processor.

NOTE: For loading instructions, refer to *Loading Originals on page 2-44*.

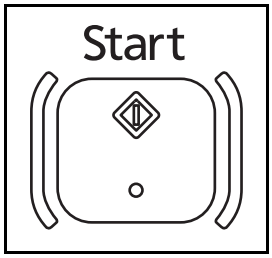


3 Check that [Auto] is selected of *Paper Selection* on the touch panel. Paper that matches the size of the original will be selected automatically.

To change the paper size, press, [Org./Paper/ Finishing], [Paper Selection] and select the desired paper source.



4 Use the numeric keys to enter the copy quantity. Specify the desired number up to 999.



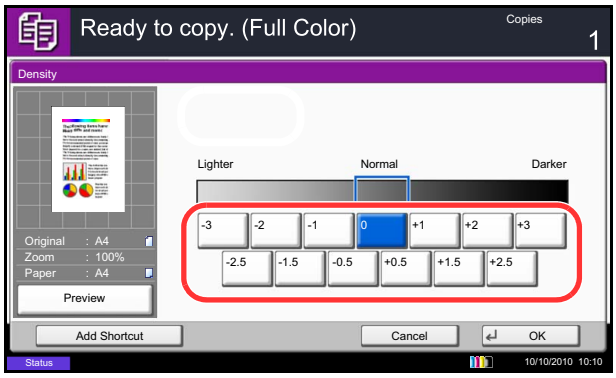
5 Press the **Start** key to start copying.

Density

Use this procedure to adjust the density when copying.

You can adjust density using 7 or 13 levels.

The procedure for adjusting the density of copies is explained below.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Set the original on the platen and press [Color/ Image Quality] -> [Density].

4 Adjust density pressing [-3] (Lighter) to [+3] (Darker). You can change the density level [-3] (Lighter) to [+3] (Darker) in half-steps.

5 Press [OK].

6 Press the **Start** key. Copying begins.

Original Image

Select image quality suited to the type of original.

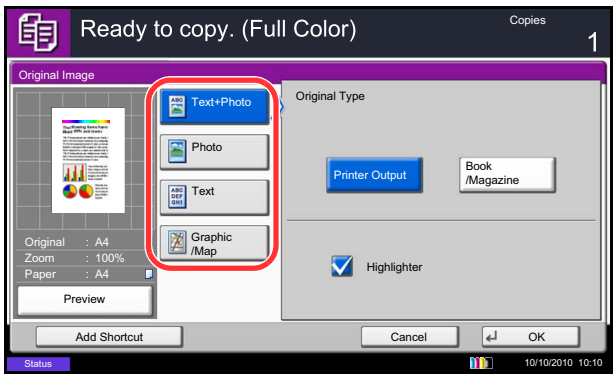
The table below shows the quality options.

Image Quality Option		Description
Original Image	**Original Type**	
Text+Photo*,**	Printer Output	For mixed text and photo documents printed on this machine originally.
	Book/Magazine	For mixed text and photos printed in a magazine, etc.
Photo	Printer Output	For photos printed on this machine originally.
	Book/Magazine	For photos printed in a magazine, etc.
	Photo Paper	Suitable for photographs taken with a camera.
Text*	Off (original type not set)	For documents that are mostly text and were originally printed on this machine.
	On (original type is set)	Sharply renders pencil text and fine lines.
Graphic/Map*	Printer Output	For maps and diagrams printed on this machine originally.
	Book/Magazine	For maps and diagrams printed in a magazine.

* *Highlighter* can be selected.

** If gray text is not printed completely using [Text + Photo], selecting [Text] may improve the result.

The procedure for selecting the quality of copies is explained below.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Set the original on the platen and press [Color/ Image Quality] -> [Original Image].

4 Select *Original Type*.

NOTE: When the *Highlighter* checkbox is selected and a fluorescent pen is copied, this can be used to prevent the color reproduction of the fluorescent pen from becoming too faint.

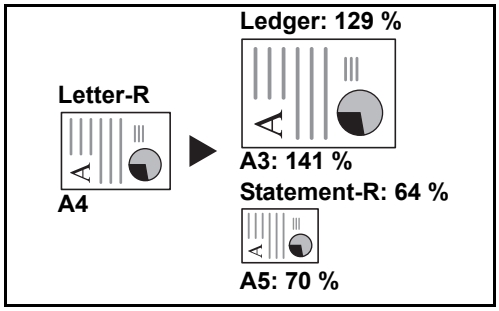
5 Press [OK].

6 Press the **Start** key. Copying begins.

Zoom

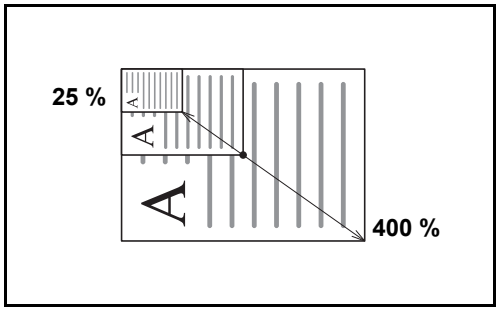
Adjust the magnification to reduce or enlarge the original image. The following zoom options are available.

Auto Zoom



Automatically reduces or enlarges the original image suitably to the selected paper size.

Manual Zoom



Manually reduces or enlarges the original image in 1% increments between 25% and 400%.

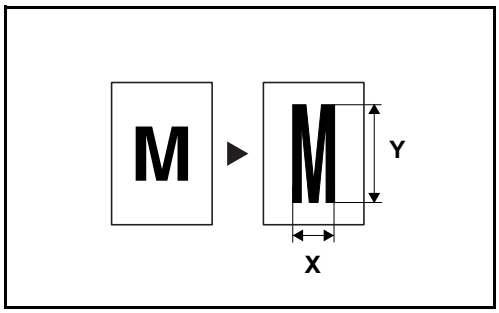
Preset Zoom

Reduces or enlarges at preset magnifications.

The following magnifications are available.

Model	Zoom Level (Original Copy)
Inch Models	100%, Auto, 400% (Max.), 200% (STMT >> Ledger), 154%(STMT >> Legal), 129% (Letter >> Ledger), 121% (Legal >> Ledger), 78% (Legal >> Letter), 77% (Ledger >> Legal), 64% (Ledger >> Letter), 50% (Ledger >> STMT), 25% (Min.)
Metric Models	100%, Auto, 400% (Max.), 200% (A5 >> A3), 141% (A4 >> A3, A5 >> A4), 127% (Folio >> A3), 106% (11×15" >> A3), 90% (Folio >> A4), 75% (11×15" >> A4), 70% (A3 >> A4, A4 >> A5), 50%, 25% (Min.)
Metric Models (Asia Pacific)	100%, Auto, 400% (Max.), 200% (A5 >> A3), 141% (A4 >> A3, B5 >> B4), 122% (A4 >> B4, A5 >> B5), 115% (B4 >> A3, B5 >> A4), 86% (A3 >> B4, A4 >> B5), 81%(B4 >> A4, B5 >> A5), 70% (A3 >> A4, B4 >> B5), 50%, 25% (Min.)

XY Zoom



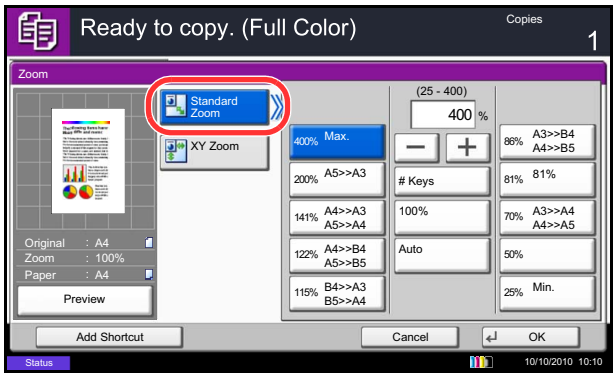
Select vertical and horizontal magnifications individually. Reduce or enlarge original images in 1% increments between 25% and 400%.

The procedure for using zoom copying is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

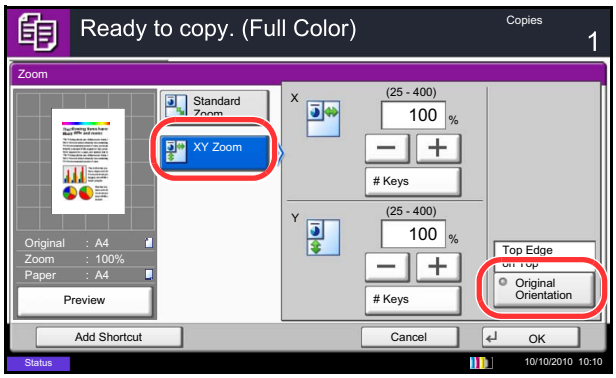
3 Set the original on the platen and press [Layout/Edit] -> [Zoom].



4 Press [Standard Zoom] to use Auto Zoom.

Press [+] or [–] to change the displayed magnification as desired. You can also enter the magnification directly using the numeric keys by pressing [# Keys].

When using Preset Zoom, select the key of desired magnification.



When using XY Zoom, press [XY Zoom].

Press [+] or [–] to change the displayed magnifications of X (horizontal) and Y (vertical). You can also enter the magnification directly using the numeric keys by pressing [# Keys].

Press [Original Orientation] to select orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

5 Press [OK].

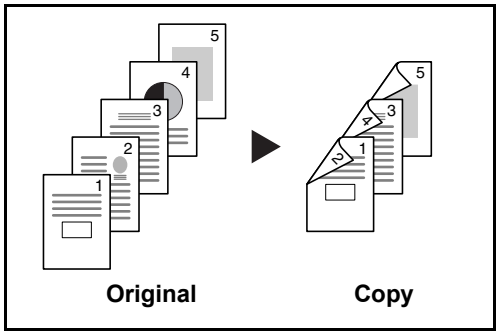
6 Press the **Start** key. Copying begins.

Duplex

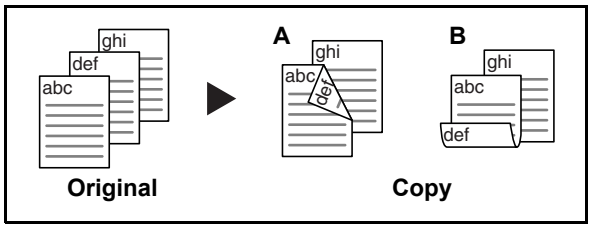
Produce two-sided copies. The following duplex options are available.

You can also create single-sided copies from two-sided originals or originals with facing pages such as books. 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.

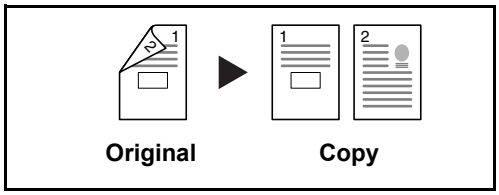


The following binding options are available.

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°. Copies can be bound on the top edge, facing the same orientation when turning the pages.

Two-sided to One-sided

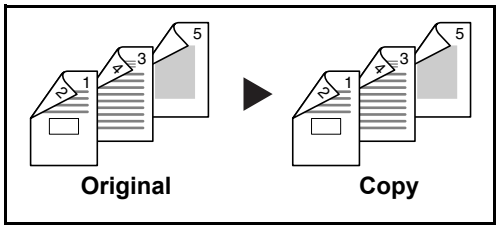


Copies each side of a two-sided original onto two individual sheets. The optional document processor is required.

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°.

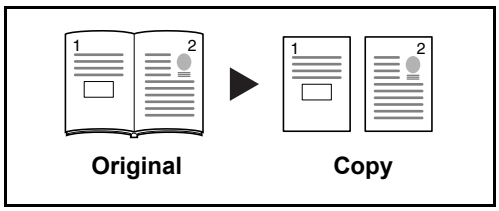
Two-sided to Two-sided



Produces two-sided copies from two-sided originals. The optional document processor is required.

NOTE: The paper sizes supported in Two-sided to Two-sided are A3, B4, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Letter, Letter-R, Executive, Statement-R, Oficio II, 216×340mm and Folio.

Book to One-sided



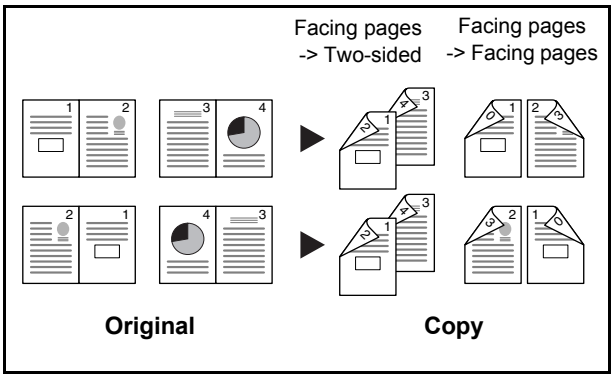
Produces a 1-sided copy of a 2-sided or open book original.

The following binding options are available.

- *Binding Left*: Originals with facing pages are copied from left to right.
- *Binding Right*: Originals with facing pages are copied from right to left.

NOTE: The following sizes of originals and paper are supported in Two-sided to One-sided and Book to One-sided. Original: A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K. Paper: A4, B5, Letter and 16K. You may change paper size and reduce or enlarge copy to match that size.

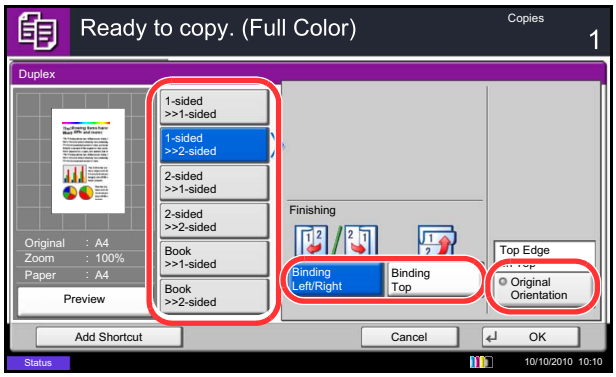
Book to Two-sided



Produces two-sided copies from an open book original with facing pages.

NOTE: The following sizes of originals and paper are supported in Book to Two-sided mode. Original: A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K. Paper: A4, B5 and Letter.

The procedure for using two-sided/duplex copying is explained below.



1 Press the **Copy** key.

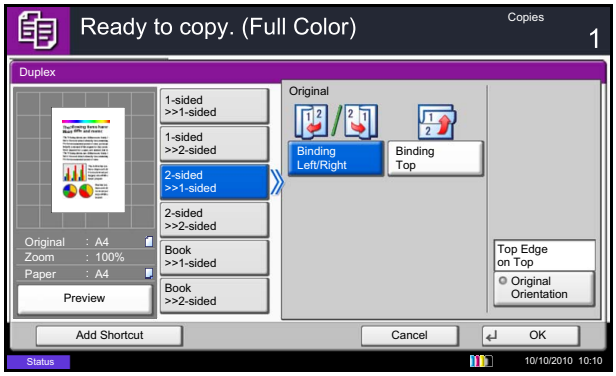
2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Duplex].

4 Select the desired Duplex option.

5 If you choose [1-sided>>2-sided] or [2-sided>>2-sided], select the binding edge of the finished copies of *Finishing*.

If you choose [Book>>2-sided], press [Book>>2-sided] or [Book>> Book] of *Finishing* to select the setting for duplex.



6 If you choose [2-sided>>1-sided], [2-sided>>2-sided], [Book>>1-sided] or [Book>>2-sided], select the binding edge of the originals of *Original*.

7 Press [Original Orientation] to select orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

8 Press [OK].

9 Press the **Start** key.

Once an original placed on the platen is scanned, replace it with the next one. Then, press the **Start** key.

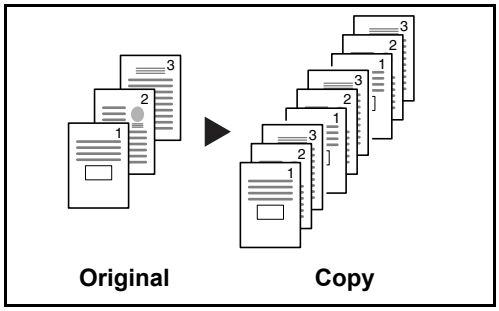
After scanning all originals, press [Finish Scan] to start copying.

Collate/Offset

The machine can collate and offset at the same time as it copies.

You can use the Collate/Offset copy function for tasks such as those shown below.

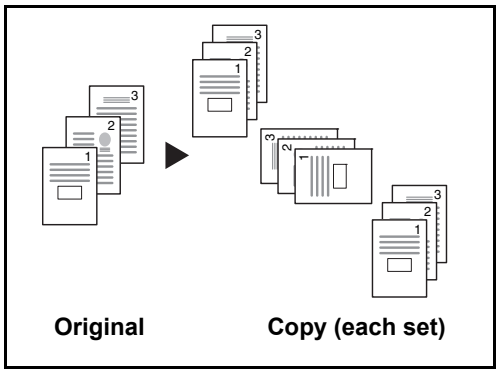
Collate



Scan multiple originals and deliver complete sets of copies as required according to page number.

Offset

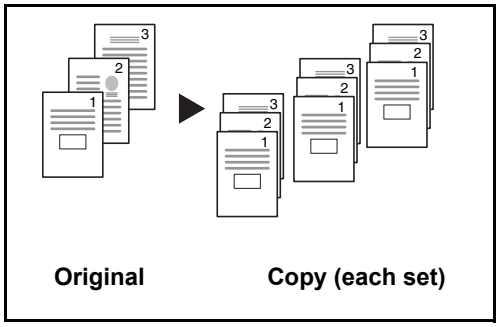
Without Document Finisher



If the optional document finisher is not installed, when you use offsetting, printed copies are produced after rotating each set (or page) by 90º.

NOTE: To use sorting, the same size of paper as the selected paper tray must be loaded in a different orientation in a different paper tray. The paper sizes supported in *Offset* are A4, B5, Letter and 16K.

With Document Finisher



When you use offsetting, printed copies are segregated after each set of copies (or after each page).

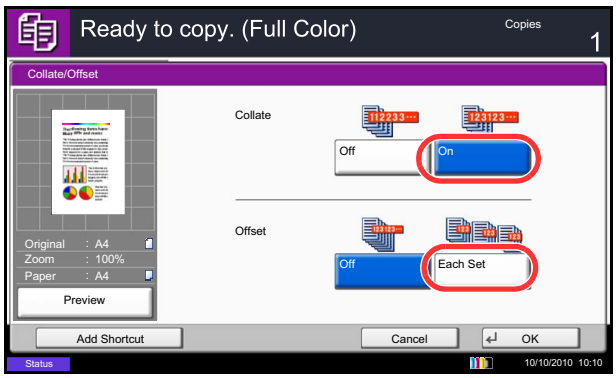
NOTE: The optional document finisher is required. The paper sizes supported in *Offset* are A3, B4, A4, B5, Letter, Legal, Ledger, Oficio II, 8k, 16k, 216×340mm, Folio.

The procedure for using collate/offset copying is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

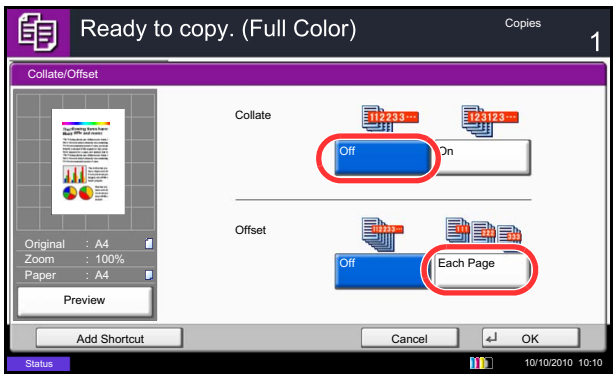
3 Press [Org./Paper/Finishing] and then [Collate/Offset].



4 To use collate copying, press [On] of *Collate*.

To use offset copying, press [Each Set] of *Offset*.

Press [OK].



If [Off] is selected for *Collate*, press [Off] or [Each Page] of *Offset*.

5 Press [OK].

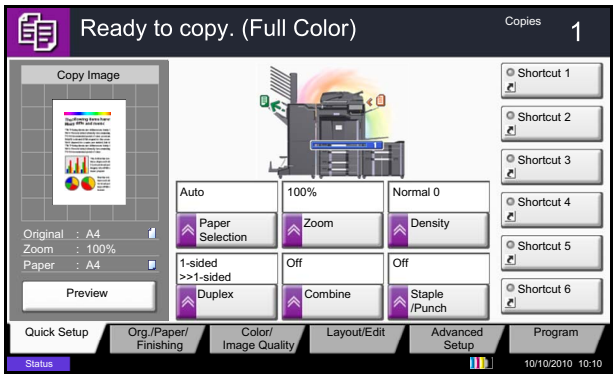
6 Press the **Start** key. Copying begins.

Reserve Next

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. The procedure differs depending on the *Reserve Next Priority* (refer to *page 9-45*).

If *Reserve Next Priority* is set to [On]

The Copy function default screen appears on the touch panel during printing.



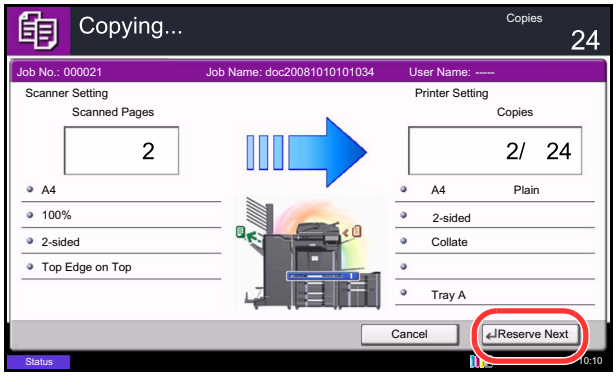
1 Place the originals onto the machine for reserving copy, and configure the copy settings.

2 Press the **Start** key.

The machine starts scanning the originals. When the current print job ends, the reserved copy job is printed.

If *Reserve Next Priority* is set to [Off]

The Copying screen appears on the touch panel during printing.



1 Press [Reserve Next].

The default screen for copying appears.

2 Place the originals onto the machine for reserving copy, and configure the copy settings.

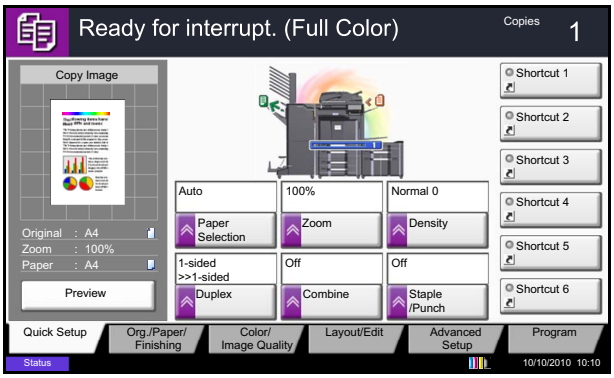
3 Press the **Start** key.

The machine starts scanning the originals. When the current print job ends, the reserved copy job is printed.

Interrupt Copy

This function allows you to pause the current jobs in progress when you need to make copies immediately. When the interruption copy ends, the machine resumes the paused print jobs.

NOTE: If the machine is left unused for 60 seconds in interrupt copy mode, interrupt copying is automatically canceled and printing resumes. You can change the delay until interrupt copying is canceled. Change the delay as required. For more information, refer to *Interrupt Clear Timer on page 9-81*.



1 Press the **Interrupt** key.

The current print job is temporarily interrupted.

2 Place the originals onto the machine for interrupt copy, and configure the copy settings.

3 Press the **Start** key to start interrupt copying.

4 When interrupt copying ends, press the **Interrupt** key.
The machine resumes the paused print jobs.

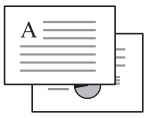
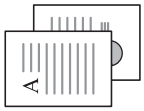
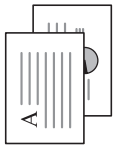
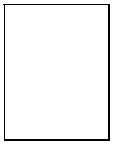
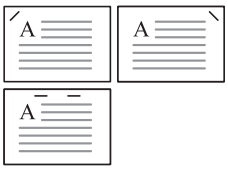
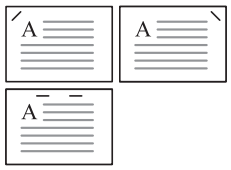
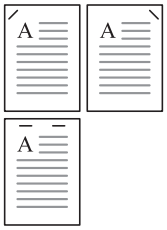
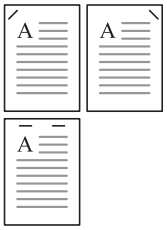
Staple

Use this feature to staple your finished copies.

NOTE: Stapling requires the optional document finisher. Note also that saddle stitching (center stapling) requires the folding unit.

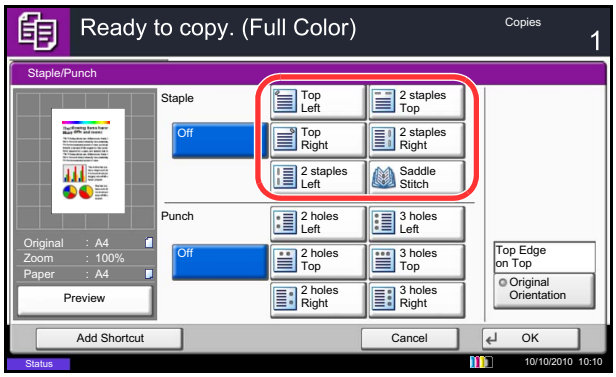
For details on paper sizes and numbers of sheets that can be stapled, refer to *1,000-sheet Finisher (Option) on page Appendix-29* or *4,000-sheet Finisher (Option) on page Appendix-30*.

The following stapling options and orientations are available.

	Original Orientation: Top Edge (Back Edge)	Original Orientation: Top Edge (Back Edge)	Original Orientation: Left Top Edge (Left top corner)	Original Orientation: Left Top Edge (Left top corner)
				
Cassette Paper Load Direction 				
Cassette Paper Load Direction 				

NOTE: B5-R and 16K-R "one staple" is not diagonal.

Follow the steps as below for stapling.



1 Press the **Copy** key.

2 Place the originals on the platen.

NOTE: When performing *Mixed Size Stapling*, refer to *Mixed Size Originals on page 4-6*.

3 Press [Org./Paper/Finishing] and then [Staple/Punch].

4 Select the staple position.

NOTE: To use saddle stitching, press [Saddle Stitch]. When placing originals, be sure to place the cover page at the bottom. For more information on saddle stitching, refer to *Booklet on page 4-20*.

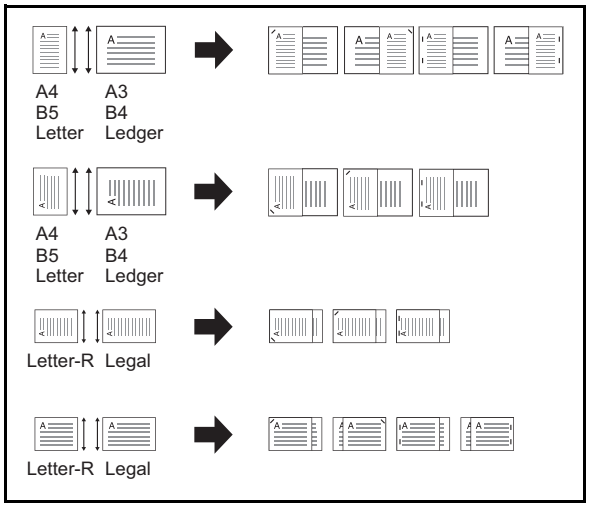
5 Press [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

6 Press [OK].

7 Press the **Start** key. Copying begins.

Mixed Size Stapling

Even with mixed paper sizes, if the sizes have the same width or same length as shown in the combinations below, the output can be stapled. The maximum number of sheets that can be stapled is 30.



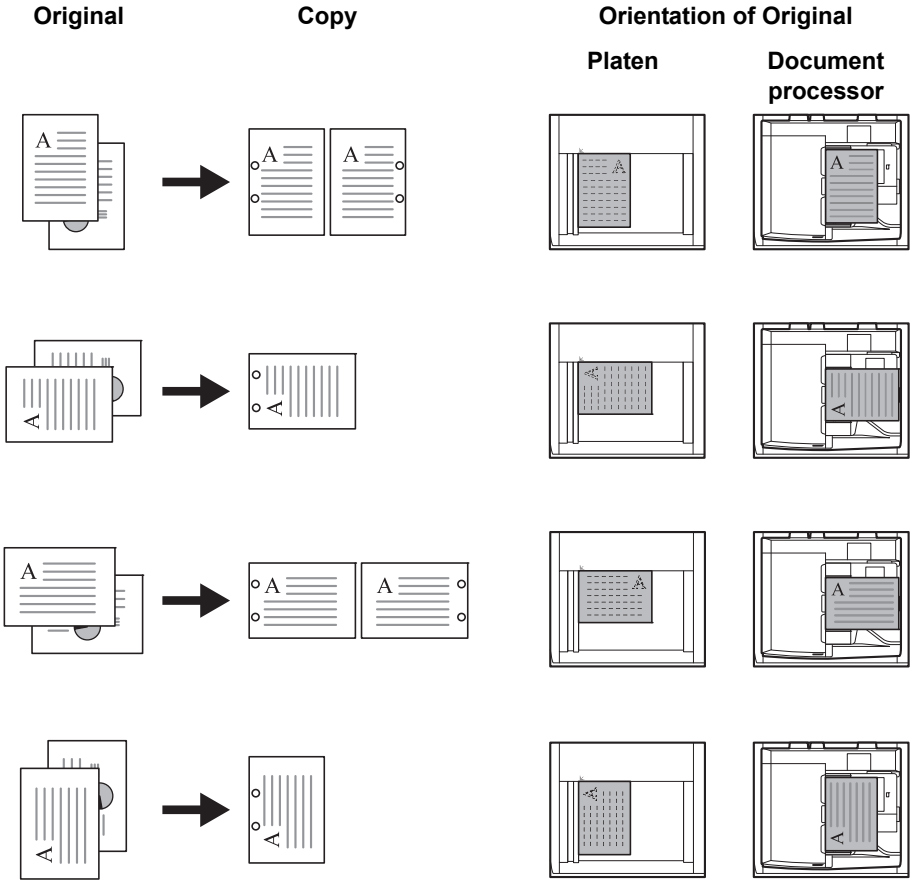
- A3 and A4
- B4 and B5
- Ledger and Letter
- Ledger and Letter-R
- 8K and 16K

Punch

Punch holes in sets of finished copies in preparation for binding.

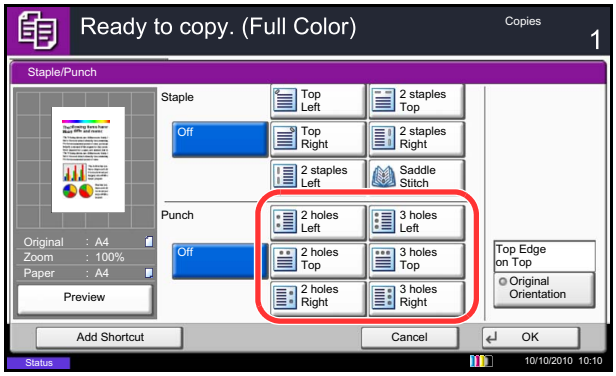
NOTE: Requires the optional document finisher and punching unit.
For details on paper sizes that can be punched, refer to *Hole Punch Unit (Option) on page Appendix-30*.

The orientations of the original and corresponding punch positions are as follows.



NOTE: The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Follow the steps as below for punching.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing]and then press [Staple/Punch].

4 Select the type of hole punching.

5 Press [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

6 Press [OK].

7 Press the **Start** key.

If the original is placed on the platen. Place the next original and press the **Start** key. Copying begins.

If all original pages have been scanned, press [Finish Scan]. Copying begins.

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. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

At the same time as you send a scanned image, you can also print the image or send it to the Document Box.

To use the Scanning Function perform the following steps:

- Program the settings, including the E-mail setting on the machine.
- Use Command Center RX (the internal HTML web page) to register the IP address, the host name of the SMTP server, the recipient, and Settings for E-mail.
- Register the destination in the Address Book or One Touch keys.
- When the PC Folder (SMB/FTP) is selected, it is necessary to share the destination folder. To set up the PC Folder, contact your administrator.
- Create/Register a Document Box (when a Document Box is selected as the destination)
- Select detailed transmission settings (to select a Document Box as the destination or to print and send the image at the same time)

Follow the steps below for basic sending. The following five options are available.

- Send as E-mail: Sends a scanned original image as an E-mail attachment...page 3-24
- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC...page 3-25
- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server...page 3-25
- Send to Document Box: Sends a document stored in a document box on this machine...page 7-7
- Image Data Scanning with TWAIN / WIA: Scan the document using a TWAIN or WIA compatible application program...page 6-33

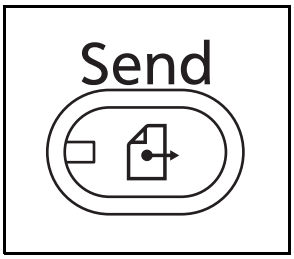
NOTE: Different sending options can be specified in combination. Refer to *Sending to Different Types of Destinations (Multi Sending) on page 3-42*.

The fax function can be used when the optional fax kit has been installed. For details about this function, refer to the FAX *Operation Guide*.

Send as E-mail (E-mail Addr Entry)

Sends a scanned original image as an E-mail attachment.

NOTE: Access the Command Center RX beforehand and specify the settings required for sending e-mail. For details, see *Command Center RX (Settings for E-mail) on page 2-24*.

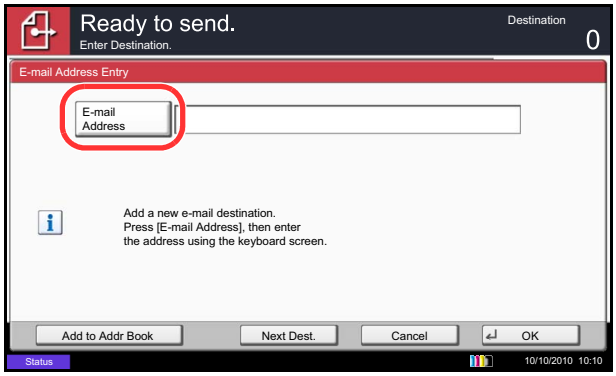


1 Press the **Send** key.

Displays the screen for sending.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

2 Place the originals on the platen.



3 Press [E-mail Addr Entry] and then [E-mail Address].

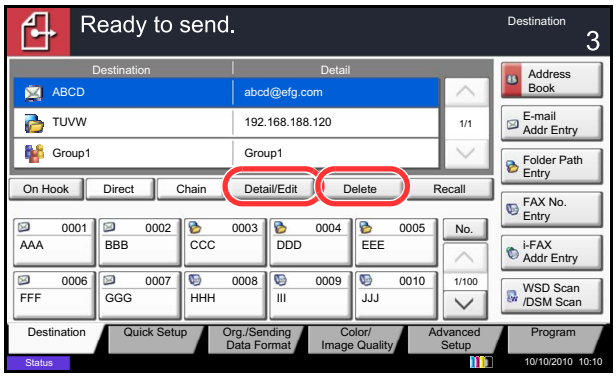
NOTE: Destinations can be specified using the Address Book or the One Touch Keys. Refer to *Specifying Destination on page 3-40*.

4 Enter destination E-mail address and press [OK].

5 Press [Next Dest.] and repeat step 3 to specify the destination. Up to 100 e-mail addresses can be specified.

NOTE: When [Add to Addr Book] is displayed, the destinations are registered in the Address Book.

6 Press [OK]. The destinations are registered in the destination list.



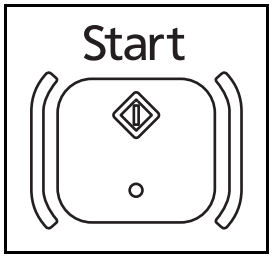
7 Check the destination list.

Select a destination and press [Detail/Edit] to check and edit it.

Select a destination and press [Delete] to remove the destination from the list.

NOTE: When selecting [On] for Entry Check for New Destination (*page 9-48*), the confirmation screen appears. Enter the same destination again and press [OK].

When selecting [On] for Destination Check before Send (*page 9-47*), the confirmation screen appears after pressing the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 3-29*.



8 Press the **Start** key. Sending begins.

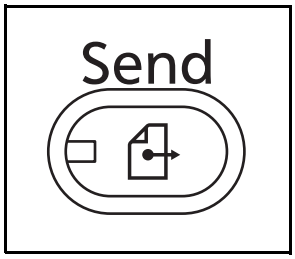
Send to Folder (Folder Path Entry)

Stores a scanned original image file in the specified shared folder of any PC.

Stores a scanned original image in a folder of an FTP server.

NOTE:

- Refer to *Creating a Shared Folder on page 3-32* for details on how to share a folder.
- Be sure that **SMB Protocol** or **FTP** in the Command Center RX is *On*. For details, refer to the *Command Center RX Operation Guide*.



1 Press the **Send** key.

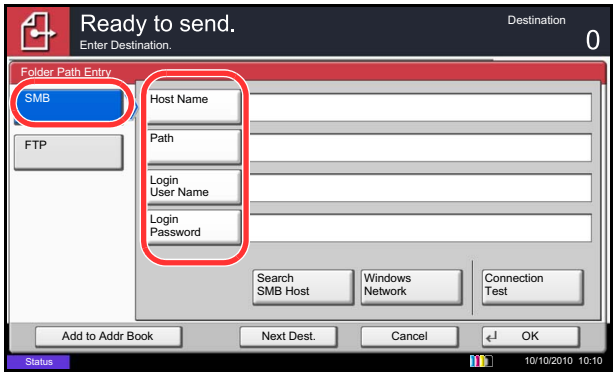
Displays the screen for sending.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

2 Place the originals on the platen.

3 Press [Folder Path Entry] and then [SMB] or [FTP].

NOTE: Destinations can be specified using the Address Book or the One Touch Keys. For details, refer to *Specifying Destination on page 3-40*.



4 Enter host name, path, login user name and login password. Press the key of each item to first display the entry screen.

To search for a folder on a PC on the network, press [Search SMB Host] or [Windows Network].

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

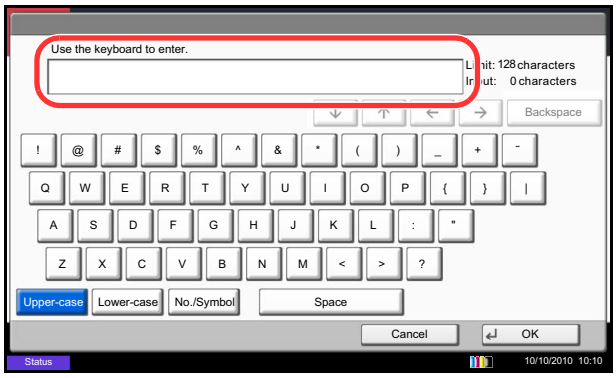
If you pressed [Windows Network], you can search all PCs on the network for a destination.

If you pressed [Windows Network], all PCs on the network are searched. A maximum of 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and press [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 press [Next]. The address of the selected shared folder is set.

NOTE: Refer to the *Character Entry Method on Appendix-9* for details on entering characters.

Press [Connection Test] to check the connection to the computer you chose. If the connection fails, check the entries you made.

Select the folder from the Search Results list, and go to step 6.



5 Enter the destination data and press [OK].

Data to be entered are as follows.

NOTE: You will be unable to send the data if you forget your login user name or login password. Contact your administrator and check your login user name or login password.

For send to folder (SMB)

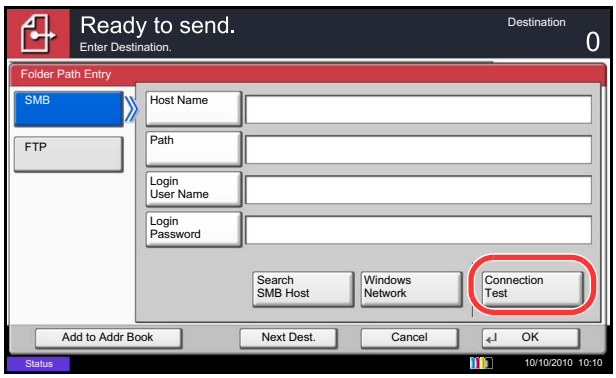
Item	Data to be entered	Max. characters
Host Name*	Host name or IP address of the PC to receive the data.	Up to 64 characters
Path	Path to the receiving folder such as follows. For example, *User\ScanData*.	Up to 128 characters
Login User Name	User name to access the PC For example, *abcdnet\james.smith*	Up to 64 characters
Login Password	Password to access the PC	Up to 64 characters

* To specify a port number different from the default (139), enter using the format “host name: port number” (e.g., SMBhostname:140).
To enter the IPv6 address, enclose the address in brackets [ ].
(e.g., [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)

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	Path to the receiving folder. For example, *User\ScanData*. 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	Up to 64 characters

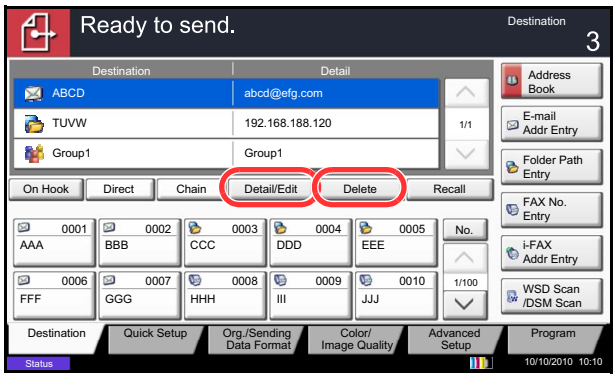
* To specify a port number different from the default (21), enter using the format “host name: port number” (e.g., FTPhostname:140).
To enter the IPv6 address, enclose the address in brackets [ ].
(e.g., [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)



6 Upon completion of all entries, press [Connection Test] to check the connection.

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

To specify another destination, go to step 7. To specify only one destination, go to step 8.



7 Press [Next Dest.] and repeat steps 4 to 6 to specify the destination. You can specify a combined total of up to 10 FTP and SMB destination folders.

NOTE: When [Add to Addr Book] is displayed, the entry is registered in the Address Book.

8 Press [OK] to register the entry in the destination list.

9 Check the destination list.

Select a destination and press [Detail/Edit] to check and edit it. Edit it, if necessary, referring to steps 4 to 6.

Select a destination and press [Delete] to remove the destination from the list.

NOTE: When selecting [On] for Entry Check for New Destination (*page 9-48*), the confirmation screen appears. Enter the same host name and path again, and press [OK].

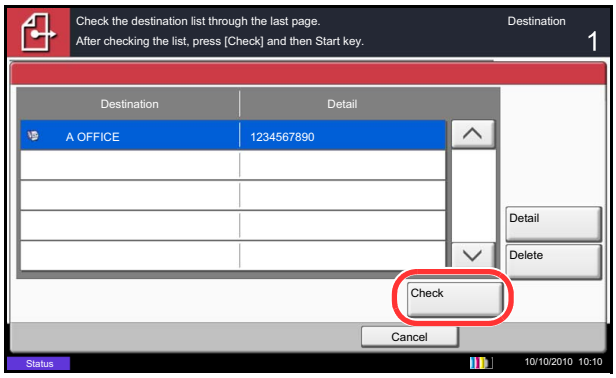
When selecting [On] for Destination Check before Send (*page 9-47*), the confirmation screen appears after pressing the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 3-29*.

10 Press the **Start** key. Sending begins.

Confirmation Screen of Destinations

When selecting [On] for Destination Check before Send (*page 9-47*), the confirmation screen of destinations appears after pressing the **Start** key.

Follow the steps below to confirm the destinations.



1 Press [∨] or [∧] to confirm every destination.

Press [Detail] to display the detailed information on the selected destination.

To delete the destination, select the destination you want to delete and press [Delete]. Press [Yes] in the confirmation screen. The destination is deleted.

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

2 Press [Check].

NOTE: Be sure to confirm every destination by displaying them on the touch panel. You cannot press [Check] unless you have confirmed every destination.

3 Press the **Start** key to start sending.

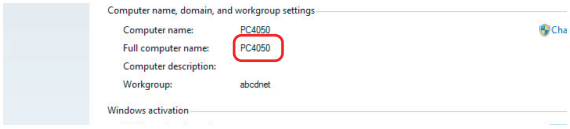
Preparation for sending a document to a PC

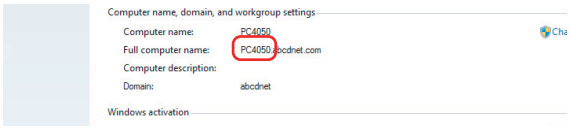
Check the information that needs to be set on the machine and create a folder to receive the document on your computer. Screens of Windows 7 are used in the following explanation. The details of the screens will vary in other versions of Windows.

NOTE: Log on to Windows with administrator privileges.

Checking what to enter for [Host Name]

Check the name of the destination computer.





1 From the Start menu, select **Computer** and then **System Properties**.

Check the computer name in the window that appears.

In Windows XP, right-click My Computer and select **Properties**. The System Properties dialog box appears. Click the **Computer Name** tab in the window that appears and check the computer name.

If there is a workgroup

All characters appearing in "Full computer name" should be entered in **Host Name**. (Example: PC4050)

If there is a domain

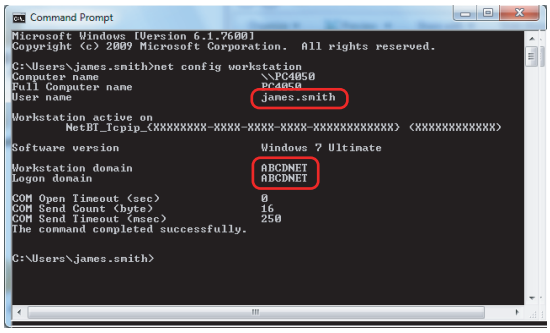
The characters to the left of the first dot (.) in "Full computer name" should be entered in **Host Name**. Example: pc4050)

2 After checking the computer name, click the [X] (Close) button to close the System Properties screen.

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

Checking what to enter for [Login User Name]

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



1 From the Start menu, select **All Programs** (or **Programs**), **Accessories** and then **Command Prompt**.

The Command Prompt window appears.

2 At the Command Prompt, enter "net config workstation" and then click **Enter**.

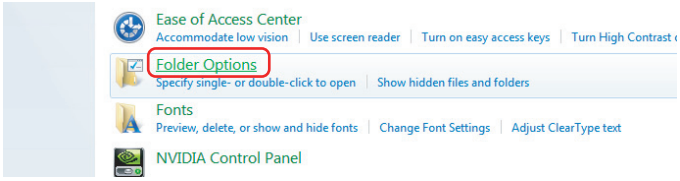
Screen example: user name "james.smith" and domain name "ABCDNET"

Creating a Shared Folder

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

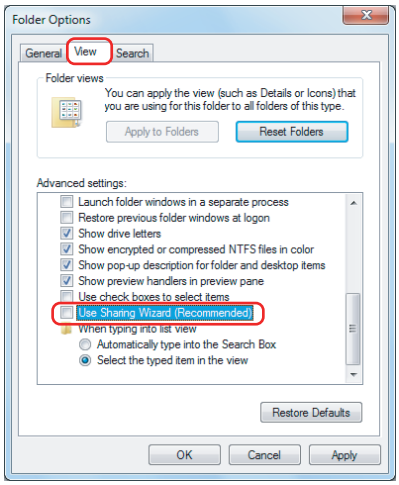
NOTE: If there is a workgroup in System Properties, configure the settings below to limit folder access to a specific user or group.

1 From the Start menu, select **Control Panel, Appearance and Personalization**, and then **Folder Options**.



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

2 Click the **View** tab and remove the checkmark from **Use Sharing Wizard (Recommended)** in **Advanced settings**.



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

3 Click the **OK** button to close the Folder Options screen.

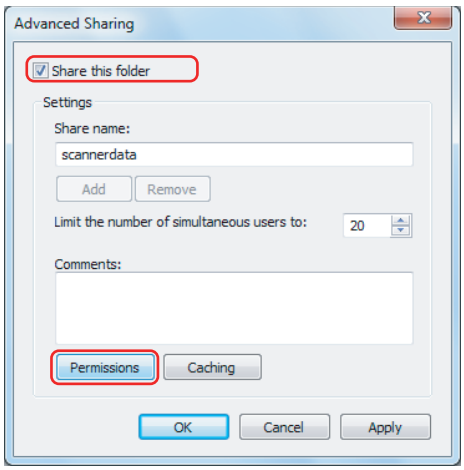
1 Create a folder on the local disk (C).

NOTE: For example, create a folder with the name "scannerdata" on the local disk (C).

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

The scannerdata Properties dialog box appears.

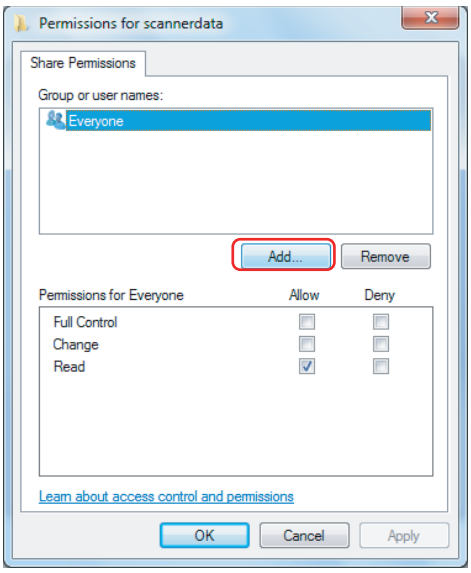
In Windows XP, right-click the scannerdata folder and select **Sharing and Security...** (or **Sharing**).



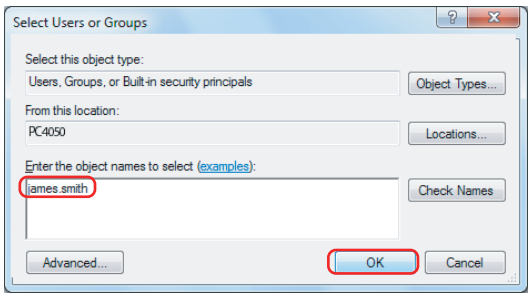
3 Select the **Share this folder** checkbox and click the **Permissions** button.

The Permissions for scannerdata dialog box appears.

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

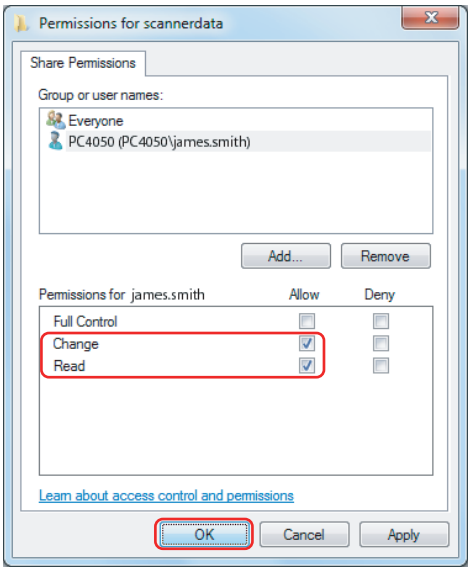


4 Click the **Add** button.



5 Enter the user name in the text box and click the **OK** button.

Click the location button and select the location. To select the area to be searched, select a location. If you are in a domain, your domain is selected by default as the area to be searched.



6 Select the entered user, select the **Change** and **Read** permissions, and click the **OK** button.

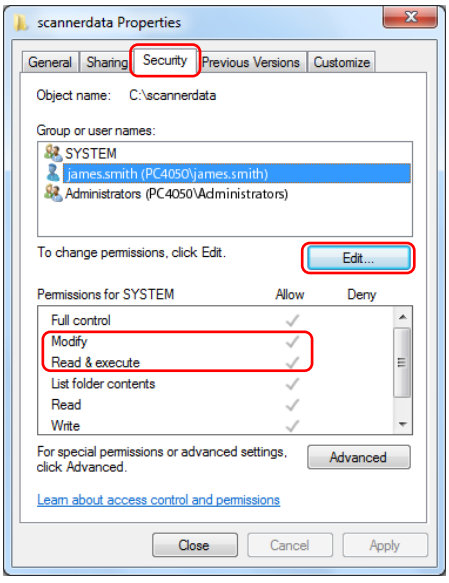
In Windows XP, go to step 8.

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

7 Click the **OK** button in the Advanced Sharing screen to close the screen.

8 Click the **Security** tab and then click the **Edit** button.

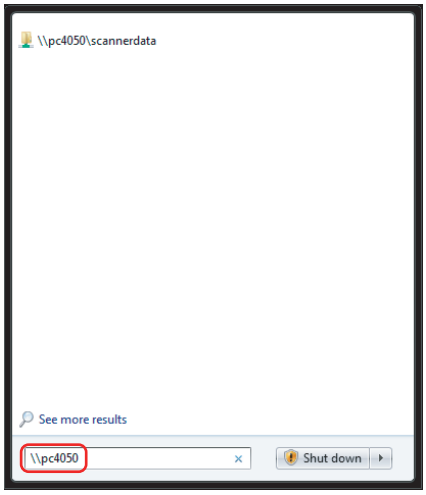
In Windows XP, click the Security tab and then click the **Add** button.



9 Select the entered user, make sure that checkmarks appear in allow **Modify** and allow **Read & execute**, and click the **close** button.

Checking the [Path]

Check the share name of the shared folder that will be the destination for the document.



1 Enter "\\pc4050" in "Program and File Search" in the Start menu.

The Search Results screen opens.

In Windows XP, click Search in the Start menu, select **All files and folders**, and search for the

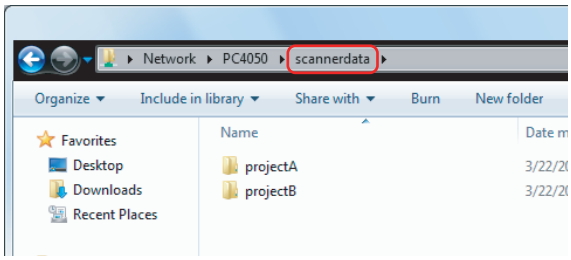
destination computer to which the file will be sent.

In Search Companion, click **Computers or people** and then **A computer on the network**.

In the "Computer name:" text box, enter the name of the computer that you checked (pc4050) and then click Search.

2 Click "\\pc4050\scannerdata" that appears in the search results.

In Windows XP, double-click the computer ("pc4050") that appears in the search results.



3 Click "\\pc4050\scannerdata" that appears in the search results.

Check the address bar. The third and following text strings (▶) should be entered for the path.

In Windows XP, double-click the scannerdata folder and check the address bar. The text string to the right of the third backslash (\) should be entered in **Path**.

(Example: scannerdata)

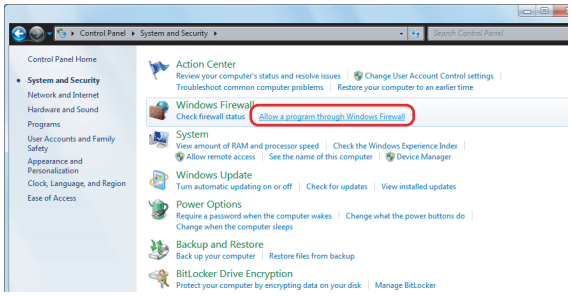
NOTE: You can also specify a subfolder in the shared folder as the location where data is to be sent. In this case, "share name\name of folder in the shared folder" should be entered for the **Path**. In the example windowabove, "scannerdata\projectA" is the **Path**.

Configuring Windows Firewall (for Windows 7)

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

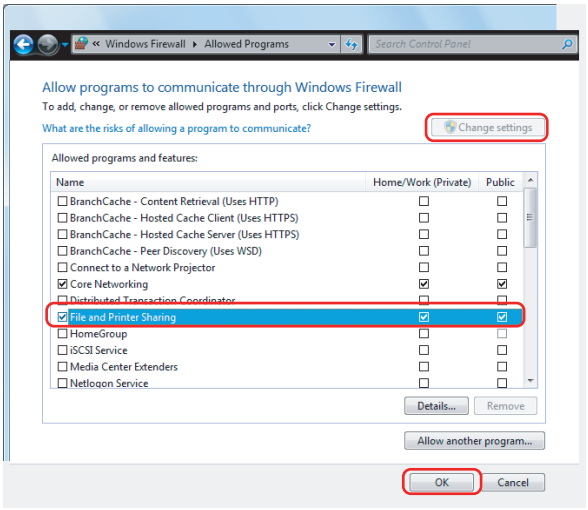
NOTE: Log on to Windows with administrator privileges.

Checking file and printer sharing



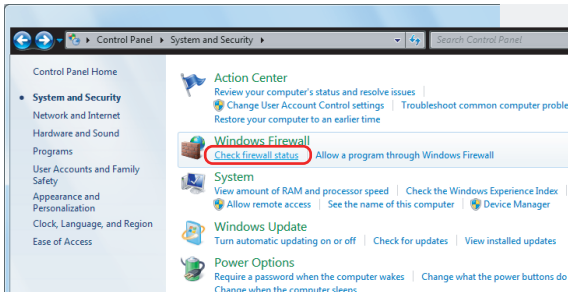
1 From the Start menu, select **Control Panel, System and Security**, and **Allow a program through Windows Firewall**.

NOTE: If the User Account Control dialog box appears, click the **Continue** button.

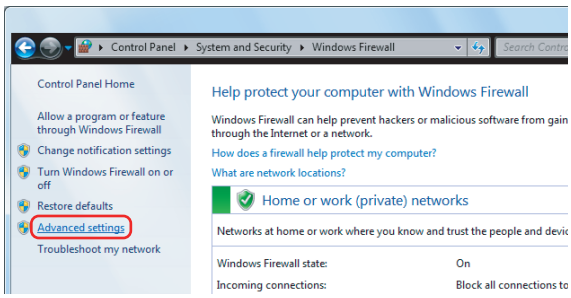


2 Click **Change settings**, select the **File and Printer Sharing** checkbox, and click **OK**.

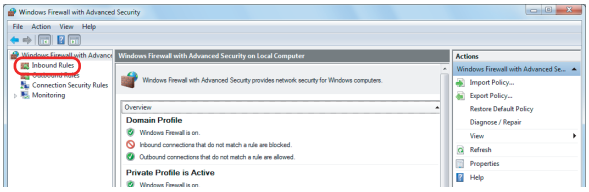
Adding a port



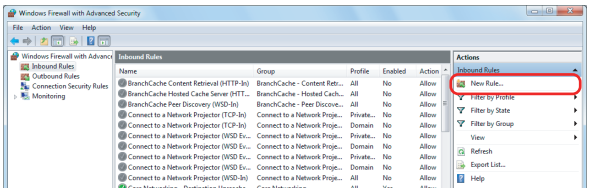
1 From the Start menu, select **Control Panel**, **System and Security**, and **Check firewall status**.



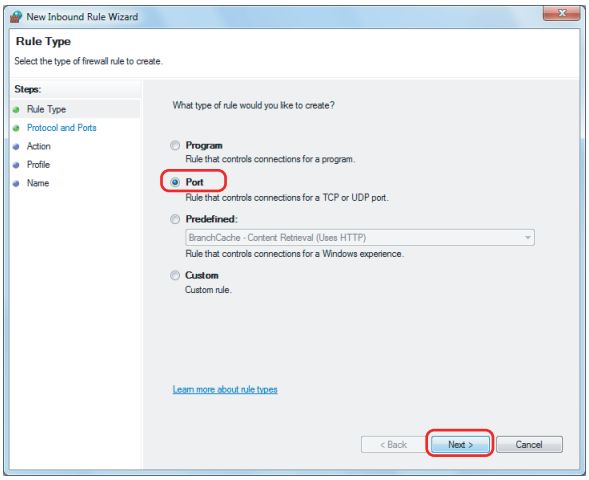
2 Click **Advanced settings**.



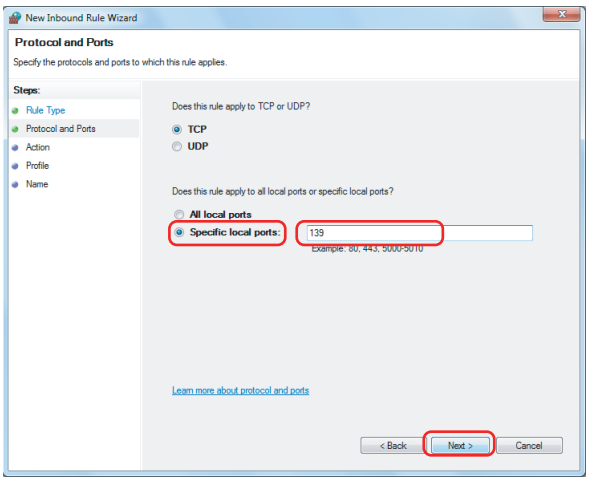
3 Click **Inbound Rules**.



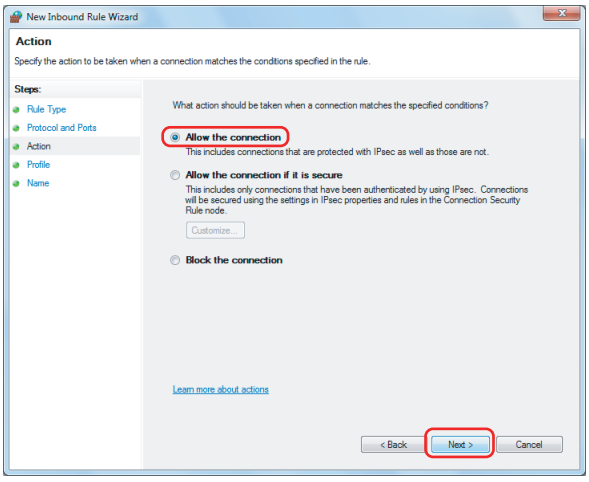
4 Click **New Rule**.



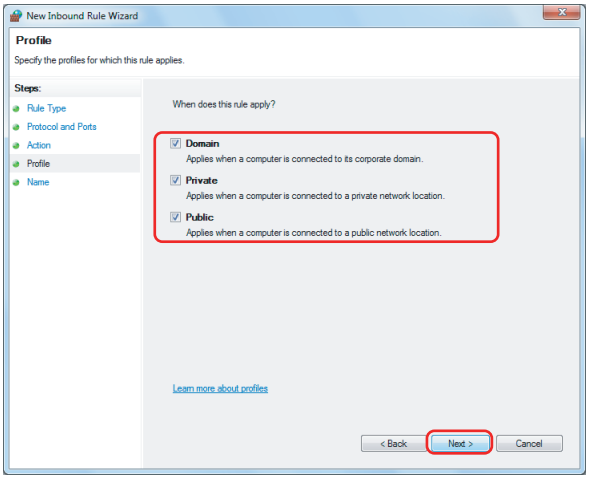
5 Select **Port** and click **Next**.



6 Select **TCP**, select **Specific local ports**, enter "139", and click **Next**.

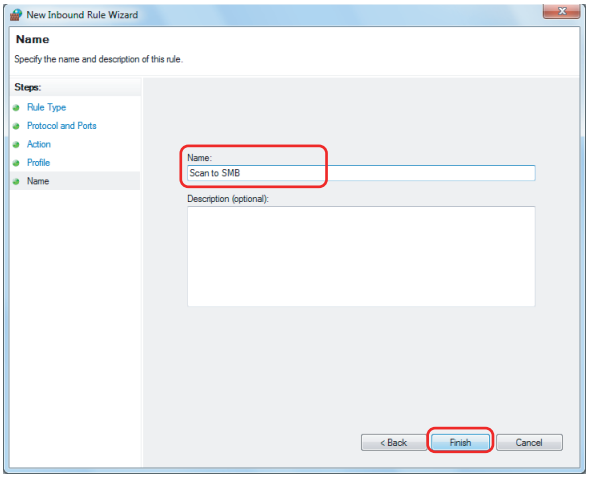


7 Select **Allow the connection** and click **Next**.



8 Make sure all checkboxes are selected and click **Next**.

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



NOTE: In Windows XP or Windows Vista, follow the procedure below to set the port.

1 From the Start menu, select **Control Panel**, **System and Security** (or **Security Center**), and then Check **Firewall Status**) (or **Windows Firewall**).

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

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

3 Specify **Add a Port** settings.

Enter any name in "Name" (example: Scan to SMB). This will be the name of the new port. Enter "139" in "Port Number". Select **TCP** for "Protocol".

4 Click the **OK** button to close the Add a Port dialog box.

Specifying Destination

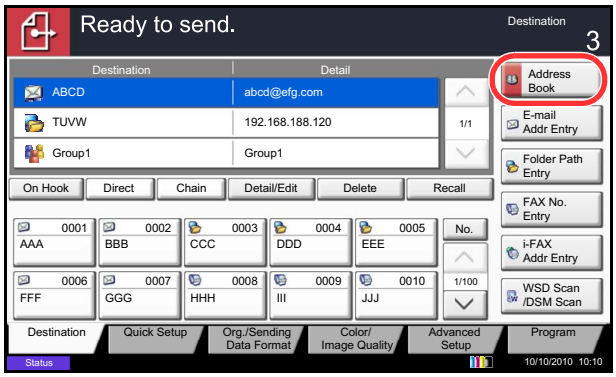
When specifying destination, choose from the Address Book or use the One Touch Keys.

NOTE: You can set the machine up so that the address book screen appears when you press the **Send** key. For details, refer to *Default Screen on page 9-49*.
When the optional fax kit has been installed, you can specify the fax destination. Enter the other party's number using the numeric keypad.

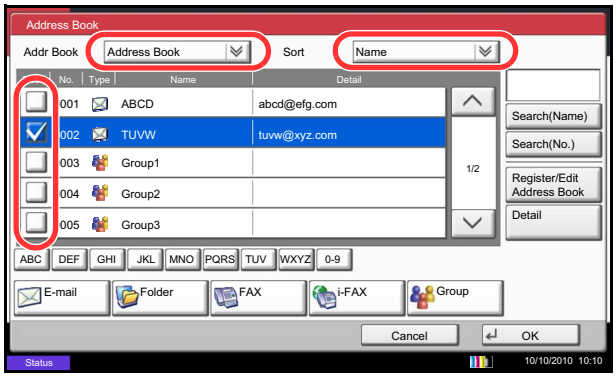
Address Book

Select a destination registered in the Address Book.

For more information about how to register destinations in the Address Book, refer to *Edit Destination (Address Book/Adding One Touch Keys) on page 9-83.*



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



2 Press the checkbox to select the desired destination from the list. You may choose multiple destinations. The selected destinations are indicated by a checkmark in the check box. To use an address book on the LDAP server, select [Ext Address Book] from the *Addr Book* pull-down menu.

You can change the order in which the destinations are listed by selecting [Name] or [No.] from the *Sort* pull-down menu.

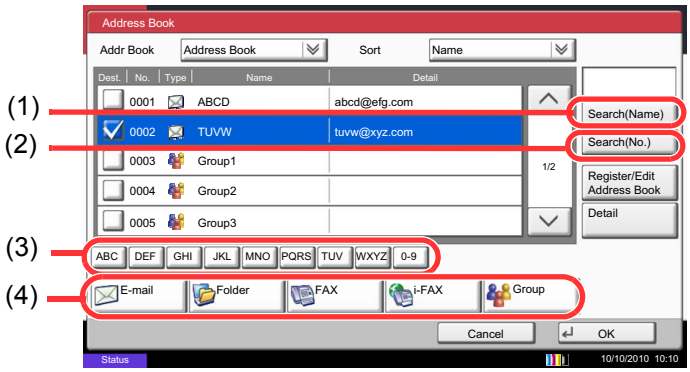
NOTE: To cancel the selection, press the check box and remove the checkmark. For details on the external address book, refer to *Command Center RX Operation Guide*.

3 Press [OK] to register the selected destination in the destination list.

NOTE: To delete a destination in the list, select the destination and press [Delete].
To change the default setting for *Sort*, refer to *Sort on page 9-89*.

Destination Search

Destinations registered in the Address Book can be searched.
Advanced search by type or by initial letter is also available.



Keys used	Search type	Subjects searched
1	Search by name	Search by registered name.
2	Search by address number	Search by registered address number.
3	Advanced search by initial letter	Advanced search by initial letter of registered name.
4	Advanced search by destination	Advanced search by type of registered destination (E-mail, Folder (SMB/FTP), FAX, i-FAX or Group). (FAX: Only when the optional fax kit is installed. i-FAX: Only when the optional internet fax kit is installed). You can set this function up so that destination types are selected when the address book is displayed. For more information, refer to *Narrow Down on page 9-89*.

The procedures for using the different search modes are explained below.

Search by name

Press [Search(Name)] and enter the required name.

Search by address number

Press [Search(No.)] and enter the address number you wish to search.

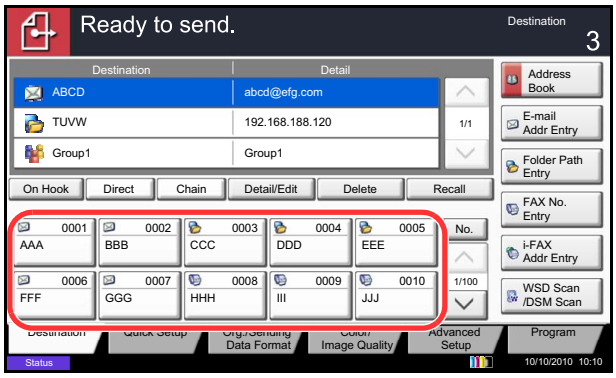
Advanced search by initial letter

Press the key for the required initial letter.

Advanced search by destination

Press any of [E-mail], [Folder], [FAX], [i-FAX] or [Group]. The destinations registered by that type are displayed.

One Touch Key

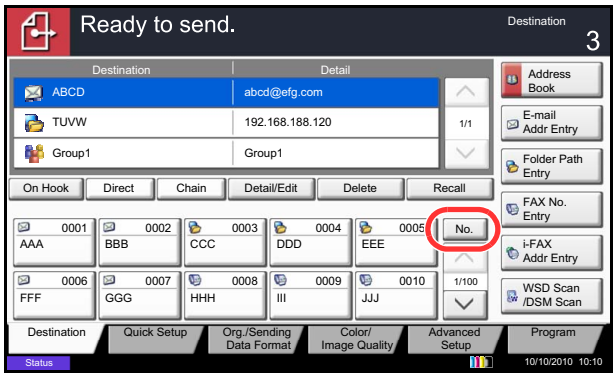


Select the destination using the One Touch Keys.

In the basic screen for sending, press the One Touch Keys where the destination is registered.

NOTE: If the One Touch Keys for the desired destination is hidden on the touch panel, press [⌄] or [⌃] to scroll and view next or previous One Touch Keys.
This procedure assumes that One Touch Keys have already been registered.
Refer to *Adding a Destination on One Touch Key (One Touch Key) on page 9-87* for more information on adding One Touch keys.

Speed Dial



Access the destination by specifying the 4-digit (0001 to 1000) One Touch Key number (speed dial).

In the basic screen for sending, press the **Quick No. Search** key or [No.] and use the numeric keys to enter the **One Touch** key number in the numeric entry screen.

NOTE: if you entered the speed dial in 1 to 3-digit, press [OK].

Sending to Different Types of Destinations (Multi Sending)

You can specify destinations that combine e-mail addresses, folders (SMB or FTP) and fax numbers (optional). 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 10 SMB and FTP
	FAX	: Up to 500
	i-FAX	: Up to 100

Also, depending on the settings, you can send and print at the same time.

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.

Using the Document Box

What is Document Box?

Document Box is an area in the hard disk in which you can save documents for later retrieval or sharing among multiple users.

Document Box contains four types of component boxes which provide the following functions.

Custom Box...page 7-2

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 box...page 7-2
- Storing Documents in a Custom Box...page 7-4
- Printing a Document in a Custom Box...page 7-5
- Sending a Document from a Custom Box...page 7-7
- Moving/ Copying /Joining Documents in a Custom Box...page 7-10
- Deleting Documents in a Custom Box...page 7-13

Job Box

Job Box holds temporary or permanent print data for use with job options including Private Print, Stored Job, Quick Copy, Proof and Hold, Repeat copy and Form Overlay which will be discussed later.
Four individual Job Boxes corresponding to these job options are already provided in the Document Box. These Job Boxes cannot be created or deleted by a user.

NOTE: You can set up the machine so that temporary documents in job boxes are automatically deleted. For details, refer to *Deletion of Job Retention on page 7-19*.

Private Print/Stored Job Box...page 7-14

In Private Printing, you can specify that a job is not printed until you release the job at the operation panel. 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 main power switch is turned off.

In Hold Job, access codes are not mandatory, but can be set on the printer driver if printing with PIN security is required. In this event, you need to enter the access code to print the stored jobs. Print data will be stored in the hard disk after printing. This will allow printing of the same print data repeatedly.

Quick Copy/Proof and Hold Box...page 7-15

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 Quick Copy Job Box. When additional copies are required, you can reprint the required number of copies from the operation panel. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

NOTE: When 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.

Repeat Copy Box...page 7-18

Repeat Copy feature stores the copied original document data in the Job Box and allows you to print additional copies later. By default, up to 32 documents can be stored. When power is turned off, the original data will be deleted.

NOTE: Repeat Copy function is not available when the optional Data Security Kit is installed.

Form for Form Overlay Box...page 7-20

Image Overlay feature copies the original document overlaid with a form or image. This Job Box is used to store the forms or images for overlaying.

Removable Memory Box

A USB memory inserted into the USB Port (A1) of the machine is also recognizable as a Job Box. This allows printing of the PDF data stored in the USB memory. You can print PDF data directly from the USB memory without a PC. Image files scanned using this machine can also be saved to USB memory in the PDF, TIFF, JPEG, XPS or high compression PDF format (Scan to USB).

Fax Box

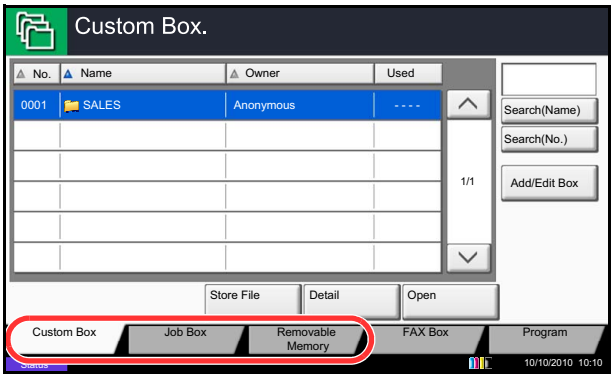
Fax Box stores the fax data received. For details, refer to the *Operation Guide* supplied with the fax kit.

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 *User Privileges on page 3-50*.

The basic procedure for using document boxes is explained below.



1 Press the **Document Box** key.

The default document box screen appears.

2 Press [Custom Box], [Job Box] or [Removable Memory] to select the type of document box you want to work with.

In this example, press [Custom Box].

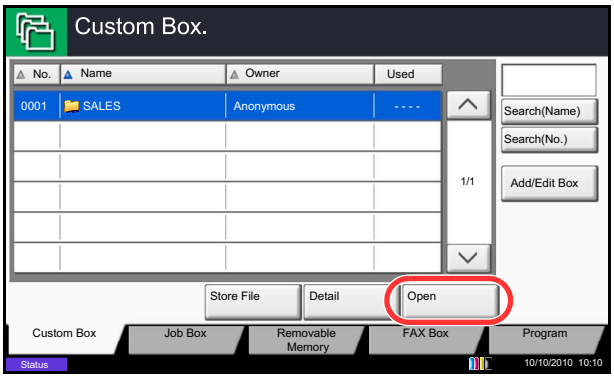
The box list screen appears.

You can use this screen for tasks such as registering and editing boxes. For more information on using the box list, refer to *Custom Box List on page 3-46*.

NOTE: For more information on registering boxes, refer to *Creating a New Custom Box (Add/Edit Box) on page 7-2*.

You cannot access boxes if you forget your password. In this event, access the machine using administrator privileges and overwrite your box password.

Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.



3 Select the box containing the document you want to work with and press [Open].

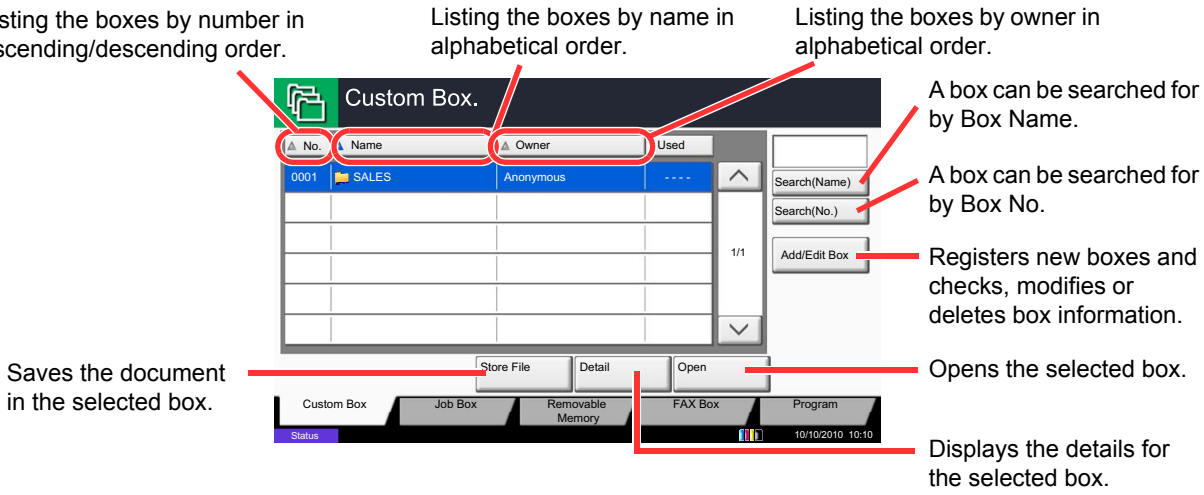
The document list screen appears.

You can use this screen for tasks such as printing and sending documents. For more information on using the document list, refer to *Document List on page 3-47*.

NOTE: If a custom box is protected by a password, enter the correct password.

Custom Box List

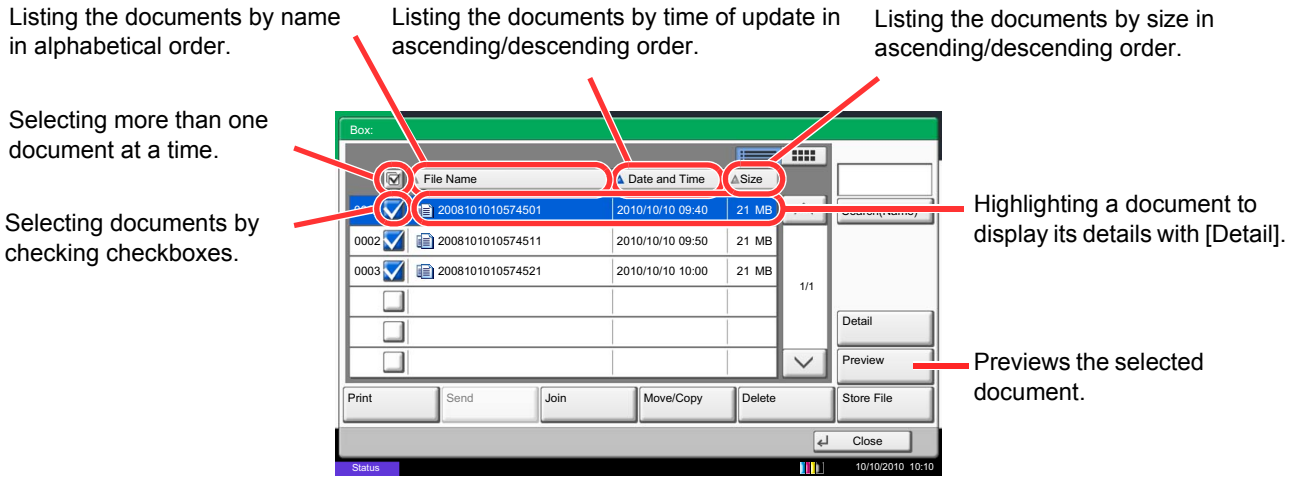
The box list shows the registered custom boxes. The custom boxes can be listed by box number or by box name. You can manipulate the list in a range of ways, as shown below.



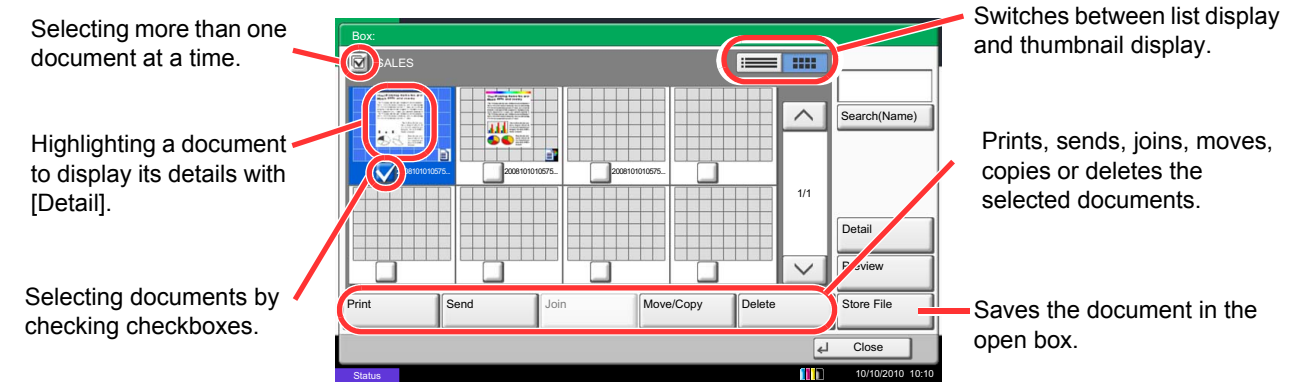
Document List

The document list is a list of the documents stored in the custom box. Documents can be listed either by name or as thumbnails. The list can be used as shown below.

List



Thumbnail

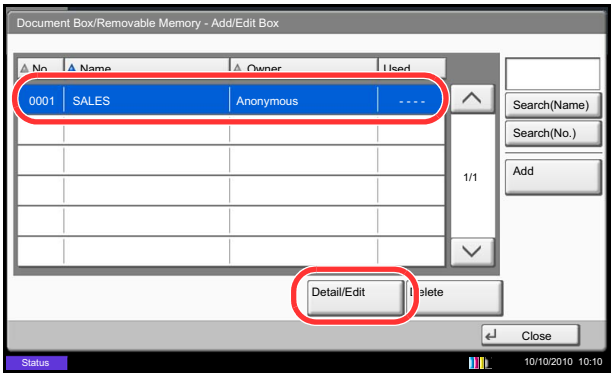


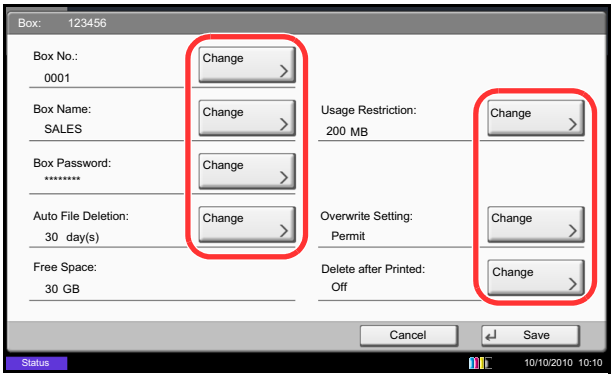
NOTE: You can select multiple documents by pressing the respective document checkboxes. However, note that you cannot select multiple documents when you are sending documents.

Viewing/Editing Box Details

You can check and modify box information.

Use the procedure below.





1 Press [Add/Edit Box] in the box list screen.

2 Highlight the box whose details you wish to check or edit and press [Detail/Edit].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Check the box details.

To edit details, press [Change] of the detail you wish to edit. Edit the detail as desired and press [OK].

4 If you have changed the details, press [Save] and then press [Yes] in the confirmation screen.

If you did not change the details, press [No].

5 Press [Close]. The display returns to the default Document Box screen.

Previewing Documents/Checking Document Details

You can use this function to preview the documents stored in a document box or display the document details for checking.

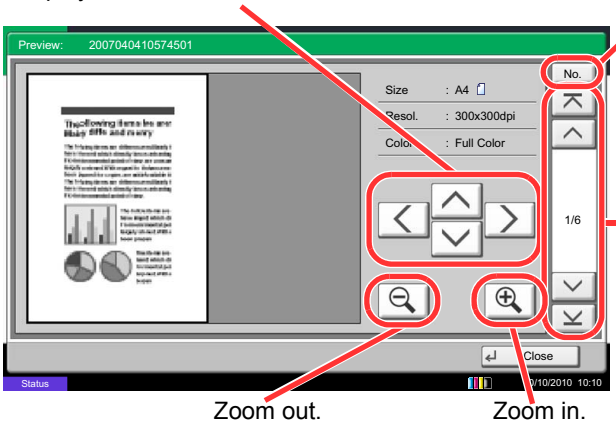
Use the procedure below.

1 Select (highlight) a document to preview and then press [Preview] or [Detail].

2 Preview the document or check the document details.

The operations available in the preview screen are shown below.

When you have zoomed in, you can use these keys to move the displayed area.



3 When you have finished previewing documents or checking document details, press [Close].

User Privileges

When user login administration is enabled, accessibility to the Document Box components will vary depending on the given user privilege.

Accessibilities vary depending on user privilege as follows:

Accessibility / Access level			Administrator	User
Operation	Creating a box		Yes	No
	Changing box owner		Yes	No
	Deleting a box	Others	Yes	No
		Owner	Yes	Yes
Box information	Changing box number	Others	Yes	No
		Owner	Yes	No
	Renaming a box	Others	Yes	No
		Owner	Yes	Yes
	Changing the password to a box	Others	Yes	No
		Owner	Yes	Yes
	Adjusting the box capacity	Others	Yes	No
		Owner	Yes	No
	Changing the owner	Others	Yes	No
		Owner	Yes	No
	Changing the permission	Others	Yes	No
		Owner	Yes	Yes
	Changing the period of using a box	Others	Yes	No
		Owner	Yes	Yes

Restricting the Accessibility to a Box

The accessibility to a Custom Box differs depending on the level of privileges as follows:

Administrator: An administrator can gain access and manipulate all boxes.

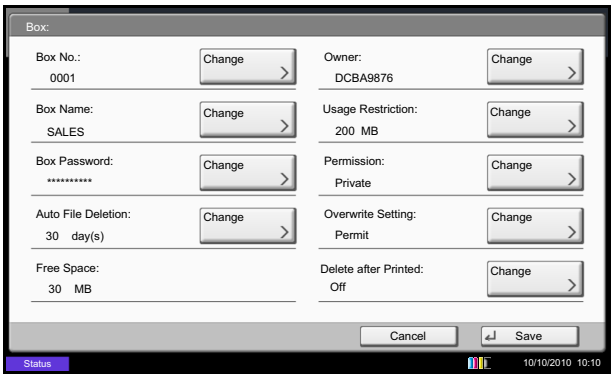
User: A user can gain access and manipulate his/her own boxes and the shared boxes.

Password Entry Requirement

When user login administration is enabled, requirement of a password differs depending on the level of privileges as follows:

Administrator:	The administrator is not required to enter a password to gain access to any box.
User:	The user is required to enter a password to gain access to a box which is protected by a password. The user is not required to enter a password to gain access to his/her own boxes.

Creating new Custom Boxes when user login administration is enabled

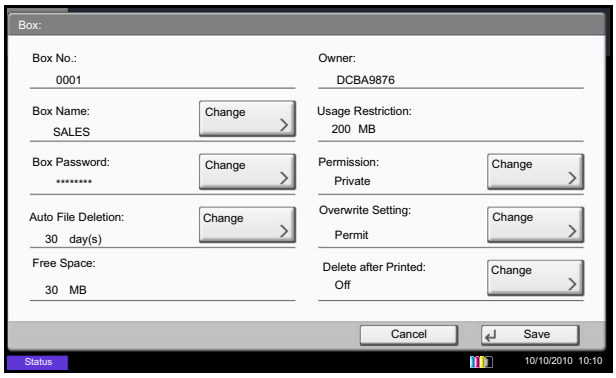


If you create a new Custom Box when user login administration is enabled, the screen appears and you can change the owner and permission settings. Only administrators and machine administrators can create new Custom Boxes.

Changing the owner:	Press [Change] of *Owner* and select the new owner for the box from the displayed list. Then press [OK].
Changing the permission:	Press [Change] of *Permission* and select either [Private] or [Shared]. Then press [OK].

NOTE: For information on specifying other settings, refer to *Creating a New Custom Box (Add/Edit Box) on page 7-2*.

Working With User Privileges When User Login Administration is Enabled



When user login administration is enabled, the owner of a box with user privileges set can change the following box information: the box name, the box password, the permission, the auto file deletion and the overwrite setting.

Canceling Jobs

Follow the steps below to cancel any print or send job being executed.

Canceling Jobs

You can also cancel jobs by pressing the **Stop** key.

Printing jobs

1 Press the **Stop** key with the copy screen or send screen displayed.

Cancelling job screen appears.

The current print job is temporarily interrupted.

2 Select the job you wish to cancel and press [Cancel]. And then press [Yes] in the confirmation screen.

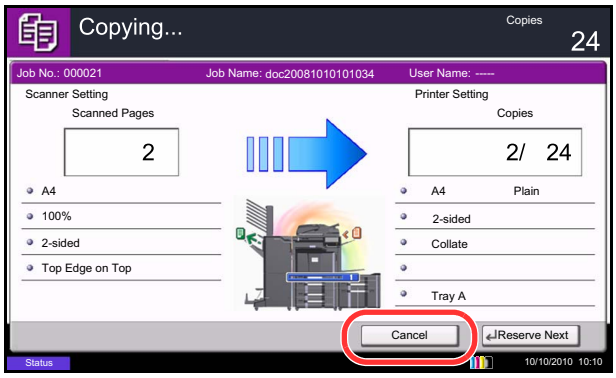
Sending jobs

1 Press the **Stop** key with the copy screen or send screen displayed.

Job Cancel appears.

NOTE: Pressing the **Stop** key will not temporarily stop a job that you have already started sending.

2 To cancel printing, select [Cancel], and then press [Yes] in the confirmation screen.



NOTE:

If *Reserve Next Priority* (refer to *page 9-45*) is set to [Off]

The Copying screen appears in the touch panel during printing.

1 Press the **Stop** key or [Cancel].

The current print job is canceled.

Canceling printing from a computer

To cancel a print job executed using the printer driver before the printer begins printing, do the following:

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.

Quick Setup Screen

In the initial screen for copying and sending (the screen which appears immediately after the **Copy** or **Send** key is first pressed after power-on), important and generally often used functions are registered from among the versatile functions of this machine. This initial screen is called *Quick Setup* Screen. Registration of functions in the Quick Setup Screen can be adjusted to suit your work environment for better efficiency.

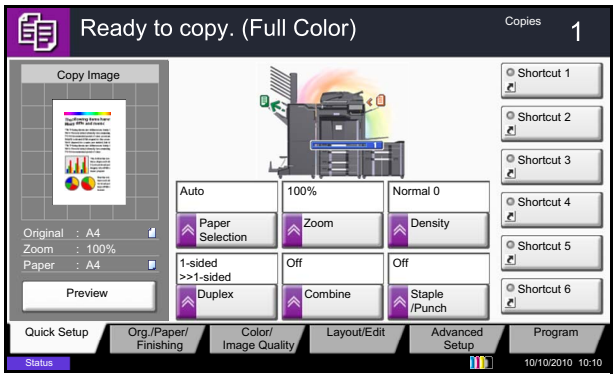
Functions Available for Registration in the Quick Setup Screen

Default registrations and the functions available for registration are as follows.
For details on Quick Setup Screen for FAX, refer to the *Fax System (V) Operation Guide.*

Function	Default Registration	Functions Available for Registration
Copying	1: Paper Selection 2: Zoom 3: Density 4: Duplex 5: Combine 6: Staple/Punch	• Paper Selection • Zoom • Density • Duplex • Combine • Staple/Punch • Original Orientation • Collate/Offset • Color Selection • Original Image • Original Size • Continuous Scan • Background Density Adj.
Sending	1: Color Selection 2: Scan Resolution 3: Density 4: 2-sided/Book Original 5: Continuous Scan 6: File Format	• Zoom • Scan Resolution • FAX TX Resolution • Density • 2-sided/Book Original • File Format • Original Size • Sending Size • Original Orientation • Original Image • Color Selection • Continuous Scan • Background Density Adj.

Function		Default Registration	Functions Available for Registration
Document Box	Document Storage	1: Color Selection 2: Resolution 3: Density 4: 2-sided/Book Original 5: Original Orientation 6: Original Image	• Color Selection • Resolution • Density • 2-sided/Book Original • Original Orientation • Original Image • Original Size • Zoom • Continuous Scan • Storing Size • Background Density Adj.
	Sending From Box	1: File Format 2: Delete after Transmitted 3: FAX TX Resolution 4: Sending Size	• File Format • Delete after Transmitted • FAX TX Resolution • Sending Size
	Printing From Box	1: Paper Selection 2: Delete after Printed 3: Collate/Offset 4: Duplex 5: Combine 6: Staple/Punch	• Paper Selection • Delete after Printed • Collate/Offset • Duplex • Staple/Punch • Combine

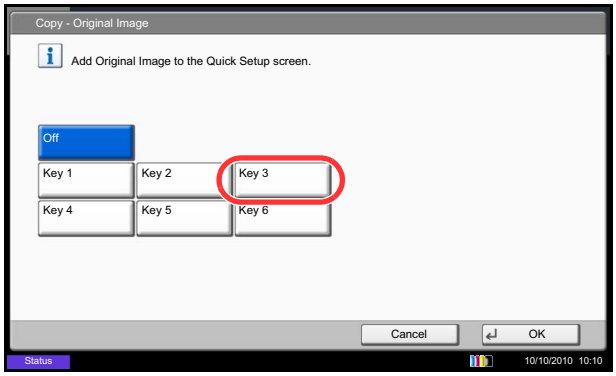
Changing Registration



The following procedure is one example for replacing the registration of *Density* with *Original Image* in the *Quick Setup* Screen for copying.

1 Press the **System Menu** key.

2 Press [Copy], [Next] of *Quick Setup Registration*, and then [Change] of *Original Image*.



3 Press [Key 3] here as the key to set replacement location.

4 Press [OK]. A confirmation screen appears. Press [Yes]. The Original Image Quality function will be newly registered.

Program

By registering sets of frequently used functions as a single program, you can simply press the program number as needed to recall those functions. You can also name the programs for easy identification when recalling. The programs below have been preregistered. The registered contents can be re-registered for easier use in your environment.

Number	Program name	Default Registration
01	ID Card Copy	Copying function Color: Black & White Combine: [2 in 1] Continuous Scan: [On] Original Size: Statement (A5-R) Paper Selection: Cassette 1 Zoom: Auto Zoom
02	Eco Copy	Copying function Color: Black & White EcoPrint: [On] (Level [5])
03	Confidential Stamp	Copying function Color: Black & White Prevent Bleed-thru: [On] Stamp: Confidential Font Size: middle Font Color: [Black] Stamp Position: [Center] Display Pattern: [Transparent]

NOTE: Up to 50 functions combining copying and sending can be registered in the program.
If user login administration is enabled, you can only register functions by logging in with administrator privileges.

Registering Programs

Use the procedure below to register a program.

The following procedure is an example of registering the copying function.

1. Press the **Program** key while the copy mode is accessed.
2. Press [Add] and press a number (01 to 50) for the program number.
   If entering Program screen from the Copy screen, Send screen or Document Box screen, go to step 4.

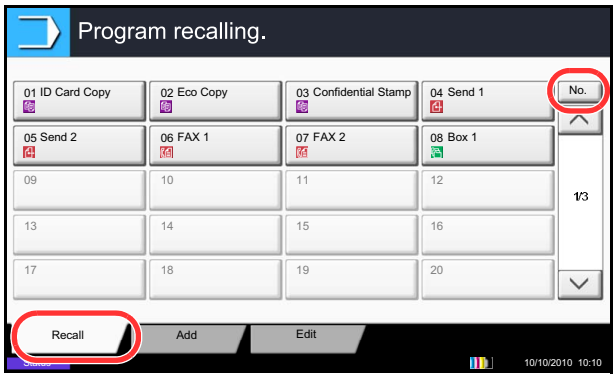
NOTE: If you select a program number already registered, the currently registered functions can be replaced with a new set of functions.

3. Check that [Copy] is selected, and press [Next].
4. Enter the new program name and press [Save] to register the program.

Recalling Programs

Use the procedure below to recall a registered program.

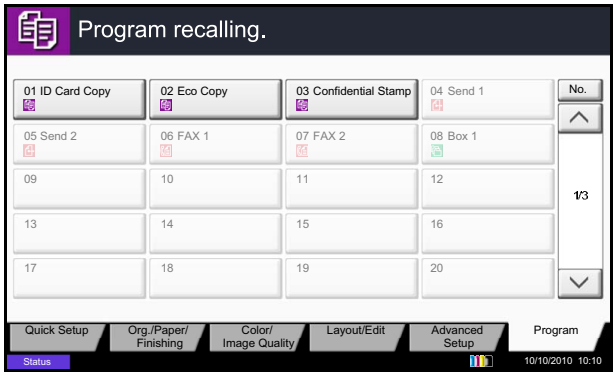
If the Program key is pressed



1 Press the **Program** key.

2 Press [Recall] and press the key corresponding to the program number (01 to 50) to recall. Press the **Quick No. Search** key or [No.] to enter the program number directly for recalling.

If [Program] is pressed in the copy function screen



NOTE: If the program cannot be recalled, the Document Box or the form overlay specified in the program might have been deleted. Check the Document Box.
[Program] can be pressed in each function to call up the program registered for the function.

3 Place the originals and press the **Start** key. Copying is performed according to the registered program.

Editing and Deleting Programs

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

Use the procedure below to edit or delete a program.

1 Press the **Program** key.

2 Press [Edit] and press the key(s) corresponding to the program number (01 to 50) to change or delete.

3 To edit a program, use the procedure for registering a program and press [Change]. Then change the program number and program name and press [Save]. Choose [Yes] in the confirmation screen to change the program.

To delete the program, press [Delete this Program]. Choose [Yes] in the confirmation screen to finally delete the program.

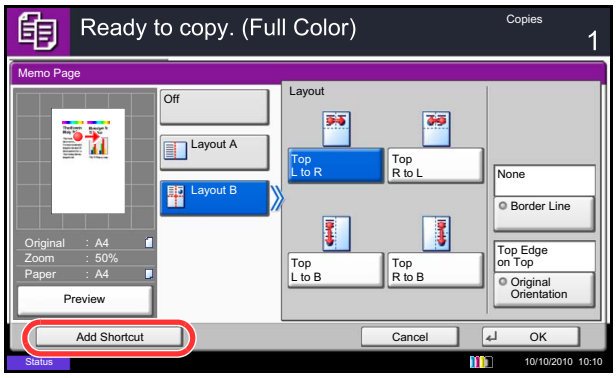
Registering Shortcuts (Copy, Send, and Document Box Settings)

Add shortcuts in the Quick Setup screen for easy access to the frequently used functions. A function name linked to a registered shortcut can be changed as necessary. You can register up to 6 shortcuts for copying functions, sending functions, and functions set for document box.

Adding Shortcuts

Shortcut registration is performed in the setup screen of each function. Shortcuts can be registered for all functions in which [Add Shortcut] appears on the screen.

Use the procedure below to register a shortcut.



1 After making the desired settings in the setup screen of each function, press [Add Shortcut].

2 Press the keys corresponding to the shortcut number (01 to 06) to register.

NOTE: If you select a shortcut number already registered, the currently registered shortcut can be replaced with a new one.

3 Enter the shortcut name and press [Save] to add the shortcut.

Editing and Deleting Shortcuts

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

1 In the setup screen of each function, press [Add Shortcut] in the bottom of the screen.

2 Press [Edit] and press the keys corresponding to the shortcut number (01 to 06) to change or delete.

3 To edit a shortcut, press [Change] to change the shortcut key number and name and press [OK] and then [Save]. Choose [Yes] in the confirmation screen to change the shortcut.

To delete the shortcut, press [Delete this Shortcut]. Choose [Yes] in the confirmation screen to delete the shortcut.

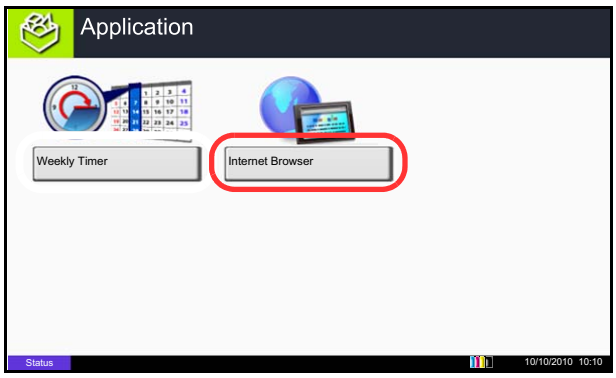
Using the Internet Browser

This section explains how to use the Internet browser.

NOTE: To use the internet browser, internet browser must be set to [On] in *Internet Browser Setting on page 9-90*.

Launching and Exiting the Browser

Use the procedure below to launch and exit the Internet browser.



1 Press the **Application** key.

The application list screen appears.

2 Press [Internet Browser].

The Internet browser starts up.

3 Use the browser screen to browse web pages.

For information on how to use the browser screen, refer to *Using the Browser Screen on page 3-60*.

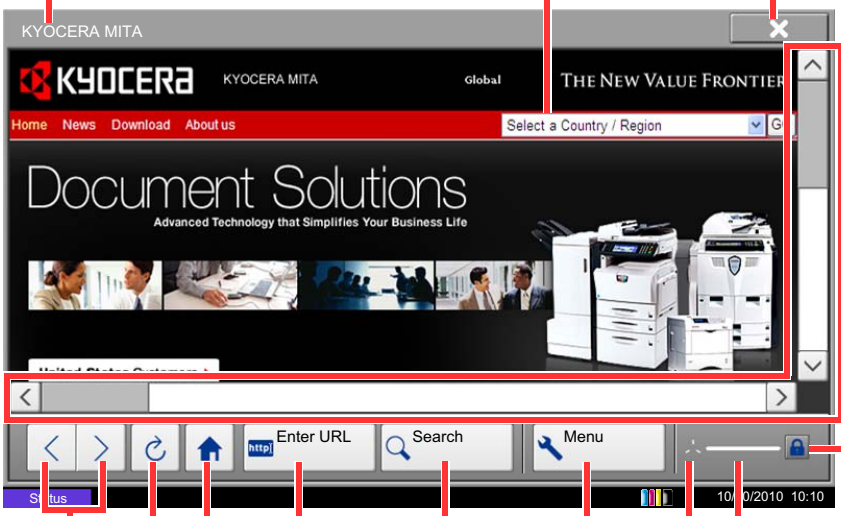
4 To exit the browser, press [X] (Close) and then press [Yes] in the exit confirmation screen.

The application list screen reappears.

NOTE: You can specify preferences such as the way the Internet browser screen is displayed. For details, refer to *Internet (page 9-90)*.

Using the Browser Screen

The operations available in the Internet browser screen are shown below.



Search box
Pressing the text box displays a keyboard. You can then perform a search by entering a keyword and pressing the [Search].

Title bar
Displays the page title.

Close
Closes the Internet browser and returns you to the application list screen.

Scroll bars
These allow you to scroll the displayed page up, down, left and right by pressing [∧], [∨], [〈] or [〉] or by moving one of the slide bars with your finger.

Security lock icon
Displayed when you are viewing a protected page.

Loader/Progress bar
Shows the status of page loading. When the browser is loading a web page, the loader changes to an animated display.

Menu
Displays the browser setup menu. You can use this menu to specify the browser's display magnification, set the text encoding scheme and check the server certificate.

Search (Search Internet/Retrieval in page)
Displays a search menu in which you can select [Retrieval in page] or an Internet search site.

Search Internet:	Use the selected search site to search with the entered keyword.
Retrieval in page:	Search from the entered keyword in the currently displayed page. You can continue your search by pressing [SearchUp] or [SearchDown].

Enter URL
Use this to display a desired web page by entering the URL for that page.

Home page
Displays your specified home page. You can set your home page in the *Browser Preferences on page 9-90*.

Reload
Updates the page.

Back/Forward
Displays the previous page or the next page.

NOTE: Pressing the **Reset** key while the Internet browser is displayed will exit the browser and return you to the application list screen without displaying the browser exit.

Using Weekly Timer

"Weekly Timer" is installed on the machine as a standard application. Weekly Timer allows you to store machine on/off times for each day of the week and set the machine to automatically turn on and off at those times.

IMPORTANT: On/off using Weekly Timer puts the machine in the same state (sleep) as when the power key is pressed on the operation panel. When using Weekly Timer, do not turn off the main power switch.

NOTE: When user management is enabled, you must log in with administrator authority to use this feature. Be sure to set the time before using Weekly Timer. For details, see *Setting Date and Time on page 2-12*

Setting Weekly Timer

1. Press the **Application** key.

   The application list screen appears.

2. Press [Weekly Timer].

   Weekly Timer starts up.

3. Press the [Enable the Application] checkbox so that a checkmark appears.

4. Select the day you want to set and press [Edit].

5. Press the [Enable] checkboxes for power ON/OFF so that checkmarks appear, press [+] or [-] to enter the times, and press [OK].

   [# Keys] can be pressed to enter the time with the numeric keys on the operation panel.

6. If you need to change the number of retries made when the power is not successfully turned off, press [Retry Times].

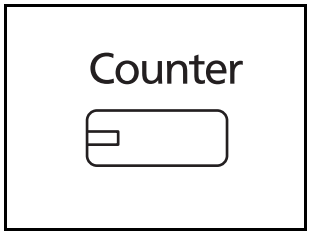
7. Set the *Retry Times* and the *Retry Interval*, and press [OK].

   To have retries made continuously until the machine power turns off, press the [Continue to Retry] checkbox so that a checkmark appears.

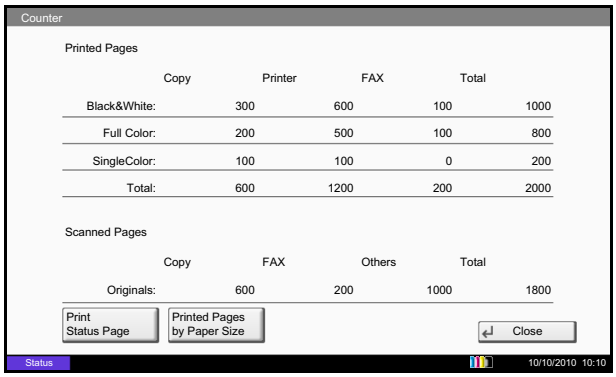
8. To close, press [End].

   You will return to the application list screen.

Checking Counter



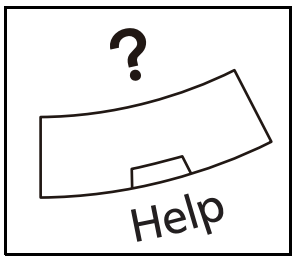
Press the **Counter** key to check the number of sheets printed and scanned.



For details, refer to *Checking and Printing Counter on page 10-33*.

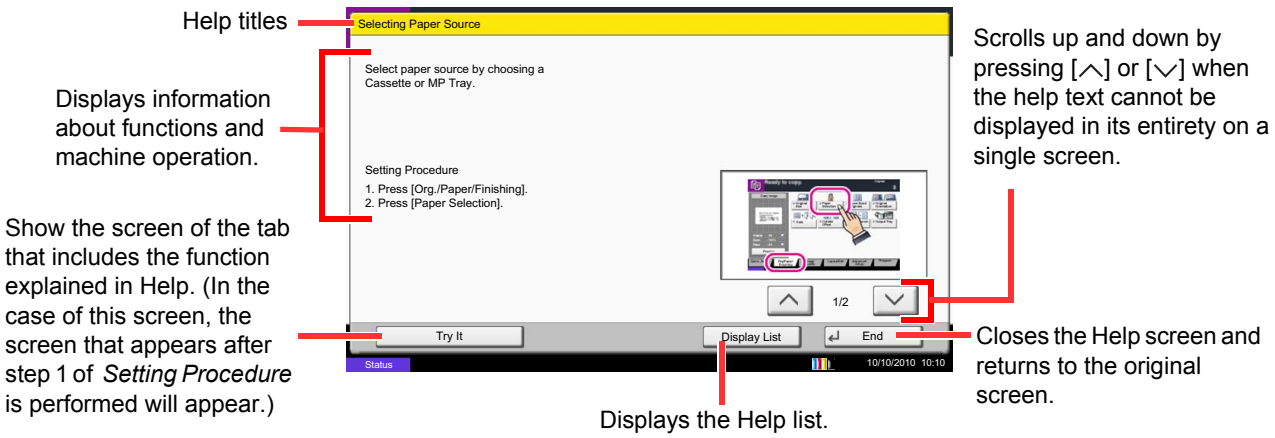
Help Screen

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



To show the Help screen, press the **Help** key on the operation panel. The Help screen shows explanations of functions and how to use them.

Help Screen Display



4 Copying Functions

This chapter explains the functions available for copying.

- Original Size....4-2
- Paper Selection....4-3
- Mixed Size Originals....4-6
- Original Orientation....4-9
- Fold....4-11
- Paper Output....4-13
- Combine....4-14
- Margin/Centering....4-16
- Border Erase....4-18
- Booklet....4-20
- Cover....4-22
- Form Overlay....4-23
- Page #....4-24
- Memo Page....4-26
- Poster....4-28
- Image Repeat....4-29
- Text Stamp....4-31
- Bates Stamp....4-32
- EcoPrint....4-34
- Single Color....4-34
- Color Balance....4-35
- Hue Adjustment....4-36
- One-touch Image Adjust....4-37
- Sharpness....4-39
- Background Density Adj....4-40
- Saturation....4-41
- Prevent Bleed-thru....4-42
- Continuous Scan....4-43
- Auto Image Rotation....4-44
- Negative Image....4-44
- Mirror Image....4-45
- Job Finish Notice....4-46
- File Name Entry....4-48
- Priority Override....4-48
- Repeat Copy....4-49
- OHP Backing Sheet....4-51

Original Size

Specify the size of originals being scanned. Be sure to specify the original size when copying non-standard sizes.

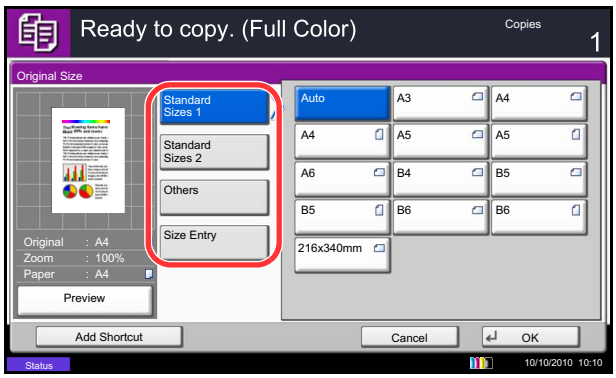
The following options are available.

Item	How to Select	Sizes
Standard Sizes 1	Have the size of original detected automatically, or select from the standard sizes.	Inch models: Auto, Ledger, Legal, Letter, Letter-R, Statement, Statement-R, Oficio II and 11×15"
		Metric models: Auto, A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio and 216×340mm
Standard Sizes 2	Select from the standard sizes not included in the Standard Sizes 1.	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio, 8K, 16K, 16K-R and 216×340mm
		Metric models: Ledger, Legal, Letter, Letter-R, Statement, Statement-R, Oficio II, 11×15", 8K, 16K and 16K-R
Others	Select from envelope, postcard or the custom sized originals*.	Hagaki, Oufuku hagaki, Custom 1 to 4
Size Entry	Enter the size not included in the standard sizes 1 and 2**.	Inch models Horizontal: 2.00 to 17.00" (in 0.01" increments), Vertical: 2.00 to 11.69" (in 0.01" increments)
		Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments)

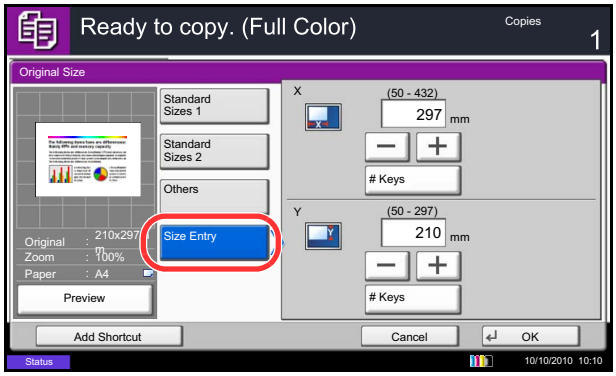
* For instructions on how to specify the custom original sizes (Custom 1 to 4), refer to *Custom Original Size on page 9-4*.

** The input units can be changed in the System menu. Refer to *Measurement on page 9-12*.

Use the procedure below to select the original size.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Org./Paper/Finishing] and then [Original Size].
4. Press [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] to select the original size.



If [Size Entry] is selected, press [+] or [-] to specify the horizontal size (X) and the vertical size (Y). Press [# Keys] to enter the size directly using the numeric keys.

5 Press [OK].

6 Press the **Start** key to start copying.

4

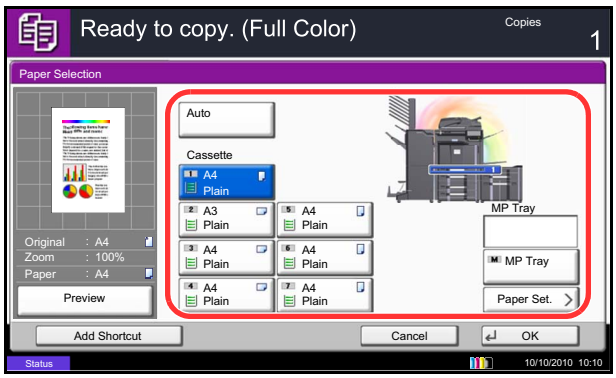
Paper Selection

Select the paper source that contains the required paper size.

NOTE: Specify in advance the size and type of the paper loaded in the cassette (refer to *Original/Paper Settings on page 9-4*).

Selecting the Cassette

Use the procedure below to select the paper supply cassette.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing] and then [Paper Selection].

4 Press the key of the paper source corresponding to the required paper size. The cassette in which the paper is loaded is selected.

If [Auto] is selected, the paper matching the size of the original is selected automatically.

5 Press [OK].

6 Press the **Start** key to start copying.

Selecting the Multi Purpose Tray

Change the paper size and media type.

The available paper sizes and media types are shown in the table below.

Category	Item	How to Select	Sizes
Paper Size	Standard Sizes 1	Choose from the standard size.	Inch models: Ledger, Legal, Letter, Letter-R, Statement, Oficio II and Executive
			Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6, B6-R, A6-R, Folio and 216×340mm
	Standard Sizes 2	Choose from the standard sizes not included in the Standard Sizes 1.	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio, 8K, 16K, 16K-R and 216×340mm
			Metric models: Ledger, Legal, Letter, Letter-R, Statement-R, Oficio II, Executive, 8K, 16K and 16K-R
	Others	Choose from non-standard sizes and custom sizes.	ISO B5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku hagaki, Youkei 4, Youkei 2 and Custom 1 to 4*
	Size Entry	Enter the size not included in the standard sizes 1 and 2**.	Inch models Horizontal: 5.83 to 17" (in 0.01" increments), Vertical: 3.86 to 11.69" (in 0.01" increments)
			Metric models Vertical: 98 to 297 mm (in 1 mm increments), Horizontal: 148 to 432 mm (in 1 mm increments)
Media Type	Plain (105 g/m^2 or less), Transparency, Rough, Vellum (60 to 105 g/m^2 or less), Labels, Recycled, Preprinted***, Bond, Cardstock, Color, Prepunched***, Letterhead***, Thick (106 g/m^2 or more), Envelope, Coated, High Quality, Custom 1 to 8***		

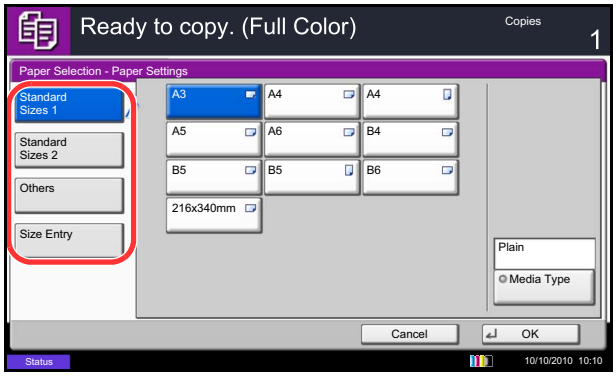
* For instructions on how to specify the custom paper sizes (Custom 1 to 4), refer to *Custom Paper Size on page 9-5*.

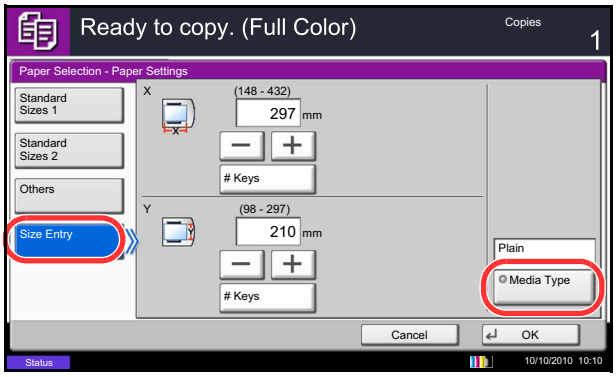
** The input units can be changed in the System menu. Refer to *Measurement on page 9-12*.

*** For instructions on how to specify the custom paper types 1 to 8, refer to *Media Type Setting on page 9-8*. To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 9-11*.

NOTE: You can conveniently select in advance the size and type of paper that will be used often and set them as default (refer to *Paper Size and Media Type Setup for Multi Purpose Tray (MP Tray Setting) on page 9-7*).

Use the procedure below to select the paper size and media type.





1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing], [Paper Selection] and then [Media Type].

4 Press [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] to select the paper size.

If you select [Size Entry], press [+] or [–] to specify *X* (horizontal) and *Y* (vertical) sizes. You can enter the size directly using the numeric keys after pressing [# Keys].

5 Press [Media Type].

6 Select paper type, and press [OK].

7 Press [OK].

8 Press [OK].

9 Press the **Start** key to start scanning the originals.

10 If the specified size of paper is not loaded in the paper source cassette or multi purpose tray, a confirmation screen appears. When [Auto] is used and the same size of paper as the detected original size is not loaded, a paper confirmation screen appears.

Load the required paper in the multi purpose tray and press [Continue] to start copying.

Mixed Size Originals

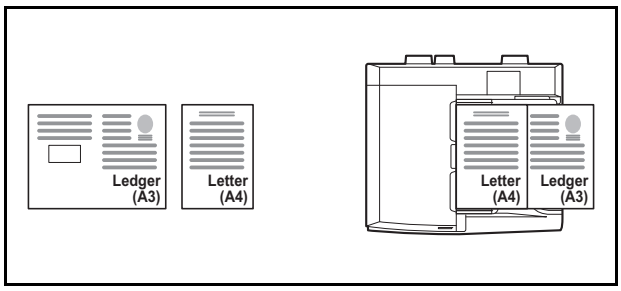
Using the optional document processor, the originals of different sizes can be loaded in a batch and copied. In this operation, up to 30 originals of different sizes can be placed in the document processor at the same time.

Supported Combinations of Originals

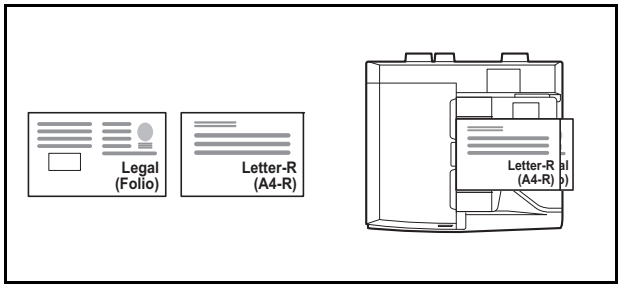
Originals of the Same Width

The supported combinations of originals are as follows.

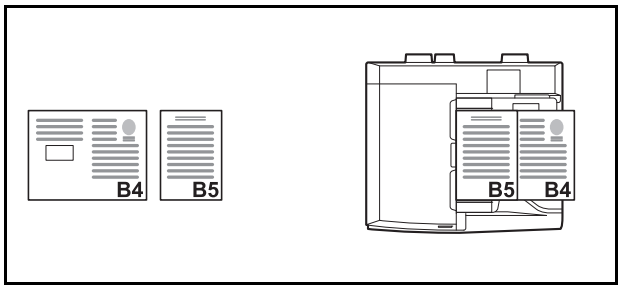
Ledger and Letter (A3 and A4)



Ledger and Letter-R (Folio and A4-R)



B4 and B5

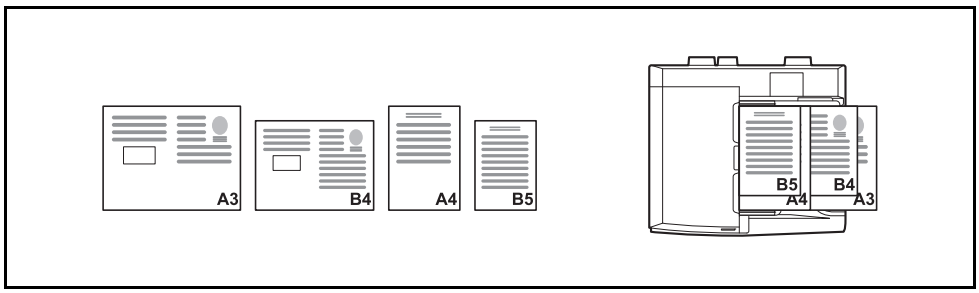


Originals of Different Widths (Available for metric models only)

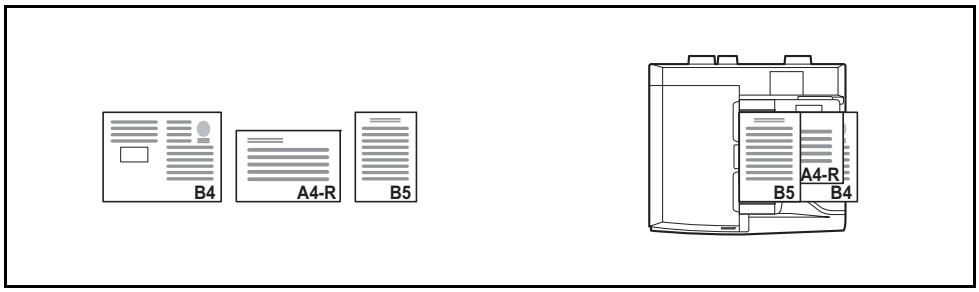
Place all originals of different widths. The supported combinations of originals are as follows.

NOTE: When mixing the original sizes as using the following combination: A4-R, B5-R, and Folio, make sure to set the **System Menu** key -> *Common Settings* -> *Original / Paper Settings* -> *Original Auto Detect* to [On] for [Folio].
For more information, refer to *Original Auto Detect (Available for metric models only) on page 9-10*.

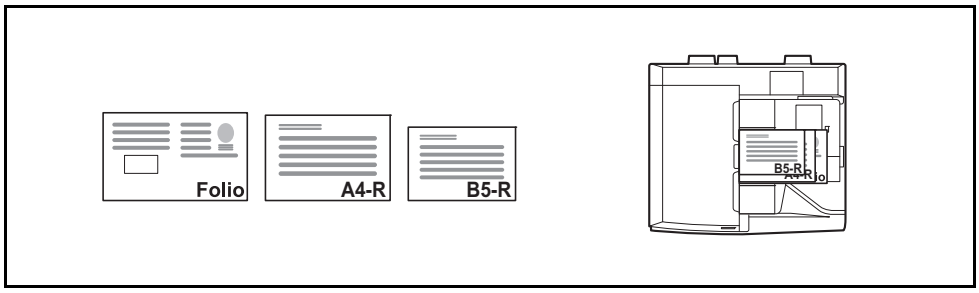
A3, B4, A4 and B5



B4, A4-R and B5



A4-R, B5-R and Folio



Selecting How to Copy Originals

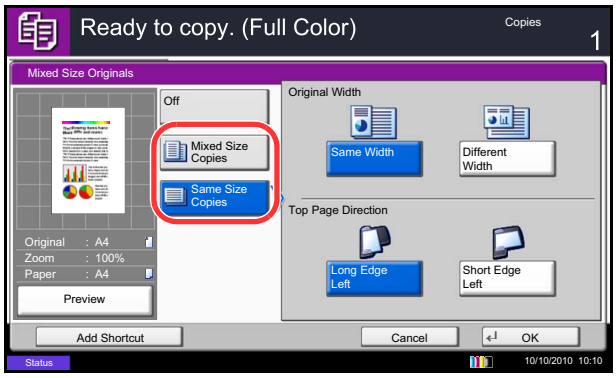
Select whether you wish to create individual copies on different size paper matching the original sizes or to produce all copies on the same size paper.

NOTE: This function is available regardless of whether originals have the same width or not.

The table below shows the finished document sizes for the different original size options.

Option	Description
Mixed Size Copies	Originals are detected individually for size and copied to the same size paper as originals.
Same Size Copies	Originals are all copied to the same size paper.

Use the procedure below to copy mixed size originals.



1 Press the **Copy** key.

2 Place originals on the document processor.

IMPORTANT: When placing originals of different width, arrange the originals so that their left sides and top sides are aligned, and place the originals in alignment with the far width guide. If the originals are not aligned in this way, they may not be scanned correctly, and skewing or original jams may result.

3 Press [Org./Paper/Finishing] and then [Mixed Size Originals].

4 Select [Mixed Size Copies] or [Same Size Copies] as finish size.

5 Select the combination of originals from [Same Width] and [Different Width].
When [Same Size Copies] is selected, select [Long Edge Left] or [Short Edge Left] as the first original orientation.

6 Press [OK].

7 Press the **Start** key to start copying.

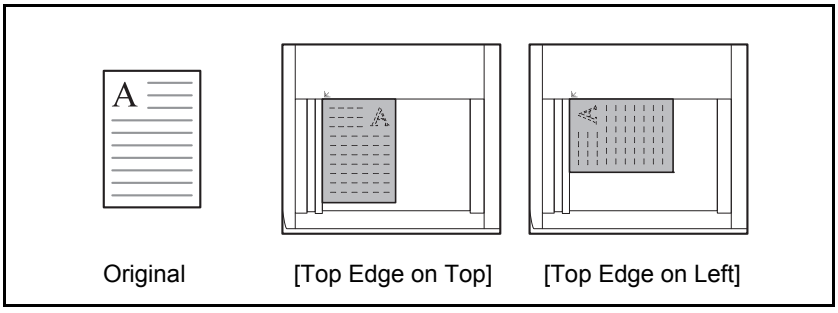
Original Orientation

Select the original orientation to use the following functions.

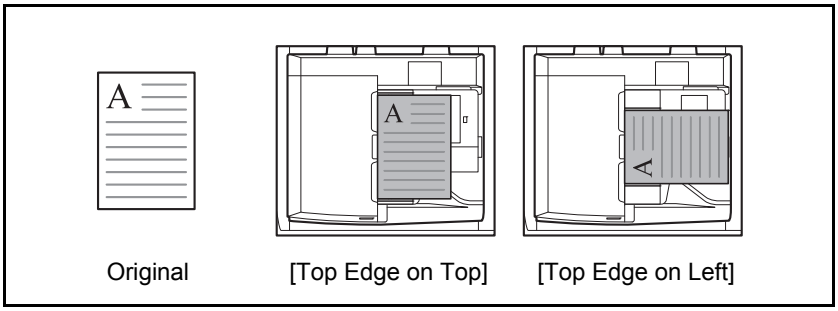
- Zoom (XY Zoom)
- Duplex
- Margin/Centering originals
- Border erase
- Combine mode
- Memo mode
- Page numbering
- Booklets
- Stapling/Punch (optional feature)
- 2-sided/Book Original
- Text Stamp
- Bates Stamp

NOTE: If [On] is selected as the *Orientation Confirmation on page 9-16* setting in the System Menu, the selection screen for original orientation appears when you select any of the above functions.

When placing originals on the platen

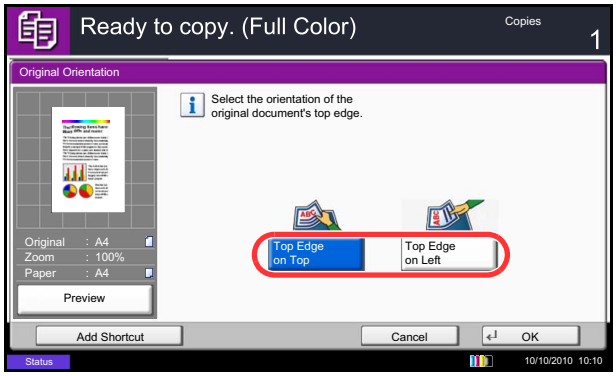


When placing originals on the optional document processor



NOTE: To change the default setting for the original orientation, refer to *Original Orientation on page 9-17*.

Use the procedure below to select the orientation when placing the originals on the platen.



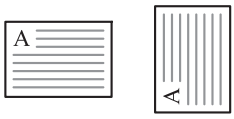
1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Org./Paper/Finishing] and then [Original Orientation].
4. Select [Top Edge on Top] or [Top Edge on Left] as the way the original is oriented.
5. Press [OK].
6. Press the **Start** key to start copying.

Fold

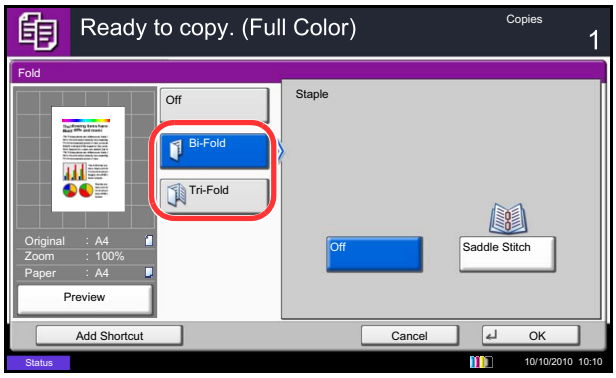
You can fold finished copies.

NOTE: Folding requires the optional 4,000 sheet document finisher and the folding unit.
For details on paper sizes and numbers of sheets that can be folded, refer to *Center-Folding Unit (Option) on page Appendix-31*.

The following folding options and orientations are available.

			Orientation: Landscape	Orientation: Portrait
				
Bi-Fold				
Tri-Fold	Inside	R to L / B to T		
		L to R / T to B		
	Outside	R to L / B to T		
		L to R / T to B		

The procedure for using fold copying is explained below.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing] and then [Fold].

4 Select the fold method.

NOTE: To use saddle stitching, press [Bi-Fold] and then [Saddle Stitch]. For more information on saddle stitching, refer to *Booklet on page 4-20*.

5 Press [OK].

6 Press the **Start** key to start copying.

Paper Output

You can use the procedure below to select an output destination such as the optional document finisher for your copies.

NOTE: Optional output destinations include the job separator, 1,000 sheet document finisher, 4,000 sheet document finisher, and mailbox.

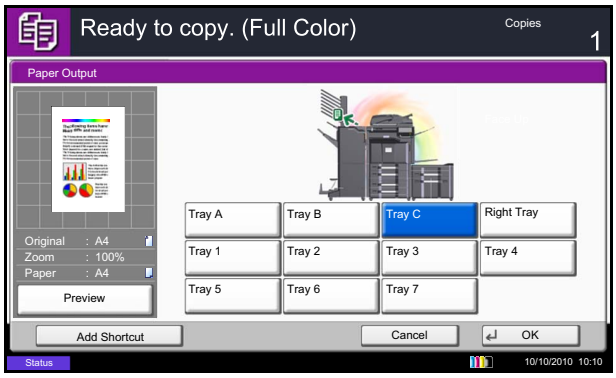
The table below shows the available output destinations.

Destination	Description
Inner tray*	Inner tray of the machine (where copies are stored)
Finisher Left Tray Finisher Top Tray	Tray of the optional 1,000 sheet document finisher
Tray A, Tray B, Tray C	Trays A to C in the optional 4,000 sheet document finisher
Right Tray	Optional right job separator
Job Separator Tray*	Optional Inner job separator
Tray 1 to 7	Trays 1 to 7 in the optional mailbox (tray 1 is the top tray)

* This cannot be selected when the optional document finisher is installed.

NOTE: To change the default destination for copies, refer to *Paper Output on page 9-15* for details. When [Heavy 3] (164 g/m^2 -) or higher is set in Paper Weight and Mailbox (Option) is set for the output destination, the output destination is automatically changed to a tray that can be used.

Use the procedure below to select the output destination.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Org./Paper/Finishing] and then [Paper Output].
4. Select the output destination for finished copies.
5. Press [OK].
6. Press the **Start** key to start copying.

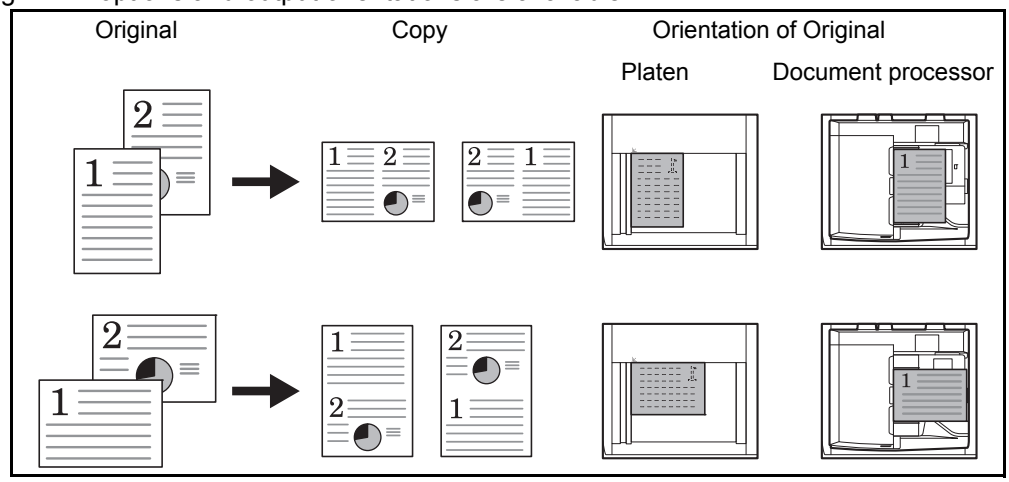
Combine

This mode allows you to copy 2 or 4 originals combined onto a single page. 2-in-1 mode or 4-in-1 mode. The page boundary of each original can be indicated.

NOTE: Combine mode is available for the copy paper sizes of A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio, Ledger, Legal, Oficio II, 216×340mm Letter, Letter-R, Statement-R, 8K, 16K and 16K-R.

2-in-1 Mode

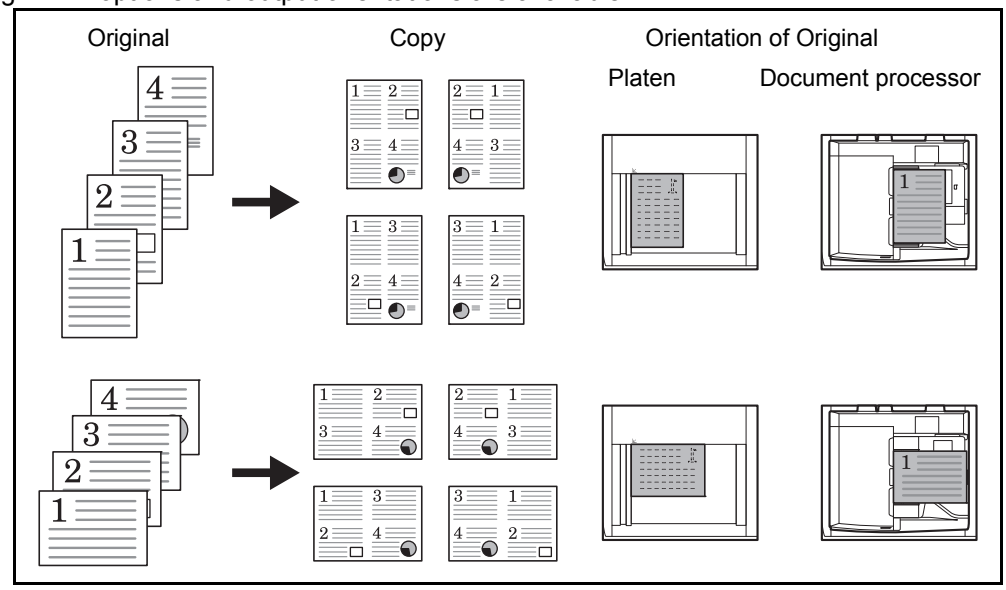
For copying two originals onto a single sheet. This mode can be used with Duplex mode to copy four originals onto one sheet.
The following 2-in-1 options and output orientations are available.



NOTE: When placing the original on the platen, be sure to copy the originals in page order.

4-in-1 Mode

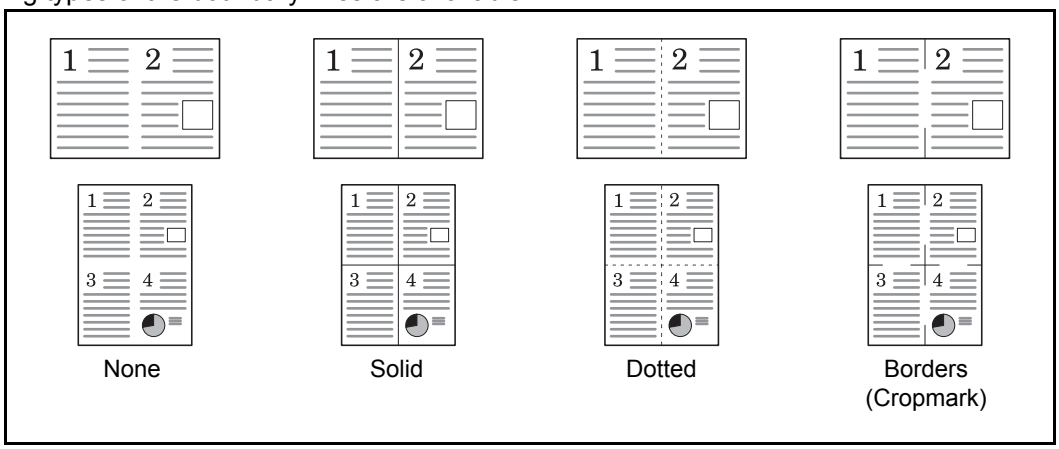
For copying four originals onto a single sheet. This mode can be used with Duplex mode to copy eight originals onto one sheet.
The following 4-in-1 options and output orientations are available.



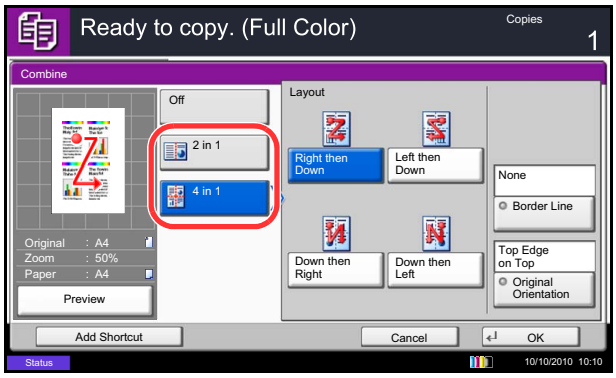
NOTE: When placing the original on the platen, be sure to copy the originals in page order.

Types of Page Boundary Lines

The following types of the boundary lines are available.



The procedure for using Combine mode copying is explained below.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Layout/Edit] and then [Combine].
4. Press [2 in 1] or [4 in 1], and choose the page layout of Layout.
5. Press [Border Line] to choose the type of the lines to indicate page boundaries. Press [OK].
6. Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].
7. Press [OK].
8. Press the **Start** key. Copying begins.

   If the original is placed on the platen, replace the original and press the **Start** key.

   After scanning all originals, press [Finish Scan] to start copying.

Margin/Centering

Shift the original image to make space on the copy for binding on the left (right) or top (bottom) side.

When you copy onto paper different from the original size, you can center the original image on the paper.

The following margin widths are available.

Input units	Margin Width
Inch Models	-0.75 to 0.75" (in 0.01" increments)
Metric Models	-18 mm to 18 mm (in 1-mm increments)

Margin on the Back Side

When duplex copying, you can also specify the margin on the back side.

Auto

When [Auto] is selected, an appropriate margin is applied automatically on the rear page depending on a margin specified for the front page and a binding orientation.

Separate Front/Back Margins

Enables you to specify the front and back settings separately.

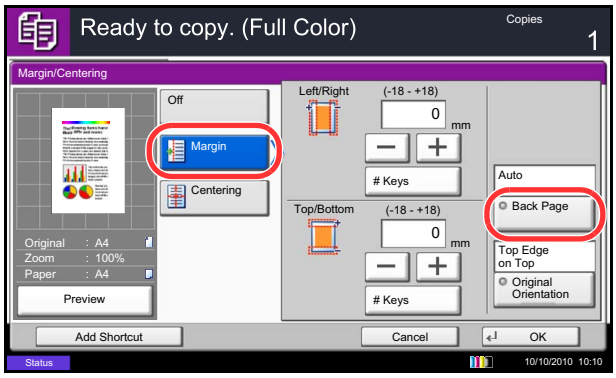
NOTE: You can set the default margin width. Refer to *Margin Default on page 9-24* for details.

Use the procedure below to make copies with margins.

1 Press the **Copy** key.

2 Place the originals on the platen.

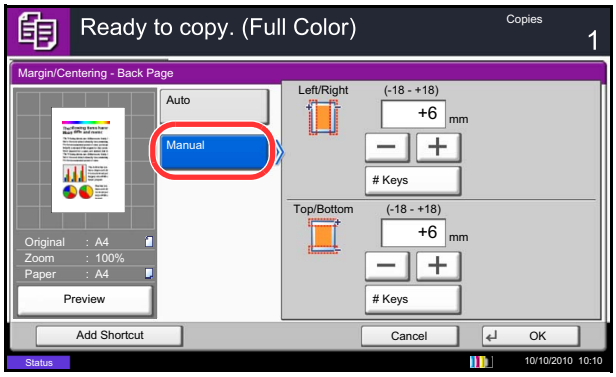
3 Press [Layout/Edit] and then [Margin/Centering].



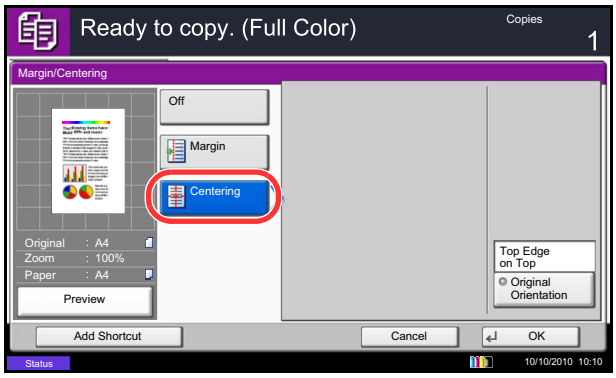
4 Press [Margin] to select the copy with margin.

Use [+] or [–] to enter the margins for *Left/Right* and *Top/Bottom*. Press [# Keys] to use the numeric keys for entry.

For duplex copying, press [Back Page] and select [Auto] or [Manual].



If you selected [Auto], press [OK]. If you pressed [Manual], enter the margins in the displayed screen and then press [OK].



Press [Centering] to center the original image on the paper.

5 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

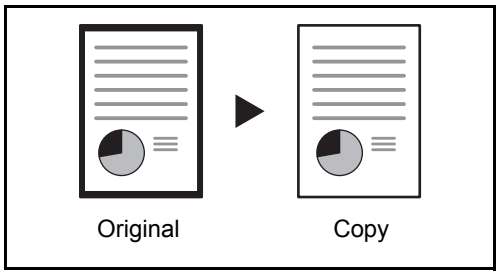
6 Press [OK].

7 Press the **Start** key to start copying.

Border Erase

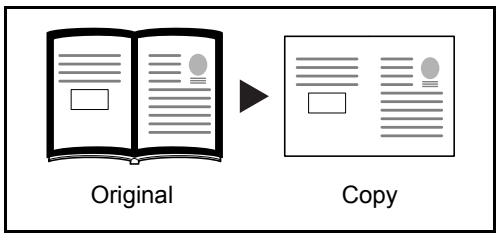
Use Border Erase to remove black shadows that appear around the outside of the original when making copies. The following options can be selected.

Border Erase Sheet



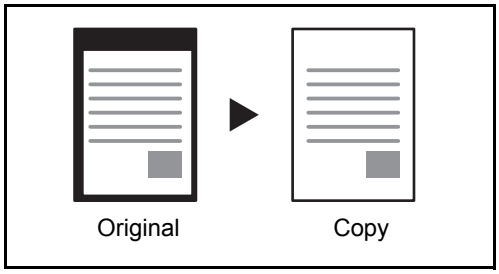
Erases black borders around the single sheet original.

Border Erase Book



Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book.

Individual Border Erase



Specify border erase widths individually for all edges.

In each option, the available ranges are as shown below.

Input units	Border Erase Range
Inch Models	0 to 2"(in 0.01" increments)
Metric Models	0 mm to 50 mm (in 1-mm increments)

NOTE: To specify the default width value of Border Erase, refer to *Border Erase Default on page 9-23* for details.

Border Erase to Back Page

When scanning a 2-sided original, this allows you to erase the borders on the back of the original. The table below shows the available settings.

Item	Detail
Same as Front Page	Border Erase performed using the same setting as the front page
Do Not Erase	No Border Erase performed on the back page

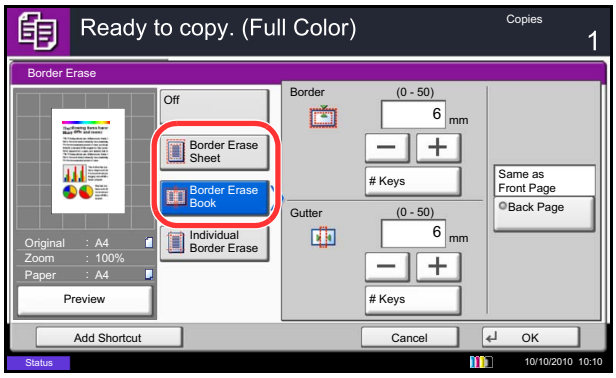
NOTE: You can change the default setting for Border Erase to Back Page. For details, refer to *Paper Selection on page 9-43*.

Use the procedure below to erase borders when copying.

1 Press the **Copy** key.

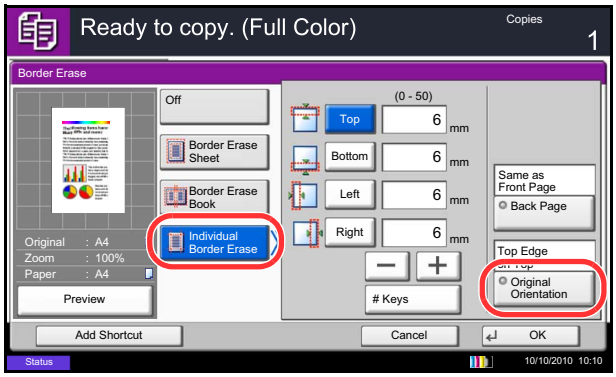
2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Border Erase].



4 Select [Border Erase Sheet] to erase borders for an individual sheet or [Border Erase Book] to erase borders for a book.

Use [+] or [–] to enter the width in *Border* or *Gutter*. Press [# Keys] to use the numeric keys for entry.



Press [Individual Border Erase] to select the individual border erase.

Use [+] or [–] to enter the width in *Top*, *Bottom*, *Left* or *Right*. Press [# Keys] to use the numeric keys for entry.

Press [Original Orientation] to select the original orientation from either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

For 2-sided originals, press [Back Page] and then press [Same as Front Page] or [Do Not Erase].

5 Press [OK].

6 Press the **Start** key to start copying.

Booklet

The Booklet copying option allows you to copy sheet originals and produce booklets such as small brochures or pamphlets. A booklet, such as a magazine, is made by folding at the center.

You can copy the cover page onto colored paper or thick paper. Paper for the cover is supplied from the multi purpose tray. To feed the cover paper from the cassette, refer to *Paper Source for Cover on page 9-11*.

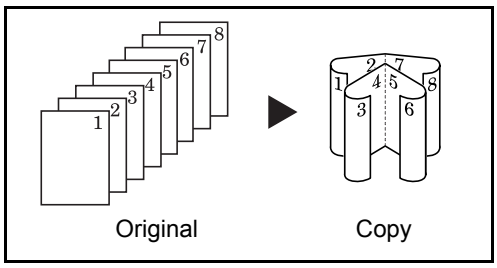
NOTE: Using the optional 4,000 sheet document finisher and the folding unit enables you to saddle stitch your copies (fold them in two with staples in the center). This is limited to the A3, B4, A4-R, Ledger, Legal, Letter-R, 8K.

The supported original and paper sizes are as follows.

Type of Original	Original Size	Paper Size
One-sided original, Two-sided original*	All**	A3, B4, A4, A4-R, B5, B5-R, Ledger, Legal, Letter and Letter-R
Book original	A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K	

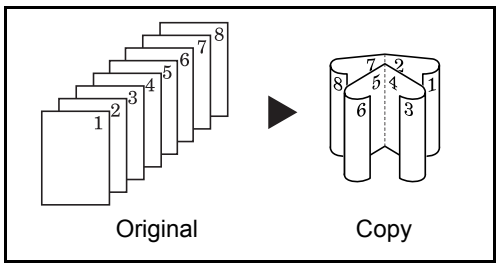
* The optional document processor is required.
** Except for custom sized originals.

For binding on the left side



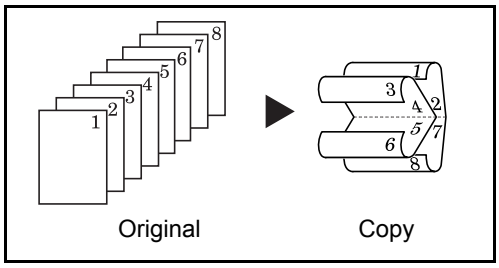
The folded copies can be read from left to right.

For binding on the right side



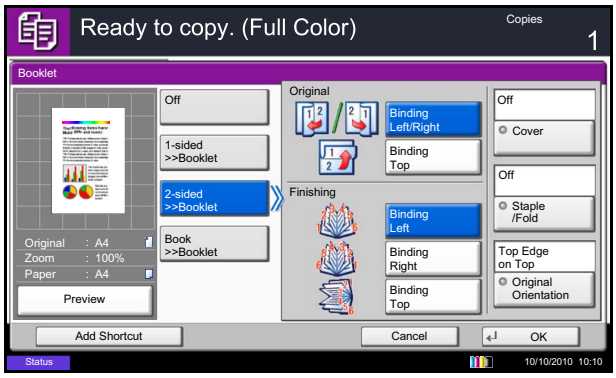
The folded copies can be read from right to left.

For top binding



The folded copies can be read from top to bottom.

The procedure for using Booklet copying is explained below.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Booklet].

4 Press [1-sided>>Booklet] to produce a booklet from single-sided originals.

Press [2-sided>>Booklet] to produce a booklet from two-sided originals.

Press [Book>>Booklet] to produce a booklet from an open book original.

5 If you selected [2-sided>>Booklet] or [Book>>Booklet], choose the binding orientation in Finishing.

If you selected [1-sided>>Booklet], choose the binding orientation in Finishing.

6 If you choose [1-sided>>Booklet], [2-sided>>Booklet], or [Book>>Booklet] you can add the cover. Press [Cover], select [Cover] and press [OK].

7 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

8 If the optional 4,000 sheet document finisher and folding unit are installed, the [Staple/Fold] option is displayed.

To fold finished copies in half, press [Staple/Fold] and then press [Fold Only].

To use saddle stitching, press [Staple/Fold] and then press [Saddle Stitch].

NOTE: The number of sheets that can be folded or Saddle Stitch stapled varies by paper weight. For details, refer to *Center-Folding Unit (Option) on page Appendix-31*.

9 Press [OK].

10 Press the **Start** key. Copying begins.

NOTE: When using the platen, be sure to place the originals in page order.

If the originals are placed on the platen, consecutively replace each original after pressing the **Start** key.

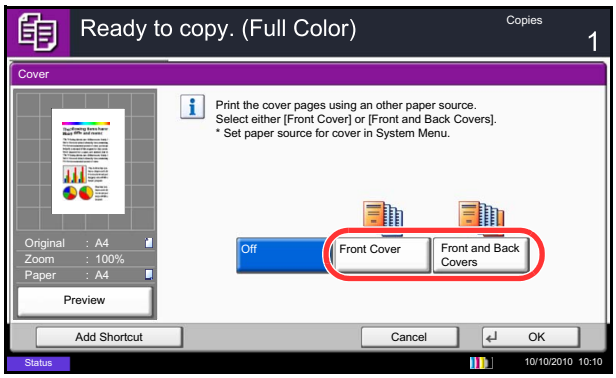
After scanning all originals, press [Finish Scan] to start copying.

Cover

Add a cover to the finished copies. You can copy the first page and/or the last page onto colored paper or thick paper fed from the different paper source than the regular one. The following two options are available. Paper for the cover is supplied from the multi purpose tray.
To feed the cover paper from the cassette, refer to *Paper Source for Cover on page 9-11*.

Type of Cover	Description
Front Cover	First page of the originals is copied on a different paper.
Front and Back Covers	First page and last page of the originals are copied on different paper.

The procedure for using Cover mode copying is explained below.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Cover].

4 Press [Front Cover] or [Front and Back Covers].

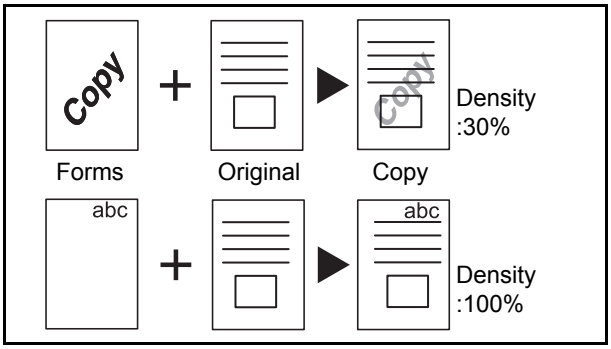
5 Press [OK].

6 Press the **Start** key. Copying begins.

If the originals are placed on the platen, consecutively replace each original after pressing the **Start** key.

After scanning all originals, press [Finish Scan] to start copying.

Form Overlay



Copy the original images onto the form. Once you scan and register the form, the form is overlaid onto the original. You can also use a form that is already registered in the machine's memory.

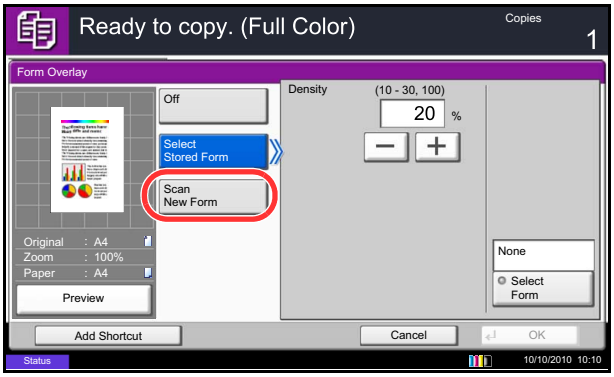
NOTE: To register a form in advance, refer to *Form for Form Overlay on page 7-20* for details.

Follow the steps shown below for form overlay.

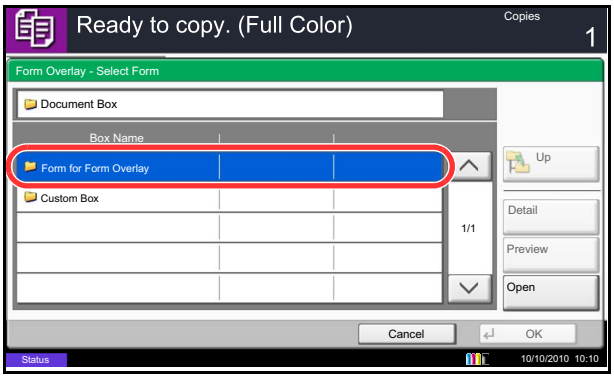
1 Press the **Copy** key.

2 Press [Layout/Edit] and then [Form Overlay].

3 Press [Scan New Form] to use the first page of originals as a form.



NOTE: You can select the form density setting through 4 levels from 10%, 20%, 30% or 100%. Press the [+] or [-] buttons in *Density*.



To use the forms already registered, press [Select Stored Form]. Press [Select Form] to display the document boxes that store documents which can be used as a form. Select the desired form from the list and press [OK].

NOTE: To return to a higher level folder, press [Up].

4 Press [OK].

5 Place the originals.

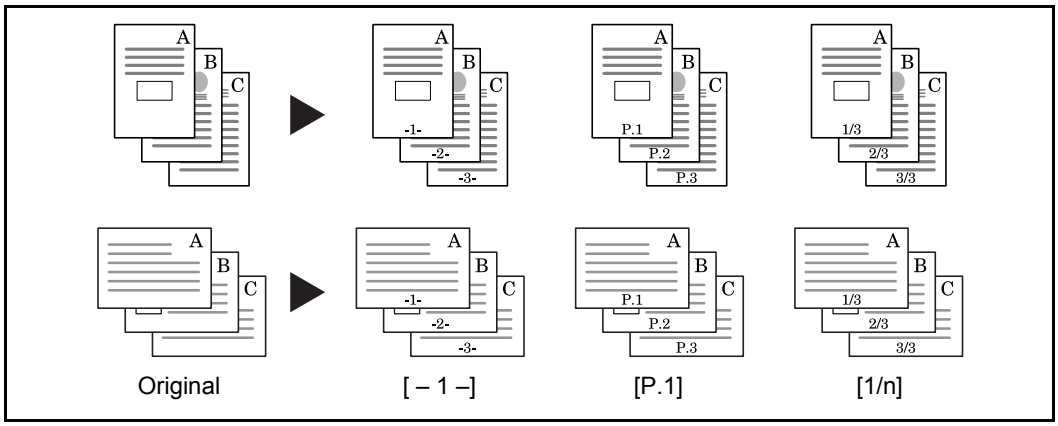
Place the original for the form on top of the other originals. When using the optional document processor, the first page of the originals should be placed on the top.

6 Press the **Start** key to start copying.

Page

Number multiple pages of originals in sequential order. The formats for numbering are [-1-], [P.1] or [1/n]. The format [1/n] prints the total number of pages in the place of *n*.

Select *Top Left*, *Top Middle*, *Top Right*, *Bottom Left*, *Bottom Middle* or *Bottom Right* as the page numbering position.



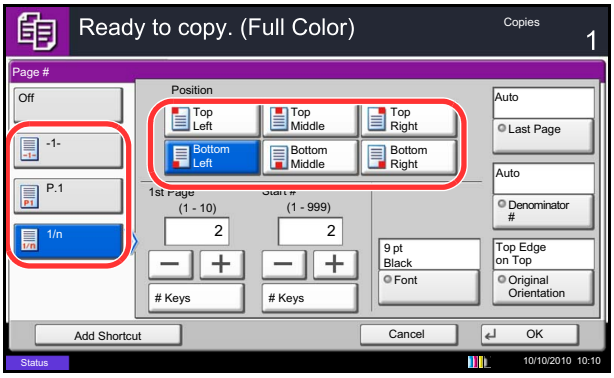
Items that can be set for the page number font are indicated below.

Item		Detail
Font	Size	Set the font size of the printed page number.*
	Style	Set the font style of the printed page number. [Bold] or [Italic] can be set.
	Font	Set the font of the printed page number. [Courier] or [Letter Gothic] can be set.
	Color	Set the color of the printed page number. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
	Density	Set the density of the color of the printed page number.
	Display Pattern	Set the display method of the printed page number. [Transparent], [Clipping], or [Overwrite] can be selected.

* Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp on page 9-30*.

Use the procedure below to insert page numbers on your copies.

1. Press the **Copy** key.
2. Place the originals in the document processor or on the platen.
3. Press [Layout/Edit] and then [Page #].



4 Select the numbering format from [-1-], [P.1] or [1/n].

5 Select the page numbering position.

6 To start page numbering from a page other than the first page, press [+] or [–] of 1st Page and select the starting page. You can also enter the number with the numeric keys after pressing [# Keys].

7 To start the numbering with a number other than 1, press [+] or [–] of Start Number and enter the starting number. You can also enter the number with the numeric keys after pressing [# Keys].

8 Press [Font] and select font and display settings for the page numbering.

9 If you do not want page numbering through to the last page, press [Last Page]. Select *Manual* and use [+] or [-] to enter the final page to be numbered (a negative number of pages counting backwards from the last page). Then press [OK]. You can set a value up to -10. You can also enter the number with the numeric keys after pressing [# Keys].

10 The total number of pages *n* in the format [1/n] can be changed manually. Press [Denominator #] and select [Manual]. Press [+] or [–] to enter the total number of pages and press [OK]. You can also enter the number with the numeric keys after pressing [# Keys].

11 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Press [OK].

12 Press [OK].

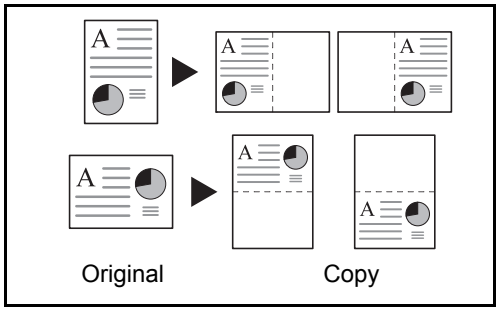
13 Press the **Start** key to start copying.

Memo Page

Delivers copies with a space for adding notes. You can also copy two originals onto the same sheet with a space or add lines to indicate page boundaries.

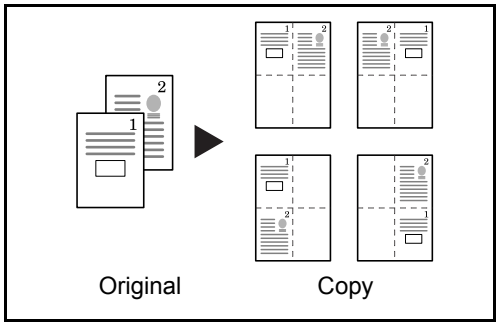
NOTE: Memo mode is available for the copy paper sizes of A3, B4, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Oficio II, 216×340mm, Letter, Letter-R, Statement-R, Folio, 8K, 16K and 16K-R.

Layout A



Reduces images of each original page for printing onto half of a page, leaving the other half blank for notes.

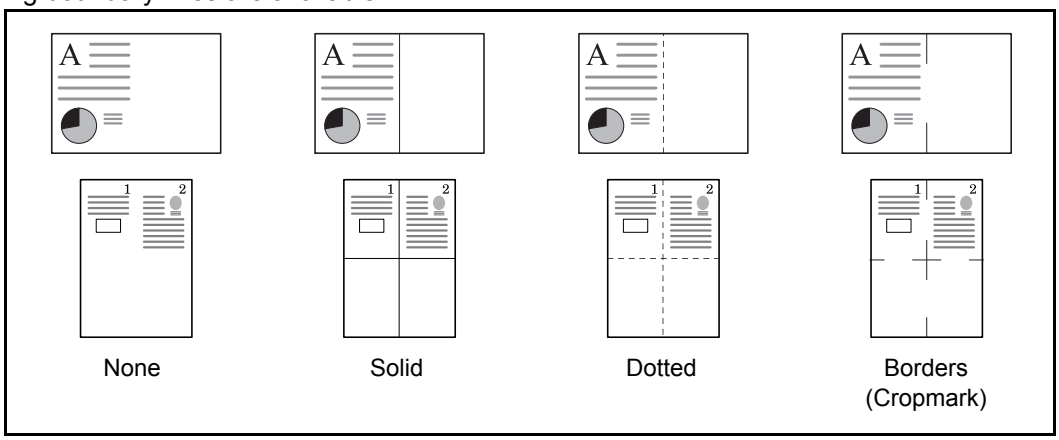
Layout B



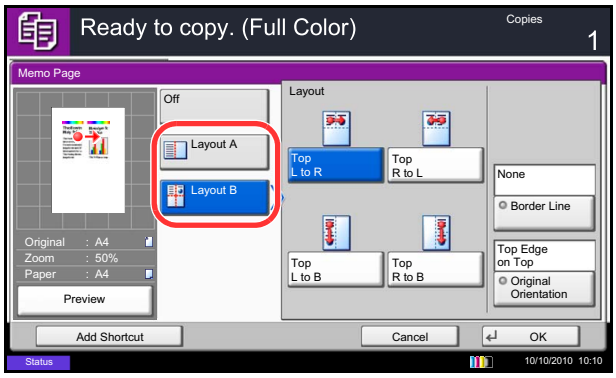
Reduces images of two original pages for copying onto half of a single page, leaving the other half blank for notes.

Types of Page Boundary Lines

The following boundary lines are available.

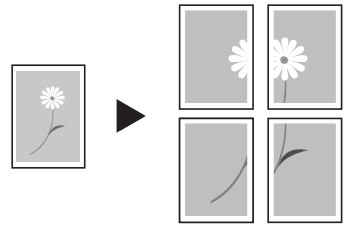


Use the procedures below to insert page boundary lines on your copies.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Layout/Edit] and then [Memo Page].
4. Press [Layout A] or [Layout B]. Select the page layout from *Layout*.
5. Press [Border Line] to select the page boundary line. Press [OK].
6. Press [Original Orientation] to select orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Press [OK].
7. Press [OK].
8. Press the **Start** key to start copying.

Poster



Original Copy

To use this device to make copies larger than the maximum paper size, use Poster mode to separate and copy an enlarged image onto multiple pages.

The completed copies have overlapping areas. A single large page can be created by pasting those areas together.

Choose one of the following 3 enlargement settings:

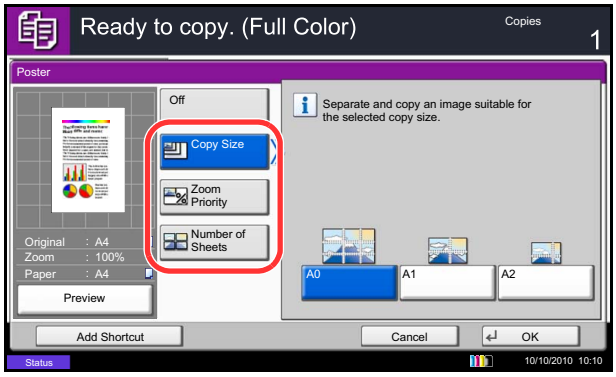
- **Copy size** – The output paper size is chosen from the following sizes. Copy is enlarged according to the selected paper size.

Model Type	Paper size
Inch models	34 × 44", 22 × 34", 17 × 22"
Metric models	A0, A1, A2

- **Zoom priority** – Specify the output zoom size from 100 to 400%. Image will be output on the necessary number of copies for the specified zoom size.
- **Number of sheets** – Select number of sheets to split the image from 2, 4, or 8 sheets. Copy is enlarged according to the selected number.

NOTE: The available original sizes are A3 and A4-R. The available paper size is A3 only.

Follow the steps shown below to use poster enlargement.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Layout/Edit] and then press [Poster].
4. Select an enlargement method.

   If [Copy Size] is selected, set the output paper size.

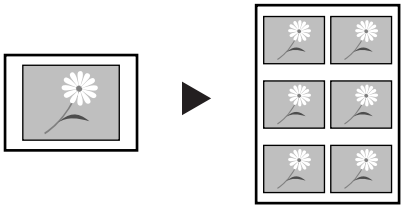
   If [Zoom Priority] is selected, set the output zoom size.

   If [Number of Sheets] is selected, set the number of split pages.
5. Press [OK].
6. Press the **Start** key. Copying begins.

Image Repeat

Tiles the 1 copied sheet with an original image. You can also specify the area of the original to repeat.

Image Repeat

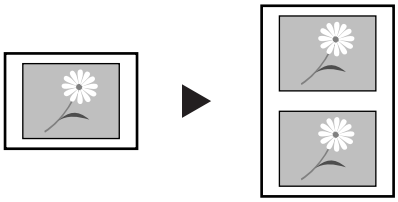


Original Copy

Copies the original image multiple times onto 1 sheet at a specified magnification.

You can also specify how much of the original is repeatedly copied.

Double Copy

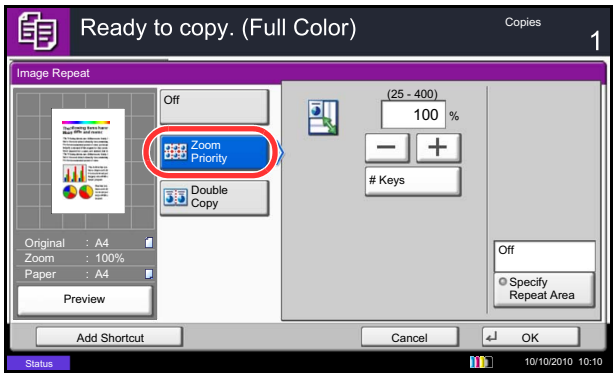


Original Copy

Makes 2 copies of the same original on a single sheet.

For example, you can double-copy an A4 original onto an A3 sheet which you then cut in half to make 2 copies that are identical to the original.

Follow the steps shown below to use Image Repeat.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then press [Image Repeat].

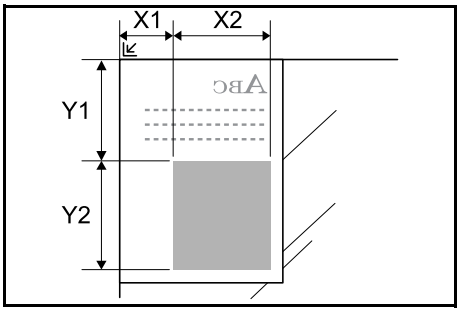
4 Press [Zoom Priority].

To make double copies, press [Double Copy] and proceed to step 8.

5 Press [+] or [–] to set the zoom size.

Press [# Keys] to enter with numeric keys.

6 To set the area of the original to be repeated, press [On] for *Specify Repeat Area.*



7 Press [+] or [–] to input the area of the original to be repeated.

With metric models, you can enter the border width directly using the numeric keys after pressing [#-Keys].

Y1: Length from top left of platen to top edge of repeat area

X1: Length from Height from top left of platen to left edge of repeat area

Y2: Height of repeat area

X2: Width of repeat area

8 Press [OK].

9 Press the **Start** key. Copying begins.

Text Stamp

When making copies, you can print a text stamp on copy output.

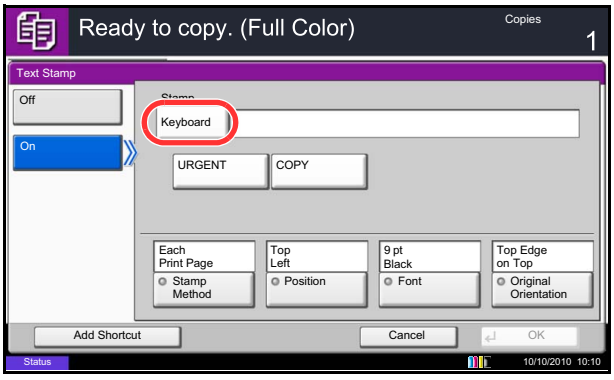
NOTE: This cannot be set when Text Stamp is set in the system settings. For details, see *Printing Jobs on page 9-31*.

The items that may be configured are as follows.

Item		Detail
Stamp Method	Each Print Page	Stamp on each printed page.
	Each Original Page	Stamp each page of the document.
Position		Selectable positions are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].
Font	Size	Set the font size of the printed text stamp.*
	Style	Set the font style of the printed text stamp. [Bold] or [Italic] can be set.
	Font	Set the font of the printed text stamp. [Courier] or [Letter Gothic] can be set.
	Color	Set the color of the printed text stamp. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
	Density	Set the density of the color of the printed text stamp.
	Display Pattern	Set the display method of the printed text stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

* Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp on page 9-30*.

Use the procedures below to specify the Text Stamp settings.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Layout/Edit] and then press [Text Stamp].
4. Press [On].
5. Press [Keyboard] and enter the text string to be printed, or select a text stamp from the displayed templates.

NOTE: Templates that have been set will appear. For details on registering templates, refer to *System Stamp on page 9-30*.

6 Press [Stamp Method] and set the stamp method for the text stamp.

7 Press [Position] and select the position of the text stamp.

8 Press [Font] and select font and display settings for the text stamp.

9 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

10 Press [OK].

11 Press the **Start** key. Copying begins.

Bates Stamp

When making copies, you can print a bates stamp on the originals.

NOTE: This cannot be set when Bates Stamp is set in the system settings. For details, see *Printing Jobs on page 9-31*.

The items that may be configured are as follows.

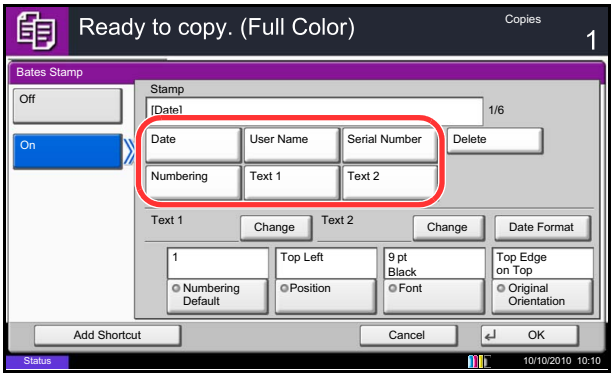
Item		Detail
Position		Selectable positions are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].
Font	Size	Set the font size of the printed bates stamp.*
	Style	Set the font style of the printed bates stamp. [Bold] or [Italic] can be set.
	Font	Set the font of the printed bates stamp. [Courier] or [Letter Gothic] can be set.
	Color	Set the color of the printed bates stamp. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
	Density	Set the density of the color of the printed bates stamp.
	Display Pattern	Set the display method of the printed bates stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

* Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp on page 9-30*.

Use the procedure below to specify the Bates Stamp settings.

1 Press the **Copy** key.

2 Place the originals on the platen.



3 Press [Layout/Edit] and then press [Bates Stamp].

4 Press [On].

5 Press [Date], [User Name], [Serial Number], [Numbering], [Text 1], or [Text 2], and set additional information to be printed in the stamp.

If you selected [Text 1] or [Text 2], press [Change] below it and enter the text string to be printed.

If you selected [Date], press [Date Format] and select [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD] to set the date format.

If you selected [Numbering], press [Numbering Default] and set the starting sequence number (1 to 9999999).

6 Press [Position] and select the position of the bates stamp.

7 Press [Font] and select font and display settings for the bates stamp.

8 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

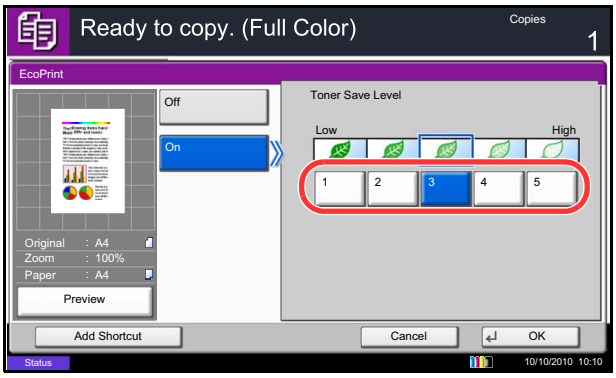
9 Press [OK].

10 Press the **Start** key. Copying begins.

EcoPrint

Use EcoPrint to save toner when printing. Use this function for test copies or any other occasion where high quality print is unnecessary.

The procedure for making copies using EcoPrint is explained below.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then [EcoPrint].

4 Press [On].

5 Press [1] to [5] (*Low* - *High*) to adjust the Toner Save Level.

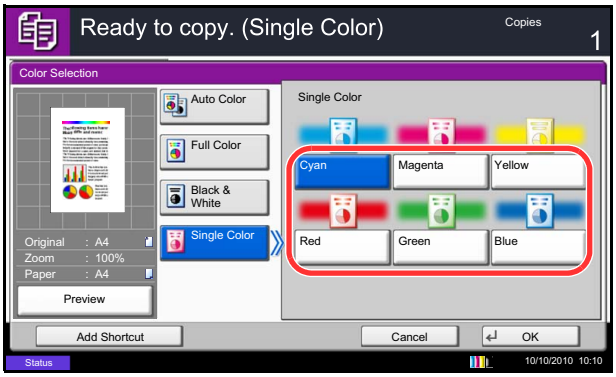
6 Press [OK].

7 Press the **Start** key to start copying.

Single Color

Specify one of Cyan, Magenta, Yellow, Red, Green, or Blue, and produce copies with that color regardless of original type.

Follow the steps shown below for Single Color Copy.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality], [Color Selection] and then press [Single Color].

4 Select color for copying from [Cyan], [Magenta], [Yellow], [Red], [Green] or [Blue].

5 Press [OK].

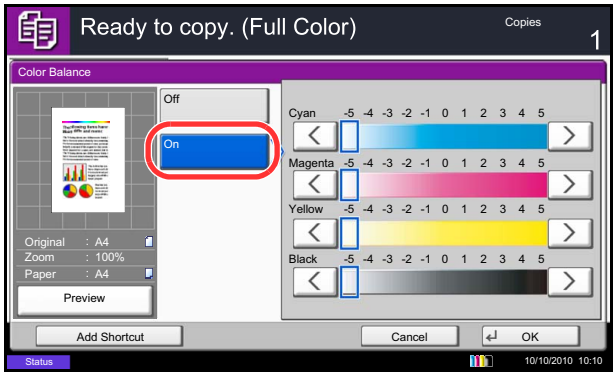
6 Press the **Start** key. Copying begins.

Color Balance

Adjust the strength of cyan, magenta, yellow, and black to make fine hue adjustments.

NOTE: This feature can be used with full color copying and auto color copying.

Follow the steps below to adjust color balance.

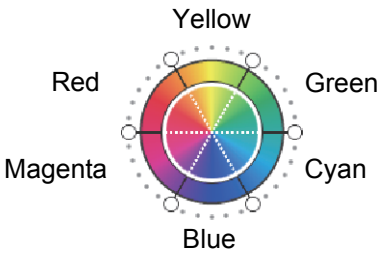


1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Color/Image Quality] and then press [Color Balance].
4. Press [On].
5. Press [<] or [>] on each side of the color to be adjusted (*Cyan*, *Magenta*, *Yellow*, *Black*) to adjust each color.
6. Press [OK].
7. Press the **Start** key. Copying begins.

Hue Adjustment

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.

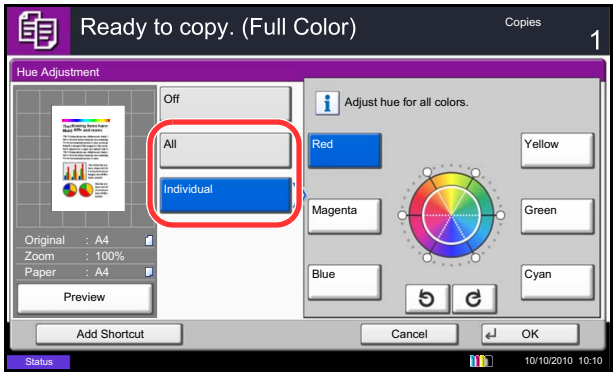
The items that may be configured are as follows.



- **All**: Adjust hue for all colors.
- **Individual**: Colors can be selected individually to adjust the hue.

NOTE: This feature can be used with full color copying and auto color copying.
These adjustments are especially useful on rich color images.

Follow the steps below to use image hue adjustment.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then press [Hue Adjustment].

4 Press [All] or [Individual].

5 When [All] is selected, press [↺] or [↻] to adjust the hue.

When [Individual] is selected, select [Red], [Magenta], [Blue], [Yellow], [Green] or [Cyan] and then press [↺] or [↻] to adjust the hue.

6 Press [OK].

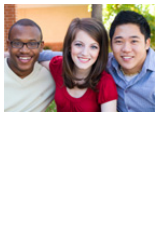
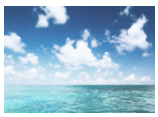
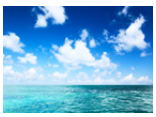
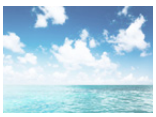
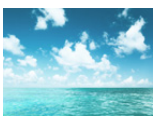
7 Press the **Start** key. Copying begins.

One-touch Image Adjust

Adjust images as desired to more vivid or more muted images.

NOTE: This feature can be used with full color copying and auto color copying.

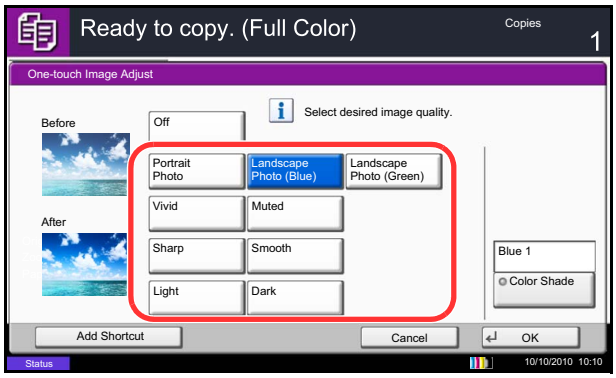
The items that may be configured are as follows.

Item		Detail	Before	After
Portrait Photo	*Portrait 1*	Gives skin color a warm, rosy look.		
	Portrait 2	Gives skin color a tanned look.		
	Portrait 3	Gives skin color a whiter look.		
Landscape Photo (Blue)	*Blue 1*	Makes blue more vivid.		
	Blue 2	Makes blue a true blue without any green.		
	Blue 3	Gives blue a greenish (emerald green) tint.		
Landscape Photo (Green)	*Green 1*	Makes green more vivid.		
	Green 2	Gives green a yellowish-green tint.		
	Green 3	Gives green a slightly bluish tint.		
Vivid		Increases saturation for a more vivid effect.		
Muted		Reduces saturation for a calmer effect.		

Item	Detail	Before	After
Sharp	Increases contrast for a more pronounced image.		
Smooth	Reduces contrast for a softer image.		
Light	Makes overall color lighter and less vivid for a bright and light feel.		
Dark	Makes overall color darker for a heavier feel.		

NOTE: Select from one of the 9 available One Touch Image Adjust types. Multiple selections are not possible.

Follow the steps below to use One-touch Image Adjust.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Color/Image Quality] and then press [One-touch Image Adjust].
4. Select the image.

   After selecting [Portrait Photo], [Landscape Photo (Blue)], or [Landscape Photo (Green)], press [Color Shade], select from the 3 colors, and press [OK].
5. Press [OK].
6. Press the **Start** key. Copying begins.

Sharpness

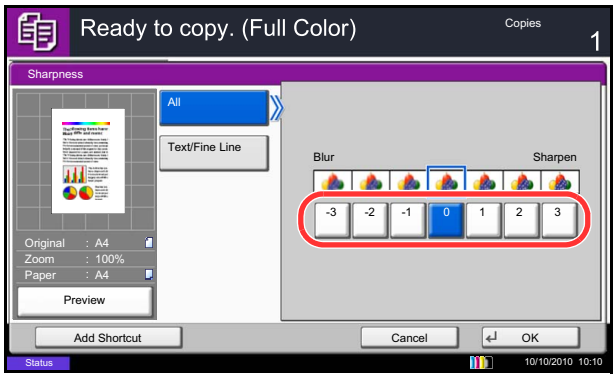
Adjust the sharpness of image outlines. When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward [Sharpen]. When copying images made up of patterned dots such as magazine photos, in which moire* patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward [Blur].

The table below shows the available settings.

Item		Detail
All	Sharpen	Emphasize the image outline.
	Blur	Blur the image outline. Can weaken a Moire* effect.
Text/Fine Line	Normal	Make letters and lines appear sharper. Only text and fine lines are emphasized.
	Sharpen	

* Patterns that are created by irregular distribution of halftone dots.

Follow the steps below to adjust sharpness.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then Press [Sharpness].

4 Press [All] or [Text/Fine Line].

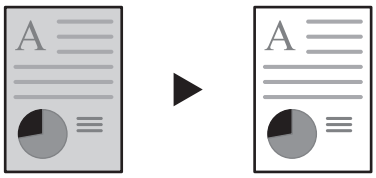
5 When [All] is selected, press [-3] to [3] (*Blur - Sharpen*) to adjust the sharpness.

When [Text/Fine Line] is selected, press [0] to [3] (*Normal - Sharpen*) to adjust the sharpness.

6 Press [OK].

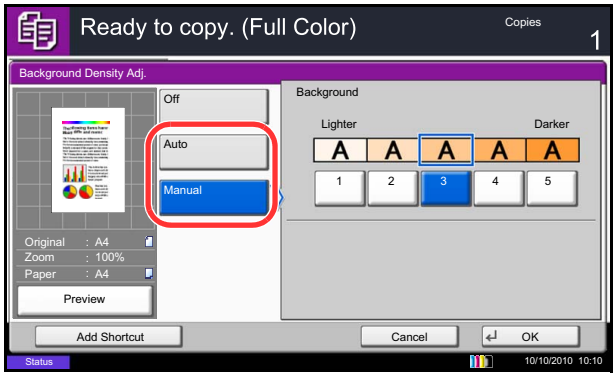
7 Press the **Start** key. Copying begins.

Background Density Adj.



Remove dark background from originals, such as newspapers. The smaller the number becomes lighter the background becomes. 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.

Follow the steps below to use background density adjust.



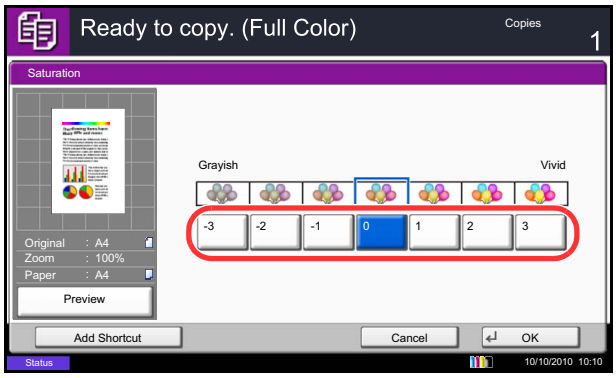
1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Color/Image Quality] and then press [Background Density Adj.].
4. Press [Auto] or [Manual].
5. When [Manual] is selected, press [1] to [5] (*Lighter - Darker*) to adjust the background density.
6. Press [OK].
7. Press the **Start** key. Copying begins.

Saturation

The brightness of colored parts of copies can be adjusted in 7 levels.

NOTE: This feature is used with full color and auto color copying. Saturation is disabled during auto color copying when the black & white original has been detected.

The procedure for adjusting the saturation is explained below.

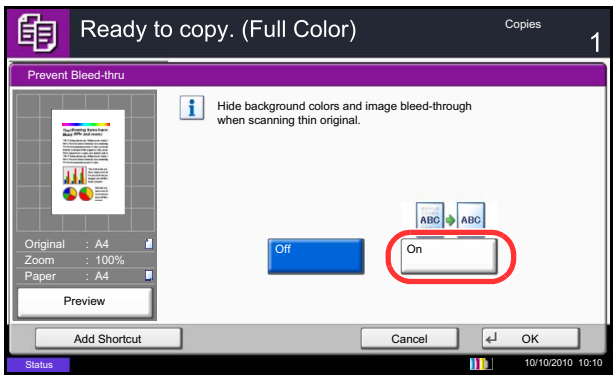


1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Color/Image Quality] and then press [Saturation].
4. Press [-3] to [3] (*Grayish* - *Vivid*) to adjust the saturation.
5. Press [OK].
6. Press the **Start** key. Copying begins.

Prevent Bleed-thru

Hide background colors and image bleed-through when scanning thin originals.

The procedure for using prevent bleed-thru copying is explained below.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then press [Prevent Bleed-thru].

4 Press [On]. Prevent Bleed-thru is selected.

5 Press [OK].

6 Press the **Start** key. Copying begins.

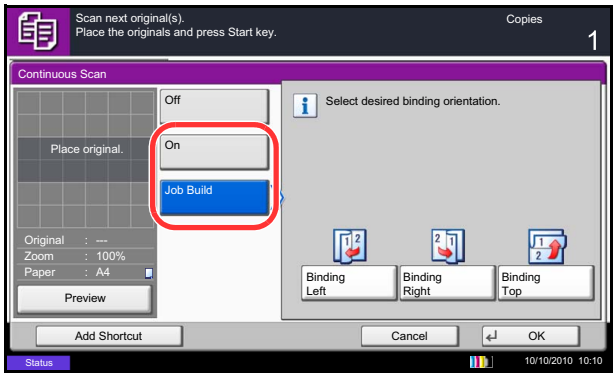
Continuous Scan

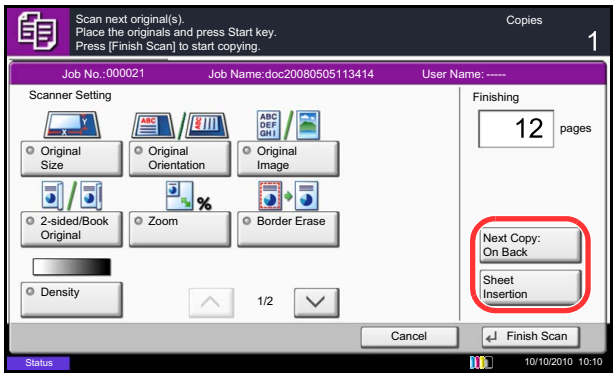
When a large number of originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then copied as one job. With this function, originals are scanned until you press [Finish Scan].

Any of the following settings can be changed during scanning.

- Original size
- Original orientation
- Original Image
- Duplex
- Background Density Adj.
- Paper Selection
- Zoom
- Border erase
- Density
- Color Selection
- Prevent Bleed-thru

If you use Job Build, you can insert a blank paper during scanning or a blank page during duplex copying. The procedure for making copies using Continuous Scan is explained below.





1 Press the **Copy** key.

2 Press [Advanced Setup] and then [Continuous Scan].

3 If Continuous Scan is selected, press [On].

If Job Build is selected, press [Job Build] and select the desired binding orientation.

4 Press [OK].

5 Place the originals in the document processor or on the platen and press the **Start** key.

If [Job Build] is selected, the next page can be changed. Press [Sheet Insertion] to insert a blank paper. Press [Next Copy: On Back] in duplex copying to print the next page on back page.

6 Place the next original and press the **Start** key. Repeat these steps to scan the remaining originals.

After scanning all originals, press [Finish Scan] to start copying.

Auto Image Rotation

Automatically rotates the image when the sizes of the original and the loaded paper matches but the orientations are different. The images will be rotated 90° counter-clockwise prior to copying.

NOTE: To set Auto Image Rotation as the default mode, refer to *Auto Image Rotation on page 9-24*.

The procedure for making copies using Auto Image Rotation is explained below.

1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then [Auto Image Rotation].
4. Press [On] to select Auto Image Rotation.
5. Press [OK].
6. Press the **Start** key to start copying.

Negative Image

Inverts black and white portions of the image for printing.

NOTE: This function is only available for black and white copy mode.

Use the procedure below to make negative image copies.

1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then [Negative Image].
4. Press [On] to select Negative Image.
5. Press [OK].
6. Press the **Start** key to start copying.

Mirror Image

Copies the mirrored image of the original.

Use the procedure below to make mirror image copies.

1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then [Mirror Image].
4. Press [On] to select Mirror Image.
5. Press [OK].
6. Press the **Start** key to start copying.

Job Finish Notice

Sends a notice by e-mail when a job is completed. 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.

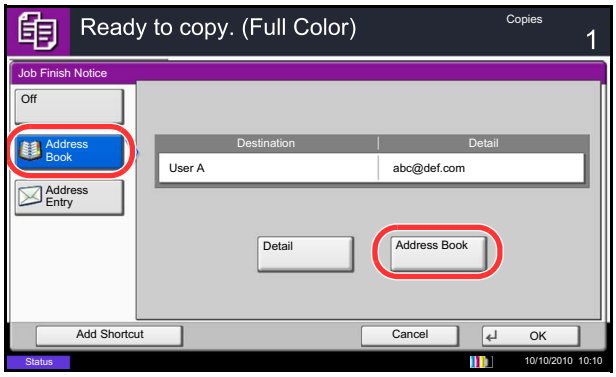
NOTE: The user's PC should be configured in advance so that E-mail can be used. For details, refer to *Command Center RX (Settings for E-mail) on page 2-24*.
E-mail can be sent to a single destination.

Example of Job Finish Notice

To:	h_pttr@owl-net.net
Subject:	1234 Job end report mail
Job No.:	000002
Result:	OK
End Time:	Sun 10 Oct 2010 10:10:10
File Name:	doc27042005145608
Job Type:	Copy

1234

Use the procedure below to enable job finish notification when making copies.



1 Press the **Copy** key.

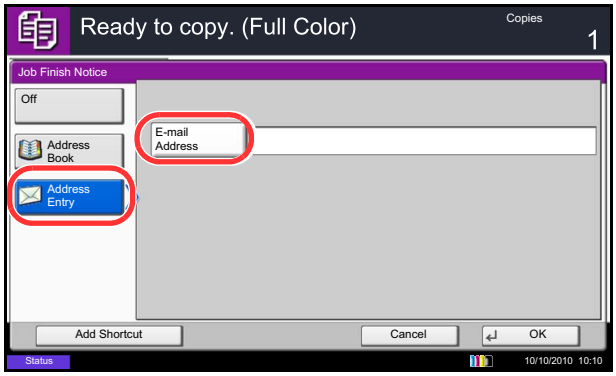
2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Job Finish Notice].

4 To select the destination from the address book, press [Address Book] on the left of the screen and then press [Address Book] in the next screen. Select the destination to be notified on the address book screen, then press [OK].

NOTE: For the procedure to select the destination from the Address Book, refer *Specifying Destination on page 3-40*.

You can view information on the notification destination by pressing [Detail].



To directly enter the E-mail address, press [Address Entry]. Press [E-mail Address], enter the address and press [OK].

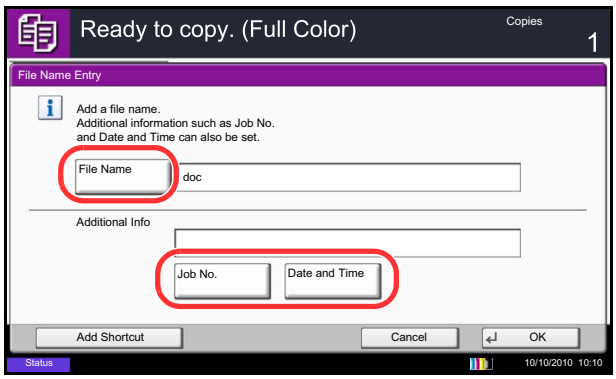
5 Press [OK].

6 Press the **Start** key to start copying. Upon completion of the job, an E-mail notice is sent to the selected destination.

File Name Entry

Names a copy job. Add other information such as date and time or job number as necessary. You can check a job history or job status using the job name, date and time, or job number specified here.

Use the procedure below to assign a name to your copy job.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then [File Name Entry].
4. Press [File Name], enter the name for a copy job, and press [OK].

   To add date and time, press [Date and Time]. To add job number, [Job No.]. Added information is displayed in Additional Info.
5. Press [OK].
6. Press the **Start** key to start copying.

Priority Override

Suspends a current job and gives the selected job priority for copying. The suspended job resumes after Priority Override copying is finished.

NOTE: The current job that is selected as Priority Override cannot be suspended.

The procedure for using Priority Override is explained below.

1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then [Priority Override].
4. Press [On] to select Priority Override.
5. Press [OK].
6. Press the **Start** key. The current copy job is suspended and the copy job selected in Priority Override starts. The suspended job resumes after Priority Override copying is finished.

Repeat Copy

Enables additional copies in the desired quantity as necessary after a copy job is completed. For confidential documents, you can set up a pass code for the use of Repeat Copy. In such a case, the correct pass code must be entered when using Repeat Copy or copies will not be delivered.

IMPORTANT: A Repeat Copy job is cleared when the main power switch is turned off.

Repeat Copy is not available when the machine is equipped with the optional Data Security Kit.

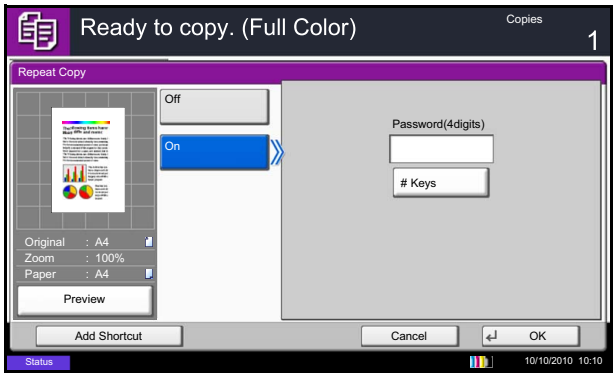
Repeat Copy cannot be used when the maximum number of Repeat Copy jobs to retain in the document box is set to zero (refer to *Maximum Number of Repeat Copy Jobs Retained on page 4-50*).

You can select Repeat Copy as the default setting. Refer to *Repeat Copy on page 9-29*.

Giving a file name to a copy job will facilitate identification of the data when copying (refer to *File Name Entry on page 4-48*).

Selecting Repeat Copy

Use the procedure below to select repeat copying.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Repeat Copy].

4 Press [On].

To register a password, press [# Keys] and enter a 4-digit password.

IMPORTANT: If you forget the pass code, Repeat Copy will be unavailable. Make a note of the pass code beforehand if necessary.

5 Press [OK].

6 Press the **Start** key to start copying and register this job as a Repeat Copy job.

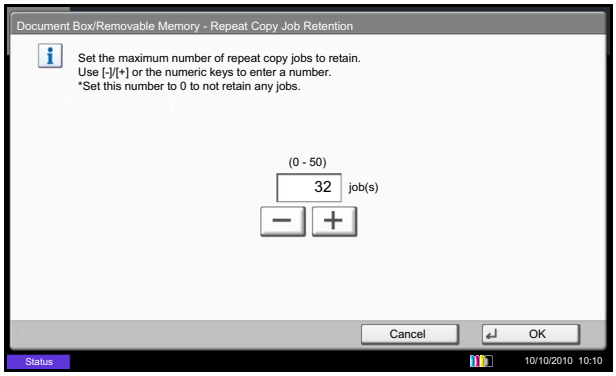
Outputting Repeat Copy Jobs

The Repeat Copy jobs are stored in the Document Box. Refer to *Job Box on page 3-43* to print out the Repeat Copy jobs.

Maximum Number of Repeat Copy Jobs Retained

You can use the procedure below to change the maximum number of copy jobs that can be retained in the document box.

Use the procedure below to change the maximum number of copy jobs retained.



1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory] and then [Next] of *Job Box*.

3 Press [Change] of *Repeat Copy Job Retention*.

4 Use the **[+]** or **[-]** key to enter the maximum retention number.

You can also enter the number from the numeric keys.

A number between 0 and 50 can be entered as the number of retained jobs.

NOTE: If you enter a value of 0 (zero), you cannot use the Repeat Copy function.

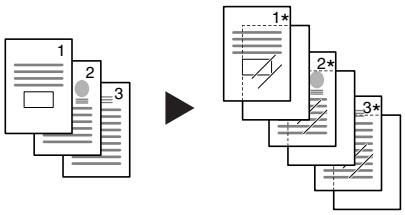
5 Press [OK].

OHP Backing Sheet

When two or three OHP transparencies are stacked on top of each other, static electricity may make them difficult to handle. When using OHP Backing Sheet, a paper sheet is automatically inserted between each transparency, making them easier to handle. Also, the same original page can be copied to the backing sheet for multiple page copying.

NOTE: For transparency film that can be used, refer to *Transparencies on page Appendix-18.*
Never load OHP transparencies into trays or cassettes other than the multi purpose tray.
When OHP Backing Sheet is set, the multi purpose tray paper type is automatically set to *Transparency*.
If the optional document finisher is installed, you may need to specify the output destination for finished copies. For further details, refer to *Paper Output on page 4-13*.

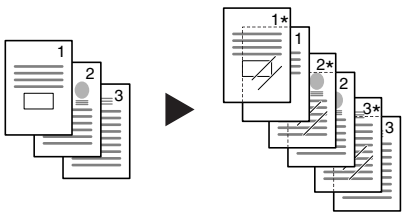
Blank Sheet



Original Copy

Outputs a blank backing sheet after copying to a transparency. (* denotes OHP film.)

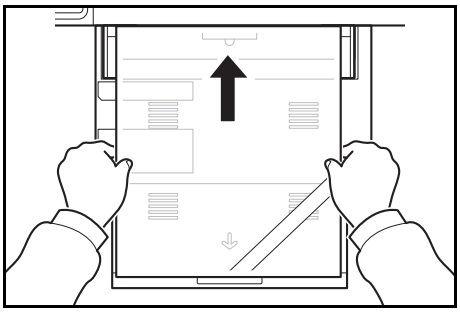
Copied Sheet



Original Copy

After copying to a transparency, copies the same original image to the backing sheet paper. (* denotes OHP film.)

Follow the steps below for OHP Backing Sheet.

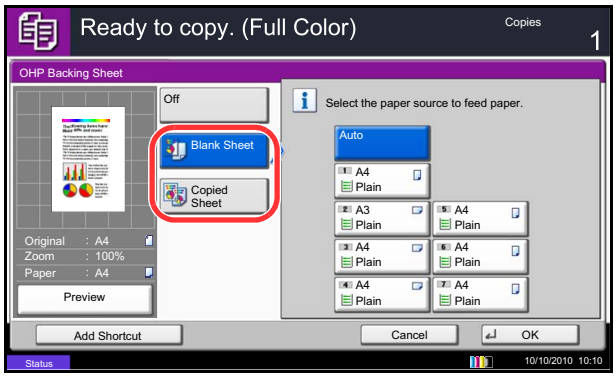


1 Press the **Copy** key.

2 Place the original.

3 Load the transparencies into the multi purpose tray.

IMPORTANT: Fan through the transparencies before loading.
Up to 10 transparencies can be loaded at one time.
Be sure that paper of the same size and orientation as the transparencies is loaded in the cassette.



4 Press [Advanced Setup] and then Press [OHP Backing Sheet].

5 Press [Blank Sheet] or [Copied Sheet].

6 Select the media to be fed. If you press [Auto], the machine automatically selects media that matches the size of the original.

7 Press [OK].

8 Press the **Start** key. Copying begins.

5 Printing

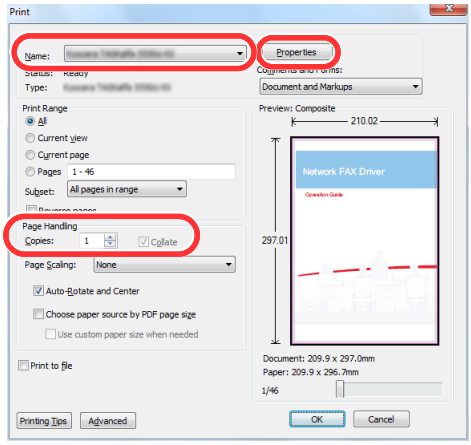
This chapter explains the functions available for printing.
For details on Using the Document Box, refer to the *Chapter 7 - Document Box*.

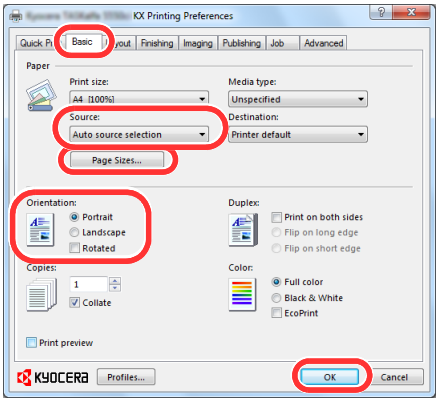
- Printing - Printing from Applications.....5-2
- Banner printing.....5-5
- Using a Job Box.....5-10

Printing - Printing from Applications

Follow the steps below to print documents from applications.

NOTE: To print the document from applications, install the printer driver on your computer from the supplied DVD (Product Library).





1 Create a document using an application.

2 Click **File** and select **Print** in the application. The **Print** dialog box appears.

3 Click the ▼ button next to the Name field and select this machine from the list.

4 Enter the desired print quantity in the **Number of copies** box. Enter any number up to 999.

When there is more than one page, select **Collate** to print out one by one in the sequence of the page numbers.

5 Click the **Properties** button. The **Properties** dialog box appears.

6 Select the **Basic** tab and click the **Page Size** button to select the paper size.

To print on the special paper such as thick paper or transparency, click the **Media Type** menu and select the media type.

7 Click **Source** and select the paper source.

NOTE: If you choose **Auto Select**, paper is supplied automatically from the paper source loaded with paper of optimum size and type. To print on special paper such as envelope or thick paper, place it on the multi purpose tray and select **MP Tray**.

8 Select paper orientation, either **Portrait** or **Landscape**, to match the orientation of the document.

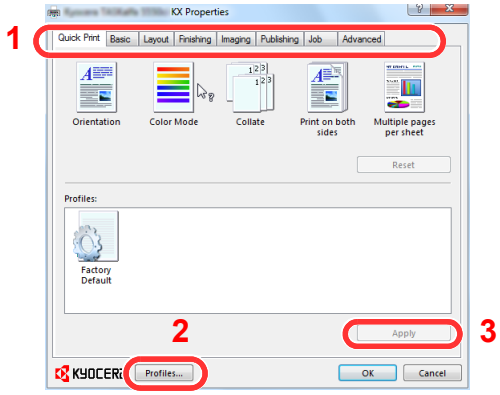
Selecting **Rotate 180°** will print the document rotated 180°.

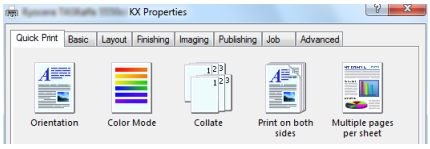
9 Click the **OK** button to return to the **Print** dialog box.

10 Click the **OK** button to start printing.

Printer driver print settings screen

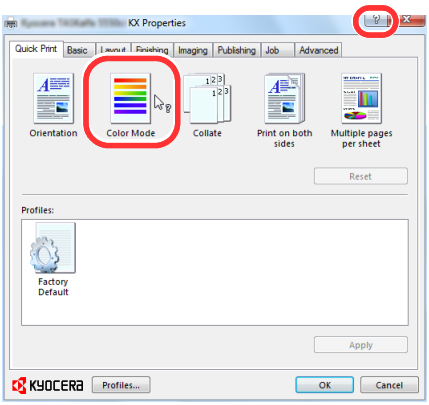
The printer driver print settings screen allows you to configure a variety of print-related settings. For more information, refer to the Printer Driver User Guide on the DVD.



No.	Description
1	*Quick Print* 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.  *Basic* This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, duplex printing, and color mode. *Layout* This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling. *Finishing* This tab lets you configure settings related to finishing of printed media, including binding and stapling. *Imaging* This tab lets you configure settings related to the quality and color mode of the print results. *Publishing* This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film. *Job* This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you wish to print a document that you don't want others to see. *Advanced* This tab lets you configure settings for adding text pages or watermarks to print data. It also provides simple color adjustment functionality.
2	*Profiles* Printer driver settings can be saved as a profile. Saved profiles can be recalled at any time, so it's a convenient practice to save frequently used settings.
3	*Reset* Click to revert settings to their initial values.

Printer Driver Help

The printer driver includes Help. To learn about print settings, open the printer driver print settings screen and display Help as explained below.



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 and press the [F1] key on your keyboard.

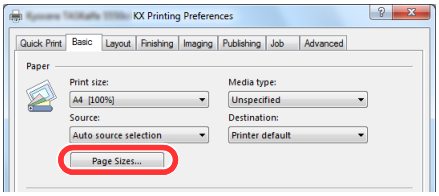
Banner printing

When a document length from 470.1 mm (18.51") to a maximum of 1220.0 mm (48") is specified for printing, the print job is treated as banner printing.

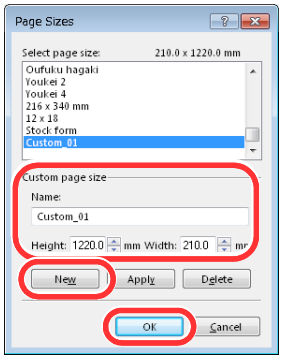
Max. number of sheets	1 sheet (manual feed), 10 sheets (when optional banner tray is attached*)
Paper width	210 (8.26") to 304.8 (12") mm
Paper length	Max. 1220 (48") mm
Paper weight	136 to 163 g/m^2
Paper type	Heavy 2

* When the banner tray (option) is used, up to 10 sheets of banner paper can be fed continuously . (Refer to *Using the Banner Tray (Option) on 5-7*.)

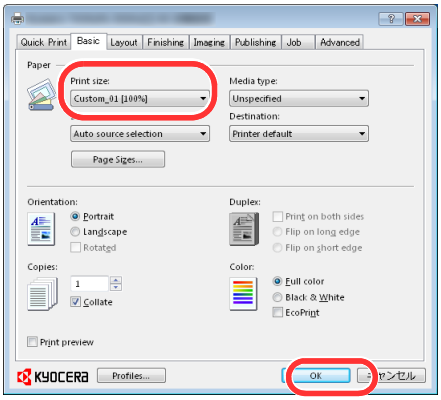
Follow the steps below to set banner paper in the printer driver.



1 Click the **Basic** tab and then click the **Page Sizes** button.



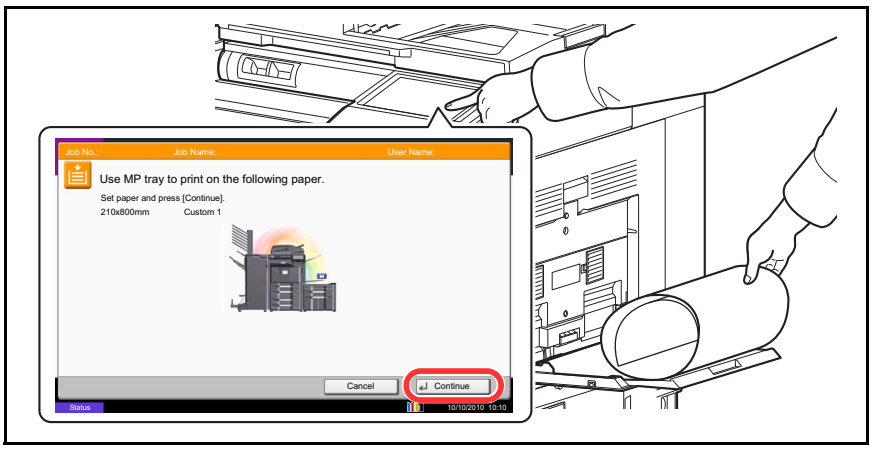
2 Click the **New** button, enter the name, length (470.1 mm or longer), and width of the custom paper size being registered, and click the **OK** button.



3 Click **Print size**, select the custom paper size that you registered, and click the **OK** button.

NOTE: When KPDL is used for PDL Settings of the printer driver, a length setting of 470.5 mm (18.53") or longer is handled as banner print.

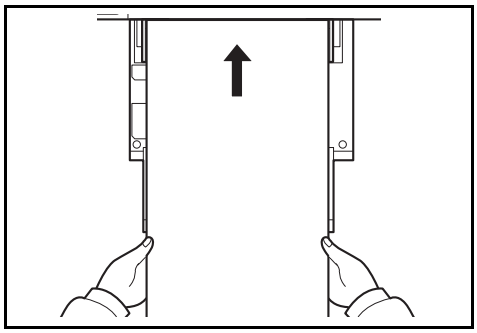
When you execute printing in this case, a message appears on the machine's operation panel. Place the paper in the multipurpose tray, continue to support it so that it does not fall, and press [Continue]. To cancel printing, press [Cancel].



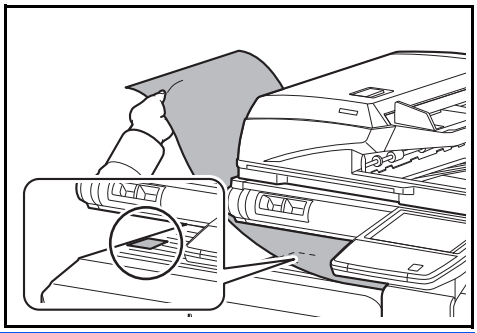
IMPORTANT: If an output tray that cannot be used for banner printing such as Mailbox (option) is selected in the printer driver, the output tray automatically changes to a tray that can be used.

To print on multiple sheets manually (not using the banner tray), place each sheet after the previous sheet is printed, and press [Continue].

After pressing [Continue], support the paper with both hands so that it feeds in correctly.

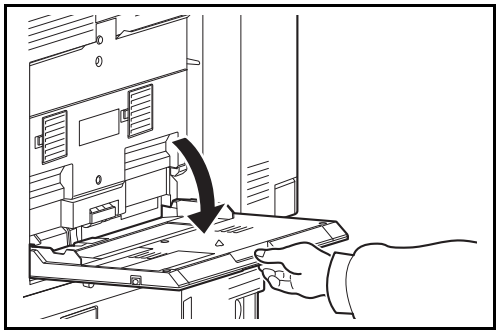


After printing starts, catch the paper when it is output so that it does not fall.When using the inner tray as the output location, do not stand up the stopper. Standing up the stopper may cause paper jams.



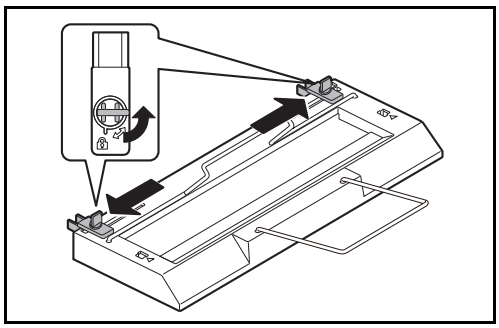
Using the Banner Tray (Option)

When the banner tray (option) is used, up to 10 sheets of banner paper can be fed continuously.

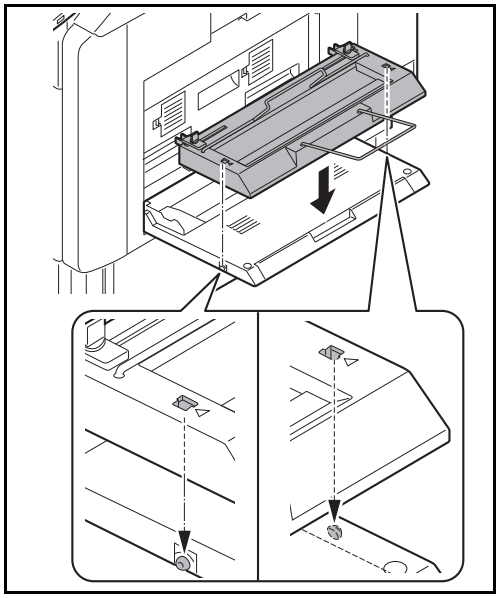


1 Open the Multi Purpose tray until it stops.

Do not extend the multi purpose auxiliary tray.

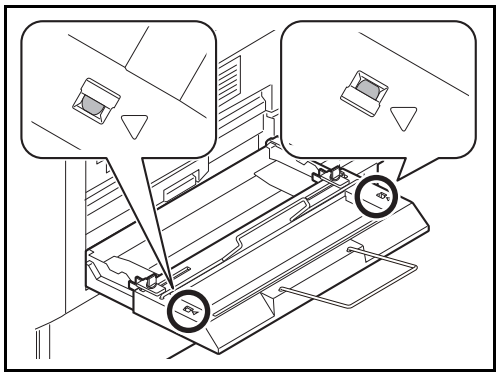


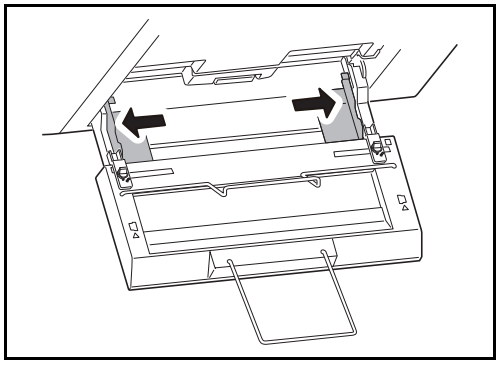
2 Release the paper width guide lock on the banner tray and open to the maximum width.



3 Attach the banner tray to the multi purpose tray.

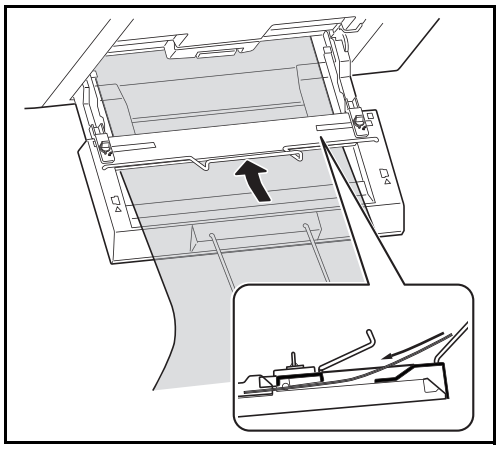
Fit the openings on the sides of the banner tray onto the tabs on the sides of the multi purpose tray, and press into place.



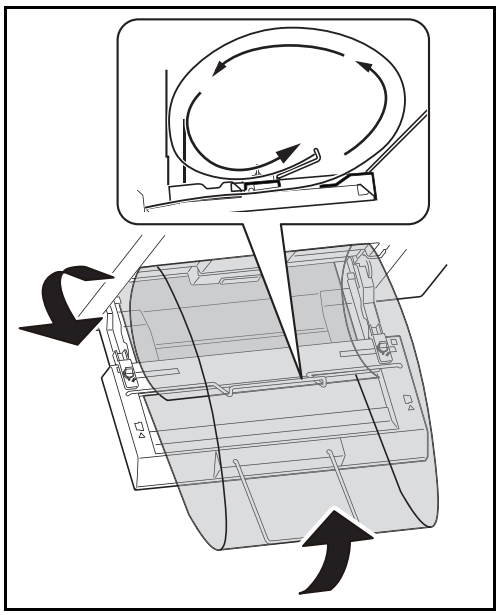


4 Open the paper width guides on the multi purpose tray to the maximum width.

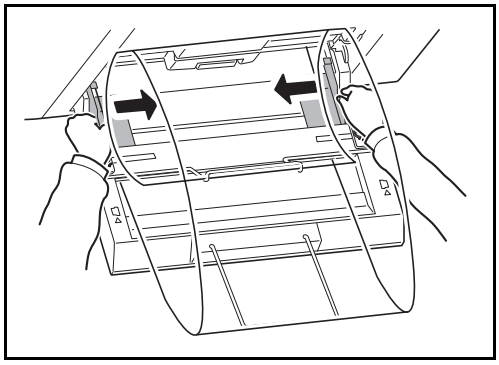
Make sure that the banner tray is attached so that the paper width guides on the banner tray are outside the paper width guides on the multi purpose tray.



5 Load banner paper so that it passes under the paper clamp bar.

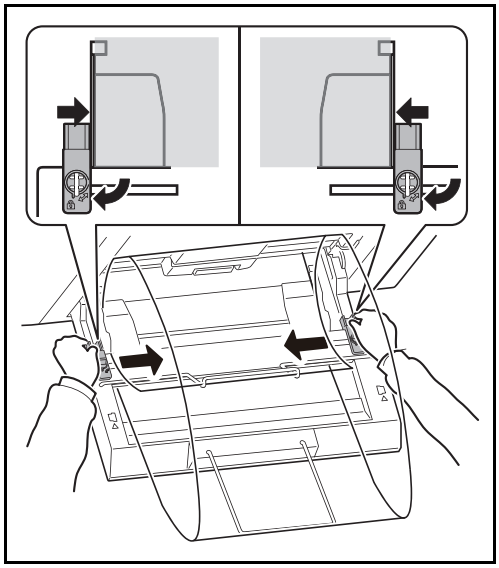


6 Loop the banner paper back and place the end on the paper support.



7 Adjust the paper width guides to the width of the paper.

IMPORTANT: 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.



8 Adjust the paper width guides on the banner tray to the same width as the paper width guides on the multi purpose tray and lock.

IMPORTANT: Remove the paper when you are not performing banner printing.

NOTE: The print confirmation screen can be set in the system menu to not appear when the banner tray is attached. This will allow continuous printing on multiple sheets. (Refer to *Message Banner Print on 9-42*.)

Using a Job Box

The Job Box stores print data in the machine's Document Box (HDD) for later printing from the operation panel as needed.

Private Print

Private Print stores the print data which is printed by using the printer driver to send data as a Private Print.

In Private Printing, you can specify that a job is not printed until you release the job at the operation panel. 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 print job or after the main power switch is turned off.

Refer to the Printer Driver User Guide on how to print a job as Private Print using the printer driver.

For details of the procedure for Private Print, refer to *Private Print/Stored Job on page 7-14*.

Proof and Hold Print Box

Proof and Hold box stores the print data which is printed by using the printer driver to send data as a Proof and Hold Print job.

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.

Refer to the Printer Driver User Guide on how to print a job as Proof and Hold Print job using the printer driver.

For details of the procedure for Proof and Hold Print Box, refer to *Quick Copy/Proof and Hold on page 7-15*.

Automatic Delete Setting for Temporary Documents

This setting specifies that documents, such as Private Printing, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time.

NOTE: 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.

For details of the procedure for Automatic Delete Setting for Temporary Documents, refer to *Deletion of Job Retention on page 7-19*.

Job Storage

Job storage is a Job storage (e-MPS) option that lets you store a print job permanently on the hard disk for printing later. You also have the option of protecting the print job from unauthorized printing by using an access code. This feature is available when a hard disk is installed and selected in the Device Settings tab.

Job storage is useful for jobs that need to be available for printing at any time, even if the printing system has been turned off and turned on again.

If desired, you can attach a four-digit access code to a Job storage job, so that you can print a job without anyone else seeing it, or restrict printing to approved users. When the access code is used, the job is not printed until a user prints it at the printing system's operation panel.

Refer to the Printer Driver User Guide on how to print a job as Proof and Hold Print job using the printer driver.

6 Sending Functions

This chapter explains the functions available for sending originals.

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- Sending Size....6-4
- Zoom....6-6
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Original Size

Select the size of originals that will serve as the basis for scanning. Be sure to select the original size when using originals of nonstandard sizes.

Choose the original size from the following groups of original sizes

Item	Detail	Size
Standard Sizes 1	Select from automatic detection and standard sizes.	Inch models: Auto, Ledger, Legal, Letter, Letter-R, Statement, Statement-R, Oficio II, 11×15"
		Metric models: Auto, A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio, 216×340mm
Standard Sizes 2	Select from standard sizes except Standard Sizes 1 .	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio, 8K, 16 K, 16K-R, 216×340mm
		Metric models: Ledger, Legal, Letter, Letter-R, Statement, Statement-R, Oficio II, 11×15", 8K, 16K, 16K-R
Others	Select from Hagaki and Custom Original Size *.	Hagaki, Oufuku hagaki, Custom 1 to 4
Size Entry	Enter the size that is not indicated in Standard Sizes 1 and 2**.	Inch models Horizontal: 2.00 to 17.00" (in 0.01" increments), Vertical: 2.00 to 11.69" (in 0.01" increments)
		Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments)

* Regarding the setting method of Custom Original Size (Custom 1 to 4), refer to *Custom Original Size on page 9-4*.

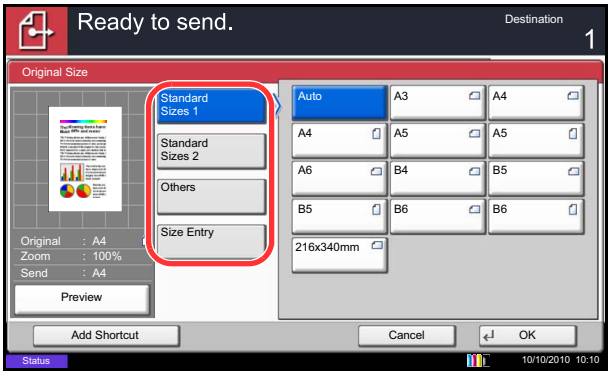
** The input units can be changed in the System menu.
Refer to *Measurement on page 9-12*.

Use the procedure below to select the original size when sending scanned images.

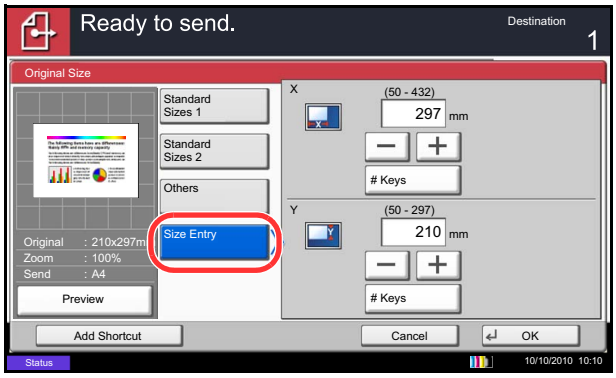
1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format] and then [Original Size].



4 Press [Standard Sizes 1], [Standard Sizes 2], [Others], or [Size Entry] to select the original size.



When you have selected [Size Entry], press [+] or [-] to set the sizes of *X* (horizontal) and *Y* (vertical). By pressing [# Keys], you can use the numeric keys.

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

Sending Size

Select the sending size (the size of image to be sent).

The table below lists the sizes.

Item	Detail	Size
Standard Sizes 1	Select from Same as Original Size or Standard Size.	Inch models: Same as Original Size, Ledger, Legal, Letter, Statement, Oficio II, 11×15"
		Metric models: Same as Original Size, A3, B4, A4, B5, A5, B6, A6, Folio, 216 × 340mm
Standard Sizes 2	Select from standard size except Standard Sizes 1.	Inch models: A3, B4, A4, B5, A5, B6, A6, Folio, 8K, 16K, 216 × 340mm
		Metric models: Ledger, Legal, Letter, Statement, Oficio II, 11×15", 8K, 16K
Others	Select from Hagaki.	Hagaki, Oufuku hagaki

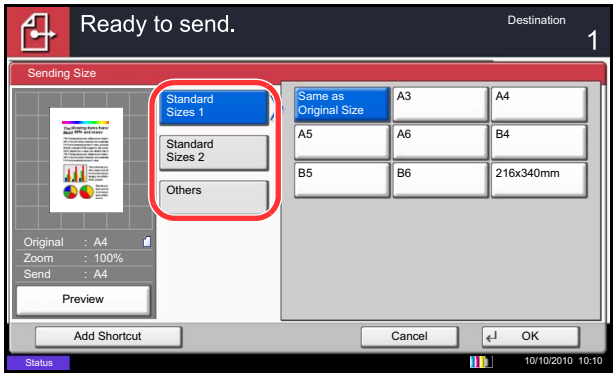
Relationship between Original Size, Sending Size, and Zoom

Original Size (page 6-2), *Sending Size*, and *Zoom (page 6-6)* are related to each other. Refer to the following table.

Original Size and the size you wish to send as are	the same	different
Original Size	Specify as necessary	Specify as necessary
Sending Size	Select [Same as Original]	Select the required size
Zoom	Select [100%] (or [Auto])	Select [Auto]

NOTE: When you select Sending Size that is different from Original Size, and select the Zoom [100%], you can send the image as the actual size (No Zoom).

Use the procedure below to select the size for transmission when sending scanned images.



1 Press the **Send** Key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format] and then [Sending Size].

4 Press [Standard Sizes 1], [Standard Sizes 2], or [Others] to select the sending size.

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

Zoom

Scans the original by automatically zooming it depending on the sending size.

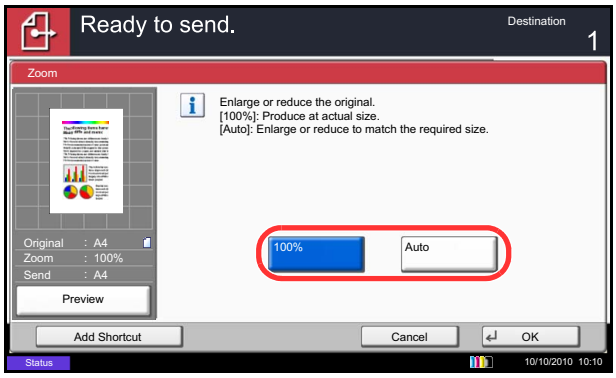
The table below lists the available options.

Item	Detail
100%	No Zoom (to be scanned at actual size)
Auto	Zoomed automatically according to the specified sending size.

NOTE: When zooming in or out, see *Sending Size on page 6-4* when selecting the sending size.

Depending on the combination of original size and sending size, the image is placed at the edge of the paper. To select the original size vertically and horizontally on the page, use the centering setting described in *Centering on page 6-7*.

Use the procedure below to enlarge or reduce the original to match the transmission size.



1. Press the **Send** key.
2. Place the originals on the platen.
3. Select the transmission size.
4. Press [Advanced Setup] and then [Zoom].
5. Press [100%] or [Auto].
6. Press [OK].
7. Specify the destination, and press the **Start** key to start sending.

Centering

When you have scanned the original after specifying the original size and sending size, depending on these sizes, a margin is created at the bottom, left, or right side of paper. By using the centering, the image is placed with a margin equally created at each of the page Top/Bottom and Left/Right.

Use the procedure below to center the image when sending a scanned image.

1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then [Centering].
4. Press [On]. Centering is performed.
5. Press [OK].
6. Specify the destination, and press the **Start** key to start sending.

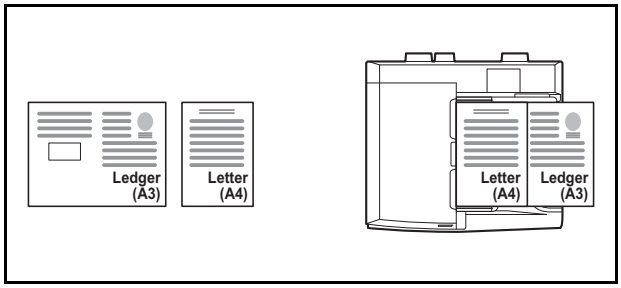
Mixed Size Originals

Using the optional document processor, the originals of different sizes can be placed in a batch and sent. In this operation, up to 30 originals of different sizes can be placed in the document processor at the same time.

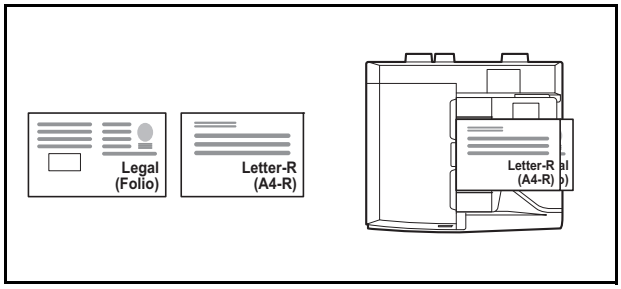
Originals of the Same Width

When the original widths are the same, the combinations of originals that can be placed are as follows.

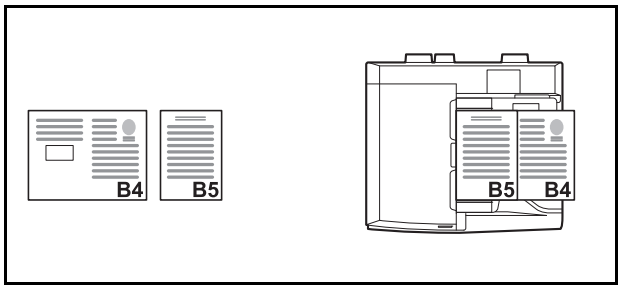
- Ledger and Letter (A3 and A4)



- Legal and Letter-R (A4-R and Folio)



- B4 and B5

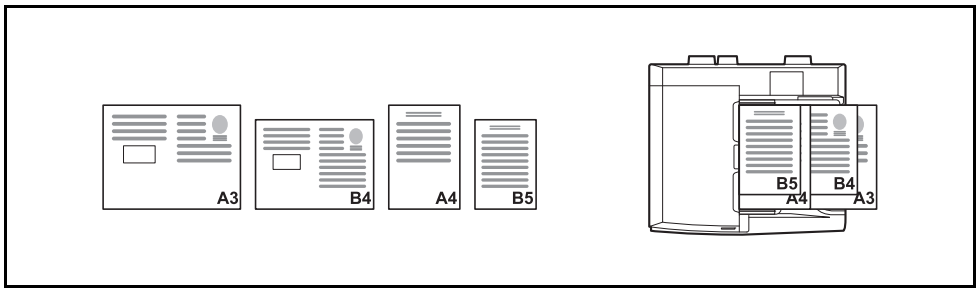


Originals of Different Widths (Available for metric models only)

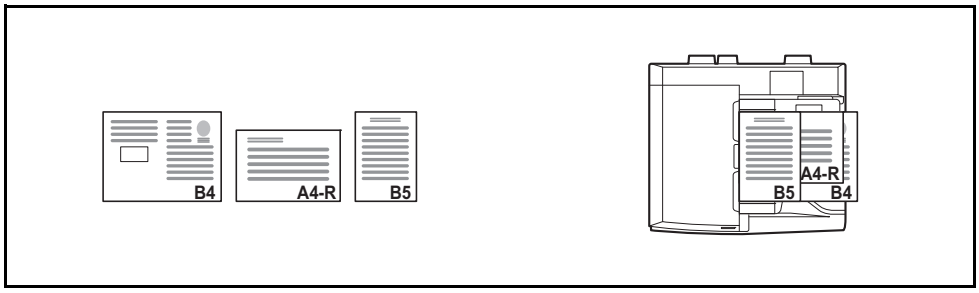
The combinations of originals of different sizes that can be placed together are as follows.

NOTE: When mixing the original sizes as using the following combination: A4-R, B5-R, and Folio, make sure to set the **System Menu** key -> *Common Settings* -> *Original / Paper Settings* -> *Original Auto Detect* to [On] for [Folio]. For more information, refer to *Original Auto Detect (Available for metric models only) on page 9-10*.

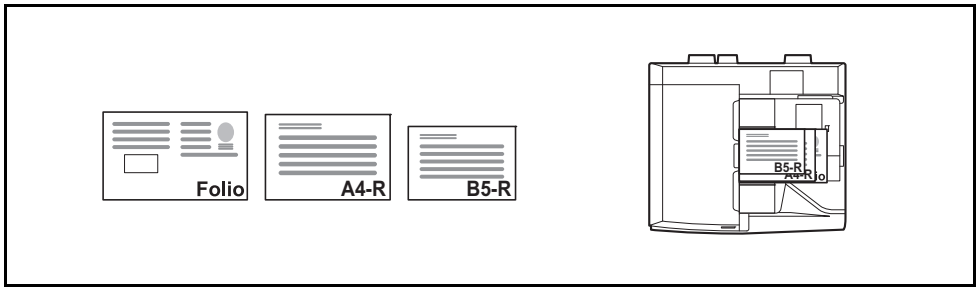
- A3, B4, A4, B5



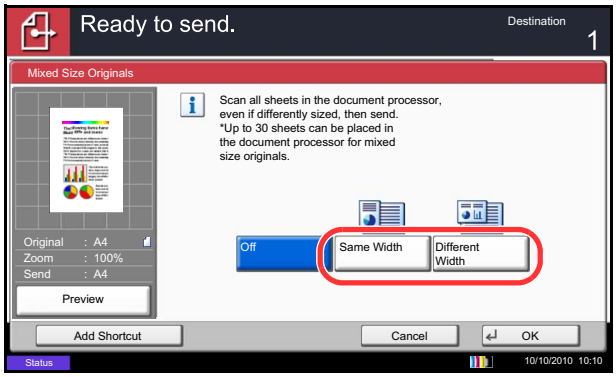
- B4, A4-R, B5



- A4-R, B5-R, Folio



Use the procedure below to send mixed size originals as a batch.



1 Press the **Send** key.

2 Place the original into the document processor.

IMPORTANT: When placing originals of different width, arrange the originals so that their left sides and top sides are aligned, and place the originals in alignment with the far width guide. If the originals are not aligned in this way, they may not be scanned correctly, and skewing or original jams may result.

3 Press [Org./Sending Data Format] and then [Mixed Size Originals].

4 Select the combination of originals from [Same Width] and [Different Width].

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

2-sided/Book Original

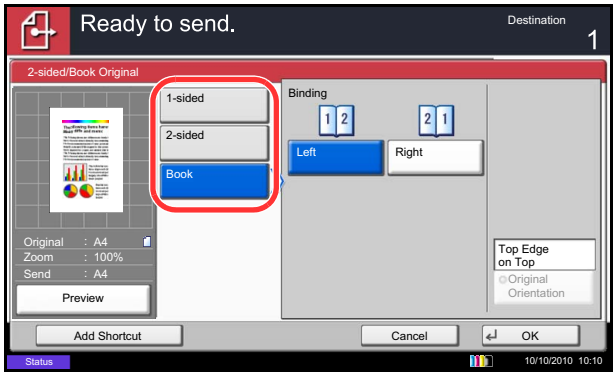
Select the type and binding of the original depending on the original.

The table below lists the binding directions for each original type.

Original	Type	Binding
1-sided Sheet Original	1-sided	—
2-sided Sheet Original	2-sided*	Binding Left/Right, Binding Top
Open Book Original such as magazine and book	Book	Binding Left, Binding Right

* Only when the optional document processor is used.

Use the procedure below to select the original type and binding direction when sending scanned originals.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format] and then [2-sided/Book Original].

4 Press [1-sided], [2-sided], or [Book].

5 When selecting [2-sided], select the binding direction and press [Original Orientation] to select the direction in which the original is set on the platen.
When selecting [Book], select the binding direction.

6 Press [OK].

7 Specify the destination, and press the **Start** key to start sending.

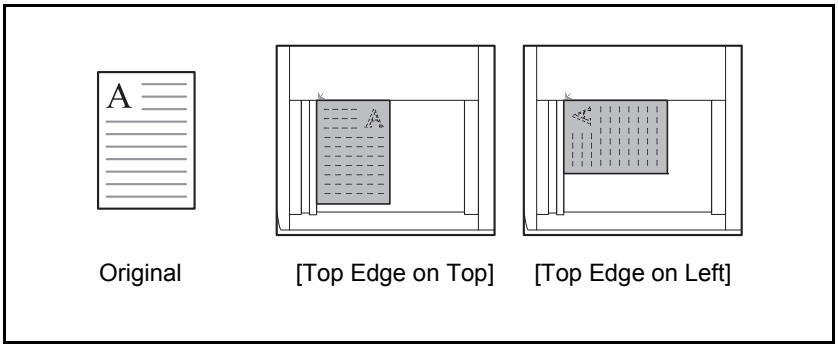
Original Orientation

To send the document in the orientation that can be read properly, specify the upper orientation of the original . To use the functions below, select the orientation in which the original is set on the platen.

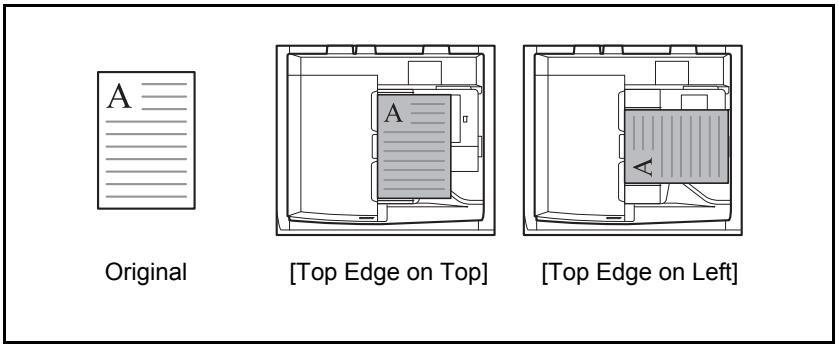
- 2-sided/Book Original
- Border Erase

NOTE: If [On] is selected as the *Orientation Confirmation (page 9-16)* setting in the System Menu, the selection screen for original orientation appears when you select any of the above functions.

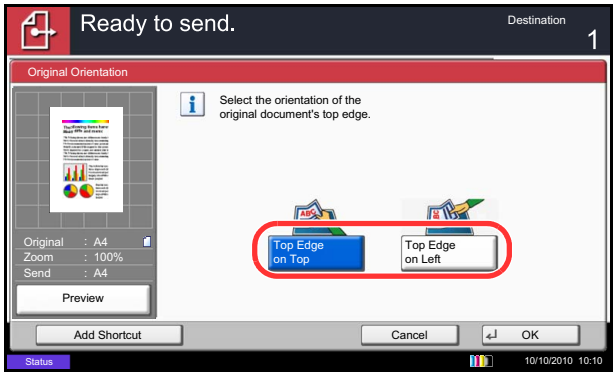
When placing the original on the platen



When placing the original on the optional document processor



Use the procedure below to select the orientation when placing the originals on the platen for sending.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format] and then [Original Orientation].

4 Select original orientation from [Top Edge on Top] and [Top Edge on Left].

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

File Format

Select the file format of the image to send.

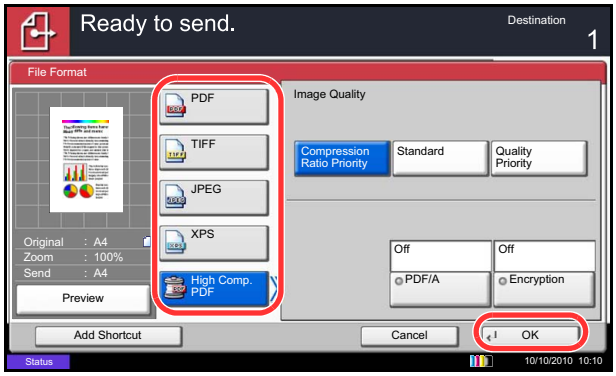
The table below lists the file formats and their details.

File Format	Adjustable range of image quality	Color mode
PDF*	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
TIFF	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
JPEG	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Full Color, Grayscale
XPS	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
High Comp. PDF*	Compression Ratio Priority to Quality Priority	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale

* The file format can be set to [PDF/A-1a] or [PDF/A-1b].

NOTE: When [High Comp. PDF] is specified, you cannot adjust the image quality.
You can use PDF encryption functions. For details, see *PDF Encryption Functions on page 6-16*

Use the procedures below to select the file format for transmission.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format] and then [File Format].

4 Select the file format from [PDF], [TIFF], [JPEG], [XPS], and [High Comp. PDF].

When the color mode in scanning has been selected for Grayscale or Full Color, set the image quality.

If you selected [PDF] or [High Comp. PDF], you can specify encryption or PDF/A settings.

NOTE: If encryption is enabled, PDF/A settings cannot be specified.

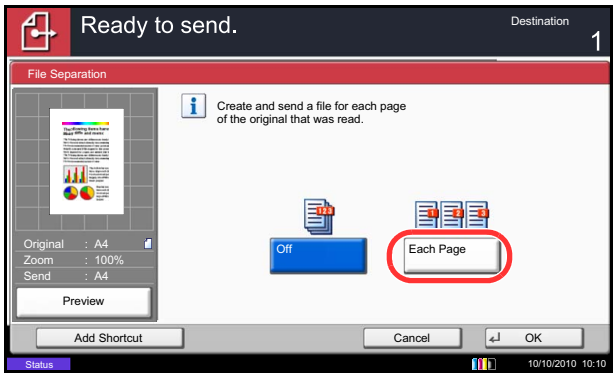
5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

File Separation

Create several files by dividing scanned original data page by page, and send the files.

Use the procedures below to split scanned original data into separate files when sending scanned originals.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format] and then [File Separation].

4 Press [Each Page] to set File Separation.

5 Press [OK].

6 Specify the destination, and press the **Start** key. The scanned originals are sent after being divided into files of one page each.

NOTE: A three-digit serial number such as abc_001.pdf, abc_002.pdf... is attached to the end of the file name.

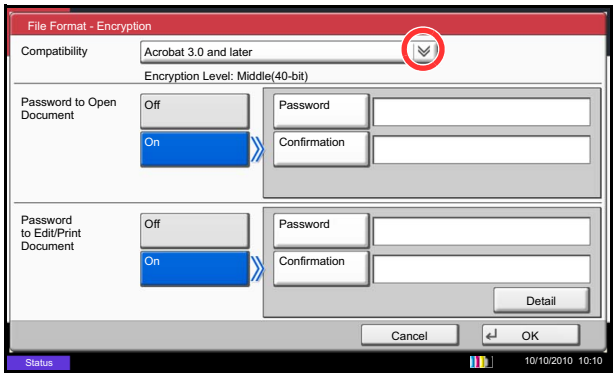
PDF Encryption Functions

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.

The items you can restrict the access level with are as follows.

Item	Value	Detail
Compatibility	Acrobat 3.0 or later, Acrobat 5.0 or later	Select the version that is compatible with the PDF file.
Password to Open Document	Off, On	Enter the password to open the PDF file
Password to Edit/Print Document	Off, On	Enter the password to edit the PDF file When you have entered the password to edit/print document, you can specifically limit the operation.

When you send a PDF file, use the procedures below to encrypt the PDF file for transmission.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format], [File Format], [PDF] or [High Comp. PDF], and [Encryption].

4 Press [⌄] of *Compatibility*, select *Acrobat 3.0 and later* or *Acrobat 5.0 and later*.

5 When you enter the password to open the PDF file, select [On] of *Password to Open Document*.

6 Press [Password], enter a password (up to 256 characters) and then press [OK].

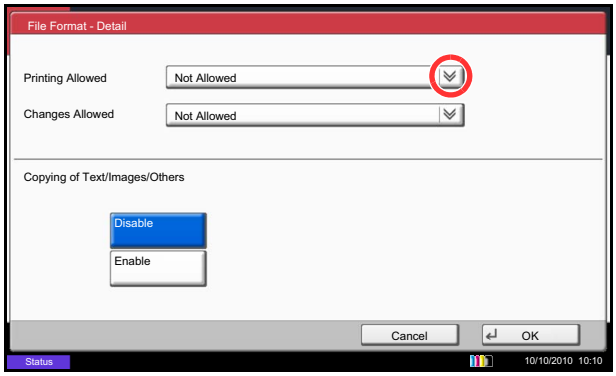
NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

7 Press [Confirmation] and enter the password again for confirmation. Then press [OK].

8 When you enter the password to edit the PDF file, select [On] of *Password to Edit/Print Document*.

9 In the same way as the entry of *Password to Open Document*, enter the password to change the PDF file.

10 Press [Detail].



11 Restrict the access level of the PDF file. Press [⌄] of *Printing Allowed* to select the item (the scope of limit). The item to be displayed differs according to the version of Acrobat selected in *Compatibility* in step 4.

The table below shows the available settings.

Item	Detail
Not Allowed	Make the printing of PDF file impossible
Allowed (Low Resolution only)*	Can print the PDF file only in low resolution
Allowed	Can print the PDF file in original resolution

* Only displayed when [Acrobat 5.0 and later] is selected in *Compatibility*.

12 Press [⌄] of *Changes Allowed*, and select the item (the scope of limit). The item to be displayed differs according to the version of Acrobat selected in *Compatibility* in step 4.

The table below shows the available settings.

Item	Detail
Not Allowed	Cannot change the PDF file
Inserting/Deleting/Rotating Pages*	Can only insert, delete, and rotate the pages of 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

* Only displayed when [Acrobat 5.0 and later] is selected in *Compatibility*.
** Only displayed when [Acrobat 3.0 and later] is selected in *Compatibility*.

13 From *Copying of Text/Images/Others*, select [Disable] or [Enable].

The table below shows the available settings.

Item	Detail
Disable	Prohibit the copying of text and objects on the PDF file.
Enable	Can copy text and objects on the PDF file.

14 Press [OK] three times to return to *Orig./Sending Data Format*.

15 Specify the destination, and press the **Start** key to start sending.

Original Image

Select the image quality suitable to the type of original.

The table below shows the quality options.

Item	Detail
Text+Photo	Text and photos together.
Photo	For photos taken with a camera.
Text*	Only text, no photos.

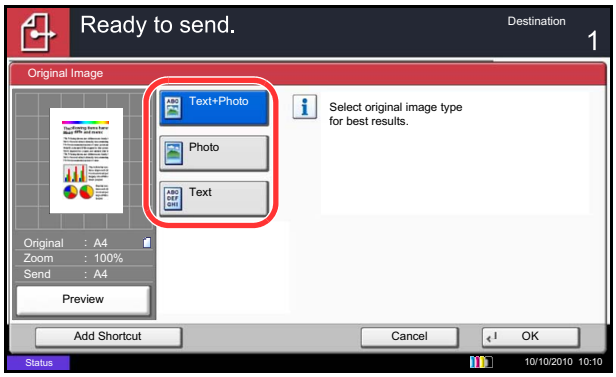
* The *for OCR* setting can be turned on. When [On] is selected, scanning produces an image that is suitable for OCR. This function is only available for black and white mode.

Use the procedures below to select the quality when sending scanned originals.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then [Original Image].



4 Select the original image.

5 Press [OK].

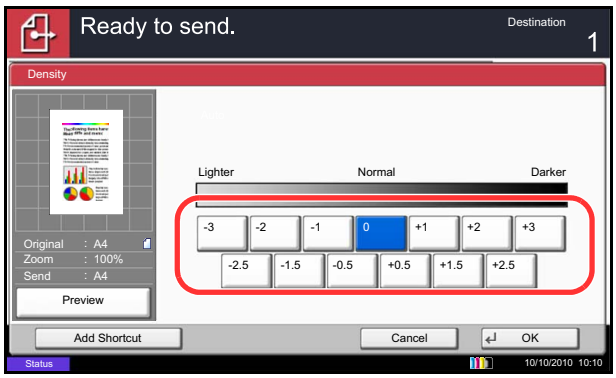
6 Specify the destination, and press the **Start** key to start sending.

Density

Use the procedure below to adjust the density when scanning the originals.

You can adjust density using 13 levels.

The procedures for adjusting the density is explained below.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then [Density].

4 Press [-3] to [+3] (*Lighter - Darker*) to adjust density.

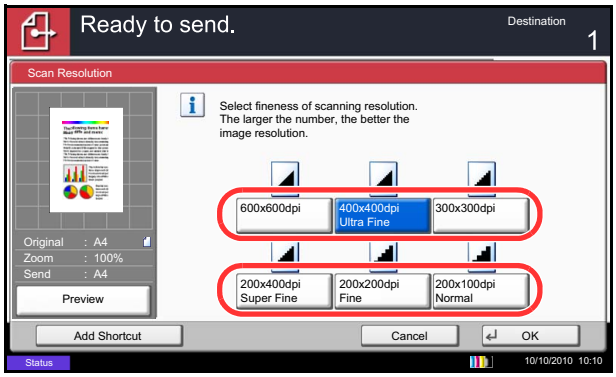
5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

Scan Resolution

Select the fineness of scanning resolution. The finer the scanning becomes (the larger the number becomes), the better the image quality becomes. However, better resolution also results in larger file size (file capacity) and longer scanning and sending times. The selectable resolution is 200x100dpi Normal, 200x200dpi Fine, 200x400dpi Super Fine, 300x300dpi, 400x400dpi Ultra Fine, or 600x600dpi.

The procedures for adjusting the scanning resolution when sending a scanned image is explained below.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then [Scan Resolution].

4 Select the resolution.

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

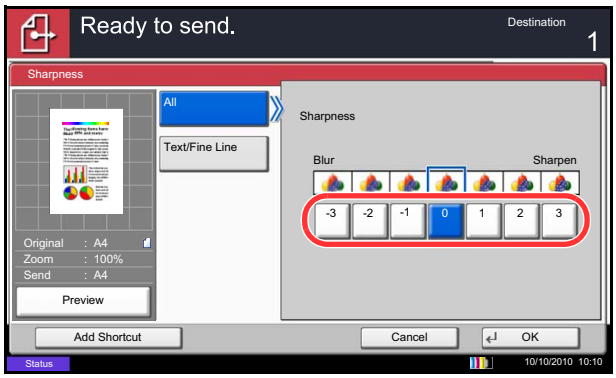
Sharpness

Select the sharpness of the image outline.

The table below shows the available settings.

Item		Detail
All	Sharpen	Emphasize the image outline.
	Blur	Blur the image outline. Can weaken a Moire effect (grids appearing as wavelike patterns when scanning printed photos).
Text/Fine Line	Normal	Make letters and lines appear sharper. Only text and fine lines are emphasized.
	Sharpen	

Use the procedure below to set the sharpness when sending scanned images.



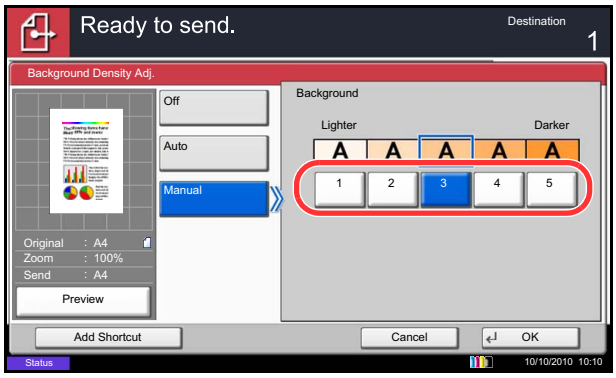
1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Color/Image Quality] and then [Sharpness].
4. Press [All] or [Text/Fine Line].
5. When [All] is selected, press [-3] to [+3] (*Blur - Sharpen*) to adjust the sharpness.

   When [Text/Fine Line] is selected, press [0] to [3] (*Normal - Sharpen*) to adjust the sharpness.
6. Press [OK].
7. Specify the destination, and press the **Start** key to start sending.

Background Density Adj.

Remove dark background from originals, such as newspapers. The smaller the number becomes lighter the background becomes. 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.

Use the procedure below to set the background density when sending scanned images.

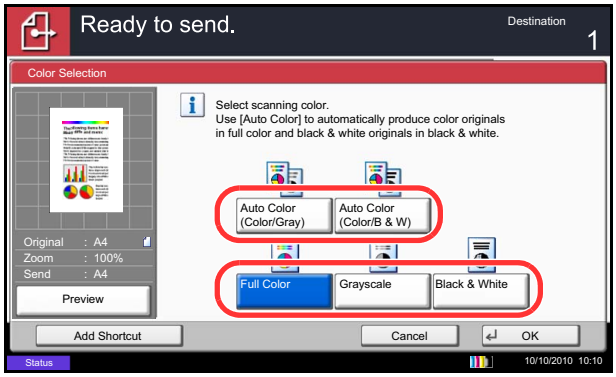


1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Color/Image Quality] and then [Background Density Adj.].
4. Press [Auto] or [Manual].
5. When [Manual] is selected, press [1] to [5] (*Lighter* - *Darker*) to adjust the background density.
6. Press [OK].
7. Specify the destination, and press the **Start** key to start sending.

Color Selection

This feature allows you to select the color mode used for scanning when sending images. You can select from Auto Color (Color/Gray), Auto Color (Color/B & W), Full Color, Grayscale or Black & White.

Use the procedure below to select the color mode when sending scanned images.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then [Color Selection].

4 Select the color mode to be used for scanning.

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

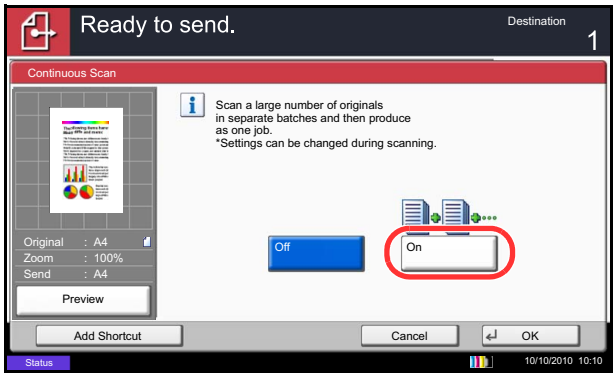
Continuous Scan

When the multi-page originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then sent as one job. With this function, originals can be scanned one after another until you press [Finish Scan].

Any of the following settings can be changed during scanning.

- Original Size
- Original Orientation
- 2-sided/Book Original
- Density
- Original Image
- Scan Resolution
- Color Selection
- Sending Size
- Zoom
- Border Erase
- Prevent Bleed-thru
- FAX TX Resolution (For details, refer to *Fax System (V) Operation Guide*.)

The procedure for using continuous scanning when sending scanned images is explained below.



1 Press the **Send** key.

2 Press [Advanced Setup] and then [Continuous Scan].

3 Press [On]. Continuous Scan is selected.

4 Press [OK].

5 Specify the destination.

6 Place the original, and press the **Start** key.

When the scanning is completed, change the settings as necessary.

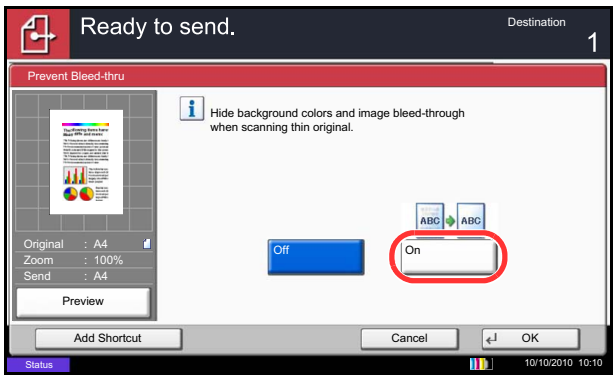
7 Place the next original, and press the **Start** key. Scan the remaining originals by the same procedure.

When you have scanned all the originals, press [Finish Scan] to start sending.

Prevent Bleed-thru

Hide background colors and image bleed-through when scanning thin originals.

Use the procedure below to set the prevent bleed-thru when sending scanned images.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then press [Prevent Bleed-thru].

4 Press [On]. Prevent Bleed-thru is selected.

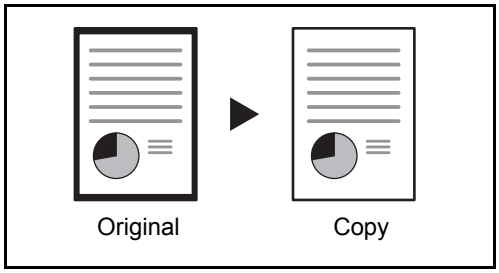
5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

Border Erase

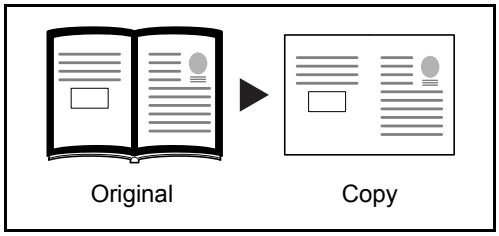
Use Border Erase to remove black shadows that appear around the outside of the original when scanning and sending originals. The following options can be selected.

Border Erase Sheet



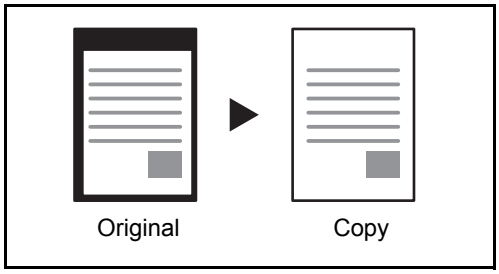
Erases black borders around the single sheet original.

Border Erase Book



Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book.

Individual Border Erase



Specify border erase widths individually for all edges.

In each option, the available ranges are as below.

Input units	Border Erase Range
Inch models	0 to 2" (in 0.01" increments)
Metric models	0 mm to 50 mm (in 1-mm increments)

Border Erase to Back Page

When scanning a 2-sided original, this allows you to erase the borders on the back of the original. The table below shows the available settings.

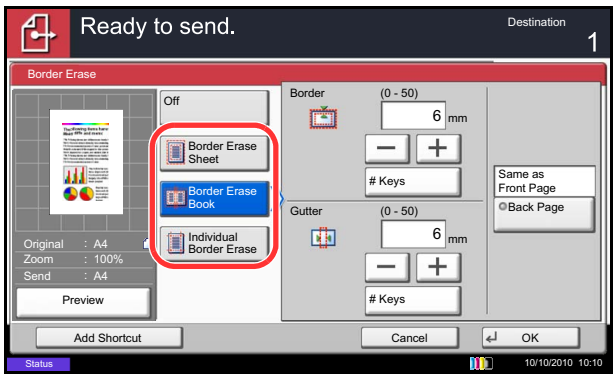
Item	Detail
Same as Front Page	Border Erase performed using the same setting as the front page
Do Not Erase	No Border Erase performed on the back page

Use the procedure below to erase borders when sending scanned originals.

1 Press the **Send** key.

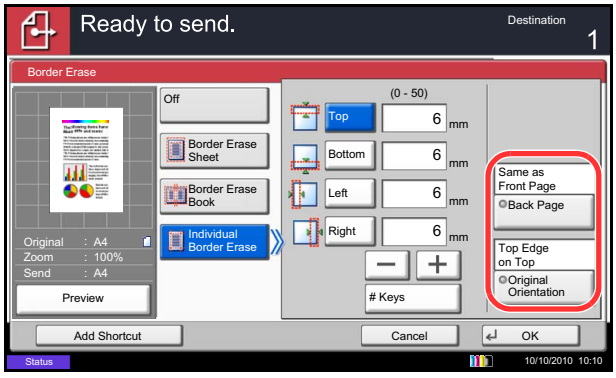
2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Border Erase].



4 Press [Border Erase Sheet] to erase borders for an individual sheet or [Border Erase Book] to erase borders for a book.

Use [+] or [-] to enter the width in *Border* or *Gutter*. Press [# Keys] to use the number keys for entry.



Press [Individual Border Erase] to select the individual border erase.

Use [+] or [-] to enter the border width or press [# Keys] and enter the width using the numeric keys.

Press [Original Orientation] to select the original orientation from either [Top Edge on Top] or [Top Edge on Left], and press [OK].

For 2-sided originals, press [Back Page] and then press [Same as Front Page] or [Do Not Erase].

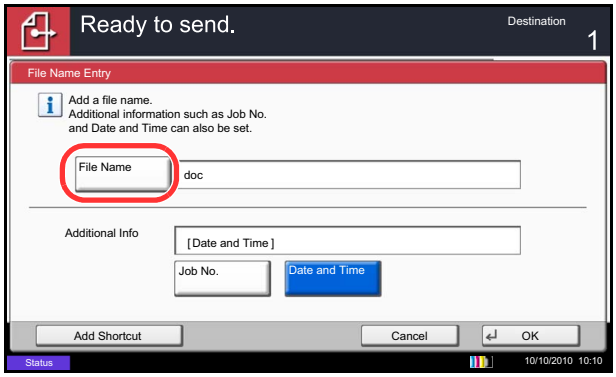
5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

File Name Entry

This setting allows you to assign a document name to scanned images. A job number and the date and time can be added. You can specify a default for the document name.

Use the procedure below to assign names to scanned documents that you are sending.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [File Name Entry].

4 Press [File Name].

5 Enter the document name, and press [OK].

NOTE: Up to 32 characters can be entered for the document name.

6 Press [Job No.] to enter the job No., and [Date and Time] to enter the date and time.

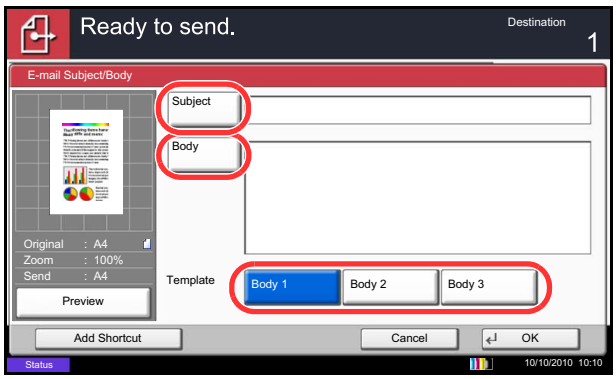
7 Press [OK].

8 Specify the destination, and press the **Start** key to start sending.

E-mail Subject/Body

When sending E-mail, enter the subject and body of the E-mail.

Use the procedure below to enter the subject and body for an E-mail message and then send the E-mail.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [E-mail Subject/Body].

4 Press [Subject].

5 Enter the subject, and press [OK].

NOTE: Up to 60 characters can be entered for the subject.

6 Press [Body].

7 Enter the body and press [OK].

NOTE: Up to 500 characters can be entered for the body.

8 You can press [Body 1], [Body 2], or [Body 3] to enter stored text for the body text.

NOTE: For details on registering templates, refer to *E-mail Subject/Body on page 9-29*.

9 Press [OK].

10 Specify the destination, and press the **Start** key to start sending.

WSD Scan/DSM Scan

WSD Scan (Windows 7, Windows Vista and Windows Server 2008)

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 (page 9-102)* is set to *On* in the network settings. For information on operating the computer, refer to the computer's help or the operation guide of your software.

Installing Driver Software (for Windows 7)

1 Click **Start** and then **Network** in the computer.

2 Right-click the machine's icon (Kyocera: XXX:XXX) and then click **Install**.

NOTE: If the **User Account Control** window appears, click **Continue**.

If the **Found New Hardware** window appears, click **Cancel**.

3 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.

Procedure Using this machine

1 Press the **Send** Key.

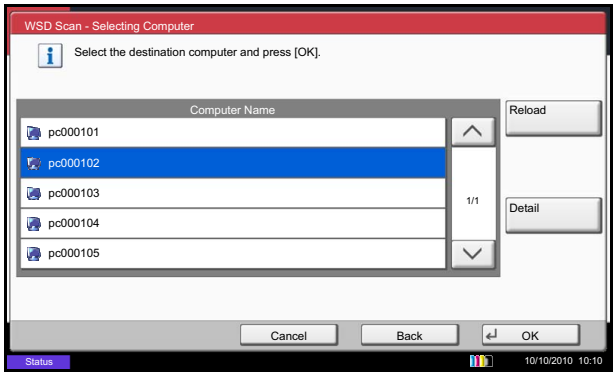
Displays the screen for sending.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

2 Place the originals in the document processor or on the platen.

3 Press [WSD Scan/DSM Scan].

4 Press [From Operation Panel] and press [Next].



5 Select the destination computer and press [OK].

Press [Reload] to reload the computer list.

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

6 Select the type of originals, file format, etc., as necessary.

7 Press the **Start** key. Sending begins and the software installed on the computer is activated.

6

Procedure Using WSD Scan from Your Computer

1 Press the **Send** Key.

The send screen appears.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

2 Place the originals in the document processor or on the platen.

3 Press [WSD Scan/DSM Scan].

4 Press [From Computer] and press [Next].

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

DSM Scan (Windows Server 2008 R2 Only)

A scanned document can be automatically saved in any format or sent to any destination by reading a ScanProcess from Active Directory.

NOTE:

- If you are performing DSM scan, check the items below.
  - The machine is connected to an Active Directory on the network that the Scan Process can reference.
  - *DSM Scan* and *LDAP* are set to [On] in *Protocol Detail (page 9-100)* in *Network*.
  - *SSL* is set to [On] in *Secure Protocol (page 9-103)* in *Network*.
  - [Network Authentication] is set in *User Login (page 10-2)* in *User Login Setting*.
- If the Active Directory that the Scan Process can reference is not on the network authentication server, DSM must be set in Command Center RX. For details, refer to the Command Center RX *Operation Guide*.

1 Press the **Send** Key.

Displays the screen for sending.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

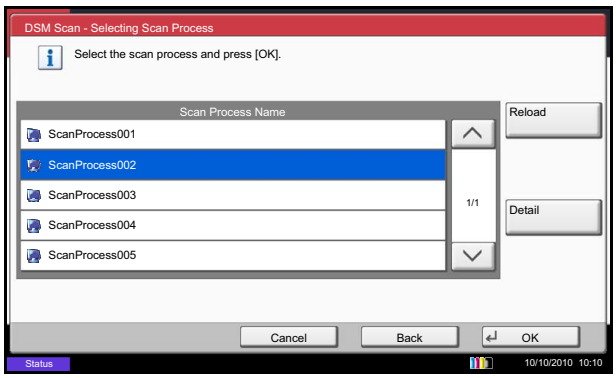
2 Place the originals in the document processor or on the platen.

3 Press [WSD Scan/DSM Scan].

If *WSD Scan (page 9-102)* is set to [Off] in the network settings, press [DSM Scan] and go to step 5

4 Press [DSM Scan] and press [Next].

5 Select the ScanProcess to be used and press [OK].



Press [Reload] to reload the ScanProcess list.

To check the settings, press [Detail].

6 Change the settings and add destinations as needed.

Only e-mail addresses can be added as destinations. In the send base screen, press [Detail/Edit], [Destination], and then [Address Book] or [E-mail Addr Entry], and add a destination.
In some Scan Processes, it may not be possible to change settings or add destinations.

7 Press the **Start** key. Sending begins.

Scanning using TWAIN

This section explains how to scan an original using TWAIN. The machine's TWAIN/WIA can be used for two types of scanning: scanning a document placed in the machine, and scanning a document that has been stored in a custom box.

The procedure for scanning using the TWAIN driver is explained as an example. The WIA driver is used in the same way.

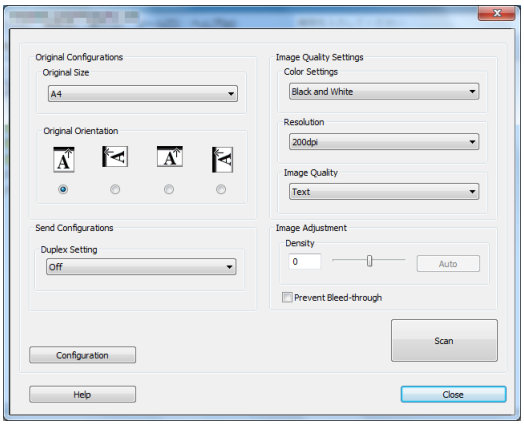
Scanning a document placed in the machine

1 Activate the TWAIN compatible application.

2 Select the machine using the application and display the TWAIN dialog box.

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

3 Select scanning settings in the TWAIN dialog box that opens.



The settings that appear in the TWAIN dialog box are as follows.

Item		Detail
Original Configurations	Original Size	Select the scan size of the original.
	Original Orientation	Specify the type of binding.
Send Configurations	Duplex Setting	Specify whether the original is one-sided or two-sided.
Image Quality Configurations	Color Setting	Select the color mode.
	Resolution	Select the resolution.
	Image Quality	Select the image quality according to the type of original.
Image Quality Settings	Density	Select the exposure.
	Prevent Bleed-thru	Hide background colors and image bleed-through when scanning thin originals.

Item		Detail
Configuration		This is used to check current settings and store frequently used settings. When the **Configuration** button is clicked, a setting screen opens with buttons for **Details**, **Add current configuration**, and **Delete selected configuration**.
	Details	Current settings can be checked.
	Add current configuration	Save current settings with a name and comment.
	Delete selected configuration	Delete saved settings.

4 Place the originals on the platen or in the document processor.

5 Click the **Scan** button.

The document data is scanned.

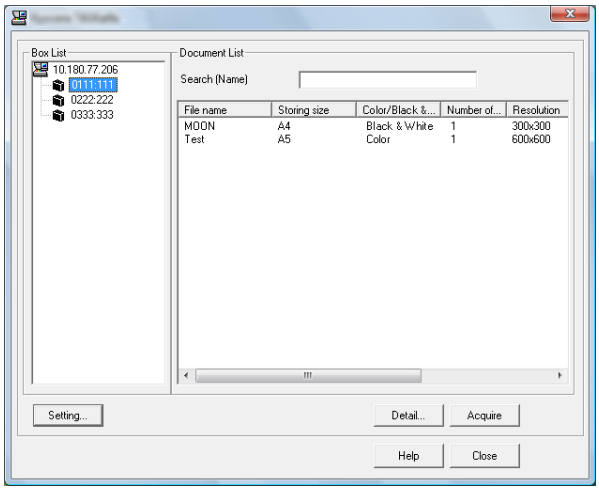
Scanning a document stored in a custom box

NOTE: To scan a document stored in a custom box, select a model name with (Box) from *Model* in the TWAIN driver settings screen.

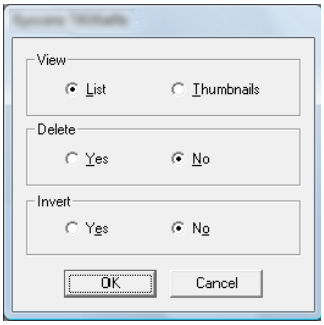
1 Activate the TWAIN compatible application.

2 Select the machine using the application and display the TWAIN dialog box.

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



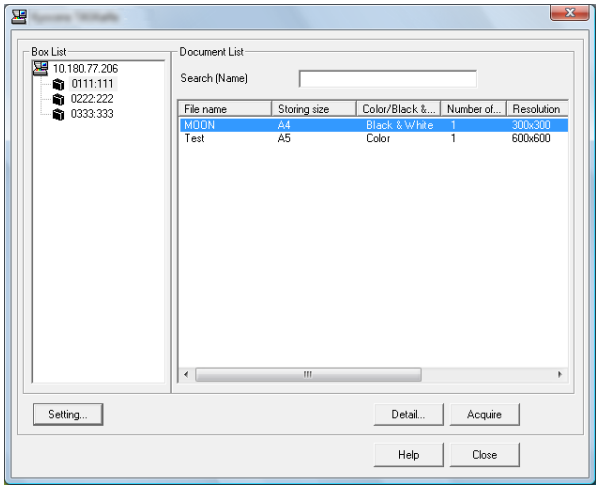
3 Select the Custom Box containing the document file to be scanned from the **Box List**. If a password has been set for the box, the password entry screen appears. Enter the password and click the **OK** button. When you select a box, the document files in the Custom Box appear in the **Document List**.



4 Set how to display the document data. Click the **Setting** button to select each item.

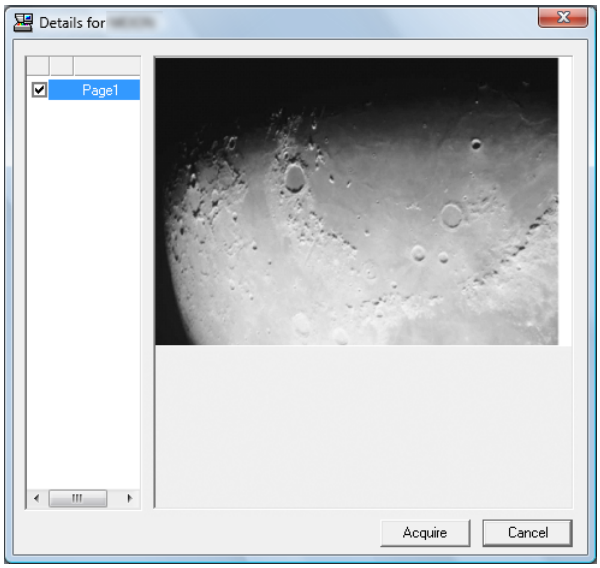
Item	Detail
View	Change the display in the Document List field to List or Thumbnails.
Delete	After scanning the document data, delete the data from the Custom Box.
Invert	Invert the document data color to start scanning.

5 Click the **OK** button.



6 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.



7 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.

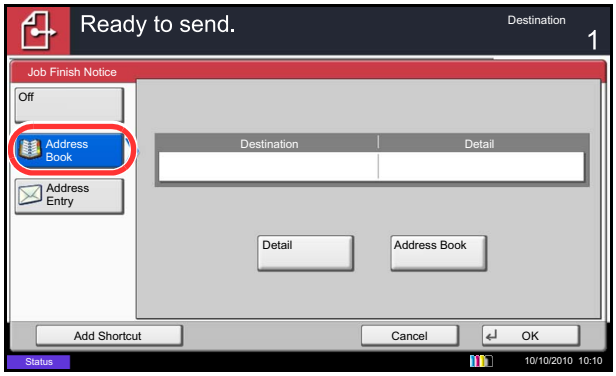
8 Click the **Acquire** button. The document data is scanned.

Job Finish Notice

Sends a notice by e-mail when a job is completed. 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: The user's PC should be configured in advance so that E-mail can be used. For details, refer to *Command Center RX (Settings for E-mail) on page 2-24*.
E-mail can be sent to a single destination.

Use the procedure below to specify the Job Finish Notice settings.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Job Finish Notice].

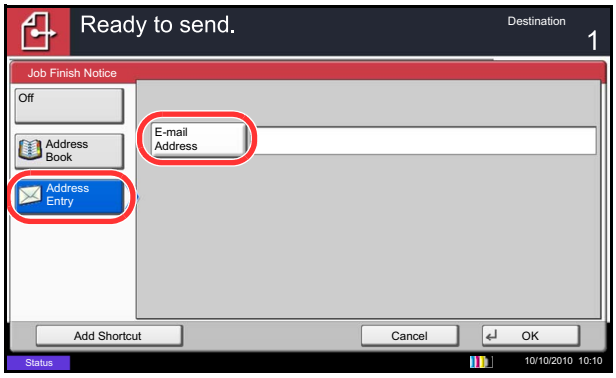
4 To select the destination from the address book, press [Address Book] on the left of the screen and then press [Address Book] in the next screen.

Select the destination to be notified, then press [OK].

You can view information on the notification destination by pressing [Detail].

5 Specify the destination to send the finish notice, and press [OK].

NOTE: For the procedure to select the destination from the Address Book, refer *Specifying Destination on page 3-40*.



6 To directly enter the address, press [Address Entry] and then [E-mail Address].

7 Enter the E-mail address, and press [OK].

8 Press [OK].

9 Specify the destination, and press the **Start** key to start sending.

When the sending is completed, the finish notice is sent to the specified E-mail address.

Send and Print

When you send originals, this feature allows you to print a copy of the document being sent.

The procedure for using Send and Print is explained below.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Send and Print].

4 Press [On].

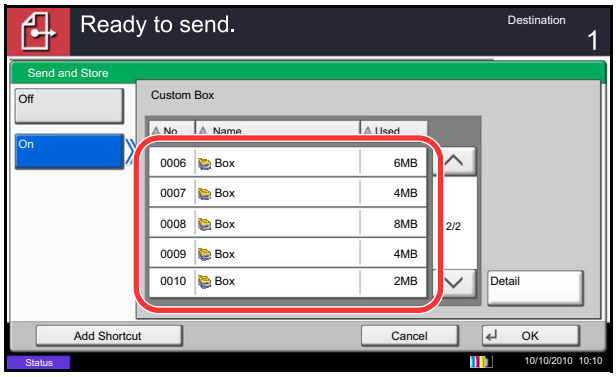
5 Press [OK].

6 Specify the destination and press the **Start** key. Transmission begins and a copy of the transmitted document is printed.

Send and Store

When you send originals, this feature allows you to store a copy of the document being sent in a Custom Box.

The procedure for using Send and Store is explained below.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup], [⌄], and then [Send and Store].

4 Press [On].

5 Select the Custom Box in which the copy is to be stored.

If a password entry screen for the Custom Box appears, enter the password.

You can view information on the selected Custom Box by pressing [Detail].

6 Press [OK].

7 Specify the destination and press the **Start** key. Transmission begins and a copy of the transmitted document is stored in the specified Custom Box.

FTP Encrypted TX

This allows you to encrypt documents when you send them. If you select [On] in this option, you can then select the encryption method in the basic send screen.

Use the procedure below to scan and send originals as encrypted files.

1. Press the **Send** Key.
2. Place the originals in the document processor or on the platen.
3. Press [Advanced Setup], [⌄], and then [FTP Encrypted TX].
4. Press [On].
5. Press [OK].

NOTE: You can only change the settings by logging in with administrator privileges.
Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
Click Settings -> *Advanced* -> Secure Protocols in the Command Center RX. Be sure that **SSL** of **Secure Protocol Settings** is *On* and one or more effective encryption are selected in **Clientside Settings**. For details, refer to the *Command Center RX Operation Guide*.

Text Stamp

When sending, you can display a text stamp on the originals.

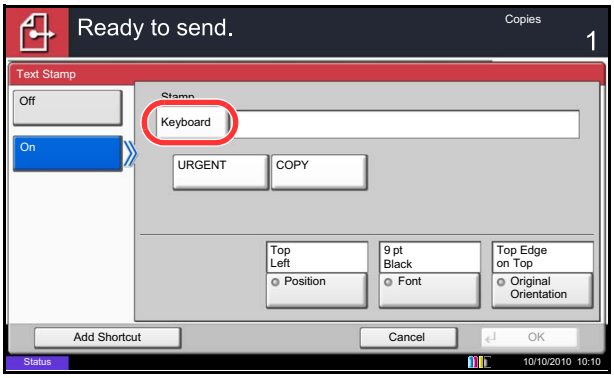
NOTE: This cannot be set when Text Stamp is set in the system settings. For details, see *Sending Jobs on page 9-34*.

The items that may be configured are as follows.

Item		Detail
Position		Selectable positions are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].
Font	Size	Set the font size of the printed text stamp.*
	Style	Set the font style of the printed text stamp. [Bold] or [Italic] can be set.
	Font	Set the font of the printed text stamp. [Courier] or [Letter Gothic] can be set.
	Color	Set the color of the printed text stamp. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
	Density	Set the density of the color of the printed text stamp.
	Display Pattern	Set the display method of the printed text stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

* Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp on page 9-30*.

Use the procedure below to specify the Text Stamp settings.



1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then press [Text Stamp].
4. Press [On].
5. Press [Keyboard] and enter the text string to be displayed, or select a text stamp from the displayed templates.

NOTE: Templates that have been set will appear. For details on registering templates, refer to *System Stamp on page 9-30*.

6. Press [Position] and select the position of the text stamp.

7 Press [Font] and select font and display settings for the text stamp.

8 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

9 Press [OK].

10 Specify the destination, and press the **Start** key to start sending.

Bates Stamp

When sending, you can display a Bates stamp on the originals.

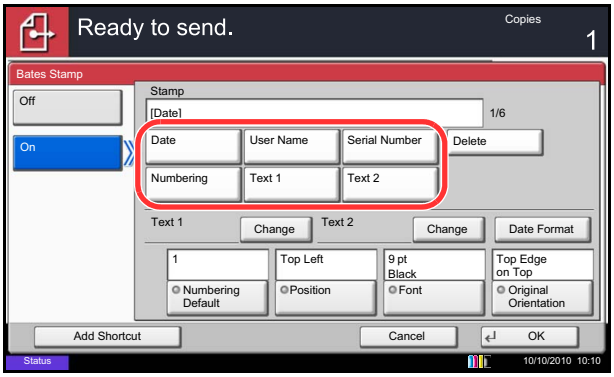
NOTE: This cannot be set when Bates Stamp is set in the system settings. For details, see *Sending Jobs on page 9-34*.

The items that may be configured are as follows.

Item		Detail
Position		Selectable positions are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].
Font	Size	Set the font size of the printed bates stamp.*
	Style	Set the font style of the printed bates stamp. [Bold] or [Italic] can be set.
	Font	Set the font of the printed bates stamp. [Courier] or [Letter Gothic] can be set.
	Color	Set the color of the printed bates stamp. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
	Density	Set the density of the color of the printed bates stamp.
	Display Pattern	Set the display method of the printed bates stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

* Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp on page 9-30*.

Use the procedure below to specify the Bates Stamp settings.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then press [Bates Stamp].

4 Press [On].

5 Press [Date], [User Name], [Serial Number], [Numbering], [Text 1], or [Text 2], and set additional information to be displayed with the stamp.

If you selected [Text 1] or [Text 2], press [Change] below it and enter the text string to be displayed.

If you selected [Date], press [Date Format] and select [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD] to set the date format.

If you selected [Numbering], press [Numbering Default] and set the starting sequence number (1 to 9999999).

6 Press [Position] and select the position of the text stamp.

7 Press [Font] and select font and display settings for the text stamp.

8 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

9 Press [OK].

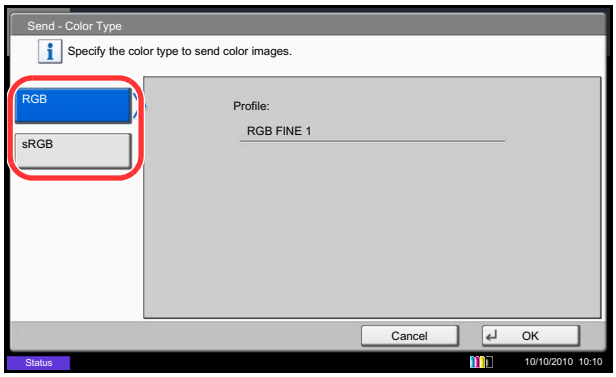
10 Specify the destination, and press the **Start** key to start sending.

Color Type

This sets the color type when you send color documents. The table below shows the available settings.

Item	Detail
RGB	Send color document in RGB.
sRGB	Match the color reproduction space between sRGB compatible systems.

Selecting *RGB* displays the color profile values set on the machine.



1 Press **System Menu** key.

2 Press [Send] and [Change] of *Color Type*.

3 Select [RGB] or [sRGB].

4 Press [OK].

Scanning with FMU Connection

"FMU Connection" is installed on the machine as a standard application. FMU Connection can be used to scan an original according to the settings configured with "File Management Utility" on the provided DVD, and save the image data and scanning information on a specified server or in a specified folder. Unlike regular transmission functions, this application lets you use metadata such as the scan date and time and the data format.

NOTE: The first time you use FMU Connection, you must enable it in the system menu. For details, see *Application on page 9-92*.

To use FMU Connection, 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 *Installing Software on page 2-16*.

For information on using File Management Utility, see File Management Utility User Guide on the DVD.

Using FMU Connection to scan an original

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. Press the **Application** key.

   The application list appears.
4. Press [FMU Connection].

   FMU Connection starts.
5. Follow the on-screen instructions to enter the necessary information and press [Next].
6. 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.
7. Press the **Start** key.

   Transmission starts.

7 Document Box

This chapter explains the typical procedure for utilizing Document Box.

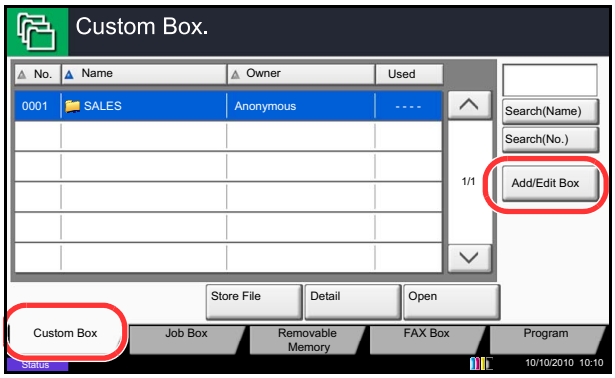
- Using a Custom Box 7-2
- Job Box 7-14
- Printing Documents Stored in Removable USB Memory 7-22
- Saving Documents to USB Memory (Scan to USB) 7-24
- Removing USB Memory 7-26

Using a Custom Box

NOTE: In the following explanation, it is assumed that user login administration is enabled. For details on User Logon privileges, refer to *User Privileges on page 3-50*.

Creating a New Custom Box (Add/Edit Box)

Use the procedure below to create a new box in the user box.



1 Press the **Document Box** key.

2 Press [Custom Box] and then [Add/Edit Box].

3 Press [Add].

4 Press [Change] for each item, enter the information and then press [OK].

The table below lists the items to be set.

Item	Detail
Box No.	Enter the box number by pressing [-, +] 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.
Box Name	Enter a box name consisting of up to 32 characters. Refer to the *Character Entry Method on Appendix-9* for details on entering characters.
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].
Usage Restriction	To preserve the hard disk capacity, the storage capacity for a box can be restricted. To enable a capacity restriction enter a value for the storage capacity of the Custom Box in megabytes by pressing [-, +] or number keys. You can enter a limit between 1 and 30,000. (Changes according to the number of created custom boxes.)

Item	Detail
Auto File Deletion	Automatically deletes stored documents after a set period of time. Press [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, press [Off].
Overwrite Setting	Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, press [Permit]. To retain old documents, press [Prohibit].
Delete after Printed	Automatically delete a document from the box once printing is complete. To delete the document, press [On]. To retain the document, press [Off].

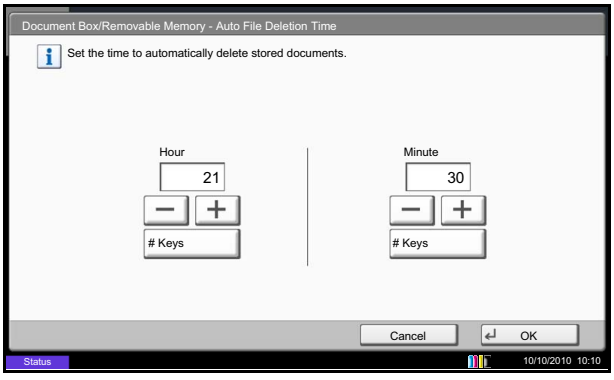
NOTE: If user login administration is enabled, "Owner" and "Permission" are also displayed. Refer to *Creating new Custom Boxes when user login administration is enabled on page 3-51*.

5 Check the details you have entered and then press [Add]. The Custom Box is created.

Setting the document deletion time

Sets the time when documents stored in a custom box are deleted.

The procedure for using Auto File Deletion Time is explained below.



1 Press the **System Menu** key.

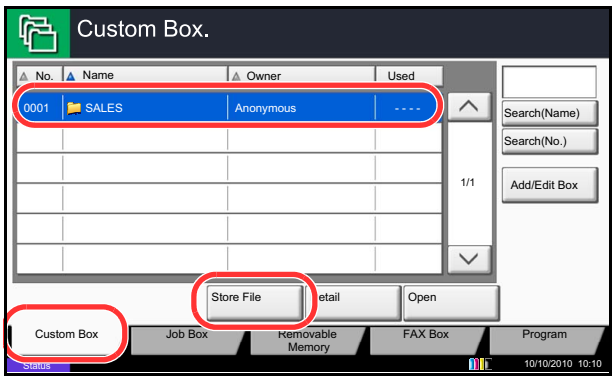
2 Press [Document Box/Removable Memory], [Next] of *Custom Box*, [Next] of *Default Setting* and then [Change] of *Auto File Deletion Time*.

3 Set the time at which the document is deleted by pressing [+], [-]. Press [# Keys] to enter the time directly using the numeric keys.

4 Press [OK]. The time for document deletion is set.

Storing Documents (Store File)

The procedure for storing documents in a custom box is explained below.



1 Press the **Document Box** key.

2 Place the originals in the document processor or on the platen.

3 Press [Custom Box], select the box where the document will be stored and then press [Store File].

4 Select the type of originals, scanning density, etc., as necessary.

For the features that can be selected, refer to *Document Store features on page 7-4*.

5 Press the **Start** key. The original is scanned and the data is stored in the specified Custom Box.

NOTE: Enter up to 64 characters as the file name.

Document Store features

The features below can be selected when saving a document.

- Original Size (page 6-2)
- Mixed Size Originals (page 6-8)
- 2-sided/Book Original (page 6-11)
- Original Orientation (page 6-12)
- Storing Size (page 7-4)
- Prevent Bleed-thru (page 6-25)
- Density (page 6-19)
- Original Image (page 6-18)
- Scan Resolution (page 6-20)
- Color Selection (page 6-23)
- Sharpness (page 6-21)
- Background Density Adj. (page 6-22)
- Zoom (page 6-6)
- Centering (page 6-7)
- Border Erase (page 6-26)
- Continuous Scan (page 6-24)
- Job Finish Notice (page 6-36)
- File Name Entry (page 6-28)

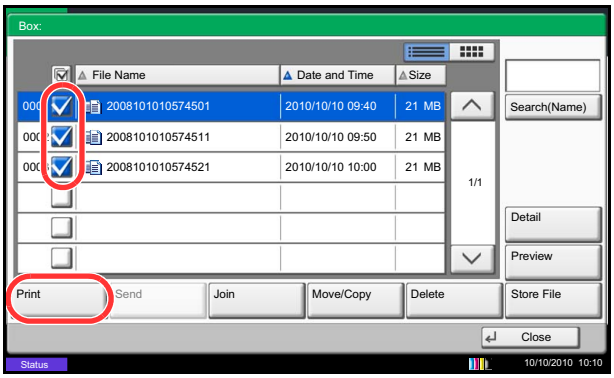
Storing Size

Select size of image to be stored.

Item	Description
Same as Original Size	Store an image the same size as the original.
Metric	Select from A3, A4, A5, A6, B4, B5, B6, Folio or 216 × 340 mm.
inch	Select from Ledger, Letter, Legal, Statement, 11 × 15" or Oficio II.
Others	Select from 8K, 16K, Hagaki or Oufuku hagaki.

Printing Documents (Print)

The procedure for printing documents in a custom box is explained below.



1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to print and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to print by checking the checkbox.

The document is marked with a checkmark.

NOTE: To deselect, press the checkbox again and remove the checkmark.

4 Press [Print].

5 Set the paper selection, duplex printing, etc., as desired.

For the features that can be selected, refer to *Document print features on page 7-6*.

If a document stored from a computer is selected, the print settings selection screen appears.

- To use the settings used at the time of printing (when the document was saved), press [Print As Is]. Press [Start Print] to start printing.
- To change the print settings, press [Print after Change Settings] and change the print settings.

After a document saved in the machine is selected, the [User File Settings] key may appear in the setting screen for the feature to be used.

- To use the settings saved with the document, press [User File Settings].
- If you need to change the print settings, change the print settings.

6 Press the **Start** key. Printing of the selected document begins.

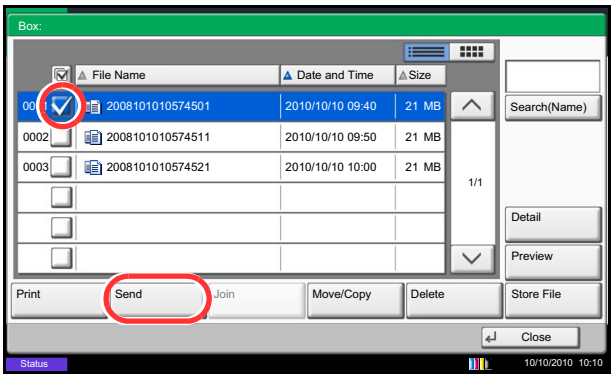
Document print features

The features below can be selected when printing a document.

- Paper Selection (page 4-3)
- Collate/Offset (page 3-15)
- Staple (page 3-19)
- Punch (page 3-21)
- Paper Output (page 4-13)
- Combine (page 4-14)
- Margin/Centering (page 4-16)
- Booklet (page 4-20)
- Duplex (page 3-13)
- Cover (page 4-22)
- Form Overlay (page 7-9)
- Page # (page 4-24)
- Job Finish Notice (page 4-46)
- File Name Entry (page 4-48)
- Delete after Printed (page 7-2)
- Priority Override (page 4-48)
- EcoPrint (page 4-34)
- Zoom (page 6-6)
- Fold (page 4-11)
- Text Stamp (page 4-31)
- Bates Stamp (page 4-32)
- Color Balance (page 4-35)
- Hue Adjustment (page 4-36)
- One-touch Image Adjust (page 4-37)
- Saturation (page 4-41)
- Density (page 3-9)
- Original Image (page 3-10)
- Color Selection (page 6-23)
- Sharpness (page 4-39)
- Background Density Adj. (page 4-40)
- Prevent Bleed-thru (page 4-42)

Sending Documents (Send)

The procedure for sending documents in a custom box is explained below.



1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to send and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to send by checking the checkbox.

The document is marked with a checkmark.

NOTE: You cannot select and send multiple documents. To deselect, press the checkbox again and remove the checkmark.

4 Press [Send].

The screen for sending appears.

NOTE: Depending on the settings, the address book screen may appear.

5 Set the destination.

NOTE: For more information on selecting destinations, refer to *Specifying Destination on page 3-40*.

6 Set the sending size, original image, etc., as desired.

For the features that can be selected, refer to *Document send features on page 7-8*.

7 Press the **Start** key. Sending of the selected document begins.

Document send features

The features below can be selected when sending a document.

- Sending Size (page 6-4)
- File Format (page 6-14)
- FAX TX Resolution (refer to Fax Operation Guide)
- Centering (page 6-7)
- FAX Delayed Transmission (refer to Fax Operation Guide)
- Job Finish Notice (page 6-36)
- File Name Entry (page 6-28)
- E-mail Subject/Body (page 6-29)
- i-FAX Subject/Body (refer to Fax Operation Guide)
- FTP Encrypted TX (page 6-38)
- Delete after Transmitted (page 7-8)
- Zoom (page 6-6)
- File Separation (page 6-15)
- Text Stamp (page 6-39)
- Bates Stamp (page 6-40)
- Density (page 6-19)
- Original Image (page 6-18)
- Resolution (page 6-18)
- Color Selection (page 6-23)
- Sharpness (page 6-21)
- Background Density Adj. (page 6-22)
- Prevent Bleed-thru (page 6-25)

Delete after Transmitted

After the document is sent, the document is deleted from the document box.

Form Overlay from Custom Boxes (Form Overlay)

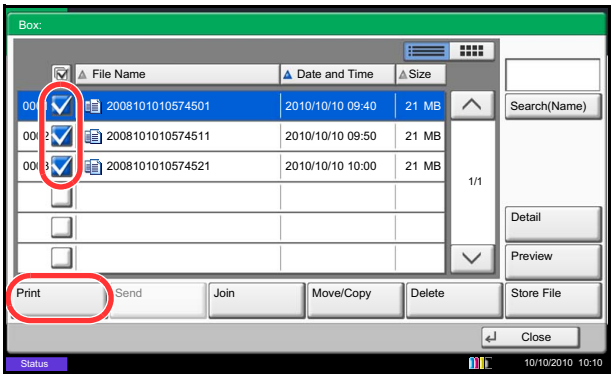
This function allows you to retrieve images (image files), overlay them into documents stored in custom boxes and then print the results.

Use the procedure below.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to overlay the image into and print, and then press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

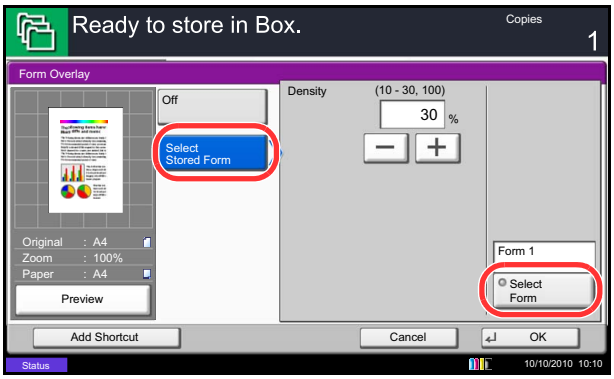


3 Select the document you wish to print by checking the checkbox.

The document is marked with a checkmark.

NOTE: To deselect, press the checkbox again and remove the checkmark.

4 Press [Print].



5 Press [Functions], [Form Overlay], [Select Stored Form], and then [Select Form].

NOTE: You can select the form density setting through 4 levels from 10%, 20%, 30% or 100%. Press the [+] or [-] buttons in *Density*.

6 In *Form Overlay - Select Form*, select the image file to be overlaid onto the document from the displayed document boxes.

You can only select one image file.

7 Press [OK].

8 Press [OK] again to return to the Functions screen.

9 Press the **Start** key. Printing begins.

Editing Documents

This function allows you to move or copy documents stored in custom boxes into other boxes or to join multiple documents together. You can also copy documents to USB memory connected to this machine.

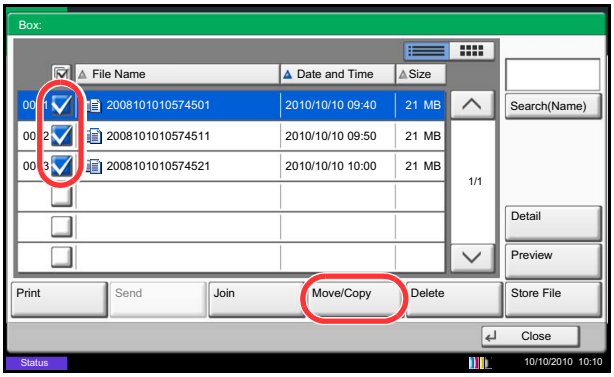
Moving a Document / Copying a Document (Move/Copy)

The procedure for moving or copying documents is explained below.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to move or copy and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

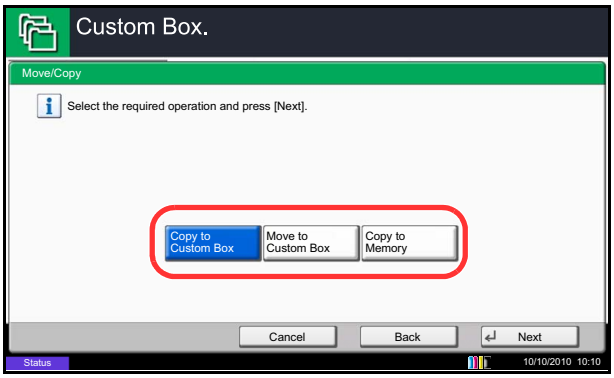


3 Select the document in the list that you want to move or copy by pressing the checkbox.

The document is marked with a checkmark.

NOTE: To deselect, press the checkbox again and remove the checkmark.

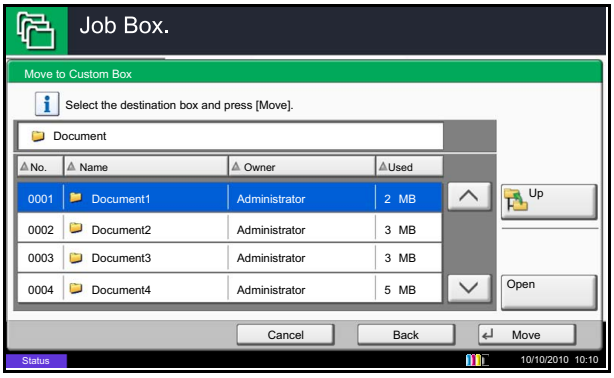
4 Press [Move/Copy].



5 To move the document, press [Move to Custom Box].

To copy the document, press [Copy to Custom Box] or [Copy to Memory].

6 Press [Next].



7 To copy or move the document to a custom box, select the destination box.

To copy the document to USB memory, select the destination folder and press [Next]. If necessary, set the saved file size and the file format, etc.

8 Press [Move] or [Copy] and then press [Yes] in the confirmation screen. The selected document is moved or copied.

NOTE: If the box to which the document is to be moved or copied is protected by a password, enter the correct password.

Joining Documents (Join)

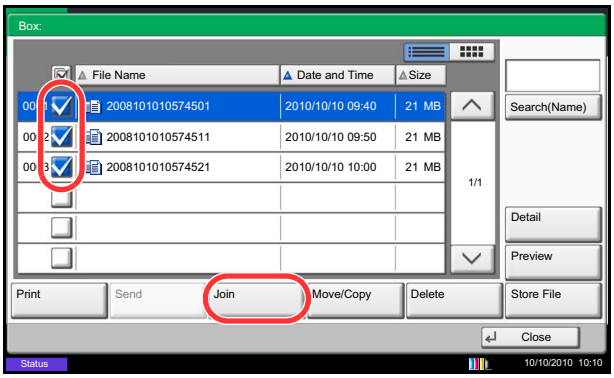
The procedure for joining documents in a custom box is explained below.

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 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the documents you want to join and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.



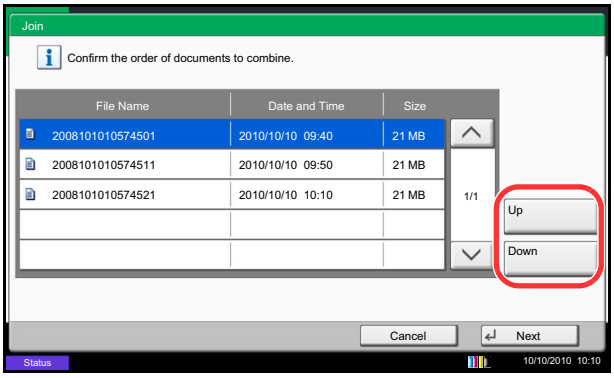
3 Select the documents in the list that you wish to join by pressing the checkbox.

The document is marked with a checkmark.

You can join up to 10 documents.

NOTE: To deselect, press the checkbox again and remove the checkmark.

4 Press [Join].



5 Arrange the documents into the order in which they are to be joined.

Highlight the document you want to rearrange and press [Up] or [Down] to move it to the correct place in the sequence.

6 Press [Next].

7 Press [File Name], enter the file name for the joined document and press [OK].

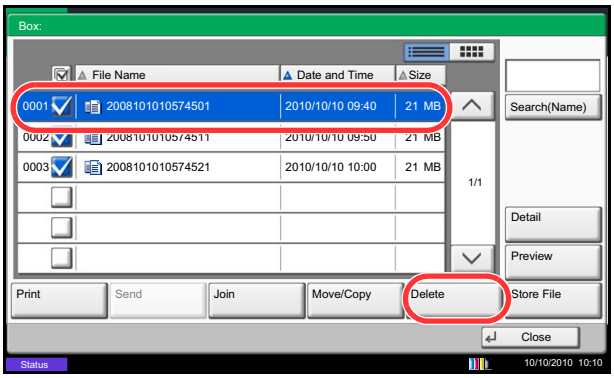
NOTE: Enter up to 64 characters as the file name.

8 Press [Join] and then press [Yes] in the confirmation screen. The documents are joined.

NOTE: After joining, the original documents are left unchanged. Delete the documents if they are no longer needed.

Deleting Documents

The procedure for deleting documents in a custom box is explained below.



1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to delete and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to delete by checking the checkbox.

The document is marked with a checkmark.

NOTE: [Delete] is disabled until a document is selected.
To deselect, press the checkbox again and remove the checkmark.

4 Press [Delete]. The delete confirmation screen appears.

5 Press [Yes]. The document is deleted.

7

Job Box

Private Print/Stored Job

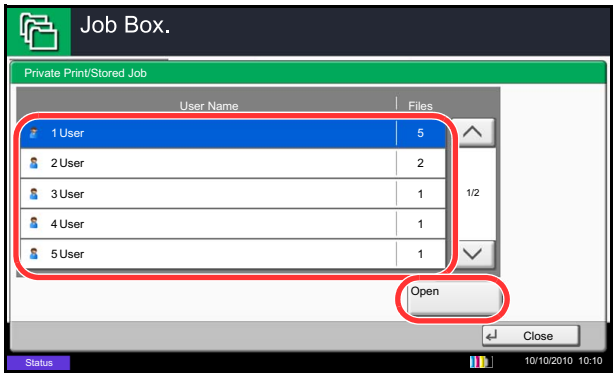
Private Print/Stored Job Box stores the print data which is printed by using the printer driver as a Private Print/Stored Job.

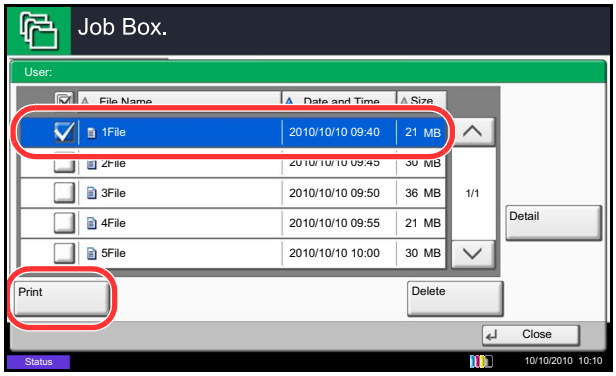
Refer to the *Printer Driver User Guide* on *how to print a job as Private Print* or *Stored Job using the printer driver*.

Printing a Document in Private Print/Stored Job Box

You can print documents stored in a Private Print/Stored Job box.

Use the procedure below to print a document.





1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Private Print/Stored Job] and press [Open].

4 Select the creator of the document to print and press [Open].

5 Select the document and press [Print].

6 If the document is protected by a password, enter the password using the numeric keys.

7 Specify the number of copies to print as desired.

8 Press [Start Print] to start printing.

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

Deleting a Document

You can delete documents stored in a Private Print/Stored Job box.

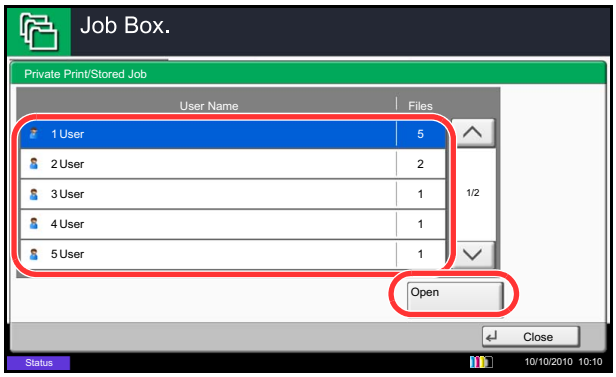
Use the procedure below to delete a document.

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Private Print/Stored Job] and press [Open].

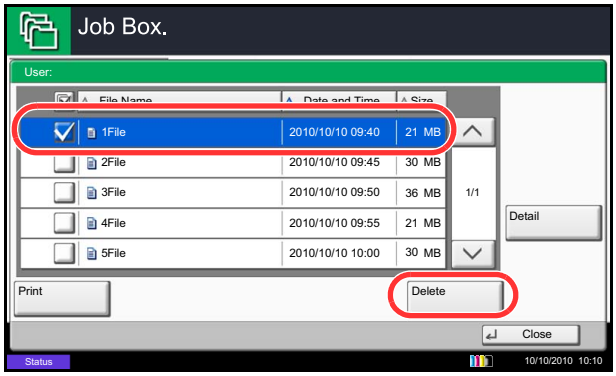
4 Select the creator of the document and press [Open].



5 To delete the document, select the document and press [Delete].

When the delete confirmation screen appears, press [Yes].

If the document is protected by a password, enter the password using the numeric keys and the document is deleted.



Quick Copy/Proof and Hold

Quick Copy/Proof and Hold box stores the print data which is printed by using the printer driver as a Quick Copy or Proof and Hold Print job.

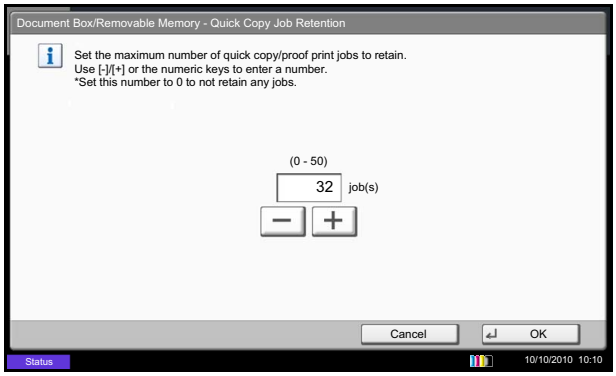
Refer to the *Printer Driver User Guide* on *how to print a job as Quick Copy* or *Proof and Hold Print job using the printer driver*.

Quick Copy Job Retention

To maintain free space on the hard disk, you can set the maximum number of stored jobs.

Use the procedure below to set the number of stored jobs.

1 Press the **System Menu** key.



2 Press [Document Box/Removable Memory], [Next] of *Job Box*, then [Change] of *Quick Copy Job Retention*.

3 Press [+] or [–] to enter the maximum number of stored jobs. You can enter any number between 0 and 50.

You can also enter the number using the numeric keys.

NOTE: If you enter a value of 0 (zero), you cannot use the Repeat Copy function.

4 Press [OK]. The maximum number of stored jobs is set.

Printing a Document

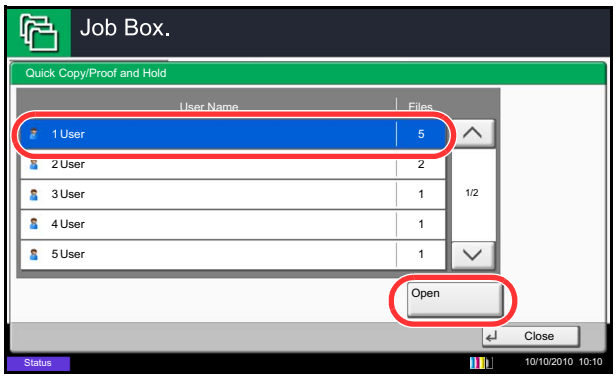
You can print documents stored in the Quick Copy/Proof and Hold box.

Use the procedure below to print a document.

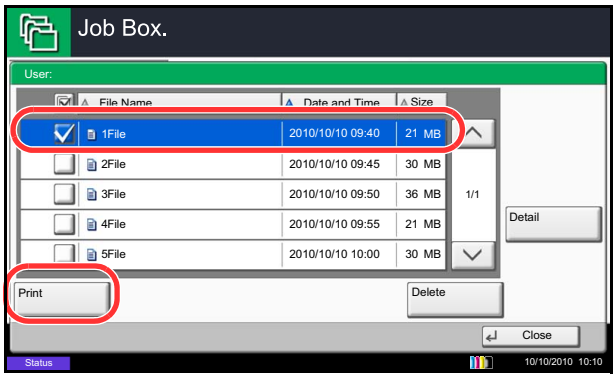
1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Quick Copy/Proof and Hold] and press [Open].



4 Select the creator of the document and press [Open].



5 Select the document to print, and press [Print].

6 Specify the number of prints as desired.

7 Press [Start Print] to start printing.

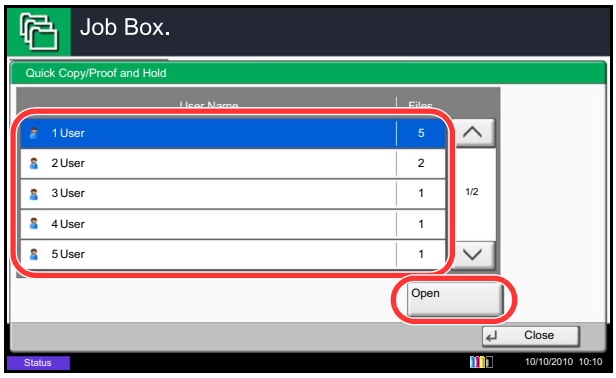
Deleting a Document

You can delete documents stored in the Quick Copy/Proof and Hold box.

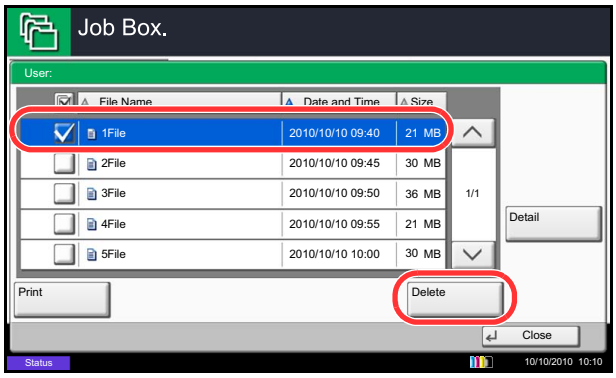
Use the procedure below to delete a document.

1 Press the **Document Box** key.

2 Press [Job Box], [Quick Copy/Proof and Hold], then [Open].



3 Select the creator of the document and press [Open].



4 Select the document to delete and press [Delete].

The delete confirmation screen appears.

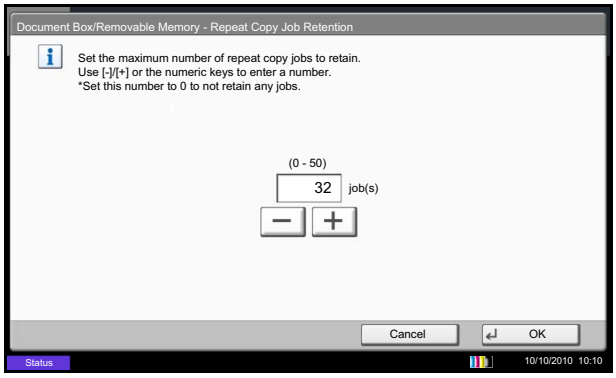
5 Press [Yes]. The document is deleted.

Repeat Copy

Repeat Copy Job Retention

To maintain free space on the hard disk, you can set the maximum number of stored jobs.

Use the procedure below to specify the maximum number of stored jobs.



1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Job Box*, [Change] of *Repeat Copy Job Retention*.

3 Use the [+] and [–] keys or the numeric keys to enter the maximum number of stored jobs.

You can enter any number between 0 and 50.

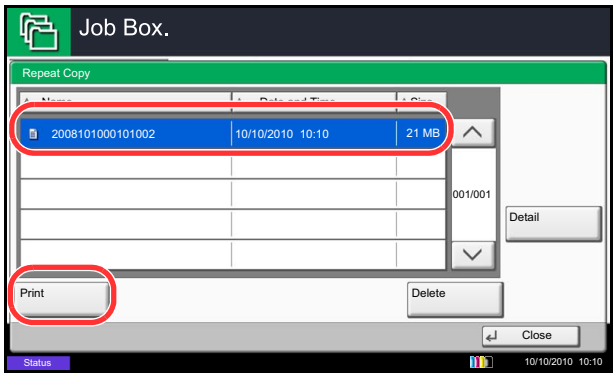
NOTE: If you enter a value of 0 (zero), no jobs are stored.

4 Press [OK]. The maximum number of stored jobs is set.

Printing a Document

You can print the documents stored in the Repeat Copy box.

Use the procedure below to print a document.



1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Repeat Copy] box, and press [Open].

4 Select the document to print and press [Print].

5 If the document is protected by a password, enter the password using the numeric keys.

6 Press [Start Print] to start printing.

The Repeat Copy box job will be deleted when the main power switch is turned off.

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.

The table below shows the available settings.

Item	Detail
Off	Temporary documents are not automatically deleted.
1 hour	Documents are deleted after 1 hour.
4 hours	Documents are deleted after 4 hours.
1 day	Documents are deleted after 1 day.
1 week	Documents are deleted after 1 week.

Use the procedure below to set automatic deletion for temporary documents.

1. Press the **System Menu** key.
2. Press [Document Box/Removable Memory], [Next] of *Job Box*, then [Change] of *Deletion of Job Retention*.
3. Select the time for automatic deletion.

   To deactivate automatic deletion, press [Off].
4. Press [OK].

NOTE: 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.

Form for Form Overlay

Storing a Form

You can store forms to be used for the form overlay in the *Form for Form Overlay* box. One page can be registered in one form.

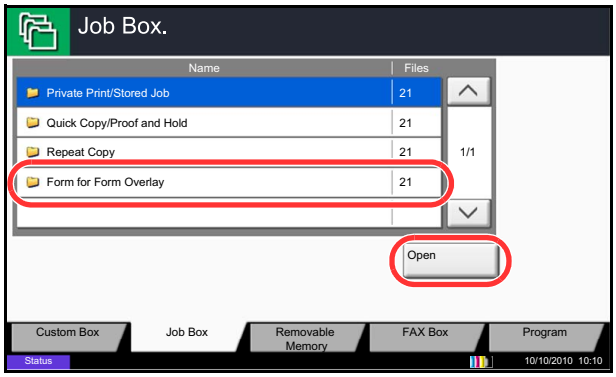
Use the procedure below to store a form.

1 Press the **Document Box** key.

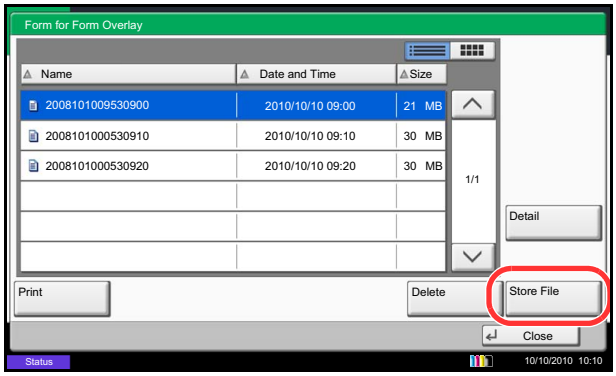
2 Place the original in the document processor or on the platen.

3 Press [Job Box].

4 Select [Form for Form Overlay] and press [Open].



5 Press [Store File].



6 If necessary, select the image quality of original, scanning density, etc. before the original is scanned.

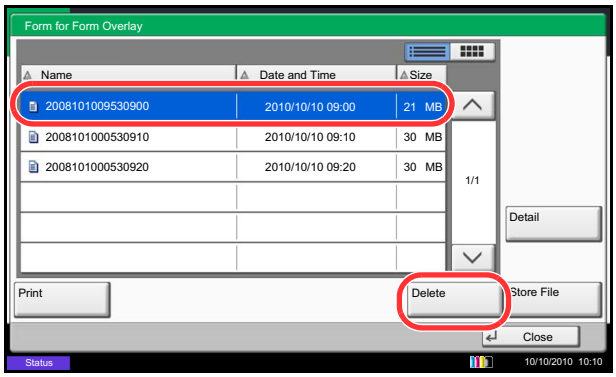
7 Press the **Start** key. The original is scanned and stored in the *Form for Form Overlay* box.

NOTE: For information on using image overlays with a stored form, see *Form Overlay on page 4-23* and *Form Overlay from Custom Boxes (Form Overlay) on page 7-9*.

Deleting a Form Stored

You can delete the form stored in the *Form for Form Overlay* box.

Use the procedure below to delete a form.



1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Form for Form Overlay] and press [Open].

4 Select the form to delete and press [Delete].

The delete confirmation screen appears.

5 Press [Yes]. The form is deleted.

Printing Documents Stored in Removable USB Memory

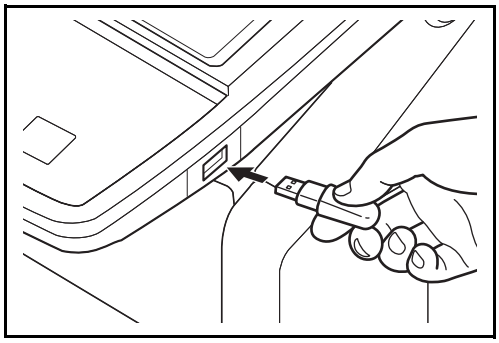
Plugging USB memory directly into the machine enables you to quickly and easily print the files stored in the USB memory without having to use a computer.

Limitations

- The following file types can be printed:
  - PDF file (Version 1.7 or older)
  - TIFF file (TIFF V6/TTN2 format)
  - JPEG file
  - XPS file
  - Encrypted PDF file
- PDF files you wish to print should have an extension (.pdf).
- Files to be printed should be saved no further down than the top 3 folder levels, including the root folder.
- Use USB memory properly formatted by this machine.
- Plug the USB memory directly into the USB Port (A1). We do not guarantee that USB memory printing is error free if a USB hub is used.

Printing (Print)

Print documents stored in the removable USB memory.



1 Plug the USB memory into the USB Port (A1).

IMPORTANT: Use USB memory 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 a USB memory, press [Format] and follow the instructions on the screen.

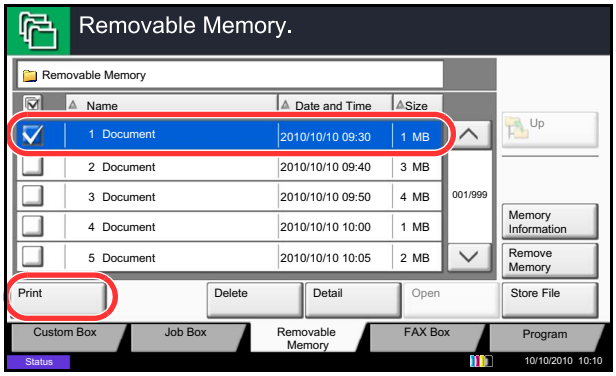
2 When the machine reads the USB memory, *Removable Memory is recognized. Displaying files.* may appear. Press [Yes] to display the removable memory screen.

NOTE: If the message does not appear, press the Document Box key and then [Removable Memory].

3 Select the folder containing the file to be printed and press [Open].

The machine will display documents in the top 3 folder levels, including the root folder.

NOTE: 1000 documents can be displayed.
To return to a higher level folder, press [Up].



4 Select the file to be printed and press [Print].

5 Change the number of copies, duplex printing, etc. as desired.

For the features that can be selected, refer to *Document print features on page 7-23*.

After a document saved in the machine is selected, the [User File Settings] key may appear in the setting screen for the feature to be used.

- To use the settings saved with the document, press [User File Settings].
- If you need to change the print settings, change the print settings.

6 Press the **Start** key. Printing of the selected file begins.

7

Document print features

The features below can be selected when printing a document.

- Paper Selection (page 4-3)
- Collate/Offset (page 3-15)
- Staple (page 3-19)
- Punch (page 3-21)
- Paper Output (page 4-13)
- Duplex (page 3-13)
- Job Finish Notice (page 4-46)
- Priority Override (page 4-48)
- Fold (page 4-11)
- Text Stamp (page 4-31)
- Bates Stamp (page 4-32)
- Encrypted PDF Password (page 7-23)
- JPEG/TIFF Print (page 7-23)
- XPS Fit to Page(page 7-23)
- Color Selection (page 6-23)

Encrypted PDF Password

To print a PDF that is protected by a password, enter the password before printing.

JPEG/TIFF Print

Select the image size when printing JPEG or TIFF files.

Item	Description
Paper Size	Fit the image size to the selected paper size.
Image Resolution	Print at resolution of the actual image.
Print Resolution	Fit the image size to the print resolution.

XPS Fit to Page

Reduces or enlarges the image size to fit to the selected paper size when printing XPS files.

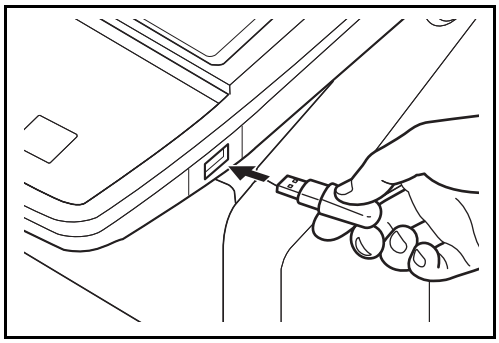
Saving Documents to USB Memory (Scan to USB)

This function allows you to store scanned image files in USB memory connected to the machine. You can store files in PDF, TIFF, JPEG, XPS or high-compression PDF format.

NOTE: The maximum number of the storable files is 100.

Storing Documents (Store File)

The procedure for storing documents in removable USB memory is explained below.



1 Plug the USB memory into the USB Port (A1).

IMPORTANT: Use only USB memory that has been formatted on this machine. If USB memory formatted on another device is used, *The removable memory is not formatted* message may appear. To format the USB memory, press [Format].

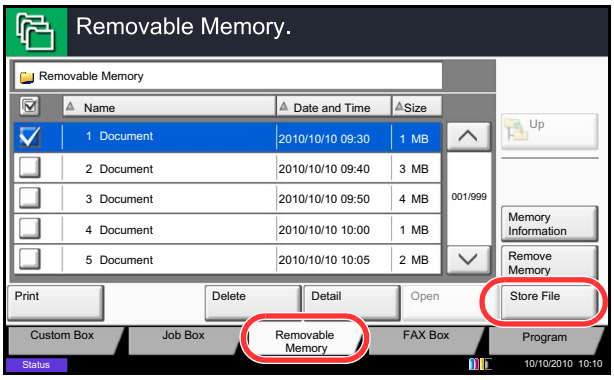
CAUTION: When [Format] is pressed, all data in the external media is erased.

2 When the machine reads the USB memory, *Removable Memory is recognized. Displaying files.* may appear. Press [Yes] to display the removable memory screen.

NOTE: If the message does not appear, press the Document Box key and then [Removable Memory].

3 Select the folder where the file will be stored and press [Open].

The machine will display the top 3 folder levels, including the root folder.



4 Press [Store File].

5 Set the type of original, file format, etc., as desired.

For the features that can be selected, refer to *Document Store features on page 7-25*.

6 Press the **Start** key. The original is scanned and the data is stored in the USB memory.

7

Document Store features

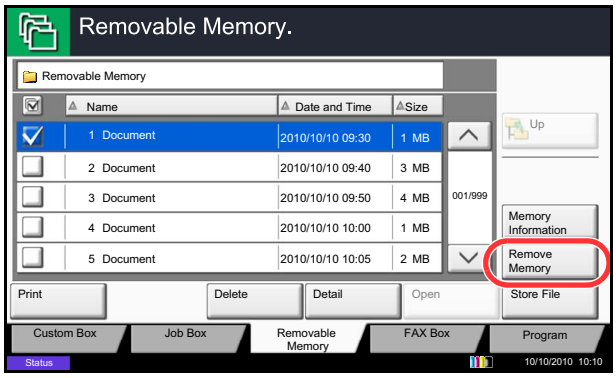
The features below can be selected when saving a document.

- Original Size (page 6-2)
- Mixed Size Originals (page 6-8)
- 2-sided/Book Original (page 6-11)
- Original Orientation (page 6-12)
- Storing Size (page 7-4)
- Prevent Bleed-thru (page 6-25)
- Density (page 6-19)
- Original Image (page 6-18)
- Scan Resolution (page 6-20)
- Color Selection (page 6-23)
- Sharpness (page 6-21)
- Background Density Adj. (page 6-22)
- Zoom (page 6-6)
- Centering (page 6-7)
- Border Erase (page 6-26)
- Continuous Scan (page 6-24)
- Job Finish Notice (page 6-36)
- File Name Entry (page 6-28)
- File Format (page 6-14)
- Text Stamp (page 6-39)
- Bates Stamp (page 6-40)

Removing USB Memory

Remove the USB memory.

IMPORTANT: Be sure to follow the proper procedure to avoid damaging the data or USB memory.



1 Press the **Document Box** key.

2 Press [Removable Memory].

3 Press [Remove Memory].

4 Press [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.
For details, refer to *Check of Device Status, on page 8-14.*

8 Status / Job Cancel

This chapter explains how to check the status and history of jobs and cancel the jobs being processed or waiting to be printed.

This chapter also explains how to check the remaining amount of toner and paper and the status of devices, and how to cancel the fax communication.

- Checking Job Status 8-2
- Checking Job History 8-9
- Pause and Resumption of Jobs 8-11
- Canceling of Jobs 8-11
- Priority Override for Waiting Jobs 8-12
- Reordering Print Jobs 8-12
- Checking the Remaining Amount of Toner and Paper (Paper/Supplies) 8-13
- Device/Communication 8-14

Checking Job Status

Check the status of jobs being processed or waiting to be printed.

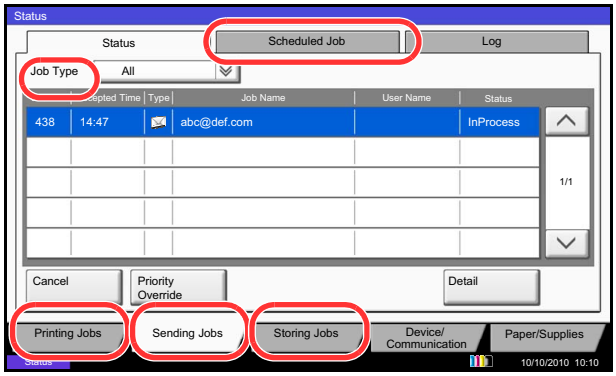
Available Status Screens

The processing and waiting status of jobs are displayed as a list on the touch panel in three different screens - Printing Jobs, Sending Jobs, and Storing Jobs. The following job status are available.

Screen	Job status to be displayed
Printing Jobs	• Copy • Printer • FAX reception • i-FAX reception • E-mail reception • Printing from Document Box • Printing data from removable memory • Application • Job Report /List
Sending Jobs	• FAX transmission • i-FAX transmission • E-mail • Folder • Application • Multiple destination • Sending Job FAX using Delayed transmission
Storing Jobs	• Scan • FAX • i-FAX • Printer • Join Box Document • Copy Box Document

Displaying Status Screens

Use the procedure below to display the Status screen.



1 Press the **Status/Job Cancel** key.

2 The Status screen appears. Press either [Printing Jobs], [Sending Jobs], or [Storing Jobs] to check the status.

To check the scheduled transmission job, press [Sending Jobs] and then [Scheduled Job].

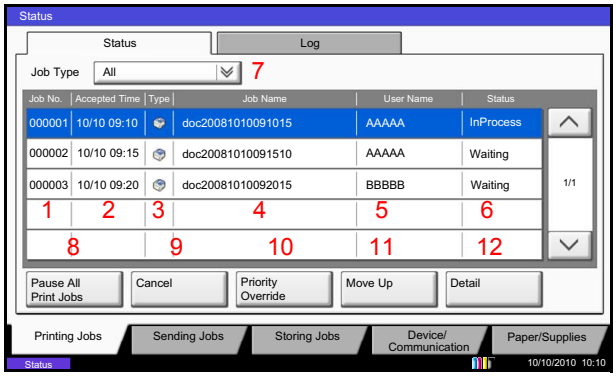
For an explanation of the screen, refer to *Details of the Status Screens on page 8-3*.

Details of the Status Screens

The items and keys displayed on the status screens are as follows.

For information on how to display the Status screen, see *Displaying Status Screens on page 8-2*.

Printing Jobs

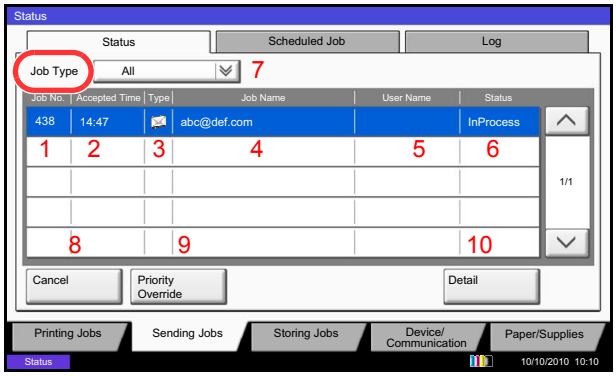


The table below lists the items displayed in the Printing Jobs Status screen.

No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Copy job ■Printer job ■Job from Document Box ■FAX reception ■i-FAX reception ■E-mail reception ■Data from Removable Memory ■Application job ■Report / List
4	Job Name	Job Name or file name
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting to print. Printing: Printing Waiting: Print Waiting Pause: Pausing print job or error Canceling: Canceling the job

No.	Item / Key	Detail
7	[⩔] of Job Type	Sorts by specific type of job
8	[Pause All Print Jobs]	Pauses all the printing jobs. By pressing this key again, the printing jobs will be resumed.
9	[Cancel]	Select the job to be canceled from the list, and press this key.
10	[Priority Override]	Select the job to be overridden, and press this key. (Refer to *Priority Override for Waiting Jobs on page 8-12*)
11	[Move Up]	In the list, select the job that you want to move up the job queue and press this key. (Refer to *Reordering Print Jobs on page 8-12*)
12	[Detail]	Select the job for displaying detailed information from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 8-10*)

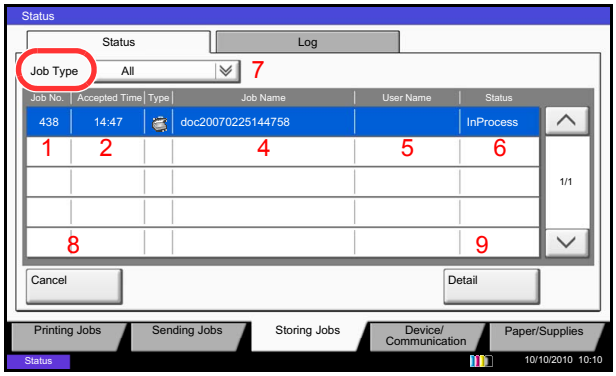
Sending Jobs



The table below lists the items displayed in the Sending Jobs Status screen.

No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Sending Job FAX ■Sending Job i-FAX ■Sending Job E-mail ■Sending Job Folder ■Sending Job Application ■Sending Job Multiple
4	Destination	Destination (Either destination name, FAX number, E-mail address, or server name)
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting sending such as during scanning originals Sending: Sending Waiting: Sending Waiting Canceling: Canceling the job Pause: Pausing the job
7	[⩒] of Job Type	Only selected type of jobs is displayed.
8	[Cancel]	Select the job you want to cancel from the list, and press this key.
9	[Priority Override]	Select the job to be overridden, and press this key. * Only displayed when the optional fax kit is installed.
10	[Detail]	Select the job whose detailed information you want to display from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 8-10*)

Storing Jobs



The table below lists the items displayed in the Storing Jobs Status screen.

No.	Display / Key	Details
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Storing Job Scan ■Storing Job Printer ■Storing Job FAX ■Storing Job i-FAX ■Join Box Document ■Copy Box Document
4	Job Name	Job name or file name is displayed.
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting to save such as during scanning originals Storing: Storing Data Canceling: Canceling the job Pause: Pausing the job
7	[⩒] of Job Type	Only selected type of jobs is displayed.
8	[Cancel]	Select the job you want to cancel from the list, and press this key.
9	[Detail]	Select the job whose detailed information you want to display from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 8-10*)

Checking the Detailed Information of Jobs

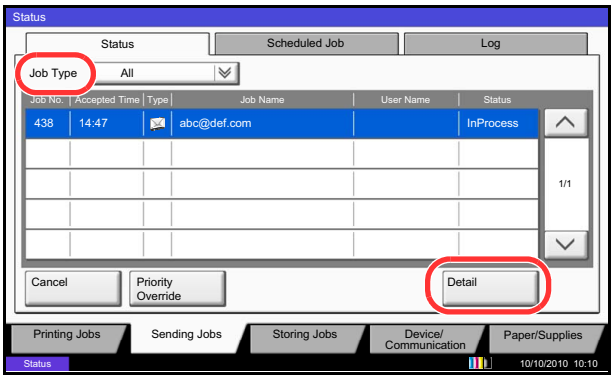
Check the detailed information of each job.

Use the procedure below to check a job's information.

1 Press the **Status/Job Cancel** key.

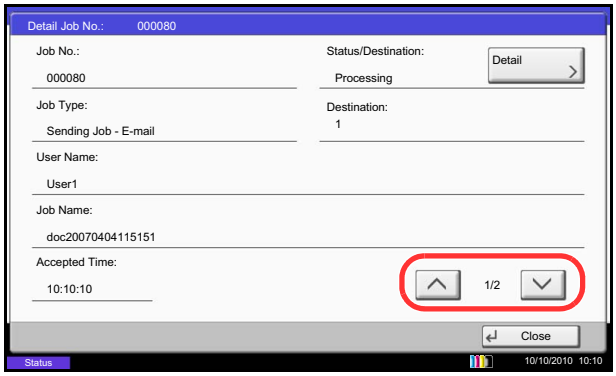
2 Press [Printing Jobs], [Sending Jobs], or [Storing Jobs].

To check the scheduled transmission, press [Sending Jobs] and then [Scheduled Job].

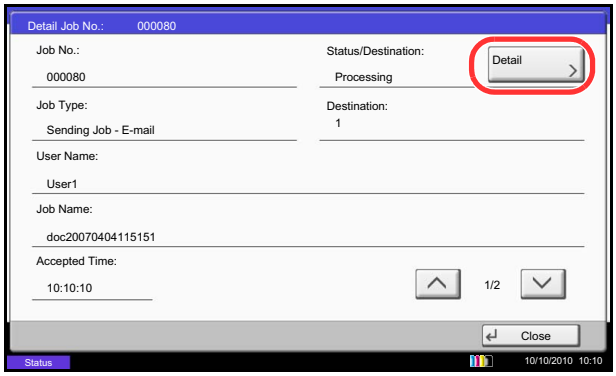


3 Select the job whose details you wish to check from the list, and press [Detail].

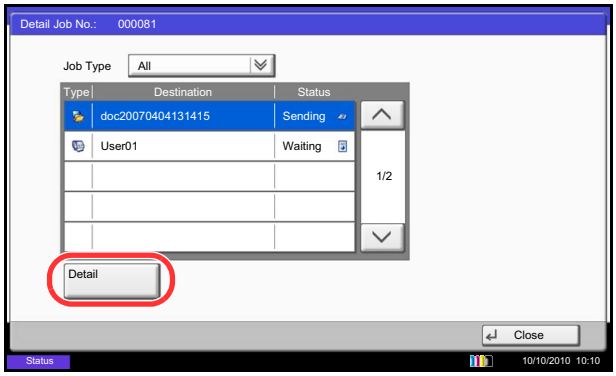
Detailed information of the selected job is displayed.



Use [∨] or [∧] to see the next or previous page of information.



In Sending Jobs, you can check the destination by pressing [Detail] in *Status/Destination*.



Status/Destination is displayed when address is selected. Press [Detail] to display the list. Press [∨] or [∧], select a destination and press [Detail]. Information on the selected job is displayed for checking.

4 To exit from the detailed information, press [Close].

Checking Job History

Check the history of completed jobs.

NOTE: Job history is also available by Command Center RX or KMnet Viewer from the computer.
If *Hide All* is selected in *Display Jobs Log on page 9-41*, users without administrator privileges cannot view the job log (except for the fax log).

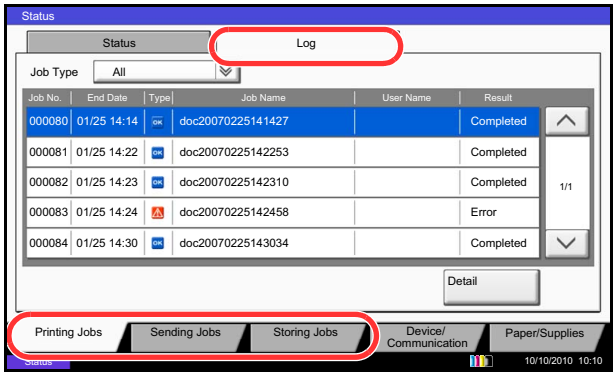
Available Job History Screens

The job histories are displayed separately in three screens - Printing Jobs, Sending Jobs, and Storing Jobs. The following job histories are available.

Screen	Job histories to be displayed
Printing Jobs	• Copy • Printer • FAX reception • i-FAX reception • E-mail reception • Printing from Document Box • Job Report / List • Printing data from removable memory
Sending Jobs	• FAX • i-FAX • E-mail • Folder • Application • Multiple destination
Storing Jobs	• Scan • FAX • i-FAX • Printer • Join Box Document • Copy Box Document

Displaying Job History Screen

The procedure for displaying Job History Screen is explained below.



1 Press the **Status/Job Cancel** key.

2 Press either [Printing Jobs], [Sending Jobs], or [Storing Jobs] to check the log, and press [Log].

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

Checking the Detailed Information of Histories

Check the detailed information of each history.

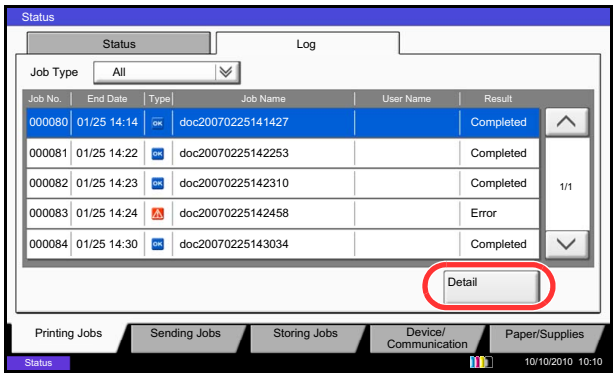
Display of the detailed information of Job Finish history

Use the procedure below to check the job finish history.

1 Press the **Status/Job Cancel** key.

2 Press [Printing Jobs], [Sending Jobs] or [Storing Jobs] and then [Log].

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.



3 Select the job to check details from the list, and press [Detail].

Detailed information of the selected job is displayed.

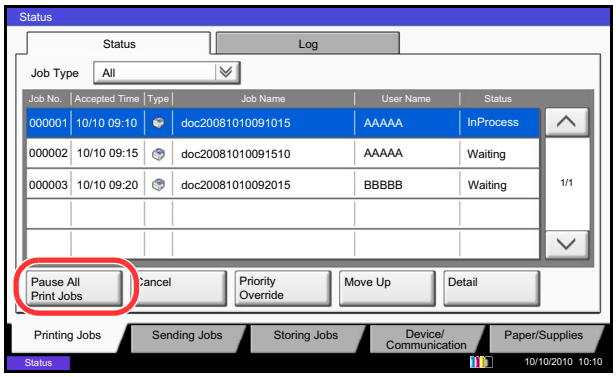
NOTE: To check the information of the next/previous page, press [∨] or [∧].

4 To exit from the detailed information, press [Close].

Pause and Resumption of Jobs

Pause /resume all printing jobs in printing/waiting.

The procedure for pausing and resuming jobs is explained below.



1 Press the **Status/Job Cancel** key.

2 Press [Pause All Print Jobs] on the Printing Jobs Status screen. Printing is paused.

3 When resuming the printing of jobs that have been paused, press [Resume All Print Jobs].

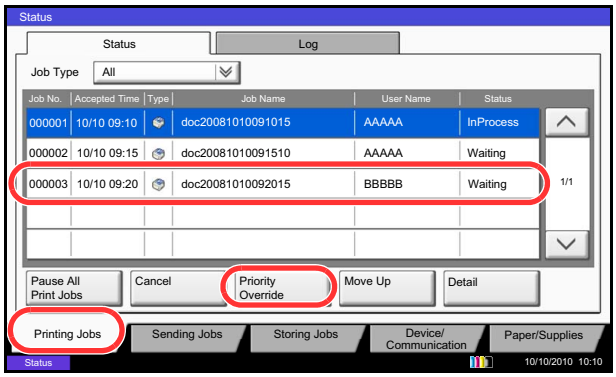
Canceling of Jobs

For more information on canceling jobs, refer to the *Canceling Jobs on page 3-52*.

Priority Override for Waiting Jobs

Priority Override function suspends the current job and prints the job in waiting first.

The procedure for using Priority Override is explained below.



1 Press the **Status/Job Cancel** key.

2 Press [Printing Jobs].

3 Select the job to be given priority, and press [Priority Override].

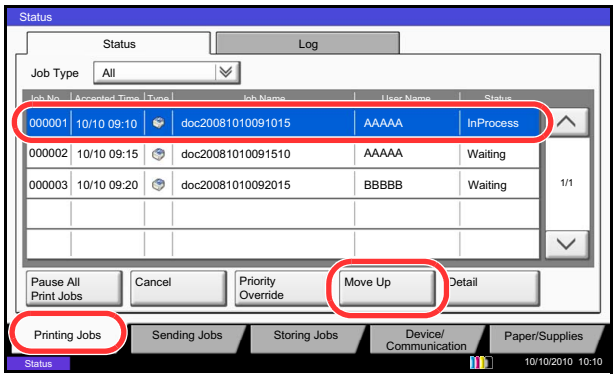
4 Press [Yes] in the confirmation screen. The current job in printing is suspended, and the job for override printing starts.

5 When the Priority Override is completed, the printing job that has been suspended will be resumed.

Reordering Print Jobs

This function allows you to select a queued print job and raise its output priority.

The procedure for reordering print jobs is explained below.



1 Press the **Status/Cancel** key.

2 Press the [Printing Jobs].

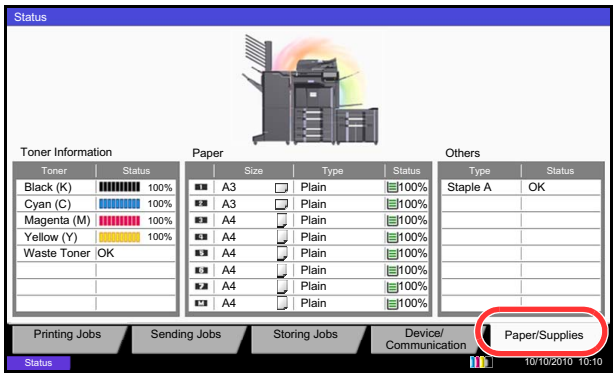
3 Select the job to be assigned a higher priority and press [Move Up].
The priority of the selected job is increased by 1 .

To further raise the job's priority, press [Move Up] again. Each time you press [Move Up], the priority increases by 1.

Checking the Remaining Amount of Toner and Paper (Paper/Supplies)

Check the remaining amount of toner, paper, and staples on the touch panel.

Use the procedure below to check the remaining amounts.



1 Press the **Status/Job Cancel** key.

2 Press [Paper/Supplies]. Check the remaining amount of toner and the status of the waste toner box in *Toner Information*, and the remaining amount of paper in each paper source in *Paper.*

The items you can check are described below.

Remaining amount of toner

You can check the remaining amount of each color toner levels from 100 to 0% (1% increments).

Status of the waste toner box

You can check the status of waste toner box.

Paper

You can check the size, orientation, type, and remaining amount of paper in each paper source. The remaining amount of paper is shown by 5 levels as 100, 80, 50, 30, and 0%, however, the paper in the multi purpose tray is shown by 2 levels as 100% and 0%.

Others

You can check the status of staples and punch waste box.

NOTE: If the optional document finisher and punch unit are installed, the *Others* section provides the status of the punch waste box and whether or not staples are available.

Device/Communication

Configure the devices/lines installed or connected to this machine or check their status. You can also control devices depending on their status.

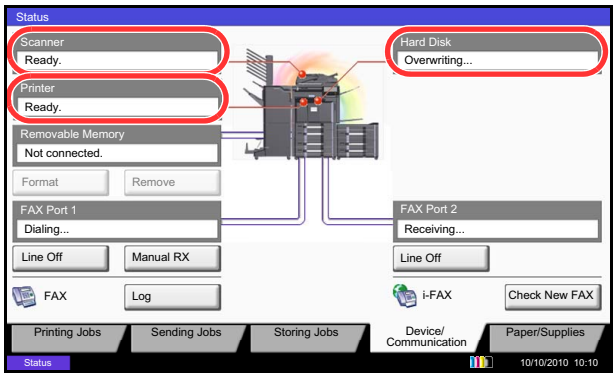
Displaying Device/Communication Screen

The procedure for using the Device/Communication screen is explained below.

1. Press the **Status/Job Cancel** key.
2. Press [Device/Communication].

   The screen to check the status or configure the devices is displayed.

Check of Device Status



The items you can check are described below.

Scanner

The status of an original scanning in the document processor (optional) or the error information (paper jam, opened cover, etc.) is displayed.

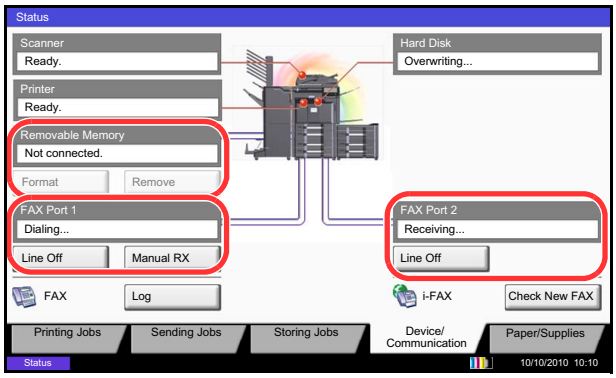
Printer

Error information such as paper jam, out of toner, or out of paper, and status such as waiting or printing are displayed.

Hard Disk

The information such as formatting, overwriting for erasure, and error occurrence is displayed.

Configuring the Devices



Detailed information on controlling devices is given below.

Removable Memory (USB Memory)

- The usage and capacity of the external media connected to this machine are displayed.
- Press [Format] to format external media.

CAUTION: When [Format] is pressed, all data in the external media is erased.

- Press [Remove] to safely remove the external media. For details, refer to *Removing the USB Memory* in the next section.

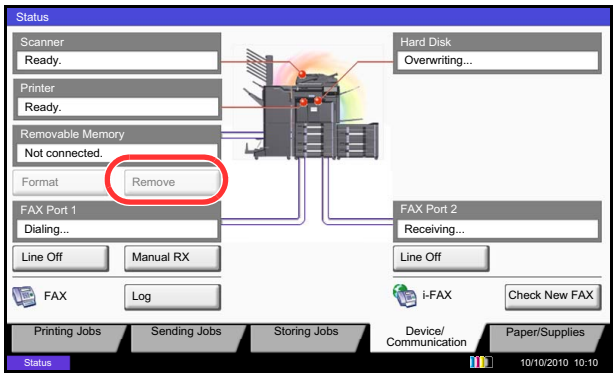
FAX Port 1, FAX Port 2

- The information such as sending/receiving and dialing is displayed.
- Press [Line Off] to cancel a fax in sending/receiving. For details, refer to *Canceling FAX Communication on page 8-16* in the section afterwards.
- Press [Manual RX] to start a fax. Use this function when you want to talk to the sender before receiving the fax originals. For details, refer to the *Operation Guide* of FAX kit.
- Press [Log] to display the fax transmission history. For details, refer to the *Operation Guide* of FAX kit.

Removing the USB Memory

There is a way to remove the USB memory safely.

Use the procedure below to remove the USB memory.



1 Press the **Status/Job Cancel** key.

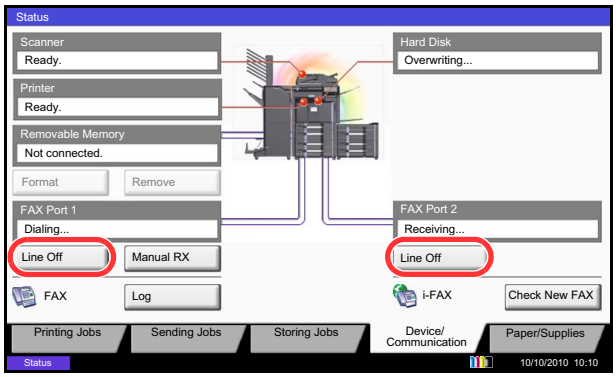
2 Press [Device/Communication] > [Remove] in *Removable Memory*.

3 When *Removable memory can be safely removed.* is displayed, remove the USB memory.

Canceling FAX Communication

Cancel fax communication.

Use the procedure below to cancel the fax communication.



1 Press the **Status/Job Cancel** key.

2 Press [Device/Communication] > [Line Off] in *FAX Port 1* or *FAX Port 2*.

3 Press [Yes] in the confirmation screen. The line is disconnected, and the fax communication is canceled.

9 Default Setting (System Menu)

This chapter explains how to configure various settings of the machine using the menus on the operation panel.

- Common Settings 9-2
- Copy....9-43
- Send....9-47
- Document Box/Removable Memory 9-56
- Printer 9-58
- Report 9-65
- Adjustment/Maintenance 9-69
- Date/Timer 9-77
- Edit Destination (Address Book/Adding One Touch Keys) 9-83
- Internet....9-90
- Application 9-92
- System Initialization 9-95
- Restart Entire Device 9-95
- Network....9-96
- Interface Block Setting 9-109
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- Document Guard....9-110
- Data Security 9-112
- Optional Function....9-114
- Accessibility Display (Enlarged Touch Panel Display) 9-115

Common Settings

Common settings include;

- Language …9-2
- Default Screen …9-3
- Sound …9-4
- Original/Paper Settings …9-4
- Measurement …9-12
- Error Handling …9-13
- Paper Output …9-15
- Orientation Confirmation …9-16
- Color Toner Empty Action …9-16
- Function Defaults …9-16
- USB Keyboard Type …9-30
- System Stamp …9-30
- Manual Staple …9-39
- Customize Status Display …9-40
- Low Toner Alert Level …9-40
- Offset One Page Documents …9-41
- Display Jobs Log …9-41
- Message Banner Print …9-42

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Language

Select the language displayed on the touch panel.

Use the procedure below to select the language.

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Language.*

3 Press the key for the language you want to use.

4 Press [OK].

The touch panel language will be changed.

Default Screen

Select the screen appearing right after start-up (default screen). The options are as follows.

The table below lists the available screens.

Item	Description
Copy	The Copy screen (the screen shown when the **Copy** key is pressed) appears.
Send	The Send screen (the screen shown when the **Send** key is pressed) appears.
FAX*	The Fax screen (the screen shown when the **Fax** key is pressed) appears.
Status	The Status/Job Cancel screen (the screen shown when the **Status/ Job Cancel** key is pressed) appears.
Document Box	The Document Box screen (the screen shown when the **Document Box** key is pressed) appears.
Program	The Program screen (the screen shown when the **Program** key is pressed) appears.
Application	The Application selecting screen (the screen shown when the **Application** key is pressed) appears.
Accessibility Copy	The Accessibility Copy screen (the screen shown when the **Accessibility Display** key is pressed in the Copy screen) appears.
Accessibility Send	The Accessibility Send screen (the screen shown when the **Accessibility Display** key is pressed in the Send screen) appears.
Accessibility FAX*	The Accessibility Fax screen (the screen shown when the **Accessibility Display** key is pressed in the Fax screen) appears.
Application name (Maximum 5 applications) For example, *Internet Browser*	Each application is activated and the initial screen appears.

* This is displayed when the optional fax kit is installed.

Use the procedure below to select the default startup screen.

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Default Screen*.

3 Select the screen to be displayed as the default screen.

NOTE: The application names appear if the applications are installed and officially licensed on.

4 Press [OK].

Sound

Set options for buzzer sound during the machine operations.
The table below lists the buzzer types and their settings and details.

Item	Value	Description
Volume	0 (Mute), 1 (Minimum) to 5 (Maximum)	Set the buzzer volume level.
Key Confirmation	Off, On	Emit a sound when the control panel and touch panel keys are pressed.
Job Finish	Off, On, FAX Reception Only*	Emit a sound when a print job is normally completed.
Ready	Off, On	Emit a sound when the warm-up is completed.
Warning	Off, On	Emit a sound when errors occur.
USB Keyboard	Off, On	Emit a sound when a USB keyboard is operated.

* This is displayed when the optional fax kit is installed.

Use the procedure below to set the sound options.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Sound* and then [Next] of *Buzzer.*

3 Press [Change] of *Volume, Key Confirmation*, *Job Finish*, *Ready*, *Warning*, or *USB Keyboard*.

4 Select the buzzer volume level, or other sound options.

Original/Paper Settings

Register additional types and sizes of originals and paper.

Custom Original Size

Set up frequently-used custom original sizes. The custom size options are displayed on the screen to select original size. The dimensions available are as follows.
The table below lists the sizes that can be registered.

Input units	Dimensions
Inch models	X: 2.00 to 17.00" (in 0.01" increments) Y: 2.00 to 11.69" (in 0.01" increments)
Metric models	X: 50 to 432 mm (in 1 mm increments) Y: 50 to 297 mm (in 1 mm increments)

Up to four custom original sizes can be added. Use the procedure below to set a custom original size.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings* and then [Next] of *Custom Original Size*.

3 Press [Change] of any one of *Custom 1* to *Custom 4*, on which you wish to register the size.

4 Press [On], and then press [+],[–] or numeric keys to enter *X(horizontal)* and *Y (vertical)* dimensions.

5 Press [OK].

6 Move to the copy, send, or document box screen and press the **Reset** key.

Custom Paper Size

Set up a maximum of four frequently-used custom paper sizes. The custom size options are displayed on the screen to select paper set in the multi purpose tray.
The table below lists the sizes that can be registered.

Input units	Dimensions
Inch models	H: 5.83 to 17.00" (in 0.01" increments) V: 3.86 to 11.69" (in 0.01" increments)
Metric models	H: 148 to 432 mm (in 1 mm increments) V: 98 to 297 mm (in 1 mm increments)

Up to four custom paper sizes can be added.
Select media type for each paper size.

Media type: Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Thick, Envelope, Coated, High Quality, Custom 1-8

NOTE: Refer to *Media Type Setting on page 9-8* for Custom 1-8 for the media type.

Use the procedure below to select a custom paper size and media type.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings* and then [Next] of *Custom Paper Size*.

3 Press [Change] of any one of *Custom 1* to *Custom 4*, on which you want to register the size.

4 Press [On], and then press [+],[–] or numeric keys to enter X (horizontal) and Y (vertical) dimensions.

5 Press [Media Type] to select the type of paper and press [OK] if necessary.

6 Press [OK].

7 Move to the copy or document box screen and press the **Reset** key.

Paper Size and Media Type Setup for Cassettes (Cassette Setting)

Select paper sizes and media types for Cassette 1, 2 and optional paper feeders (Cassette 3 to 7).

The available paper sizes and media types are shown in the table below.

Item		Description
Paper Size	Auto	Automatically detect the paper size. Select *Metric* or *Inch* for paper size.
	Standard Sizes 1*	Available options are as follows: Inch models: Ledger, Legal, Letter, Letter-R, Statement-R, 12×18", Oficio II Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio, 216×340 mm
	Standard Sizes 2*	Select a standard size except that selected in Standard Sizes 1. Inch models: A3, B4, A4, A4-R, A5-R, B5, B5-R, Folio, 8K, 16K, 16K-R, 216×340 mm Metric models: Ledger, Legal, Letter, Letter-R, Statement-R, 12×18", Oficio II, 8K, 16K, 16K-R
Media Type		Plain (105 g/m^2 or less), Rough**, Vellum** (60 to 105 g/m^2 or less), Recycled, Preprint***, Bond**, Color**, Prepunched***, Letterhead***, Thick (106 g/m^2 and more)**, High Quality, Custom 1-8**

* Only A4, Letter, and B5 can be specified when the optional Large Capacity Feeder (1,500-sheet x 2) and the optional Large Capacity Side Feeder (500, 1,500-sheet x 2) are used.

** To change to a media type other than *Plain*, refer to *Media Type Setting on page 9-8*. When the paper weight settings shown below are selected, the media indicated for each setting cannot be selected.

- Rough: *Heavy 5*
- Vellum: *Heavy 5*
- Preprinted: *Heavy 5*
- Color: *Heavy 5*
- Letterhead: *Heavy 5*
- Thick: *Heavy 5*
- Custom 1 to 8: *Heavy 5, or Extra Heavy*

On the 30/30 ppm model and 35/35 ppm model, the paper of each also cannot be selected when *Heavy 4* is set.

*** To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 9-11*.

Use the procedure below to select the paper sizes and media types for each cassette.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [Next] of *Cassette Setting*, [Next] of *Cassette 1* to *Cassette 7*, on which you want to register the size, and then [Change] of *Paper Size*.

3 To detect the paper size automatically, press [Auto] and select *Metric* or *Inch* for Paper Size.

To select the paper size, press [Standard Sizes 1] or [Standard Sizes 2] for Paper Size.

4 Press [OK]. The previous screen reappears.

5 Press [Change] of *Media Type* to select media type and press [OK].

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

Select the sizes and media types for the multi purpose tray. Set up frequently-used sizes and media types before use.

The available paper sizes and media types are shown in the table below.

Item		Description
Paper Size	Auto	Automatically detect the paper size. Select *Metric* or *Inch* for paper size.
	Standard Sizes 1	Available options are as follows: Inch models: Ledger, Legal, Letter, Letter-R, Statement-R, 12×18", Oficio II, Executive Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio, 216×340 mm
	Standard Sizes 2	Select a standard size except that selected in Standard Sizes 1. Inch models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio, 8K, 16K, 16K-R Metric models: Ledger, Legal, Letter, Letter-R, Statement-R, 12×18", Oficio II, Executive, 8K, 16K, 16K-R
	Others	Select special standard sizes or custom sizes*. ISO B5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku hagaki, Youkei 4, Youkei 2
	Size Entry	Enter a size not displayed in the standard sizes. Inch models: H: 5.83 to 17.00" (in 0.01" increments) V: 3.86 to 11.69" (in 0.01" increments) Metric models: H: 148 to 432 mm (in 1 mm increments) V: 98 to 297 mm (in 1 mm increments)
Media Type		Plain (105 g/m^2 or less), Transparency, Rough, Vellum (60 to 105 g/m^2 or less), Labels, Recycled, Preprint**, Bond, Cardstock, Color, Prepunched**, Letterhead**, Envelope, Thick (106 g/m^2 and more), Coated, High Quality, Custom 1-8**

* Refer to *Custom Paper Size on page 9-5* for selecting Custom 1- 4 for Custom Paper Size.

** Refer to *Media Type Setting on page 9-8* for selecting Custom 1- 8 from Media Type.
To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 9-11*.

NOTE: To change to a media type other than *Plain*, refer to *Media Type Setting on page 9-8*

Use the procedure below to select the paper sizes and media types for manual paper feed.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [Next] of *MP Tray Setting* and then [Change] of *Paper Size*.

3 To detect the paper size automatically, press [Auto] and select *Metric* or *Inch* for Paper Size.
To select the paper size, press [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] for Paper Size.
If you select [Size Entry], press [+], [–] to enter *X (horizontal)* and *Y (vertical)* dimensions.
Press [# Keys] to enter the paper size using the numeric keys.

4 Press [OK]. The previous screen reappears.

5 Press [Change] of *Media Type* to select the media type and press [OK].

Media Type Setting

Select the weight for each media type. The options for the media type and weight of paper are as follows.

Paper types and weights

Y: Available **N**: Not available

Paper Weight	Light*	Normal 1*	Normal 2*	Normal 3*	Heavy 1*	Heavy 2	Heavy 3	Heavy 4	Heavy 5	Extra Heavy
Weight (g/m^2), Media type	52 g/m^2 to 59 g/m^2	60 g/m^2 to 74 g/m^2	75 g/m^2 to 90 g/m^2	91 g/m^2 to 105 g/m^2	106 g/m^2 to 135 g/m^2	136 g/m^2 to 163 g/m^2	164 g/m^2 to 220 g/m^2	221 g/m^2 to 256 g/m^2	257 g/m^2 to 300 g/m^2	Trans-paren-cies
Plain	**N**	**Y**	**Y** (default)	**Y**	**N**	**N**	**N**	**N**	**N**	**N**
Rough	**N**	**Y**	**Y**	**Y** (default)	**Y**	**Y**	**Y**	**Y***	**Y****	**N**
Vellum	**N**	**Y**	**Y**	**Y**	**Y** (default)	**Y**	**Y**	**Y***	**Y****	**N**
Labels	**N**	**Y****	**Y****	**Y****	**Y****	**Y** (default)	**Y****	**Y****	**Y****	**N**
Recycled	**N**	**Y**	**Y** (default)	**Y**	**N**	**N**	**N**	**N**	**N***	**N**
Preprinted	**N**	**Y**	**Y** (default)	**Y**	**Y**	**Y**	**Y**	**Y***	**Y****	**N**
Bond	**N**	**Y**	**Y**	**Y** (default)	**Y**	**Y**	**Y**	**Y***	**N**	**N**
Cardstock	**N**	**N**	**N**	**N**	**Y****	**Y****	**Y****	**Y** ** (default)	**Y****	**N**
Color	**N**	**Y**	**Y**	**Y** (default)	**Y**	**Y**	**Y**	**Y***	**Y****	**N**
Prepunched	**N**	**Y**	**Y** (default)	**Y**	**N**	**N**	**N**	**N**	**N**	**N**
Letterhead	**N**	**Y**	**Y** (default)	**Y**	**Y**	**Y**	**Y**	**Y***	**Y****	**N**
Thick	**N**	**N**	**N**	**N**	**Y** (default)	**Y**	**Y**	**Y***	**Y****	**N**
Envelope	**N**	**N**	**N**	**N**	**Y****	**Y**** (default)	**Y****	**Y****	**Y****	**N**
Coated	**N**	**Y****	**Y** **	**Y****	**Y**** (default)	**Y****	**Y****	**Y****	**Y****	**N**
High Quality	**N**	**Y**	**Y** (default)	**Y**	**Y**	**N**	**N**	**N**	**N**	**N**
Transparencies	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**N**	**Y**** (default)
Custom 1-8	**Y**	**Y**	**Y** (default)	**Y**	**Y**	**Y**	**Y**	**Y***	**Y****	**N**

* The maximum number of sheets that can be stapled varies depending on the paper weight. For details, refer to *1,000-sheet Finisher (Option) on page Appendix-29*, and *4,000-sheet Finisher (Option) on page Appendix-30*.

** The media type cannot be selected for the cassettes.

*** On the 30/30 ppm model and the 35/35 ppm model, the paper type cannot be selected for the cassette.

For Custom 1-8, settings for duplex printing and media type name can be changed.

Item		Description
Duplex	Prohibit	Duplex printing not allowed.
	Permit	Duplex printing allowed.
Name		Change names for Custom 1-8. Names should be not more than 15 characters. Selecting media type at multi purpose tray, the name after change will be displayed.

Use the procedure below to set the paper weight.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings* and then [Next] of *Media Type Setting*.

3 Press [Next] for the media type whose weight you want to change.

4 Press [Change] of *Paper Weight*.

5 Select the weight and press [OK].

The previous screen reappears.

6 Press [Close].

7 To change the duplex printing settings for Custom 1 (-8), press [Next] of *Custom 1(-8)* and then [Change] of *Duplex*. Select [Prohibit] or [Permit] and press [OK].
The previous screen reappears.

8 Press [Close].

9 To change the name for Custom 1(-8), press [Next] of *Custom 1(-8)* and then [Change] of *Name*. Enter the name and press [OK].

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

Default Paper Source

Select the default paper source from Cassette 1-7 and Multi Purpose Tray.

NOTE: [Cassette 3] to [Cassette 7] are displayed when the following options are installed.

[Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1500-sheet x 2) is installed
[Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed
[Cassette 5]: When a side feeder (3,000-sheet), side feeder (500-sheet x 3), or large capacity side feeder (500, 1,500-sheet x 2) is installed
[Cassette 6]: When a side feeder (500-sheet x 3) or large capacity side feeder (500, 1,500-sheet x 2) is installed
[Cassette 7]: When a side feeder (500-sheet x 3) or large capacity side feeder (500, 1,500-sheet x 2) is installed

Use the procedure below to select the default paper source.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings* and then [Change] of *Default Paper Source*.

3 Select a paper cassette for the default setting.

4 Press [OK].

5 Move to the copy or document box screen and press the **Reset** key.

Original Auto Detect (Available for metric models only)

Automatically detect originals of special or non-standard size.

The table below lists the special or non-standard original sizes.

Item	Description
A6/Hagaki	As A6 and Hagaki are similar in size, select either one of them for automatic detection.
Folio	Select Folio for automatic detection.
11x15"	Select the 11×15" size for automatic detection.

Use the procedure below to set automatic detection of originals.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings* and then [Change] of *Original Auto Detect*.

3 Select [A6] or [Hagaki] of *A6/Hagaki*.

Select [Off] to disable automatic detection or [On] to enable automatic detection of *Folio* and *11x15"* respectively.

4 Press [OK].

Media for Auto (Color/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.

NOTE: Default media types can be set for both Color and Black and White.

Use the procedure below to select the paper sizes and media types used by Auto Selection.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings* and then [Change] of *Media for Auto (Color) or Media for Auto (B & W).*

3 Select [All Media Types] or any media type for paper selection.

4 Press [OK].

Paper Source for Cover

Select the paper source for cover paper from Cassette 1-7 or Multi Purpose Tray. Covers are used for Booklet (see *page 4-20*) and Cover (see *page 4-22*) modes.

NOTE: [Cassette 3] to [Cassette 7] are displayed when the following options are installed.

[Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1500-sheet x 2) is installed
[Cassette 4]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (1,500-sheet x 2) is installed
[Cassette 5]: When a side feeder (3,000-sheet), side feeder (500-sheet x 3), or large capacity side feeder (500, 1,500-sheet x 2) is installed
[Cassette 6]: When a side feeder (500-sheet x 3) or large capacity side feeder (500, 1,500-sheet x 2) is installed
[Cassette 7]: When a side feeder (500-sheet x 3) or large capacity side feeder (500, 1,500-sheet x 2) is installed

Use the procedure below to select the paper source for the cover.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [⌵] and then [Change] of *Paper Source for Cover*.

3 Select the paper source to load cover paper.

4 Press [OK].

Special Paper Action

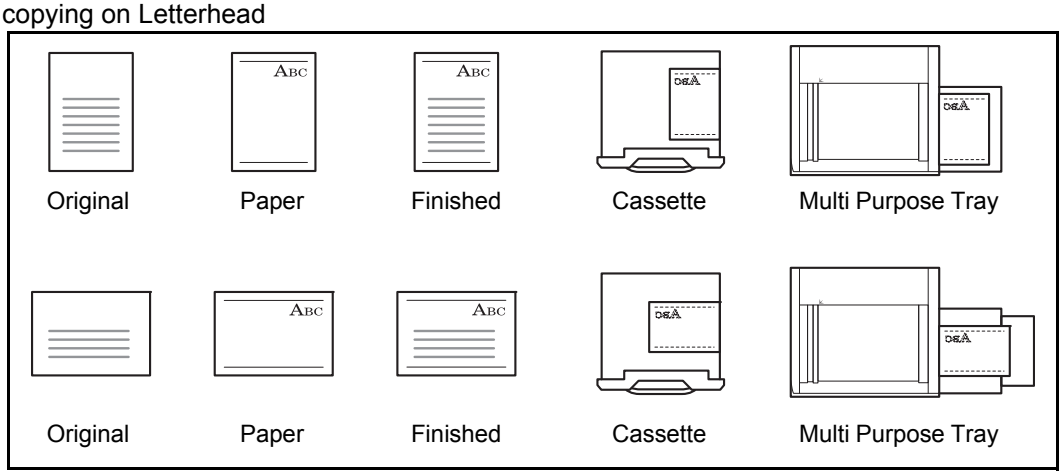
When printing on Prepunched, Preprint, and Letterhead, punch-holes might not be aligned or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [Adjust Print Direction] to adjust the print direction. When paper orientation is not important, select [Speed Priority].

The table below lists the available settings and their details.

Item	Description
Adjust Print Direction	Adjust print direction. Print speed is a little slower. Select this item to print on Prepunched, Preprint and Letterhead.
Speed Priority	Give the job speed top priority and disregard the paper orientation. Select this item when paper orientation is not important.

If you select [Adjust Print Direction], load paper according to the steps below.

Example: copying on Letterhead



NOTE: When loading cover paper in a cassette or multi purpose tray, load the face, on which printing is supposed to be done, upward.

Use the procedure below to specify the actions performed for special paper types.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [∨] and then [Change] of *Special Paper Action*.

3 Select [Adjust Print Direction] or [Speed Priority].

4 Press [OK].

Measurement

Select inch or metric for the unit for paper dimensions.

Use the procedure below to change the input units.

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Measurement*.

3 Select [mm] for metric or [inch] for inch.

4 Press [OK].

Error Handling

Select whether to cancel or continue the job when an error has occurred. The possible errors and what to do for the errors are as follows.

Duplexing Error

Select what to do when duplex printing is not possible for the selected paper sizes and media types.

Item	Description
1-sided	Printed in 1-sided
Display Error	Error message to cancel printing is displayed.

Finishing Error

Select alternative actions when finishing (stapling or offsetting) is not available for the selected paper size or media type.

Item	Description
Ignore	The setting is ignored and the job is printed.
Display Error	Error message to cancel printing is displayed.

No Staple Error

Select what to do when staples run out during printing.

Item	Description
Ignore	Printing continues without stapling.
Display Error	Error message to cancel printing is displayed.

NOTE: This setting is displayed when an optional 1,000-sheet finisher or 4,000-sheet finisher is installed.

Finished Pages Exceeded

Select what to do when finishing (stapling or offsetting) capacity is exceeded during printing.

Item	Description
Ignore	Printing continues without finishing.
Display Error	Error message to cancel printing is displayed

NOTE: This setting is displayed when an optional 1,000-sheet finisher or 4,000-sheet finisher is installed.

Punch Waste Full Error

Select what to do when the punch waste box becomes full during printing.

Item	Description
Ignore	Printing continues without punching.
Display Error	Error message to cancel printing is displayed.

NOTE: This setting is displayed when an optional 4,000-sheet finisher and a hole punch unit are installed.

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.

Item	Description
Ignore	The setting is ignored and the job is printed.
Display Error	Error message to cancel printing is displayed.

Inserted Paper Mismatch

Select what to do when it is detected that the cassette paper size setting does not match the actual paper size that is fed.

Item	Description
Ignore	Detection does not take place and the job is printed.
Display Error	Error message to cancel printing is displayed.

Paper Jam before Staple

The page from which printing is resumed when a paper jam occurs during a job with stapling can be selected.

Item	Description
Resume at Top of Page	Resume printing from the first page of the document.
Resume at Jammed Page	Resume printing from the page where the jam occurred.

NOTE: This setting is displayed when an optional 1,000-sheet finisher or 4,000-sheet finisher is installed.

Skewed originals

When skewed originals while scanning, select whether to scan by ignoring the error or display an error.

Item	Description
Ignore	Detection does not take place and the job is scanned.
Display Error	Error message to cancel scanning is displayed.

NOTE: This setting is displayed when an optional document processor (dual scan DP) is installed.

Use the procedure below to specify the settings for error handling.

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Next] of *Error Handling*.

3 Press [Change] at the error for which you wish to change the handling.

4 Select the error handling method in the selection screen for each of the errors and then press [OK].

5 The previous screen appears. To set the handling for a different error, repeat steps 3 and 4.

Paper Output

Select the output tray respectively for copy jobs, print jobs from Custom Box, computers, and FAX RX data. The options are as follows.

Output Tray	Descriptions
Inner Tray*	Delivery on the Inner Tray of the machine.
Tray A, Tray B, Tray C	Delivery to trays A - C of the optional 4,000-sheet finisher.
Finisher Left Tray Finisher TOP Tray	Delivery to the left tray or top tray of the optional 1,000-sheet finisher.
Right Tray	Delivery to the optional right job separator.
Job Separator Tray*	Delivery to the optional inner job separator.
Tray 1 to 7	Delivery to trays 1 to 7 in the optional mailbox (tray 1 is the top tray).

* This cannot be selected when the optional document finisher is installed.

NOTE: The optional inner job separator, right job separator, 1,000-sheet finisher, and 4,000-sheet finisher are required.

When [Heavy 3] (164 g/m^2 -) or higher is set in Paper Weight and Mailbox (Option) is set for the output destination, the output destination is automatically changed to a tray that can be used.

FAX RX data output can be specified when the optional fax kit is installed.

IMPORTANT: If you want to enable the changed defaults immediately, move to the function screen and press the **Reset** key.

Use the procedure below to select the output tray.

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Next] of *Paper Output*.

3 Press [Change] of *Copy/Custom Box*, *Printer*, or *FAX Port 1* or *FAX Port 2*.

NOTE: *FAX Port 1* appears when the optional fax kit is installed.

If you have 2 optional fax kits installed, *Fax Port 2* appears. You can specify the output tray for the second kit (Dual FAX).

4 Select the Output Tray.

Orientation Confirmation

Select whether to display a screen for selecting the orientation of the originals to be placed on the platen when using the following functions. (For more information, refer to *page 4-9 for Original Orientation.*)

- Zoom (XY Zoom)
- Duplex
- Margin/Centering originals
- Border erase
- Combine mode
- Memo mode
- Page numbering
- Booklets
- Staple/Punch (optional feature)
- 2-sided/Book Original
- Text Stamp
- Bates Stamp

Use the procedure below to select the default *Orientation Confirmation* setting.

1. Press the **System Menu** key.
2. Press [Common Settings] and [Change] of *Orientation Confirmation*.
3. Select the default for [Off] or [On].
4. Press [OK].

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.

Use the procedure below to specify the action performed when there is no color toner.

1. Press the **System Menu** key.
2. Press [Common Settings], [∨] and then [Change] of *Color Toner Empty Action*.
3. Select [Stop Printing] or [Print in Black & White].
4. Press [OK].

IMPORTANT: You cannot change the setting to black and white printing by selecting [Print in Black & White] once the color toner runs out. If you want to use [Print in Black & White], specify the action before the color toner runs out.
Once the color toner runs out, the machine continues printing in black and white up to 2,000 pages for 30/30 ppm and 35/35 ppm models, and 4,000 pages for 45/45 ppm and 55/50 ppm models in A4/Letter size.

Function Defaults

Defaults are the values automatically set after the warm-up is completed or the **Reset** key is pressed.

Set the defaults for available settings such as copying and sending. Setting the frequently-used values as defaults makes subsequent jobs easier.

IMPORTANT: If you want to enable the changed defaults immediately, move to the function screen and press the **Reset** key.

Original Orientation

Set the original orientation defaults. The available default settings are shown below.

Item	Description
Top Edge on Top	Select the original's top edge at the top.
Top Edge on Left	Select the original's top edge at the left.

Refer to *page 4-9 for Original Orientation.*

Use the procedure below to select the default orientation when originals are placed on the platen.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌵], [Next] of *Function Defaults* and then [Change] of *Original Orientation*.

3 Select [Top Edge on Top] or [Top Edge on Left] for the default.

4 Press [OK].

Original Image (Copy)

Select the default original document type for copying. The available default settings are shown below.

Item	Description
Text+Photo (Printer)	For mixed text and photo documents printed on this machine originally.
Text+Photo (Magazine)	For mixed text and photos printed in a magazine, etc.
Photo (Printer)	For photos printed on this machine originally.
Photo (Magazine)	For photos printed in a magazine, etc.
Photo (Photo Paper)	For photos taken with a camera.
Text	Sharply renders pencil text and fine lines.
Text (Fine Line)	
Graphic/Map (Printer)	For maps and diagrams printed on this machine originally.
Graphic/Map (Magazine)	For maps and diagrams printed in a magazine.

Use the procedure below to select the default quality setting for originals.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌄], [Next] of *Function Defaults* and then [Change] of *Original Image (Copy)*.

3 Select the default original document type.

4 Press [OK].

Org. Image (Send/Store)

Select the default original document type for sending and storing in a document box. The available default settings are shown below.

Item	Description
Text+Photo	Text and photos together.
Photo	For photos taken with a camera.
Text	Sharply renders pencil text and fine lines.
Text (for OCR)	Image quality suitable for OCR software.

Use the procedure below to select the default quality setting for originals.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌄], [Next] of *Function Defaults* and then [Change] of *Org. Image (Send/Store)*.

3 Select [Text+Photo], [Photo], [Text] or [Text (for OCR)] for the default.

4 Press [OK].

Scan Resolution

Select the default scanning resolution. The options are 600x600dpi, 400x400dpi Ultra Fine, 300x300dpi, 200x400dpi Super Fine, 200x200dpi Fine, 200x100dpi Normal.

Use the procedure below to select the default resolution setting.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌄], [Next] of *Function Defaults* and then [Change] of *Scan Resolution*.

3 Select the default resolution.

4 Press [OK].

Color Selection (Copy)

Select the default copying color mode setting. The available default settings are shown below.

Color mode	Description
Auto Color	Automatically recognize whether documents are color or black and white.
Full Color	Scan document in full color.
Black & White	Scan document in black and white.

Use the procedure below to select the default color mode setting.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults* and then [Change] of *Color Selection(Copy)*.

3 Select the default color setting.

4 Press [OK].

Color Selection (Send/Store)

Select the default color mode for scanning documents. The available default settings are shown below.

Color mode	Description
Auto Color (Color/Gray)	Automatically recognize 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 (Color/B & W)	Automatically recognize 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	Scan document in full color.
Grayscale	Scan document in grayscale for smoother and finer finish.
Black & White	Scan document in black and white. File size is smaller than Full Color or Grayscale.

Use the procedure below to select the default color mode.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults* and then [Change] of *Color Select.(Send/Store)*.

3 Select the default color mode.

4 Press [OK].

File Format

Select the default file type to send the scanned originals. The available default settings are shown below.

Item	Description
PDF	Send files in PDF format.
TIFF	Send files in TIFF format.
JPEG	Send files in JPEG format.
XPS	Send files in XPS format.
High Comp. PDF	Send files in High Comp. PDF format (refer to *page 6-16*).

NOTE: Refer to *page 6-14* for file formats.

Use the procedure below to select the default file format.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌵], [Next] of *Function Defaults* and then [Change] of *File Format*.

3 Select the default file format.

4 Press [OK].

File Separation

Select the default file separation setting. The available default settings are shown below.

Item	Description
Off	No file separation performed (all the pages are compiled in one file).
Each Page	Each scanned page is created into a separate file.

NOTE: Refer to *page 6-15* for file separation.

Use the procedure below to select the default file separation.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌵], [Next] of *Function Defaults* and then [Change] of *File Separation*.

3 Select the default for [Off] or [Each Page].

4 Press [OK].

Backgrnd Density (Copy)

Set the default Backgrnd Density (Copy). The available default settings are shown below.

Item	Description
Off	Do not adjust background density.
Auto	Set to auto adjustment.
Manual (Darker 5)	Set to (Darker 5) in manual adjustment.

Use the procedure below to select the default Backgrnd Density (Copy).

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *Backgrnd Density (Copy)*.

3 Select the default Backgrnd Density (Copy).

4 Press [OK].

BackgrndDens.(Send/Store)

Select the default background density for sending and storing in a document box. The available default settings are shown below.

Item	Description
Off	Do not adjust background density.
Auto	Set to auto adjustment.
Manual (Darker 5)	Set to (Darker 5) in manual adjustment.

Use the procedure below to select the default BackgrndDens.(Send/Store).

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *BackgrndDens.(Send/Store)*.

3 Select the default BackgrndDens.(Send/Store).

4 Press [OK].

Prevent Bleed-thru (Copy)

Set the default Prevent Bleed-thru (Copy).

Item	Description
Off	Do not reduce show-through.
On	Reduce show-through.

Use the procedure below to select the default Prevent Bleed-thru (Copy).

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *Prevent Bleed-thru (Copy)*.

3 Set the default Prevent Bleed-thru (Copy).

4 Press [OK].

Prevent Bleed(Send/Store)

Set the default Prevent Bleed(Send/Store).

Item	Description
Off	Do not reduce show-through.
On	Reduce show-through.

Use the procedure below to select the default Prevent Bleed(Send/Store).

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *Prevent Bleed(Send/Store)*.

3 Set the default Prevent Bleed(Send/Store).

4 Press [OK].

Zoom

Select the enlarged/reduced default settings when paper size/sending size is changed after the originals are set. The available default settings are shown below.

Item	Description
100%	Copy (send/save) at actual size (100%).
Auto	Automatically reduce or enlarge the originals to match the paper size/ sending size.

Use the procedure below to select the default zoom setting.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] three times and then [Change] of *Zoom*.

3 Select the default zoom setting.

4 Press [OK].

Border Erase Default

Set the default width to be erased as a border. The table below shows the measurement ranges that can be set.

Input units	Range
Inch	0 to 2" (in 0.01" increments)
Metric	0 mm to 50 mm (in 1 mm increments)

NOTE: Refer to *page 4-18* and *page 6-26 for Border Erase*.

Use the procedure below to set the default border erase width.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *Border Erase Default*.

3 Press [+] or [–] for the *Border* and *Gutter* width to erase.

You can use the numeric keys to enter the number directly.

4 Press [OK].

Border Erase to Back Page

Select the Border Erase Method for Back Page of a sheet. The table below shows the available settings.

Item	Description
Same as Front Page	Border Erase performed in the same setting as the front page
Do Not Erase	No Border Erase performed on the back page

NOTE: Refer to *page 4-18* and *page 6-26* for Border Erase.

Use the procedure below to specify the border erase setting for the back side of the original page.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *Border Erase to Back Page*.

3 Press [Same as Front Page] or [Do Not Erase].

4 Press [OK].

Margin Default

Set the default margin. The table below shows the measurement ranges that can be set.

Input units	Range
Inch	-0.75 to 0.75" (in 0.01" increments)
Metric	-18 mm to 18 mm (in 1 mm increments)

Use the procedure below to set the default margin width.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *Margin Default*.

3 Use the [+] or [-] to enter the margin widths for *Left/Right* and *Top/Bottom*.

You can use the numeric keys to enter the number directly.

4 Press [OK].

Auto Image Rotation

Select the default Auto Image Rotation setting. The table below shows the available settings.

Item	Description
Off	No Auto Image Rotation performed.
On	Auto Image Rotation performed.

NOTE: Refer to *page 4-44 for Auto Image Rotation*.

Use the procedure below to set the default Auto Image Rotation settings.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *Auto Image Rotation*.

3 Select the default for [Off] or [On].

4 Press [OK].

EcoPrint

Select the EcoPrint default. The table below shows the available settings.

Item	Description
Off	No EcoPrint performed.
On	EcoPrint performed.

NOTE: Refer to *page 4-14 for EcoPrint.*

Use the procedure below to set the default EcoPrint setting.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] twice, and then [Change] of *EcoPrint*.

3 Select [Off] or [On] for the default.

4 Press [OK].

Toner SaveLevel(EcoPrint)

Select the default Toner SaveLevel(EcoPrint). One of five levels [1] - [5] can be set.

NOTE: Raising the level reduces toner consumption, but image quality falls.

IMPORTANT: If you want to enable the changed defaults immediately, move to the function screen and press the **Reset** key.

Use the procedure below to select the default Toner SaveLevel(EcoPrint).

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] twice, and then [Change] of *Toner SaveLevel(EcoPrint)*.

3 Select from [1] to [5] for the default Toner SaveLevel(EcoPrint).

4 Press [OK].

9

High Comp. PDF Image

Select the default quality setting for high compressed PDF files.

The table below shows the available settings.

Item	Description
Compression Ratio Priority	Compression Ratio is given priority with smaller file size.
Standard	Standard quality
Quality Priority	Image quality is given priority with larger file size.

Use the procedure below to select the default quality setting for high compression PDF files.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨] and [Next] of *Function Defaults*. Press [∨] twice and [Change] of *High Comp. PDF Image*.

3 Select the default for [Compression Ratio Priority], [Standard], or [Quality Priority].

4 Press [OK].

Color TIFF Compression

Select the compression method for TIFF images handled on this machine. Use the procedure below to set the default Color TIFF Compression setting.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌄] and [Next] of *Function Defaults*. Press [⌄] twice and then [Change] of *Color TIFF Compression*.

3 Select [TIFF V6] or [TTN2].

4 Press [OK].

Image Quality (File Format)

Select the default PDF/TIFF/JPEG/XPS file quality. Five options are available from 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.).

NOTE: Higher quality will make the stored files larger.
Refer to *page 6-14* for file formats.

Use the procedure below to select the default file quality setting.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌄] and [Next] of *Function Defaults*. Press [⌄] twice and then [Change] of *Image Quality (File Format)*.

3 Select the default image quality from [1] (Low Quality) to [5] (High Quality).

4 Press [OK].

Collate/Offset

Set the defaults for Collate/Offset. The table below shows the available settings.

Item		Description
Collate	Off	Collate not performed.
	On	Collate performed.
Offset	Off	Offset not performed.
	Each Set (Each Page)	Offset performed. (If [Off] is selected of Collate, it is performed [Each Page].)

NOTE: Refer to *page 3-15 for Collate/Offset.*

Use the procedure below to set the default Collate/Offset settings.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*. Press [∨] twice and [Change] of *Collate/Offset*.

3 Select the defaults for Collate and Offset respectively.

4 Press [OK].

JPEG/TIFF Print

Select the image size (resolution) when printing JPEG or TIFF file. The table below shows the available settings.

Item	Description
Fit to Paper Size	Fit the image size to the selected paper size.
Image Resolution	Print at resolution of the actual image.
Fit to Print Resolution	Fit the image size to the print resolution.

Use the procedure below to set the default JPEG/TIFF Print settings.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*. Press [∨] twice and [Change] of *JPEG/TIFF Print*.

3 Select the default for [Fit to Paper Size], [Image Resolution], or [Fit to Print Resolution].

4 Press [OK].

XPS Fit to Page

Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

Use the procedure below to set the default XPS Fit to Page settings.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*. Press [∨] twice and [Change] of *XPS Fit to Page*.

3 Select [Off] or [On] for the default.

4 Press [OK].

Continuous Scan

Set the continuous scan defaults. The available default settings are shown below.

Item	Description
Off	Continuous scan not performed
On	Continuous scan performed

Refer to *page 4-43 for Continuous Scan.*

Use the procedure below to select the default settings for continuous scanning.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults,* [∨] twice and then [Change] of *Continuous Scan*.

3 Select [Off] or [On] for the default.

4 Press [OK].

PDF/A

Set the PDF file format used on the machine.

Use the procedure below to select the default PDF/A.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨] and [Next] of *Function Defaults*. Press [∨] three times and then [Change] of *PDF/A*.

3 Select [Off], [PDF/A-1a] or [PDF/A-1b].

4 Press [OK].

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.

NOTE: Refer to *page 4-48* and *page 6-28 for name entry.*

Use the procedure below to set the default file name.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] three times and then [Change] of *File Name Entry.*

3 Press [File Name] to enter the file name in not more than 32 characters.

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

4 Press [OK].

5 Press [Date and Time] to add the date/time to the job, or press [Job No.] to add the job number to the job. The added information will be displayed in *Additional Info*.

6 Press [OK].

E-mail Subject/Body

Set the subject and body automatically entered (default subject and body) when sending the scanned originals by E-mail. In addition, set the template for entering the body text. One of three templates can be set.

NOTE: Refer to *Send as E-mail (E-mail Addr Entry) on page 3-24*.

Use the procedure below to set the default e-mail subject and message body.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] three times, and then [Change] of *E-mail Subject/Body*.

3 Press [Subject] to enter an E-mail subject not more than 60 characters.

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

4 Press [OK].

5 Press [Body 1] and enter a maximum of 500 characters for the e-mail body template.

6 To register another template, press [Body 2] or [Body 3] and enter a maximum of 500 characters for the e-mail body template.

7 Select the default body text from [Body 1] to [Body 3] in *Default Template*.

8 Press [OK].

9 Check that the entries are correct and press [OK].

Repeat Copy

Select the Repeat Copy default. The options are as follows. The table below shows the available settings.

Item	Description
Off	No Repeat Copy is performed.
On	Repeat Copy is performed.

NOTE: This setting is not displayed when the optional Data Security Kit is installed or the Repeat Copy job is set to *0*.

Refer to *page 4-49 for Repeat Copy*.

Use the procedure below to set the default Repeat Copy setting.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨] and [Next] of *Function Defaults*. Press [∨] three times and [Change] of *Repeat Copy*.

3 Select the default for [Off] or [On].

4 Press [OK].

USB Keyboard Type

Set the type of USB keyboard that is connected.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌄] and [Change] of *USB Keyboard Type*.

3 Select [US-English], [US-English with Euro], [French] or [German].

4 Press [OK].

System Stamp

The following header, footer, and stamp settings can be selected in System Stamp Settings.

- Basic
- Printing Jobs
- Sending Jobs
- Storing Jobs

Basic

Select displayed stamp settings.

Text (Text Stamp)

Set a Text (Text Stamp). The text set here can be selected as a stamp template during sending.

Use the procedure below to set a Text (Text Stamp).

1 Press the **System Menu** key.

2 Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Basic* > [Add/Edit] in *Text (Text Stamp)*.

3 Select the key in which the print text will be registered, press [Add/Edit], and enter a maximum of 32 characters for the text string.

4 Press [OK].

Font (Page #)

When page numbers are used, set the font sizes that can be set.

Use the procedure below to set a Font (Page #).

1 Press the **System Menu** key.

2 Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Basic* > [Next] in *Font (Page #)*.

3 Press [Change] in *Size 1* - *Size 3*, and set the font size.

4 Press [OK].

Font (Bates Stamp)

When a bates stamp is used, set the font sizes that can be set.
Use the procedure below to set a Font (Bates Stamp).

1. Press the **System Menu** key.
2. Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Basic* > [Next] in *Font (Bates Stamp)*.
3. Press [Change] in *Size 1* - *Size 3*, and set the font size.
4. Press [OK].

Font (Text Stamp)

When a text stamp is used, set the font sizes that can be set.
Use the procedure below to set a Font (Text Stamp).

1. Press the **System Menu** key.
2. Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Basic* > [Change] in *Font (Text Stamp)*.
3. Press [Change] in *Size 1* - *Size 3*, and set the font size.
4. Press [OK].

Printing Jobs

Configure settings for stamps when a document is printed.
After configuring the setting, return to the Copying Functions or Document Box (Printing a Document) screen from the system menu, and press the **Reset** key.

Text Stamp

Select whether or not a text stamp is used.

Use the procedure below to set a Text Stamp.

1. Press the **System Menu** key.
2. Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Printing Jobs* > [Change] in *Text Stamp*.
3. Select [Off] or [On].
4. Press [OK].

NOTE: When [On] is selected, the Text Stamp settings cannot be changed when printing.

Edit Text Stamp

Set the default text stamp.
Use the procedure below to Edit a Text Stamp.

1. Press the **System Menu** key.
2. Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Printing Jobs* > [Change] in *Edit Text Stamp*.
3. Press [Stamp] and enter a maximum of 32 characters for the text string, or select the text stamp to be printed from the displayed templates.

4 Press [Stamp Method] and set the stamp method for the text stamp.
The following settings can be selected.

Item	Description
Each Print Page	Stamp on each printed page.
Each Original Page	Stamp each page of the document.

5 Press [Position] and set the position of the printed text stamp.

Positions that can be selected are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].

6 Press [Font] and set font and display settings for the printed text stamp.

The following settings can be selected.

Item	Description
Size	Set the font size of the printed text stamp.
Style	Set the font style of the printed text stamp. [Bold] or [Italic] can be set.
Font	Set the font of the printed text stamp. [Courier] or [Letter Gothic] can be set.
Color	Set the color of the printed text stamp. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
Density	Set the density of the color of the printed text stamp.
Display Pattern	Set the display method of the printed text stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

7 Press [OK].

Bates Stamp

Select whether or not to set a Bates Stamp.

Use the procedure below to set a Bates Stamp.

1 Press the **System Menu** key.

2 Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Printing Jobs* > [Change] in *Bates Stamp*.

3 Select [Off] or [On].

4 Press [OK].

NOTE: When [On] is selected, the Bates Stamp settings cannot be changed when printing.

Edit Bates Stamp

Set the default Bates Stamp.

Use the procedure below to set an Edit Bates Stamp

1 Press the **System Menu** key.

2 Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Printing Jobs* > [Change] in *Edit Bates Stamp*

3 Set the bates stamp to print.
Items that can be set are [Date], [User Name], [Serial Number], [Numbering], [Text 1], and [Text 2].
If you selected [Text 1] or [Text 2], press [Change] below and enter a maximum of 32 characters for the text string.

4 If you selected [Date] for the bates stamp to be printed, press [Date Format] and set the date display format.

Items that can be set are [MM/DD/YYYY], [DD/MM/YYYY], and [YYYY/MM/DD]

5 If you set [Numbering] for the bates stamp to be printed, press [Numbering Default] and set the starting sequence number (1 - 9999999).

6 Press [Position] and set the position of the printed bates stamp.

Positions that can be selected are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].

7 Press [Font] and select font and display settings for the Bates Stamp to be printed.

The following settings can be selected.

Item	Description
Size	Set the font size of the Bates Stamp to be printed.
Style	Set the font style of the Bates Stamp to be printed. [Bold] or [Italic] can be set.
Font	Set the font of the Bates Stamp to be printed. [Courier] or [Letter Gothic] can be set.
Color	Set the color of the Bates Stamp to be printed. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
Density	Set the density of the color of the Bates Stamp to be printed.
Display Pattern	Set the display method of the Bates Stamp to be printed. [Transparent], [Clipping], or [Overwrite] can be selected.

8 Press [OK].

Sending Jobs

Configure stamp settings for sending documents.
After configuring the setting, return to the Sending Functions or Document Box (Sending Documents) screen from the system menu, and press the **Reset** key.

Text Stamp

Select whether or not a text stamp is used.
Use the procedure below to set a Text Stamp.

1 Press the **System Menu** key.

2 Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Sending Jobs* > [Change] in *Text Stamp*.

3 Select [Off] or [On].

4 Press [OK].

NOTE: When [On] is selected, the Text Stamp settings cannot be changed when sending.

Edit Text Stamp

Set the default text stamp.
Use the procedure below to Edit a Text Stamp.

1 Press the **System Menu** key.

2 Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Sending Jobs* > [Change] in *Edit Text Stamp*.

3 Press [Stamp] and enter a maximum of 32 characters for the text string, or select the text stamp to be printed from the displayed templates.

4 Press [Position] and set the position of the printed text stamp.

Positions that can be selected are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].

5 Press [Font] and set font and display settings for the printed text stamp.

The following settings can be selected.

Item	Description
Size	Set the font size of the printed text stamp.
Style	Set the font style of the printed text stamp. [Bold] or [Italic] can be set.
Font	Set the font of the printed text stamp. [Courier] or [Letter Gothic] can be set.
Color	Set the color of the printed text stamp. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
Density	Set the density of the color of the printed text stamp.
Display Pattern	Set the display method of the printed text stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

6 Press [OK].

Bates Stamp

Select whether or not to set a Bates Stamp.

Use the procedure below to set a Bates Stamp.

1 Press the **System Menu** key.

2 Press [Common Settings] > [∨] > [Next] in *System Stamp* > [Next] in *Sending Jobs* > [Change] in *Bates Stamp*.

3 Select [Off] or [On].

4 Press [OK].

NOTE: When [On] is selected, the Bates Stamp settings cannot be changed when sending.

Edit Bates Stamp

Set the default Bates Stamp.

Use the procedure below to set an Edit Bates Stamp

1 Press the **System Menu** key.

2 Press [Common Settings] > [∨] > [Next] in *System Stamp* > [Next] in *Sending Jobs* > [Change] in *Edit Bates Stamp*

3 Set the bates stamp to print.

Items that can be set are [Date], [User Name], [Serial Number], [Numbering], [Text 1], and [Text 2].
If you selected [Text 1] or [Text 2], press [Change] below and enter a maximum of 32 characters for the text string.

4 If you selected [Date] for the bates stamp to be printed, press [Date Format] and set the date display format.

Items that can be set are [MM/DD/YYYY], [DD/MM/YYYY], and [YYYY/MM/DD]

5 If you set [Numbering] for the bates stamp to be printed, press [Numbering Default] and set the starting sequence number (1 - 9999999).

6 Press [Position] and set the position of the printed bates stamp stamp.

Positions that can be selected are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].

7 Press [Font] and select font and display settings for the Bates Stamp to be printed.

The following settings can be selected.

Item	Description
Size	Set the font size of the Bates Stamp to be printed.
Style	Set the font style of the Bates Stamp to be printed. [Bold] or [Italic] can be set.
Font	Set the font of the Bates Stamp to be printed. [Courier] or [Letter Gothic] can be set.
Color	Set the color of the Bates Stamp to be printed. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
Density	Set the density of the color of the Bates Stamp to be printed.
Display Pattern	Set the display method of the Bates Stamp to be printed. [Transparent], [Clipping], or [Overwrite] can be selected.

8 Press [OK].

Storing Jobs

Configure stamp settings for storing documents in removable memory.
After configuring the setting, return to the Document Box (Storing Documents) screen from the system menu, and press the **Reset** key.

Text Stamp

Select whether or not a text stamp is used.

Use the procedure below to set a Text Stamp.

1 Press the **System Menu** key.

2 Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Storing Jobs* > [Change] in *Text Stamp*.

3 Select [Off] or [On].

4 Press [OK].

NOTE: When [On] is selected, the Text Stamp settings cannot be changed when storing.

Edit Text Stamp

Set the default text stamp.

Use the procedure below to Edit a Text Stamp.

1 Press the **System Menu** key.

2 Press [Common Settings] > [∨] > [Next] in *System Stamp* > [Next] in *Storing Jobs* > [Change] in *Edit Text Stamp*.

3 Press [Stamp] and enter a maximum of 32 characters for the text string, or select the text stamp to be printed from the displayed templates.

4 Press [Position] and set the position of the printed text stamp.

Positions that can be selected are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].

5 Press [Font] and set font and display settings for the printed text stamp.

The following settings can be selected.

Item	Description
Size	Set the font size of the printed text stamp.
Style	Set the font style of the printed text stamp. [Bold] or [Italic] can be set.
Font	Set the font of the printed text stamp. [Courier] or [Letter Gothic] can be set.
Color	Set the color of the printed text stamp. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
Density	Set the density of the color of the printed text stamp.
Display Pattern	Set the display method of the printed text stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

6 Press [OK].

Bates Stamp

Select whether or not to set a Bates Stamp.

Use the procedure below to set a Bates Stamp.

1 Press the **System Menu** key.

2 Press [Common Settings] > [∨] > [Next] in *System Stamp* > [Next] in *Storing Jobs* > [Change] in *Bates Stamp*.

3 Select [Off] or [On].

4 Press [OK].

NOTE: When [On] is selected, the Bates Stamp settings cannot be changed when storing.

Edit Bates Stamp

Set the default Bates Stamp.

Use the procedure below to set an Edit Bates Stamp

1 Press the **System Menu** key.

2 Press [Common Settings] > [⌄] > [Next] in *System Stamp* > [Next] in *Storing Jobs* > [Change] in *Edit Bates Stamp*

3 Set the bates stamp to print.

Items that can be set are [Date], [User Name], [Serial Number], [Numbering], [Text 1], and [Text 2].
If you selected [Text 1] or [Text 2], press [Change] below and enter a maximum of 32 characters for the text string.

4 If you selected [Date] for the bates stamp to be printed, press [Date Format] and set the date display format.

Items that can be set are [MM/DD/YYYY], [DD/MM/YYYY], and [YYYY/MM/DD]

5 If you set [Numbering] for the bates stamp to be printed, press [Numbering Default] and set the starting sequence number (1 - 9999999).

6 Press [Position] and set the position of the printed bates stamp.

Positions that can be selected are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].

7 Press [Font] and select font and display settings for the Bates Stamp to be printed.
The following settings can be selected.

Item	Description
Size	Set the font size of the Bates Stamp to be printed.
Style	Set the font style of the Bates Stamp to be printed. [Bold] or [Italic] can be set.
Font	Set the font of the Bates Stamp to be printed. [Courier] or [Letter Gothic] can be set.
Color	Set the color of the Bates Stamp to be printed. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
Density	Set the density of the color of the Bates Stamp to be printed.
Display Pattern	Set the display method of the Bates Stamp to be printed. [Transparent], [Clipping], or [Overwrite] can be selected.

8 Press [OK].

Manual Staple

The following settings can be configured in the manual staple settings.

- Manual Staple
- Staple Position

NOTE: When a 4,000-sheet finisher is not installed, these settings cannot be configured.

Manual Staple

Select whether or not to set the setting for Manual Staple. The table below shows the available settings.

Item	Description
Off	Manual stapling cannot be used.
On	Manual stapling can be used.

Use the procedure below to select the default setting for Manual Staple.

1. Press the **System Menu** key.
2. Press [Common Settings] > [∨] > [Next] in *Manual Staple* > [Change] in *Manual Staple*.
3. Select the default setting for Manual Staple.
4. If you selected [On] in 3, set the time until manual stapling mode is automatically cancelled. The setting range is 5 to 60 seconds (5-second increments).
5. Press [OK].

Staple Position

Set the default Staple Position. The table below shows the available settings.

Item	Description
A4 Long Edge	Staple on the long side of A4 size.
Letter Long Edge	Staple on the long side of letter size.

Use the procedure below to select the default Staple Position.

1. Press the **System Menu** key.
2. Press [Common Settings] > [∨] > [Next] in *Manual Staple* > [Change] in *Staple Position*.
3. Select [A4 Long Edge] or [Letter Long Edge].
4. Press [OK].

Customize Status Display

Set the items that appear in the print job status screen. The table below shows the available settings.

Item	Description
Job Name	Display the job name.
User Name	Display the user name.
Printed Pages x Copies	Display the number of pages of the print job and number of copies.

Use the procedure below to select the default Customize Status Display.

1 Press the **System Menu** key.

2 Press [Common Settings] > [⌵] > [Next] in *Customize Status Display*.

3 Select [Change] in *Printing Job Column 1* or *Printing Job Column 2*.

4 Select [Job Name], [User Name], or [Printed Pages x Copies].

5 Press [OK].

Low Toner Alert Level

Set the amount of remaining toner to alert low toner. The setting range is 5 to 100% (increments of 1%). Selecting [Off] alerts you low toner when the amount of remaining toner becomes 5%.

The procedure for setting the Low Toner Alert Level is explained below.

1 Press the **System Menu** key.

2 Press [Common Settings] > [⌵] > [Change] in *Low Toner Alert Level*.

If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Press [Off] or [On].

4 If you selected [On], set the toner level at which notification takes place with [+], [-] or the numeric keys.

5 Press [OK].

Offset One Page Documents

Set whether one-page documents are sorted.

NOTE: This setting is displayed when an optional 1,000-sheet finisher or 4,000-sheet finisher is installed.

The table below shows the available settings.

Item	Description
Off	Does not sort one-page documents.
On	Sorts one-page documents.

The procedure is as follows.

1 Press the **System Menu** key.

2 Press [Common Settings] > [∨] > [Next] in *Offset One Page Documents*.

3 Press [Off] or [On].

4 Press [OK].

Display Jobs Log

Set Display Jobs Log.

The table below shows the available settings.

Item	Description
Show All	All users can view the job log.
Hide All	Only users with administrator privileges can view the job log.

NOTE: The fax log can be viewed regardless of the setting for this function.

The procedure is as follows.

1 Press the **System Menu** key.

2 Press [Common Settings] > [∨] twice > [Next] in *Display Jobs Log*.

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Press [Show All] or [Hide All].

4 Press [OK].

Message Banner Print

This sets whether or not the confirmation screen appears before each sheet is printed when printing multiple banner sheets.

NOTE: Select this setting when the optional banner tray is attached.

The table below shows the available settings.

Item	Description
Off	The confirmation screen is not displayed. (Paper is fed continuously.)
On	The confirmation screen is displayed before each sheet is printed.

The procedure is as follows.

1 Press the **System Menu** key.

2 Press [Common Settings] > [∨] twice > [Change] in *Message Banner Print*.

3 Press [Off] or [On].

4 Press [OK].

Copy

The following settings are available for copying functions.

- Paper Selection …9-43
- Auto Image Rotation Action …9-44
- Auto Paper Selection …9-44
- Auto % Priority …9-45
- Reserve Next Priority …9-45
- Paper Size for Small Original …9-45
- Preset Limit …9-46
- Quick Setup Registration …9-46

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Paper Selection

Set the default paper selection. The table below shows the available settings.

Item	Description
Auto	Automatically select the cassette containing paper in the same size as originals.
Default Paper Source	Select the paper source set by Default Paper Source (refer to *page 9-9*).

Use the procedure below to set the default paper selection.

1. Press the **System Menu** key.
2. Press [Copy] and [Change] of *Paper Selection*.
3. Press [Auto] or [Default Paper Source].
4. Press [OK].
5. Move to the copy screen and press the **Reset** key.

Auto Image Rotation Action

Set whether the image is rotated when the orientation of the document to be printed is different from the orientation of the paper.

NOTE: This function is only enabled when *Auto Image Rotation* for the copy function (page 4-44) is set to [On].

The table below shows the available settings.

Item	Description
Unrotated Manual Copy	If a paper source or zoom ratio is specified, the image is not rotated.
Apply All	Rotates all images.
Follow Image Size	The image is rotated if the rotated image fits on the paper.

The procedure is as follows.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Auto Image Rotation Action*.

3 Select [Unrotated Manual Copy], [Apply All], or [Follow Image Size].

4 Press [OK].

Auto Paper Selection

If [Auto] is selected for Paper Selection, set the paper size selection method when the zoom changes. The table below shows the available settings.

Item	Description
Most Suitable Size	Select paper based on the current zoom and the size of the original.
Same as Original Size	Select paper that matches the size of the original, regardless the zoom.

IMPORTANT: If you want to enable the changed defaults immediately, move to the function screen and press the **Reset** key.

Use the procedure below to specify the action performed for Auto Paper Selection.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Auto Paper Selection*.

3 Press [Most Suitable Size] or [Same as Original Size].

4 Press [OK].

Auto % Priority

When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed. The table below shows the available settings.

Item	Description
Off	No zoom performed (copied in original size).
On	Automatic zoom performed as appropriate.

IMPORTANT: If you want to enable the changed defaults immediately, move to the function screen and press the **Reset** key.

Use the procedure below to specify the automatic zoom priority.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Auto % Priority*.

3 Select the default for [Off] or [On].

4 Press [OK].

Reserve Next Priority

Select the operation of the reserve copy and interrupt copy functions and for canceling jobs.
Use the procedure below to select the default *Reserve Next Priority* setting.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Reserve Next Priority*.

3 Select the default for [Off] or [On].

4 Press [OK].

Paper Size for Small Original

Specify the paper size to be used for a case where the original is too small to be detected in the Auto Paper Selection mode.

The procedure is as follows.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Paper Size for Small Original*.

3 Select the paper size.

The following paper sizes can be selected:
Default Paper Source, A4, A4-R, A5-R, A6-R, B5, B5-R, B6-R, Letter, Letter-R, Statement-R

4 Press [OK].

5 Move to the copy screen and press the **Reset** key.

Preset Limit

Restrict the number of copies that can be made at one time. Options are 1-999 copies.

Use the procedure below to set the limit on the number of copies.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Preset Limit*.

3 Press [+] or [–] or use the numeric keys to enter the limit for the number of copies.

4 Press [OK].

Quick Setup Registration

Select the copying functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary. Six items from the following options are available. Paper Selection, Zoom, Staple/Punch, Density, Duplex, Combine, Collate/Offset, Original Image, Original Size, Original Orientation, Continuous Scan, Color Selection, Background Density Adj.

NOTE:
Refer to *Quick Setup Screen on page 3-53* for the Quick Setup steps.

Use the procedure below to register the Quick Setup functions.

1 Press the **System Menu** key.

2 Press [Copy] and [Next] of *Quick Setup Registration*.

3 Press [Change] of the function to be registered in Quick Setup.

4 Select a key (1-6) allocated on the *Quick Setup Registration* screen. Press [Off] to delete a key from the Quick Setup.

5 Press [OK]. If you overwrite the setting, a confirmation screen appears. Press [Yes].

Send

The sending settings allow you to specify the following sending function options.

- Quick Setup Registration …9-47
- Dest. Check before Send …9-47
- Color Type …9-48
- Entry Check for New Dest. …9-48
- Default Screen …9-49
- Send and Forward …9-49

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Quick Setup Registration

Select the sending functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary.

Six items in the following options are available.

Original Size, 2-sided/Book Original, Sending Size, Original Orientation, File Format, Density, Original Image, Scan Resolution, FAX TX Resolution, Color Selection, Zoom, Continuous Scan, Background Density Adj.

Use the procedure below to register the Quick Setup functions.

1. Press the **System Menu** key.
2. Press [Send] and [Next] of *Quick Setup Registration*.
3. Press [Change] of the function to be registered in Quick Setup.
4. Select a key (1-6) allocated on the *Quick Setup Registration* screen. Press [Off] to delete a key from the Quick Setup.
5. Press [OK]. If you overwrite the setting, a confirmation screen appears. Press [Yes].

Dest. Check before Send

When performing sending jobs, display the confirmation screen of destinations after pressing the **Start** key. The table below shows the available settings.

Item	Description
Off	Do not display the confirmation screen of destinations.
On	Display the confirmation screen of destinations.

NOTE: Refer to *Confirmation Screen of Destinations on page 3-29* for the Quick Setup steps.

Use the procedure below to set the destination check before send.

1. Press the **System Menu** key.
2. Press [Send] and then [Change] of *Dest. Check before Send*.
3. Select [Off] or [On].
4. Press [OK].

Color Type

Set the color type when you send color documents. The table below shows the available settings.

Item	Description
RGB	Send color documents in RGB.
sRGB	Allows you to match the color space for machines that support sRGB.

Selecting *RGB* displays the color profile values set on the machine.
Use the procedure below to set the color type.

1 Press the **System Menu** key.

2 Press [Send] and then [Change] of *Color Type*.

3 Select [RGB] or [sRGB].

4 Press [OK].

Entry Check for New Dest.

When adding new destination, display the entry check screen to check the entered destination. The table below shows the available settings.

Item	Description
Off	Do not display the entry check screen.
On	Display the entry check screen.

Use the procedure below to set entry check for new destination.

1 Press the **System Menu** key.

2 Press [Send] and then [Change] of *Entry Check for New Dest.*.

3 Select [Off] or [On].

4 Press [OK].

Default Screen

Use this procedure to set the default screen displayed when you press the **Send** key.

The table below shows the available settings.

Item	Detail
Destination	Displays the destination screen when the **Send** key is pressed (screen for sending).
Address Book	Displays the address book when the **Send** key is pressed

Use the procedure below to set the default send screen.

1 Press the **System Menu** key.

2 Press [Send] and then [Change] of *Default Screen*.

3 Press [Destination] or [Address Book].

4 Press [OK].

Send and Forward

You can set whether transmission copies are forwarded to a specified address when documents are sent. The table below shows the available settings.

- Forward
- Destination
- Color Setting
- Scan Resolution
- File Format
- File Separation
- E-mail Subject
- FTP Encrypted TX

Forward

Set whether or not transmission copies are forwarded. The table below shows the available settings.

Item	Detail
Off	Do not forward transmission copies.
On	Forward transmission copies.

Use the procedure below to set the settings for Forward.

1 Press the **System Menu** key.

2 Press [Send] > [Next] of *Send and Forward* > [Change] of *Forward*.

3 Select [Off] or [On].

4 Select the type of address to be specified as a forwarding destination and press [OK].

Destination

Set the address to which transmission copies are to be forwarded.

Use the procedure below to set the default Destination.

1 Press the **System Menu** key.

2 Press [Send] > [Next] of *Send and Forward* > [Change] of *Destination*.

3 To specify the forwarding destination from the address book, press [Address Book]. To specify by entering an e-mail address, press [E-mail Addr Entry]. To specify a folder, press [Folder Path Entry].

The procedure differs depending on the transmission method selected.

Specifying an address from the address book

Select the address to be specified as a forwarding destination.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Specifying Destination on page 3-40* for Address List.

Specifying by entering an e-mail address

Press [E-mail Address], enter the e-mail address, and press [OK].

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

Specifying a folder

Select [FTP] or [SMB], press [Host Name], [Path], [Login User Name], and [Login Password], enter each item, and press [OK].

The table below explains the items to be entered.

Item	Description	Max. No. of Characters
Host Name*	Host name or IP address of server or computer to be sent to.	64
Path	Path for the file to be stored (e.g., "User\ScanData")	128
Login User Name	User name server login Domain Name\User Name (e.g., "abcdnet\james.smith")	64
Login Password	Password for server login	64

* If you specify a port number other than the default (FTP: 21, SMB: 139), use the "Host name: port number" format.
(e.g., FTPhostname:140)
To enter the IPv6 address, enclose the address in brackets [ ].
(e.g., [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)

To search for and register a folder on a PC on the network, press [Search SMB Host] or [Windows Network].

If you pressed [Search SMB Host], enter the "Domain/Workgroup" and "Host Name" to search the PCs on the network.

If you pressed [Windows Network], all PCs on the network are searched. A maximum of 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and press [Next]. The login user name and login password entry screen appears. After you enter the login user name and login password name, the shared folders appear. Select the folder that you want to specify and press [Next]. The address of the selected shared folder is set.

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

Press [Connection Test] to check the connection to the server you chose. If the connection fails, check the entries you made.

4 Check if the destination entry is correct and press [OK]. The destination is added to the Address Book.

Color Setting

Color settings for forwarded transmission copies can be set.

The settings are described below.

Item	Detail
Auto Color (Color/Gray)	Automatically select full color or grayscale.
Auto Color (Color/B & W)	Automatically select full color or black & white.
Full Color	Forward in full color.
Grayscale	Forward in grayscale.
Black & White	Forward in black & white.

NOTE: All jobs sent by Network FAX are forwarded in black & white.

Use the procedure below to set the default Color setting.

1 Press the **System Menu** key.

2 Press [Send] > [Next] of *Send and Forward* > [Change] of *Color setting*.

3 Select the scanning color mode.

4 Press [OK].

Scan Resolution

The resolution of forwarded copies can be set. The options are 200x100dpi Normal, 200x200dpi Fine, 200x400dpi Super Fine, 300x300dpi, 400x400dpi Ultra Fine, 600x600dpi.

NOTE: Jobs sent by Network FAX are sent in the same resolution as the resolution for fax transmission.

Use the procedure below to set the default Scan Resolution.

1. Press the **System Menu** key.
2. Press [Send] > [Next] of *Send and Forward* > [Change] of *Scan Resolution*.
3. Select the resolution.
4. Press [OK].

File Format

Select the file format of forwarded transmission copies. The table below lists the file formats and their details.

File Format	Adjustable range of image quality	Color Setting
PDF*	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
TIFF	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
JPEG	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Full Color, Grayscale
XPS	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
High Comp. PDF*	1 Compression Ratio Priority to 3 Quality Priority	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale

* The file format can be set to [PDF/A-1a] or [PDF/A-1b].

NOTE: When [High Comp. PDF] is specified, you cannot adjust the image quality.
You can use PDF encryption functions. For details, refer to the following *PDF Encryption Functions*.

Use the procedure below to set the default File Format.

1 Press the **System Menu** key.

2 Press [Send] > [Next] of *Send and Forward* > [Change] of *File Format*.

3 Select the file format from [PDF], [TIFF], [JPEG], [XPS], and [High Comp. PDF].

When the color mode in scanning has been selected for Grayscale or Full Color, set the image quality.

If you selected [PDF] or [High Comp. PDF], you can specify encryption and PDF/A settings.

NOTE: If encryption is enabled, PDF/A settings cannot be specified.

4 Press [OK].

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.

The items you can restrict the access level with are as follows.

Item	Value	Detail
Compatibility	Acrobat 3.0 or later, Acrobat 5.0 or later	Select the version that is compatible with the PDF file.
Password to Open Document	Off, On	Enter the password to open the PDF file
Password to Edit/Print Document	Off, On	Enter the password to edit the PDF file When you have entered the password to edit/print document, you can specifically limit the operation.

When you send a PDF file, use the procedure below to encrypt the PDF file for transmission.

1 Press the **System Menu** key.

2 Press [Send] > [Next] of *Send and Forward* > [Change] of *File Format*.

3 Press [PDF] or [High Comp. PDF], and [Encryption].

4 Press [⌄] of *Compatibility*, select *Acrobat 3.0 and later* or *Acrobat 5.0 and later*.

5 When you enter the password to open the PDF file, select [On] of *Password to Open Document*.

6 Press [Password], enter a password (up to 256 characters) and then press [OK].

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

7 Press [Confirmation] and enter the password again for confirmation. Then press [OK].

8 When you enter the password to edit the PDF file, select [On] of *Password to Edit/Print Document*.

9 In the same way as the entry of *Password to Open Document*, enter the password to change the PDF file.

10 Press [Detail].

11 Restrict the access level of the PDF file. Press [⌄] of *Printing Allowed* to select the item (the scope of limit). The item to be displayed differs according to the version of Acrobat selected in *Compatibility* in step 4.

The table below shows the available settings.

Item	Detail
Not Allowed	Make the printing of PDF file impossible
Allowed (Low Resolution only)*	Can print the PDF file only in low resolution
Allowed	Can print the PDF file in original resolution

* Only displayed when [Acrobat 5.0 and later] is selected in *Compatibility*.

12 Press [⌄] of *Changes Allowed*, and select the item (the scope of limit). The item to be displayed differs according to the version of Acrobat selected in *Compatibility* in step 4.

The table below shows the available settings.

Item	Detail
Not Allowed	Cannot change the PDF file
Inserting/Deleting/ Rotating Pages*	Can only insert, delete, and rotate the pages of the PDF file
Commenting	Can only add commenting
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

* Only displayed when [Acrobat 5.0 and later] is selected in *Compatibility.*
** Only displayed when [Acrobat 3.0 and later] is selected in *Compatibility*.

13 From *Copying of Text/Images/Others*, select [Disable] or [Enable].

The table below shows the available settings.

Item	Detail
Disable	Prohibit the copying of text and objects on the PDF file.
Enable	Can copy text and objects on the PDF file.

14 Press [OK].

File Separation

Set whether transmission copies are divided into multiple files before being forwarded.

Use the procedure below to set the default for File Separation.

1 Press the **System Menu** key.

2 Press [Send] > [Next] of *Send and Forward* > [Change] of *File Separation*.

3 Press [Off] or [Each Page] to set File Separation.

4 Press [OK].

NOTE: A three-digit serial number such as abc_001.pdf, abc_002.pdf... is attached to the end of the file name.

E-mail Subject

Set the subject of forwarded e-mails.

Use the procedure below to set the default E-mail Subject.

1 Press the **System Menu** key.

2 Press [Send] > [Next] of *Send and Forward* > [Change] of *E-mail Subject*.

3 Enter a maximum of 60 characters for the e-mail subject and press [OK].

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

FTP Encrypted TX

Set whether transmission copies are encrypted before being forwarded.

Use the procedure below to set the default FTP Encrypted TX

1 Press the **System Menu** key.

2 Press [Send] > [Next] of *Send and Forward* > [Change] of *FTP Encrypted TX*.

3 Select [Off] or [On].

4 Press [OK].

NOTE: When the SSL setting is not enabled, FTP encryption transmission cannot be enabled.

Document Box/Removable Memory

The following settings are available for Document Box.

- Custom Box …9-56
- Default Setting …9-56
- Job Box …9-56
- Quick Setup Registration …9-57

Custom Box

Creates a new box, edits a box, or checks details of a box in the custom box, or deletes a box from the custom box. For details, refer to *Using a Custom Box on page 7-2*.

Default Setting

Sets the time at which documents in the custom box are automatically deleted.
For details, refer to *Setting the document deletion time on page 7-3*.

Job Box

The following three operations can be done. For details, refer to each page shown below.

- *Quick Copy/Proof and Hold* (*page 7-15*)
- *Repeat Copy* (*page 7-18*)
- *Deleting a Form Stored* (*page 7-21*)

Quick Setup Registration

Select the Storing in Box, Sending from Box, Printing from Box functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary.

The options are as follows.

Store File Quick Setup

Color Selection, Storing Size, Density, 2-sided/Book Original, Resolution, Zoom,

Original Orientation, Original Size, Original Image, Continuous Scan, Background Density Adj.

Print Quick Setup

Paper Selection, Collate/Offset, Staple/Punch, Duplex, Combine, Delete after Printed

Send Quick Setup

Sending Size, FAX TX Resolution, File Format, Delete after Transmitted

Use the procedure below to register the Quick Setup functions.

1. Press the **System Menu** key.
2. Press [Document Box/Removable Memory] and [Next] of *Quick Setup Registration*.
3. Press [Next] of *Store File*, *Print*, or *Send*.
4. Press [Change] of the function to be registered in Quick Setup.
5. Select a key (1-6) allocated on the *Quick Setup* screen. Press [Off] to delete a key from the Quick Setup.
6. Press [OK]. If you overwrite the setting, a confirmation screen appears. Press [Yes].

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.

- Emulation …9-58
- Color Setting …9-59
- Gloss Mode …9-59
- EcoPrint …9-60
- Toner SaveLevel(EcoPrint) …9-60
- Override A4/Letter …9-60
- Duplex …9-61
- Copies …9-61
- Orientation …9-62
- Form Feed Timeout …9-62
- LF Action …9-63
- CR Action …9-63
- Job Name …9-63
- User Name …9-64
- Paper Feed Mode …9-64

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Emulation

Select the emulation for operating this machine by commands oriented to other types of printers.

Selection of emulation

The printer can emulate PCL 6, KPDL and KPDL(Auto).

Use the procedure below to select the emulation.

1 Press the **System Menu** Key.

2 Press [Printer] > [Change] of *Emulation*.

3 Select the desired emulation.

NOTE: If you selected [KPDL(Auto)], set *Alternative Emulation*, too. (Refer to *page 9-59*)
When you have selected [KPDL] or [KPDL(Auto)], set *KPDL Error Report*, too. (Refer to *page 9-59*)

4 Press [OK].

Setting of Alternative 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. The alternative emulation you can set is [PCL6].

Use the procedure below to select the alternative emulation.

1 Press the **System Menu** Key.

2 Press [Printer] > [Change] of *Emulation* > [KPDL(Auto)] > [Alt Emulation].

3 Select the desired alternative emulation and then press [OK].

4 Press [OK].

Setting of KPDL error report

When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output. The default setting is *Off* (not output).

Use the procedure below to specify the KPDL error report setting.

1 Press the **System Menu** Key.

2 Press [Printer] > [Change] of *Emulation* > [KPDL] or [KPDL(Auto)] > [KPDL Error Report].

3 Press [On] or [Off] and then press [OK].

4 Press [OK].

Color Setting

You can choose whether status reports are printed in color or black and white.

Use the procedure below to select the color setting.

1 Press the **System Menu** key.

2 Press [Printer] and then [Change] of *Color Setting*.

3 Select [Color] or [Black & White].

4 Press [OK].

Gloss Mode

This feature can be used to set the glossiness of printed matter.

Use the procedure below to set the Gloss Mode.

1 Press the **System Menu** key.

2 Press [Printer] and then [Change] of *Gloss Mode*.

3 Select [Off] or [On].

4 Press [OK].

EcoPrint

EcoPrint conserves toner when printing. This is recommended for test copies where lighter printing is not a problem.

Use the procedure below to specify the EcoPrint setting.

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *EcoPrint*.

3 Press [Off] or [On].

4 Press [OK].

Toner SaveLevel(EcoPrint)

Select the default Toner SaveLevel(EcoPrint). One of five levels [1] - [5] can be set.

NOTE: Raising the level reduces toner consumption, but image quality falls.

Use the procedure below to select the default Toner SaveLevel(EcoPrint).

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *Toner SaveLevel(EcoPrint)*.

3 Select from [1] to [5] for the default Toner SaveLevel(EcoPrint).

4 Press [OK].

Override A4/Letter

Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. The table below shows the available settings.

Item	Description
On	A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.
Off	A4 and Letter are not regarded as the same in size.

Use the procedure below to specify the override A4/Letter setting.

1 Press the **System Menu** key.

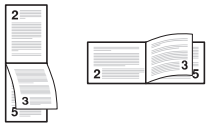
2 Press [Printer] and [Change] of *Override A4/Letter*.

3 Press [Off] or [On].

4 Press [OK].

Duplex

Select the binding orientation for duplex mode. The table below shows the available settings.

Item	Description	Finish
1-sided	No duplex mode	
2-sided Bind LongEdge	Longer edge bound	
2-sided Bind ShortEdge	Shorter edge bound	

Use the procedure below to select a duplex setting.

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *Duplex*.

3 Press [1-sided], [2-sided Bind LongEdge], or [2-sided Bind ShortEdge].

4 Press [OK].

Copies

Set the default number of copies, from 1 to 999.

Use the procedure below to specify the default number of copies.

1 Press the **System Menu** key.

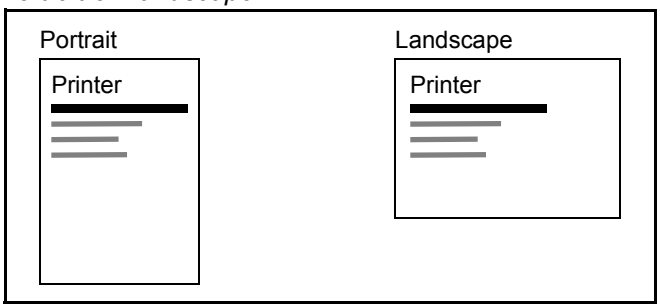
2 Press [Printer] and [Change] of *Copies*.

3 Press [+],[–] or the numeric keys to set the default number of copies.

4 Press [OK].

Orientation

Set the default orientation, *Portrait* or *Landscape*.



Use the procedure below to set the default orientation for printing.

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *Orientation*.

3 Press [Portrait] or [Landscape].

4 Press [OK].

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 the document. The options are between 5 and 495 seconds.

Use the procedure below to set the form feed timeout.

1 Press the **System Menu** key.

2 Press [Printer], [∨] and [Change] of *Form Feed Timeout*.

3 Press [+] or [–] to set the Form Feed Timeout.

You can set the timeout delay in seconds.

You cannot use the numeric keys to enter this value.

4 Press [OK].

LF Action

Set the line feed action when the machine receives the line feed code (character code 0AH).

The table below shows the available settings.

Item	Description
LF Only	Only line feed performed.
LF and CR	Line feed and character return performed.
Ignore LF	No line feed performed.

Use the procedure below to specify an LF action.

1 Press the **System Menu** key.

2 Press [Printer], [∨] and [Change] of *LF Action*.

3 Press [LF Only], [LF and CR] or [Ignore LF].

4 Press [OK].

CR Action

Set the character return action when the machine receives the character return code (character code 0DH). The table below shows the available settings.

Item	Description
CR Only	Only character return performed.
LF and CR	Character return and line feed performed.
Ignore CR	No character return performed.

Use the procedure below to specify a CR action.

1 Press the **System Menu** key.

2 Press [Printer], [∨] and [Change] of *CR Action*.

3 Press [CR Only], [LF and CR] or [Ignore CR].

4 Press [OK].

Job Name

Set whether the job name set in the printer driver is displayed.

Use the procedure below to set the Job Name.

1 Press the **System Menu** key.

2 Press [Printer], [∨] and [Change] of *Job Name*.

3 Select [Off] or [On].

4 Press [OK].

User Name

Set whether the user name set in the printer driver is displayed.

Use the procedure below to set the User Name.

1 Press the **System Menu** key.

2 Press [Printer], [∨] and [Change] of *User Name*.

3 Select [Off] or [On].

4 Press [OK].

Paper Feed Mode

While printing from the computer, select how to feed paper when the paper source and type are specified. The table below shows the available settings.

Item	Description
Auto	Search the paper source that matches the selected paper size and type.
Fixed	Print on paper loaded in the specified paper source.

Use the procedure below to select the paper feed mode.

1 Press the **System Menu** key.

2 Press [Printer], [∨] and [Change] of *Paper Feed Mode*.

3 Press [Auto] or [Fixed].

4 Press [OK].

Report

Print reports to check the machine settings and status. Default settings for printing the result reports can also be configured.

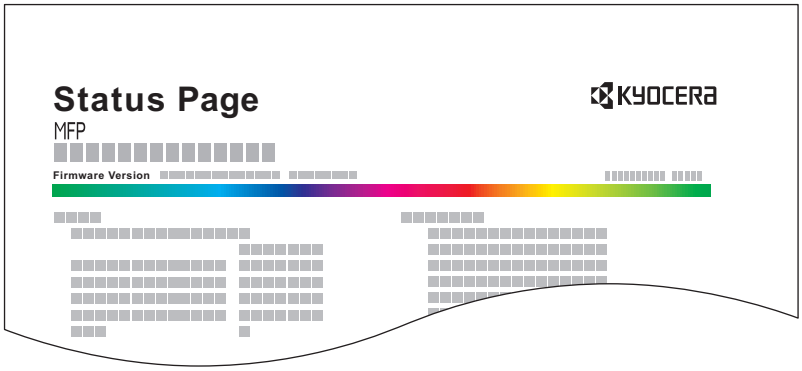
NOTE: If user login administration is enabled, you can only print by logging in with administrator privileges.

Print Report

Printable reports are as follows.

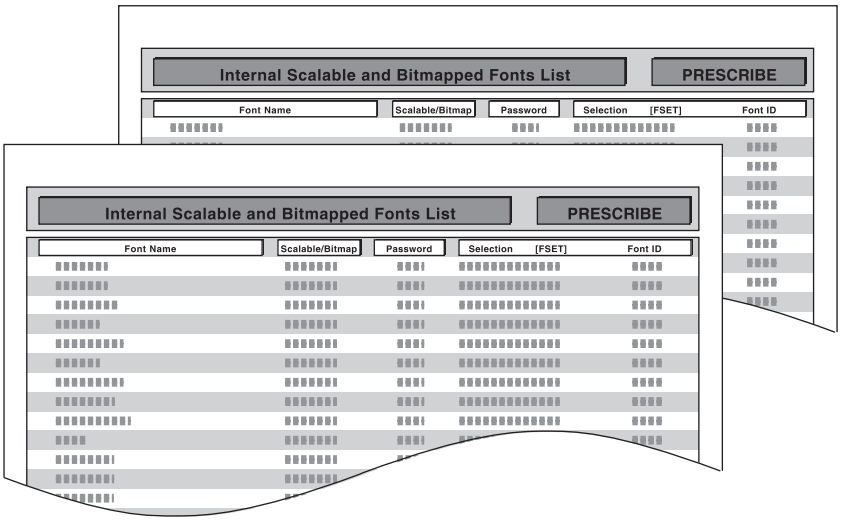
Status Page

Check the information including current settings, memory installed, and optional equipment installed.



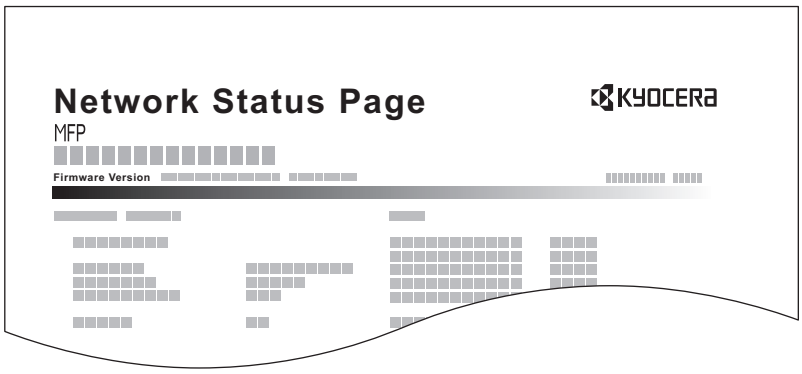
Font List

Check the font samples installed in the machine.



Network Status

Check the information including firmware version, network address and protocol.



Service Status

More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose.

Use the procedure below to print a report.

1 Press the **System Menu** key.

2 Press [Report] and [Next] of *Print Report*.

3 Press [Print] for the report you want to print. A confirmation screen appears. Press [Yes]. Printing starts.

Send Result Report

Automatically print a report of transmission result when a transmission is complete. The table below shows the available settings.

Item	Description
Off	No result report printed.
On	Result report automatically printed. Transmitted images can also be attached to the FAX result report.
Error Only	Result report printed only when a transmission ends in an error. If two or more destinations are registered, the reports are printed only for the destinations with the errors. Transmitted images can also be attached to the FAX result report.

1 Press the **System Menu** key.

2 Press [Report], [Next] of *Result Report Setting*, [Next] of *Send Result Report* and then [Change] of *E-mail/Folder*.

3 Press [Off], [On], or [Error Only].

4 Press [OK].

Report for Job Canceled before Sending

Print a send result report when the job is canceled before being sent.

1 Press the **System Menu** key.

2 Press [Report], [Next] of *Result Report Setting*, [Next] of *Send Result Report* and then [Change] of *Canceled before Sending*.

3 Press [Off], [On].

4 Press [OK].

Sending 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.

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

Destination

Set the destination to which log histories are sent.

Use the procedure below to set the destination.

1 Press the **System Menu** key.

2 Press [Report], [Next] of *Sending Log History* and then [Change] of *Destination*.

3 To enter a new e-mail address, press [E-mail Address Entry].

Press [E-mail Address], enter the destination e-mail address and then press [OK].

4 To set an address from the address book, press [E-mail Address Book].

5 Press [Address Book]. Select the destination from the address book and press [OK].

The selected e-mail addresses is displayed.

NOTE: For information on specifying destinations, refer to *Specifying Destination on page 3-40*.
You can view information on the selected destinations by pressing [Detail].

6 Press [OK].

Auto Sending

This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged.

Use the procedure below to set automatic log history transmission.

1 Press the **System Menu** key.

2 Press [Report], [Next] of *Sending Log History* and then [Change] of *Auto Sending*.

3 Press [On] and enter the number of jobs in the log history print by using [+]/[-] or the numeric keys. You can enter any number between 1 and 1500.

4 Press [OK].

Send Log History

You can also send the log history to the specified destinations manually.

Use the procedure below to send the log history manually.

1 Press the **System Menu** key.

2 Press [Report], [Next] of *Sending Log History* and then [Start] of *Send Log History*.

When the confirmation screen appears, press [Yes]. The log history is sent.

Job Log Subject

Set the subject automatically entered when sending log histories by e-mail.

Use the procedure below to set the subject.

1 Press the **System Menu** key.

2 Press [Report], [Next] of *Sending Log History* and then [Change] of *Job Log Subject*.

3 Enter an e-mail subject not more than 60 characters.

NOTE: Refer to the *Character Entry Method* on *Appendix-9* for details on entering characters.

4 Check that the entry is correct and press [OK].

Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

- Density Adjustment …9-69
- Background Density Adj. …9-70
- Drum Refresh …9-70
- Correcting Black Lines …9-71
- System Initialization …9-71
- Display Brightness …9-72
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- Calibration...9-75
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- Laser Scanner Cleaning...9-76
- First Print Position...9-76

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Density Adjustment

The density for all copying and the density for all sending and storing in document boxes can be made darker or lighter.

Use the procedures below to adjust the density.

Copy

1. Press the **System Menu** key.
2. Press [∨], [Adjustment/Maintenance] and then [Next] of *Density Adjustment*.
3. Press [Next] of *Copy*.
4. Press [-3] - [+3] (Lighter-Darker) to adjust density.
5. Press [OK].

Send/Box

1. Press the **System Menu** key.
2. Press [∨], [Adjustment/Maintenance] and then [Next] of *Density Adjustment*.
3. Press [Next] of *Send/Box*.
4. Press [-3] - [+3] (Lighter-Darker) to adjust density.
5. Press [OK].

Background Density Adj.

Adjust the density used when the background of documents is automatically adjusted.

Use the procedure below to set the Background Density Adj..

Copy (Auto)

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance] and then [Next] of *Background Density Adj.*.

3 Press [Change] of *Copy (Auto)*.

4 Press [-3] - [+3] (Lighter-Darker) to adjust background density.

5 Press [OK].

Send/Box (Auto)

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance] and then [Next] of *Background Density Adj.*.

3 Press [Change] of *Send/Box (Auto)*.

4 Press [-3] - [+3] (Lighter-Darker) to adjust background density.

5 Press [OK].

Drum Refresh

Refresh the drum when image blur or white spots appear on images in copies.

NOTE: Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done.

Use the procedure below to refresh the drum.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance].

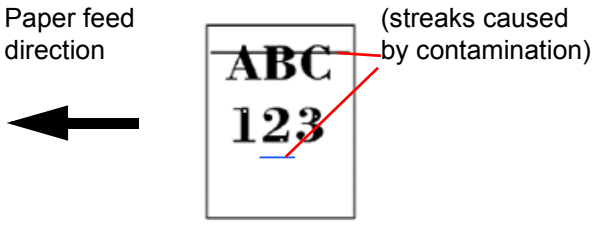
3 Press [Next] of *Drum Refresh*.

4 Press [Start] to perform Drum Refresh.

5 After Drum Refresh is completed, press [OK] to return to the *Adjustment/Maintenance* screen.

Correcting Black Lines

Correct fine lines (streaks caused by contamination), which may appear on the image, when the optional document processor is used.



The table below shows the available settings.

Item	Description
Off	No correction performed.
On(Low)	Correction performed.
On(High)	Select this item if a streak remains after using [On (Low)]. The reproduction of fine lines on the original may becomes lighter than when using [On (Low)].

Use the procedure below to specify the setting for correcting fine black lines.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance] and then [Change] of *Correcting Black Line*.

3 Press [Off], [On(Low)] or [On(High)].

4 Press [OK].

System Initialization

Initialize the hard disk installed on the machine to return it to the factory defaults..

Refer to *System Initialization on page 9-95* about the initialization procedures.

Display Brightness

Set the brightness of the touch panel.

Use the procedure below to adjust the display brightness.

1 Press the **System Menu** key.

2 Press [⌄], [Adjustment/Maintenance] and then [Change] of *Display Brightness*.

3 Press [1] - [4] (Darker- Lighter) to adjust brightness.

4 Press [OK].

Silent Mode

Make the machine run more quietly. Select this mode when the running noise is uncomfortable.

Use the procedure below to set Silent mode.

1 Press the **System Menu** key.

2 Press [⌄], [Adjustment/Maintenance] and then [Change] of *Silent Mode*.

3 Press [Off] or [On].

4 Press [OK].

NOTE: When [On] is selected, preparation for the next printing may take longer.

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 in Auto Color Selection Mode. Setting a lower value will result in more originals being identified as color, while a larger value will tend to increase the number of originals being identified as black and white.

Use the procedure below to set the Auto Color Detection Level.

1 Press the **System Menu** key.

2 Press [⌄], [Adjustment/Maintenance], [⌄] and then [Change] of *Auto Color Correction*.

3 Press one of keys [1] to [5] (Color - B & W) to set the detection level.

4 Press [OK].

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.

Auto registration and manual registration are available for Color Registration. Color drift can be largely corrected through auto 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 (see *page 9-75*). 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

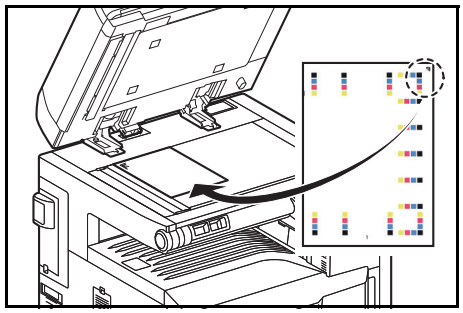
Follow the steps below to automatically correct color drift.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance], [∨] and then [Next] of *Color Registration*.

3 Press [Next] in *Auto* > [Start]. A chart is printed.

4 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back.



5 Press [Start] to scan the chart.

6 When scanning is finished, color printing position correction starts.

7 When color printing position correction ends, press [OK].

Manual Correction

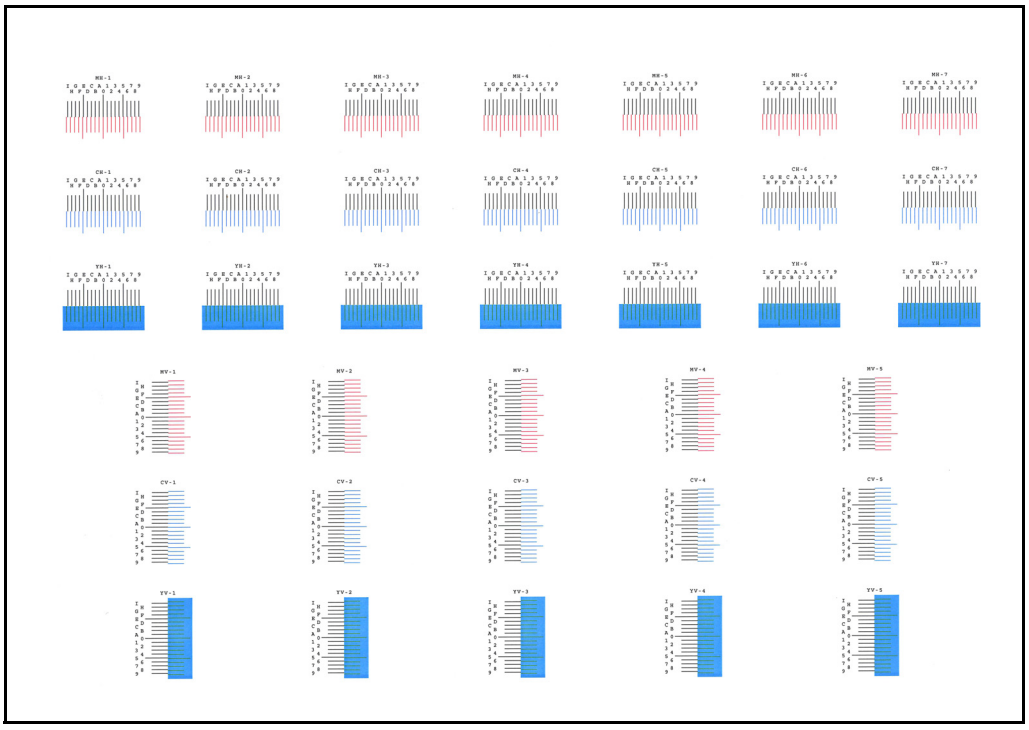
To perform more detailed correction, follow the steps below.

1 Display the *Color Registration* screen as explained in steps 1 and 2 of Auto Correction.

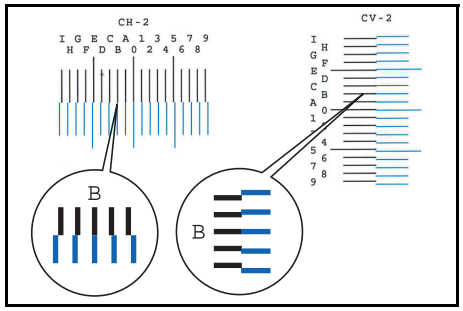
2 Press [Next] in Manual.

3 Press [Print] of *Chart*. A chart is printed.
On the chart, for each of **M** (magenta), **C** (cyan) and **Y** (yellow), charts for **H-1** to **7** and **V-1** to **5** are printed.

Chart Example



4 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 **V-1** to **V-5**, read only the values from **V-3** (center).

5 Press [Next] of *Registration*.

6 Press [Change] for the chart to be corrected.

7 Press [+] or [-] to enter the values read from the chart and press [OK].

Press [+] to increase the value from 0 to 9. To decrease, press [-].

By pressing [-], the value changes from 0 to alphabetic letters, going from A to I. To move in the reverse direction, press [+].

You cannot use the numeric keys to enter these values.

8 Repeat steps 6 and 7 to enter the registration values for each chart.

9 Press [Start] after all values have been entered. Color registration begins.

10 Press [OK] after color registration is complete.

Calibration Cycle

After Auto Clear has been activated, or during printing or while processing Color Registration, *Calibration... Remaining: xx seconds* may be displayed. While this message is displayed, the machine makes adjustments to maintain image quality. Wait until the message disappears.

NOTE: If [Custom] appears in the setting items, the setting cannot be changed.

Set the calibration cycle here. The setting items are as follows.

Item	Description
Auto	Automatically sets the cycle for calibration.
Short	Sets a short calibration cycle and increases the number of times performed, with priority to image quality.
Standard	Sets a standard calibration cycle, compromising between image quality and downtime for processing.
Long	Sets a long calibration cycle and decreases the number of times performed, to ensure minimal downtime.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance], [∨] and then [Change] of *Calibration Cycle*.

3 Select [Auto], [Short], [Standard] or [Long].

4 Press [OK].

Tone Curve Adjustment

After prolonged use, or from the effects of surrounding temperature or humidity, the hue of printed color output may shift or color drift may occur. Use this function to correct color settings when the color of a finished copy does not match the original. Perform calibration before using tone curve adjustment. Use tone curve adjustment when the color is not enhanced even after performing calibration (see *page 9-75*).

NOTE: To perform tone curve adjustment, verify that either Letter or A4 paper is loaded into a cassette.

A total of 3 pattern pages (No. 1 to 3) are printed during adjustment. The printed patterns are read sequentially during the adjustment.

Use the procedure below for normal adjustment.

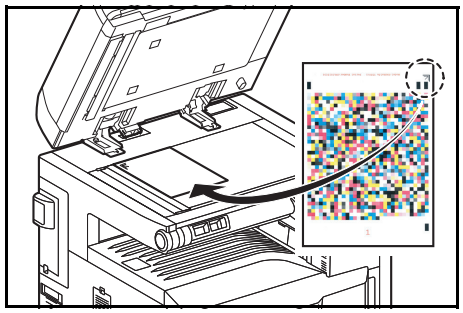
1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance], [∨] and then [Next] of *Tone Curve Adjustment*.

3 Press [Start]. A pattern is printed.

Check that the number "1" is printed at the bottom of the pattern.

4 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back.



5 Press [Start]. The pattern is read and adjustment begins.

The second pattern is output.

6 Check that the number "2" (to "3") is printed at the bottom of the pattern and repeat steps 4 to 6 twice to read patterns 2 and 3 in sequence.

7 Press [OK] in the adjustment end confirmation screen.

Calibration

After prolonged use, or from the effects of surrounding temperature or humidity, the hue of printed color output may shift or color drift may occur. Using this function enables printing in the most appropriate color by adjusting hue and color drift in detail. Use tone curve adjustment (see *page 9-75*) when the color is not enhanced even after performing calibration. If the hue and color are not enhanced, use color registration (see *page 9-72*).

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance], [∨] and then [Next] of *Calibration*.

3 Press [Start]. *Calibration* begins.

4 Press [OK] after *Calibration* is complete.

Developer Refresh

When the printing is too light or incomplete, even though there is enough toner, refresh the developer.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance], [∨] and then [Next] of *Developer Refresh*.

3 Press [Start]. *Developer Refresh* begins.

NOTE: Waiting time may be longer when the toner is refilled during developer refresh.

4 Press [OK] after *Developer Refresh* is complete.

Laser Scanner Cleaning

If white or color streaks appear on images, perform Laser Scanner Cleaning.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance], [∨] and then [Next] of *Laser Scanner Cleaning*.

3 Press [Start]. *Laser Scanner Cleaning* begins.

4 Press [OK] after *Laser Scanner Cleaning* is complete.

First Print Position

Using this function speeds up either of the first print time of black and white printing or color printing by changing the default start position of the first print. In addition, the machine can automatically detect the appropriate position depending on your usage.

Item	Description
Standard	Default of the first print time.
Black & White Priority	Speed up the first print time of black and white printing.
Color Priority	Speed up the first print time of color printing.
Auto	Automatically detects the appropriate position depending on your usage.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance], [∨] and then [Change] of *First Print Position*.

3 Select [Standard], [Black & White Priority], [Color Priority] or [Auto].

4 Press [OK].

Date/Timer

Date/Timer settings include:

- Date/Time …9-77
- Date Format …9-77
- Time Zone …9-78
- Auto Panel Reset …9-78
- Low Power Timer …9-79
- Auto Sleep …9-79
- Error Clear Timer …9-80
- Interrupt Clear Timer …9-81
- Error Job Skip …9-81
- Sleep Act. (Job Separator) …9-82

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login]. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

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.

NOTE: Be sure to set Time Zone before the Date/Time setup.

Use the procedure below to set the date and time.

1. Press the **System Menu** key.
2. Press [∨], [Date/Timer] and then [Change] of *Date/Time*.
3. Press [+] or [–] to enter the date and time respectively.
4. Press [OK].

NOTE: If you try to change the date/time when a trial application *(page 9-114)* is running, the *If you change Date/Time setting, trial functions will be unavailable. Are you sure?* message is displayed. To change the date/time, press [Yes].

Date Format

Select the display format of year, month, and date. The year is displayed in Western notation.
Use the procedure below to select the date format.

1. Press the **System Menu** key.
2. Press [∨], [Date/Timer] and then [Change] of *Date Format*.

3 Select [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD] and press [OK].

Time Zone

Set the time difference in the location you are from GMT.

Use the procedure below to set the time difference.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Time Zone*.

3 Select the location.

NOTE: Press [∧] or [∨] to select the location.

4 Press [Off] or [On] of *Summer Time* and press [OK].

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

Auto Panel Reset

If no jobs are run for a certain period of time, automatically reset settings and return to the default setting.

NOTE: Refer to *page 9-16* for the default settings.

Auto Panel Reset

Select to use Auto Panel Reset or not.

Use the procedure below to specify the auto panel reset setting.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Auto Panel Reset*.

3 Press [Off] or [On].

4 Press [OK].

Panel Reset Timer

If you select [On] for *Auto Panel Reset*, set the amount of time to wait before *Auto Panel Reset*. Options are between 5 and 495 seconds (every five seconds).

NOTE: If you select [Off] for *Auto Panel Reset*, the time display does not appear.

Use the procedure below to set the reset time.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Panel Reset Timer*.

3 Press [+] or [–] to enter the time until *Auto Panel Reset* is turned on.

You cannot use the numeric keys to enter this value.

4 Press [OK].

Low Power Timer

You can specify the amount of time to wait before Auto Low Power Mode.
Specify a value from 1 - 240 minutes (1 minute increments).
For more information on Low Power Mode, refer to the *Low Power Mode and Auto Low Power Mode on page 2-9*.

Use the procedure below to set the Low Power Mode.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Low Power Timer].

3 Press [+],[–] or the numeric keys to enter the time until Low Power Mode is turned on.

4 Press [OK].

Auto Sleep

If no job runs for a certain period of time, automatically enter Sleep Mode. Refer to *Sleep and Auto Sleep on page 2-10* for Sleep.

Auto Sleep

Select whether to use Auto Sleep or not.

NOTE: Time remaining before Auto Sleep can be modified as necessary.

Use the procedure below to specify the auto sleep setting.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Auto Sleep*.

3 Press [Off] or [On].

4 Press [OK].

Sleep Timer

Set the amount of time to wait before Auto Sleep. Options are between 1 and 240 minutes (every one minute).

NOTE: If you select [Off] for Auto Sleep, the time display does not appear.

Use the procedure below to set the Auto Sleep time.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Sleep Timer*.

3 Press [+] and [–] or the numeric keys to enter the time until Auto Sleep is turned on.

4 Press [OK].

Auto Error Clear

If an error occurs during printing, the print job 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. For details, refer to *Responding when Error Messages, on page 12-8.*

Auto Error Clear

Select whether to use Auto Error Clear or not.

Use the procedure below to specify the auto error clear setting.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Auto Error Clear*.

3 Press [Off] or [On].

4 Press [OK].

Error Clear Timer

If you select [On] for *Auto Error Clear*, set the amount of time to wait before automatically clearing errors. Options are between 5 and 495 seconds (every five seconds).

NOTE: If you select [Off] for *Auto Error Clear*, the time display does not appear.

Use the procedure below to set the automatic error clear delay.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer], [∨] and then [Change] of *Error Clear Timer*.

3 Press [+] or [–] to enter the time until printing restarts.

You cannot use the numeric keys to enter this value.

4 Press [OK].

Interrupt Clear Timer

Set the period after which the machine reverts to Normal mode when it has been set to Interrupt Copy mode and then left unused. Any period between 5 and 495 seconds (in five-second increments) can be set.

The procedure for setting the interrupt clear timer is explained below.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer], [∨] and then [Change] of *Interrupt Clear Timer*.

3 Press [+] or [-] to enter the time for the interrupt clear timer.

4 Press [OK].

Error Job Skip

Set whether a job for which a "Add paper in cassette #" or "Add paper in Multi Purpose tray" error occurred when the job was started is automatically skipped after a set period of time elapses. The period of time can be set within the range 5 to 90 seconds (increments of 5 seconds).

NOTE: When a job is skipped, it is moved to the end of the job queue.

The procedure for setting the Error Job Skip is explained below.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer], [∨] and then [Change] of *Error Job Skip*.

3 Press [Off] or [On].

4 If you selected [On], set the time until the job is skipped with [+] or [-].

5 Press [OK].

Sleep Act. (Job Separator)

When the optional Inner Job Separator (JS-732) is attached and printed output remains on the job separator tray, the busy light stays lit until the output is removed. This setting determines whether the machine enters Sleep Mode after a certain period of time when in this state.

NOTE: This appears when the optional Inner Job Separator (JS-732) is attached and the Auto Sleep setting (page 9-79) is set to [On].

The table below shows the available settings.

Item	Description
Sleep Priority	Sleep mode is entered after a set period of time and the busy light turns off.
Indicator Priority	Sleep mode is not entered after the set period of time and the busy light stays on until the output is removed.

The procedure is as follows.

1. Press the **System Menu** key.
2. Press [∨], [Date/Timer], [∨] and then [Change] of *Sleep Act. (Job Separator)*.
3. Press [Sleep Priority] or [Indicator Priority].
4. Press [OK].

Edit Destination (Address Book/Adding One Touch Keys)

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 (optional).

Adding a Destination (Address Book)

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

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

Contact

A maximum of 2,000 contact addresses can be registered. Each address can include the information such as destination name, E-mail address, FTP server folder path, SMB folder path, and FAX No. (optional).

Use the procedure below to register a new individual contact.

1. Press the **System Menu** key.
2. Press [Edit Destination], [Add/Edit] of *Address Book*, [Add], [Contact] and then [Next].
3. To specify the address number, press [Change] in Address Number.
4. Press [+],[–] or numeric keys to enter a particular Address Number (1-2500).

   To have the number assigned automatically, enter “0000”.

NOTE: Address Number is an ID for a destination. You can select any available number out of 2,000 numbers for contacts and 500 numbers for groups.
If you specify an address number that is already in use, an error message appears when you press [Save] and the number cannot be registered. If you set “0000” as the address number, the address is registered under the lowest available number.

5. Press [OK]. The screen shown in step 3 reappears.
6. Press [Change] of *Name*.
7. Enter the destination name (up to 32 characters) to be displayed on the Address Book and press [OK]. The screen shown in step 3 reappears.

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

8. Press [E-mail] to add an e-mail address, [SMB] to add a folder on the computer, or [FTP] to add an FTP folder.

   The procedure differs depending on the transmission method selected.

E-mail Address

Press [Change] of *E-mail Address*, enter the E-mail address and press [OK].The table below explains the items to be entered.

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

The Folder (FTP) Address

Press [Change] of *Host Name*, *Path*, *Login User Name* and *Login Password*, enter the information for each item and press [OK].

The table below explains the items to be entered.

Item	Description	Max. No. of Characters
Host Name*	FTP server host name or IP address	64
Path	Path for the file to be stored (e.g., "User\ScanData") If no path is entered, the file is stored in the home directory.	128
Login User Name	User name FTP server login	64
Login Password	Password for FTP server login	64

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

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.
Press [Connection Test] to check the connection to the FTP server you chose. If the connection fails, check the entries you made.

The Folder (SMB) Address

Press [Change] of *Host Name, Path, Login User Name and Login Password*, enter the information for each item and press [OK].

The table below explains the items to be entered.

Item	Description	Max. No. of Characters
Host Name*	Host name or IP address of the sending computer	64
Path	Path to the folder used to save files (e.g., "User\ScanData")	128
Login User Name	User name for folder access For example, *abcdnet\james.smith*	64
Login Password	Password for folder access	64

* If you specify a port number other than the default (139), use the "Host name: port number" format.
(e.g., SMBhostname:140)
To enter the IPv6 address, enclose the address in brackets [ ].
(e.g., [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)

To search for and register a folder on a PC on the network, press [Search SMB Host] or [Windows Network]. If you pressed [Search SMB Host], enter the "Domain/Workgroup" and "Host Name" to search the PCs on the network.
If you pressed [Windows Network], all PCs on the network are searched. A maximum of 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and press [Next]. The login user name and login password entry screen appears. After you enter the login user name and login password name, the shared folders appear. Select the folder that you want to specify and press [Next]. The address of the selected shared folder is set.

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

Press [Connection Test] to check the connection to the computer you chose. If the connection fails, check the entries you made.

9 Check if the destination entry is correct and press [Save]. The destination is added to the Address Book.

To register the registered address in a one-touch key, press [Yes] in the pop-up screen that appears after [Save] is pressed.

NOTE: To register a new One Touch Key, refer to *Adding a Destination on One Touch Key (One Touch Key) on page 9-87*.

Group

Compile two or more contacts into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 500 groups can be added in the Address Book.

NOTE: Before adding a group in the Address Book, the contacts to be included in the group must be added first. Up to 100 destinations for the e-mail, 500 destinations for the FAX, and a total of 10 destinations for the FTP and SMB can be registered per group.

Use the procedure below to register a group.

1. Press the **System Menu** key.
2. Press [Edit Destination], [Add/Edit] of *Address Book*, [Add], [Group] and then [Next].
3. To specify the address number, press [Change] in Address Number.
4. Use [+]/[-] or the numeric keys to enter an address number (1 to 2500).

   To have the number assigned automatically, set "0000".

NOTE: Address Number is an ID for a group. You can select any available number out of 2,000 numbers for contacts and 500 numbers for groups.

If you specify an address number that is already in use, an error message appears when you press [Save] and the number cannot be registered. If you set "0000" as the address number, the address is registered under the lowest available number.

5. Press [OK]. The *Add Group* screen reappears.
6. Press [Change] of *Name*.
7. Enter the group name displayed on the Address Book not more than 32 characters.

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

8. Press [Member].
9. Press [Add].
10. Select destinations (contacts) to add to the group.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Specifying Destination on page 3-40* for Address List.

11. Press [OK].

    If you have more destinations to add, repeat Steps 9 to 11.

12. Check if the selected destination was added to the group and press [Save]. Now the group is added to the Address Book.

To register the registered address in a one-touch key, press [Yes] in the pop-up screen that appears after [Save] is pressed.

NOTE: To register a new One Touch Key, refer to *Adding a Destination on One Touch Key (One Touch Key) on page 9-87*.

Editing a Destination

Edit/delete the destinations (Contacts) you added to the Address Book.

Use the procedure below to edit a destination.

1 Press the **System Menu** key.

2 Press [Edit Destination] and then [Add/Edit] of *Address Book*.

3 Select a destination or group to edit.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Specifying Destination on page 3-40* for Address List.

4 Press [Detail].

The procedure differs depending on the details to be edited.

Editing a Contact

1 Change *Address Number*, *Name* and destination type and address. Refer to *Contact on page 9-83* for the details.

2 After you have completed the changes, press [Save].

3 Press [Yes] in the change confirmation screen to register the changed destination.

Editing a Group

1 Change *Address Number* and *Name*. Refer to *Group on page 9-86* for the details.

2 Press [Member].

3 To delete any destination from the group, select the destination and press [Delete]. Press [Yes] on the screen to confirm the deletion.

4 After you have completed the changes, press [Save].

5 Press [Yes] in the change confirmation screen to register the changed group.

Deleting a Contact or Group

Repeat Steps 1 to 3, press [Delete]. Press [Yes] on the screen to confirm the deletion. Deletion is performed.

Adding a Destination on One Touch Key (One Touch Key)

Add a new destination (contact or group). A maximum of 1,000 destinations can be registered.

NOTE: Refer to *Specifying Destination on page 3-40* for use of One Touch Key.

Use the procedure below to register a new destination under a One Touch key.

1 Press the **System Menu** key.

2 Press [Edit Destination] and [Add/Edit] of *One Touch Key*.

3 Select a One Touch Key number (0001 to 1000) for the destination, and press [Add/Edit]. Pressing **Quick No. Search** key or [No.] enables direct entry of a One Touch Key number.

Select a One Touch Key with no registered destination.

4 Press [Change] of *Display Name.*

5 Enter the One Touch Key name (up to 32 characters) displayed in the send base screen, and press [OK].

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

6 Press [Change] of *Destination*. The address book appears.

7 Select a destination (contact or group) to add to the One Touch Key number, and press [OK].

Pressing [Detail] shows the detailed information of the selected destination.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Specifying Destination on page 3-40* for Address List.

8 Press [Save]. The destination will be added to the One Touch Key.

Editing One Touch Key

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

Use the procedure below to edit the One Touch key.

1 Press the **System Menu** key.

2 Press [Edit Destination] and then [Add/Edit] of *One Touch Key.*

3 Select a One Touch Key number (0001 to 1000) for the destination. Pressing **Quick No. Search** key or [No.] enables direct entry of a One Touch Key number.

The procedure differs depending on the details to be edited.

Changing the Registered Information

1 Press [Add/Edit].

2 Select a new destination (Contact or group). Pressing [Detail] shows the detailed information of the selected destination.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Specifying Destination on page 3-40* for Address List.

3 Press [OK].

4 Press [Yes] on the screen to add the destination to the One Touch Key.

Deleting the Registered Information

1 Press [Delete].

2 Press [Yes] on the screen to confirm the deletion of the data registered in the One Touch Key.

Sort

Select the default sort setting of the address for the address book.

The table below shows the available settings.

Item	Detail
No.	Displays the destination list in order of the registered number.
Name	Displays the destination list in order of the registered name.

Use the procedure below to specify the Sort settings.

1 Press the **System Menu** key.

2 Press [Edit Destination], [Next] of *Address Book Defaults* and then [Change] of *Sort*.

3 Select [No.] or [Name].

4 Press [OK].

Narrow Down

This procedure can be used to filter (narrow down) the types of destination listed when the address book is displayed.

The table below shows the available settings.

Item	Detail
Off	Displays all destination types in the destination list.
E-mail	Displays only *e-mail* destinations.
Folder	Displays only folder (SMB or FTP) destinations.
FAX	Displays only FAX destinations.
i-FAX	Displays only i-FAX destinations.
Group	Displays only groups.

Use the procedure below to specify the Narrow Down settings.

1 Press the **System Menu** key.

2 Press [Edit Destination], [Next] of *Address Book Defaults* and then [Change] of *Narrow Down*.

3 Select the type of destination filter.

4 Press [OK].

Internet

This procedure sets up the Internet browser application. You can specify the following Internet browser settings.

- Internet Browser Setting
- Browser Preferences
- Proxy Settings

Internet Browser Setting

This selects whether or not the Internet browser is used.

Use the procedure below to specify the Internet browser setting.

1 Press the **System Menu** key.

2 Press [∨] and then [Internet].

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Press [Change] of *Internet Browser*.

4 Press [On] or [Off].

5 Press [OK].

Browser Preferences

This specifies Internet browser preferences such as your home page setting and how pages are displayed.

NOTE: This is not displayed if you selected *Off* in *Internet Browser Setting (page 9-90)*.

Use the procedure below to set your Internet browser preferences.

1 Press the **System Menu** key.

2 Press [∨] and then [Internet].

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Press [Next] of *Browser Environment*.

4 To set your home page, press [Change] of *Home Page*, press [URL], enter the URL and then press [OK]. Press [OK] again.

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

5 To set the text size, press [Change] of *Text Size*, select [Large], [Medium] or [Small] as the text size and then press [OK].

6 To set the display mode, press [Change] of *Display Mode*, select [Normal], [Just-Fit Rendering] or [Smart-Fit Rendering] as the display mode and then press [OK].

7 To specify the settings for accepting cookies, press [Change] of *Cookie*, select [Accept All], [Reject All] or [Prompt before Accepting] as your cookie acceptance policy and then press [OK].

Proxy Settings

Use the procedure below to specify the proxy settings.

1 Press the **System Menu** key.

2 Press [∨] and then [Internet].

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Press [Change] of *Proxy* and then press [On].

◆ To set whether or not the same proxy server is used for all protocols

1 If the same proxy server will not be used, remove the checkmark from [Use the Same Proxy Server for All Protocols].

◆ To set a proxy server (HTTP)

1 Press [Keyboard] of *Proxy Server (HTTP)*, enter the proxy address and press [OK].

2 Press [# Keys] and enter the port number.

◆ To set a proxy server (HTTPS)

1 Press [Keyboard] of *Proxy Server (HTTPS)*, enter the proxy address and press [OK].

2 Press [# Keys] and enter the port number.

◆ To set domains for which no proxy is used

1 Press [Keyboard] of *Do Not Use Proxy for Following Domains*, enter the domain name and press [OK].

NOTE: Refer to the *Character Entry Method on page Appendix-9* for details on entering characters.

4 Press [OK].

Application

You can install and use applications that will make your day-to-day use of this machine more efficient.

Installing Applications

You can install new applications.

Use the procedure below to install an application.

1 Insert the USB memory containing the application to be installed into the USB Port (A1).

NOTE: If *Removable Memory was recognized. Displaying files.* appears, press [No].

2 Press the **System Menu** key.

3 Press [∨] and then [Application].

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

4 Press [Add].

5 Select the application to be installed and press [Install].

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

6 When the confirmation screen appears, press [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.

7 To install another application, repeat steps 5 to 6.

8 To remove the USB memory, press [Remove Memory] and wait until the *Removable Memory can be safely removed* message appears. Then remove the USB memory.

Activating/Deactivating Application

To use an application, set the application to *Activate*.

Use the procedure below to start using an application.

1 Press the **System Menu** key.

2 Press [∨] and then [Application].

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Select the desired application and press [Activate].

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

NOTE: To exit an application, press [Deactivate].

4 Enter the license key and press [Official].

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, press [Trial] without entering the license key.

5 When the confirmation screen appears, press [Yes].

CAUTION: If you change the date/time while using an application, you will no longer be able to use the application.

Launching Applications

You can launch any application for which *Activate* is set.

Use the procedure below to launch an application.

1 Press the **Application** key.

A list of available applications appears on the touch panel.

2 Press the key for the application to be launched.

The application starts up.

3 To exit the application, press [X].

4 When the application exit confirmation screen appears, press [Yes].

CAUTION: The procedure for exiting some applications may differ.

Deleting Applications

Use the procedure below to delete an installed application.

CAUTION: Always exit the application to be deleted before deleting the application. (Refer to *Activating/ Deactivating Application on page 9-93*.)

1 Press the **System Menu** key.

2 Press [∨] and then [Application].

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Select the application to be deleted and press [Delete].

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

4 When the deletion confirmation screen appears, press [Yes]. The application is deleted.

System Initialization

Initialize the hard disk installed on the machine to return to the default mode.

CAUTION: System initialization will erase Custom Document Boxes, data stored in the Document Box, addresses in the Address Book, user property, account information, and settings.

NOTE: This item will not be displayed if the optional Data Security Kit is installed. Refer to the *Data Security Kit (E) Operation Guide on the bundled DVD* about the functions added when the Data Security Kit is installed and related procedures.

Using KMnet Viewer allows you to back up addresses in the Address Book.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance] and then [Start] of *System Initialization*.

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 When the confirmation screen appears, press [Yes].

Initialization starts.

IMPORTANT: The *Formatting... Do not turn off the main power switch.* message appears during initialization. Wait until initialization ends.

4 Once the initialization ends, the message *Task is completed. Turn the main power switch off and on.* appears. Turn the main power switch off.

Restart Entire Device

Restart the CPU without turning the main power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)

Use the procedure below to restart the system.

1 Press the **System Menu** key.

2 Press [System] and [Start] of *Restart Entire Device*.

NOTE: If the user authentication screen appears, enter your login user name and password, and press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 When the confirmation screen appears, press [Yes]. The system is restarted.

Network

The following network settings are available.

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- TCP/IP …9-96
- TCP/IP (IPv4) Setup …9-97
- TCP/IP (IPv6) Setup …9-98
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- Secure Protocol …9-103
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Host Name

Check the host name of the machine. Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network*. Check the host name displayed under *Host Name*.

TCP/IP

Select whether or not to use *TCP/IP*. The default setting is *Off*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.

3 Press [Change] of *TCP/IP*.

4 Press [On] or [Off] and then press [OK].

TCP/IP (IPv4) Setup

Set up TCP/IP (IPv4) to connect to the Windows network. Set the IP addresses, subnet masks, and gateway addresses. The default settings are "TCP/IP Protocol: *On*, DHCP: *On*, Bonjour: *Off*, Auto-IP: *On*".

This section explains the *Bonjour Settings* procedures. For other TCP/IP (IPv4) settings, refer to the *TCP/IP (IPv4) Setup (by Entering IP Addresses) on page 2-13*.

NOTE: Prior to the IP address entries, obtain permission from the network administrator.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.
3. Press [Change] of *TCP/IP*.
4. Press [On] and then press [OK].
5. Press [Change] of *IPv4*.
6. Press [DHCP].
7. Press [Off] of *DHCP* and then press [OK].
8. Press [Bonjour].
9. Press [Off] of *Bonjour* and then press [OK].
10. Press [IP Address] and enter the address using the numeric keys.
11. Press [Subnet Mask] and enter the address using the numeric keys.
12. Press [Default Gateway] and enter the address using the numeric keys.
13. Check if all the address entries are correct and press [OK].

Bonjour Settings

Select whether or not to use *Bonjour*. The default setting is *Off*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.
3. Press [Change] of *TCP/IP*.
4. Press [On] and then press [OK].
5. Press [Change] of *IPv4*.
6. Press [Bonjour].
7. Press [On] or [Off] of *Bonjour* and then press [OK].

TCP/IP (IPv6) Setup

Set up TCP/IP (IPv6) to connect to the network. The default settings are "TCP/IP Protocol: *On*, TCP/IP (IPv6): *Off*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.
3. Press [Change] of *TCP/IP*.
4. Press [On] and then press [OK].
5. Press [Next] of *IPv6*.
6. Press [Change] of *IPv6*.
7. Press [On]. Press [On]. IP Address (Link Local) appears.
8. Press [OK].

Manual Setting (IPv6)

Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). The manual setting is available when selecting [On] for TCP/IP (IPv6).

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.
3. Press [Next] of *IPv6*.
4. Press [Next] of *Manual Setting*.
5. Press [IP Address (Manual)] to enter IP address. The format of the IPv6 address is a sequence of numbers (128 bit in total) separated by colons, e.g. 2001:db8:3c4d:15::1a2c:1a1f.
6. Press [OK].

   Press [# Keys] of Prefix Length (0 - 128) to enter the prefix length using the numeric keys.
7. Press [Default Gateway] to enter the default gateway.
8. Check that all the entries are correct and Press [OK].

RA (Stateless) Settings

Select whether or not to use RA (Stateless). The RA (Stateless) settings are available when selecting [On] for *TCP/IP (IPv6)*. The default setting is *On*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.
3. Press [Next] of *IPv6*.
4. Press [Change] of *RA(Stateless)*.
5. Press [On] or [Off] of *RA (Stateless)*. When selecting [On], *IP Address 1* to *5 (Stateless)* appears.
6. Press [OK].

DHCP (IPv6) Settings

Select whether or not to use the DHCP (IPv6) server. The DHCP (IPv6) Settings are available when selecting [On] for TCP/IP (IPv6). The default setting is *On*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.
3. Press [Next] of *IPv6*.
4. Press [Change] of *DHCP*.
5. Press [On] or [Off] of *DHCP*. When selecting [On], *IP Address (Stateful)* appears.
6. Press [OK].

Protocol Detail

The table below lists the network related function settings. The network related functions are available when TCP/IP is On.

Item	Description	Default Setting	Restarting the System*
NetBEUI	Selects whether or not to receive documents using NetBEUI.	*On*	**Y**
LPD	Select whether or not to receive documents using LPD as the network protocol.	*On*	**Y**
SMTP (E-mail TX)	Select whether or not to send *e-mail* using SMTP.	*Off*	**N**
POP3 (E-mail RX)	Select whether or not to receive *e-mail* using POP3.	*Off*	**N**
FTP Client (Transmission)	Select whether or not to send documents using FTP. When selecting [On], set the FTP Port Number. Use the FTP default port 21.	*On* Port:21	**N**
FTP Server (Reception)	Select whether or not to receive documents using FTP.	*On*	**Y**
SMB Client (Transmission)	Select whether or not to send documents using SMB. When selecting [On], set the SMB default Port Number. Use the SMB default port 139. For Windows Vista, use 445.	*On* Port:139	**N**
i-FAX	Select whether or not to use i-FAX.	*On*	**N**
LDAP	Select whether or not to use LDAP.	*Off*	**N**
SNMP	Select whether or not to communicate using SNMP.	*On*	**Y**
SNMPv3	Select whether or not to communicate using SNMPv3.	*Off*	**Y**
HTTP	Select whether or not to communicate using HTTP.	*On*	**Y**
HTTPS	Select whether or not to communicate using HTTPS. SSL must be set to *[On]* in *SSL on page 9-103*.	*On*	**Y**
IPP	Select whether or not to communicate using IPP. When selecting [On], set the IPP default Port Number. Use the IPP default port 631.	*Off* Port:631	**Y**
IPP over SSL	Select whether or not to use IPP over SSL. SSL must be set to *[On]* in *SSL on page 9-103*.	*Off*	**Y**
Raw Port	Select whether or not to communicate using Raw Port.	*On*	**Y**
ThinPrint (UG-31)	Select whether or not to communicate using ThinPrint. If set to [On], you can set the port number that ThinPrint uses. Normally 4,000 is used. SSL settings can also be selected.	*On*	**Y**
DSM Scan	Select whether or not to use DSM.	*Off*	**N**

* **Y**: The machine must be restarted after the setting is changed.
N: The machine does not need to be restarted after the setting is changed.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.
The following procedure is an example for specifying the SMTP (E-mail TX) settings.

1 Press the **System Menu** key.

2 Press [System] ,[Next] of *Network,* [Next] of *TCP/IP Setting* and then [Next] of *Protocol Detail* to display the network settings screen.

3 Display the item you want to set and press [Change] for that item.

In this example, press [Change] of *SMTP (E-mail TX)*.

4 Press [On] or [Off].

5 Press [OK].

NetWare

Select the NetWare network connection. After that, select frame types for NetWare network from Auto, Ethernet-II, 802.3, 802.2, or SNAP. The default settings are "*On*, Frame Type: *Auto*".

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *NetWare*.

3 Press [On].

4 Press the key for the frame type you want to use.

5 Press [OK].

AppleTalk

Select the Apple Talk network connection. The default setting is *On*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *AppleTalk*.

3 Press [On] or [Off].

4 Press [OK].

WSD Scan

Select whether or not to use WSD Scan. The default setting is *On*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *WSD Scan*.

3 Press [On] or [Off].

4 Press [OK].

WSD Print

Select whether or not to use WSD Print. The default setting is *On*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *WSD Print*.

3 Press [On] or [Off].

4 Press [OK].

Enhanced WSD

Set whether to use our proprietary web services. The WIA driver, TWAIN driver, and Network FAX driver use this Enhanced WSD Web service. The default setting is *On*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *Enhanced WSD*.

3 Press [On] or [Off].

4 Press [OK].

Enhanced WSD (SSL)

Set whether to use our proprietary web services over SSL. SSL must be set to "On" in *SSL on page 9-103*. The default setting is *On*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network* and then [Change] of *Enhanced WSD (SSL)*.
3. Press [On] or [Off].
4. Press [OK].

Secure Protocol

Encrypt the communication between your PC and the machine using the SSL encryption.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

The following Secure Protocol settings are available.

- SSL …9-103
- IPP Security …9-104
- HTTP Security …9-104
- LDAP Security …9-105
- SMTP Security …9-105
- POP3 Security (User 1) …9-106
- POP3 Security (User 2) …9-106
- POP3 Security (User 3) …9-107

SSL

Select whether or not to use SSL. The default setting is *On*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network*, [∨], [Next] of *Secure Protocol*, and then [Next] of *SSL*.
3. Press [On] or [Off].
4. Press [OK].

IPP Security

Select the IPP security level. This setup is available when *SSL* is *On*. The default setting is *IPP or IPP over SSL*.

NOTE: IPP must be set to [On] in *Protocol Detail on page 9-100*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network*, [∨], [Next] of *Secure Protocol*, and then [Change] of *IPP Security*.
3. Press [IPP over SSL Only] or [IPP or IPP over SSL].
4. Press [OK].

HTTP Security

Select the HTTP security level. This setup is available when *SSL* is *On*. The default setting is *HTTP or HTTPS*.

NOTE: HTTP or HTTPS must be set to [On] in *Protocol Detail on page 9-100*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network*, [∨], [Next] of *Secure Protocol*, and then [Change] of *HTTP Security*.
3. Press [HTTP or HTTPS] or [HTTPS Only].
4. Press [OK].

LDAP Security

Select the communication protocol according to the type of security employed by the LDAP server. The default setting is *Off*.

NOTE: LDAP must be set to [On] in *Protocol Detail on page 9-100*.

The table below shows the available settings.

Item	Description
Off	Do not use security employed by the LDAP server.
SSL/TLS	Encryption is applied any data communication. To enable LDAP security, the LDAP port may have to be changed according to the server settings. Typically, 636* for SSL/TLS is well-known LDAP port.
STARTTLS	Encryption is applied any data communication. Typically, 389* for STARTTLS is well-known LDAP port.

* You can change the port number using Command Center RX.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network*, [⌵], [Next] of *Secure Protocol*, and then [Change] of *LDAP Security*.

3 Press [Off], [SSL/TLS] or [STARTTLS].

4 Press [OK].

SMTP Security

Select the communication protocol according to the type of security employed by the SMTP server. The default setting is *Off*.

NOTE: SMTP must be set to On in *Protocol Detail on page 9-100*.

The table below shows the available settings.

Item	Description
Off	Do not use security employed by the SMTP server.
SSL/TLS	Encryption is applied any data communication. To enable SMTP security, the SMTP port may have to be changed according to the server settings. Typically, 465* for SSL/TLS is well-known SMTP port.
STARTTLS	Encryption is applied any data communication. Typically, 25* or 587* for STARTTLS is well-known SMTP port.

* You can change the port number using Command Center RX.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network*, [⌄], [Next] of *Secure Protocol*, and then [Change] of *SMTP Security*.

3 Press [Off], [SSL/TLS] or [STARTTLS].

4 Press [OK].

POP3 Security (User 1)

Select the communication protocol according to the type of security employed by the POP3 server. The default setting is *Off*.

The table below shows the available settings.

Item	Description
Off	Do not use security employed by the POP3 server.
SSL/TLS	Encryption is applied any data communication. To enable POP3 security, the POP3 port may have to be changed according to the server settings. Typically, 995* for SSL/TLS is well-known POP3 port.
STARTTLS	Encryption is applied any data communication. Typically, 110* for STARTTLS is well-known POP3 port.

* You can change the port number using Command Center RX.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network*, [⌄], [Next] of *Secure Protocol*, and then [Change] of *POP3 Security (User 1)*.

3 Press [Off], [SSL/TLS] or [STARTTLS].

4 Press [OK].

POP3 Security (User 2)

Set the protocol that can be used on the POP3 port. This setup is available when *SSL* is *On*. The default setting is *Off.*

For the procedure for selecting the POP3 Security (User 2) Setting, see POP3 Security (User 1).

POP3 Security (User 3)

Set the protocol that can be used on the POP3 port. This setup is available when *SSL* is *On*. The default setting is *Off.*

For the procedure for selecting the POP3 Security (User 3) Setting, see POP3 Security (User 1).

IPSec

Sets up IPSec. The default setting is *Off*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network*, [⌵] and then [Change] of *IPSec*.

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Press [On].

4 Press [OK].

LAN Interface

Specify the settings for the LAN interface to be used. The default setting is *Auto*.

IMPORTANT: After changing the setting, restart the network from the system menu, or turn the machine OFF and then ON. For detailed information on restarting the network, refer to *Restart Network on page 9-108*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network*, [∨] and then [Change] of *LAN Interface*.

3 Select [Auto], [10BASE-T Half], [10BASE-T Full], [100BASE-TX Half], [100BASE-TX Full] or [1000BASE-T] as the LAN interface.

4 Press [OK].

Restart Network

To restart the network card of the device, follow the steps below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network*, [∨] and then [Start] of *Restart 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.

The following interface block settings are available:

- USB Host
- USB Device
- Optional interface

USB Host

This locks and protects the USB Port (A1) or USB port (A2) (USB host). The default setting is *Unblock*.

Use the procedure below to specify the USB Host setting.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Interface Block Setting* and then [Change] of *USB Host*.

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Press [Block].

4 Press [OK].

USB Device

This locks and protects the USB interface connector (B1) (USB Device). The default setting is *Unblock*.

Use the procedure below to specify the USB Device setting.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Interface Block Setting* and then [Change] of *USB Device*.

3 Press [Block].

4 Press [OK].

Optional interface

This locks and protects the optional interface slots (OPT1 or OPT2). The default setting is *Unblock*.

Use the procedure below to specify the optional interface setting.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Interface Block Setting* and then [Change] of *Optional Interface 1 or Optional Interface 2*.

3 Press [Block].

4 Press [OK].

Security Level

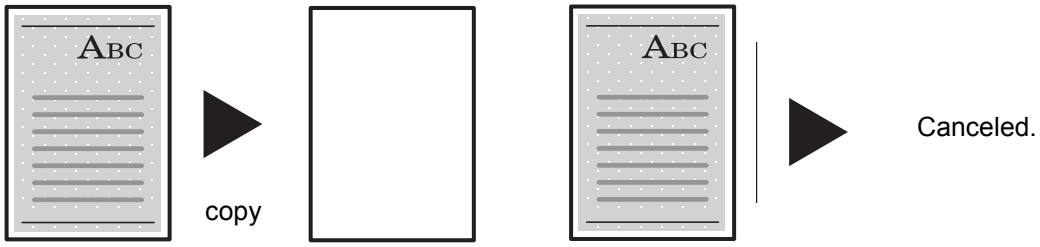
The Security Level setting is primarily a menu option used by service personnel for maintenance work. There is no need for customers to use this menu.

Document Guard

When the optional Printed Document Guard Kit is installed, the machine prevents the unauthorized copying and/or transmission of documents that contain important confidential or personal information.

Use the Security Watermark of Advanced in KX DRIVER to embed the guard pattern in a document. (Refer to the *Printer Driver User Guide* for details.)

We suggest you confirm how the machine performs this function in your environment.



Print the guard pattern using KX DRIVER.

send or fax

Machine Operation after Detecting the Document Guard Pattern

Item	Description
Common operation	Displays the message that indicates the machine detected the document guard pattern and stops scanning the remaining documents.
Copy functions	Prints the documents in blank when the machine detected the document guard pattern.
Send functions	Cancels the job.*
Document Box functions	Does not store the documents in the hard disk
FAX functions	Does not send the documents.

* Sends the documents that are scanned before the document guard pattern is detected if you have selected File Separation. If not, every Document will not to be sent.

Limitations:

- Scanning speed will be limited to the speed of scanning 600 dpi image. (Printing speed will not be limited.)
- FAX transmission will be limited to the memory transmission.

Note:

- The Printed Document Guard Kit can not fully prevent a leak of information. We do not guarantee any loss incurred while using this feature or if a malfunction occurs with this feature.
- The guard pattern printed on the colored paper or paper that is decorated with special design may not be detected.
- We do not guarantee the integrity of the detection. If a malfunction occurs, contact your service representative.

Use the procedure below to specify the Document Guard setting.

1 Press the **System Menu** key.

2 Press [System] and then [Change] of *Document Guard*.

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Press [On].

4 Press [OK].

Data Security

Settings related to data stored in the machine's hard disk and memory can be configured.

Data Sanitization

All address information registered in the machine and image data saved in the machine will be erased.

NOTE: About 8 hours are required to complete this processing, depending on the amount of data. Once started, the processing cannot be canceled.

Before performing this task, disconnect the modular cable, network cable, and any other cables.

Do not turn off the main power during sanitization. If the main power is turned off, sanitization will automatically resume when the power is turned on, but complete sanitization cannot be guaranteed.

The data erased by initialization is shown below.

Category	Data erased
Devices/jobs	• Job settings set by user • Network settings • Image data saved in document boxes, etc. • Data registered in one-touch keys • Job logs • User information (user lists, address books, document boxes registered by user, etc.) • Account information for account tracking • Network certificates • Startup screen of machine changed by service technician
Fax*	• Fax settings set by user • Transmission restriction settings • Encryption key settings • Communication logs • Reserved jobs • Settings for condition-based reception/forwarding
Applications/programs	• Applications/programs registered by the user or service technician • Sample programs

* Only when the optional fax kit is installed

The procedure is as follows.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Data Security* and then [Next] of *Data Sanitization.*

NOTE: If the user authentication screen is displayed, enter your login user name and password, and press [Login]. You must log in with administrator authority. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Press [Start].

Initialization starts. When initialization is completed, the sanitization results will appear on the screen.

Hard Disk Initialization

When the optional Data Security kit is installed, [Hard Disk Initialization] is added to the *Data Security* settings.

For details, refer to the *Data Security Kit (E) Operation Guide* on the bundled DVD.

Optional Function

You can use the optional applications installed on this machine.

Application

The applications listed below are installed on this machine.

You can use these applications for a limited period on a trial basis.

- **Printed Document Guard Kit**

This prevents the unauthorized copying and/or transmission of documents that contain important confidential or personal information. When a document is printed from a computer, this feature imprints a special pattern on the document. When anyone attempts to copy or send that document on this machine, the machine detects the pattern and protects the information by printing the document in blank, or prohibiting transmission.

NOTE: Restrictions such as the number of times the application can be used during the trial period differ depending on the application.

Starting Application Use

Use the procedure below to start using an application.

1 Press the **System Menu** key.

2 Press [System] and then [Next] of *Optional Function*.

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3 Select the desired application and press [Activate].

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

4 In the license key entry screen, press [Official].

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, press [Trial] without entering the license key.

5 When the confirmation screen appears, press [Yes].

IMPORTANT: If you change the date/time while using an application, you will no longer be able to use the application.

Checking Application Details

Use the procedure below to check the details of an application.

1 Press the **System Menu** key.

2 Press [System] and then [Next] of *Optional Function*.

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

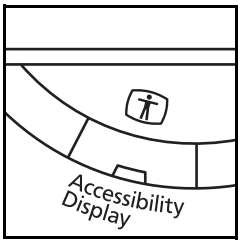
3 Select the application you want to check the details of and press [Detail].

You can now view detailed information on the selected application.

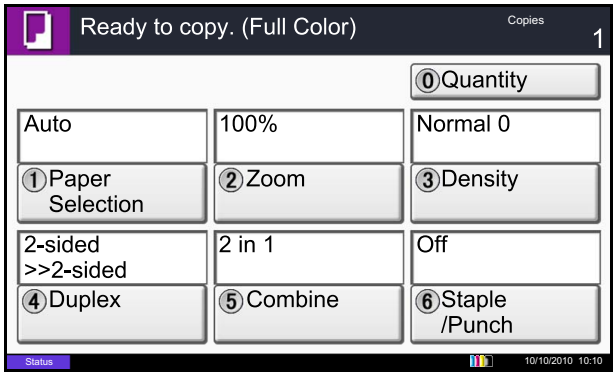
Accessibility Display (Enlarged Touch Panel Display)

Touch panel characters and key displays can be enlarged. Use the numeric keys to select items and proceed to the next screen.

NOTE: Accessibility can be used only with Copying and Sending registered on the Quick Setup screen.
To set functions other than those displayed in the accessibility screens, you must return to the original display. Press the **Accessibility Display** key again.



Press the **Accessibility Display** key when in the Copy or Send (i.e. the **Copy** or **Send** key indicator is On).



Enlarged keys or characters appear on the touch panel.

Operation can also be made by pressing any numeric key corresponding to the number displayed. (e.g. Press the **2** key to adjust zoom.)

Follow the instructions on the screen for subsequent operations.

10 Management

This chapter explains the following operations.

- User Login Setting 10-2
- Job Accounting Setting 10-20

User Login Setting

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.

Access are in three levels - User, Administrator, and Machine Administrator. The security levels can be modified only by the machine administrator.

Users that are not able to log in to the machine can be allowed to use the functions of the machine on a restricted basis. The users can use the machine without performing authentication, and thus this feature is convenient when the majority of users are managed with the same authority. This can also be used to reduce operating costs, for example by prohibiting color copy in "Guest Authorization Set." so that only users who log in can use color copying.

If *To use this function, press Authentication key and login* appears while operating the machine, you must press the **Authentication/Logout** key and log in as a user for whom the function is not prohibited.

First User Login Administration

Follow these steps for the first user login administration.

Enable user login administration. (*page 10-2*)

▼

Add a user.(*page 10-5*)

▼

Log out.(*page 10-4*)

▼

The registered user logs in for operations.(*page 10-3*)

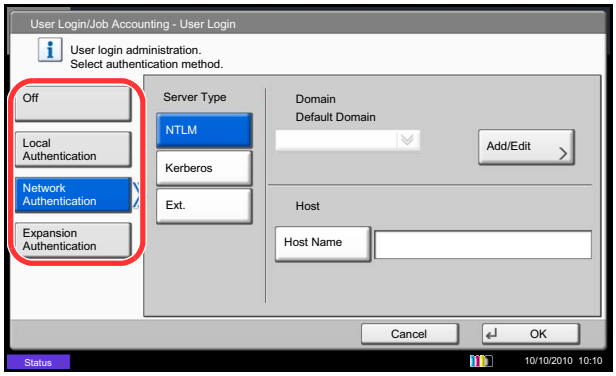
User Login

This enables user login administration. Select one of the following authentication methods:

Item	Description
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 an Authentication Server to access the network authentication login page.

Use the procedure below to enable user login administration.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
4. Press [Next] of *User Login Setting* and then [Change] of *User Login*.



5 Select [Local Authentication] or [Network Authentication]. Select [Off] to disable user login administration.

If you select [Network Authentication], enter the host name (62 characters or less) and domain name (256 characters or less) for the Authentication Server. Select [NTLM], [Kerberos] or [Ext.] as the server type.

If you selected [Ext.] for the server type, enter the port number.

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.
Up to 10 domains can be registered for network authentication.

6 Press [OK].

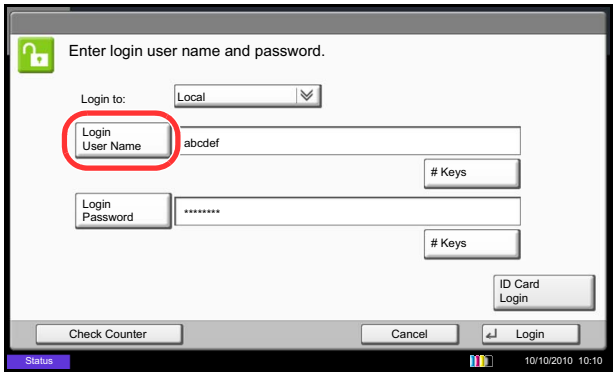
Login/Logout

Once you enable user login administration, a login user name and password entry screen appears each time you use this machine.

NOTE: If the guest authentication setting is enabled, the authentication/logout key must be pressed when logging in.

Login

Use the procedure below to login.



1 When the machine is operated and the next screen appears, select the authentication destination from the "Login to:" pull-down menu and press [Login User Name].

Press [# Keys] to enter the login data using the numeric keys.

2 Enter the login user name and press [OK].

NOTE: Refer to the *Character Entry Method on Appendix-9* for details on entering characters.
Authentication is possible without selecting an authentication destination by entering "Login User Name@domain name" in "Login User Name".

3 Press [Login Password].

Press [# keys] to enter the login data using the numeric keys.

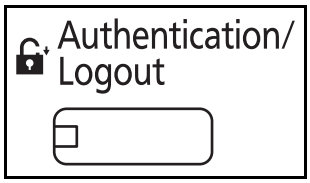
4 Enter the login password and press [OK].

NOTE: If Job Accounting is enabled, you can browse the number of pages printed and the number of pages scanned by pressing [Check Counter].

If *Network Authentication* is selected as the user authentication method, either *Local* or *Network* can be selected as the authentication destination.

5 Check the login user name and password are correct, and press [Login].

Logout



To log out the machine, press the **Authentication/ Logout** key to return to the login user name/login password entry screen.

Auto Logout

Logout is automatically executed in the following cases:

- When the **Power** key is pressed to enter the sleep mode
- When auto sleep is activated
- When auto panel reset is activated
- When auto low power mode is activated
- When low power mode is activated by pressing the Energy Saver key.

Adding a User (Local User List)

This adds a new user. You can add Up to 1,000 users (including the default login user name).
The table below explains the user information to be registered.

Item	Description
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.
Login Password	Enter the password to login (up to 64 characters).
Access Level*	Select *Administrator* or *User* for user access privileges.
Account Name	Add an account where the user belongs. The user, who registered his/her account name, can login without entering the account ID. Refer to *Job Accounting Setting on page 10-20*.
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.
Local Authorization	Set usage authority for each user. Local Authorization must be enabled. (Refer to *page 10-9*.) Use of the following items can be restricted. **Print Restriction**: Select whether or not use of the print function of the printer is prohibited. **Print Restriction (Color)**: Select whether or not use of the print function (color) of the printer is prohibited. **Copy Restriction**: Select whether or not use of the copy print function is prohibited. **Copy Restriction (Color)**: Select whether or not use of the copy print function (color) is prohibited. **Copy Restriction (Full Color)**: Select whether or not use of the copy print function (full color) is prohibited. **Send Restriction**: Select whether or not use of the send function is prohibited. **Fax TX Restriction**: Select whether or not use of the fax send function is prohibited. **Storing Restr. in Box**: Select whether or not use of the box store function is prohibited. **Storing Restr. in Memory**: Select whether or not use of the external memory store function is prohibited.

* Mandatory at user registration.

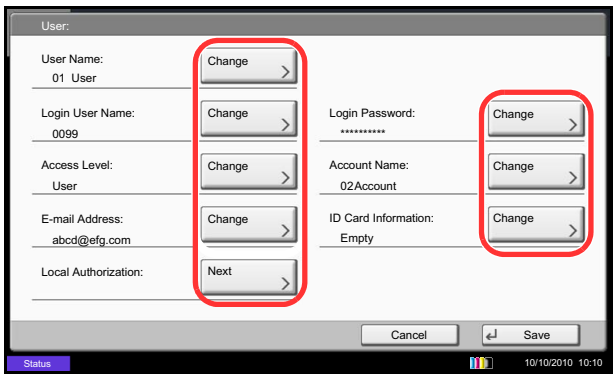
NOTE: By default, one of each default user with machine administrator rights and administrator privileges is already stored.
Each user's properties are:

Machine Administrator
User Name: DeviceAdmin
Login User Name: 30/30 ppm model : 3000, 35/35 ppm model : 3500, 45/45 ppm model : 4500, 55/50 ppm model : 5500
Login Password: 30/30 ppm model : 3000, 35/35 ppm model : 3500, 45/45 ppm model : 4500, 55/50 ppm model : 5500
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.

Use the procedure below to register a new user.



1 Login as a user with administrator rights.

2 Press the **System Menu** key.

3 Press [User Login/Job Accounting].

4 If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

5 Press [Next] of *User Login Setting*, [Add/Edit] of *Local User List*, and then [Add].

6 Press [Change] of *User Name*.

7 Enter the user name and press [OK].

NOTE: Refer to the *Character Entry Method on Appendix-9* for details on entering characters.

8 Enter the login user name and E-mail address following 6 and 7 above.

9 Press [Change] of *Login Password* and then [Password].

10 Enter the login password and press [OK].

11 Press [Confirm Password].

12 Enter the same login password to confirm and press [OK].

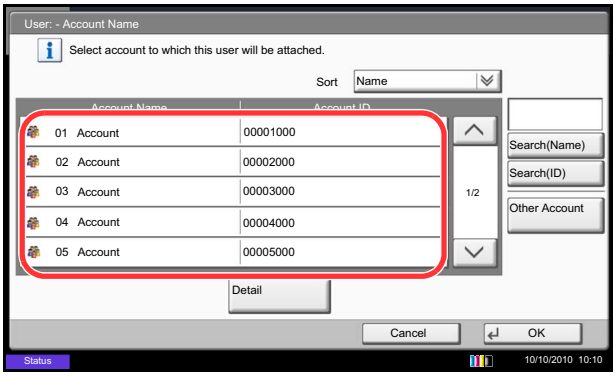
13 Press [OK].

14 Press [Change] of *Access Level*.

15 Select the user access privilege and press [OK].

16 Press [Change] of *Account Name*.

17 Select the account and press [OK].



NOTE: Select [Name] and [ID] from the *Sort* pull-down menu to sort the account list.

Press [Search(Name)] or [Search(ID)] to search by account name or account ID.

18 Press [Next] of *Local Authorization*.

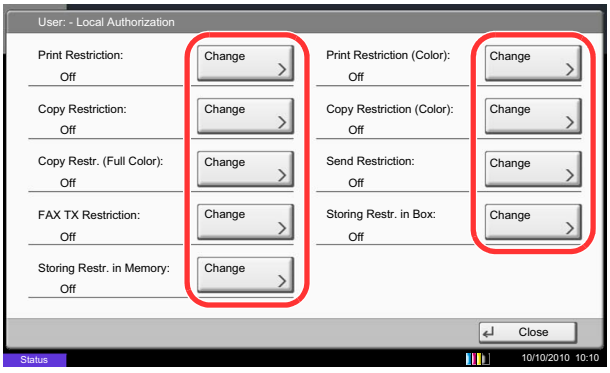
19 Press [Change] of *Print Restriction*.

20 Select [Reject Usage] or [Off] and press [OK].

21 Repeat steps 19 and 20 to set *Print Restriction (Color)*, *Copy Restriction*, *Copy Restriction (Color)*, *Copy Restriction (Full Color)*, *Send Restriction*, *Fax TX Restriction*, *Storing Restr. in Box*, and *Storing Restr. in Memory*.

22 Press [Close].

23 Press [Save] to add a new user 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, press [Yes]. For the procedure for configuring simple login settings, refer to *Simple Login Settings on page 10-17*. If you select [No], you will return to the user list screen.

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. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

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.

Use the procedure below to change the user properties.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

4 Press [Next] of *User Login Setting* and [Add/Edit] of *Local User List*.

5 Select the user whose properties you wish to change.

NOTE: Select [Name] and [Login Name] from the *Sort* pull-down menu to sort the user list.

Press [Search(Name)] or [Search(Login)] to search by name or login user name.

The procedure differs depending on the details to be edited.

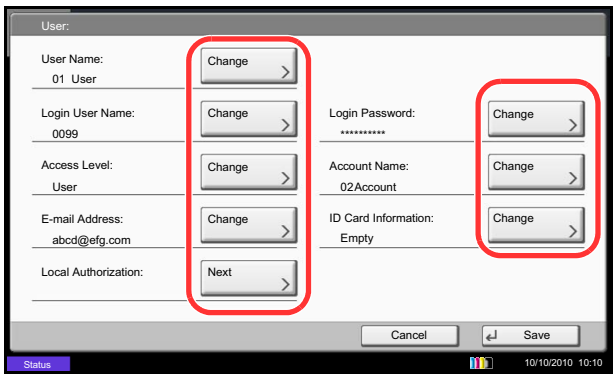
◆Changing user information

1 Press [Detail].

2 Refer to steps 6 to 19 of *Adding a User (Local User List)* to change a user property.

3 Press [Save].

4 Press [Yes] in the registration confirmation screen. The user information is changed.



◆Deleting a user

1 Press [Delete].

2 Press [Yes] on the screen to confirm deletion. The selected user will be deleted.

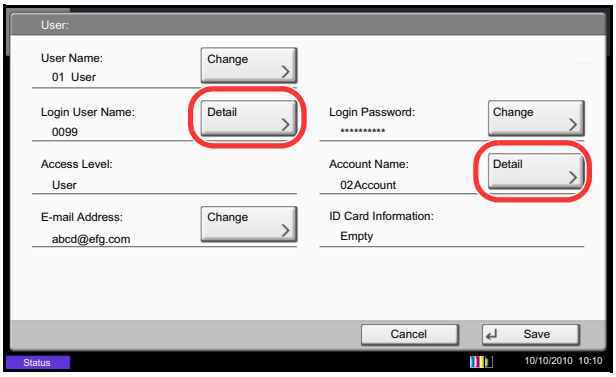
NOTE: The default user with administrator rights cannot be deleted.

For a user without administrator rights who logs in (User Property)

These users can partially change their own user properties including user name, login password, and E-mail address.

Although login user name, access level, or account name cannot be changed, the users can check the present status.

Use the procedure below to change user properties.



1 Press the **System Menu** key.

2 Press [User Property].

3 Refer to steps 6 to 19 of *Adding a User (Local User List)* to change user properties.

Press [Detail] of *Login User Name* or *Account Name* to check the present status.

4 Press [Save] to finalize changed user properties.

Local Authorization

Select whether or not to use Local Authorization. Use the procedure below.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

4 Press [Next] of *User Login Setting* and [Change] of *Local Authorization.*

5 Select [Off] or [On].

6 Press [OK].

Unknown ID Job

This specifies the behavior for handling the jobs sent with unknown login user names or User ID (i.e. unsent IDs). 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 table below shows the available settings.

Item	Description
Reject	The job is rejected (not printed).
Permit	The job is permitted to be printed.

Use the procedure below to process jobs sent from unknown users.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
4. Press [Change] of *Unknown ID Job*.
5. Press [Reject] or [Permit].
6. Press [OK].

Group Authorization Set.

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 *User Login on page 10-2*. Select [On] for LDAP in *Protocol Detail on page 9-100*.

Group Authorization

Use the group authorization.
Use the procedure below.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
4. Press [Next] of *User Login Setting*, [Next] of *Group Authorization Set.*, and then [Change] of *Group Authorization*.
5. Press [On].
6. Press [OK].

Group List

Register the groups that are restricted the machine usage. Up to 20 groups can be individually registered. Other users and groups belong to *Others*.

The table below explains the group information to be registered.

Item	Description
Group ID*	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.
Print Restriction	Select whether or not to reject usage of print functions for the printer.
Print Restriction (Color)	Select whether or not to reject usage of the color print functions for the printer.
Copy Restriction	Select whether or not to reject usage of copy functions.
Copy Restriction (Color)	Select whether or not to reject usage of the color copy functions.
Copy Restr. (Full Color)	Select whether or not to reject usage of only the full color copy functions.
Send Restriction	Select whether or not to reject usage of the send functions.
FAX TX Restriction	Select whether or not to reject usage of the FAX transmissions.
Storing Restr. in Box	Select whether or not to reject usage of storing in the document boxes.
Storing Restr. in Memory	Select whether or not to reject usage of storing in the removable memory.

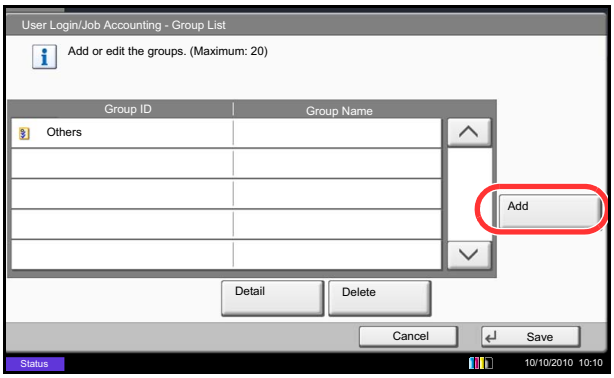
* For Group ID, specify PrimaryGroupID assigned by ActiveDirectory of Windows.
If you are using Windows Server 2008, check Attribute Editor tab of user properties. If you are using Windows Server 2000/2003, check ADSIEdit. ADSIEdit is a support tool included on the installation DVD for Windows Server OS (under \SUPPORT\TOOLS).

Use the procedure below.

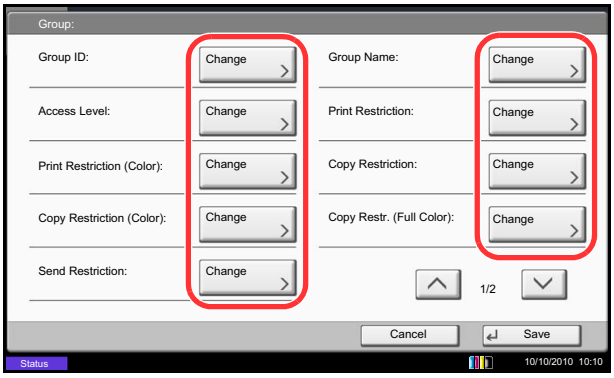
1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.



4 Press [Next] of *User Login Setting*, [Next] of *Group Authorization Set.*, [Add/Edit] of *Group List*, and then [Add].



5 Press [Change] of *Group ID*.

6 Enter the group ID and press [OK].

7 Press [Change] of *Group Name*.

8 Enter the group name and press [OK].

NOTE: Refer to the *Character Entry Method on Appendix-9* for details on entering characters.

9 Press [Change] of *Access Level*.

10 Select the user access privilege and press [OK].

11 Press [Change] of *Print Restriction*.

12 Select [Reject Usage] or [Off] and press [OK].

13 Follow steps 11 and 12 above to set *Print Restriction (Color)*, *Copy Restriction*, *Copy Restriction (Color)*, *Copy Restr. (Full Color)*, *Send Restriction*, *FAX TX Restriction*, *Storing Restr. in Box*, and *Storing Restr. in Memory*.

14 Press [Save] to add a new group 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 *User Login on page 10-2*.
Cannot be used when the Key Counter option is used.

Guest Authorization

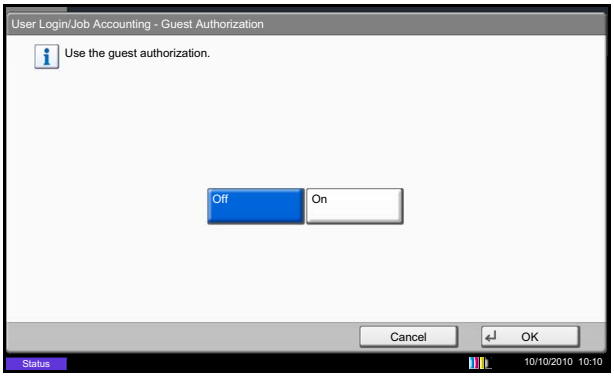
Set guest approval.
Use the procedure below.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

4 Press [Next] of *User Login Setting*, [Next] of *Guest Authorization Set.*, and then [Change] of *Guest Authorization*.



5 Select [On] or [Off].

6 Press [OK].

NOTE: If the guest authentication setting is enabled, the authentication/logout key must be pressed 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 guest property to be registered.

Item	Description
User Name	Enter the name displayed on the user list (up to 32 characters).
Access Level	The authority of the user appears. This cannot be changed.
Account Name	Add an account where the user belongs.
Authorization Rules	Set usage authority for each user. Use of the following items can be restricted. **Print Restriction**: Select whether or not use of the print function of the printer is prohibited. **Print Restriction (Color)**: Select whether or not use of the print function (color) of the printer is prohibited. **Copy Restriction**: Select whether or not use of the copy print function is prohibited. **Copy Restriction (Color)**: Select whether or not use of the copy print function (color) is prohibited. **Copy Restriction (Full Color)**: Select whether or not use of the copy print function (full color) is prohibited. **Send Restriction**: Select whether or not use of the send function is prohibited. **Fax TX Restriction**: Select whether or not use of the fax send function is prohibited. **Storing Restr. in Box**: Select whether or not use of the box store function is prohibited. **Storing Restr. in Memory**: Select whether or not use of the external memory store function is prohibited.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

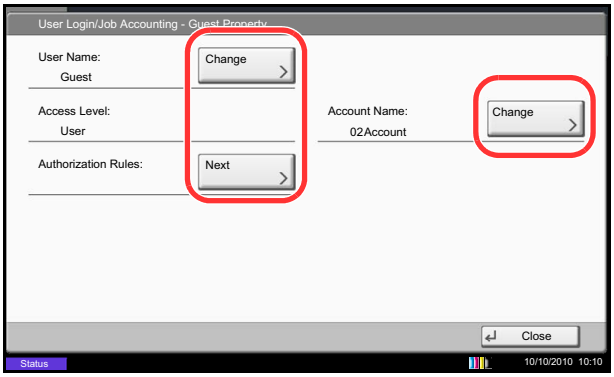
3 If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

4 Press [Next] of *User Login Setting*, [Next] of *Guest Authorization Set.*, and then [Change] of *Guest Property*.

5 Press [Change] of *User Name*.

6 Enter the user name and press [OK].

NOTE: Refer to the *Character Entry Method on Appendix-9* for details on entering characters.



7 Press [Change] of *Account Name*.

8 Select the account and press [OK].

NOTE: Select [Name] and [ID] from the *Sort* pull-down menu to sort the account list.

Press [Search(Name)] or [Search(ID)] to search by account name or account ID.

9 Press [Next] of *Authorization Rules*.

10 Press [Change] of *Print Restriction*.

11 Select [Reject Usage] or [Off] and press [OK].

12 Repeat steps 11 and 12 to set *Print Restriction (Color)*, *Copy Restriction*, *Copy Restriction (Color)*, *Copy Restriction (Full Color)*, *Send Restriction*, *Fax TX Restriction*, *Storing Restr. in Box*, and *Storing Restr. in Memory*.

13 Press [Close].

14 Press [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 *User Login on page 10-2*. Select [On] for LDAP in *Protocol Detail on page 9-100*.

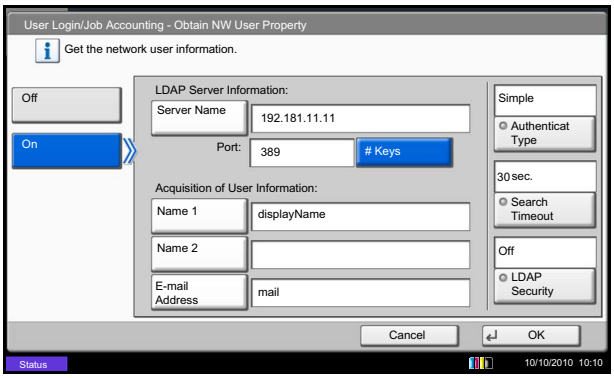
The table below explains the required information to be registered.

Item	Description
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).
Authenticat 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).
LDAP Security	Select the type of encryption according to the type of security employed by the LDAP server. The default setting is *OFF*.

*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".

Use the procedure below.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.



4 Press [Next] of *User Login Setting*, [Change] of *Obtain NW User Property*.

5 Press [On].

6 Press [Server Name].

7 Enter the LDAP server name or the IP address and press [OK].

8 Press [# keys] to enter the LDAP port number using the numeric keys.

9 Press [Name 1].

10 Enter the LDAP Attribute to obtain the user name to be displayed and press [OK].

11 Follow steps 9 and 10 above to set [Name 2].

12 Press [E-mail Address].

13 Enter the LDAP Attribute to obtain the e-mail address and press [OK].

14 If you set the server type to [Kerberos], press [Authentication Type] and set the authentication method.

15 Press [Search Timeout] to set the amount of time to wait before time-out.

16 Press [+], [-] or the numeric keys to enter the time and press [OK].

17 Press [LDAP Security] to select the type of encryption according to the type of security employed by the LDAP server.

18 Select [Off], [SSL/TLS], or [STARTTLS] and press [OK].

Simple Login Settings

Simple login makes it possible to log in by simply selecting a user. The user must be previously registered.

NOTE: For user registration, refer to *Adding a User (Local User List) on page 10-5*.
To use Simple Login, User Login Administration must be enabled in *User Login on page 10-2*.
If the guest authentication setting is enabled, Simple login cannot be enabled.

Simple Login

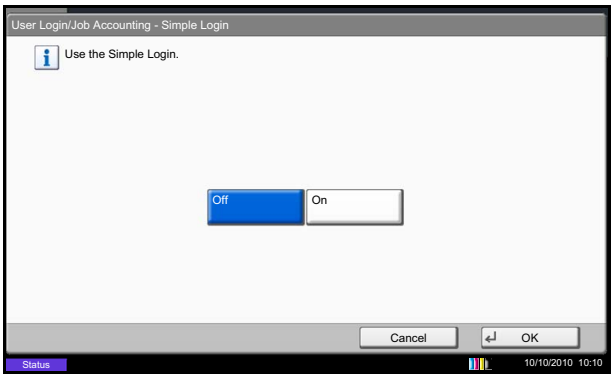
Select whether or not simple login is enabled.
Use the procedure below.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

4 Press [Next] of *User Login Setting*, [Next] of *Simple Login Settings*, and then [Change] of *Simple Login*.



5 Select [On] or [Off].

6 Press [OK].

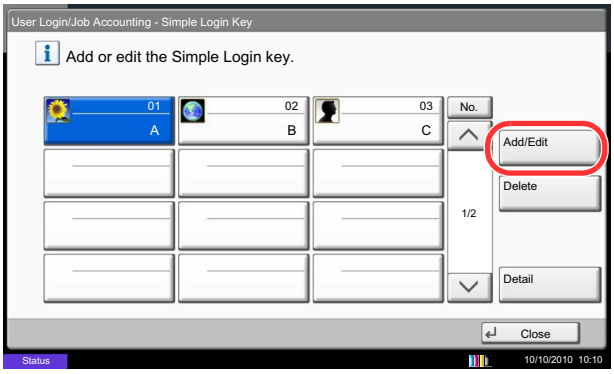
Simple Login Key

Register a user for simple login. You can add Up to 20 users.
Use the procedure below.

1 Press the **System Menu** key.

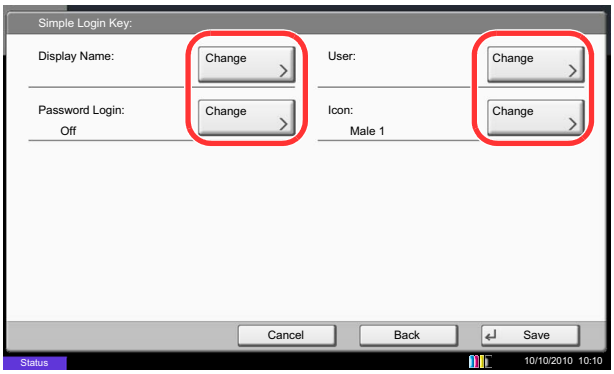
2 Press [User Login/Job Accounting].

3 If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.



4 Press [Next] of *User Login Setting*, [Next] of *Simple Login Settings*, and then [Next] of *Simple Login* Key.

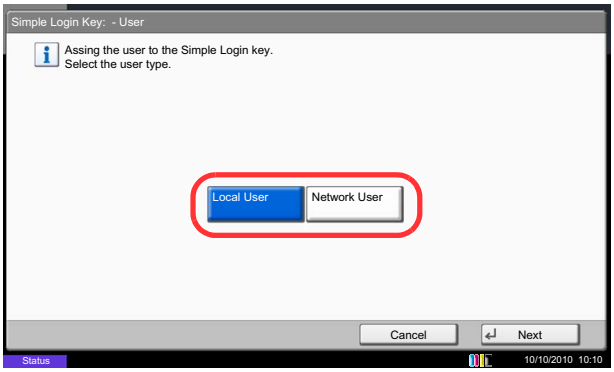
5 Press [Add/Edit].



6 Press [Change] in *Display Name*, enter the user name to be displayed, and press [OK].

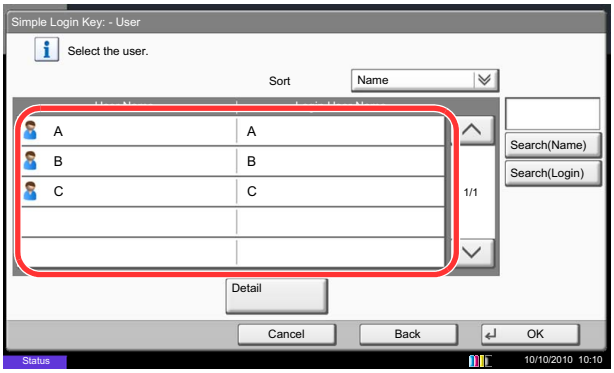
NOTE: Refer to the *Character Entry Method on Appendix-9* for details on entering characters.

7 Press [Change] of *User*.



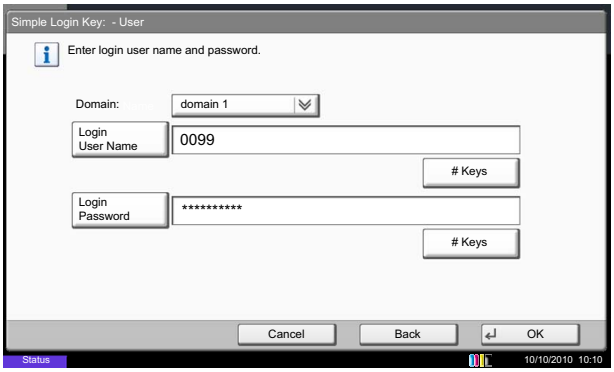
8 To specify the user from local users, select [Local User]. To specify from network users, select [Network User]. Press [Next].
The next step varies depending on which specification method you selected.

◆Specifying the user from local users



9 Select the user to be set for simple login.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Specifying Destination on page 3-40* for Address List.



◆Specifying the user from network users

9 Press [Login User Name] and [Login Password], enter the information of the user to be registered, and press [OK]. If you are specifying a user for whom a domain is set in network authentication, press the *Domain* pull-down menu and select the domain where the user is registered.

NOTE: Refer to the *Character Entry Method on Appendix-9* for details on entering characters.

10 Press [Change] of *Password Login*.

11 Press [On] or [Off] and then press [OK].

12 Press [Change] of *Icon*.



13 Select the user icon to be displayed and press [OK].

14 Press [Save].

Job Accounting Setting

Job accounting Manages the copy/print count accumulated by individual accounts by assigning an ID to each account.

Job accounting helps the following activities in business organizations.

- Manageability of up to 1,000 individual accounts.
- Availability for account IDs with as many as eight digits (between 0 and 99999999) for security.
- Integrated management of printing and scanning statistics through the use of an identical account ID.
- Tracking the print volume for each account and for all accounts combined.
- Restricting the print counter in one-page increments up to 9,999,999 copies.
- Resetting the print counter for each account or for all accounts combined.

First Job Accounting Setup

Follow these steps for the first job accounting setup.

Enable job accounting. (*page 10-20*)

▼

Add an account. (*page 10-22*)

▼

Log out. (*page 10-21*)

▼

Other users login for operations. (*page 10-21*)

Job Accounting

Enable job accounting. Use the procedure below to specify the job accounting setting.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
4. Press [Next] of *Job Accounting Setting*, and then [Change] of *Job Accounting*.
5. Press [On]. To disable job accounting, press [Off].
6. Press [OK].

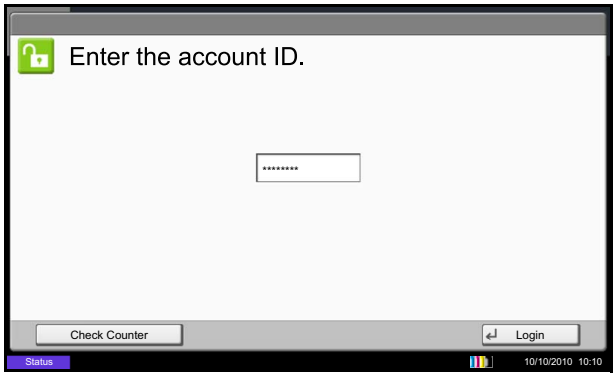
NOTE: When the display returns to the System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

Login/Logout

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

Use the procedure below to login and logout.

Login



1 In the screen below, enter the account ID using the numeric keys and press [Login].

NOTE: If you entered a wrong character, press the **Clear** key and enter the account ID again.

If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.

By pressing [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. (Refer to *Login/Logout on page 10-3*.) If the user has already registered the account information, the account ID entry would be skipped. (Refer to *Adding a User (Local User List) on page 10-5*.)

2 Proceed to complete the rest of the steps.

Logout



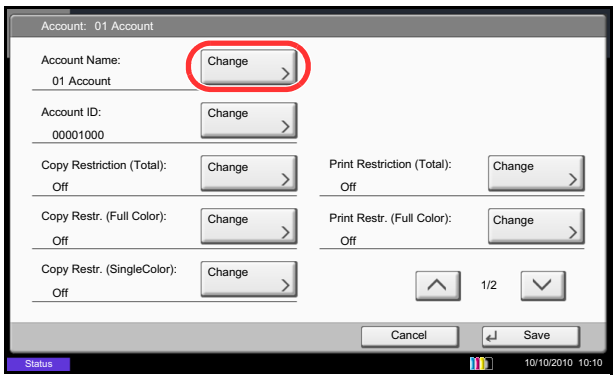
When the operations are complete, press the **Authentication/Logout** key to return to the account ID entry screen.

Adding an Account (Accounting List)

This section explains how to add a new account. The following entries are required.

Item	Description
Account Name	Enter the account name (up to 32 characters).
Account ID	Enter the account ID as many as eight digits (between 0 and 99999999).
Restriction	This Prohibits printing/scanning or restricts the number of sheets to load. Refer to *Restricting the Use of the Machine on page 10-24*.

Use the procedure below to register a new account.



1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

4 Press [Next] of *Job Accounting Setting*, [Add/Edit] of *Accounting List*, and then [Add].

5 Press [Change] of *Account Name*.

6 Enter the account name and press [OK]. The *Account* screen reappears.

NOTE: Refer to the *Character Entry Method on Appendix-9* for details on entering characters.

7 Follow steps 5 and 6 above to enter the *Account ID*.

NOTE: Any account ID that has already registered cannot be used. Enter any other account ID.

8 Activate or deactivate restriction. Refer to *Restricting the Use of the Machine on page 10-24*.

9 Press [Save] to add a new account on the Account List.

Managing Accounts

This changes the registered account information or deletes the account.

Use the procedure below to manage accounts.

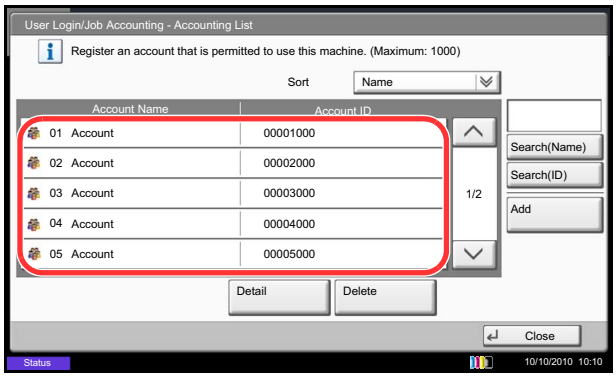
1 Press the **System Menu** key.

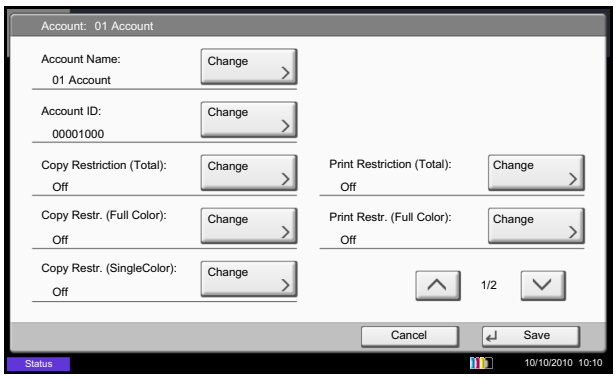
2 Press [User Login/Job Accounting].

3 If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

4 Press [Next] of *Job Accounting Setting* and then [Add/Edit] of *Accounting List*.

5 Select an account to change or delete.





NOTE: Select [Name] or [ID] from the *Sort* pull-down menu to sort the account names.

Press [Search(Name)] or [Search(ID)] to search by account name or account ID.

The procedure differs depending on the details to be edited.

◆Changing account information

1 Press [Detail].

2 Refer to steps 5 to 7 of *Adding an Account* and steps 2 to 5 of *Restricting Using the Machine* to change account information.

3 Press [Save].

4 Press [Yes] in the registration confirmation screen. The account information is changed.

◆Deleting an account

1 Press [Delete].

2 Press [Yes]. To delete the account.

Copy/Printer 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. The selection may influence restriction on the count and count method. Refer to *Restricting the Use of the Machine on page 10-24*, *Counting the Number of Pages Printed on page 10-28* and *Print Accounting Report on page 10-32* for details.

Use the procedure below to set the counting methods.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
4. Press [Next] of *Job Accounting Setting*, [Next] of *Default Setting* and then [Change] of *Copy/Printer Count*.
5. Press [Total] or [Split].
6. Press [OK].

Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of sheets available.

The items that can be restricted differ depending on whether [Split] or [Total] is selected for *Copy/Printer Count on page 10-24*.

Restriction Items

◆ [Split] selected for *Copy/Printer Count*

Item	Detail
Copy Restriction (Total)	Limits the total number of sheets used for full-color, single-color, and black and white copying.
Copy Restr. (Full Color)	Limits the number of sheets used for full-color copying.
Copy Restr. (SingleColor)	Limits the number of sheets used for single-color copying.
Print Restriction (Total)	Limits the total number of sheets used for color and black and white printing.
Print Restr. (Full Color)	Limits the number of sheets used for color printing.
Scan Restriction (Others)	Limits the number of sheets scanned (excludes copying).
FAX TX Restriction	Limits the number of sheets sent by fax. This is displayed when the optional fax kit is installed.
FAX Port Restriction	Restricts the ports used for faxing. This is displayed when two optional FAX kits are installed.

◆ [Total] selected for *Copy/Printer Count*

Item	Detail
Print Restriction (Total)	Limits the total number of sheets used for copying and printing.
Print Restr. (Full Color)	Limits the number of sheets used for full-color printing.
Print Restr. (SingleColor)	Limits the number of sheets used for single-color printing.
Scan Restriction (Others)	Limits the number of sheets scanned (excludes copying).
FAX TX Restriction	Limits the number of sheets sent by fax. This is displayed when the optional fax kit is installed.
FAX Port Restriction	Restricts the ports used for faxing. This is displayed when two optional FAX kits are installed.

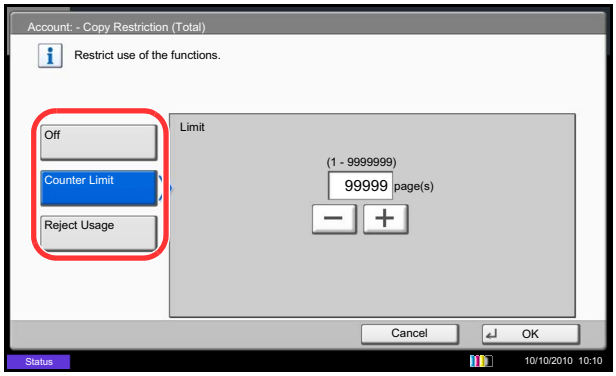
Applying Restriction

Restriction can be applied in two modes as follows:

Item	Description
Off	No restriction given
Counter Limit	Restricts the print counter in one-page increments up to 9,999,999 copies.
Reject Usage	Restriction is applied.

* Select [Off], [Use Port 1 Only] or [Use Port 2 Only] as the *FAX Port Restriction* setting.

Use the procedure below to select a restriction method.



1 Follow steps 1 to 4 of *Adding an Account (Accounting List) on page 10-22*.

2 Press [Change] for the item to be restricted.

3 Select the restriction mode.

If [Counter Limit] is selected, press [+],[-] or numeric keys to select the number of pages.

4 Press [OK].

5 Repeat steps 2 to 4 for other accounts to be restricted.

6 Press [Save]. The restricted account is added.

Apply Limit

This specifies how the machine behaves when the counter has reached the limit of restriction. The table below describes the action taken.

Item	Description
Immediately *	Job stops when the counter reaches its limit.
Subsequently	Printing/scanning of the job continues but the subsequent job will be rejected.
Alert Only	Job continues while displaying an alert message.

* The next job will be prohibited in sending or in storing in the box.

Use the procedure below to apply the restriction limit.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
4. Press [Next] of *Job Accounting Setting*, [Next] of *Default Setting* and then [Change] of *Apply Limit*.
5. Select [Immediately], [Subsequently], or [Alert Only].
6. Press [OK].

Default 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 in 1-sheet increments.

The items that can be set differ depending on whether [Split] or [Total] is selected for *Copy/Printer Count on page 10-24*.

Available Settings

◆ [Split] selected for *Copy/Printer Count*

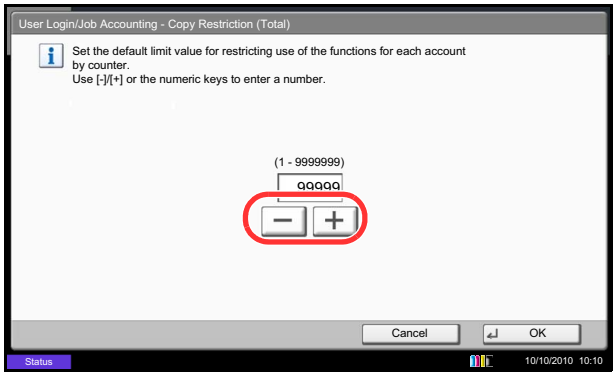
Item	Detail
Copy Restriction (Total)	Sets the default restriction on the number of sheets used for color and black and white copying.
Copy Restr. (Full Color)	Sets the default restriction on the number of sheets used for full-color copying.
Copy Restr. (SingleColor)	Sets the default restriction on the number of sheets used for single-color copying.
Print Restriction (Total)	Sets the default restriction on the total number of sheets used for color and black and white printing.
Print Restr. (Full Color)	Sets the default restriction on the number of sheets used for color printing.
Scan Restriction (Others)	Sets the default restriction on the number of sheets used for scanning (excludes copying).
FAX TX Restriction	Sets the default restriction on the number of sheets used for sending faxes. This is displayed when the optional fax kit is installed.

◆ [Total] selected for *Copy/Printer Count*

Item	Detail
Print Restriction (Total)	Sets the default restriction on the total number of sheets used for copying and printing.
Print Restr. (Full Color)	Sets the default restriction on the number of sheets used for full-color printing.
Print Restr. (SingleColor)	Sets the default restriction on the number of sheets used for single-color printing.
Scan Restriction (Others)	Sets the default restriction on the number of sheets used for scanning (excludes copying).
FAX TX Restriction	Sets the default restriction on the number of sheets used for sending faxes. This is displayed when the optional fax kit is installed.

Use the procedure below to specify the counter limits.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
4. Press [Next] of *Job Accounting Setting*, [Next] of *Default Setting* and then [Next] of *Default Counter Limit*.



5 Press [Change] for the item you want to modify and then press [+] or [-] or use the numeric keys to enter the default restriction on the number of sheets.

6 Press [OK].

7 To set another default restriction, repeat steps 5 to 6.

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.

Types of the counts are as follows.

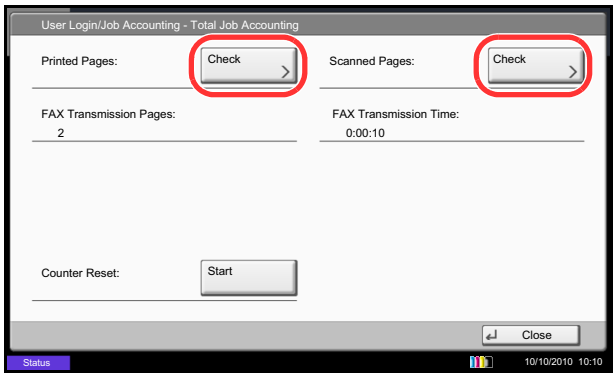
Item	Detail
Printed Pages	Displays the number of pages copied and printed, and the total number of pages used. You can also use [Count by Paper Size] and [Count by Duplex/Combine] to check the number of pages used. • For copying, you can check the pages used for black and white, full-color and single-color copying as well as the total pages used. • For printing, you can check the pages used for black and white and full-color printing as well as the total pages used. • You can use [Count by Paper Size] to check the number of pages used in the paper size set in *Count by Paper Size on page 10-30* as well as the number of pages used in other paper sizes. • You can use the [Count by Duplex/Combine] to check the number of pages used in Duplex (1-sided) mode, Duplex (2-sided) mode and the total for both, as well as the pages used in Combine (None) mode, Combine (2in1) mode, Combine (4in1) mode and the total for all three.
Scanned Pages	Displays the number of pages scanned for copying, faxing* and other functions, as well as the total number of pages scanned.
FAX Transmission Pages*	Displays the number of pages faxed.
FAX Transmission Time*	Displays the total duration of fax transmissions.

* Only displayed when the optional fax kit is installed.

Total Job Accounting

This counts the number of pages for all accounts and resets the counts for those accounts together at the same time.

Use the procedure below to check and reset the counter.



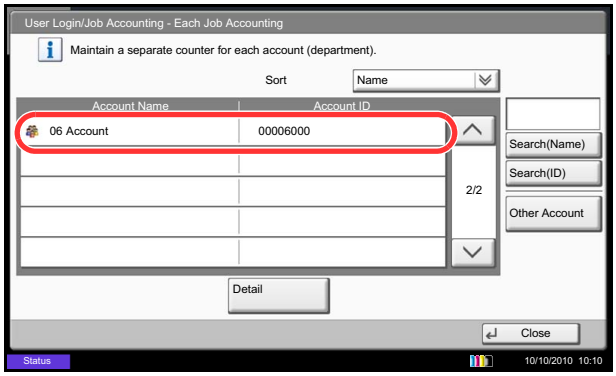
1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
4. Press [Next] of *Job Accounting Setting* and then [Next] of *Total Job Accounting*.
5. Press [Check] at the function to check the count. The results will be displayed.
6. Confirm the count and press [Close].
7. Press [Start] of *Counter Reset* to reset the counter.
8. Press [Yes] on the screen to confirm the reset. The counter is reset.

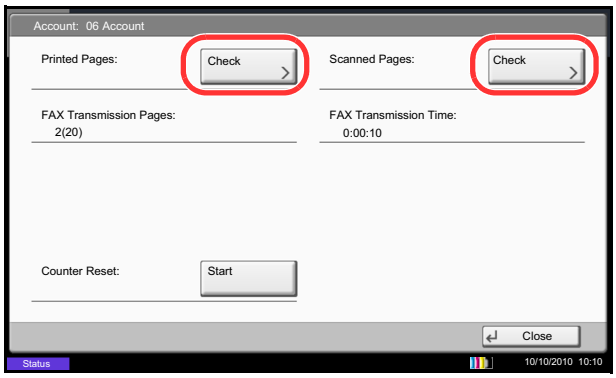
Each Job Accounting

This counts the number of pages for each account and resets the counts by account.

Use the procedure below to display and reset the counter.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
4. Press [Next] of *Job Accounting Setting* and [Check] of *Each Job Accounting*.





5 Select the account to check the count.

NOTE: Select [Name] or [ID] from the *Sort* pull-down menu to sort the account names.

Press [Search(Name)] or [Search(ID)] to search by account name or account ID.

To display an account other than your own account, press [Other Account].

6 Press [Detail].

7 Press [Check] at the function to check the count. The results will be displayed.

8 Confirm the count and press [Close].

9 Press [Start] of *Counter Reset* to reset the counter.

10 Press [Yes] on the screen to confirm the reset. The counter will be reset.

Count by Paper Size

This counts the number of pages by paper size (e.g. Letter).

NOTE: Paper size is available in five types, - 1 to 5. These types are specified in accounting reports. Refer to *Print Accounting Report on page 10-32*.

In addition to paper size, media type can also be specified (e.g. count the letter-size color paper used). If no media type is specified, usage is counted for all media types of that size.

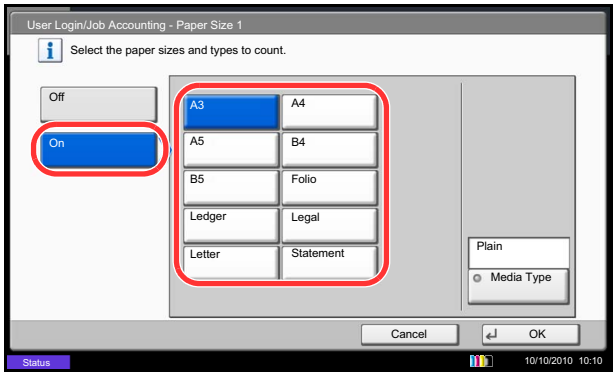
Use the procedure below to count the number of pages.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

4 Press [Next] of *Job Accounting Setting*, [Next] of *Default Setting*, [Next] of *Count by Paper Size*, [Change] of Paper Size 1 to 5 and then [On].



5 Select the paper size.

6 Press [Media Type] to specify media type.

7 Select the media type and press [OK].

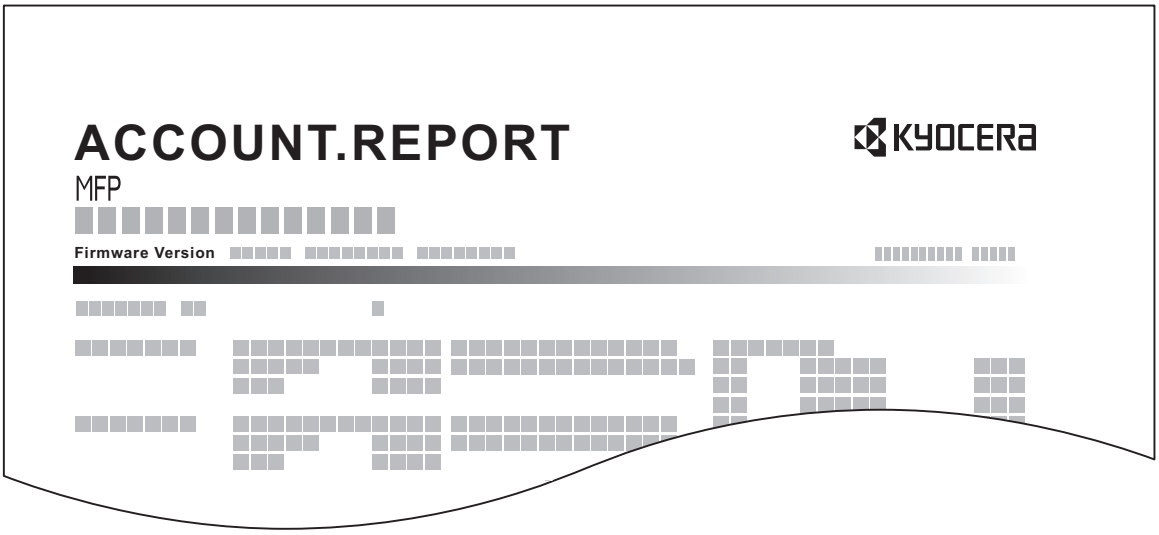
8 Press [OK].

Print Accounting Report

The total pages counted of all relevant accounts can be printed as an accounting report.

Reports have different formats depending on how the count of copiers and printers is administered.

When Split is selected for Managing the Copy/Printer Count



For the count by paper size, the report will be printed by size.

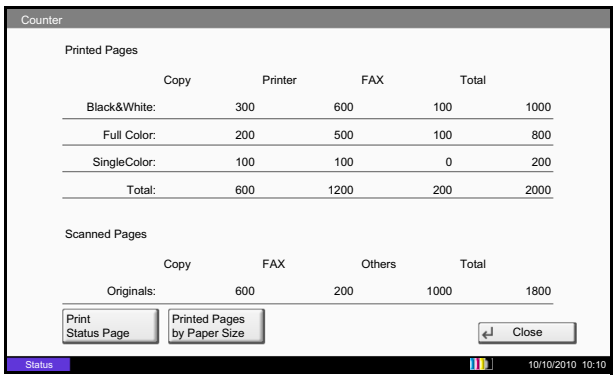
Use the procedure below to print a job accounting report.

1. Check that Letter or A4 paper is loaded in the cassette.
2. Press the **System Menu** key.
3. Press [User Login/Job Accounting].
4. If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
5. Press [Next] of *Job Accounting Setting* and then [Print] of *Print Accounting Report*.
6. Press [Yes] on the screen to confirm the printing.

Unknown ID Job

The behavior of the machine when it receives a job from an unknown account ID (i.e. unsent ID) can be specified. Refer to *Unknown ID Job on page 10-10* for details.

Checking and Printing Counter



Press the **Counter** key to check the number of sheets printed and scanned.

You can check the number of pages printed in each paper size by pressing [Printed Pages by Paper Size].

11 Maintenance

This chapter describes cleaning and toner replacement.

- Regular Maintenance 11-2
- Cleaning 11-15

Regular Maintenance

Toner Container Replacement

When toner runs low, "Toner is running out" 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.

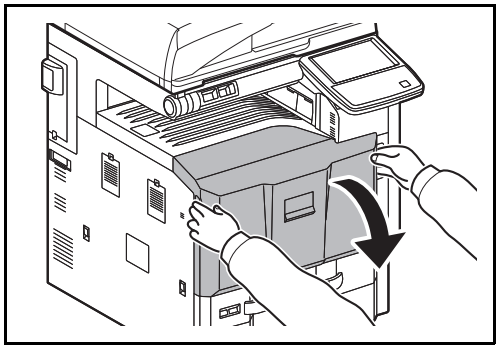
Every time you replace the toner container, be sure to clean the parts as instructed below. Dirty parts may deteriorate output quality.

NOTE:

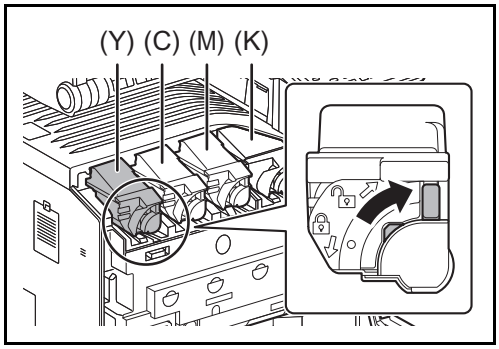
- For the toner container, always use a genuine toner container. Using a toner container that is not genuine may cause image defects and product failure.
- The memory chip in the toner container of this product stores information necessary for improving customer convenience, operation of the recycling system for used toner containers, and planning and development of new products. The stored information does not include information that makes it possible to identify individuals, and is only used anonymously for the above purposes.

CAUTION: Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

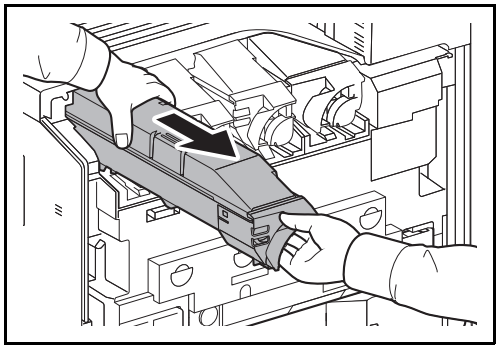
Installation procedures of the toner container is same for every color. The procedures here represent the yellow toner container.



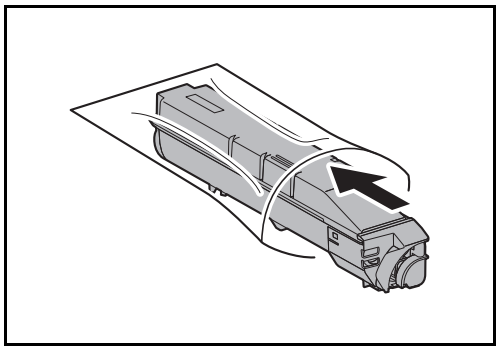
1 Open the front cover.

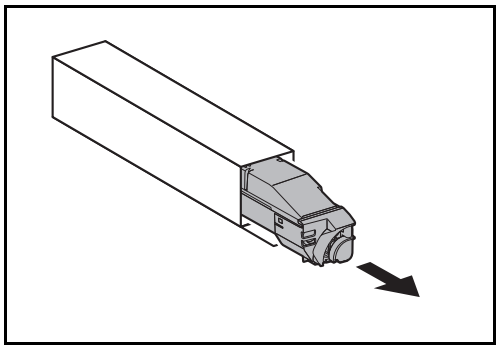


2 Turn the toner container release lever to the vertical position.

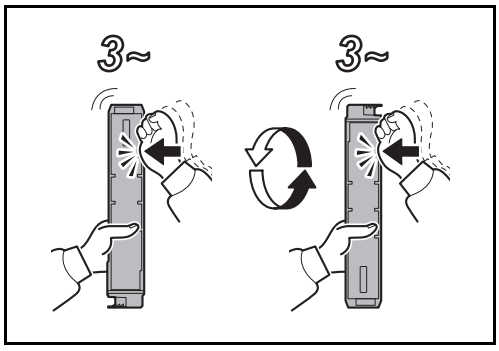


3 Remove the toner container and insert it into the provided plastic disposal bag.

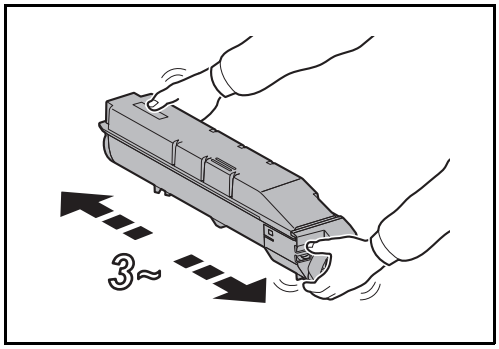




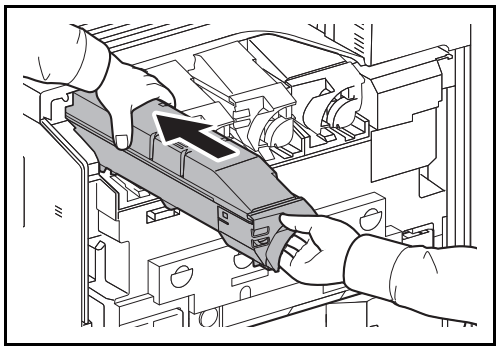
4 Remove the new toner container from the box.



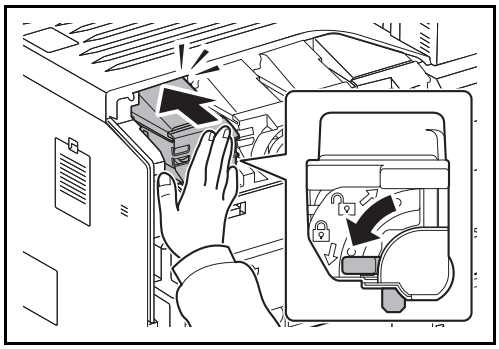
5 Hold the toner container vertically and hit the upper part about 3 times. Invert the toner container so that the other end is up, and hit in the same way.



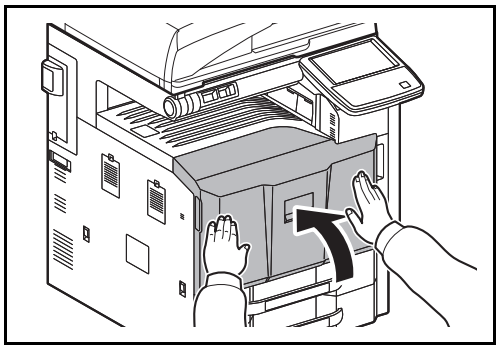
6 Hold the toner container horizontally and shake from side to side about 3 times.



7 Hold the toner container with both hands and gently push it all the way in.



8 After pushing the toner container all the way in, turn the toner container release lever to the horizontal position.



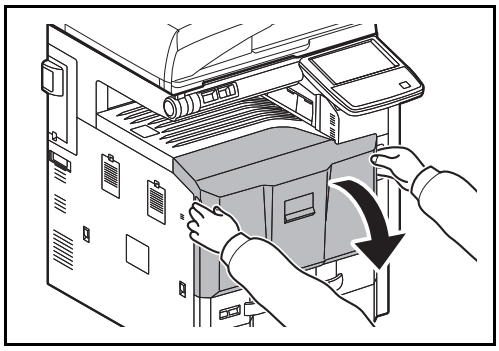
9 Close the front cover.

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

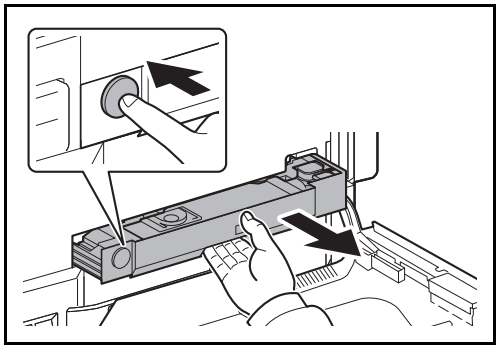
Waste Toner Box Replacement

When "Waste toner box almost full" appears in the touch panel, make sure you have a new waste toner box available for replacement.
When the touch panel shows “Check waste toner box.”, immediately replace the waste toner box.

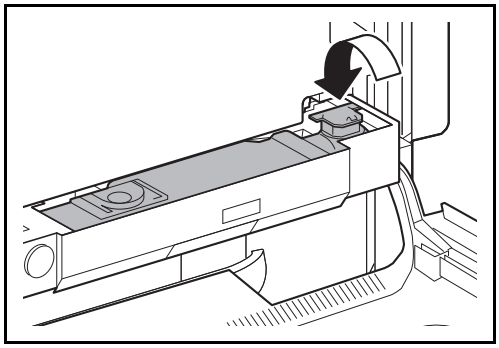
CAUTION: Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.



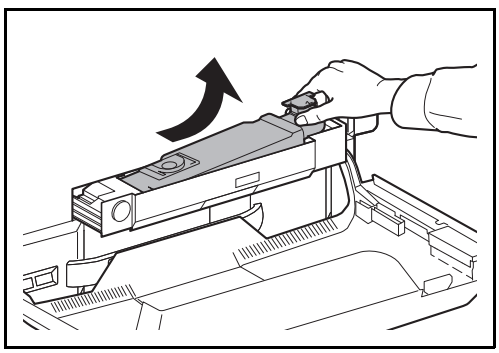
1 Open the front cover.

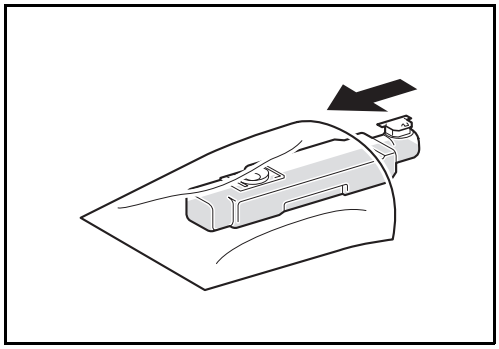


2 Press the release key **(1)** and pull out the waste toner tray **(2)**.

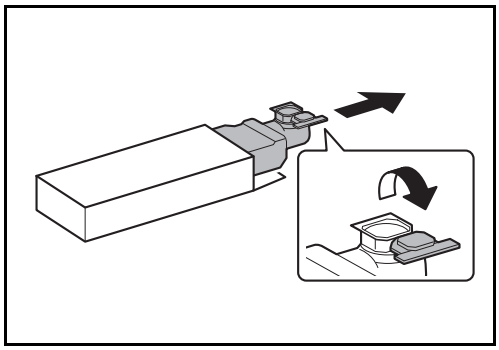


3 Close the cap and remove the old waste toner box diagonally upward.

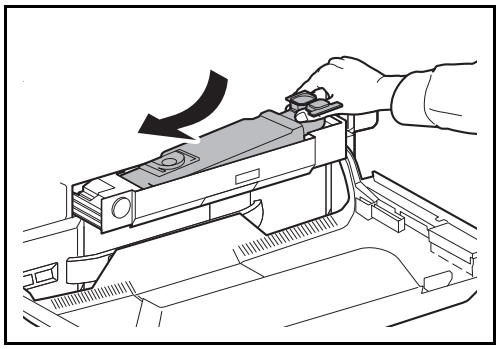




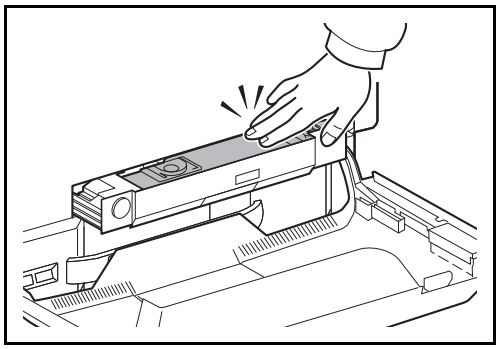
4 Insert into the provided plastic disposal bag.

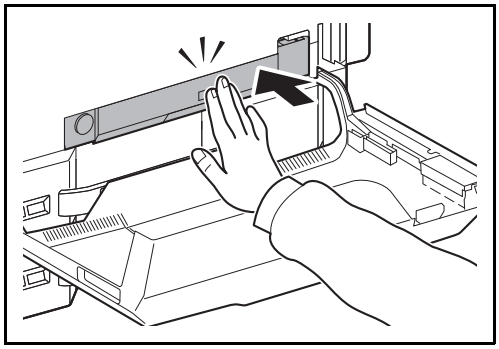


5 Gently remove the new waste toner box from its packaging and open the cap.

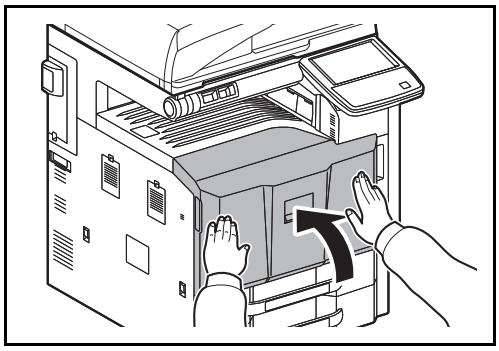


6 Install a new waste toner box.





7 Press the specified position to close the waste toner tray. When the tray reaches the correct position, it locks in place with a clicking sound.



8 Close the front cover.

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

Replacing Staples

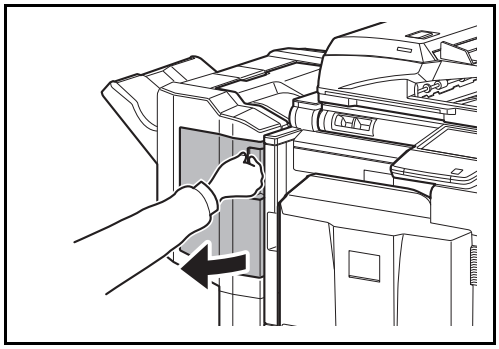
A staple cartridge is installed in the optional 1,000-sheet finisher, 4,000-sheet finisher, and center-fold unit.

If a message displays indicating that staples have run out, the staple cartridge holder need to be replenished with staples.

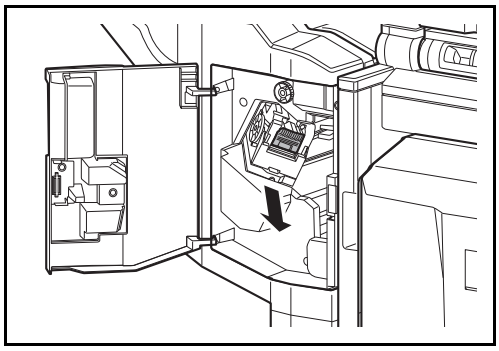
NOTE: If the Staple Unit runs out of staples, contact your service representative or the place of purchase.

Follow the steps below to refill staples.

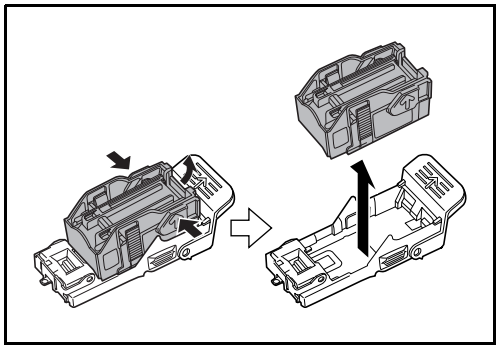
1,000-sheet Finisher (Option)



1 Open the front cover.

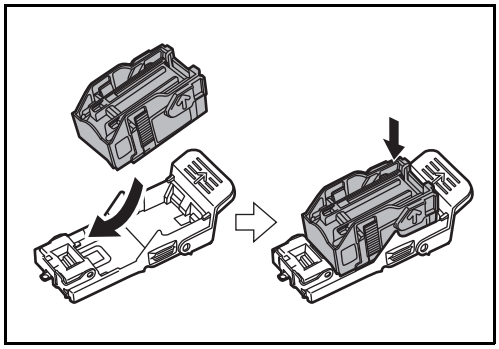


2 Remove the staple cartridge holder.

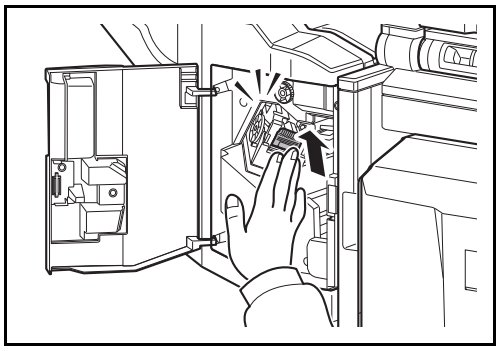


3 Remove the empty staple cartridge from the staple cartridge holder.

NOTE: The staple cartridge can only be removed when it contains no more staples.



4 Insert the new staple cartridge into the staple cartridge holder.



5 Re-install the staple cartridge holder. The staple cartridge holder will click into place when it has been inserted correctly.

6 Close the front cover.

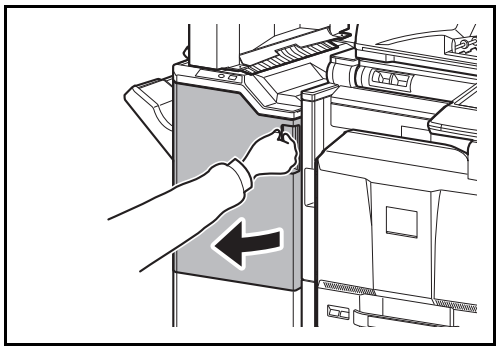
4,000-sheet Finisher (Option)

The 4,000-sheet finisher contains staple cartridge holder A.

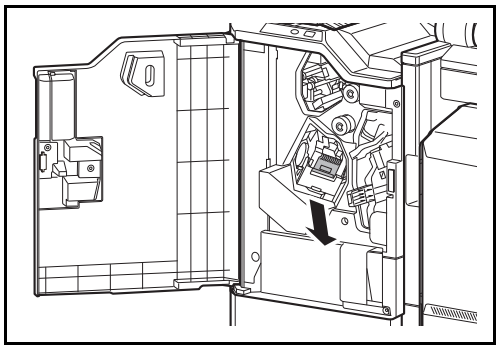
The optional folding unit contains staple cartridge holders B and C. The refill procedure for staple cartridge holders B and C are the same as for staple cartridge holder A.

Refilling Staple Cartridge Holder A

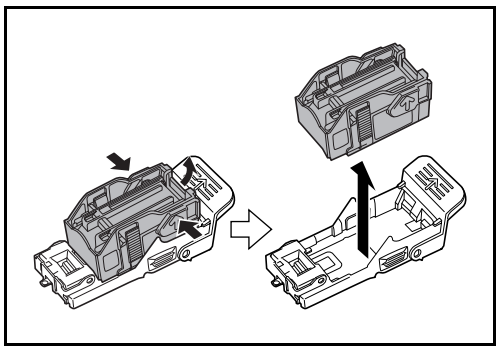
NOTE: See page 11-11 to refill staple cartridge holder B/C of the optional folding unit.



1 Open the front cover 1.

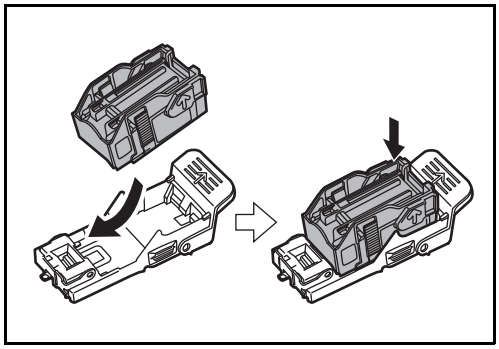


2 Remove the staple cartridge holder.

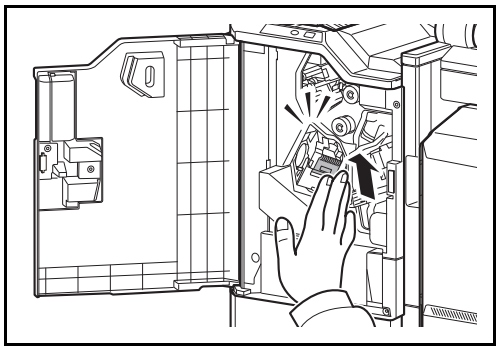


3 Remove the empty staple cartridge from the staple cartridge holder.

NOTE: The staple cartridge can only be removed when it contains no more staples.



4 Insert the new staple cartridge into the staple cartridge holder.

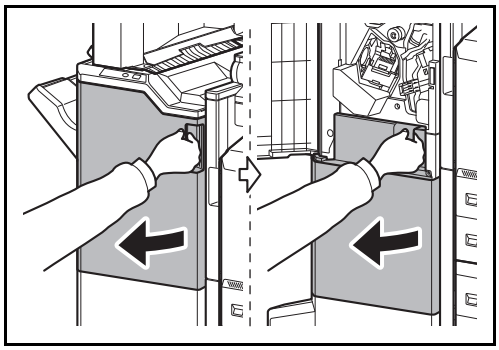


5 Re-install the staple cartridge holder. The staple cartridge holder will click into place when it has been inserted correctly.

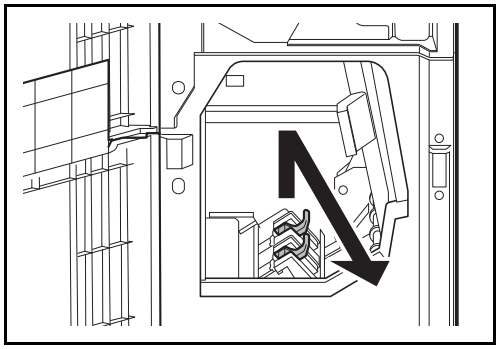
6 Close the front cover 1.

Refilling Staple Cartridge Holders B/C (Option)

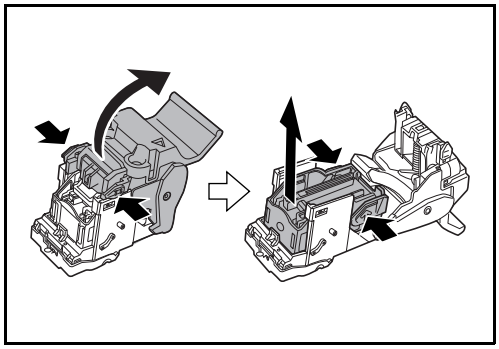
Follow the steps below to refill staples for the optional folding unit. Follow the same procedure to refill staple cartridge holders B and C.



1 Open the front cover 1 and 2.

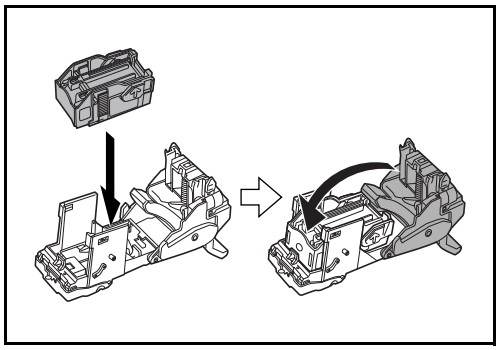


2 Remove the staple cartridge holder B or C.

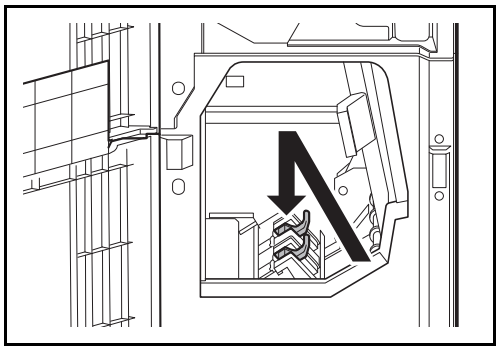


3 Open the stopper and remove the empty staple cartridge.

NOTE: The staple cartridge can only be removed when it contains no more staples.



4 Insert the new staple cartridge into the staple cartridge holder and close the stopper.



5 Re-install the staple cartridge holder.

When re-installing, align the triangle marks on the staple cartridge holder and the staple unit. The staple cartridge holder will click into place when it has been inserted correctly.

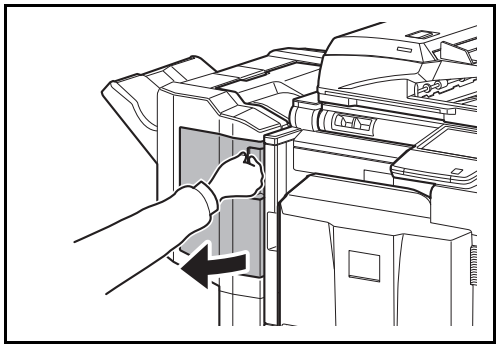
6 Close the front cover 1 and 2.

Emptying the Punch Waste Box (Option)

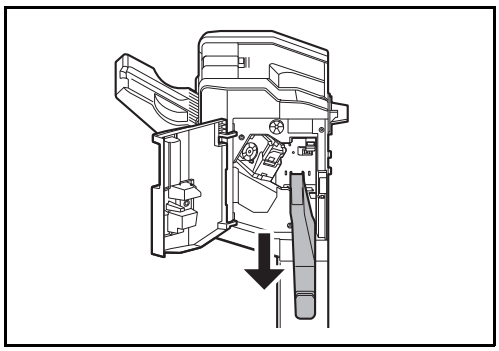
If a message is displayed on the machine operation panel indicating that the waste punch box is full, be sure to empty the scraps in the punch waste box.

Leave the main power switch on the machine switched ON (|) while performing this procedure.

1,000-sheet Finisher (Option)

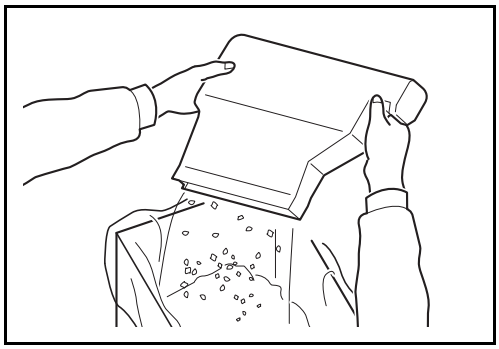


1 Open the front cover.

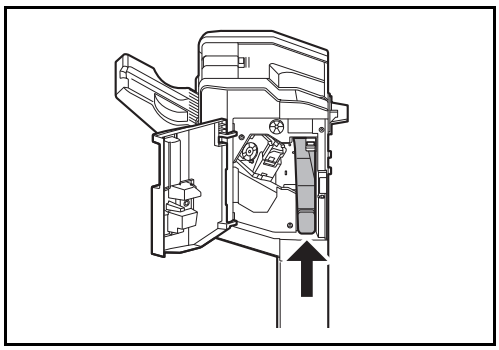


2 Grasp the punch waste box handle and remove the box from the Document Finisher.

NOTE: Take care not to spill the waste hole punch scraps when removing the container.



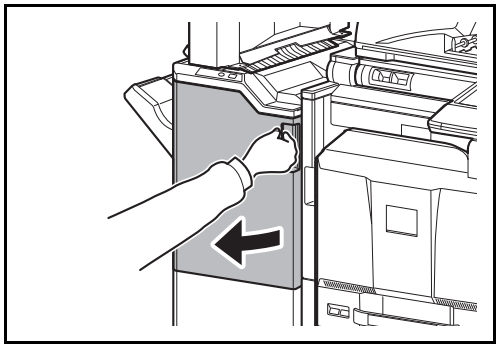
3 Dispose of the hole punch scraps appropriately.



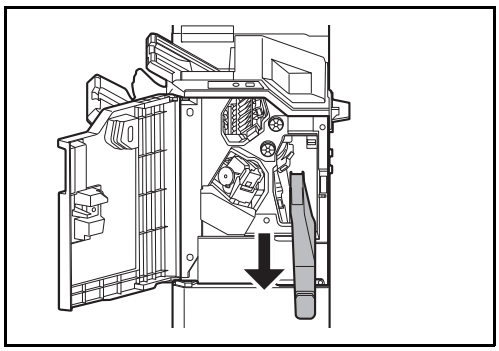
4 Re-install the punch waste box. Align it with the guides in the Document Finisher.

5 Close the front cover.

4,000-sheet Finisher (Option)

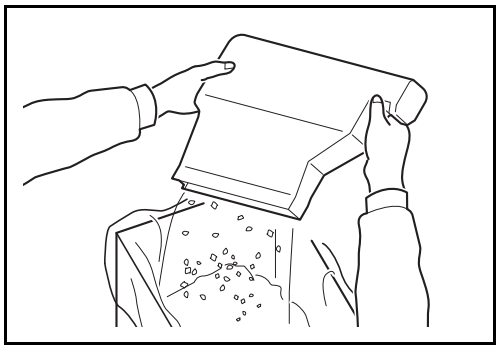


1 Open the front cover 1.

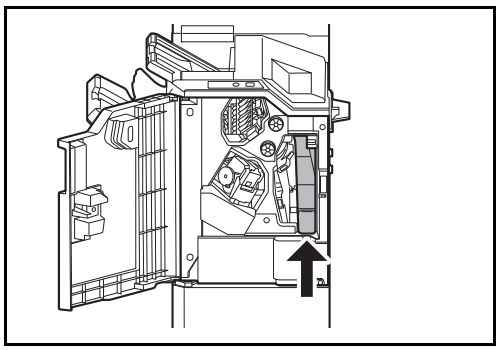


2 Grasp the punch waste box handle and remove the box from the Document Finisher.

NOTE: Take care not to spill the waste hole punch scraps when removing the container.



3 Dispose of the hole punch scraps appropriately.



4 Re-install the punch waste box. Align it with the guides in the Document Finisher.

5 Close the front cover 1.

Cleaning

Clean the machine regularly to ensure optimum output quality.

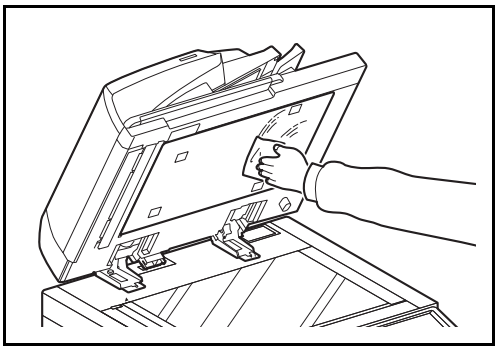
CAUTION: For safety, always unplug the power cord before cleaning the machine.

Platen Cover / Glass Platen

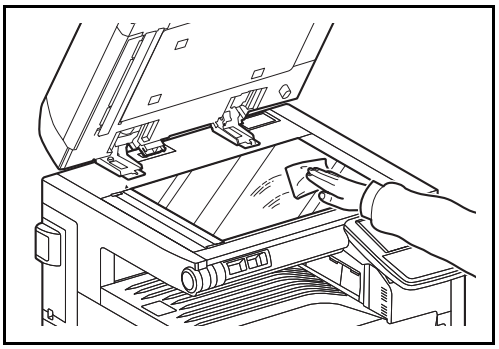
Wipe the backside of the platen cover, the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.

IMPORTANT: Do not use thinner or other organic solvents.

Platen Cover

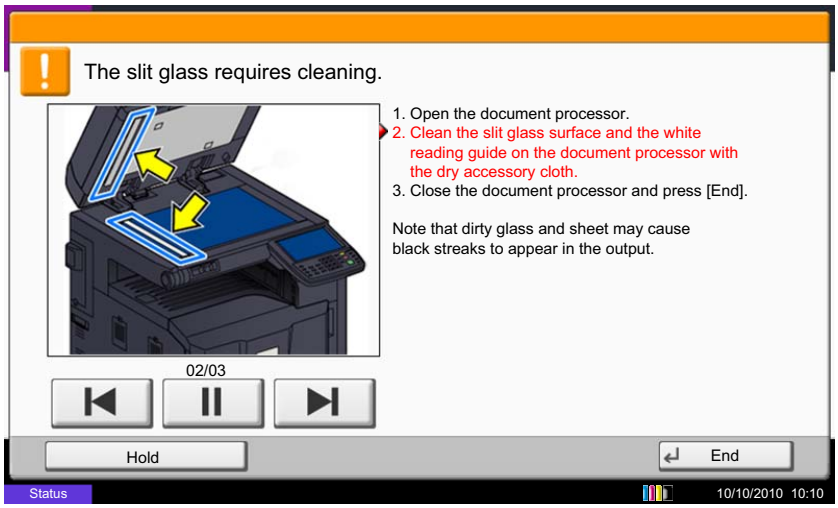


Glass Platen

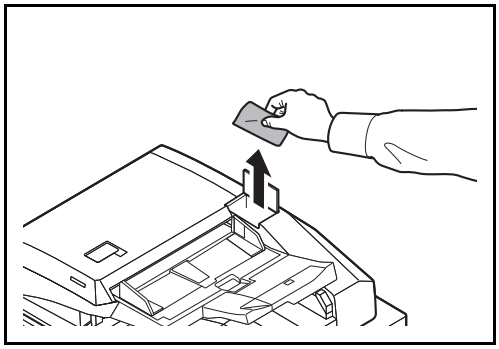


Slit Glass/Dual scanning area

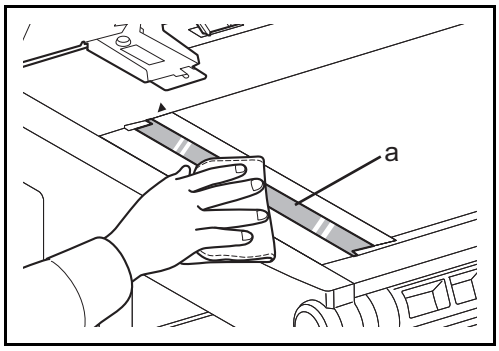
If black streaks or dirt appears in copies when using the optional document processor, clean the slit glass with the supplied cleaning cloth. The message *Clean the slit glass.* may be displayed if the slit glass requires cleaning. When using the document processor that features dual scanning, clean the dual scanning unit also.



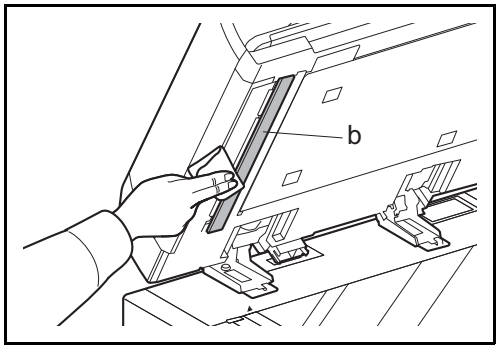
NOTE: Wipe the slit glasses with the dry accessory cloth. Do not use water, soap or solvents for cleaning.



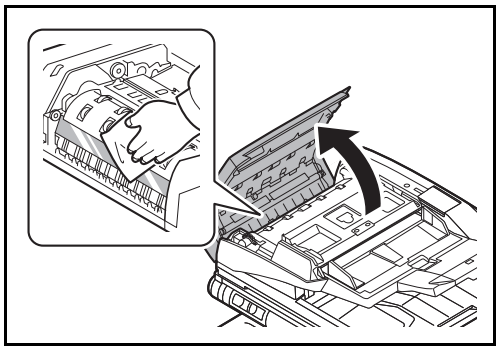
1 Remove the cloth from the cleaning cloth compartment.



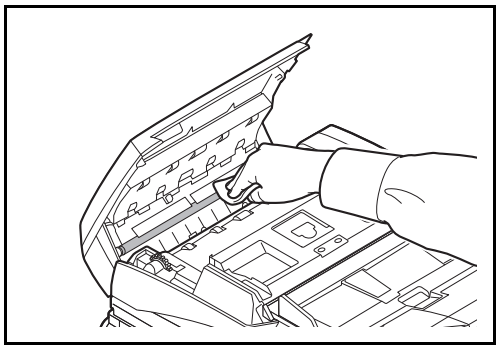
2 Open the document processor and wipe the slit glass (a).



3 Wipe the white guide (b) on the document processor.



4 If you are using the dual scan document processor, open the top cover of the document processor and wipe the glass (scanning unit).



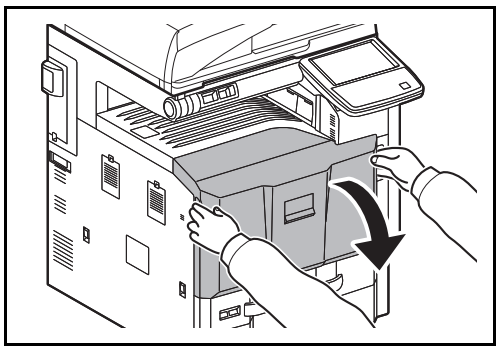
5 Wipe the white roller.

6 Close the document processor top cover and return the cleaning cloth to the cleaning cloth compartment.

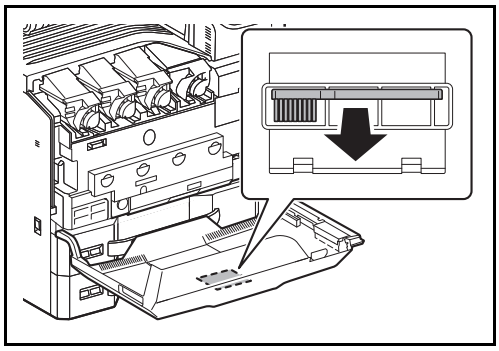
7 Press [End] on the touch panel.

Separator

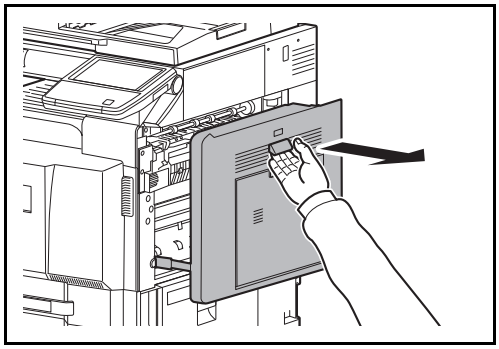
Clean the separator regularly (at least monthly) to ensure optimum output quality.



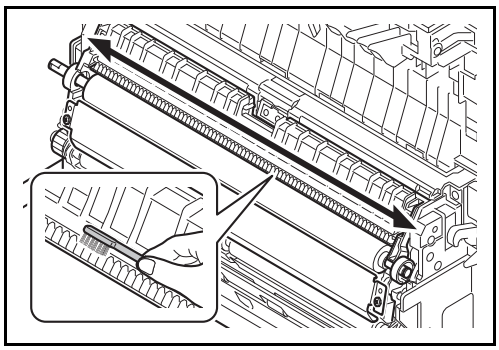
1 Open the front cover.



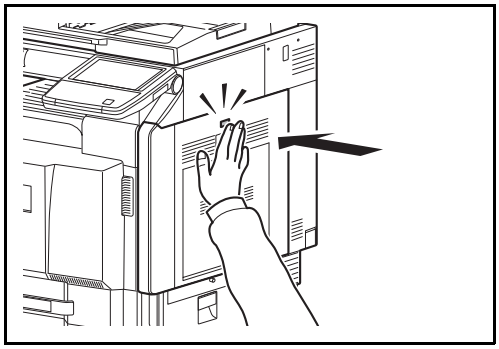
2 Remove the cleaning brush (blue colored).



3 Pull up the lever and open the right cover 1.



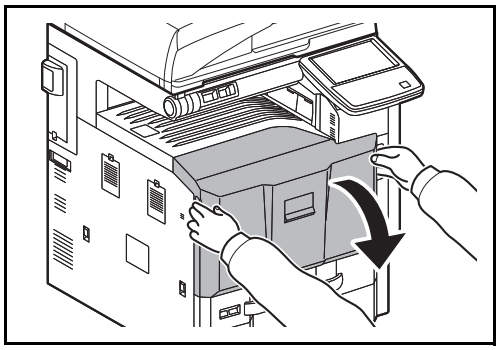
4 As shown in the figure, clean dirt from the separator by moving the brush from side to side along the separator.



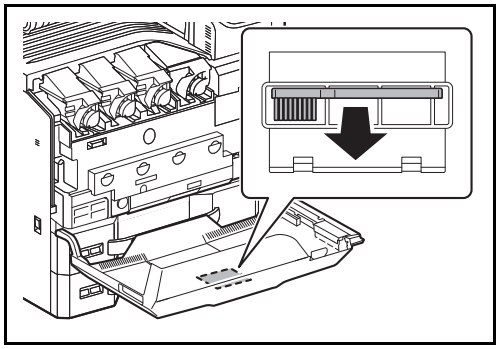
5 Press the specified position of the right cover 1 to close.

6 Put away the cleaning brush and close the front cover.

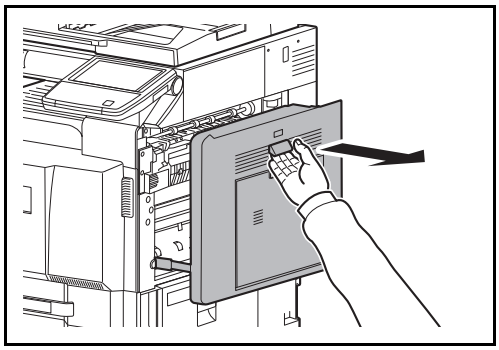
Transfer Roller



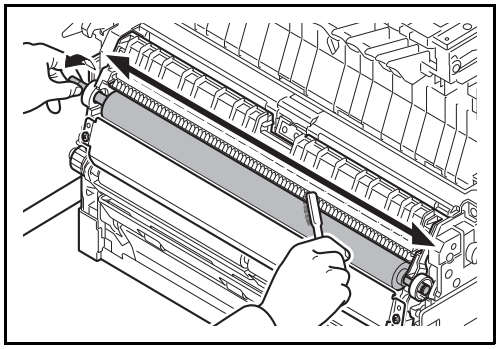
1 Open the front cover.



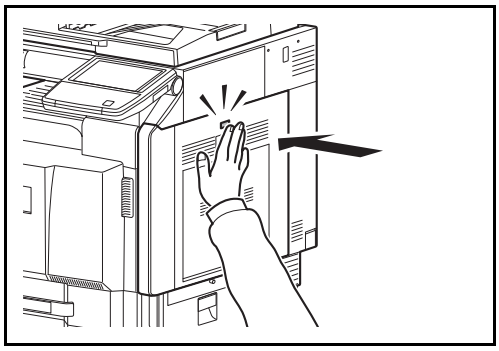
2 Remove the cleaning brush (blue colored).



3 Pull up the lever and open the right cover 1.



4 As shown in the figure, clean dirt from the transfer roller by moving the brush from side to side along the roller while rotating the roller by turning the gear at the right end of the roller.



5 Press the specified position of the right cover 1 to close.

6 Put away the cleaning brush and close the front cover.

12 Troubleshooting

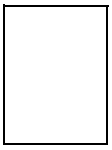
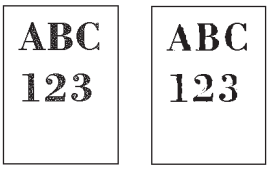
This chapter explains how to solve problems with the machine.

- Solving Malfunctions 12-2
- Responding when Error Messages 12-8
- Clearing Paper Jams 12-23

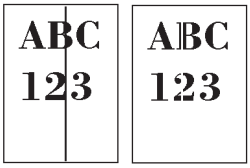
Solving Malfunctions

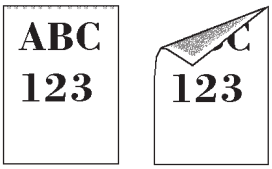
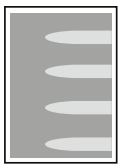
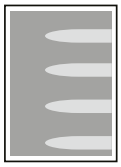
The table below provides general guidelines for problem solving.

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.

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.	*9-78*
The operation panel does not respond when the main power switch is turned on.	Is the machine plugged in?	Plug the power cord into an AC outlet.	*2-6*
Pressing the Start key does not produce copies.	Is there a message on the touch panel?	Determine the appropriate response to the message and respond accordingly.	*12-8*
	Is the machine in Sleep mode?	Press the **Power** key to recover the machine from Sleep mode. The machine will be ready to copy within a minute.	*2-10*
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.	*2-44*
		When placing originals in the optional document processor, place them face-up.	*2-46*
	—	Check that the application software is correctly operated.	—
Printouts are too light. 	Is the paper damp?	Replace the paper with new paper.	*2-27*
	Have you changed the density?	Select appropriate density level.	*3-10* *9-69*
	Is the toner distributed evenly within the toner container?	Shake the toner container from side to side several times.	*11-2*
	Is there a message indicating the addition of toner?	Replace the toner container.	*11-2*
	Is EcoPrint mode enabled?	Disable EcoPrint mode.	*9-60*
	—	Run [Drum Refresh].	*9-70*
	—	Run [Developer Refresh].	*9-76*
	—	Run [Laser Scanner Cleaning].	*9-76*
	—	Make sure the paper type setting is correct for the paper being used.	*9-4*

Symptom	Checkpoints	Corrective Actions	Reference Page
Printouts are too dark.	Have you changed the density?	Select appropriate density level.	*3-10* *9-69*
	—	Run [Calibration].	*9-75*
	—	Run [Developer Refresh].	*9-76*
Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly).	Is the original a printed photograph?	Set the image quality to [Printer Output] or [Book/Magazine] in [Photo].	*3-10*
Printouts are not clear.	Did you choose appropriate image quality for the original?	Select appropriate image quality.	*3-10*
Dirt on the print side of the paper.	Is the platen or the document processor dirty?	Clean the platen or the document processor.	*11-15*
	—	Brush the transfer roller clean.	*11-19*
	—	Run [Drum Refresh].	*9-70*
	—	Run [Developer Refresh].	*9-76*
	—	Run [Laser Scanner Cleaning].	*9-76*
Printouts are fuzzy. 	Is the machine being used in very humid conditions?	Use in an environment that has suitable humidity.	—
	—	Run [Drum Refresh].	*9-70*
Images are skewed.	Are the originals placed correctly?	When placing originals on the platen, align them with the original size indicator plates.	*2-46*
		When placing originals in the optional document processor, align the original width guides securely before placing the originals.	*2-46*
	Is the paper loaded correctly?	Check the position of the paper width guides.	*2-29*

Symptom	Checkpoints	Corrective Actions	Reference Page
Paper often jams.	Is the paper loaded correctly?	Load the paper correctly.	*2-29*
	—	Change the orientation in which the paper is positioned.	*xli* *2-29* *2-36*
	Is the paper of the supported type? Is it in good condition?	Remove the paper, turn it over, and reload it.	*2-29*
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	*2-29*
	Are there any loose scraps or jammed paper in the machine?	Remove any jammed paper.	*12-23*
Printouts have black lines. 	Are the slit glass and the Dual scanning area dirty?	Clean the slit glass and the Dual scanning area.	*11-16*
	—	Run [Laser Scanner Cleaning].	*9-76*
Printouts are wrinkled or curled.	Is the paper separator of the paper feed unit dirty?	Clean the paper separator.	*11-18*
	Is the paper damp?	Replace the paper with new paper.	*2-27*
	—	Change the orientation in which the paper is positioned.	*xli* *2-29* *2-36*
Cannot print.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine powered on?	Turn on the main power switch.	*3-2*
	Are the printer cable and network cable connected?	Connect the correct printer cable and network cable securely.	*2-3*
	Was the machine powered on before the printer cable was connected?	Power on the machine after connecting the printer cable.	*2-3*
	Is the print job paused?	Resume printing.	*8-3*
Documents are printed improperly.	Are the application software settings at the PC set properly?	Check that the printer driver and application software settings are set properly.	—
Cannot print with USB memory.	Is the USB host blocked?	Select [Unblock] in the USB host settings.	*9-109*
USB memory not recognized.	—	Check that the USB memory is securely plugged into the machine.	—

Symptom	Checkpoints	Corrective Actions	Reference Page
When displaying an image sent from the machine on the PC, an image size is shrunk vertically or horizontally.	Have you selected 200×100dpi Normal or 200×400dpi Super Fine for the scan resolution?	Select a scan resolution other than 200×100dpi Normal or 200×400dpi Super Fine when sending an image.	—
Dirt on the top edge or back of the paper. 	Check the paper chute and the ramp.	Open the right cover and check for toner on the paper ramp inside the paper transfer unit. Clean the paper ramp using a soft, dry, lint-free cloth.	—
Part of the image is periodically faint or blurred. 	—	Run [Developer Refresh].	*9-76*
Part of the image is periodically faint or shows white lines. 	—	Run [Drum Refresh].	*9-70*
White dots appear on the image.	—	Run [Drum Refresh].	*9-70*
Skewed-color printout. 	—	Run [Calibration].	*9-75*
	—	Run [Color Registration].	*9-72*
Print on the back of the sheet is visible on the front.	—	Set [Prevent Bleed-through] to [On].	*4-42* *6-25* *9-22*
The background density is obtrusive.	—	Run [Background Density Adj.].	*4-40* *6-22* *9-21*

12

Symptom	Checkpoints	Corrective Actions	Reference Page
***Perform Tone Curve Adjustment in the System Menu.* is displayed.**	Over long periods of use, the effects of the ambient temperature and humidity can cause color output hues to vary slightly.	Run [Tone Curve Adjustment].	*9-75*
Colors appear different than you anticipated.	Did you choose appropriate image quality for the original?	Select appropriate image quality.	*3-10*
	Have you loaded color copy paper into the paper tray?	Load color copy paper into the paper tray.	*2-28*
	—	Run [Calibration].	*9-75*
	—	Run [Tone Curve Adjustment].	*9-75*
	—	**When making copies** Adjust the color balance.	*4-35*
		When printing from a computer Adjust the color using the printer driver.	*5-3*
Cannot send via SMB.	Is the network cable connected?	Connect the correct network cable securely.	*2-3*
	Have the network settings for the equipment been configured properly?	Configure the TCP/IP settings properly.	*9-96*
	Have the folder sharing settings been configured properly?	Check sharing settings and access privileges under the folder properties.	*3-25*
	Has the SMB protocol been set to [On]?	Set the SMB protocol setting to [On].	*3-25*
	Has the [Host Name] been entered properly?	Check the name of the computer to which data is being sent.*	*3-25*
	Has the [Path] been entered properly?	Check the share name for the shared folder.	*3-25*
	Has the [Login User Name] been entered properly?	Check the domain name and login user name.**	*3-25*
	Has the same domain name been used for the [Host Name] and [Login User Name]?	Delete the domain name and backslash ("\") from the [Login User Name].	*3-25*
	Has the [Login Password] been entered properly?	Check the login password.	*3-25*
	Have exceptions for Windows Firewall been configured properly?	Configure exceptions for Windows Firewall properly.	*3-36*

Symptom	Checkpoints	Corrective Actions	Reference Page
Cannot send via SMB.	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 touch panel displaying *Send error.*?	Refer to *Responding to Send Error.*	*12-18*

* You can also enter a full computer name as the host name (for example, pc001.abcdnet.com).
** 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 when Error Messages

If the touch panel displays any of these messages, follow the corresponding procedure.

Alphanumeric

Error Message	Checkpoints	Corrective Actions	Reference Page
Acceptable fold count exceeded.	Is the acceptable number of sheets exceeded?	Press [Continue] to print using Fold per acceptable number of sheets. Press [Cancel] to cancel the job.	*4-11*
Acceptable staple count exceeded.*	Is the acceptable number of sheets exceeded?	Press [Continue] to print without using Staple. Press [Cancel] to cancel the job.	—
Activation error.	—	Failed to activate the application. Contact administrator.	—
	—	Expansion Authentication is disabled. Turn the main power switch off and on. If the error exists, contact administrator.	—
Add paper in cassette #.	Is the indicated cassette out of paper?	Load paper. Select the available paper. Press [Continue] to print.	*2-27*
Add paper in Multi Purpose tray.	Is the paper of the selected size loaded in the multi purpose tray?	Load paper. Select the available paper. Press [Continue] to print.	*2-32*
Box is not found.	—	The specified box cannot be found. Job is canceled. Press [End].	—
Box limit exceeded.*	—	Document box is full, and no further storage is available. Job is canceled. Press [End].	—
	—	Repeat Copy box is full, and no further repeat copy is available. Press [Continue] to print scanned pages. Press [Cancel] to cancel the job.	—
Cannot connect to Authentication Server.*	—	Set machine time to match the server's time.	*2-12*
	—	Check the domain name.	*10-2*
	—	Check the host name.	*10-2*
	—	Check the connection status with the server.	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
Cannot duplex print on this paper.*	Did you select a paper size/ type that cannot be duplex printed?	If the selected paper is not changed and [Continue] is pressed, duplex is released. Select the available paper. Press [Continue] to print.	*3-13*
Cannot find the destination computer. Check the computer.	Is the machine connected to the network?	Make sure that the machine is connected to the network.	*2-3*
	Is the PC to which the scanned image is to be sent connected to the network?	Make sure that the destination PC is connected to the network.	*2-3*
	Has the setting of the shared folder to which the scanned image is to be sent been changed?	Return the setting for the destination shared folder to the previous setting.	*3-30*
	Is the account information (user ID, password) used to access the shared folder to which the scanned image is to be sent incorrect?	Enter the correct user ID and password. For a domain environment, the domain name must be specified. [User ID]@[Domain Name] Example: sa720XXXX@km	—
Cannot fold this paper.	Did you select a paper size/ type that cannot be folded?	If the selected paper is not changed and [Continue] is pressed, fold is released. Select the available paper. Press [Continue] to print.	*4-11*
Cannot offset this paper.*	Did you select a paper size/ type that cannot be offset?	If the selected paper is not changed and [Continue] is pressed, offset is released. Select the available paper. Press [Continue] to print.	*3-15*
Cannot print the specified number of copies.*	—	Only one copy is available. Press [Continue] to continue printing. Press [Cancel] to cancel the job.	—
Cannot process this job.*	—	Restricted by Authorization settings. The job is canceled. Press [End].	—
	—	Restricted by Job Accounting. The job is canceled. Press [End].	*10-20*

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
Cannot punch at the specified position.	Have you selected a position that cannot be punched?	If the selected paper is not changed and [Continue] is pressed, punch is released. Select the available paper. Press [Continue] to print.	*3-21*
Cannot punch this paper.	Did you select a paper size/ type that cannot be punched?	If the selected paper is not changed and [Continue] is pressed, punch is released. Select the available paper. Press [Continue] to print.	*3-21*
Cannot staple at the specified position.	Have you selected a position that cannot be stapled?	If the selected paper is not changed and [Continue] is pressed, staple is released. Select the available paper. Press [Continue] to print.	—
Cannot staple this paper.*	Did you select a paper size/ type that cannot be stapled?	If the selected paper is not changed and [Continue] is pressed, staple is released. Select the available paper. Press [Continue] to print.	—
Cannot use ##### due to a failure.	—	Call service.	—
Check the document processor.	Is the document processor open?	Close the document processor.	—
	Is the top cover of the document processor open?	Close the document processor cover.	—
Check the folder setting at the PC.	Is the machine connected to the network?	Make sure that the machine is connected to the network.	*2-3*
	Is the PC to which the scanned image is to be sent connected to the network?	Make sure that the destination PC is connected to the network.	*2-3*
	Has the setting of the shared folder to which the scanned image is to be sent been changed?	Return the setting for the destination shared folder to the previous setting.	*3-30*
	Is the account information (user ID, password) used to access the shared folder to which the scanned image is to be sent incorrect?	Enter the correct user ID and password. For a domain environment, the domain name must be specified. [User ID]@[Domain Name] Example: sa720XXXX@km	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
Check the main unit right tray.	Is the main unit right tray closed?	Open the main unit right tray.	—
	Is the acceptable storage capacity exceeded?	Remove the paper. Printing then resumes.	—
Check the paper in the multi purpose tray.	—	The paper size is different. Set selected size paper and press [Continue].	*2-36*
Check the side feeder.	—	The side feeder is not installed correctly. Attach the side feeder.	—
Check waste toner box.	—	The waste toner box is not installed correctly. Set it correctly.	*11-5*
	Is the waste toner box full?	Replace the waste toner box.	*11-5*
Confidential document was detected.	—	The machine detects the document guard pattern. Job is canceled. Press [End].	*9-110*
Empty the punch waste box.	Is the punch waste box full?	Follow the instructions on the touch panel and empty the punch waste box.	*11-12*
Error occurred at cassette #.	—	Open the cassette. Check inside the machine and remove the paper.	—
Error occurred at the multi purpose tray.	—	Remove the paper from the multi purpose tray.	*2-36*
Failed to specify Job Accounting.*	—	Failed to specify Job Accounting when processing the job externally. The job is canceled. Press [End].	—
Failed to store job retention data.	—	The job is canceled. Press [End].	—
Finisher left tray is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper. Printing then resumes.	—
Folding tray is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper. Printing then resumes.	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
Hard Disk error.	—	An error has occurred on the hard disk. Job is canceled. Press [End]. The possible error codes and their descriptions are as follows. 01: The amount of data that can be saved at once has been exceeded. Restart the system or 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 hard disk is damaged. Execute [System Initialization]. 04: Insufficient space on the hard disk to complete this operation. Move data or delete unneeded data.	—
Incorrect account ID.	—	The account ID was incorrect when processing the job externally. The job is canceled. Press [End].	—
Incorrect box password.	—	The box password was incorrect when processing the job externally. The job is canceled. Press [End].	—
Incorrect Login User Name or Password.	—	The login user name or password was incorrect when processing the job externally. The job is canceled. Press [End].	—
Incorrect password.	Is an incorrect password entered?	Enter the correct password.	—
Install the punch waste box.	—	Follow the instructions on the touch panel and install the punch waste box.	—
Job separator tray is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper and press [Continue]. Printing then resumes.	—
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. Press [End].	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
KPDL error.*	—	PostScript error has occurred. The job is canceled. Press [End].	—
Machine failure.	—	Internal error has occurred. Make a note of the error code displayed on the touch panel. Call service.	—
Mailbox tray is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper. Printing then resumes.	—
Main unit inner tray is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper. Printing then resumes.	—
Main unit upper left tray is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper and press [Continue]. Printing then resumes.	—
Maximum number of scanned pages.	Is the acceptable scanning count exceeded?	Cannot scan pages any more. Follow the instructions on the touch panel.	—
Memory is full.*	—	The memory is full and the job cannot be continued. Press [Continue] to print the scanned pages. The print job cannot be processed completely. Press [Cancel] to cancel the job.	—
	—	The process cannot be performed due to insufficient memory. If only [End] is available, press [End]. The job will be canceled.	—
No item has been entered. Please enter item.	Did you enter an item name for the created item in the item create screen?	Enter an item name.	—
Paper left.	—	Remove paper from the document finisher.	—
Paper jam.	—	If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the touch panel. Leave the machine on and follow the instructions to remove the jammed paper.	*12-23*
Please enter password.	—	Enter the password.	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
Please select at least one item.	Did you select an item in the item selection screen?	Select an item.	—
Printing System error.	—	An error has occurred on Printing System. Refer to Responding to Printing System Error for the error code and corrective actions.	*12-22*
Removable memory error.*	Is writing to a removable memory prohibited?	An error occurred in the removable memory. The job stopped. Press [End]. Possible error codes are as follows: 01: Connect a removable memory that can be written to.	—
	—	An error occurred in the removable memory. The job stopped. Press [End]. Possible error codes are as follows: 01: The amount of data that can be saved at once has been exceeded. Restart the system or 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.	*7-22*

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
Removable memory is full.*	—	This job is canceled. Press [End]. Insufficient free space in the removable memory. Delete unneeded files.	—
Replace all originals and press [Continue].	—	Remove originals from the document processor, put them back in their original order, and place them again. Press [Continue] to resume printing. Press [Cancel] to cancel the job.	*2-46*
Remove originals in the document processor.	Are there any originals left in the document processor?	Remove originals from the document processor.	—
Scanner memory is full.*	—	Scanning cannot be performed due to insufficient memory of the scanner. Follow the instructions on the touch panel.	—
Send error.*	—	An error has occurred during transmission. The job is canceled. Press [End]. Refer to Responding to Send Error for the error code and corrective actions.	*12-18*
Staple is empty.*	Has the document finisher run out of staples?	If the staples are depleted, the machine will stop and the location of staple depletion will be indicated on the touch panel. Leave the machine on and follow the instructions to replace the staple case. Press [Continue] to print without stapling. Press [Cancel] to cancel the job.	—
Staple is empty. (Manual Staple)	Has staple cartridge holder A run out of staples?	Add staples to staple cartridge holder A.	*11-10*
Staple jam.	—	If a staple jam occurs, the machine will stop and the location of the jam will be indicated on the touch panel. Leave the machine on and follow the instructions to remove the jammed staple.	—
System error.	—	System error has occurred. Follow the instructions on the touch panel.	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
The cover is open.	Is there any cover which is open?	Close the cover indicated on the touch panel.	—
The folding tray is open.	—	Set the folding tray.	—
The folding unit is open.	—	Close the folding unit.	—
The phone receiver is off the hook.	—	Put down the receiver.	—
The removable memory is not formatted.	Is the removable memory formatted by this machine?	Perform [Format] on this machine.	—
The slit glass requires cleaning.	—	Clean the slit glass using the cleaning cloth supplied with the document processor.	*11-16*
Toner is empty. [C][M][Y][K]	—	Replace the toner container to our specified toner container.	*11-2*
Toner is running out. [C][M][Y][K]	—	It is almost time to replace the toner container. Obtain a new toner container.	—
Tray # is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper. Printing then resumes.	—
Unknown toner installed.	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.	—
Unknown Toner Installed. PC [C][M][Y][K]	Does the installed toner container's regional specification match the machine's?	Install the specified container.	—

Error Message	Checkpoints	Corrective Actions	Reference Page
Warning for high temperature. Adjust the room temperature.	—	Adjust the temperature and the humidity of your room.	—
Warning for low temperature. Adjust the room temperature.	—	Adjust the temperature and the humidity of your room.	—
Warning low memory.	—	Cannot start the job. Try again later.	—
Waste toner box almost full.	—	It is almost time to replace the waste toner box. Obtain a new waste toner box.	—
You cannot use this system.	Is a workflow registered?	Close FMU Connection and create a workflow. To create a workflow, File Management Utility (PC application) is required.	*File Management Utility User Guide*

Responding to Send Error

When an error occurs during transmission, *Send Error* appears. Check the error code and error message below, and follow the corresponding corrective actions.

Error Code	Error Message	Corrective Actions	Reference Page
1101	Failed to send the e-mail. Failed to send i-FAX.	Check the host name of the SMTP server on the Command Center RX.	*2-25*
	Failed to send via FTP.	Check the host name of FTP.	
	Failed to send via SMB.	Check the host name of SMB.	
1102	Failed to send via SMB.	Check the SMB settings. - Login user name and login password **NOTE:** If the sender is a domain user, specify the domain name. - Host name - Path	*3-25*
	Failed to send the e-mail. Failed to send i-FAX.	Check the following on the Command Center RX. - SMTP login user name and login password - POP3 login user name and login password	
	Failed to send via FTP.	Check the FTP settings. - Login user name and login password **NOTE:** If the sender is a domain user, specify the domain name. - Path - Folder share permissions of the recipient	
1103	Failed to send via SMB.	Check the SMB settings. - Login user name and login password **NOTE:** If the sender is a domain user, specify the domain name. - Path - Folder share permissions of the recipient	*3-25*
	Failed to send via FTP.	Check the FTP settings. - Path - Folder share permissions of the recipient	*3-25*

Error Code	Error Message	Corrective Actions	Reference Page
1104	Failed to send the e-mail.	Check the e-mail address. **NOTE:** If the address is rejected by the domain, you cannot send the e-mail.	*3-24*
	Failed to send i-FAX.	Check the i-FAX address. **NOTE:** If the address is rejected by the domain, you cannot send i-FAX.	*FAX System (V) Operation Guide Chapter 8 "Internet Faxing (i-FAX) (Option)"*
1105	Failed to send via SMB.	Select [On] of the SMB settings on the Command Center RX.	*2-25*
	Failed to send the e-mail.	Select [On] of the SMTP settings on the Command Center RX.	
	Failed to send via FTP.	Select [On] of the FTP settings on the Command Center RX.	
	Failed to send i-FAX.	Select [On] of the i-FAX settings on the Command Center RX.	*FAX System (V) Operation Guide Chapter 8 "Internet Faxing (i-FAX) (Option)"*
1106	Failed to send the e-mail. Failed to send i-FAX.	Check the sender address of SMTP on the Command Center RX.	*2-25*
1131	Failed to send via FTP.	Select [On] of the secure protocol settings on the Command Center RX.	*2-25*
1132	Failed to send via FTP.	Check the following of the FTP server. - Is FTPS available? - Is the encryption available?	*2-25*
2101	Failed to send via SMB. Failed to send via FTP.	Check the network and SMB settings. Check the network and FTP settings. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly. - Host name and IP address - Port number	*2-25*
	Failed to send the e-mail. Failed to send i-FAX.	Check the network and Command Center RX. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly. - POP3 server name of the POP3 user - SMTP server name	

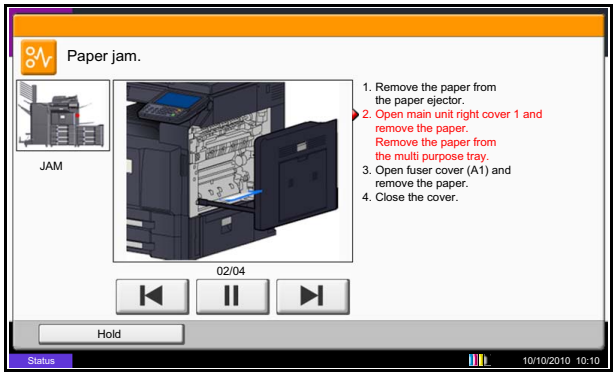
Error Code	Error Message	Corrective Actions	Reference Page
2102 **2103**	Failed to send via FTP.	Check the following of the FTP server. - Is FTP available? - The server is not operating properly.	—
		Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly	
	Failed to send the e-mail. Failed to send i-FAX.	Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly.	
2201	Failed to send the e-mail. Failed to send via FTP. Failed to send via SMB. Failed to send i-FAX.	Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly.	—
2202	Failed to send the e-mail. Failed to send via FTP. Failed to send i-FAX.		
2203	Failed to send via FTP. Failed to send via SMB.		
2231	Failed to send via FTP.		
2204	Failed to send the e-mail. Failed to send i-FAX.	Check the e-mail size limit of the SMTP settings on the Command Center RX.	*2-25*
3101	Failed to send the e-mail. Failed to send i-FAX.	Check the authentication methods of both the sender and the recipient.	—
	Failed to send via FTP.	Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly.	
3201	Failed to send the e-mail. Failed to send i-FAX.	Check the SMTP user authentication method of the recipient.	—

Error Code	Error Message	Corrective Actions	Reference Page
0007 **4201** **4701** **5101** **5102** **5103** **5104** **7101** **7102** **7103** **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.	—
9181	—	The scanned original exceeds the acceptable number of pages of 999. Send the excess pages separately.	—

Responding to Printing System Error

Error Code	Error Message	Checkpoints	Corrective Actions
1020	Printing System error.	—	Printing System failure has occurred. Make a note of the error code displayed on the touch panel. Call service.
1030		Is the power switch of Printing System turned ON?	Turn the power switch of Printing System on.
		Is the power cable of Printing System plugged?	Turn the main power switch of the machine off and check that the power cable of Printing System is correctly plugged. After checking the power cable, turn the main power switch of the machine on.
1031		Is the copier interface cable connected?	Check that the copier interface cable is correctly connected. If the error still occurs, Printing System failure has occurred. Make a note of the error code displayed on the touch panel. Call service.
1040		—	Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly. If the error still occurs, Printing System failure has occurred. Make a note of the error code displayed on the touch panel. Call service.
Others		—	Make a note of the error code displayed on the touch panel. Call service.

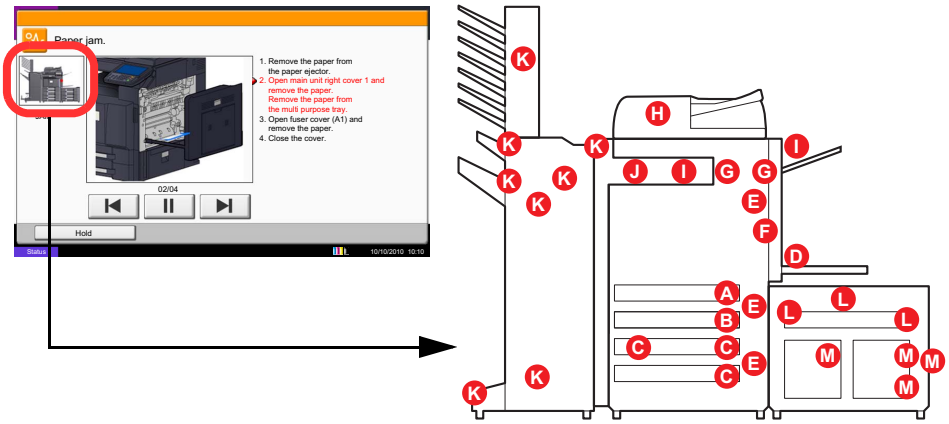
Clearing Paper Jams



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

If a paper jam occurs, the location of the jam will be displayed as the following figure with a letter corresponding to the affected component in the machine. Clearing instructions will also be displayed.



Paper Jam Location Indicator	Paper Jam Location	Reference Page
A	Cassette 1	*12-24*
B	Cassette 2	*12-25*
C	Cassette 3 or 4 (Option)	*12-26*
D	Multi Purpose Tray	*12-30*
E	Inside the right cover 1, 3 or 4	*12-31*
F	Duplex unit	*12-33*
G	Fixing unit	*12-36*
H	Document processor (Option)	*12-37*
I	Job Sparator (Option)	*12-39*
J	Bridge Unit	*12-41*
K	Document finisher (Option)	*12-42* *12-43*
L	Cassette 5 (Option)	*12-50*
M	Cassette 6,7 (Option)	*12-52*

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.

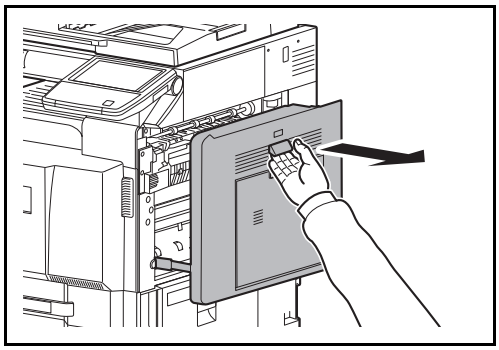
Precautions with Paper Jams

- 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.
- Discard paper that has jammed in the optional document finisher. A page affected by a paper jam will be printed again.

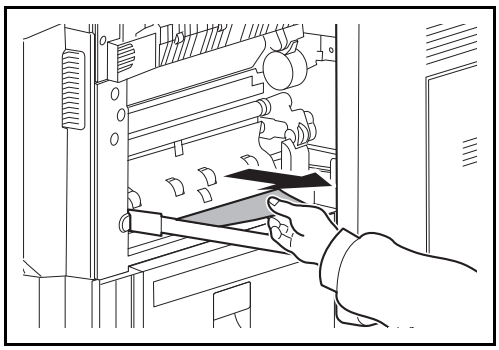
CAUTION: The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

Cassette 1

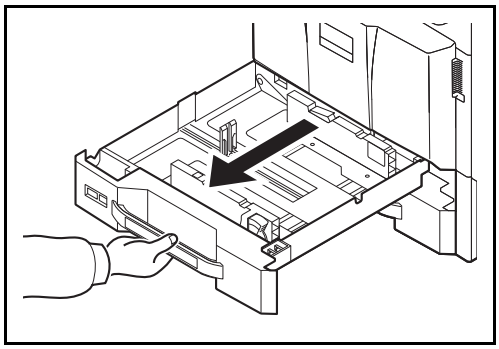
Follow the steps below to clear paper jams in cassette 1.



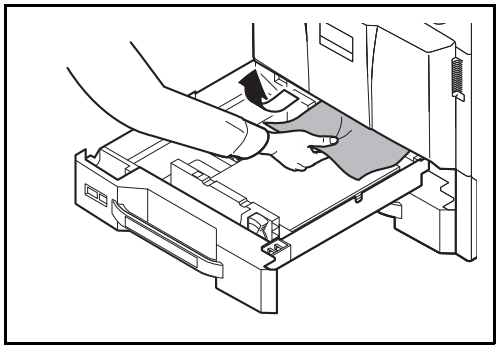
1 Pull up right cover 1 lever and open the right cover 1.



2 Remove the jammed paper.



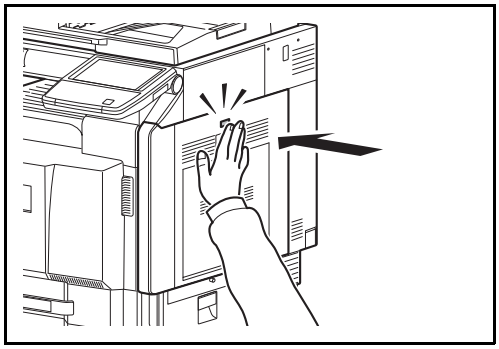
3 Pull out cassette 1.



4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.

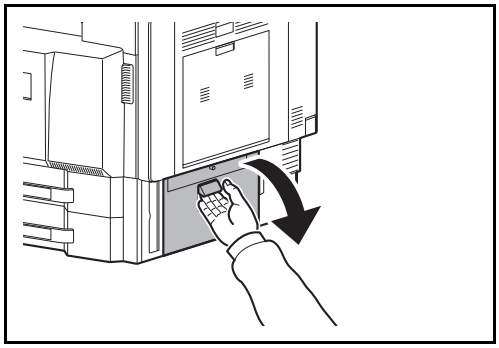
5 Push cassette 1 back in place securely.



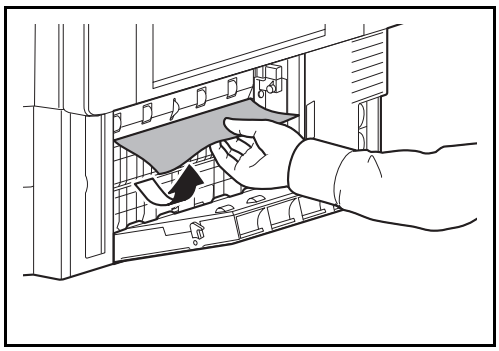
6 Press the specified position to close right cover 1.

Cassette 2

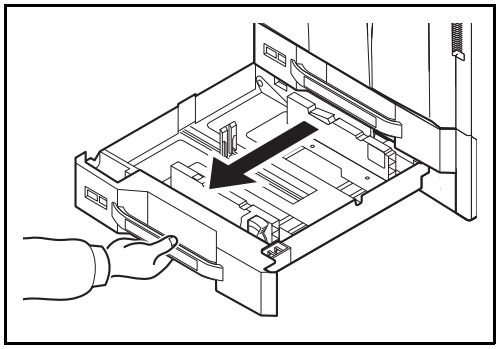
Follow the steps below to clear paper jams in cassette 2.



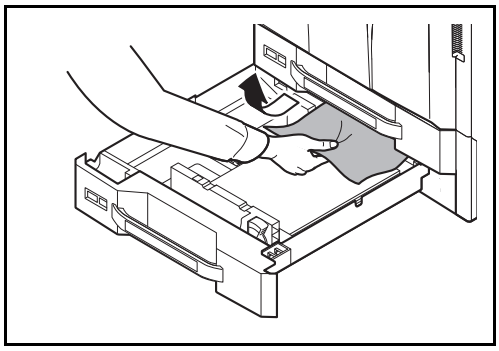
1 Open right cover 3.



2 Remove the jammed paper.



3 Pull out cassette 2.



4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.

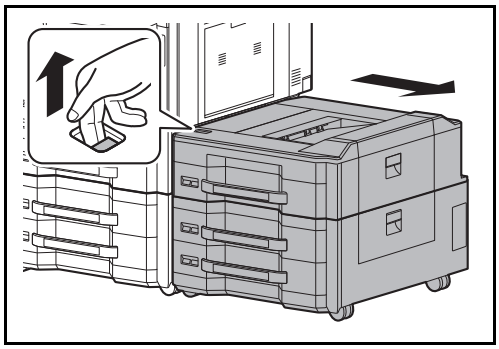
5 Push cassette 2 back in place securely.

6 Close right cover 3.

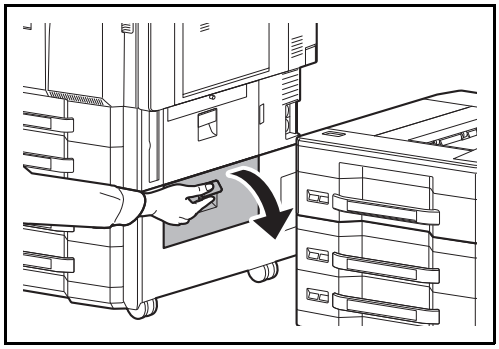
Optional Cassettes 3 and 4

Follow the steps below to clear paper jams in cassettes 3 or 4 when using the optional paper feeder.

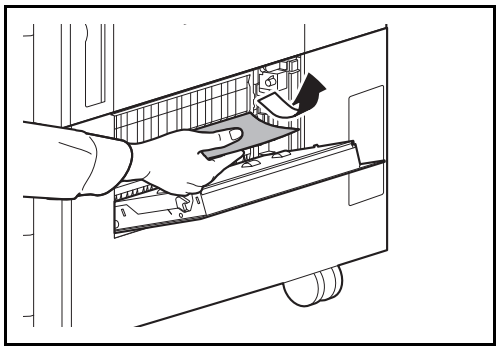
Paper Feeder (500-sheet x 2)



1 If you are using the optional side feeder, pull up the release lever and separate the side feeder from the multifunction machine.

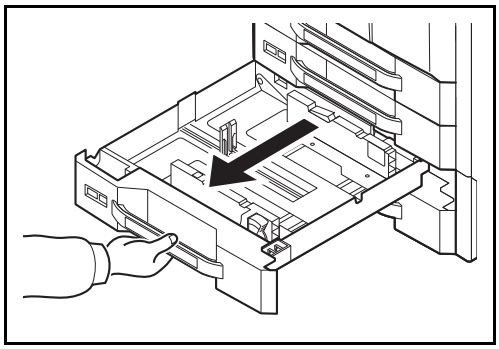


2 Open right cover 4.

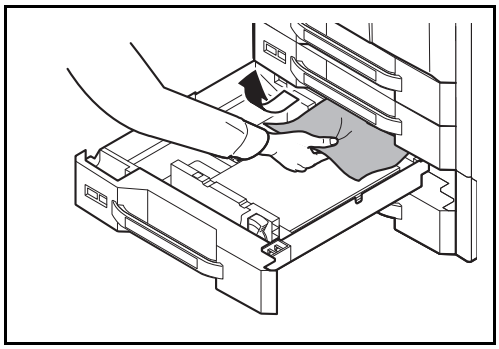


3 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.



4 Pull out the cassette in use.

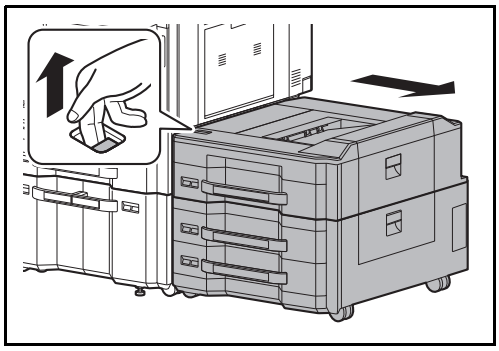


5 Remove the jammed paper.

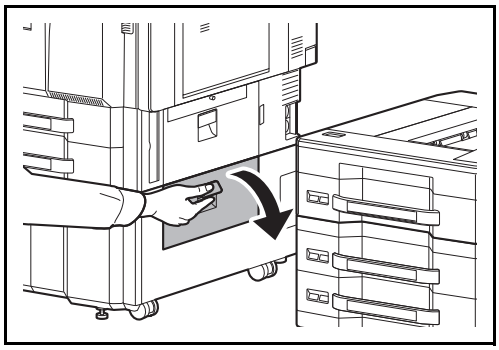
6 Push the cassette back in place securely.

7 Close right cover 4.

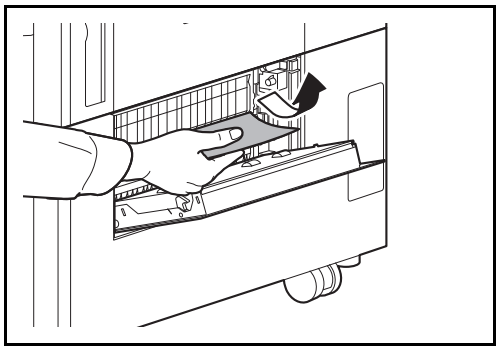
Large Capacity Feeder (1,500-sheet x 2)



1 If you are using the optional side feeder, pull up the release lever and separate the side feeder from the multifunction machine.

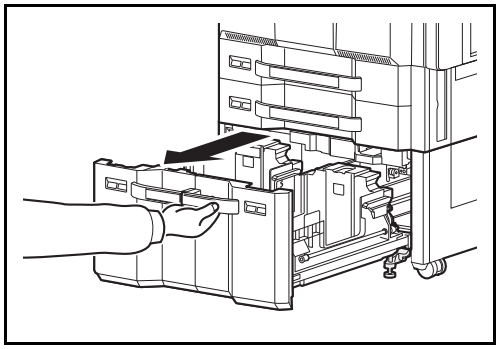


2 Open right cover 4.

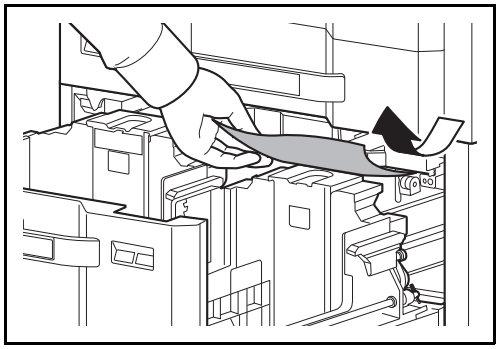


3 Remove the jammed paper.

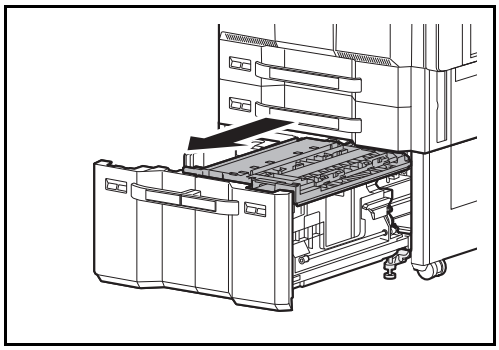
If the paper tears, remove every loose scrap from inside the machine.



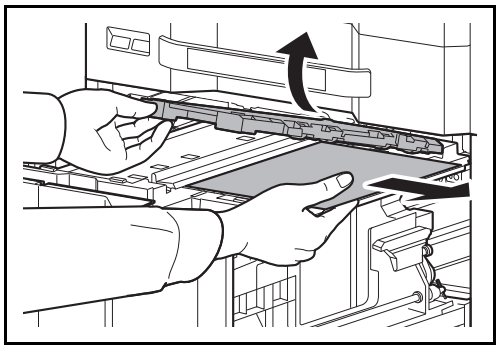
4 Pull out cassettes 3 and 4.



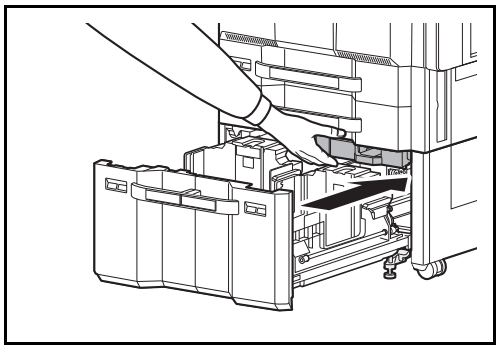
5 Remove the jammed paper.



6 Pull out the paper feed unit (B1).



7 Open the paper feed unit cover (B2) and remove the jammed paper.



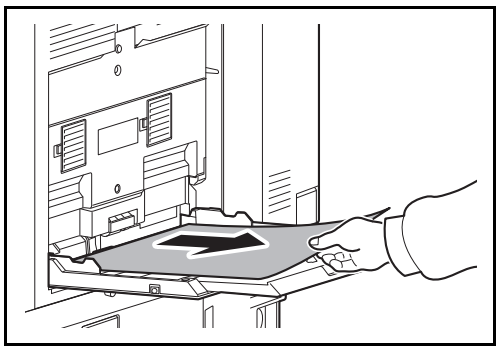
8 Close the paper feed unit cover (B2) and push the paper feed unit all the way back in.

9 Push the cassette back in place securely.

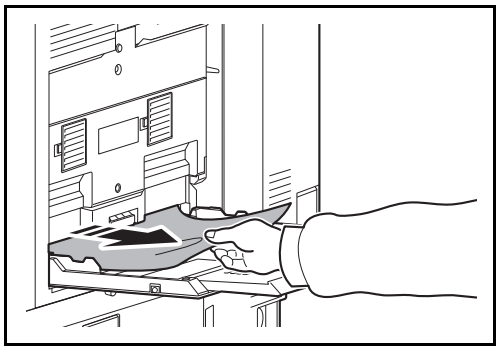
10 Close right cover 4.

Multi Purpose Tray

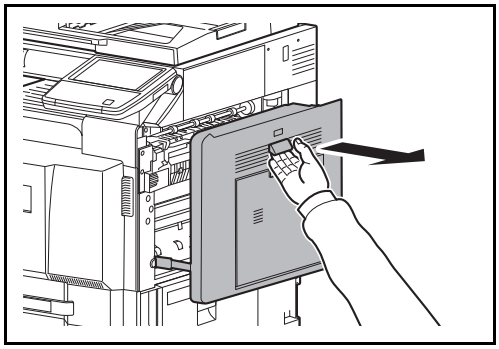
Follow the steps below to clear paper jams in the multi purpose tray.



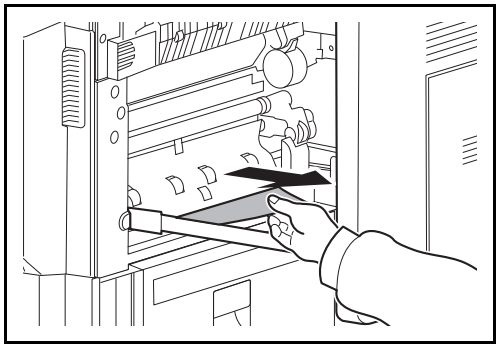
1 Remove all sheets of paper from the multi purpose tray.



2 If paper is jammed inside, pull the paper toward you to remove.

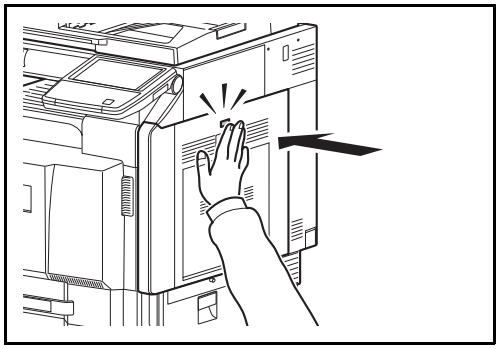


3 Pull up right cover 1 lever and open the right cover 1.



4 Remove the jammed paper.

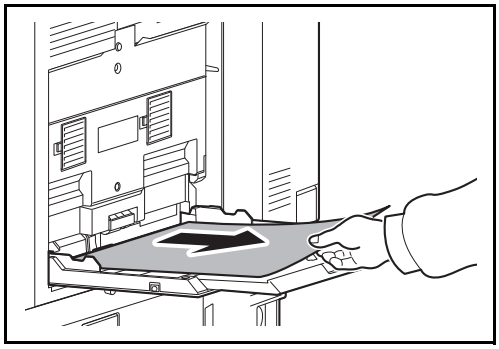
If the paper tears, remove every loose scrap from inside the machine.



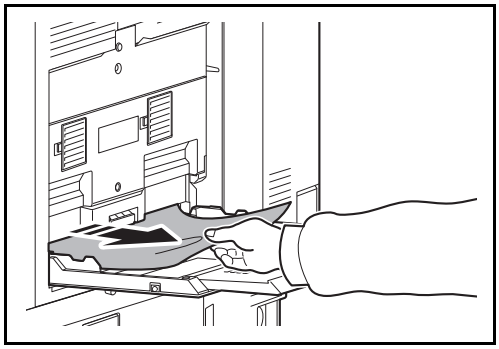
5 Press the specified position to close right cover 1.

Inside the Right Covers 1, 3 and 4

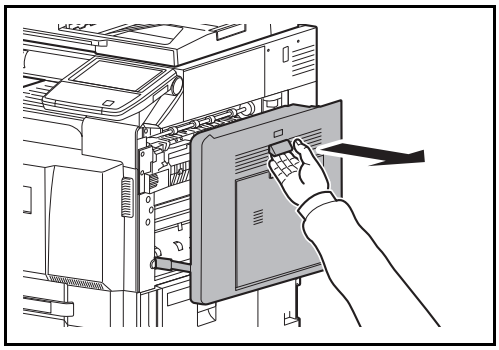
Follow the steps below to clear paper jams inside right cover 1, 3 or 4 when using the optional paper feeder.



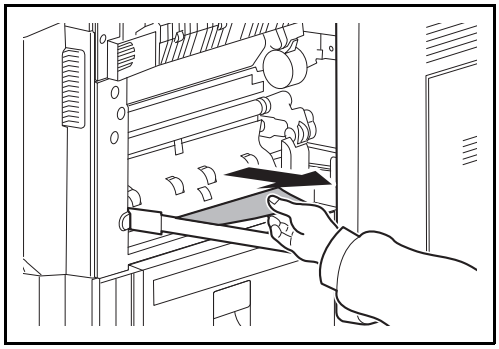
1 Remove all sheets of paper from the multi purpose tray.



2 If paper is jammed inside, pull the paper toward you to remove.



3 Open the right cover where the paper is jammed inside.



4 Remove the jammed paper.

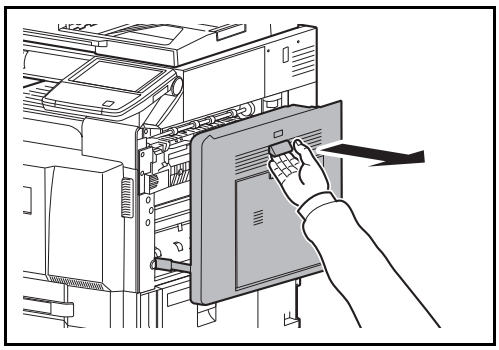
If the paper tears, remove every loose scrap from inside the machine.

5 If you are using the optional document finisher, follow step on page *12-41* to remove jammed paper in the optional bridge unit.

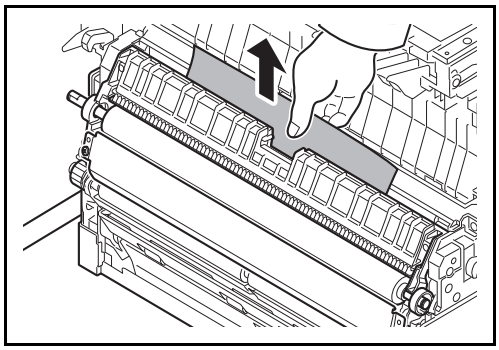
6 Close the right cover.

Duplex unit

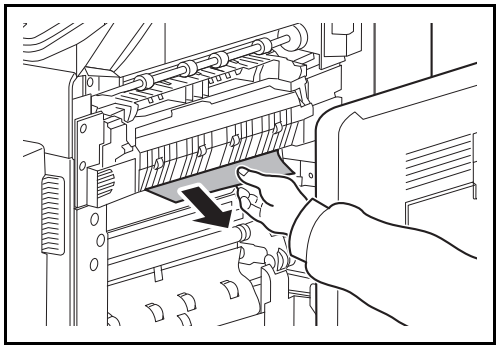
Follow the steps below to clear paper jams in the duplex unit.

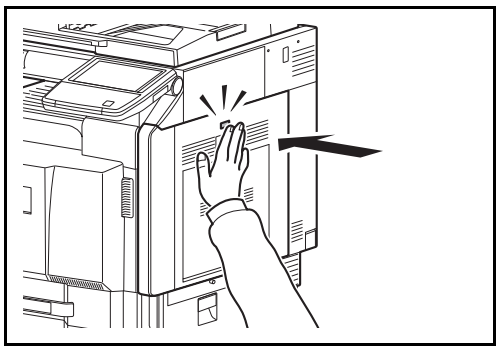


1 Pull up right cover 1 lever and open the right cover 1.



2 Remove the jammed paper.

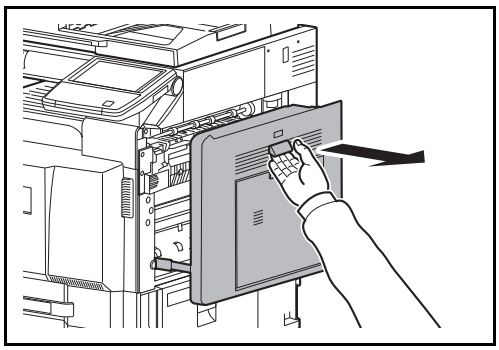




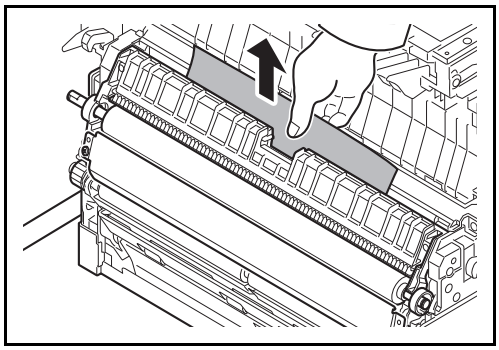
3 Press the specified position to close right cover 1.

Duplex Unit and Cassette 1

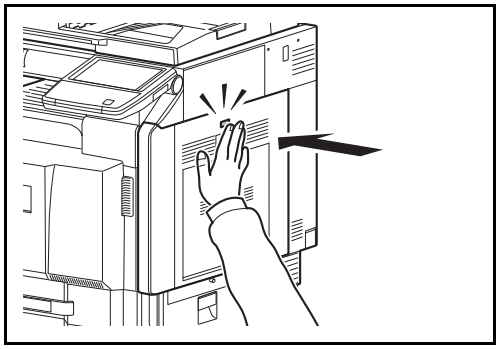
Follow the steps below to clear paper jams in duplex unit and cassette 1.



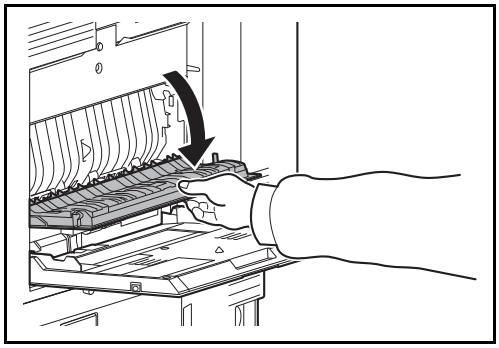
1 Pull up right cover 1 lever and open the right cover 1.



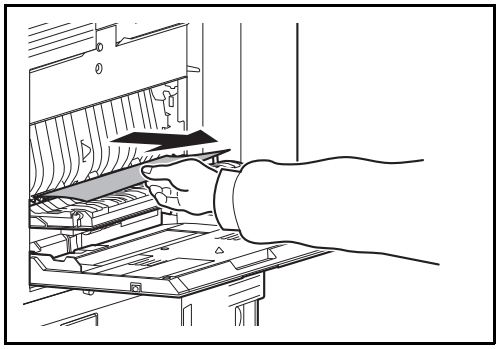
2 Remove the jammed paper.



3 Press the specified position to close right cover 1.



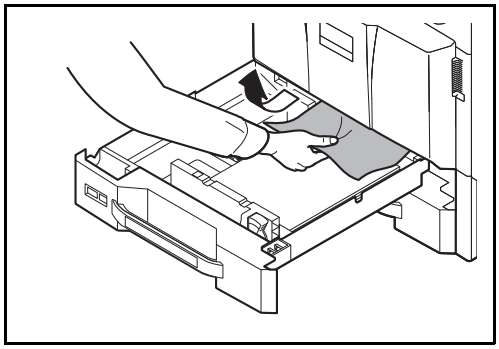
4 Open the right cover 2.



5 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.

6 Close the right cover 2.



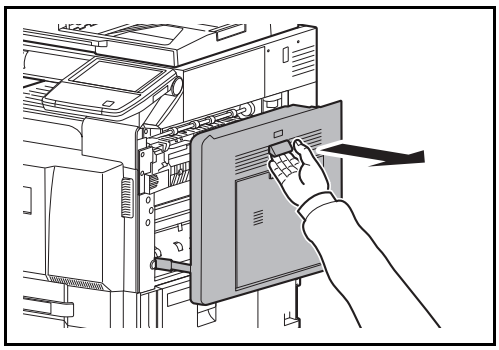
7 Pull out cassette 1 and remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.

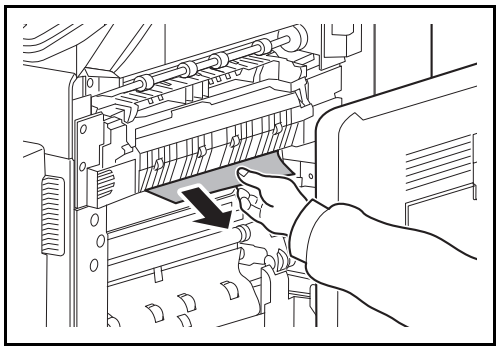
8 Push cassette 1 back in place securely.

Fixing unit

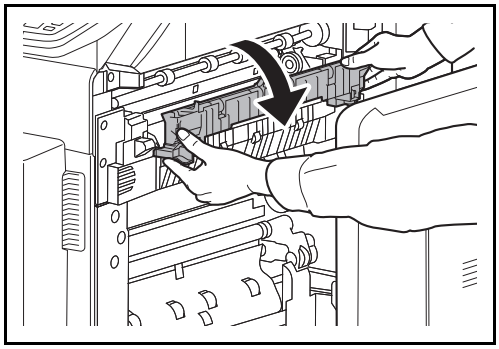
Follow the steps below to clear paper jams in the fixing unit.



1 Pull up right cover 1 lever and open the right cover 1.

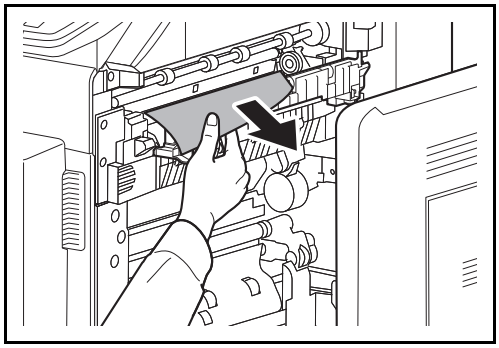


2 Remove the jammed paper.



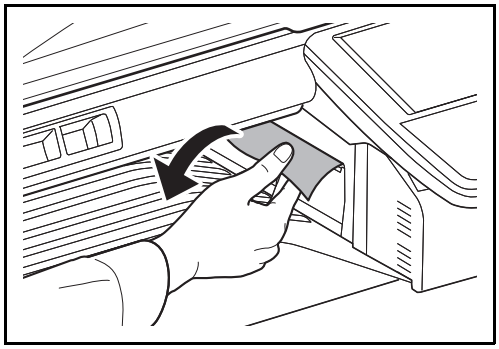
3 Open the fuser cover.

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

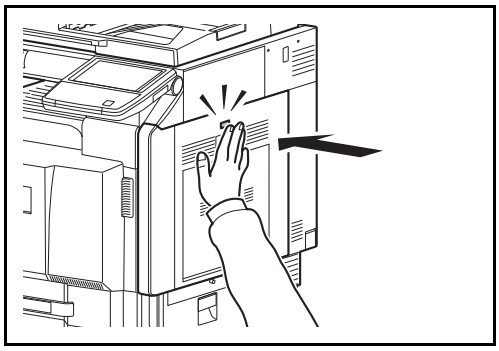


4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.



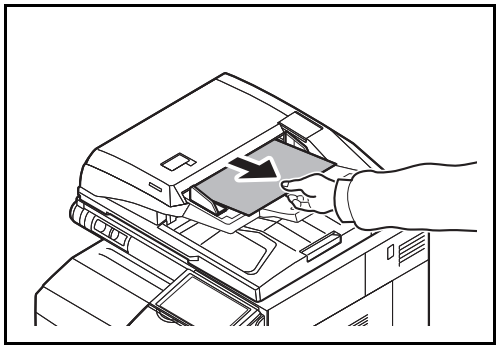
5 If jammed paper is seen through the paper ejection slot, pull it toward your side to remove it.



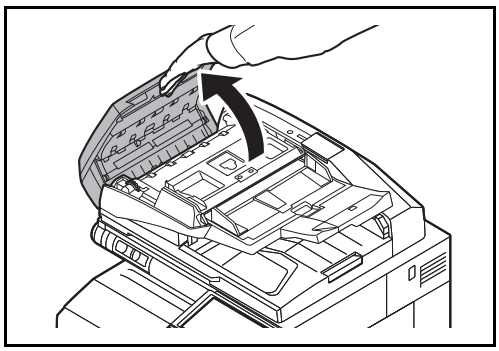
6 Push the fuser cover back in place, and press the specified position to close right cover 1.

Optional Document Processor

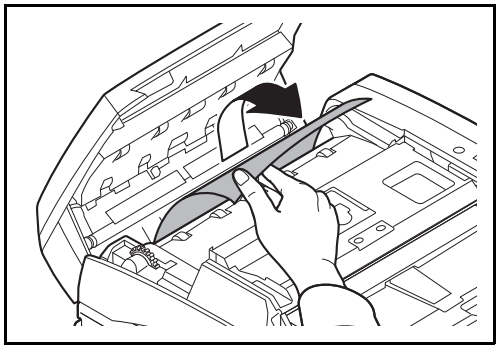
Follow the steps below to clear paper jams in the optional document processor or document processor (Dual scan DP).



1 Remove the original from the original tray.

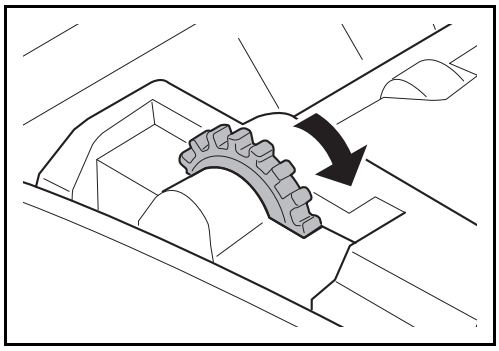


2 Open the document processor top cover.



3 Remove the jammed original.

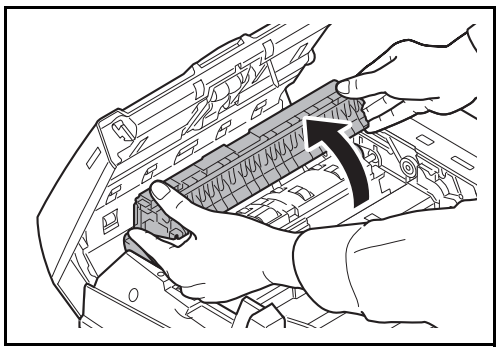
If the original tears, remove every loose scrap from inside the machine.



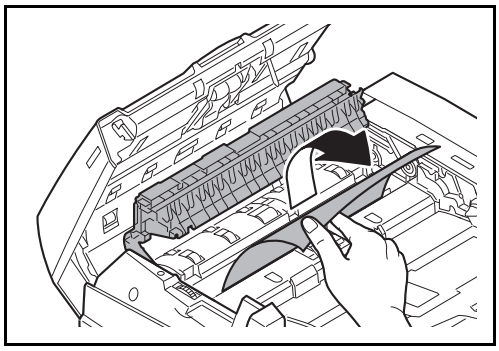
If the original is difficult to remove, turn the dial. The original will scroll out to a position where it can be removed easily.

If the original tears, remove every loose scrap from inside the machine.

If you are using the document processor, go to step 4. If you are using the document processor (Dual scan DP), go to step 6.



4 Lift up the reverse unit.



5 Remove the jammed original.

If the original tears, remove every loose scrap from inside the machine.

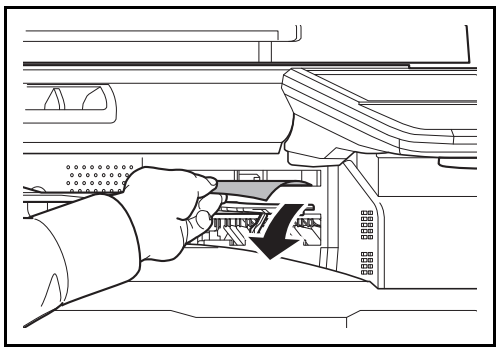
6 Put the reverse unit back in its original place and close the document processor top cover.

7 Reload the originals on the document processor tray.

Optional Job Separator

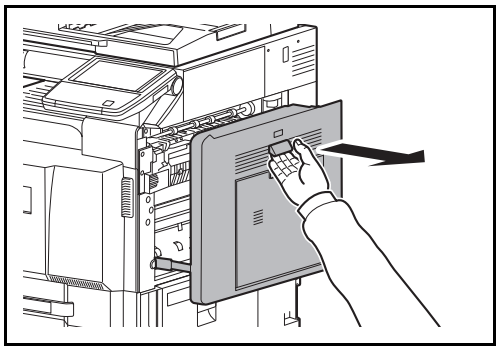
Follow the steps below to clear paper jams in the optional job separator.

Inner Job Separator

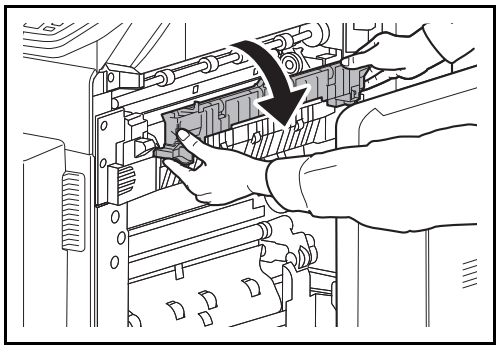


1 If jammed paper is seen through the paper ejection slot of the inner job separator, pull it toward your side to remove it.

If the paper tears, remove every loose scrap from inside the machine.

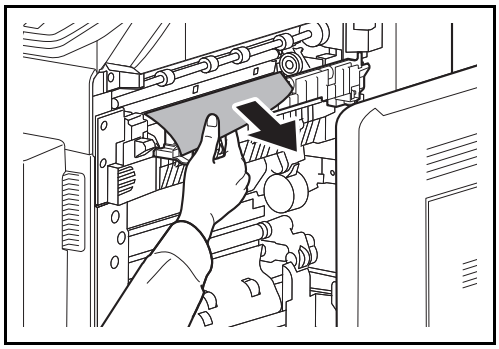


2 Pull up right cover 1 lever and open the right cover 1.



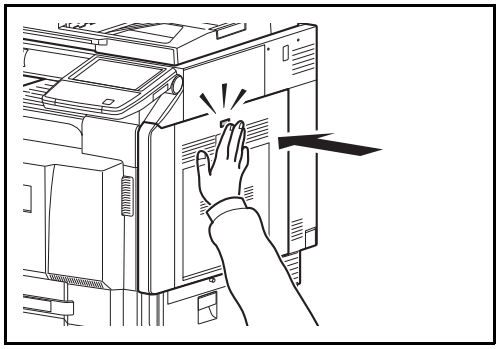
3 Press the lever and open the fuser cover.

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



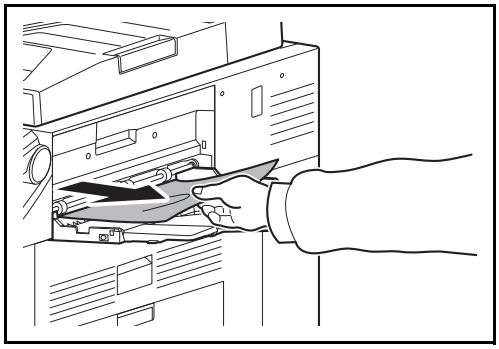
4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.



5 Press the indicated position to close right cover 1.

Right Job Separator



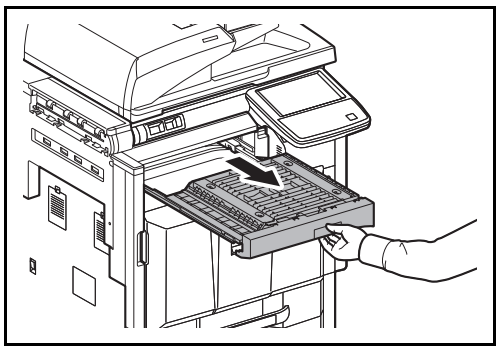
1 If jammed paper is seen through the paper ejection slot of the right job separator, pull it toward your side to remove it.

If the paper tears, remove every loose scrap from inside the machine.

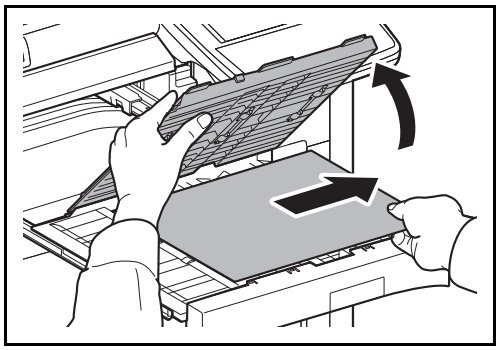
2 Follow step 2 onward on page *12-39* to remove jammed paper.

Bridge Unit (Option)

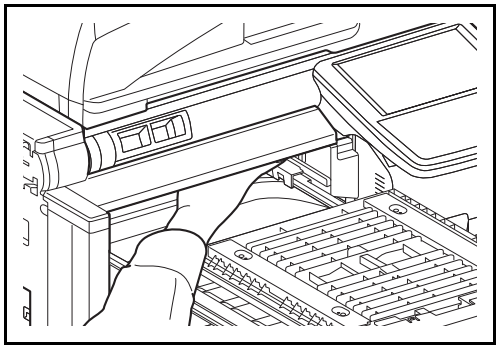
If a paper jam occurs in the optional bridge unit, follow the steps below to remove the jam.



1 Pull out the relay unit.

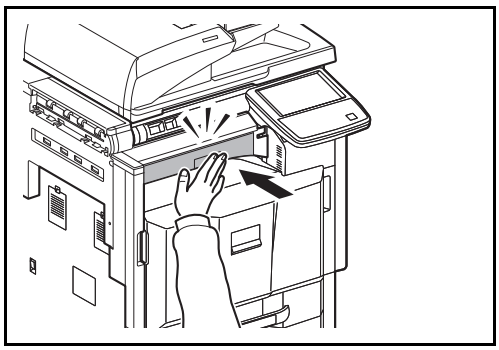


2 Open the relay unit cover and remove the jammed paper.



3 Remove the jammed paper.

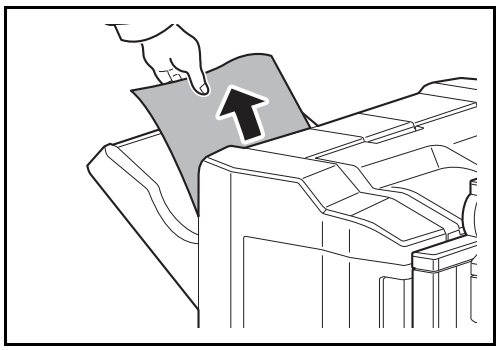
If the paper tears, remove every loose scrap from inside the machine.



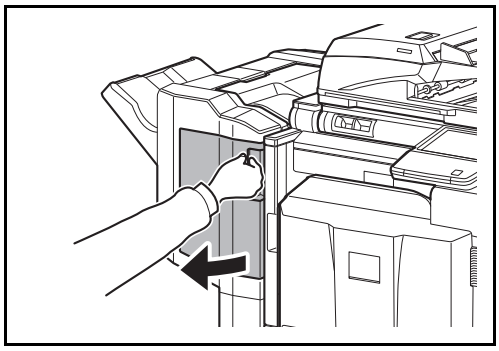
4 Close the relay unit cover and push the bridge unit all the way back in.

1,000-sheet Finisher (Option)

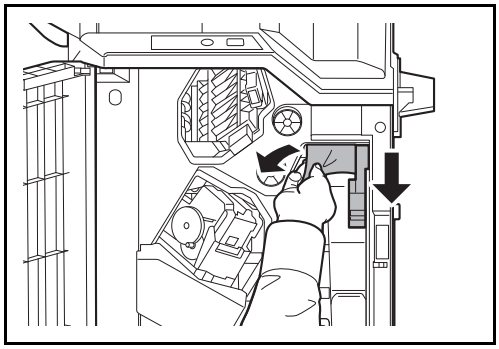
If a paper jam occurs in the optional 1,000-sheet finisher, follow the steps below to remove the jam.



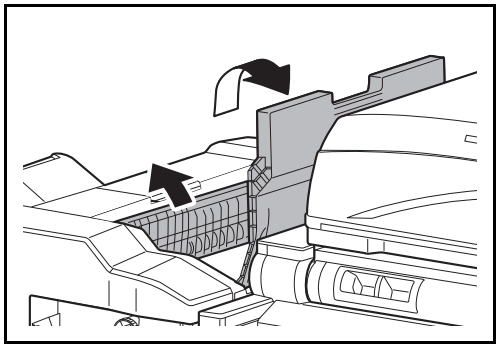
1 If jammed paper is seen through the paper ejection slot, pull it toward your side to remove it.



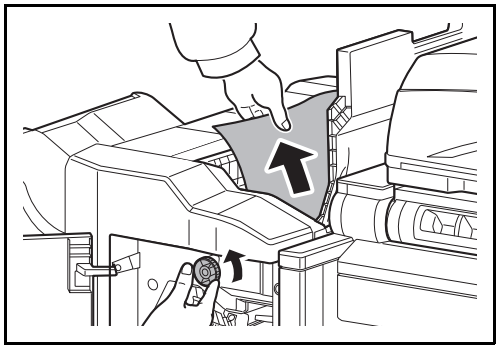
2 Open the front cover.



3 Open feed guide D1 and remove the jammed paper.



4 Open the top tray and then open feed guide D2.



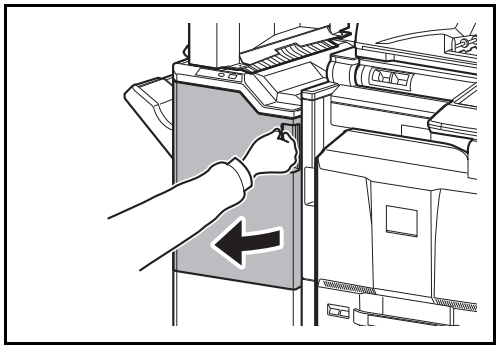
5 Turn the conveyor knob to the left to feed the paper along to enable easy removal.

6 Close the open feed guides, and close the top and front covers.

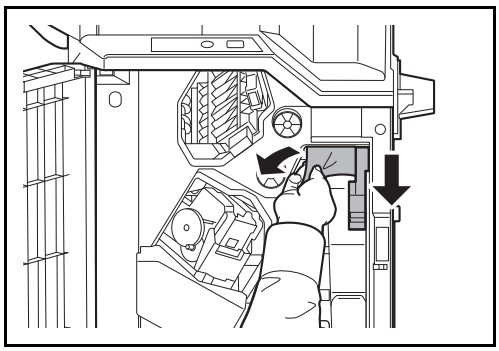
4,000-sheet Finisher (Option)

If a paper jam occurs in the optional 4,000-sheet finisher, follow the steps below to remove the jam.

Coupling Section



1 Open the front cover 1.

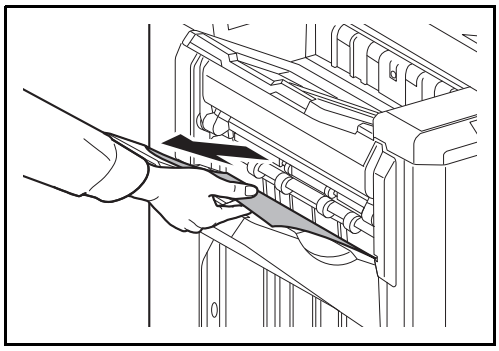


2 Open conveyor guide (D1) and remove the jammed paper.

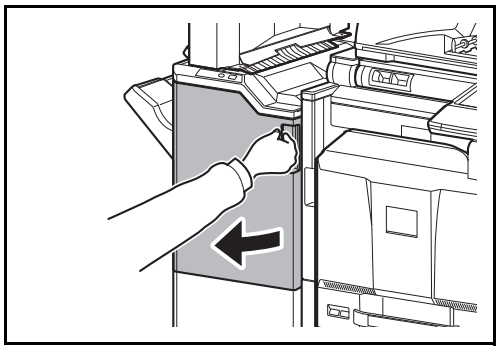
3 Close the conveyor guide (D1) and front cover 1.

12

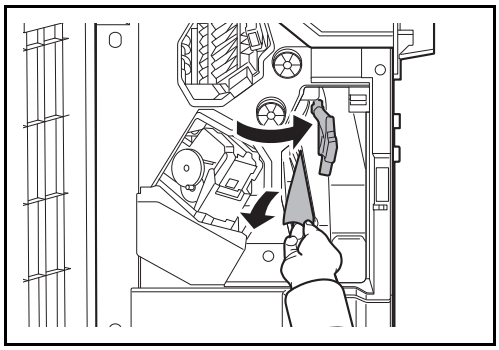
Tray A



1 If jammed paper is seen through the paper ejection slot, pull it toward your side to remove it.

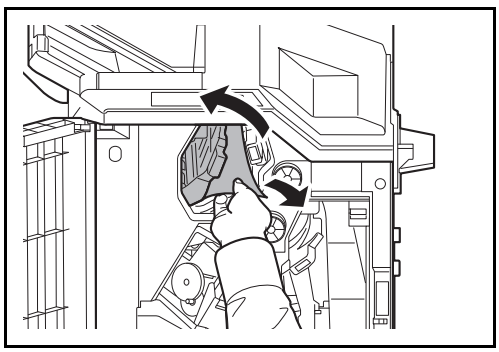


2 Open the front cover 1.

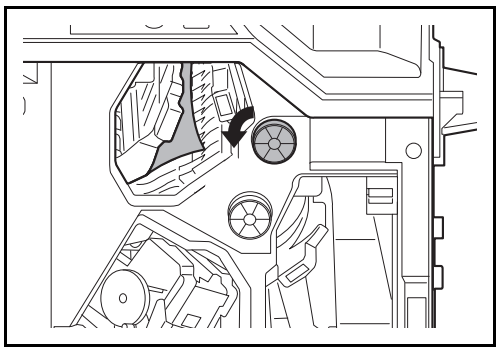


3 Open the conveyor guide (D6) and remove the jammed paper.

4 Close the conveyor guide (D6).



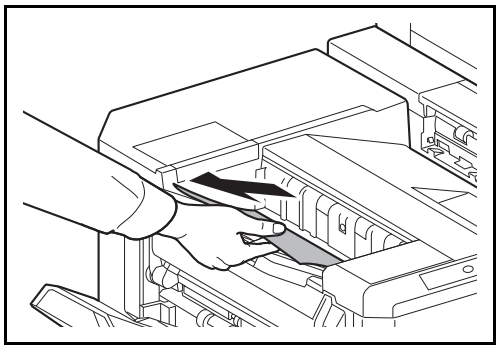
5 Open the conveyor guide (D4) and remove the jammed paper.



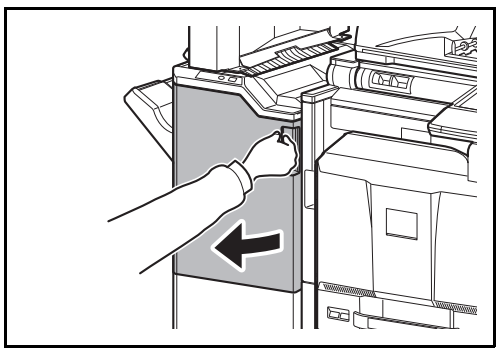
NOTE: If it is difficult to remove the jammed paper, turn feed knob D3 until the jammed paper is in a location where it is easy to remove.

6 Close the conveyor guide (D4) and front cover 1.

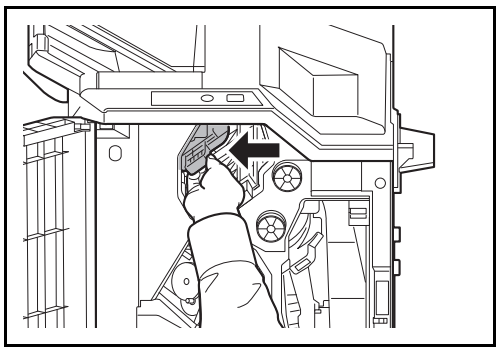
Tray B



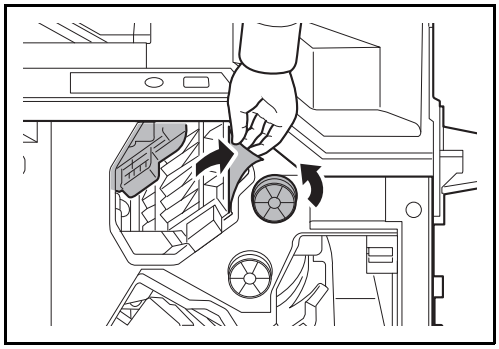
1 If jammed paper is seen through the paper ejection slot, pull it toward your side to remove it.



2 Open the front cover 1.



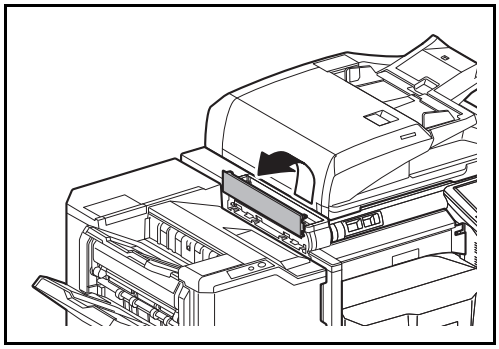
3 Open the conveyor guide (D2).



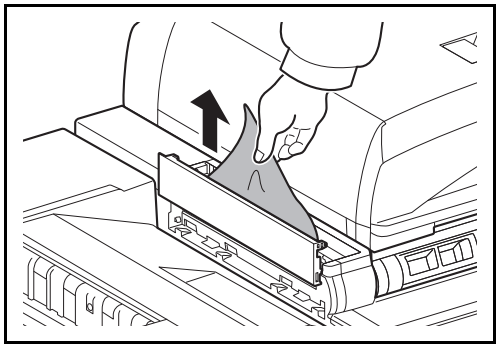
4 Turn the conveyor knob (D3) to the left to feed the paper along to enable easy removal.

5 Close the conveyor guide (D2) and front cover 1.

Tray C



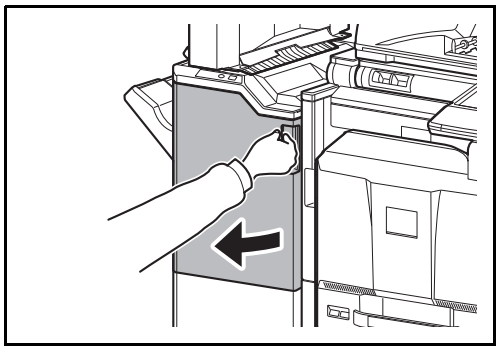
1 Open the upper left cover.



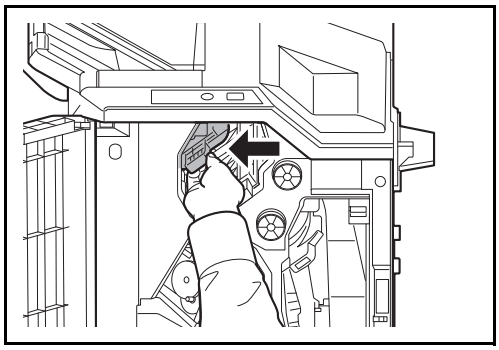
2 Remove the jammed paper.

3 Close the upper left cover.

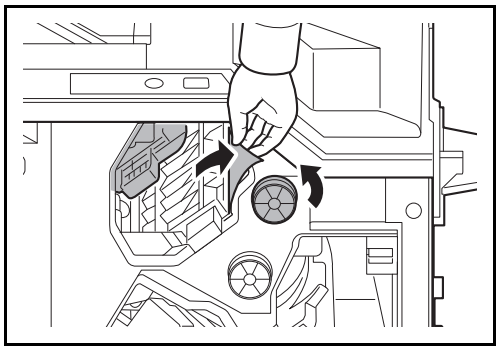
Conveyor / Inner Tray



1 Open the front cover 1.



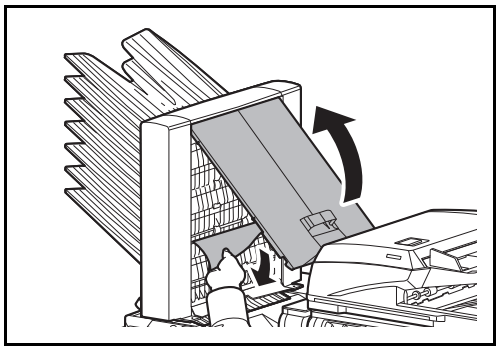
2 Open the conveyor guide (D2).



3 Turn the conveyor knob (D3) to the left to feed the paper along to enable easy removal.

4 Follow step 2 onward on page 12-44 to remove jammed paper.

Mailbox (Option)

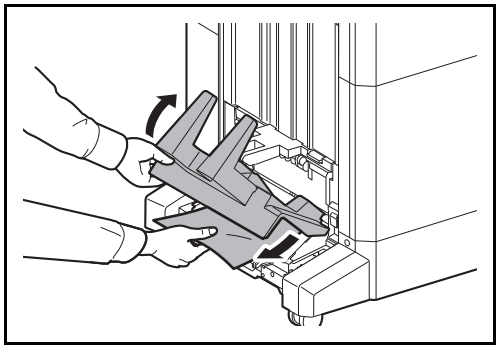


1 Open the mailbox cover and remove the jammed paper.

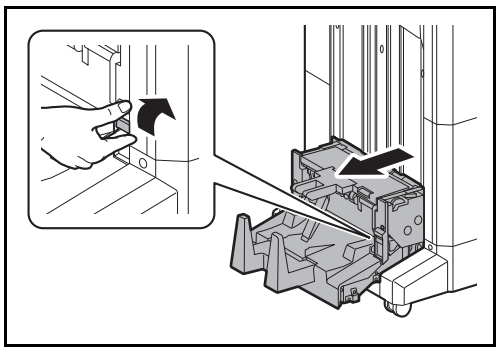
2 Close the mailbox cover.

Center-Folding Unit (Option)

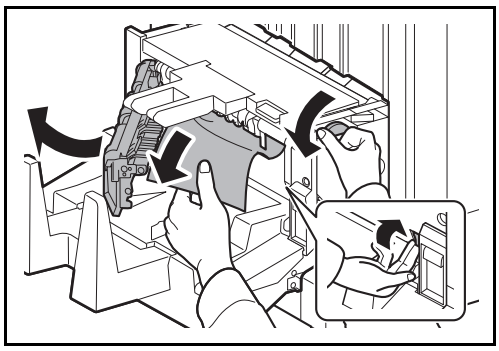
Ejection Section



1 Lift up the folding tray and remove any jammed paper.



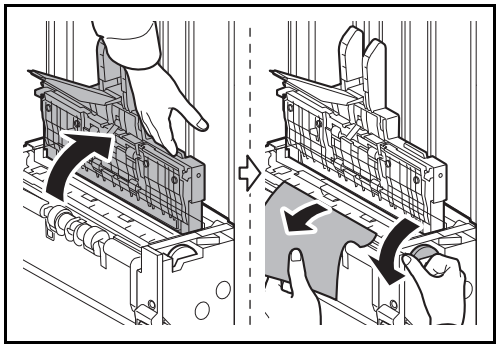
2 Push the folding unit release lever and pull out the folding unit.



3 Press the release lever, open the left cover of the center fold unit, and remove the jammed paper.

4 Turn feed knob D9 until the jammed paper is in a location where it is easy to remove.

5 Close the folding unit left cover.

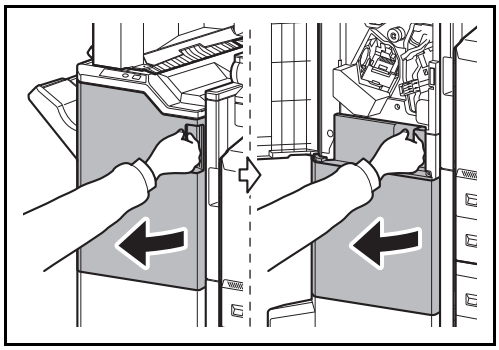


6 Open the folding unit top cover and remove the paper jam.

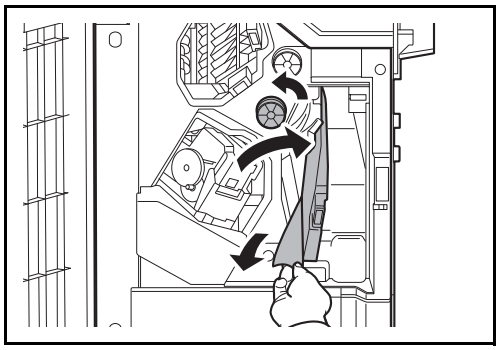
7 Turn feed knob D9 until the jammed paper is in a location where it is easy to remove.

8 Close the folding unit top cover, and return the folding unit to its original position.

Conveyor Section



1 Open the front cover 1 and 2.

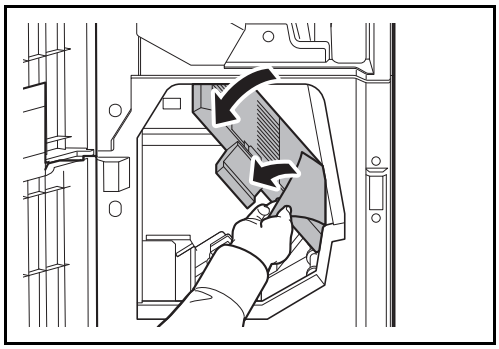


2 Open the conveyor guide (D7) and remove the jammed paper.

3 Turn feed knob D5 until the jammed paper is in a location where it is easy to remove.

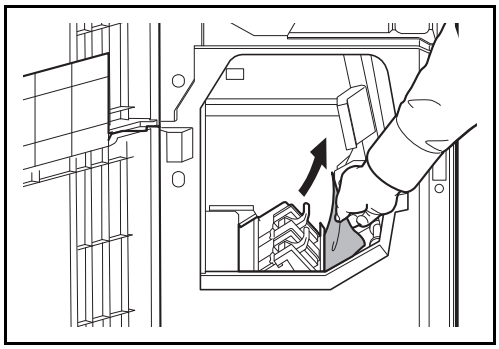
If there is no paper jam in the conveyor guide (D7), proceed to the following step.

4 Close the conveyor guide (D7).



5 Open the conveyor guide (D8) and remove the jammed paper.

6 Close the conveyor guide (D8).



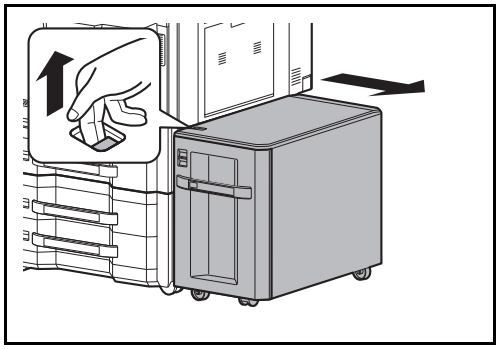
7 Remove the paper jammed in the center folding unit.

8 Close the front cover 1 and 2.

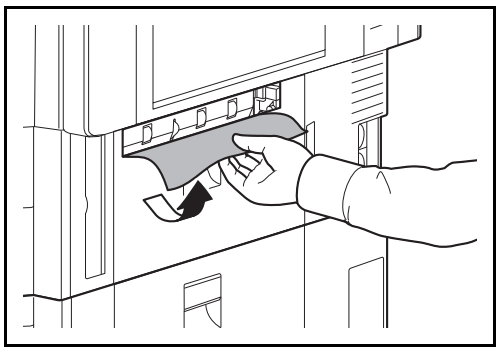
Cassette 5 (Option)

If a paper jam occurs in cassette 5 when you are using the optional side feeder (3,000-sheet), side feeder (500-sheet x 3), or large capacity side feeder (500, 1,500-sheet x 2), follow the steps below to remove the jam.

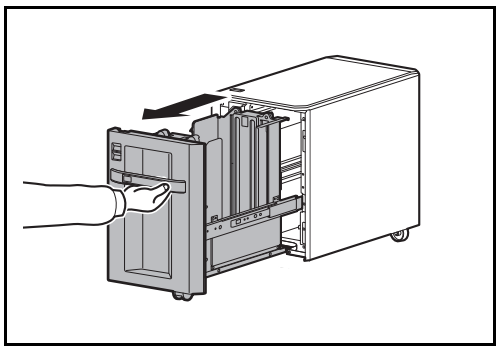
Side Feeder (3,000-sheet)



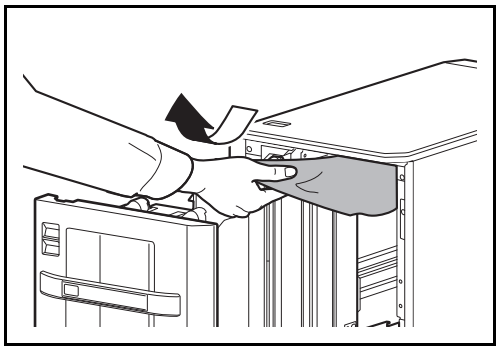
1 Pull up the release lever and separate the side feeder from the multifunction machine.



2 Remove the paper from the connection port.



3 Pull out cassette 5.

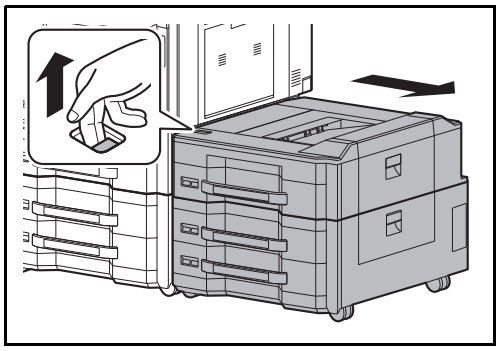


4 Remove the jammed paper.

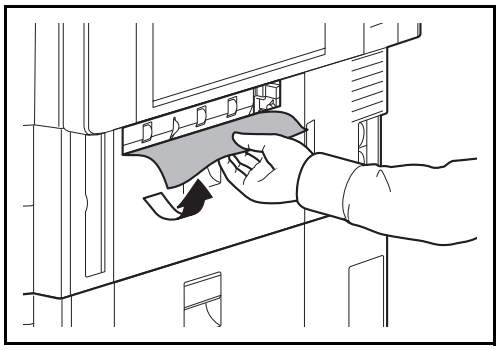
5 Push the cassette back in place securely.

6 Connect to the multifunction machine.

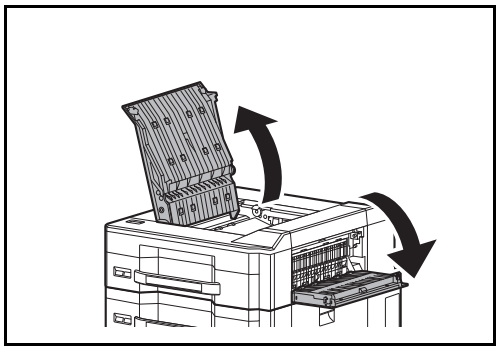
Side Feeder (500-sheet x 3) or Large Capacity Side Feeder (500, 1,500-sheet x2)



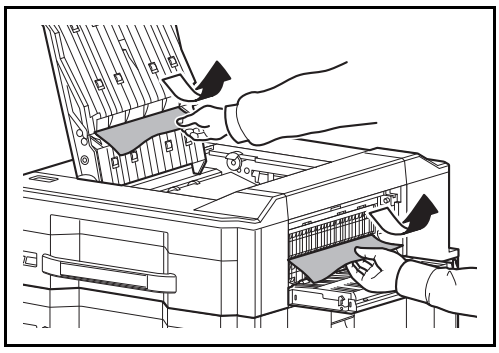
1 Pull up the release lever and separate the side feeder from the multifunction machine.



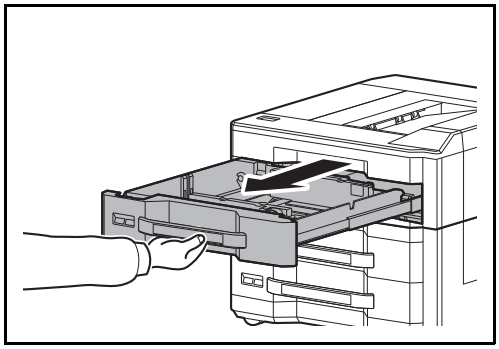
2 Remove the paper from the connection port.



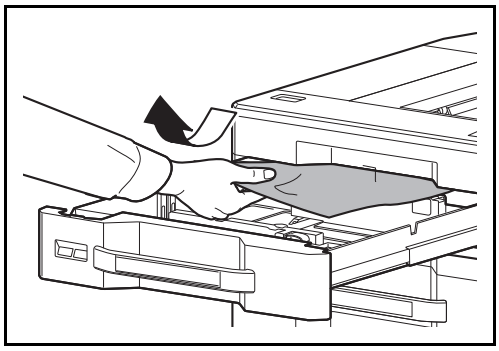
3 Open the top cover and right cover 1.



4 Remove the jammed paper.



5 Pull out cassette 5.



6 Remove the jammed paper.

7 Push the cassette back in place securely.

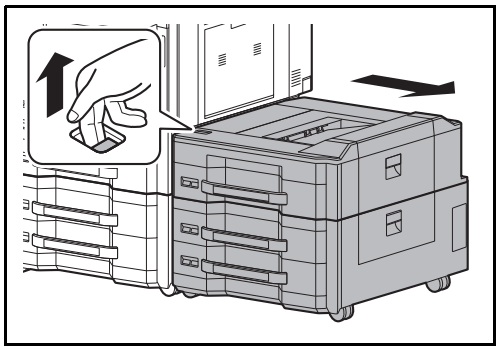
8 Close the top cover and right cover 1.

9 Connect to the multifunction machine.

Cassette 6,7 (Option)

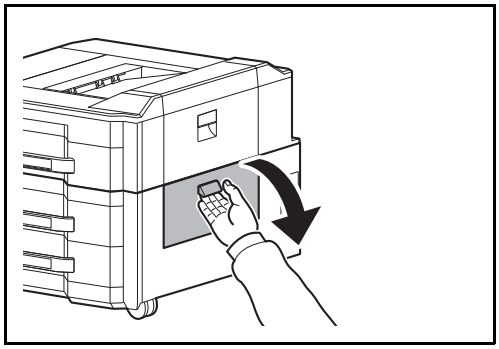
If a paper jam occurs in cassette 6 or 7 when you are using the optional side feeder (500-sheet x 3) or large capacity side feeder (500, 1,500-sheet x 2), follow the steps below to remove the jam.

Side Feeder (500-sheet x3)

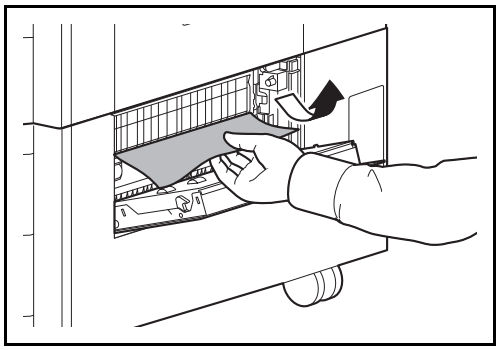


1 Pull up the release lever and separate the side feeder from the multifunction machine.

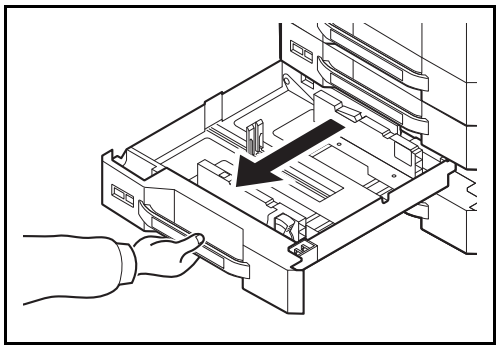
2 Follow steps 2 to 5 on page 12-51 to remove the jammed paper.



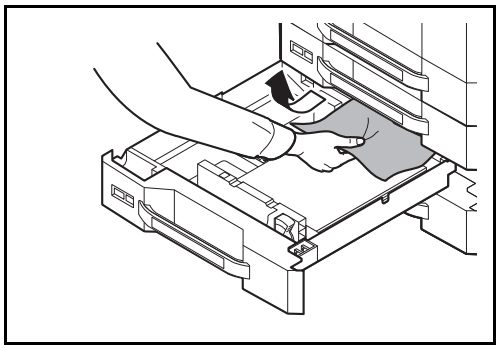
3 Open the right cover 2.



4 Remove the jammed paper.



5 Pull out the cassette in use.



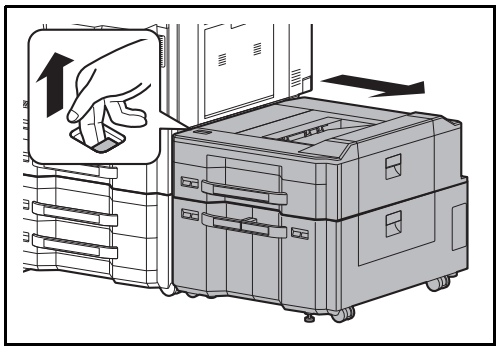
6 Remove the jammed paper.

7 Push the cassette back in place securely.

8 Close the right cover 2.

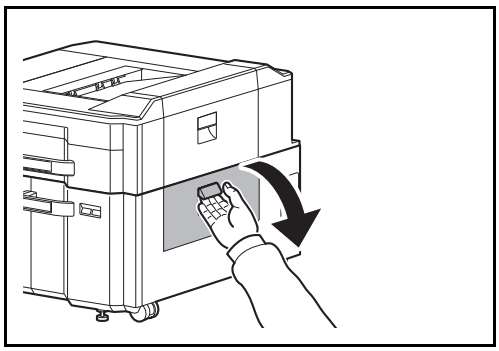
9 Connect to the multifunction machine.

Large Capacity Side Feeder (500, 1,500-sheet x2)

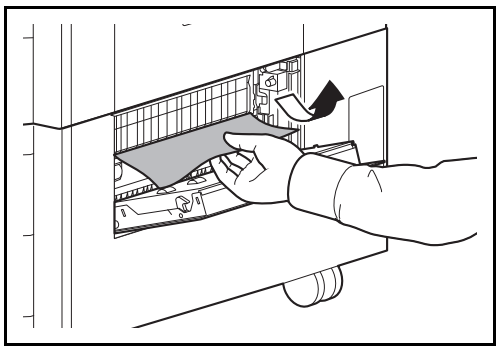


1 Pull up the release lever and separate the side feeder from the multifunction machine.

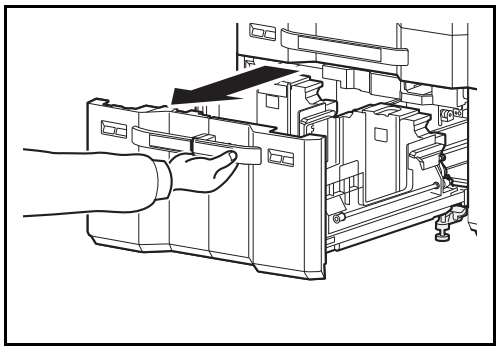
2 Follow steps 2 to 5 on page 12-51 to remove the jammed paper.



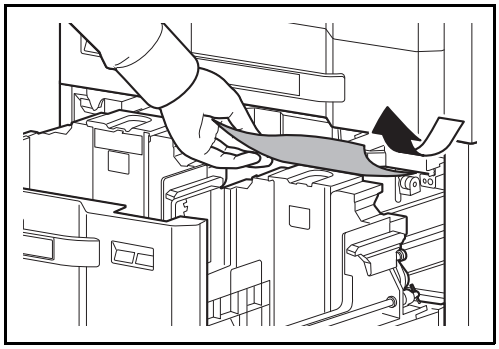
3 Open the right cover 2.



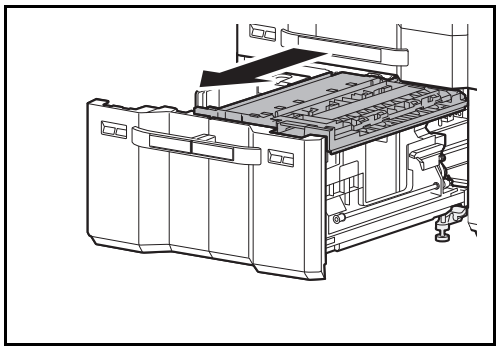
4 Remove the jammed paper.



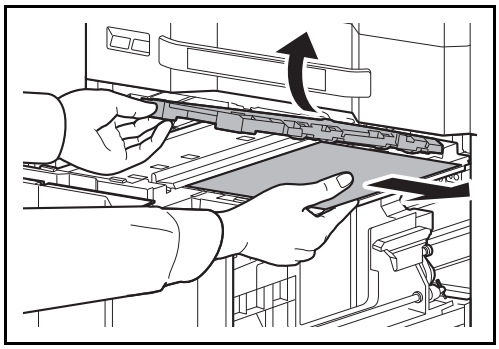
5 Pull out cassettes 6 and 7.



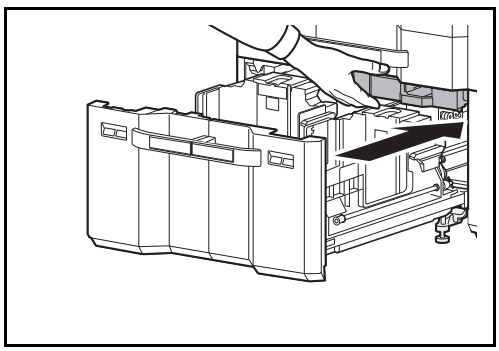
6 Remove the jammed paper.



7 Pull out the paper feed unit (B1).



8 Open the paper feed unit cover (B2) and remove the jammed paper.



9 Close the paper feed unit cover (B2) and push the paper feed unit all the way back in.

10 Push the cassette back in place securely.

11 Close the right cover 2.

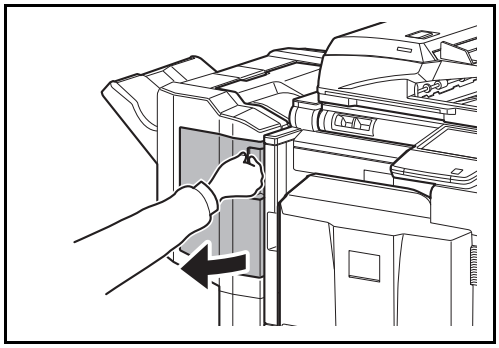
12 Connect to the multifunction machine.

Clearing a Staple Jam

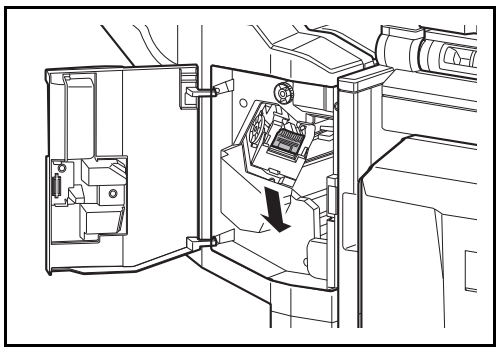
If a message indicating a staple jam is displayed on the machine's operation panel, remove the jammed staples.

Follow the steps below to remove jammed staples.

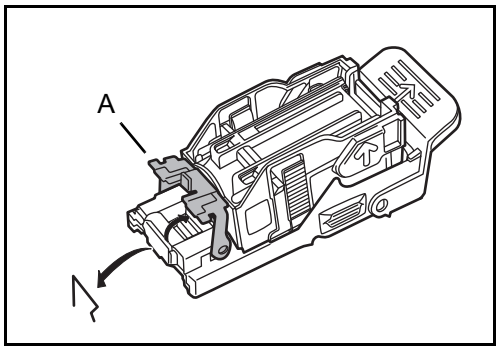
1,000-sheet Finisher



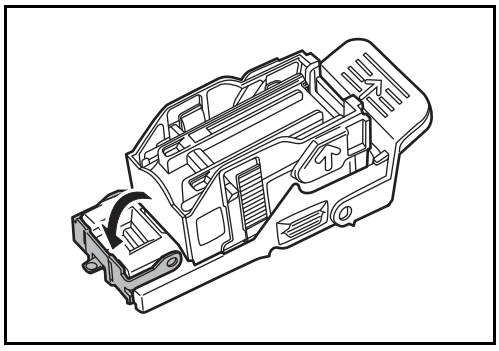
1 Open the front cover.



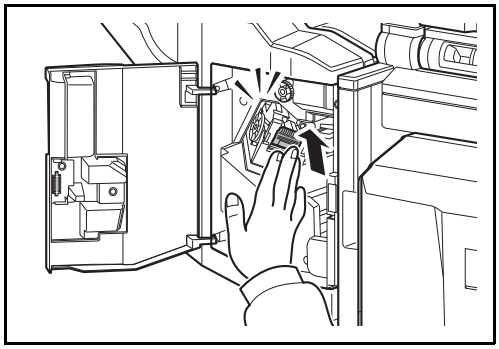
2 Remove the staple cartridge holder.



3 Open the cover plate (A) of the staple cartridge holder and remove any jammed staples.



4 Close the cover (A) plate of the staple cartridge holder into its original position.

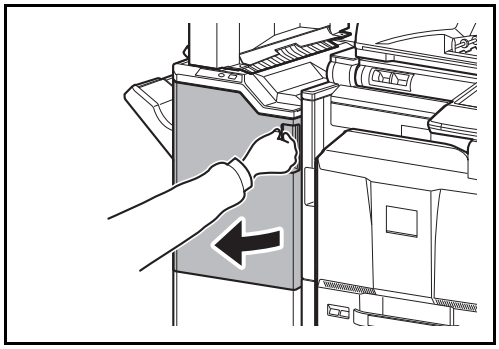


5 Re-install the staple cartridge holder. The staple cartridge holder will click into place when it has been inserted correctly.

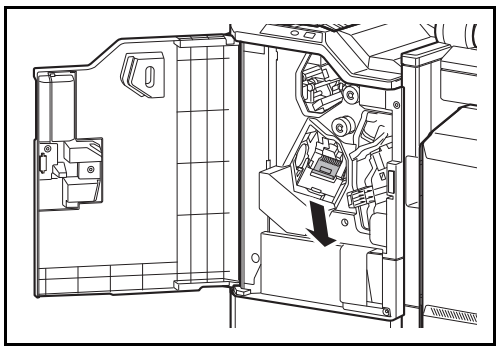
6 Close the front cover.

4,000-sheet Finisher

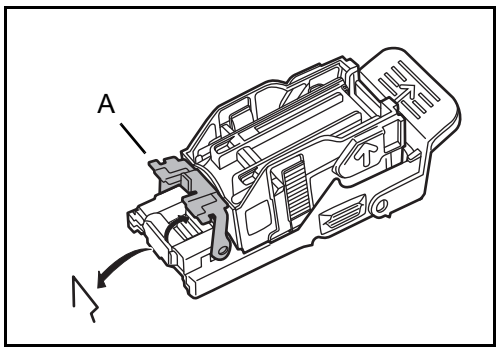
◆Staple cartridge holder A



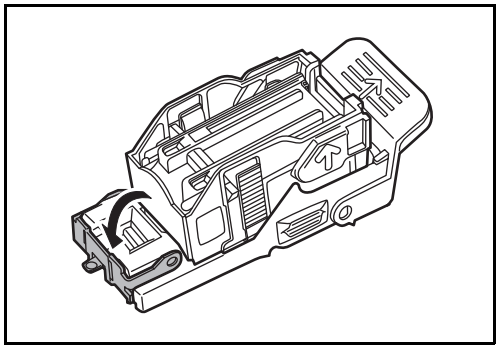
1 Open the front cover 1.



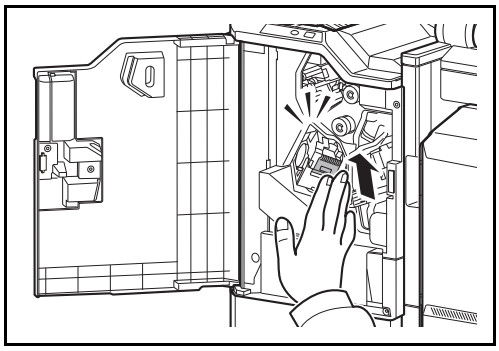
2 Remove the staple cartridge holder A.



3 Open the cover plate (A) of the staple cartridge holder A and remove any jammed staples.



4 Close the cover plate (A) of the staple cartridge holder into its original position.

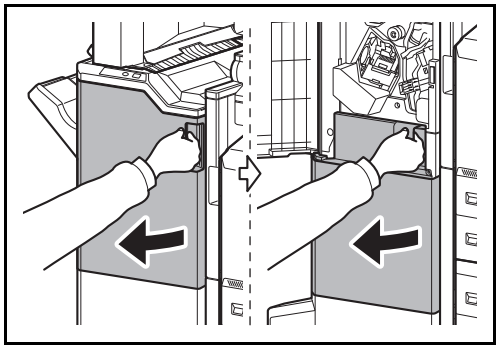


5 Re-install the staple cartridge holder. The staple cartridge holder will click into place when it has been inserted correctly.

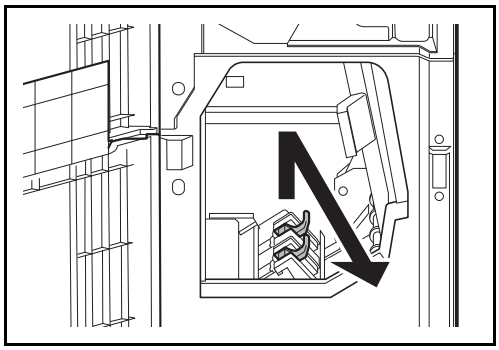
6 Close the front cover 1.

◆Staple cartridge holder B/C

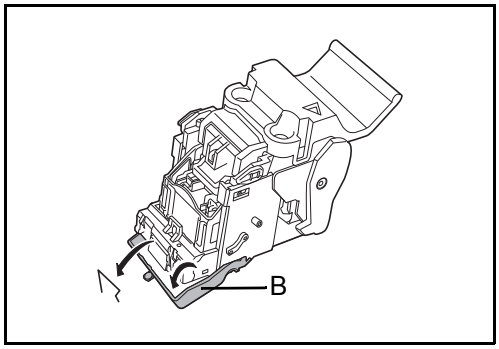
Follow the steps below to remove jammed staples from the optional folding unit.



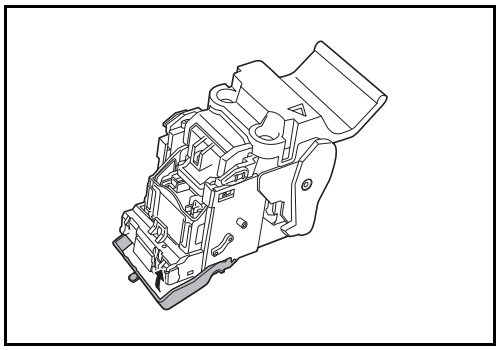
1 Open the front cover 1 and 2.



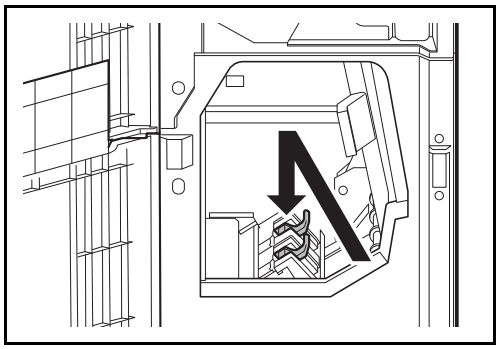
2 Remove staple cartridge holder B or C.



3 Open the cover plate (B) of the staple cartridge holder and remove any jammed staples.



4 Close the cover (B) plate of the staple cartridge holder into its original position.



5 Re-install the staple cartridge holder.

When re-installing, align the triangle marks on the staple cartridge holder and the staple unit. The staple cartridge holder will click into place when it has been inserted correctly.

6 Close the front cover 1 and 2.

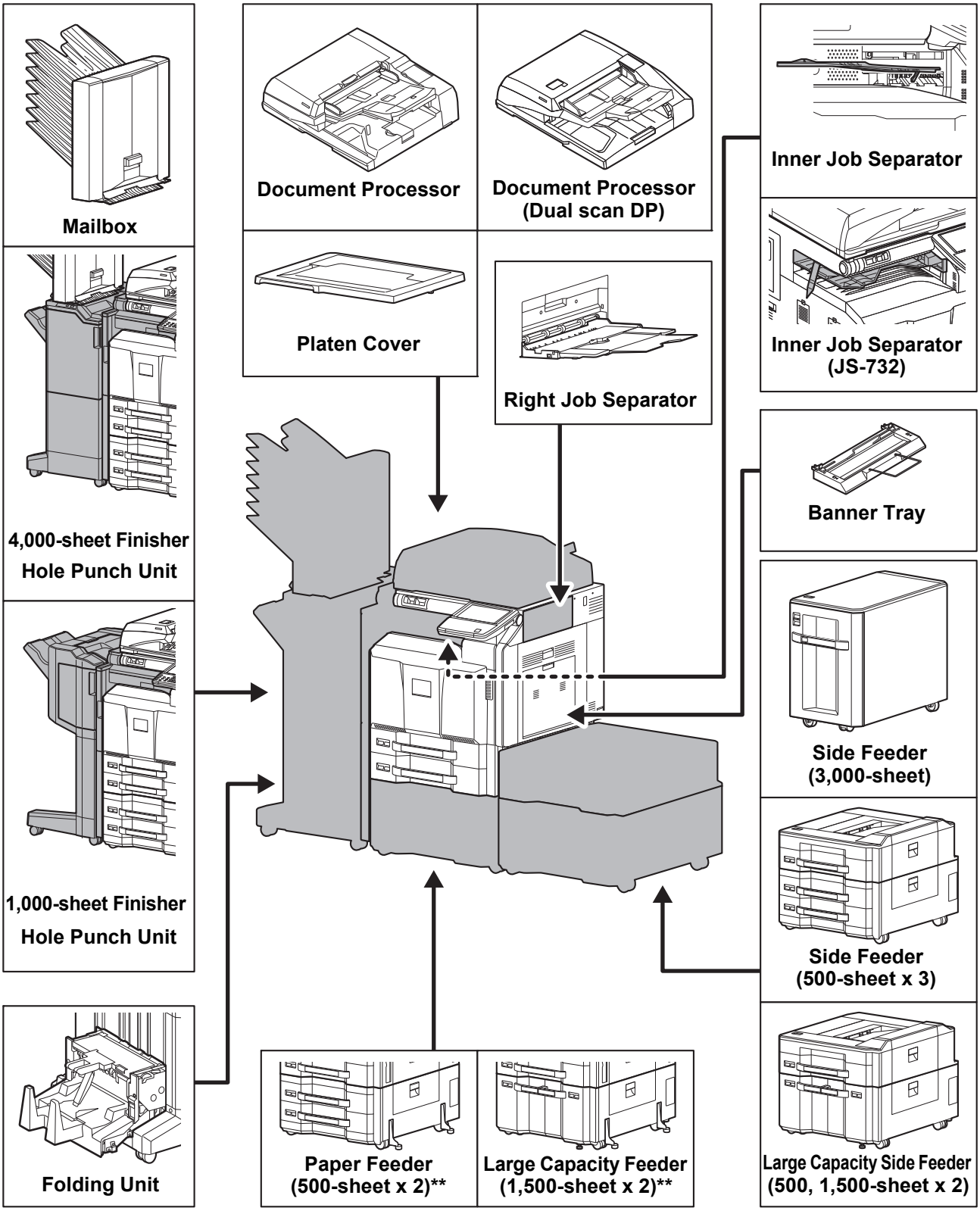
Appendix

- Optional Equipment Appendix-2
- Character Entry Method.....Appendix-9
- Paper Appendix-12
- Specifications.....Appendix-21
- Glossary.....Appendix-34

Optional Equipment

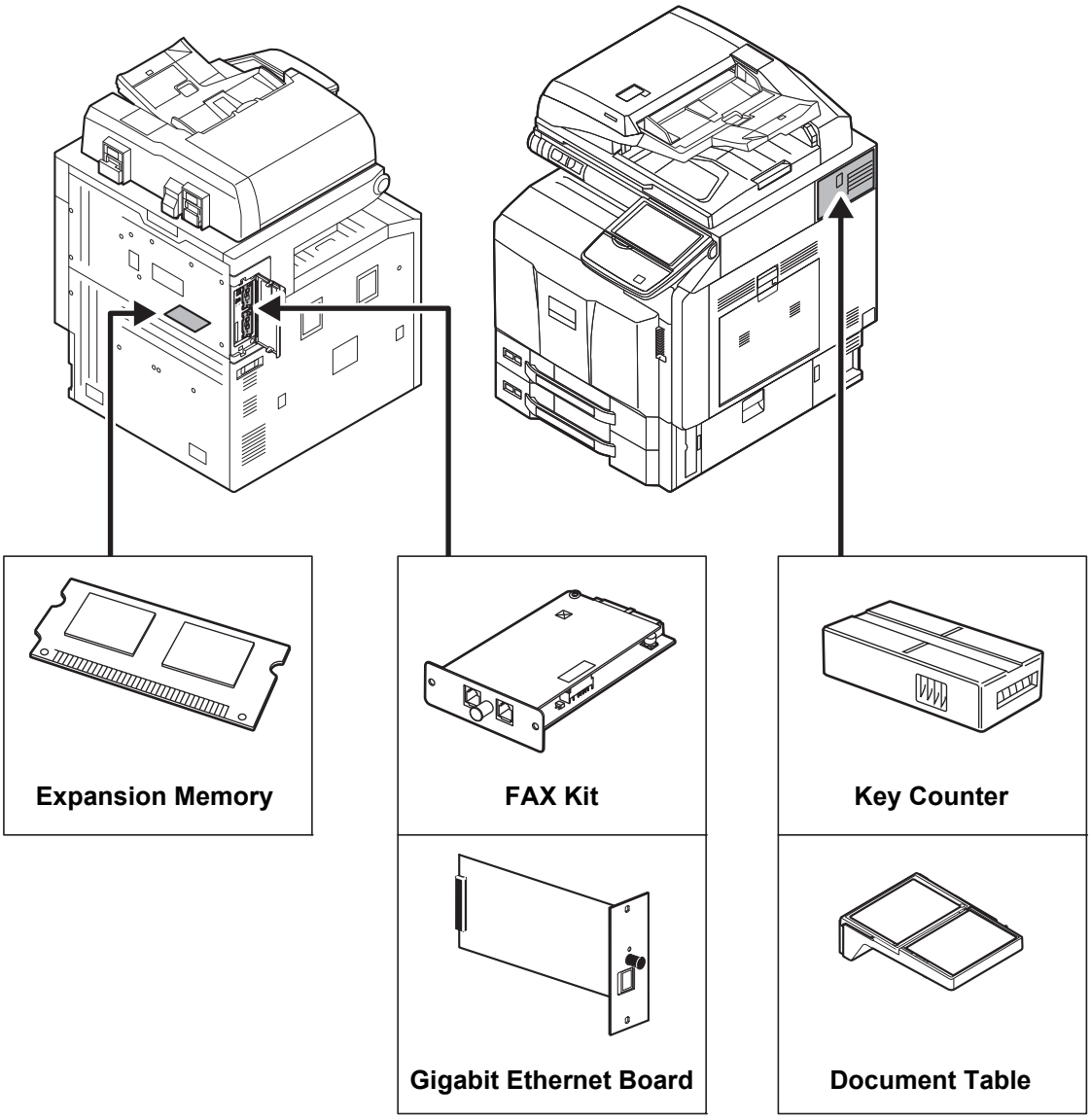
Overview of Optional Equipment

The following optional equipment is available for the machine.



* The side feeder (500-sheet x 3) or large capacity side feeder (500, 1,500-sheet x 2) can be used on a 45/45 ppm model or a 55/50 ppm model.

** If neither a document finisher nor a side feeder is installed on a 30/30 ppm model or a 35/35 ppm model, the toppling prevention kit must be installed.



Document Processor

Automatically scans originals. Also you can perform duplex copying and split copying.
For document processor operation, refer to *Loading Originals in the Document Processor on page 2-46*.

Paper Feeder (500-sheet x2)

Two additional cassettes identical to the printer's cassette can be installed in the printer. Paper capacity and loading method are the same as the standard cassettes. Refer to *The standard cassettes on page 2-29* for loading paper.

Large Capacity Feeder (1,500-sheet x 2)

In addition to the printer's cassettes, you can also install an optional large capacity feeder (1,500-sheet x 2) capable of holding up to 3,000 sheets of A4, B5 or Letter paper. Refer to *The Large Capacity Feeder (1,500-sheet x 2) (Option) on page 2-32* for loading paper.

Side Feeder (3,000-sheet)

In addition to the printer's cassettes, you can also install an optional side feeder (3,000-sheet) capable of holding up to 3,000 sheets of A4, B5 or Letter paper. Refer to *Side Feeder (3,000-sheet) (Option) on page 2-35* for loading paper.

Side Feeder (500-sheet x 3)

Three additional cassettes identical to cassette 1 can be installed in the printer. Paper capacity and loading method are the same as cassette 1.

Large Capacity Side Feeder (500, 1,500-sheet x 2)

In addition to the printer's cassettes, you can also install the additional cassette identical to cassette 1 and an optional feeder (3,500-sheet) capable of holding up to 3,500 sheets of A4, B5 or Letter paper.

1,000-sheet Finisher

This is a document finisher capable of holding large print runs and of separating and offsetting multiple copies of a printout into individual copies. It can also staple or hole-punch (optional) the offset printouts.

4,000-sheet Finisher

This is a large-capacity document finisher capable of holding large print runs and of separating and offsetting multiple copies of a printout into individual copies. It can also staple or hole-punch (optional) the offset printouts. User can select manual staple by operation button. A mail box and folding unit are also available as options.

Manual staple mode

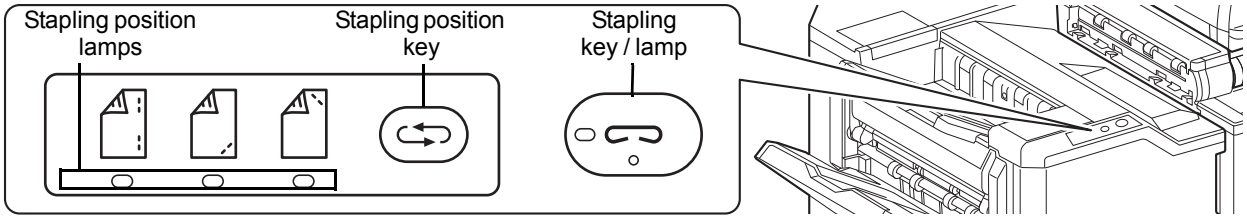
You can staple copied paper manually without any copying operation. It is useful when you have forgotten to set the staple sort mode before starting copying, or when you want to staple originals.

NOTE: Manual stapling cannot be executed when the machine is in operation.
If there are no staples when manual stapling is performed, the stapling position lamps and stapling position key LEDs all blink. Add staples. For details, refer to *Replacing Staples on page 11-8*

Maximum number of sheets available for manual stapling

Paper size	Paper weight	
	- 90 g/m^2 (- 24.0 lb. Bond)	91 - 105 g/m^2 (24.3 - 28.0 lb. Bond)
A4, A4-R, B5, Letter, 16K	65 sheets	50 sheets
A3, B4, Folio	30 sheets	30 sheets

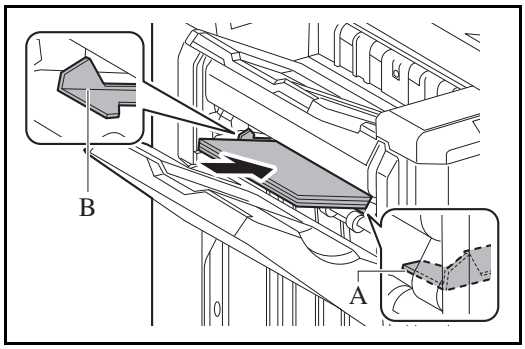
Use the buttons on the stapling control section of the Finisher (optional) for manual stapling.



1 Press the stapling position key on the stapling control section.
The shutter of the paper exit area is opened and this equipment enters into the manual staple mode.

2 Press the stapling position key to select the stapling position (Back / Front / 2 Points).
Operation is not possible while the stapling position lamps are blinking. Operate after the lamps light solidly.

3 Straighten the edges of the paper well and place the paper front side down in the shutter opening of the output unit.
If the near side of the paper ( ) will be stapled, place the paper against the front guide (A).
If the far side of the paper ( ) will be stapled, place the paper against the back guide (B).
If the edge of the paper ( ) will be stapled at two points, place the paper with the center aligned to the center point between the two side guides (A and B).



CAUTION: Do not insert your hand inside the open shutter.

NOTE: Press the stapling position key before you place the paper. Once the paper is placed, the stapling position key cannot be used.
The stapling lamp lights when the paper is properly placed. If it does not light, replace the paper.

4 Let go of the paper, and then press the stapling key.
Stapling starts. Stapling finishes and the output is delivered to tray A.

CAUTION: Be sure that your hands are away from the paper while stapling is in progress.

Finishing the manual staple mode
Press the stapling position button several times until the stapling position lamps turn off. The shutter of the paper exit area closes. It means that manual stapling is finished. If no operation is performed for approx. 10 seconds, the manual staple mode will be automatically finished.

NOTE: The time after which manual staple mode is automatically exited can be changed. For details, refer to *Manual Staple on page 9-39*

Mailbox

Makes it easy to sort output into separate trays. Installing this option adds 7 output trays. When multiple computer users share the printer, each user can print to a specified tray. Installs on the 4,000-sheet finisher.

NOTE: To deliver output to the mail box, change the Paper Output selection on the operation panel or in the printer driver, or change in the default settings. (For details, refer to *Paper Output on page 9-15*.)

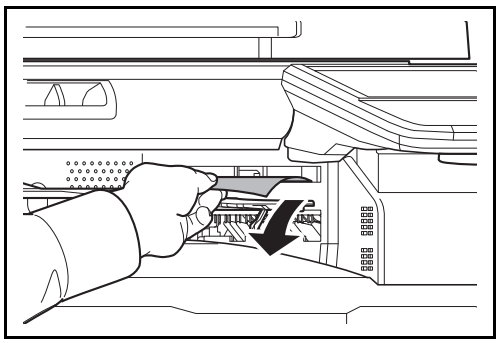
Folding Unit

Folds printed output at the center or in tri-fold to enable the creation of simple booklets. Installs on the 4,000-sheet finisher.

Inner Job Separator

Separate paper according to output tray for easier sorting. Specify as the output tray for copy or print jobs. Or, specify as the default output tray for printing from the copy or Document Box screen, printing from the PC, and printing of the received fax data.

CAUTION: Note that some paper types have a tendency to curl and may jam in the paper eject unit. If the ejected paper slips or stacks unevenly, turn the paper in the cassette over and try again.



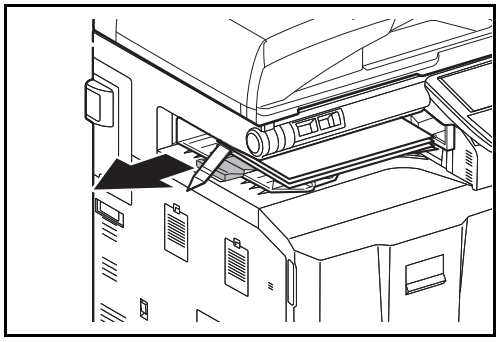
NOTE:

- To ensure that paper is delivered to the Inner Job Separator, select the output destination or change the default setting. (For details, refer to the *Paper Output on page 9-15*.)
- When removing paper from the Inner Job Separator, pull it out at an angle.

Inner Job Separator (JS-732)

Separate paper according to output tray for easier sorting. Specify as the output tray for copy or print jobs. Or, specify as the default output tray for printing from the copy or Document Box screen, printing from the PC, and printing of the received fax data.

CAUTION: Note that some paper types have a tendency to curl and may jam in the paper eject unit. If the ejected paper slips or stacks unevenly, turn the paper in the cassette over and try again.



NOTE:

- To ensure that paper is delivered to the Inner Job Separator, select the output destination or change the default setting. (For details, refer to the *Paper Output on page 9-15*.)
- If the paper is A3, B4, Ledger, or Legal, pull out the auxiliary tray.
- The busy light stays on until the output is removed from the Inner Job Separator. You can set whether sleep mode is entered after a certain period of time when in this state in the system menu. (For details, refer to *Sleep Act. (Job Separator) on page 9-82*.)

Right Job Separator

Separate paper according to output tray for easier sorting. Specify as the output tray for copy or print jobs. Or, specify as the default output tray for printing from the copy or Document Box screen, printing from the PC, and printing of the received fax data.

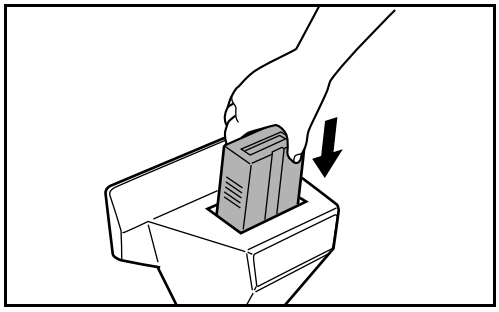
Banner Tray

This tray enables continuous feeding of banner paper. Up to 10 sheets of banner paper can be loaded. To attach the tray and load paper, refer to *Using the Banner Tray (Option) on page 5-7*.

Key Counter

Use the key counter to monitor machine usage. The key counter offers a convenient solution for centralized management of copy volume for different departments in a large company.

Inserting the Key Counter



Insert the key counter securely into the key counter slot.

NOTE: When the key counter function is activated, copies can only be made when a key counter is inserted. If the key counter is not inserted, *Insert key counter.* will be displayed.

FAX Kit

By installing the FAX kit, fax send/receive is enabled. Also, it is possible to use it as a network fax, by using it with a computer. When two FAX kits are installed, the units can be connected to two different telephone lines which will enable quicker message transmission to a number of recipients. If one of the lines is dedicated to receiving, the busy line time can be reduced. For further details, refer to *Fax System (V) Operation Guide*.

Expansion Memory

Image storage memory (128 MB) that allows the machine to receive more pages of incoming faxed originals. Expansion memory should only be installed or removed by the service representative.

Gigabit Ethernet Board

The Gigabit Ethernet Board provides a high-speed connection for the Gigabit-per-second interface. Since the kit was designed to work with TCP/IP, NetWare, NetBEUI, and AppleTalk protocols, in the same way as the main unit, it fulfills the network printing demands on Windows, Macintosh, and UNIX environments. This expansion kit is also compatible with ThinPrint.

Internet FAX Kit (A)

Installing the Internet FAX Kit (A) sends and receives faxes via the Internet without using a phone line. It can only be added when the FAX Kit is installed.

Data Security Kit

The Data Security Kit overwrites all unnecessary data in the storage area of the hard disk so that it cannot be retrieved. The Data Security Kit encrypts data before storing it in the hard disk. It guarantees higher security because no data cannot be decoded by ordinary output or operations.

Printed Document Guard Kit

This prevents the unauthorized copying and/or transmission of documents that contain important confidential or personal information. When a document is printed from a computer, this feature imprints a special pattern on the document. When anyone attempts to copy or send that document on this machine, the machine detects the pattern and protects the information by printing the document in blank and prohibiting transmission.

Emulation Option

Enables emulation whereby the machine operates using commands for other printers. Installing this option enables IBM Proprinter, DIABLO 630, and EPSON LQ-850 emulation.

USB Keyboard

A USB keyboard can be used to enter information into the text fields on the operation panel. A special mount is also available to install the keyboard on the MFP. Please contact your dealer or service representative for information on keyboards that are compatible with your MFP before you purchase one.

Document Table

Place original or other documents when using the machine. It has a drawer to accommodate clips.

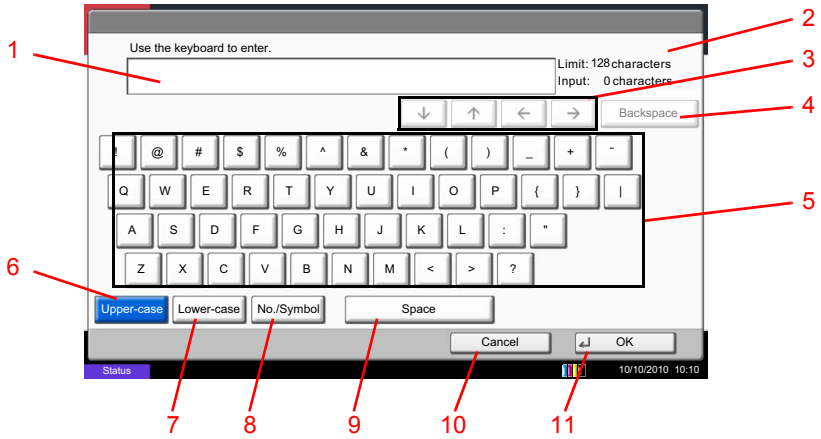
Character Entry Method

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. Press the **System Menu** key, [Common Settings] and then [Change] of *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

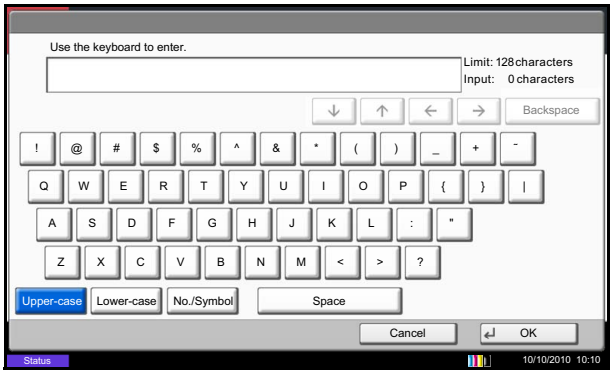
Lower-case Letter Entry Screen



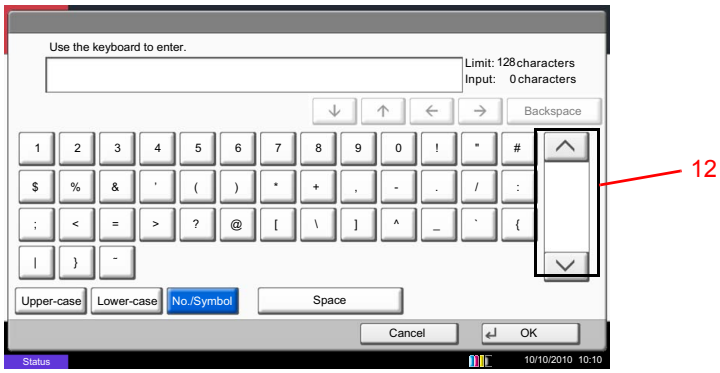
No.	Display/Key	Description
1	Display	Displays entered characters.
2	Limit Display	Displays maximum number of characters.
3	Cursor Key	Press to move the cursor on the display.
4	[Backspace]	Press to delete a character to the left of the cursor.
5	Keyboard	Press a character to enter.
6	[Upper-case]	Press to use upper-case letters.
7	[Lower-case]	Press to use lower-case letters.
8	[No./Symbol]	Press to enter numbers and symbols.
9	[Space]	Press to insert a space.

No.	Display/Key	Description
10	[Cancel]	Press to cancel entered characters and return to the screen before the entry.
11	[OK]	Press to finalize entry and return to the screen before the entry.

Upper-case Letter Entry Screen



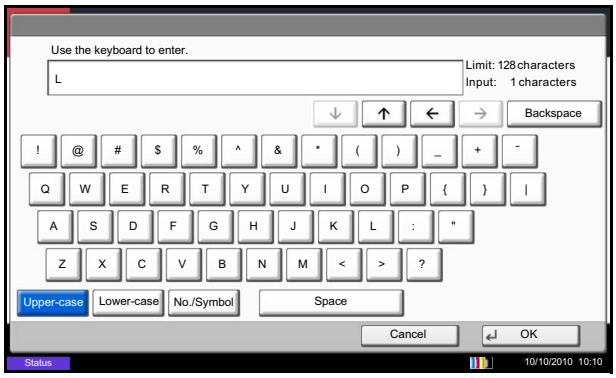
Number/Symbol Entry Screen



No.	Display/Key	Description
12	[∧]/[∨]	To enter a number or symbol not shown in the keyboard, press the cursor key and scroll the screen to view other numbers or symbols to enter.

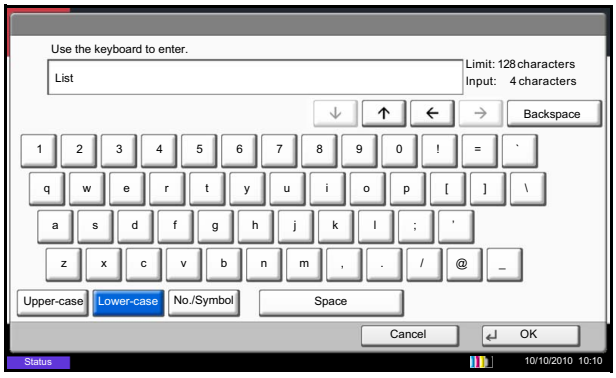
Entering Characters

Follow the steps shown below to enter *List A-1* for example.



1 Press [Upper-case].

2 Press [L]. The letter *L* is shown on the display.



3 Press [Lower-case].

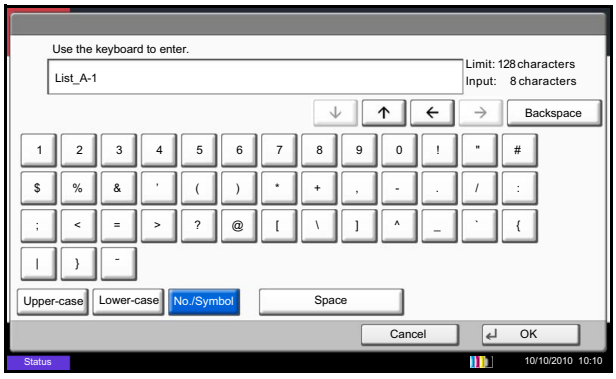
4 Press [i], [s], [t] and [Space].

5 Press [Upper-case].

6 Press [A].

7 Press [No./Symbol].

8 Press [∧] or [∨] repeatedly to view the keyboard containing [-] and [1].



9 Press [-] and [1].

10 Check that the entry is correct. Press [OK].

Paper

This section explains the paper sizes and types that can be used in the paper source.

Cassettes 1

Supported types	Supported paper sizes	No. of sheets
Plain paper: 60 to 220 g/m^2 (for the 30/30 ppm or 35/35ppm) 60 to 256 g/m^2 (for the 45/45 ppm or 55/50ppm) Recycled paper: 60 to 220 g/m^2 (for the 30/30 ppm or 35/35ppm) 60 to 256 g/m^2 (for the 45/45 ppm or 55/50ppm)	A3, B4, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Oficio II, 12 × 18", Letter, Letter-R, Statement-R, Folio, 8K, 16K, 16K-R 216 × 340 mm	550 (64 g/m^2) 500 (80 g/m^2)

Cassettes 2 and the optional paper feeder (500-sheet x 2)

Supported types	Supported paper sizes	No. of sheets
Plain paper: 60 to 220 g/m^2 (for the 30/30 ppm or 35/35ppm) 60 to 256 g/m^2 (for the 45/45 ppm or 55/50ppm) Recycled paper: 60 to 220 g/m^2 (for the 30/30 ppm or 35/35ppm) 60 to 256 g/m^2 (for the 45/45 ppm or 55/50ppm)	A3, B4, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Oficio II, 12 × 18", Letter, Letter-R, Statement-R, Folio, 8K, 16K, 16K-R 216 × 340 mm	550 (64 g/m^2) 500 (80 g/m^2)

Optional large capacity feeder (1,500-sheet x 2)

Supported types	Supported paper sizes	No. of sheets
Plain paper (60 to 256 g/m^2) Recycled paper (60 to 256 g/m^2)	A4, B5, Letter	3,500 (64 g/m^2) 3,000 (80 g/m^2)

Multi Purpose tray (MP tray)

Supported types	Supported paper sizes	No. of sheets
Plain paper (60 to 300 g/m^2) Recycled paper (60 to 300 g/m^2) Colored paper (60 to 300 g/m^2)	A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Letter, Letter-R, Executive-R, Statement, Folio, 16K, 16K-R Other sizes: Portrait - 3 7/8 to 11 5/8" or 98 to 297 mm Landscape - 5 7/8 to 17" or 148 to 432 mm	165 (64 g/m^2) 150 (80 g/m^2)
Plain paper (60 to 300 g/m^2) Recycled paper (60 to 300 g/m^2) Colored paper (60 to 300 g/m^2)	A3, B4, Ledger, Legal, Oficio II, 12 × 18", 8K	55 (64 g/m^2) 50 (80 g/m^2)
Postcards Oufuku hagaki (return postcard)	Postcards (100 × 148 mm) Return postcard (148 × 200 mm)	30
Envelopes	Envelope DL, Envelope C5, Envelope C4, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Monarch, ISO B5, Youkei 2, Youkei 4 Other sizes: Portrait - 3 7/8 to 11 5/8" or 98 to 297 mm Landscape - 5 7/8 to 17" or 148 to 432 mm	10
Transparency (OHP film)	A4, A4-R, Letter, Letter-R	10

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 220 g/m^2 (for the 30/30 ppm or 35/35ppm) 60 to 256 g/m^2 (for the 45/45 ppm or 55/50ppm)
	Multi purpose tray: 60 to 300 g/m^2
Thickness	0.086 to 0.110 mm
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°.

Multi Purpose Tray	Cassette or Multi Purpose Tray
A6-R (105 × 148 mm)	A3 (297 × 420 mm)
B6-R (128 × 182 mm)	B4 (257 × 364 mm)
Hagaki (100×148mm)	A4 (297 × 210 mm)
Oufuku hagaki (148 × 200 mm)	A4-R (210 × 297 mm)
Executive (7 1/4 ×10 1/2")	B5 (257 × 182 mm)
Envelope DL (110 × 220 mm)	B5-R (182 × 257 mm)
Envelope C5 (162 × 229mm)	A5-R (148 × 210 mm)
Envelope C4 (229 × 324mm)	Folio (210 × 330 mm)
ISO B5 (176 × 250 mm)	Ledger
Envelope #10 (Commercial #10) (4 1/8 × 9 1/2")	Legal
Envelope #9 (Commercial #9) (3 7/8 × 8 7/8")	Letter
Envelope #6 (Commercial #6 3/4) (3 5/8 × 6 1/2")	Letter-R
Envelope Monarch (3 7/8 ×7 1/2")	Statement-R
Youkei 2 (114 × 162 mm)	Oficio II
Youkei 4 (105 × 235 mm)	12 × 18"
Size Entry (98 × 148 to 297 × 432 mm)	8K (273 × 394 mm)
	16K (273 × 197 mm)
	16K-R (197 × 273 mm)
	216 × 340 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.

Thickness

Avoid using paper that is too thick or thin. Signs that paper may be thin include frequent problems with paper jams or with several sheets being supplied at once. Paper jams may also indicate that the paper is too thick. The proper thickness is between 0.086 and 0.110 mm.

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 (from 60 g/m^2 to105 g/m^2 or less)
- Letterhead
- Colored paper
- Prepunched paper
- Envelopes
- Cardstocks (Hagaki)
- Thick paper (from 106 g/m^2 to 300 g/m^2 or less)
- Labels
- Coated paper
- 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

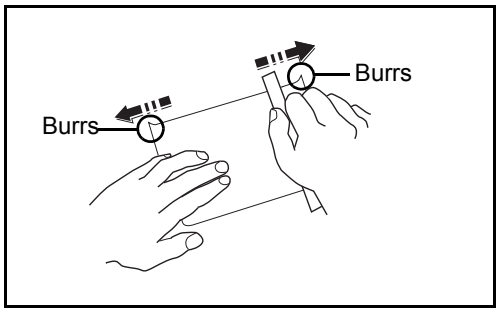
Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

Criteria	Specifications
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.

Hagaki



Before loading Hagaki into the multi purpose tray, fan them and align the edges. If the Hagaki paper is curled, straighten it before loading. Printing onto curled Hagaki may cause jams.

Use unfolded Oufuku hagaki (available at post offices). Some Hagaki may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki on a flat surface and rubbing the edges gently a few times with a ruler.

Envelopes

Use the multi purpose tray for envelopes.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.

Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.

If paper jams occur, load fewer envelopes at once.

To prevent paper jams when printing onto multiple envelopes, do not allow more than ten envelopes to remain in the output tray at once.

Thick Paper

Before loading thick paper in the multi purpose tray, fan it and align the edges. Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges just as with Hagaki by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams.

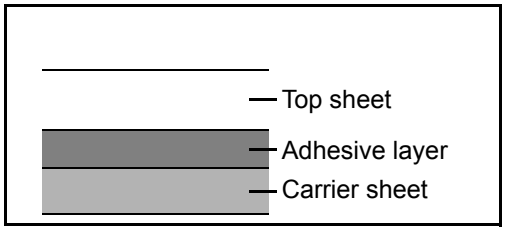
NOTE: If the paper is not supplied correctly even after it is smoothed, load the paper in the multi purpose tray with the leading edge raised a few millimeters.

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.

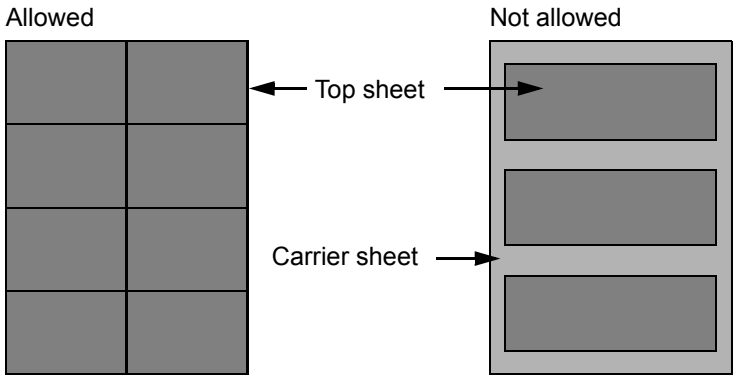
When printing onto labels, you must be liable for the print quality and possible trouble.



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.

Item	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)

Colored Paper

Colored paper must conform to the specifications listed on page 2 of the Appendix. In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

Preprinted Paper

Preprinted paper must conform to the specifications listed on page 2 of the Appendix. The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled Paper

Recycled paper must conform to the specifications listed on page 2 of the Appendix; however, its whiteness may be considered separately.

NOTE: Before purchasing recycled paper in volume, try testing a sample to ensure satisfactory print quality.

Specifications

IMPORTANT: Specifications are subject to change without notice.

Common functions

Item		Description
Type		Desktop
Printing Method		Electrophotography by semiconductor laser, tandem drum system
Paper Weight	**Cassette 1, 2**	30/30 ppm model, 35/35 ppm model: 60 to 220 g/m^2 45/45 ppm model, 55/50 ppm model: 60 to 256 g/m^2
	Multi Purpose Tray	60 to 300 g/m^2
Paper Type	**Cassette 1, 2**	Plain, Rough, Vellum, Recycled, 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, Color (Colour), Prepunched, Letterhead, Thick, Coated, Envelope, High Quality, Custom 1 to 8
Paper Size	**Cassette 1, 2**	Maximum: 12 × 18"/A3 (Duplex: 12 × 18"/A3) Minimum: Statement-R/A5-R (Duplex: Statement-R/A5-R)
	Multi Purpose Tray	Maximum: 12 × 48"/304.8 × 1220.0 mm Minimum: Statement-R/A6-R
Warm-up Time (22°C/71.6°F, 60%)	**Power on**	30/30 ppm model: 25 seconds or less 35/35 ppm model: 25 seconds or less 45/45 ppm model: 30 seconds or less 55/50 ppm model: 30 seconds or less
	Low Power	30/30 ppm model: 15 seconds or less 35/35 ppm model: 15 seconds or less 45/45 ppm model: 20 seconds or less 55/50 ppm model: 20 seconds or less
	Sleep	30/30 ppm model: 20 seconds or less 35/35 ppm model: 20 seconds or less 45/45 ppm model: 30 seconds or less 55/50 ppm model: 30 seconds or less
Paper Capacity	**Cassette 1**	500 sheets (80 g/m^2)
	Cassette 2	500 sheets (80 g/m^2)
	Multi Purpose Tray	A4/Letter or less 150 sheets (80 g/m^2) More than A4/Letter 50 sheets (80 g/m^2)

Item		Description
Output Tray Capacity	**Inner tray**	250 sheets (80 g/m^2) (When the inner job separator (JS-732) is installed, 180 sheets.)
	with optional inner job separator	30 sheets (80 g/m^2)
	with optional inner job separator (JS-732)	100 sheets (80 g/m^2)
	with optional right job separator	70 sheets (80 g/m^2)
Image Write System		Semiconductor laser and electrophotography
Main Memory	**Standard**	2048 MB
	Maximum	2048 MB
Hard Disk		30/30:160GB (standard) 35/35:160GB (standard) 45/45:320GB (160GB × 2) (standard) 55/50:320GB (160GB × 2) (standard)
Interface	**Standard**	USB Interface Connector: 1 (USB Hi-Speed) USBPort: 2 (Hi-Speed USB) Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T)
	Option	Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T) Fax: 2 A maximum of two interface options can be installed. Only one network interface can be installed. When a network interface is installed, only one fax line can be installed.
Operating Environment	**Temperature**	10 to 32.5°C/50 to 90.5°F
	Humidity	15 to 80 %
	Altitude	2,500 m/8,202 ft maximum
	Brightness	1,500 lux maximum
Dimension (W × D × H) (Main unit only)		26 19/32 × 30 3/16 ×29 13/32" 668 × 767 × 747 mm
Weight		251.3 lb/114 kg

Item	Description
Space Required (W × D) (Using multi purpose tray)	38 29/64 × 30 3/16" 977 × 767 mm
Power Source	120 V Specification Model: 120 V AC 60 Hz 12.0 A 230 V Specification Model: 220 to 240 V AC 50/60 Hz 7.2 A
Options	Document Processor, Platen Cover , Document Table, Paper Feeder (500-sheet x2), Large Capacity Feeder (1,500-sheet x 2), 1,000-sheet Finisher, 4,000-sheet Finisher, Inner Job Separator, Inner Job Separator (JS-732), Right Job Separator, Key Counter, FAX Kit, Expansion Memory, Data Security Kit, Printed Document Guard Kit, Internet Fax Kit (A), Folding Unit, Mailbox, Side Feeder (3,000-sheet), Side Feeder (500-sheet x 3), Gigabit Ethernet Board, Large Capacity Side Feeder (500, 1,500-sheet x2), Emulation Option, Hole Punch Unit, USB Keyboard, Banner Tray

Copy functions

Item		Description		
Copy Speed			Black and White copying	Full color copying
	30/30 ppm model	A4/Letter	30 sheets/min	30 sheets/min
		A4-R/Letter-R	21 sheets/min	21 sheets/min
		A3/Ledger	15 sheets/min	15 sheets/min
		B4/Legal	18 sheets/min	18 sheets/min
		B5	30 sheets/min	30 sheets/min
	35/35 ppm model	A4/Letter	35 sheets/min	35 sheets/min
		A4-R/Letter-R	24 sheets/min	24 sheets/min
		A3/Ledger	17 sheets/min	17 sheets/min
		B4/Legal	21 sheets/min	21 sheets/min
		B5	35 sheets/min	35 sheets/min
	45/45 ppm model	A4/Letter	45 sheets/min	45 sheets/min
		A4-R/Letter-R	31 sheets/min	24 sheets/min
		A3/Ledger	22 sheets/min	22 sheets/min
		B4	27 sheets/min	27 sheets/min
		Legal	21 sheets/min	21 sheets/min
		B5	45 sheets/min	45 sheets/min
	55/50 ppm model	A4/Letter	55 sheets/min	50 sheets/min
		A4-R/Letter-R	24 sheets/min	24 sheets/min
		A3/Ledger	27 sheets/min	25 sheets/min
		B4	33 sheets/min	30 sheets/min
		Legal	21 sheets/min	21 sheets/min
		B5	55 sheets/min	50 sheets/min
First Copy Time (A4, feed from Cassette)	**Black and White**	30/30 ppm model: 6.2 seconds or less 35/35 ppm model: 5.8 seconds or less 45/45 ppm model: 4.7 seconds or less 55/50 ppm model: 4.4 seconds or less		
	Full color	30/30 ppm model: 8.1 seconds or less 35/35 ppm model: 7.4 seconds or less 45/45 ppm model: 6.0 seconds or less 55/50 ppm model: 5.7 seconds or less		
Zoom Level		Manual mode: 25 to 400%, 1% increments Auto mode: Preset Zoom		
Continuous Copying		1 to 999 sheets		
Resolution		600 × 600 dpi		
Supported Original Types		Sheet, Book, 3-dimensional objects (maximum original size: 12 × 18"/ A3)		
Original Feed System		Fixed		

Printer functions

Item		Description		
Printing Speed			Black and White copying	Full color copying
	30/30 ppm model	A4/Letter	30 sheets/min	30 sheets/min
		A3/Ledger	15 sheets/min	15 sheets/min
	35/35 ppm model	A4/Letter	35 sheets/min	35 sheets/min
		A3/Ledger	17 sheets/min	17 sheets/min
	45/45 ppm model	A4/Letter	45 sheets/min	45 sheets/min
		A3/Ledger	22 sheets/min	22 sheets/min
	55/50 ppm model	A4/Letter	55 sheets/min	50 sheets/min
		A3/Ledger	27 sheets/min	25 sheets/min
First Print Time (A4, feed from Cassette)	**Black and White**	30/30 ppm model: 7.3seconds or less 35/35 ppm model: 6.2 seconds or less 45/45 ppm model: 5.4 seconds or less 55/50 ppm model: 4.9 seconds or less		
	Full color	30/30 ppm model: 9.5 seconds or less 35/35 ppm model: 8.0 seconds or less 45/45 ppm model: 6.6 seconds or less 55/50 ppm model: 6.2 seconds or less		
Resolution		600 × 600 dpi		
Operating System		Windows XP, Windows Server 2003, Windows Vista, Windows 7 , Windows Server 2008, Mac OS 10.x		
Interface	**Standard**	USB Interface Connector: 1 (USB Hi-Speed) Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T)		
Page Description Language		PRESCRIBE		
Emulations		PCL6 (PCL5c, PCL-XL), KPDL3 (PostScript3 compatible)		

Scanner functions

Item	Description	
System requirements	CPU: 600Mhz or higher RAM: 128MB or more	
Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 ×100 dpi, 200 × 400 dpi (Resolution in FAX mode included)	
File Format	PDF (high compressive, encrypted, PDF/A), JPEG, TIFF, XPS	
Scanning Speed *1	30/30 ppm model 35/35 ppm model	1-sided B/W 70 Images/min Color 70 Images/min 2-sided B/W 100 Images/min Color 80 Images/min (A4 landscape, 300 dpi, Image quality: Text/Photo original)
	45/45 ppm model 55/50 ppm model	1-sided B/W 80 Images/min Color 80 Images/min 2-sided B/W 140 Images/min Color 110 Images/min (A4 landscape, 300 dpi, Image quality: Text/Photo original)
Interface	Ethernet (10 BASE-T/100 BASE-TX/1000 BASE-T)	
Network Protocol	TCP/IP	
Transmission System	PC transmission E-mail transmission TWAIN scan*2 WIA scan*3	SMB Scan to SMB FTP Scan to FTP, FTP over SSL SMTP Scan to E-mail

*1 When using the dual scan document processor (except TWAIN and WIA scanning)

*2 Available Operating System : Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7

*3 Available Operating System : Windows Vista, Windows 7, Windows Server 2008

Document Processor (Option)

Item	Description	
	Document Processor	Document Processor (Dual scan DP)
Original Feed Method	Automatic feed	
Supported Original Types	Sheet originals	
Paper Size	Maximum: Ledger/A3 Minimum: Statement-R/A5-R	
Paper Weight	1-sided: 45 to 160 g/m^2 2-sided: 50 to 120 g/m^2	1-sided: 35 to 220 g/m^2 2-sided: 50 to 220 g/m^2
Loading Capacity	100 sheets (50 to 80 g/m^2) maximum Mixed original sizes (auto selection): 30 sheets (50 to 80 g/m^2) maximum	175 sheets (50 to 80 g/m^2) maximum Mixed original sizes (auto selection): 30 sheets (50 to 80 g/m^2) maximum
Dimensions (W) × (D) × (H)	22 23/32 × 21 13/64 × 7 5/64" 577 × 534 × 180 mm	23 5/8 × 20 13/64 × 6 45/64" 600 × 513 × 170 mm
Weight	32 lbs. or Less /14.5 kg or less	

Paper Feeder (500-sheet x 2) (Option)

Item	Description
Paper Supply Method	Feed & reverse roller method (No. Sheets: 500, 80 g/m^2, 2 cassettes/No. Sheets: 550, 64 g/m^2, 2 cassettes)
Paper Size	A3, B4, A4, A4-R, B5-R, A5-R, Ledger, Legal, Oficio II, 12 × 18", Letter, Letter-R, Statement-R, Folio, 8K, 16K, 16K-R, 216 × 340 mm
Supported Paper	Paper weight: 60 - 256 g/m^2 Media types: standard, recycled, Thick
Dimensions (W) × (D) × (H)	23 35/64 × 27 35/64 × 12 13/32" 598 × 699.6 × 315 mm
Weight	Approx. 66.1 lbs. / Approx. 30 kg

Large Capacity Feeder (1,500-sheet x 2) (Option)

Item	Description
Paper Supply Method	Feed & reverse roller method (No. Sheets: 3,000 (80 g/m^2)/No. Sheets: 3,500 (64 g/m^2))
Paper Size	A4, B5, Letter
Supported Paper	Paper weight: 60 - 256 g/m^2 Media types: standard, recycled, Thick
Dimensions (W) × (D) × (H)	23 35/64 × 27 52/64 × 12 26/64" 598 × 706.6 × 315 mm
Weight	Approx. 63.93 lbs / Approx. 29 kg

Side Feeder (500-sheet x 3) (Option)

Item	Description
Paper Supply Method	Feed & reverse roller method (No. Sheets: 500, 80 g/m^2, 3 cassettes/No. Sheets: 550, 64 g/m^2, 3 cassettes)
Paper Size	A3, B4, A4, A4-R, B5-R, A5-R, Ledger, Legal, Oficio II, 12 × 18", Letter, Letter-R, Statement-R, Folio, 8K, 16K, 16K-R, 216 × 340 mm
Supported Paper	Paper weight: 60 - 256 g/m^2 Media types: standard, recycled, Thick
Dimensions (W) × (D) × (H)	23 35/64 × 28 11/32 × 21 7/64" 598 × 720 × 536 mm
Weight	Approx. 114.6 lbs. / Approx. 52 kg

Large Capacity Side Feeder (500, 1,500-sheet x 2) (Option)

Item	Description	
Paper Supply Method	Feed & reverse roller method (No. Sheets: 500 sheets (80 g/m^2) × 1 cassette, 1,500 sheets (80 g/m^2) × 2 cassettes/No. Sheets: 550 sheets (64 g/m^2) × 1 cassette, 1,750 sheets (64 g/m^2) × 2 cassettes)	
Paper Size	Tray 5	A3, B4, A4, A4-R, B5-R, A5-R, Ledger, Legal, Oficio II, 12 × 18", Letter, Letter-R, Statement-R, Folio, 8K, 16K, 16K-R, 216 × 340 mm
	Tray 6, 7	A4, B5, Letter
Supported Paper	Paper weight: 60 - 256 g/m^2 Media types: standard, recycled, Thick	
Dimensions (W) × (D) × (H)	23 35/64 × 28 11/32 × 21 7/64" 598 × 720 × 536 mm	
Weight	Approx. 112.4 lbs / Approx. 51 kg	

Side Feeder (3,000-sheet) (Option)

Item	Description
Paper Supply Method	Feed & reverse roller method (No. Sheets: 3,000, 80 g/m^2/No. Sheets: 3,500 64 g/m^2)
Paper Size	A4, B5, Letter
Supported Paper	Paper weight: 60 - 300 g/m^2 Media types: standard, recycled, Thick
Dimensions (W) × (D) × (H)	12 41/64 × 24 13/32 × 19 27/32" 321 × 620 × 504 mm
Weight	Approx. 55.1 lbs. / Approx. 25 kg

1,000-sheet Finisher (Option)

Item		Description	
Number of Trays		2 tray	
Paper Size (80 g/m^2)	**Tray A (Non-stapling)**	A3, B4, Ledger, Legal, Oficio II, 12 × 18", 8K: 500 sheets A4, A4-R, B5, B5-R, Letter, Letter-R, 16K: 1,000 sheets	
	Tray B	A3, B4, A4, A4-R, B5, B5 (ISO), B5-R, A5-R, A6, B6-R, Letter, Letter-R, Ledger, Legal, Oficio II, 12 × 18", Statement-R, Folio, 8K, 16K, 16K-R, 216 × 340 mm, Oufuku hagaki, Cardstock, Envelope DL, Envelope C5, Envelope C4, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Envelope Monarch, Youkei 2, Youkei 4, Statement-R, Executive, Custom (98 × 148mm to 297 × 432mm): 100 sheets	
Supported Paper Weight		Stapling: 90 g/m^2 or less	
Stapling	**Number of Sheets**	A3, B4, B5-R, Ledger, Legal, Oficio II, 12 × 18", 216 × 340 mm, Folio, 8K, 16K-R	30 sheets (60 to 90 g/m^2) 20 sheets (91 to 105 g/m^2) 2 cover sheet only (106 g/m^2 to 135 g/m^2)
		A4, A4-R, B5, Letter, Letter-R, 16K	50 sheets (60 to 90 g/m^2) 40 sheets (91 to 105 g/m^2) 2 cover sheet only (106 g/m^2 to 135 g/m^2)
	Media types	Plain, Recycled, Prepunched	
Dimensions (W) × (D) × (H)		26 7/32 × 24 11 × 32 × 41 21/64" 666 × 618.5 × 1,050 mm	
Weight		Approx. 66.1 lbs. or less / Approx. 30 kg or less	

4,000-sheet Finisher (Option)

Item		Description	
Number of Trays		3 trays	
Paper Size (80 g/m^2)	**Tray A (Non-Stapling)**	A3, B4, B5-R, Ledger, Legal, 8K: 1,500 sheets A4, A4-R, B5, Letter, Letter-R, 16K, 16K-R, Folio: 4,000 sheets*, ** A5, B6, Statement-R: 500 sheets	
	Tray B	A4, A4-R, B5, B5-R, A5, A5-R, Folio, Ledger, Legal, 12 × 18", A3, B4, 8K,Letter, Letter-R, Statement-R, 16K, 16K-R: 200 sheets	
	Tray C	A4, B5, B5 (ISO), B5-R, B6, A5, A5-R, A6, A6-R, Letter, Statement-R, 16K, Cardstock, Oufuku hagaki: 100 sheets	
Stapling	**Maximum Number**	A3, B4, B5-R, Ledger, Legal, Oficio II, 12 × 18", 216 × 340 mm, Folio, 8K, 16K-R	30 sheets (52 to 90 g/m^2) 20 sheets (91 to 105 g/m^2) 2 cover sheet only (106 g/m^2 to 135 g/m^2)
		A4, A4-R, B5, Letter, Letter-R, 16K	65 sheets (52 to 90 g/m^2) 55 sheets (91 to 105 g/m^2) 2 cover sheet only (106 g/m^2 to 135 g/m^2)
	Media types	Plain, Recycled, Prepunched	
Dimensions (W) × (D) × (H)		23 29/32 × 26 5/16 × 41 25/32" 607.2 × 668.5 × 1,061.3 mm	
Weight		Approx. 88.2 lbs or less / Approx. 40 kg or less	

* When the Folding Unit is installed, 3000 sheets.

** 2000 sheets when output is on the tray.

Hole Punch Unit (Option)

Item	Description	
Paper Size	A3, B4, A4, A4-R, B5, Folio, 8K, 16K, Letter-R, Legal, 12 × 18", Statement-R, A5-R, B5-R, 16K-R	
Paper Weight	45 - 300 g/m^2	
Media types	4,000-sheet Finisher	Plain, Transparency, Preprinted, Bond, Recycled, Rough, Letterhead, Color (Colour), Prepunched, Thick, Coated, High Quality
	1,000-sheet Finisher	Plain, Transparency, Preprinted, Bond, Recycled, Letterhead, Color (Colour), Prepunched, Thick, Coated, High Quality

Mailbox (Option)

Item	Description
Number of Trays	7
Paper Size (80 g/m^2)	A3, B4, Ledger, Legal: 50 sheets A4, A4-R, B5, B5-R, A5-R, Letter, Letter-R, 216 × 340 mm, Executive, Folio, 8K, 16K, 16K-R, Statement-R, Oficio II: 100 sheets
Dimensions (W) × (D) × (H)	20 1/16 × 15 3/4 × 18 1/2" 510 mm × 400 mm × 470 mm
Weight	Approx. 22 lbs. / Approx. 10 kg

Center-Folding Unit (Option)

Item	Description	
Sizes	Bi-Fold	A3, B4, A4-R, Ledger, Legal, Letter-R, Oficio II, 8K
	Saddle Stitch	A3, B4, A4-R, Ledger, Legal, Letter-R, Oficio II, 8K
	Tri-Fold	A4-R, Letter-R
Number of Sheets	Bi-Fold	5 sheets (60 to 90 g/m^2) 3 sheets (91 to 120 g/m^2) 1 sheet (121 to 256 g/m^2)
	Saddle Stitch	16 sheets (60 to 90 g/m^2) 13 sheets (91 to 105 g/m^2) 1 cover sheet only (106 g/m^2 or heavier)
	Tri-Fold	5 sheets (60 to 90 g/m^2) 3 sheets (91 to 120 g/m^2)
Maximum Number for Storage (80 g/m^2)	Bi-Fold	5 sheets or less per set: 30 sets or more 6 to 10 sheets per set: 20 sets or more 11 to 16 sheets per set: 10 sets or more.
	Saddle Stitch	5 sheets or less per set: 30 sets or more 6 to 10 sheets per set: 20 sets or more 11 to 16 sheets per set: 10 sets or more.
	Tri-Fold	1 sheet per set: 30 sets or more 2 to 5 sheets per set: 5 sets or more
Media types	Bi-Fold	Plain, Bond, Recycled, Prepunched, High Quality
	Saddle Stitch	Plain, Recycled, Prepunched
	Tri-Fold	Plain, Recycled, Prepunched

Inner Job Separator (Option)

Item	Description
Number of Trays	1 tray
Maximum Sheets	30 sheets (80 g/m^2)
Paper Size	A3, B4, A4, A4-R, B5, B5-R, A5-R, Legal, Oficio II, Letter, Letter-R, Executive, Statement-R, Folio, 8K, 16K, 16K-R, 216 × 340mm
Paper Type	Paper weight: 60 - 256 g/m^2 Paper type: Plain, Preprinted, Bond, Rough, Recycled, Letterhead, Color (Colour), Prepunch, Coated, Thick, High Quality, Custom 1 to 8
Dimensions (W) × (D) × (H)	17 7/16 × 15 7/16 × 4 1/64" 443 × 392 × 102 mm
Weight	1.76 lbs. / 0.8 kg

Inner Job Separator (JS-732) (Option)

Item	Description
Number of Trays	1 tray
Maximum Sheets	100 sheets (80 g/m^2)
Paper Size	A3, B4, A4, A4-R, B5, B5-R, A5-R, Legal, Oficio II, Letter, Letter-R, Executive, Statement-R, Folio, 8K, 16K, 16K-R, 216 × 340mm
Paper Type	Paper weight: 60 - 256 g/m^2 Paper type: Plain, Preprinted, Bond, Rough, Recycled, Letterhead, Color (Colour), Prepunch, Coated, Thick, High Quality, Custom 1 to 8
Dimensions (W) × (D) × (H)	18 1/2 × 17 43/64 × 4 1/64" 470 × 449 × 102 mm
Weight	Approx. 4.63 lbs. / Approx. 2.1 kg

Right Job Separator (Option)

Item	Description
Number of Trays	1 tray
Maximum Sheets	A4, A4-R, B5, Letter, Letter-R: 70 sheets (80 g/m^2) A3, B4, A4, B5-R, A5-R, Folio, Ledger, Legal, 16K, 16K-R, 216 × 340mm: 30 sheets (80 g/m^2)
Paper Size	A3, B4, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Oficio II, Letter, Letter-R, Executive, Statement-R, Folio, 8K, 16K, 16K-R, 216 × 340mm
Paper Type	Paper weight: 60 - 256 g/m^2 Paper type: Plain, Preprinted, Bond, Rough, Recycled, Letterhead, Color (Colour), Prepunch, Coated, Thick, High Quality, Custom 1 to 8
Dimensions (W) × (D) × (H)	14 27/32 × 17 13/32 × 5 29/32" 377 × 442 × 150 mm
Weight	5.1 lbs. / 2.3 kg

Banner Tray (Option)

Item	Description
Max. number of sheets	10 sheets (Multi Purpose tray)
Paper length	210 (8.26") to 304.8 (12") mm
Paper weight	Max. 1220 (48") mm
Paper Type	Paper weight: 136 to 163 g/m^2 Paper type: Heavy 2
Dimensions (W) × (D) × (H)	9 27/32 × 14 23/32 × 5 63/64" 250 × 374 × 152 mm
Weight	Approx. 0.78 lbs. / Approx. 0.352 kg

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 characters can be enlarged while the touch panel is adjustable in two angles.

AppleTalk

AppleTalk, which comes with Apple Computer's Mac OS, is a network protocol. AppleTalk enables file/printer sharing and 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 XP Service Pack 2 or later, the Windows firewall will be set up correctly for Bonjour.

Default Gateway

This indicates the device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside the network that you are on. When no specific gateway is designated for a destination IP address, data is sent to the host designated as the Default Gateway.

DHCP (Dynamic Host Configuration Protocol)

Dynamic Host Configuration Protocol (DHCP) that automatically resolves IP addresses, subnet masks, and gateway addresses on a TCP/IP network. DHCP minimizes the load of network management employing a large number of client computers because it relieves individual clients including printers from the IP address being assigned.

DHCP (IPv6)

DHCP (IPv6) is the next-generation of the Internet's Dynamic Host Configuration Protocol and supports IPv6. It extends the BOOTP startup protocol that defines the protocols used for transferring configuration information to hosts on the network. DHCP (IPv6) permits the DHCP server to use its expanded functionality to send configuration parameters to an IPv6 node. Because the network addresses that can be used are allocated automatically, the IPv6 node management workload is reduced in systems where the administrator has to exercise close control over IP address allocation.

dpi(dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

EcoPrint Mode

A printing mode that helps save toner. Copies made in this mode are thus lighter than normal.

Emulation

The function to interpret and execute other printers' page description languages. The machine emulates operation of PCL6, KPDL3 (PostScript 3 compatible).

FTP(File Transfer Protocol)

A protocol to transfer files on the TCP/IP network, whether the Internet or an intranet. Along with HTTP and SMTP/POP, FTP is now frequently used on the Internet.

Grayscale

A computer color expression. Displayed images of this sort are typically composed of shades of gray, varying from black at the weakest intensity to white at the strongest, without any other colors. Gray levels are displayed in numerical levels: that is, white and black only for 1 bit; 256 gray levels (including white and black) for 8 bits; and 65,536 gray levels for 16 bits.

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.

KPDL (Kyocera Page Description Language)

Kyocera's PostScript page description language compatible with Adobe PostScript Level 3.

Multi Purpose (MP) Tray

The paper supply tray on the right side of the machine. Use this tray instead of the cassettes when printing onto envelopes, Hagaki, transparencies, or labels.

NetBEUI (NetBIOS Extended User Interface)

An interface, developed by IBM in 1985, as an update from NetBIOS. It enables more advanced functions on smaller networks than other protocols such as TCP/IP, etc. It is not suitable for larger networks due to lack of routing capabilities to choose the most appropriate routes. NetBEUI has been adopted by IBM for its OS/2 and Microsoft for its Windows as a standard protocol for file sharing and printing services.

NetWare

Novell's network management software that is able to run on a variety of operating systems.

PDF/A

This is "ISO 19005-1. Document management - Electronic document file format for long-term preservation - Part 1: Use of PDF (PDF/A)", and is a file format based on PDF 1.4. It has been standardized as ISO 19005-1, and is a specialization of PDF, which has been mainly used for printing, for long-term storage. A new part, ISO 19005-2 (PDF/A-2), is currently being prepared.

POP3 (Post Office Protocol 3)

A standard protocol to receive E-mail from the server in which the mail is stored on the Internet or an intranet.

PostScript

A page description language developed by Adobe Systems. It enables flexible font functions and highly-functional graphics, allowing higher quality printing. The first version called Level 1 was launched in 1985, followed by Level 2 that enabled color printing and two-byte languages (e.g. Japanese) in 1990. In 1996, Level 3 was released as an update for the Internet access and PDF format as well as gradual improvements in implementation technologies.

PPM (prints per minute)

This indicates the number of A4 size printouts made in one minute.

Printer Driver

The software to enable you to print data created on any application software. The printer driver for the machine is contained in the DVD enclosed in the package. Install the printer driver on the computer connected to the machine.

RA(Stateless)

The IPv6 router communicates (transmits) information such as the global address prefix using ICMPv6. This information is the Router Advertisement (RA). ICMPv6 stands for Internet Control Message Protocol, and is a IPv6 standard defined in the RFC 2463 "Internet Control Message Protocol (ICMPv6) for the Internet Protocol Version 6 (IPv6) Specification".

Send as E-mail

A function to send the image data stored in the machine as an E-mail attachment. E-mail addresses can be selected from the list or entered at each time.

SMTP (Simple Mail Transfer Protocol)

A protocol for E-mail transmission over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from clients to their servers.

Status Page

The page lists machine conditions, such as the memory capacity, total number of prints and scans, and paper source settings.

Subnet Mask

The subnet mask is a way of augmenting the network address section of an IP address. A subnet mask represents all network address sections as 1 and all host address sections as 0. The number of bits in the prefix indicates the length of the network address. The term "prefix" refers to something added to the beginning and, in this context, indicates the first section of the IP address. When an IP address is written, the length of the network address is indicated by the prefix length after a forward slash (/). For example, "24" in the address "133.210.2.0/24". In this way, "133.210.2.0/24" denotes the IP address "133.210.2.0" with a 24-bit prefix (network section). This new network address section (originally part of the host address) made possible by the subnet mask is referred to as the subnet address. When you enter the subnet mask, be sure to set the *DHCP* setting to *Off*.

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a suite of protocols designed to define the way computers and other devices communicate with each other over a network.

TCP/IP (IPv6)

TCP/IP (IPv6) is based on the current Internet protocol, TCP/IP (IPv4). IPv6 is the next-generation Internet protocol and expands the available address space, which resolves the problem of the lack of addresses under IPv4, while also introducing other improvements such as additional security functionality and the capacity to prioritize data transmission.

TWAIN (Technology Without An Interesting Name)

A technical specification for connecting scanners, digital cameras, and other image equipment to computers. The TWAIN compatible devices enable you to process image data on any relevant application software. TWAIN is adopted on a large amount of graphic software (e.g. Adobe Photoshop) and OCR software.

USB (Universal Serial Bus)2.0

A USB interface standard for Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps. This machine is equipped with USB 2.0 for high-speed data transfer.

WIA (Windows Imaging Acquisition)

A function to import images supported after Windows Me/XP from digital cameras and other peripheral devices. This function replaces what TWAIN used to do. The feature is provided as a part of Windows functions and improves ease of operation, so that you import images directly to My Computer without using any application.

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