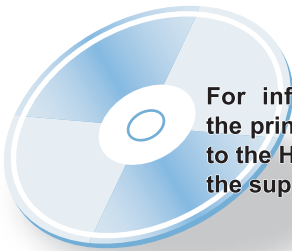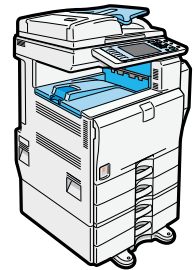***9240*/*9250***
MP 4001 / MP 5001
LD140 / LD150
Aficio™ MP 4001/5001

Operating Instructions
About This Machine

For information not in the printed manual, refer to the HTML/PDF files on the supplied CD-ROM.

1 Getting Started

2 Entering Text

3 Operating Instructions

4 Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Laser Safety:

CDRH Regulations
This equipment complies with requirements of 21 CFR Subchapter J for class I laser products. This equipment contains two GaAlAs laser diodes, 6.2-milliwatt, 770 - 795 nanometer wavelength for each emitter. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Some illustrations in this manual might be slightly different from the machine.
Certain options might not be available in some countries. For details, please contact your local dealer.
Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.33 "Machine Types".)
  · Type 1: 9240/MP 4001/LD140/Aficio MP 4001
  · Type 2: 9250/MP 5001/LD150/Aficio MP 5001
Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120 V, 60 Hz, 12 A or more
Please be sure to connect the power cord to a power source as above. For details about power source, see Troubleshooting.

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other manuals

- UNIX Supplement

- Extended Feature Settings Reference <Device Version>

- Extended Feature Settings Reference <Web Version>

- App2Me Start Guide

⊕Note

- Manuals provided are specific to machine types.

- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.

- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional [*1]	DeskTopBinder
ScanRouter EX Professional [*1] and ScanRouter EX Enterprise [*1]	the ScanRouter delivery software

[*1] Optional

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Copy/Document Server Reference	No	Yes	Yes
Facsimile Reference	No	Yes	Yes
Printer Reference	No	Yes	Yes
Scanner Reference	No	Yes	Yes
Network Guide	No	Yes	Yes
General Settings Guide	No	Yes	Yes
Security Reference	No	Yes	Yes
PostScript 3 Supplement	No	Yes	Yes
Information	No	Yes	No

What You Can Do with This Machine

This section introduces the features of this machine.

Using This Machine as a Copier

You can make copies of originals.
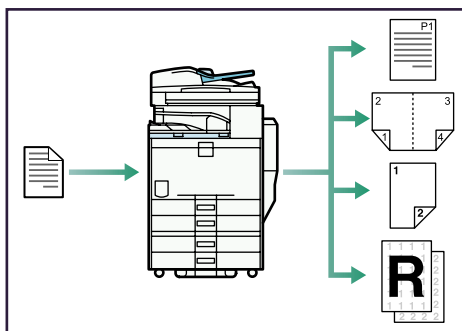
BCX002S

- You can print stamps on copies. Stamps can include having background numbers, scanned images, dates, and page numbers.

- You can reduce or enlarge the copy image. With Auto Reduce/Enlarge, the machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the paper size you select. If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper.

- Copier functions such as Duplex, Combine, Booklet, and Magazine allow you to save on paper by copying multiple pages onto single sheets.

- You can copy onto various types of paper such as OHP transparencies.

- The optional finisher allows you to sort, staple, and punch holes in your copies.

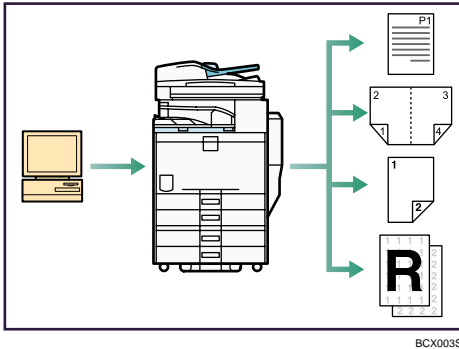## Using This Machine as a Printer

You can print documents created in applications.

BCX003S

- This machine supports network and local connections.

- You can send PDF files directly to the machine for printing, without having to open a PDF application.

- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver. The following types of print jobs can be selected: Sample Print, Locked Print, Hold Print, and Stored Print.

- The optional finisher allows you to collate, staple, and punch holes in your prints.

Reference

- See Printer Reference.

Utilizing Stored Documents

You can store files scanned in copier, printer, or scanner mode on the machine's hard disk. With Web Image Monitor, you can use your computer to search for, view, print, delete, and send stored files via the network. You can also change print settings and print multiple documents (Document Server).
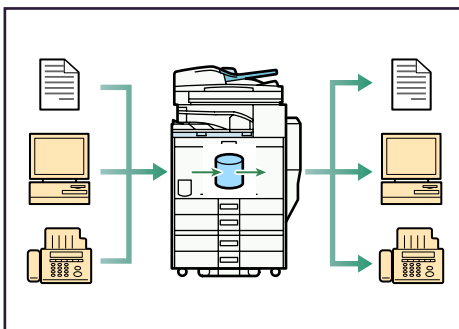
BCX004S

- You can also retrieve stored documents scanned in scanner mode.

- Using File Format Converter (optional), you can download documents stored in copier, Document Server, or printer mode to your computer.

🔲 Reference

- For details about machine's settings, see "Network Settings Required to Use Document Server", General Settings Guide.

- For details about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference.

- For details about Document Server in fax mode, see "Storing a Document", Facsimile Reference.

- For details about Document Server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference.

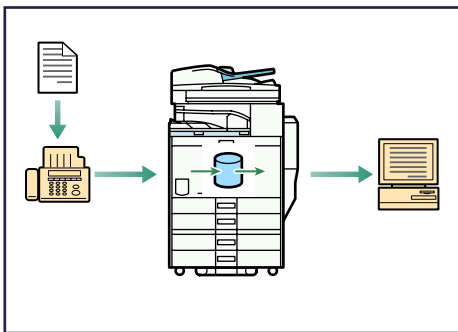- For details about Document Server, see "Document Server", Copy/Document Server Reference.

Paperless Fax Transmission and Reception

You can store received fax messages on the machine's hard disk, instead of printing them onto paper.

Reception

You can store received fax documents in electrical format without printing it onto paper.

BCX005S

- You can use Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents).

Transmission

You can send a fax from your computer over the network (Ethernet or wireless LAN) to this machine, which then forwards the fax via its telephone connection (LAN-Fax).
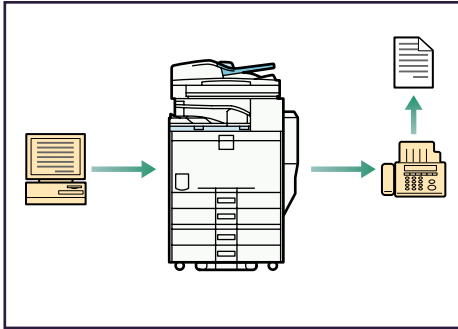
BCX006S

- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.

- You can also check the sent image data.

⊟ Reference

- See "Confirming/Printing/Deleting Received and Stored Documents", Facsimile Reference.

- For details about the machine's settings, see "Network Settings Required to Use the Printer/LAN-Fax", General Settings Guide.

- For details about how to use the function, see "Fax via Computer", Facsimile Reference.

Fax Transmission and Reception Over the Internet

This machine supports Internet Fax and IP-Fax.

xxx@xxx.com
xxx.xxx.xxx.xxx

xxx@xxx.com
xxx.xxx.xxx.xxx
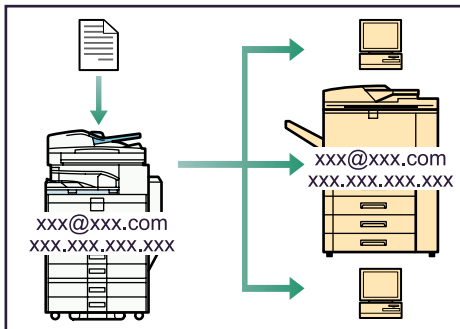
BCX007S

Internet Fax

This machine converts scanned document images to e-mail format, and transmits and receives this data over the Internet.

- To send a document, specify an e-mail address instead of dialing the destination telephone number (Internet Fax Transmission).

- This machine can receive e-mail messages via Internet Fax or from computers (Internet Fax Reception).

- Internet Fax compatible machines and computers that have e-mail addresses can receive e-mail messages via Internet Fax.

IP-Fax

The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network.

- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).

- This machine can receive documents sent via Internet Fax (IP-Fax Reception).

- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

🔲 Reference

- For details about settings, see "Network Settings Required to Use Internet Fax", General Settings Guide.

- For details about how to transmit and receive documents over the Internet, see "Transmission" and "Reception", Facsimile Reference.

Using the Facsimile and the Scanner in a Network Environment

You can use a facsimile and a scanner over the network.
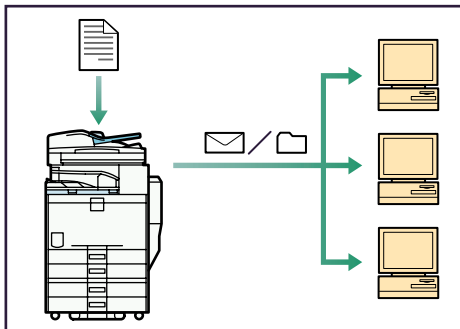
BCX008S

- You can scan originals in full color using the scanner function.

- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).

- You can send scan files directly to folders (Sending scan files by Scan to Folder).

- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network.

- For details about sending scan files by e-mail, see "Specifying a Destination", Facsimile Reference, and "Sending Scan Files by E-mail", Scanner Reference.

- For details about sending scan files by Scan to Folder, see "Specifying a Destination", Facsimile Reference, and "Sending Scan Files to Folders", Scanner Reference.

- For details about the machine's settings for network delivery scanner, see "Network Settings Required to Use the Network Delivery Scanner", General Settings Guide.

- For details about how to use the network delivery scanner function, see "Delivering Scan Files", Scanner Reference.

Administrating the Machine/Protecting Documents (Security Functions)

You can prevent information leakage by managing the machine and protecting documents.
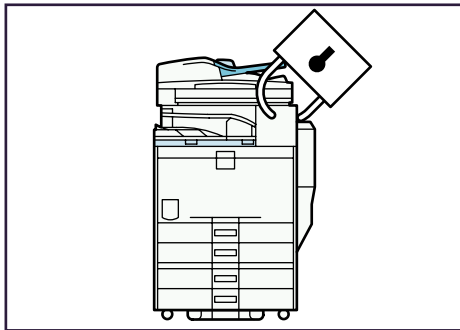
BCX009S

- You can protect documents from unauthorized access and stop them from being copied without permission.

- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.

- By setting passwords, you can prevent unauthorized access via the network.

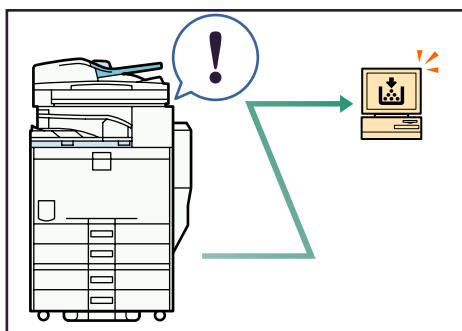- You can erase the data on the hard disk to prevent the information from leaking out.

- See the manual for the DataOverWriteSecurity Unit (optional), and Security Reference.

Monitoring the Machine Via Computer

You can change the machine's settings and monitor its status from a connected computer.

BCX010S

- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer.
- Using Web Image Monitor, you can register information in the address book, specify the machine's settings, and check the machine's status with ease.
- Using Web Image Monitor, you can check and specify the initial settings (system settings, printer features, network settings, security settings/certificate management, and E-mail Notification), control print jobs, display the print job journal, and protect the data in the machine using authentication.

Preventing an Unauthorized Copy

You can print embedded pattern on paper to prevent them from being copied.
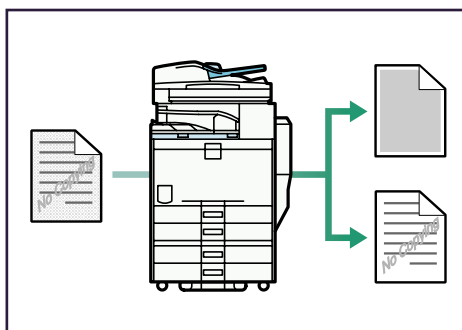
BXU007S

Unauthorized Copy Prevention

You can configure this machine to detect and reproduce anti-copy patterns or text embedded in a source document by a device using a copy prevention function. Detection occurs when the machine is copying, faxing, scanning, or storing a document in Document Server. If the machine detects an embedded anti-copy pattern or text, it will reproduce the pattern or text at visible resolution to discourage unauthorized copying. Note that this machine cannot embed reproducible anti-copy patterns or text.

Data Security for Copying

You can configure this machine to print over copies if it detects an anti-copy pattern or text embedded in a source document by a device using a copy prevention function. Detection occurs when the machine is copying, faxing, scanning, or storing a document in Document Server. If the machine detects an embedded anti-copy pattern or text, it will print over the copies of the source document with solid gray to discourage unauthorized copying. If you want the machine to print over copies of documents in which anti-copy patterns or text have been embedded, you must install the optional copy data security unit. Note that this machine cannot embed anti-copy patterns or text that will cause copies to be printed over. For details about data security for copying, see "Data Security for Copying", Security Reference.

🔲 **Reference**

- See Security Reference.

TABLE OF CONTENTS

2. Entering Text

3. Operating Instructions

4. Appendix

Notice

Important

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Note to Users

Note to users in the United States of America

Declaration of Conformity

> This device complies with Part 15 of the FCC Rules.
>
> Operation is subject to the following two conditions:
>
> (1) This device may not cause harmful interference, and
>
> (2) this device must accept any interference received, including interference that may cause undesired operation.
>
> Responsible party: Ricoh Americas Corporation
>
> Address: 5 Dedrick Place, West Caldwell, NJ 07006
>
> Telephone number: 973-882-2000

Product Name: Multi Function Peripheral

Model Number: 9240/9250/MP 4001/MP 5001/LD140/LD150/Aficio MP 4001/Aficio MP 5001

Note:

> This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 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 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.

Caution:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Regulatory Information

> LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

Note to users in the state of California

Perchlorate Material - special handling may apply,

See www.dtsc.ca.gov/hazardouswaste/perchlorate

Important Safety Instructions

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.

- Do not use a telephone in the vicinity of a gas leak to report the leak.

- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

IMPORTANTES MESURES DE SÉCURITÉ

Certaines mesures de sécurité doivent être prises pendant l'utilisation de material téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelques-unes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.

- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.

- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.

- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manual. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

⬇ **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

🔖 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

Names of Major Items

Major items of this machine are referred to as follows in this manual:

- Auto document feeder → ADF
- Large capacity tray → LCT

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

> ⚠️ **WARNING**
>
> Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

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

Safety Precautions to be Followed

This section explains safety precautions that should always be followed when using this machine.

Environments where the machine can be used

This section explains safety precautions about environments where the machine can be used.

⚠️ **WARNING**

> • Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

⚠️ **WARNING**

> • Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

⚠️ **WARNING**

> • Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

⚠CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

⚠CAUTION

- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

Handling power cords and power plugs

This section explains safety precautions about handling power cords and power plugs.

⚠WARNING

- Connect this machine only to a power source that matches the specifications shown on the inside front cover of this manual and do not use an extension cord.
- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.

⚠WARNING

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

⚠WARNING

- Do not use power cords that are damaged, broken, or modified. Also, do not use power cords that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result in fire or electric shock.

⚠WARNING

- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.

⚠WARNING

- If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.

⚠WARNING

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

⚠WARNING

- Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection of the power cord in the event of an emergency.

⚠WARNING

- Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

⚠WARNING

- Do not use extension cords. Doing so could result in fire or electric shock.

⚠CAUTION

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

⚠CAUTION

- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.

⚠CAUTION

- For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.

⚠CAUTION

- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

Handling the main machine

This section explains safety precautions about handling the main machine.

⚠ WARNING

- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:

    - You spill something into the machine.

    - You suspect that your machine needs service or repair.

    - The external housing of your machine has been damaged.

⚠ WARNING

- If the machine emits smoke or odours, or if it behaves unusually, you must turn off its power immediately by first pressing the operation switch on the control panel and then pressing the main power switch. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

⚠ WARNING

- If metal objects, or water or other fluids fall inside this machine, you must turn off its power immediately by first pressing the operation switch on the control panel and then pressing the main power switch. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your sales or service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

⚠ WARNING

- If the machine topples, or if a cover or other part gets broken, you must turn the power switch to off and disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

⚠ CAUTION

- Protect the machine from dampness or wet weather, such as rain and snow.

⚠ CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.

⚠ CAUTION

- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

⚠️CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

⚠️CAUTION

- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.

⚠️CAUTION

- Do not look into the lamp. It can damage your eyes.

⚠️CAUTION

- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

Handling the machine's interior

This section explains safety precautions about handling the machine's interior.

⚠️WARNING

- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.

⚠️CAUTION

- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.

⚠️CAUTION

- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.

⚠️CAUTION

- During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the machine during operation. An injury might occur.

⚠CAUTION

- Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.

Handling the machine's supplies

This section explains safety precautions about handling the machine's supplies.

⚠WARNING

- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.

⚠WARNING

- Do not incinerate the photoconductor unit. Toner dust might ignite when exposed to an open flame. Dispose of the used photoconductor unit in accordance with local regulations.

⚠WARNING

- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.

⚠WARNING

- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns or a fire.

⚠WARNING

- Keep the waste oil bottle away from flames. There is a risk of fire or burns.

⚠WARNING

- Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠CAUTION

- To avoid fire or machine failure, do not use aluminum foil, carbon paper, or similar conductive paper.

⚠️CAUTION

- Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.

⚠️CAUTION

- Keep toner (used or unused) and toner containers out of reach of children.

⚠️CAUTION

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

⚠️CAUTION

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

⚠️CAUTION

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

⚠️CAUTION

- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.

- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

⚠️CAUTION

- When loading paper, take care not to trap or injure your fingers.

⚠️CAUTION

- Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.

For people using a pacemaker

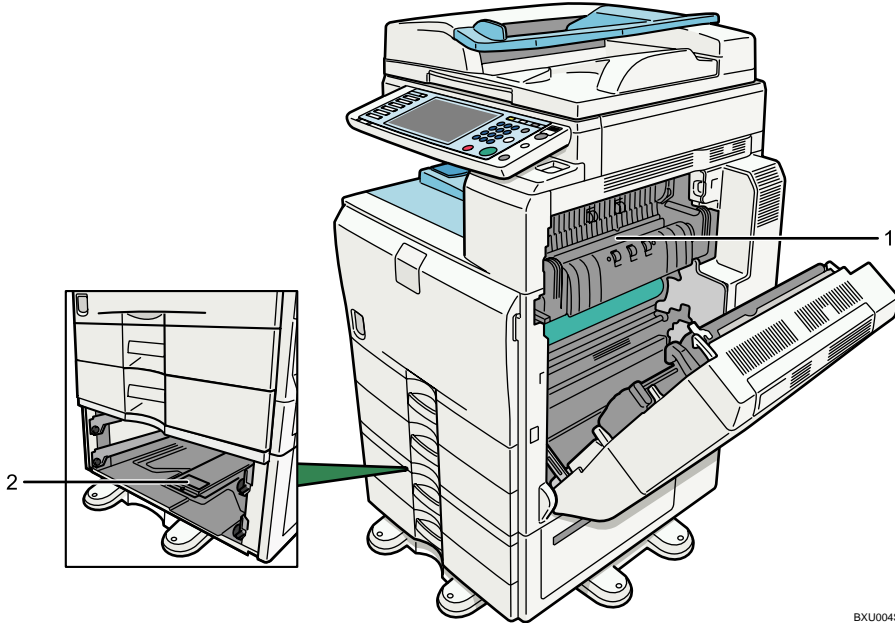This section explains safety precautions for people using a pacemaker.

⚠WARNING

- This machine generates a weak magnetic field that can interfere with pacemaker regulation. We advise people with pacemakers to consult a doctor and not to use this machine if they experience irregular pacemaker activity while near the machine.

Positions of WARNING and CAUTION labels

This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

BXU004S

1

CAUTION ACHTUNG ATTENTION
ATTENZIONE PRECAUCIÓN
注意高温　高温注意　고온주의　高温注意

BXU005D

High temperature. Be careful of hot parts when clearing paper jams.

2

CAUTION ATTENTION ACHTUNG
ATTENZIONE PRECAUCIÓN 注意 주의

● High temperature parts.　● Piezas muy calientes.
● T° des pièces élevée.　● 高温部件　● 高溫部分
● Heiße Geräteteile!　● 고온주의
● Temperatura elevata.　● 高温になっています。

BXU006D

The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.
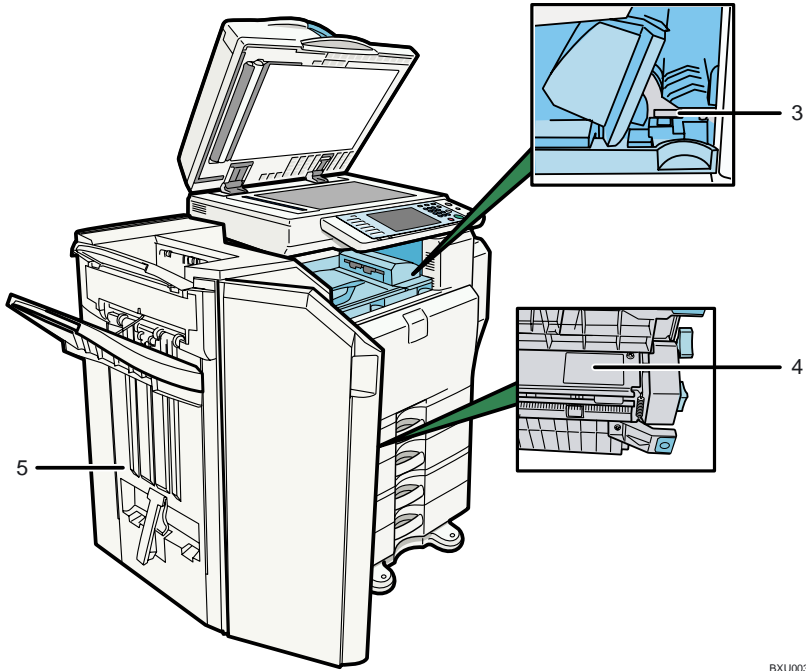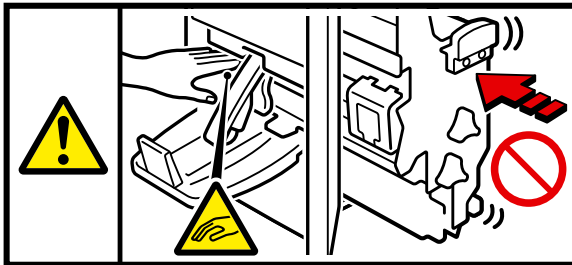
BXU003S

3

BXV003S

Do not touch the parts a label indicates. The inside of the bridge unit could be very hot. Caution should be taken when removing misfed paper.

4

BJA044S

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not.

5

BJA043S

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multi-function devices. Energy Star standards and logos are internationally uniform.

Note

- For details about the "default delay time", see "Energy Saving Functions".

Reference

- p.32 "Energy Saving Functions"

Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

Sleep Mode

- If this machine remains idle for a specified period, it automatically enters Sleep Mode to reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 1 minute. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep Mode.

Specifications

	Type 1	Type 2
Reduced Electrical Consumption by Sleep Mode	5.5 W	5.5 W
Time of Switch into Sleep Mode	1 minute	1 minute
Time of Switch out from Sleep Mode	10 seconds	15 seconds

🔽 Note

- For details about how to change the default interval, see "Timer Settings", General Settings Guide

📄 Reference

- "Timer Settings", General Settings Guide

Machine Types

This machine comes in two models which vary in copy/print speed. To ascertain which model you have, see the inside front cover.

	Type 1	Type 2
Copy/print speed	40 sheets/minute (A4⊐, $8^1/_2$ × 11⊐)	50 sheets/minute (A4⊐, $8^1/_2$ × 11⊐)

1. Getting Started
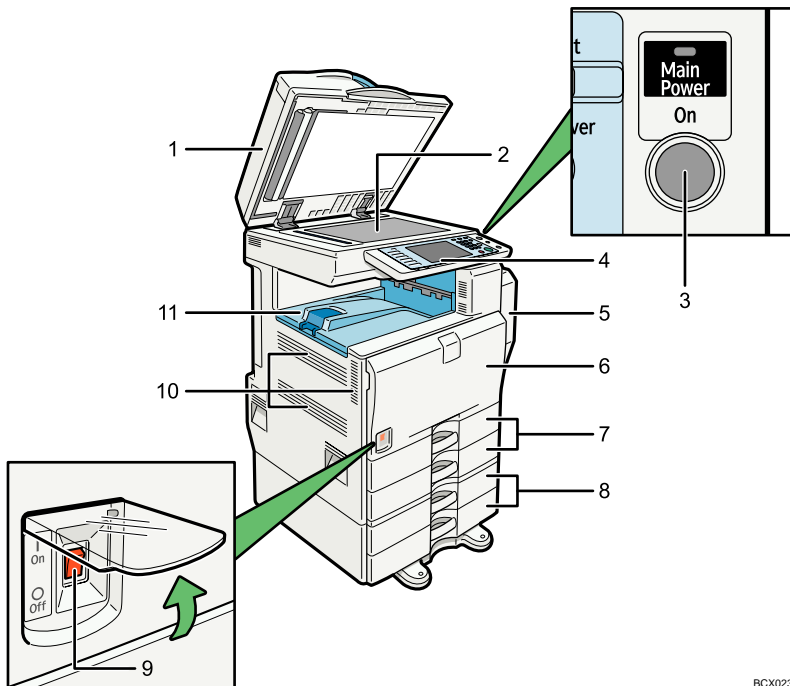
This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.

⭐ **Important**

- Do not obstruct the ventilation holes by placing objects near them or leaning things against them. If the machine overheats, a fault might occur.

BCX023S

1. **Auto document feeder (ADF)**

   Lower the auto document feeder (ADF) over originals placed on the exposure glass. If you load a stack of originals in the auto document feeder (ADF), the ADF will automatically feed the originals one by one. This document feeder can be used for two-sided originals.

2. **Exposure glass**

   Place originals here face down.

3. **Operation switch**

   Press to turn the power on (the operation switch indicator lights up). To turn the power off, press again (the operation switch indicator goes off).

   See "Turning On/Off the Power".

1

4. Control panel

See "Control Panel".

5. Duplex unit (Unit for two-sided copies/prints)

Makes two-sided copies/prints.

6. Front cover

Open to access the inside of the machine.

7. Paper trays

Load paper here. See "Loading Paper", Troubleshooting.

8. Lower paper trays (optional)

Load paper here. See "Options", and "Loading Paper", Troubleshooting.

9. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.
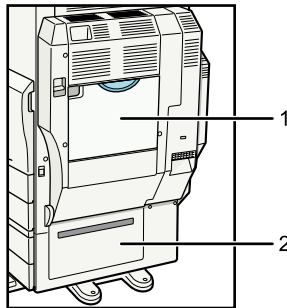
See "Turning On/Off the Power".

10. Ventilation holes

Prevent overheating.

11. Internal tray

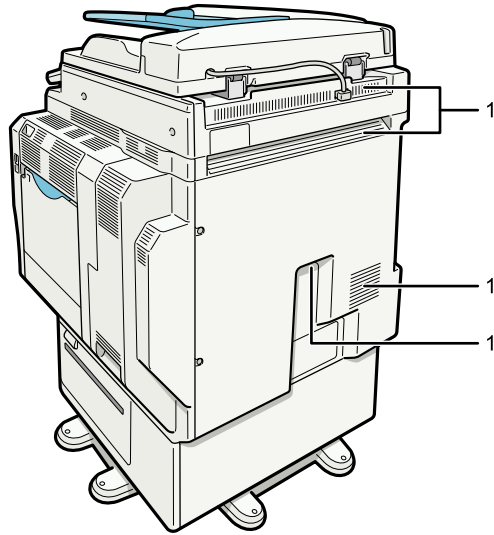Copied/printed paper and fax messages are delivered here.

BCX016S

1. Bypass tray

Use to copy or print onto OHP transparencies, adhesive labels, translucent paper, and custom size paper.

2. Lower right cover (optional)

Open this cover to remove jammed paper from the optional lower paper trays. See "Options".

1

BCX017S

1. Ventilation holes

Prevent overheating.

🗒 Reference

- p.37 "Options"

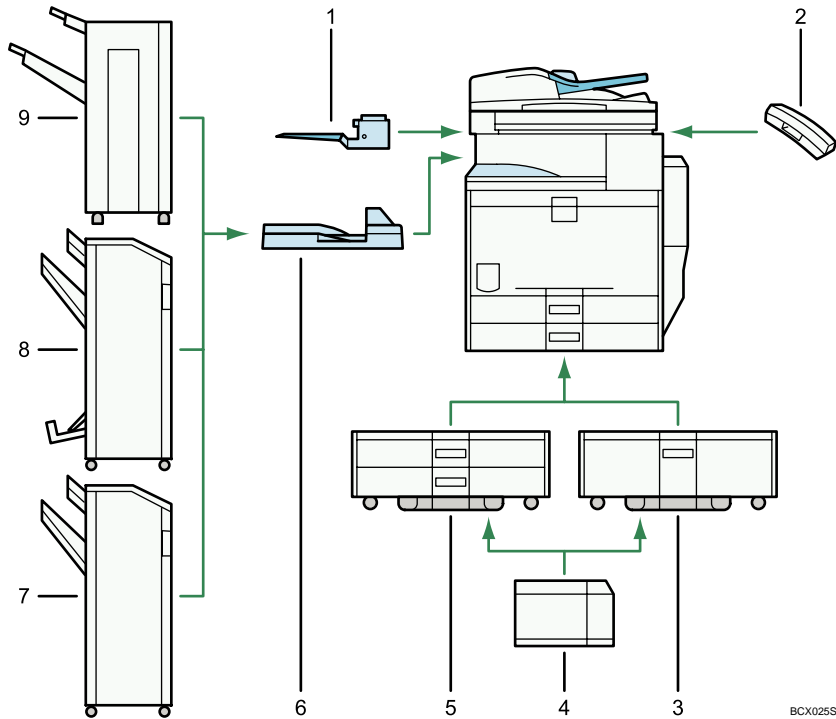- p.41 "Control Panel"

- p.52 "Turning On/Off the Power"

Options

This section introduces the names and functions of main optional parts.

External options

This section provides explanations about external options.

BCX025S

1. Internal tray 2 (1 bin tray)

If you select this as the output tray, copied/printed paper or fax messages are delivered here face down.

2. Handset

Used as a receiver when a fax unit is installed.

3. Tray 3 (LCT)

Holds up to 2,000 sheets of paper.

4. Large capacity tray (LCT)

Holds up to 1,200 sheets of paper.

5. Lower paper trays

Consists of two paper trays. Holds up to 1,100 sheets of paper. Each paper tray holds 550 sheets.

6. Bridge unit

Relays paper to the finisher.

7. 3000-sheet finisher

Sorts, stacks, staples, and punches multiple sheets of paper. Consists of the following paper trays:

- Finisher upper tray
- Finisher shift tray

8. Booklet finisher

Sorts, stacks, staples, and punches multiple sheets of paper. The saddle stitch function can staple multiple sheets of paper in the center and fold them into booklets. Consists of the following paper trays:

- Finisher upper tray
- Finisher shift tray
- Finisher booklet tray

9. 1000-sheet finisher

Sorts, stacks, and staples multiple sheets of paper.

Internal options

This section describes the options that can be installed in the machine.

- Fax unit

  Allows you to use the facsimile function.

- PostScript 3 Unit

  Allows you to print by Adobe PostScript printer driver and send PDF files directly to the machine. Does not include the HDD.

- Extra G3 Interface Unit

  This lets you add a G3 fax line.

- IEEE 1284 Interface Board

  Allows you to connect to an IEEE 1284 cable.

- Wireless LAN board

  Allows you to install a wireless LAN interface.

- Bluetooth interface unit

  Allows you to expand the interface.

- File Format Converter

  Allows you to download documents from the Document Server stored by copier and printer functions. See "Downloading Stored Documents with Web Image Monitor", Copy/ Document Server Reference.

- Copy Data Security Unit

  If a document containing embedded text for unauthorized copy guard is copied, protected pages are grayed out in the copy.

- DataOverWriteSecurity Unit

  Allows you to erase data that is stored on the hard disk.

- Gigabit Ethernet (1000BASE-T)

  Allows you to communicate over 1000BASE-T.

Note

- Only one of the following options can be installed on the machine at any one time: IEEE 1284 interface board, Wireless LAN board, Bluetooth interface unit, File Format Converter, Gigabit Ethernet (1000BASE-T).
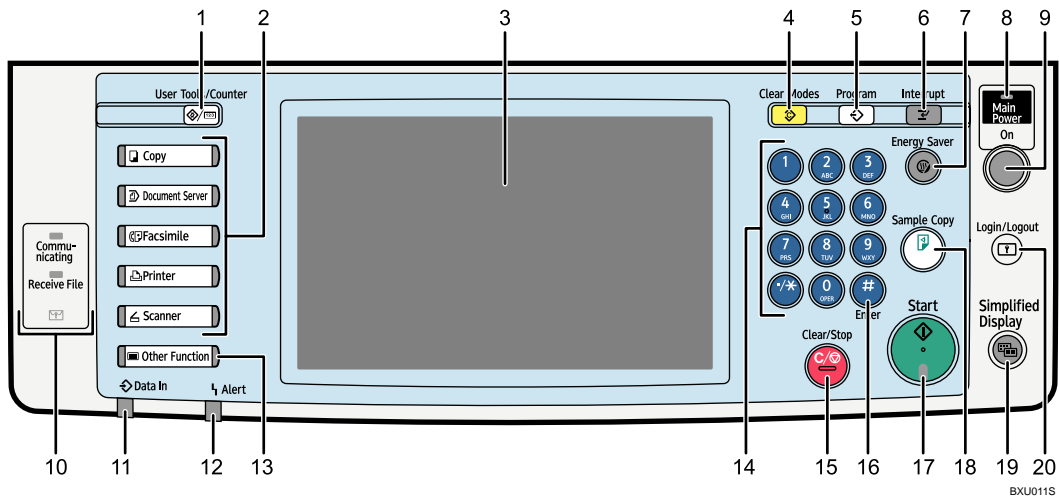
Control Panel

This section introduces the names and functions of the components on the control panel.

⭐ **Important**

• **Do not turn off the main power switch while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.**

This illustration shows the control panel of the machine with options fully installed.

BXU011S

1. **[User Tools/Counter] key**

   • User Tools

      Press to change the default and conditions to meet your requirements. See "Accessing User Tools", General Settings Guide.

   • Counter

      Press to check or print the counter value. See "Counter", General Settings Guide.

   • Inquiry

      Press to find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See "Inquiry", General Settings Guide.

2. **Function keys**

   Press to display the operation screen of one of the following functions: copy, document server, facsimile, printer, or scanner.

   The indicator of the selected function goes on. See "Changing Modes".

3. **Display panel**

   Displays keys for each function, operation status, or messages. See "Display Panel".

4. **[Clear Modes] key**

   Press to clear the current settings.

41

5. **[Program] key (copier, Document Server, facsimile, and scanner mode)**

   - Press to register frequently used settings, or to recall registered settings (except Document Server mode).

     See "Registering Frequently Used Functions", Copy/Document Server Reference.

     See "Registering and Changing Keystroke Programs", Facsimile Reference.

     See "Registering Frequently Used Setting", Scanner Reference.

   - Press to program defaults for the initial display when modes are cleared or reset, or immediately after the operation switch is turned on.

     See "Registering the Initial Display's Default Functions", Copy/Document Server Reference.

     See "Setting Transmission Function Defaults", Facsimile Reference.

     See "Registering the Default Values of the Scanner's Initial Display", Scanner Reference.

6. **[Interrupt] key**

   Press to make interrupt copies. See "Interrupt Copy", Copy/Document Server Reference.

7. **[Energy Saver] key**

   Press to switch to and from Energy Saver mode. See "Saving Energy".

8. **Main power indicator**

   The main power indicator goes on when you turn on the main power switch.

9. **Operation switch**

   Press to turn the power on (the operation switch indicator goes on). To turn the power off, press again (the operation switch indicator goes off). See "Turning On the Power".

10. **Communicating indicator, Receiving File indicator, Confidential File indicator**

    - Communicating indicator

      Lights continuously during data transmission and reception.

    - Receiving File indicator

      Lights continuously while data other than personal box or Memory Lock file is being received and stored in the fax memory.

      See "Substitute Reception", Facsimile Reference.

    - Confidential File indicator

      Lights continuously while personal box data is being received.

      Blinks while Memory Lock file is being received.

      See "Personal Boxes", Facsimile Reference and "Printing a File Received with Memory Lock", Facsimile Reference.

11. **Data In indicator (facsimile and printer mode)**

    Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer. See Facsimile Reference and Printer Reference.

12. **Alert indicator**

    Lights continuously if an error has occurred.

13. **[Other Function] key**

    Calls up registered functions.

14. **Number keys**

    Use to enter the numbers for copies, fax numbers and data for the selected function.

15. **[Clear/Stop] key**

    • Clear

    Press to delete a number entered.

    • Stop

    Press to stop a job in progress, such as copying, scanning, faxing, or printing.

16. **[#] key (Enter key)**

    Press to confirm values entered or items specified.

17. **[Start] key**

    Press to start copying, printing, scanning, or sending.

18. **[Sample Copy] key**

    Press to make a single set of copies or prints to check print quality before making multiple sets. See "Sample Copy", Copy/ Document Server Reference.

19. **[Simplified Display] key**

    Press this to switch to the Simplified Display.

20. **[Login/Logout] key**

    Press this to log in or log out.

🔖 Reference

Display Panel

The display panel shows machine status, error messages, and function menus.

⭐ **Important**

- **Don't apply strong impact or force to the screen. Or it may be damaged. Maximum force allowable is approx. 30N (approx. 3 kgf). (N = Newton, kgf = Kilogram force. 1 kgf = 9.8N.)**

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like [Auto Reduce / Enlarge]. Keys appearing as [Auto Reduce / Enlarge] cannot be used.

The copy display is set as the default screen when the machine is turned on.
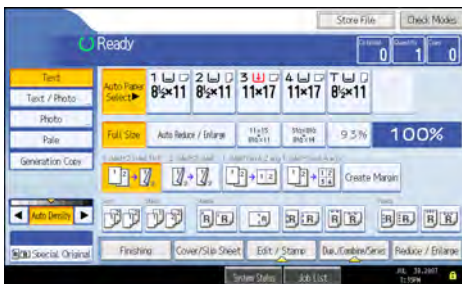

↴ **Note**

- The display panels shown in this manual's illustrations are taken from a machine on which all options are installed.

Simplified Display

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.
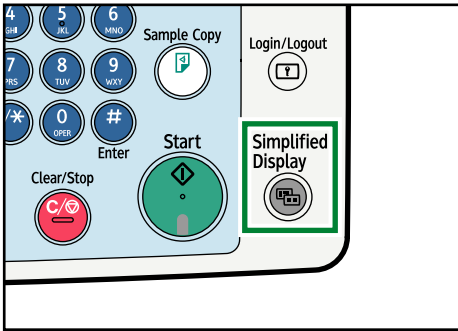
BCT030S

Example of a simplified display

This illustration shows the copier function's simplified display.

BCX029S

1. **[Key Color]**

   Press to increase screen contrast by changing the colors of the keys.

   This is available only for the simplified display.

↓Note

- To return to the initial display, press the [Simplified Display] key again.

- Certain keys do not appear on the simplified display.

When the Authentication Screen is Displayed

This section explains the authentication screen.

⭐ **Important**

- **Ask the user administrator for the login user name, login password, and user code. For details about user authentication, contact your administrator.**

- **User code to enter on User Code Authentication is the numerical value registered in the address book as "login user name".**

If Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is active, the authentication screen appears on the display. The machine only becomes operable after entering your own login user name and login password. If User Code Authentication is active, you cannot use the machine until you enter the user code.

If you can use the machine, you can say that you are logged in. When you go out of the operable state, you can say that you are logged out. After logging in the machine, be sure to log out of it to prevent unauthorized usage.
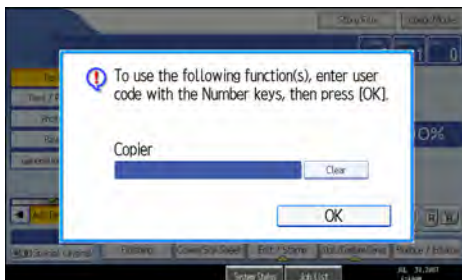
⬇ **Note**

- If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

User Code Authentication (Using the Control Panel)

This section explains the procedure for logging in to the machine using the control panel while User Code Authentication is active.

If User Code Authentication is active, a screen prompting you to enter a user code appears.

1. **Enter a user code (up to eight digits), and then press [OK].**

⬇ **Note**

- To log off, do one of the following:

    - Press the operation switch.

1

• Press the [Energy Saver] key after jobs are completed.

User Code Authentication (Using a Printer Driver)

This section explains the procedure for logging in to the machine using a printer driver while User Code Authentication is active.

If User Code Authentication is active, specify the user code in the printer properties of the printer driver. For details, see the printer driver Help.

⬇ **Note**

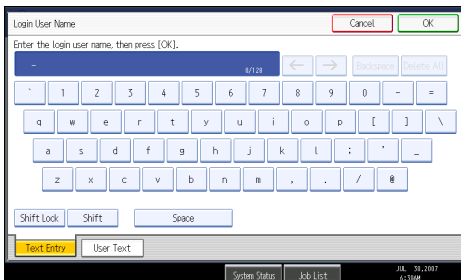• When logged in through User Code Authentication, you do not have to log out.

Login (Using the Control Panel)

This section explains the procedure for logging in to the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.
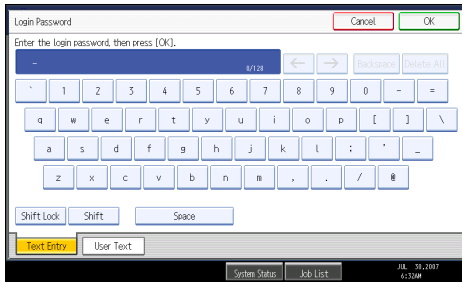
1. **Press [Login].**

2. **Enter a login user name, and then press [OK].**

3. **Enter a login password, and then press [OK].**

When the user is authenticated, the screen for the function you are using appears.

 Note

- If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.
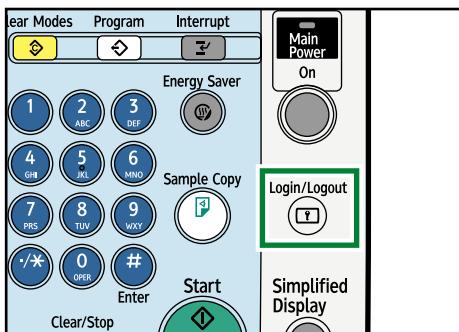
Logout (Using the Control Panel)

This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

 Important

- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

1. **Press the [Login/Logout] key.**

BCT032S

2. Press [Yes].

Login (Using a Printer Driver)

This section explains the procedure for logging in to the machine using a printer driver.

If Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is active, make encryption settings in the printer properties of the printer driver, and then specify a login user name and password. For details, see the printer driver Help.

⬇Note

• When logged in using a printer driver, you do not have to log out.

Login (Using Web Image Monitor)

This section explains the procedure for logging in to the machine via Web Image Monitor.

1. Click [Login].

2. Enter a login user name and password, and then click [Login].

⬇Note

• For user code authentication, enter a user code in [User Name], and then click [OK].

Logout (Using Web Image Monitor)

This section explains the procedure for logging out the machine via Web Image Monitor.
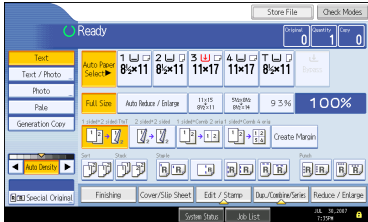
1. Click [Logout] to log out.

⬇Note

• Delete the cache memory of a Web browser after logging out.

Changing Modes
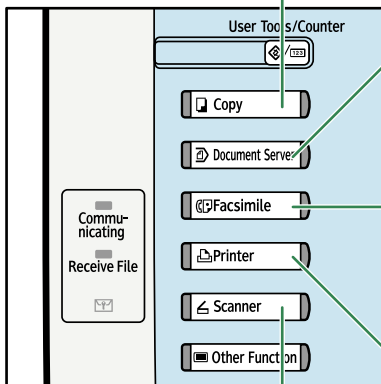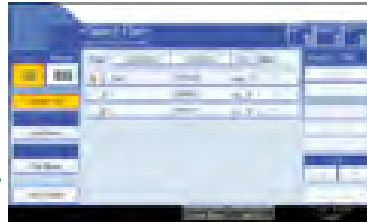
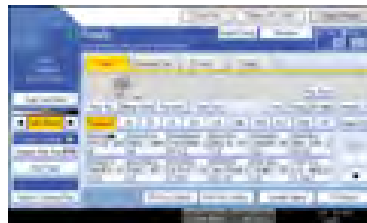This section explains how to change modes.
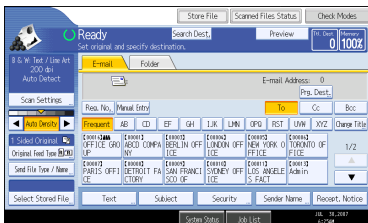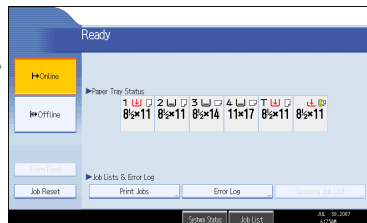
Copier

Document Server

Facsimile

Scanner

Printer

BXU012S

Note

- You cannot switch modes in any of the following situations:
    - When scanning a fax message for transmission
    - During immediate transmission
    - When accessing User Tools / Counter / Inquiry
    - During interrupt copying
    - During On-hook dialling for fax transmission
    - While scanning an original

- The copy display is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "System Settings", General Settings Guide.

System Reset

This section explains System Reset.

After finishing a job, the machine waits a specified length of time and then restores its settings to the default values specified under Function Priority. This function is called "System Reset". For the procedure for specifying default settings under Function Priority, see "System Settings", General Settings Guide.

To change the length of time that the machine waits before restoring its settings to their default values, use the System Auto Reset Timer setting. See "System Settings", General Settings Guide.

Turning On/Off the Power

This section discusses how to turn on/off the power.

Power supply

This machine has two power switches: operation switch and main power switch.

- Operation switch (right side of the control panel)

    Press to activate the machine. When the machine has finished warming up, you can make use of each function.

- Main power switch (left side of the machine)

    Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off. When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

↓Note

- This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. To specify the time that the machine waits before it turns itself off, configure the Auto Off Timer setting. See "System Settings", General Settings Guide.
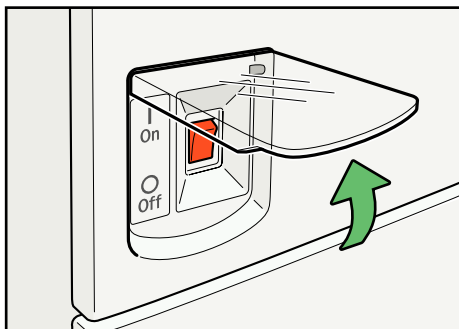
Turning On the Main Power

This section explains how to turn on the main power.

★Important

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions.

1. **Make sure the power cord is firmly plugged into the wall outlet.**

2. **Open the main power switch cover, and turn on the main power switch.**

    The main power indicator goes on.

BCX024S

Note

• After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about three minutes.
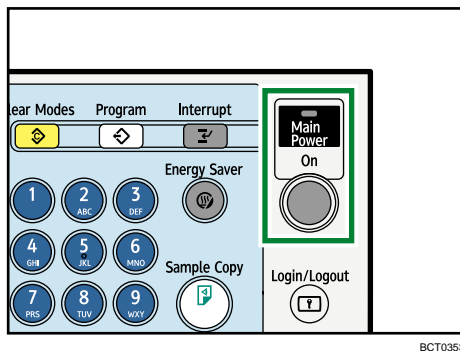
Turning On the Power

This section explains how to turn on the power.

1. **Press the operation switch.**

   The operation switch indicator goes on.

BCT035S

Note

• If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

• When the message "Functional problem detected. Press [Restart] after the current process. Repeat settings after the machine has restarted." is displayed, follow the instructions and press [Restart] at the bottom right-hand corner of the screen after the process is completed.
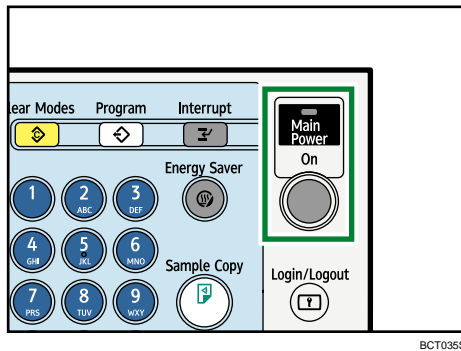
Turning Off the Power

This section explains how to turn off the power.

1. **Make sure the ADF is in the right position.**

2. **Press the operation switch.**

   The operation switch indicator goes off.

1

BCT035S

⬇ **Note**

- Even if you press the operation switch, the operation switch indicator does not go out, but blinks in the following cases:

  - When the ADF is open.

  - During communication with external equipment.

  - When the hard disk is active.

  - When the internal cooling fan is active.

  - If a file is waiting to be transmitted within the next minute using the "Send Later" facsimile function.

Turning Off the Main Power

This section explains how to turn off the main power.

⭐ **Important**

- Do not turn off the main power switch while the On indicator is lit or blinking. Before turning off the main power switch, lower the ADF and press the operation switch. The On indicator should go out indicating that it is safe to turn off the main power switch.

- Do not turn off the main power switch when the operation switch indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.

- Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the hard disk or memory.

1. Make sure the operation switch indicator is not lit.

2. Open the switch cover, and then turn off the main power switch.

   The main power indicator goes out.

⬇ **Note**

- When the main power switch is turned off while using the fax function, waiting fax and print jobs may be cancelled, and incoming fax documents not received. If you have to turn off this switch for some reason, make sure 100% is shown as available memory on the screen before turning off the main

power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord.

- For details, see "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

Energy Saver

If you do not use the machine for a certain period after an operation, or when you press the [Energy Saver] key, the display disappears and the machine goes into Energy Saver mode. When you press the [Energy Saver] key again, the machine returns to the ready condition. The machine uses less electricity in Energy Saver mode.

Auto Off

The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed. This function is called "Auto Off".

You can change the Auto Off time under Auto Off Timer.

Note

- See "System Settings", General Settings Guide.
- The Energy Saver and Auto Off functions will not operate in the following cases:
    - When a warning message appears
    - When the service call message appears
    - When paper is jammed
    - When the cover is open
    - When the "Add Toner" message appears
    - When toner is being replenished
    - When the User Tools/Counter/Inquiry screen is displayed
    - When fixed warm-up is in progress
    - When data is being processed
    - When operations are suspended during printing
    - When the On-hook dialing function is in use
    - When a recipient is being registered in the address list or group dial list
    - When the Data In indicator is on or blinking
    - When the screen of stored document under the printer function is displayed
    - When the internal cooling fan is active

Downloading Utility Software

This section explains the utility software for this machine.

SmartDeviceMonitor for Admin

This section describes the functions available with SmartDeviceMonitor for Admin.

SmartDeviceMonitor for Admin is an application that uses TCP/IP and IPX/SPX to monitor network printers.

It can monitor multiple network printers using IP address. We recommend that network administrators use this application.

SmartDeviceMonitor for Admin has the functions to check the followings:

- Printer supplies such as paper or toner
- Results of print jobs executed from the computer

SmartDeviceMonitor for Admin with full functionality can be purchased from your local dealer. Contact your local dealer for information on purchasing the software.

SmartDeviceMonitor for Admin with limited functionality is available as a free download. Contact your local dealer for information on downloading the software.

🡇 Note

- For details about the functionality, see the manual for SmartDeviceMonitor for Admin.

DeskTopBinder

This section describes the functions available with DeskTopBinder.

DeskTopBinder is to be installed on the client computers for integration and management of various kinds of files such as scan files, files created with applications, and existing scan files. This software allows you to use various functions for stored scan files such as viewing stored files. Also, with the ScanRouter delivery software, you can view the files stored in in-trays of the delivery server, or use other functions for stored files.

DeskTopBinder Professional provides the full functionality of the software. Contact your local dealer for information on purchasing the software.

DeskTopBinder Lite with limited functionality is available as a free download. Contact your local dealer for information on downloading the software.

🡇 Note

- For details about the functionality, see Help of DeskTopBinder.

SmartDeviceMonitor for Client

This section describes the functions available with SmartDeviceMonitor for Client.

SmartDeviceMonitor for Client allows you to manage and print various data such as files created with an application, images scanned with a scanner, and existing images as one document.

SmartDeviceMonitor for Client is available as a free download. Contact your local dealer for information on downloading the software.

Note

- For details about the functionality, see Help of SmartDeviceMonitor for Client.

1

2. Entering Text

This section describes how to enter characters.

Entering Text

This section explains how to enter text.

When you enter a character, it appears at the position of the cursor. If there is a character already at the cursor position, the entered character appears before that.

Available Characters

This section explains which characters are available.

You can enter the following characters:

- Alphabetic characters
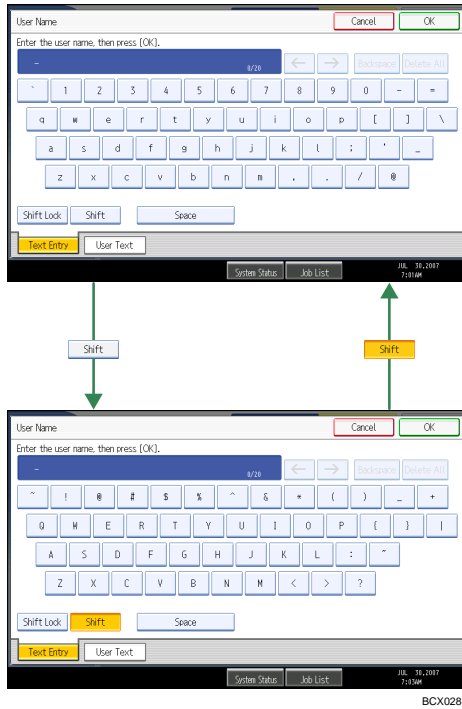- Symbols
- Numerals

    0123456789

Keys

This section explains the entry screen and the keys displayed on it.

You can change the entry screen using the keys below.

BCX028S

⬇ Note

- When entering uppercase or lowercase letters continuously, use [Shift Lock] to lock the case.

- You can also use the number keys to enter numbers, regardless of mode.

How to Enter Text

This section explains text entry more specifically.

Entering letters

This section explains how to enter letters.

1. **Press [Shift] to switch between uppercase and lowercase.**

2. **Press the letters you want to enter.**

Deleting characters
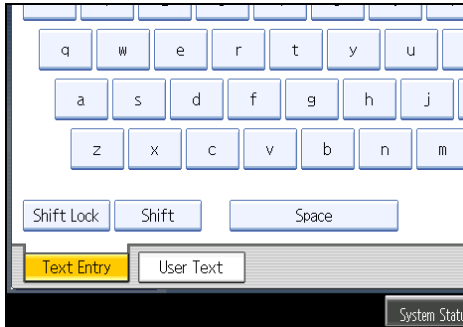
This section explains how to delete characters.

1. **Press [Backspace] or [Delete All] to delete characters.**
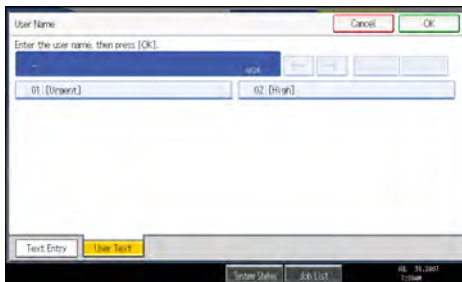
Adding user text

You can select and use a User Text that is registered in [Program / Change / Delete User Text].

For the registration procedure under Program / Change / Delete User Text, see "System Settings", General Settings Guide.

1. **Press [User Text].**

2. **Select the User Text you want to use.**

2

3. Operating Instructions

This section describes the Operating Instructions of this machine.

Installing Operating Instructions

The supplied "Manuals" and "Manuals for Administrators" CD-ROMs contain HTML format manuals. For easy access, we recommend you install the manuals on a computer.

⭐ Important

- The "Manuals for Administrators" CD-ROM that includes Security Reference is for administrators of the machine.
- The system requirements for installing the manuals are as follows:
    - Operating system: Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008
    - Minimum display resolution: 800 × 600 pixels
- Recommended browsers: Microsoft Internet Explorer 4.01 SP2 or later
- Non-recommended browsers can display the simplified manual only.
- HTML manuals can also be viewed on a Macintosh.

1. **Select a language and a product, and then click [OK].**
2. **Click [Install manuals].**

    If you want to read manuals from the CD-ROM, click [Read HTML manuals].

3. **Install the manual you require according to the displayed instructions.**
4. **When installation is complete, click [Finish].**
5. **Click [Exit].**

⬇ Note

- If you cannot install a manual, copy the "MANUAL_HTML" folder to your computer's hard drive, and then run "Setup.exe".
- To delete an installed manual, on the [Start] menu, click [Programs], then [Product Name], and then uninstall the data.
- If you are installing the manuals on a Macintosh, open the "Manuals.htm" file on the CD-ROM.

PDF Manuals

The supplied "Manuals" CD-ROM contains PDF manuals.

File path

The PDF manuals are in the following folder on the CD-ROM:

`MANUAL_PDF\ENGLISH`

↻Note

- To view the PDF manuals, you need to have Adobe Acrobat Reader/Adobe Reader installed on your computer.

How to Use the Operating Instructions

This section explains how to use manuals.

Opening from the Icon

This section explains how to open a manual using its desktop icon.

1. **Double-click the icon on your desktop.**

   The browser opens and the manual appears.

Opening from the [Start] Menu

This section explains how to open a manual from the [Start] menu.

1. **On the [Start] menu, point to [Programs] (Windows XP/Vista: [All Programs]), then [Product Name], and then click the manual you want to view.**

   The browser opens, and then the manual appears.

   🔸**Note**

   • Depending on the settings made during installation, menu folder names may differ.

Opening from the CD-ROM

This section explains how to open the HTML manuals on the CD-ROM.

1. **Insert the CD-ROM into the CD-ROM drive of your computer.**

   The installer starts.

2. **Select a language and a product, and then click [OK].**

3. **Click [Read HTML manuals].**

4. **Click the title of the manual you want to view.**

   The browser opens, and then the manual appears.

4. Appendix

This section describes Dos and Don'ts, the provided software and utilities CD-ROMs, specifications, and paper.

Dos and Don'ts

The following items should be followed during use of this machine.

⚠ WARNING

- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

⚠ CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.

⭐ Important

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning On/Off the Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- After scanning originals continuously, the exposure glass may become warm - this is not a malfunction.
- The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.
- When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.
- If the ambient temperature is high, the internal cooling fan will make noise when the machine is in standby mode. This noise does not indicate malfunction. Do not turn off the machine.
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See "Turning On/Off the Power".

- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.

- Do not move or tilt the machine when the power is on.

- Do not allow small objects such as paperclips to fall into or become stuck inside the machine.

- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).

- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapour from the paper, not a sign of malfunction.

- If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the optional anti-condensation heaters.

- Be sure to make a note of the registered machine settings in case they are lost due to accident or malfunction.

- The supplier shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Reference

- p.52 "Turning On/Off the Power"

Software and Utilities Included on the CD-ROM

This section explains the software and utilities CD-ROM provided with this machine.

The following are included in the CD-ROM:

Font Manager

For installing new screen fonts, or organizing and managing fonts already in the system. For details about Font Manager, see the manual on the CD-ROM.

Printer Utility for Mac

This utility allows users to download and manage a variety of fonts as well as manage printers. For details about this utility, see PostScript 3 Supplement.

🔽 **Note**

- Some documentation about using the machine is included on the CD-ROM in PDF format. For details about using Adobe Acrobat Reader/Adobe Reader, see Adobe Acrobat Reader/Adobe Reader online Help.

Viewing the Contents of the CD-ROM

This section explains how to view the contents of the CD-ROMs.

1. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

2. **Click [Browse This CD-ROM].**

   Explorer starts and displays the contents of the CD-ROM.

Printer Drivers for This Machine

This section explains printer drivers for this machine.

⭐ **Important**

- You can install the PCL printer drivers (PCL 5e and PCL 6), and the Adobe PostScript printer drivers from the CD-ROM provided with this machine or download them from the supplier's Web site. If your operating system is Windows XP/Vista x64, or Windows Server 2003/2003 R2/2008 x64, you must download the printer drivers from the supplier's Web site. Select this machine and the operating system you are using, and then download them.

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM.

Printer Language	PCL 6	PCL 5e	PostScript 3
Windows 2000 [*1]	OK	OK	OK
Windows XP [*2]	OK	OK	OK
Windows Vista [*3]	OK	OK	OK
Windows Server 2003 [*4]	OK	OK	OK
Windows Server 2008 [*5]	OK	OK	OK
Mac OS [*6]	−	−	OK
Mac OS X [*7]	−	−	OK

*1 Microsoft Windows 2000 Professional /Microsoft Windows 2000 Server/Microsoft Windows 2000 Advanced Server

*2 Microsoft Windows XP Professional/Microsoft Windows XP Home Edition

*3 Microsoft Windows Vista Ultimate/Microsoft Windows Vista Enterprise/Microsoft Windows Vista Business/ Microsoft Windows Vista Home Premium/Microsoft Windows Vista Home Basic

*4 Microsoft Windows Server 2003 Standard Edition/Microsoft Windows Server 2003 Enterprise Edition/ Microsoft Windows Server 2003 R2 Standard Edition/Microsoft Windows Server 2003 R2 Enterprise Edition

*5 Microsoft Windows Server 2008 Standard Edition/Microsoft Windows Server 2008 Enterprise Edition

*6 Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)

*7 Mac OS X 10.1 or later (Native mode)

PCL printer drivers

Two kinds of PCL printer driver (PCL 5e and PCL 6) are included. These drivers allow your computer to communicate with this machine via a printer language.

Adobe PostScript Printer Drivers and PPD files

Adobe PostScript printer drivers allow the computer to communicate with the printer using a printer language. PPD files allow the printer driver to enable specific printer functions. These drivers require the PostScript 3 Unit.

PPD files

PPD files allow the printer driver to enable specific printer functions.

⬇Note

- Some applications may require installation of the PCL 5e printer driver. In this case, you can install PCL 5e without having to install PCL 6.

- For details, see "Preparing the Machine", Printer Reference, and PostScript 3 Supplement.

TWAIN Driver

This section describes the file path and system requirements of the TWAIN driver.

This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

File path

The driver is included in the following folder on the driver CD-ROM provided with this machine:

`\DRIVERS\TWAIN`

System requirements

- Hardware

PC/AT-compatible machines that support the following operating system properly

- Operating system

Windows 2000/XP/Vista

Windows Server 2003/2003 R2/2008

- Display resolution

800 × 600 pixels, 256 colors or higher

LAN-Fax Driver

This section describes the file path and system requirements of the LAN-Fax driver.

⭐ **Important**

- You can install the LAN-Fax driver from the CD-ROM provided with this machine or download it from the supplier's Web site. If your operating system is Windows XP/Vista x64, or Windows Server 2003/2003 R2/2008 x64, you must download the LAN-Fax driver from the supplier's Web site. Select this machine and the operating system you are using, and then download it.

This driver is required to use LAN-Fax functions.

File path

The driver is included in the following folders on the CD-ROM:

`\DRIVERS\LAN-FAX\XP_VISTA`

System requirements

- Hardware

PC/AT-compatible

- Operating systems

Windows 2000/XP/Vista

Windows Server 2003/2003 R2/2008

- Display

  VGA 640 × 480 pixels or more

↓Note

- Before beginning installation, exit all other applications.

Specifications for the Main Unit

This section describes specifications for the main unit.

Configuration:

Desktop

Photosensitivity type:

OPC drum

Original scanning:

One-dimensional solid scanning system through CCD

Copy process:

Dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Heating roll pressure system

Resolution:

- Scanning originals: 600 dpi

- Printing: 600 dpi

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time (23°C, rated voltage):

- Main power switch: 18 seconds or less

- Operation switch:

    - Type 1: 10 seconds or less

    - Type 2: 15 seconds or less

Originals:

Sheet/book/objects

Maximum original size:

A3▭, 11 × 17▭

Paper size:

- Trays: A3▭ - A5▭, 11 × 17▭ - $7^1/_4$ × $10^1/_2$▭▭

- Bypass: A3⬐ - A6⬐, 12 × 18⬐ - 5$^1/_2$ × 8$^1/_2$⬐
- Bypass (custom size):

  Vertical: 90.0 - 305.0 mm, 3.55 - 12.00 inches

  Horizontal: 148.0 - 600.0 mm, 5.83 - 23.62 inches
- Duplex: A3⬐ - A5⬐, 11 × 17⬐ - 7$^1/_4$ × 10$^1/_2$⬐⬐

Paper weight:

- Trays: 60 - 169 g/m^2, 16 - 45 lb.
- Bypass: 52 - 220 g/m^2, 14 - 58 lb.
- Duplex: 60 - 169 g/m^2, 16 - 45 lb.

Non-reproduction area (Copier):

- Leading edge: 1.0 - 5.0 mm, 0.04 - 0.2 inches
- Trailing edge: 0.0 - 4.0 mm, 0.00 - 0.2 inches
- Left edge: 0.5 - 3.5 mm, 0.02 - 0.14 inches
- Right edge: 0.5 - 4.5 mm, 0.02 - 0.18 inches

First copy/print time:

- Type 1: 4.1 seconds or less
- Type 2: 3.5 seconds or less

  (A4⬐, 8$^1/_2$ × 11⬐, 100% reproduction, feeding from Tray 1, on the exposure glass)

Copying speed:

- Type 1: 40 copies/minute (A4⬐, 8$^1/_2$ × 11⬐)
- Type 2: 50 copies/minute (A4⬐, 8$^1/_2$ × 11⬐)

Reproduction ratio:

Preset reproduction ratios:

- Enlargement

Metric version	Inch version
400%	400%
200%	200%
141%	155%
122%	129%
115%	121%

- Full size

Metric version	Inch version
100%	100%

- Reduction

Metric version	Inch version
93%	93%
82%	85%
75%	78%
71%	73%
65%	65%
50%	50%
25%	25%

Zoom: From 25 to 400% in increments of 1%

Maximum continuous copy run:

999 sheets

Paper capacity (80 g/m^2, 20 lb.):

- Trays 1, 2: 550 sheets
- Bypass tray: 100 sheets

Power consumption:

- Main unit only

	Type 1	Type 2
Warm-up	About 1.39 kW	About 1.39 kW
Stand-by	About 155 W	About 165 W
During printing	About 0.78 kW	About 0.88 kW
Maximum	Less than 1.39 kW	Less than 1.39 kW

- Complete system

	Type 1	Type 2
Warm-up	About 1.41 kW	About 1.41 kW

	Type 1	Type 2
Stand-by	About 180 W	About 190 W
During printing	About 0.94 kW	About 1.02 kW
Maximum	Less than 1.41 kW	Less than 1.41 kW

- The complete system consists of the main unit, ADF, internal tray 2, paper tray unit, bridge unit, 2 tray finisher, LCT ,and fax unit.
- The measurements are actual values.

Dimensions (W × D × H up to exposure glass):

Types 1, 2: 670 × 677 ×760 mm, 26.4 × 26.7 ×29.9 inches

Space for main unit (W × D):

Types 1, 2: 670 × 677 mm, 26.4 × 26.7 inches

Noise emission:

- Sound power level:
  - Main unit only

	Type 1	Type 2
Stand-by	35.9 dB (A)	35.6 dB (A)
Copying	65.6 dB (A)	68.2 dB (A)

  - Complete system

	Type 1	Type 2
Stand-by	36.2 dB (A)	36.2 dB (A)
Copying	71.8 dB (A)	72.3 dB (A)

- Sound pressure level:
  - Main unit only

	Type 1	Type 2
Stand-by	24.6 dB (A)	22.7 dB (A)
Copying	52.4 dB (A)	56.0 dB (A)

  - Complete system

	Type 1	Type 2
Stand-by	22.3 dB (A)	20.6 dB (A)
Copying	61.2 dB (A)	61.3 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound power level and sound pressure level are measured from the position of the bystander.
- The complete system consists of the main unit, ADF, lower paper trays, large capacity tray (LCT), and 3000-sheet finisher.

Weight:

Types 1, 2: Approx. 97 kg, 213.9 lb.

Document Server

HDD (Document Server):

Approx. 9 GB

Capacity:

- Copy: Approx. 200 pages (ITUT-No.4 chart)
- Printer: Approx. 100 pages (600 dpi)
- Scanner: Approx. 200 pages (Scanning Conditions: ITUT-No. 4 chart/200 dpi/Text/A4/ MMR)

Maximum number of stored documents:

3,000 documents

Maximum pages of stored documents:

9,000 pages

Maximum number of pages per document:

1,000 pages

Capacity (Memory Sorting):

Approx. 10 GB (A4 or $8^1/_2$ × 11: Approx. 1,200 sheets at maximum)

(The capacity differs depending on the functions used.)

Auto Document Feeder

This section describes specifications for auto document feeder.

Mode:

ADF mode, Batch mode, SADF mode, Mixed Size mode, Custom Size originals mode

Original size:

- Metric version:

    - 1-sided originals: A3◻ - B6 JIS (Japanese Industrial Standard)◻◻

    - 2-sided originals: A3◻ - A5◻◻

- Inch version:

    - 1-sided originals: 11 × 17◻ - $5^1/_2$ × $8^1/_2$◻◻

    - 2-sided originals: 11 × 17◻ - $5^1/_2$ × $8^1/_2$◻◻

Original weight:

- 1-sided originals: 40 - 128 g/m^2 (10 - 34 lb.)

- 2-sided originals: 52 - 128 g/m^2 (14 - 34 lb.)

Number of originals to be set:

100 sheets (80 g/m^2, 20 lb.)

Maximum power consumption:

Less than 60 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

570 × 520 × 135 mm, 22.5 × 20.5 × 5.4 inches

Weight:

Approx. 12 kg, 26.5 lb.

◆Note

- Specifications are subject to change without notice.

Specifications for 1000-Sheet Finisher (Optional)

This section describes specifications for the 1000-sheet finisher.

Finisher Upper Tray

This section describes specifications for the finisher upper tray of the 1000-sheet finisher.

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

11×17, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$

$8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $5^1/_2 \times 8^1/_2$, $7^1/_4 \times 10^1/_2$

12×18, 11×15, 11×14, 10×15, 10×14

8K, 16K, custom size

Paper weight:

52 - 260 g/m^2, 14 - 68 lb.

Stack capacity (80 g/m^2, 20 lb.):

- 250 sheets: A4, $8^1/_2 \times 11$ or smaller
- 50 sheets: B4 JIS, $8^1/_2 \times 14$ or larger

Finisher Shift Tray

This section describes specifications for the finisher shift tray of the 1000-sheet finisher.

Paper size:

A3, B4 JIS, A4, B5 JIS, A5

11×17, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$

$8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $5^1/_2 \times 8^1/_2$, $7^1/_4 \times 10^1/_2$

12×18, 11×15, 11×14, 10×15, 10×14

8K, 16K

Paper weight:

52 - 163 g/m^2, 14 - 43 lb.

Stack capacity (80 g/m^2, 20 lb.):

- 1,000 sheets: A4, $8^1/_2 \times 11$ or smaller

- 500 sheets: B4 JIS, $8^1/_2 \times 14$ or larger

Staple paper size:

A3▷, B4 JIS▷, A4◁▷, B5 JIS◁▷

11×17▷, $8^1/_2 \times 14$▷, $8^1/_2 \times 13$▷, $8^1/_2 \times 11$◁▷, $8^1/_4 \times 14$▷

$8^1/_4 \times 13$▷, 8×13▷, $8 \times 10^1/_2$◁▷, 8×10◁▷, $7^1/_4 \times 10^1/_2$◁▷

11×15▷, 11×14▷, 10×15▷, 10×14▷

Staple paper weight:

64 - 90 g/m^2, 17 - 28 lb.

Staple capacity (80 g/m^2, 20 lb.):

- 50 sheets: A4, $8^1/_2 \times 11$ or smaller
- 30 sheets: B4 JIS, $8^1/_2 \times 14$ or larger

Stack capacity after stapling (80 g/m^2, 20 lb.):

- 2 - 9 sheets: 100 sets (A4◁▷, B5 JIS◁▷, $8^1/_2 \times 11$◁▷)
- 10 - 50 sheets: 100 - 20 sets (A4▷, $8^1/_2 \times 11$▷)
- 10 - 50 sheets: 50 - 10 sets (A4▷, B5 JIS◁▷, $8^1/_2 \times 11$▷)
- 2 - 9 sheets: 50 sets (A3▷, B4 JIS▷, 11×17▷, $8^1/_2 \times 14$▷)
- 10 - 30 sheets: 50 - 10 sets (A3▷, B4 JIS▷, 11×17▷, $8^1/_2 \times 14$▷)

Staple position:

3 positions (Top, Bottom, 2 Staples)

Power consumption:

50 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

270 × 520 × 790 mm, 10.7 × 20.5 × 31.2 inches

Weight:

Approx. 25 kg, 55.2 lb.

Specifications for 2 Tray Finisher (Optional)

This section describes specifications for the 2 tray finisher.

Finisher Upper Tray

This section describes specifications for the finisher upper tray of the 2 tray finisher.

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

11×17, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$

$8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $5^1/_2 \times 8^1/_2$, $7^1/_4 \times 10^1/_2$

12×18, 11×15, 11×14, 10×15, 10×14

8K, 16K, custom size

Paper weight:

52 - 163 g/m^2, 14 - 43 lb.

Stack capacity (80 g/m^2, 20 lb.):

- 250 sheets: A4, $8^1/_2 \times 11$ or smaller
- 50 sheets: B4 JIS, $8^1/_2 \times 14$ or larger

Finisher Shift Tray

This section describes specifications for the finisher shift tray of the 2 tray finisher.

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

11×17, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$

$8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $5^1/_2 \times 8^1/_2$, $7^1/_4 \times 10^1/_2$

12×18, 11×15, 11×14, 10×15, 10×14

8K, 16K, custom size

Paper weight:

52 - 256 g/m^2, 14 - 68 lb.

Stack capacity (80 g/m^2, 20 lb.):

- 3,000 sheets: A4, $8^1/_2 \times 11$
- 1,500 sheets: A3, B4 JIS, A4, B5 JIS, 11×17, $8^1/_2 \times 14$, $8^1/_2 \times 11$, 12×18

- 500 sheets: A5▯
- 100 sheets: A5▯, B6 JIS▯, A6▯, $5^1/_2 \times 8^1/_2$▯

Staple paper size:

A3▯, B4 JIS▯, A4▯▯, B5 JIS▯▯

11×17▯, $8^1/_2 \times 14$▯, $8^1/_2 \times 13$▯, $8^1/_2 \times 11$▯▯, $8^1/_4 \times 14$▯

$8^1/_4 \times 13$▯, 8×13▯, $8 \times 10^1/_2$▯▯, 8×10▯▯, $7^1/_4 \times 10^1/_2$▯▯

12×18▯, 11×15▯, 11×14▯, 10×15▯, 10×14▯

8K▯, 16K▯▯

Staple paper weight:

64 - 90 g/m^2, 17 - 24 lb.

Staple capacity (80 g/m^2, 20 lb.):

- Without Mixed Size:
    - 30 sheets: A3▯, B4 JIS▯, 12×18▯, 11×17▯, $8^1/_2 \times 14$▯
    - 50 sheets: A4▯▯, B5 JIS▯▯, $8^1/_2 \times 11$▯▯
- With Mixed Size:
    - 30 sheets: A3▯/ A4▯, B4 JIS▯/ B5 JIS▯, 11×17▯/$8^1/_2 \times 11$▯

Stack capacity after stapling (80 g/m^2, 20 lb.):

- Without Mixed Size:
    - 2 - 19 sheets: 150 sets (A4▯, $8^1/_2 \times 11$▯)
    - 20 - 50 sheets: 150 - 60 sets (A4▯, $8^1/_2 \times 11$▯)
    - 2 - 14 sheets: 100 sets (A4▯, B5 JIS▯, $8^1/_2 \times 11$▯)
    - 15 - 50 sheets: 100 - 30 sets (A4▯, B5 JIS▯, $8^1/_2 \times 11$▯)
    - 2 - 14 sheets: 100 sets (other size paper)
    - 15 - 30 sheets: 100 - 33 sets (other size paper)
- With Mixed Size:
    - 2 - 30 sheets: 50 sets: A3▯/ A4▯, B4 JIS▯/ B5 JIS▯, 11×17▯/$8^1/_2 \times 11$▯

Staple position:

4 positions (Top, Top Slant, Bottom, 2 Staples)

Power consumption:

Approx. 96 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

657 × 613 × 960 mm, 25.8 × 24.2 × 37.8 inches

Weight:

- Approx. 54 kg, 119.1 lb. (without punch kit)
- Approx. 56 kg, 123.5 lb. (with punch kit)

4

Specifications for Booklet Finisher (Optional)

This section describes specifications for booklet finisher.

Finisher Upper Tray

This section describes specifications for the finisher upper tray of booklet finisher.

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

11×17, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$

$8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $5^1/_2 \times 8^1/_2$, $7^1/_4 \times 10^1/_2$

12×18, 11×15, 11×14, 10×15, 10×14

8K, 16K, custom size

Paper weight:

52 - 163 g/m^2, 14 - 43 lb.

Stack capacity (80 g/m^2, 20 lb.):

- 250 sheets: A4, $8^1/_2 \times 11$ or smaller
- 50 sheets: B4 JIS, $8^1/_2 \times 14$ or larger

Finisher Shift Tray

This section describes specifications for the finisher shift tray of booklet finisher.

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

11×17, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$

$8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $5^1/_2 \times 8^1/_2$, $7^1/_4 \times 10^1/_2$

12×18, 11×15, 11×14, 10×15, 10×14

8K, 16K, custom size

Paper weight:

52 - 256 g/m^2, 14 - 68 lb.

Stack capacity (80 g/m^2, 20 lb.):

- 2,000 sheets: A4, $8^1/_2 \times 11$
- 1,000 sheets: A3, B4 JIS, A4, B5 JIS, 11×17, $8^1/_2 \times 14$, $8^1/_2 \times 11$, 12×18

- 500 sheets: A5▱
- 100 sheets: A5▱, B6 JIS▱, A6▱, $5^1/_2 \times 8^1/_2$▱

Staple paper size:

A3▱, B4 JIS▱, A4▱▱, B5 JIS▱▱

11×17▱, $8^1/_2 \times 14$▱, $8^1/_2 \times 13$▱, $8^1/_2 \times 11$▱▱, $8^1/_4 \times 14$▱

$8^1/_4 \times 13$▱, 8×13▱, $8 \times 10^1/_2$▱▱, 8×10▱▱, $7^1/_4 \times 10^1/_2$▱▱

12×18▱, 11×15▱, 11×14▱, 10×15▱, 10×14▱

8K▱, 16K▱▱

Staple paper weight:

64 - 90 g/m^2, 17 - 24 lb.

Staple capacity (80 g/m^2, 20 lb.):

- Without Mixed Size:
  - 30 sheets: A3▱, B4 JIS▱, 12×18▱, 11×17▱, $8^1/_2 \times 14$▱
  - 50 sheets: A4▱▱, B5 JIS▱▱, $8^1/_2 \times 11$▱▱
- With Mixed Size:
  - 30 sheets: A3▱/ A4▱, B4 JIS▱/ B5 JIS▱, 11×17▱/$8^1/_2 \times 11$▱

Stack capacity after stapling (80 g/m^2, 20 lb.):

- Without Mixed Size:
  - 2 - 12 sheets: 150 sets (A4▱, $8^1/_2 \times 11$▱)
  - 13 - 50 sheets: 150 - 40 sets (A4▱, $8^1/_2 \times 11$▱)
  - 2 - 9 sheets: 100 sets (A4▱, B5 JIS▱, $8^1/_2 \times 11$▱)
  - 10 - 50 sheets: 100 - 20 sets (A4▱, B5 JIS▱, $8^1/_2 \times 11$▱)
  - 2 - 9 sheets: 100 sets (other size paper)
  - 10 - 30 sheets: 100 - 33 sets (other size paper)
- With Mixed Size:
  - 2 - 30 sheets: 50 sets: A3▱/ A4▱, B4 JIS▱/ B5 JIS▱, 11×17▱/$8^1/_2 \times 11$▱

Staple position:

4 positions (Top, Top Slant, Bottom, 2 Staples)

Finisher Booklet Tray

This section describes specifications for the finisher booklet tray of booklet finisher.

Saddle stitch paper size:

A3▱, B4 JIS▱, A4▱, B5 JIS▱, 12×18▱, 11×17▱, $8^1/_2 \times 14$▱, $8^1/_2 \times 11$▱

Saddle stitch paper weight:

64 - 90 g/m^2, 17 - 24 lb.

Saddle stitch capacity (80 g/m^2, 20 lb.):

1 set: 15 sheets

Stack capacity after saddle stitching (80 g/m^2, 20 lb.):

- 2 - 5 sheets: 30 sets
- 6 - 10 sheets: 15 sets
- 11 - 15 sheets: 10 sets

Saddle stitch position:

Center 2 positions

Power consumption:

Approx. 96 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

657 × 613 × 960 mm, 25.8 × 24.2 × 37.8 inches

Weight:

- Approx. 63 kg, 138.9 lb. (without punch kit)
- Approx. 65 kg, 143.3 lb. (with punch kit)

Specifications for Punch Kit (2 Tray Finisher, Booklet Finisher) (Optional)

This section describes specifications for the punch kit (2 tray finisher, booklet finisher).

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	▭: A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 13, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K
2 & 4 holes type: 2 holes	▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 8 × $10^1/_2$, 8 × 10
2 & 4 holes type: 4 holes	▭: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, $7^1/_4$ × $10^1/_2$, 8K
2 & 4 holes type: 4 holes	▯: A4, B5 JIS, $8^1/_2$ × 11, 8 × $10^1/_2$, $7^1/_4$ × $10^1/_2$, 16K
4 holes type: 4 holes	▭: A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 13, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K
4 holes type: 4 holes	▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 8 × $10^1/_2$, 8 × 10
2 & 3 holes type: 2 holes	▭: A3, B4 JIS, B5 JIS, A5, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 13, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K
2 & 3 holes type: 2 holes	▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 8 × $10^1/_2$, 8 × 10
2 & 3 holes type: 3 holes	▭: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $7^1/_4$ × $10^1/_2$, 8K

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Punch unit type	Paper size
2 & 3 holes type: 3 holes	▯: A4, B5 JIS, $8^1/_2 \times 11$, $8 \times 10^1/_2$, 8×10, $7^1/_4 \times 10^1/_2$, 16K

Paper weight:

52 - 163 g/m^2, 14 - 43 lb.

Power consumption:

20 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

110 × 484 × 117 mm, 4.4 × 190.6 × 46.1 inches

Weight:

Approx. 2.9 kg, 6.4 lb.

Specifications for Bridge Unit (Optional)

This section describes specifications for the bridge unit.

Stack capacity (80 g/m^2, 20 lb.):

- 250 sheets: A4, $8^1/_2 \times 11$ or smaller

- 125 sheets: B4 JIS, $8^1/_2 \times 14$ or larger

Dimensions (W × D × H):

415 × 412 × 111 mm, 16.4 × 16.3 × 4.4 inches

Weight:

Approx. 5 kg, 11 lb.

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Specifications for Internal Tray 2 (1 bin tray) (Optional)

This section describes specifications for the internal tray 2 (1 bin tray).

Number of bins:

> 1

Paper size:

> A3📄, B4 JIS📄, A4📄📄, B5 JIS📄📄, A5📄
>
> 11 × 17📄, $8^1/_2$ × 14📄, $8^1/_2$ × 13📄, $8^1/_2$ × 11📄📄, $8^1/_4$ × 14📄
>
> $8^1/_4$ × 13📄, 8 × 13📄, 8 × 10📄, $5^1/_2$ × $8^1/_2$📄, $7^1/_4$ × $10^1/_2$📄📄
>
> 11 × 14📄, 11 × 15📄, 10 × 14📄, 10 × 15📄
>
> 8K📄, 16K📄📄, custom size

Paper weight:

> 60 - 105 g/m^2, 16 - 28 lb.

Paper capacity (80 g/m^2, 20 lb.):

> 125 sheets: A4, $8^1/_2$ × 11 or smaller

Power consumption:

> Approx. 10 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

> 565 × 410 × 115 mm, 22.2 × 16.1 × 4.5 inches

Weight:

> Approx. 2.5 kg, 1.13 lb.

Specifications for Lower Paper Trays (Optional)

This section describes specifications for the lower paper trays.

Paper size:

A3⊐, B4 JIS⊐, A4⊐⊐, B5 JIS⊐⊐, A5⊐

11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 13⊐, $8^1/_2$ × 11⊐⊐, $8^1/_4$ × 14⊐

$8^1/_4$ × 13⊐, 8 × 13⊐, 8 × $10^1/_2$⊐⊐, 8 × 10⊐, $5^1/_2$ × $8^1/_2$⊐, $7^1/_4$ × $10^1/_2$⊐⊐

11 × 15⊐, 10 × 14⊐

custom size

Paper weight:

60 - 169 g/m^2, 16 - 45 lb.

Paper capacity (80 g/m^2, 20 lb.):

550 sheets × 2 trays

Power consumption:

Maximum 50 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

580 × 620 × 260 mm, 22.9 × 24.5 × 10.3 inches

Weight:

Approx. 26 kg, 57.3 lb.

Specifications for Tray 3 (LCT) (Optional)

This section describes specifications for the tray 3 (LCT).

Paper size:

A4$\square$, 8^1/$_2$ × 11$\square$

Paper weight:

60 - 169 g/m^2, 16 - 45 lb.

Paper capacity (80 g/m^2, 20 lb.):

1,000 sheets × 2 trays

Power consumption:

Maximum 50 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

580 × 650 × 260 mm, 22.9 × 24.5 × 10.3 inches

Weight:

Approx. 26 kg, 57.3 lb.

Specifications for Large Capacity Tray (LCT) (Optional)

This section describes specifications for the large capacity tray (LCT).

Paper size:

A4▽, B5 JIS▽, 8$^1/_2$ × 11▽

Paper weight:

60 - 169 g/m^2, 16 - 45 lb.

Paper capacity (80 g/m^2, 20 lb.):

1,200 sheets

Power consumption:

Maximum 55 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

530 × 540 × 290 mm, 20.9 × 21.3 × 11.4 inches

Weight:

Approx. 14 kg, 30.9 lb.

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Specifications for IEEE 1284 Interface Board (Optional)

This section describes specifications for the IEEE 1284 interface board.

Transmission spec.:

IEEE 1284

Required cable:

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

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Specifications for Wireless LAN Board (Optional)

This section describes specifications for the wireless LAN board.

Transmission spec.:

- Based on IEEE 802.11a/b/g (wireless LAN)
- Based on IEEE 802.11b/g (wireless LAN)

Protocol:

TCP/IP, IPX/SPX, AppleTalk

Data transfer speed:

Auto select from the following speed:

1 Mbps, 2 Mbps, 5.5 Mbps, 6 Mbps, 9 Mbps, 11 Mbps, 12 Mbps, 18 Mbps, 24 Mbps, 36 Mbps, 48 Mbps, 54 Mbps

Frequency range:

- IEEE 802.11a/b/g wireless LAN:
    - 2412 - 2462 MHz (1 - 11 channels)
    - 5180 - 5320 MHz (36, 40, 44, 48, 52, 56, 60, and 64 channels)
- IEEE 802.11b/g wireless LAN:

    2412 - 2462 MHz (1 - 11 channels)

Transmission mode:

- Ad hoc mode
- Infrastructure mode

Note

- Web Image Monitor is supported.

Specifications for Bluetooth Interface Unit (Optional)

This section describes specifications for the Bluetooth interface unit.

Supported Profiles:

- SPP (Serial Port Profile)
- HCRP (Hardcopy Cable Replacement Profile)
- BIP (Basic Imaging Profile)

Frequency Range:

2.45 GHz ISM band

Data Transmission Speed:

723 kbps

Maximum Range:

10 m

⬇Note

- The transmission speed is adjusted according to factors such as the distance and obstacles between the devices, radio signal condition and Bluetooth adaptor.

Specifications for Gigabit Ethernet (Optional)

This section describes specifications for the Gigabit Ethernet.

Interface Connector:

- Ethernet (10Base-T, 100Base-TX, 1000Base-T)
- USB 2.0

   It requires a USB computer port and cable that support USB 2.0.

Data Transmission Speed:

- Ethernet: 1000 Mbps, 100 Mbps, 10 Mbps
- USB: 480 Mbps (High speed: USB 2.0), 12 Mbps (Full speed)

Protocol:

   TCP/IP, IPX/SPX, AppleTalk

Distance Between Devices:

- Ethernet: 100 m
- USB: 5 m

4

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

⭐ **Important**

- **If you use damp or curled paper, a staple clogging or paper jam may occur.**

Trays 1 - 2, and lower paper trays

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 169 g/m^2, 16 - 45 lb.	*1 A3▯, B4 JIS▯, A4▯▯, B5 JIS▯▯, A5▯, 8^1/$_2$ × 11▯	*1 11 × 17▯, 8^1/$_2$ × 14▯, 8^1/$_2$ × 11▯▯, 7^1/$_4$ ×10^1/$_2$▯, B4 JIS▯, A4▯, B5 JIS▯, A5▯	550 sheets
60 - 169 g/m^2, 16 - 45 lb.	*2 11 × 17▯, 11 × 14▯, 8^1/$_2$ × 14▯, 8^1/$_2$ × 13▯, 8^1/$_2$ × 11▯, 8^1/$_4$ × 14▯, 8^1/$_4$ × 13▯, 8 × 13▯, 8 × 10▯, 7^1/$_4$ ×10^1/$_2$▯▯, 11 × 15▯, 10 × 14▯	*2 11 × 14▯, 8^1/$_2$ × 13▯, 8^1/$_4$ × 14▯, 8^1/$_4$ × 13▯, 8 × 13▯, 8 × 10▯, 7^1/$_4$ × 10^1/$_2$▯, 11 × 15▯, 10 × 14▯, A3▯, B4 JIS▯, A4▯, B5 JIS▯	550 sheets
60 - 169 g/m^2, 16 - 45 lb.	*3 Custom size Vertical: 182 - 305 mm Horizontal: 210 - 432 mm	*3 Custom size Vertical: 7.17 - 12.00 inches Horizontal: 8.27 - 17.00 inches	550 sheets

Bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m^2, 16 - 28 lb. Thin paper 52 - 60 g/m^2, 14 - 16 lb.	*1 A3▽, A4▽▽, A5▽, A6▽	*1 11 × 17▽, 8$^1/_2$ × 11 ▽▽, 5$^1/_2$ ×8$^1/_2$▽	100 sheets
60 - 105 g/m^2, 16 - 28 lb. Thin paper 52 - 60 g/m^2, 14 - 16 lb.	*4 B4 JIS▽, B5 JIS▽▽, B6 JIS▽, 11 × 17▽, 8$^1/_2$ × 14 ▽, 8$^1/_2$ × 13▽, 8$^1/_2$ × 11▽▽, 8$^1/_4$ × 14▽, 8$^1/_4$ × 13▽, 8 × 13 ▽, 8 × 10$^1/_2$▽▽, 8 × 10▽▽, 7$^1/_4$ × 10$^1/_2$ ▽▽, 5$^1/_2$ × 8$^1/_2$▽, 12 × 18▽, 11 × 14 ▽, 11 × 15▽, 10 × 14▽, 10 × 15▽	*4 A3▽, B4 JIS▽, A4▽ ▽, B5 JIS▽▽, A5▽ ▽, A6▽, 8$^1/_2$ × 13▽, 8$^1/_4$ × 14▽, 8$^1/_4$ × 13▽, 8 × 10$^1/_2$▽▽, 8 × 10▽ ▽, 7$^1/_4$ × 10$^1/_2$▽ ▽, 5$^1/_2$ × 8$^1/_2$▽, 12 × 18▽, 11 × 14 ▽, 11 × 15▽, 10 × 14▽, 10 × 15▽	100 sheets
60 - 105 g/m^2, 16 - 28 lb. Thin paper 52 - 60 g/m^2, 14 - 16 lb.	*5 Custom size Vertical: 90 - 305 mm Horizontal: 148 - 600 mm	*5 Custom size Vertical: 3.55 - 12 inches Horizontal: 5.83 - 23.62 inches	100 sheets
Thick paper *6 105 - 220 g/m^2, 28 - 58 lb.	*1 A3▽, A4▽▽, A5▽, A6▽	*1 11 × 17▽, 8$^1/_2$ × 11 ▽▽, 5$^1/_2$ ×8$^1/_2$▽	*7

Paper type and weight	Metric version	Inch version	Paper capacity
Thick paper [*6] 105 - 220 g/m^2, 28 - 58 lb.	[*4] B4 JIS, B5 JIS, B6 JIS, 11 × 17, 8^1/$_2$ × 14, 8^1/$_2$ × 13, 8^1/$_2$ × 11, 8^1/$_4$ × 14, 8^1/$_4$ × 13, 8 × 13, 8 × 10^1/$_2$, 8 × 10, 7^1/$_4$ × 10^1/$_2$, 5^1/$_2$ × 8^1/$_2$, 12 × 18, 11 × 14, 11 × 15, 10 × 14, 10 × 15	[*4] A3, B4 JIS, A4, B5 JIS, A5, A6, 8^1/$_2$ × 13, 8^1/$_4$ × 14, 8^1/$_4$ × 13, 8 × 10^1/$_2$, 8 × 10, 7^1/$_4$ × 10^1/$_2$, 5^1/$_2$ × 8^1/$_2$, 12 × 18, 11 × 14, 11 × 15, 10 × 14, 10 × 15	[*7]
Thick paper [*6] 105 - 220 g/m^2, 28 - 58 lb.	[*5] Custom size Vertical: 90 - 305 mm Horizontal: 148 - 600 mm	[*5] Custom size Vertical: 3.55 - 12 inches Horizontal: 5.83 - 23.62 inches	[*7]
Translucent paper	A3, A4, A5, 8 × 13	A3, 11 × 17, 8^1/$_2$ × 11, 5^1/$_2$ × 8^1/$_2$	[*7] [*9]
OHP transparencies [*8]	A4	8^1/$_2$ × 11	[*7] [*9]
Label paper (adhesive labels)	A3, A4, A5, 8 × 13	A3, 11 × 17, 8^1/$_2$ × 11, 5^1/$_2$ × 8^1/$_2$	1 sheet

Tray 3 (LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 169 g/m^2, 16 - 45 lb.	A4 [*10]	8^1/$_2$ × 11 [*10]	1,000 sheets × 2

Large capacity tray (LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 169 g/m^2, 16 - 45 lb.	A4⊐, B5 JIS⊐ *10	8^1/$_2$ × 11⊐ *10	1,200 sheets

*1 The paper size is detected automatically.

*2 Select the paper size in System Settings. For details about Tray Paper Size: Tray 1-4, see "System Settings", General Settings Guide.

*3 Enter the paper size using the number keys in System Settings. For details about Tray Paper Size: Tray 1-4, see "System Settings", General Settings Guide.

*4 Press the [#] key, and then select the paper size.

*5 Press the [#] key, and then enter the paper size using the number keys.

*6 If you want to copy onto thick (105 g/m^2, 28 lb. or heavier) paper, select [Thick Paper]. See "Copying from the Bypass Tray", Copy/Document Server Reference.

*7 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. See "Loading Paper", Troubleshooting.

*8 If you wish to copy onto OHP transparencies, select [OHP (Transparency)].

*9 It is recommended to place one sheet at a time.

*10 The paper tray fence is fixed. If you wish to change the size of paper, contact your service representative.

Note

- When using translucent paper or label paper, make sure to select the appropriate paper type. For details about Paper Type: Bypass Tray, see "System Settings", General Settings Guide.

- When loading paper in the paper trays 1 - 2, and the lower paper trays, place the print side face up.

- When loading paper in the bypass tray, the tray 3 (LCT), and the large capacity tray, place the print side face down.

- When you use the bypass tray, it is recommended to set the paper direction to ⊐.

- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.

- Do not use color OHP transparencies with coatings that are easily melted by heat.

- To prioritize image quality when printing on OHP transparencies, make sure you adjust the guides in the tray to "A4⊐" or "8^1/$_2$ × 11⊐". Press [Bypass], and the [#] key, and then select the paper size.

- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Use A4⊐ or 8^1/$_2$ × 11⊐ size transparencies, and specify their size. For details, see Copy/Document Server Reference, and Printer Reference.

- When you use OHP transparencies, fan them for each use.

- We recommend that you use a 4000ANSI lumen or brighter overhead projector to project OHP transparencies.

- If multiple sheet feeding occurs, load sheets one by one.

- When you load label paper, set the paper direction to ⬀.

- When copying or printing onto letterhead paper, the paper placing orientation is different depends on which function you are using. See "Orientation-fixed paper or two-sided paper", Troubleshooting.

- If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the paper type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. You can set the paper type of the paper trays under Paper Type: Tray 1-4, and Paper Type: LCT. See "System Settings", General Settings Guide. For the setting procedure of the Auto Tray Switching function, see "Copier/Document Server Features", General Settings Guide.

- When copying or printing onto prepunched paper, the copy/print speed is slower than usual.

- The paper types you can select in System Settings are only general classifications. Copy quality for every kind of paper in a classification is not guaranteed. See "Unusable Paper" for more information.

🗐 Reference

- p.103 "Unusable Paper"

Unusable Paper

This section describes paper unusable on this machine.

⚠ CAUTION

- To avoid fire or machine failure, do not use aluminum foil, carbon paper, or similar conductive paper.

⭐ **Important**

- **To prevent faults, do not use any of the following kinds of treated paper:**
    - **Paper for inkjet printers**
    - **Thermal fax paper**
    - **Art paper**
    - **Aluminum foil**
    - **Carbon paper**
    - **Conductive paper**
    - **Paper with perforated lines**
    - **Hemmed-edge paper**
    - **Color OHP transparencies with easily melted coatings**
- **Faults can occur if you copy or print onto sides that are already printed. Take care to copy or print onto unprinted sides only.**

⬇ **Note**

- To prevent misfeeds, do not use the following kinds of paper:
    - Bent, folded, or creased paper
    - Perforated paper
    - Slippery paper
    - Torn paper
    - Rough paper
    - Thin paper with little stiffness
    - Paper with a dusty surface
- If you copy or print onto rough grain paper, the output image might be blurred.
- Do not reuse copy paper that has been already copied or printed onto.

Paper Storage

This section describes how to store paper.

- When storing paper, the following precautions should always be followed:

  - Do not store paper where it will be exposed to direct sunlight.

  - Avoid storing paper in humid areas (humidity: 70% or less).

  - Store on a flat surface.

  - Do not store paper vertically.

- Under high temperature and humidity conditions, or low temperature and humidity conditions, store paper in plastic bags.

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The meanings of the symbols for the switches on this machine are as follows:

| : POWER ON.

○ : POWER OFF.

☉ : STANDBY.

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  Microsoft® Windows Server® 2003 Datacenter Edition
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  Microsoft® Windows Server® 2003 R2 Enterprise Edition
  Microsoft® Windows Server® 2003 R2 Datacenter Edition
* The product names of Windows Server 2008 are as follows:
  Microsoft® Windows Server® 2008 Standard
  Microsoft® Windows Server® 2008 Enterprise
  Microsoft® Windows Server® 2008 Datacenter

Operating Instructions   About This Machine

Type for 9240/MP 4001/LD140/Aficio MP 4001
Type for 9250/MP 5001/LD150/Aficio MP 5001

EN   US   D092-7707

9240/9250
MP 4001/MP 5001
LD140 / LD150
Aficio™ MP 4001/5001

Operating Instructions
Troubleshooting

For information not in the printed manual, refer to the HTML/PDF files on the supplied CD-ROM.

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Some illustrations in this manual might be slightly different from the machine.
Certain options might not be available in some countries. For details, please contact your local dealer.
Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120 V, 60 Hz, 12 A or more
Please be sure to connect the power cord to a power source as above. For details about power source, see p.141 "Power Connection".

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/ Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other manuals

- UNIX Supplement

- Extended Feature Settings Reference <Device Version>

- Extended Feature Settings Reference <Web Version>

- App2Me Start Guide

⬇ Note

- Manuals provided are specific to machine types.

- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.

- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional [1]	DeskTopBinder

[1] Optional

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5. Troubleshooting When Using the Scanner Function

6. Adding Paper, Toner and Staples

7. Clearing Misfeeds

8. Remarks

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

⬇ **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

📖 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

Names of Major Items

Major items of this machine are referred to as follows in this manual:

- Auto Document Feeder → ADF
- Large Capacity Tray → LCT

1. When the Machine Does Not Operate As Wanted

This chapter describes basic troubleshooting procedures that are applicable to all functions of this machine.

Indicators

This section describes the indicators displayed when the machine requires the user to remove misfed paper, to add paper or to perform other procedures.

Indicator	Status
⚡ : Misfeed indicator	Appears when a misfeed occurs. See p.121 "Removing Jammed Paper".
📩 : Load Paper indicator	Appears when paper runs out. See p.101 "Loading Paper".
📩 : Add Toner indicator	Appears when toner runs out. See p.110 "Adding Toner".
📩 : Add Staple indicator	Appears when staples run out. See p.114 "Adding Staples".
📩 : Waste Toner Full indicator	Appears when the waste toner bottle is full. Contact your sales or service representative.
📩 : Empty Hole Punch Receptacle indicator	Appears when the hole punch receptacle is full. See p.136 "Removing Punch Waste".
⚦ : Service Call indicator	Appears when the machine is malfunctioning or requires maintenance.
📄 : Open Cover indicator	Appears when the front cover, etc., is open.

Panel Tone

The following table describes the meaning of the various beep patterns that the machine produces to alert users about left originals and other machine conditions.

Beep pattern	Meaning	Cause
Single short beep.	Panel/screen input accepted.	A control panel or screen key was pressed.
Short, then long beep.	Panel/screen input rejected.	An invalid key was pressed on the control panel or screen, or the entered password was incorrect.
Single long beep.	Job completed successfully.	A Copier/Document Server Features job has finished.
Two long beeps.	Machine has warmed up.	After cooling or being switched on, the machine has fully warmed up and is ready for use.
Five long beeps.	Soft alert.	The initial screen returns when the machine goes into energy-saving mode and when simplified display is canceled.
Five long beeps repeated four times.	Soft alert.	An original has been left on the exposure glass or paper is empty.
Five short beeps repeated five times.	Strong alert.	The machine requires user attention because paper has jammed, the toner needs replenishing, or other problems have occurred.

🔻Note

- Users cannot mute the machine's beep alerts. When the machine beeps to alert users of a paper jam or toner request, if the machine's covers are opened and closed repeatedly within a short space of time, the beep alert might continue, even after normal status has resumed.
- You can select to enable or disable beep alerts. For details about Panel Key Sound, see "System Settings", General Settings Guide.

Checking Machine Status and Settings

You can check the machine's system status.

Maintenance Info

You can check the following items under [Maintenance Info]:

- [Remaining Toner]

  Displays the amount of remaining toner.

- [No Staples]

  Displays whether there are staples remaining or not.

- [Punch Receptacle Full]

  Displays whether the hole punch receptacle is full.

- [Paper Tray]

  Displays the paper type and size loaded in the paper tray.

- [Output Tray Full]

  Displays whether the output tray is overloaded.

- [Original Misfeed]

  Displays state of and solutions for original misfeeds.

- [Paper Misfeed]

  Displays state of and solutions for paper jams.

- [Cover Open]

  Indicates whether front cover, duplex unit, etc., is open.

Data Storage

You can check the following items under [Data Storage]:

- [HDD Remaining Memory]

  Displays the amount of available hard disk drive memory.

- [HDD File(s)]

  Displays the total number of jobs stored in the hard disk drive.

- [Print Job(s)]

  Displays the number of jobs for "Hold Print", "Stored Print", "Locked Print", and "Sample Print".

- [Fax TX / RX File(s)]

  Displays the number of "Transmission Standby File(s)", "Memory Lock File(s)", "RX Print Standby File(s)", and other files stored in the hard disk drive.

- [Memory Erase Status]

Displays the state of the memory data.

Machine Address Info

You can check the following items under [Machine Address Info]:

- [Fax No.]

  Displays the machine's fax number.

- [H.323 Own Fax No.]

  Displays the machine's alias telephone number.

- [SIP User Name]

  Displays the machine's SIP user name.

- [Fax E-mail Account]

  Displays the machine's fax e-mail account.

- [Machine IPv4 Address]

  Displays the machine's IPv4 address.

- [Machine IPv6 Address]

  Displays the machine's IPv6 address.

Inquiry

You can check the following items under [Inquiry]:

- [Machine Repairs]

  Displays the machine number and contact number that are required for service.

- [Sales Representative]

  Displays the sales representative's telephone number.

- [Supply Order]

  Displays the contact number for placing supply orders.

- [Supply Details]

  Displays the name of toner, staples, etc., used on the machine.

1. **On the control panel, press [System Status].**
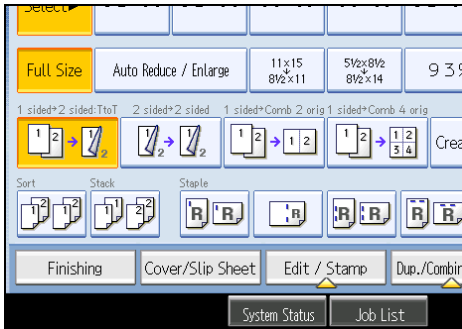
2. **Press each tab and check the contents.**
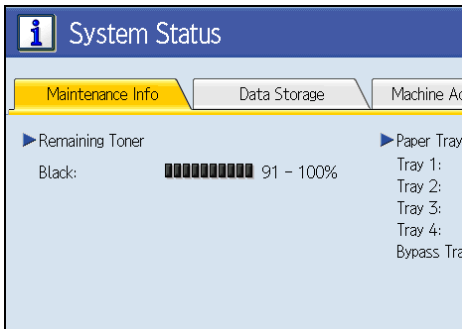
3. **After checking the information, press [Exit]. The previous screen returns.**
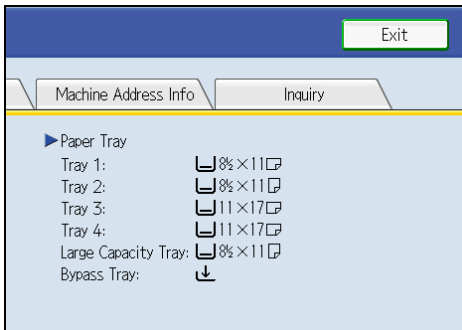
Note

- [No Staples], [Punch Receptacle Full], [Output Tray Full], [Original Misfeed], [Paper Misfeed], and [Cover Open] appear on the [Maintenance Info] tab only when these errors occur.

- Depending on the security settings, the "Machine Address Info" tab might not be displayed.

- For details about how to locate and remove misfeeds, see "Removing Jammed Paper".

Reference

- p.121 "Removing Jammed Paper"

When an Indicator to the Right of a Function Key Is Lit

When an indicator to the right of a function key lights up, press the corresponding function key. Then, follow the instructions displayed on the control panel.

BXU203S
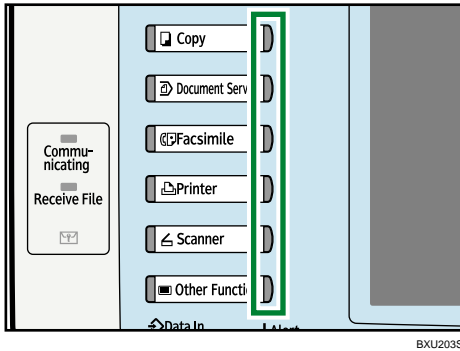
If an error occurs in the function you are using, check the message that appears on the control panel, and then refer to "Messages Displayed" for the relevant function.

Following describe the main reasons the indicator lights up.

Problem	Cause	Solution
Documents and reports do not print out.	The paper output tray is full.	Remove the prints from the tray.
Documents and reports do not print out.	There is no paper left.	Load paper. See p.101 "Loading Paper".
An error has occurred.	The function whose indicator is lit is defective.	Record the code number shown on the display and contact your service representative. See "Messages Displayed" of each chapter. You can use other functions normally.

Problem	Cause	Solution
The machine is unable to connect to the network.	A network error has occurred.	• Check the displayed message and take an appropriate action. See "Messages Displayed" of each chapter. • Check that the machine is correctly connected to the network, and that the machine is correctly set. For details about how to connect the network, see "Connecting the Machine", General Settings Guide. • Contact the network administrator. • If the indicator is still lit even after trying to solve the problem as described here, contact your service representative.

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When You Have Problems Operating the Machine

This section describes common problems and messages.

If other messages appear, follow the instructions displayed.

Problem	Cause	Solution
Although the copier screen appears when the machine is turned on using the main power switch, it cannot be switched to another screen by pressing the [Printer] or [Scanner] key.	Functions other than the copier function are not yet ready.	Wait a little longer.
The machine has just been turned on and the User Tools screen is displayed, but the User Tools menu has items missing.	Functions other than the copier function are not yet ready. Time required varies by function. Functions appear in the User Tools menu when they become ready for use.	Wait a little longer.
The operation switch indicator continues blinking and does not turn off when pressed.	This occurs in the following cases: • The ADF is open. • The machine is communicating with external equipment. • The hard disk is active. • The machine is cooling down.	• Close the ADF, and check if the machine is communicating with external equipment. • Wait a little longer.
The display is off.	The machine is in Energy Saver mode.	Press the [Energy Saver] key to cancel Energy Saver mode.
The display is off.	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.

Problem	Cause	Solution
"Please wait." appears.	This message appears when you turn on the operation switch.	Wait for a while. If the machine does not get ready in a minute, contact your service representative.
"Please wait." appears.	This message appears when the machine is warning up.	• Wait for a while. If the machine does not get ready in a couple of minutes, contact your service representative. • Wait until the message disappears. Do not turn off the main power switch while the message is showing.
"Please wait." appears.	This message appears when you change the toner cartridge.	Wait for a while. If the message does not disappear in two minutes, contact your service representative.
"Memory is full. Do you want to store scanned file?" appears.	The scanned originals exceed the number of sheets/pages that can be stored in the hard disk.	• Press [Store File] to store pages that have been scanned. Delete unnecessary files by pressing [Delete File]. • Press [No] if you are not storing pages that have been scanned. Delete unnecessary files by pressing [Delete File].
The user code entry screen is displayed.	Users are restricted by User Code Authentication.	Enter the user code (up to eight digits), and then press [OK].
The Authentication screen appears.	Basic Authentication, Windows Authentication, LDAP Authentication or Integration Server Authentication is set.	Enter your login user name and user password. See "When the Authentication Screen is Displayed", About This Machine.
"Authentication has failed." appears.	The entered login user name or login password is not correct.	Inquire the user administrator for the correct login user name and login password.
"Authentication has failed." appears.	The machine cannot perform authentication.	Contact the administrator.

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Problem	Cause	Solution
"You do not have the privileges to use this function." continues to be displayed even though you have entered a valid user name.	The logged in user name does not have permission for the selected function.	Contact the administrator about the permission for the required function.
An error message remains, even if misfed paper is removed.	• When a misfeed message appears, it remains until you open and close the cover as required. • Paper is still jammed in the tray.	Remove misfed paper, and then open and close the cover. See p.121 "Removing Jammed Paper".
An error message remains, even if consumables are replaced and/or misfed paper is removed.	This may occur if the HDD is not installed.	Press the [Start] key.
Original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper correctly. Place paper in the paper tray or tray 3 (LCT) with the print side up. Load paper into the large capacity tray (LCT) or bypass tray with the print side down. See p.101 "Loading Paper".
Misfeeds occur frequently.	The tray's side or end fences may not be set properly.	• Remove the misfed paper. See p.121 "Removing Jammed Paper". • Check the side or end fences are set properly. Also, check the side fences are locked. See p.106 "Changing the Paper Size".

Problem	Cause	Solution
Misfeeds occur frequently.	Paper of undetectable size has been loaded.	• Remove the misfed paper. See p.121 "Removing Jammed Paper". • If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. See p.106 "Changing the Paper Size".
Misfeeds occur frequently.	There is a foreign object on the finisher tray.	• Remove the misfed paper. See p.121 "Removing Jammed Paper". • Do not place anything on the finisher tray. It may cause a paper jam.
Misfeeds occur frequently.	The staple cartridge is not set correctly.	Set the staple cartridge properly. The booklet finisher requires the saddle stitch staple cartridge also. For details about how to add staples, see p.114 "Adding Staples".
Cannot print in duplex mode.	Duplex printing cannot be done with paper set in the bypass tray.	When using duplex printing, make settings to use paper from a tray other than the bypass tray.
Cannot print in duplex mode.	[Apply Duplex] is set to [No] for "Paper Type".	In [Tray Paper Settings], under "Paper Type", set [Apply Duplex] to [Yes].
Cannot print in duplex mode.	You cannot select duplex printing if the paper thickness is set to [Thick Paper 2].	In [Tray Paper Settings], under "Paper Type", select a paper thickness other than [Thick Paper 2].

Note

- If you cannot make copies as you want because of paper type, paper size, or paper capacity problems, use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.

- Using curled paper often causes misfeeds, soiled paper edges, or slipped positions while performing staple or stack printing. When using curled paper, take the stiffness out of the paper with your hands to straighten out the curl, or load the paper up side down. Also, to prevent paper from curling, lay paper on a flat surface, and do not lean it against the wall.

When a Job Is Not Performed

If you are not able to carry out your job, it may be that the machine is being used by another function.

Wait until the current job is completed before trying again. In certain cases, you can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously like this is called "Multi-accessing".

Combination Chart

Function Compatibility

The chart shows Function Compatibility when print priority is set to [Interleave]. For details about Print Priority, see "System Settings", General Settings Guide.

△: Simultaneous operations are possible.

●: Operation is enabled when the relevant function key is pressed and remote switching (of the scanner/external extension) is done.

○: Operation is enabled when the [Interrupt] key is pressed to interrupt the preceding operation.

→: Operation is performed automatically once the preceding operation ends.

×: The operation must be started once the preceding operation ends. (Simultaneous operations are not possible.)

Mode before you select		Copy: Operations for Copying	Copy: Stapling	Copy: Sort	Interrupt Copying: Operations for Copying	Interrupt Copying: Copying	Facsimile Transmission: Transmission Operation/Manual Reception Operation	Facsimile Transmission: Scanning an Original for Memory Transmission	Facsimile Transmission: Memory Transmission	Facsimile Transmission: Immediate Transmission	Facsimile Reception: Memory Reception	Facsimile Reception: Printing Received Data	Printer: Data Reception	Printer Print: Printing	Printer Print: Stapling	Scanner: Operations for Scanning	Scanner: Scanning	TWAIN: Scanning	Document Server: Operations for Document Server	Document Server: Scanning a Document to Store in Document Server	Document Server: Printing from Document Server	DeskTop Binder: Printing from Document Server	DeskTop Binder: Sending a Facsimile from Document Server	Web Document Server: Printing
Copy	Operations for Copying	×	×	×	○	○	●	●	△	●	△	△	△	△	△	●	●	●	●	●	●	△	△	△
	Stapling	△*1	→*1	→*1	○	○*5	●	●*2	△	●*2	△	△	△	△	→	●	●*2	●*2	●	●*2	△*4	△	△	△*4
	Sort	△*1	→*1	→*1	○	○	●	●*2	△	●*2	△	△	△	△	△	●	●*2	●*2	●	●*2	△	△	△	△
Interrupt Copying	Operations for Copying	○	○	○	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	×	△	△	△
	Copying	○	○	○	×	×	×	×	△	×	△	→	△	→	→	×	×	×	×	×	×	→	△	→
Facsimile	Transmission Operation/Manual Reception Operation	●	●	●	○	○	×	×	△	×	△	△	△	△	△	●	●	●	●	●	●	△	△	△
	Scanning an Original for Memory Transmission	×	×	×	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	×	△	△	△
	Memory Transmission	△	△	△	△	△	△	△	△*3	△*3	△*3	△*7	△	△	△	△	△	△	△	△	△	△	△*3	△
	Immediate Transmission	×	×	×	×	×	×	×	△*3	×	△*3	△	△	△	△	×	×	×	×	×	×	△	△*3	△
	Memory Reception	△	△	△	△	△	△	△	△*3	△*3	△*3	△*7	△	△	△	△	△	△	△	△	△	△	△*3	△
	Printing Received Data	△	△	△	△	△	△	△	△*7	△	△*7	×	△	△	△	△	△	△	△	△	△	△	△*7	△
Printer	Data Reception	△	△	△	△	△	△	△	△	△	△	△	→	→	→	△	△	△	△	△	△	△	△	△
	Printing	△	△	△	○	○	△	△	△	△	△	△	△	→	→	△	△	△	△	△	△	△	△	△
	Stapling	△	→	△	○	○*5	△	△	△	△	△	△	△	→	→	△	△	△	△	△	△*4	△*4	△	△*4
Scanner	Operations for Scanning	●	●	●	○	○	●	●	△	●	△	△	△	△	△	×	×	●	●	●	●	△	△	△
	Scanning	●	●*2	●*2	○*2	○*2	●	●*2	△	●*2	△	△	△	△	△	×	×	×	●	●*2	●	△	△	△
TWAIN	Scanning	×	×	×	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	×	△	△	△
Document Server	Operations for Document Server	●	●	●	○	○	●	●	△	●	△	△	△	△	△	●	●	●	×	×	×	△	△	△
	Scanning a Document to Store in Document Server	●	×	×	○	○	●	×	△	×	△	△	△	△	△	●	●*2	×	×	×	×	△	△	△
	Printing from Document Server	●	△*4	△	○	○	△	△	△	△	△	△	△	△	△	△	△	△	△*6	△*6	△*6	△	△	△
DeskTop Binder	Printing from Document Server	△	△*4	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	→	△	△
	Sending a Facsimile from Document Server	△	△	△	△	△	△	△*3	△*3	△*3	△*3	△*7	△	△	△	△	△	△	△	△	△	△	→	△
Web Document Server	Printing	△	△*4	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△

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*1   Simultaneous operations are only possible after the preceding job documents are all scanned and [New Job] appears.

*2   You can scan a document after the preceding job documents are all scanned.

*3   Operation is possible when extra lines are added.

*4   During stapling, printing automatically starts after the current job.

*5   Stapling is not available.

*6   Simultaneous operation becomes possible after you press [New Job].

*7   During parallel reception, any subsequent job is suspended until the reception is completed.

Note

- Stapling cannot be used at the same time for multiple functions.

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- If the machine is capable of executing multiple functions simultaneously, specify which function should have priority in "Print Priority". This setting is factory-preset to "Display Mode". For details about Print Priority, see "System Settings", General Settings Guide.

- When the 1000-sheet finisher, the 3000-sheet finisher, or the booklet finisher is installed on the machine, you can specify the output tray where documents are delivered. For details about Output Tray Settings, see "System Settings", General Settings Guide.

- While printing is in progress, scanning a document using another function may take longer than usual.

2. Troubleshooting When Using the Copy/Document Server Function

This chapter describes likely causes of and possible solutions for copier/document server function problems.

Messages Displayed When Using the Copy/ Document Server Function

This section describes the machine's main messages. If other messages appear, follow the instructions they contain.

⭐ **Important**

- If you cannot make copies as you want because of the paper type, paper size or paper capacity problems, use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.
- For messages that are not listed here, see "When You Have Problems Operating the Machine".

🗐 **Reference**

- p.14 "When You Have Problems Operating the Machine"

Message	Cause	Solution
"Authentication has failed."	The entered login user name or login password is not correct.	Inquire the user administrator for the correct login user name and login password.
"Authentication has failed."	The machine cannot perform authentication.	Contact the administrator.
"Cannot detect original size."	The original placed on the exposure glass is a non-standard size.	• Place the original on the exposure glass again. Face the originals down. • If the machine cannot detect the size of the original, specify the size manually - do not use Auto Paper Select mode or the Auto Reduce / Enlarge function. See "Specifying Original Sizes", Copy/Document Server Reference.

Message	Cause	Solution
"Cannot detect original size."	Original is not placed, or the original placed on the exposure glass is a nonstandard size.	• Place the original correctly. • Specify the paper size. • When placing an original directly on the exposure glass, the lifting/lowering action of the ADF triggers the automatic original size detection process. Lift the ADF by more than 30 degrees.
"Cannot punch this paper size."	The Punch function cannot be used with paper size selected.	Select a proper paper size. See "Supplementary Information", Copy/Document Server Reference.
"Cannot staple paper of this size."	The Staple function cannot be used with paper size selected.	Select a proper paper size. See "Supplementary Information", Copy/Document Server Reference.
"Check original orientation."	Original is not placed in a proper orientation.	Change the orientation of the original.
"Check paper size."	An irregular paper size is set.	If you press the [Start] key, copy will start onto the selected paper.
"Duplex is not available with this paper size."	A paper size not available in Duplex mode has been selected.	Select a proper paper size. See "Supplementary Information", Copy/Document Server Reference.
"Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?"	The number of scanned pages exceeds the capacity per file of the Document Server.	To store scanned pages as a file, press [Store File]. Scanned data is stored as a file in the Document Server. If you do not want to store scanned pages, press [No]. Scanned data is deleted.
"File being stored exceeded max. number of pages per file. Copying will be stopped."	The scanned originals have too many pages to store as one document.	Press [Exit], and then store again with an appropriate number of pages.
"Magazine or Booklet mode is not available due to mixed image mode."	You selected the "Magazine" or "Booklet" function for originals scanned using different functions, such as copy and printer.	Make sure originals for the "Magazine" or "Booklet" function are scanned using the same function.

Message	Cause	Solution
"Maximum number of sets is n." (A figure is placed at n.)	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity from [Max. Copy Quantity] in [General Features] under [Copier / Document Server Features].
"Original is being scanned by another function. Switch to the following function, then press the Stop key to cancel scanning or press the Start key to continue."	A function of the machine other than the Copier function is being used such as the Document Server function.	Cancel the job in progress. For example, press [Exit], and then press the [Document Server] key. Next, press the [Clear/Stop] key. When the message "The Stop key has been pressed. Are you sure you want to stop copying?" appears, press [Stop].
"Please wait."	The destination list is being updated from the network using Web Image Monitor.	Wait until the message disappears. Do not switch off the power while this message is displayed. Depending on the number of destinations to be updated, there may be some delay before you can resume operation. Operations are not possible while this message is displayed.
"Rotate Sort is not available with this paper size."	A size of paper for which Rotate Sort is not available is selected.	Select a proper paper size. See "Supplementary Information", Copy/ Document Server Reference.
"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."	You have tried to delete files without the authority to do so.	Files can be deleted by the person who created the file. To delete a file which you are not authorized to delete, contact the person who created the file.
"You do not have the privileges to use this function."	The logged in user name does not have permission for the selected function.	Contact the administrator about the permission for the required function.

When You Cannot Make Clear Copies

This section describes likely causes of and possible solutions for unclear copies.

Problem	Cause	Solution
Copies appear dirty.	Image density is too high.	Adjust the image density settings. See "Adjusting Copy Image Density", Copy/Document Server Reference.
Copies appear dirty.	Auto Image Density is not selected.	On the control panel, select [Auto Density].
The reverse side of an original image is copied.	Image density is too high.	Adjust the image density settings. See "Adjusting Copy Image Density", Copy/Document Server Reference.
The reverse side of an original image is copied.	Auto Image Density is not selected.	On the control panel, select [Auto Density].
A shadow appears on copies if you use pasted originals.	Image density is too high.	• Adjust the image density settings. See "Adjusting Copy Image Density", Copy/Document Server Reference. • Change the orientation of the original. • Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass, scanning glass, or ADF is dirty.	Clean them. See p.143 "Maintaining Your Machine".
The same copy area is dirty whenever making copies.	• The original that has already been printed is scanned. • Original Type is set to [Text / Photo], and an original with text and photographs that can hardly be distinguished from each other is loaded.	On the control panel, press [Generation Copy], and then begin copying.

Problem	Cause	Solution
Copies are too light.	Image density is too light.	Adjust the image density settings. See "Adjusting Copy Image Density", Copy/Document Server Reference.
Copies are too light.	A light copy may result when you use damp or rough grain paper.	Use recommended paper only and be sure its storage environment meets the recommended temperature and humidity conditions. For details about recommended paper and the proper way to store it, see "Recommended Paper Sizes and Types" and "Paper Storage", About This Machine.
Copies are too light.	Toner cartridge is almost empty.	Add toner. See p.110 "Adding Toner".
Parts of images are not copied.	The original is not set correctly.	Set originals correctly. See "Placing Originals", Copy/Document Server Reference.
Parts of images are not copied.	The correct paper size is not selected.	Select the proper paper size.
Parts of images are not copied.	Even if you place originals in the ADF correctly, margin of a few millimeters on all four sides of the original might not be copied.	Use "Create Margin" function to reduce the image of its original size. For details about missing image area, see "Missing Image Area", Copy/Document Server Reference.
Images appear only partially.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity condition. For details about the proper way to store it, see "Paper Storage", About This Machine.
Black lines appear.	The exposure glass or scanning glass is dirty.	Clean them. See p.143 "Maintaining Your Machine".
White lines appear.	The exposure glass or scanning glass is dirty.	Clean them. See p.143 "Maintaining Your Machine".
White lines appear.	When ⬇ is blinking, toner is beginning to run out.	Add toner. See p.110 "Adding Toner".

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Problem	Cause	Solution
Copies are blank.	The original is not set correctly.	When using the exposure glass, face the originals down. When using the ADF, face them up.
A moire pattern is produced on copies. **R** ⇨ R	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.
Black spots appear on the copy of a photographic print.	Because of high humidity, the photographic print has stuck to the exposure glass.	Place the print on the exposure glass in either of the following ways: • Place an OHP transparency on the exposure glass, and then place the print on the OHP transparency. • Place the print on the exposure glass, and then place two or three sheets of white paper on it. Leave the ADF open when copying.
The image on the back side of duplex copies has mottled blank patches or is smudged.	Missing patches and smudges are caused by moisture leaking from the paper.	• Do not install the machine in areas that are susceptible to low temperatures. • Use paper that has been stored where temperature and humidity conditions meet the limitations we recommend. For details about the paper storage conditions we recommend, see "Paper Storage", About This Machine.

When You Cannot Make Copies As Wanted

This section describes likely causes of and possible solutions for unsatisfactory copy results.

Basic

Problem	Cause	Solution
Misfeeds occur frequently.	The number of sheets loaded exceeds the capacity of the machine.	Load paper only as high as the upper limit markings on the side fences of the paper tray or bypass tray.
Misfeeds occur frequently.	The paper tray's side fences are set too tightly.	Push the side fences lightly, and then reset it.
Misfeeds occur frequently.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity condition. See "Paper Storage", About This Machine.
Misfeeds occur frequently.	The paper is too thick or too thin.	Use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.
Misfeeds occur frequently.	The copy paper is wrinkled or has been folded/creased.	Use recommended paper only and be sure its storage environment meets the recommended temperature and humidity conditions. For details about recommended paper and the proper way to store it, see "Recommended Paper Sizes and Types" and "Paper Storage", About This Machine.
Misfeeds occur frequently.	Printed paper is being used.	Do not use paper that has been already copied or printed onto.
Copy paper becomes creased.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity condition. See "Paper Storage", About This Machine.
Copy paper becomes creased.	The paper is too thin.	Use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.

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Problem	Cause	Solution
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. See p.131 "Removing Jammed Staples".
Copies are not stapled.	Copy paper is curled.	Turn the copy paper over in the tray.
Copies are stapled as separate batches.	The number of copies is too great for the stapler to staple as a single batch.	Check the stapler capacity. See "Supplementary Information", Copy/Document Server Reference.
Staples are wrongly positioned.	Originals are not set correctly.	Check the correct position to place the originals. For details about how to place originals with stapling, see "Staple", Copy/Document Server Reference.
Paper does not output during printing with stapling.	When you stop printing while using the staple function, paper not stapled during printing may be left in the staple unit.	Press the [Clear Modes] key and cancel copy settings, including stapling.
Saddle-stitched documents come apart and do not stack properly.	Certain types of paper are resistant to folding and open out after being folded and stitched.	Use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions and make the settings again. See "Function Compatibility", Copy/Document Server Reference.
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were delivered in two blocks.	In [Copier / Document Server Features], under [Input / Output], set [Memory Full Auto Scan Restart] to [Off].
The copy is grayed out or a text pattern appears in the background of the copy.	You have copied a copy-guarded document protected from unauthorized copying.	Check the document. For details about how to prevent unauthorized copying of the document, see "Preventing an Unauthorized Copy", About This Machine.

Problem	Cause	Solution
Images are skewed.	The side fences in the paper feed tray are not set properly.	Make sure the side fences are set properly. For details about how to set the side fences, see p.106 "Changing the Paper Size".
Images are skewed.	The paper is feeding in at a slant.	Load the paper correctly. See p.101 "Loading Paper".
Edges of sheets are creased.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity conditions. See "Paper Storage", About This Machine.
Edges of sheets are creased.	You are using non-recommended paper.	Use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.
Sheets are feeding in together, resulting in jams.	Sheets are sticking together.	Fan the pages to loosen the paper before loading it. Alternatively, feed the paper one sheet at a time.
"Add Staple" message appears and the Staple function cannot be used.	The staple cartridge is not set properly.	Make sure the staple cartridge is set properly.

Edit

Problem	Cause	Solution
In "Double Copies" mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Specify the paper size again. For example, select 11 × 17$\square$ for 8$^1/_2$ × 11$\square$ originals. See "Double Copies", Copy/Document Server Reference.
In "Erase Border", "Erase Center", or "Erase Center / Border" mode, parts of the original image are not copied.	You set a wide erased margin.	Make the margin width narrower. You can adjust it between 2 - 99 mm (0.1 - 3.9 inches).

Problem	Cause	Solution
In "Erase Border", "Erase Center", or "Erase Center / Border" mode, parts of the original image are not copied.	Originals are not scanned correctly.	Place the originals correctly.
In "Margin Adjustment" mode, parts of the original image are not copied.	• You set a wide erased margin. • There is a lack of margin space on the opposite side of the binding position.	Set a narrower margin with User Tools. You can set the width between 0 - 30 mm (0 - 1.2 inches).
In "Image Repeat" mode, the original image is not copied repeatedly.	You selected copy paper the same size as the originals, or you did not select the proper reproduction ratio.	Select copy paper larger than the originals or select the proper reproduction ratio.

Stamp

Problem	Cause	Solution
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.
The stamp is not printed on the back side of sheets when duplex copying.	The back side stamp position is incorrect for the paper size.	Reset the back side stamp position. For details about Duplex Back Page Stamping Position, see "Stamp", General Settings Guide.

Combine

Problem	Cause	Solution
Copies made with the "Booklet" or "Magazine" function cannot be folded into a book correctly.	You selected a setting ("Open to Left" or "Open to Right") that does not match the orientation of originals.	In [Copier / Document Server Features], under [Edit], set [Orientation: Booklet, Magazine] properly.

Problem	Cause	Solution
When using "Combine", parts of the image are not copied.	You specified a reproduction ratio that does not match the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper. Select the correct reproduction ratio before using Combine mode. See "One-Sided Combine", "Two-Sided Combine", or "Auto Reduce/Enlarge", Copy/ Document Server Reference.
Copies are not in correct order.	You placed the originals in the incorrect order.	When placing a stack of originals in the ADF, the last page should be on the bottom. If you place an original on the exposure glass, start with the first page to be copied.

Duplex

Problem	Cause	Solution
Cannot print in duplex mode.	You have loaded paper on the bypass tray.	Remove paper loaded on the bypass tray. Load paper in a tray other than bypass tray.
Cannot print in duplex mode.	You have loaded paper exceeding 169 g/m^2.	Change the paper.
Cannot print in duplex mode.	[Apply Duplex] is set to [No] for "Paper Type".	In [Tray Paper Settings], under "Paper Type", set [Apply Duplex] to [Yes].
Copies are not in correct order.	You placed the originals in the incorrect order.	When placing a stack of originals in the ADF, the last page should be on the bottom. If you place an original on the exposure glass, start with the first page to be copied.
When using "Duplex", copy is made top to bottom even though [Top to Top] is selected.	You placed the originals in the wrong orientation.	Place the original in the correct orientation. See "Duplex", Copy/ Document Server Reference.

Document Server

Problem	Cause	Solution
Cannot access file.	The file is password protected.	Contact the administrator. To delete the files stored in the document server, select [Delete All Files in Document Server] under [Administrator Tools] in [System Settings]. As this will permanently delete every single file, make sure the document server does not contain any files you want to keep. For details about Delete All Files in Document Server, see "System Settings", General Settings Guide.
You cannot find out what is stored in a file.	You may not be able to ascertain the contents of a file simply from the file name.	You can switch the Select File screen between "List" and "Thumbnails" display to check the contents of the file. Check information other than the file name. • List display The file name, data of storage, and user name are shown. • Thumbnails display An image of the stored file appears. You can enlarge the image by pressing [Preview]. See "Preview Display", Copy/Document Server Reference.
Memory frequently becomes full.	The document server memory is full.	Delete unnecessary files. On the file selection display, select unnecessary files, and then press [Delete File]. If this does not increase available memory, do the following. • Switch to the scanner screen, and then delete unnecessary files stored under the scanner function. • Switch to the printer screen, and then delete unnecessary files stored under Sample Print, Locked Print, Hold Print, or Stored Print.

Problem	Cause	Solution
"Cannot display preview of this page." appears, and you can not check the thumbnail image.	The image data may have been corrupted.	Press [Exit] to display the preview screen without a thumbnail. If the selected document contains several pages, press [Switch] on the "Display Page" area to change the page, and then a preview of the next page will appear.

When Memory Is Full

This section describes likely causes of and possible solutions for problems related to full memory.

Message	Cause	Solution
"Memory is full. nn originals have been scanned. Press [Print] to copy scanned originals. Do not remove remaining originals." "n" in the message represents a changeable number.	The scanned originals exceeds the number of pages that can be stored in memory.	Press [Print] to copy scanned originals and cancel the scanning data. Press [Stop] to cancel the scanning data and not copy.
"Press [Continue] to scan and copy remaining originals."	The machine checked if the remaining originals should be copied, after the scanned originals were printed.	To continue copying, remove all copies, and then press [Continue]. To stop copying, press [Stop].

Note

- If you set [Memory Full Auto Scan Restart] in [Input / Output] of User Tools to [On], even if the memory becomes full, the memory overflow message will not be displayed. The machine will make copies of the scanned originals first, and then automatically proceed to scan and to copy the remaining originals. In this case, the resulting sorted pages will not be sequential. For details about Memory Full Auto Scan Restart, see "Copier/Document Server Features", General Settings Guide.

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3. Troubleshooting When Using the Facsimile Function

This chapter describes likely causes of and possible solutions for facsimile function problems.

Adjusting the Volume

This section describes how to adjust the volume.

You can change the volume of the following sounds that the machine makes.

On Hook Mode

Heard when [On Hook] is pressed.

At Transmission

Heard when "Immediate Transmission" is performed.

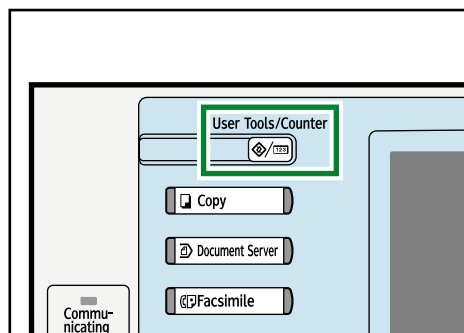**At Reception**

Heard when the machine receives a document.

At Dialing

Heard after pressing the [Start] key, until the line connects to the destination.

At Printing

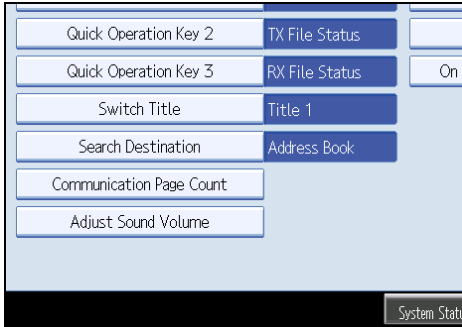Heard when a received document is printed.

1. **Press the [User Tools / Counter] key.**

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2. **Press [Facsimile Features].**
3. **Check that [General Settings] screen appears.**

4. Press [Adjust Sound Volume].

5. Press [Lower] or [Louder] to adjust the volume, and then press [OK].

You can hear the actual volume by pressing [Check].

If you press [Cancel], the volume setting is canceled. The display returns to that of step 4.

You can set the volume level to between 0 and 7.

6. Press the [User Tools / Counter] key.

The standby display appears.

🔸**Note**

- You can adjust the On Hook volume when you press [On Hook]. See "On Hook Dial", Facsimile Reference.

Messages Displayed When Using the Facsimile Function

This section describes the machine's main messages. If other messages appear, follow their instructions.

Message	Cause	Solution
"Authentication has failed."	The entered login user name or login password is not correct.	Inquire the user administrator for the correct login user name and login password.
"Authentication has failed."	The machine cannot perform authentication.	Contact the administrator.
"Cannot detect original size. Select scan size."	The machine failed to detect the size of the original.	On the control panel, under [Scan Size], specify the scan area in [Scan Settings], and then resend the document.
"Cannot find the specified path. Please check the settings."	The name of the computer or folder entered as the destination is wrong.	Check whether the computer name and the folder name for the destination are correct.
"Check whether there are any network problems." [13-10]	The alias telephone number you entered is already registered on the gatekeeper by another device.	- In [Facsimile Features], under [Initial Settings], select [H.323 Settings], and then check the alias telephone number is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. - Contact the network administrator.
"Check whether there are any network problems." [13-11]	Cannot access gatekeeper.	- In [Facsimile Features], under [Initial Settings], select [H.323 Settings], and then check "Gatekeeper Address" is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. - Contact the network administrator.

3

Message	Cause	Solution
"Check whether there are any network problems." [13-17]	Registering of user name is rejected by SIP server.	• In [Facsimile Features], under [Initial Settings], select [SIP Settings], and then check "SIP Server IP Address" and "SIP User Name" are correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Contact the network administrator.
"Check whether there are any network problems." [13-18]	Cannot access SIP server.	• In [Facsimile Features], under [Initial Settings], select [SIP Settings], and then check "SIP Server IP Address" is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Contact the network administrator.
"Check whether there are any network problems." [13-24]	The password registered for the SIP server is not the same as the password registered for this machine.	Contact the administrator.

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Message	Cause	Solution
"Check whether there are any network problems." [13-25]	In [Effective Protocol], the IP address is not enabled, or an incorrect IP address has been registered.	• In [System Settings], under [Interface Settings], select [Effective Protocol], and then check "IPv4" is programmed to "Active". You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • In [System Settings], under [Interface Settings], select [Machine IPv4 Address], and then check the IP address is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Contact the administrator.
"Check whether there are any network problems." [13-26]	The "Effective Protocol" and "SIP Server IP Address" settings are different, or an incorrect IP address has been registered.	• In [System Settings], under [Interface Settings], check the IP address is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Contact the administrator.

3

Message	Cause	Solution
"Check whether there are any network problems." [14-01]	The DNS server, SMTP server, or folder specified for transfer to was not found, or, the destination for Internet Fax around (not through) the SMTP server could not be found.	• In [System Settings], under [Interface Settings], check the DNS server is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • In [System Settings], under [File Transfer], select [SMTP Server], and then check "Server Name" or "Port No." is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Check that the folder for transfer is correctly specified. • Check that the computer in which the folder for transfer is specified is correctly operated. • Check that the LAN cable is correctly connected to the machine. • Contact the network administrator of the destinations. • Contact the network administrator.

3

Message	Cause	Solution
"Check whether there are any network problems." [14-09]	E-mail transmission was refused by SMTP authentication, POP before SMTP authentication or login authentication of the computer in which the folder for transfer is specified.	• In [System Settings], under [File Transfer], select [SMTP Authentication], [POP before SMTP], or [Fax E-mail Account], and then check that "User Name" and "Password" are correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Check that the user ID and password for the computer in which the folder for transfer is specified are correctly programmed. • Check that the folder for transfer is correctly specified. • Check that the computer in which the folder for transfer is specified is correctly operated. • Contact the network administrator.
"Check whether there are any network problems." [14-33]	Neither the machine's nor the administrator's e-mail address is registered.	• In [System Settings], under [File Transfer], select [Fax E-mail Account], and then check that "E-mail Address" is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Contact the network administrator.
"Check whether there are any network problems." [15-01]	No POP3/IMAP4 server address is programmed.	• In [System Settings], under [File Transfer], select [POP3 / IMAP4 Settings], and then check "Server Name" is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Contact the network administrator.

3

Message	Cause	Solution
"Check whether there are any network problems." [15-02]	Cannot log on to the POP3/ IMAP4 server.	• In [System Settings], under [File Transfer], select [Fax E-mail Account], and then check that "User Name" and "Password" are correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Contact the network administrator.
"Check whether there are any network problems." [15-03]	No machine e-mail address is programmed.	• In [System Settings], under [File Transfer], check that the machine e-mail address is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Contact the network administrator.

3

Message	Cause	Solution
"Check whether there are any network problems." [15-11]	Cannot find the DNS server or POP3/IMAP4 server.	• In [System Settings], under [Interface Settings], check the IP address of the DNS Server is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • In [System Settings], under [File Transfer], select [POP3 / IMAP4 Settings], and then check "Server Name" is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • In [System Settings], under [File Transfer], select [E-mail Communication Port], and then check the port number of the POP3/IMAP4 server is correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Check that the LAN cable is correctly connected to the machine. • In [System Settings], under [File Transfer], select [Reception Protocol], and then check the reception protocol is correctly programmed. You can also use the Web Image Monitor. See the Web Image Monitor's Help. • Contact the network administrator.

3

Message	Cause	Solution
"Check whether there are any network problems." [15-12]	Cannot log on to the POP3/IMAP4 server.	• In [System Settings], under [File Transfer], select [Fax E-mail Account], and then check that "User Name" and "Password" are correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • In [System Settings], under [File Transfer], check that the user name and password for POP before SMTP authentication are correctly programmed. You can also use the Web Image Monitor for confirmation. See the Web Image Monitor's Help. • Contact the network administrator.
"Connection with LDAP server has failed. Check the server status."	A network error has occurred and connection has failed.	• Try the operation once more. If the message is still shown, the network may be crowded. • In [System Settings], under [Administrator Tools], check the settings of LDAP server. For details, see "Programming the LDAP server", General Settings Guide.
"Error occurred, and transmission was canceled."	• Original jammed during Immediate Transmission. • A problem occurred in the machine, or noise occurred on the telephone line.	Press [Exit], and then send the documents again.
"Exceeded max. No. of display search results. Max.: n" (A figure is placed at n.)	The number of search results has exceeded the maximum number of items that can be displayed.	Search again after changing the search conditions.

Message	Cause	Solution
"Exceeded time limit for LDAP server search. Check the server status."	A network error has occurred and connection has failed.	• Try the operation once more. If the message is still shown, the network may be crowded. • In [System Settings], under [Administrator Tools], check the settings of LDAP server. For details, see "Programming the LDAP server", General Settings Guide.
"Functional problems with facsimile. Data will be initialized."	There is a problem with the fax.	Record the code number shown on the display and contact your service representative. Other functions can be used.
"LDAP server authentication has failed. Check the settings."	A network error has occurred and connection has failed.	Make settings correctly for the user name and the password for LDAP server authentication.
"Original is being scanned by another function. Switch to the following function, then press the Stop key to cancel scanning or press the Start key to continue."	A function of the machine other than the Facsimile function is being used such as the Document Server function.	Before sending a file by fax, cancel the job in progress. For example, press [Exit], and then press the [Document Server] key. Next, press the [Clear/Stop] key. When the message "The Clear / Stop key was pressed. Are you sure you want to stop scanning?" appears, press [Stop].
"Put original back, check it and press the Start key."	Original jammed during Memory Transmission.	Press [Exit], and then send the documents again.
"Remove the paper from Internal Tray 1."	Internal tray 1 is full.	Remove the paper. If the other tray is also full, the tray name shown on the display changes. Remove paper from the tray indicated on the display.
"Some invalid destination(s) contained. Do you want to select only valid destination(s)?"	The specified group contains fax destinations, e-mail destinations, and/or folder destinations, either of which are incompatible with the specified transmission method.	In the message that appears at each transmission, press [Select].

3

Message	Cause	Solution
"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."	You tried to delete a document for which you do not have permission to delete.	Only the administrator can delete this document. Contact the administrator if you want to delete a document for which you do not have permission to delete.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	The destination list is being updated from the network using Web Image Monitor.	Wait until the message disappears. Do not switch off the power while this message is displayed. Depending on the number of destinations to be updated, there may be some delay before you can resume operation. Operation is not possible while this message is displayed.
"You do not have the privileges to use this function."	The logged in user name does not have permission for the selected function.	Contact the administrator about the permission for the required function.

Note

- If "Check whether there are any network problems." appears, the machine is not correctly connected to the network or the settings of the machine are not correct. If you do not need to connect to a network, you can specify the setting so this message is not displayed, and then the [Facsimile] key no longer lights. For details about how to do this, see "Parameter Settings", General Settings Guide. If you reconnect the machine to the network, be sure to set "Display" by configuring the appropriate User Parameter.

- If the paper tray runs out of paper, "There is no paper. Load paper." appears on the display, asking you to add paper. If there is paper left in the other trays, you can receive documents as usual, even if the message appears on the display. You can turn this function on or off with "Parameter Settings". For details about how to do this, see "Parameter Settings", General Settings Guide.

When You Cannot Send or Receive Fax Messages As Wanted

This section describes likely causes of and possible solutions for transmission and reception-related problems.

Transmission/Reception

Problem	Cause	Solution
Both transmission and reception are impossible.	The modular cord may be disconnected.	Make sure the modular cord is correctly connected. See "Connecting the Machine to a Telephone Line and Telephone", General Settings Guide.
Both transmission and reception are impossible.	The terminal adaptor setting is incorrect.	Check the setting.

Transmission

Problem	Cause	Solution
Document appears blank at the other end.	The original was placed upside down.	When the original is placed directly on the exposure glass, the side to be scanned must face down. When the original is fed via the ADF, the side to be scanned must face up.
Printed or sent images are spotty.	The ADF, exposure glass or scanning glass is dirty.	Clean them. See p.143 "Maintaining Your Machine". Make sure ink or correction fluid is dry before placing originals.
Reception is possible, but transmission is impossible.	The terminal adaptor setting is incorrect.	Check the setting.
Reception is possible, but transmission is impossible.	There are regions and telephone exchanges where a dial tone can not be detected.	Turn the dial tone detection off in User Parameters. For details about how to do this, see "Parameter Settings", General Settings Guide.
Transmission failed due to "maximum e-mail size" error.	If the e-mail size specified on the machine is too large, the Internet Fax document cannot be sent.	In [Facsimile Features], under [Send Settings], set [Max. E-mail Size] to [Off], or set the maximum e-mail size to larger value. Then, re-send the document.

Problem	Cause	Solution
When using On Hook Dial or Manual Dial, "Receiving" appears and transmission is not allowed.	If the machine fails to detect the size of the original when [Start] key is pressed, it performs a receiving operation.	Press [Scan Size] in [Scan Settings], select the scan area, and then resend the document. If you use On Hook Dial or Manual Dial frequently, it is recommended that you set "Receive documents by pressing the [Start] key when originals are not set." to "Off" in User Parameters. If this is set to "Off", when using Manual Dial you cannot receive by pressing the [Start] key. For details about how to do this, see "Parameter Settings", General Settings Guide.
LAN-Fax Driver does not work.	The entered login user name, login password, or driver encryption key is incorrect.	Check your login user name, login password, or driver encryption key, and enter them correctly. Contact the administrator.
LAN-Fax Driver does not work.	A high security level is set by the extended security function.	Contact the administrator.
Although a group specification was set for the following, reception was not possible. Receiving Station of Information Box, Forwarding, Forwarding of Special Sender, Reception Report e-mail, Email TX Results, routing e-mail received via SMTP.	The number of specified destinations exceeds the maximum number that can be specified as a group.	A maximum of 500 parties can be specified for a group. Check if there are over the specified numbers registered in the address book. If a group was registered in another group or specified as Receiving Stations 1 to 5 for the Transfer Box, transmission is canceled but an error message does not appear.

3

Reception

Problem	Cause	Solution
The machine failed to print received fax documents.	If this happened when the Receiving File indicator was lit, low paper may have caused printing to stop.	• Load paper into the tray. • Add toner. For details about Substitute Reception, see "Substitute Reception", Facsimile Reference.
The machine failed to print received fax documents.	In [Facsimile Features], under [Reception Settings], [Store] has been selected for [Reception File Setting].	Print the fax documents using a Web browser or the Print Stored RX File function. See "Printing Received and Stored Documents" and "Viewing, Printing, and Deleting Received Fax Documents Using a Web Image Monitor", Facsimile Reference.
The machine failed to print received fax documents.	Load Paper indicator is lit.	Load paper into the tray. See p.101 "Loading Paper".
Transmission is possible, but reception is impossible.	The terminal adaptor setting is incorrect.	Check the setting.
While pressing [Manual E-mail RX], "Cannot receive E-mails currently." appears and e-mail cannot be received.	The machine is receiving an ondemand e-mail message (e-mail inquiry from the administrator).	After the e-mail is received, press [Manual E-mail RX], and then try again.

Printing

Problem	Cause	Solution
Print is slanted.	The tray's side fences might not be locked.	Check the side fences are locked. See p.106 "Changing the Paper Size".
Print is slanted.	The paper is fed at a slant.	Load the paper correctly. See p.101 "Loading Paper".
Print is slanted.	The cover of the machine is open.	Check the cover is closed properly.
Misfeeds occur frequently.	The number of feeding in the paper tray exceeds the capacity of the machine.	Load paper only as high as the upper limit markings on the side fences of the paper tray or bypass tray.

Problem	Cause	Solution
Misfeeds occur frequently.	The paper tray's side fences are set too tightly.	Push the side fences lightly, and then reset it.
Misfeeds occur frequently.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity condition. See "Paper Storage", About This Machine.
Misfeeds occur frequently.	The paper is too thick or too thin.	Use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.
Misfeeds occur frequently.	The copy paper is wrinkled or has been folded/creased.	Use recommended paper only and be sure its storage environment meets the recommended temperature and humidity conditions. For details about recommended paper and the proper way to store it, see "Recommended Paper Sizes and Types" and "Paper Storage", About This Machine.
Misfeeds occur frequently.	Printed paper is being used.	Do not load sheets that have already been copied or printed onto by another machine.
Misfeeds occur frequently.	Sheets are sticking together.	Fan the sheets thoroughly before loading them. Alternatively, feed the sheets into the machine one at a time.
Sheets are feeding in together, resulting in jams.	The pages are sticking together.	Fan the sheets thoroughly before loading them. Alternatively, feed the sheets into the machine one at a time.
Copy paper becomes creased.	Printed paper is being used.	Do not use paper that has been already copied or printed onto.
Copy paper becomes creased.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity condition. See "Paper Storage", About This Machine.
Copy paper becomes creased.	The paper is too thin.	Use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.

Problem	Cause	Solution
Edges of sheets are creased.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity conditions. See "Paper Storage", About This Machine.
Edges of sheets are creased.	You are using non-recommended paper.	Use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.
Images are only partially printed.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity condition. See "Paper Storage", About This Machine.
Black lines appear on the print produced at the destination.	The ADF, exposure glass or scanning glass is dirty.	Clean them. See p.143 "Maintaining Your Machine".
Background of received images appears dirty. Images from the back of the page appear.	Image density is too high.	Adjust the scan density settings. For details about how to change the density, see "Density (Contrast)", Facsimile Reference.
Received image is too light.	When using moist, rough, or processed paper, areas of print may not be fully reproduced.	Use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.
Received image is too light.	When ⬒ is blinking, toner is beginning to run out.	Add toner. See p.110 "Adding Toner".
Received image is too light.	The image density has been set too low.	Increase the scanning density. For details about how to change the density, see "Density (Contrast)", Facsimile Reference.
Received image is too light.	The original of the transmitted fax was printed on paper that is too thin.	Ask the sender to reprint the original on thicker paper and fax it again.

3

Others

Problem	Cause	Solution
All fax documents stored in memory have been lost. Those documents include ones stored through Memory Transmission/Reception, Memory Lock, or Substitute Reception.	When about one hour passes after power to the machine is turned off, all fax documents stored in memory are lost.	If any documents have been lost for this reason, a Power Failure Report is automatically printed when the machine is turned on. If fax documents stored for Memory Transmission have been lost, check the destinations and resend the documents. If fax documents received through Memory, Memory Lock or Substitute Reception have been lost, ask the senders to resend the documents. See p.55 "Turning Off the Main Power / In the Event of Power Failure".
When a correct password is entered, you cannot print documents that appear in the Personal box or Information box, or transmit / print out stored documents.	Documents are locked by a security function if incorrect passwords are entered a certain number of times.	Contact the administrator.
[Prg. Dest.] or [Manual Entry] does not appear.	This function is made unavailable by the enhanced security function.	Contact the administrator.
The following functions are not available: Forwarding, Store File in the Information Box, routing e-mail received via SMTP.	This function is made unavailable by the enhanced security function.	Contact the administrator.
If several destinations are selected for the broadcasting sequence, the data is sent over several transmissions.	Encrypted e-mails are sent to the destinations for which S/MIME authentication is set, and plain text e-mails are sent to the destinations for which S/MIME authentication is not set.	Make sure S/MIME-authentication destinations are separate from plain text destinations. Contact the administrator for details about destination settings.
Cannot print JPEG format files with the Mail to Print function.	Only JFIF files are printable. (JFIF is a JPEG subformat.)	Make sure the files you are trying to print are in JFIF subformat.

When Memory Is Full

This section describes likely causes of and possible solutions for problems related to full memory.

Message	Cause	Solution
"Memory is full. Cannot scan more. Transmission will be stopped."	The memory is full.	If you press [Exit], the machine returns to standby mode and starts transmitting the stored pages. Check the pages that have not been sent using the Communication Result Report, and then resend those pages.

3

If an Error Report Is Printed

An Error Report is printed if a document cannot be successfully sent or received.

Possible causes include a problem with the machine or noise on the telephone line. If an error occurs during transmission, resend the original. If an error occurs during reception, ask the sender to resend the document.

⭐**Important**

- If an error happens frequently, contact your service representative.
- The "Page" column gives the total number of pages. The "Page not sent" or "Page not received" column gives the number of pages not sent or received successfully.
- You can display destinations by configuring the appropriate User Parameter. For details about how to do this, see "Parameter Settings", General Settings Guide.
- You can display sender names by configuring the appropriate User Parameter. For details about how to do this, see "Parameter Settings", General Settings Guide.

Turning Off the Main Power / In the Event of Power Failure

The following notes concern power failure and turning off the machine.

⚠ CAUTION

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

⭐ **Important**

- Do not turn off the main power switch while the power indicator is lit or blinking. If you do, the hard disk and memory may be damaged and failure could result.

- Turn off the main power switch before pulling out the plug. If you pull out the plug with the switch on, the hard disk and memory may be damaged and failure could result.

- Make sure 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently present in memory.

- Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Keep the machine plugged in and the main power switch on for about 24 hours after the power loss.

Even if the main power switch is turned off, the contents of the machine memory (for example, programmed numbers) will not be lost. However, if power is lost for about one hour because the main power switch is turned off, there is a power cut, or the power cable is removed, contents of the Fax memory are lost. Lost items will include any fax documents stored in memory using Memory Transmission/Reception, or Memory Lock.

If a file was deleted from memory, a Power Failure Report is automatically printed as soon as the power is restored.

This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, resend it. If a document received by Memory Reception or Substitute Reception was lost, ask the sender to resend it.

When an Error Occurs Using Internet Fax

This section describes reports that the machine sends if an Internet Fax error occurs.

Error Mail Notification

The machine sends the Error Mail Notification to the sender when it is unable to successfully receive a particular e-mail message. A "cc" of this notification is also sent to the administrator's e-mail address when one is specified.

⭐ **Important**

- **If an incoming Internet Fax from another party bypasses the SMTP server, even if reception is not successful, an Error Mail Notification is not sent to the sender.**

⬇ **Note**

- You can select to send Error Mail Notification by configuring the appropriate User Parameter. For details about how to do this, see "Parameter Settings", General Settings Guide.

- If Error Mail Notification cannot be sent, the Error Report (E-mail) is printed by the machine.

- If an error occurs when an e-mail is received via SMTP, the SMTP server sends an error e-mail to the originator of the document.

Error Report (E-mail)

The Error Report (E-mail) is printed by the machine when it is unable to send an Error Mail Notification.

Server-Generated Error E-mail

The transmitting server sends this error e-mail to the originator of e-mail that cannot be transmitted successfully (due to reasons such as specifying an incorrect e-mail address).

⭐ **Important**

- **If an Internet Fax transmission bypasses the SMTP server, even if transmission is not successful, an error e-mail is not sent from the server.**

⬇ **Note**

- After a server-generated error e-mail is printed, the first page of the sent document is printed.

4. Troubleshooting When Using the Printer Function

This chapter describes likely causes of and possible solutions for printer function problems.

Messages Displayed When Installing the Printer Driver

This section describes what to do if a message appears when installing the printer driver.

Message number 58 or 34 indicates that the printer driver cannot be installed using Auto Run. Install the printer driver using [Add Printer] or [Install Printer].

Message number 58 appears if there is a newer version of the printer driver already installed.

Windows 2000

This section describes the procedure under Windows 2000.

1. **On the [Start] menu, point to [Settings], and then click [Printers].**

2. **Double-click the Add Printer icon.**

3. **Follow the instructions in Add Printer Wizard.**

   If the printer driver is on a CD-ROM, the location of the driver is "\DRIVERS\(PCL5E or PS)\XP_VISTA\(language)\DISK1" or "\DRIVERS\PCL6\XP_VISTA\MUI\DISK1". If the installer starts, click [Cancel] to quit.

4. **Specify a port.**

🔸Note

- Available ports vary according to your Windows operating system or the type of interface. For details, see "Preparing the Machine", Printer Reference.

- The PCL6 printer driver is installed in the language specified by your operating system.

Windows XP Professional or Windows Server 2003/2003 R2

This section describes the procedure under Windows XP Professional or Windows Server 2003/2003 R2.

1. **On the [Start] menu, click [Printers and Faxes].**

2. **Click [Add a printer].**

3. **Follow the instructions in Add Printer Wizard.**

   If the printer driver is on a CD-ROM, the location of the driver is "\DRIVERS\(PCL5E or PS)\XP_VISTA \(language)\DISK1" or "\DRIVERS\PCL6\XP_VISTA\MUI\DISK1". If the installer starts, click [Cancel] to quit.

4. **Specify a port.**

⬇ Note

- Available ports vary according to your Windows operating system or the type of interface. For details, see "Preparing the Machine", Printer Reference.

- The PCL6 printer driver is installed in the language specified by your operating system.

4 Windows XP Home Edition

This section describes the procedure under Windows XP Home Edition.

1. **On the [Start] menu, click [Control Panel].**

2. **Click [Printer and Other Hardware].**

3. **Click [Printers and Faxes].**

4. **Click [Add a Printer].**

5. **Follow the instructions in Add Printer Wizard.**

   If the printer driver is on a CD-ROM, the location of the driver is "\DRIVERS\(PCL5E or PS)\XP_VISTA \(language)\DISK1" or "\DRIVERS\PCL6\XP_VISTA\MUI\DISK1". If the installer starts, click [Cancel] to quit.

6. **Specify a port.**

⬇ Note

- Available ports vary according to your Windows operating system or the type of interface. For details, see "Preparing the Machine", Printer Reference.

- The PCL6 printer driver is installed in the language specified by your operating system.

Windows Vista or Windows Server 2008

This section describes the procedure under Windows Vista.

1. **On the [Start] menu, click [Control Panel].**

2. **Click [Hardware and Sound].**

3. **Click [Printers].**

4. **Click [Add a printer].**

5. **Follow the instructions in Add Printer Wizard.**

   If the printer driver is on a CD-ROM, the location of the driver is "\DRIVERS\(PCL5E or PS)\XP_VISTA \(language)\DISK1" or "\DRIVERS\PCL6\XP_VISTA\MUI\DISK1". If the installer starts, click [Cancel] to quit.

6. **Specify a port.**

↓ Note

- Available ports vary according to your Windows operating system or the type of interface. For details, see "Preparing the Machine", Printer Reference.

- The PCL6 printer driver is installed in the language specified by your operating system.

4

If USB Connection Fails

This section describes how to troubleshoot a problem related to USB connections.

Problem	Cause	Solution
The machine is not automatically recognized.	The USB cable is not connected properly.	Disconnect the USB cable, and then turn off the main power switch. Turn the machine on again. When the machine has fully booted up, reconnect the USB cable.
Windows has already configured the USB settings.	Check whether the computer has identified the machine as an unsupported device.	Open Windows' Device Manager, and then, under [Universal Serial Bus controllers], remove any conflicting devices. Conflicting devices have a [!] or [?] icon by them. Take care not to accidentally remove required devices. For details, see Windows Help.

Messages Displayed When Using the Printer Function

This section describes the principal messages that appear on the panel display. If a message not described here appears, act according to the message.

Status Messages

This section describes the machine status messages.

Message	Status
"Hex Dump Mode"	In the Hex Dump mode, the machine receives data in hexadecimal format. Turn off the machine after printing, and then turn back on.
"Job Suspended..."	Printing was temporarily stopped by SmartDeviceMonitor for Client. You can resume printing via [My Job List] in SmartDeviceMonitor for Client, or via the Web Image Monitor. To resume printing via Web Image Monitor, check with your system administrator first.
"Offline"	The machine is offline. To start printing, switch the machine online by pressing [⊢Online].
"Please wait."	This message might appear for a second or two while the machine is preparing, performing initial adjustments, or adding toner. Wait a while.
"Printing..."	The machine is printing. Wait a while.
"Ready"	This is the default ready message. The machine is ready for use. No action is required.
"Resetting job..."	The machine is resetting the print job. Wait until "Ready" appears on the display panel.
"Setting change..."	The machine is setting changing. You cannot use the control panel while this message is displayed. Wait a while.
"Waiting for print data..."	The machine is waiting for the next data to print. Wait a while.

4

Messages Displayed on the Control Panel When Using the Printer Function

This section describes likely causes of and possible solutions for the error messages that appear on the control panel.

⏬Note

- Before turning the main power off, see "Turning On/Off the Power", About This Machine.

Message	Cause	Solution
"Authentication has failed."	The entered login user name or login password is not correct.	Inquire the user administrator for the correct login user name and login password.
"Authentication has failed."	The machine cannot perform authentication.	Contact the administrator.
"Cannot connect with the wireless card. Turn the main power switch off, then check the card."	- The wireless LAN interface unit was not inserted when the machine was turned on. - The wireless LAN interface unit was pulled out after the machine turned on. - The settings are not updated although the unit is detected.	Turn off the machine, and check the wireless LAN interface unit is inserted correctly. Then, turn the machine on again. If the message appears again, call your service representative.
"Load following paper in n." "To cancel job, press [Job Reset]." (A figure is placed at n)	The printer driver settings are incorrect or the tray does not contain paper of the size selected in the printer driver.	Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the input tray. For details about how to change the paper size, see p.106 "Changing the Paper Size".
"Paper size and type are mismatched. Select another tray from the following and press [Continue]. To cancel job, press [Job Reset]. Paper size and type can also be changed in User Tool."	The printer driver settings are incorrect or the tray does not contain paper of the size or type selected in the printer driver.	Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the input tray. For details about how to change the paper size, see p.106 "Changing the Paper Size".

Message	Cause	Solution
"Parallel I/F board has a problem."	An error has occurred in the parallel interface board.	Turn the main power switch off, and back on again. If the message appears again, contact your service representative.
"Printer font error."	An error has occurred in the font settings.	Contact your service representative.
"Problem with Hard Disk."	An error has occurred in the hard disk drive.	Turn the main power switch off, and back on again. If the message appears again, contact your service representative.
"Problem with the network interface."	An error has occurred in the Ethernet board.	Turn the main power switch off, and back on again. If the message appears again, contact your service representative.
"Problems with the wireless board."	Access to the wireless board in which the wireless LAN interface unit is inserted is possible, but an error was detected.	Turn the main power switch off, and check the wireless board is inserted correctly. And then, turn the main power switch on again. If the message appears again, contact your service representative.
"Problems with the wireless card."	• The installed wireless LAN or Bluetooth card is not compatible with this machine. • An error has occurred in either the wireless LAN or Bluetooth card.	Turn the main power switch off, and check the wireless card. And then, turn the main power switch on again. If the message appears again, contact your service representative.
"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."	You have tried to delete files without the authority to do so.	Files can be deleted by the person who created the file. To delete a file which you are not authorized to delete, contact the person who created the file.

4

Message	Cause	Solution
"The tray selected for other pages is the same as the one for Slip Sheets ([Designate]). Cannot print." "Check the setting."	The tray selected for other pages is the same as the one for slip sheets.	Reset the job. Be sure the tray you select for slip sheets is not providing paper for other pages.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	The destination list is being updated from the network using Web Image Monitor.	Wait until the message disappears. Do not switch off the power while this message is displayed. Depending on the number of destinations to be updated, there may be some delay before you can resume operation. Operations are not possible while this message is displayed.
"USB has a problem."	An error has occurred in the USB interface.	Turn the main power switch off, and back on again. If the message appears again, contact your service representative.
"You do not have the privileges to use this function."	The logged in user name does not have permission for the selected function.	Contact the administrator about the permission for the required function.

Messages Printed on the Error Logs or Reports

This section describes likely causes of and possible solutions for the error messages that are printed on the error logs or reports.

Message	Cause	Solution
"84: Error"	There is no work area available for image processing.	• In [Printer Features], under [System], set [Memory Usage] to [Font Priority]. • Decrease the number of files sent to the machine.
"85: Error"	The specified graphics library is unavailable.	Check that the data is valid.

Message	Cause	Solution
"86: Error"	Parameters of the control code are invalid.	Set the parameters correctly.
"91: Error"	Printing was canceled by the auto job cancel function due to a command error.	Check that the data is valid.
"92: Error"	Printing was canceled because [Job Reset] or the [Clear/Stop] key was selected on the machine's control panel.	Perform the print operation again if necessary.
"Address book is currently in use by another function. Authentication has failed."	The machine currently cannot perform authentication because the address book is being used by another function.	Wait a while, and then retry the operation.
"Auto-registration of user information has failed."	Automatic registration of information for LDAP Authentication or Windows Authentication failed because the address book is full.	Contact the administrator.
"Cannot store data of this size."	The paper size exceeded the capacity of the document server.	Reduce the paper size of the file that you want to send to a size that the document server can store. Custom size files can be sent but not stored afterward.
"Collate Cancelled"	Collate was canceled.	Turn the main power switch off and then back on again. If the message appears again, contact your sales or service representative.
"Data Storage Error"	You tried to print a Sample Print, Locked Print, Hold Print, or Stored Print file, or to store a file in the document server when the HDD is malfunctioning.	Contact your service representative.

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Message	Cause	Solution
"Document server is not available to use. Cannot store."	You cannot use the document server function.	Contact the administrator.
"Duplex Cancelled"	Duplex printing was canceled.	• Select the proper paper size for the duplex function. See "Specifications for the Main Unit", About This Machine. • In [Tray Paper Settings], under "Paper Type", set [Apply Duplex] to [Yes].
"Exceeded max capacity of document server. Cannot store."	The HDD became full after a file was stored.	Delete some of the files stored in the document server or reduce the size that you want to send.
"Exceeded max. capacity of system file. Cannot print PDF file(s)."	PDF file do not print out because the capacity of file system is full.	Delete all unnecessary files from the hard disk, or decrease the file size sent to the machine.
"Exceeded max number of files of document server. Cannot store."	The maximum file capacity of the document server was exceeded.	Delete some of the files stored in the document server.
"Exceeded max number of pages of document server. Cannot store."	The maximum page capacity of the document server was exceeded.	Delete some of the files stored in the document server or reduce the number of pages that you want to send.
"Exceeded Max. Pages (Collate)"	The number of pages exceeds the maximum number of sheets that you can use Collate with.	Reduce the number of pages to print.
"Exceeded Max. Stored Files"	While printing a Sample Print, Locked Print, Hold Print or Stored Print file, the maximum file capacity was exceeded.	Delete unneeded files stored in the machine.
"Exceeded Max. Stored Pages"	While printing a Sample Print, Locked Print, Hold Print or Stored Print file, the maximum page capacity was exceeded.	Delete unneeded files stored in the machine. Reduce the number of pages to print.

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Message	Cause	Solution
"File system error. Cannot print PDF file(s)."	PDF direct printing could not be performed because the file system could not be obtained.	In [Printer Features], under [System], set [Memory Usage] to [Font Priority].
"HDD Full"	The HDD became full while printing a Sample Print, Locked Print, Hold Print or Stored Print file.	Delete unneeded files stored in the machine. Alternatively, reduce the data size of the Sample Print, Locked Print, Hold Print or Stored Print file.
"HDD Full"	When printing with the PostScript 3 printer driver, the HDD's capacity for fonts and forms has been exceeded.	Delete unneeded forms or fonts registered in the machine.
"I/O Buffer Overflow"	An input buffer overflow occurred.	• In [Printer Features], under [System], set [Memory Usage] to [Font Priority]. • In [Printer Features], under [Host Interface], select [I/O Buffer], and then set the maximum buffer size to a larger value. • Reduce the number of files being sent to the machine.
"Information for user authentication is already registered for another user."	The user name for LDAP or Integration Server authentication was already registered in a different server with a different ID, and a duplication of the user name occurred due to a switching of domains (servers),etc.	Contact the administrator.
"Job cancelled because capture file could not be stored: Exceeded max. files."	The maximum file capacity of the document server was exceeded.	Delete the files stored in the document server.
"Job cancelled because capture file could not be stored: Exceeded max. memory."	The HDD became full after a file was stored.	Delete the files stored in the document server or reduce the file size to be sent.

4

Message	Cause	Solution
"Job cancelled because capture file could not be stored: Exceeded max pages per file."	The maximum page capacity of the document server was exceeded.	Delete some of the files stored in the document server or reduce the number of pages that you want to send.
"No response from the server. Authentication has failed."	A timeout occurred while connecting to the server for LDAP authentication or Windows Authentication.	Check the status of the server.
"Output Tray Changed"	The output tray was changed because the paper size of the specified output tray is limited.	Specify the proper output tray.
"PDF file error. Cannot print."	A syntax error, etc., occurred.	Check that the PDF file is valid.
"PDF file printing is not allowed. Cannot print."	The PDF document you have tried to print has no privileges to print.	Contact the owner of the document.
"PDF password is incorrect. Cannot print."	The password of the encrypted PDF file has been entered incorrectly.	Enter the correct password.
"Print Overrun"	Images were discarded while printing.	**Only when using PCL5e** On the printer driver's [Print Quality] tab, select a lower resolution in the "Resolution" area.
"Punch Cancelled"	Punch printing was canceled.	Check the paper orientation, print orientation, and punch position. Certain settings can produce print results that might not be as expected.
"Receiving data failed."	Data reception was aborted.	Resend the data.
"Staple Cancelled"	Stapling printing was canceled.	Check the paper orientation, paper quantity, print orientation, and staple position. Certain settings can produce print results that might not be as expected.

Message	Cause	Solution
"The selected paper size is not supported. This job has been cancelled."	Job reset is automatically performed if the specified paper size is incorrect.	Specify the correct paper size and print the file again.
"You do not have a privilege to use this function. This job has been cancelled."	The entered login user name or login password is not correct.	Check that the user name and password are correct.
"You do not have a privilege to use this function. This job has been cancelled."	The logged in user is not allowed to use the selected function.	Contact the administrator.

If the printing does not start, contact your service representative.

Note

- The contents of errors may be printed on the Configuration Page. Check the Configuration Page in conjunction with the error log. For details about how to print the Configuration Page, see "List / Test Print", General Settings Guide.

Checking the Error Log

If files could not be stored due to printing errors, identify the cause of the errors by checking the error log on the control panel.

Important

- The most recent 30 errors are stored in the error log. If a new error is added when there are 30 errors already stored, the oldest error is deleted. However, if the earliest error is a Sample Print, Locked Print, Hold Print, or Stored Print error, it is not deleted. The error is stored separately until the number of errors reaches 30.
- If the main power switch is turned off, the log is deleted.
- You cannot view [Error Log] on the simplified display.

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1. **Press the [Printer] key to display the printer screen.**
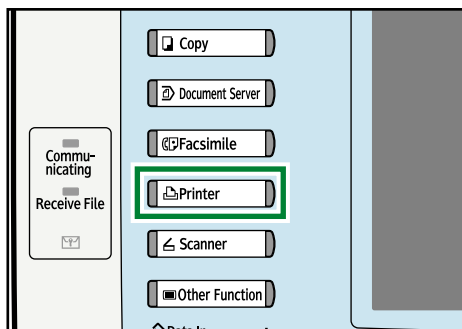
BXU204S
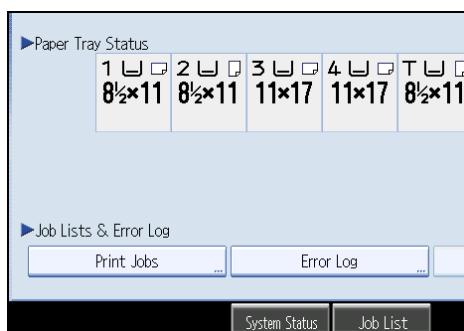
2. **Press [Error Log].**

An error log list appears.

3. **Press the desired job list, and then press [Details].**

A detailed error log appears.

When You Cannot Print

This section describes what to do if printing does not start even after performing [Print].

Problem	Cause	Solution
Printing does not start.	The power is off.	Check the cable is securely plugged into the power outlet and the machine. Turn on the main power switch.
Printing does not start.	The machine is set to "Offline".	Press [⊬Online].
Printing does not start.	The cause is displayed on the display of the control panel.	Check the error message or warning status on the display panel and take the required action.
Printing does not start.	The interface cable is not connected correctly.	Connect the interface cable securely. If it has a fastener, fasten that securely as well. See "Connecting to the Interfaces", General Settings Guide.
Printing does not start.	The correct interface cable is not being used.	The type of interface cable you should use depends on the computer. Be sure to use the correct one. If the cable is damaged or worn, replace it. See "Connecting to the Interfaces", General Settings Guide.
Printing does not start.	The interface cable was connected after the machine was switched on.	Connect the interface cable before turning on the machine.
Printing does not start.	If the machine is using wireless LAN, failure to print might result from a weak wireless signal.	In [System Settings], under [Interface Settings], select [Wireless LAN], and then press [Wireless LAN Signal] to check signal status. If signal quality is poor, move the machine to a location where radio waves can pass or remove objects that might cause interference. (You can check signal status only when using wireless LAN in the infrastructure mode.)

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Problem	Cause	Solution
Printing does not start.	If the machine is using wireless LAN, SSID settings are incorrect.	Check using the machine's display panel that the SSID is correctly set. See "Connecting the Machine", General Settings Guide.
Printing does not start.	If the machine is using wireless LAN, the receiver's MAC address may be preventing communication with the access point.	Check access point settings when in the infrastructure mode. Depending on the access point, client access may be limited by MAC address. Also, check there are no problems in transmission between access point and wired clients, and between access point and wireless clients.
Printing does not start.	The wireless LAN interface is not working.	Confirm the orange LED is lit, and the green LED is lit or blinks during transmission.
Printing does not start.	The login user name, login password, or driver encryption key is invalid.	Check the login user name, login password, or driver encryption key.
Printing does not start.	Advanced encryption has been set using the extended security function.	Check the settings of the extended security function with the administrator.
Data In indicator does not light up or flash.	If the Data In indicator does not light up or flash even after the print job starts, the machine has not received the data.	• When the machine is connected to a computer via a cable, check the computer print port settings are correct. For details, see p.73 "When the Data In Indicator Does Not Light Up or Flash". • When it is networked with a computer, contact the administrator.
[List / Test Print] is disabled.	A mechanical error might have occurred.	Contact your service representative.

Problem	Cause	Solution
Printing does not start when using the extended wireless LAN in Ad-hoc mode.	The correct Communication mode is not set.	• Turn the main power off and back on. See "Turning On/Off the Power", About This Machine. • In [System Settings], under [Interface Settings], select [Wireless LAN], and then set [Communication Mode] to [802.11 Ad-hoc Mode] and [Security Method] to [Off]. Then at the other side, set [SSID Setting] and [Ad-hoc Channel] to the same values.

If the printing does not start, consult your service representative.

When the Data In Indicator Does Not Light Up or Flash

When the Data In indicator does not light up or flash after starting a print job, data is not being sent to the machine.

When the machine is connected to the computer using the interface cable

This section describes how to check the print port when the Data In indicator does not light up or blink.

Check if the print port setting is correct. When it is connected using a parallel interface, connect it to LPT1 or LPT2.

For Windows 2000

1. Click the [Start] button, point to [Settings], and then click [Printers].
2. Click the icon of the machine. On the [File] menu, click [Properties].
3. Click the [Ports] tab.
4. In the [Print to the following port(s)] list, confirm the correct port is selected.

For Windows XP Professional or Windows Server 2003/2003 R2

1. Click the [Start] button, and then click [Printers and Faxes].
2. Click the icon of the machine. On the [File] menu, click [Properties].
3. Click the [Ports] tab.
4. In the [Print to the following port(s)] list, confirm the correct port is selected.

For Windows XP Home Edition

1. Click the [Start] button, and then click [Control Panel].

2. Click [Printers and Other Hardware].

3. Click [Printers and Faxes].

4. Click the icon of the machine. On the [File] menu, click [Properties].

5. Click the [Ports] tab.

6. In the [Print to the following port(s)] list, confirm the correct port is selected.

For Windows Vista or Windows Server 2008

1. Click the [Start] button, and then click [Control Panel].

2. Click [Printers].

3. Click the icon of the machine. On the [Organize] menu, click [Properties].

4. Click the [Ports] tab.

5. In the [Print to the following port(s)] list, confirm the correct port is selected.

Network connection

Contact the network administrator.

Other Printing Problems

This section describes likely causes of and possible solutions for problems that can occur when printing from a computer.

When you cannot print clearly

Problem	Cause	Solution
The printed image is smudged.	Settings for thick paper have not been made when printing on thick paper in the bypass tray.	**PCL 5e** On the printer driver's [Paper] tab, select [Bypass Tray] in the "Input Tray:" list. And then in the "Type:" list, select "Thick 1-2". **PCL 6** On the printer driver's [Detailed Settings] tab, click [Paper] in the "Menu:", and select [Bypass Tray] in the "Input Tray:" list. And then in the "Paper Type:" list, select "Thick 1-2". **PostScript 3** On the printer driver's [Detailed Settings] tab, click [Paper] in the "Menu:", and select [Bypass Tray] in the "Paper Source:" list. And then in the "Media Type:" list, select "Thick 1-2".
The printed image is faded over the entire page.	When ⊡ is blinking, toner is beginning to run out.	Add toner. See p.110 "Adding Toner".
The printed image is faded over the entire page.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity condition. See "Paper Storage", About This Machine.
The printed image is faded over the entire page.	The paper is unsuitable.	Use recommended paper. Printing on coarse or treated paper might result in faint print image. See "Recommended Paper Sizes and Types", About This Machine.

Problem	Cause	Solution
The printed image is faded over the entire page.	If the [Toner Saving] is selected in the printer driver settings, the entire page will be faded when printed.	**PCL 5e** On the printer driver's [Print Quality] tab, select [Off] in the "Toner Saving" area. **PCL 6** On the printer driver's [Detailed Settings] tab, click [Print Quality] in the "Menu:", and then select [Off] in the "Toner Saving:" list. **PostScript 3** On the printer driver's [Detailed Settings] tab, click [Print Quality] in the "Menu:", and then select [Off] in the "Print Mode" list.
Images smudge when rubbed. (Toner is not fixed.)	The specified paper type and the paper that is actually loaded might be different. For example, thick paper might be loaded but not specified as the paper type.	**PCL 5e** On the printer driver's the [Paper] tab, select a proper paper type in the [Type:] list. **PCL 6** On the printer driver's [Detailed Settings] tab, click [Paper] in the "Menu:", and then select a proper paper type in the "Paper Type:" list. **PostScript 3** On the printer driver's [Detailed Settings] tab, click [Paper] in the "Menu:", and then select a proper paper type in the "Media Type:" list.
The printed image is different from the image on the computer's display.	With certain functions, such as enlargement and reduction, image layout might be different to that on the computer display.	In the application, change the layout, character size, and character settings.
White lines appear.	When ![toner icon] is blinking, toner is beginning to run out.	Add toner. See p.110 "Adding Toner".

Problem	Cause	Solution
When printing graphics, the output and the screen are different.	If the printer driver is configured to use the graphics command, the graphics command from the machine is used to print.	If you want to print accurately, set the printer driver to print without using the graphics command. See the printer driver Help.
Lines of garbled or unwanted alphanumeric characters appear.	An incorrect printer language might have been selected.	Set the correct printer language.
Images are cut off, or excess is printed.	You may be using paper smaller than the size selected in the application.	Use the same size paper as that selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. See the printer driver Help.
Photo images are coarse.	Some applications print at lower resolution.	Use the application's settings to specify a higher resolution.
Fine dot patterns are not printed, or solid lines are printed as broken lines.	Dither patterns do not match.	**Only when using PostScript 3** On the Printer driver's [Detailed Settings] tab, click [Print Quality] in the "Menu:", and then change the "Dithering" setting.
Fine lines are fuzzy, of inconsistent thickness, or do not appear.	Super fine lines have been specified in the application.	**Only when using PostScript 3** On the Printer driver's [Detailed Settings] tab, click [Print Quality] in the "Menu:", and then change the "Dithering" setting. If the problem continues after you change the dithering settings, use the settings of the application in which the image was created to change the thickness of the lines.

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When paper is not fed properly

Problem	Cause	Solution
Paper is not fed from the selected tray.	When you are using a Windows operating system, printer driver settings override those settings using the display panel.	**PCL 5e** On the printer driver's [Paper] tab, select the desired input tray in the "Input Tray:" list. **PCL 6** On the Printer driver's [Detailed Settings] tab, click [Paper] in the "Menu:", select the desired input tray in the "Input Tray:" list. **PostScript 3** On the Printer driver's [Detailed Settings] tab, click [Paper] in the "Menu:", select the desired input tray in the "Paper Source:" list.
Images are printed at a slant.	The tray's side fences might not be locked.	Check the side fences are locked. See p.106 "Changing the Paper Size".
Images are printed at a slant.	The paper is feeding in at a slant.	Load the paper correctly. See p.101 "Loading Paper".
Misfeeds occur frequently.	The number of sheets loaded exceeds the capacity of the machine.	Load paper only as high as the upper limit markings on the side fences of the paper tray or bypass tray.
Misfeeds occur frequently.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity condition. See "Paper Storage", About This Machine.
Misfeeds occur frequently.	The paper is too thick or too thin.	Use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.

Problem	Cause	Solution
Misfeeds occur frequently.	The copy paper is wrinkled or has been folded/creased.	Use recommended paper only and be sure its storage environment meets the recommended temperature and humidity conditions. For details about recommended paper and the proper way to store it, see "Recommended Paper Sizes and Types" and "Paper Storage", About This Machine.
Misfeeds occur frequently.	Printed paper is being used.	Do not use paper that has been already copied or printed onto.
Misfeeds occur frequently.	The paper tray's side fences are set too tightly.	Push the side fences lightly, and then reset it. Also, we recommend you set at least 20 sheets of thick paper.
Copy paper becomes creased.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity condition. See "Paper Storage", About This Machine.
Copy paper becomes creased.	The paper is too thin.	Use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.
Duplex printing is malfunctioning.	Duplex printing cannot be done with paper set in the bypass tray.	When using duplex printing, make settings to use paper from a tray other than the bypass tray.
Duplex printing is malfunctioning.	You have loaded thick paper heavier than 169 g/m^2.	Change the paper.
Duplex printing is malfunctioning.	[Apply Duplex] is set to [No] for "Paper Type".	In [Tray Paper Settings], under "Paper Type", set [Apply Duplex] to [Yes].
Duplex printing is malfunctioning.	You cannot select duplex printing if the paper thickness is set to [Thick Paper 2].	In [Tray Paper Settings], under "Paper Type", select a paper thickness other than [Thick Paper 2].

4

Other printing problems

Problem	Cause	Solution
It takes a long time to complete a print job.	"Sleep mode" might be set.	The machine requires time to warm up if it has been in "Sleep mode". In [System Settings], under [Timer Settings], select [Auto Off Timer], and then specify "Sleep mode".
It takes a long time to complete a print job.	Photographs and other data intensive pages take a long time for the machine to process, so simply wait when printing such data.	If the Data In indicator is blinking, data has been received by the printer. Wait for a moment. Changing the following settings with the printer driver may help speed up printing: **Only when using PCL5e** On the printer driver's [Print Quality] tab, select a lower resolution in the "Resolution" area.
Images are printed in the wrong orientation.	The feed orientation you selected and the feed orientation selected in the printer driver's option setup might not be the same.	Set the machine's feed orientation and the printer driver's feed orientation accordingly. See the printer driver Help.
When using Windows 2000/ XP/ Vista and Windows Server 2003/ 2003 R2/2008, optional components connected to the machine are not recognized.	Bidirectional communication is not working.	Set up optional devices on the Properties of the printer. See the printer driver Help.
When using Windows 2000/ XP/ Vista and Windows Server 2003/ 2003 R2/2008, combined printing, booklet printing, or Auto Reduce / Enlarge printing does not come out as expected.	The correct application or printer driver settings are not made.	Make sure the application's paper size and orientation settings match those of the printer driver. If a different paper size and orientation are set, select the same size and orientation.

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Problem	Cause	Solution
A print instruction was issued from the computer, but printing did not start.	User Authentication may have been set.	Contact the administrators.
The print job is not canceled even when the machine is switched to offline status.	Even when the machine is offline, printing is performed when [Job Acceptance Priority] has been set in [Parallel Interface] in the [Interface Settings] in the [System Settings] menu.	Change the setting of Signal Control to Printer priority. See "Interface Settings", General Settings Guide.
PDF files do not print out/ cannot perform PDF direct print.	PDF files are password-protected.	To print password-protected PDF files, enter the password in the [PDF Menu] or on Web Image Monitor. For details, see "Printing a PDF File Directly", Printer Reference, or the Web Image Monitor's Help.
PDF files do not print out/ cannot perform PDF direct print.	PDF files cannot be printed if they are print-disabled in PDF file security setting.	Change the PDF file security setting.
PDF files do not print out/ cannot perform PDF direct print.	High compression PDF files created using the machine's scanner function cannot print directly.	Open the application used to create the PDF, and then print the file using the application's driver. Re-save the file in normal (non-compressed) PDF format. Some types of High Compression PDF files are not supported. Consult your sales representative about the supported file types.
PDF direct print produces strange or malformed characters.	Fonts were not embedded.	Embed fonts in the PDF file you want to print and then print.
Printing by Bluetooth is slow.	The number of jobs exceeds the capacity of the machine.	Reduce the number of jobs.

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Problem	Cause	Solution
Printing by Bluetooth is slow.	• A communication error might have occurred. • Interference from the wireless LAN devices can reduce communication speed. • Bluetooth transmission speeds are not high.	• Remove the machine from close proximity with the wireless LAN devices. • If there are active wireless LAN devices or other Bluetooth devices nearby, relocate the machine or disable those devices.

If the problem cannot be solved, contact your service representative.

4

5. Troubleshooting When Using the Scanner Function

This chapter describes likely causes of and possible solutions for scanner function problems.

When Scanning Is Not Done As Expected

This section describes causes and remedies when scan results are not as expected.

Problem	Cause	Solution
The scanned image is dirty.	The exposure glass, scanning glass or ADF is dirty.	Clean them. See p.143 "Maintaining Your Machine".
The image is distorted or out of position.	The original was moved during scanning.	Do not move the original during scanning.
The image is distorted or out of position.	The original was not pressed flat against the exposure glass.	Make sure the original is pressed flat against the exposure glass.
The scanned image is upside down.	The original was placed upside down.	Place the original in the correct orientation. See "Setting of Original Feed Type", Scanner Reference.
No image results from scanning.	The original was placed with the front and back reversed.	When the original is placed directly on the exposure glass, the side to be scanned must face down. When the original is fed via the ADF, the side to be scanned must face up.
Images are scanned in rotated.	If you set the original with its top edge backward and save full color/gray scale images as a TIFF or JPEG file, they are scanned in rotated.	When placing a stack of originals in the ADF, place their top edges first. See "Setting of Original Feed Type", Scanner Reference.

Problem	Cause	Solution
The scanned image contains white spaces.	• If you scan originals using functions other than the network TWAIN scanner function, certain paper size and resolution settings may produce scanned images that are larger than the specified size because of margins being added to the sides. • If the File Format Converter (optional) is installed, the margins may become wider.	Scanning at a higher resolution may reduce the margins.
The scanned image is grayed out or a text pattern appears in the background.	You have scanned a copy guarded document protected from unauthorized copying.	Check the document. For details about how to prevent unauthorized copying of the document, see "Preventing an Unauthorized Copy", About This Machine.
After an original is scanned, the following settings are canceled: Destination, Sender, E-mail text, Subject, and File name	To prevent the scanned data being sent to the wrong destination, this machine has a function that cancels the settings once the scanned data is sent.	Contact your service representative.

When You Cannot Send Scanned Files

This section describes likely causes of and solutions for problems related to network delivery and sending e-mail.

When Stored Files Cannot Be Accessed

This section describes likely causes of and possible solutions for job access-related problems.

Problem	Cause	Solution
The stored file is locked and is not accessible.	The file, which is password protected, is locked because the password was incorrectly entered ten times.	Contact the administrator.

When You Cannot Browse the Network to Send a Scan File

This section describes likely causes of and possible solutions for the network browsing failing to operate when files are sent.

Problem	Cause	Solution
The network cannot be browsed when specifying the destination folder.	The following machine settings may not be correct: • IP address • Subnet Mask	Check the settings. See "Connecting the Machine", General Settings Guide.

When the TWAIN Driver Cannot Be Started

This section describes likely causes of and possible solutions for the TWAIN driver-related problems.

Problem	Cause	Solution
The Scanner Properties dialog box cannot be displayed.	Advanced encryption has been specified in the extended security setting.	For details about the extended security setting, contact an administrator.

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When Stored Files Cannot Be Edited

This section describes likely causes of and possible solutions for stored files being unable to be edited.

Problem	Cause	Solution
Stored files cannot be deleted. File names and passwords cannot be changed. Files cannot be redelivered.	Limits have been imposed using the available extended security function.	Contact the administrator.

When the Network Delivery Function Cannot Be Used

This section describes likely causes of and possible solutions for the network delivery function problems.

Problem	Cause	Solution
Cannot use the network delivery function.	The delivery software may be an old version or a security setting may be specified.	Contact the administrator.
Cannot use the network delivery function.	The network delivery function setting is not correct.	Specify it correctly. See "Network Settings Required to Use the Network Delivery Scanner", General Settings Guide.

When S/MIME Cannot Be Used

This section describes likely causes of and possible solutions for S/MIME-related problems.

Problem	Cause	Solution
If several destinations are selected for the broadcasting sequence, the data is sent over twice.	Encrypted e-mails are sent to the destinations for which S/MIME authentication is set, and plain text e-mails are sent to the destinations for which S/MIME authentication is not set.	Make sure S/MIME-authentication destinations are separate from plain text destinations. Contact the administrator for details about destination settings.

Problem	Cause	Solution
When putting a signature on an e-mail using S/MIME, an e-mail address for "Sender" is not set for "From".	When S/MIME is applied, the administrator appears in the "From" field, and the sender appears in the "Reply-to" field.	Contact the administrator.

↓ Note

- Using S/MIME makes e-mail larger than when not using S/MIME.

Operations Are Not Possible When Messages Are Displayed

This section describes likely causes of and possible solutions for messages that appear and when the machine fails to operate.

Message	Cause	Solution
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	The destination list is being updated from the network using Web Image Monitor.	Wait until the message disappears. Do not switch off the power while this message is displayed. Depending on the number of destinations to be updated, there may be some delay before you can resume operation. Operations are not possible while this message is displayed.

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Messages Displayed When Using the Scanner Function

This section describes likely causes of and possible solutions for error messages that may appear on the machine's control panel and the client computer.

Messages Displayed on the Control Panel When Using the Scanner Function

This section describes likely causes of and possible solutions for the error messages that appear on the control panel.

⭐ **Important**

- If a message not described here appears, act according to the message. For details about how to turn off the main power switch, see "Turning On/Off the Power", About This Machine.

Message	Cause	Solution
"Authentication has failed."	The entered login user name or login password is not correct.	Inquire the user administrator for the correct login user name and login password.
"Authentication has failed."	The machine cannot perform authentication.	Contact the administrator.
"Authentication with the destination has failed. Check settings. To check the current status, press [Scanned Files Status]."	The entered user name or password was invalid.	- Check that the user name and password are correct. - Check that the ID and password for the destination folder are correct. - A password of 128 or more characters may not be recognized.
"Cannot detect original size. Select scan size."	The original placed on the exposure glass is a nonstandard size.	- Place the original correctly. - Specify the scan size. - When placing an original directly on the exposure glass, the lifting/lowering action of the ADF triggers the automatic original size detection process. Lift the ADF by more than 30 degrees.

Message	Cause	Solution
"Cannot find the specified path. Please check the settings."	The destination computer name or folder name is invalid.	Check whether the computer name and the folder name for the destination are correct.
"Cannot find the specified path. Please check the settings."	An antivirus program or a firewall is preventing the machine connecting to your computer.	• Antivirus programs and firewalls can prevent client computers from establishing connection with this machine. • To prevent an antivirus application blocking the connection, register the facsimile program in the antivirus program's exclusion list. For details about the procedure for excluding a program, see your antivirus application's Help. • To prevent a firewall blocking the connection, register the machine's IP address in the firewall's IP address exclusion settings. For details about the procedure for excluding an IP address, see your firewall's Help.
"Captured file exceeded max. number of pages per file. Cannot send the scanned data."	The maximum number of pages per file has been exceeded.	Reduce the number of pages in the transmitted file, and then resend the file. See "Storage function", Scanner Reference.
"Connection with LDAP server has failed. Check the server status."	A network error has occurred and connection has failed. Try the operation once more.	• Try the operation once more. If the message is still shown, the network may be crowded. • In [System Settings], under [Administrator Tools], check the settings of LDAP server. For details, see "Programming the LDAP server", General Settings Guide.

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Message	Cause	Solution
"Destinations to which encrypted files will be sent contain users without certificates or with invalid certificates. Check the destinations."	The destination's S/MIME certificates are invalid or cannot be found.	Contact the administrator.
"Destinations to which encrypted files will be sent contain users that could not be verified by the certificates. Check the destinations."	S/MIME certificates are valid, but the Certificate Authority could not be found for the destination.	Contact the administrator.
"Entered user code is not correct."	You have entered an incorrect user code.	Check the authentication settings, and then enter a correct user code.
"Exceeded max. E-mail size. Sending E-mail has been cancelled. Check [Max. E-mail Size] in Scanner Features."	The maximum e-mail size has been exceeded.	• In [Scanner Features], under [Send Settings], increase the size of [Max. E-mail Size]. • In [Scanner Features], under [Send Settings], set [Divide & Send E-mail] to [Yes (per Page)] or [Yes (per Max. Size)].
"Exceeded max. No. of results to display. Max.: n" (A figure is placed at n.)	Search results have exceeded the max. displayable number.	Search again after changing the search conditions.
"Exceeded max. data capacity. Check scanning resolution, then press Start key again."	The scanned data exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. See "Relationship between Resolution and Scan Size", Scanner Reference.
"Exceeded max. data capacity. Check the scanning resolution, then reset original (s)."	The scanned original exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. See "Relationship between Resolution and Scan Size", Scanner Reference.

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Message	Cause	Solution
"Exceeded max. number of alphanumeric characters for the path."	The maximum number of specifiable alphanumeric characters in a path has been exceeded.	The maximum number of characters which can be entered for the path is 256. Check the number of character you entered, and then enter the path again.
"Exceeded max. number of alphanumeric characters."	The maximum enterable number of alphanumeric characters has been exceeded.	Make sure the maximum number of characters which can be entered, and then enter it again. See "Values of Various Set Items for Transmission/ Storage/Delivery Function", Scanner Reference.
"Exceeded max. number of files which can be sent at the same time. Reduce the number of the selected files."	The number of files exceeded the maximum number possible.	Reduce the number of files and send them again.
"Exceeded max. number of files which can be used in Document Server at the same time."	The maximum number of files that can be stored in the document server has been exceeded.	Check the files stored by the other functions, and then delete unneeded files. For details about how to delete files, see "Document Server", Copy/ Document Server Reference.
"Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?"	The file being stored has exceeded the max. number of pages for one file.	Specify whether to store the data or not. Scan the pages that were not scanned and store them as a new file. See "Storing Files Using the Scanner Function", Scanner Reference.
"Exceeded max. number of standby files. Try again after the current file is sent."	The maximum number of standby files was exceeded.	There are 100 files waiting in the sending queue for e-mail, Scan to Folder, or delivery functions. Wait until files have been sent.
"Exceeded max. number of stored files. Cannot send the scanned data as capturing files is unavailable."	Too many files are waiting to be delivered.	Try again after they have been delivered.
"Exceeded max. page capacity per file. Press [Send] to send the scanned data, or press [Cancel] to delete."	The number of scanned pages exceeded maximum page capacity.	Select whether to send the data so far.

5

Message	Cause	Solution
"Exceeded maximum number of file to store. Delete all unnecessary files."	Too many files are waiting to be delivered.	Try again after they have been delivered.
"Exceeded time limit for LDAP server search. Check the server status."	A network error has occurred and connection has failed.	• Try the operation once more. If the message is still shown, the network may be crowded. • In [System Settings], under [Administrator Tools], check the settings of LDAP server. For details, see "Programming the LDAP server", General Settings Guide.
"Invalid certificates or no S/MIME certificates were found."	The destination's S/MIME certificates are invalid or cannot be found.	Contact the administrator.
"LDAP server authentication has failed. Check the settings."	The user name and password differ from those set for LDAP Authentication.	In [System Settings], under [Administrator Tools], check the settings of LDAP server. For details, see "Programming the LDAP server", General Settings Guide.
"Memory is full. Cannot scan. The scanned data will be deleted."	Because of insufficient hard disk space, the first page could not be scanned.	Try one of the following measures: • Wait for a while, and then retry the scan operation. • Reduce the scan area or scanning resolution. See "Items for Specifying Scan Settings", Scanner Reference. • Delete unneeded stored files. See "Deleting a Stored File", Scanner Reference.
"Memory is full. Do you want to store scanned file?"	Because there is not enough free hard disk space in the machine for storing in the Document Server, only some of the pages could be scanned.	Specify whether to use the data or not.

Message	Cause	Solution
"Memory is full. Scanning has been cancelled. Press [Send] to send the scanned data, or press [Cancel] to delete."	Because there is not enough free hard disk space in the machine for delivering or sending by e-mail while storing in the Document Server, only some of the pages could be scanned.	Specify whether to use the data or not.
"No paper. Load paper of one of the following sizes."	No paper is set in the specified paper tray.	Load paper of the sizes listed in the message. See p.101 "Loading Paper".
"Original is being scanned by another function. Switch to the following function, then press the Stop key to cancel scanning or press the Start key to continue."	A function of the machine other than the Scanner function is being used such as the Copier function.	Cancel the job in progress. For example, press [Exit], and then press the [Copy] key. Next, press the [Clear/Stop] key. When the message "The Clear / Stop key was pressed. Are you sure you want to stop scanning?" appears, press [Stop].
"Output buffer is full. Sending the data has been cancelled. Please try again later."	Too many jobs are in standby state, and sending was canceled.	Retry sending after sending jobs in standby state completes.
"SMTP authentication E-mail address and Administrator E-mail address mismatch."	The SMTP authentication e-mail address and the administrator's e-mail address do not match.	Contact the administrator.
"Scanner journal is full." "Please check Scanner Features."	"Print & Delete Scanner Journal" in [Scanner Features] is set to [Do not Print: Disable Send], and Scanner Journal is full.	Print or delete Scanner Journal. For details, see "Scanner Features", Scanner Reference.
"Selected file is currently in use. File name cannot be changed."	You cannot change the name of a file whose status is "Waiting..." or that is being edited with DeskTopBinder.	Cancel transmission ("Waiting..." status cleared) or the DeskTopBinder setting, and then change the file name.

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Message	Cause	Solution
"Selected file is currently in use. Password cannot be changed."	You cannot change the password of a file whose status is "Waiting..." or that is being edited with DeskTopBinder.	Cancel transmission ("Waiting..." status cleared) or the DeskTopBinder setting, and then change the password.
"Selected file is currently in use. User name cannot be changed."	You cannot change the sender's name whose status is "Waiting..." or that is being edited with DeskTopBinder.	Cancel transmission ("Waiting..." status cleared) or the DeskTopBinder setting, and then change the user name.
"Sending the data has failed. The data will be resent later."	A network error has occurred and a file was not sent correctly.	Wait until sending is retried automatically after the preset interval. If sending fails again, contact the network administrator.
"Some invalid destination(s) contained. Do you want to select only valid destination(s)?"	The specified group contains e-mail destinations and Scan to Folder destinations, either of which are incompatible with the specified transmission method.	In the message that appears at each transmission, press [Select].
"Some of selected files are currently in use. They could not be deleted."	You cannot delete a file which is waiting to be transmitted ("Waiting..." status displayed) or whose information is being changed with DeskTopBinder.	Cancel transmission ("Waiting..." status cleared) or the DeskTopBinder setting, and then delete the file.
"The destination list has been updated. Specified destination(s) or sender's name has been cleared."	A specified destination or sender's name was cleared when the destination list in the delivery server was updated.	Specify the destination or sender's name again.
"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."	You have tried to delete files without the authority to do so.	The files can be deleted by the file administrator. To delete a file which you are not authorized to delete, contact the administrator.

Message	Cause	Solution
"Transmission has failed. Insufficient memory in the destination hard disk. To check the current status, press [Scanned Files Status]."	Transmission has failed. There was not enough free space on the hard disk of the SMTP server, FTP server, or client computer at the destination.	Allocate sufficient space.
"Transmission has failed. To check the current status, press [Scanned Files Status]."	While a file was being sent, a network error occurred and the file could not be sent correctly.	Try the operation once more. If the message is still shown, the network may be crowded. Contact the network administrator. If multiple files were sent, use the Scanned Files Status screen to check for which file the problem occurred.
"Updating the destination list has failed. Try again?"	A network error has occurred.	Check whether the server is connected.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	The destination list is being updated.	If a destination or sender's name was already selected, re-select it after this message disappears.
"You do not have the privileges to use this function."	The logged in user name does not have permission for the selected function.	Contact the administrator about the permission for the required function.

Messages Displayed on the Client Computer

This section describes likely causes of and possible solutions for the main error messages displayed on the client computer when using the TWAIN driver.

⭐ **Important**

- If a message not described here appears, act according to the message. For information about how to turn off the main power switch, see "Turning On/Off the Power", About This Machine.

Message	Cause	Solution
"Any of Login User Name, Login Password or Driver Encryption Key is incorrect."	The entered login user name, password, or driver encryption key was invalid.	• Check the login user name, login password, and driver encryption key. • Permission to use this function has not been granted. Contact the administrator.
"Cannot add any more scanning mode."	The maximum number of registerable scan modes has been exceeded.	The maximum number of modes that can be stored is 100. Delete unneeded modes.
"Cannot connect to the scanner. Check the network Access Mask settings in User Tools."	An access mask is set.	Contact the network or scanner administrator.
"Cannot detect the paper size of the original. Specify the scanning size."	The set original was misaligned.	• Place the original correctly. • Specify the scan size. • When placing an original directly on the exposure glass, the lifting/ lowering action of the ADF triggers the automatic original size detection process. Lift the ADF by more than 30 degrees.
"Cannot find "XXX" scanner used for the previous scan. "YYY" will be used instead." ("XXX" and "YYY" indicate scanner names.)	The main power switch of the previously used scanner is not set to "On".	Check whether the main power switch of the scanner used for the previous scan is turned on.

Message	Cause	Solution
"Cannot find "XXX" scanner used for the previous scan. "YYY" will be used instead." ("XXX" and "YYY" indicate scanner names.)	The machine is not connected to the network correctly.	• Check the previously used scanner is connected to the network correctly. • Cancel the Personal Firewall of the client computer. For details, see Windows Help. • Use an application such as telnet to make sure SNMPv1 or SNMPv2 is set as the machine's protocol. See "Connecting the Machine", General Settings Guide and "Using telnet", Network Guide. • Select the scanner used for the previous scan.
"Cannot specify any more scanning area."	The maximum number of registerable scan areas has been exceeded.	The maximum number of scanning areas that can be stored is 100. Delete unneeded scanning area.
"Clear Misfeed(s) in ADF."	A paper misfeed has occurred inside the ADF.	• Remove jammed originals, and place them again. For details, see p.121 "Removing Jammed Paper". • Check whether the originals are suitable to be scanned by the machine.
"Communication error has occurred on the network."	A communication error has occurred on the network.	Check whether the client computer can use the TCP/IP protocol.
"Entered User Code is not registered or you do not have access privileges to use the scanner function, please contact your administrator."	Access is restricted with user codes.	Contact the administrator of the machine.

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Message	Cause	Solution
"Error has occurred in the scanner driver."	An error has occurred in the driver.	• Check whether the network cable is connected correctly to the client computer. • Check whether the Ethernet board of the client computer is recognized correctly by Windows. • Check whether the client computer can use the TCP/IP protocol.
"Error has occurred in the scanner."	The application-specified scan conditions have exceeded the setting range of the machine.	• Check whether the scanning settings made with the application exceed the setting range of the machine. • Disable the client computer's own firewall. For details, see Windows Help.
"Fatal error has occurred in the scanner."	An unrecoverable error has occurred on the machine.	An unrecoverable error has occurred in the machine. Contact your service representative.
"Insufficient memory. Close all other applications, then restart scanning."	Memory is insufficient.	• Close all the unnecessary applications running on the client computer. • Uninstall the TWAIN driver, and then reinstall it after restarting the computer.
"Insufficient memory. Reduce the scanning area."	Scanner memory is insufficient.	• Reset the scan size. • Lower the resolution. • Set with no compression. See TWAIN Driver help. The problem may be due to the following cause: • Scanning cannot be performed if large values are set for brightness when using halftone or high resolution. See "Relationship between Resolution and Scan Size", Scanner Reference.

Message	Cause	Solution
"Invalid Winsock version. Please use version 1.1 or higher."	You are using an invalid version of Winsock.	Install the operating system of the computer or copy Winsock from the operating system CD-ROM.
"No response from the scanner."	The machine or client computer is not connected to the network correctly.	Check whether the machine or client computer is connected to the network correctly.
"No response from the scanner."	The network is crowded.	Wait for a while, and then try to reconnect.
"Scanner is in use for other function. Please wait."	A function of the machine other than the Scanner function is being used such as the Copier function.	• Wait for a while and reconnect. • Cancel the job in progress. For example, press [Exit], and then press the [Copy] key. Next, press the [Clear/Stop] key. When the message "The Clear / Stop key was pressed. Are you sure you want to stop scanning?" appears, press [Stop].
"Scanner is not available on the specified device."	The TWAIN scanner function cannot be used on this machine.	Contact your service representative.
"Scanner is not available. Check the scanner connection status."	The machine's main power switch is off.	Set the main power switch to "On".
"Scanner is not available. Check the scanner connection status."	The machine is not connected to the network correctly.	• Check whether the machine is connected to the network correctly. • Deselect the personal firewall function of the client computer. For details, see Windows Help. • Use an application such as telnet to make sure SNMPv1 or SNMPv2 is set as the machine's protocol. See "Connecting the Machine", General Settings Guide and "Using telnet", Network Guide.

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Message	Cause	Solution
"Scanner is not ready. Check the scanner and the options."	The ADF cover is open.	Check whether the ADF cover is closed.
"The name is already in use. Check the registered names."	You tried to register a name that is already in use.	Use another name.

6. Adding Paper, Toner and Staples

This chapter explains how to load paper, add toner and staples, and replace the stamp cartridge.

Loading Paper

This section describes what to do when paper runs out and needs reloading.

⚠️CAUTION

- When loading paper, take care not to trap or injure your fingers.

⬇️Note

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types", About This Machine.
- To load paper in the bypass tray, see "Copying from the Bypass Tray", Copy/Document Server Reference.

Loading Paper into the Paper Trays

This section describes how to load paper into the paper trays.

⭐Important

- Various sizes of paper can be loaded in the paper trays by adjusting the positions of side fences and end fence.
- Check the paper edges are aligned with the right side.
- Each tray can hold up to 550 sheets of paper. Do not stack paper over the limit mark.

1. Carefully pull out the paper tray until it stops.
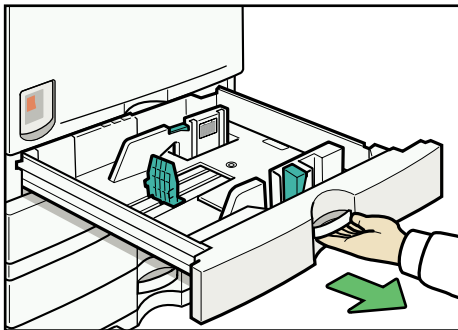
BBR002S

2. **Square the paper and load it print side up.**
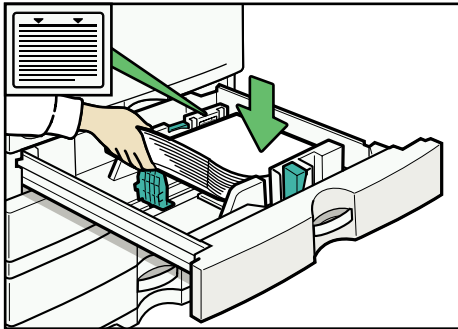
BBR003S

3. **Carefully push the paper tray fully in.**

Loading Paper into Tray 3 (LCT)

This section describes how to load paper into tray 3 (LCT).

⭐ **Important**

- Tray 3 (LCT) uses $8^1/_2 \times 11$ paper exclusively. Only load $8^1/_2 \times 11$ paper. If you want to load A4, contact your service representative.

- Align the paper stacks and load them against the left and right walls, or a paper misfeed might occur.

- Each tray hold up to 1,000 sheets of paper. Do not stack paper over the limit mark.

1. **Carefully pull out tray 3 (LCT) until it stops.**
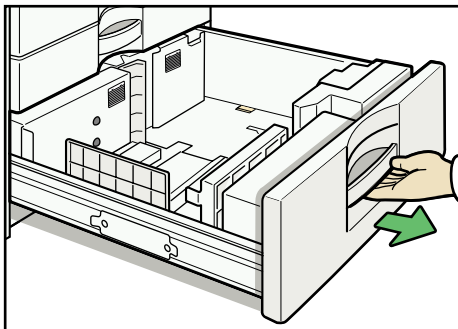
BBR023S

2. **With the print side up, align all four sides of two paper stacks, and then load them next to each other in the tray.**
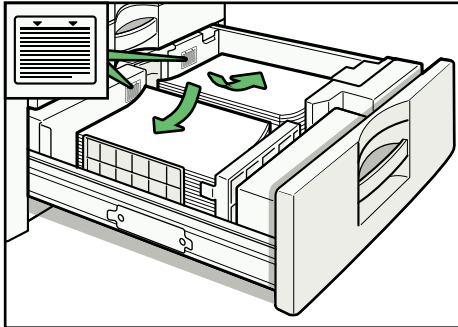
BBR024S

The machine cannot detect stacks of ten or fewer sheets. If the stack on the left side of the tray contains ten or fewer sheets, the machine will not detect it and not move it to the right side of the tray. Check the number of sheets remaining on the left and if there are 10 or fewer, transfer them by hand to the right side of the tray.

3. **Carefully push the paper tray fully in.**

Loading Paper into the Large Capacity Tray (LCT)

This section describes how to load paper into the large capacity tray (LCT).

⭐ **Important**

- The large capacity tray (LCT) uses $8^1/_2 \times 11$ paper exclusively. If you want to load A4, or B5 JIS (Japanese Industrial Standard), contact your service representative.

- Align the paper stacks and load them against the left and right walls, or a paper misfeed might occur.

- The tray can hold up to 1,200 sheets of paper. Do not stack paper over the limit mark.

1. **Open the top cover of the large capacity tray (LCT).**
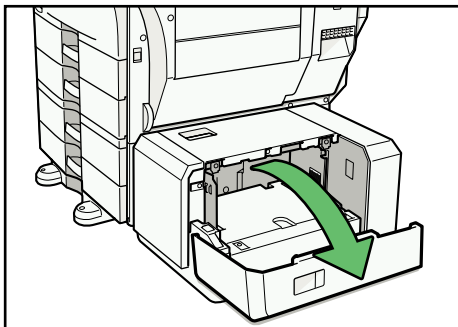
BBR004S

2. Load the paper in the tray along the edge on the back.

Load the paper print side down.
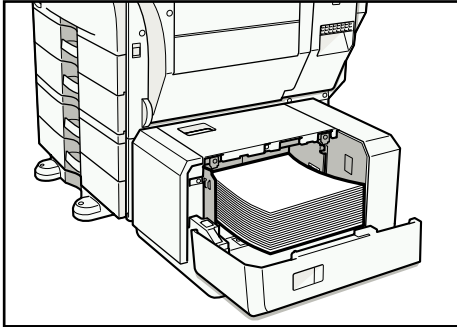
BBR005S

3. Press the [Down] key.

The bottom plate is moving down.
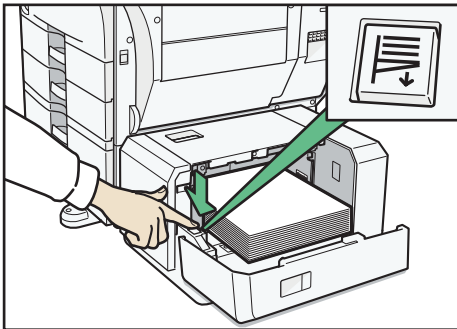
BBR006S

4. Load paper by repeating steps 2 and 3.

5. Close the cover of large capacity tray (LCT).
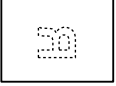
Orientation-Fixed Paper or Two-Sided Paper
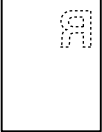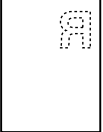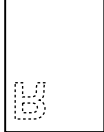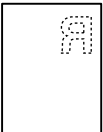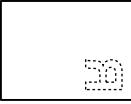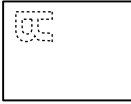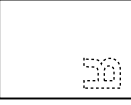
This section describes loading paper that has a specified orientation and printing side (such as letterhead paper).

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Set [Letterhead Setting] to [Yes] in [Input / Output] under [Copier / Document Server Features], and then place the original and paper as shown below. For details about Letterhead Setting, see "Copier/Document Server Features", General Settings Guide. When printing with the printer function, placement orientation is the same.

Original Orientation

Exposure glass		ADF	
![A]	• copy ![⊃⊃] • scanner ![ᴍ]	**R**	**Я**

Paper Orientation

Copy Mode	Paper Tray or Tray 3 (LCT)	Large Capacity Tray (LCT)	Bypass Tray — When originals are placed on the exposure glass	Bypass Tray — When originals are placed on the ADF
1 Sided	**R**	![A]	![A] *1	![Я] *1
2 Sided	![A]	**R**	—	—
1 Sided	**Я**	—	![ᴍ] *1	![ᴍ] *1
2 Sided	![⊃⊃]	—	—	—

*1 When the paper size is specified.

R	: Shows the paper frontside facing up.
![A]	: Shows the paper backside facing up.

BBR036S

6

Changing the Paper Size

This section describes how to change the paper size.

⭐ **Important**

- If you want to change the paper size set in tray 3 (LCT) or large capacity tray (LCT), contact your service representative.

⬇ **Note**

- Be sure to select the paper size with User Tools. If you do not, misfeeds might occur. For details about Tray Paper Size, see "System Settings", General Settings Guide.

- Fan the paper before loading.

- Straighten curled or warped paper before loading.

- For details about paper sizes and types, see "Recommended Paper Sizes and Types", About This Machine.

6

Changing the Paper Size in the Paper Trays

This section describes how to change the paper size in the paper trays.

⭐ **Important**

- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.

- Do not stack paper over the limit mark.

- Check the paper edges are aligned with the right side.

- Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.

1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**
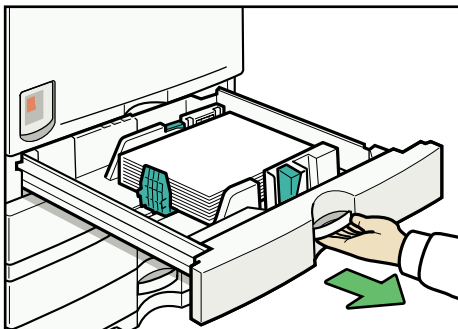
BBR007S

2. **Remove paper if loaded.**

3. **Release the lock on the side fences.**
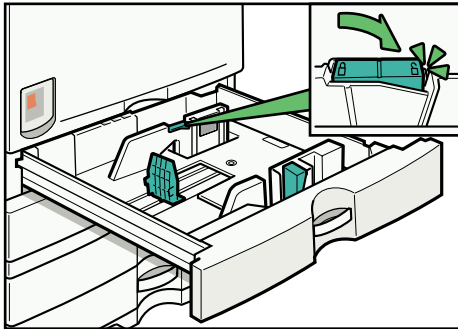
BBR008S

4. **While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.**
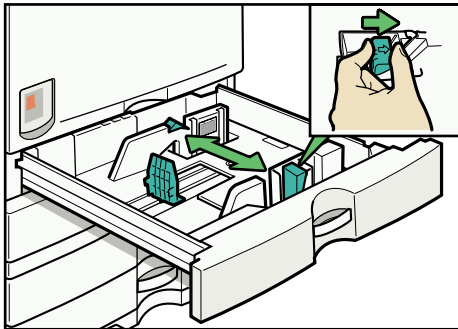
BBR009S

5. **Slide the end fence until it is aligned with the size of paper to you want to load.**
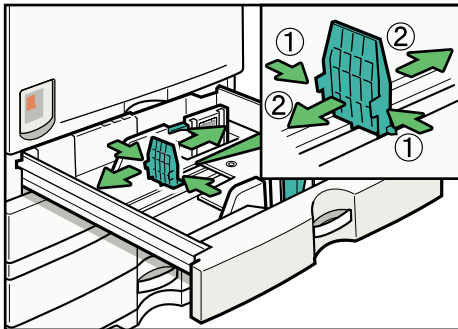
BBR010S

6. **Square the paper and load it print side up.**

   Re-lock the side fences again.

BBR011S
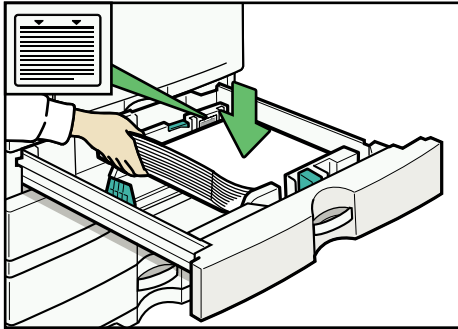
7. **Carefully slide the paper tray fully in.**

8. **Check the size on the display.**

Changing to a Size That Is Not Automatically Detected

If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. This section describes how to load such paper.

1. **Press the [User Tools / Counter] key.**

BBT052S
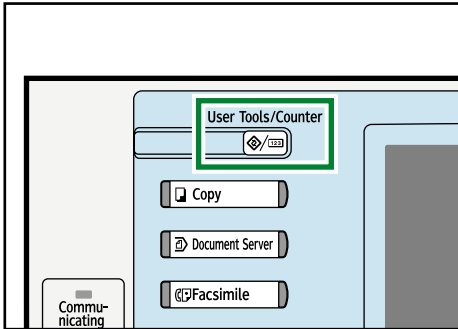
2. **Press [System Settings].**

3. **Press [Tray Paper Settings] tab.**
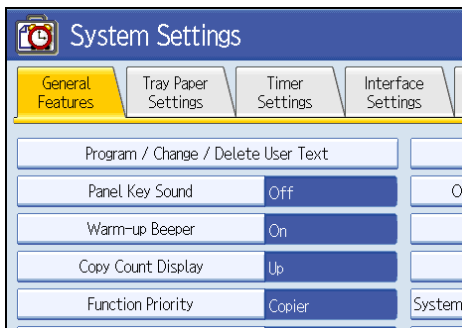
4. **Select the tray for which you want to change the paper settings.**
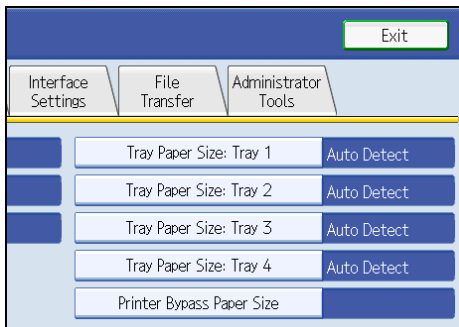
5. **Select the loaded paper size and feed direction, and then press [OK].**

The set paper size and feed direction is displayed.
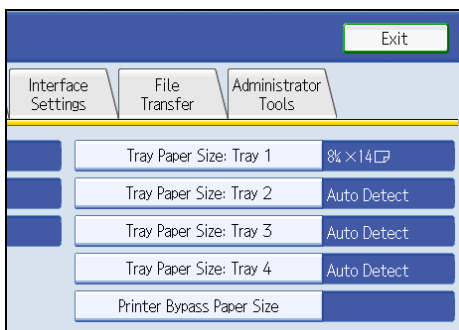
6. **Press the [User Tools / Counter] key.**

The initial display is shown.

Note

- For details about paper sizes selected automatically, see "Recommended Paper Sizes and Types", About This Machine.

- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, and select "Auto Detect" in step 5. The setting is returned to "Auto Detect".

Adding Toner

This section describes how to add and store toner.

⚠ WARNING

- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.

⚠ CAUTION

- Keep toner (used or unused) and toner containers out of reach of children.

⚠ CAUTION

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

⚠ CAUTION

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

⚠ CAUTION

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

⚠ CAUTION

- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.

- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

⚠ CAUTION

- Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.

⭐ **Important**

- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Always add toner when the machine instructs you.
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.

- **Do not shake the removed toner cartridge. Remaining toner might scatter.**

⬇ **Note**

- You can still make about ninety copies after the messages "⬛Toner Cartridge is almost empty." and "⬛Replace Toner Cartridge." appear cyclically, but replace toner soon to prevent poor copy quality.
- You can check name of the required toner name and the replacement procedure using the "⬛Add Toner" screen.
- Press [System Status] to check contact number where you can order supplies. See "Checking Machine Status and Settings".

🔖 **Reference**

- p.9 "Checking Machine Status and Settings"

Removing Toner

This section describes how to remove toner.
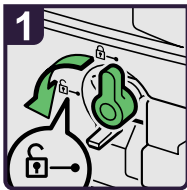
· Open the front cover of the machine.

· Turn the knob by 90 degrees counterclockwise.
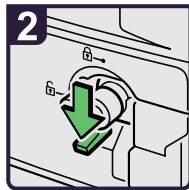
· Push down the lever.
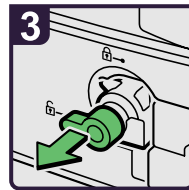
· Pull out the holder gently.
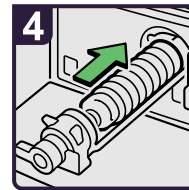
· Push the toner cartridge back.
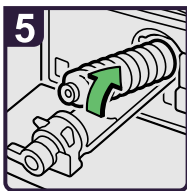
· Raise the toner cartridge, and then pull out the cartridge gently.

BBR026S

Inserting Toner

This section describes how to insert toner.
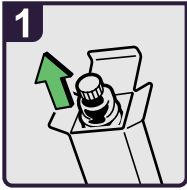
1 · Take out the new toner cartridge from the box.

2 5~6 · Hold the new toner cartridge horizontally and shake it from side to side five or six times.

Note
Do not remove the outer cap before shaking.
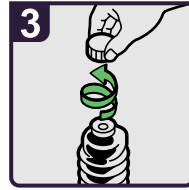
3 · Remove the outer cap.

Note
Do not remove the inner cap.
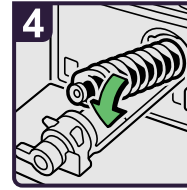
4 · Put the toner cartridge on the holder, and then pull its top forward.

5 · Push in the holder until the lever clicks.
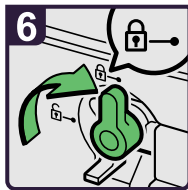
6 · Turn the knob by 90 degrees clockwise.

BBR035S

Sending Faxes or Scanned Documents When Toner Has Run Out

When the machine has run out of toner, the indicator on the display lights. Note that even if there is no toner left, you can still send faxes or scanned documents.

⭐ **Important**

- If number of communications executed after the toner has run out and not listed in the automatically output Journal exceeds 200, communication is not possible.

1. **Make sure the machine is in facsimile or scanner mode.**

2. **Press [Exit], and then perform transmission operation.**

   The error message disappears.

🔽 **Note**

- Any reports are not printed.

- If the fax or scanner screen does not appear in step 1, press the [Facsimile] key or the [Scanner] key.

Used Toner

Toner cannot be re-used.

To prevent toner spilling from used toner containers, store used toner containers inside a bag.

Bring the stored used container to your sales representative or service representative for recycling through our recycling system. If you discard it on your own, treat it as general plastic waste material.

6

Adding Staples

This section describes what to do when staples need replacing.

⚠️ CAUTION

- Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.

⭐ **Important**

- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

🔽 **Note**

- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.

- Refill the stapler according to the finisher type. Check the type if you are unsure. For details about type of finisher, see "Appendix", About This Machine.

6

1000-sheet Finisher

This section describes how to add staples to the 1000-sheet finisher.

1

· Open the finisher front cover, and then pull out the staple unit.

2

· Hold the lever, and then gently pull out the cartridge.

3
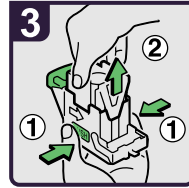
· Holding both side of the cartridge, pull up the upper unit.
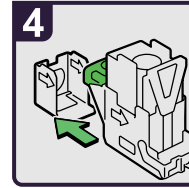
4

· Remove the empty refill in the direction of the arrow.

5

· Push the new refill into the cartridge until it clicks.

6

· Push the upper unit gently into the cartridge.

7

· Pull out the ribbon.

8
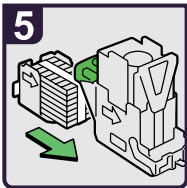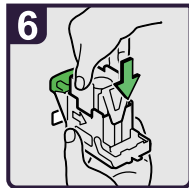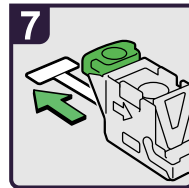
· Hold the green lever, and then push in the cartridge until it clicks.

· Return the staple unit to its original position, and then close the finisher front cover.

BBT024S

3000-sheet Finisher

This section describes how to add staples to the 3000-sheet finisher.

6

1

S1

· Open the finisher front cover.
· Pull out the staple unit.

2

· Pull out the cartridge gently.

3

· Holding both sides of the cartridge, pull up the upper unit.

4

· Remove the empty refill in the direction of the arrow.

5

· Push the new refill into the cartridge until it clicks.

6

· Push the upper unit gently into the cartridge.

7

· Pull out the ribbon.

8
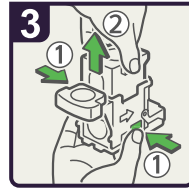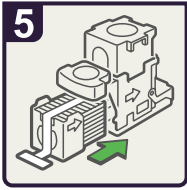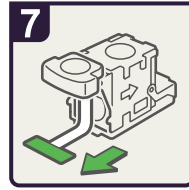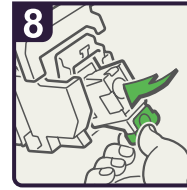
· Push the cartridge down until it clicks.
· Return the staple unit to its original position and close the finisher front cover.

BAZ033S

Booklet Finisher

This section describes how to add staples to the booklet finisher.

6

1
・Open the finisher front cover.
・Pull out the staple unit.

2
・Pull out the cartridge gently.

3
・Holding both sides of the cartridge, pull up the upper unit.

4
・Remove the empty refill in the direction of the arrow.

5
・Push the new refill into the cartridge until it clicks.

6
・Push the upper unit gently into the cartridge.

7
・Pull out the ribbon.
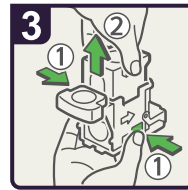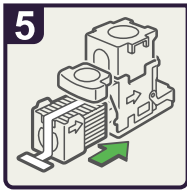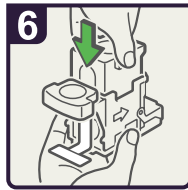
8
・Push the cartridge down until it clicks.
・Return the staple unit to its original position and close the finisher front cover.

BAZ034S

Booklet Finisher (Saddle Stitch)

This section describes how to add staples to the booklet finisher (Saddle Stitch).

6

1

· Open the finisher front cover.

· Pull out the staple unit.

2

· Pull lever S2.

3

· Pull out the cartridge gently.

4

· Holding both sides of the cartridge, pull up the upper unit.

5

· Remove the empty refill in the direction of the arrow.

6

· Push the new refill into the cartridge until it clicks.

7

· Push the upper unit gently into the cartridge.

8

· Pull out the ribbon.

9

· Push the cartridge down until it clicks.

10
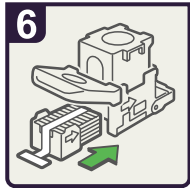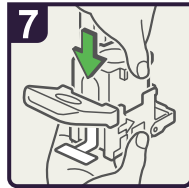
· Return lever S2 to its original position.

· Return the staple unit to its original position and close the finisher front cover.

BAZ035S

Replacing the Stamp Cartridge

If the transmission stamp becomes faint, replace the cartridge.

⭐ Important

- This stamp cartridge is used for facsimile and scanner functions.
- Do not add ink to the cartridge by yourself. Neglecting this can cause ink leakage.
- Be sure not to dirty your fingers with ink from the cartridge.
- Use the cartridge specified for this machine.

1. **Open the ADF cover.**
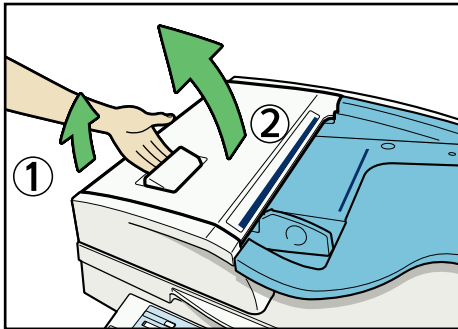
BBR012S

2. **Raise lever P2, and then pull open cover P2.**

BBR013S

6
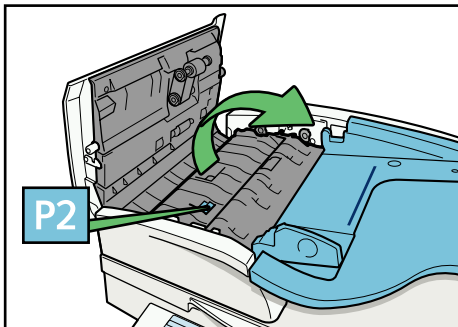
3. **Push on the area of cover P3 marked "PUSH", and then open the cover P3.**
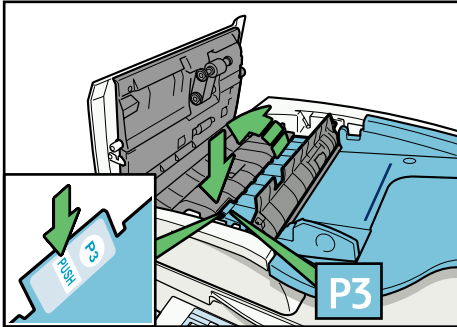
BBR014S

4. **Pull out the old stamp cartridge.**
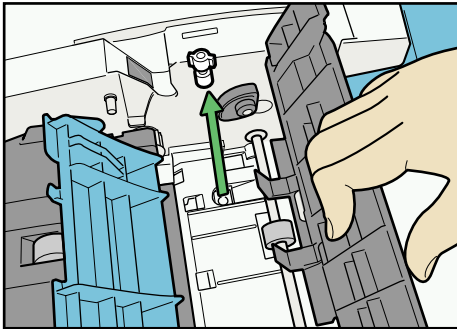
BBR015S

5. **Insert the new stamp cartridge.**

   Push in the cartridge until the metal parts are no longer visible.
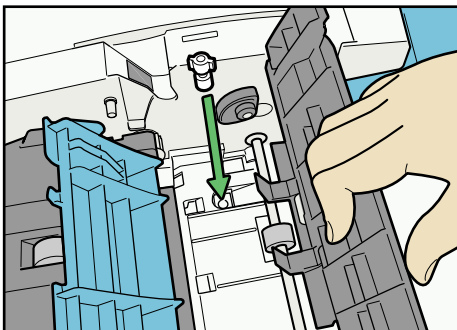
BBR016S

6. **Close cover P3, P2, and the ADF cover.**

7. Clearing Misfeeds

This chapter describes what to do when paper or originals misfeed (become jammed inside the machine).

Removing Jammed Paper

This section describes how to locate and remove jammed paper.

⚠️ **CAUTION**

- The inside of the machine could be very hot. Do not touch any parts other than specified in this document when removing misfed paper. Otherwise, it may cause burn injury.

⚠️ **CAUTION**

- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.

⚠️ **CAUTION**

- Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.

⭐ **Important**

- When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings will be lost.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- Contact your service representative if misfeeds occur frequently.

Locating Jammed Paper

If a misfeed happens, remove the misfed paper or original following the procedures stated on the sticker inside the finisher or front cover.

A misfeed has occurred in the place corresponding to the letter displayed on the control panel.
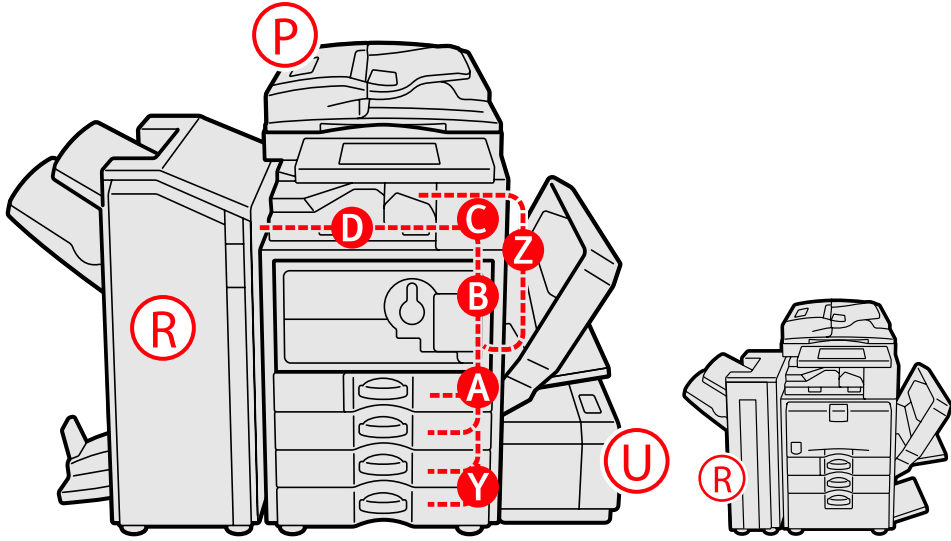
BBR027S

1. **Press the key of the section from where you want to remove the jammed paper.**
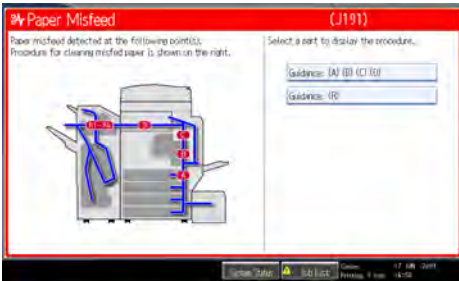
2. **After each step is complete, press [Next]. To go back to the previous step, press [Previous].**
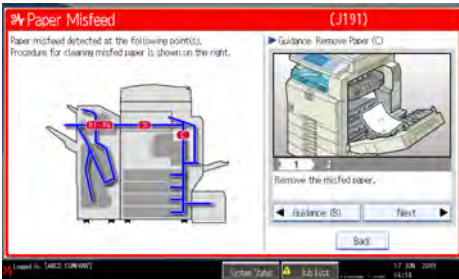
3. **When all jammed paper is removed, restore the machine to the original state.**

⬇️Note

- More than one misfeed may be indicated. When this happens, check all the areas indicated.

Removing Jammed Paper

This section describes how to remove jammed paper.

⭐ **Important**

- **The internal parts of the machine may be hot. Wait for the duplex unit to cool down before clearing a paper jam in the unit.**

- **When removing jammed sheets, take care to touch only those areas explicitly indicated in the manual.**

- **Do not remove the fusing unit. Doing so will result in loss of print quality.**

⬇ **Note**

- Inside the finisher, or inside the front cover, there is a sticker explaining how to remove misfed paper.

- If a detailed removal instruction appears on the right of the screen, follow it.

- You can also use the procedure indicated in [System Status] to remove jammed paper.

When A is displayed

1
· Push up the lever and open the duplex unit.

2
· Remove misfed paper.
· Close the duplex unit.
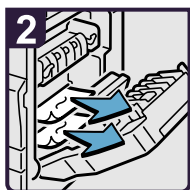
3
· When using the bypass tray, remove misfed paper from the inside of the tray.
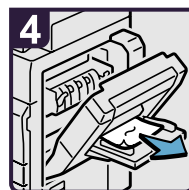
4
· Remove misfed paper from the outside of the bypass tray.
· Close the bypass tray and duplex unit.

BBR028S

When B is displayed

1
· Push up the lever and open the duplex unit.
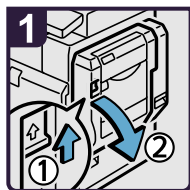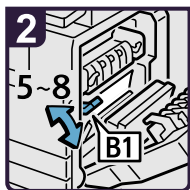
2
· Move lever B1 up and down five to eight times.
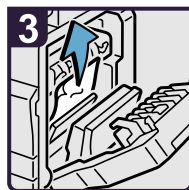
3
· Remove misfed paper.
· Close the duplex unit.

BBR029S

7

When C is displayed
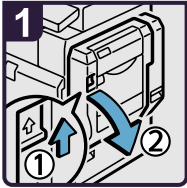
· Push up the lever and open the duplex unit.
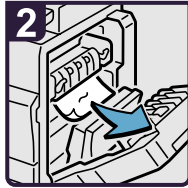
· Remove misfed paper.

· Remove misfed paper.
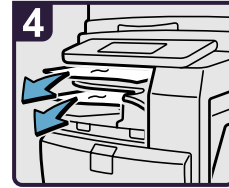
· If you cannot remove misfed paper, remove that from the internal tray.

· Close the duplex unit.

BBR030S

When D is displayed
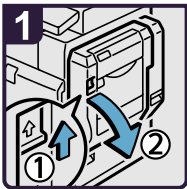
· Push up the lever and open the duplex unit.
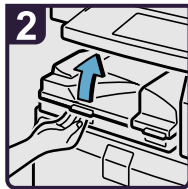
· Open the bottom cover of the bridge unit.
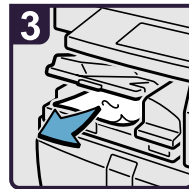
· Remove misfed paper.
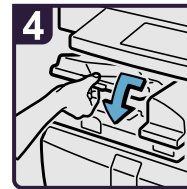
· Close the bridge unit cover.

· If you cannot remove misfed paper, open the right cover of the bridge unit.
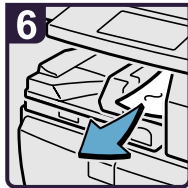
· Remove misfed paper.

· Close the bridge unit cover and duplex unit.

BBR031S

When P is displayed
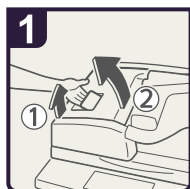
· Open the upper cover of the ADF.
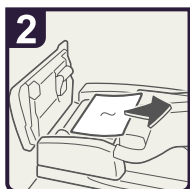
· Remove the misfed original.
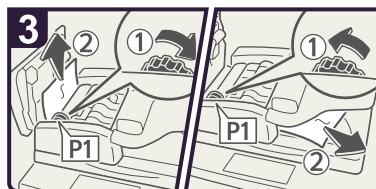
· Turn knob P1, and then remove the misfed original.

· If you cannot remove the misfed original, open the cover P2.

· Remove the misfed original.

· If you cannot remove the misfed original, open the cover P3.

· Remove the misfed original.

· Close the cover P3, P2 and the upper cover of the ADF.

· Lift and lower the ADF.

BBR040S

7

When R1 - R5 is displayed in the case of 1000-sheet finisher
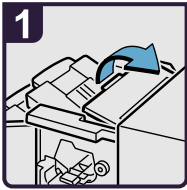
1	**2**	**3**	**4**
・Open the finisher upper cover.	・Remove misfed paper, and then close the finisher upper cover.	・Open the finisher front cover.	・Hold up lever R1 and turn knob R2 counterclockwise to remove misfed paper.
5	**6**	**7**	
・If you cannot remove misfed paper, open lever R3 to the left, and then remove misfed paper.	・Pull lever R4 to the right, and then remove misfed paper.	・Pull lever R5 and remove misfed paper. ・Close the finisher front cover.	
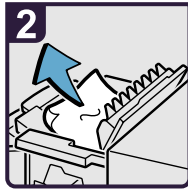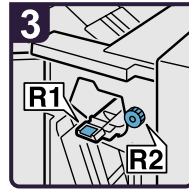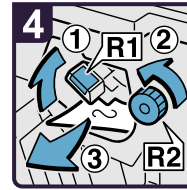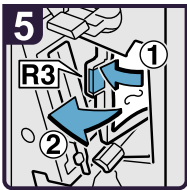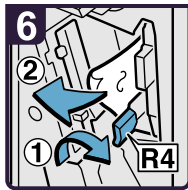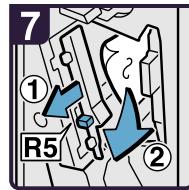
BBT034S

When R1 - R4 is displayed in the case of 3000-sheet finisher
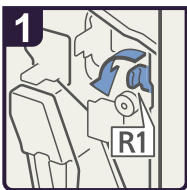
1	**2**	**3**	**4**
・Open the front cover. ・Turn knob R1 counterclockwise.	・Raise lever R3 to the right.	・Turn knob R2 counterclockwise.	・Open the bridge unit cover, and then remove misfed paper.
5	**6**		
・If you cannot remove misfed paper, raise lever R3 to the right and remove it.	・Raise lever R4 and remove misfed paper. ・Close the front cover.		
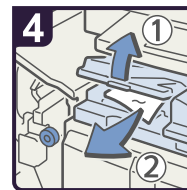
BBR043S
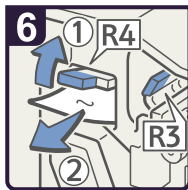
When R5 - R8 is displayed in the case of 3000-sheet finisher
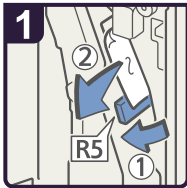
· Open the front cover.

· Lower lever R5 and remove misfed paper.
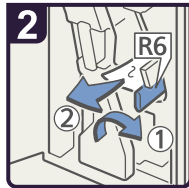
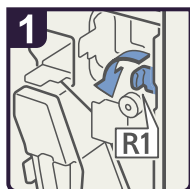· If you cannot remove misfed paper, lower lever R6 and remove it.

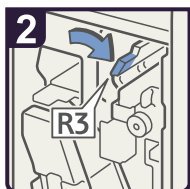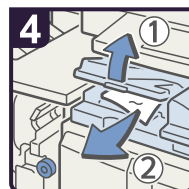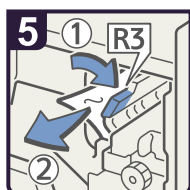· Raise lever R3.
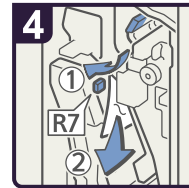
· Raise lever R7 and remove misfed paper.
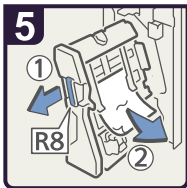
· Pull handle R8 and pull out the staple unit, then remove misfed paper.

· Return the staple unit to its original position and close the front cover.

BAZ052S

7

When R1 - R4 is displayed in the case of booklet finisher

1 R1

· Open the front cover.

· Turn knob R1 counterclockwise.

2 R3

· Raise lever R3 to the right.

3 R2

· Turn knob R2 counterclockwise.

4 ①②

· Open the bridge unit cover, and then remove misfed paper.

5 ① R3 ②

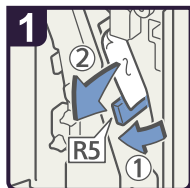· If you cannot remove misfed paper, raise lever R3 to the right and remove it.

6 ① R4 ② R3

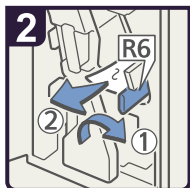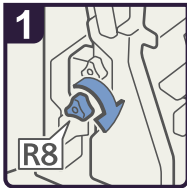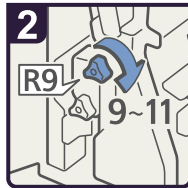· Raise lever R4 and remove misfed paper.

· Close the front cover.

BBR046S

7

When R5 - R7 is displayed in the case of booklet finisher

1 ② R5 ①

· Open the front cover.

· Lower lever R5 and remove misfed paper.

2 R6 ② ①

· If you cannot remove misfed paper, lower lever R6 and remove it.

3 R3

· Raise lever R3.

4 ① R7 ②

· Raise lever R7 and remove misfed paper.

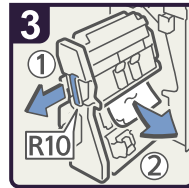· Close the front cover.

BAZ054S

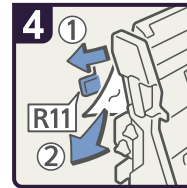## When R8 - R12 is displayed in the case of booklet finisher

1
- Open the front cover.
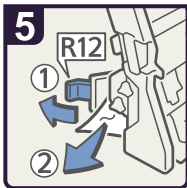- Turn lower knob R8 clockwise.

2
- Turn upper knob R9 9-11 times clockwise.

3
- Pull handle R10 and pull out the staple unit, then remove misfed paper.
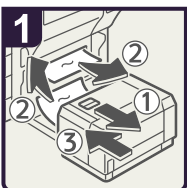
4
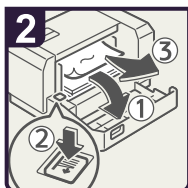- If you cannot remove misfed paper, raise lever R11 and remove it.

5
- If you cannot remove misfed paper, raise lever R12 and remove it.
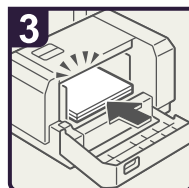- Return the staple unit to its original position and close the front cover.

BAZ055S

When U is displayed

1
- Slide the LCT to the right.
- Remove misfed paper from the machine or the LCT.
- Return the LCT to its original position.

2
- Open the cover of the LCT.
- Press the [Down] key to move down the bottom plate.
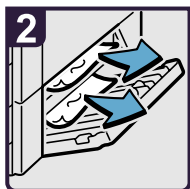- Remove misfed paper.

3
- Load paper correctly, and then close the cover of the LCT.

BBR047S

7

When Y is displayed

1 ・Open the right cover of the paper tray unit.

2 ・Remove misfed paper.

・Close the cover.

BBR032S

When Y is displayed in the case of Large Capacity Tray (LCT)
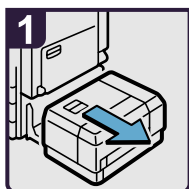
1 ・Slide the LCT to the right.

2 ・Open the right cover of the paper tray unit.

3 ・Remove misfed paper.

・Close the cover, and then set the LCT back.

BBR033S

When Z is displayed

1 ・Push up the lever and open the duplex unit.

2 ・Remove misfed paper.
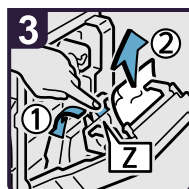
3 ・If you cannot remove misfed paper, hold down Z.

・Remove misfed paper.
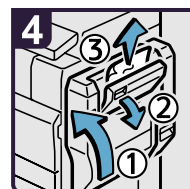
4 ・If you cannot remove misfed paper, close the duplex unit, and then open the bypass tray.

・Remove misfed paper, and then close the tray.

BBR034S

Removing Jammed Staples

This section describes how to remove jammed staples.

⚠️ CAUTION

- Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.
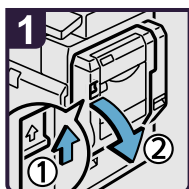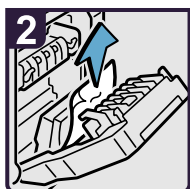
⭐ **Important**

- Curled paper may cause staples to jam. To avoid this, turn paper over in the tray.

- When the finisher is installed, after removing jammed staples, staples will not be ejected the first few times you try to use the stapler.

⬇ **Note**

- Remove the jammed staples according to the finisher type. Check the type if you are unsure. For details about type of finisher, see "Appendix", About This Machine.

1000-sheet Finisher

This section describes how to remove jammed staples from the 1000-sheet finisher.

1

・Open the finisher front cover, and then pull out the staple unit.

2
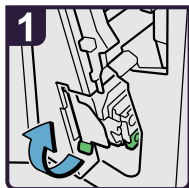
・Hold the lever while gently pulling out the cartridge.

3

・Open the cartridge's face plate.

4

・Remove any jammed staples.

5

・Pull down the cartridge's face plate until it clicks.

6
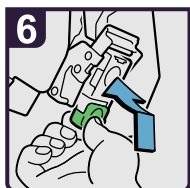
・Hold the lever, and then push in the cartridge until it clicks.

・Return the staple unit to its original position, and then close the finisher front cover.

BBT042S

3000-sheet Finisher

This section describes how to remove jammed staples from the 3000-sheet finisher.
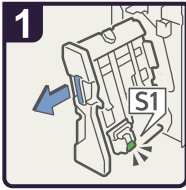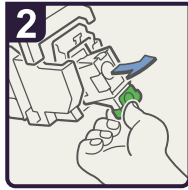
1

· Open the finisher front cover.

· Pull out the staple unit.

2

· Pull out the cartridge gently.

3

· Open the face plate.

4

· Remove the jammed staples.

5

· Pull down the face plate until it clicks.

6
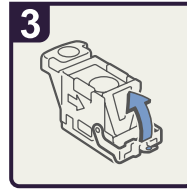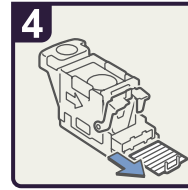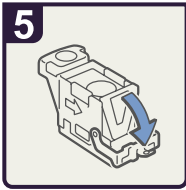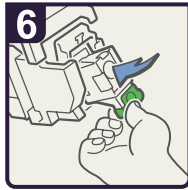
· Pull down the cartridge until it clicks.

· Return the staple unit to its original position and close the finisher front cover.

BAZ060S

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Booklet Finisher

This section describes how to remove jammed staples from the booklet finisher.

1

· Open the finisher front cover.

· Pull out the staple unit.

2

· Pull out the cartridge gently.

3

· Open the face plate.

4

· Remove the jammed staples.

5

· Pull down the face plate until it clicks.

6

· Pull down the cartridge until it clicks.

· Return the staple unit to its original position and close the finisher front cover.
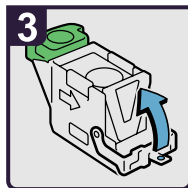
BAZ061S

Booklet Finisher (Saddle Stitch)

This section describes how to remove jammed staples from the booklet finisher.

1

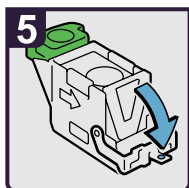- Open the finisher front cover.
- Pull out the staple unit.

2

- Pull lever S2.

3

- Pull out the cartridge gently.

4
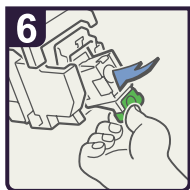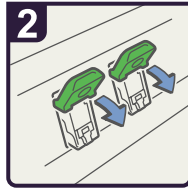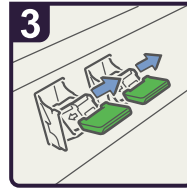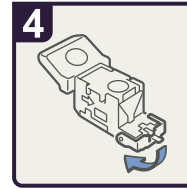
- Open the face plate of the cartridge.

5

- Remove the jammed staples.

6
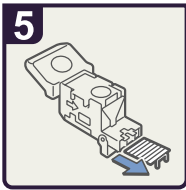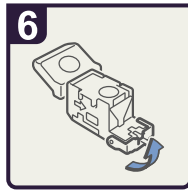
- Pull the face plate down until it clicks.
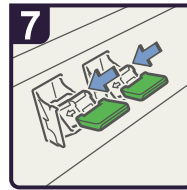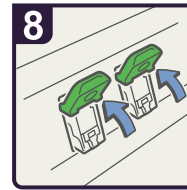
7

- Push the cartridge down until it clicks.

8

- Return lever S2 to its original position.
- Return the staple unit to its original position and close the finisher front cover.

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135

Removing Punch Waste

This section describes how to remove punch waste.

⬇Note

- While "Hole Punch Receptacle is full." is displayed, you cannot use the Punch function.

- "Hole Punch Receptacle is full." is displayed until the punch waste box is reinstalled.

- If the message is still displayed, reinstall the punch waste box.

3000-sheet Finisher and Booklet Finisher

This section describes how to remove punch wastes from the 3000-sheet finisher and booklet finisher.

1. **Open the finisher front cover.**
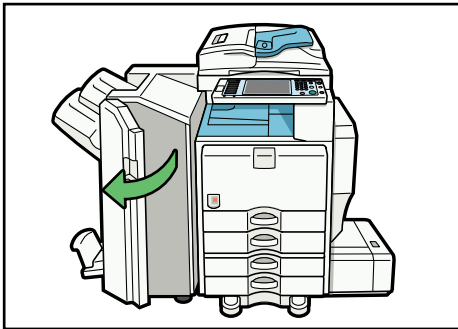
BBR017S

2. **Pull out the punch waste box carefully, and then remove punch waste.**
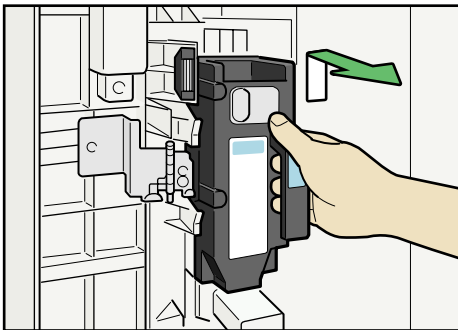
BAY035S

3. **Reinstall the punch waste box.**
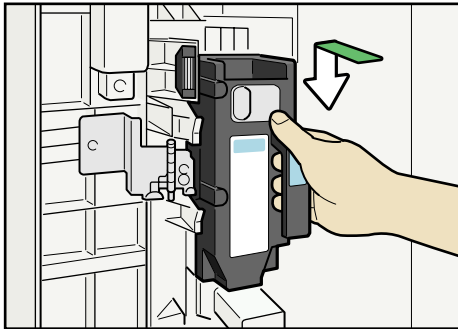
BAY036S

4. **Close the finisher front cover.**

"Hole Punch Receptacle is full." disappears.

7

7

8. Remarks

This chapter describes how to maintain and operate the machine.

Where to Put Your Machine

This section describes precautions for installation and movement.

Machine Environment

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

Moving

This section describes precautions when moving the machine.

⚠️**CAUTION**

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

⚠️**CAUTION**

- Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.

⚠️**CAUTION**

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.

⭐**Important**

- Be careful when moving the machine. Take the following precautions:
  - Turn off the main power.
  - Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.
  - Close all covers and trays, including the front cover and bypass tray.

8

- Do not carry the machine, by holding the scanner assembly. Keep the machine level and carry it carefully, taking care not to jolt or tip it. Rough handling may cause a malfunction or damage the hard disk or memory, resulting in loss of stored files.

- Do not take off the holding stand.

- Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files to be lost. As a precautionary measure, files should be copied to another computer.

↓ Note

- For details about how to turn the main power off, see "Turning On/Off the Power", About This Machine.

Optimum environmental conditions

This section describes precautions when locating the machine.

⚠ CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

⚠ CAUTION

- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

⚠ CAUTION

- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

- Temperature: 10-32 °C (50-89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)

- Humidity: 15-80% (temperature to be 27 °C, 80.6 °F at 80%)

- A strong and level base.

- The machine must be level within 5 mm, 0.2 inch: both front to rear and left to right.

- To avoid possible buildup of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).

- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)

- Locations close to machines generating ammonia, such as a diazo copy machine.

- Places where the machine will be subject to frequent strong vibration.

- Dusty areas.

- Areas with corrosive gases.

Access to the machine

Place the machine near the power source, providing the clearance areas shown.

BBR051S
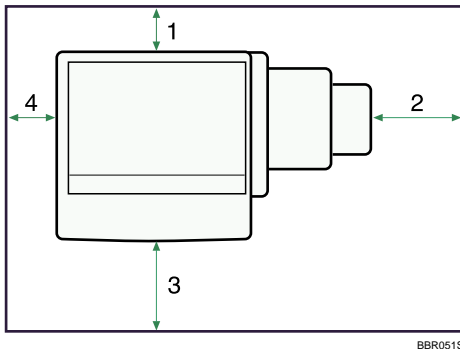
1. **Rear: 10 cm (4 inches) or more**

2. **Right: 55 cm (22 inches) or more**

3. **Front: 75 cm (30 inches) or more**

4. **Left: 10 cm (4 inches) or more**

⬇Note

- For the required space when options are installed, contact your service representative.

Power Connection

This section describes power supply.

⚠ WARNING

- Connect this machine only to a power source that matches the specifications shown on the inside front cover of this manual and do not use an extension cord.

- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.

⚠️ WARNING

- Do not use power cords that are damaged, broken, or modified. Also, do not use power cords that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result in fire or electric shock.

⚠️ WARNING

- If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.

⚠️ WARNING

- Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection of the power cord in the event of an emergency.

⚠️ CAUTION

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

⚠️ CAUTION

- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.

- When the main power switch is in the stand-by position, the optional anti-condensation heaters are on. In an emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.

8

Maintaining Your Machine

If the exposure glass or ADF belt is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

⭐ **Important**

- **Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.**

- **Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative.**

How to maintain

Wipe the machine with a soft, damp cloth, and then wipe it with a dry cloth to remove the water.

Cleaning the Exposure Glass

This section describes how to clean the exposure glass and the scanning glass.

BBR020S
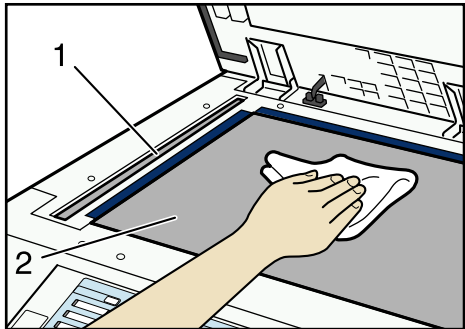
Clean 1 and 2.

Cleaning the Auto Document Feeder

This section describes how to clean the ADF.
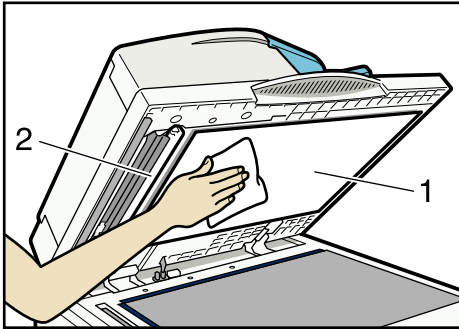
BBR022S

Clean 1 and 2.

Cleaning the Power Cable Plug

This section describes precautions for cleaning the power cable plug.

⚠CAUTION

- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

INDEX

MEMO

The meanings of the symbols for the switches on this machine are as follows:

❘ : POWER ON.

○ : POWER OFF.

⏻ : STANDBY.

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The proper names of the Windows operating systems are as follows:

* The product names of Windows 2000 are as follows:

    Microsoft® Windows® 2000 Professional

    Microsoft® Windows® 2000 Server

    Microsoft® Windows® 2000 Advanced Server

* The product names of Windows XP are as follows:

    Microsoft® Windows® XP Professional

    Microsoft® Windows® XP Home Edition

    Microsoft® Windows® XP Media Center Edition

    Microsoft® Windows® XP Tablet PC Edition

* The product names of Windows Vista are as follows:

    Microsoft® Windows Vista® Ultimate

    Microsoft® Windows Vista® Business

    Microsoft® Windows Vista® Home Premium

    Microsoft® Windows Vista® Home Basic

    Microsoft® Windows Vista® Enterprise

* The product names of Windows Server 2003 are as follows:

    Microsoft® Windows Server® 2003 Standard Edition

    Microsoft® Windows Server® 2003 Enterprise Edition

    Microsoft® Windows Server® 2003 Web Edition

    Microsoft® Windows Server® 2003 Datacenter Edition

* The product names of Windows Server 2003 R2 are as follows:

    Microsoft® Windows Server® 2003 R2 Standard Edition

    Microsoft® Windows Server® 2003 R2 Enterprise Edition

    Microsoft® Windows Server® 2003 R2 Datacenter Edition

* The product names of Windows Server 2008 are as follows:

    Microsoft® Windows Server® 2008 Standard

    Microsoft® Windows Server® 2008 Enterprise

    Microsoft® Windows Server® 2008 Datacenter

Type for 9240/MP 4001/LD140/Aficio MP 4001
Type for 9250/MP 5001/LD150/Aficio MP 5001

EN US D092-7720

Operating Instructions

Copy/Document Server Reference

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Some illustrations in this manual might be slightly different from the machine.
Certain options might not be available in some countries. For details, please contact your local dealer.
Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.
The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see "Machine Types", About This Machine.)

  - Type 1: 9240/MP 4001/LD140/Aficio MP 4001
  - Type 2: 9250/MP 5001/LD150/Aficio MP 5001

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⊛ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/ Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other Manuals

- UNIX Supplement

- Extended Feature Settings Reference <Device Version>

- Extended Feature Settings Reference <Web Version>

- App2Me Start Guide

🔽Note

- Manuals provided are specific to machine types.

- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.

What You Can Do with This Machine

This section introduces the machine's copier functions that you are likely to use most often.

Functions differ depending on machine type and options.

See p.14 "Functions Requiring Optional Configurations".

Reducing/Enlarging Originals by Specifying the Paper Size

The machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the paper size you select.

Auto Reduce/Enlarge

See p.46 "Auto Reduce/Enlarge".
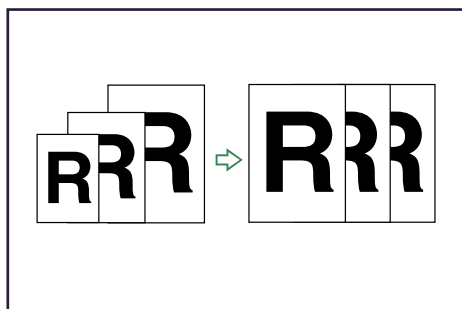
BAS033S

Saving Paper

The Duplex and Combine functions allow you to save paper.

Duplex

Copies two 1-sided pages or one 2-sided page onto a 2-sided page.

See p.49 "Duplex".
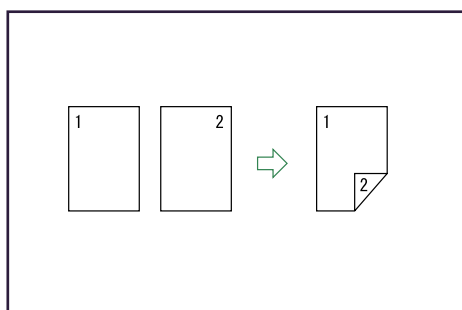
BAS034S
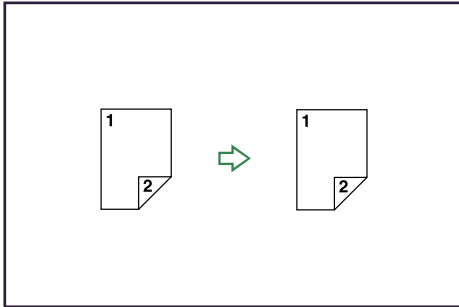
BAS035S

One-Sided Combine

Combines up to eight pages of originals onto one side of a sheet.

See p.52 "One-Sided Combine".
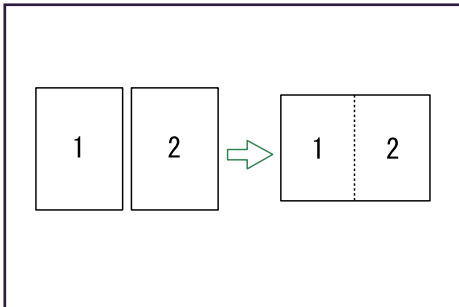
BAS038S
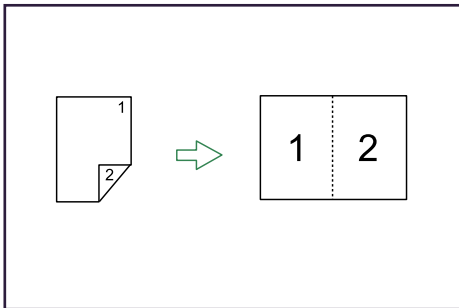
BAS041S

Two-Sided Combine

Combines up to 16 pages of originals onto two sides of one sheet.

See p.56 "Two-Sided Combine".

4
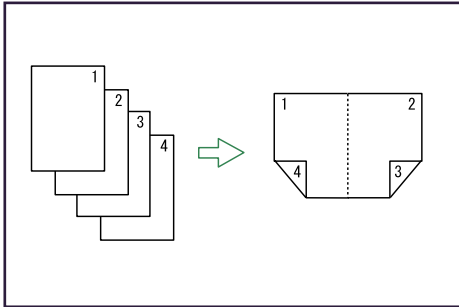
BAS047S
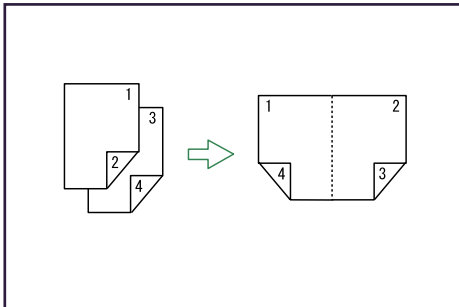
BAS050S

Copying onto Special Paper

You can copy onto various types of paper such as thick paper.

See p.40 "Copying onto Custom Size Paper".

Creating a Booklet or Magazine

Copies two or more originals in page order.

Booklet

Make copies in page order for a folded booklet.

See p.133 "Booklet/Magazine".
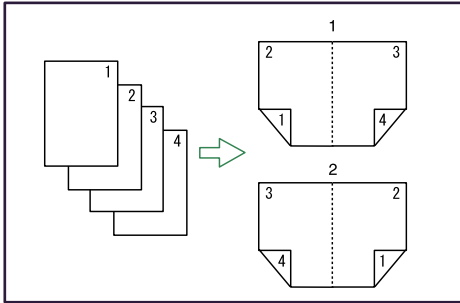
BAT105S

1. **Open to left**
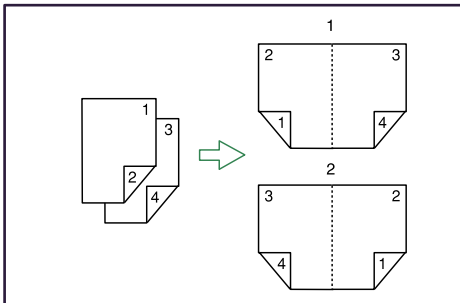
2. **Open to right**

BAT106S

1. **Open to left**

2. **Open to right**

Magazine

Copies two or more originals to make copies in page order when they are folded and stacked.

See p.133 "Booklet/Magazine".

BAT107S

1. **Open to left**

2. **Open to right**

BAT108S
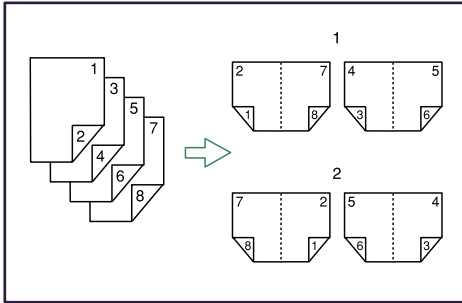
1. **Open to left**

2. **Open to right**

Copying Originals Such as Books

Copies bound originals onto one side or both sides of a sheet.

Series Copies

Separately copies the front and back of a 2-sided original or the two facing pages of a bound original onto two sheets.

See p.131 "Series Copies".
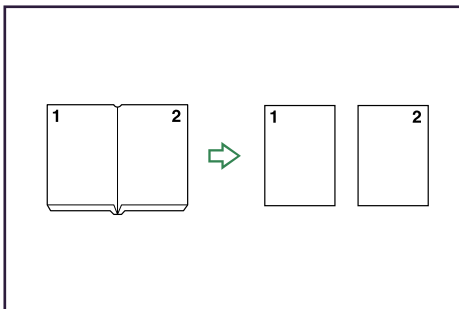
BAS103S
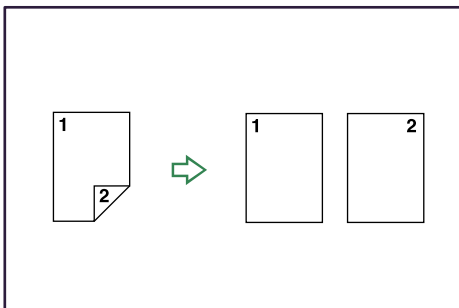
BAS104S

Book → 2 Sided

Copies a two-page spread original onto one sheet with one page per side.

See p.133 "Booklet/Magazine".
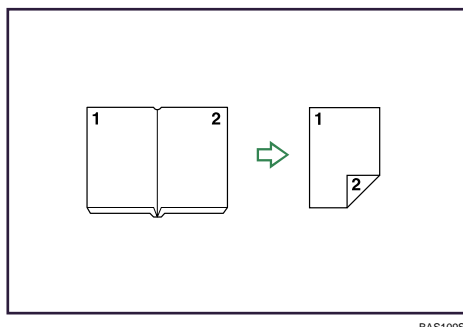
BAS109S

Front & Back → 2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.

See p.133 "Booklet/Magazine".
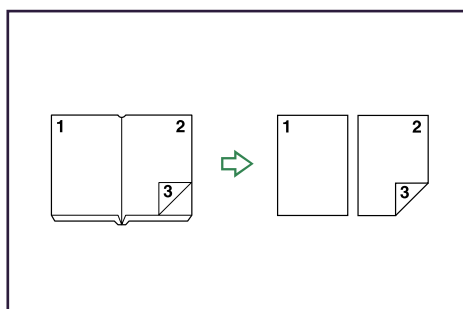
BAS110S

Registering the Initial Display's Default Functions

You can configure the settings of the initial screen so that the default display contain the functions you use most often.

For example: if the default selection is the Duplex function, but the function you use most frequently is 1-sided copying, you can change the default selection to 1-sided copying instead. For details, see "Registering the Initial Display's Default Functions".

You can also store frequently used copy job settings in the machine memory and recall them for future use. For details, see "Registering Frequently Used Function".

See p.80 "Registering Frequently Used Functions".

See p.84 "Registering the Initial Display's Default Functions".

TABLE OF CONTENTS

How to Read This Manual

↓ Note

- For proper use of this product, be sure to read About This Machine first.

- Supplementary information about the copier mode is described in "Supplementary Information".

目 Reference

- p.171 "Supplementary Information"

Symbols

This manual uses the following symbols:

★ Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

↓ Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

目 Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

Functions Requiring Optional Configurations

Certain functions require special machine configuration and extra options as follows:

Batch: Auto Document Feeder (ADF)

SADF: Auto Document Feeder (ADF)

Mixed Sizes: Auto Document Feeder (ADF)

Shift Sort: 1000-sheet finisher, 3000-sheet finisher, booklet finisher

Shift Stack: 1000-sheet finisher, 3000-sheet finisher, booklet finisher

Staple: 1000-sheet finisher, 3000-sheet finisher, booklet finisher

Staple (Center): Booklet finisher

Punch: 3000-sheet finisher or booklet finisher, and punch unit

🔽 Note

- Depending on the model you are using, some options may be provided as standard. For more information, see "Options", About This Machine.

- The bridge unit and a paper tray unit are required to install a finisher.

Display

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like [Auto Reduce / Enlarge]. Keys appearing as [Auto Reduce / Enlarge] cannot be used.

Initial copy display
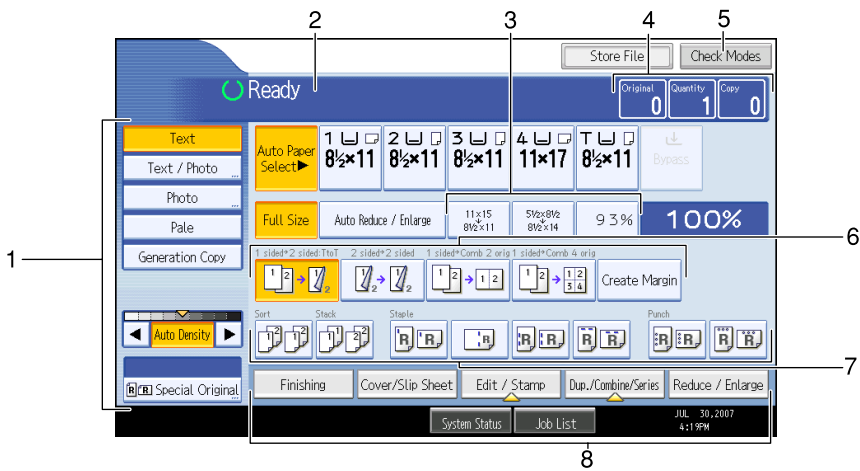
BCY012S

1. Use this area to specify the original type, image density level, and other settings.

2. Displays operational status and messages.

3. You can register up to three frequently used reduce/enlarge ratios other than the preset ratios under Reproduction Ratio in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

4. Displays the numbers of originals scanned, copies set, and copies made.

5. Press the key to confirm the current settings.

6. Displays the Shortcut keys. You can register frequently used functions under General Features in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

7. Displays Sort, Stack, Staple, and Punch functions.

8. Displays available functions. Press a function to display its menu. A clip mark indicates the currently selected functions.

⬇ Note

- The illustration is an example of the panel display when the optional booklet finisher, the paper tray unit, and the large capacity tray (LCT) are installed.

15

Simplified Display

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.

BCU031S

Example of a simplified display

BCU032S
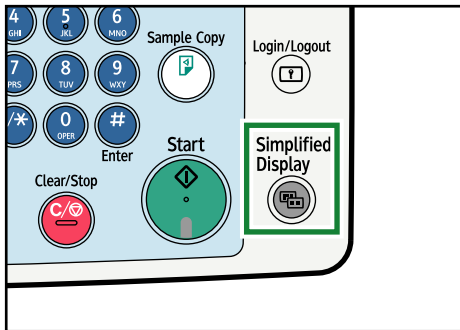
1. **[Key Color]**

   Press to increase screen contrast by changing the color of the keys.

   This is available only for the simplified display.

⬇ **Note**

- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

1. Placing Originals

This chapter describes the types of originals you can set and how to place originals.

Originals

This section describes the types of originals that can be placed, paper sizes that are automatically detected, and missing image area.

Sizes and Weights of Recommended Originals

The following describes recommended paper sizes and non-recommended originals for the ADF (Auto Document Feeder):

Metric version

Original location	Original size	Original weight
Exposure glass	Up to A3	-
ADF	One-sided originals: A3▭ - B6 JIS (Japanese Industrial Standard)▭▭	40 - 128 g/m^2 (35 - 110 kg)
	Two-sided originals: A3▭ - A5▭▭	52 - 128 g/m^2 (45 - 110 kg)

Inch version

Original location	Original size	Original weight
Exposure glass	Up to 11 × 17	-
ADF	One-sided originals: 11 × 17▭ - $5^1/_2$ × $8^1/_2$▭▭	10 - 34 lb.
	Two-sided originals: 11 × 17▭ - $5^1/_2$ × $8^1/_2$▭▭	14 - 34 lb.

🔽 **Note**

- About 100 originals can be placed in the ADF.

Non-compatible originals for the ADF

Placing unsuitable originals in the ADF can cause paper misfeeds or black lines, or result in damage to the originals.

Place the following types of originals on the exposure glass instead.

- Originals other than those specified on "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin or highly flexible originals
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are still wet with ink or correction fluid

Note

- The original might become dirty if it is written with a pencil or a similar tool.

Sizes Detectable with Auto Paper Select

This section describes sizes detectable by the exposure glass and ADF.

Metric version

Size / Original location	A3 ⬚	B4 JIS ⬚	A4 ⬚⬚	B5 JIS ⬚⬚	A5 ⬚⬚	B6 JIS ⬚⬚	11×17 ⬚	8^1/$_2$× 11 ⬚⬚	8^1/$_2$× 13 ⬚
Exposure glass	○*1	○*2	○*3	○*4	×*5	×	×	×	○*8
ADF	○	○	○	○	○	○	○*6	○*7	○*8

○: Detectable size ×: Undetectable size

JIS: Japanese Industrial Standard

*1 Default is A3. If you want to switch the detectable size from A3 to 8K, contact your service representative.

*2 Default is B4 JIS. If you want to switch the detectable size from B4 JIS to 8K, contact your service representative.

*3 Default is A4. If you want to switch the detectable size from A4 to 16K, contact your service representative.

*4 Default is B5 JIS. If you want to switch the detectable size from B5 JIS to 16K, contact your service representative.

*5 If you want to make A5 size detectable, consult your service representative.

*6 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 8K, contact your service representative.

*7 Default is $8^1/_2$ × 11. If you want to switch the detectable size from $8^1/_2$ × 11 to 16K, contact your service representative.

*8 Default is $8^1/_2$ × 13. If you want to switch the detectable size from $8^1/_2$ × 13 to 8 × 13 or $8^1/_4$ × 13, contact your service representative.

Inch version

Size Original location	A3⊐	A4⊐⊐	11×17 ⊐	$8^1/_2$× 14⊐	$8^1/_2$× 11⊐⊐	$5^1/_2$×$8^1/_2$⊐	10×14 ⊐	$7^1/_4$×$10^1/_2$ ⊐
Exposure glass	×	×*1	○	○	○*1	×*6	×	×
ADF	○	○	○*2	○*3	○*4,5	○	○	○

○: Detectable size ×: Undetectable size

*1 Default is $8^1/_2$ × 11. If you want to switch the detectable size from $8^1/_2$ × 11 to A4, contact your service representative.

*2 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative.

*3 Default is $8^1/_2$ × 14. If you want to switch the detectable size from $8^1/_2$ × 14 to $8^1/_2$ × 13, contact your service representative.

*4 Default is $8^1/_2$ × 11⊐. If you want to switch the detectable size from $8^1/_2$ × 11⊐ to $7^1/_4$ × $10^1/_2$⊐, contact your service representative.

*5 Default is $8^1/_2$ × 11⊐. If you want to switch the detectable size from $8^1/_2$ × 11⊐ to 8 × 10⊐, contact your service representative.

*6 If you want to make $5^1/_2$ × $8^1/_2$ size detectable, consult your service representative.

Exposure glass
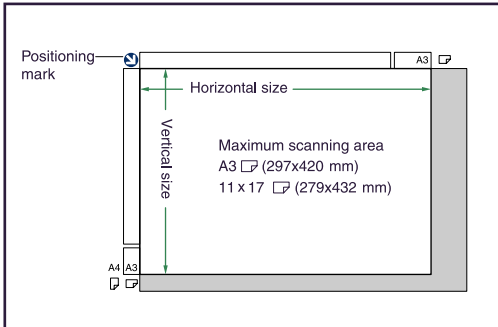
BAT017S

ADF
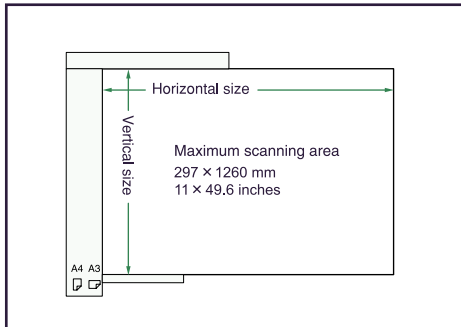
BCU001S

📌 **Note**

- When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. For details about custom size originals, see "Custom sizes".

📖 **Reference**

- p.30 "Custom sizes"

Sizes difficult to detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually:

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

Missing Image Area

Even if you place originals in the ADF or on the exposure glass correctly, margin of a few millimeters on all four sides of the original might not be copied.
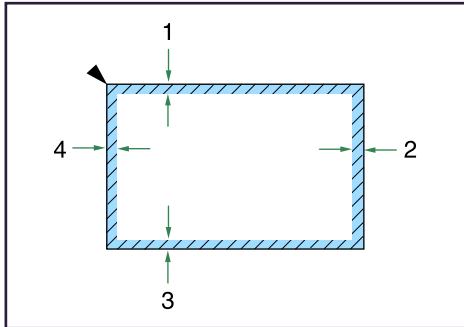
BAT019S

1. **0.5 - 4.5 mm (0.02 - 0.18 inch)**

2. **0.0 mm - 4.0 mm (0.02 - 0.16 inch)**

3. **0.5 - 3.5 mm (0.02 - 0.14 inch)**

4. **1.0 - 5.0 mm (0.04 - 0.20 inch)**

Placing Originals

This section describes the procedure for placing originals on the exposure glass and in the ADF.

Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.

⬇ Note

- For original sizes you can place on the exposure glass and in the ADF, see "Originals".

🔖 Reference

- p.17 "Originals"

Original Orientation

You can specify the original orientation if necessary.

When using the exposure glass, place the original face down. When using the ADF, place it face up.

BAT020S
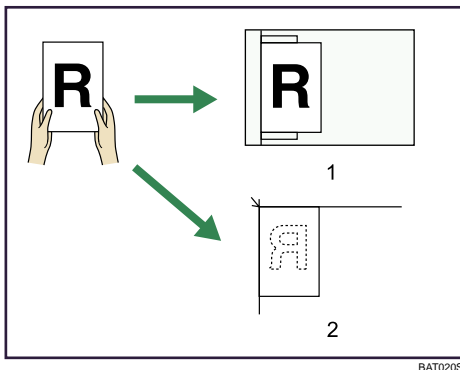
1. **ADF**

2. **Exposure glass**

When you cannot place the original as the above, you may not make copies as you want with particular functions. If this happens, change the orientation by selecting the unreadable orientation.

- Readable orientation [R][R]

  Select this mode when the original orientation is the same as the copy paper orientation.

- Unreadable orientation [R][R]

  Select this mode when you want to copy A3⬄, B4 JIS⬄ or 11 × 17⬄ size originals. The machine rotates the copy image by 90° and you can make copies as you want.

  This is useful for copying large originals with the Staple, Duplex, Combine or Stamp functions.

  For example, to copy A3⬄ or 11 × 17⬄ originals with the Staple function selected:

1
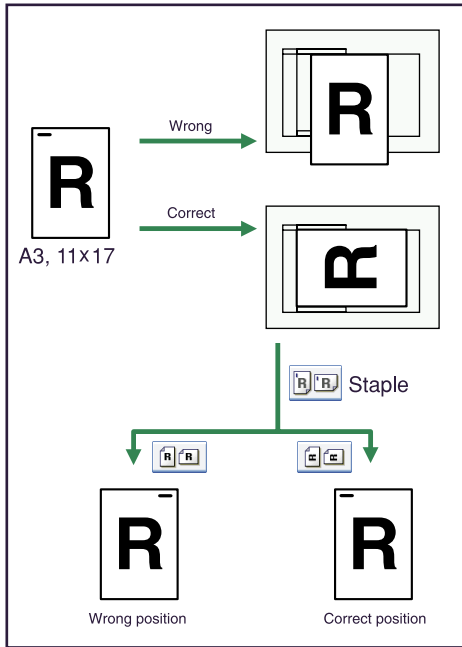
BAT021S

1. **Press [Special Original].**
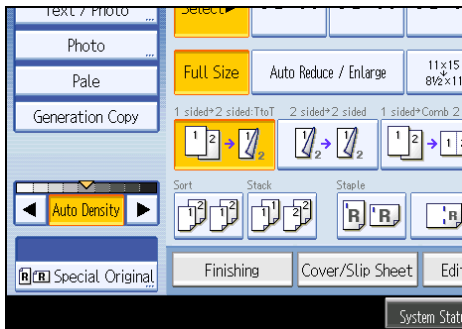
2. **Select the original orientation, and then press [OK].**
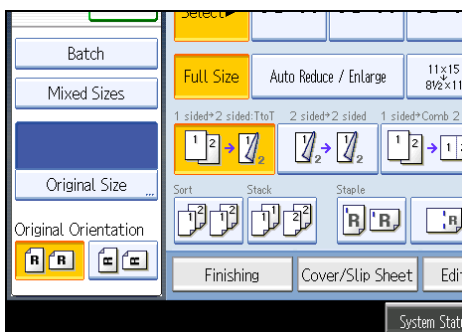
⬇Note

- It is recommended that you use this function together with the Auto Paper Select or Auto Reduce / Enlarge function.

Left Original Beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after copying.

You can change the beeper setting under Alert Sound: Original Left on Exposure Glass in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Placing Originals on the Exposure Glass

Place originals on the exposure glass.

⭐Important

- Do not lift the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.

1. **Lift the ADF.**

   Be sure to lift the ADF by more than 30 degrees. Otherwise, the size of the original might not be detected correctly.

2. **Place the original face down on the exposure glass. The original should be aligned to the rear left corner.**

   Start with the first page to be copied.
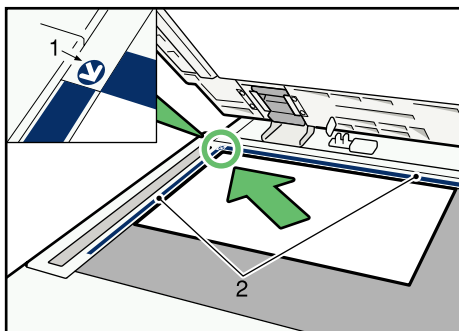
BCU011S

1. **Positioning mark**

2. **Scales**

3. **Lower the ADF.**

Placing Originals in the ADF

Place originals in the ADF.

Be sure not to block the sensor or load the original untidily. Doing so may cause the machine to detect the size of the original incorrectly or display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.
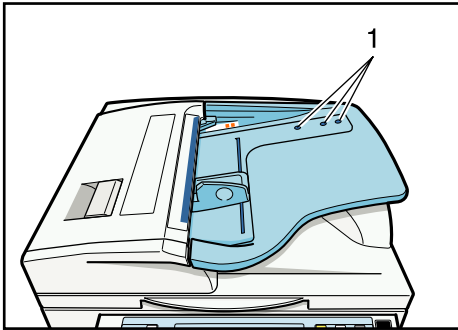
BCY002S

1. **Sensors**

Settings should be made in the following situations:

When placing originals consisting of more than 100 pages:

See "Batch Mode".

When placing originals one by one:

See "SADF Mode".

When copying originals of various sizes:

See "Mixed Sizes Mode".

When placing custom size originals:

See "Custom sizes".

1. **Adjust the document guide to the original size.**

2. **Set the aligned originals face up into the ADF.**

   Do not stack originals beyond the limit mark.

   The first page should be on the top.

BCY003S
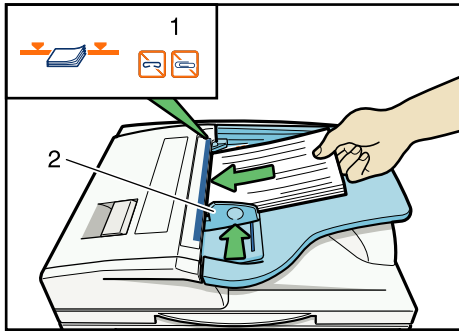
1. **Limit mark**

2. **Document guide**

🔽 Note

- Straighten curls in the originals before placing them on the ADF.

- To prevent multiple sheets from being fed at once, fan the original before placing it on the ADF.

- Set the original squarely.

📄 Reference

- p.26 "Batch Mode"

- p.27 "SADF Mode"

- p.28 "Mixed Sizes Mode"

- p.30 "Custom sizes"

Batch Mode

In Batch mode, the machine copies an original of more than 100 pages as one document, even if it is placed on the ADF in parts.

⭐ Important

- Place special originals, such as translucent paper, one by one.

1. **Press [Special Original].**
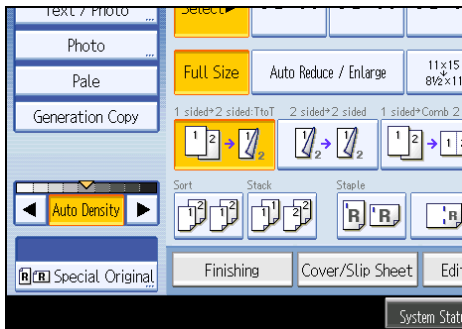
2. **Select [Batch] and then press [OK].**

3. **Place the first part of the original, and then press the [Start] key.**

4. **After the first part of the original has been fed, place the next part, then press the [Start] key.**

Note

- When [SADF] is displayed instead of [Batch], specify the Batch mode under Switch to Batch in User Tools. For details about Switch to Batch, see "Copier/Document Server Features", General Settings Guide.

- To copy subsequent originals in this mode, repeat step 4.

- When the Sort, Combine or 1 Sided→2 Sided function has been set, press the [#] key after all originals have been scanned.

SADF Mode

In SADF mode, even when an original is placed page by page in the ADF, each page is automatically fed when placed.

1. **Press [Special Original].**
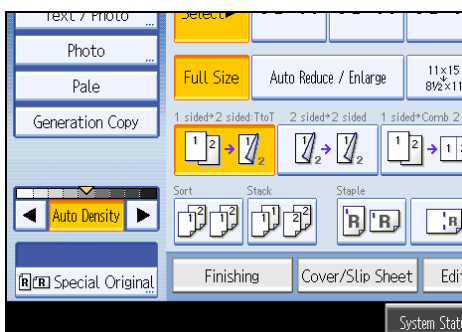
2. **Press [SADF] and then press [OK].**

3. **Place one page of an original, and then press the [Start] key.**

4. **When the machine instructs you to place another original, place the next page.**

   The second and subsequent pages will be fed automatically without pressing the [Start] key.

⬇️Note

- When [Batch] is displayed instead of [SADF], specify the SADF mode under Switch to Batch in User Tools. For details about Switch to Batch, see "Copier/Document Server Features", General Settings Guide.

- When the Sort, Combine or 1 Sided$\rightarrow$2 Sided function has been set, press the [#] key after all originals have been scanned.

- In SADF mode, an original must be set within a specified time after the previous original has been fed. You can adjust this time under SADF Auto Reset in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Mixed Sizes Mode

When placing different size originals in the ADF together, the machine automatically checks the size of the originals and makes copies.

⭐Important

- **When placing originals of different sizes in the ADF and making copies without using the Mixed Sizes mode, paper might become jammed or parts of the original image might not be copied.**

The sizes of the originals that can be placed in this mode are follows:

Metric version

A3⬐, B4 JIS⬐, A4⬐⬑, B5 JIS⬑⬐

Inch version

11 × 17⬐, 8$^1/_2$ × 14⬐, 8$^1/_2$ × 11⬑⬐

You can place originals of two different sizes at a time.

1. **Press [Special Original].**
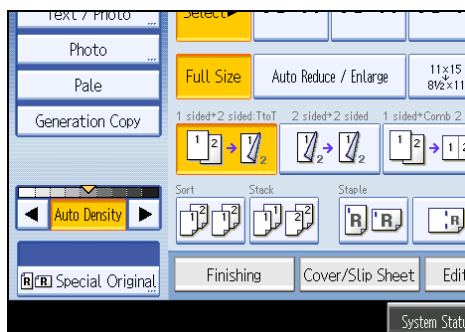
2. **Select [Mixed Sizes], and then press [OK].**

3. **Align the rear and left edges of the originals as shown in the illustration.**
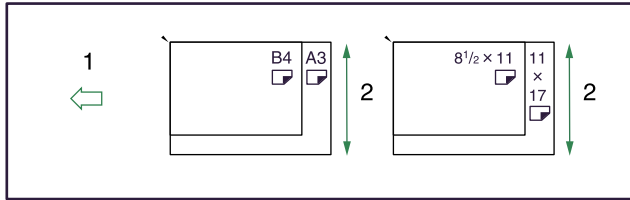
BAT022S

1. **Place the originals into the ADF**

2. **Vertical size**

4. **Adjust the document guide to the original size.**

5. **Place originals in the ADF.**

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

⬇ Note

- For details about weights of paper that can be used with this mode and other relevant information, see "Supplementary Information".

📄 Reference

- p.171 "Supplementary Information"

Specifying Original Sizes

Specify the size of the originals.

Regular sizes

Select the size of the originals from the regular sizes.

1. **Press [Special Original].**
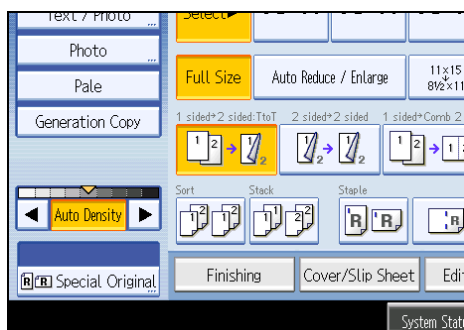
2. Press [Original Size].

3. Press [Regular Size].
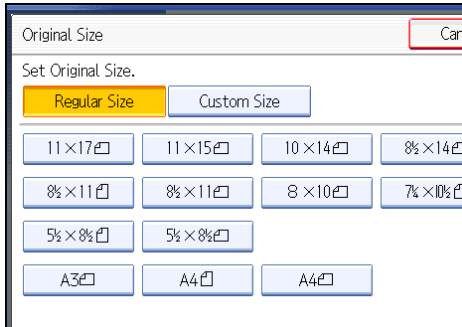
4. Select the size of original, and then press [OK] twice.

5. Place the originals, and then press the [Start] key.

Custom sizes

When placing custom size originals in the ADF, specify the size of the originals.

⭐ **Important**

- Paper that has a vertical length of 105 - 297 mm (4.2 -11.6 inches) and a horizontal length of 128 - 1260 mm (5.1 - 49.6 inches) can be placed with this function. If the ADF is not installed, the maximum length in horizontal direction is 432 mm (17 inches).

1. Press [Special Original].
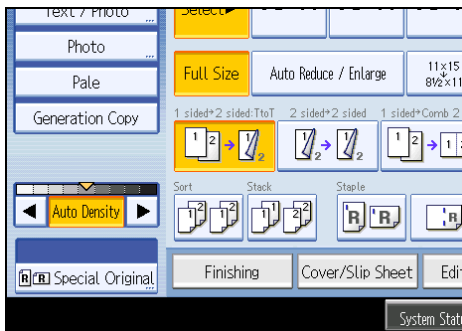
2. Press [Original Size].

3. Press [Custom Size].

1

4. **Enter the horizontal size with the number keys, and then press [#].**
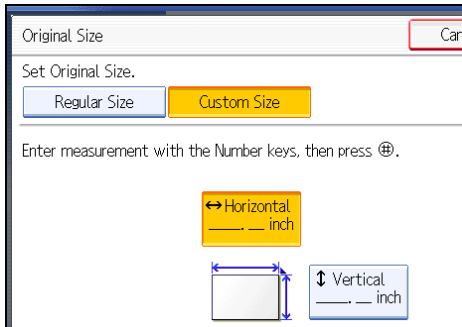
5. **Enter the vertical size with the number keys, and then press [#].**

6. **Press [OK] twice.**

7. **Place the originals, and then press the [Start] key.**

⬇Note

- To change the value you entered, press the item you want to change, and then enter a new value.

1

2. Basic Copying

This chapter describes the basic procedure for making copies.

Basic Procedure

This section describes the basic procedure for making copies.

⭐ **Important**

- When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. For details about Administrator Tools, see "System Settings", General Settings Guide.

- When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, enter your login user name and password so that the machine accepts copy jobs. Ask the administrator for the login user name and password. For details, see "When the Authentication Screen is Displayed", About This Machine.

- To copy onto paper other than plain paper, specify the paper type under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see "System Settings", General Settings Guide.

1. **Make sure "Ready" appears on the screen.**

   If any other function is displayed, press the [Copy] key on the left side of the control panel.

   Initial copy screen
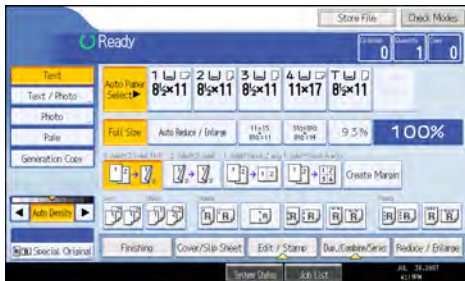
2. **Make sure no previous settings remain.**

   When there are previous settings remaining, press the [Clear Modes] key.

3. **Place the originals.**

4. **Make desired settings.**

5. **Enter the number of copies with the number keys.**

   The maximum copy quantity that can be set is 999. The default quantity is 99.

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

   The machine starts copying.

   When placing originals on the exposure glass, press the [#] key after all originals are scanned.

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Copies are delivered face down.

7. **When the copy job is finished, press the [Clear Modes] key to clear the settings.**

⬇️**Note**

- Always log off when you have finished using the machine to prevent unauthorized users from using the machine.

- To stop the machine during a multi-copy run, press the [Clear/Stop] key.

- To cancel all copy functions and return the machine to the default condition, press the [Clear Modes] key.

- To clear entered values, press the [Clear/Stop] key or [Cancel] on the screen.

- To confirm settings, press [Check Modes].

- You can change the maximum copy quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "Copier/Document Server Features", General Settings Guide.

Interrupt Copy

Use this function if you want to interrupt a long copy job to make urgently needed copies.

⭐**Important**

- **You cannot use the Interrupt Copy function when fax originals are being scanned or the scanner function is being used.**

1. **Press the [Interrupt] key.**

BAT180S
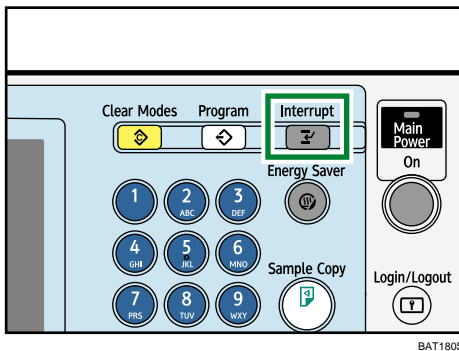
The interrupt key indicator lights. The machine stops scanning.
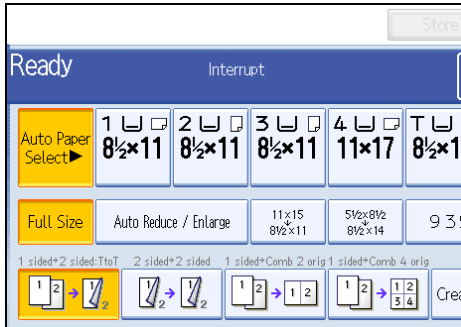
2. **Remove the originals that were being copied.**

3. **Place the originals you want to copy.**

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

   The machine starts making copies.

5. **When copying is complete, remove the originals and copies.**

6. **Press the [Interrupt] key again.**

   The interrupt key indicator goes off.

7. **Replace the originals that you were copying, and then press the [Start] key.**

   Following the instructions on the display.

⬇**Note**

- The previous copy job settings are restored. Simply press the [Start] key to continue copying from where it left off.

Job Preset

You can make settings for the next copy job during copying.

If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, the next job will start automatically.

1. **Press [New Job] when "Copying..." appears.**
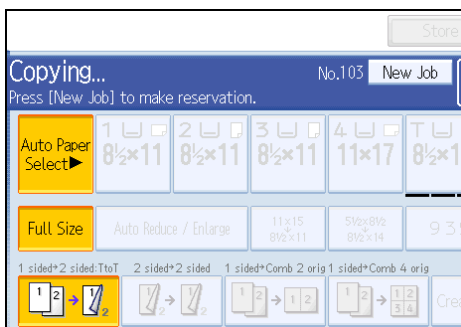
2. **Be sure message "Ready" appears, and then make settings for the next copy job.**

3. **Place the originals, and then press the [Start] key.**

All originals are scanned.

When the job preset is complete, a job preset confirmation dialog box appears.

4. **Press [Exit].**

The initial copy display appears.

After the current copy job, the next copy job starts automatically.

🔽 Note

- You can switch the display to the current copy job by pressing [To Copying Screen]. You can switch the display to the preset job by pressing [To Reserv. Screen].

- Preset copy jobs are registered under job numbers in the Reserv. Screen.

- You can confirm and delete preset jobs. For details about the procedures, see "Managing Jobs".

🔲 Reference

Copying from the Bypass Tray

The bypass tray allows you to copy non-standard paper.

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, and paper that cannot be loaded in the paper trays.

⭐**Important**

- **The Duplex function cannot be performed on paper fed from the bypass tray. If [1 Sided → 2 Sided] is selected, cancel the setting. You can also change the initial settings. See "Registering the Initial Display's Default Functions".**

- **Paper that has a vertical length of 90 - 305 mm (3.6 - 12 inches) and a horizontal length of 148 - 600 mm (5.9 - 23.6 inches) can be copied from the bypass tray.**

- **The machine can automatically detect the following sizes as regular size copy paper:**
    - **Metric version: A3▽, A4▽, A5▽, A6▽**
    - **Inch version: 11 × 17▽, $8^1/_2$ × 11▽, $5^1/_2$ × $8^1/_2$▽**

- **If you want to use the size of paper other than the above, be sure to specify the size.**

- **When copying onto OHP transparencies, paper lighter than 60 g/m² (about 16 lb.), or heavier than 82 g/m² (about 22 lb.), you need to specify the type and size of paper under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see "System Settings", General Settings Guide.**

- **The maximum number of sheets you can load at the same time depends on paper type. Load only as much paper as can be held between the paper guides on the bypass tray.**

- **Paper of 433 mm (17.1 inches) in length or larger, is likely to jam, crease, or not feed in properly.**

[Bypass Tray Usage]

Press [Bypass Tray Usage] to display a description on using the bypass tray.
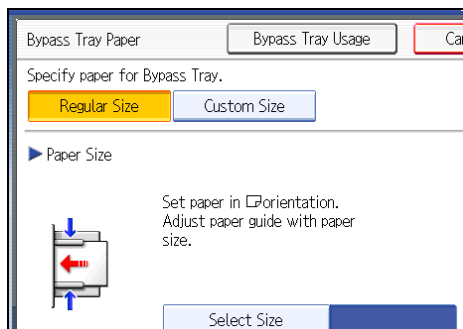
1. **Open the bypass tray.**
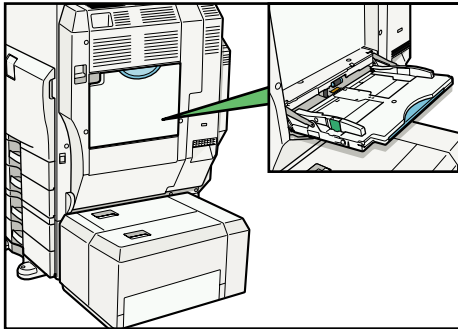
BCY004S

2. **Insert the paper face-down until you hear the beep, and then align the paper guides to the paper size by pinching the clip.**

   If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.
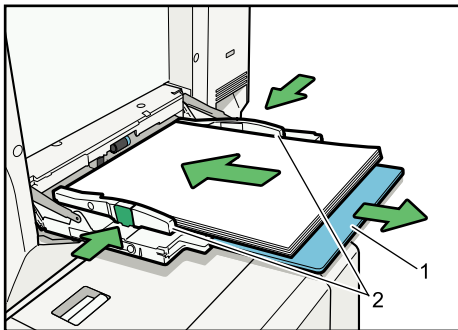
BCY005S

   1. **Extender**
   2. **Paper guides**

3. **Press [Bypass], and then press the [#] key.**

4. **Select the size and type of the paper.**

5. **Press [OK].**

6. **Place the originals, and then press the [Start] key.**

7. **When the copy job is finished, press the [Clear Modes] key to clear the settings.**

Note

- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.

- To support A4▭, 8$^1/_2$ × 11▭ or larger paper sizes, pull out the extender.

- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

- When the Sort function is selected, press the [#] key after all originals have been scanned.

- When the Panel Key Sound is turned off, it will not sound if you insert paper into the bypass tray. For details about Panel Key Sound, see "System Settings", General Settings Guide.

- Printing on special paper such as OHP transparencies and thick paper may be slower than printing on plain paper.

- Depending on the environment where the machine is being used, you might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

- For standard paper sizes that can be used with the bypass tray, see "Supplementary Information".

🔲 Reference

- p.84 "Registering the Initial Display's Default Functions"

- p.171 "Supplementary Information"

Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray.

1. **Open the bypass tray, and then insert the paper face-down until you hear the beep.**

2. **Align the paper guides to the paper size by pinching the clip.**

3. **Press [Bypass], and then press the [#] key.**

4. **Press [Select Size].**
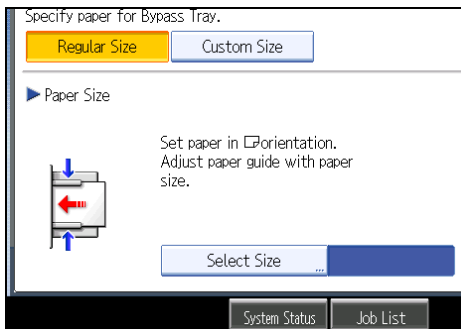
5. **Select the paper size.**

6. **Press [OK] twice.**

7. **Place the originals, and then press the [Start] key.**

Copying onto Custom Size Paper

Makes copies onto custom size paper from the bypass tray.

1. **Open the bypass tray, and then insert the paper face-down until you hear the beep.**

2. **Align the paper guides to the paper size by pinching the clip.**

3. **Press [Bypass], and then press the [#] key.**

4. **Press [Custom Size].**
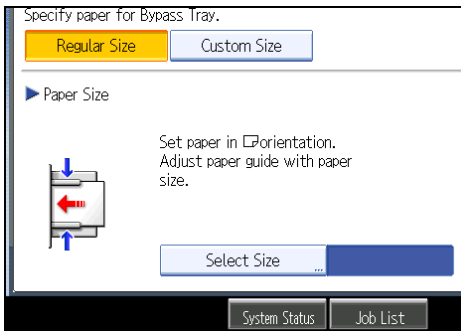
5. **Enter the horizontal size with the number keys, and then press [#].**
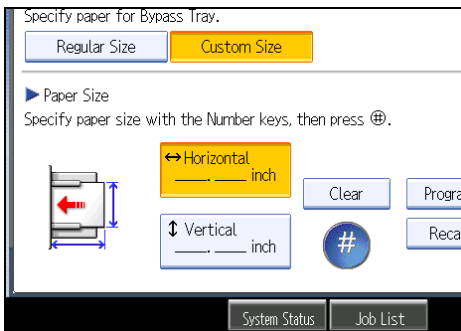
6. **Enter the vertical size with the number keys, and then press [#].**

7. **Press [OK].**

8. **Place the originals, and then press the [Start] key.**

⬇Note

- To change the value you entered, press the item you want to change, and then enter a new value.

Registering a custom size

Register a custom paper size.

1. **Press [Bypass], and then press the [#] key.**
2. **Press [Custom Size].**
3. **Enter the horizontal size with the number keys, and then press [#].**
4. **Enter the vertical size with the number keys, and then press [#].**
5. **Press [Program].**
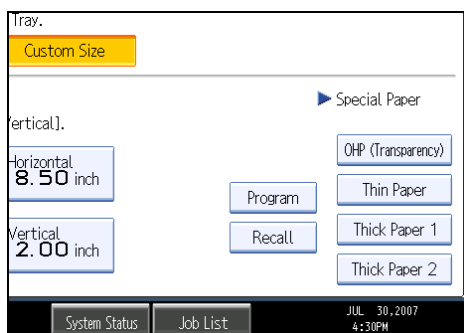
The confirmation screen appears.

6. **Press [Exit].**
7. **Press [OK].**

Recalling the registered custom size

Recalls the registered paper size.

1. **Press [Bypass], and then press the [#] key.**
2. **Press [Custom Size].**
3. **Press [Recall].**
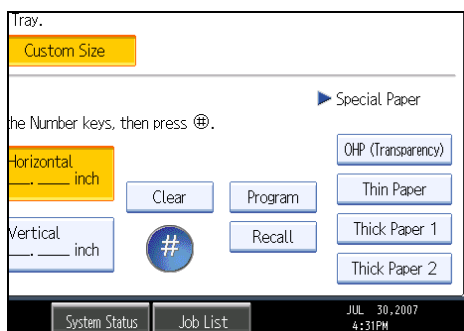
The registered size is displayed.

Copying onto Special Paper

When copying onto special paper such as OHP transparencies, and thick paper, select the type and size of paper.

⭐ **Important**

- When setting OHP transparencies, thin paper, or adhesive label paper, Staple, Shift, or Sort cannot be used.

- When copying onto OHP transparencies, remove copied sheets one by one.

1. **Open the bypass tray, and then insert the paper face-down until you hear the beep.**

2. **Align the paper guides to the paper size by pinching the clip.**

3. **Press [Bypass], and then press the [#] key.**

4. **Select the paper type in Special Paper.**
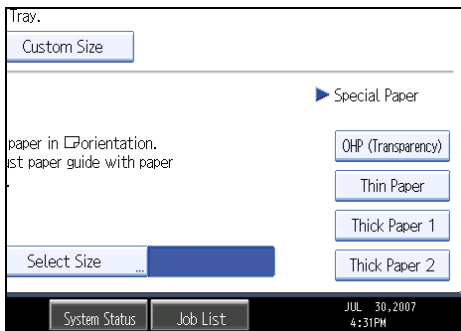
5. **Specify the paper size, and then press [OK].**

6. **Place the originals, and then press the [Start] key.**

⬇ **Note**

- When copying onto OHP transparencies, use A4▷ or $8^1/_2 \times 11$▷ size sheets, and specify its size.

- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

Reducing or Enlarging Originals

This section describes methods of reducing or enlarging images by specifying a reproduction ratio, or a paper size.

In addition to the functions described in this section, advanced reduce/enlarge copy functions are also available. For details about these functions, see "Advanced Reduce/Enlarge Copying".

Preset Reduce/Enlarge

This function allows you to reduce or enlarge images by selecting a preset ratio.

You can register up to three frequently used reproduction ratios other than the preset Reduce/Enlarge ratios.
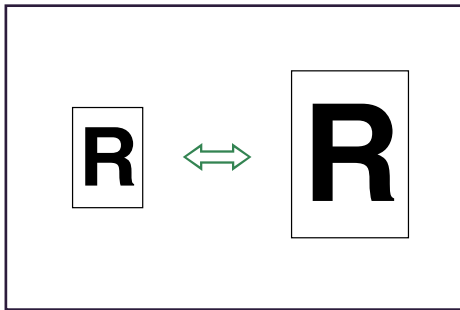
BAS030S

Base Point

The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is placed on the exposure glass, the upper left corner will be the base point. When it is placed in the ADF, the bottom left corner will be the base point.
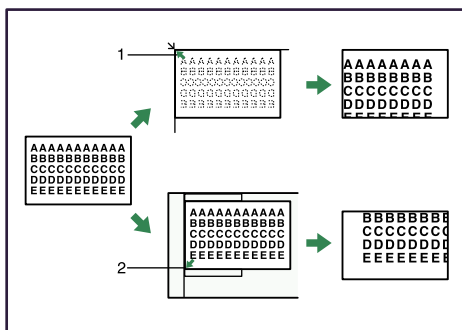
BAT031S

1. Base point when placed on the exposure glass

2. **Base point when placed in the ADF**

1. **Press [Reduce / Enlarge].**
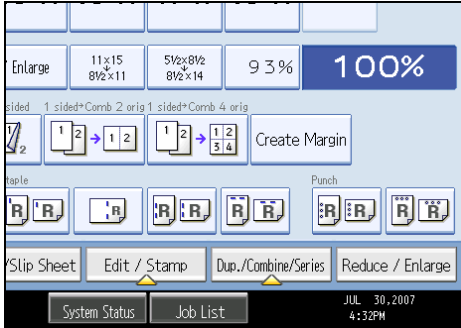
To select a preset ratio on the initial display, press the shortcut reduce/enlarge key.

2. **Select a ratio, and then press [OK].**
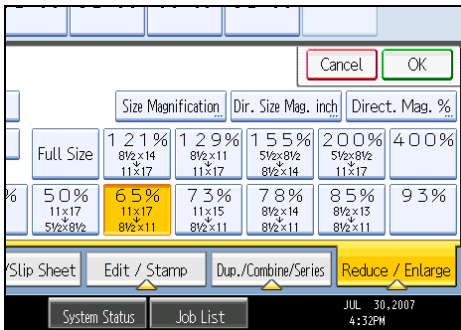
3. **Place the originals, and then press the [Start] key.**

Note

- You can change reproduction ratios shown on the initial display under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see "Copier/Document Server Features", General Settings Guide.

Zoom

You can specify the reproduction ratio in increments of 1%.
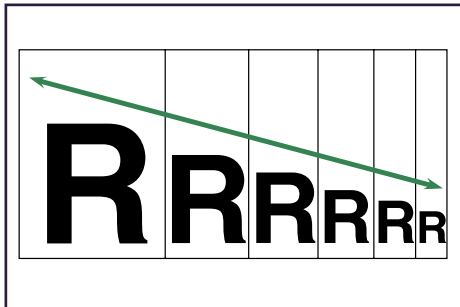
BAS032S

Specifying the ratio with [−] and [+]

Specify a ratio using [−] and [+].

1. **Press [Reduce / Enlarge].**
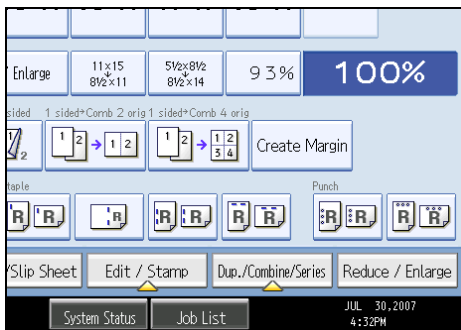
2. **Select a preset ratio which is close to the desired ratio.**

3. **Adjust the ratio with [−] and [+].**
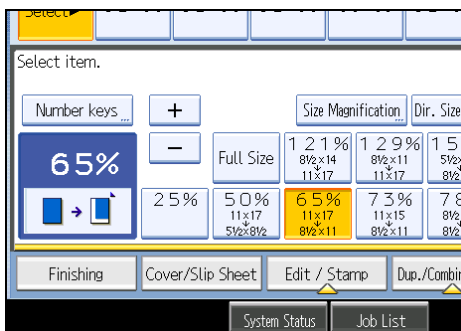
Pressing [−] or [+] changes the ratio in increments of 1%. Pressing and holding down [−] or [+] changes it in increments of 10%.

4. **Press [OK].**

5. **Place the originals, and then press the [Start] key.**

📥Note

- To change the value you specified, readjust it with [—] and [+].

Entering the ratio with the number keys

Enter a ratio using the number keys.

1. **Press [Reduce / Enlarge].**
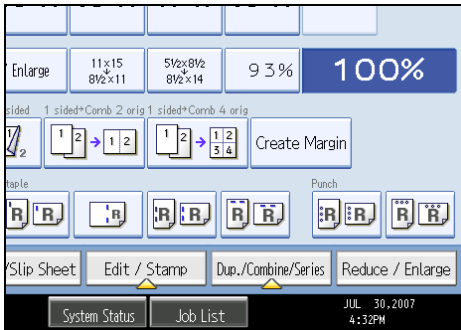
2. **Press [Number keys].**

3. **Enter the desired ratio with the number keys, and then press [#].**
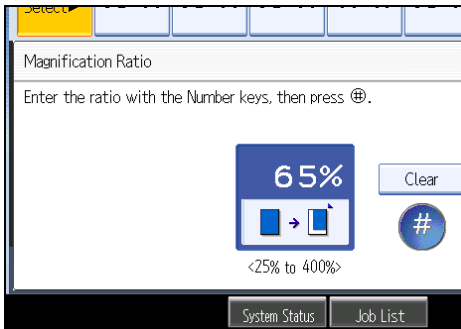
4. **Press [OK] twice.**

5. **Place the originals, and then press the [Start] key.**

📥Note

- To change the value you entered, press [Clear], and then enter a new value.

Auto Reduce/Enlarge

The machine automatically detects the original size and then selects an appropriate reproduction ratio based on the paper size you select.
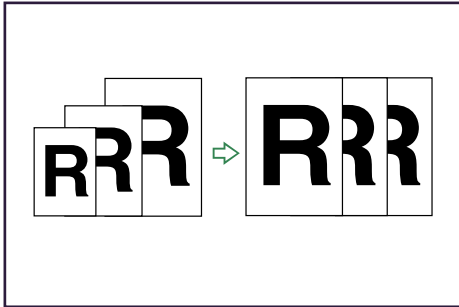
BAS033S

⭐ **Important**

- You cannot use the bypass tray with this function.

- If you select a reproduction ratio after pressing [Auto Reduce / Enlarge], [Auto Reduce / Enlarge] is canceled and the image cannot be rotated automatically.

This is useful to copy different size originals to the same size paper.

If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper (Rotate Copy). For example: to reduce A3 (11 × 17) originals to fit onto A4 ($8^1/_2$ × 11) paper, select a paper tray containing A4 ($8^1/_2$ × 11) paper, and then press [Auto Reduce / Enlarge]. The image is automatically rotated.
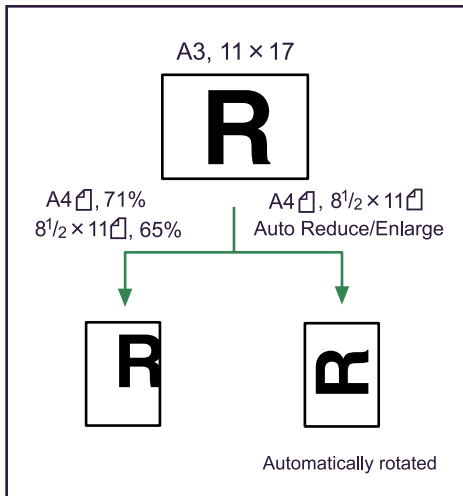
BAT179S

For details about Rotate Copy, see "Rotate Copy".

The original sizes and orientations you can use with this function are as follows:

Metric version

Original location	Original size and orientation
Exposure glass	A3⊐, B4 JIS⊐, A4⊐⊐, B5 JIS⊐⊐, 8 $^1/_2$ × 13⊐
ADF	A3⊐, B4 JIS⊐, A4⊐⊐, B5 JIS⊐⊐, A5⊐⊐, B6 JIS⊐⊐, 11 × 17⊐, 8$^1/_2$ × 11⊐⊐, 8$^1/_2$ × 13⊐

Inch version

Original location	Original size and orientation
Exposure glass	11 × 17⊐, 8$^1/_2$ × 14⊐, 8$^1/_2$ × 11⊐⊐
ADF	A3⊐, A4⊐⊐, 11 × 17⊐, 8$^1/_2$ × 14⊐, 8$^1/_2$ × 11⊐⊐, 5$^1/_2$ × 8$^1/_2$⊐⊐, 10 × 14⊐, 7$^1/_4$ × 10$^1/_2$⊐

1. **Press [Auto Reduce / Enlarge].**
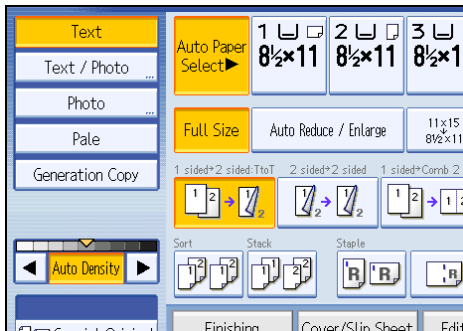
2. **Select the paper size.**

3. **Place the originals, and then press the [Start] key.**

🗐 Reference

- p.94 "Rotate Copy"

48

Duplex/Combined Copying

This section describes how to make duplex or combined copies.

Duplex

Copies two 1-sided pages or one 2-sided page onto a 2-sided page.

⭐ **Important**

- You cannot use the bypass tray with this function.

- The paper weight that can be used with this function is 60 - 169 g/m^2 (16 - 45.5 lb.).

1 Sided → 2 Sided

Copies two 1-sided pages on one 2-sided page.
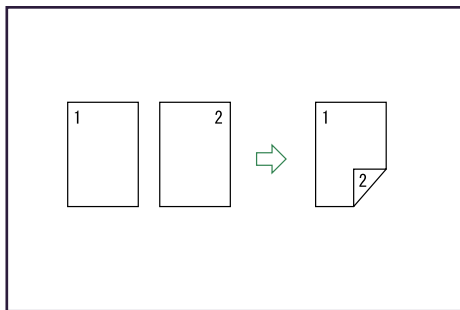
BAS034S

2 Sided → 2 Sided

Copies one 2-sided page on one 2-sided page.
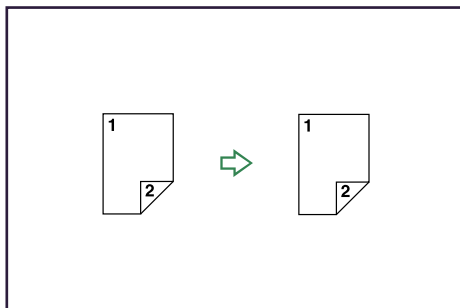
BAS035S

Original orientation and completed copies

The resulting copy image will differ according to the orientation in which you place your originals
(or).

The table shows the orientation of images on the front and back of copies, not the orientation of
delivery.
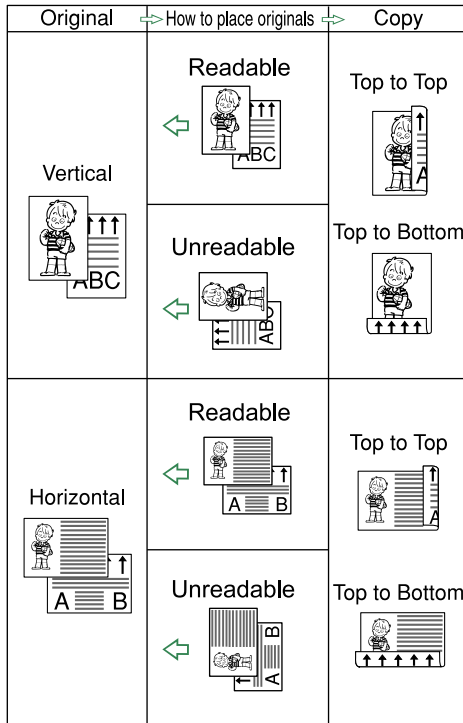
BAT036S

1. **Press [Dup./Combine/Series].**
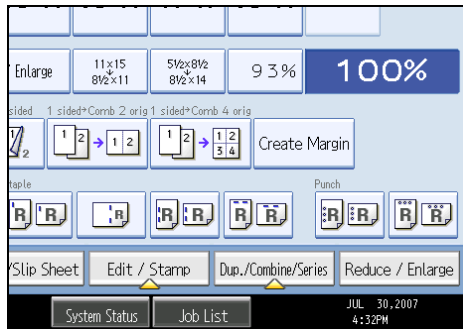
2. **Make sure that [Duplex] is selected. If [Duplex] is not selected, press [Duplex].**

3. **Select [1 Sided → 2 Sided] or [2 Sided → 2 Sided].**
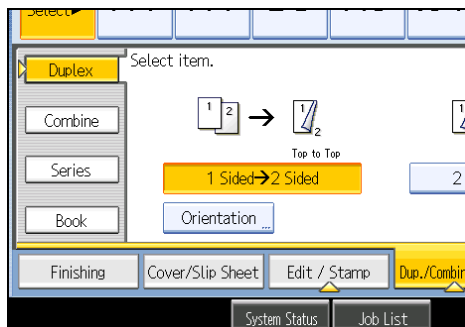
To change the original or copy orientation, press [Orientation].

4. **Press [OK].**

5. **Place the originals, and then press the [Start] key.**

↓Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.

- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.

- You can specify the margins under Edit in User Tools. For details about Edit, see "Copier/Document Server Features", General Settings Guide.

- For standard paper sizes that can be used with the Duplex function, see "Supplementary Information".

Reference

Originals and copy orientation

You can select the orientation of originals and copies.

- Top to Top
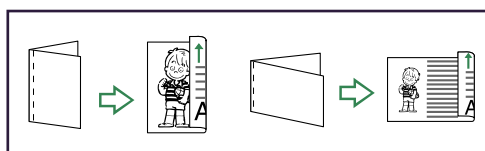
BAT038S

- Top to Bottom
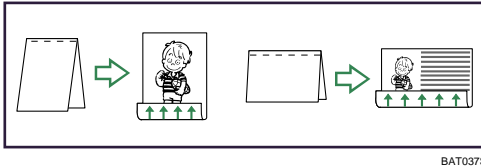
BAT037S

1. **Press [Orientation].**

2. **Select orientation ([Top to Top]/[Top to Bottom]), and then press [OK].**
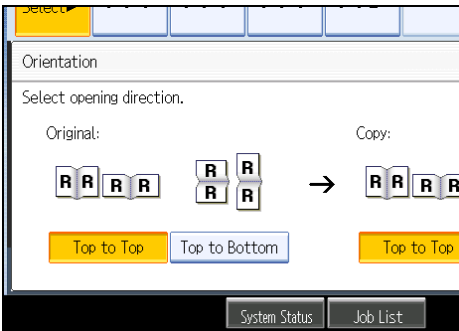
🔽 **Note**

- The default setting is [Top to Top]. You can change the default orientation under Original Orientation in Duplex Mode and Copy Orientation in Duplex Mode in User Tools. For details, see "Copier/ Document Server Features", General Settings Guide.

One-Sided Combine

Combine several pages onto one side of a sheet.

⭐ **Important**

- You cannot use the bypass tray with this function.

There are six types of One-Sided Combine.

1 Sided 2 Pages → Combine 1 Side

Copies two 1-sided originals to one side of a sheet.
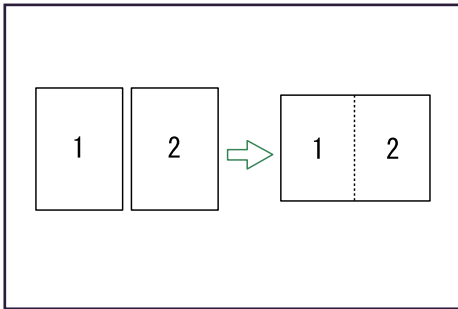
BAS038S

1 Sided 4 Pages → Combine 1 Side

Copies four 1-sided originals to one side of a sheet.
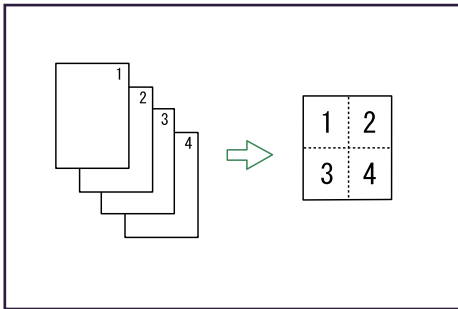
BAS039S

1 Sided 8 Pages → Combine 1 Side

Copies eight 1-sided originals to one side of a sheet.
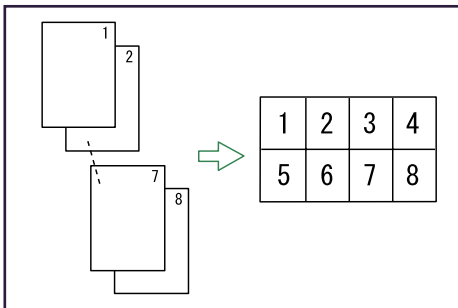
BAS040S

2 Sided 1 Page → Combine 1 Side

Copies one 2-sided original to one side of a sheet.
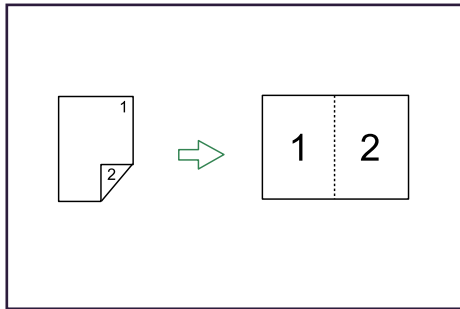
BAS041S

2 Sided 2 Pages → Combine 1 Side

Copies two 2-sided originals to one side of a sheet.
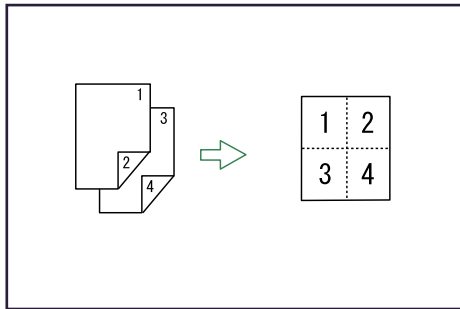
BAS042S

2 Sided 4 Pages → Combine 1 Side

Copies four 2-sided originals to one side of a sheet.
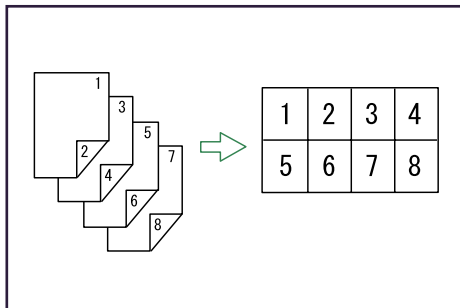
BAS043S

Orientation of the original and image position of combine

Portrait (⬚) originals
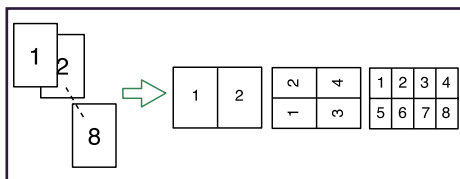
BAS044S

Landscape (◻) originals
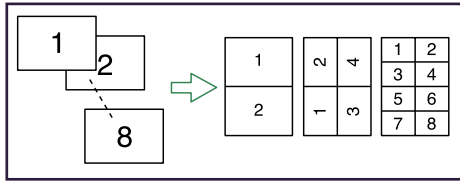
BAS045S

Placing originals (originals placed in the ADF)

- Originals read from left to right
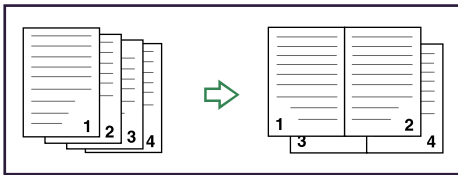
BAT046S

- Originals read from top to bottom
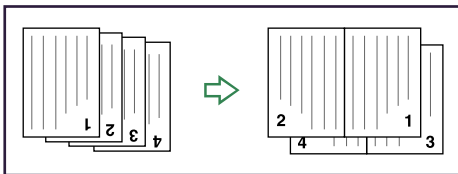
BAT047S

1. **Press [Dup./Combine/Series].**
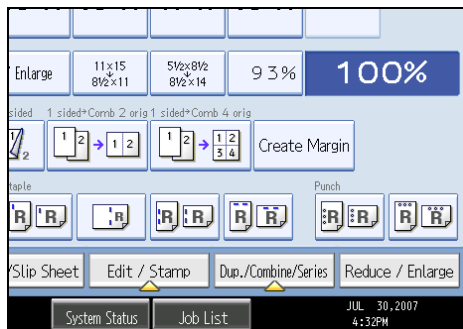
2. **Press [Combine].**

3. **Select [1 Sided] or [2 Sided] for Original, and then press [Combine 1 Side] for Copy.**
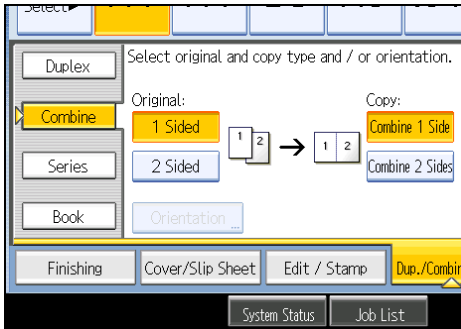
4. **Select the number of originals to combine.**

5. **Select the paper size.**

6. **Press [OK].**

7. **Place the originals, and then press the [Start] key.**

⬇ **Note**

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.

- When placing originals on the exposure glass or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.

- If you selected [2 Sided] for Original, you can change the orientation. See "Originals and copy orientation".

- You can change the initial settings for 1-Sided Combine under Edit in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

🗐 **Reference**

- p.51 "Originals and copy orientation"

Two-Sided Combine

Combines various pages of originals onto two sides of one sheet.

⭐ **Important**

- **You cannot use the bypass tray with this function.**

There are six types of Two-Sided Combine.

1 Sided 4 Pages → Combine 2 Sides

Copies four 1-sided originals to one sheet with two pages per side.

2

BAS047S
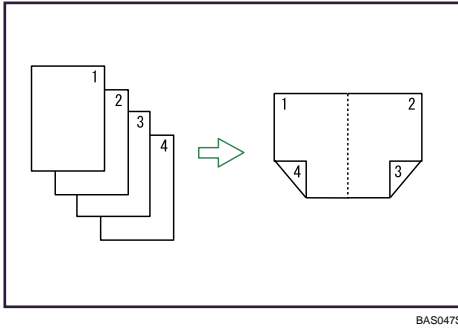
1 Sided 8 Pages → Combine 2 Sides

Copies eight 1-sided originals to one sheet with four pages per side.

BAT048S
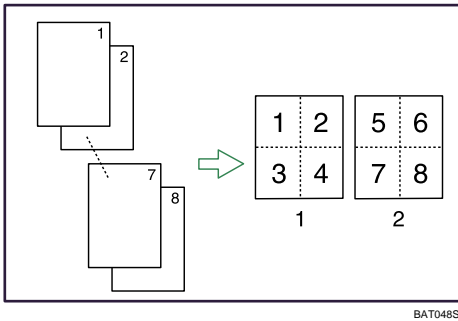
1. **Front**

2. **Back**

1 Sided 16 Pages → Combine 2 Sides

Copies 16 1-sided originals to one sheet with eight pages per side.

BAT049S
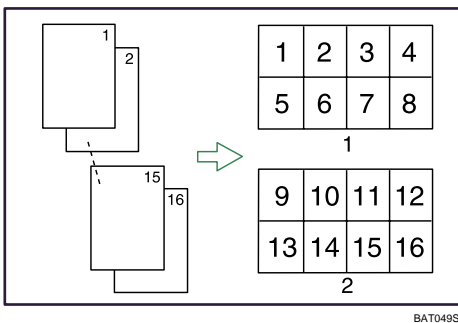
1. **Front**

2. **Back**

2 Sided 2 Pages → Combine 2 Sides

Copies two 2-sided originals to one sheet with two pages per side.
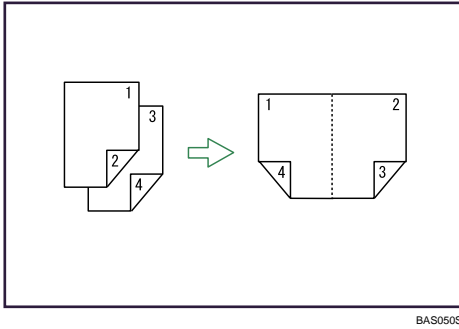
BAS050S

2 Sided 4 Pages → Combine 2 Sides

Copies four 2-sided originals to one sheet with four pages per side.
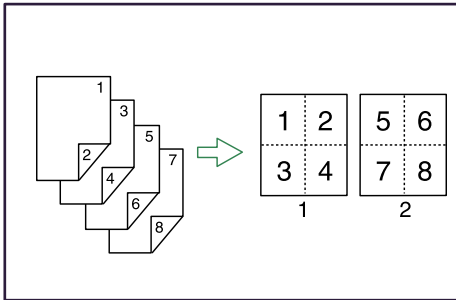
BAT051S

1. **Front**

2. **Back**

2 Sided 8 Pages → Combine 2 Sides

Copies eight 2-sided originals to one sheet with eight pages per side.
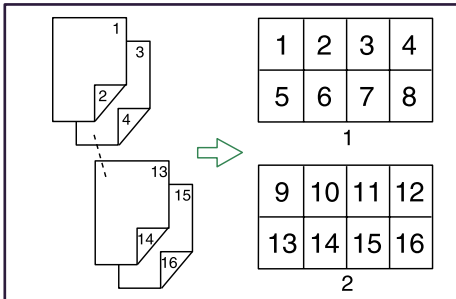
BAT052S

1. **Front**

2. **Back**

1. **Press [Dup./Combine/Series].**
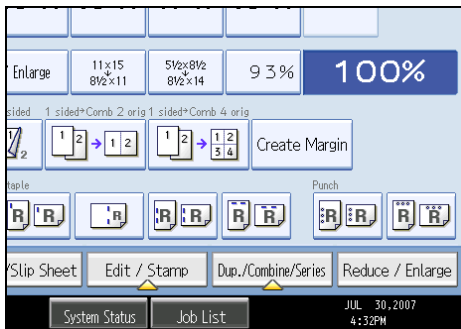
2. **Press [Combine].**

3. **Select [1 Sided] or [2 Sided] for Original, and then press [Combine 2 Sides] for Copy.**
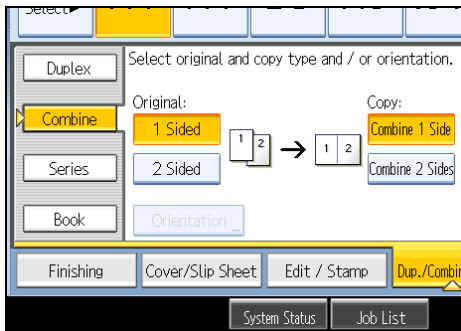
4. **Press [Orientation].**

5. **Select orientation ([Top to Top]/[Top to Bottom]), and then press [OK].**

6. **Select the number of originals to combine.**

7. **Select the paper size.**

8. **Press [OK].**

9. **Place the originals, and then press the [Start] key.**

🔽 Note

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.

- When placing originals on the exposure glass, or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.

- You can change the initial settings for 2-Sided Combine under Edit in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Finishing

You can sort, staple, punch, and fold your copies.

🔽 **Note**

- Depending on your model and which options are installed on it, some of these functions might not be available. For details, see "Functions Requiring Optional Configurations".

🔖 **Reference**

- p.14 "Functions Requiring Optional Configurations"

Sort

The machine assembles copies as sets in sequential order.

⭐ **Important**

- **To use the Rotate Sort function, two paper trays loaded with paper of the same size and type, but in different orientation (▯▭), are required.**

- **You cannot use the bypass tray with Rotate Sort.**

Sort/Shift Sort

Copies are assembled as sets in sequential order.

To use Shift Sort, an optional finisher is required. Each time the copies of one set or a job are delivered, the next copy is shifted to separate each set or job.
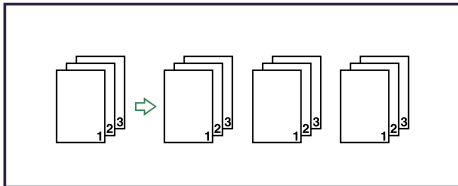
BAS053S

Rotate Sort

Every other copy set is rotated by 90 degrees (▯▭) and delivered to the copy tray.
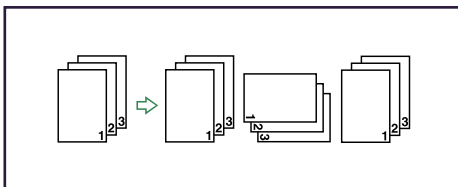
BAS054S

1. **Press [Finishing].**
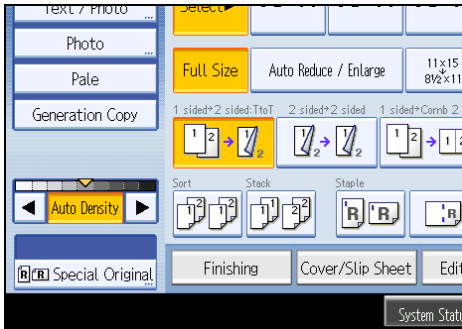
2. **Select [Sort] or [Rotate Sort].**

   When a finisher is not installed:
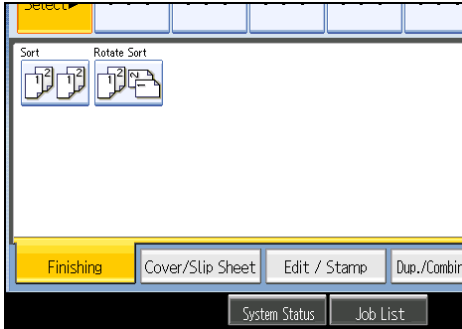
   When the booklet finisher is installed:
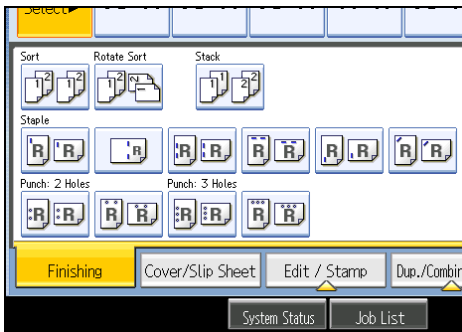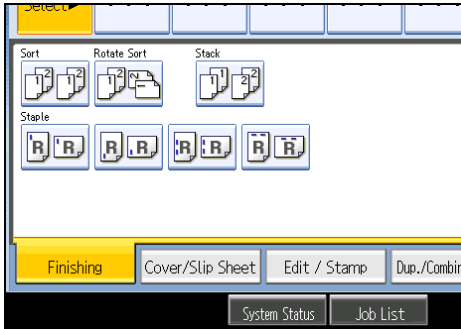
   When the 1000-sheet finisher is installed:

When the 3000-sheet finisher is installed:
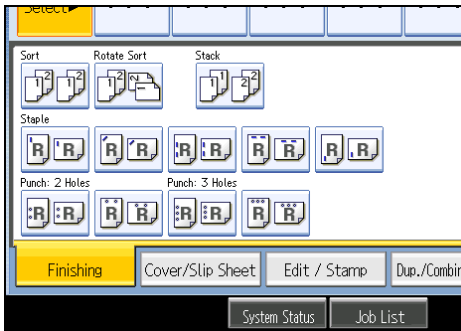
3. **Press [OK].**

4. **Enter the number of copy sets using the number keys.**

5. **Place the originals.**

   To confirm the type of finishing, press the [Sample Copy] key.

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

Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so the first page is on the top.

- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.

- You can change the settings for Sort under Input/Output in User Tools. For details, see "Copier/ Document Server Features", General Settings Guide.

- For details about standard paper sizes that can be used with Rotate Sort, and the number of sheets that can be stacked on each tray, see "Supplementary Information".

Reference

- p.171 "Supplementary Information"

Sample Copy

Use this function to check the copy settings before making a long copy run.

⭐ **Important**

- This function can be used only when the Sort function is selected.

1. **Select Sort and any other necessary functions, and then place the originals.**

2. **Press the [Sample Copy] key.**

BCU034S
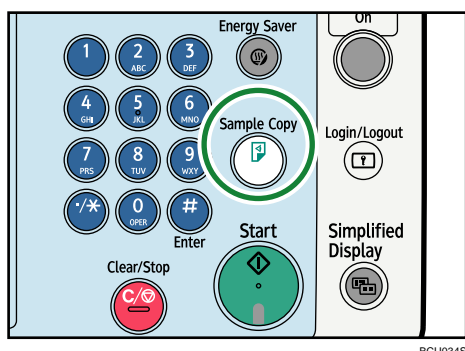
One copy set is delivered as a sample.

3. **If the sample is acceptable, press [Continue].**

The number of copies made is the number specified, minus one for the proof copy.

⬇ **Note**

- If you press [Suspend] after checking the results, return to step 1 to adjust the copy settings as necessary. You can change the settings. However, depending on the combination of functions, you may not be able to change some settings.

Changing the number of sets

You can change the number of copy sets during copying.

⭐ **Important**

- This function can only be used when the Sort function is selected.

1. **While "Copying..." is displayed, press the [Clear/Stop] key.**

2. **Press [Change Quantity].**

3. **Enter the number of copy sets with the number keys, and then press the [#] key.**
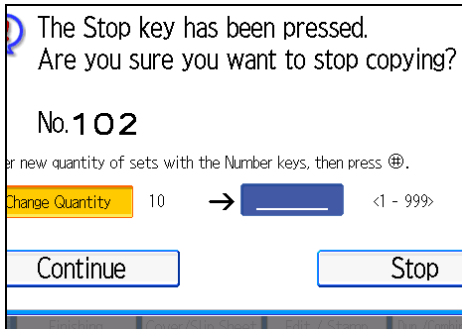
4. **Press [Continue].**

   Copying starts again.

⬇ **Note**

- The number of sets you can enter in step 3 differs depending on when the [Clear/Stop] key is pressed.

Stack

Groups together copies of each page in a multi-page original.

BAS055S
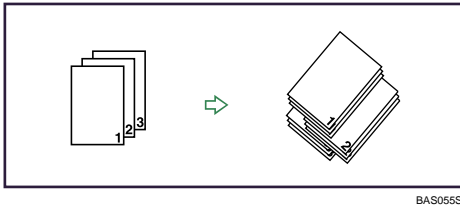
If an optional finisher or the shift sort tray is installed, each time the copies of one page are delivered, the next copy is shifted when delivered so you can separate each job by page.

⭐ **Important**

- **You cannot use the bypass tray with this function.**

1. **Press [Finishing].**
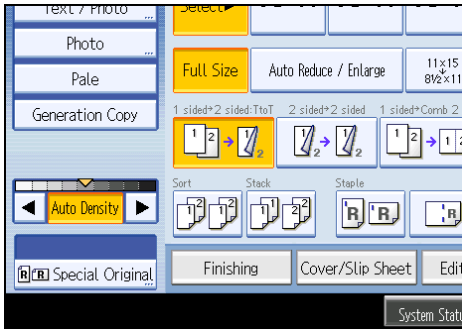
2. **Press [Stack].**

   When the booklet finisher is installed:
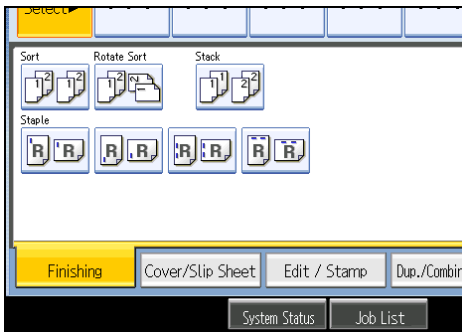
   When the 1000-sheet finisher is installed:

   When the 3000-sheet finisher is installed:
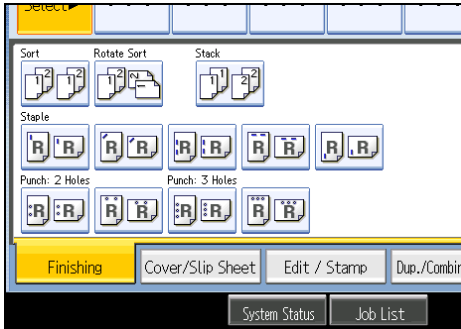
3. **Press [OK].**

4. **Enter the number of copies with the number keys.**

5. **Place the originals, and then press the [Start] key.**

⬇Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so the first page is on the top.

- When placing originals on the exposure glass, or in the ADF using the Batch mode, press the [#] key after all the originals have been scanned.

Staple

Each copy set can be stapled together.
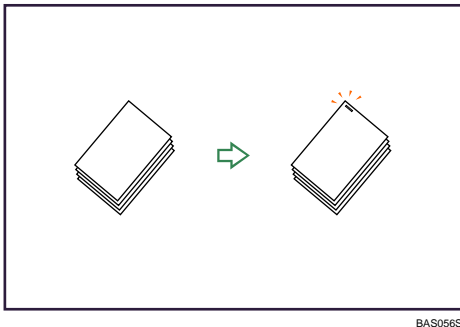
BAS056S

⭐Important

- You cannot use the bypass tray with this function.

- If you select staple without having the stapler cartridge for saddle stitch set in the booklet finisher, a paper misfeed might occur. Be sure to set the stapler cartridge.

Original orientation and stapling position

Place all the originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards.

The relationship between the orientation in which you place the original and the staple positions is as follows:

- 1000-sheet finisher

		Original location		Stapling position
		Exposure glass	ADF	
	Top 1	R	R → R	
		R	R → R	
	Bottom 1	R	R → R	
		R	R → R	
	Left 2	R	R → R	
		R	R → R	
	Top 2	R	R → R	
		R	R → R	

BCU017S

- Booklet finisher/3000-sheet finisher

		Original location		Stapling position
		Exposure glass	ADF	

BCY007S

The above tables show staple positioning. The orientation of the paper does not indicate the direction of delivery.

Left 2 and Top 2 are not available for ▽ paper larger than A4.

1. **Press [Finishing].**
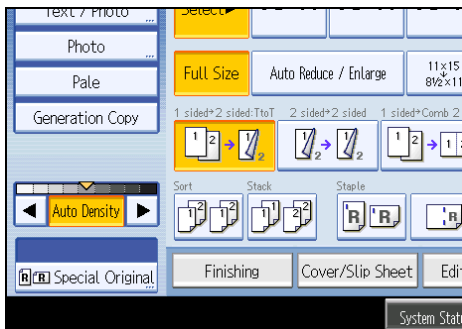
2. **Select one of the stapling positions.**

When the booklet finisher is installed:
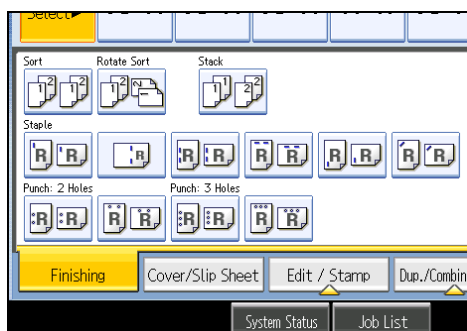
When the 1000-sheet finisher is installed:
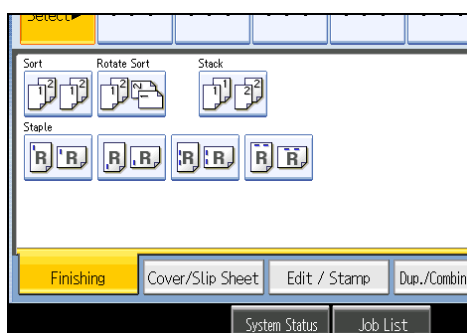
When the 3000-sheet finisher is installed:
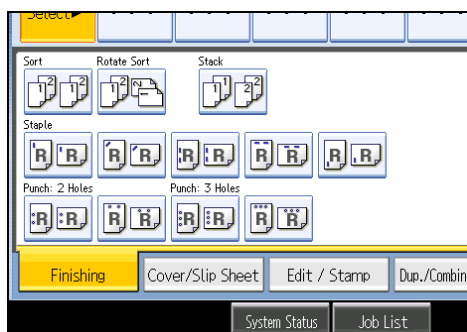
When you select a stapling position, Sort is automatically selected.

3. **Press [OK].**

4. **Enter the number of copy sets using the number keys.**

5. **Place the originals, and then press the [Start] key.**

🌙 Note

• When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.

• When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.

- If you specify Staple: Center, you must specify the Magazine function. For details about Magazine, see "Booklet/Magazine".

- You can change the staple positions shown on the initial display under Input/Output in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

- For details about the number of sheets that can be stapled together, and the number of stapled copies that can be stacked on each tray, see "Supplementary Information".

🔖 **Reference**

- p.133 "Booklet/Magazine"

- p.171 "Supplementary Information"

Punch

You can make punch holes in copies.

⭐ **Important**

- **You cannot use the bypass tray with this function.**

2 holes
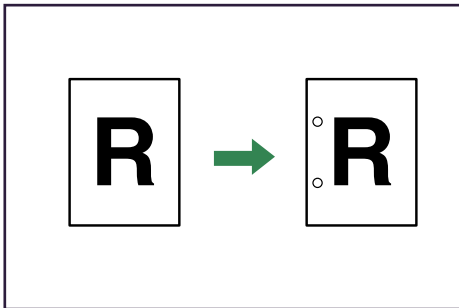
BAS059S

3 holes
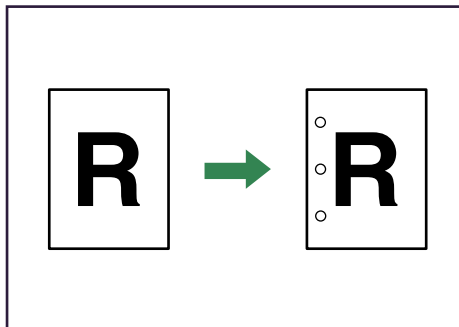
BAS182S

Original orientation and punch hole position

Place all the originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards.

The relationship between the orientation in which you place the original and the punch hole positions is as follows:

BCU035S

1. **Press [Finishing].**
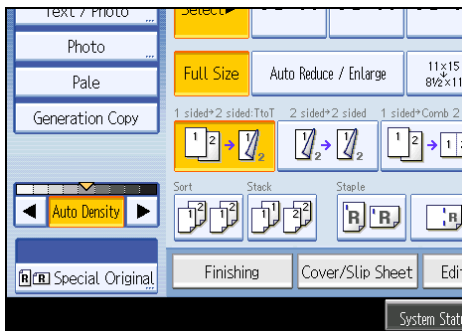
2. **Select one of the punch hole positions.**

   When the booklet finisher is installed:
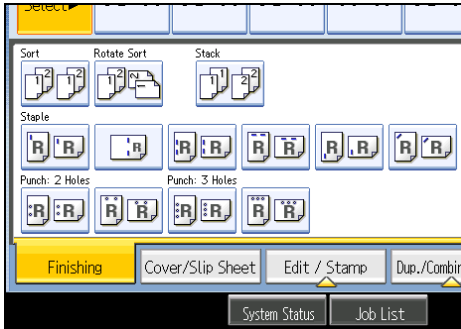
When the 3000-sheet finisher is installed:
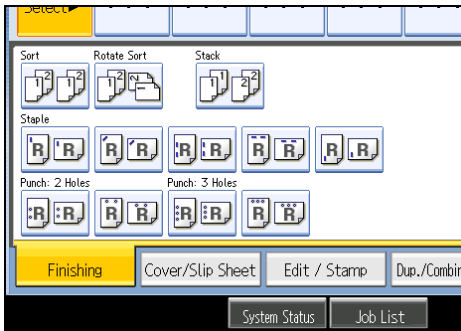
3. **Press [OK].**

4. **Place the originals, and then press the [Start] key.**

⬇ Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.

- You can change the punch hole positions shown on the initial display under Input/Output in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Storing Data in the Document Server

The Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.

⭐ **Important**

- Machine failure can result in data loss. Important data stored on the hard disk should be backed up. The manufacturer shall not be responsible for any damage that might result from the loss of data.

1. **Press [Store File].**
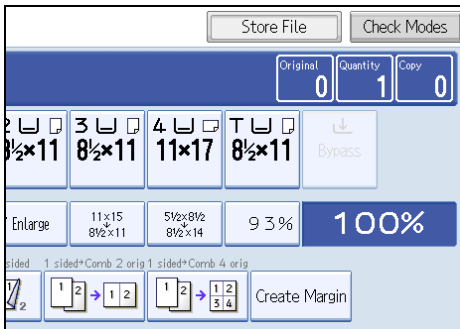
2. **Enter a file name, user name, or password if necessary.**
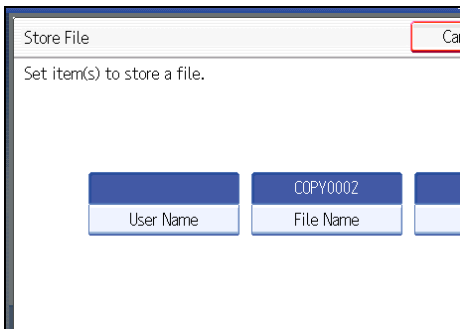
3. **Press [OK].**

4. **Place the originals.**

5. **Make the scanning settings for the original.**

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

   Stores scanned originals in memory and makes one set of copies.

↓ **Note**

- To stop scanning, press the [Clear/Stop] key. To resume a paused scanning job, press [Continue] in the confirmation display. To delete scanned images and cancel the job, press [Stop]. The originals placed in the ADF will be ejected.

- When placing an original on the exposure glass, press the [#] key after all the originals have been scanned.

- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically under Auto Delete File in Document Server in User Tools. For details about changing settings, see "System Settings", General Settings Guide.

- To check if the document has been stored, press the [Document Server] key.

- If you want to store another document, do so after copying is complete.

- For details about the Document Server, see "Using the Document Server".

- For details about printing stored documents, see "Printing Stored Documents".

- For details about setting user name, file name, and password, see "Storing Data".

- Depending on the security setting, Access Privileges may appear instead of User Name. For details about Access Privileges, consult the administrator.

- For details about how to enter text, see "Entering Text", About This Machine.

🖹 Reference

- p.150 "Using the Document Server"

- p.159 "Printing Stored Documents"

Managing Jobs

Jobs printed using Copy, Document Server, or Printer mode are temporarily stored in the machine, and then executed in order. The Job List function allows you to manage these jobs.

For example, you can cancel incorrect job settings or print an urgent document.

Note

- You cannot use the Job List function when Interrupt Copy is active.

- Documents printed using the facsimile function and scanner function are not displayed in the job list.

Job List Screen

This section explains displays and icons that appear in the Job List screen.

The Job List screen varies depending on whether Job Order is selected with Print Priority for the System Settings. For details about the setting procedure, see "System Settings", General Settings Guide.

When [Job Order] is not selected:

The job list is displayed for each of the functions.

BCU036S

When [Job Order] is selected:

The job list is displayed for all functions in the order of print jobs.

BCU037S

1. **Switches between job lists for each function.**

2. **Switches between [Current / Waiting Job List] and [Job History].**

3. **Displays reserved job numbers.**

4. **Displays the function used to print jobs.**

   : Job printed using copy function

   : Job printed using printer function

   : Job printed using Document Server function

   : Job printed using Web Image Monitor

Checking Jobs in the Job List

You can check the contents of jobs in the job list.

1. **Press [Job List].**

2. **Select the job whose contents you want to check.**
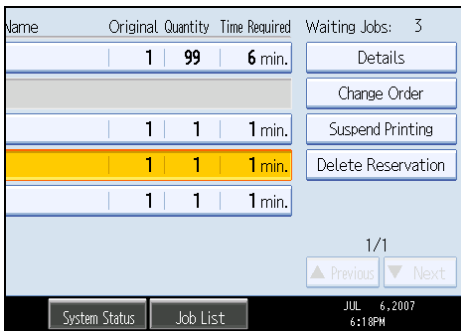
3. **Press [Details], and then check the contents.**

4. **Press [Exit].**

Changing the Order of Jobs

You can change the order of jobs in the job list.

1. **Press [Job List].**

2. **Select the job whose order you want to change.**
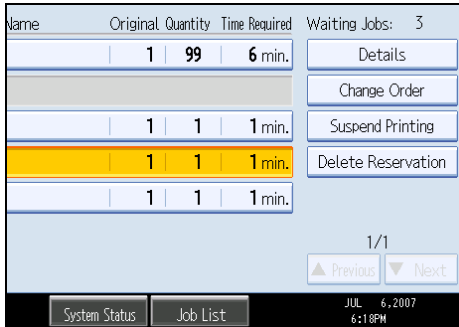
3. **Press [Change Order].**

4. **Change the order using [Top], [Previous], or [Next].**
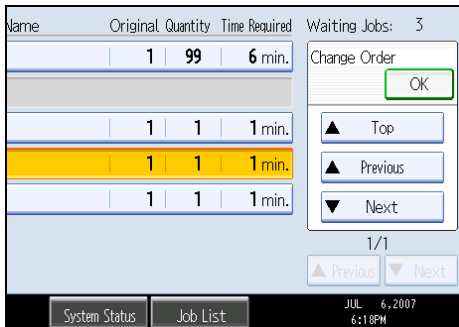
5. **Press [OK].**

Holding Jobs

You can hold jobs that are queued or currently printing.

1. **Press [Job List].**

2. **Select the job you want to hold.**
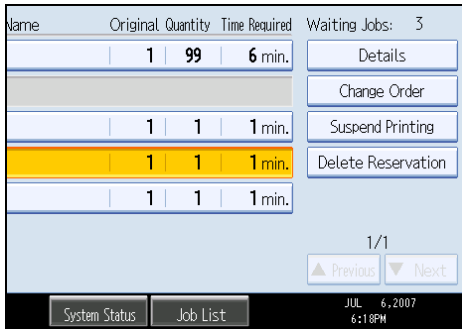
3. **Press [Suspend Printing].**

The selected job and the jobs that follow it are suspended. "Suspended" is displayed at the left of the jobs in the job list that are suspended.

⬇Note

- To resume the suspended jobs, press [Resume Printing].

- This function is available only if [Job Order] is specified.

Deleting Jobs

You can delete a job that is queued or currently printing.

1. **Press [Job List].**

2. **Select the job you want to delete.**

   To delete two or more print jobs, select them.

3. **Press [Delete Reservation].**
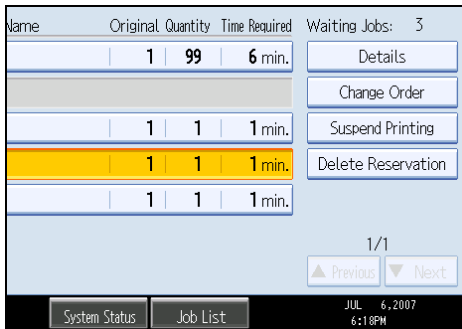
4. **Press [OK].**

Checking the Job History

You can view the history and contents of completed print jobs.

1. **Press [Job List].**
2. **Press [Job History].**

   A list of completed print jobs appears.
3. **Select a job whose contents you want to check.**
4. **Press [Details], and then check the contents.**
5. **Press [Exit].**

Registering Frequently Used Functions

You can store frequently used copy job settings in the machine memory and recall them for future use.

You can store up to 10 programs.

↓Note

- When a specified program is registered as the default, its values become the default settings, which are displayed without pressing the [Program] key, when modes are cleared or reset, and after the operation switch is turned on. See "Registering the Initial Display's Default Functions".

- Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized under Tray Paper Settings in User Tools will be selected first. For details, see "System Settings", General Settings Guide.

- Programs are not deleted by turning the power off or by pressing the [Clear Modes] key.

Reference

- p.84 "Registering the Initial Display's Default Functions"

Registering Functions in a Program

You can register functions in a program.

1. **Edit the copy settings so all functions you want to store in a program are selected.**

2. **Press the [Program] key.**

BAT182S
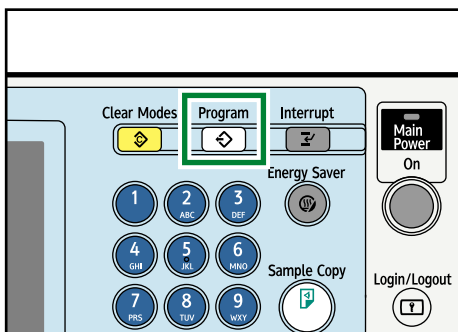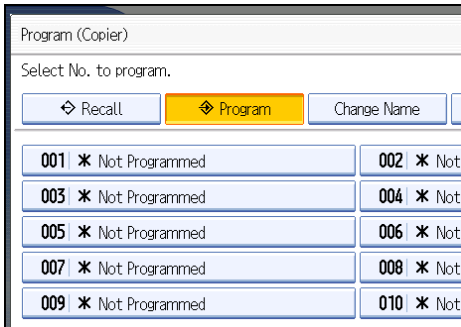
3. **Press [Program].**

4. **Press the program number you want to store.**

5. **Enter the program name with the letter keys on the display panel.**

   You can enter up to 34 characters.
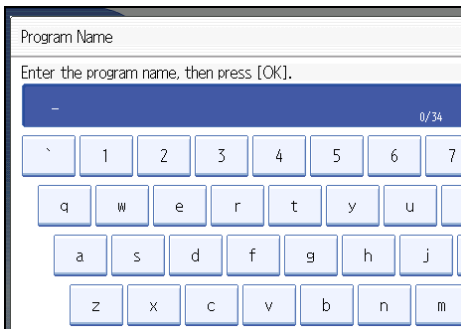
6. **Press [OK].**

   The screen returns to the program screen, showing the program number followed by the program name. The screen returns to the initial copy display after a short time.

⬇ **Note**

- Program numbers with ↔ against them already have settings made for them.

Changing a Stored Program

Changes program settings.

1. **Check the program settings.**

2. **Specify the contents of a program.**

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

4. **Press [Program].**

5. **Press the program number you want to change.**

6. **Press [Yes].**

7. **Enter the program name.**

   You can enter up to 34 characters.

8. **Press [OK].**

   The screen returns to the program screen, showing the program number followed by the program name. The screen returns to the initial copy display after a short time.

⬇️Note

- To check the contents of a program, recall the program.

- When it is overwritten, the previous program is deleted.

Recalling a Stored Program

Recalls a stored program to make copies using the stored settings.

1. **Press the [Program] key.**

2. **Press [Recall].**

3. **Press the program number you want to recall.**

   The stored settings are displayed.

⬇️Note

- Only programs with ◈ against them contain a program.

Deleting a Stored Program

Erases the contents of a program.

1. **Press the [Program] key.**
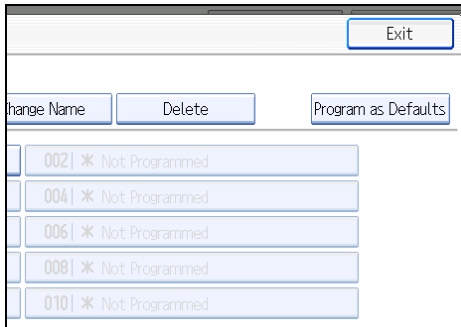
2. **Press [Delete].**

3. **Press the program number you want to delete.**

4. **Press [Yes].**

   The program is deleted, and the display returns to the initial copy display.

Registering the Initial Display's Default Functions

You can configure the settings of the initial screen so that the default display contain the functions you use most often.

For example: if the default selection is the Duplex function, but the function you use most frequently is 1-sided copying, you can change the default selection to 1-sided copying instead.

The settings you can program as defaults are Paper Tray, Original Type, Density, Special Original, Original Orientation, Cover/Slip Sheet, Edit / Stamp, Dup./Combine/Series, Reduce / Enlarge, Finishing, and the number of copies.

1. **Specify scan settings and any other settings you require on the initial display.**

2. **Press the [Program] key.**

BAT182S
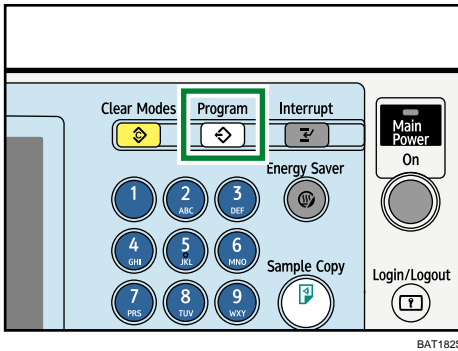
3. **Press [Program as Defaults].**
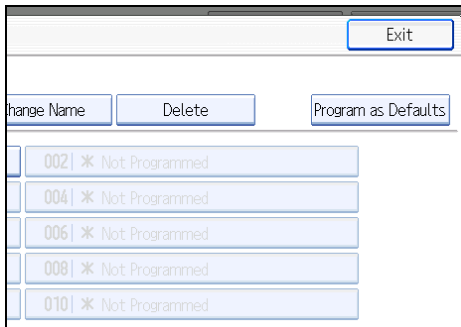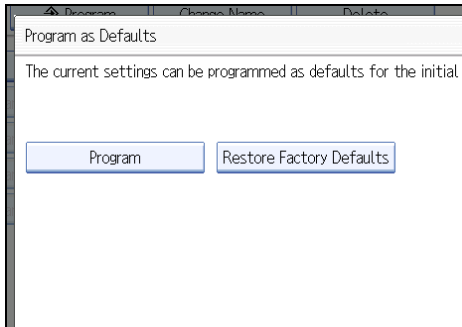
4. **Press [Program].**

5. **When a confirmation dialog appears, press [Yes].**

The current settings are programmed as defaults. The screen returns to the initial display.

Note

- To restore the factory default settings on the initial display, press [Restore Factory Defaults].

- The default settings can be programmed separately for the normal screen and simplified display screens.

2

3. Advanced Copying

This chapter describes the procedure for making copies in various modes.

Adjusting Copy Image Density

There are three types of adjustment available.

Auto image density

> The machine automatically adjusts the image density by scanning the densities of originals. Dark texture originals (such as newspaper or recycled paper) will be copied so that background will not be reproduced.

Manual image density

> You can adjust the density of the overall original in nine steps.

Combined auto and manual image density

> Adjusts the density of an image only for dark texture originals.

Auto Image Density

The machine automatically adjusts the image density by scanning the densities of originals. Dark texture originals (such as newspaper or recycled paper) will be copied so that background will not be reproduced.

1. **Make sure that [Auto Density] is selected.**

   If [Auto Density] is not selected, press [Auto Density].
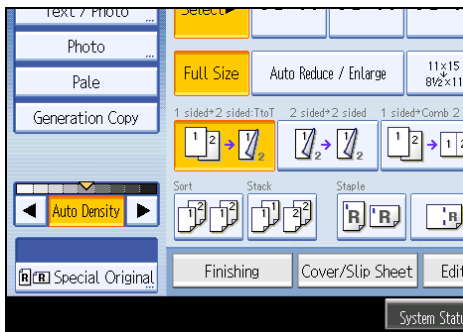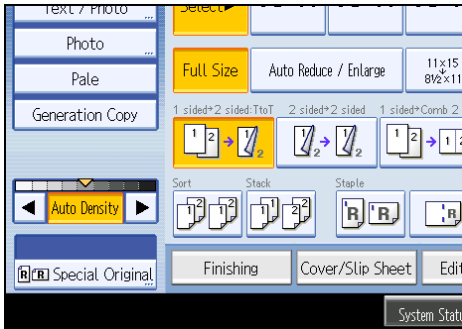
Manual Image Density

You can adjust the density of the overall original in nine steps.

1. **If [Auto Density] is selected, press [Auto Density] to cancel it.**

2. **Press [◄] or [►] to adjust the image density. The density indicator "▽" moves.**

Combined Auto and Manual Image Density

Adjusts the density of an image only for dark texture originals.

1. **Make sure [Auto Density] is selected.**

   If [Auto Density] is not selected, press [Auto Density].
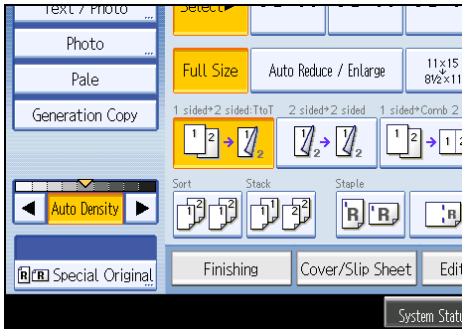
2. **Press [◄] or [►] to adjust the density. The density indicator "▽" moves.**

Copy Quality

Adjusts image qualities.

The following three types of image adjustments are available:

Sharp / Soft

Adjusts the outline of an image.

Contrast

Adjusts the shades of an image.

Background Density

Adjusts the background density of an image.

1. **Press [Edit / Stamp].**
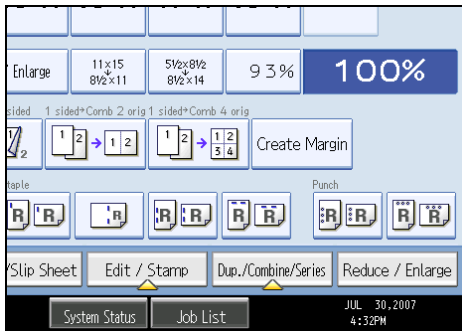
2. **Press [Copy Quality].**

3. **Press [Copy Quality].**

4. **Adjust the settings.**

5. **Press [OK] twice.**

⬇ **Note**

• [Sharp / Soft], [Contrast], and [Background Density] can each be adjusted, however, their adjustments can affect the level of other adjustment functions.

• The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the [Clear Modes] key has been pressed or when the power has been turned off.

Sharp / Soft

Adjusts the outline of an image.

1. **Adjust the image quality by pressing [Soft] or [Sharp].**
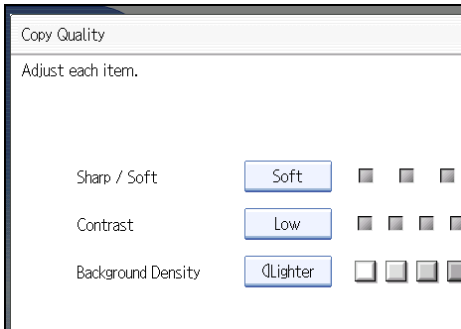
2. **Press [OK].**

Contrast

Adjusts the shades of an image.

1. **Adjust the image quality by pressing [Low] or [High].**
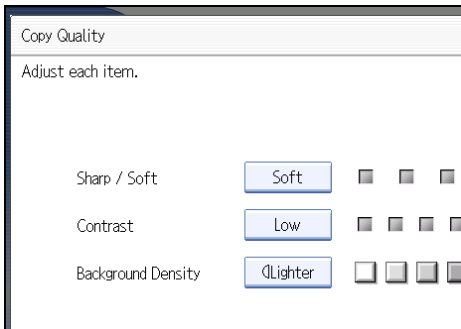
2. **Press [OK].**

Background Density

Adjusts the background density of an image.

1. **Adjust the image quality by pressing [Lighter] or [Darker].**
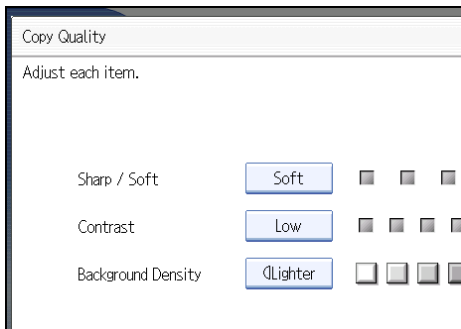
2. **Press [OK].**

Note

- Adjustments should be made lighter when copying dark textured originals, such as newspaper or recycled paper.

- Adjustments should be made darker when darkening the area marked with markers or highlighters. However, as the color of highlighters is difficult to copy, the copy might not come out depending on the color of the highlighters.

Selecting the Original Type

Select an original type that is suitable for your originals.

There are five original types available:

Text

> For originals that contain mainly text or printed characters.

Text/Photo

> For originals that contain both text and photographs or pictures.

Photo

> For Photographs or pictures.
>
> - Glossy Photo: Use when copying developed photographs
> - Printed Photo: Use when copying photographs or pictures that are printed on paper (e.g. magazines)
> - Copied Photo: Use when copying copies or originals generated by color copiers

Pale

> For originals that have lighter lines written in pencil, or faintly copied slips.

Generation Copy

> For originals that are copied. The copy image can be reproduced sharply and clearly.

1. **Select the original type, and then press [OK].**

🔽 **Note**

- You can select whether or not to display the keys for the original on the initial display under Original Type Display in User Tools. For details about Original Type Display, see "Copier/Document Server Features", General Settings Guide.

Selecting Copy Paper

Select paper you want to copy onto.

There are two ways to select copy paper:

Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the detected original size and the reproduction ratio you select.

Manual Paper Select

Select the tray containing the paper you want to copy onto: a paper tray, the bypass tray or the LCT.

See the following table for original sizes and orientations that can be used with Auto Paper Select (when copying at a ratio of 100%):

Metric version

Original location	Original size and orientation
Exposure glass	A3⊐, B4 JIS⊐, A4⊐⊐, B5 JIS⊐⊐, $8^1/_2 \times 13$⊐
ADF	A3⊐, B4 JIS⊐, A4⊐⊐, B5 JIS⊐⊐, A5⊐⊐, B6 JIS⊐⊐, 11 × 17⊐, $8^1/_2 \times 11$⊐⊐, $8^1/_2 \times 13$⊐

Inch version

Original location	Original size and orientation
Exposure glass	11 × 17⊐, $8^1/_2 \times 14$⊐, $8^1/_2 \times 11$⊐⊐
ADF	A3⊐, A4⊐⊐, 11 × 17⊐, $8^1/_2 \times 14$⊐, $8^1/_2 \times 11$⊐⊐, $5^1/_2 \times 8^1/_2$⊐⊐, 10 × 14⊐, $7^1/_4 \times 10^1/_2$⊐

🔽 **Note**

- Only the paper trays set to [No Display] or [Recycled Paper] in Paper Type and also set to [Yes] in Apply Auto Paper Select under Tray Paper Settings can be selected in Auto Paper Select mode. For details, see "System Settings", General Settings Guide.

📄 **Reference**

- p.20 "Sizes difficult to detect"

Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the detected original size and the reproduction ratio you select.

1. **Make sure that [Auto Paper Select] is selected.**

    Trays with a key mark (🔑) will not be automatically selected.
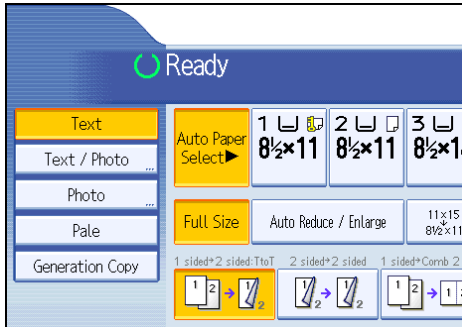
Rotate Copy

If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90° to fit it on the paper.
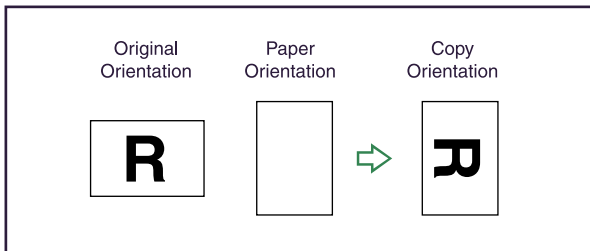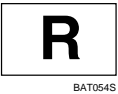
BAT065S

You cannot use Rotate Copy when enlarging onto A3, B4 JIS or 11 × 17, $8^1/_2$ × 14 size paper. In this case, place your original in the ▱ orientation.

	Original size and orientation			Copy paper size and orientation	
You cannot rotate:	$8^1/_2$ × 11 or $5^1/_2$ × $8^1/_2$ ▱	R BAT066S	When enlarging to →	$8^1/_2$ × 14 or 11 × 17	R BAT053S

	Original size and orientation			Copy paper size and orientation	
However, you can use:	$8^1/_2 \times$ 11 or $5^1/_2 \times$ $8^1/_2$ ▯	**R** BAT054S	When enlarging to →	$8^1/_2 \times$ 14 or 11 × 17	**R** BAT054S

↓ Note

- This function works when Auto Paper Select or Auto Reduce / Enlarge is selected. See "Auto Paper Select" and "Auto Reduce/Enlarge".

- The default setting for Auto Tray Switching is [With Image Rotation]. You cannot use the Rotate Copy if this setting is changed to [Without Image Rotation] or [Off]. For details about Auto Tray Switching, see "Copier/Document Server Features", General Settings Guide.

- Depending on the settings for Punch or Staple, you may not be able to use the Rotated Copy function.

🗐 Reference

- p.46 "Auto Reduce/Enlarge"

- p.66 "Staple"

- p.70 "Punch"

- p.94 "Auto Paper Select"

Manual Paper Select

Select the tray containing the paper you want to copy onto: a paper tray, the bypass tray or the LCT.

1. **Select the tray you want to use.**

   The indicator corresponding to the selected paper tray is highlighted.
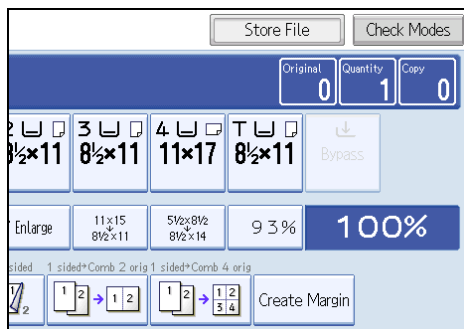
Advanced Reduce/Enlarge Copying

This section describes the advanced functions for reducing or enlarging images.

For details about the basic reduce/enlarge copy functions, see "Reducing or Enlarging Images".

Reference

- p.43 "Reducing or Enlarging Originals"

Size Magnification

This function calculates a reproduction ratio based on the lengths of the original and copy.
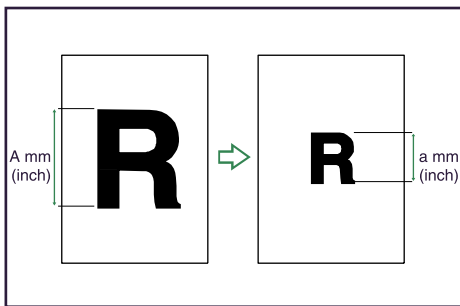
BAT067S

Measure and specify the lengths of the original and copy by comparing "A" with "a".

1. **Press [Reduce / Enlarge].**
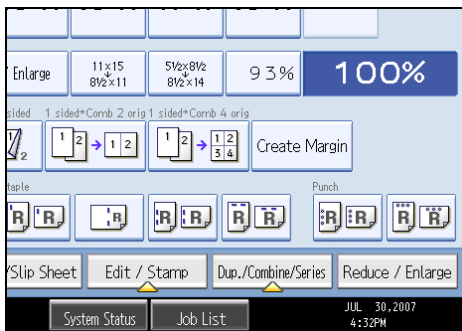
2. **Press [Size Magnification].**

3. **Enter the length of the original with the number keys, and then press [#].**
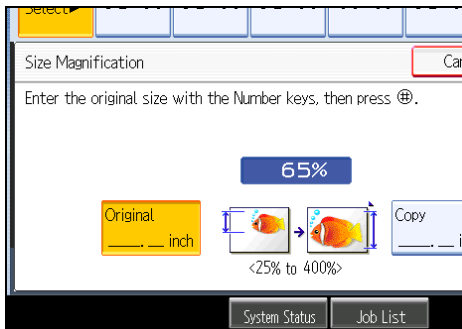
You can enter sizes between 1 to 999 mm (0.1 to 99.9 inches) in increments of 1 mm (0.1 inch).

4. **Enter the length of the copy with the number keys, and then press [#].**

5. **Press [OK] twice.**

Note

- To change the value you entered, press the key you want to change, and then enter a new value.

Directional Magnification (%)

Specify the horizontal and vertical reproduction ratios, individually.

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.
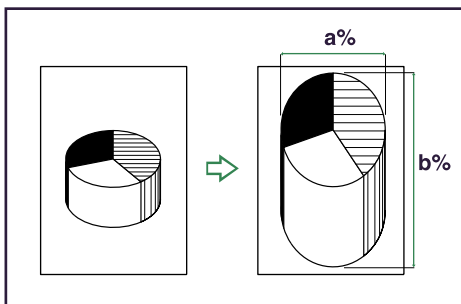
a: Horizontal ratio

b: Vertical ratio

Specifying the ratio with [−] and [+]

Specify a ratio using [−] and [+].

1. **Press [Reduce / Enlarge].**
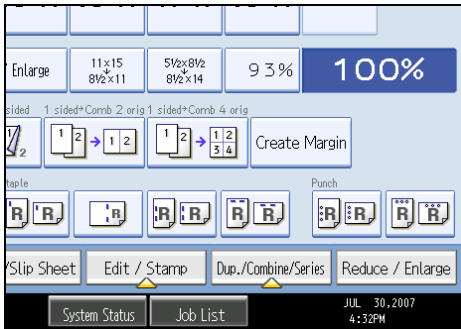
2. **Press [Direct. Mag. %].**

3. **Press [[+] [−] keys].**
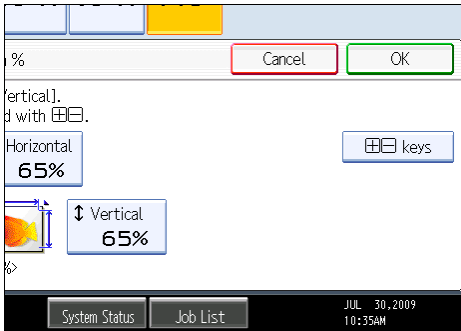
4. **Press [Horizontal].**

5. **Adjust the ratio using [−] and [+].**
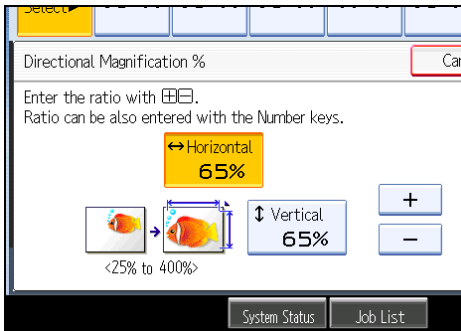
Pressing [−] or [+] changes the ratio in increments of 1%. Pressing and holding down [−] or [+] changes it in increments of 10%.

6. **Press [Vertical].**

7. **Adjust the ratio with [−] and [+].**

8. **Press [OK] twice.**

Note

- To change the value you entered, readjust it with [—] and [+].

Entering the ratio with the number keys

Enter a ratio using the number keys.

1. **Press [Reduce / Enlarge].**
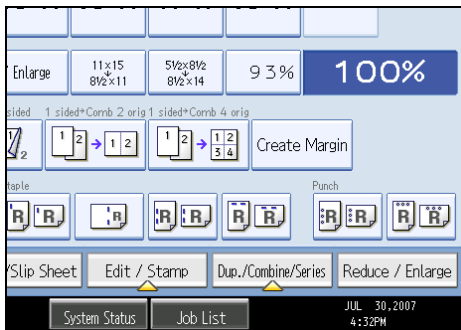
2. **Press [Direct. Mag. %].**

3. **Press [Horizontal].**
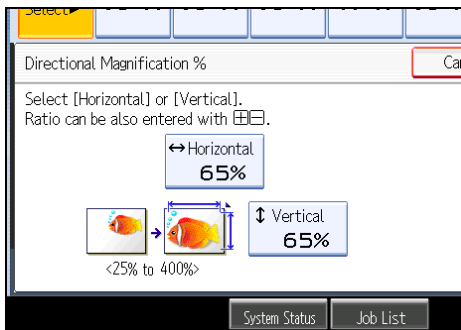
4. **Enter the desired ratio with the number keys, and then press [#].**

5. **Press [Vertical].**

6. **Enter the desired ratio with the number keys, and then press [#].**

7. **Press [OK] twice.**

8. **Place the originals, and then press the [Start] key.**

Note

- To change the value you entered, press the key you want to change, and then enter a new value.

Directional Size Magnification (inch)

Specify the horizontal and vertical lengths of the original and copy image.

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.
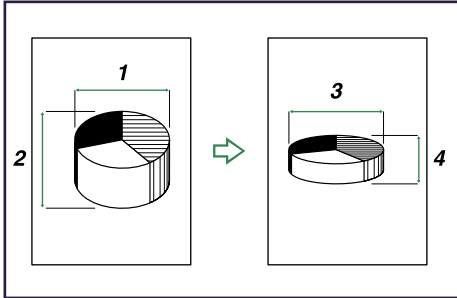
BAT069S

1. **Horizontal original size: A mm (inch)**

2. **Vertical original size: B mm (inch)**

3. **Horizontal copy size: a mm (inch)**

4. **Vertical copy size: b mm (inch)**

Measure and specify the lengths of the original and copy by comparing "A" with "a" and "B" with "b".

1. **Press [Reduce / Enlarge].**
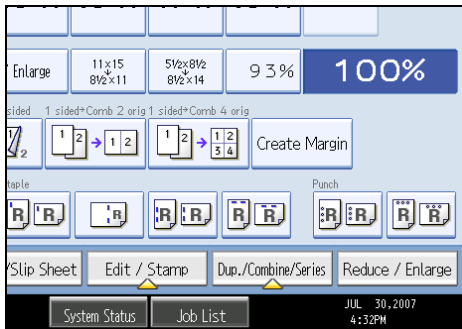
2. **Press [Dir. Size Mag. inch].**

3. **Enter the horizontal size of the original with the number keys, and then press [#].**
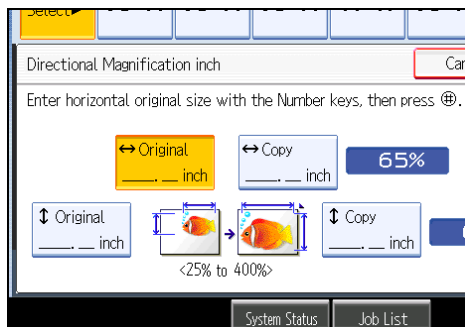
You can enter sizes between 1 to 9999 mm (0.1 to 99.9 inches) in increments of 1 mm (0.1 inch).

4. **Enter the horizontal size of the copy with the number keys, and then press [#].**

5. **Enter the vertical size of the original with the number keys, and then press [#].**

6. **Enter the vertical size of the copy with the number keys, and then press [#].**

7. **Press [OK] twice.**

🔽 **Note**

- To change the value you entered, press the key you want to change, and then enter a new value.

Create Margin

Reduces the image to 93% of its original size and places the reduced image at the center. By combining it with the Reduce/Enlarge functions, you can further increase a margin.

1. **Press [Create Margin].**
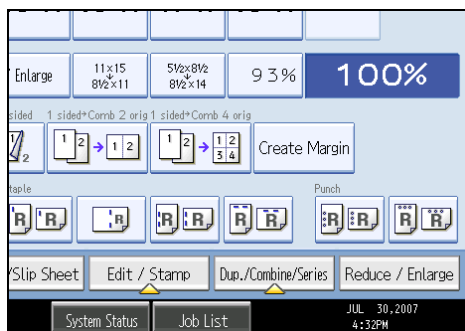
2. **Select the reproduction ratio, if necessary.**

🔽 **Note**

- You can change the ratio for Create Margin under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see "Copier/Document Server Features", General Settings Guide.

Stamps

Copies with the date, page numbers, etc.

Background Numbering

Use this function to have numbers printed on the background of copies.

If this function is used in conjunction with Sort, the same numbers are printed on each set of copies, helping you keep track of confidential documents.
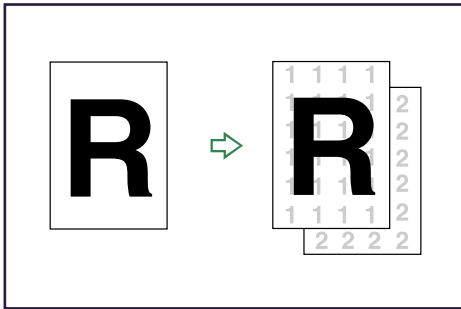
BAS070S

1. **Press [Edit / Stamp].**
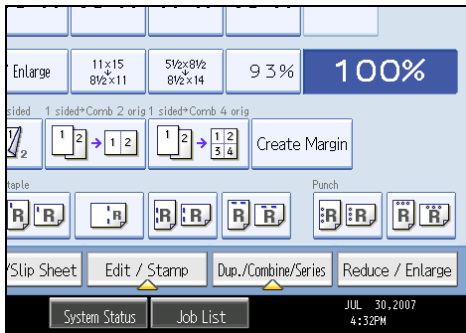
2. **Press [Stamp].**
3. **Press [Background Numbering].**

4. **Enter the number to start counting from with the number keys, and then press [#].**
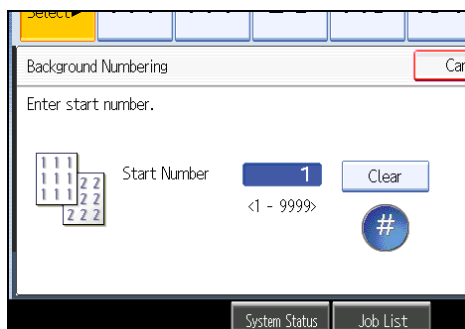
5. **Press [OK] twice.**

⬇️**Note**

• To change the value you entered, press [Clear], and then enter a new value.

• You can enter a number between 1 and 9999.

• You can change the settings for Background Numbering under Stamp in User Tools. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

Preset Stamp

Messages are stamped on copies.
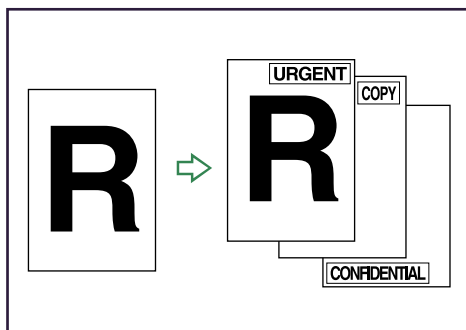
BAT071S

⭐**Important**

• **You cannot use the bypass tray with this function.**

• **Only one message can be stamped at a time.**

The following eight messages are available for Preset Stamp:

"COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", "DRAFT"

Stamp position and original orientation

The stamp positions differ according to the orientation in which you place the originals.

BAT072S

1. **Press [Edit / Stamp].**
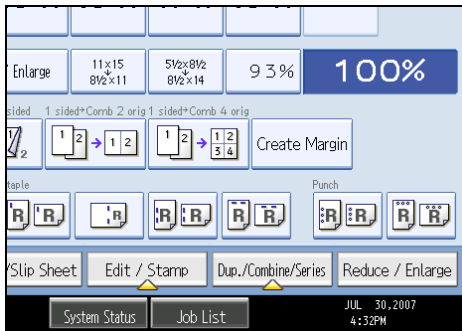
2. **Press [Stamp].**
3. **Press [Preset Stamp].**

4. **Select the desired message.**
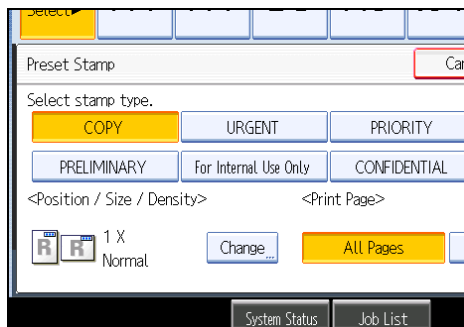
You can change the position, size, and density of the stamp.

5. **Press [All Pages] or [1st Page Only] to select the print page.**

6. **After making all settings, press [OK].**

7. **Press [OK].**

↓Note

- You can change the settings for Preset Stamp under Stamp in User Tools. Depending on the setting, density may change. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

🖹Reference

- p.22 "Original Orientation"

Changing the stamp position, size and density

Changes the stamp position, size and density.

1. **Press [Change] under Position / Size / Density.**

2. **Select the stamp position, size, and density, and then press [OK].**
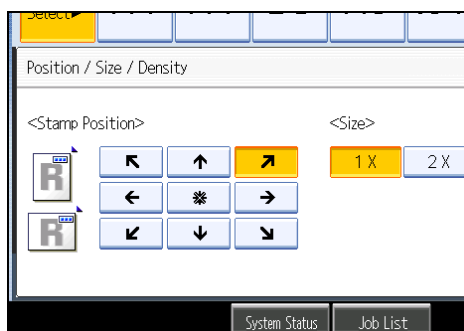
User Stamp

Copies a scanned image as a stamp.

Letters or images you use frequently can be registered.
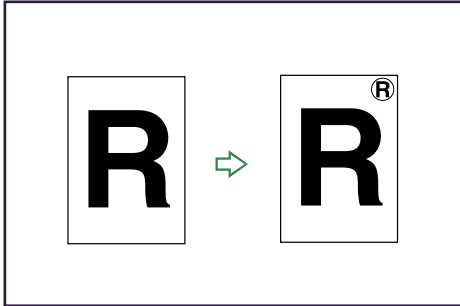
BAS073S

⭐**Important**

- You have to register a user stamp before using this function.
- You cannot use the bypass tray with this function.
- Only one message can be stamped each time.

Stamp position and original orientation

The user stamp positions differ according to the orientation in which you place the originals.
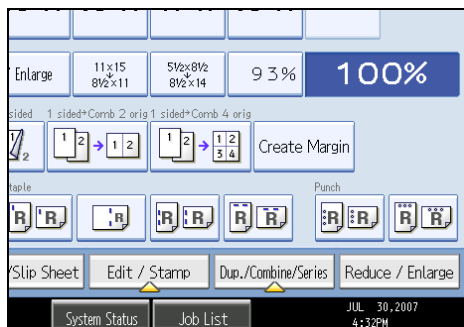
Key on the display	↖	↑	↗	←	✳	→	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

BAT074S

1. **Press [Edit / Stamp].**

2. **Press [Stamp].**

3. **Press [User Stamp].**

4. **Select the stamp you require.**
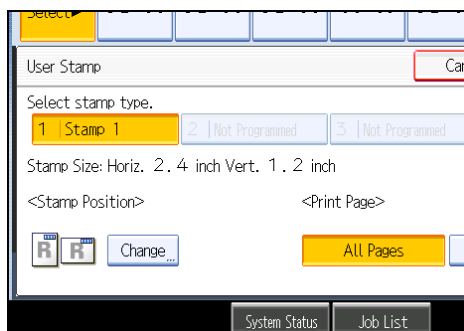
You can change the stamp position.

5. **Press [All Pages] or [1st Page Only] to select the print page.**

6. **After making all settings, press [OK].**

7. **Press [OK].**

⬇ **Note**

- You can change the settings for User Stamp under Stamp in User Tools. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

📄 **Reference**

- p.22 "Original Orientation"

- p.108 "Registering the user stamp"

Changing the user stamp position

Changes the stamp position.

1. **Press [Change] under Stamp Position.**

2. **Select the stamp position, and then press [OK].**
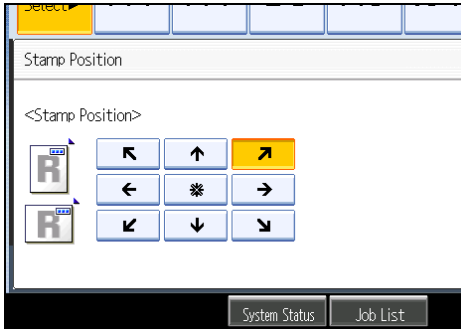
Registering the user stamp

Scans an image that is used as a user stamp.

The range of stamp images is 10 - 297 mm (0.4 - 11.7 inches) high and 10 - 432 mm (0.4 - 17.0 inches) wide. However, if the value exceeds the maximum value of the area (5,000 mm^2, 7.75 inch^2), it is corrected within the range of the area automatically.

Up to four frequently used images can be stored in memory.
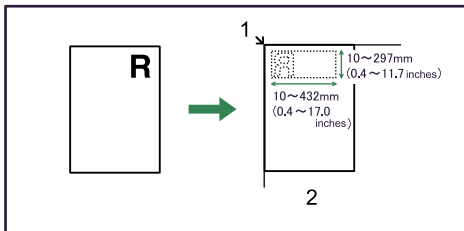
BAT075S

1. **Base point**

2. **Exposure glass**

1. **Press the [User Tools/Counter] key.**
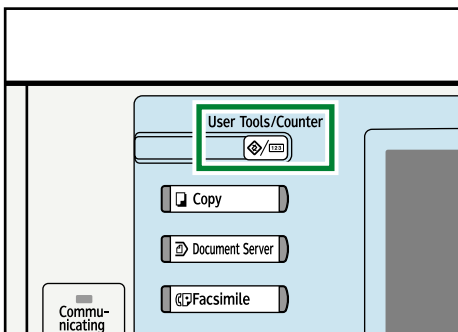
BAT183S

2. **Press [Copier / Document Server Features].**
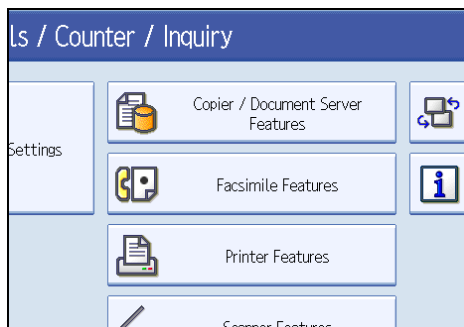
3. **Press [Stamp].**

4. **Press [User Stamp].**

5. **Press [Program / Delete Stamp].**

6. **Press [Program], and then press the stamp number you want to program.**

7. **Enter the user stamp name (up to 10 characters) with the letter keys, and then press [OK].**

8. **Enter the horizontal size of the stamp with the number keys, and then press [#].**

9. **Enter the vertical size of the stamp with the number keys, and then press [#].**

10. **Place the original for user stamp on the exposure glass, and then press [Start Scanning].**

    The original will be scanned, and the stamp will be registered.

11. **Press [Exit].**

12. **Press [Exit].**

    The display returns to the User Tools/Counter/Inquiry screen.

13. **Press [Exit].**

    Exits settings and gets ready to copy.

⬇ Note

- Stamp numbers with ⟳ already have settings in them. Stamp numbers that are not registered yet are marked with "Not Programmed".

- If the stamp number is already being used, the machine will ask you if you want to overwrite it. Press [Yes] or [Stop].

- You cannot restore the overwritten stamp.

- Originals cannot be scanned from the ADF when programming the user stamp.

- For details about how to enter text, see "Entering Text", About This Machine.

Deleting the user stamp

Deletes an image registered as a user stamp.

You cannot restore a deleted stamp.

1. **Press the [User Tools/Counter] key.**
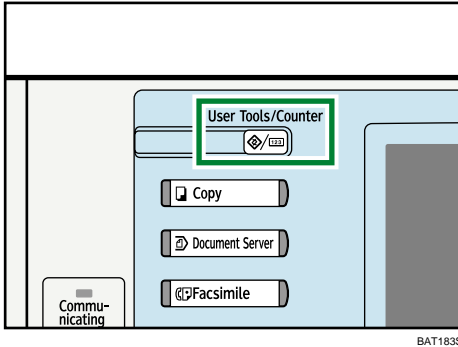
BAT183S

2. **Press [Copier / Document Server Features].**
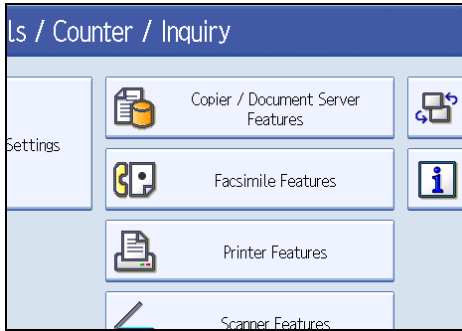
3. **Press [Stamp].**

4. **Press [User Stamp].**

5. **Press [Program / Delete Stamp].**

6. **Press [Delete], and then press the stamp number you want to delete.**

7. **Select [Yes], and then press [Exit].**

8. **Press [Exit].**

   The display returns to the User Tools/Counter/Inquiry screen.

9. **Press [Exit].**

   Exits settings and gets ready to copy.

Date Stamp

Use this function to print dates on your copies.
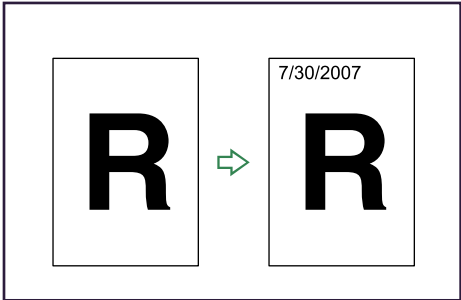
BCU047S

⭐ **Important**

- **You cannot use the bypass tray with this function.**

You can select from the following styles:

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD

Stamp position and original orientation

The date stamp positions differ according to the orientation in which you place the originals.
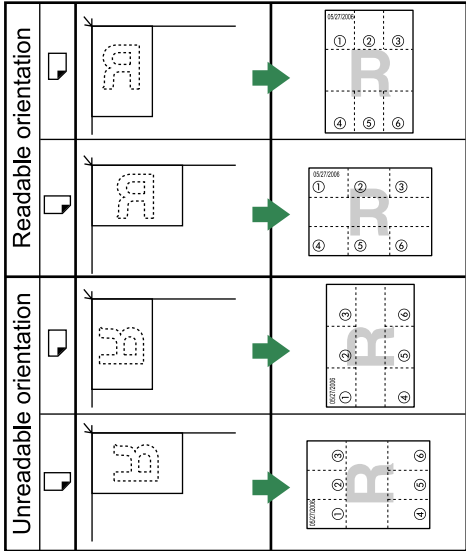
BAT077S

1. **Press [Edit / Stamp].**
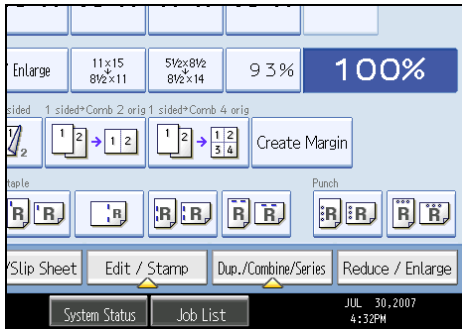
2. **Press [Stamp].**

3. **Press [Date Stamp].**

4. **Select the stamp format.**
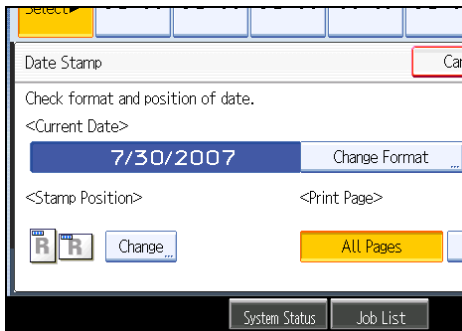
You can change the style and position of the date.

5. **Press [All Pages] or [1st Page Only] to select the print page.**

6. **After making all settings, press [OK].**

7. **Press [OK].**

↓Note

• You can change the settings for Date Stamp under Stamp in User Tools. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

Reference

• p.22 "Original Orientation"

Changing the format of date

Changes the format of date.

1. **Press [Change Format] under Current Date.**

2. **Select the date format, and then press [OK].**
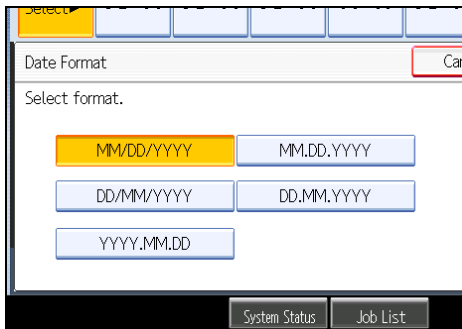
Changing the date stamp position

Changes the stamp position.

1. **Press [Change] under Stamp Position.**

2. **Select the stamp position, and then press [OK].**
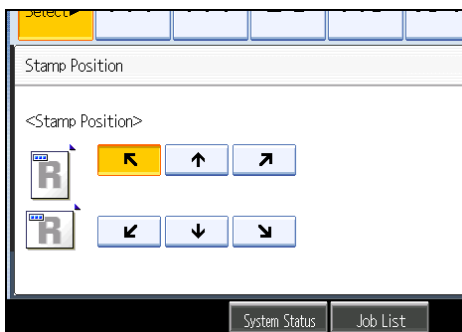
Page Numbering

Use this function to print page numbers on your copies.
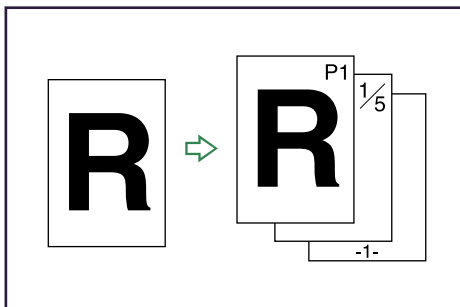
BAS078S

⭐ **Important**

- **You cannot use the bypass tray with this function.**

There are six types of page numbering.

- P1,P2...

- 1/5,2/5...

- -1-,-2-...

- P.1,P.2...

- 1, 2...

- 1-1,1-2...

Stamp position and original orientation

The page stamp positions differ according to the orientation in which you place the originals.
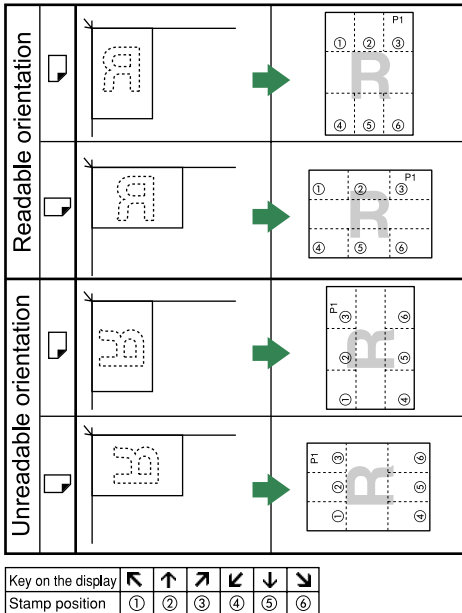
BAT079S

1. **Press [Edit / Stamp].**

2. **Press [Stamp].**

3. **Press [Page Numbering].**

4. **Select the page numbering format.**
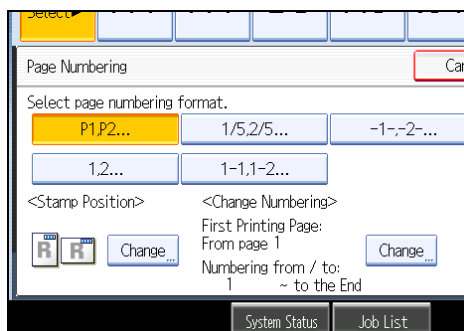
   You can change the stamp position, pages to be stamped, and numbering.

5. **After making all settings, press [OK].**

6. **Press [OK].**

♦Note

- You can change the settings for Page Numbering under Stamp in User Tools. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

- You can change the stamp position if Combine or Duplex is specified for use with this function under Duplex Back Page Stamping Position or Page Numbering in Combine in User Tools. For details about these settings, see "Copier/Document Server Features", General Settings Guide.

Changing the stamp position

Changes the stamp position.

1. **Press [Change] under Stamp Position.**

2. **Select the stamp position, and then press [OK].**
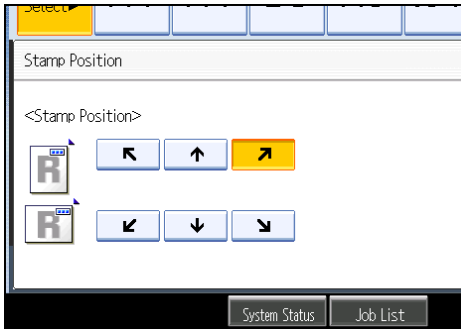
Specifying the first printing page and start number ("P1,P2...", "-1-,-2-...", "P.1,P.2... ", "1,2...")

Specify the first printing page and start number.

The example below shows when the first printing page is "2" and the start number is "3".

BAS080S
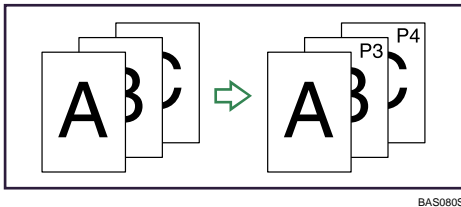
In the following procedure, "P1, P2..." is selected, but the procedure is the same regardless of the format you select.

1. **Press [Change] under Change Numbering.**

2. **Press [First Printing Page], enter the original sheet number from which to start printing, and then press [#].**
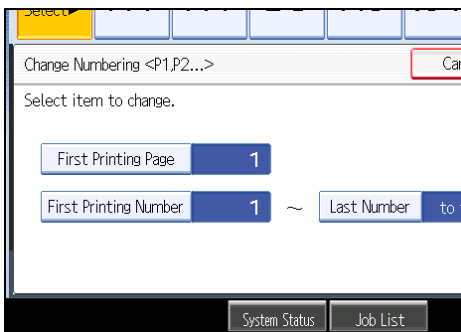
3. **Press [First Printing Number], enter the number of page from which to start numbering with the number keys, and then press [#].**

4. **Press [Last Number], enter the number of the page at which to stop numbering with the number keys, and then press [#].**

   If you want to number all pages to the end, press [to the End].

   To change the number entered, press [Clear] and then enter a new number.

5. **After making all settings, press [OK].**

6. **Press [OK] twice.**

↓Note

- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.

- You can set a value from 1 to 9999 for [First Printing Page], [First Printing Number], and [Last Number].

Specifying the first printing page and start number ("1/5,2/5...")

Specify the first printing page and start number.

1. **Press [Change] under Change Numbering.**

2. **Press [First Printing Page], enter the original sheet number from which to start printing, and then press [#].**
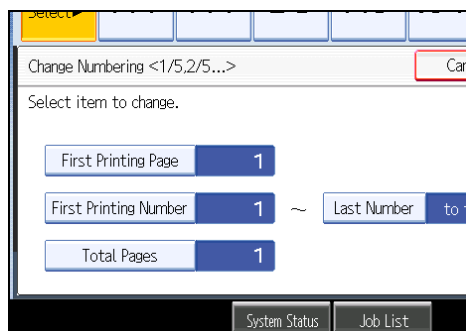
3. **Press [First Printing Number], enter the number of page from which to start numbering with the number keys, and then press [#].**

4. **Press [Last Number], enter the number of page at which to stop numbering with the number keys, and then press [#].**

   If you want to number all pages to the end, press [to the End].

5. **Press [Total Pages], enter the total number of original pages with the number keys, and then press [#].**

   To change the number entered, press [Clear] and then enter a new number.

6. **After making all settings, press [OK].**

7. **Press [OK] twice.**

Note

- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.

- You can set a value from 1 to 9999 for [First Printing Page], [First Printing Number], [Last Number], and [Total Pages].

Specifying the first printing page and start number ("1-1,1-2...")

Specify the first printing page and start number.

1. **Press [Change] under Change Numbering.**

2. **Press [First Printing Page], enter the original sheet number from which to start printing, and then press [#].**
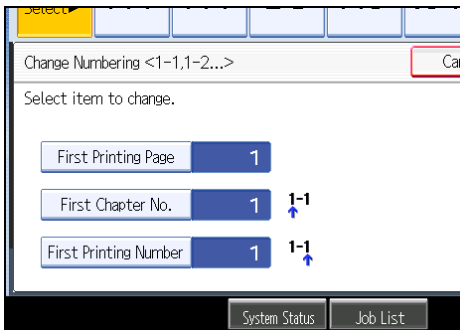
3. **Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press [#].**

4. **Press [First Printing Number], enter the page number from which to start printing with the number keys, and then press [#].**

5. **When page designation is complete, press [OK].**

6. **Press [OK] twice.**

Note

- You can set a value from 1 to 9999 for [First Printing Page], [First Printing Number], and [First Chapter No.].

- To change the value you entered, press [Clear], and then enter the new value.

Advanced Copier Functions

This section describes the machine's advanced copy functions.

Margin Adjustment

Copies originals leaving a binding margin.
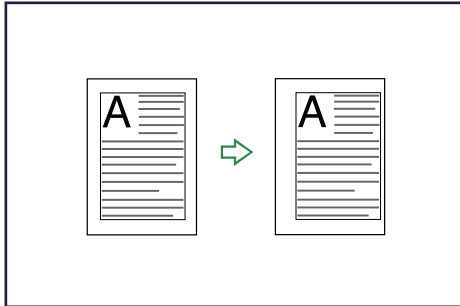
BAS086S

1. **Press [Edit / Stamp].**
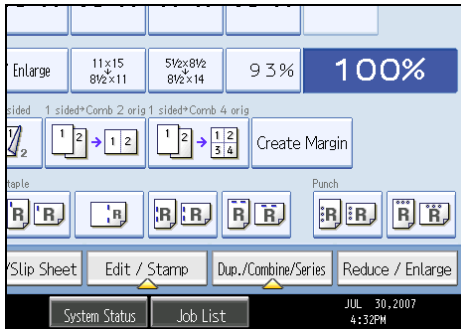
2. **Make sure that [Margin Adj.] is selected. If [Margin Adj.] is not selected, press [Margin Adj.].**

3. **Specify a binding margin for the front side pages.**
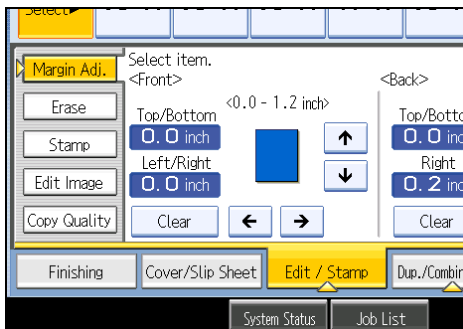
4. **Specify a binding margin for the back side pages. Then press [OK].**

   If you do not need to specify the margins for the back side pages, press [OK].

◆Note

- To change the value you entered, press [←], [→], [↓] or [↑], or press [Clear], and then specify a new value.

- Press [↓] and [↑] to set the top or bottom position. Press [←] and [→] to set the left or right position.

- You can set the binding margin up to 30 mm (1.2 inches) in 1 mm (0.1 inch) increments.

- Margin on the back side of the page is valid when 1 Sided → 2 Sided or Combine 2 Sides is selected.

- You can change the settings for Margin Adjustment under Edit in User Tools. For details about Edit, see "Copier/Document Server Features", General Settings Guide.

Erase Center / Border

This function erases the center and/or all four sides of the original image.

This function has the following three types:

Erase Border

Erases the edge margin of the original image.

BAS087S
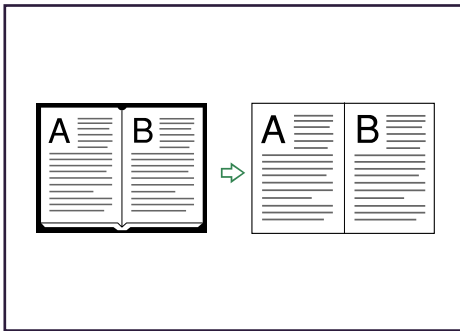
Erase Center

Erases the center margin of the original image.
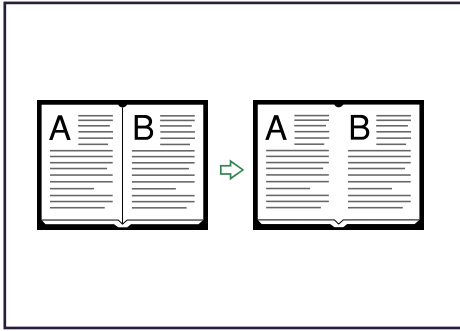
BAS088S

Erase Center/Border

Erases both the center and edge margins of the original image.
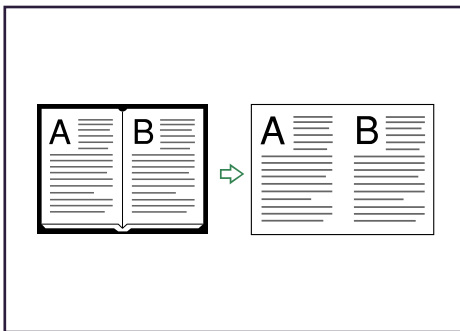
BAS089S

Note

- The relationship between the original orientation and the erased part is as follows:

⬜original	⬜original
1 BAT090S	2 1 BAT089S
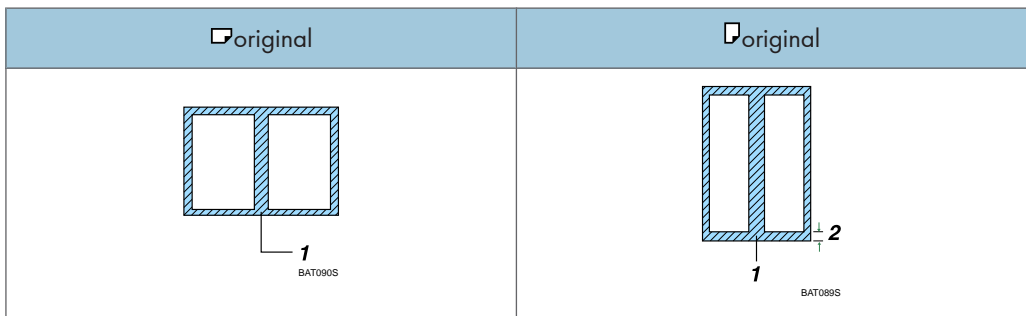
1. Erased part

2. 2 - 99 mm (0.1 - 3.9 inches)

- To erase the image on the back side of the original, press [2 Sided Setting] and then [Back]. Erasing the image on the back side is valid when you copy 2-Sided originals.

- The erase width is set to 10 mm (0.4 inch) as a default. You can change this setting under Edit in User Tools. For details about Edit, see "Copier/Document Server Features", General Settings Guide.

Erase Border (same width)

Erases the edge margin of the original image.

1. **Press [Edit / Stamp].**
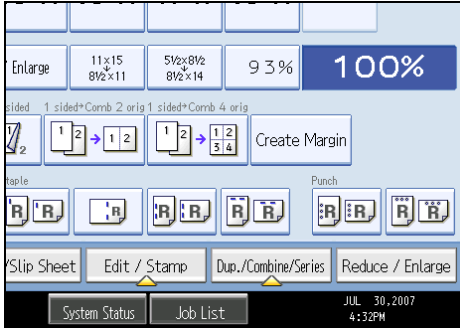
2. **Press [Erase].**
3. **Press [Erase Center / Border].**
4. **Press [Erase Border].**
5. **Press [Same Width].**
6. **Specify an erase border width with [+] and [−].**
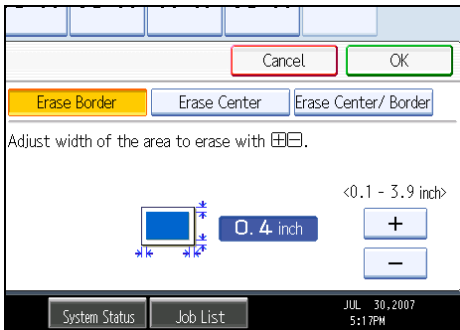
   Pressing [+] or [−] changes the width in increments of 1 mm (0.1 inch). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

7. **Press [OK] twice.**

↓Note

• To change the value you entered, press [+] and [−], and then specify a new value.

Erase Border (different width)

Erases the edge margins of the original image.

1. **Press [Edit / Stamp].**
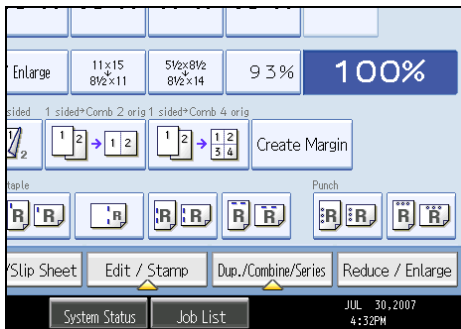
2. **Press [Erase].**

3. **Press [Erase Center / Border].**

4. **Press [Erase Border].**

5. **Press [Different Width].**

6. **Press the key you want to change and specify an erase width with [＋] and [－].**
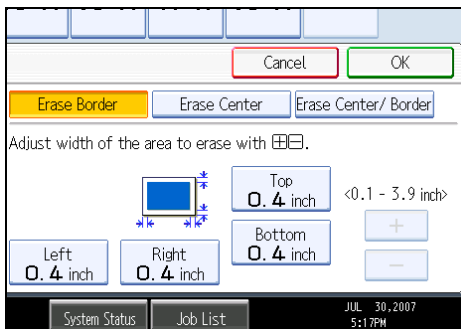
Pressing [＋] or [－] changes the width in increments of 1 mm (0.1 inch). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

7. **Press [OK] twice.**

🔻Note

- To change the value you entered, press [＋] and [－], and then specify a new value.

Erase Center

Erases the center margin of the original image.

1. **Press [Edit / Stamp].**
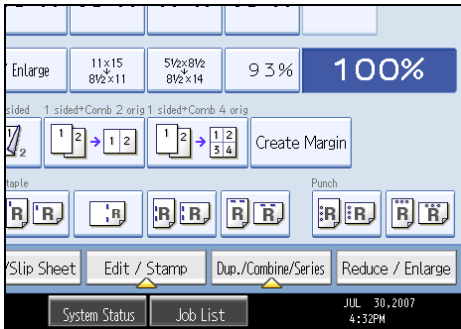
2. **Press [Erase].**

3. **Press [Erase Center / Border].**

4. **Press [Erase Center].**

5. **Specify the erase width with [+] and [−].**
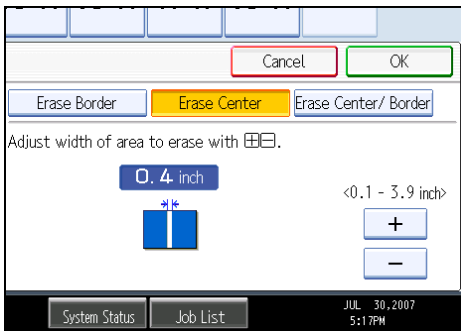
Pressing [+] or [−] changes the width in increments of 1 mm (0.1 inch). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

6. **Press [OK] twice.**
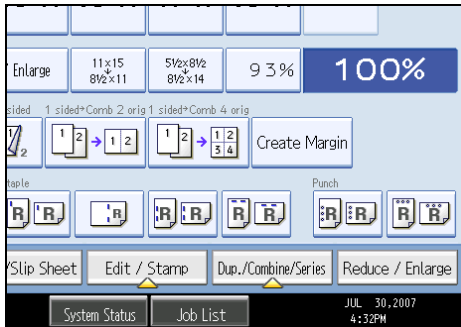
Note

- To change the value you entered, press [+] and [−], and then specify a new value.

Erase Center / Border (same width)

Erases both the center and edge margins of the original image.

1. **Press [Edit / Stamp].**

2. **Press [Erase].**

3. **Press [Erase Center / Border].**

4. **Press [Erase Center / Border].**

5. **Press [Same Width].**

6. **Press [Center], and then specify the erase width with [+] and [−].**
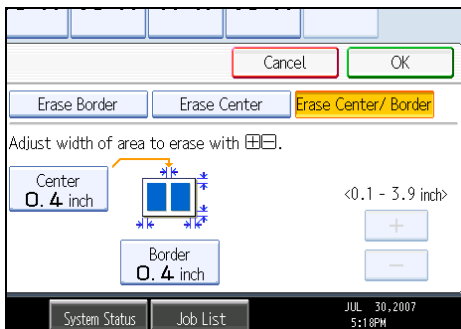
Pressing [+] or [−] changes the width in increments of 1 mm (0.1 inch). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

7. **Press [Border], and then specify the erase width with [+] and [−].**

8. **Press [OK] twice.**

🔽 **Note**

- To change the value you entered, press [+] and [−], and then specify a new value.

Erase Center / Border (different width)

Erases both the center and edge margins of the original image.

1. **Press [Edit / Stamp].**
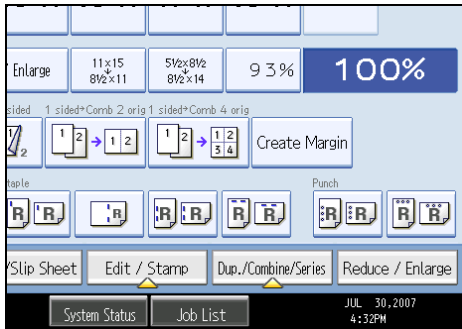
2. **Press [Erase].**

3. **Press [Erase Center / Border].**

4. **Press [Erase Center / Border].**

5. **Press [Different Width].**

6. **Press the key you want to change and specify an erase width with [+] and [−].**
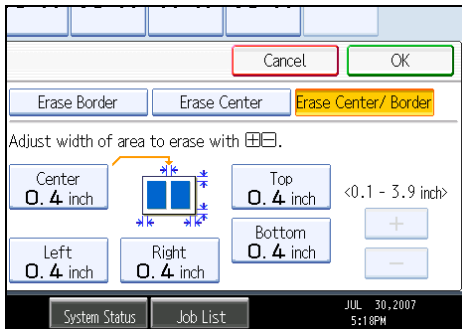
Pressing [+] or [−] changes the width in increments of 1 mm (0.1 inch). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

7. **Press [OK] twice.**

Note

- To change the value you entered, press [+] and [−], and then specify a new value.

Image Repeat

The original image is copied repeatedly.
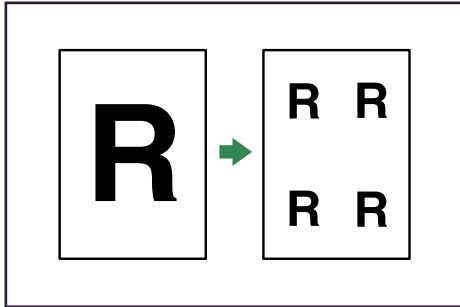
BAS095S

The number of repeated images depends on the original size, paper size, and reproduction ratio. For example, see the following table:

Original: A5▯/Copy paper: A4▯, Original: A5▭/Copy paper A4▭, Original: $5^1/_2 \times 8^1/_2$▯/ Copy paper: $8^1/_2 \times 11$▯, or Original: $5^1/_2 \times 8^1/_2$▭/Copy paper: $8^1/_2 \times 11$▭

4 repeats (71 %)	16 repeats (35 %)
BAT096S	BAT095S

Original: A5▯/Copy paper: A4▭, Original: A5▭/Copy paper A4▯, Original: $5^1/_2 \times 8^1/_2$▯/ Copy paper: $8^1/_2 \times 11$▭, or Original: $5^1/_2 \times 8^1/_2$▭/Copy paper: $8^1/_2 \times 11$▯

2 repeats (100 %)	8 repeats (50 %)	32 repeats (25 %)
BAT086S	BAT087S	BAT088S

1. **Select the size of copy paper and the reproduction ratio.**

2. **Press [Edit / Stamp].**
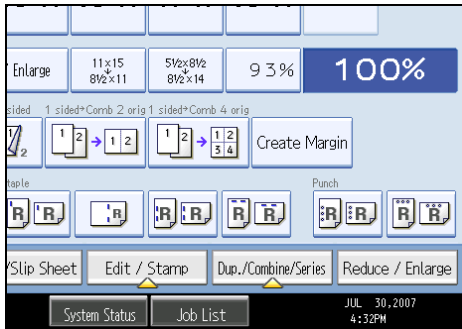
3. **Press [Edit Image].**

4. **Press [Image Repeat].**

5. **Press [OK].**

⬇**Note**

- You can change the settings for Image Repeat under Edit in User Tools. For details about Edit, see "Copier/Document Server Features", General Settings Guide.

Double Copies

One original image is copied twice on one sheet.
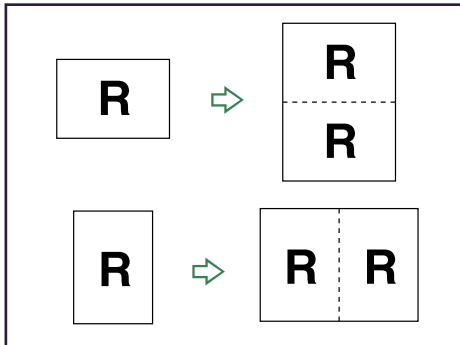
BAS098S

⭐**Important**

- You cannot use the bypass tray with this function.
- Originals with a size of A5, B6 JIS, and $5^1/_2 \times 8^1/_2$ cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the ADF.

See the following table for original and copy paper sizes when using a 100 % ratio:

Metric version

Original size and Orientation	Copy paper size and Orientation
A5 ▭	A4 ▭
B6 JIS ▭	B5 JIS ▭
A4 ▭	A3 ▭
A5 ▭	A4 ▭
B5 JIS ▭	B4 JIS ▭
B6 JIS ▭	B5 JIS ▭

BCY008S

Inch version

Original size and Orientation	Copy paper size and Orientation
5¹/₂ × 8¹/₂ ▭	8¹/₂ × 11 ▭
5¹/₂ × 8¹/₂ ▭	8¹/₂ × 11 ▭
8¹/₂ × 11 ▭	11 × 17 ▭

BAT100S

1. **Press [Edit / Stamp].**
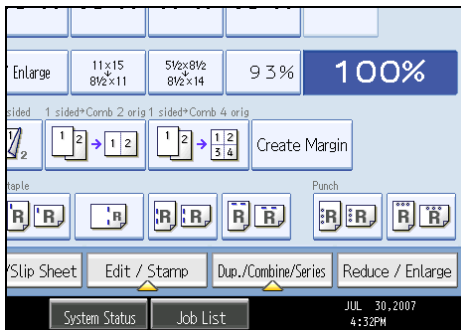
2. **Press [Edit Image].**

3. **Press [Double Copies].**

4. **Press [OK].**

5. **Select the paper size.**

↓Note

• You can change the settings for Double Copies under Edit in User Tools. For details about Edit, see "Copier/Document Server Features", General Settings Guide.

Centering

You can make copies with the image moved to the center of the copy paper.
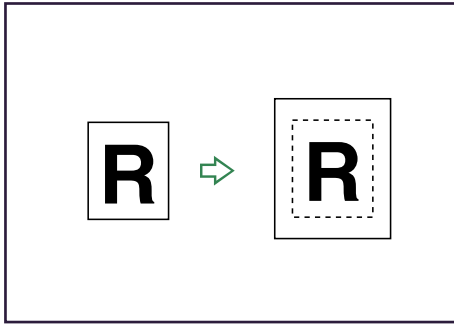
BAT099S

⭐ **Important**

- You cannot use the bypass tray with this function.

The original sizes and orientations you can use with this function are as follows:

Metric version

Original location	Original size and orientation
Exposure glass	A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, 8^1/$_2$ × 13▭
ADF	A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭, B6 JIS▯▭, 11 × 17▭, 8^1/$_2$ × 11▯▭, 8^1/$_2$ × 13▭

Inch version

Original location	Original size and orientation
Exposure glass	11 × 17▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 11▯▭
ADF	A3▭, A4▯▭, 11 × 17▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 11▯▭, 5^1/$_2$ × 8^1/$_2$▯▭, 10 × 14▭, 7^1/$_4$ × 10^1/$_2$▭

1. **Select the paper size.**

2. **Press [Edit / Stamp].**
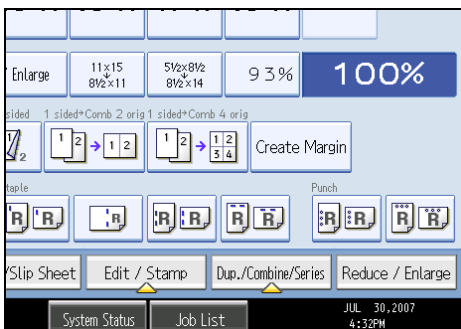
3. **Press [Edit Image].**

4. **Press [Centering].**

5. **Press [OK].**

Positive/Negative

Copies an image inverted.
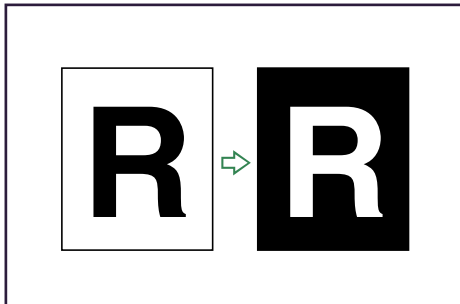
BAS100S

1. **Press [Edit / Stamp].**
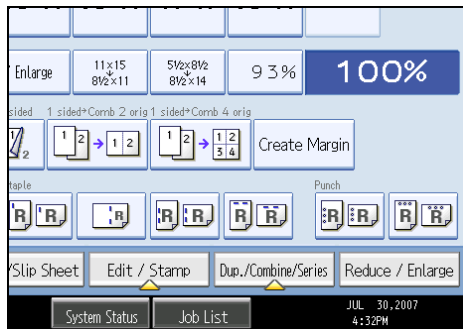
2. **Press [Edit Image].**

3. **Press [Positive / Negative].**

4. **Press [OK].**

Series Copies

Separately copies the front and back of a 2-sided original or the two facing pages of a bound original onto two sheets.

⭐ **Important**

- **You cannot use the Book → 1 Sided function from the ADF.**

The following table shows the paper sizes for Book → 1 Sided when the reproduction ratio is 100%:

Metric version

Original	Paper for 1-sided copy
A3 ▭	A4 ▭ × 2 sheets
B4 JIS ▭	B5 JIS ▭ × 2 sheets
A4 ▭	A5 ▭ × 2 sheets

BAT140S

Inch version

Original	Paper for 1-sided copy
11 × 17 ▭	$8^{1}/_{2}$ × 11 ▭ × 2 sheets
$8^{1}/_{2}$ × 11 ▭	$5^{1}/_{2}$ × $8^{1}/_{2}$ ▭ × 2 sheets

BAT102S

There are two types of Series Copies.

Book → 1 Sided

You can make 1-sided copies from two facing pages of a bound original (book).
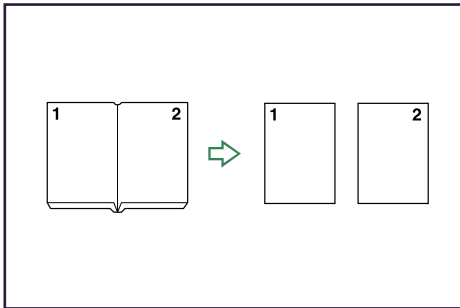
BAS103S

2 Sided → 1 Sided

You can make 1-sided copies from 2-sided originals.
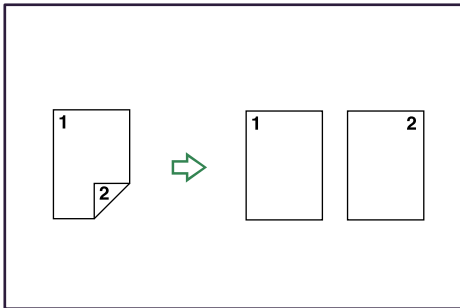
BAS104S

1. **Press [Dup./Combine/Series].**

2. **Press [Series].**

3. **Select [2 Sided → 1 Sided] or [Book → 1 Sided], and then press [OK].**
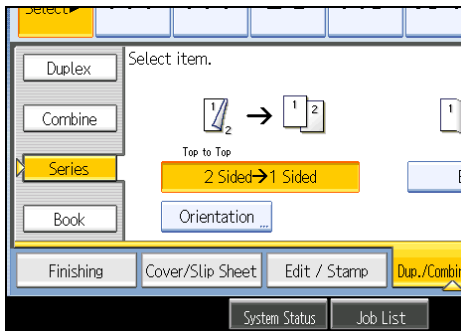
If you specified [2 Sided → 1 Sided], you can specify the orientation.

↓Note

- Press the [#] key after all originals have been scanned.

⊟Reference

- p.51 "Originals and copy orientation"

Booklet/Magazine

Copies two or more originals in page order.

★Important

- You cannot use the bypass tray with this function.

The following table shows the paper sizes for Book → 2 Sided when the reproduction ratio is 100%:

Metric version

Original	Paper
A3	A4 (2-sided)
B4 JIS	B5 JIS (2-sided)
A4	A5 (2-sided)

BAT134S

Inch version

Original	Paper
11 × 17	$8^1/_2$ ×11 (2-sided)
$8^1/_2$ × 11	$5^1/_2$ ×$8^1/_2$ (2-sided)

BAT101S

There are six types of Booklet/Magazine.

1 Sided → Booklet

Make copies in page order for a folded booklet as shown.
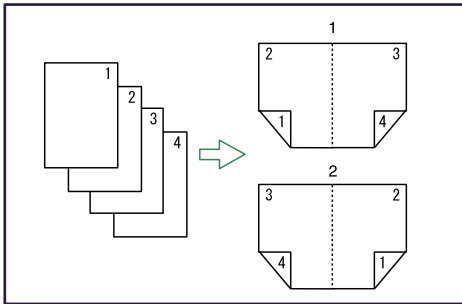
BAT105S

1. **Open to left**

2. **Open to right**

2 Sided → Booklet

Make 2-sided originals to copies in page order for a folded booklet as shown.
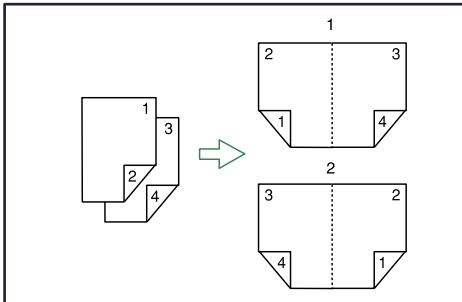
BAT106S

1. **Open to left**

2. **Open to right**

1 Sided → Magazine

Copies two or more originals to make copies in page order when they are folded and stacked.
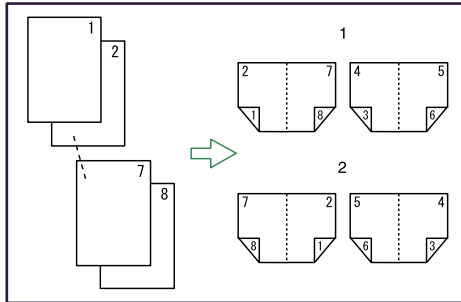
BAT107S

1. **Open to left**

2. **Open to right**

2 Sided → Magazine

Copies two or more originals of 2-sided to make copies in page order when they are folded and stacked.

BAT108S
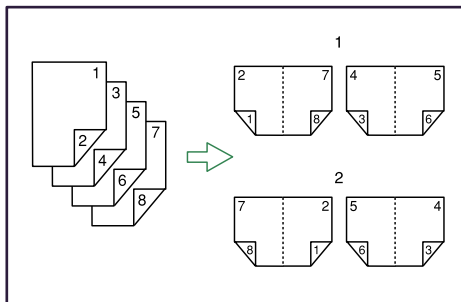
1. **Open to left**

2. **Open to right**

Book → 2 Sided

Copies a two-page spread original onto one sheet with one page per side.
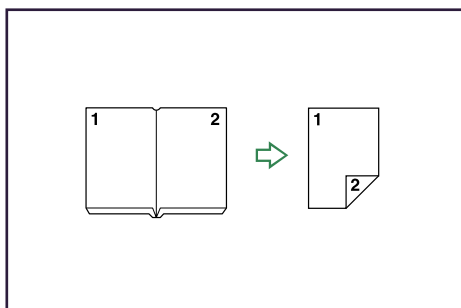
BAS109S

Front & Back → 2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.
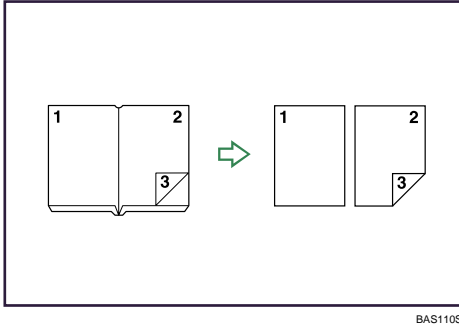
BAS110S

How to fold and unfold copies to make a booklet

Fold a copy along the centerline, and open.
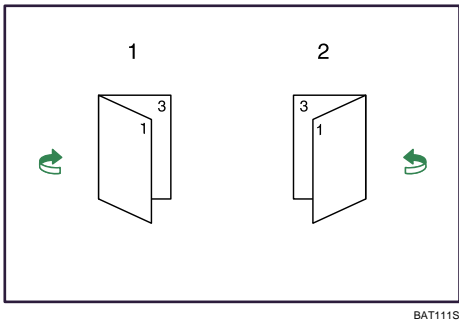
BAT111S

1. **Open to left**

2. **Open to right**

How to fold and unfold copies to make a magazine

Fold and stack copies to make a magazine, and open.
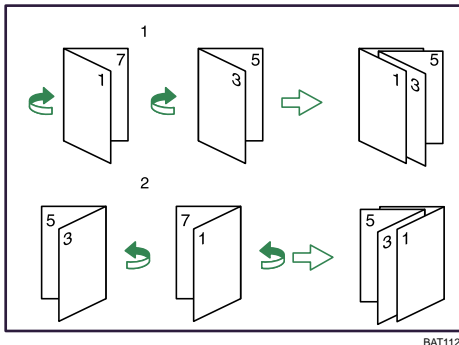
BAT112S

1. **Open to left**

2. **Open to right**

1. **Press [Dup./Combine/Series].**
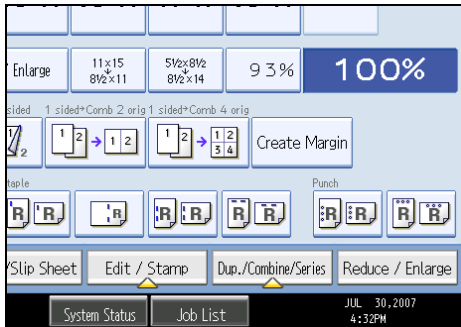
2. **Press [Book].**

3. **Select a book type separately for the original ([1 Sided] or [2 Sided]) and copy ([Booklet] or [Magazine]), or select a book type from [Book → 2 Sided] and [Front&Back → 2 Sided].**
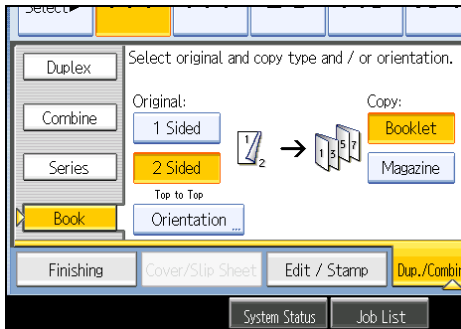
If you specified [2 Sided] for the original, [Book → 2 sided], or [Front&Back → 2 sided], you can specify the orientation of originals or copies.

4. **Select the paper size.**

5. **Press [OK].**

🔅**Note**

- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.

- The machine sets the reproduction ratio automatically to meet the paper size.

- The default setting for the orientation of Booklet and Magazine is [Open to Left]. You can change the default under Orientation: Booklet, Magazine in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

🔳**Reference**

- p.51 "Originals and copy orientation"

Covers

You can use this function to create cover sheets by adding additional pages of different paper, or copying existing pages onto different paper.

⭐ **Important**

- Before using this function, select the tray for covers under Cover Sheet Tray in User Tools. For details, see "System Settings", General Settings Guide.

- You cannot specify the bypass tray as the Main Sheet Tray. Only cover sheets or slip sheets can be loaded in the bypass tray.

- When selecting [Copy], select whether the front and back covers are copied 1-sided or 2-sided.

The Covers function includes Front Cover and Front/Back Covers.

Front Cover

This function copies the first page of an original onto paper that has been specified for covers, or places a cover sheet before the first copy page.

- Copy

BAS114S

- Blank

BAS115S
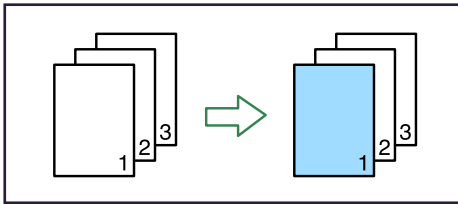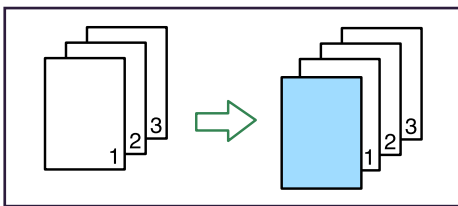
Front/Back Covers

This function copies the first and last pages of an original onto paper that has been specified for covers, or places a cover sheet before the first copy page and after the last copy page.

- Copy

BCU019S

• Blank

BCU020S
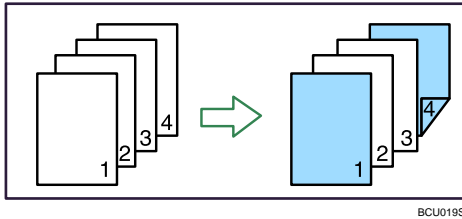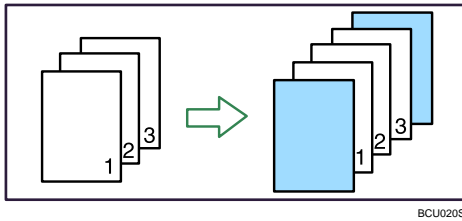
1. **Press [Cover/Slip Sheet].**
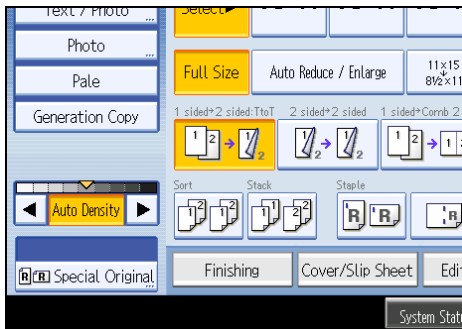
2. **Select [Copy] or [Blank] for the cover sheet, and then press [OK].**
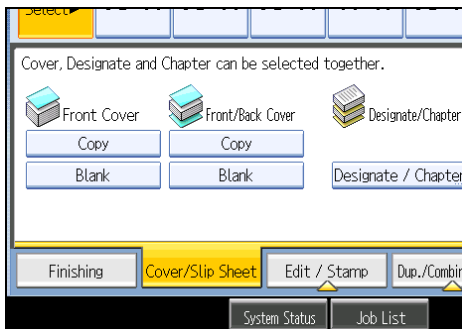
3. **Select the main sheet tray that contains the paper to copy the originals.**

🟁Note

• The cover sheet should be the same size and orientation as the main sheets.

• You can make a combined copy on the front cover sheet. For details about Front Cover Copy in Combine, see "Copier/Document Server Features", General Settings Guide.

Designate

Use this function to have certain pages of your original copied onto designation sheets or to insert a designation sheet for each page specified.

- Copy
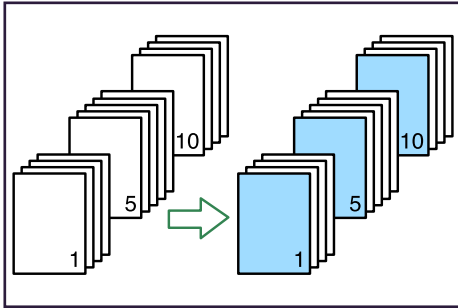
BAS118S

- Blank
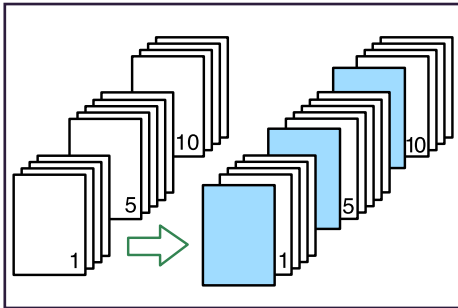
BAS119S

⭐ **Important**

- Before using this function, select the tray for designation sheets under Slip Sheet Tray in User Tools. For details, see "System Settings", General Settings Guide.

- You cannot specify the bypass tray as the Main Sheet Tray.

1. **Press [Cover/Slip Sheet].**
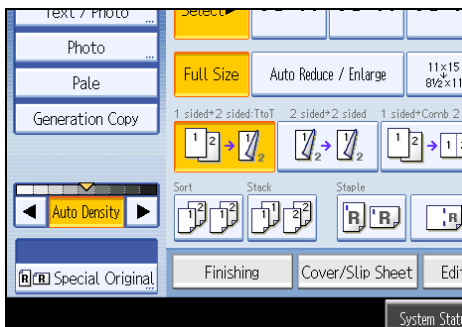
2. **Press [Designate / Chapter].**

3. **Select [Designate: Copy] or [Designate: Blank].**

4. **Press the key to select the chapter number.**
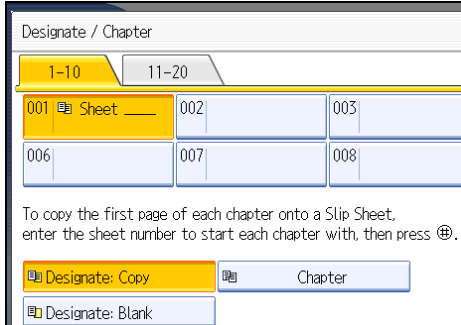
To select pages 11 to 20 (chapter), press [11-20].

5. **Enter the page location of the first page of the chapter with the number keys, and then press the [#] key.**

6. **To specify another page location, repeat steps 4 to 5.**

   Up to 20 locations can be specified.

7. **Select the main sheet tray that contains the paper to copy the originals.**

8. **After making all settings, press [OK] twice.**

🌙 Note

• The designation sheets should be the same size and orientation as the main sheets.

Chapters

The page locations you specify with this function will appear on the front of copy sheets.
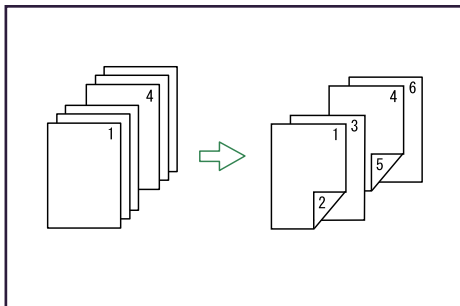
BAS120S

⭐**Important**

- Before selecting this function, press [Dup./Combine/Series] and then select [1 Sided → 2 Sided] or [Combine].

- This function can be used only when you use the Duplex (1 Sided → 2 Sided) or Combine function.

1. Press [Cover/Slip Sheet].
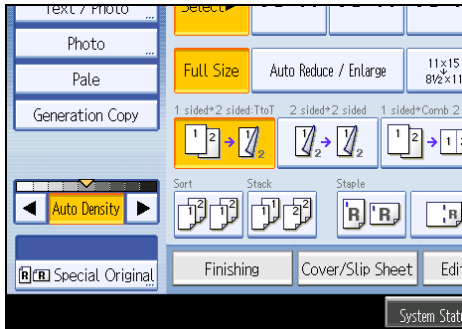
2. Press [Designate / Chapter].

3. Press [Chapter].

4. Press the key to select the chapter number.
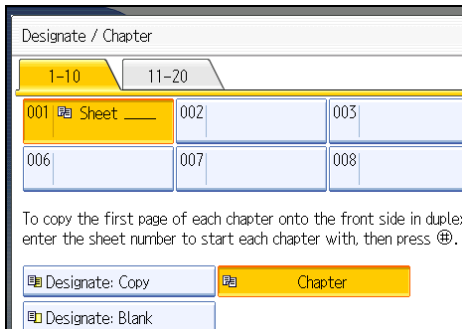
   To select chapters 11 to 20, press [11-20].

5. Enter the page location of the first page of the chapter with the number keys, and then press the [#] key.

   Up to 20 locations can be specified.

6. To specify another page location, repeat steps 4 to 5.

7. Select the main sheet tray that contains the paper to copy the originals.

8. After making all settings, press [OK] twice.

🔽**Note**

- To change the value you entered, press the key you want to change, and then enter a new value.

Slip Sheets

Every time an original page changes, a slip sheet is inserted. You can also print on the inserted slip sheet.

Since a slip sheet is inserted for every page, you can protect printed surfaces. This function is useful in copying OHP transparencies.
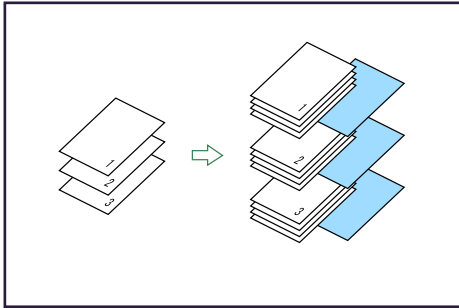
BAS122S

⭐ **Important**

- If [1 Sided → 2 Sided] is set, cancel the setting.

- Before using this function, select the tray for slip sheets under Slip Sheet Tray in User Tools. For details, see "System Settings", General Settings Guide.

When placing OHP transparencies in the bypass tray

- Copy
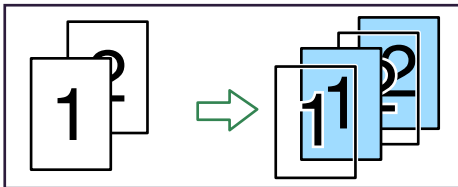
BAS123S

- Blank
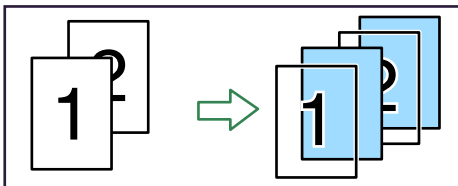
BAS124S

1. **Press [Cover/Slip Sheet].**

2. **Select [Copy] or [Blank] for the slip sheets, and then press [OK].**
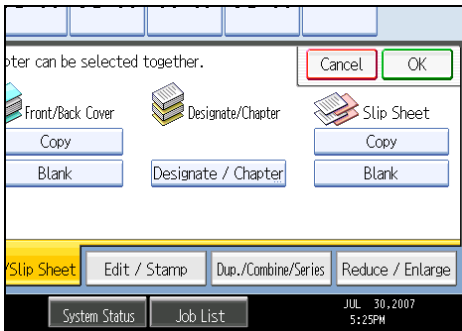
3. **Select the main sheet tray that contains the paper to copy the originals.**

   When copying onto OHP transparencies, use the bypass tray.

⬇️**Note**

- When setting OHP transparencies on the bypass tray, press the [#] key and select [OHP (Transparency)] in Special Paper.

- The slip sheets should be the same size and orientation as the copy paper or the OHP transparency.

🔲**Reference**

- p.40 "Copying onto Custom Size Paper"

4. Document Server

The Document Server enables you to store documents on the hard disk of this machine. Thus you can print them later applying necessary conditions.

Relationship between Document Server and Other Functions

State of the Document Server varies depending on the function used.

Copier functions

- Storing method: Copy/Document Server
- List display: Available
- Printing: Available
- Transmission: Unavailable

Printer functions

- Storing method: Personal computer
- List display: Available
- Printing: Available
- Transmission: Unavailable

Facsimile functions

- Storing method: Facsimile
- List display: Available
- Printing: Available
- Transmission: Available

    The data can be transferred by the facsimile feature. For details, see "Sending Stored Documents", Facsimile Reference.

Scanner functions

- Storing method: Scanner
- List display: Unavailable

    When documents are stored with the scanner feature, you can confirm them from the scanner feature screen. For details, see "Displaying the List of Stored Files", Scanner Reference.

- Printing: Unavailable
- Transmission: Available

    The data can be transferred by the scanner feature. For details, see "Sending a Stored File", Scanner Reference.

Document Server Display

Explains the screens and icons displayed in the Document Server function.

Document Server initial display
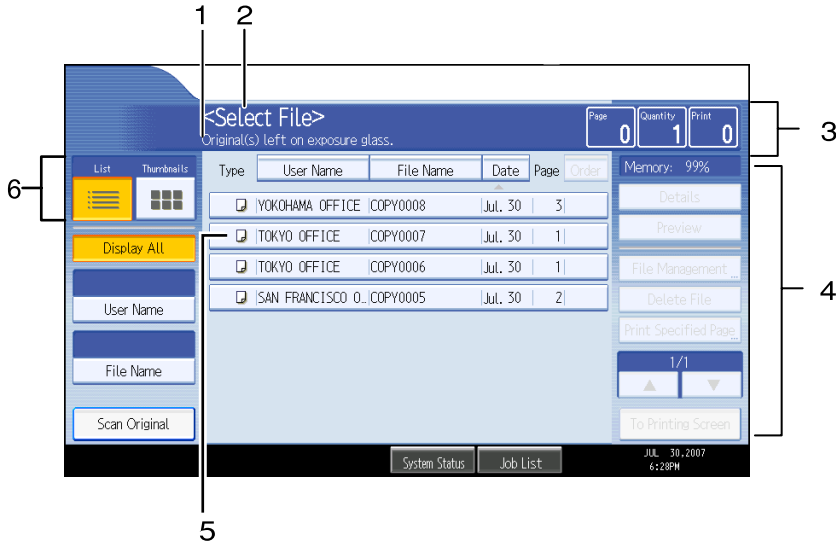
BCU040S

1. **Displays operational status and messages.**

2. **Displays the title of the current screen.**

3. **Displays the numbers of originals stored into the memory, copies set, and copies made.**

4. **Displays keys for the operation.**

5. **Displays an icon that indicates the function used to stored the document.**

6. **Displays keys for switching the display between list and thumbnails.**

The following icons appear in the list of the Document Server to indicate the function used to store a document.

Function	Copier	Facsimile	Printer
Icons			

Thumbnail screen

In thumbnail view, miniature images of the stored documents are displayed. This is useful for checking a document's content.
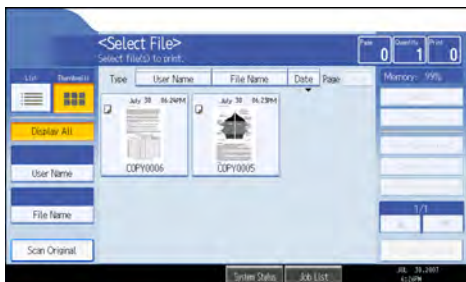
⬇Note

- All the stored documents may not be displayed depending on the security function specified.

Simplified Display

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.
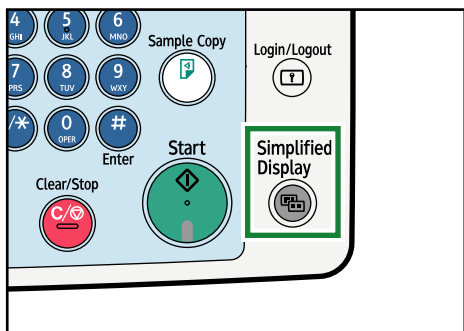
BCU031S

Simplified Document Server Screen
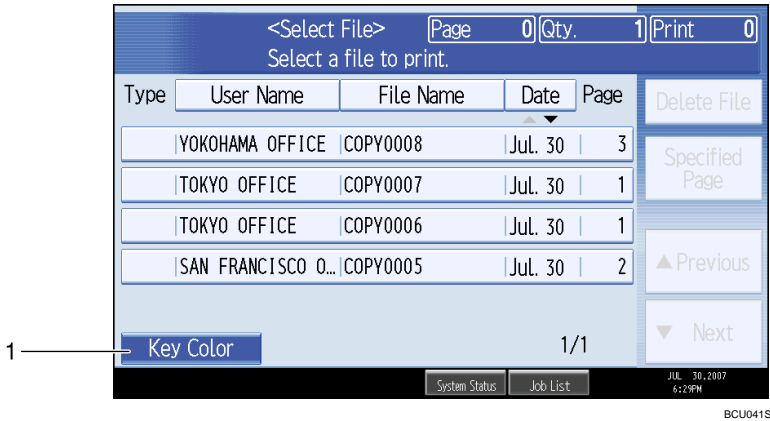
BCU041S

1. [Key Color]

Press to increase screen contrast by changing the color of the keys.

This is available only for the simplified display.

↓Note

- To return to the initial display, press the [Simplified Display] key again.

- Certain keys do not appear on the simplified display.

Preview Display

This section explains the items that appear on the preview display and how to preview stored documents.

To preview stored documents, select the documents you want to preview on the Document Server initial display, and then press [Preview]. The preview display denotes the screen that allows confirming contents of the scanned documents.

Preview Display
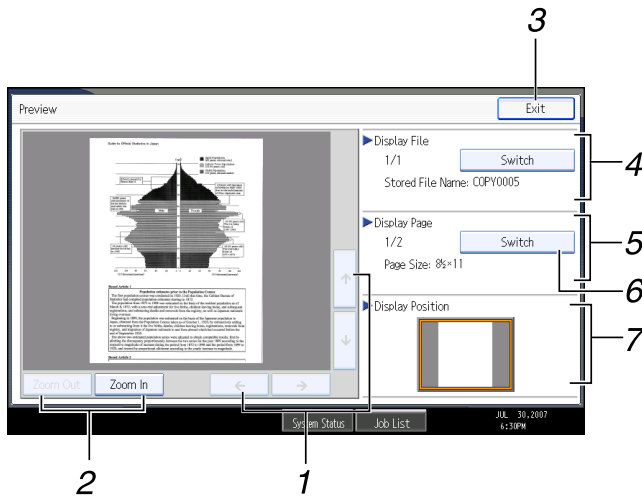
BCU042S

1. **[←][→][↑][↓]**

   Moves the display area in the direction indicated by the arrow.

2. **[Zoom Out], [Zoom In]**

   Scales the displayed page down or up.

3. **[Exit]**

   Closes the preview display.

4. **Display File**

   Displays the file name.

   If you have selected two or more files for preview, press [Switch] to switch between them.

5. **Display Page**

   Displays the number of the currently displayed page, total number of pages, and page size.

6. **[Switch]**

   Flips the page of the selected file.

7. **Display Position**

   Indicates the location of the displayed preview image when the image is enlarged.

⬇Note

- When the preview is already selected from another function, the preview screen function may become unusable.

- The preview display is also not available when the paper size is larger than A3.

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Using the Document Server

Following describes how to use the Document Server.

Storing Data

Following describes the procedure for storing documents on the Document Server.

⭐ **Important**

- Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage resulting from loss of data.

- Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.

- Avoid using a single number or consecutive numbers for a password such as "0000" or "1234", since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.

- A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. After the operation, be sure to press the [Clear Modes] key to cancel the document selection.

- The user name registered to a stored document in the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.

- When turning on the fax transmission or scanning by the scanner, make sure that all other operations are ended.

File Name

A document name such as "COPY0001" and "COPY0002" is automatically attached to the scanned document. You can change the document name.

User Name

You can register a user name to identify the user or user group that stored the documents. To assign it, select the user name registered in the Address Book, or enter the name directly.

Password

To prevent unauthorized printing, you can set a password for any stored document. A protected document can only be accessed if its password is entered. If a password is set for the documents, the key icon appears next to the documents.

1. **Press the [Document Server] key.**
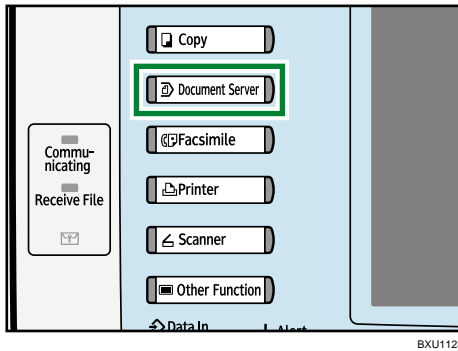
BXU112S

2. **Press [Scan Original].**
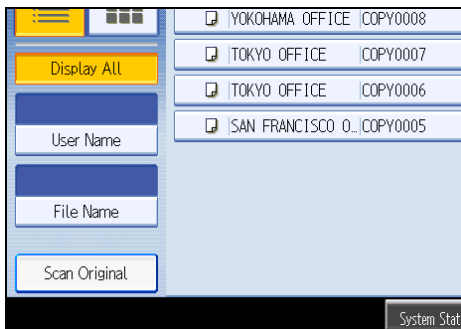
3. **Enter a user name, file name, and password, if necessary.**

   When not changing a file name, the name will be automatically set.

4. **Set the original.**

5. **Specify the original scanning conditions.**

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

   The original is scanned. The document is saved in the Document Server.

🔸**Note**

- Enter the password in the range of four and eight digits.

- To stop scanning, press the [Clear/Stop] key. To restart a paused scanning job, press [Continue] in the confirmation display. To delete saved images and cancel the job, press [Stop]. The original placed in the ADF will be ejected.

- If a password is set, the key icon appears on the left side of the file name.

- After scanning, a list of stored documents will be displayed. If the list does not appear, press [Scanning Complete].

- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically under Auto Delete File in Document Server in User Tools. See "System Settings", General Settings Guide.

- If you do not want stored documents to be automatically deleted, select [Off] in Auto Delete File in Document Server before storing a document. If you select [On] later, data stored after will be automatically deleted.

- When storing another document in the Document Server after storing a document from the copy feature, be sure that its copy is completed.

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

- For details about how to enter text, see "Entering Text", About This Machine.

Specifying a User Name

You can specify a user name for the stored file.

1. **Press [Scan Original].**

2. **Press [User Name].**
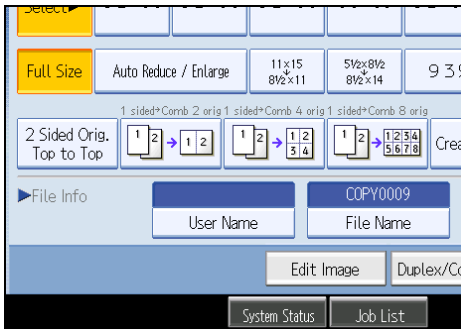
A list of user names appears.

3. **Select a user name, and then press [OK].**

The user names shown are names that were registered in the Address Book. To specify a name not shown in the display, press [Manual Entry], and then enter a user name.

Specifying a File Name

You can change the name of a stored document.

1. **Press [Scan Original].**

2. Press [File Name].
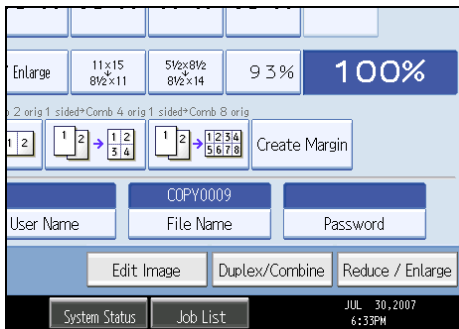
The soft keyboard appears.

3. Press [Delete All] to delete the document name to be automatically set.

Pressing [Backspace] allows you to delete up to any desired position.

4. Enter a document name, and then press [OK].

Note

- You can enter up to 20 characters for a document name. In the list, however, up to 16 characters are displayed as the document name. If above limits are exceeded, the list will display up to 15 characters for the document name.

Specifying a Password

You can specify a password for the stored document.

1. Press [Scan Original].

2. Press [Password].
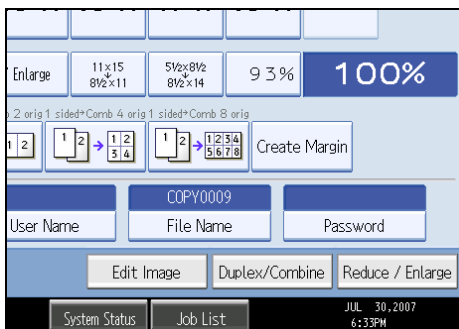
3. **Enter a password with the number keys, and then press [OK].**
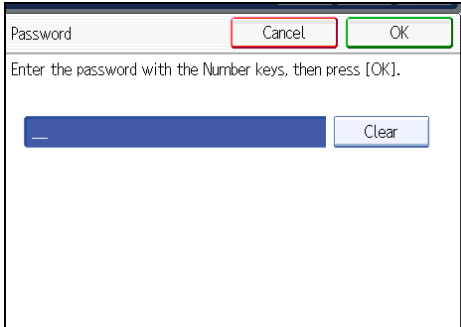
You can use four to eight digits for the password.

4. **For double-check, enter the password again, and then press [OK].**

Changing the User Name of a Stored Document

You can change the user name for a stored document.

1. **Select the document whose user name you want to change.**
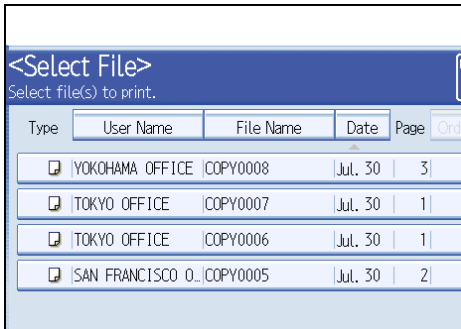
If a password is set, enter it, and then press [OK].

2. **Press [File Management].**

3. **Press [Change User Name].**
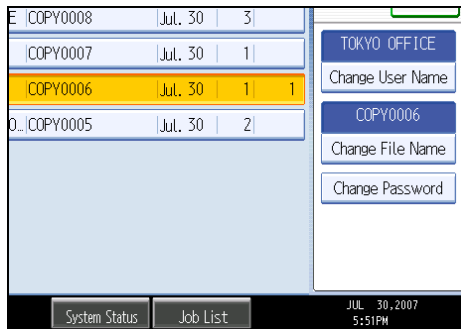
4. **Enter a new user name, and then press [OK].**

5. **Press [OK].**

 Note

- To cancel the selection, press the selected (highlighted) key.

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

- For details about how to enter text, see "Entering Text", About This Machine.

Changing the File Name of a Stored Document

You can change the file name of a stored document.

1. **Select the document whose name you want to change.**

   If a password is set, enter it, and then press [OK].

2. **Press [File Management].**

3. **Press [Change File Name].**

4. **Enter a new file name, and then press [OK].**

5. **Press [OK].**

Note

- To cancel the selection, press the selected (highlighted) key.

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

- For details about how to enter text, see "Entering Text", About This Machine.

Changing the Password of a Stored Document

You can change the password of a stored document.

1. **Select the document whose password you want to change.**

   If a password is set, enter it, and then press [OK].

2. **Press [File Management].**

3. **Press [Change Password].**
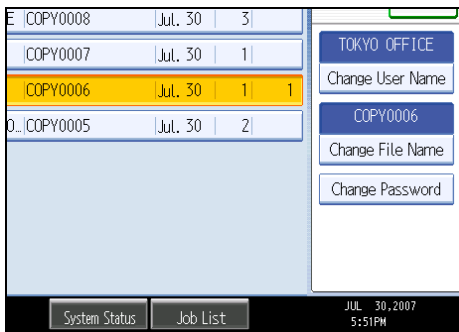
4. **Enter a new password, and then press [OK].**

5. **For double-check, enter the password again and then press [OK].**

6. **Press [OK].**

Note

- To cancel the selection, press the selected (highlighted) key.

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

- For details about how to enter text, see "Entering Text", About This Machine.

Checking the Details of a Stored Document

You can confirm the details of a stored document.

1. **Select the document whose details are to be displayed.**
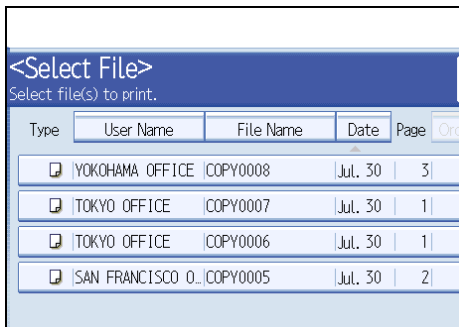
If a password is set, enter it, and then press [OK].

2. **Press [Details].**

Details of the document will be displayed.
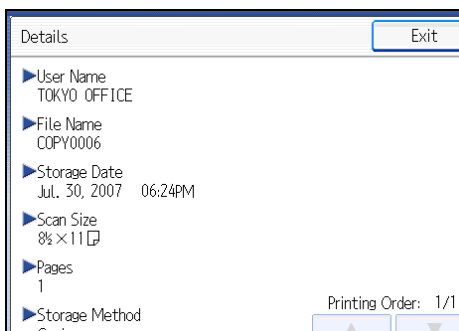
🔽Note

- If you have selected two or more documents, press [▲] or [▼] to view their information.

- To cancel the selection, press the selected (highlighted) key.

- Pressing [Exit] restores the document selection screen.

Searching for Stored Documents

Searches for stored documents by user name or file name.

You can rearrange the currently chronologically ordered documents in any desired order.

Searching by file name

Searches for stored documents by file name.

Searching by user name

Searches for stored documents by user name.

Note

- Web Image Monitor enables searching and reordering of stored documents from computers.

- For details about Web Image Monitor, see Help of Web Image Monitor.

Searching by file name

Searches for stored documents by file name.

1. **Press [File Name].**
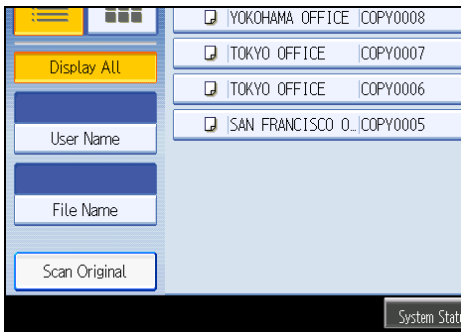
2. **Enter the document name to be searched, and then press [OK].**
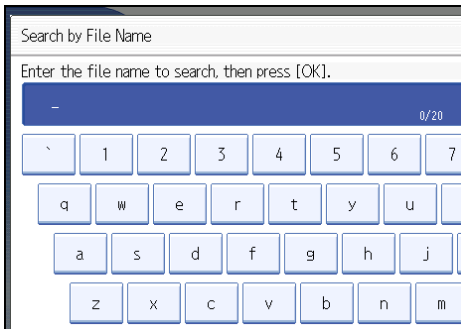
   Document names that match completely from the starting character will be searched and displayed on the screen.

Note

- Pressing [Display All] displays all stored documents.

Searching by user name

Searches for stored documents by user name.

1. **Press [User Name].**
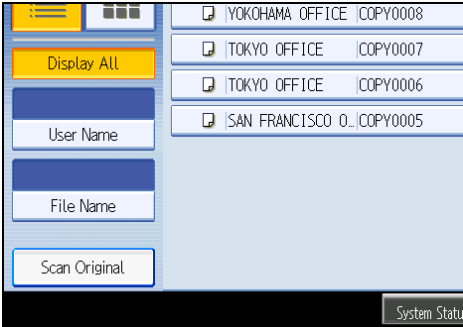
2. **When specifying a registered user name, select it.**

3. **When the user name is not registered, press [Manual Entry], and then enter it from the input screen to be displayed. Then press [OK].**
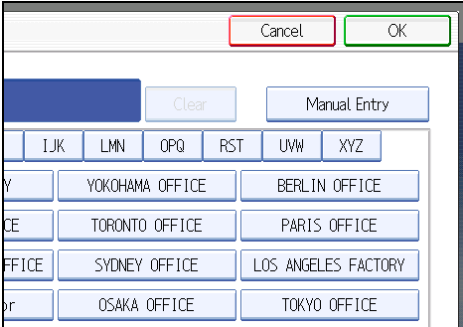
4. **Press [OK].**

   User names that match completely from the starting character will be searched and displayed on the screen.

   ⬇️ **Note**

   • Pressing [Display All] displays all stored documents.

Printing Stored Documents

Prints stored documents.

Web Image Monitor allows you to print documents stored in the Document Server from your computer.

1. **Select a document to be printed.**

   If a password is set, enter it, and then press [OK].

2. **When printing two or more documents at a time, repeat step 1.**

   Up to 30 documents can be printed.

3. **When specifying printing conditions, press [To Printing Screen].**

The printing condition screen will appear. The user name, file name, and printing order of the document will be displayed.
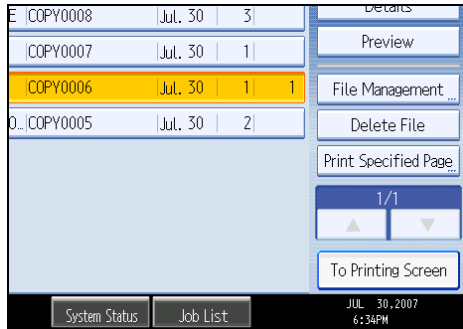
4. **Enter the number of print copies with the number keys.**
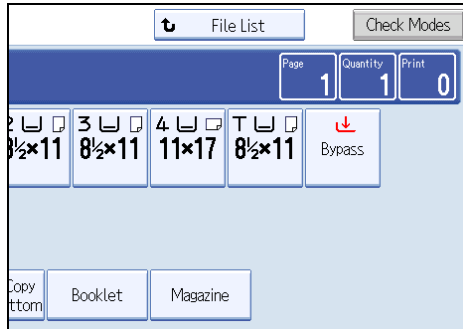
The maximum quantity that can be set is 999. The default quantity is 99.

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

Printing will be started.

Note

- You can search the target document using [User Name] or [File Name] situated in the left side of the screen.

- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.

- Some of the selected documents may not be printed due to the difference in the size or resolution.

- When changing the printing order, cancel the highlight and then specify the order correctly.

- Pressing the [Clear Modes] key cancels every selection.

- Pressing [Order] displays the selected documents in the printing order.

- The copy and printer features hold the specified printing conditions after the operation is over and apply them at the next printing. The facsimile feature does not have the function of storing the printing conditions.

- When two or more documents are specified, the printing conditions are stored on the first document but not on the succeeding documents.

- Following settings are available for the printing conditions. For respective printing results, see "Basic Copying" and "Advanced Copying".

  - Paper tray

  - Margin Adjustment(Bottom/Right)

  - The number of prints

  - 2 Sided Copy, Booklet, Magazine

  - Edit / Stamp

  - Cover / Slip Sheet

  - Finishing (Sort, Rotate Sort, Stack, Staple, Punch)

- When printing two or more copies while selecting the sort function, you can confirm the finish by printing only one copy.

- When printing two or more documents at a time, you can print them as a single continuous document by specifying the order of their printing.

- When printing two or more documents at a time, the printing conditions set for the first document are applied to all the remaining documents.

- When two or more documents are selected, press [▲] [▼] to confirm the user name, document name and printing order of the document.

- Pressing [Select File] restores the document selection screen.

- The Stamp function is not specifiable to the documents being stored from the facsimile feature.

- You can change the maximum print quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "Copier/Document Server Features", General Settings Guide.

- Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, see "Displaying a Stored Document with Web Image Monitor".

🔖 Reference

Interrupting a print job

Interrupts a print job.

1. **Press the [Clear/Stop] key.**

2. **Press [Stop].**

Changing the number of sets

You can change the number of sets during printing.

⭐**Important**

- **This function can be used only when the Sort function is selected in the printing conditions.**

1. **Press the [Clear/Stop] key.**

2. **Press [Change Quantity].**

3. **Enter the number of sets anew with the number keys.**
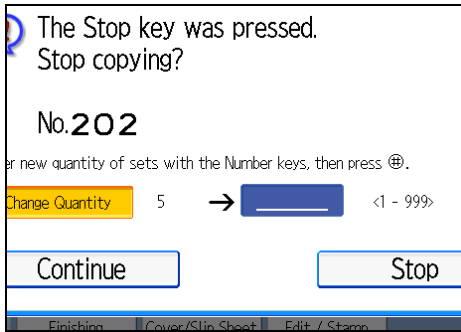
4. **Press the [#] key.**

5. **Press [Continue].**

   Printing will be resumed.

⬇**Note**

- The number of sets you can enter in step 3 differs depending on when the [Clear/Stop] key is pressed.

Sample Print

When the number of sets is massive, you can print a single set in advance to check the printing order and the printing conditions of the selected documents.

⭐**Important**

- **This function can be used only when the Sort function is selected in the printing conditions.**

1. **Select the document to be printed.**
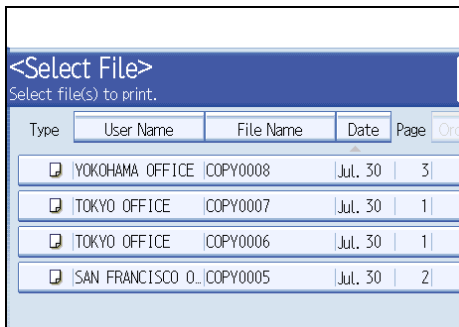
If a password is set, enter it, and then press [OK].

2. **Press the [Sample Copy] key.**

Only one set will be printed.

3. **Press [Continue].**

Printing will be resumed.

⬇️**Note**

- To cancel the printing, press [Suspend]. The print screen will appear, enabling to set another item.

Printing the first page

In order to confirm the print results, you can print the first page alone of the document selected on the Select File screen.

When two or more documents are selected, the first page of the respective documents is printed.

1. **Select the document to be printed.**

If a password is set, enter it, and then press [OK].

2. **Press [Print Specified Page].**

3. **Press [1st Page].**
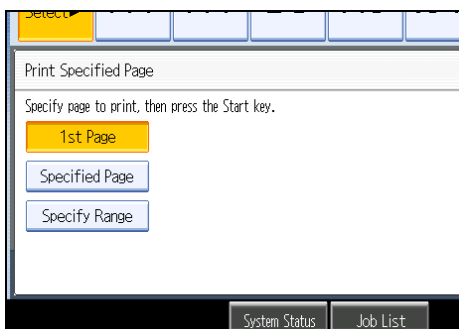
4. **Press the [Start] key.**

Printing a specified page

You can print the specified page alone of the document selected on the Select File screen.

1. **Select the document to be printed.**

   If a password is set, enter it, and then press [OK].

2. **Press [Print Specified Page].**

3. **Press [Specified Page].**

4. **Specify the page to be printed with the number keys, and then press [#].**
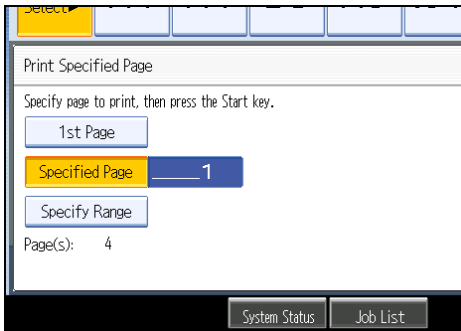
5. **Press the [Start] key.**

Note

- To change the value you entered, press the key you want to change, and then enter a new value.

Printing a specified range

You can print the pages in the specified range alone of the document selected on the Select File screen.

1. **Select the document to be printed.**

   If a password is set, enter it, and then press [OK].

2. **Press [Print Specified Page].**

3. **Press [Specify Range].**

4. **Specify the printing start page with the number keys, and then press [#].**
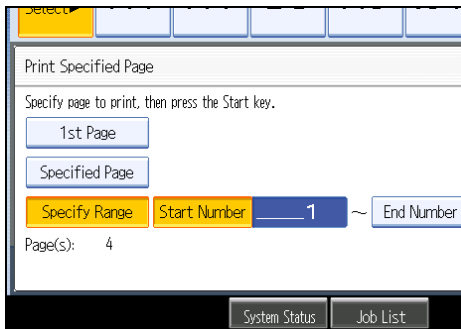
5. **Specify the printing end page with the number keys, and then press [#].**

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

⬇**Note**

• To change the value you entered, press the key you want to change, and then enter a new value.

Deleting a Stored Document

Deletes a stored document.

⭐**Important**

• **The Document Server can store up to 3000 documents. As the number of stored documents reaches 3000, storing of a new document becomes unavailable. Thus, you should delete unnecessary documents as much as practicable.**

1. **Select the document to be deleted.**

   If a password is set, enter it, and then press [OK].

2. **Press [Delete File].**
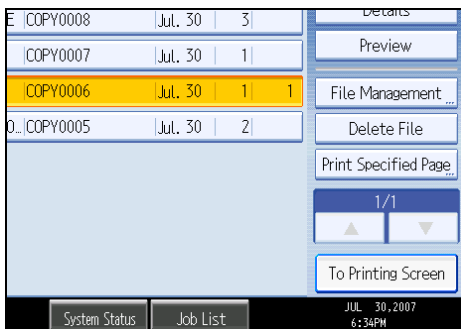
3. **Press [Yes].**

🔽Note

- You can delete all documents stored in the Document Server under Delete All Files in Document Server in User Tools. For details about Delete All Files in Document Server, see "System Settings", General Settings Guide.

- Web Image Monitor allows you to print a document stored in the Document Server from your computer.

- It is also possible to select two or more documents and delete them.

- You can search the target document using [File Name] or [User Name] situated in the left side of the screen.

- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.

- When you could not identify the target document from the document name, print the first page alone of the document in order to confirm the print results.

- To cancel the selection, press the selected (highlighted) key.

- For details about how to start Web Image Monitor, see "Displaying a Document in Document Server with Web Image Monitor".

Displaying Stored Documents with Web Image Monitor

You can display stored documents in the Document Server on the computer screen with Web Image Monitor.

1. **Start a Web browser.**

2. **Enter "http:// (IPv4 address, IPv6 address or host name of this machine) /" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros.

   For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor will be displayed.

3. **Click [Document Server].**

   The list of documents in the Document Server will be displayed.

4. **Click 🔲 of the document you want to confirm.**

   Information of the document will be displayed.

5. **Confirm contents of the document.**

🔽Note

- You can change the format of the list. Click the 🔳 (Thumbnails), 🔳 (Icons), or ☰ (Details).

• When you want to enlarge the preview display, click [Enlarge Image].

Downloading Stored Documents with Web Image Monitor

You can download stored documents to the computer with Web Image Monitor.

⭐ **Important**

• **File Format Converter is required if you want to download documents saved under the copy or printer function.**

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros.

   For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   Top page of Web Image Monitor will be displayed.

3. **Click [Document Server].**

   The list of documents in the Document Server will be displayed.

4. **Click 📋 of the document you want to download.**

5. **Select either [PDF] or [Multi-page TIFF] as the file format, and then click [Download].**

   The data will be downloaded.

6. **Click [OK].**

🔽 **Note**

• You can change the format of the list. Click the 🔲 (Thumbnails), 🔳 (Icons), or ☰ (Details).

• Documents saved under the copy or printer function cannot be downloaded as Multi-page TIFF files.

• File Format Converter is required if you want to download documents saved under the copy or printer function as PDF files.

• File Format Converter is required if you want to download documents saved under the scanner or fax function as Multi-page TIFF files.

• File Format Converter is not required if you want to download documents saved under the scanner or fax function as PDF files.

5. Appendix

This chapter describes the copy machine's specifications and the function compatibility.

Function Compatibility

The combination chart given below shows which modes can be used together.

Blank: These modes can be used together.

×: These modes cannot be used together. The first mode selected will be the mode you are working in.

●: These modes cannot be used together. The second mode selected will be the mode you are working in.

The following shows the combinations of functions:

Function selected first \ second	Mixed Sizes	Custom Size Originals	Standard Size Originals	Original Orientation (unreadable)	Auto Image Density	Manual Image Density	Auto Paper Select	Manual Paper Select	Copying form the Bypass Tray	Auto Reduce/Enlarge	Reduce/Enlarge	Create Margin	1 Sided→2 Sided, 2 Sided→2 Sided, 2 Sided→1 Sided	Book	Combine	Book→2 Sided, Front & Back→2 Sided	Booklet	Magazine	Double Copies	Image Repeat	Margin Adjustment	Positive/Negative	Centering	Erase Center	Erase Border	Background Numbering	Preset Stamp, User Stamp	Date Stamp, Page Numbering	Covers, Designate	Slip Sheet	Sort, Rotate Sort	Stack	Staple	Punch	Store File (Document Server)
Mixed Sizes		×	×																												×	×			
Custom Size Originals	×		●						×																										
Standard Size Originals	×	●							×																										
Original Orientation (unreadable)														×		×																		×	
Auto Image Density																																			
Manual Image Density																																			
Auto Paper Select		●	●					●	●	●												●									●	●			
Manual Paper Select							●		●	●																									
Copying form the Bypass Tray							●	●			×		× *1		×	×	×	×	×			×				×			×	×	×		*5	×	×	×
Auto Reduce/Enlarge							●				×	●										●													
Reduce/Enlarge										●																									
Create Margin									×															×											
1 Sided→2 Sided, 2 Sided→2 Sided, 2 Sided→1 Sided									*1					●	●	●	●	●													*2	*1			
Book			×												●																×				
Combine									×				●			●	●	●	×	×											×				
Book→2 Sided, Front & Back→2 Sided			×						×				●	●			●	●													×	×			*4
Booklet									×				●		●	●		●	×	×											×	×		×	×
Magazine									×				●		●	●	●		×	×											*3	×		×	
Double Copies									×						×		×	×		●											×	×			×
Image Repeat							×			×					×		×	×	×												×	×			×
Margin Adjustment																																			
Positive/Negative																																			
Centering									×			×																							
Erase Center																																			
Erase Border																																			
Background Numbering																												×							
Preset Stamp, User Stamp									×																										
Date Stamp, Page Numbering									×																										
Covers, Designate	×						×		×				*2	×		×	×	*3	×	×										●	*5				
Slip Sheet	×						×		×				*1		×	×	×	×	×	×								×	●		×		×		
Sort, Rotate Sort									*5																				*5	×		●	×	*5	*5
Stack																															●	●			
Staple									×																					×	*5	●		*6	
Punch									×																						*5	●	*6		
Store File (Document Server)									×							*4	×		×	×															

BXU111S

The following combinations are not possible.

*1　1 Sided → 2 Sided / 2 Sided → 2 Sided with Copying from the Bypass Tray or Slip Sheet

*2   2 Sided → 1 Sided with Covers or Designate

*3   Designate with Magazine

*4   Front & Back → 2 Sided with Store File

*5   Rotate Sort with Covers, Designate, Staple, Punch, or Copying from the Bypass Tray

*6   Staple: Top 2 with Punch: Left, Staple: Top 1 with Punch: Top

Supplementary Information

Describes the detailed specifications of the respective functions.

Batch mode

- You cannot switch between 1-sided and 2-sided originals during copying.

Mixed Sizes mode

- Since small originals may not be correctly aligned with the original guide, the copy image may be slanted.

- Copying speed and scanning speed will be reduced.

- The weight range for originals in the Mixed Sizes mode is 52 - 81.4 g/m^2 (13.8 - 21.6 lb).

- When using this function with 1 Sided → 2 Sided mode, always ensure that the originals of each size are in even numbers. If you have an odd number of originals, insert blank sheets to adjust the total.

BAT146S
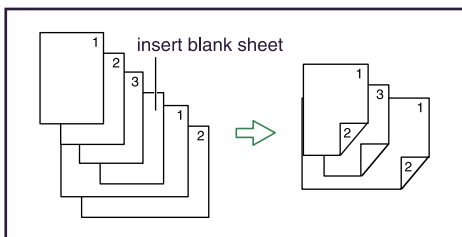
Copying from the Bypass Tray

- The following paper sizes can be selected as the standard sizes:

  A3▱, B4 JIS▱, A4▱▱, B5 JIS▱▱, A5▱▱, B6 JIS▱, A6▱

  11 × 17▱, 8^1/$_2$ × 14▱, 8^1/$_2$ × 13▱, 8^1/$_2$ × 11▱▱, 8^1/$_4$ × 14▱, 8^1/$_4$ × 13▱, 8 × 13▱,

  8 × 10^1/$_2$▱▱, 8 × 10▱▱, 7^1/$_4$ × 10^1/$_2$▱▱, 5^1/$_2$ × 8^1/$_2$▱, 12 × 18▱, 11 × 15▱, 11 × 14▱, 10 × 15▱, 10 × 14▱

Preset Reduce/Enlarge

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).

- Following shows the relation between the original and paper sizes at respective scaling factors.

  - Metric version

    400% (Area ratio 16 times): -

    200% (Area ratio 4 times): A5 → A3

    141% (Area ratio 2 times): A4 → A3, A5 → A4

    122%: A4 → B4 JIS, 8 × 13 → A3

115%: B4 JIS → A3

93%: -

82%: B4 JIS → A4, 8 × 13 → A4

75%: B4 JIS → 8 × 13

71% (Area ratio $^1/_2$ times): A3 → A4, A4 → A5

65%: A3 → 8 × 13

50% (Area ratio $^1/_4$ times): A3 → A5, 8 × 13 → A5

25%: -

- Inch version

400% (Area ratio 16 times): -

200% (Area ratio 4 times): $5^1/_2$ × $8^1/_2$ → 11 × 17

155% (Area ratio 2 times): $5^1/_2$ × $8^1/_2$ → $8^1/_2$ × 14

129%: $8^1/_2$ × 11 → 11 × 17

121%: $8^1/_2$ × 14 → 11 × 17

93%: -

85%: $8^1/_2$ × 13 → $8^1/_2$ × 11

78%: $8^1/_2$ × 14 → $8^1/_2$ × 11

73%: 11 × 15 → $8^1/_2$ × 11

65%: 11 × 17 → $8^1/_2$ × 11

50% (Area ratio $^1/_4$ times): 11 × 17 → $5^1/_2$ × $8^1/_2$

25%: -

- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

Zoom

- The reproduction ratios you can specify are 25-400%.

- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

Auto Reduce/Enlarge

- You can place originals of different sizes in the ADF at once.

- The machine selects reproduction ratios of between 25-400%.

Duplex

- You can use the following copy paper with this function:

A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯

11×17◲, $8^1/_2 \times 14$◲, $8^1/_2 \times 13$◲, $8^1/_2 \times 11$◱◲, $8^1/_4 \times 14$◲, $8^1/_4 \times 13$◲, 8×13 ◲, 8×10◲, $7^1/_4 \times 10^1/_2$◱◲, 11×15◲, 10×14◲

- You cannot use the following copy paper with this function:
    - Paper smaller than A5, $5^1/_2 \times 8^1/_2$
    - Translucent paper
    - Label paper (adhesive labels)
    - OHP transparencies
    - Paper thicker than 169 g/m^2, 45.5 lb.
    - Paper thinner than 60 g/m^2, 16 lb.
    - Postcards
- When an odd number of originals are placed in the ADF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.
- By default, a binding margin is made on the back side.

Combine

- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- The reproduction ratios selectable by the machine are 25-400%.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.

BAS149S
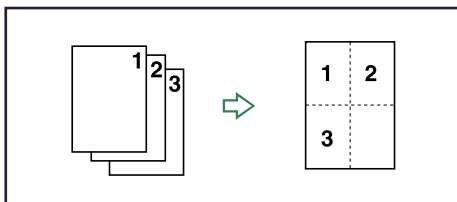
Sort, Rotate Sort

- Paper sizes and orientations that can be used in the Rotate Sort function are A4◱◲, B5 JIS◱ ◲, $8^1/_2 \times 11$◱◲, and $7^1/_4 \times 10^1/_2$◱◲.
- The number of copies that can be placed on the tray is as follows. When the number of copies exceeds capacity, remove copies from the tray. (paper weight: 80 g/m^2, 20 lb.)

- Internal tray 1

  A4, $8^1/_2$ × 11 or smaller: 500 sheets (250 sheets when the optional bridge unit is installed.)

  B4 JIS, $8^1/_2$ × 14 or larger: 250 sheets (125 sheets when the optional bridge unit is installed.)

- Internal tray 2

  125 sheets

- 1000-sheet finisher (Upper tray)

  A4, $8^1/_2$ × 11 or smaller: 250 sheets

  B4 JIS, $8^1/_2$ × 14 or larger: 50 sheets

- 1000-sheet finisher (Shift tray)

  A4, $8^1/_2$ × 11 or smaller: 1000 sheets

  B4 JIS, $8^1/_2$ × 14 or larger: 500 sheets

- 3000-sheet finisher (Upper tray)

  A4, $8^1/_2$ × 11 or smaller: 250 sheets

  B4 JIS, $8^1/_2$ × 14 or larger: 50 sheets

- 3000-sheet finisher (Shift tray)

  A4, $8^1/_2$ × 11: 3000 sheets

  A3, A4, B4 JIS, B5 JIS, 11 × 17, $8^1/_4$ × 14, $8^1/_2$ × 11, 12 × 18: 1500 sheets

  A5: 500 sheets

  A5, B6 JIS, A6, $5^1/_2$ × $8^1/_2$: 100 sheets

- Booklet finisher (Upper tray)

  A4, $8^1/_2$ × 11 or smaller: 250 sheets

  B4 JIS, $8^1/_2$ × 14 or larger: 50 sheets

- Booklet finisher (Shift tray)

  A4, $8^1/_2$ × 11: 2000 sheets

  A3, A4, B4 JIS, B5 JIS, 11 × 17, $8^1/_4$ × 14, $8^1/_2$ × 11, 12 × 18: 1000 sheets

  A5: 500 sheets

  A5, B6 JIS, A6, $5^1/_2$ × $8^1/_2$: 100 sheets

- When using the Rotate Sort or Staple functions, the capacity may be reduced.

Stack

- Paper sizes and orientations that can be used with the Shift Stack are as follows:
  - Booklet finisher/3000-sheet finisher

A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭

11 × 17▭, 8$^1/_2$ × 14▭, 8$^1/_2$ × 13▭, 8$^1/_2$ × 11▯▭, 8$^1/_4$ × 14▭, 8$^1/_4$ × 13▭, 8 × 13▭, 8 × 10$^1/_2$▯▭, 8 × 10▯▭, 7$^1/_4$ × 10$^1/_2$▯▭, 5$^1/_2$ × 8$^1/_2$▭, 12 × 18▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭

- 1000-sheet finisher

  A3▭, B4 JIS▭, A4▯▭, B5 JIS▯

  11 × 17▭, 8$^1/_2$ × 14▭, 8$^1/_2$ × 13▭, 8$^1/_2$ × 11▯▭, 8$^1/_4$ × 14▭, 8$^1/_4$ × 13▭, 8 × 13▭, 8 × 10$^1/_2$▯▭, 8 × 10▯▭, 7$^1/_4$ × 10$^1/_2$▯▭, 12 × 18▭, 11 × 15▭, 11 × 14 ▭, 10 × 15▭, 10 × 14▭

Staple

- The following type of paper cannot be stapled:
  - Postcard
  - Translucent paper
  - OHP transparencies
  - Label paper (adhesive labels)
  - Thick paper
  - Curled paper
  - Paper of low stiffness
  - Paper of mixed sizes
- The 1000-sheet finisher and the booklet finisher do not support the Staple in Mixed Sizes mode. When stapling mixed size originals with the finisher, select Auto Reduce/Enlarge.
- You can specify how the machine responds if its memory becomes full during copying, or if the number of copies exceeds the capacity of the stapler:
  - Divides the copies into the number of sheets that can be stapled
  - Cancels the stapling job
- To specify Left 2, Top 2, or Slant together with 2 Originals or 8 Originals of Combine 1 Side, or 4 Originals or 16 Originals of Combine 2 Sides: specify ▯ paper for ▭ orientation originals and specify ▭ paper for ▯ orientation originals.
- To specify Left 2, Top 2, or Slant together with Double Copies: specify ▯ paper for ▭ orientation originals and specify ▭ paper for ▯ orientation originals.
- When the booklet finisher or the 3000-sheet finisher is installed, even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and stapled using the Mixed Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled when using the Mixed Sizes mode are as follows:
  - A3▭ and A4▯

5

- B4 JIS⬏ and B5 JIS⬏

- 11 × 17⬏ and $8^1/_2$ × 11⬏

- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows: (paper weight: 80 g/m^2, 20 lb.)

  - 1000-sheet finisher

    B4 JIS, $8^1/_2$ × 14 or larger: 30 sheets

    A4, $8^1/_2$ × 11 or smaller: 50 sheets

  - 3000-sheet finisher

    B4 JIS, $8^1/_2$ × 14 or larger: 30 sheets

    A4, $8^1/_2$ × 11 or smaller: 50 sheets

    In the Mixed Sizes mode: 30 sheets

  - Booklet finisher

    B4 JIS, $8^1/_2$ × 14 or larger: 30 sheets

    A4, $8^1/_2$ × 11 or smaller: 50 sheets

    When stapling center (A3⬏, B4 JIS⬏, A4⬏, B5 JIS⬏, 11 × 17⬏, $8^1/_2$ × 14⬏, $8^1/_2$ × 11⬏, 12 × 18⬏): 15 sheets

    In the Mixed Sizes mode: 30 sheets

- When stapling B4 JIS⬏, $8^1/_2$ × 14⬏ or larger paper sizes, be sure to extend the paper support plate of the finisher tray.

- When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the shift tray, and then resume copying. The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m^2, 20 lb.)

  - 1000-sheet finisher

    A4⬏, $8^1/_2$ × 11⬏: 2 to 9-leaf binding...100 copies, 10 to 50-leaf binding...100 to 20 copies

    A4⬏, B5 JIS⬏⬏, $8^1/_2$ × 11⬏: 2 to 9-leaf binding...100 copies, 10 to 50-leaf binding... 50 to 10 copies

    A3⬏, B4 JIS⬏, 11 × 17⬏, $8^1/_2$ × 14⬏, 12 × 18⬏: 2 to 9-leaf binding...50 copies, 10 to 30-leaf binding...50 to 10 copies

  - 3000-sheet finisher

    A4⬏, $8^1/_2$ × 11⬏: 2 to 19-leaf binding...150 copies, 20 to 50-leaf binding...150 to 60 copies

    A4⬏, B5 JIS⬏⬏, $8^1/_2$ × 11⬏: 2 to 14-leaf binding...100 copies, 15 to 50-leaf binding... 100 to 30 copies

    A3⬏, B4 JIS⬏, 11 × 17⬏, $8^1/_2$ × 14⬏: 2 to 14-leaf binding...100 copies, 15 to 30-leaf binding...100 to 33 copies

In Mixed Sizes mode (A3⬐ and A4⬐, B4 JIS⬐ and B5 JIS⬐, 11 × 17⬐ and 8^1/$_2$ × 11 ⬐): 2 to 30-leaf binding...50 copies

- Booklet finisher

  A4⬐, 8^1/$_2$ × 11⬐: 2 to 12-leaf binding...150 copies, 13 to 50-leaf binding...150 to 40 copies

  A4⬐, B5 JIS⬐⬐, 8^1/$_2$ × 11⬐: 2 to 9-leaf binding...100 copies, 10 to 50-leaf binding... 100 to 20 copies

  A3⬐, B4 JIS⬐, 11 × 17⬐, 8^1/$_2$ × 14⬐, 12 × 18⬐: 2 to 9-leaf binding...100 copies, 10 to 30-leaf binding...100 to 33 copies

  When stapling center (A3⬐, B4 JIS⬐, A4⬐, B5 JIS⬐, 11 × 17⬐, 8^1/$_2$ × 14⬐, 8^1/$_2$ × 11⬐): 2 to 5-leaf binding...30 copies, 6 to 10-leaf binding...15 copies, 11 to 15-leaf binding...10 copies

  In Mixed Sizes mode (A3⬐ and A4⬐, B4 JIS⬐ and B5 JIS⬐, 11 × 17⬐ and 8^1/$_2$ × 11 ⬐): 2 to 30-leaf binding...50 copies

- You cannot change stapling positions during copying.

- When the original image is rotated, the staple orientation changes by 90°.

- The maximum original image size that can be rotated is as follows: Metric version: A4, Inch version: 8^1/$_2$ × 11

- When using Slant, Left 2, or Top 2 with the Combine, Double Copies or Auto Reduce / Enlarge function, "Blank part will appear. Check orientation." message may appear depending on the orientation of originals and paper you placed. In this case, change the paper orientation.

- When Top or Bottom is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected.

- When Left 2, or Top 2 is selected, the following settings are useful to rotate images appropriately:

  - Auto Reduce / Enlarge or Auto Paper Select

  - Replace Auto Tray Switching with With Image Rotation in User Tools.

- If you select Center with the booklet finisher (optional), the machine staples and folds the paper in the center, then delivers the paper folded.

Punch

- You cannot punch on thick paper heavier than 163 g/m^2 (43 lb.).

- When using Punch and Combine, Double Copies, or Auto Reduce/Enlarge, the message "Blank part will appear. Check orientation." may appear because of the orientation of the original and the copy paper. If this occurs, change the orientation of the copy paper.

- Since punch holes are made in each copy, the punch hole positions vary slightly.

- Punchable paper sizes are as follows:

  - Booklet finisher/3000-sheet finisher

- 2 and 4 holes type (2 holes)

  ⊡: A3 to A5, 11 × 17 to $5^1/_2 × 8^1/_2$

  ⊡: A4 to A5, $8^1/_2 × 11$, $5^1/_2 × 8^1/_2$

- 2 and 4 holes type (4 holes)

  ⊡: A3, B4 JIS, 11 × 17

  ⊡: A4, B5 JIS, $8^1/_2 × 11$

- 2 and 3 holes type (2 holes)

  ⊡: A3 to A5, 11 × 17 to $5^1/_2 × 8^1/_2$

  ⊡: A4 to A5, $8^1/_2 × 11$, $5^1/_2 × 8^1/_2$

- 2 and 3 holes type (3 holes)

  ⊡: A3, B4 JIS, 11 × 17

  ⊡: A4, B5 JIS, $8^1/_2 × 11$

5

Size Magnification

- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

- The machine selects reproduction ratios of between 25-400%.

Directional Size Magnification

- The reproduction ratio you can specify are 25-400%.

- When entering a percentage ratio, you can specify any value in the permitted range, regardless of original or copy paper size. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear on copies.

- When entering a size in mm (inch), if the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

Background Numbering

- The numbers appear to overlap the copied image in some cases.

Preset Stamp

- Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.

Date Stamp

- When Date Stamp is used with the Combine, Magazine, or Booklet function, the date stamp is printed as follows:

  - With the Combine function

BCU045S

- With the Magazine or Booklet function

BCU046S
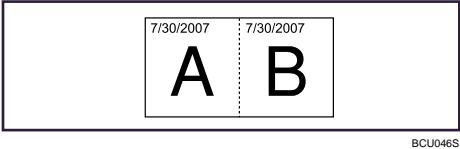
Page Numbering

- When Page Numbering is used with the Combine, Magazine, or Booklet function, page numbers are printed as follows:

  - Per Original is selected in Page Numbering in Combine:

    With 1 Sided/2 Sided using the Combine function

BAT152S

    With the Magazine or Booklet function

BAT122S
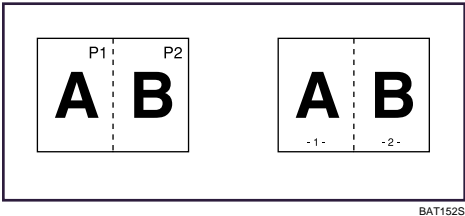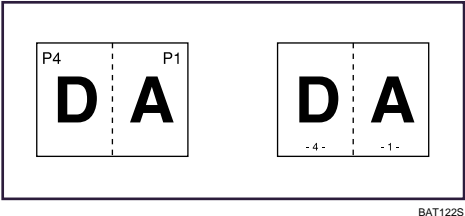
  - Per Copy is selected in Page Numbering in Combine:

    With 1 Sided/2 Sided using the Combine function
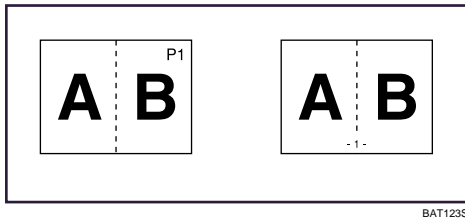
BAT123S

- If you combine this function with the Duplex (Top to Top) function and select [P1,P2...] or [1/5,2/5...], page numbers on the back are printed as follows:
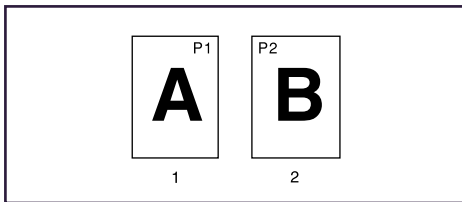
BAT153S

1. **Front**

2. **Back**

Margin Adjustment

- If you set a binding margin that is too wide, part of the image may not be copied.

- When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.

- When 2 Sided → 1 Sided is selected, set the binding margins for the original's front and back pages.

Erase

- The width of the erased margin varies depending on the reproduction ratio.

Image Repeat

- Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.

Centering

- Though the original is set to a different orientation from the paper loaded, the machine will not rotate the image by 90° (Rotate copy).

Booklet/Magazine

- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.

- The reproduction ratios selectable by the machine are 25-400%.

- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.

- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

- You cannot copy with originals different in size and orientation.

- If the number of originals scanned is less than a multiple of 4, the last page is copied blank.

- In Magazine mode, the copying may take some time after scanning originals.

- When the optional booklet finisher is installed, if you select Staple: Center in Magazine mode, the machine staples and folds the paper in the center, then delivers the paper folded.

Front Cover, Front/Back Covers

- If Blank mode is selected, the cover will not be counted as a copy.

- The settings made under Cover Sheet Tray in User Tools determine whether or not the front and back covers are duplex printed.

    - At Mode Selected... Settings made in Cover Sheet Tray will take priority.

    - Full Time... Settings made in Paper Type will take priority.

- This function cannot be used with mixed sizes mode.

Designate

- When Combine (1 Sided → 2 Sided) has been selected, specified pages will always be copied on the front of copies in the same way as in Chapters mode.

- This function cannot be used with mixed sizes mode.

Slip Sheet

- If you do not copy onto slip sheets, they are excluded from the number of copies counted.

- This function cannot be used with mixed sizes mode.

5

User Tools Menu (Copier / Document Server Features)

This section describes items that can be specified on the Copier / Document Server Features screen. The Copier / Document Server Features screen can be displayed by pressing the [User Tools/Counter] key. For details about how to set up these items, see General Settings Guide.

General Features

Item	Description
Auto Image Density Priority	You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.
Original Photo Type Priority	When you select "Text / Photo" or "Photo" in "Original Type Priority", you can change the settings of the selected original type.
Original Type Display	You can have the original types shown on the initial display.
Paper Display	You can choose to have the available paper trays and sizes shown on the initial display.
Original Orientation in Duplex Mode	You can set the original orientation when making two-sided copies.
Copy Orientation in Duplex Mode	You can set the copy orientation when making two-sided copies.
Max. Copy Quantity	The maximum copy quantity can be set between 1 and 999.
Auto Tray Switching	If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.
Alert Sound: Original left on Exposure Glass	The beeper (key tone) sounds if you forget to remove originals after copying.
Job End Call	You can choose whether or not the beeper sounds when copying is complete.
Customize Function: Copier	You can assign up to six frequently-used functions to Copy Function keys.

Item	Description
Customize Function: Document Server Storage	You can assign up to six frequently-used functions to Document Server Storage keys.

Reproduction Ratio

Item	Description
Shortcut Reduce/Enlarge	You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change registered Reduce/Enlarge ratios.
Reproduction Ratio	Specify the enlargement and reduction ratios that appear if [Reduce / Enlarge] is pressed on the copier screen.
Reduce/Enlarge Ratio Priority	You can set the ratio that has priority when [Reduce / Enlarge] is pressed.
Ratio for Create Margin	You can set a Reduce/Enlarge ratio when registering Create Margin in a shortcut key.

Edit

Item	Description
Front Margin: Left / Right	Specify left and right margins on the front side of copies in Margin Adjustment mode.
Back Margin: Left / Right	Specify left and right margins on the back side of copies in Margin Adjustment mode.
Front Margin: Top / Bottom	Specify top and bottom margins on the front side of copies in Margin Adjustment mode.
Back Margin: Top / Bottom	Specify top and bottom margins on the back side of copies in Margin Adjustment mode.
1 Sided → 2 Sided Auto Margin: TtoT	In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.
1 Sided → 2 Sided Auto Margin: TtoB	In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.
Erase Border Width	Specify the width of erased border margins using this function.

Item	Description
Erase Original Shadow in Combine	In Combine Copy mode, you can specify whether to erase a 3 mm, 0.1 inch boundary margin around all four edges of each original.
Erase Center Width	Specify the width of the erased center margins with this function.
Front Cover Copy in Combine	You can make a combined copy on the front cover sheet when you select Front Cover mode.
Copy Order in Combine	You can set the copy order in Combine mode to Left to Right or Top to Bottom.
Orientation: Booklet, Magazine	You can select the opening orientation of copies when using Booklet or Magazine mode.
Copy on Designating Page in Combine	Specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter mode.
Image Repeat Separation Line	You can select a separation line using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.
Double Copies Separation Line	You can select a separation line using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks.
Separation Line in Combine	You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.

Stamp

Item	Description
Background Numbering	
Size	You can set the size of the numbers.
Density	You can set the density of the numbers.
Preset Stamp	
Stamp Language	You can select the language of the message printed in Stamp mode.
Stamp Priority	You can select the stamp type given priority when [Preset Stamp] is pressed.
Stamp Format	Specify how each of stamps is printed.
User Stamp	

Item	Description
Program / Delete Stamp	You can register, change, or delete user stamps.
Stamp Format: 1 to 4	Specify how each of registered User Stamps 1 to 4 is printed.
Date Stamp	
Format	You can select the date format for Date Stamp mode.
Font	You can select the Date Stamp font.
Size	You can set the Date Stamp size.
Superimpose	You can have the Date Stamp printed in white where it overlaps black parts of the image.
Stamp Setting	Specify how Date Stamp is printed.
Page Numbering	
Stamp Format	You can select the page number format given priority when [Page Numbering] is pressed.
Font	You can select the font of the stamp printed in Page Numbering mode.
Size	You can set the size of the stamp printed in Page Numbering mode.
Duplex Back Page Stamping Position	You can set the position of the duplex back page number printed in Duplex mode.
Page Numbering in Combine	You can set page numbering when using the Combine function and the Page Numbering function together.
Stamp on Designating Slip Sheet	You can select to print the page number onto slip sheets when using the Designate function set to [Copy] and the Page Numbering function together.
Stamp Position	Specify how each of stamps is printed.
Superimpose	You can have page numbers printed in white when they overlap black parts of the image.
Page Numbering Initial Letter	You can select the page numbering initial letter between "P1, P2.../ P.1, P.2..." and "S1, S2.../S.1, S.2...".

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Input / Output

Item	Description
Switch to Batch	You can select to have Batch mode or SADF mode displayed when you press [Special Original].
SADF Auto Reset	In SADF mode, an original must be set within a specified time after the previous original has been fed. You can adjust this time from 3 to 99 seconds in increments of 1 second.
Rotate Sort: Auto Paper Continue	Specify to continue copying when paper of the required orientation has run out during rotate sort.
Memory Full Auto Scan Restart	When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.
Letterhead Setting	If you select [Yes] in this function, the machine rotates images correctly.
Staple Position	Specify which Top 2 staples or Bottom shown on the initial display with priority.
Punch Type	Specify which punch type (2 holes or 3 holes) has priority to be shown on the initial display.
Simplified Screen: Finishing Types	You can select which key is displayed with higher priority for "Finishing Types" on the Simplified Screen.

Administrator Tools

Item	Description
Menu Protect	You can prevent unauthenticated users from changing the user tools.

INDEX

MEMO

MEMO

MEMO

The meanings of the symbols for the switches on this machine are as follows:

❙ means POWER ON.

〇 means POWER OFF.

⏻ means STANDBY.

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9240/9250
MP 4001 / MP 5001
LD140 / LD150
Aficio™ MP 4001/5001

Operating Instructions
Facsimile Reference

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ **Important**

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

1

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other Manuals

- UNIX Supplement

- Extended Feature Settings Reference <Device Version>

- Extended Feature Settings Reference <Web Version>

- App2Me Start Guide

⬇Note

- Manuals provided are specific to machine types.

- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.

- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional[1]	DeskTopBinder
ScanRouter EX Professional[1] and ScanRouter EX Enterprise[1]	the ScanRouter delivery software

[1] Optional

NOTICE

10. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.

2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

Note to users in the United States of America

Notice about the Telephone Consumer Protection Act (Valid in USA only)

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps: Follow the FAX HEADER programming procedure in the Programming chapter of the operating instructions to enter the business identification and telephone number of the terminal or business. This information is transmitted with your document by the FAX HEADER feature. In addition to the information, be sure to program the date and time into your machine.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

TABLE OF CONTENTS

2. Other Transmission Features

4. Changing/Confirming Communication Information

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5. Storing a Document

6. Fax via Computer

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

⬇ **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

🔖 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

Names of Major Functions

This section tells you the names of this machine's major functions.

- Internet Fax (by specifying an e-mail address) → Internet Fax

- Internet Fax (by specifying an IP address) → IP-Fax

Reading the Display

This section explains how to use control panel and screen-displayed keys.

The display guides you through operations, shows messages, machine status, and destinations registered in the destination lists.

If you press the [Facsimile] or [Clear Modes] key during operation, the standby display appears.

⊕Note

- This machine automatically returns to standby mode if you do not use the machine for a certain period of time. You can select the period using the Facsimile Auto Reset Timer in System Settings.

- The Facsimile Features menu includes a user parameter setting (switch 17, bit 3) that enables you to configure the machine to return to standby mode whenever it finishes scanning an original, see "Facsimile Features", General Settings Guide.

- To manually return to the standby display, do one of the following:

  - If you have placed the original in the optional Auto Document Feeder (ADF) and have not pressed the [Start] key, remove the original.

  - If you have not placed an original, press the [Clear Modes] key.

  - If you are in User Tools mode, press the [User Tools/Counter] key.

Reading the Display Panel and Using Keys

This section explains key functions and messages that appear on the control panel.

Initial Display
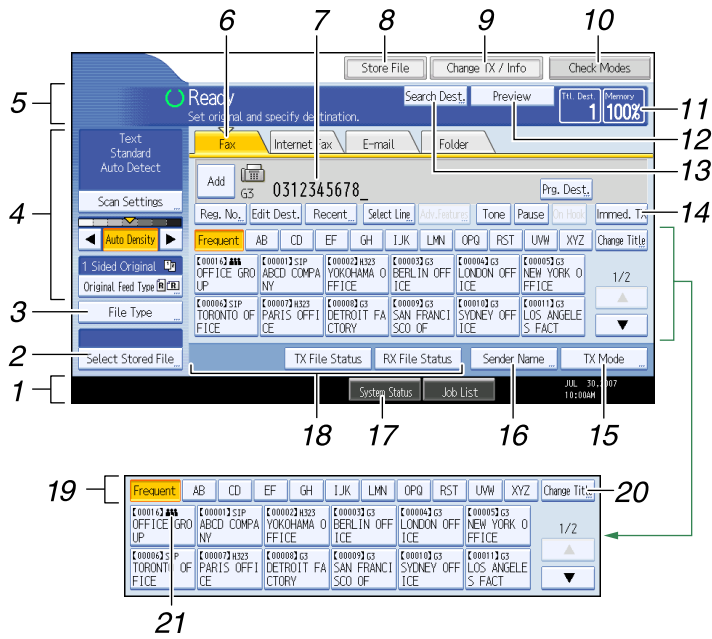
BDC004S

1. **Displays the date, time, and machine status. Displays the name, facsimile number of the destination, and the size of the original when transmitting.**

   When user authentication is set, a login user name appears.

2. **Allows you to send or print the documents stored in the Document Server.**

3. **Allows you to select the file type.**

4. **Allows you to set scan settings and original feed types.**

5. **Displays messages and the machine status.**

6. **Press a tab to switch the transmission type between "Fax", "Internet Fax", "E-mail", and "Folder".**

   - When [Fax] (Fax) is selected, you can specify fax numbers or IP-Fax destinations.
   - When [Internet Fax] (Internet Fax) is selected, you can specify Internet Fax destinations.
   - When [E-mail] (E-mail) is selected, you can specify e-mail destinations.
   - When [Folder] (Folder) is selected, you can specify folder destinations.

7. **Displays the entered number of a destination.**

8. **Allows you to store documents in the Document Server.**

   For details about storing documents, see "Sending a Stored File".

9. **Press to display various information about communication.**

   For details about confirming information, see "Changing/Confirming Communication Information".

10. **Allows you to confirm the transmission settings.**

11. **Displays the percentage of free memory space.**

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12. **Allows you to check the scanned original before sending it.**

13. **Allows you to search for a destination by destination name, fax number, e-mail address or registration number.**

    For details about a destination search, see "Searching for a Destination in the Address Book".

14. **Switches transmission mode to Immediate Transmission.**

    When [Immed. TX] is not highlighted, the machine is in the Memory Transmission mode.

15. **Allows you to set various features for transmission.**

    For details about setting the features, see "Other Transmission Features".

16. **Allows you to set a sender.**

17. **Allows you to check the number of "Transmission Standby File(s):", "Memory Lock File(s):", and "RX Print Standby File(s):".**

    For details about checking the status in [System Status], see "Checking the Memory Status".

18. **Displays Quick Operation keys set for frequently used functions. [TX File Status] and [RX File Status] are preset.**

    For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

19. **Title word keys appear. Allows you to switch from one page (display) to another on the destination list.**

20. **Switches the type of title word keys.**

    For details, see "Switching the type of title in the Address Book".

21. **Appears on Destination keys programmed as a group destination.**

⬇ Note

- The display will differ depending on installed optional units.

- When the following settings are set to "On" in the Facsimile Features menu, transmission type tabs are displayed. For details about these settings, see "Facsimile Features", General Settings Guide.

    - Internet Fax (Internet Fax): When "Internet Fax Setting" is set to "On".

    - E-mail (E-mail): When "E-mail Setting" is set to "On".

    - Folder (Folder): When "Folder Setting" is set to "On".

- Information about documents sent using the facsimile function cannot be checked in [Job List]. Use [Change TX / Info].

🗐 Reference

Simplified Display

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.
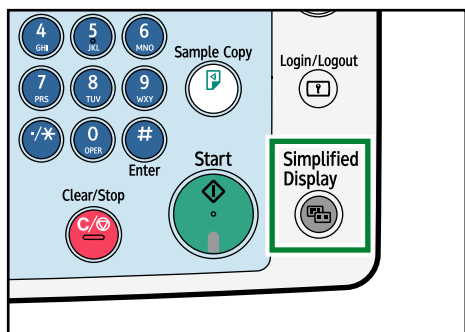
BDE009S

Example of a simplified display
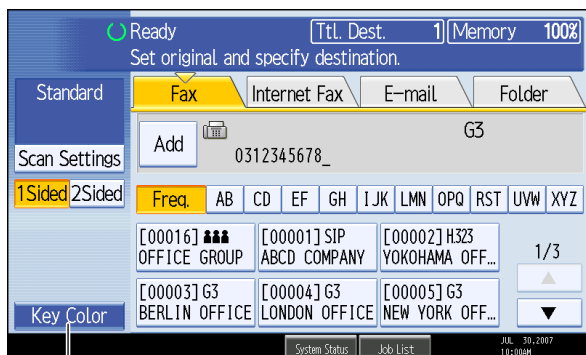
BDC005S

1. **[Key Color]**

   Press to increase screen contrast by changing the color of the keys.

   This is available only for the simplified display.

⬇ **Note**

- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

About Data Security for Copying

When the optional Copy Data Security Unit is installed, if you scan a document that was printed using the Data Security for Copying function, the scanned image that is sent or stored is obscured by vertical stripes.

For details, ask the administrator.

⭐ Important

- When a document that was printed using the Data Security for Copying function is scanned, the machine beeps and an entry is added to the unauthorized copying log.
- Sending or storing a document that has been printed using the Data Security for Copying function takes longer than normal.

1. Transmission

This section explains basic transmission operations such as specifying a transmission mode or destination.

Transmission Modes

There are two types of transmission: Memory Transmission and Immediate Transmission.

⭐ **Important**

- **It is recommended that you call the receivers and confirm with them when sending important documents.**

Memory Transmission

Transmission starts automatically after the original is stored in memory. This is convenient when you are in a hurry and want to take the document away with you. You can also send the same original to several destinations (broadcasting). For details about a broadcast and Parallel Memory Transmission, see "Parallel Memory Transmission" and "Broadcasting sequence".

BBB013S
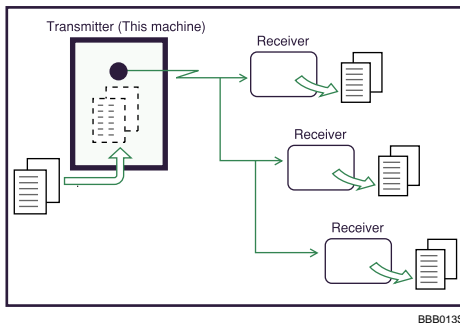
Immediate Transmission

Immediately dials the destination number, and while scanning the original, sends to it. It is very convenient when you want to send an original quickly or when you want to check the destination you are sending to. When using this type of transmission, the original is not stored in memory. You can only specify one address.

BBB014S
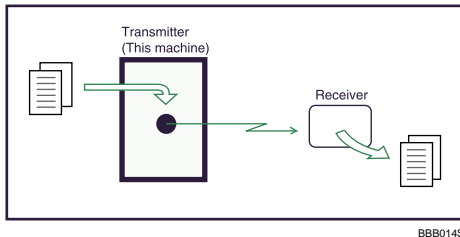
Normally the machine is in the Memory Transmission mode. To switch the mode to Immediate Transmission, press [Immed. TX].
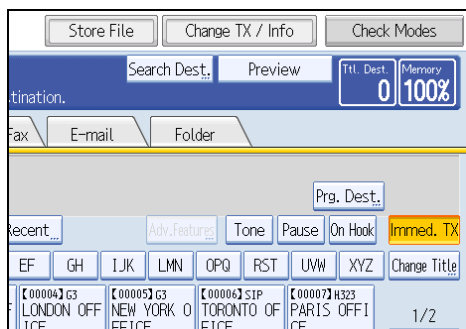
Note

- You can set the machine to enter Memory Transmission mode or Immediate Transmission mode right after the power is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".

Reference

- p.25 "Parallel Memory Transmission"
- p.26 "Broadcasting sequence"
- p.152 "Setting Transmission Function Defaults"

Selecting Type of Transmission

You can select the transmission type: standard fax, IP-Fax, Internet Fax, e-mail transmission, or folder transmission.

Press the tab in the standby display to select the transmission type.

When sending to a standard fax or IP-Fax destination

Make sure that [Fax] is selected.
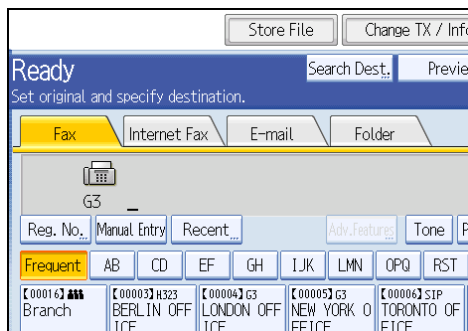
When sending to an Internet Fax destination

Press [Internet Fax] to switch the type of transmission to Internet Fax.

1
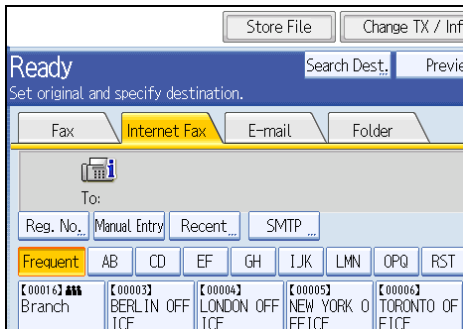
When sending to an e-mail destination

Press [E-mail] to switch the type of transmission to e-mail.
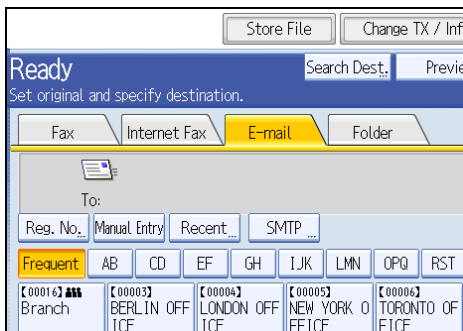
When sending to a folder destination

Press [Folder] to switch the type of transmission to folder.
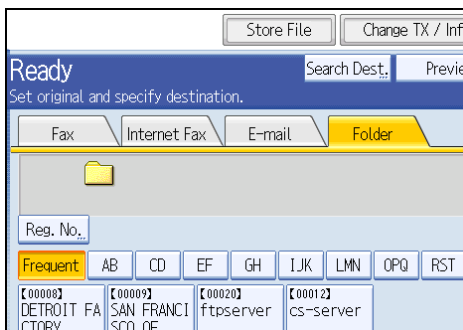
⬇ **Note**

- For details about each transmission type, see "IP-Fax Functions", "Internet Fax Functions", and "Sending to E-mail/Folder Destinations".

🔖 **Reference**

- p.31 "IP-Fax Functions"
- p.35 "Internet Fax Functions"

- p.41 "Sending to E-mail/Folder Destinations"

Memory Transmission

Memory Transmission mode has standard fax, Internet Fax, IP-Fax, e-mail transmission, and folder transmission.

⭐ **Important**

- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

- If memory is full (0% appears in "Memory" at the upper right of the screen), Memory Transmission is disabled. Use Immediate Transmission instead.

1. **Make sure [Immed. TX] is not highlighted.**

   Normally Memory Transmission mode is selected.
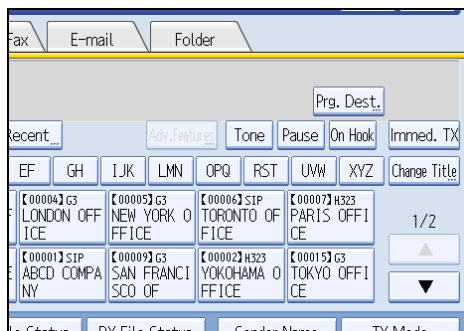
2. **Place the original into the ADF.**

3. **Make the scan settings you require.**
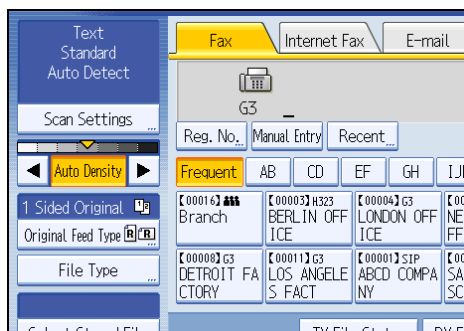
   For details about the scan settings, see "Scan Settings".

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4. Using the number keys or a Destination key, specify a destination.
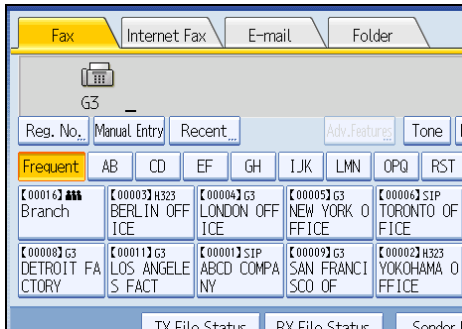
If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

For details about specifying a destination, see "Specifying a Destination".

5. When sending the same original to several destinations (broadcasting), press [Add] to specify the destinations.
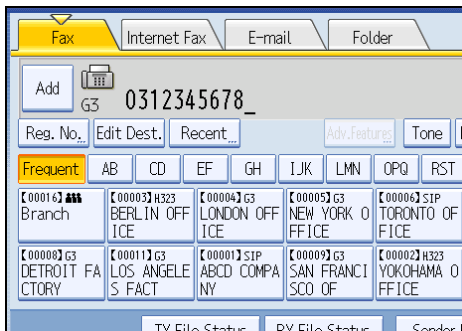
You do not have to press [Add] when adding a destination using the destination list.

6. Specify the next destination.
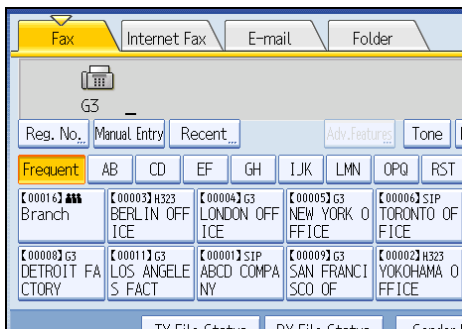
Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

Multiple transmission types can be specified simultaneously.

7. Press the [Start] key.

⤵Note

- If the combined total number of programmed destinations exceeds the maximum value, only Immediate Transmission is possible.
- For the maximum values of the following items, see "Maximum Values".
    - Number of documents you can store in memory for Memory Transmission
    - Number of pages you can store in memory (using A4 Standard <ITU-T #1 Chart>)
    - Number of destinations you can specify per file
    - Number of destinations you can specify for all files (including files in memory)

🗐Reference

- p.57 "Scan Settings"
- p.75 "Specifying a Destination"
- p.318 "Maximum Values"

Sending originals using the exposure glass (Memory Transmission)

This section explains how to send originals by Memory Transmission using the exposure glass.

1. **Make sure [Immed. TX] is not highlighted.**
2. **Place the first page of the original face down on the exposure glass.**
3. **Specify a destination.**
4. **Make the scan settings you require.**
5. **Press the [Start] key.**

   The machine starts scanning.

6. **Place the next original on the exposure glass within 60 seconds when you send multiple originals, and then repeat steps 4 and 5.**

   Repeat this step for each page.

1
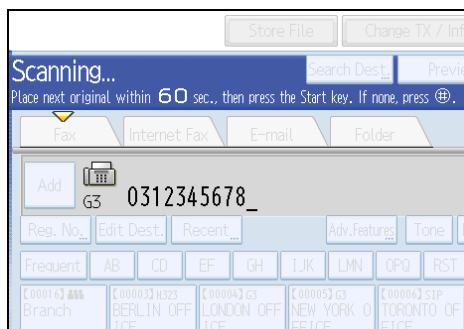
7. **Press the [#] key.**

   The machine dials the destination and starts transmission.

Parallel Memory Transmission

This function dials while the original is being scanned.

Standard Memory Transmission stores the original in memory, then dials the destination. However, Parallel Memory Transmission allows you to confirm the connection status quickly. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose.

⭐ **Important**

- Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases:
  - When the line is busy and could not be connected to
  - With Send Later
  - When you store an original for Memory Transmission while another communication is in progress
  - When two or more destinations are specified
  - When an original is placed on the exposure glass, and then sent
  - When you send documents stored in the Document Server

🔽 **Note**

- You can turn this function on or off with the User Parameter (switch 07, bit 2) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.
- Standard Memory Transmission may be used instead of Parallel Memory Transmission depending on the optional equipment installed if there is not enough free memory left.
- If you use this function, the Memory Storage Report will not be printed.
- If the [Clear/Stop] key is pressed, the original jams or memory runs out, Parallel Memory Transmission will stop. The Communication Result Report is printed and files are deleted.
- When using Parallel Memory Transmission, only the page number is printed on the header of the fax, the total number of originals is not automatically printed.

Automatic Redial

If a fax document could not be sent because the line was busy or an error occurred during transmission, the line is switched to another at five-minute intervals and redial is attempted up to five times.

If redialing fails after four redials, the machine cancels the transmission and prints a Communication Result Report or Communication Failure Report.

⬇Note

- If there are a large number of files stored in memory, documents might not be sent in the order they were scanned.

Dual Access

The machine can scan other documents into memory even while sending a fax document from memory, receiving a document into memory, or automatically printing a report.

Since the machine starts sending the second document immediately after the current transmission ends, the line is used efficiently.

⬇Note

- During Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Broadcasting sequence

Use the broadcasting function to send the same original to multiple destinations simultaneously.

You can broadcast via multiple transmission types (fax, IP-Fax, Internet Fax, e-mail, and folder) at the same time.

To specify multiple destinations, specify the first destination, and then specify the next destination by pressing [Add].

If you dial several destinations for the same document (broadcasting), the documents are sent in the order in which they were dialed. If the fax document could not be transmitted, the machine redials that destination after the last destination specified for broadcasting. For example, if you specify four destinations, A through D, for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

To check the transmission progress, print the TX file list. See "Printing a List of Files in Memory (Print TX File List)".

If the optional extra G3 interface unit is installed, you can use the Simultaneous Broadcast function to send faxes simultaneously on different phone lines. See "Simultaneous Broadcast Using Multiple Line Ports".

If you specify a second transmission while broadcasting to several destinations, faxes are transmitted alternately to each remaining destination in the current and second broadcast.

For example, if you specify a broadcast to destinations A and B, and then specify a broadcast to destinations C and D while transmission to destination A is in progress, the machine sends the faxes in the following order: A, C, B, and then D.

If the previous file and next file are both on standby, these are also sent in the same order.

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- To avoid accidentally specifying multiple destinations, you can disable broadcasting. You cannot specify group destinations if you disable broadcasting. You can specify only one address at a time. For details about how to disable broadcasting, contact your service representative.

- The Facsimile Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Facsimile Features", General Settings Guide.

Reference

- p.73 "Simultaneous Broadcast Using Multiple Line Ports"
- p.222 "Printing a List of Files in Memory (Print TX File List)"

Immediate Transmission

Immediate Transmission is possible with standard fax transmission and IP-Fax transmission.

Important

- Internet Fax, e-mail transmission and folder transmission are performed using Memory Transmission, which automatically starts transmission after storing documents in memory. If you switch the type of transmission to them while the machine is in Immediate Transmission mode, the transmission mode is automatically switched to Memory Transmission.

- Group cannot be used for Immediate Transmission. You cannot send the same document to multiple destinations (broadcasting). If you specify broadcast or transmission for a group, the machine changes automatically to Memory Transmission.

1. **Press [Immed. TX].**
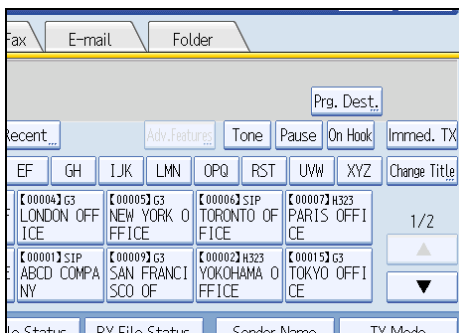
2. **Place the original into the ADF.**

3. Select the scan settings you require.
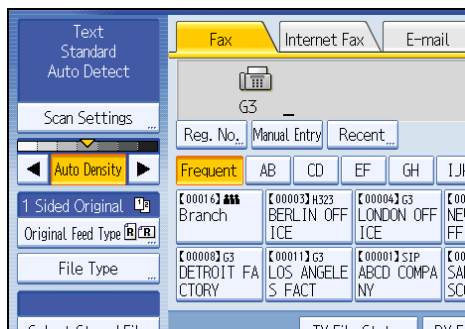
For details about the scan settings, see "Scan Settings".

4. Using the number keys or a Destination key, specify a destination.
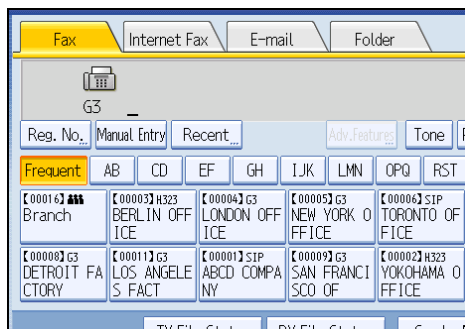
If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

For details about specifying a destination, see "Specifying a Destination".

5. Press the [Start] key.

The machine dials a destination.

⬇️**Note**

• Documents are not stored in memory.

🔲**Reference**

• p.57 "Scan Settings"

• p.75 "Specifying a Destination"

Sending originals using the exposure glass (Immediate Transmission)

This section explains how to send originals by Immediate Transmission using the exposure glass.

1. Press [Immed. TX].

2. Place the first page face down on the exposure glass.

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3. **Specify a destination.**

4. **Make the scan settings you require.**

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

   The machine dials the destination.

6. **Place the next original on the exposure glass within 10 seconds when you send multiple originals, and then repeat steps 4 and 5.**

   Repeat this step for each page.
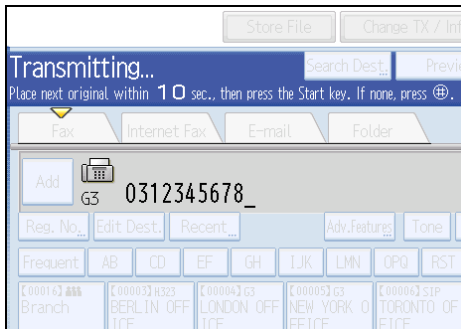
7. **Press the [#] key.**

Displaying Confirmation of Transmission

On this screen you can check the destination, transmission mode, and other transmission settings before transmission.

1. **Press [Check Modes], and then check the transmission settings.**
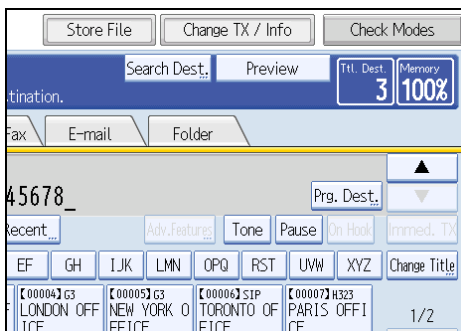
   The following display appears.

2. **After checking the settings on the display, press [Exit].**

IP-Fax Functions

The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network.

This function has the following advantages and is suitable for communication within the same LAN:

- Reducing communication costs
- Communicating between IP-Faxes at higher speed than by standard fax

IP-Fax uses SIP and H.323 as the network protocol.

Specify an IP address or host name instead of a fax number for sending. When using a gatekeeper, specify an alias telephone number. Specify addresses of the gatekeeper or SIP server (proxy server, registrar server, redirect server) as appropriate under H.323 Settings, SIP Settings, or Program / Change / Delete Gateway in the Facsimile Features menu.

When using a SIP server, you can send by specifying SIP user name.

You can also transmit to a G3 facsimile connected to the public switched telephone network (PSTN) via a gateway (T.38-compliant).

You can receive IP-Faxes in the same manner as standard faxes. For details about reception, see "Types of Reception".

1

This machine

Transmit by specifying the receiver's fax number (03-1234-5678).

Transmit by specifying the receiver's alias number (0311119999) or SIP user name (ABC).

Transmit by specifying the receiver's IP address (192.169.1.10) or host name (IPFAX1).

Internet/Intranet

Gateway

Telephone network

IP address: 192.169.1.10
Host name: IPFAX1

Gatekeeper/SIP server
Registered alias telephone number

0311119999 = 192.168.1.20

Registered SIP user name

ABC = 192.168.1.20

IP address: 192.168.1.20
Alias telephone number:
0311119999
SIP user name: ABC

G3 facsimile
03-1234-5678

* Gatekeeper/SIP server is used.
* Gateway is registered.

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⭐ **Important**

- To use IP-Fax functions, this machine must be connected to a LAN and its IP-Fax settings correctly specified under Initial Settings in the Facsimile Features menu. For details about these settings, see "Facsimile Features", General Settings Guide.

- Before using this function, configure the network in the System Settings menu. For details about the required settings, see "Connecting the Machine", General Settings Guide.

⬇ **Note**

- IP-Fax supported by this machine is ITU-T Recommendation T.38 compliant.

- SIP allows you to transmit and receive documents over an IPv6 network.

- For details about H.323 Settings, SIP Settings, or Program / Change / Delete Gateway, see "Facsimile Features", General Settings Guide.

- In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

Reference

Terminology

This section introduces you to useful IP-Fax-related terminology.

H.323

A multimedia communication protocol that sends or receives files via one-to-one communication over a LAN or the Internet.

SIP

A communication control protocol for Internet telephone that utilizes VoIP (which converts voice information to IP packets) and is equipped with functions such as creating, modifying, and terminating sessions with one or more participants.

Gatekeeper (VoIP gatekeeper)

A gatekeeper manages devices connected to an IP network and converts alias telephone numbers to IP addresses and performs authentication functions. In addition, a gatekeeper governs band (transmission rate assignment) and access control.

SIP server

A SIP server mediates connection requests between devices connected to an IP network and is composed mainly of servers that have the following three functions:

- Proxy server: Receives SIP requests and forwards them on behalf of the requestor.

- Registrar server: Receives information about a device's address within an IP network and registers them in the database.

- Redirect server: Used to inquire the destination address.

Gateway (VoIP gateway)

A gateway connecting a telephone network and IP network, it has functions such as protocol conversion for connecting these different networks, and also connects communication devices (telephones, facsimiles, etc.) to a LAN or other network.

Notes on Using IP-Fax

This section describes notes on using IP-Fax.

- You may not be able to send to a firewall-protected network.

- You cannot use telephones on a LAN.

- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

Functions Not Available for IP-Fax Transmission

This section tells you which functions are not available for IP-Fax transmission.

You can use the following functions with standard fax transmission, but not IP-Fax transmission:

- On Hook Dial

- Manual Dial

Internet Fax Functions

This machine converts scanned document images to e-mail format and transmits the data over the Internet.

The e-mail sent by this machine can be received by another Internet Fax machine. Instead of dialing the telephone number of the destination you want to send to, you enter the relevant e-mail address (Internet Fax destination).

You can also print or forward received e-mail messages.
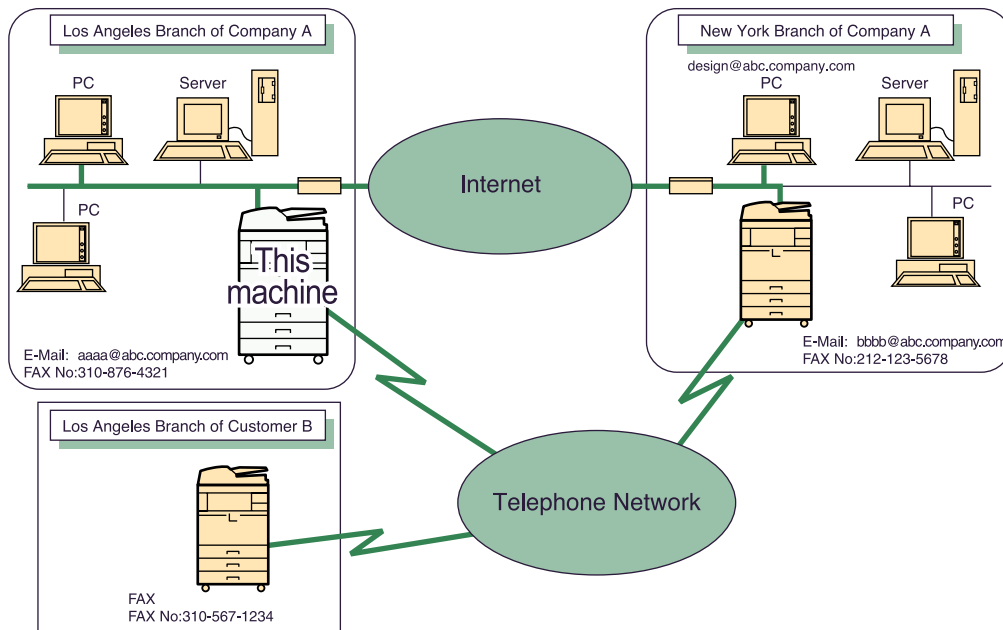
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⭐ **Important**

- To use Internet Fax functions, this machine must be connected to a LAN and set up correctly in "System Settings". For details about the required settings, see "Connecting the Machine", General Settings Guide.

- To send Internet Fax documents, in the Facsimile Features menu, under Initial Settings, set [Internet Fax Setting] to [On]. However, documents can still be forwarded or delivered to Internet Fax destinations even if [Off] is selected. See "Facsimile Features", General Settings Guide.

- To receive Internet Fax documents, in the System Settings menu, in File Transfer, under [Fax E-mail Account], set Account to [Receive]. See "System Settings", General Settings Guide.

⬇ **Note**

- The Internet Fax function supported by this machine is compliant with ITU-T Recommendation T.37.

- You can receive e-mail messages with an attached TIFF-F image from computers.

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- Though Internet Fax documents are normally sent via an SMTP server, you can also send Internet Fax documents directly to their destinations without going through an SMTP server. To do this, set whether or not to bypass the SMTP server on the standby display. For details about using this function, see "Bypassing the SMTP server".

- When sending Internet Fax documents, "Subject", "Text", "Reception Notice", "BCC Transmission" can be selected in [TX Mode]. For details about setting these options, see "Other Transmission Features".

- You can limit the size of transmitted e-mail messages in "Max. E-mail Size" of "Facsimile Features". For details about the setting, see "Facsimile Features", General Settings Guide.

- See "Received images" for how e-mail is actually received by the computer.

- The CC function is disabled.

- If you send Internet Fax documents specifying a user code, and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission.

- For details about how to confirm the transmission result, see "Checking the Transmission Result (Transmission File Status)".

- In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

Reference

- p.86 "Bypassing the SMTP server"

- p.188 "Received images"

- p.226 "Checking the Transmission Result (Transmission File Status)"

Notes on Using Internet Fax

This section describes notes on using Internet Fax.

- When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size. If the receiver's machine is compliant with the T.37 full mode, originals are sent at the size specified in the Address Book.

- When using Internet Fax transmission, documents are sent at "Detail" resolution, even if you have specified "Super Fine". To send a document at "Super Fine", configure the Full Mode when registering the destinations in the Address Book.

- If a transmission is not successful, this machine usually receives error notification e-mail. However, error notification e-mail may not be transmitted for various reasons. It is recommended that you confirm receipt of important document by calling the other party.

- The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications.

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- Voice communication is not supported over a LAN.

- Internet Fax delivery might be delayed due to network congestion. Use Internet Fax transmission that bypasses the SMTP server, a public telephone line fax, or IP-Fax whenever communication time is a concern. For details about using this function, see "Bypassing the SMTP server".

- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

- You may not be able to send large files as e-mail, depending on e-mail environment conditions.

- When available memory is low, you may not be able to send Internet Fax documents.

- Because the machine sends documents as e-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a computer.

- With a large volume of document, it may take some time before transmission starts. This is due to the time the machine requires to convert the data in memory.

- POP before SMTP is available in IPv4 environments only.

🔽 **Note**

- For details about the T.37 full mode, see "T.37 Full Mode".

🔖 **Reference**

- p.38 "T.37 Full Mode"

- p.86 "Bypassing the SMTP server"

Functions Not Available by Internet Fax Transmission

This section tells you which functions are not available for Internet Fax transmission.

The following functions are supported with standard fax transmission, but not with Internet Faxing.

- Immediate Transmission

- Closed Network Transmission

- SUB Code Transmission

- On Hook Dial

- Manual Dial

- JBIG Transmission

- ECM (Error Correction Mode)

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Functions Not Available by Internet Fax Reception

This section tells you which functions are not available for Internet Fax reception.

The following functions are available for standard fax reception, but not for Internet Faxing:

- Memory Lock Reception
- SEP Code Reception
- Authorized Reception per Sender
- Reception File Print Quantity per Sender

T.37 Full Mode

This machine is T.37 full mode compatible. T.37 full mode is an international standard for Internet Fax transmission. (ITU-T Recommendation, RFC2532)

When an Internet Fax communication is made between T.37 full mode compatible machines, the receiver side sends the return receipt (dispatched) in response to the reception notice request attached to the sent e-mail. This return receipt includes the receiver's reception capability information (compression type, paper size, and resolution). When the receiver is programmed in the Address Book as the full mode destination, the sender side automatically registers the received information in the Address Book. This allows you to send a subsequent Internet Fax document to that receiver based on this information.

Returning a Return Receipt

When e-mail is received, if the sender requests reception notice, the receiver sends a return receipt that includes the receiving machine's capability (compression type, paper size, and resolution).

Registering the Received Reception Confirmation Contents

When the sender receives the return receipt that includes the receiver's reception capability, the sender checks that the final recipient address sent is programmed in the Address Book. If it is programmed as a full mode destination, the sender automatically registers the receiver's reception capability. The registered reception capability is updated each time the sender receives new reception capability information. The sender can send documents to the receiver based on this information.

If the receiver is programmed as the simple mode machine or not programmed in the Address Book, the receiver's reception capability cannot be registered.

If you know the receiver's reception capability, you can set it manually.

Requesting a Reception Notice

When the receiver's machine supports T.37 full mode and is programmed as a full mode machine in the Address Book, the machine requests the reception notice from the receiver. Then, the machine will receive the return receipt (sent) that includes the receiver's reception capability.

⬇ Note

- For details about requesting reception notice from this machine, see "Requesting a Reception Notice".

- Use Web Image Monitor to manually program a receiver's reception capability information. For details about programming receiver's information, see "Programming Destination Information from Web Browser".

- If you use Internet Fax transmission, you can send documents to multiple destinations at once. However, if you specify full mode destinations, since each destination may have a different reception capability, transmission is done one by one in the specified transmission order.

Reference

- p.157 "Requesting a Reception Notice"

- p.300 "Programming Destination Information from Web Browser"

E-mail Encryption

For security, this machine can apply encryption and/or digital signatures to the e-mail it receives for forwarding and routing.

Use of encryption and/or digital signatures helps prevent e-mail spoofing and information leakage.

Encryption and digital signatures can be used with the following functions:

- Routing documents to addresses registered in Personal Boxes.

- Transferring documents to addresses registered in Transfer Boxes.

- E-mail forwarding

- Routing e-mail received via SMTP

Important

- First register the forwarding/routing destinations' e-mail addresses in the Address Book, and then specify the encryption settings in both Address Book and Web Image Monitor for each destination that you want to send encrypted e-mail to. For details about these settings, ask your administrator.

- E-mail encryption and digital signatures are not available with standard transmission to Internet Fax destinations. Encryption is only available for forwarding, routing, or transferring to Internet Fax destinations.

Note

- The encryption method of this machine is S/MIME. For details about S/MIME, ask the administrator.

- If you specify "Encrypt All" in Web Image Monitor's Address Book settings, all e-mail is forwarded and routed in encrypted form, regardless of the encryption settings specified on the Facsimile Features menu.

- If you specify "Use Signatures" in Web Image Monitor's security settings, all e-mail is forwarded and routed with digital signatures applied, regardless of the digital signature settings specified on the Facsimile Features menu.

- Encrypted e-mail cannot be broadcasted. When specifying multiple destinations, broadcasted documents are sent one by one in the order in which the destinations were specified.

- This machine cannot receive e-mails encrypted with S/MIME. When configuring the S/MIME encryption settings, you should confirm that the receiver can receive S/MIME-encrypted e-mail.

- For details about how to specify encryption and digital signature settings, see "Facsimile Features", General Settings Guide.

- For details about forwarding/routing/transferring functions, see the following:

    - "Routing Received Documents"

    - "Transferring Received Documents"

    - "Forwarding Received Documents"

    - "Routing e-mail received via SMTP"

🔖 Reference

- p.192 "Routing Received Documents"

- p.193 "Transferring Received Documents"

- p.194 "Forwarding Received Documents"

- p.196 "Routing e-mail received via SMTP"

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Sending to E-mail/Folder Destinations

This machine uses its fax function to send scanned documents over the network to computers.

Specify an e-mail address or the path to the destination folder.

You can send the same document to an e-mail destination, folder destination, fax number, IP-Fax destination, and Internet Fax destination simultaneously. If you specify a destination fax number (of another party's fax machine) and a destination folder on your computer at the same time, you can view the sent document on your computer.

When sending to e-mail/folder destinations, you can select PDF or TIFF as the file type of the document you are sending.

⭐ **Important**

- To send to e-mail/folder destinations, this machine must be connected to a LAN and set up correctly in "System Settings".
- To send e-mail documents, set [E-mail Setting] to [On] in the Facsimile Features menu, under Initial Settings. See "Facsimile Features", General Settings Guide.
- To send to folder destinations, set [Folder Setting] to [On] in the Facsimile Features menu, under Initial Settings. See "Facsimile Features", General Settings Guide.

⬇ **Note**

- Black and white images are sent in the same way as standard fax transmissions.
- To send to a folder destination, you must first register the path for the folder in the Address Book. You cannot enter the path manually on the standby display.
- To use an e-mail address registered in the Address Book as an e-mail destination, specify "Use E-mail Address for" for [E-mail / Internet Fax Destination].
- In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

Functions Not Available for E-mail Transmission

This section tells you which functions are not available for e-mail transmission.

The following functions are available for standard fax transmission, but not for e-mail transmission:

- Immediate Transmission
- Closed Network Transmission
- SUB Code Transmission
- On Hook Dial
- Manual Dial
- JBIG Transmission

- ECM (Error Correction Mode)

Functions Not Available for Folder Transmission

This section tells you which functions are not available for folder transmission.

The following functions are available for standard fax transmission, but not for folder transmission:

- Immediate Transmission
- Closed Network Transmission
- SUB Code Transmission
- On Hook Dial
- Manual Dial
- JBIG Transmission
- ECM (Error Correction Mode)
- Selecting destinations from recent destinations
- Simultaneous Broadcast using multiple line ports
- Directly entering destinations

E-mail Encryption

For security, this machine can apply encryption and/or digital signatures to the e-mail it receives for forwarding and routing.

Use of encryption and/or digital signatures helps prevent e-mail spoofing and information leakage.

Encryption and digital signatures can be used with the following functions:

- Routing documents to addresses registered in Personal Boxes.
- Transferring documents to addresses registered in Transfer Boxes.
- E-mail forwarding
- Routing e-mail received via SMTP

⭐ Important

- First register the forwarding/routing destinations' e-mail addresses in the Address Book, and then specify the encryption settings in both Address Book and Web Image Monitor for each destination that you want to send encrypted e-mail to. For details about these settings, ask your administrator.
- E-mail encryption and digital signatures are not available with standard transmission to e-mail destinations. Encryption is only available for forwarding, routing, or transferring to e-mail destinations.

↓Note

- The encryption method of this machine is S/MIME. For details about S/MIME, ask the administrator.

- If you specify "Encrypt All" in Web Image Monitor's Address Book settings, all e-mail is forwarded and routed in encrypted form, regardless of the encryption settings specified on the Facsimile Features menu.

- If you specify "Use Signatures" in Web Image Monitor's security settings, all e-mail is forwarded and routed with digital signatures applied, regardless of the digital signature settings specified on the Facsimile Features menu.

- Encrypted e-mail cannot be broadcasted. When specifying multiple destinations, broadcasted documents are sent one by one in the order in which the destinations were specified.

- This machine cannot receive e-mails encrypted with S/MIME. When configuring the S/MIME encryption settings, you should confirm that the receiver can receive S/MIME-encrypted e-mail.

- For details about how to specify encryption and digital signature settings, see "Facsimile Features", General Settings Guide.

- For details about forwarding/routing/transferring functions, see the following:

  - "Routing Received Documents"

  - "Transferring Received Documents"

  - "Forwarding Received Documents"

  - "Routing e-mail received via SMTP"

Reference

- p.192 "Routing Received Documents"

- p.193 "Transferring Received Documents"

- p.194 "Forwarding Received Documents"

- p.196 "Routing e-mail received via SMTP"

Placing Originals
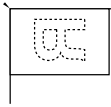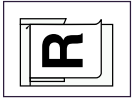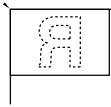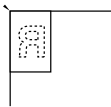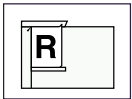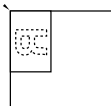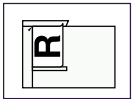
Place the original on the exposure glass or the optional ADF.

For details about how to place originals, see the following:

- Placing originals on the exposure glass

  See "Placing Originals on the Exposure Glass" in "Placing Originals", Copy/Document Server Reference.

- Placing originals into the ADF

  See "Placing Originals in the ADF" in "Placing Originals", Copy/Document Server Reference.

Note that [Special Original] of the copy function cannot be used with the facsimile function.

Place the originals according to their paper size.

Original size	Placing on the exposure glass	Placing into the ADF
A4, B4 JIS, A3, $8^1/_2 \times 11$, $8^1/_2 \times 14$, 11×17 ![R]		
A4, B4 JIS, A3, $8^1/_2 \times 11$, $8^1/_2 \times 14$, 11×17 ![R]		
B6 JIS, A5, B5 JIS, $5^1/_2 \times 8^1/_2$![R]		
B6 JIS, A5, B5 JIS, $5^1/_2 \times 8^1/_2$![R]		

⭐ **Important**

- If you place A5 or B6 JIS size originals on the exposure glass, they are not detected. Place A5 size originals into the ADF.

- Do not lift the ADF while using it to scan originals.

⬇Note

- Originals that are clipped or creased cannot be scanned using the ADF. For details about originals that are not recommended for the ADF, see "Originals", Copy/Document Server Reference.

- To scan multiple originals using the Auto Document Feeder (ADF), set originals in a stack.

- When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's machine. If the receiver does not use paper of the same size and orientation as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided across two or more sheets. When sending an important original, ask the receiver about the size and orientation of the paper in their machine.

- An original of irregular (i.e. custom) size originals are scanned as regular size originals, so the receiver may find extra blank margins or edges of images missing. When sending a custom size or part of a large original, you can specify the scan area precisely. If you specify a scan area, only that area is scanned regardless of the actual size of the original. For details about specifying the scan area, see "Scan Size".

- Documents longer than 800 mm (32 inches) must be sent by Memory Transmission (Immediate Transmission may not be possible).

- If an original jams, press the [Clear/Stop] key, and then carefully remove the original.

- Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will become marked and those marks will appear on the received image.

- Generally, place A4, $8^1/_2 \times 11$ originals in the landscape orientation (▭). If you place an A4, $8^1/_2 \times 11$ original in the portrait orientation (▯), the image is sent rotated by 90°. See "Transmission with Image Rotation".

- You can send the first page from the exposure glass then the remaining pages from the ADF. You cannot change from the ADF to the exposure glass.

- When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size. If the receiver's machine is compliant with the T.37 full mode, originals are sent at the size specified in the Address Book. See "T.37 Full Mode".

- Information about this machine is printed at the destination. This information is printed on the side of the paper that is to your left when placing the documents on the exposure glass or the ADF. However, the information is also printed rotated by 90 degrees if an A4, $8^1/_2 \times 11$ original is placed in the portrait orientation (▯). For details about the fax information, see "Facsimile Features", General Settings Guide. For details about the transmission with image rotation, see "Transmission with Image Rotation".

- For acceptable types of originals, see "Acceptable Original Sizes", "Paper Size and Scanned Area" and "Types of Original whose Sizes are Difficult to Detect".

🔖 Reference

- p.50 "Paper Size and Scanned Area"
- p.52 "Types of Original whose Sizes are Difficult to Detect"
- p.53 "Transmission with Image Rotation"
- p.61 "Scan Size"

Setting the Original Orientation

To preview scanned originals or documents using Document Server, configure the "Original Orientation" setting to display the top/bottom orientation of the original correctly in the preview.

1. **Place the original, and then select the scan settings you require.**

2. **Press [Original Feed Type].**
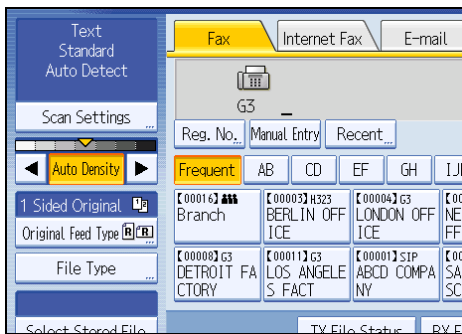
3. **Specify the original orientation.**

   Check the orientation of the placed document, and then press [] or [].
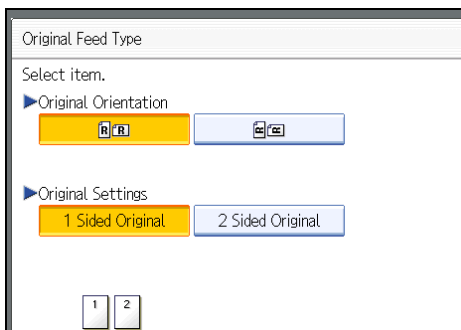
4. **Press [OK].**

   The selected original orientation appears in "Original Feed Type".

5. **Specify a destination, and then press the [Start] key.**

Scanning Two-Sided Originals

Use this function to send two-sided originals.

The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the "Original position" and "Page opening orientation".

BBB025S

⭐ **Important**

- To use this function, the optional ADF is required. When you use [2 Sided Original] under [Original Feed Type], the originals cannot be sent by using just the exposure glass.
- Two-sided originals are only sent with Memory Transmission. Immediate Transmission is not possible.

1. **Place the original, and then select the scan settings you require.**

2. **Press [Original Feed Type].**
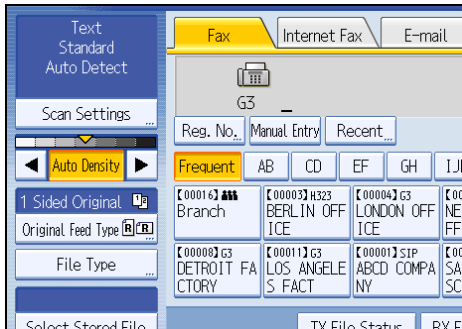
3. **Specify the original orientation.**

   Check the orientation of the placed document, and then press [R⊞R] or [⊞⊞].
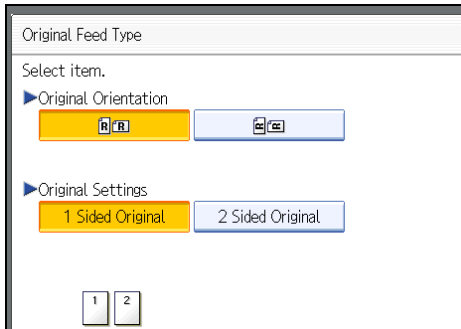
   Make sure that the specified original orientation matches the orientation of originals loaded in the ADF.

4. **Press [2 Sided Original].**

1
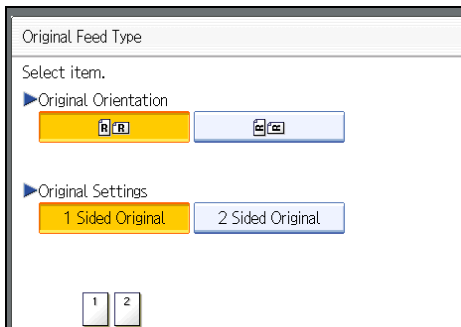
5. **Select [Top to Top] or [Top to Bottom].**
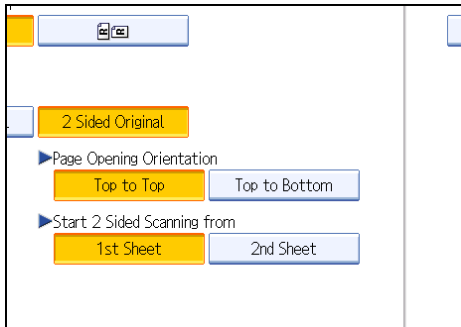
6. **Select [1st Sheet] or [2nd Sheet].**

   To cancel two-sided transmission, press [1 Sided Original]. The display returns to that of step 4.

   Select [2nd Sheet] if you want to send a cover sheet as the first page.
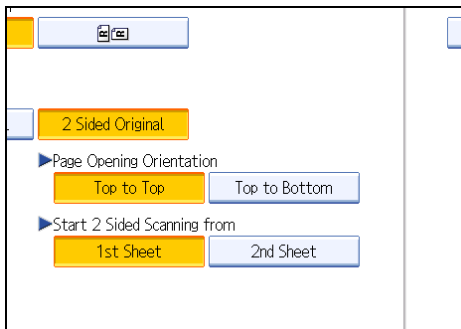
7. **Press [OK].**

   "2 Sided Original" appears above [Original Feed Type].

8. **Specify a destination, and then press the [Start] key.**

⬇ Note

- You can confirm whether both sides were properly scanned using the Stamp function. For details about Stamp, see "Stamp".

- For details about acceptable original size and paper thickness for two-sided scanning with the ADF, see "Acceptable Original Sizes".

- You can set the original feed types that are selected right after the power is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".

🔖 Reference

Acceptable Original Sizes

This section describes the size and thickness limitations that apply to originals placed on the exposure glass or the ADF.

Where original is set	Acceptable original size	Maximum number of sheets	Paper thickness
Exposure glass	Up to A3 (297 × 420 mm), 11 × 17 (279 × 432 mm)	1 sheet	—
ADF, one-sided original	B6 JIS⤵➡ to A3➡ (up to 1200 mm long) $5^1/_2 × 8^1/_2$⤵➡ to 11 × 17➡	100 sheets (80 g/m^2, 20 lb)	40-128 g/m^2 (11-34 lb)
ADF, two-sided original	A5⤵➡ to A3➡ (up to 432 mm long) $5^1/_2 × 8^1/_2$⤵➡ to 11 × 17➡	100 sheets (80 g/m^2, 20 lb)	52-128 g/m^2 (14-34 lb)

⬇ **Note**

- The weight range for originals in the Mixed Original Sizes mode is 52-81.4 g/m^2, 13.8-21.5 lb.

Paper Size and Scanned Area

This section explains the size of the area the machine can scan and detect.

⬇ **Note**

- There may be a difference in the size of the image when it is printed at the destination.
- Even if an original is correctly placed on the exposure glass or in the ADF, a margin of 3 mm (0.1 inch) around each edge of the original may not be sent.
- If the receiver uses paper of a smaller width than the original, the image is reduced to fit that paper. See "Auto Reduce".

🔖 **Reference**

-

When placing an original on the exposure glass

This section explains how to place an original on the exposure glass.

⭐ **Important**

- **If you place an original larger than A3, 11 × 17 on the exposure glass, only an A3, 11 × 17 area is scanned.**

1

- Maximum scan area

  The following shows the maximum scan area:

  297 × 432 mm, 11 × 17 inches (W × L)

Positioning mark

Horizontal size

Vertical size

Maximum scanning area
A3 ⊐ (297x420 mm)
11 x 17 ⊐ (279x432 mm)

BBB026S
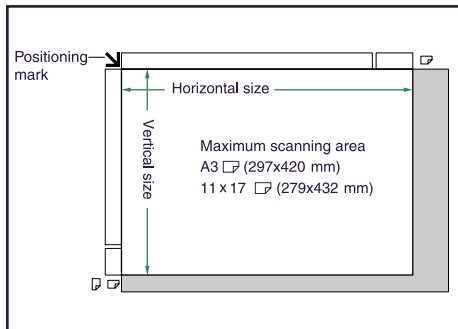
⤵ Note

- If the machine cannot detect the size of the original you placed, specify the scan area (original size) manually. For details about specifying the scan area, see "Scan Size".

🗎 Reference

- p.61 "Scan Size"

When placing an original into the ADF

This section explains how to place an original into the ADF.

- Maximum scan area

  The following shows the maximum scan area:

  Memory Transmission: 297 × 1200 mm/11 × 47 inches (W × L)

  Immediate Transmission: 297 × 1200 mm/11 × 47 inches (W × L)

Horizontal size

Vertical size

Maximum scanning area
1-sided: 297 × 1,200 mm/11 × 47 inches
2-sided: 297 × 432 mm/11 × 17 inches

A4 A3

BBB001S
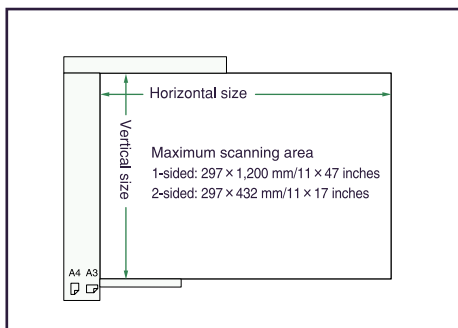
⬇Note

- During Immediate Transmission, the length of the scanning range can decrease to less than 1200 mm (47 inches), depending on the resolution of the image and the configuration of the receiving machine.

Types of Original whose Sizes are Difficult to Detect

This section describes the kinds of original whose sizes might be difficult to detect.

If the original type is one of the following, the machine might not detect its size correctly and the receiver's machine might print it on paper of the wrong size:

- originals placed on the exposure glass that are of a size not listed in the following table
- originals with index tabs, tags, or protruding parts
- transparent originals, such as OHP transparencies or translucent paper
- dark originals with dense text or images
- originals that contain areas of solid print
- originals that have solid print around their edges
- originals with glossy surfaces
- bound originals of more than 10 mm (0.3 inch) in thickness, such as books.

In facsimile mode, the following paper sizes will be auto detected:

Metric Version

Where original is placed	A3⬓	$8^1/_2 \times$ 13 (F4)	B4 JIS⬓	A4⬓⬓	B5 JIS⬓ ⬓	A5⬓⬓	B6 JIS⬓ ⬓
Exposure glass	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	×	×
ADF	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect

× - Cannot auto detect

Inch Version

Where original is placed	11 × 17⬓	$8^1/_2 \times 14$ ⬓	$8^1/_2 \times 11$⬓ ⬓	$5^1/_2 \times$ $8^1/_2$⬓⬓	10 × 14⬓	$7^1/_4 \times$ $10^1/_2$⬓
Exposure glass	Auto detect	Auto detect	Auto detect	×	×	×
ADF	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect

× - Cannot auto detect

Transmission with Image Rotation

As a general rule, place A4, $8^1/_2$ × 11 originals in the landscape orientation (▭). If you place an A4, $8^1/_2$ × 11 original in the portrait orientation (▯), the image is sent rotated by 90°.

Providing the receiver has A4, $8^1/_2$ × 11 landscape paper (▭), the document is printed at the same size as the original.

⬇Note

- This function is unavailable with Immediate Transmission.

- This function is unavailable when using Mixed Original Sizes.

Stamp

When sending a fax document using the optional ADF, the machine can stamp a circle mark at the bottom of the original.

When sending a two-sided document, the document is marked at the bottom of the front page and top of the rear page.
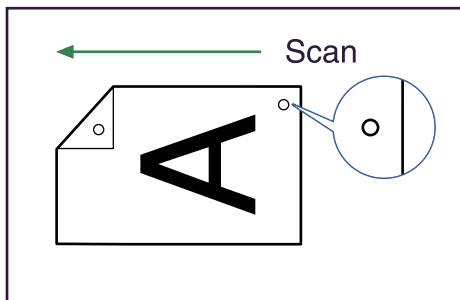
BDC001S

⭐Important

- **To use this function, the optional ADF is required. Stamp only works when scanning from the ADF.**

1. **Place the original, and then select the scan settings you require.**

2. **Press [Original Feed Type].**
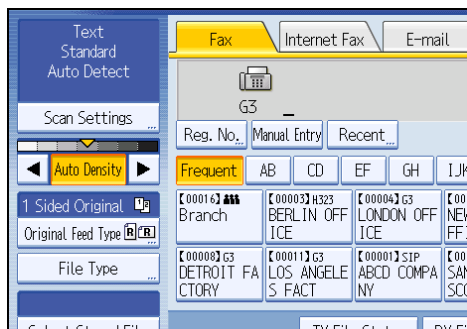
3. **Press [Stamp].**
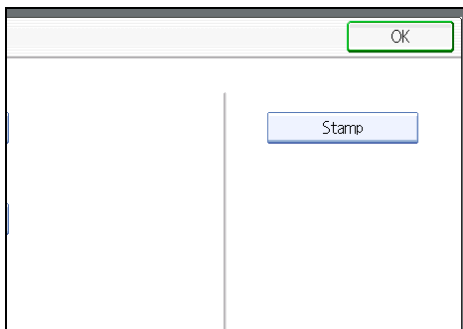
To cancel the stamp, press [Stamp] again before pressing [OK].

4. **Press [OK].**

5. **Specify the destination, and then press the [Start] key.**

Note

- This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or successfully sent by Immediate Transmission.

- When the stamp starts getting lighter, replace the cartridge. For details, see "Replacing the Stamp Cartridge", Troubleshooting.

- If a multi-page feed or paper jam occurs, the originals are not sent properly and not stamped. If you find a page that is not stamped, send only that page again.

- You can have the machine select the Stamp function right after the power is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2 and 4. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

- A paper jam during Parallel Memory Transmission may cause the transmission to fail even if stamping is performed.

- You cannot turn the Stamp function on or off while an original is being scanned.

Reference

- p.152 "Setting Transmission Function Defaults"

Checking the Content of a Scanned Original (Preview Before Transmission)

The Preview Before Transmission function allows you to check the content of a scanned original before you send it.

Important

- This function cannot be used with the following functions:
    - Immediate Transmission
    - Parallel Memory Transmission
    - On Hook Dial
    - Manual Dial
    - SEP Code Reception
    - When [Store Only] is set for [Store File]
    - Transmission of a stored file only

1. **Place the original, and then specify the scan settings you require.**

    Specify the "Original Orientation" setting correctly. If you do not, the top/bottom orientation of the original will not be displayed correctly in the preview.

    For details about the setting, see "Setting the Original Orientation".

2. **Press [Preview].**
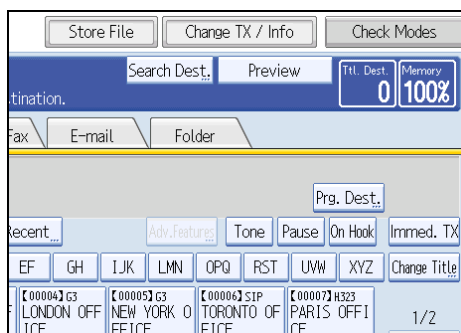
3. Specify the destination, and then press the [Start] key.
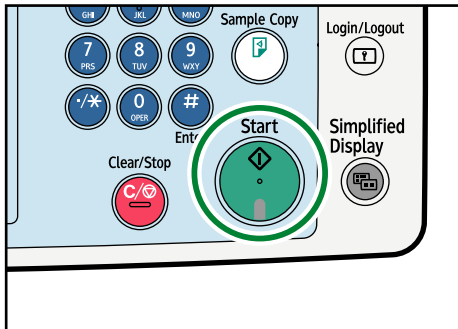
BDE013S

The machine starts to scan the original. When scanning ends, a preview is displayed.

If you want to cancel a preview, press [Cancel].

4. Check the preview.
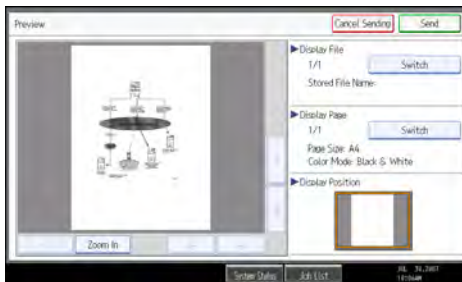
- Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.
- Press [←] [→] [↑] [↓] to scroll the preview image.
- Press [Switch] under "Display File" to display another selected file.
- Press [Switch] under "Display Page" to change the displayed page.

5. Press [Send].

Transmission starts.

To cancel the transmission, press [Cancel Sending].

After transmission, the standby display appears.

⬇️**Note**

- You can have the machine select Preview Before Transmission right after the power is turned on or whenever the [Clear Modes] key is pressed. For details, see "Setting Transmission Function Defaults".

🔖**Reference**

- p.46 "Setting the Original Orientation"
- p.152 "Setting Transmission Function Defaults"

Scan Settings

You can configure the scan settings according to the original you are scanning.

You may want to send many different types of fax documents. Some of these may be difficult to reproduce at the receiver's end. However, the machine has four settings that you can adjust to help you transmit the document with the best possible image quality.

Scan Type:

Text, Text / Line Art, Text / Photo, Photo

Resolution:

Standard, Detail, Super Fine (optional)

Scan Size:

Auto Detect, Regular, Area, Mixed Original Sizes

Density (Contrast):

Auto Density, Manual Density (seven levels), Combined Auto and Manual Density

Scan Type

If the original contains photographs, illustrations, or diagrams with complex shading patterns or grays, select the appropriate scan type to optimize image clarity.

Text

Select [Text] to send high-contrast black-and-white image originals. Use this setting when you only want to send clearer text, even if the original contains text and photographs.

Text / Line Art

Select [Text / Line Art] to send high-contrast black-and-white graphic originals at improved resolution. The [Text] mode gives priority to scanning speed; [Text / Line Art] mode gives priority to scanning quality.

Text / Photo

Select [Text / Photo] to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image, such as a photograph.

Photo

Select [Photo] to send an original containing a halftone image, such as a photograph or a color original.

1. **Press [Scan Settings].**
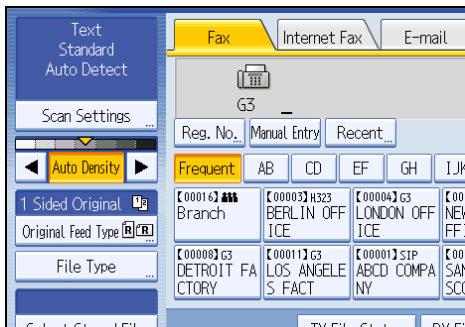
2. **Make sure that [Scan Type] is selected.**
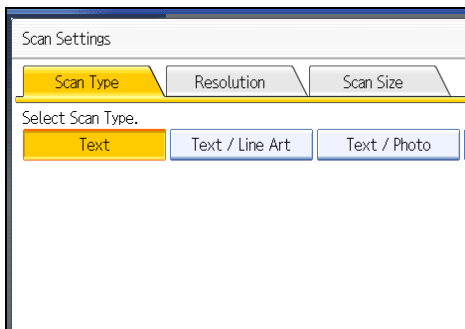
3. **Select the scan type you require, and then press [OK].**

⬇️**Note**

- If you select [Text / Line Art], [Text / Photo], or [Photo], the transmission will take longer than when [Text] is selected.

- If you send a fax document with [Text / Line Art], [Text / Photo], or [Photo] and the background of the received image is dirty, reduce the density setting and resend the fax. For details about setting the image density, see "Density (Contrast)".

- You can set the scan type that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".

⑧ **Reference**

- p.67 "Density (Contrast)"

- p.152 "Setting Transmission Function Defaults"

JBIG Transmission

If you use JBIG (Joint Bi-level Image experts Group) compression, you can send originals scanned using [Photo] faster than with other compression methods.

⭐ **Important**

- **This function is not available with a transmission to Internet Fax destination, e-mail destination, and folder destination.**

- **This function requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).**

Resolution

Specify the resolution according to the size of the text on the original.

Images and text are scanned into the machine by converting them to a sequence of dots. The density of the dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (Super Fine) have high quality but transmission takes longer. Conversely, low resolution (Standard) scanning results in lower quality but the original is sent more quickly. Select the setting that matches your needs based upon this trade off between speed and image clarity.

Standard (8 × 3.85 lines/mm, 200 × 100 dpi)

Select for originals containing normal size characters.

Detail (8 × 7.7 lines/mm, 200 × 200 dpi)

Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

Super Fine (optional expansion memory required: 16 × 15.4 lines/mm, 400 × 400 dpi)

Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times finer than Standard.

1

1. **Press [Scan Settings].**
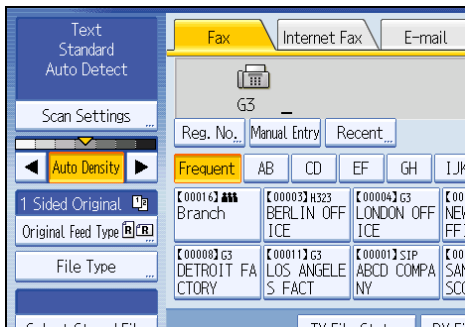
2. **Press [Resolution].**
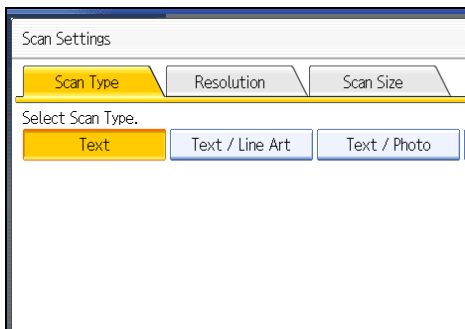
3. **Select the resolution you require, and then press [OK].**
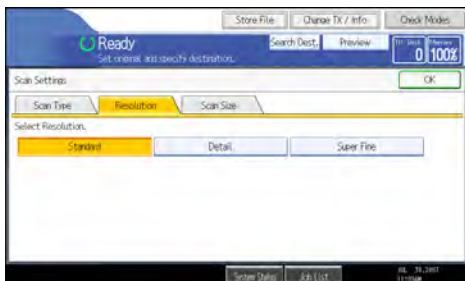
⬇️**Note**

- If you install the optional expansion memory, "Super Fine" appears in the Resolution screen.

- If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution that is supported. You can check the resolution at which you actually sent by printing the Journal. For details about printing the Journal, see "Print Journal".

- Sending with Super Fine resolution requires that the machine has the optional expansion memory, and the other party's machine has the capability to receive fax documents at Super Fine resolution.

- The machine supports Standard, Detail, Fine (with the optional expansion memory), and Super Fine (with the optional expansion memory) resolutions for reception.

1

- You can set the resolution type that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".

- When using Internet Fax transmission, documents are sent at "Detail" resolution, even if you have specified "Super Fine". To send a document at "Super Fine", configure the Full Mode when registering the destinations in the Address Book. See "T.37 Full Mode".

🔖 Reference

- p.38 "T.37 Full Mode"

- p.152 "Setting Transmission Function Defaults"

- p.234 "Print Journal"

Scan Size

Specify a scan area within an original.

Normally, originals are scanned according to their size, which the machine detects automatically. However, you can specify the scan area manually also. Specifying the scan area manually can be useful for cropping excess border space around an image.

Auto Detect

Detects the size of the first page and scans all pages using that size.

If the machine cannot detect the original size, a confirmation message appears. Place the original again.

1. **Press [Scan Settings].**
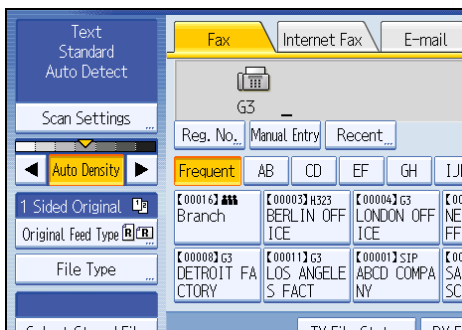
2. **Press [Scan Size].**
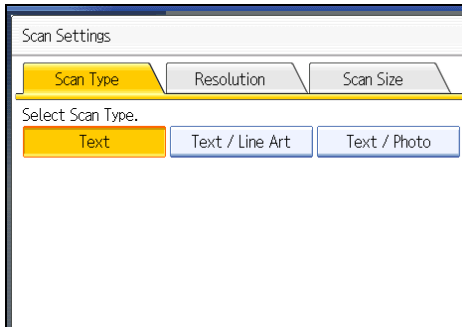
3. **Make sure that [Auto Detect] is selected.**
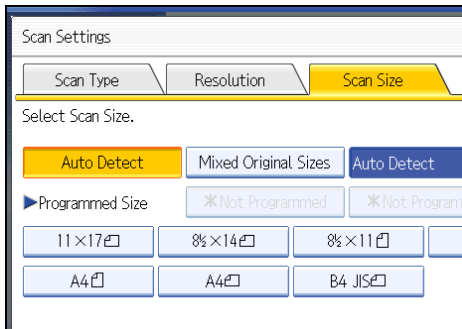
   If it is not, press [Auto Detect].

4. **Press [OK].**
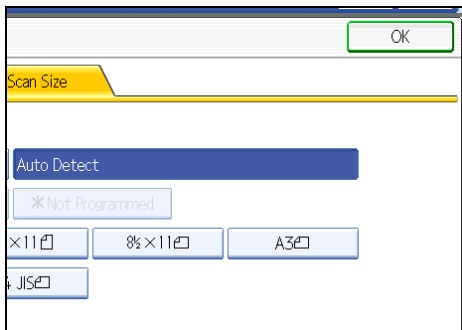
   "Auto Detect" appears above [Scan Settings].

🔅**Note**

- For details about an original the machine cannot detect its size correctly, see "Types of Original whose Sizes are Difficult to Detect".

🔖**Reference**

- p.52 "Types of Original whose Sizes are Difficult to Detect"

Regular

The placed original is scanned according to specified standard size regardless of actual size.

The sizes that can be specified are A4⬐⬑, B4 JIS⬑, A3⬑, $8^1/_2$ × 11⬐⬑, $8^1/_2$ × 14⬑, and 11 × 17 ⬑.

1. **Press [Scan Settings].**
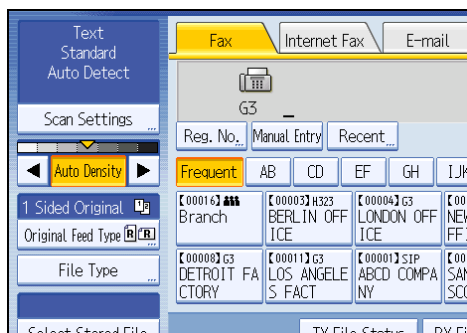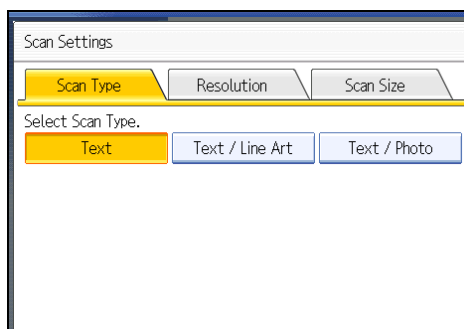
2. **Press [Scan Size].**

3. **Press the size of the originals to be sent.**

$8^1/_2$ × 11 indicates LT. $8^1/_2$ × 14 indicates LG. 11 × 17 indicates DLT.

4. **Press [OK].**
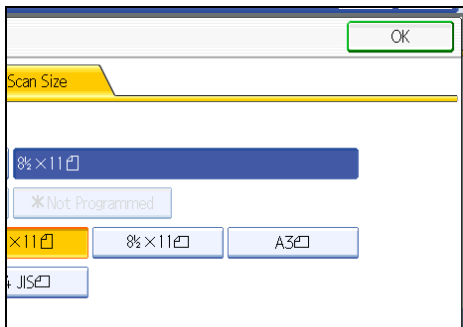
The selected size appears above [Scan Settings].

To cancel the selected scan size, select [Auto Detect] before pressing [OK].

Area

Only the area in the specified size is scanned regardless of the actual size of a placed original.

⭐ Important

- You must first register the sizes of the originals that you want to scan in "Program / Change / Delete Scan Size" on the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

1. **Press [Scan Settings].**
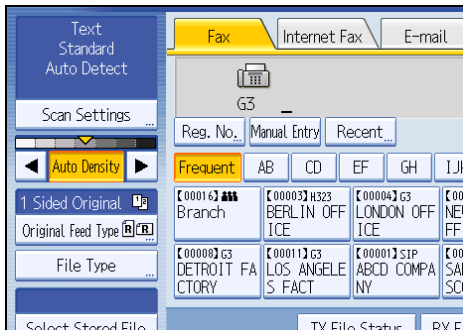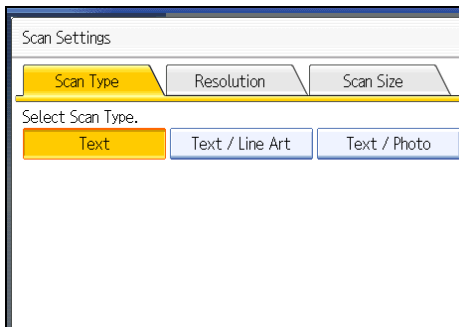
2. **Press [Scan Size].**

3. **Press [Area 1] or [Area 2].**
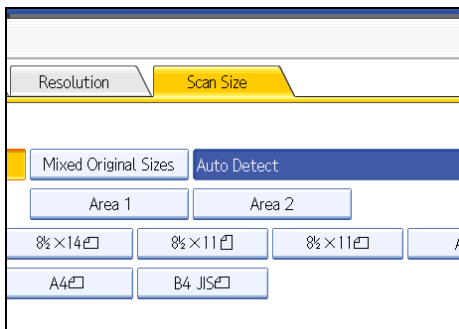
4. **Press [OK].**
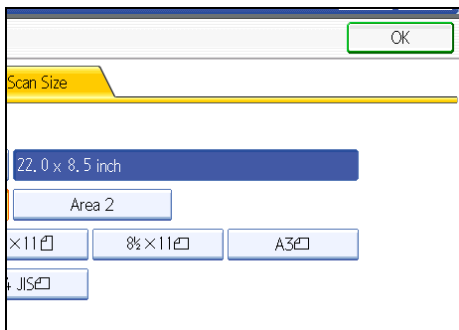
The specified size appears above [Scan Settings].

To cancel the selected scan size, select [Auto Detect] before pressing [OK].

Mixed Original Sizes

You can send the different size of originals simultaneously.

Select this to individually scan the size of originals loaded into the optional ADF. For example, when A3 ⊏ and A4 ▯ size originals are sent together, usually all are sent using the size of the first original. By selecting Mixed Original Sizes, the machine scans and sends each original according to its size.

⭐Important

- The sizes of the originals that can be placed in this mode are as follows:
    - Metric Version: A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭
    - Inch Version: 11 × 17▭, 8$^1/_2$ × 14▭, 8$^1/_2$ × 11▯▭
- When placing originals in the ADF, align their rear and left edges against the ADF, and adjust the document guide according to the largest original.
- Since small originals may not be correctly aligned with the original guide, the scanned image may be slanted.

1. **Press [Scan Settings].**
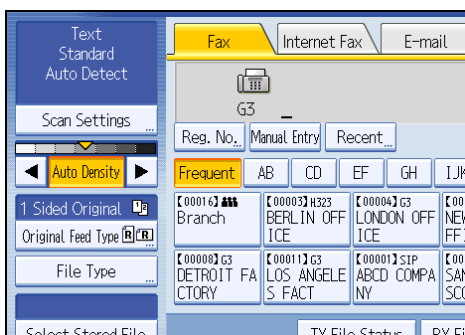
2. **Press [Scan Size].**
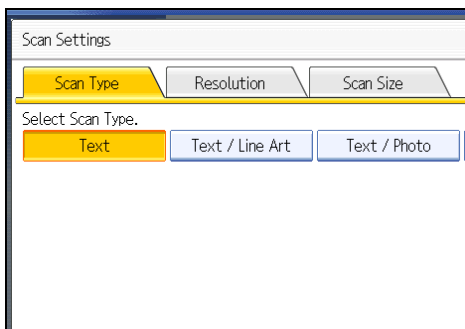
3. **Press [Mixed Original Sizes].**
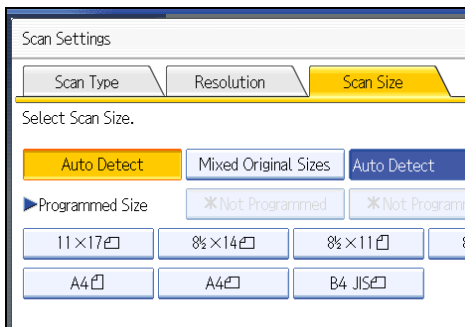
4. **Press [OK].**
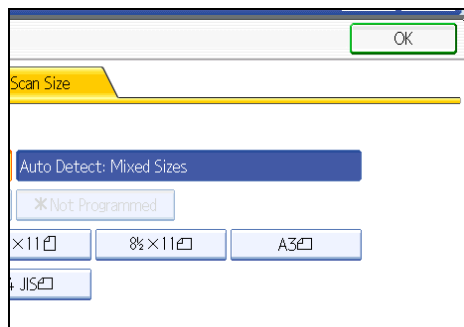
"Auto Detect: Mixed Sizes" appears above [Scan Settings].

To cancel Mixed Original Sizes, press [Mixed Original Sizes] again before pressing [OK].

↓ Note

- When using Mixed Original Sizes, the machine sends the originals by Memory Transmission.

- When using Mixed Original Sizes, rotation transmission is disabled.

- You can have the machine select Mixed Original Sizes right after the power is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".

📄 Reference

- p.152 "Setting Transmission Function Defaults"

Density (Contrast)

You can adjust the density at which the originals are scanned.

The text and diagrams on originals should stand out clearly from the paper they are on.

If the original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the density.

Auto Density

The appropriate density setting for the original is automatically selected.

1. Make sure that [Auto Density] is selected.
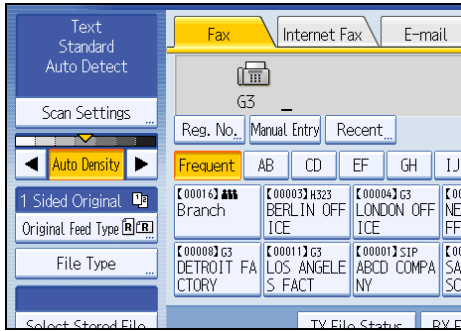
Manual Density

Use manual density to set density manually.

You can select one of seven density levels.

1. If [Auto Density] is selected, press [Auto Density] to turn it off.

2. Press [◀] or [▶] to adjust the density.

The indicator moves.
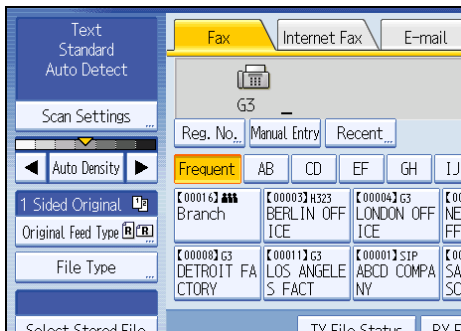
Combined Auto and Manual Density

You can only adjust density for photographs, illustrations, or diagrams if the original has a dark background.

You can select one of seven density levels.

1. Make sure that [Auto Density] is selected.

2. Press [◀] or [▶] to adjust the density.

The indicator moves.
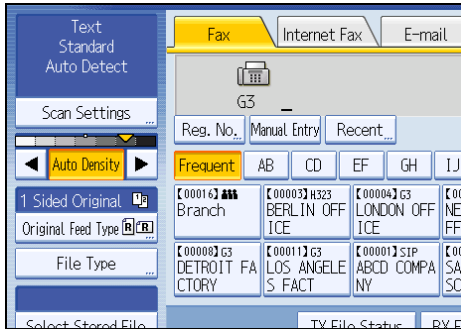
Note

- Selecting [Text], [Text / Line Art], or [Text / Photo] for the scan type causes [Auto Density] to be selected.

- You can set the density that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".

Reference

- p.152 "Setting Transmission Function Defaults"

Mixing Scan Settings for a Multiple Page Original

When sending an original of several pages, you can select a different scan setting for each page.

It is recommended that originals be placed on the exposure glass when mixing scan settings for a multiple page original.

Important

- If you are using the ADF, do not change the "Resolution" setting while originals are being scanned.

When placing originals on the exposure glass

1. Check which pages you want to scan with different settings.

2. Remove the previous page and place the next page that you checked on the exposure glass.

3. Make the scan settings.

   You have about 60 seconds (10 seconds for Immediate Transmission) to make the scan settings. The time remaining is shown on the display.
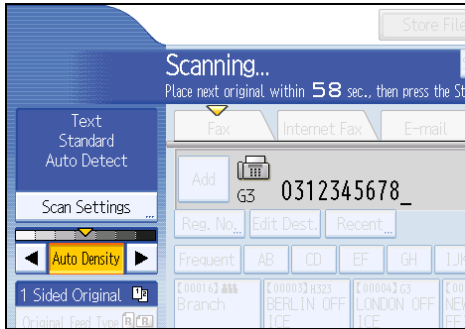
Adjust the settings for each page before you press the [Start] key.

When placing originals in the Auto Document Feeder (ADF)

1. Check which pages you want to scan with different settings.

2. Make the scan settings before the page you want to change the settings for starts being scanned.
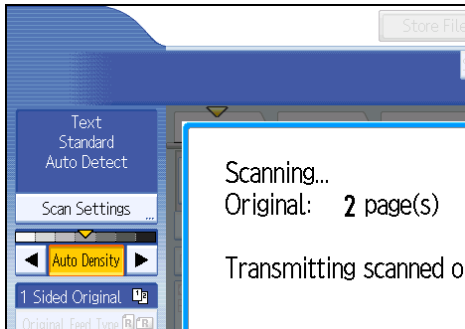
Depending on what time the scan settings are adjusted, the settings may not be reflected in the resulting operation.

Changing the Line Port

Select a line port or protocol to be used for standard fax or IP-Fax transmission.

When the extra G3 interface unit is installed, you can connect to a maximum of three ports.

⭐**Important**

- **To add more fax lines, the optional extra G3 interface unit is required.**

G3

> G3 is selected after power up or when the machine is reset. If you install the extra G3 interface unit, you can select "G3-1", "G3-2", "G3-3", or "G3 Auto" depending on the number of the installed unit.
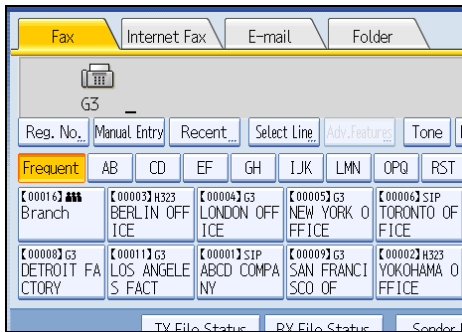
Multi-port

> When the extra G3 interface unit is installed, communications can take place simultaneously through three lines at once.
>
> The following list shows protocol combinations available for each line type.

Option	Available line types	Available protocol combinations
Without option	PSTN	G3
Extra G3 interface unit	PSTN $+$ PSTN	G3 $+$ G3
Extra G3 interface unit $+$ Extra G3 interface unit	PSTN $+$ PSTN $+$ PSTN	G3 $+$ G3 $+$ G3

IP-Fax

> When sending an IP-Fax, select either "SIP" or "H.323" as the protocol.
>
> To display "SIP" and "H.323" on the screen, make the settings in "Initial Settings" in the Facsimile Features menu. If you are using SIP, specify "Enable SIP" and "SIP Settings". If you are using H.323,

specify "Enable H.323" and "H.323 Settings". For details about these settings, see "Facsimile Features", General Settings Guide.

Ask your administrator whether you should select "SIP" or "H.323" as the protocol.

1. **Press [Select Line].**
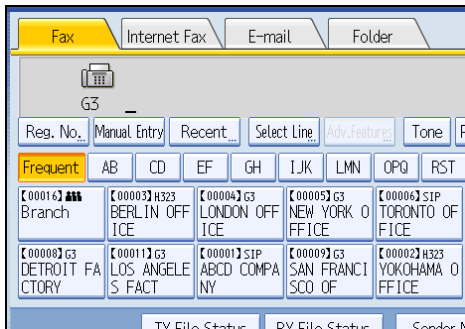
2. **Select the line you want to use.**

   If you select "G3 Auto", the machine will use any available line. This increases efficiency.

   When one optional extra G3 unit is installed
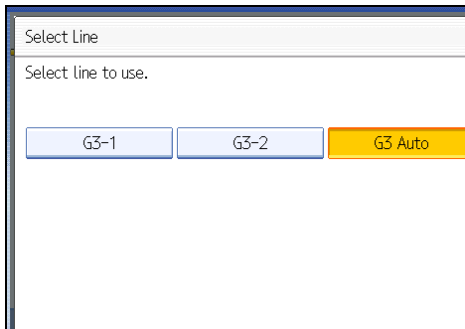
   When two optional extra G3 units are installed
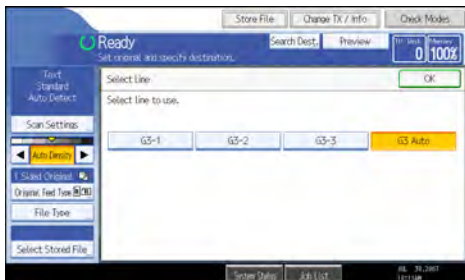
   When H.323/SIP are set to "On"
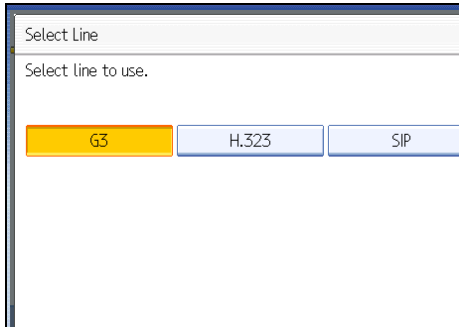
3. **Press [OK].**

The standby display appears.

⬇ Note

- When you install the extra G3 interface unit, you can specify the line port home position. See "Setting Transmission Function Defaults".

- When sending a fax, you can select the line port if dialing with the number keys.

- A maximum of three simultaneous communications are possible. You cannot perform three Immediate Transmissions simultaneously.

- If three communications are in progress, the display shows the first communication that was initiated.

📖 Reference

- p.152 "Setting Transmission Function Defaults"

Simultaneous Broadcast Using Multiple Line Ports

The standard broadcast function sends faxes one at a time to multiple destinations in the order of specified destinations. However, the Simultaneous Broadcast function can simultaneously send faxes to multiple destinations using different lines.

This results in a shorter overall transmission time.

⭐ Important

- The optional extra G3 interface unit is required.
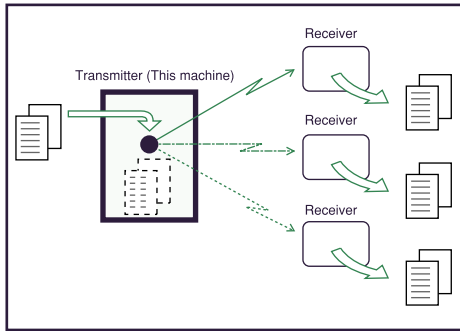
BBB029S

Note

- A maximum of three simultaneous transmissions (including LAN) are possible.

- When using the optional extra G3 interface unit, if you set the line selection as "G3 Auto" beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.

- This function is available when using the LAN-Fax Driver.

Specifying a Destination

This section explains how to specify a destination.

Fax numbers, Internet Fax destinations, IP-Fax destinations, e-mail destinations, and folder destinations can be specified.

Note

- The display shows the percentage of free memory space for storing originals. Since destinations are programmed in separate memory, dialing fax numbers using the number keys does not change the percentage on the display.

Sending over a Fax Line

This section explains how to enter a fax number.

Use the number keys on the right side of the control panel to enter numbers.

1. **Make sure that [Fax] is selected.**

2. **Enter the fax number using the number keys.**
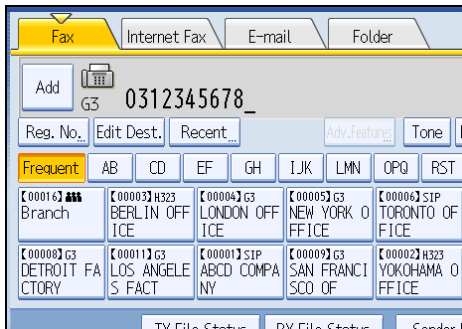
   If you make a mistake, press the [Clear/Stop] key, and then enter again.

   When adding a destination, pressing the transmission type tab switches the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

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

   The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

Note

- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".

- You can insert pauses and tones in a fax number. For details, see "Entering a pause" or "Entering a tone".

1

- If the optional extra G3 interface unit is installed, select the line you want to use before pressing the [Start] key. For details about selecting a line, see "Changing the Line Port".

- Press [Prg. Dest.] after entering the fax number to store the fax number in the destination list. For details about storing numbers you entered, see "Registering Entered Destinations to the Address Book".

- For the maximum number of digits that can be included in a destination, see "Maximum Values".

🔖 Reference

- p.71 "Changing the Line Port"

- p.76 "Entering a pause"

- p.77 "Entering a tone"

- p.98 "Using the Address Book to Specify Destinations"

- p.108 "Registering Entered Destinations to the Address Book"

- p.318 "Maximum Values"

Entering a pause

This section explains how to enter a pause.

Press [Pause] when dialing or storing a number to insert a pause of about two seconds.
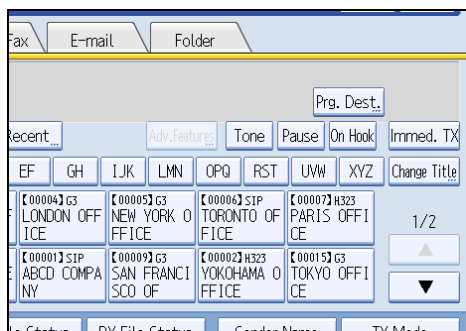
📝 Note

- A pause is shown as a "- " on the display.

1
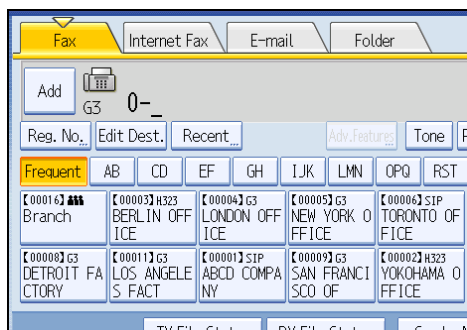
• You can also program numbers including pauses in the destination list.

Entering a tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line).

When you press [Tone], the machine dials the number using tonal signals.

This section explains how to use the tone function with On Hook Dial as an example.

1. **Press [On Hook].**
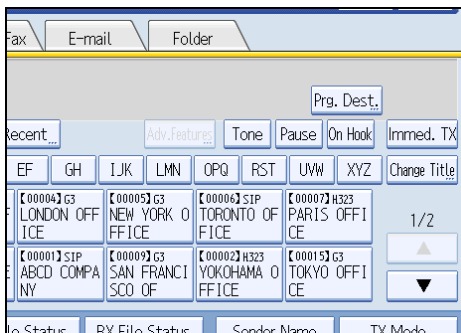
2. **Enter the fax number using the number keys.**

3. **Press [Tone].**
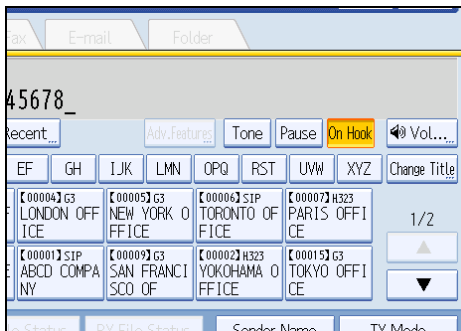
4. **Enter the number you want to tone dial using the number keys.**

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

   Transmission starts.

   If you want to cancel a transmission, press the [Clear/Stop] key, and then remove the originals.

   After transmission, the standby display appears.

⬇ **Note**

• Certain services may be unavailable even when using Tone function.

• A tone is shown as a "T" on the display and the next numbers are dialed using tonal signals.

Re-entering a fax number to confirm destination

Enter the fax number again to confirm the destination is correct.

Transmission is disabled if the confirmation fax number does not match the first fax number. This function helps prevent users accidentally sending faxes to the wrong destination.

If you want to enable this function, contact your service representative.

⭐**Important**

- When using this function, you must press [Manual Entry] on the standby display to enter the fax number.

1. **Press [Manual Entry].**
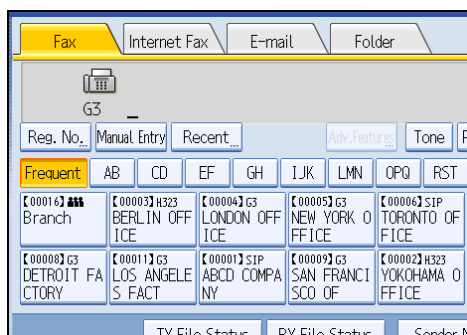
2. **Enter the fax number using the number keys, and then press [OK].**
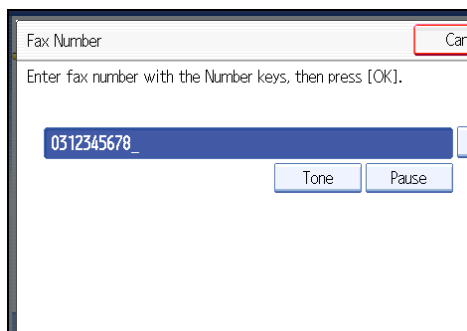
   If you make a mistake, press [Clear], and then enter the number again.

3. Enter the fax number again, and then press [OK].
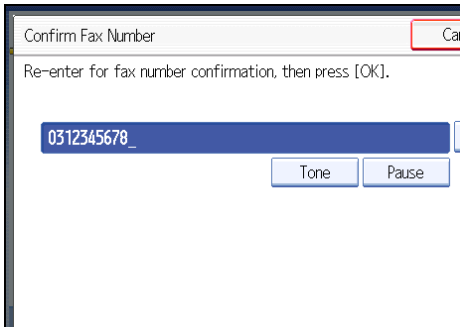
The destination is specified.
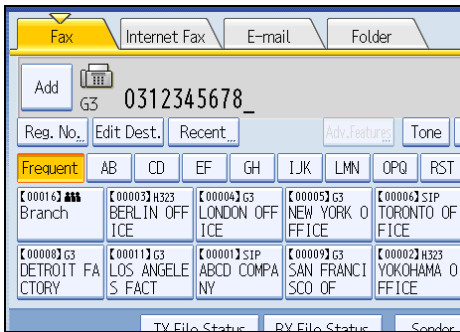
4. Press the [Start] key.

Transmission starts.

After transmission, the standby display appears.

Note

- If the "Entered destination is not correct." message appears, press [Exit] and check the fax number again, and then repeat the procedure from step 1.

- You can specify the number of times (1 to 15) that the fax number must be re-entered. Step 3 must be repeated as many times as is set here.

- You cannot edit the first fax number that is entered.

- You cannot use this function from the simplified display.

Sending by IP-Fax

This section explains how to specify a destination using IP-Fax transmission.

When using IP-Fax transmission, specify the IP-Fax destination (IP address, host name, or alias telephone number) in place of the fax number.

⭐**Important**

- Specify the protocol to be used in [Select Line] in advance. For details about selecting a protocol, see "Changing the Line Port".

1. **Make sure that [Fax] is selected.**

2. **Press [Manual Entry].**
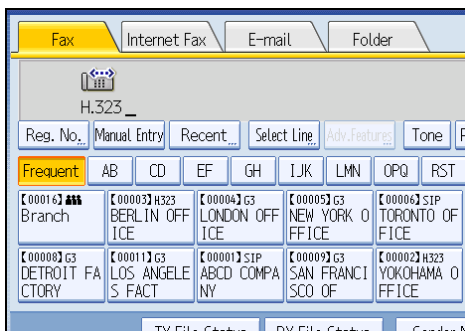
3. **Enter the IP-Fax destination, and then press [OK].**
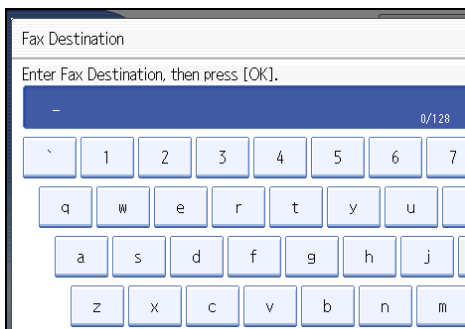
If you enter an incorrect character, press [←], [→], [Backspace], or [Delete All]. Then, re-enter the characters correctly.

To change the IP-Fax destination after pressing [OK], press [Edit Dest.], re-enter an IP-Fax destination, and then press [OK].

4. **To add a destination, press [Add].**

1
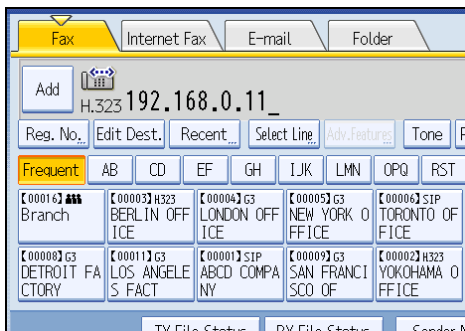
5. **Specify the next destination.**
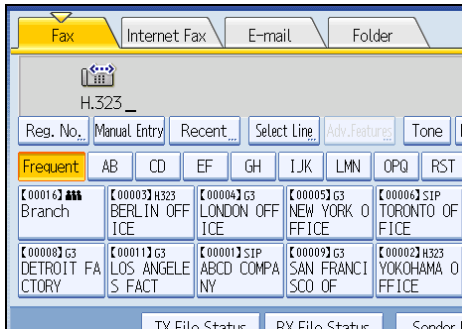
To add another destination, repeat steps 4 and 5.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

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

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

⬇️**Note**

- Depending on the security settings, [Manual Entry] might not appear and you might not be able to enter the IP-Fax destination.

- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".

- For a list of gateways (T.38-compliant), gatekeepers, or SIP servers that are certified as operable with this machine, contact your local retail or service representative.

- Methods of entering a destination vary depending on the network settings made by the administrator. Ask the machine administrator for details. For details about entering the IP-Fax destination, see "Regarding IP-Fax destinations".

- For details about text entry, see "Entering Text", About This Machine.

- The Facsimile Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Facsimile Features", General Settings Guide.

- If you press [Prg. Dest.], you can register an entered destination in the destination list. For details about storing a destination you entered, see "Registering Entered Destinations to the Address Book".

- For the maximum number of digits that can be included in a destination, see "Maximum Values".

🔖**Reference**

- p.71 "Changing the Line Port"
- p.82 "Regarding IP-Fax destinations"
- p.98 "Using the Address Book to Specify Destinations"

- p.108 "Registering Entered Destinations to the Address Book"
- p.318 "Maximum Values"

Regarding IP-Fax destinations

The IP-Fax destination details that you must specify vary depending on the machine's configuration and the configuration of the network to which it is connected.

Depending on this machine's configuration, specify the IP-Fax destination as follows:

When not using a gatekeeper/SIP server

- From IP-Fax to IP-Fax

  Specify the IP address or host name of the receiving machine.

  Example: 192.168.1.10 (IP address)

  Example: IPFAX1 (host name)

- From IP-Fax to G3 fax

  Specify the G3 fax telephone number of the receiving machine.

  Example: 0312345678

When using a gatekeeper server

- From IP-Fax to IP-Fax

  Specify the alias telephone number of the receiving machine.

  Example: 0311119999 (alias telephone number)

- From IP-Fax to G3 fax

  Specify the G3 fax telephone number of the receiving machine.

  Example: 0312345678

When using a SIP server

- From IP-Fax to IP-Fax

  Specify the SIP user name of the receiving machine.

  Example: ABC (SIP user name)

- From IP-Fax to G3 fax

  Specify the G3 fax telephone number of the receiving machine.

  Example: 0312345678

♦Note

- To send to a G3 fax via a gateway connected to a public telephone line, you must specify it's the receiver's machine telephone number. For example, if the receiver's fax number is "0312345678", specify "5678". To send from an IP-Fax to G3 fax without using gatekeeper or SIP server, you must register the gateway also.

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- To send to an IP-Fax destination, depending on the receiver's network configuration, you might have to specify the IPv4 address and port number of the receiving machine. For example, if the receiver's IPv4 address is "192.168.1.10" and the port number is "2100", specify "192.168.1.10:2100". Similarly, if the receiver's IPv6 address is "fe80::0123:4567:89ab:cdef" and the port number is "2200", specify "[fe80::0123:4567:89ab:cdef]:2200". Ask your network administrator for details.

- When you specify a host name, depending on the receiver's network configuration, you may need to specify the host name and port number of the receiving machine. For example, if the receiver's host name is "IPFAX1" and the port number is "2100", specify "IPFAX1:2100". Ask the network administrator for details.

- An alias telephone number is a number that is registered in the gatekeeper, and is available only in the network to which the gatekeeper is connected.

- Pay attention to the number of telephone number digits set in the gateway/IP address conversion table to avoid transmission error.

- SIP allows you to transmit and receive documents via an IPv6 network. This machine does not support H.323 over IPv6.

- Although the machine can have multiple IP addresses in an IPv6 environment, only one address can receive IP-Faxes.

- To send via IPv6, you must specify, for the receiver's IPv6 address and host name, the manually configured address for the receiver's fax.

- For reception when not using SIP server in an IPv6 environment, you must specify this machine's IPv6 address manually. This is not necessary if you are using SIP server.

- To send by IPv4 when using SIP server in a mixed IPv4/IPv6 environment, enter "v4:" at the beginning of the IP-Fax destination. Likewise, to send by IPv6 when using SIP server in a mixed IPv4/IPv6 environment, enter "v6:" at the beginning of the IP-Fax destination.

- "SIP call setup" is performed either by IPv4 or IPv6, depending on the configuration of your environment.

Sending by Internet Fax

This section explains how to specify an Internet Fax destination.

When using Internet Fax transmission, specify the e-mail address (Internet Fax destination) in place of the fax number.

⭐Important

- To send an Internet Fax, you must specify the sender.

- The sender must be registered in the Address Book in advance. Register his/her e-mail address and specify "Use Name as" for [Sender] using "Address Book Management" in "System Settings". For details about these settings, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

- Internet Fax is performed using Memory Transmission, which automatically starts transmission after storing documents in memory. If you switch the type of transmission to Internet Fax while the machine is in Immediate Transmission mode, the transmission mode is automatically switched to Memory Transmission.

1. **Press [Internet Fax] to switch the transmission type to Internet Fax.**
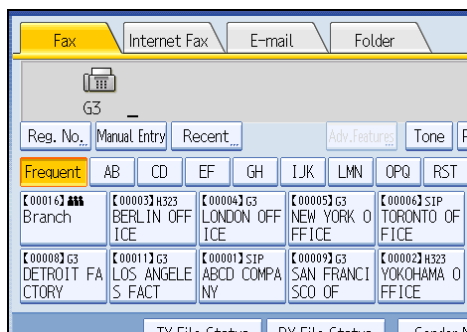
2. **Specify the sender.**

   For details, see "Sender Settings".

3. **Press [Manual Entry].**
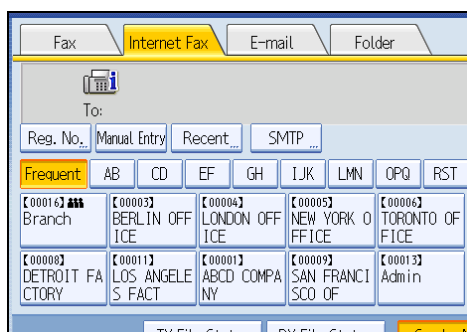
4. **Enter the Internet Fax destination, and then press [OK].**
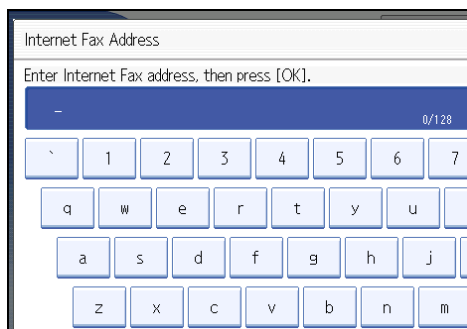
   If you enter an incorrect character, press [←], [→], [Backspace], or [Delete All]. Then, re-enter the characters correctly.

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To change the e-mail address after pressing [OK], press [Edit Dest.], re-enter an e-mail address, and then press [OK].

5. **To add a destination, press [Add].**
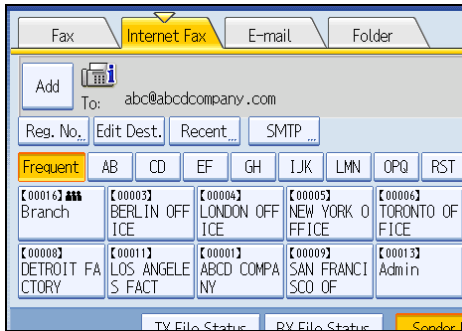
6. **Specify the next destination.**
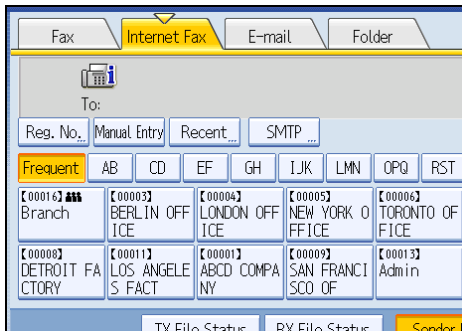
To add another destination, repeat steps 5 and 6.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

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

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

⬇ Note

- Depending on the security settings, [Manual Entry] might not appear and you might not be able to enter the e-mail address.

- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".

- For details about text entry, see "Entering Text", About This Machine.

- For details about canceling a transmission, see "Canceling a Transmission".

- The Facsimile Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Facsimile Features", General Settings Guide.

- If you press [Prg. Dest.], you can register an entered destination in the destination list. For details about programming destinations, see "Registering Entered Destinations to the Address Book".

- For the maximum number of digits that can be included in a destination, see "Maximum Values".

- When the sender is specified, the transmission result etc. is sent to the sender's e-mail address.

- If "Auto Specify Sender Name" is set to "On" in "System Settings", the sender is automatically specified and you can omit the procedure for specifying a sender. If "On" is selected, either the administrator's or this machine's e-mail address appears in the "From" field. For details about Auto Specify Sender Name, see "System Settings", General Settings Guide.

- If "Auto Specify Sender Name" is set to "Off" in "System Settings" and no e-mail address is registered for the sender you specified, Internet Fax documents cannot be sent.

🔖 Reference

- p.98 "Using the Address Book to Specify Destinations"

- p.108 "Registering Entered Destinations to the Address Book"

- p.131 "Sender Settings"

- p.142 "Canceling a Transmission"

- p.318 "Maximum Values"

Bypassing the SMTP server

You can send Internet Fax documents directly to their destinations without going through the SMTP server.

Normally, Internet Fax is sent through the SMTP server. With this feature however, the domain part of the destination's e-mail address is read as the SMTP server's address and transmissions bypass the SMTP server. Since this reduces the load on the server, you can send Internet Faxes without having to take into account the transfer time from server to destination.

⭐ Important

- To use this function, the following settings must be specified:

  - In "System Settings", "SMTP Server", in "File Transfer", set the port number to "25".

  - To specify the host name of the other party as the domain part of the e-mail address, register the host name of the other party on the DNS server.

  - For details about these settings, see "System Settings", General Settings Guide and "Special Operations under Windows", Network Guide.

- If the other party's IP address is not registered on the DNS server, specify the IP address at the domain part of the e-mail address.

- To send a document over an IPv6 network, you must specify the other party's host name (not IP address) as the domain part.

- To use this function, the other party's fax machine must:

- be compatible with Internet Fax
- be connected to the same LAN as this machine
- support SMTP reception and have its reception protocol set to SMTP

- SMTP authentication set on the other party's fax machine is disabled when Internet Fax is transmitted using this function.

- If an Internet Fax is transmitted from the other party using this function, even if reception fails, Error Mail Notification is not sent to the sender.

- When an Internet Fax is transmitted using this function, even if transmission fails, the server does not send error notification e-mail.

- When using this function, you cannot send Internet Fax to the administrator e-mail address that is registered on this machine.

There are two ways of specifying a destination, as follows:

By specifying the other party's host name

Specify a destination's e-mail address by adding the other party's host name to the domain part of the e-mail address. Specify the address after the @ as follows: "host name", ". (dot)", and "domain name".

xxxx@host name of the other party.domain name

For example, if the other party's e-mail address is "abc@defcompany.com" and the host name is "HOST":

abc@HOST.defcompany.com

By specifying the other party's IP address

Specify a destination's e-mail address by changing the domain part of the e-mail address to the other party's IP address.

xxxx@[the other party's IP address]

For example, if the other party's e-mail address is "abc@defcompany.com" and the IP address is "192.168.1.10":

abc@[192.168.1.10]

Use the following procedure to bypass the SMTP server.

1. Press [Internet Fax] to switch the transmission type to Internet Fax.
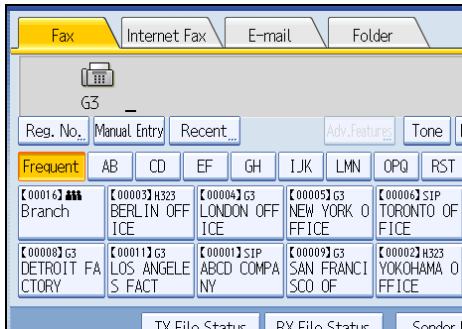
2. Press [SMTP].
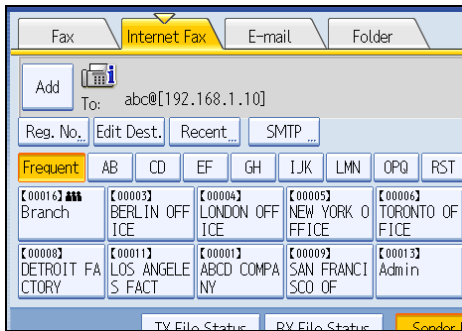
3. Press [No].
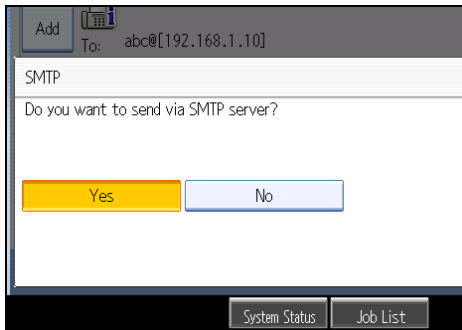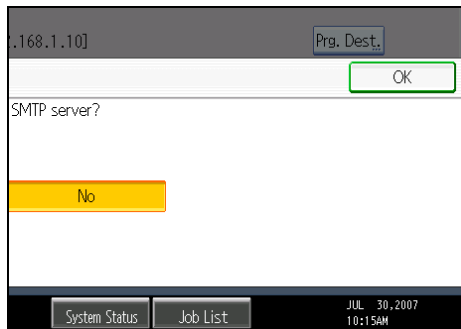
4. **Press [OK].**

Note

- If you use [Manual Entry] to specify the destinations directly, you can also specify whether or not to use SMTP server for each destination.

- If you use the destination list to select the destinations, the SMTP server setting specified in the Address Book is enabled. For details about making the SMTP server settings in the Address Book, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

- To send Internet Fax documents from a computer, use the LAN-Fax Driver to specify whether or not to bypass the SMTP server. When sending with the [Use device address] check box selected, the SMTP server setting specified on this machine is enabled.

Sending an E-mail

This section explains how to send a document to a computer by specifying an e-mail address.

To use e-mail transmission, specify the e-mail address in place of the fax number.

Important

- To send an e-mail, you must specify the sender.

- The sender must be registered in the Address Book in advance. Register his/her e-mail address and specify "Use Name as" for [Sender] using "Address Book Management" in "System Settings". For details about these settings, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

- To use an e-mail address registered in the Address Book as an e-mail destination, set "Use E-mail Address for" as [E-mail / Internet Fax Destination].

- E-mail transmission is performed using Memory Transmission, which automatically starts transmission after storing documents in memory. If you switch the type of transmission to e-mail while the machine is in Immediate Transmission mode, the transmission mode is automatically switched to Memory Transmission.

1. **Press [E-mail] to switch the transmission type to e-mail.**
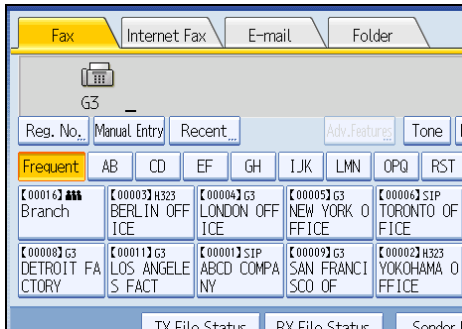
2. **To set the file type, press [File Type].**
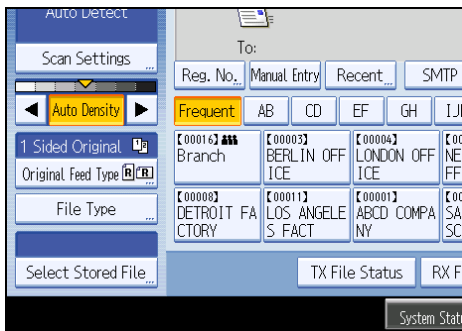
   Select [TIFF] or [PDF], and then press [OK].
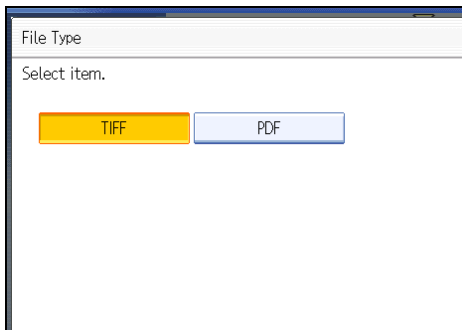
3. **Specify the sender.**

   For details, see "Sender Settings".

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4. **Press [Manual Entry].**
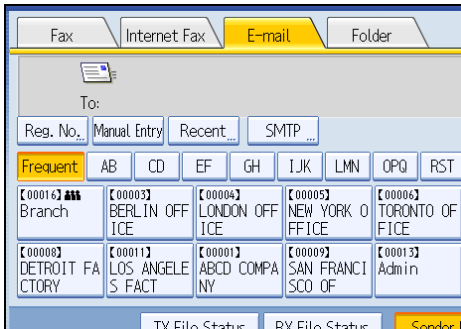
5. **Enter the e-mail destination, and then press [OK].**
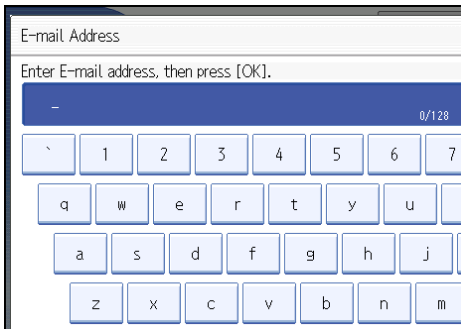
If you enter an incorrect character, press [←], [→], [Backspace], or [Delete All]. Then, re-enter the character correctly.

To change the e-mail address after pressing [OK], press [Edit Dest.], re-enter the e-mail address, and then press [OK].

6. **To add a destination, press [Add].**
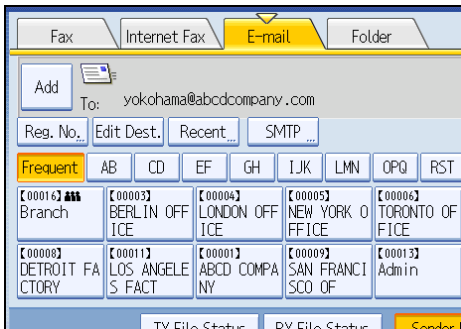
7. Specify the next destination.
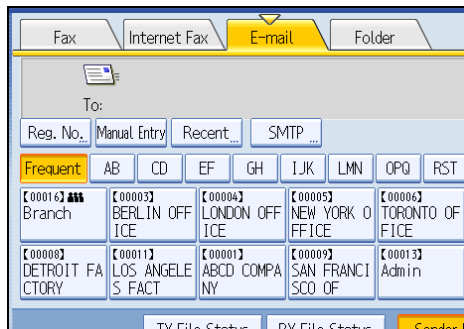
To add another destination, repeat steps 6 and 7.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

8. Press the [Start] key.

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

⬇ **Note**

- Depending on the security settings, [Manual Entry] might not appear and you might not be able to enter the e-mail address.

- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".

- For details about text entry, see "Entering Text", About This Machine.

- For details about canceling a transmission, see "Canceling a Transmission".

- The Facsimile Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Facsimile Features", General Settings Guide.

- If you press [Prg. Dest.], you can register an entered destination in the destination list. For details about programming destinations, see "Registering Entered Destinations to the Address Book".

- For the maximum number of digits that can be included in a destination, see "Maximum Values".

- When the sender is specified, the transmission result etc. is sent to the sender's e-mail address.

- If "Auto Specify Sender Name" is set to "On" in "System Settings", the sender is automatically specified and you can omit the procedure for specifying a sender. If "On" is selected, the either administrator's or this machine's e-mail address appears in the "From" field. For details about Auto Specify Sender Name, see "System Settings", General Settings Guide.

- If "Auto Specify Sender Name" is set to "Off" in "System Settings" and no e-mail address is registered for the sender you specified, e-mail documents cannot be sent.

Reference

- p.98 "Using the Address Book to Specify Destinations"
- p.108 "Registering Entered Destinations to the Address Book"
- p.131 "Sender Settings"
- p.142 "Canceling a Transmission"
- p.318 "Maximum Values"

Bypassing the SMTP server

You can send e-mail documents directly to their destinations without going through the SMTP server.

Normally, e-mail is sent through the SMTP server. With this feature however, the domain part of the destination's e-mail address is read as the SMTP server's address and transmissions bypass the SMTP server. Since this reduces the load on the server, you can send e-mails without having to take into account the transfer time from server to destination.

Important

- To use this function, the following settings must be specified:
    - In "System Settings", "SMTP Server", in "File Transfer", set the port number to "25".
    - To specify the host name of the other party as the domain part of the e-mail address, register the host name of the other party on the DNS server.
    - For details about these settings, see "System Settings", General Settings Guide and "Special Operations under Windows", Network Guide.
- If the other party's IP address is not registered on the DNS server, specify the IP address at the domain part of the e-mail address.
- To send a document over an IPv6 network, you must specify the other party's host name (not IP address) as the domain part.
- To use this function, the other party's computer or server must:
    - be in an environment where e-mail can be received
    - be connected to the same LAN as this machine
    - support SMTP reception and have its reception protocol set to SMTP
- SMTP authentication set on the other party's computer or server is disabled when e-mail is sent using this function.
- If e-mail is sent from the other party using this function, even if reception fails, Error Mail Notification is not sent to the sender.
- When e-mail is sent using this function, even if transmission fails, the server does not send error notification e-mail.

• **When using this function, you cannot send e-mail to the administrator e-mail address that is registered on this machine.**

There are two ways of specifying a destination, as follows:

By specifying the other party's host name

Specify a destination's e-mail address by adding the other party's host name to the domain part of the e-mail address. Specify the address after the @ as follows: "host name", ". (dot)", and "domain name".

xxxx@host name of the other party.domain name

For example, if the other party's e-mail address is "abc@defcompany.com" and the host name is "HOST":

abc@HOST.defcompany.com

By specifying the other party's IP address

Specify a destination's e-mail address by changing the domain part of the e-mail address to the other party's IP address.

xxxx@[the other party's IP address]

For example, if the other party's e-mail address is "abc@defcompany.com" and the IP address is "192.168.1.10":

abc@[192.168.1.10]

Use the following procedure to bypass the SMTP server.

1. **Press [E-mail] to switch the transmission type to e-mail.**
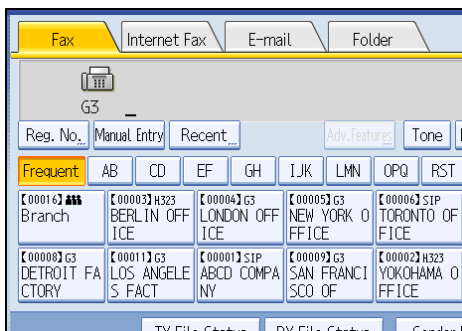
2. **Press [SMTP].**
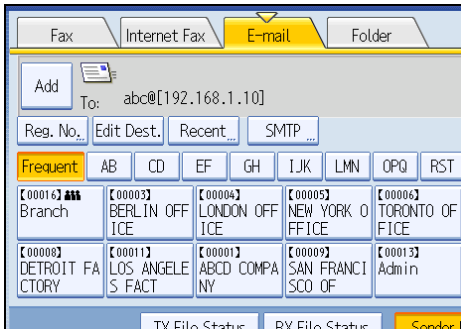
3. **Press [No].**
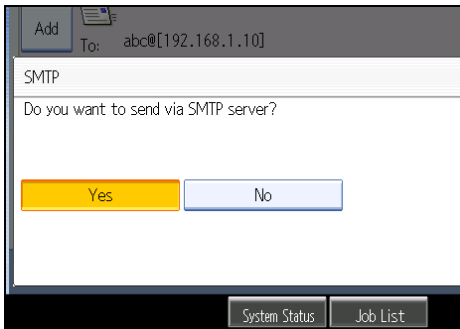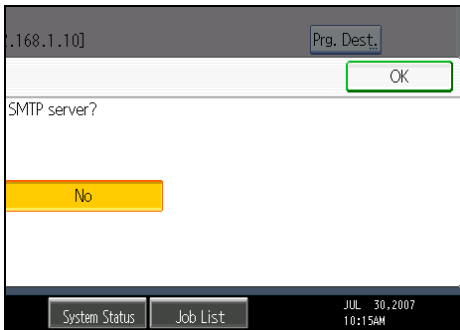
4. **Press [OK].**

↓Note

- If you use [Manual Entry] to specify the destinations directly, you can also specify whether or not to use SMTP server for each destination.

- If you use the destination list to select the destinations, the SMTP server setting specified in the Address Book is enabled.

Sending to Folder Destinations

You can specify a folder destination by selecting a Destination key from the destination list.

⭐ **Important**

- To send to a folder destination, you must first register the path for the folder in the Address Book. You cannot enter the path on the standby display. For details about how to register a folder destination, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

1. **Press [Folder] to switch the transmission type to folder.**
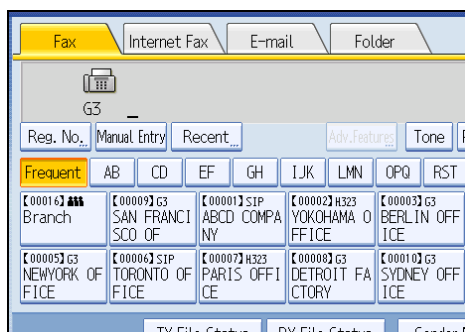
2. **To set the file type, press [File Type].**
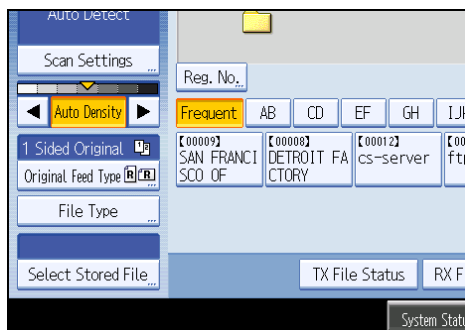
Select [TIFF] or [PDF], and then press [OK].
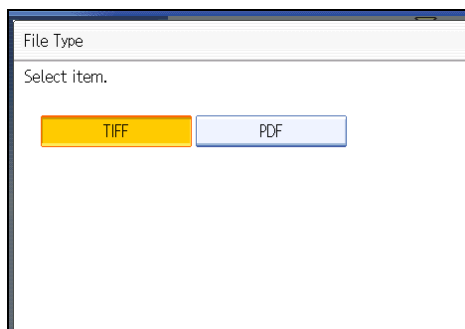
3. Press the Destination key to specify a destination.
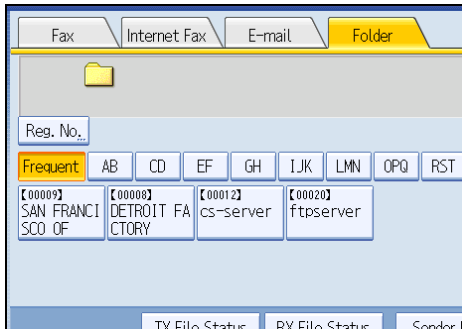
4. Specify the next destination.
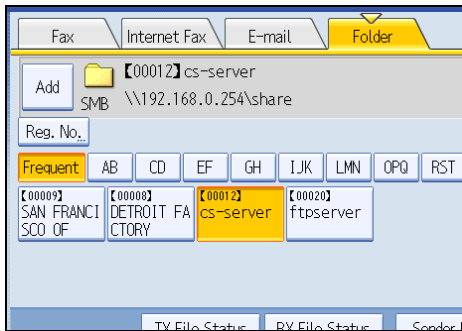
To add another folder destination, press the next Destination key.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

5. Press the [Start] key.

⬇ Note

- Folder transmission is performed using Memory Transmission, which automatically starts transmission after storing documents in memory. If you switch the type of transmission to folder while the machine is in Immediate Transmission mode, the transmission mode is automatically switched to Memory Transmission.

- For details about canceling a transmission, see "Canceling a Transmission".

- The Facsimile Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Facsimile Features", General Settings Guide.

🗐 Reference

- p.142 "Canceling a Transmission"

Using the Address Book to Specify Destinations

When destinations are programmed in a destination list, you can specify a destination by selecting a Destination key from the destination list.

The programmed name appears on Destination key.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

⭐**Important**

- In the destination list, program destinations in advance. For details about programming destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

1. **Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.**

2. **Press the title word key where the desired destination is programmed.**

   For example, if you want to specify "NewYork Office" programmed in "LMN", press [LMN].

3. **Press the Destination key programmed with the desired destination.**
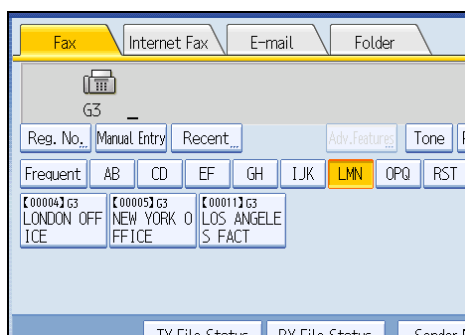
   If the desired Destination key is not shown, press [▲] and [▼] to look through the list.

   To cancel the selection, press the selected Destination key again. You can also press the [Clear/Stop] key to cancel the selection.

   To select more destinations, repeat steps 2 and 3.

   The destination is set and the Destination key is highlighted.

4. Press the [Start] key.

⬇ **Note**

- To check the contents of Destination keys, print the destination list using Print Address Book: Destination List under System Settings. For details about the printing method, see "System Settings", General Settings Guide.

Switching the type of title in the Address Book

There are three types of titles for destination lists; "Title 1", "Title 2", and "Title 3".

1. **Press [Change Title].**
2. **Select the type of the title, and then press [OK].**

Specifying Group Destinations

If you program multiple destinations into a group, you can send documents to all destinations in that group using just a few keystrokes.

Destinations programmed in a group are indicated by a group icon ▦.

⭐ **Important**

- In the destination list, program groups in advance. For details about programming destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

- Group destination can be used only for Memory Transmission; it cannot be used for Immediate Transmission. The machine automatically changes to Memory Transmission when you use group destination.

- The total number of destinations programmed in multiple groups should not exceed the maximum number of destinations you can specify per file, see "Maximum Values".

1. **Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.**
2. **Press the Destination key programmed with the desired group.**
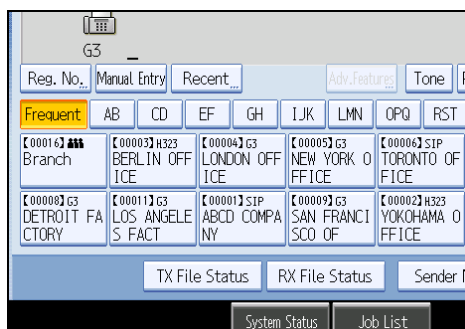
The destination is set and the Destination key is highlighted.

To select more groups, repeat step 2.

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

⤵**Note**

- To view which destinations are registered in a group, print the group list using the Print Address Book: Destination List function under System Settings. For details about the printing method, see "System Settings", General Settings Guide.

- A confirmation message appears if the destination group includes an address that is incompatible with the specified transmission type. Press [Select] to specify destinations where the numbers or addresses of the specified transmission type are registered. Press [Cancel] to change the destination.

- To cancel any destination(s) among the group, press [Expand Group Dest.] in [Check Modes]. Then, on the standby display, press [▲] and [▼] to display the desired destination, and then press the [Clear/Stop] key. You can also cancel a transmission by pressing the highlighted Destination key to deselect it.

🔲**Reference**

- p.318 "Maximum Values"

International TX Mode

If you set the International TX mode to [On], the machine sends faxes at lower speed. This improves the chances of successful reception, but increases the time required for sending.

To send a fax using International TX Mode, you must first set the International TX mode to [On] and register the destination in the Address Book. For details about how to register destinations for International TX Mode, see "Registering Address and User for Facsimile/Scanner Functions", General Settings Guide.

Selecting Destinations from Recent Destinations

The machine stores the latest destinations specified for each transmission method.

This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination again.

⭐**Important**

- The following kinds of destinations are not stored:
    - Destinations specified using the destination list
    - Destinations specified as a group destination
    - Destinations dialed using the external telephone
    - Destinations selected from Recent Destinations (regarded as already stored in memory)

1

- Second and later destinations broadcasted to
- Destinations specified in the LAN-Fax Driver on the computer
- Folder destination

1. **Place the original, and then select the scan settings you require.**
2. **Press [Recent].**
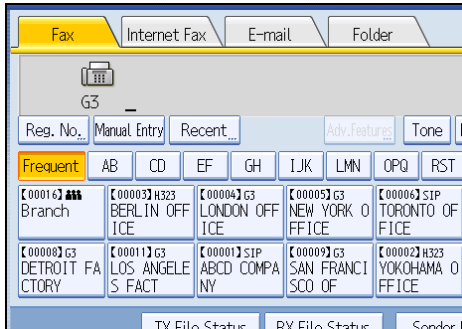
3. **Select the destination you want to redial to, and then press [OK].**
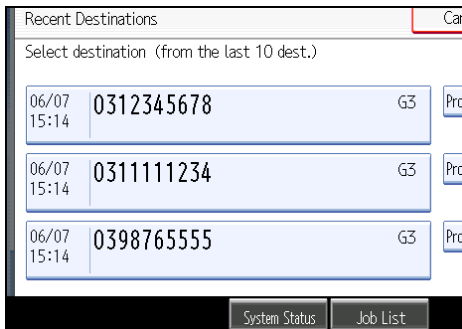
4. **Press the [Start] key.**

⬇ Note

- You can select Internet Fax, IP-Fax, and e-mail destinations from Recent Destinations as well.
- When you press [Program Dest.], you can register a selected destination in the destination list. For details about storing a destination you selected, see "Registering Entered Destinations to the Address Book".
- For the maximum number of recent destinations the machine can store, see "Maximum Values".

🔹 Reference

- p.108 "Registering Entered Destinations to the Address Book"
- p.318 "Maximum Values"

Programming Destinations in the Address Book

This section explains how to register a fax number in the Address Book.

You can register fax numbers, Internet Fax destinations, e-mail destinations, IP-Fax destinations, and folder destinations in the Address Book. For details about how to register Internet Fax destinations, e-mail destinations, IP-Fax destinations, and folder destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

⬇Note

- You can also register Address Book fax numbers, Internet Fax destinations, e-mail destinations, IP-Fax destinations, and folder destinations to groups.

- You can register destinations using [Prg. Dest.] on the initial display.

- In the facsimile initial display, if you change the contents of the Address Book, the "Destination list / machine settings are updated." message appears. Press [Exit] to bring back the facsimile initial display.

- You can register destinations in the Address Book using Web Image Monitor. For details about installation or operation of it, see "Monitoring and Configuring the Printer", Network Guide, or, for information about the Address Book, see the relevant Help topics.

Registering a Fax Destination

This section explains how to register a name and fax number to the Address Book.
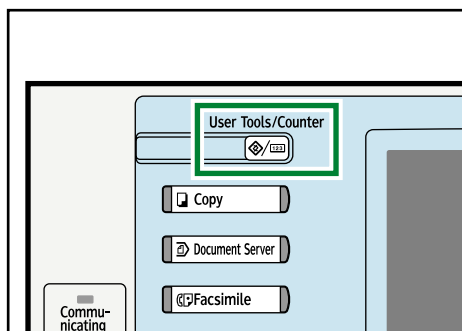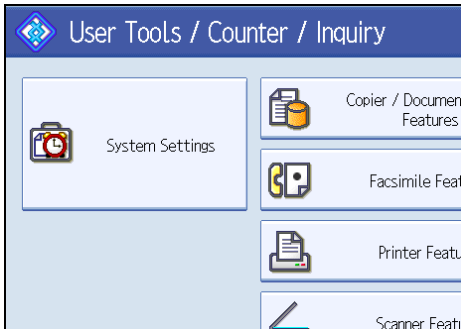
1. **Press the [User Tools/Counter] key.**

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2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Address Book Management].**

5. **Check that [Program / Change] is selected.**

6. **Press [New Program].**
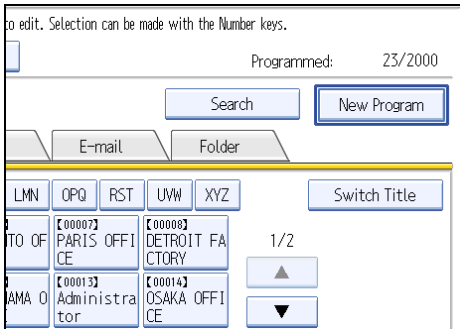
7. **Press [Change] under "Name".**
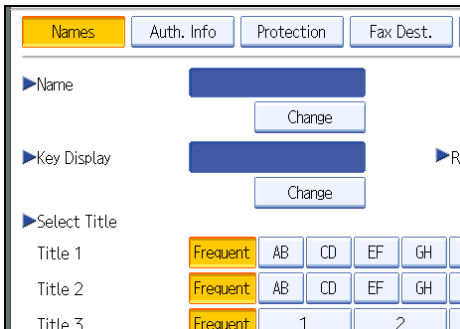
The name entry display appears.

8. **Enter the name, and then press [OK].**

9. **Press the key for the classification you want to use under "Select Title".**

1

10. **Press [Fax Dest.].**

11. **Press [Change] under "Fax Destination".**

12. **Enter the fax number using the number keys, and then press [OK].**

13. **Specify the following functions for each destination, as necessary:**

    - Select Line: specify a line port for each destination.

    - Adv. Features: program SUB/SID/SEP/PWD Codes.

    - International TX Mode: set whether or not to use International TX Mode.

    - Fax Header: specify the header that appears on your faxes when the receiver prints them.

    - Label Insertion: specify label information such as the destination name that appears on your faxes when the receiver prints them.

14. **Press [OK].**

15. **Press [Exit].**

16. **Press the [User Tools/Counter] key.**

🔸 **Note**

- For details about the procedure in step 13, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

Changing a Fax Destination

This section explains how to change a name and fax number registered in the Address Book.
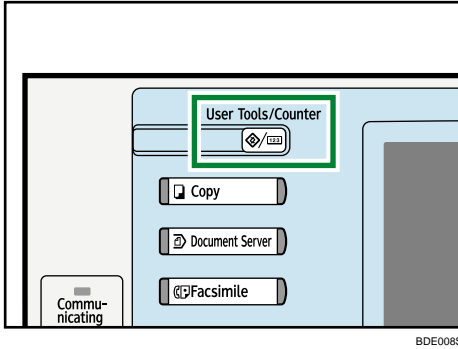
1. **Press the [User Tools/Counter] key.**

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2. **Press [System Settings].**
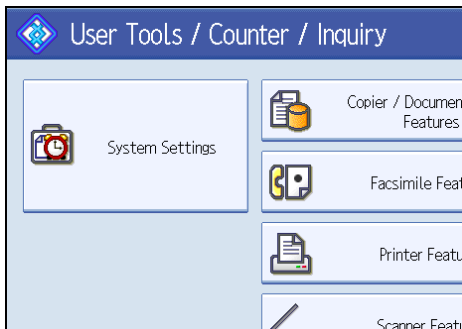
3. **Press [Administrator Tools].**

4. **Press [Address Book Management].**

5. **Check that [Program / Change] is selected.**

6. **Select the name whose fax destination you want to change.**

   Press the name key, or enter the registration number using the number keys.

7. **To change the name or key display, press [Change] under "Name" or "Key Display".**
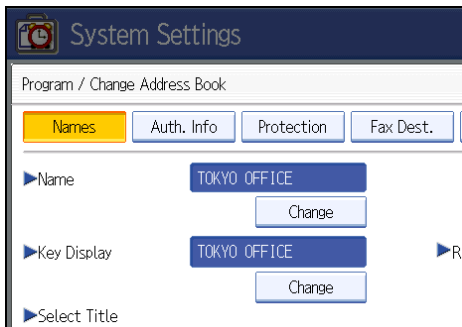
8. **Enter the name or key display, and then press [OK].**

9. **To change the title, press the key for the classification you want to use from "Select Title".**

10. **Press [Fax Dest.].**
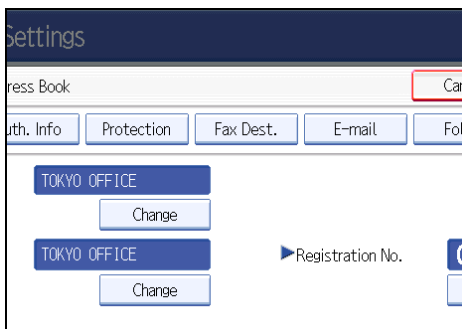
11. **Press [Change] under "Fax Destination".**
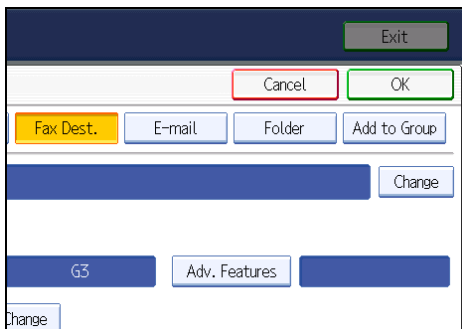
12. **Enter the new fax number using the number keys, and then press [OK].**

13. **Change the settings of "Select Line", "Adv. Features", "International TX Mode", "Fax Header", and "Label Insertion", as necessary.**

14. **Press [OK].**

15. **Press [Exit].**

16. **Press the [User Tools/Counter] key.**

Note

- For details about the procedure in step 13, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide.

Deleting a Fax Destination

This section explains how to delete destination information from the Address Book.

1. **Press the [User Tools/Counter] key.**
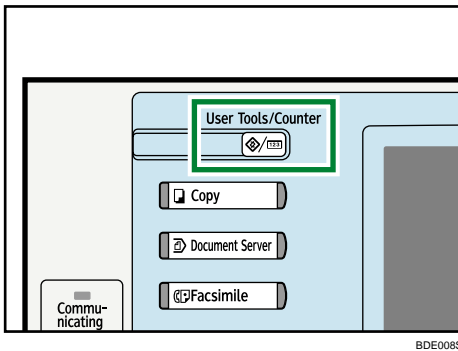
BDE008S

2. **Press [System Settings].**

3. **Press [Administrator Tools].**
4. **Press [Address Book Management].**

1
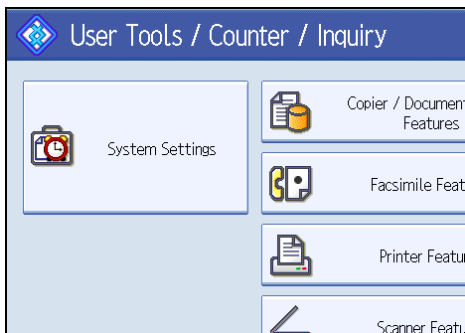
5. **Press [Delete].**
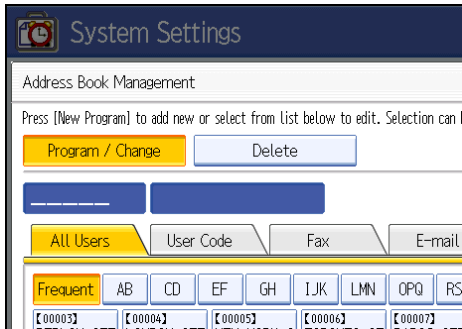
6. **Select the name you want to delete.**

   Press the name key, or enter the registration number using the number keys.

7. **Press [Yes].**

8. **Press [Exit].**

9. **Press the [User Tools/Counter] key.**

Registering Entered Destinations to the Address Book

This section explains how to register a directly entered fax number, Internet Fax destination, IP-Fax destination, or e-mail destination to the Address Book.

1. **Press [Prg. Dest.].**
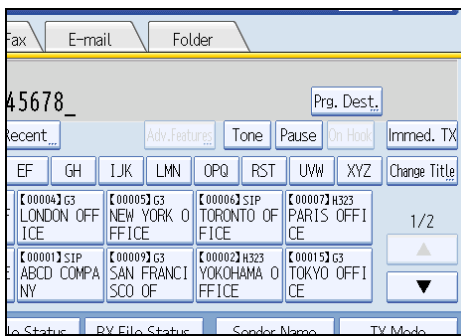
2. **Press [Names] and enter any necessary information.**

3. **Press [OK].**

⬇ **Note**

- For details about registering destinations, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide.

- Depending on the security settings, [Prg. Dest.] might not appear and you might not be able to register the destination.

- To use an e-mail address registered in the Address Book as an e-mail destination, specify "Use E-mail Address for" for [E-mail / Internet Fax Destination].

Searching for a Destination in the Address Book

Use this function to search for a destination registered in the destination list or on the LDAP server.

⭐ **Important**

- **To search for a destination from an LDAP server, the LDAP server must be registered in advance. For details about registering LDAP servers, see "System Settings", General Settings Guide.**

🔽 **Note**

- Press the transmission type tab on the Search Destination screen to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

- The search returns only destinations whose first characters match the entered characters.

- A warning message appears if the search returns more than the maximum number of destinations you can search for at a time. Press [Exit] and change the destination name to view fewer destinations.

- For the maximum number of destinations you can search at a time using [Search Dest.], see "Maximum Values".

- Although one user can program multiple e-mail addresses, only one address can be retrieved by the search. The address retrieved by the search depends on the searching method supported by the LDAP server. However, the address programmed first is normally retrieved.

📄 **Reference**

- p.318 "Maximum Values"

Search by Destination Name

This section explains how to search for a destination registered in the Address Book by name.

1. **Press [Search Dest.].**
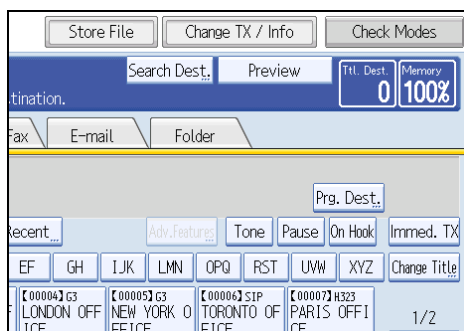
2. **Select a search destination.**

   To search through the Address Book, select [Address Book].

   To search through an LDAP server, select the relevant LDAP server.
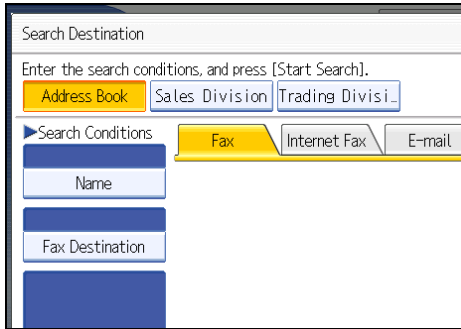
3. **Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.**

   If you selected an LDAP server in step 2, you cannot select [Folder].
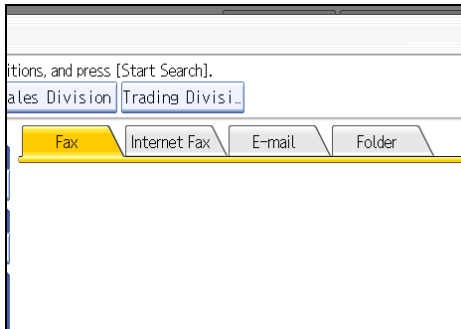
4. **Press [Name].**
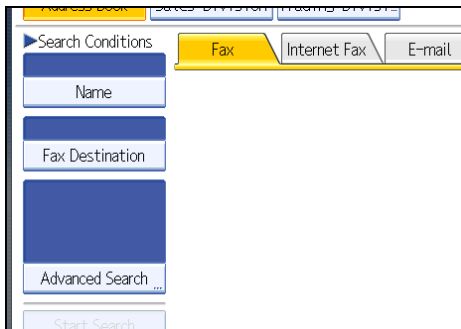
5. Enter the destination name you want to search for, and then press [OK].
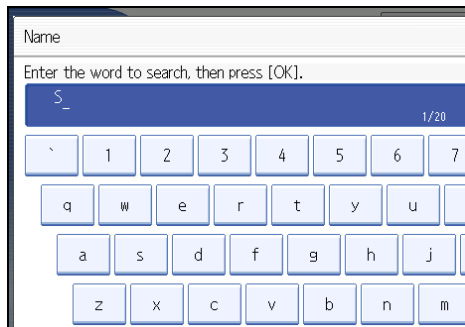
If you enter a wrong destination name, press [←], [→], [Backspace], or [Delete All], and then enter the destination name again.

6. Check the characters you have entered are correct, and then press [Start Search].
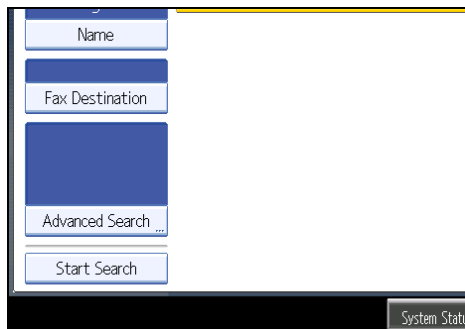
When the search is finished, a result appears.

7. Select a destination.
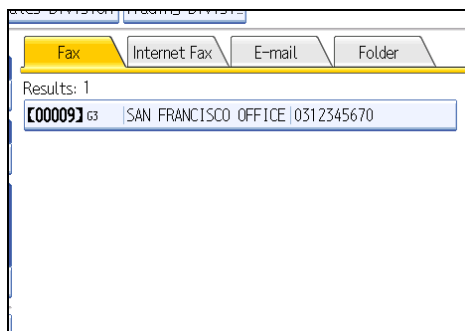
If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

Press [Details] to display the details of a selected destination.

⬇**Note**

• For details about text entry, see "Entering Text", About This Machine.

Search by Fax Number/IP-Fax Destination

This section explains how to search for a destination registered in the Address Book by fax number or IP-Fax destination.
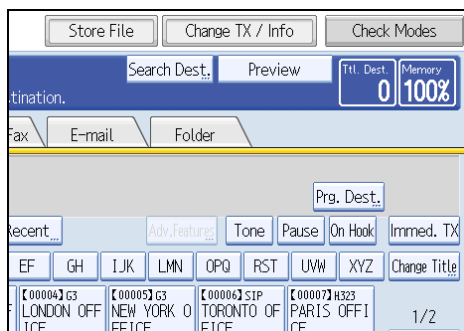
1. **Press [Search Dest.].**

2. **Select a search destination.**

   To search through the Address Book, select [Address Book].

   To search through an LDAP server, select the relevant LDAP server.
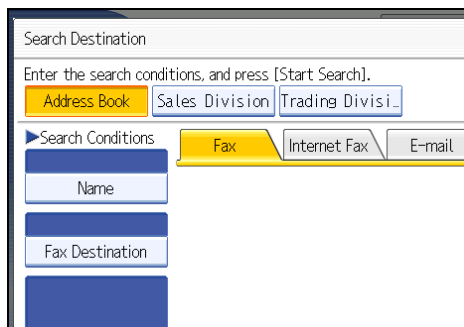
3. **Press [Fax Destination].**
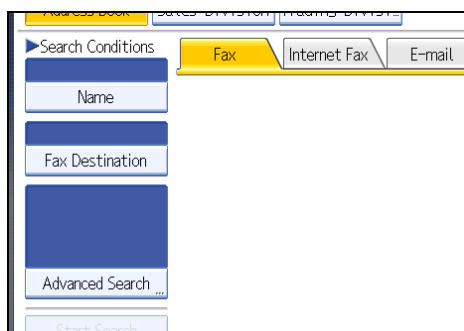
4. **Enter the number you want to search for, and then press [OK].**

   To search for an IP-Fax destination, enter the IP-Fax destination that you want to find.
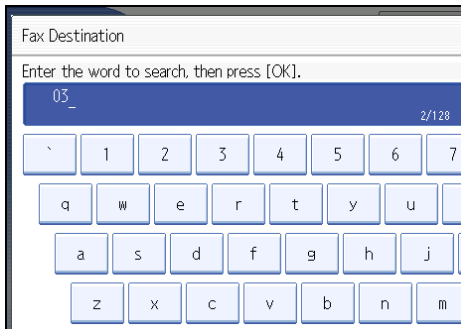
If you enter a wrong number, press [←], [→], [Backspace], or [Delete All], and then enter the number again.

5. **Check the fax numbers you have entered are correct, and then press [Start Search].**
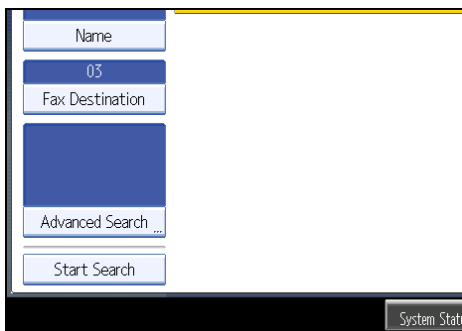
When the search is finished, a result appears.

6. **Select a destination.**
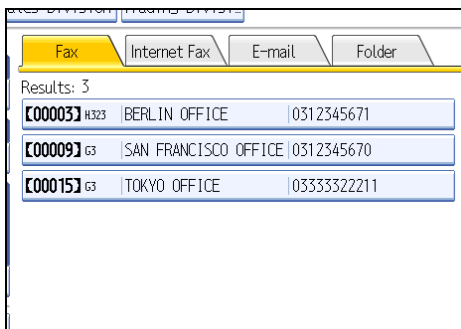
If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

Press [Details] to display the details of a selected destination.

Search by Internet Fax Destination

This section explains how to search for a destination registered in the Address Book by Internet Fax destination.

1. **Press [Search Dest.].**
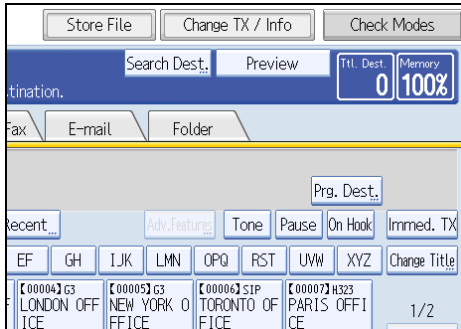
2. **Select a search destination.**

   To search through the Address Book, select [Address Book].

   To search through an LDAP server, select the relevant LDAP server.
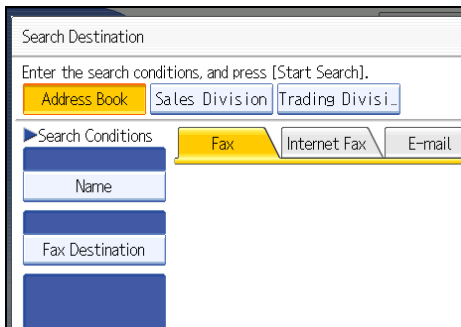
3. **Press [Internet Fax] to switch the transmission type to Internet Fax.**
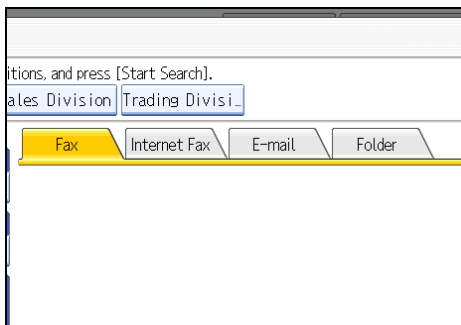
4. **Press [E-mail Address].**
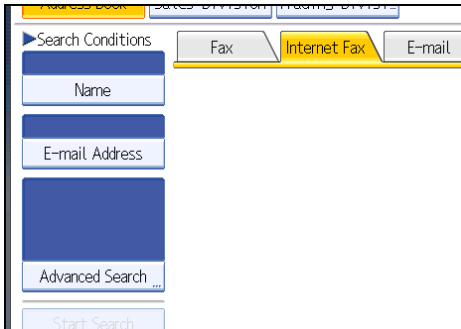
5. **Enter the e-mail address (Internet Fax destination) you want to search for, and then press [OK].**

If you enter a wrong character, press [←], [→], [Backspace], or [Delete All], and then enter the character again.

6. **Check the characters you have entered are correct, and then press [Start Search].**

When the search is finished, a result appears.

1
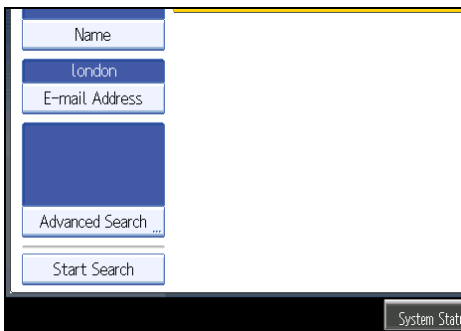
7. Select a destination.
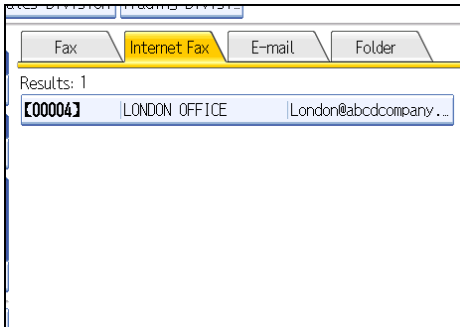
If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

Press [Details] to display the details of a selected destination.

Search by E-mail Destination

This section explains how to search for a destination registered in the Address Book by e-mail destination.
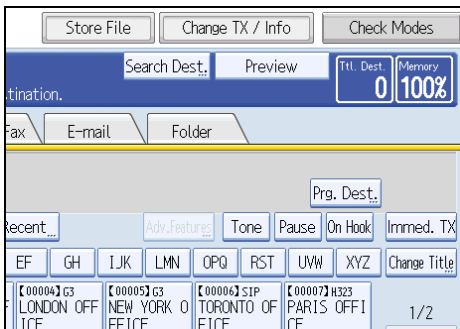
1. Press the [Search Dest.].

2. Select a search destination.

To search through the Address Book, select [Address Book].

To search through an LDAP server, select the relevant LDAP server.

1
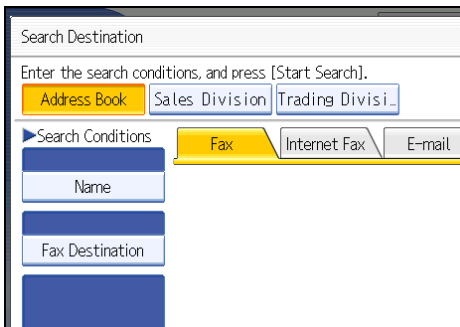
3. **Press [E-mail] to switch the transmission type to e-mail.**
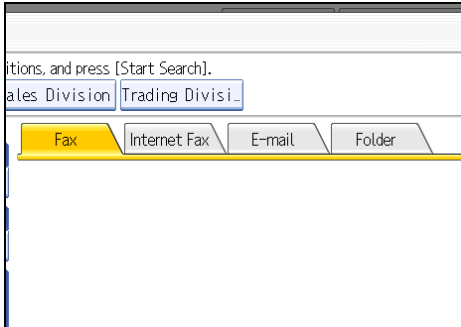
4. **Press [E-mail Address].**
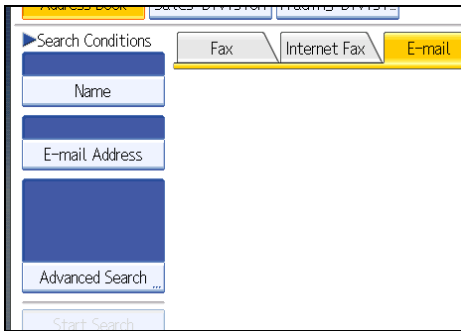
5. **Enter the e-mail address (e-mail destination) you want to search for, and then press [OK].**
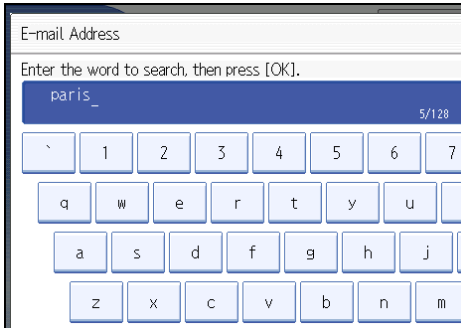
If you enter a wrong character, press [←], [→], [Backspace], or [Delete All], and then enter the character again.

6. Check the characters you have entered are correct, and then press [Start Search].
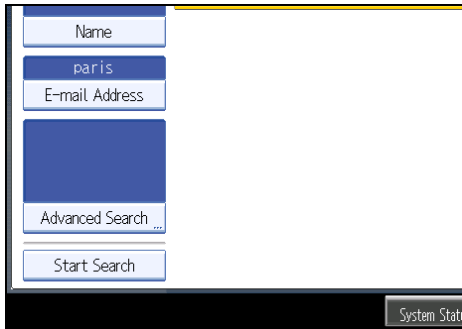
When the search is finished, a result appears.

7. Select a destination.
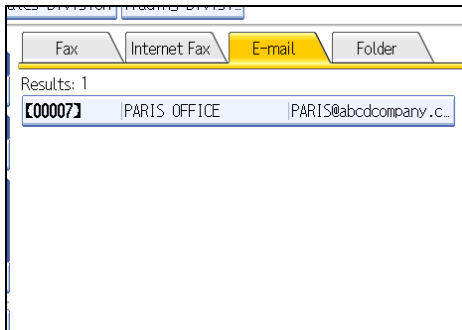
If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

Press [Details] to display the details of a selected destination.

Search by Folder Destination

This section explains how to search for a destination registered in the Address Book by folder destination.

1. Press the [Search Dest.].

1
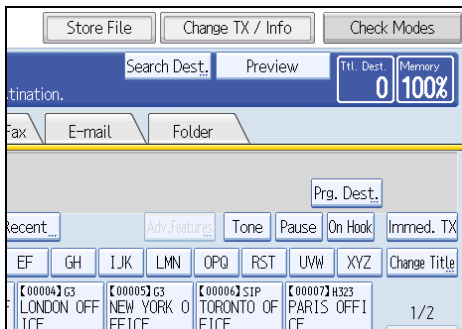
2. **Make sure that [Address Book] is selected.**
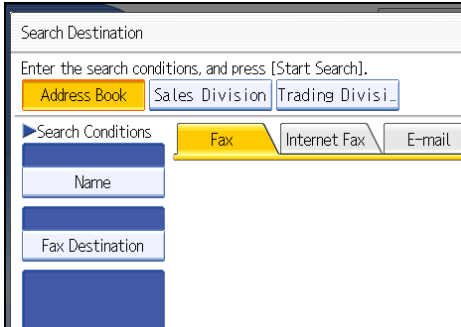
3. **Press [Folder] to switch the transmission type to folder.**
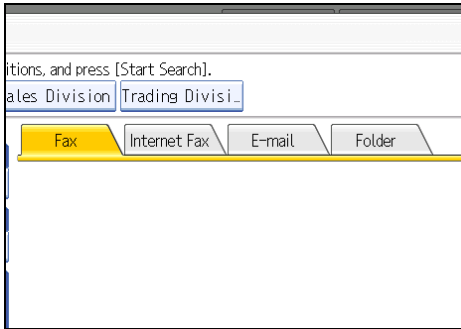
4. **Press [Folder Name].**

1
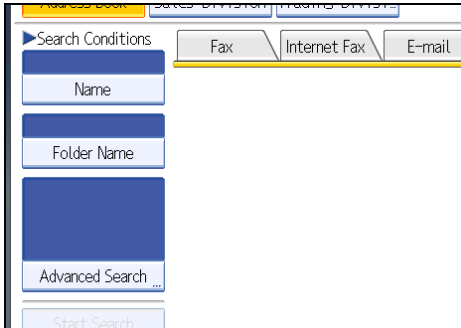
5. **Enter the folder name you want to search for, and then press [OK].**
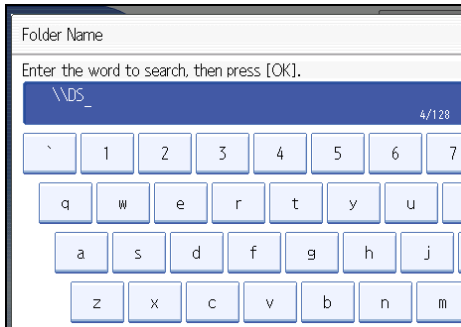
If you enter a wrong character, press [←], [→], [Backspace], or [Delete All], and then enter the character again.

6. **Check the characters you have entered are correct, and then press [Start Search].**
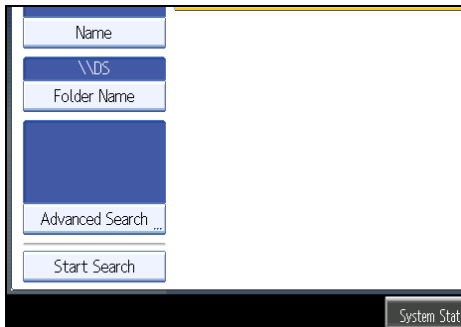
When the search is finished, a result appears.

7. **Select a destination.**
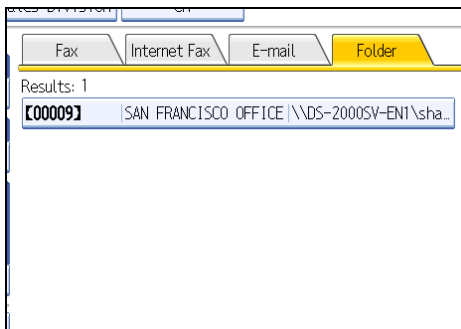
If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

Press [Details] to display the details of a selected destination.

Search Using Advanced Search

This section explains how to search for a destination registered in the Address Book by specifying search criteria.

1. **Press [Search Dest.].**
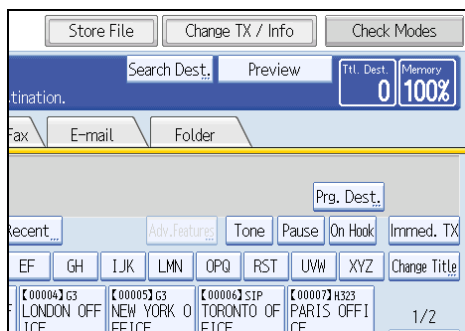
2. **Select a search destination.**

   To search through the Address Book, select [Address Book].

   To search through an LDAP server, select the relevant LDAP server.
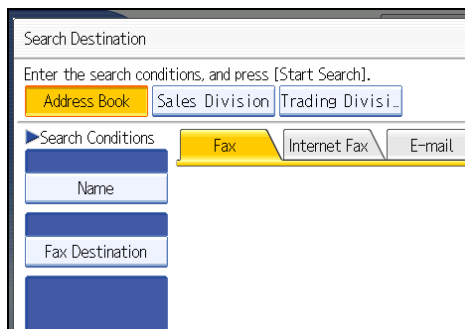
3. **Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.**

   If you selected an LDAP server in step 2, you cannot select [Folder].
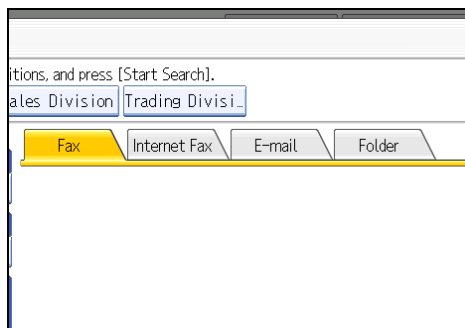
4. **Press [Advanced Search].**
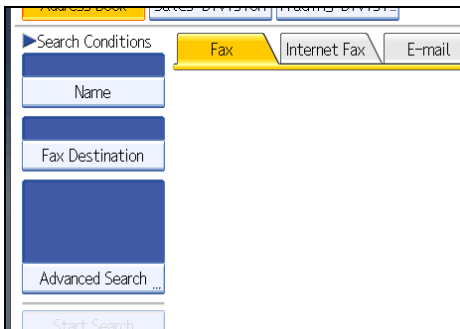
5. **Press the key for each condition, and then enter a partial string.**

The following conditions can be specified for Address Book searches: Name, Fax Destination, E-mail Address, and Folder Name.

The following conditions can be specified for LDAP server searches: Name, Fax Destination, E-mail Address, Company Name, and Department Name.

6. **Select search criteria for each condition.**

The meanings of the search criteria are as follows:

- [Beginning Word]: Search for strings that start with the specified character.

  Example: When searching for "ABC", enter "A".

- [End Word]: Search for strings that end with the specified character.

  Example: When searching for "ABC", enter "C".

- [Exact Match]: Search for strings that fully match the specified character.

Example: When searching for "ABC", enter "ABC".

- [Include one Word]: Search for strings that include the specified character.

  Example: When searching for "ABC", enter "A", "B", or "C".

- [Exclude Words]: Search for strings that do not include the specified character.

  Example: When searching for "ABC", enter "D".

- [Fuzzy Search]: Perform a fuzzy search.

  This item appears when selecting an LDAP server in step 2. The performance of fuzzy search depends on the search method supported by the LDAP server.

7. **Press [OK].**

8. **Press [Start Search].**
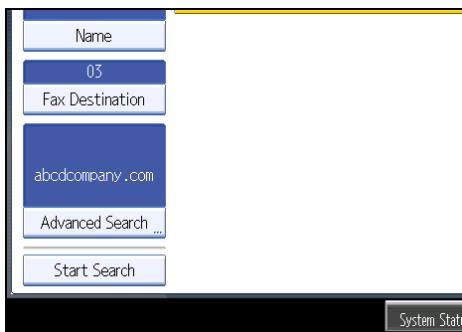
When the search is finished, the search result appears.

9. **Select a destination.**

If the destination you require does not appear, press [▲] or [▼] to display it.

Press [Details] to display the details of a selected destination.

⬇️Note

- You can add one additional search condition for LDAP servers by specifying the Search Options under Program / Change / Delete LDAP Server under System Settings. See "System Settings", General Settings Guide.

- The string you enter in the [Name] condition field is read as the first or last name, depending on the administrator's setting. For example, to search for the name "John Smith", ask the system administrator whether you should enter "John" or "Smith".

- For details about text entry, see "Entering Text", About This Machine.

Search by Registration Number

This section explains how to search for a destination by specifying a registration number stored in the destination list.

1. **Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.**
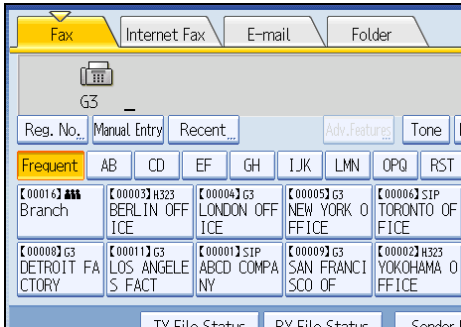
2. **Press [Reg. No.].**

   The registration number entry display appears.

3. **Enter a registration number using the number keys, and then press [⌗].**
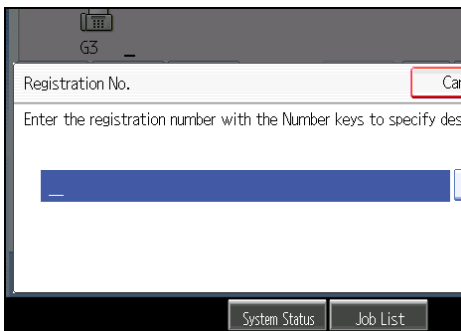
   While usually a registration number is displayed in the five-digit format, you do not need to enter the first zeros of a registration number.

   If you make a mistake, press [Clear] before pressing [⌗], and then try again.

4. **Press [OK].**
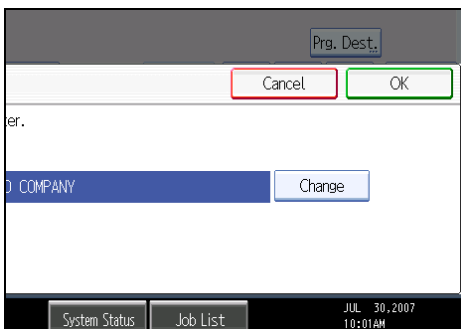
   The corresponding destination appears.
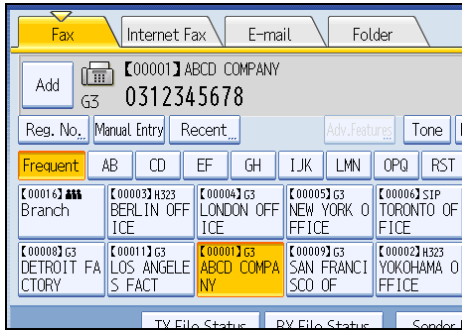
Note

- If the "Cannot find the specified Registration No." message appears, the specified registration number or selected type of transmission is wrong or does not exist. Press [Exit], check the registration number again, and then follow the procedure from step 1 or 3.

On Hook Dial

The On Hook Dial function allows you to dial while listening to the tone from the internal speaker.

You can send a fax checking the connection.

⭐ **Important**

- This function is not available for the extra G3 line, Internet Fax, IP-Fax, and transmission to e-mail/folder destinations.

1. **Place the original, and then select the scan settings you require.**
2. **Press [On Hook].**
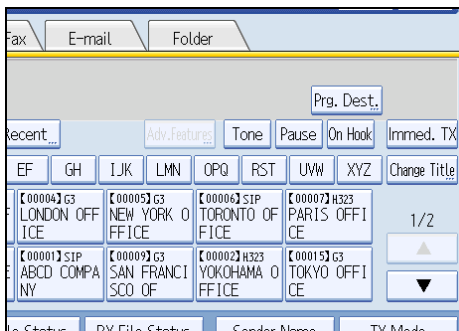
   You will hear a low tone from the internal speaker.

   If you want to cancel this operation, press [On Hook] again.

3. **Dial.**
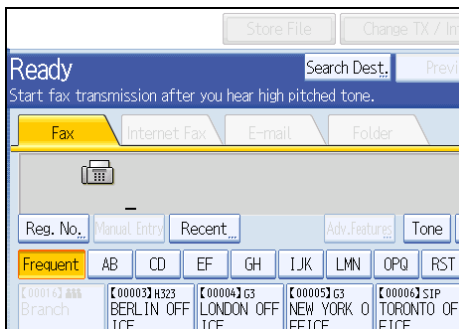
   The machine immediately dials the destination.

   If you make a mistake, press [On Hook] or the [Clear Modes] key, and then try again.

4. **When the line is connected and you hear a high-pitched tone, press the [Start] key.**

   Transmission starts.

   If you want to cancel a transmission, press the [Clear/Stop] key, and then remove the originals.

   After transmission, the standby display appears.

Note

- This function is unavailable in some countries.

- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".

- Press [Vol...] to display the Adjust Sound Volume screen, and then press [Louder] or [Lower] to adjust the volume of the on-hook sound. The volume can also be preprogrammed in the Facsimile Features menu.

- If you have the optional handset or an external telephone on the fax machine, you can speak with the other party when you hear a voice. If you hear a voice before pressing the [Start] key, pick up the optional handset or the handset of the external telephone and tell the receiver you want to send a fax document (ask them to switch to facsimile mode).

- The Facsimile Features menu contains the On Hook Mode Release Time setting, which allows you to specify the time after which On Hook mode is deactivated. See "Facsimile Features", General Settings Guide.

Reference

- p.98 "Using the Address Book to Specify Destinations"

1

Manual Dial

Pick up the optional handset or the handset of the external telephone and dial. If you hear a voice at the other end, continue conversation as normal.

⭐ **Important**

- **The optional handset or an external telephone is required.**

- **This function is not available for the extra G3 line, Internet Fax, IP-Fax, and transmission to e-mail/ folder destinations.**

1. **Place the original, and then select the scan settings you require.**

2. **Pick up the handset.**

   You will hear a dial tone.

3. **Dial.**
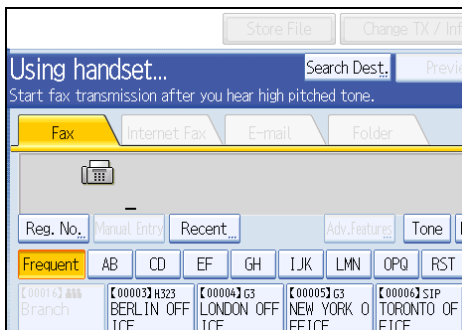
   The machine immediately dials the destination.

   If you make a mistake, replace the handset, and then try again from step 2.

4. **When the line is connected and you hear a high-pitched tone, press the [Start] key to send your fax document.**

   If you hear a voice, tell the receiver that you want to send them a fax document (ask them to switch to facsimile mode).

   Transmission starts.

5. **Replace the handset.**

   If you want to cancel a transmission, press the [Clear/Stop] key, and then remove the originals.

   After transmission, the standby display appears.

⬇ **Note**

- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".

• When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the optional handset or the handset of the external telephone. You must first press the operation switch to turn on the machine.

🗎 **Reference**

• p.98 "Using the Address Book to Specify Destinations"

Sender Settings

Select a user that you want to specify as a sender.

If the sender's e-mail address is registered in the destination list, the sender can receive transmission results by e-mail.

Also, if you enable the Stamp Sender Name, the registered sender's name (user name) appears on the receiver's sheet, lists, and report.

⭐**Important**

- You must first register the senders in the destination list using "Address Book Management" in "System Settings" to specify their e-mail addresses, and then specify "Use Name as" for [Sender]. If you want senders to receive e-mail notification of transmission results, specify "Use Name as" for both [Sender] and [Destination]. For details about these settings, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

- If user authentication is set, the user logged in is set as sender. The transmission result is sent to the logged-in user's e-mail address.

1. **Place the original, and then select the scan settings you require.**

2. **Press [Sender Name].**
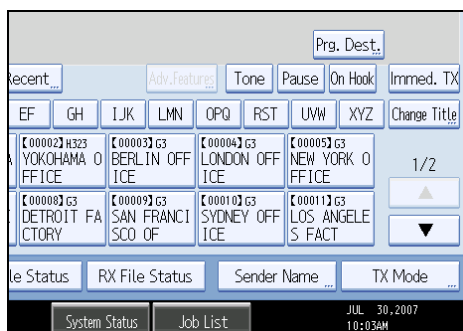
3. **Select a sender.**
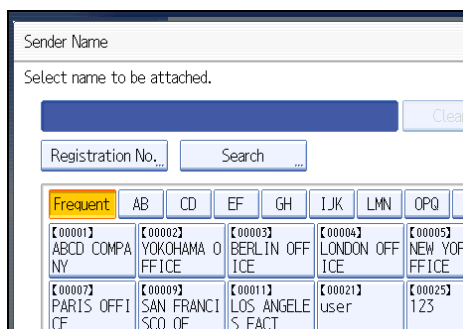
To select a sender by specifying the registration number registered in the Address Book, press [Registration No.].

To search for a sender from the Address Book, press [Search].

If a destination protection code is set, the entry screen appears. Enter the protection code for destination using the number keys, and then press [OK].

4. **Confirm the selected sender, and then press [OK].**
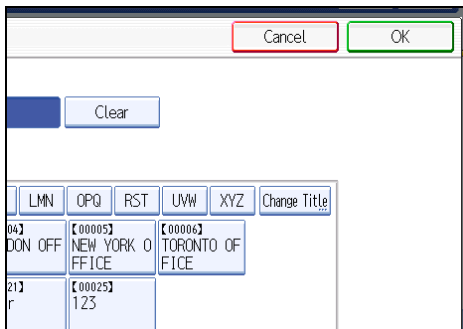
5. **To print the sender's name on the receiver's sheet, press [Stamp Sender Name] to highlight it.**

If you enable this function, the sender's name (user name) appears on the receiver's sheet, lists, and report.
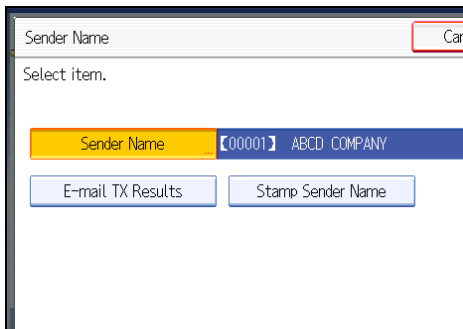
6. **To confirm the transmission results by e-mail notification, press [E-mail TX Results] to highlight it.**

If the sender's e-mail address is registered, you can send the transmission result to the registered e-mail address.
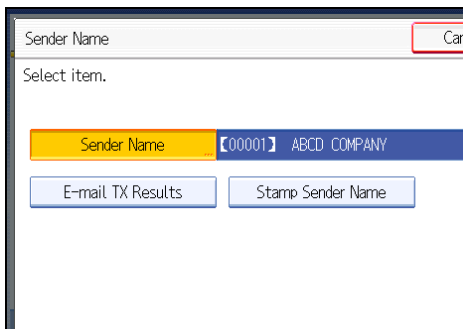
7. **Press [OK].**

The standby display appears.

To check the settings, press [Sender Name].

8. **Specify the destination, and then press the [Start] key.**

⬇Note

- You can confirm transmission results by using both the E-mail TX Results function, which sends the results by e-mail, and the Communication Result Report printed by the machine. You can set whether to use both of these together in User Parameter (switch 10, bit 6) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

- You can use Communication Result Report, etc. to check usage status by specified users. If user authentication is set, you can check usage by logged-in users. If User Code is set to sender, you can count the number of uses by each user.

- To cancel the Sender Name, cancel the transmission. See "Canceling a Transmission".

📄Reference

- p.142 "Canceling a Transmission"

Advanced Features

This section describes how to specify a destination using advanced features.

Setting SUB Codes for Transmission

This section explains how to send a document with a SUB Code as a confidential transmission.

A SUB Code is an ID consisting of numbers, **#**, **✳**, and spaces. Document transmitted with a SUB Code is stored in the other party's memory, and not printed automatically. The other party inputs the SUB Code to print the received document. Privacy can be mutually protected when transmitting a confidential document intended for a particular receiver, since only a person who knows the SUB Code can print the document.

Documents can also be sent via facsimiles that have the Transfer Station function.

This function helps you save costs when you send the same document to more than one place in a distant area, and saves time since many documents can be sent in a single operation.

⭐ **Important**

- Documents can be sent to facsimiles that have the Personal Box function.
- A SUB Code cannot be used with Internet Fax, e-mail transmission, and folder transmission.
- To use this function, set [SUB Code Transmission] to on. For details about [SUB Code Transmission], see "SUB Code Transmission".
- Obtain the SUB Code of the other party in advance.
- When sending a confidential document, inform the other party of the SUB Code in advance.

1. **Place the original, and then select the scan settings you require.**
2. **Press [TX Mode].**

1
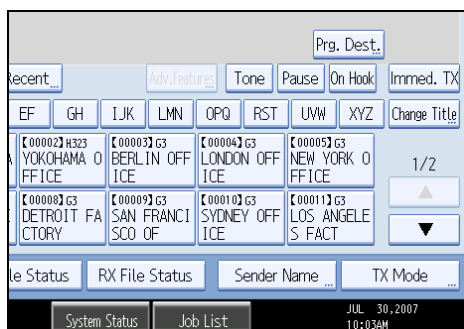
3. **Press [Option Setting].**
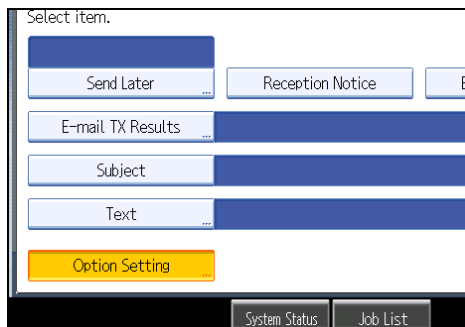
4. **Press [SUB Code Transmission].**
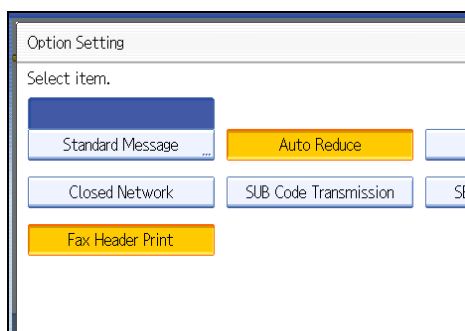
5. **Press [OK] twice.**

   The standby display appears.

6. **Enter the fax number of a destination or an IP-Fax destination.**

7. **Press [Adv.Features].**
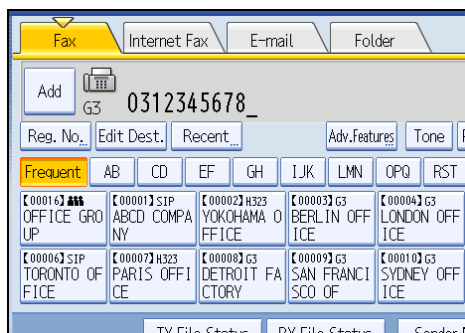
8. **Make sure that [SUB Code] is selected.**

9. **Press [Transmission SUB Code].**

10. Enter a SUB Code, and then press [OK].
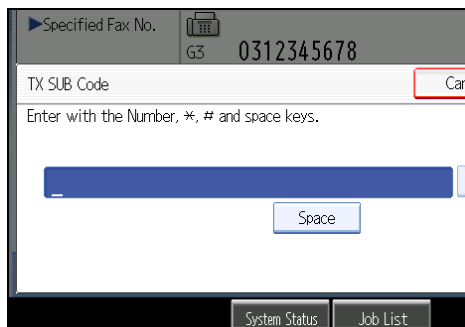
If you make a mistake, press [Clear] before pressing [OK], and then try again.

11. When a password is required, press [Password (SID)], enter the password with the number keys, and then press [OK].

12. Press [OK].

13. Press the [Start] key.

If you use Immediate Transmission and the fax machine at the destination does not support the SUB Code function, a message will appear on the display to inform you of this. When this happens, press [Exit] to cancel the transmission.

Note

- Make sure the number of digits in the SUB Code matches the specification of the machine to which you are sending. For the maximum number of digits for the SUB Code of this machine, see "Maximum Values".

- You can store SUB Codes as well as names and fax numbers in the destination list and Keystroke Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide. For registering into the Keystroke Programs, see "Registering and Changing Keystroke Programs".

- When a SUB Code is stored in the destination list, the SUB Code can be modified or deleted after selecting a destination using the Destination keys.

- The SUB Code is printed on lists and reports.

Reference

- p.173 "SUB Code Transmission"
- p.306 "Registering and Changing Keystroke Programs"
- p.318 "Maximum Values"

1

Setting a password

There are times when you may want to use an "SID" (Sender ID) when sending confidential faxes with the SUB Code function.

When you use a Transfer Box that has a password, enter the SID Code as the password.

⬇️**Note**

- For the maximum number of digits for the SID Code, see "Maximum Values".
- You can enter numbers, **✳**, **#**, and spaces.
- You can store SID Codes as well as names and fax numbers in the destination list and Keystroke Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide. For registering into the Keystroke Programs, see "Registering and Changing Keystroke Programs".
- The SID Code is printed on lists and reports.

🔖**Reference**

- p.306 "Registering and Changing Keystroke Programs"
- p.318 "Maximum Values"

Setting SEP Codes for Reception

This section explains how to enter a SEP Code to request the destination to transmit a document.

You can receive a document stored in the destination's memory if the document has the same SEP Code as the SEP Code you entered.

This function enables the machine to receive documents from multiple destinations.

⭐**Important**

- Documents can be received from facsimiles that have Information Boxes.
- A SEP Code cannot be used with Internet Fax and e-mail.
- To use this function, set [SEP Code Reception] to on. For details about [SEP Code Reception], see "SEP Code Reception".

1. **Press [TX Mode].**
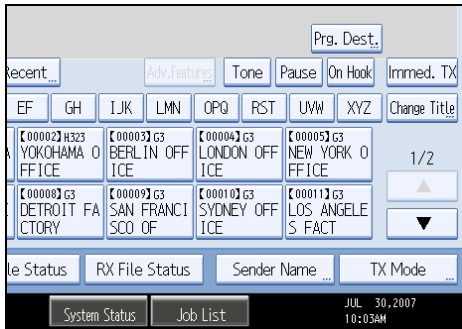
2. **Press [Option Setting].**
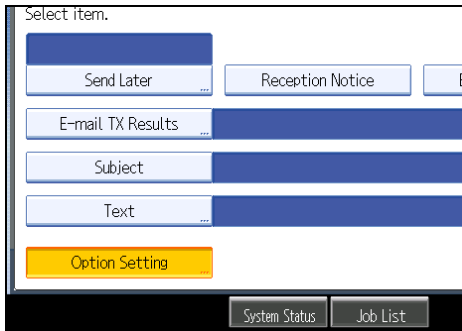
3. **Press [SEP Code Reception].**
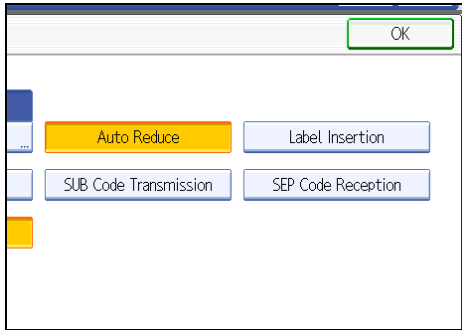
4. **Press [OK] twice.**

   The standby display appears.

5. **Enter the fax number of a destination or an IP-Fax destination.**

1

6. **Press [Adv.Features].**
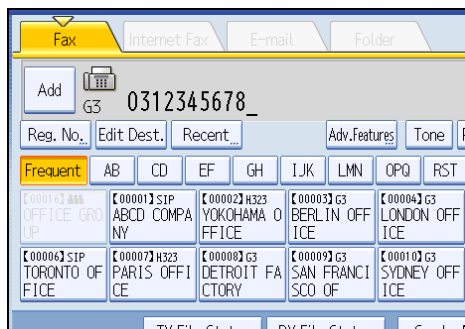
7. **Make sure that [SEP Code] is selected.**

8. **Press [Reception SEP Code].**

9. **Enter a SEP Code, and then press [OK].**
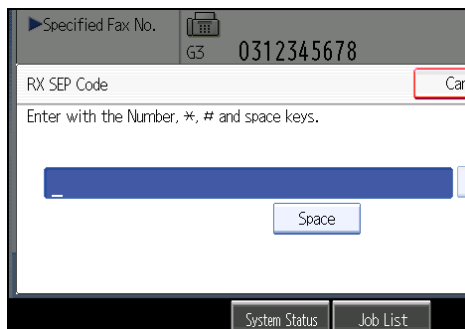
   If you make a mistake, press [Clear] before pressing [OK], and then try again.

10. **When a password is required, press [Password (PWD)], enter the password using the number keys, and then press [OK].**

11. **Press [OK].**

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

⭘ **Note**

- Make sure the number of digits in the SEP Code matches the specification of the machine from which you are receiving. For the maximum number of digits for the SEP Code of this machine, see "Maximum Values".

- You can enter numbers, ✳, #, and spaces.

- You can store SEP Codes as well as names and fax numbers in the destination list and Keystroke Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide. For registering into the Keystroke Programs, see "Registering and Changing Keystroke Programs".

- When a SEP Code is stored in the destination list, the SEP Code can be modified or deleted after selecting a destination using the Destination keys.

- The SEP Code is printed on lists and reports.

Reference

- p.175 "SEP Code Reception"
- p.306 "Registering and Changing Keystroke Programs"
- p.318 "Maximum Values"

Entering a password

There are times you may want to use a password when receiving faxes by SEP Code Reception.

Note

- For the maximum number of digits for the PWD Code, see "Maximum Values".
- You can enter numbers, $*$, $\#$, and spaces.
- You can store PWD Codes as well as names and fax numbers in the destination list and Keystroke Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide. For registering into the Keystroke Programs, see "Registering and Changing Keystroke Programs".
- The PWD Code is printed on lists and reports.

Reference

- p.306 "Registering and Changing Keystroke Programs"
- p.318 "Maximum Values"

SEP Code RX Reserve Report

This report is printed after SEP Code Reception is set up.

You can use this report to check the reservations for SEP Code Reception.

Note

- You can turn this function on or off with the User Parameter (switch 03, bit 3) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

SEP Code RX Result Report

This report is printed after each SEP Code Reception is completed and shows its result.

If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after reception. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

↓Note

- You can turn this function on or off with the User Parameter (switch 03, bit 4) in the Facsimile Features menu.

- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.

- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.

- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

- You can also check the result of a SEP Code Reception with the Journal.

- To view the report without text disruption, select a font of even character width in your e-mail application's settings.

Canceling a Transmission

This section explains how to cancel a fax transmission.

⭐**Important**

- Remember that the Communicating indicator turns off almost immediately when an Internet Fax, e-mail transmission, or folder transmission is being executed.

Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the [Start] key.

1. **Press the [Clear Modes] key.**
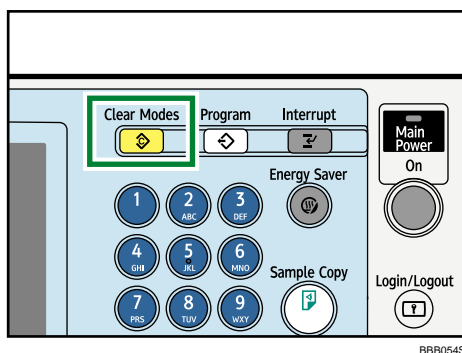
BBB054S

🔽**Note**

- When originals are placed into the ADF, you can cancel transmission simply by removing them.

While the Original Is Being Scanned

Use this procedure to cancel a transmission while the originals are being scanned after the [Start] key has been pressed.

1. **Press the [Clear/Stop] key.**

BDE010S
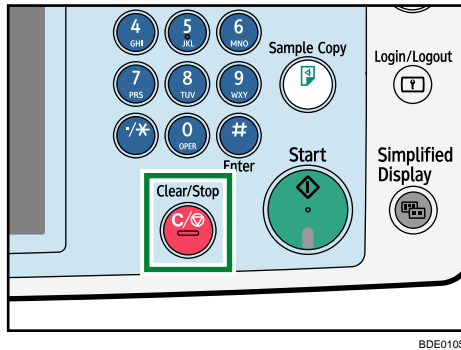
The machine stops scanning.

Note

- Scanning may be completed while you are performing the cancel operation.

While the Original Is Being Transmitted

This section explains how to cancel a transmission while the Communicating indicator is lit.

1. **Press the [Clear/Stop] key.**

BDE010S
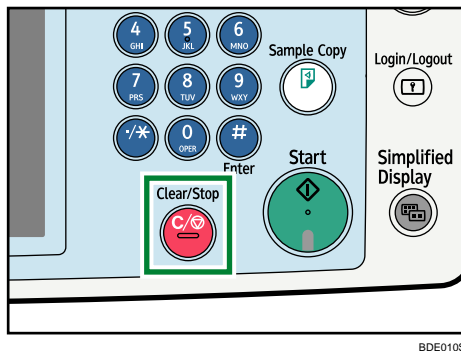
The screen shown in step 2 can also be displayed by pressing [Check / Stop Transmission File] under [Change TX / Info].

2. **Select the file you want to cancel.**
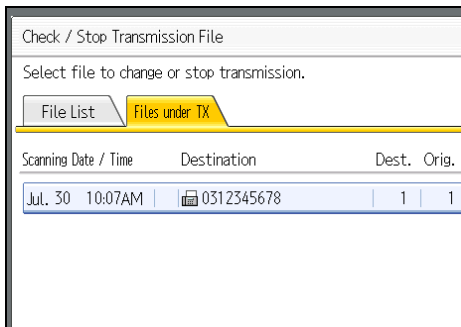
If the desired file is not shown, press [▲] or [▼] to find it.

There are cases when a destination may not be selected as the destination appears as "✳", depending on the security settings.

3. **Press [Stop Transmission].**
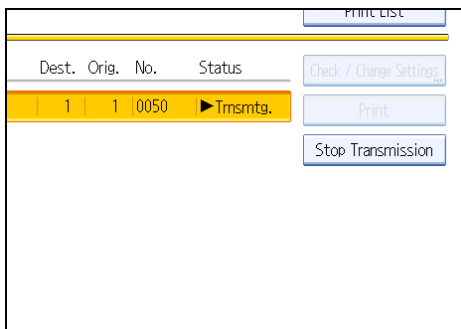
4. **Press [OK].**
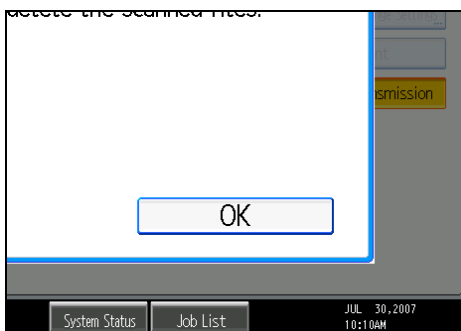
To cancel another file, repeat steps 2 through 4.

To cancel stopping transmission, press [Cancel].

5. **Press [Exit].**
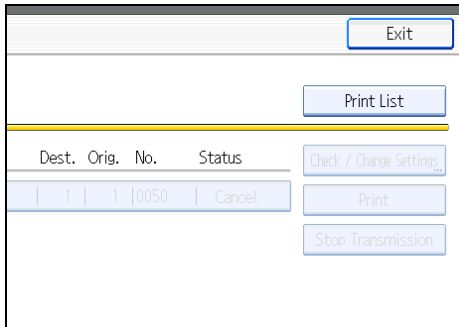
After pressing [Check / Stop Transmission File] under [Change TX / Info] in step 1, press [Exit] twice.

The standby display appears.

⬇ **Note**

- If you cancel a document while it is being sent, the transmission is halted as soon as you finish the cancellation procedure. However, some pages of the document may already have been sent and received at the other end.

- If the transmission finishes while you are carrying out this procedure, it will not be canceled.

- If multiple destinations were specified, only one destination number appears.

Before the Transmission Is Started

Use this procedure to cancel a transmission after the original is scanned.

This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and then delete it.

You can cancel transmission of a file while the file is being sent, stored in memory, or fails to transmit. All the scanned data is deleted from memory.

⭐ **Important**

- **This function is unavailable with Immediate Transmission.**

1. **Press [Change TX / Info].**
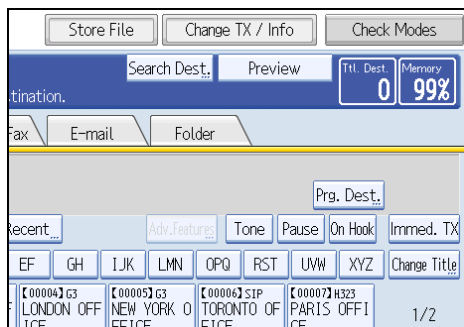
2. **Press [Check / Stop Transmission File].**
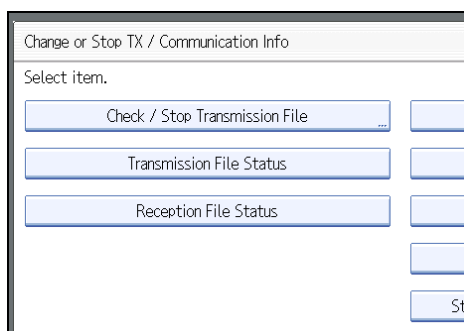
The list of stored files being transmitted or waiting for transmission appears.

To display only the files being sent, press [Files under TX].

3. **Select the file you want to cancel.**
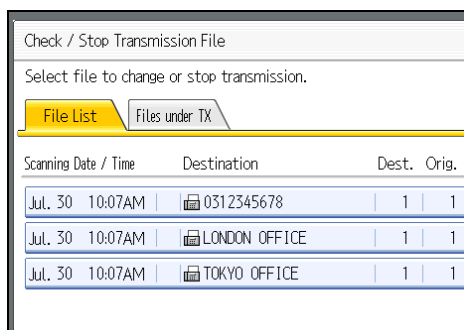
If the desired file is not shown, press [▲] or [▼] to find it.

There are cases when a destination may not be selected as the destination appears as "✳", depending on the security settings.

1

4. **Press [Stop Transmission].**
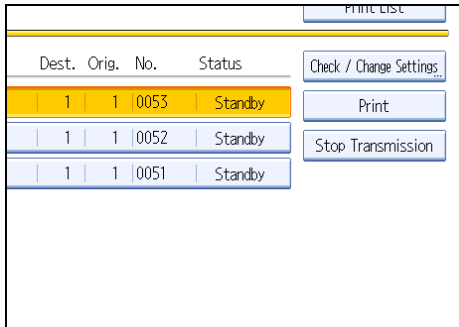
5. **Press [OK].**
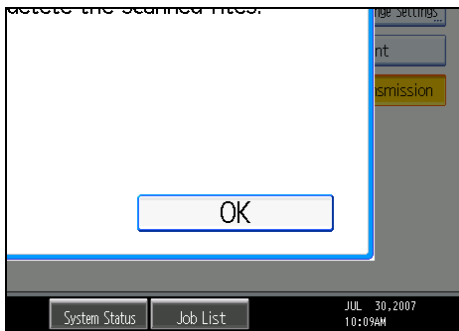
To cancel another file, repeat steps 3 through 5.

To cancel stopping transmission, press [Cancel].

6. **Press [Exit] twice.**

The standby display appears.

🔽 **Note**

• To delete some destinations from a broadcast, see "Deleting a Destination from a Broadcast".

• If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and is received at the other end.

1

- If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

- If multiple destinations were specified, only the number of the destinations that have not received the document you sent is shown.

- If multiple destinations were specified, only one destination number appears. To display all destinations, press [Check / Change Settings].

Reference

- p.209 "Deleting a Destination from a Broadcast"

Confirming a Transmission

Check the contents of a file that is stored in memory and not yet sent.

1. **Press [Change TX / Info].**
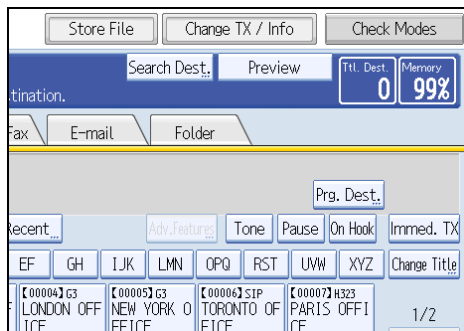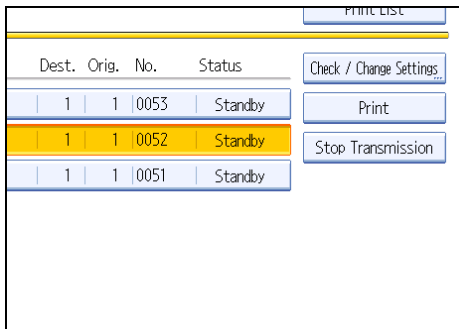
2. **Press [Check / Stop Transmission File].**
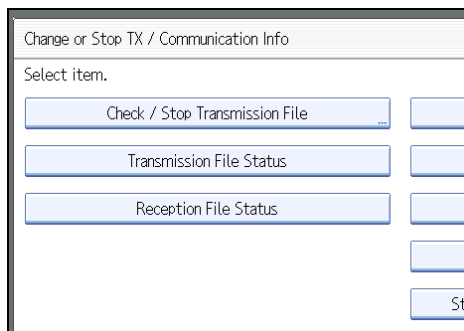
3. **Select a file to check.**
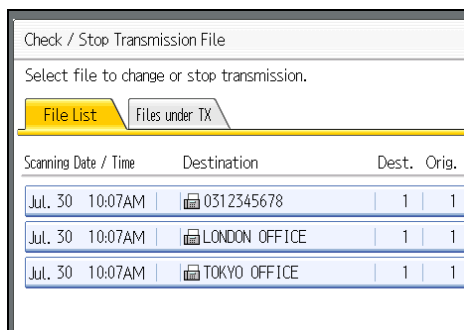
If multiple destinations were specified, only the name of the destination you specify first and only the number of destinations that have not received the document you sent are shown.

4. **Press [Check / Change Settings].**

5. **Confirm a transmission, and then press [Exit].**

6. **Press [Exit] twice.**

   The standby display appears.

🔽 **Note**

- You cannot view or edit a file that is in the process of being sent or a file that was sent by LAN-Fax and is stored in memory.

Checking the Storage Result (Memory Storage Report)

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals.

⭐ **Important**

- **If you use Parallel Memory Transmission, the Memory Storage Report is not printed.**

↩ **Note**

- You can turn this report on and off with the User Parameter (switch 03, bit 2) in the Facsimile Features menu.

- Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

- You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Facsimile Features menu.

- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.

- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.

- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

Setting Transmission Function Defaults

You can specify the default values of document transmission function settings.

"Default" refers to the value of a setting on the initial display when the machine is first turned on or when modes are cleared.

The following procedure allows you to specify the default values only of settings that can be changed from the initial display.

You can specify default values for the following settings:

Memory Transmission/Immediate Transmission, transmission type, Scan Type, Resolution, Scan Size, Mixed Original Sizes, Auto Density, Manual Density, Original Orientation, Original Settings, Stamp, Select Line, Send Later, Reception Notice, BCC Transmission, E-mail TX Results, Text, Standard Message, Auto Reduce, Label Insertion, Closed Network, SUB Code Transmission, SEP Code Reception, Fax Header Print, TX Status Report, Store File, File Type, Preview before transmission

1. **On the initial display, configure a setting with the default value you want to specify.**

2. **Press the [Program] key.**
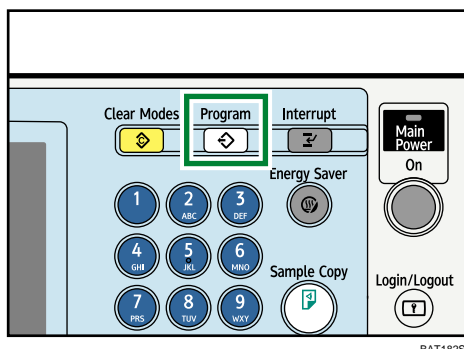
BAT182S

3. **Press [Program as Defaults].**
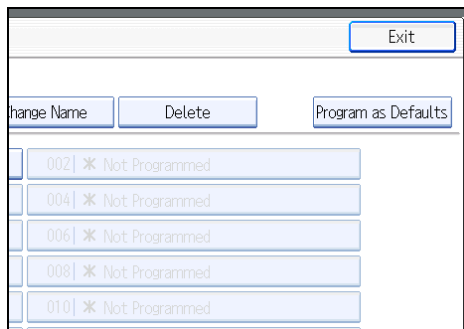
4. **Press [Program].**

5. **When a confirmation message appears, press [Yes].**

   The value currently specified for the setting becomes the default.

↓Note

- To restore the factory default settings for the settings on the initial display, press [Restore Factory Defaults].

- You can set the default settings of the normal and simplified screens separately.

1

2. Other Transmission Features

This section explains functions you can apply using the [TX Mode] setting, such as Sending at a Specific Time (Send Later) and Label Insertion. [TX Mode] allows you to use various functions with transmissions.

Sending at a Specific Time (Send Later)

Using this function, you can instruct the machine to delay transmission of your fax document until a specified later time.

This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.

⭐ **Important**

- If the machine is switched off for about one hour, all fax documents stored in memory are lost. If documents are lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to check the list of lost documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

- This function is unavailable with Immediate Transmission. Use Memory Transmission.

1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**
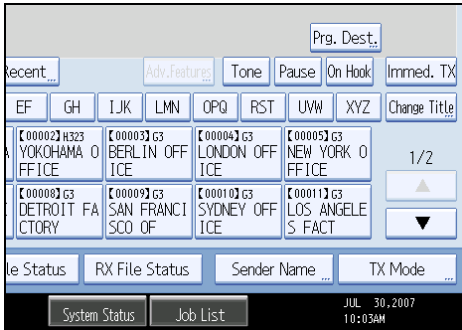
3. **Press [Send Later].**
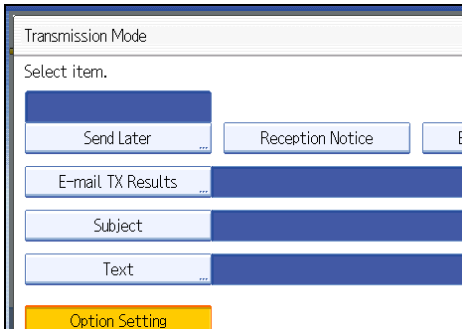
4. Enter the time using the number keys and select [AM] or [PM]. Then press [OK].
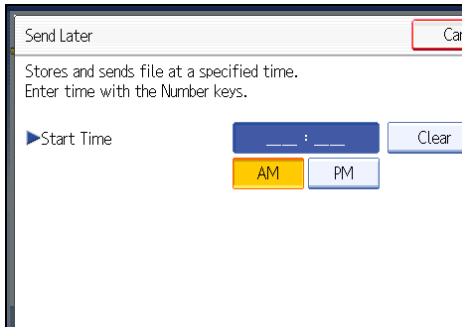
When entering numbers smaller than 10, add a zero at the beginning.

If you make a mistake, press [Clear] before pressing [OK], and then try again.

To cancel Send Later, press [Cancel]. The display returns to that of step 3.

The specified time is shown above the highlighted [Send Later].

5. Press [OK].

The standby display appears.

To check the settings, press [TX Mode].

6. Specify a destination, and then press the [Start] key.

⬇ **Note**

- You can specify a time within 24 hours of the current time.
- If the current time shown is not correct, change it using Set Time under System Settings. For details about the setting, see "System Settings", General Settings Guide.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit step 2 and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.
- You can cancel the transmission setup for Send Later. See "Canceling a Transmission".

🔁 **Reference**

Requesting a Reception Notice

You can confirm sent documents were properly received using e-mail or the Journal.

The receiver sends back a reception notice message. Once the reception notice message is received, "OK" appears in the Result column of the Journal, allowing the originator to verify the transmission was received.

⭐**Important**

- **The Reception Notice feature is only available if the receiver supports MDN (Message Disposition Notification).**

1. **Place the original, and then select the scan settings you require.**

2. **Specify the sender.**

   For details, see "Sender Settings".
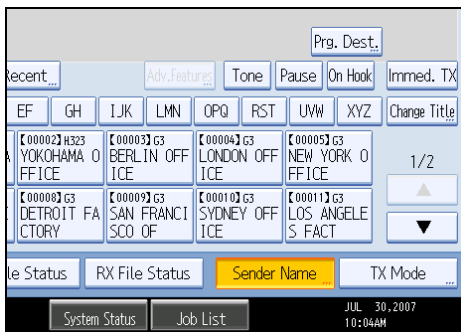
3. **Press [TX Mode].**

4. **Press [Reception Notice] to highlight it.**
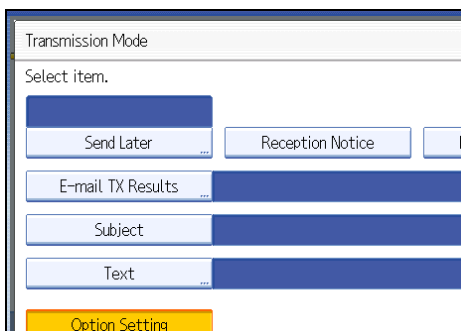
5. **Press [OK].**

   The standby display appears.

   To check the settings, press [TX Mode].

6. **Specify a destination, and then press the [Start] key.**

↓ Note

- If the Internet Fax or e-mail is not received normally, "Error" appears in the Result column.

- Only the last 50 communications appear in the Journal. If you do not receive a reception notice message before the last 50 communications are finished, "OK" might not be printed in the Journal's Result column. This may happen even if the mail is received normally at the other end.

- If you specify mailing list addresses, do not set for Reception Notice. Otherwise, you will receive multiple reception notice messages from e-mail recipients, and the Result column will be overwritten each time a new notice message is received. However, if you receive a reception notice message indicating an error, "Error" appears in the Result column and will not be overwritten, even if you subsequently receive a reception notice message as "OK" following the error message.

- Reception notice results are only shown in the Journal. The Result column in all other files, lists, and transmission reports show "--".

- Reception notice messages themselves are not recorded in the Journal.

- You can select whether or not to print the Reception Notice. This can be set with User Parameter (switch 21, bit 0) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 3 and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

- You cannot broadcast Internet Fax or e-mail using Reception Notice. The documents are sent to the destinations in the order in which they were specified.

Reference

- p.131 "Sender Settings"

Setting an Internet Fax/E-mail Destination as a BCC

E-mail is sent to all specified Internet Fax or e-mail destinations as bcc.

1. **Place the original, and then select the scan settings you require.**

2. **Specify the sender.**

   For details, see "Sender Settings".
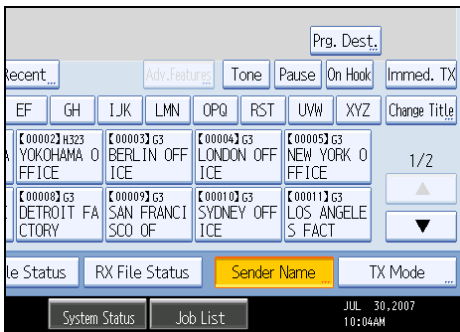
3. **Press [TX Mode].**

4. **Press [BCC Transmission] to highlight it.**
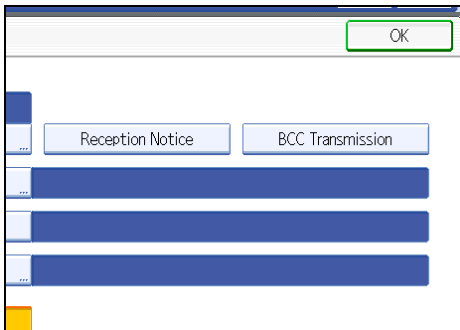
5. **Press [OK].**

   The standby display appears.

   To check the settings, press [TX Mode].

6. **Specify a destination, and then press the [Start] key.**

⤵ Note

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 3 and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

Reference

- p.131 "Sender Settings"

Confirming Transmission Results by E-mail

Use this function to confirm the transmission results by sending an e-mail notification to the specified destination.

⭐ **Important**

- Register the e-mail address of the destination for e-mail notification in the destination list in advance.

1. **Place the original, and then select the scan settings you require.**

2. **Specify the sender.**

   For details, see "Sender Settings".

3. **Press [TX Mode].**
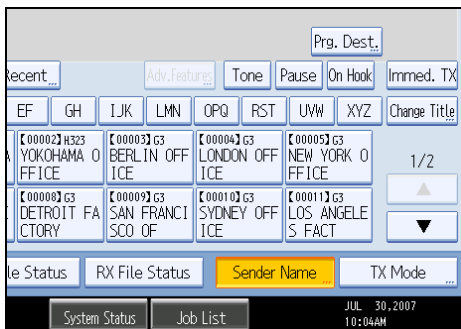
4. **Press [E-mail TX Results].**
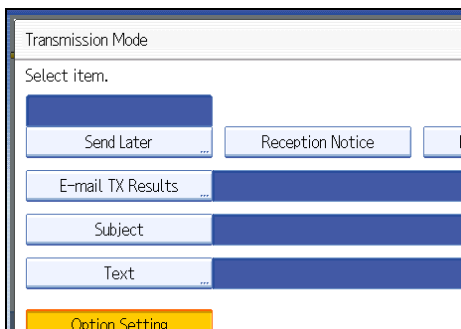
5. Select the destination of notification, and then press [OK].
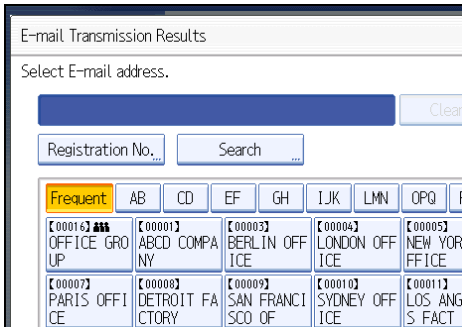
If you make a mistake, before pressing [OK], press [Clear] or press the selected Destination key again to turn the highlight off.

[E-mail TX Results] gets highlighted and the destination of notification selected appears.

6. Press [OK].

The standby display appears.

To check the settings, press [TX Mode].

7. Specify a destination, and then press the [Start] key.

⬇ **Note**

• You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 3 and 6. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

🔖 **Reference**

• p.131 "Sender Settings"

Entering the Subject

Allows you to enter a subject for the Internet Fax or e-mail document you want to send.

1. **Place the original, and then select the scan settings you require.**

2. **Specify the sender.**

   For details, see "Sender Settings".

3. **Press [TX Mode].**
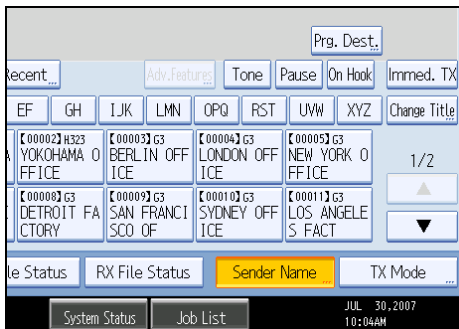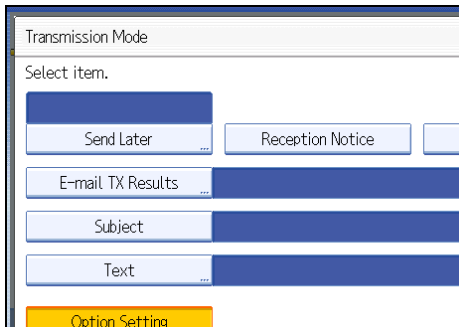
4. **Press [Subject].**

5. **Enter the subject.**

2
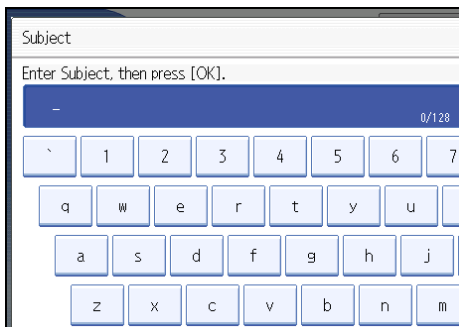
6. **To enter the character strings programmed in the machine, press [User Text], and then select the character strings you want to enter.**
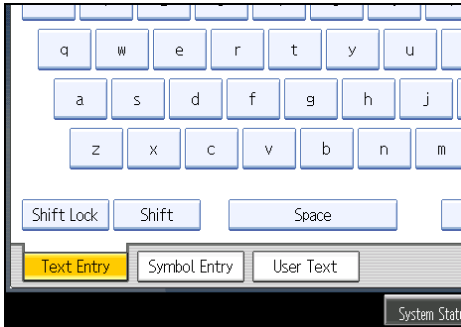
7. **Press [OK].**
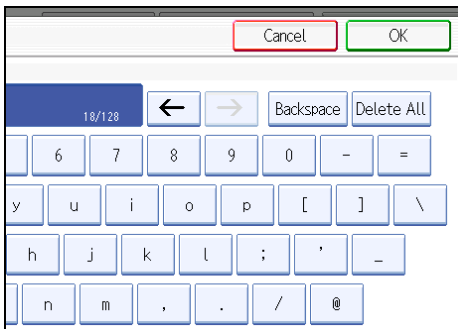
The entered subject appears in the Subject field.

8. **Press [OK].**

The standby display appears.

9. **Specify a destination, and then press the [Start] key.**

⬇ Note

- For convenience, program frequently-used subjects in advance in "Program / Change / Delete User Text" in "System Settings". For details about the programming method, see "System Settings", General Settings Guide.

- If you send Internet Fax or e-mail without setting a subject, a subject is automatically inserted. For details about how the subject is automatically inserted, see "Specifying Auto-Generated Subjects for E-mail" and "Received images".

- You cannot send a subject only as Internet Fax or e-mail without an original.

- For details about text entry, see "Entering Text", About This Machine.

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 3 and 8. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

- For the maximum number of characters for an e-mail subject, see "Maximum Values".

Reference

- p.131 "Sender Settings"

- p.165 " Specifying Auto-Generated Subjects for E-mail"

- p.188 "Received images"

- p.318 "Maximum Values"

Specifying Auto-Generated Subjects for E-mail

If you do not enter a subject when sending e-mail, a subject will be auto generated. This section explains how to specify the content of auto-generated subjects.

Subjects differ depending on Stamp Sender Name settings. For details about using the Stamp Sender Name function, see "Sender Settings".

When Stamp Sender Name is set to on:

From Sender Name(Fax Message NO.xxxx)

When Stamp Sender Name is set to off:

- If Own Fax Number and Own Name are programmed:

  From "Own Fax Number"("Own Name")(Fax Message NO.xxxx)

- If only Own Fax Number is programmed:

  From "Own Fax Number"(Fax Message NO.xxxx)

- If only Own Name is programmed:

  From "Own Name"(Fax Message NO.xxxx)

- If neither Own Fax Number nor Own Name are programmed:

  Fax Message NO.xxxx

Note

- "xxxx" is the document number that appears in the Journal.

Reference

- p.131 "Sender Settings"

Entering the Text

Allows you to enter the text for the Internet Fax or e-mail document you want to send.

⭐ **Important**

- **Program text strings in advance in "Program / Change / Delete E-mail Message" in "System Settings". For details about the programming method, see "System Settings", General Settings Guide.**

1. **Place the original, and then select the scan settings you require.**

2. **Specify the sender.**

   For details, see "Sender Settings".

3. **Press [TX Mode].**
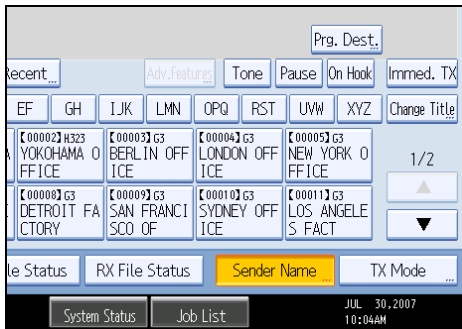
4. **Press [Text].**
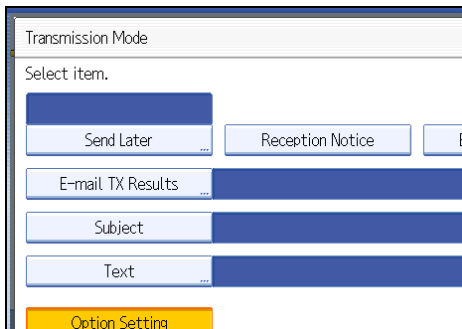
5. **Select a text, and then press [OK].**
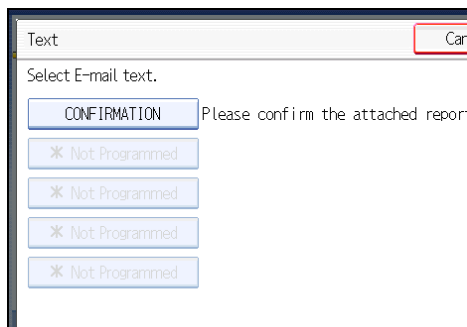
6. **Press [OK].**

   The standby display appears.

7. **Specify a destination, and then press the [Start] key.**

🔽 **Note**

- You cannot send text only without an original.

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 3 and 6. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

🔢 **Reference**

- p.131 "Sender Settings"

Transmission Options

This section describes various functions that you can switch on and off for any particular transmission, following the procedures given here.

Standard Message Stamp

Use this function to stamp a standard message at the top of the first original sent.

There are four types of standard messages: "Confidential", "Urgent", "Please phone", and "Copy to corres. Section"

You can also program other messages.

⭐ **Important**

- While this function is in use, the third line of the Label Insertion is not printed.
- When there is an image around the area where the standard message is to be stamped, that image is deleted.

1. **Place the originals, and then select the scan settings you require.**
2. **Press [TX Mode].**
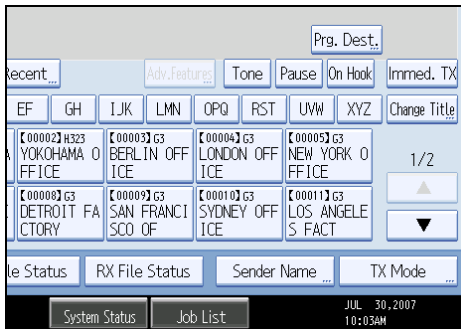
3. **Press [Option Setting].**
4. **Press [Standard Message].**
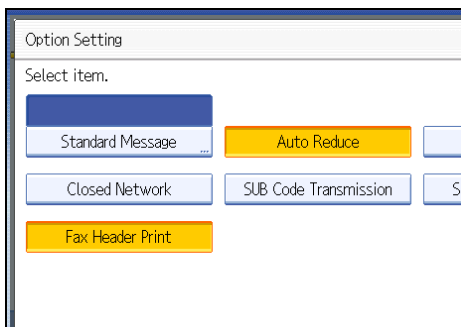
5. **Select the standard message to be stamped, and then press [OK].**

The selected standard message is shown above the highlighted [Standard Message].

6. **Press [OK] twice.**

7. **Specify the destination, and then press the [Start] key.**

The machine cannot stamp multiple standard messages.

🔽 **Note**

- To print a standard message that is not programmed as a default, program it in advance in "Program / Change / Delete Standard Message" in the Facsimile Features menu.

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2, 3, and 6. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

Auto Reduce

When this function is turned on, if the receiver's paper is smaller than the size of the original you are sending, the document is automatically reduced to fit onto the paper available at the other end.
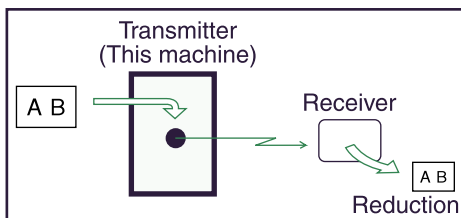
⭐ **Important**

- If you turn this function off, the scale of the original is maintained and some parts of the image may be deleted when printed at the other end.
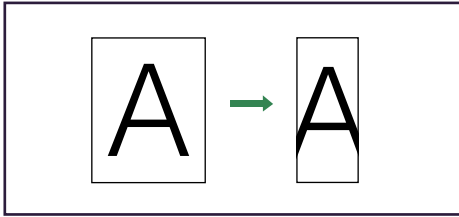
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1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**
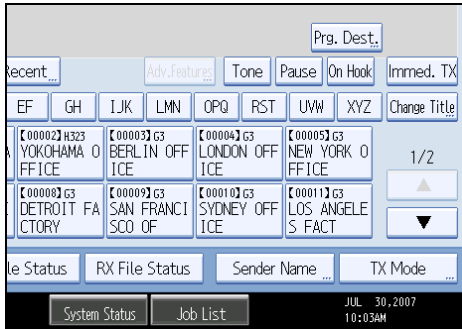
3. **Select [Option Setting].**

4. **Make sure that [Auto Reduce] is highlighted.**
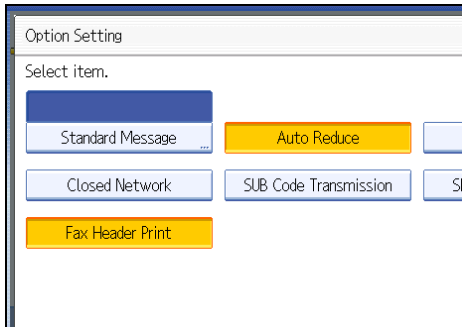
To cancel an Auto Reduce, press [Auto Reduce] to turn the highlight off.

5. **Press [OK] twice.**

6. **Specify the destination, and then press the [Start] key.**

Label Insertion

With this function you can have the receiver's name printed on the document that is received at the other end.

⭐**Important**

- To use this function, set Label Insertion to [On] when registering fax destinations in the Address Book, and also set "Label Insertion" to on when sending fax documents.

- When there is an image around the area where the Label is to be printed, that image is deleted.

The receiver's name is printed as follows:

- Receiver's name: printed at the top of the page and preceded by "To:".

- Standard message: the programmed message is printed within the next two lines.

Set this function as follows:

- Set Label Insertion to [On] when programming fax destinations.

- Set Label Insertion to on when sending fax documents.

- On the Standard Message screen, select the standard message you want to print.

1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**
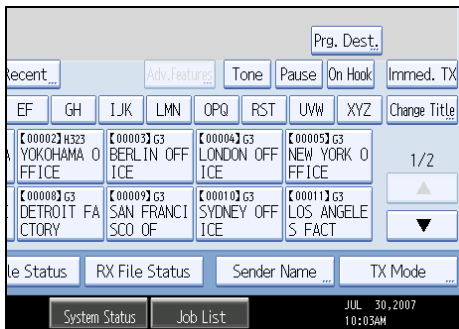
3. **Select [Option Setting].**

4. **Press [Label Insertion] to highlight it.**
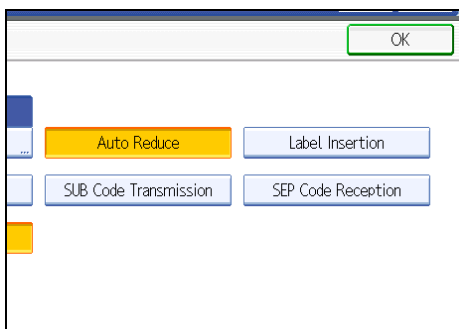
   To cancel Label Insertion, press [Label Insertion] again.

5. **Press [OK] twice.**

6. **Specify the destination, and then press the [Start] key.**

↓Note

- To print a standard message that is not programmed as a default, program it in advance in "Program /
  Change / Delete Standard Message" in the Facsimile Features menu. For details about the
  programming method, see "Facsimile Features", General Settings Guide.

- You can program one of the Quick Operation keys with operations for this function. Using the Quick
  Operation key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see
  "Facsimile Features", General Settings Guide.

Closed Network

Transmission will only take place if the destination's Closed Network Code is the same as yours.

This function can stop you accidentally sending information to the wrong place.

★Important

- **You must program a Closed Network Code beforehand, using Program Closed Network Code under
  Facsimile Features. For details about the programming method, see "Facsimile Features", General
  Settings Guide.**

- **This function is not available with Internet Fax, e-mail transmission, and folder transmission.**

1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**
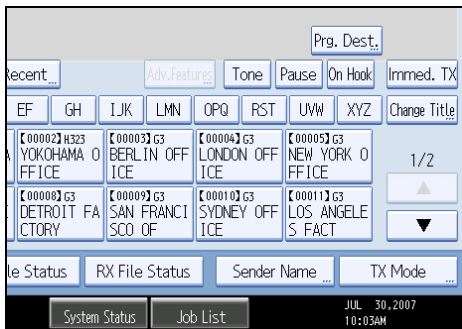
3. **Select [Option Setting].**

4. **Press [Closed Network] to highlight it.**
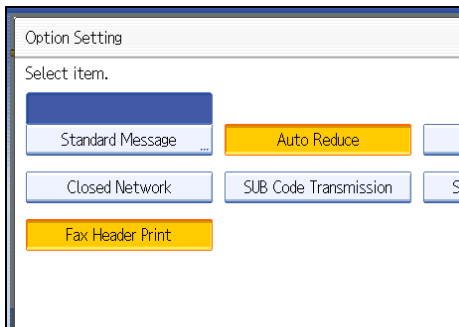
To cancel a Closed Network Transmission, press [Closed Network] again.

5. **Press [OK] twice.**

6. **Specify the destination, and then press the [Start] key.**

⬇**Note**

• You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

SUB Code Transmission

Enable this function to perform SUB Code Transmission.

⭐**Important**

• This function is not available with Internet Fax, e-mail transmission, and folder transmission.

• To perform SUB Code Transmission, a SUB Code must be set in [Adv.Features], the Address Book, or Keystroke Programs in advance. Even though "SUB Code Transmission" is set to on, if the SUB Code is not appended to the specified destination, transmission is in standard fax mode.

• When you select a destination that has a registered SUB Code from the Address Book, if "SUB Code Transmission" is set to off, the SUB Code is not appended and transmission is in standard fax mode.

1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**
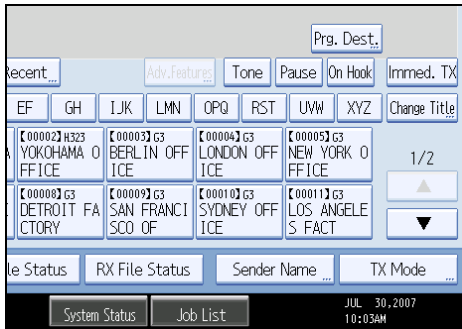
3. **Select [Option Setting].**

4. **Press [SUB Code Transmission] to highlight it.**
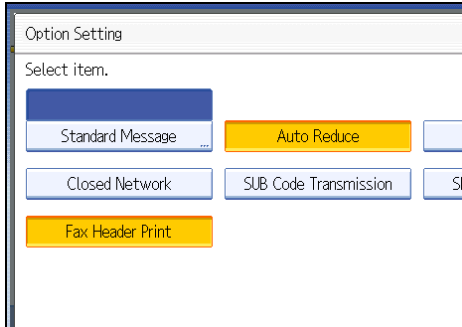
To cancel a SUB Code Transmission, press [SUB Code Transmission] again.

5. **Press [OK] twice.**

6. **Specify the destination, and then press the [Start] key.**

⬇Note

- For details about specifying SUB Codes, see the following:

  - To specify SUB Codes in "Adv.Features", see "Setting SUB Codes for Transmission".

  - To register SUB Codes in the Address Book, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide.

  - To register SUB Codes in Keystroke Programs, see "Registering and Changing Keystroke Programs".

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

🔖Reference

- p.134 "Setting SUB Codes for Transmission"
- p.306 "Registering and Changing Keystroke Programs"

SEP Code Reception

Enable this function to perform SEP Code Reception.

⭐**Important**

- **This function is not available with Internet Fax and e-mail.**

- **To perform SEP Code Reception, a SEP Code must be set in [Adv.Features], the Address Book, or Keystroke Programs in advance. Otherwise, even if "SEP Code Reception" is set to on, reception is not performed.**

- **When you select a destination that has a registered SEP Code from the Address Book, if "SEP Code Reception" is set to off, the SEP Code is not appended and transmission is in standard fax mode.**

1. **Press [TX Mode].**
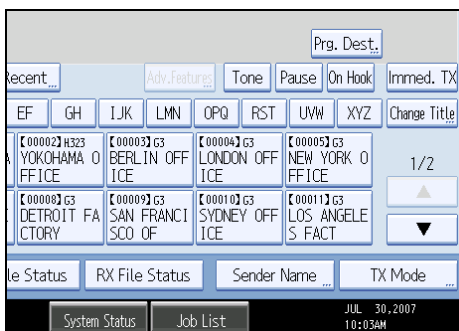
2. **Select [Option Setting].**

3. **Press [SEP Code Reception] to highlight it.**
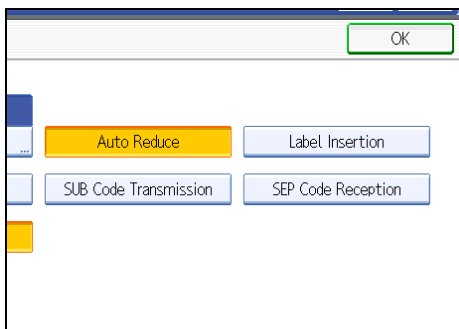
   To cancel SEP Code Reception, press [SEP Code Reception] again.

4. **Press [OK] twice.**

5. **Specify the destination, and then press the [Start] key.**

🔽**Note**

- For details about specifying SEP Codes, see the following:

2

- To specify SEP Codes in "Adv.Features", see "Setting SEP Codes for Reception".

- To register SEP Codes in the Address Book, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide.

- To register SEP Codes in Keystroke Programs, see "Registering and Changing Keystroke Programs".

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 1, 2, and 4. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

🗒 Reference

- p.137 "Setting SEP Codes for Reception"

- p.306 "Registering and Changing Keystroke Programs"

Fax Header Print

When the Fax Header is set to on, the stored name is printed on the receiver's paper.

You can store two Fax Headers; "First Name" and "Second Name".

For example, if you store your department name in one and your organization name in the other, you could use the first when sending internal faxes and the second for external faxes.

⭐ Important

- In the USA, the Fax Header must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**
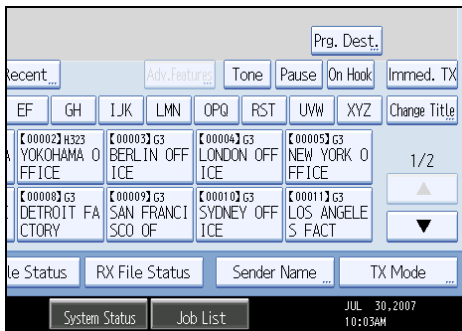
3. **Select [Option Setting].**

4. **Make sure that [Fax Header Print] is highlighted.**
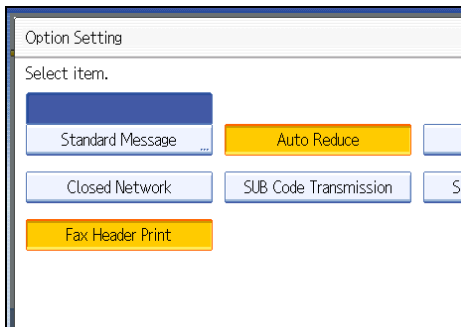
5. **Press [OK] twice.**

6. **Specify the destination, and then press the [Start] key.**

⬇ Note

- You can program fax header names using the Program Fax Information function in the Facsimile Features menu. For details about the programming method, see "Facsimile Features", General Settings Guide.

- You can select whether or not dates, fax header names, file numbers, or page numbers are printed by changing their respective User Parameters (switch 18, bit 3, 2, 1, 0) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

- If you used the number keys to specify the receiver, the first header name is printed on the receiver's paper. To print the second header name, contact your service representative.

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

- In the USA, law requires that your fax number be included in the Fax Header. Register the fax number and switch on Fax Header Print with User Parameter (switch 18, bit 1) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

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3. Reception

This section explains reception and reception functions such as printing received documents or routing received documents to other fax machines.

Types of Reception

This section explains different ways of receiving fax documents.

Immediate Reception

Each page of a fax document is printed as soon as it is received. This method is used for standard fax documents.
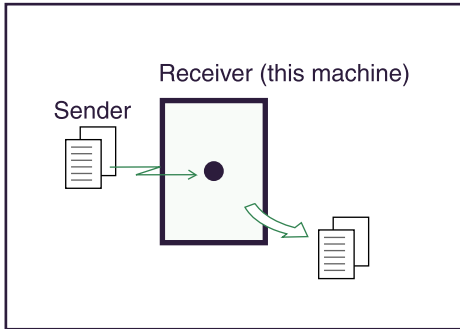
BBB032S

⭐ **Important**

- When receiving important fax documents, it is recommended that you confirm the contents of the received documents with the senders.

- The machine may not be able to receive fax documents when free memory space is low.

- If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

⬇ **Note**

- Reception is always by Immediate Reception unless [2 Sided Print] is set to "On" or [Reception File Print Quantity] is set to "2" or higher, in which cases the machine switches to Memory Reception.

- If the Substitute Reception is used, a fax document is not printed: it is stored in memory.

- This machine supports Standard, Detail, Fine (with the optional expansion memory), and Super Fine (with the optional expansion memory) resolutions for reception. If you do not have the optional expansion memory, faxes sent at Super Fine resolution is printed on your machine at Detail resolution. This may differ from the sender's intended resolution.

Memory Reception

The machine waits until all pages of the document have been received into memory before printing it.
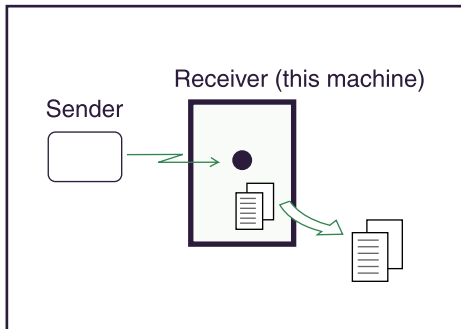
BBB033S

⭐ **Important**

- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

- The machine might not be able to receive large numbers of documents or documents with high data content. If this is the case, we recommend that you set "Reception File Print Quantity" to "1" and disable "2 Sided Print". Alternatively, install the optional expansion memory.

- The machine may not be able to receive fax documents when free memory space is low.

- If free memory reaches 0% during Memory Reception, any further reception becomes impossible and the current communication is terminated.

⬇ **Note**

- Reception is always by Immediate Reception unless [2 Sided Print] is set to "On" or [Reception File Print Quantity] is set to "2" or higher, in which cases the machine switches to Memory Reception.

- If you have selected Store for Reception File Setting in the Facsimile Features menu, received document is saved on the hard disk and will not be printed. You can print those documents by operating the machine or a connected computer, as necessary.

Substitute Reception

Substitute Reception is used when the machine cannot print any fax documents.

In Substitute Reception, a received fax document is stored in memory instead of being printed. Fax documents received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might be used for all fax documents received, or for only those documents that match a condition specified in the User Parameters in the Facsimile Features menu.

The Receive File indicator lights to let you know when fax documents have been received using Substitute Reception.

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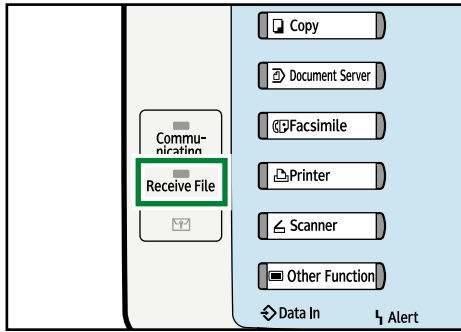
⭐ **Important**

- Reception may not take place if there is not enough free memory.

- If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

⬇ **Note**

- When a fax document is received after Store is selected for Reception File Setting in the Facsimile Features menu, the Receive File indicator lights. For details about Reception File Setting, see "Facsimile Features", General Settings Guide.

- The Receive File indicator may light even when receiving documents using Immediate Reception.

Receiving documents unconditionally

When faxes cannot be printed as normal, Substitute Reception allows fax reception. This section describes the conditions under which this will occur.

If one of the conditions in the following list occurs, the machine receives all fax documents using Substitute Reception.

Problems	Causes	Solutions
The machine is printing with a different function.	The machine is busy printing with a different function.	The document is automatically printed after the current job finishes.
The message "Output Tray is full. Remove paper." appears.	The output tray is full.	Remove paper from the output tray.

Problems	Causes	Solutions
↳ is lit.	The cover is open.	Close the cover shown in the display.

Receiving documents according to parameter-specified settings

When faxes cannot be printed as normal, Substitute Reception allows reception of faxes that match the criteria specified in User Parameters. This section describes the conditions under which this will occur.

If any of the conditions listed below applies, the machine receives only faxes that match the criteria specified in User Parameters.

Problems	Causes	Solutions
↳ is lit.	Paper is jammed.	Remove the jammed paper. For details about removing the paper, see "Clearing Misfeeds", Troubleshooting.
↳ is lit.	All trays are out of paper.	Add paper. For details about adding paper, see "Adding Paper, Toner and Staples", Troubleshooting.
↳ is lit.	Toner is empty.	Replace the toner cartridge. For details about replacing the toner cartridge, see "Adding Paper, Toner and Staples", Troubleshooting.
The message "This tray is out of order." appears.	All trays are out of action.	Call your service representative.

In User Parameters (switch 05, bit 2, 1) on the Facsimile Features menu, specify the following conditions for Substitute Reception:

- When Own Name or Own Fax Number is received

  The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than an hour, all the documents stored in memory are deleted. In this case, the Journal can be used to identify the senders of the deleted documents, so you can ask them to resend.

  If a sender has not programmed their Own Name or Own Fax Number, the machine may fail to receive an important fax document. It is recommended that you ask important senders to program an Own Name or Own Fax Number in advance.

- Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

- Closed Network Code match

The machine switches to Substitute Reception only when the programmed Closed Network Code of the other end matches the Closed Network Code of this machine.

- Disable

The machine does not receive any documents.

Note

- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

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Reception Modes

There are two ways you can set up the machine to handle incoming calls.

- Manual Reception (the optional handset or an external telephone required)
- Auto Reception

The reception mode can be switched under Switch Reception Mode in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

You can change the reception mode only if a standard G3 line is used.

You cannot change the reception mode when a line other than the standard G3 line (G3-2 or G3-3) is used.

↓Note

- The optional handset or an external telephone is required to use this machine as a telephone.

Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax document, you must switch manually to facsimile mode.

1. **When the machine rings, pick up the optional handset or the handset of the external telephone.**
2. **If you hear beeps, press the [Start] key, or hold the [Facsimile] key down for a few seconds. (The [Start] key is only available in facsimile mode when an original is not placed.)**
3. **Replace the optional handset or the handset of the external telephone. The machine will start receiving.**

↓Note

- When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the optional handset or the handset of the external telephone. You must first press the operation switch to turn on the machine.

Auto Reception

When a telephone call comes in, the machine automatically receives it as a fax document.

Use this setting on a dedicated fax line.

Switching the Reception Mode

This section explains how to switch the reception mode.

You can switch reception modes using Switch Reception Mode in the Facsimile Features menu.

If you program a Quick Operation key with Switch Reception Mode, you can switch the reception mode quickly.

1. **Press [Switch RX Mode].**
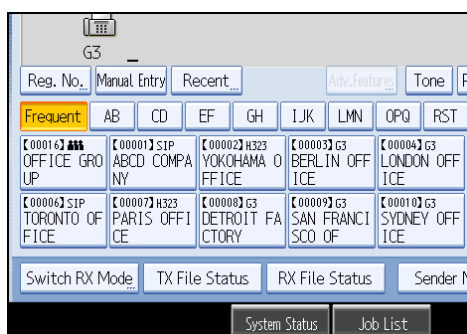
2. **Select the reception mode, and then press [OK].**
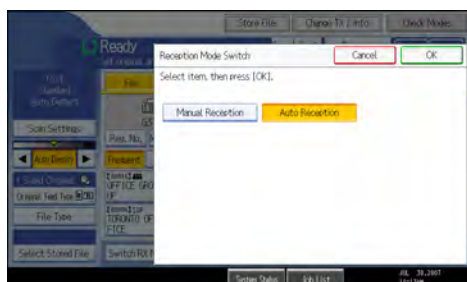
   The standby display appears.

   To cancel the selection, press [Cancel].

🔽Note

- For details about Switch Reception Mode and Quick Operation Key, see "Facsimile Features", General Settings Guide.

Receiving E-mail

This section explains this machine's e-mail reception functions.

If a TIFF-F file is attached to an e-mail, the machine receives the e-mail by Internet Fax. If a JPEG or PDF file is attached to an e-mail, the machine receives the e-mail by Mail to Print.

Only one attached file can be printed from a received e-mail.

When multiple files are attached to an e-mail, the reception method and the file that is printed vary according to the file type and the order of the attached files.

File type attached	File to be printed	Reception method
Text	Text	Internet Fax
Text$+$TIFF	Text$+$TIFF	Internet Fax
Text$+$JPEG	JPEG	Mail to Print
Text$+$TIFF$+$JPEG	JPEG	Mail to Print
Text$+$JPEG$+$TIFF	JPEG	Mail to Print
TIFF$+$TIFF$+$....	TIFF$+$TIFF$+$....	Internet Fax
JPEG(1)$+$JPEG(2)$+$....	JPEG(1)	Mail to Print
TIFF$+$JPEG	JPEG	Mail to Print
JPEG$+$TIFF	JPEG	Mail to Print
Text$+$PDF	PDF	Mail to Print
TIFF$+$PDF	PDF	Mail to Print
JEPG$+$PDF	JPEG	Mail to Print
PDF$+$JEPG	PDF	Mail to Print
PDF(1)$+$PDF(2)$+$....	PDF(1)	Mail to Print

If JPEG or PDF files are attached along with other types of file, the machine receives the e-mail by Mail to Print. Only the first JPEG or PDF file is printed and the other files are deleted.

⬇Note

- If Reception Protocol is set to POP3 or IMAP4, you can use the E-mail Storage in Server setting (in System Settings) to configure the machine to either retain or delete the received e-mail from the server. See "System Settings", General Settings Guide.

Receiving Internet Fax Documents

You can receive e-mail documents by Internet Fax.

There are two methods of receiving e-mail: Auto E-mail Reception and Manual E-mail Reception.

⭐ **Important**

- If [Require Secure Password Authentication (SPA) for all client connections] is selected in Windows Server 2003/2003 R2/2008, reception is not possible.

⬇ **Note**

- With User Parameter (switch 21, bit 1) in the Facsimile Features menu, you can have the machine send the return receipt in response to the reception notice request attached to the sent e-mail. See "Facsimile Features", General Settings Guide.

Auto e-mail reception

When this function is turned on, the machine periodically checks the e-mail server for incoming e-mail and downloads it as necessary.

⬇ **Note**

- If memory runs out, e-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.

- E-mail auto-reception should be set in "System Settings". When you select auto-reception, set the reception interval in minutes under E-mail Reception Interval, in System Settings. See "System Settings", General Settings Guide.

- E-mail can also be received manually. For details about the manual reception, see "Manual e-mail reception".

🔖 **Reference**

- p.187 "Manual e-mail reception"

Manual e-mail reception

Use this function to receive an e-mail by accessing the e-mail server manually.

⭐ **Important**

- Program the Manual E-mail RX function to a Quick Operation key beforehand. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

1. **Press [Manual E-mail RX].**
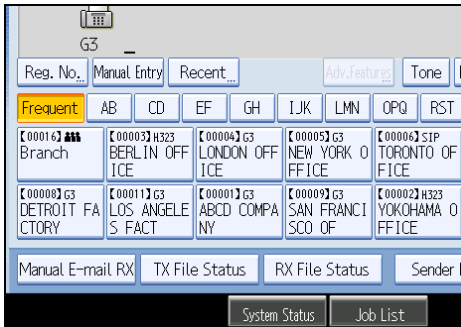
The machine accesses the server to check for e-mail and receives any new e-mail.

2. **Check the message, and then press [Exit].**
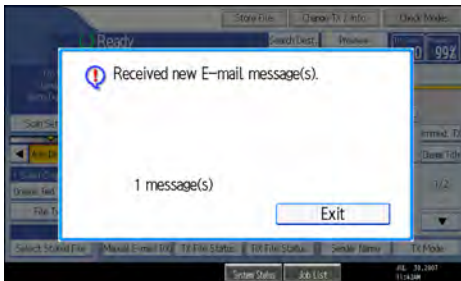
The standby display appears.

Received images

Here is an example of an Internet Fax document sent from this machine and received on a computer using the Outlook Express e-mail application.

The received image varies according to the e-mail application.

⭐Important

- When Internet Fax e-mail is sent to computer, the following information is always inserted in the e-mail text: "This E-mail was sent from "Host Name" (product name) Queries to: "Administrator's e-mail address"" To check the machine's host name and administrator's e-mail address, use Host Name or Administrator's E-mail Address under System Settings. For details about Host Name and Administrator's E-mail Address, see "System Settings", General Settings Guide.
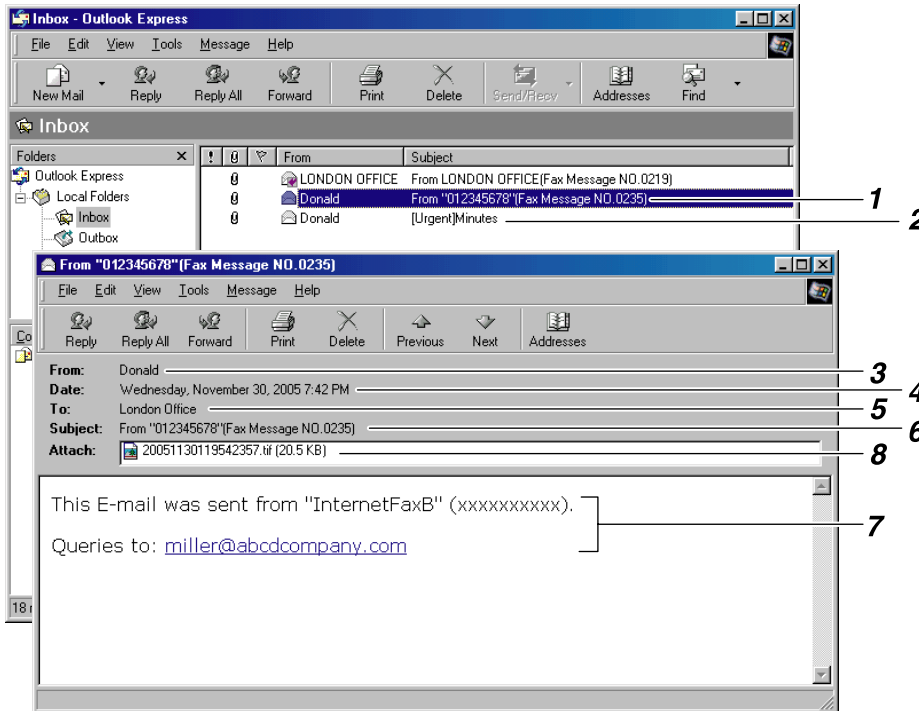
BBB034S

1. **E-mail transmitted without specifying a subject in "TX Mode".**

2. **E-mail transmitted with a subject specified in "TX Mode".**

3. **From**

   The name (e-mail address) of the sender

4. **Date**

   The date and time of e-mail transmission

5. **To**

   The e-mail address of the recipient

6. **Subject**

   Shows the subject specified in "TX Mode" at the time of transmission. If no subject is specified, one is automatically assigned in the format shown in 1 above.

7. **The message is inserted in all e-mail. "xxxx" is the machine name.**

8. **Attachment File**

   Any document included by the sender is displayed as an attached document.

⤵Note

- The display format of the sender name differs according to that of the Stamp Sender Name setting and other functions.

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- The display format of the subject varies according to Stamp Sender Name and other settings. For the format of the subject, see "Specifying Auto-Generated Subjects for E-mail".

🔖 **Reference**

- p.165 " Specifying Auto-Generated Subjects for E-mail"

Mail to Print

JPEG or PDF files that are attached to e-mails are printed using the Mail to Print function.

The reception method for e-mail is the same as the method for Internet Fax. For details about reception methods, see "Auto e-mail reception" and "Manual e-mail reception".

Mail to Print is not available with the following functions:

Page Reduction, Checkered Mark, TSI Print (Transmitting Subscriber Identification Print), Reception Time, Auto Fax Reception Power-Up, Memory Lock, Multi-Copy Reception, Program Special Sender, Resolution, Page Separation and Length Reduction, Center Mark, Image Rotation, 2 Sided Print, Specify Tray for Lines, Tray Shift, Paper Tray, Communication Page Count

⭐ **Important**

- To print a JPEG or PDF file, the optional PostScript 3 unit must be installed.

- Version 1.3, 1.4, 1.5, and 1.6 PDF files are printable. However, this machine might not be able to print PDF files if they were sent from certain machines or created in certain environments.

- Only JPEG files that are in JFIF format are compatible. This machine cannot print Exif format JPEG images captured by digital cameras, but it can print JFIF format JPEG images created on multi-function peripherals. However, this machine might not be able to print JPEG images if they were sent from certain machines or created in certain environments.

⬇ **Note**

- The Facsimile Features menu provides a user parameter setting (switch 21, bit 2) that you can use to enable or disable this function. Text and TIFF files will still be printed even if this function is disabled.

- If a JPEG or PDF file is received when the Mail to Print function is disabled, the file will be detected as an error and Error Mail Notification is sent back to the sender. You can turn this function on or off with the User Parameter (switch 21, bit 7) in the Facsimile Features menu.

- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

- Only one attached file can be printed from a received e-mail. If multiple JPEG or PDF files are attached, the first JPEG or PDF file is printed and the other files are deleted.

- If an e-mail contains multiple or unsupported files, its reception result is detected as an error, but an error notification is not sent to the sender.

- Printing is in black and white even if the image that is received contains color.

- Printed JPEG images and PDF files are counted as printer jobs.

- If an encrypted PDF is received, the PDF file is printed only if its password matches this machine's password.

- You can check the results of Mail to Print reception using the Journal. In the Journal, "P.1" is always printed in the number of pages column and "S", which indicates the Standard resolution, is always printed in the communication mode column regardless of the actual page/resolution. If the machine receives files that are unprintable due to their format, "error" will be printed in the result column.

- When receiving by Mail to Print, this machine does not respond to reception notification requests attached to the received e-mail.

Reference

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Reception Functions

This section explains useful functions for receiving fax documents.

Routing Received Documents

This section describes how to route received documents using SUB Codes.

⬇️ **Note**

- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a digital signature. Use both "Box Setting" on the Facsimile Features menu and Web Image Monitor to specify whether or not to apply encryption and a digital signature. For details about Box Setting, see "Facsimile Features", General Settings Guide.

Routing received documents with SUB Code

This machine can route received documents using SUB Codes.

When a document is received, its SUB Code is compared to SUB Codes programmed in Personal Boxes, and if a match is found, the document is routed to the destination whose SUB Code is specified.
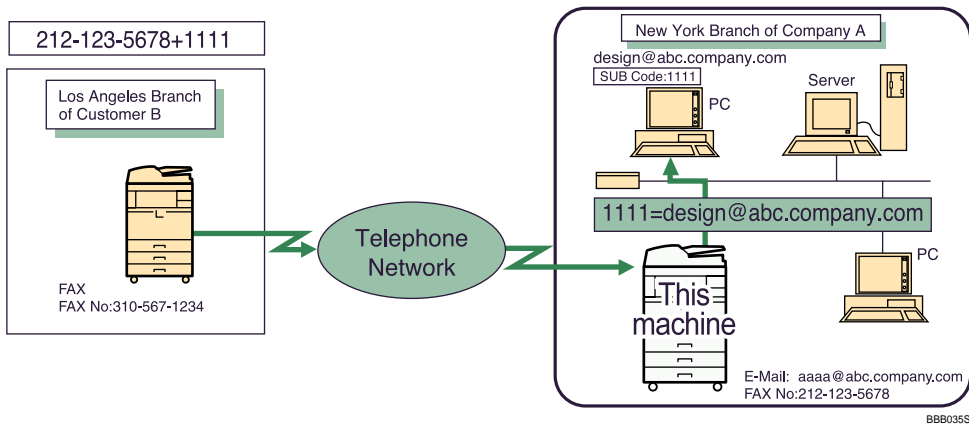
⭐ **Important**

- You must set the Personal Box and register a delivery destination beforehand. Personal Boxes can be programmed in "Box Setting" in the Facsimile Features menu. For details about the programming method, see "Facsimile Features", General Settings Guide.

- This function is not available when you set received documents to be delivered to the network delivery server. Use the Fax RX File Transmission setting in System Settings to configure delivery of received documents. For details about Fax RX File Transmission, see "System Settings", General Settings Guide.

Note

- If the destination specified is an e-mail address, the received document is routed to that destination as e-mail.

- You cannot specify a group as the receiver.

- You can route documents received from any fax machine, regardless of manufacturer.

Transferring Received Documents

The machine can transfer received documents by using SUB Codes.

Originals sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received then relayed to the programmed receiver.

Important

- Transfer Boxes and Receiving Stations must be set up in order to transfer received documents. Transfer Boxes can be programmed in "Box Setting" in the Facsimile Features menu. For details about the programming method, see "Facsimile Features", General Settings Guide.

Note

- If the destination specified is an e-mail address, the received document is transferred to that destination as e-mail.

- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a digital signature. Use both "Box Setting" on the Facsimile Features menu and Web Image Monitor to specify whether or not to apply encryption and a digital signature. For details about Box Setting, see "Facsimile Features", General Settings Guide.

- Transfer results are not sent back to the requesting party.

- You can transfer data received from any fax machine, regardless of manufacturer.

- The Facsimile Features menu provides a user parameter setting (switch 32, bit 0) that allows you to select a priority order for alternative destinations for sent documents. When this parameter is set, if the specified receiver is a group destination that includes an address not registered for the specified transmission type, the document is routed to an alternative destination. See "Facsimile Features", General Settings Guide.

SUB Code Transfer Report

You can check the results of transmission to Receiving Stations. The machine prints this report when it has finished transmitting to Receiving Stations.

Note

- You can select whether the SUB Code Transfer Report be automatically printed using the User Parameter (switch 04, bit 1) in the Facsimile Features menu.

- You can set whether a portion of the original image is printed on the report with the User Parameter (switch 04, bit 7) in the Facsimile Features menu.

- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

- "Unprogrammed" indicates the document could not be sent because the end receiver is not programmed.

- "--" indicates that the e-mail or Internet Fax document was sent to the mail server programmed in this machine.

- For the maximum number of destinations you can register in a group, see "Maximum Values".

▣ **Reference**

- p.318 "Maximum Values"

Forwarding Received Documents

This machine can forward received documents to other destinations programmed in this machine.

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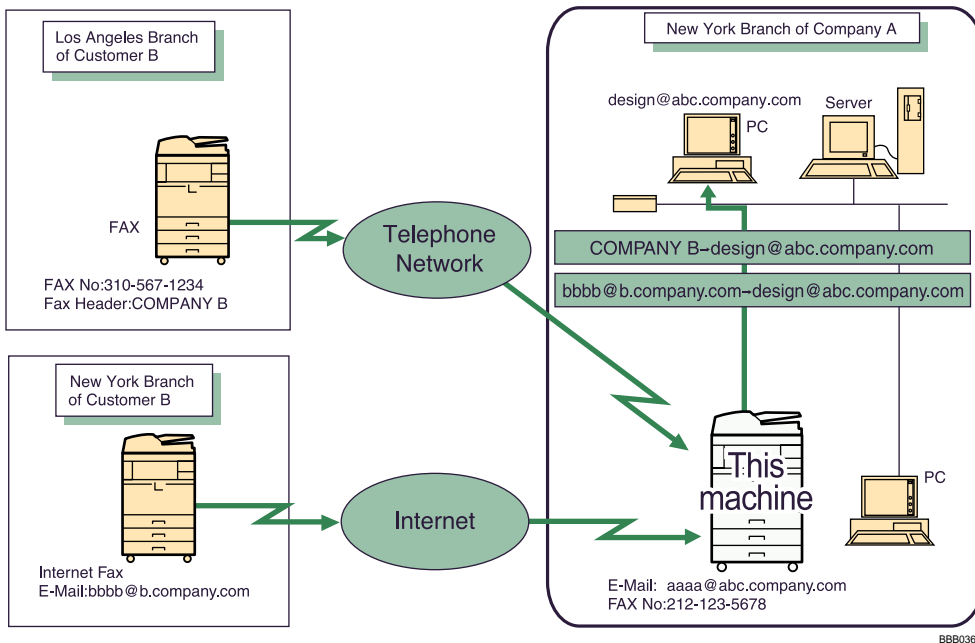
⭐ **Important**

- **To use this function, specify the Forwarding destination in advance. Forwarding can be specified under Forwarding on the Facsimile Features menu. See "Facsimile Features", General Settings Guide.**

⬇ **Note**

- A fax number, Internet Fax destination, IP-Fax destination, e-mail destination, or folder destination can be set as a forwarding destination.

- If the destination specified is an e-mail address, the received document is forwarded to that destination as e-mail.

- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a digital signature. Use both "Forwarding" on the Facsimile Features menu and Web Image Monitor to specify whether or not to apply encryption and a digital signature. For details about Forwarding, see "Facsimile Features", General Settings Guide.

- If you would like the machine to forward received documents to a particular destination according to the sender, specify the Forwarding destination for each sender under Facsimile Features, Program Special Sender. Documents from other senders are forwarded to the default Forwarding destination specified for this function. For details about Program Special Sender, see "Facsimile Features", General Settings Guide.

- You can set whether or not the Folder Transfer Result Report is transmitted to the specified e-mail address if folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders.

- For the maximum number of destinations you can register in a group, see "Maximum Values".

- You can select whether the machine prints out the documents it forwards with User Parameter (switch 11, bit 6) in the Facsimile Features menu.

- The Facsimile Features menu provides a user parameter setting (switch 32, bit 0) that allows you to select a priority order for alternative destinations for sent documents. When this parameter is set, if the specified receiver is a group destination that includes an address not registered for the specified transmission type, the document is routed to an alternative destination.

- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

🗐 Reference

SMTP Reception of E-mail

You can receive a document sent by e-mail, using SMTP reception.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by the machine.

BBB037S

195
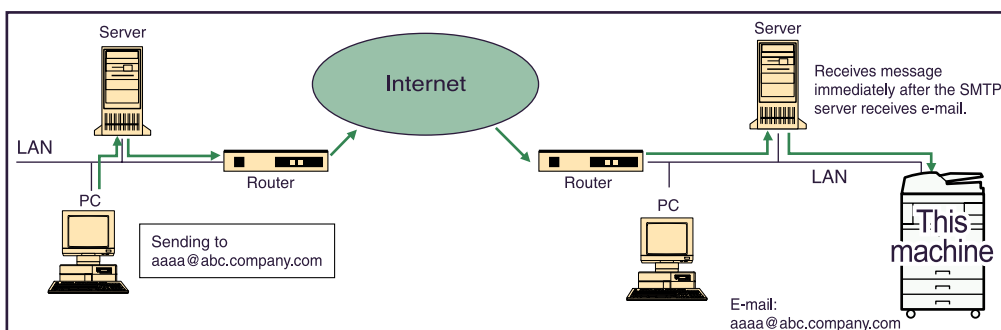
⭐ **Important**

- Set this machine beforehand using the MX record of the DNS server to enable SMTP reception.

- Use the Reception Protocol setting in System Settings to set the reception protocol. See "System Settings", General Settings Guide.

⬇ **Note**

- You can route received e-mail to other fax machines as well.

- Even if SMTP reception is enabled on the DNS server, e-mail sent from the SMTP server will not be received and the machine reports an error if SMTP reception is not set under "System Settings". Also, the SMTP server sends error notification e-mail to the originator.

- If an error occurs while receiving e-mail, reception is aborted, the e-mail is deleted, and Error Report is printed. Also, the SMTP server will send error notification e-mail to the originator.

- When the SMTP server attempts to route received documents to this machine while the machine is transmitting e-mail, the machine will respond to the SMTP server with a "busy" signal. Then, the SMTP server usually tries resending the documents until the set timeout.

Routing e-mail received via SMTP

E-mail received via SMTP can be routed to other fax machines.

BBB038S
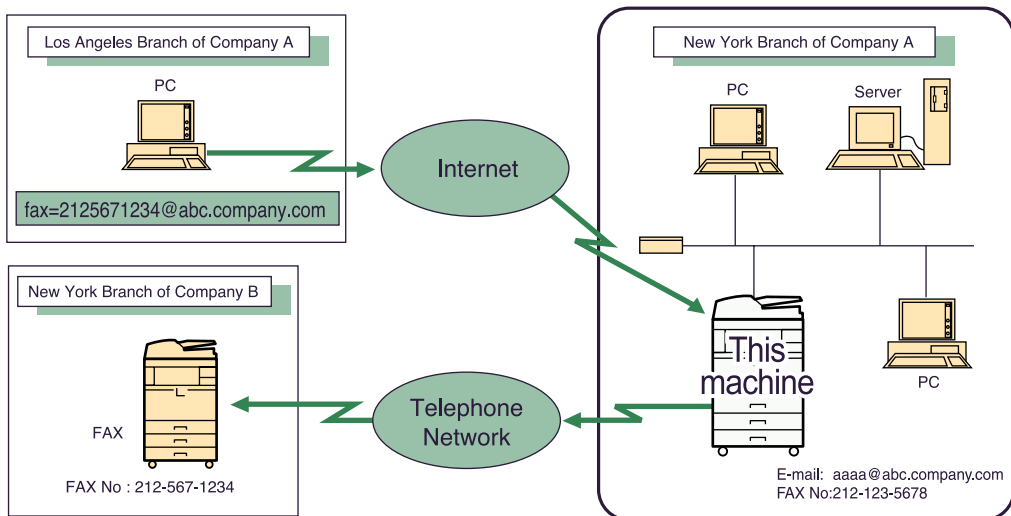
⭐ **Important**

- Before routing e-mail received via SMTP, you first must set "SMTP RX File Delivery Settings" to "On" in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

- Depending on security settings, this function may not be available.

The originator can request transfer of e-mail sent to another fax machine by specifying the e-mail address as follows:

Fax Number

fax=destination fax number@host name of this machine.domain name

Example: to transfer to fax number 212-123-4567:

fax=2121234567@abc.company.com

Single destination programmed in the destination list

fax=#registration number of 5 digits or less@host name of this machine.domain name

Example: to transfer to the destination number 00001:

fax=#00001@abc.company.com

Group destination programmed in the destination list

fax=#✶✶registration number of 5 digits or less@host name of this machine.domain name

Example: to transfer to the destination programmed under group number 00004:

fax=#✶✶00004@abc.company.com

⬇️**Note**

- E-mail received via SMTP can also be routed to single or group destinations programmed in the destination list.

- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and routed with a digital signature. Use both "SMTP RX File Delivery Settings" on the Facsimile Features menu and Web Image Monitor to specify whether or not to apply encryption and a digital signature. For details about SMTP RX File Delivery Settings, see "Facsimile Features", General Settings Guide.

- If an e-mail transfer request is received when the "SMTP RX File Delivery Settings" is "Off" in the Facsimile Features menu, this machine responds with an error message to the SMTP server.

- You can make settings that limit transfer to specified originators.

- Using this function, you can also send documents from your e-mail application to e-mail addresses and G3 fax machines' destinations through this machine simultaneously.

- For the maximum number of destinations you can register in a group, see "Maximum Values".

- The Facsimile Features menu provides a user parameter setting (switch 32, bit 0) that allows you to select a priority order for alternative destinations for sent documents. When this parameter is set, if the specified receiver is a group destination that includes an address not registered for the specified transmission type, the document is routed to an alternative destination. See "Facsimile Features", General Settings Guide.

📘**Reference**

- p.318 "Maximum Values"

JBIG Reception

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. It allows you to receive documents sent in the JBIG format through JBIG Transmission.

⭐ **Important**

- This function is not available with Internet Fax and Mail to Print functions.

Auto Fax Reception Power-Up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming documents as long as the main power switch is on.

⭐ **Important**

- Reception is not possible if both the operation switch and main power switch are turned off.

⬇ **Note**

- You can set whether documents are printed as soon as they are received (Immediate Reception) with the User Parameter (switch 14, bit 0) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

- You can also have fax documents received by Memory Reception (Substitute Reception) printed after the machine is turned on.

Printing Options

This section explains useful functions for printing received documents.

Print Completion Beep

When this function is turned on, the machine beeps to let you know when a received document is printed.

↓Note

- You can alter the volume of the beep or turn it off completely using "Adjust Sound Volume" in the Facsimile Features menu (set the volume to the minimum level). See "Adjusting the Volume", Troubleshooting.

Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax documents to help you separate them.

BBB039S
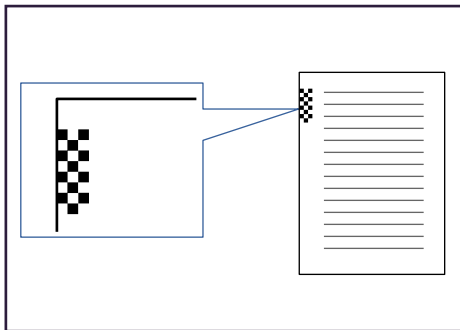
↓Note

- You can turn this function on or off using Checkered Mark in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

Center Mark

When this function is enabled, marks are printed halfway down the left side and at the top center of each page received.

This makes it easy for you to position a hole puncher correctly when you file received documents.
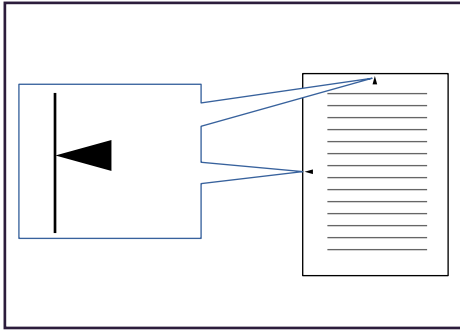
BBB040S

📥 Note

- The Center Mark may deviate a little from the exact center of the edge. See "Facsimile Features", General Settings Guide.

- You can enable or disable this function using Center Mark in the Facsimile Features menu.

Reception Time

You can have the date, time, and file number printed at the bottom of the document when it is received.

📥 Note

- You can turn this function on or off using Print Reception Time in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

- When a received document is split and printed on two or more sheets, the reception time is printed on the last sheet.

- The time when the document was printed can also be recorded on the document. If you need this function, contact your service representative.

Two-Sided Printing

You can have a received document printed on both sides of a sheet.
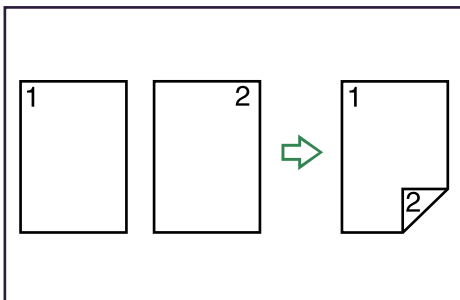
BBA047S

⭐ Important

- To use this function, all pages of the received document must be of the same size-inform the sending party of this beforehand if necessary. You must also have paper set in the machine of the same size as that sent by the sending party. In Two-Sided Printing, this machine will correctly receive in A3▭, B4 JIS (Japanese Industrial Standard)▭, A4▭▭, B5 JIS▭▭, A5▭▭ (11 × 17▭, 8$^1/_2$ × 14▭, 8$^1/_2$ × 11▭▭). The following table shows the results that can be achieved when receiving with this machine.

BBB002S

- This function works only when all pages are of the same width and received into memory.

⬇ Note

- You can turn this function on or off using 2 Sided Print in the Facsimile Features menu. For details, see "Facsimile Features", General Settings Guide.

- Printouts may vary depending on how the sender sets the originals.

- You can select to have documents only from selected senders printed in this way.

- Stored documents of the same size are printed on the same paper. Some stored documents may be unavailable for this printing option.

180-degree rotation printing

When printing on both sides of the paper, this machine rotates images as shown in the diagram.

BBB042S
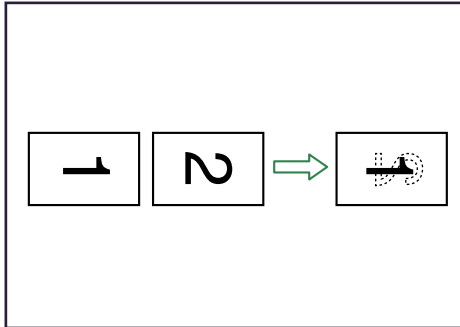
Multi-Copy Reception

If you switch this function on, multiple copies of each incoming fax document is printed.

You can also select to have multiple copies made of documents from particular senders.

BBB043S
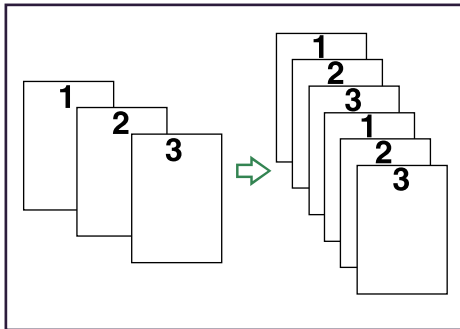
Note

- The maximum number of copies that can be made for each document is 10.

- When using the Multi-copy function with specified senders, the maximum number of copies is 10.

- You can turn this function on or off using Reception File Print Quantity in the Facsimile Features menu. For details, see "Facsimile Features", General Settings Guide.

- The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

If you have set paper in the ▱ orientation in the paper tray, incoming fax documents are automatically rotated to fit onto the paper.

BBB044S
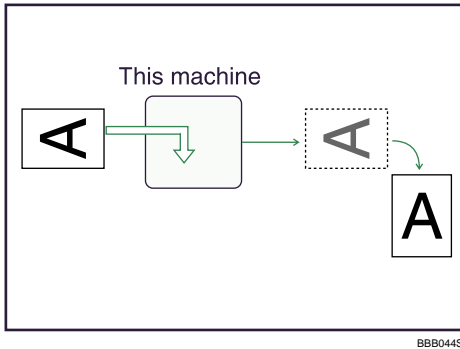
⊙Note

- If you specified a tray for "Paper Tray" in the Facsimile Features menu, the paper loaded in the specified tray is selected.

Page Separation and Length Reduction

If the size of a received document is longer than the paper loaded in the machine, each page of the document can be split and printed on several sheets, or reduced and printed on a single sheet.

BBB045S
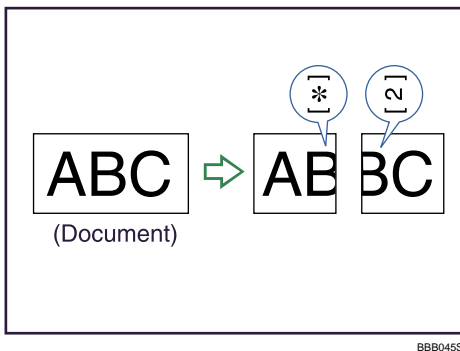
For example, this function splits the document if the document length is 20 mm (0.79 inch) or longer than the paper used. The document is reduced if it is less than 20 mm (0.79 inch). When a document is split, an asterisk (✱) is inserted at the split position and about 10 mm (0.39 inch) of the split area is duplicated on the top of the second sheet.

⊙Note

- Your service representative can customize this function with the following settings:
  - Reduction
  - Print split mark
  - Overprinting
  - Overprinting length

- Guideline for split

- You can adjust the overprinting and reduction lengths within the following ranges:

  - Overprinting length: 4 mm (0.16 inch), 10 mm (0.39 inch), 15 mm (0.59 inch)

  - Guideline for split: 5-155 mm (5 mm steps)/0.2-6.1 inches (0.2 inch steps)

Page Reduction

If you receive a document that is longer than the paper in the tray, the machine usually prints it on two pages. If you turn this function on, the machine reduces the width and length of the received image so that it will fit on one page.

This machine

A B
(B4 JIS size)

Reduction A B
(A4 size)
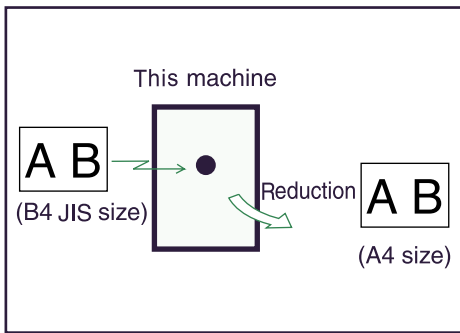
BBB046S

If A4 paper but not B4 paper is loaded and a B4⊐ document is received, the machine automatically reduces the document size so that it can be printed onto a single A4 sheet.

Similarly, if B4 paper but not A3 paper is loaded and an A3⊐ document is received, the machine automatically reduces the document size so that it can be printed onto a single B4 sheet.

⬇️Note

- You can turn this function on or off with the User Parameter (switch 10, bit 3) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

- When this function is used, the printing quality may not be as good as usual.

- To split a document into two sheets without using this function, see "Page Separation and Length Reduction".

🔲Reference

TSI Print (Transmitting Subscriber Identification Print)

You can have the sender's Own Name or Own Fax Number printed on documents that this machine receives.

Usually the sender's Fax Header is printed on received documents. When you receive an Internet Fax document, the e-mail address of the sender is printed. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the document came from.

⬇️ **Note**

- You can turn this function on or off in the User Parameter (switch 02, bit 3) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

If There Is No Paper of the Correct Size

If there is no paper in the machine that matches the size of a received document, the machine will choose a paper size based on the paper available.

This function is available only if the following settings are made:

- Page reduction: Disabled
- Reduction in Sub-scan Direction: Enabled
- Page Separation Threshold: 20 mm (0.79 inch)
- Width or Length Priority: Width

⬇️ **Note**

- The document is split over two sheets of paper depending on the paper size. See "Page Separation and Length Reduction".

- Paper placed in the bypass tray is not usually selected for printing a received document. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders.

- Widths that this machine can receive are A4, B4 JIS, LT ($8^1/_2$ × 11) and A3. Any documents narrower than A4 or LT ($8^1/_2$ × 11) are received at A4 or LT ($8^1/_2$ × 11) width. The length of documents depends on the document.

- The paper size used to print a received document may be different from the size of the sent original.

- For details about page reduction, see "Page Reduction".

📄 **Reference**

- p.203 "Page Separation and Length Reduction"
- p.204 "Page Reduction"

Setting priority trays

With the same size of paper loaded into multiple trays, you can make the machine use one tray for one function and another tray for another function.

For example, you may load white A4 paper into tray 1 to use when making copies, and yellow A4 paper into tray 2 to use when printing received faxes. You can then easily identify for which purpose paper has been output. You can perform this setting in "Paper Tray Priority: Facsimile" in "System Settings". See "System Settings", General Settings Guide.

Note

- When a different size of document from the priority tray is received, the tray containing the same size of paper as the received document is used.

Just size printing

If you enable this function, received documents are printed on the sheet that has the highest priority.

This function is enabled with User Parameter (switch 05, bit 5) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

If the paper tray is not stocked with paper of a suitable size to print a received document, a message appears on the display prompting you to load paper of the required size. When you have loaded new paper, press [Exit] to print the document.
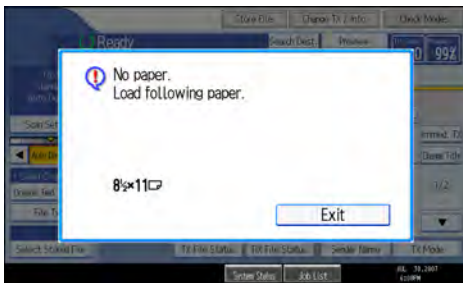
Note

- After pressing [Exit], procedure varies depending on machine status when the message occurred.
    - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it left off.
    - If any documents or reports were being printed manually, the printer does not resume printing. Perform the operation from the beginning again.

Having incoming documents printed on paper from the bypass tray

You can print documents sent from Specified Senders on paper from the bypass tray.

In "Program Special Sender" in the Facsimile Features menu, set as follows:

- Program a special sender and select the Bypass Tray for the paper tray type.
- Turn on the "Special Reception Function" in "Initial Set Up".

For details about Program Special Sender, see "Facsimile Features", General Settings Guide.

⬇ Note

- You can load a maximum of 100 sheets of standard paper in the bypass tray.

- You can use a size of paper not loaded in the paper tray(s) in the bypass tray.

- The machine can detect A6▭, A5▭, A4▭, A3▭ ($5^1/_2 \times 8^1/_2$▭, $8^1/_2 \times 11$▭, 11 × 17▭) paper sizes. When you load any other size, specify the paper size. However, if the specified paper size and size of paper set in the bypass tray do not match, paper jams may occur, or the image may be shortened.

- Documents printed on paper smaller than A4 may be shortened, or split across sheets.

- Paper longer than 600 mm may be creased, not sent, or jam.

- Print area depends on optional expansion memory, resolution, and vertical length of originals.

- If you use this function, Image Rotation and 180-degree rotating printing are not possible.

Where Incoming Documents Are Delivered - Output Tray

You can specify the output tray or output position to facilitate separation of received documents.

Specifying tray for lines

Use this function to specify the output tray for each line port.

You can specify the document feeding tray for each port (telephone, Internet Fax, IP-Fax). For example, you can specify documents received through the G3-1 port to be fed to the "Finisher Upper Tray" and documents received through the G3-2 port to be fed to the "Finisher Shift Tray", facilitating separation of files. You can also set the machine to output Internet Fax documents and ordinary faxes onto different trays.

⭐ Important

- **The optional extra G3 interface unit is required to use the extra G3 line.**

⬇ Note

- To use this function, specify the port and destination using [Specify Tray for Lines] in the Facsimile Features menu. For details about the setting, see "Facsimile Features", General Settings Guide.

Tray Shift

Use this function to shift the output position for each document, so you can separate received documents easily.

When the optional finisher unit is selected for fax output, you can use the Tray Shift function whenever a fax or report is printed.

This is useful for separating faxes stacked in the finisher output tray. For example, if the previous incoming fax was output to the left, the next incoming fax will be output to the right and vice-versa.

⭐ **Important**

- **The optional finisher is required.**

🔽 **Note**

- You can turn this function on or off with the User Parameter (switch 19, bit 0) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

4. Changing/Confirming Communication Information

This section explains the features of [Change TX / Info], which you can use to confirm communication results on the screen or printed reports.

Changing the Settings of Files in Memory

After you have pressed the [Start] key (after scanning originals), you can check and edit the destination or settings of Memory Transmission. You can also cancel a transmission, change the settings of a transmission, print a stored file, print a list of stored files, and resend a file which the machine failed to transmit.

Note

- If the "No transmission files found." message appears on the screen after you press [Check / Stop Transmission File], no files are being stored or sent by Memory Transmission.
- You cannot view or edit files that are in the process of being sent, files sent by LAN-Fax, or files saved for printing as reports.
- There are cases when a destination may not be selected as the destination appears as "✳", depending on the security settings.
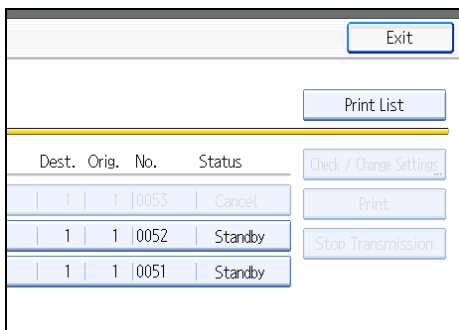
Deleting a Destination from a Broadcast

You can delete selected broadcasting destinations.

Important

- If you delete a destination that is the only destination for a transmission, the transmission is canceled.

1. **Press [Change TX / Info].**
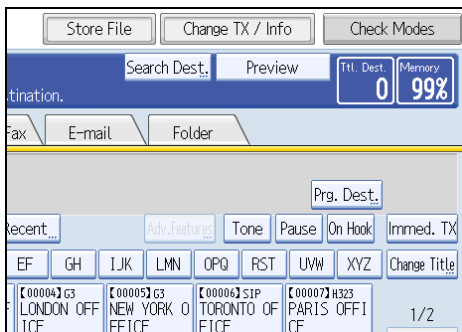
2. **Press [Check / Stop Transmission File].**
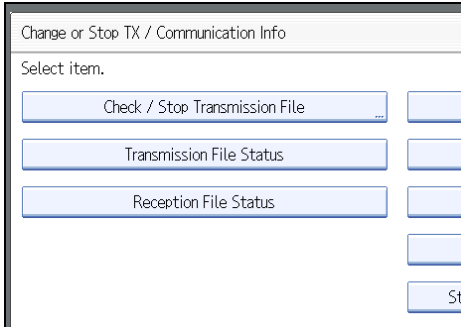
3. **Select the file from which you want to delete a destination.**
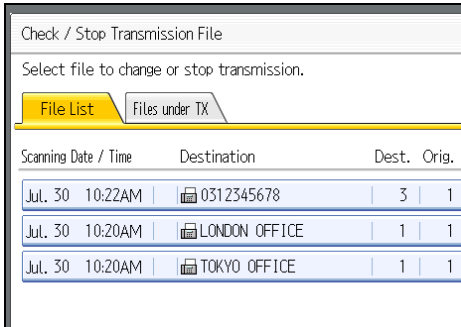
4. **Press [Check / Change Settings].**
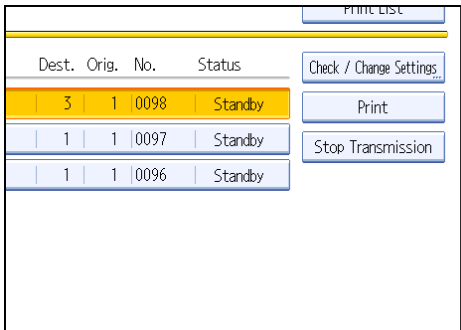
5. **Press [Change] for the destination you want to delete.**
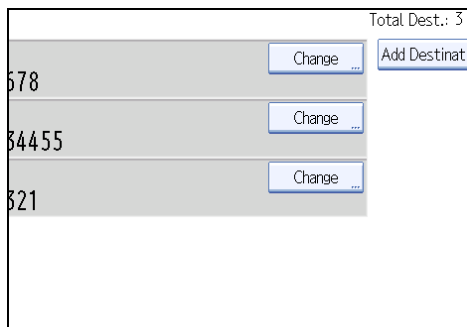
If you delete a folder destination, press [Delete], and then press [Yes] on a confirmation message screen. Proceed to step 7.

6. **Press the [Clear/Stop] key to delete the destination, and then press [OK].**

BDE010S
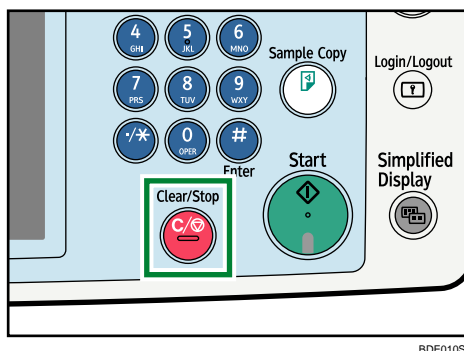
Pressing the [Clear/Stop] key deletes by single digits the fax number or IP-Fax address. The Internet Fax destination or e-mail destination can be entirely deleted at once by pressing the [Clear/Stop] key.

7. **Press [Exit].**

To delete another destination, repeat from step 3.

8. **Press [Exit] twice.**

The standby display appears.

Adding a Destination

You can add a destination for broadcasting.

1. **Press [Change TX / Info].**
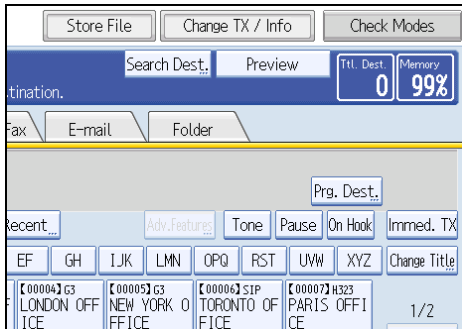
2. **Press [Check / Stop Transmission File].**
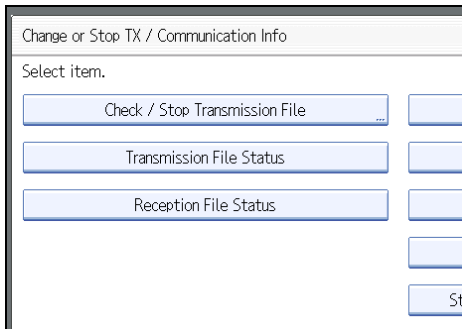
3. **Select the file to which you want to add a destination.**
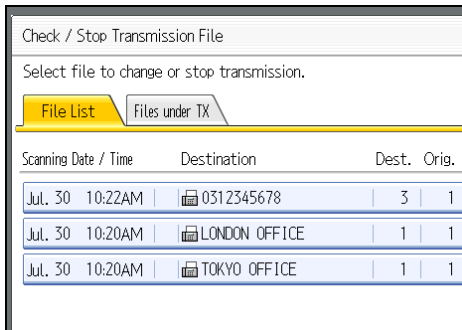
4. **Press [Check / Change Settings].**
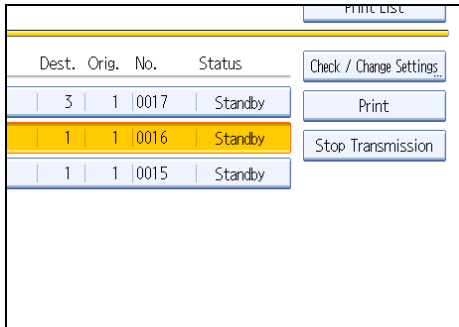
5. **Press [Add Destination].**
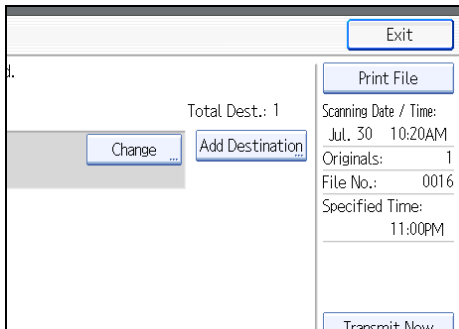
6. **Specify the destination using the number keys or Destination keys, and then press [OK].**
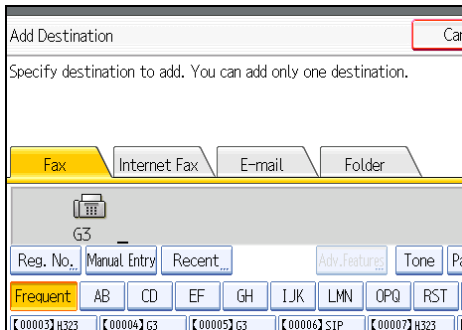
Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, or folder.

If you specify a sender whose e-mail address is already registered, you can add Internet Fax destinations and e-mail destinations.

You can add a folder destination only with Destination keys.

You can also program a SUB Code or SEP Code by pressing [Adv.Features].

7. **Press [Exit].**

Repeat from step 3, if you want to add another destination.

8. **Press [Exit] twice.**

   The standby display appears.

🔽**Note**

- You cannot add a destination if you have disabled broadcasting.

Changing the Transmission Time

You can change the transmission time specified with Send Later.

You can also delete the transmission time. If the transmission time is deleted, the file is transmitted immediately.

1. **Press [Change TX / Info].**
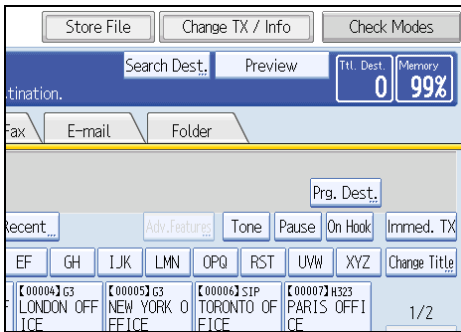
2. **Press [Check / Stop Transmission File].**
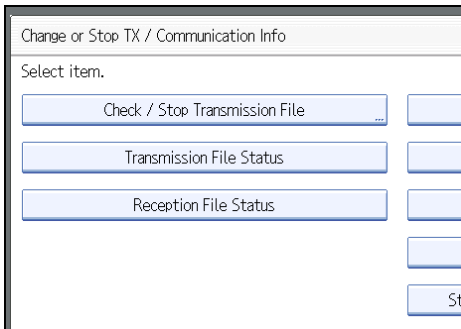
3. **Select the file for which you want to change or cancel the transmission time.**
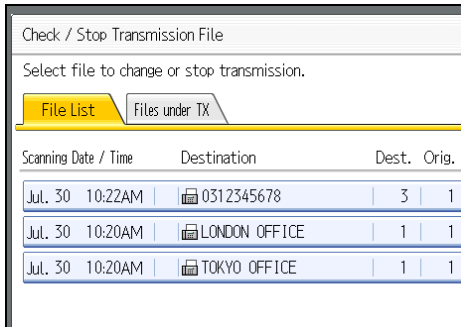
4. **Press [Check / Change Settings].**
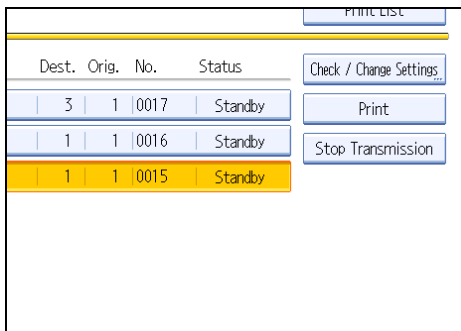
5. **Press [Change TX Time].**
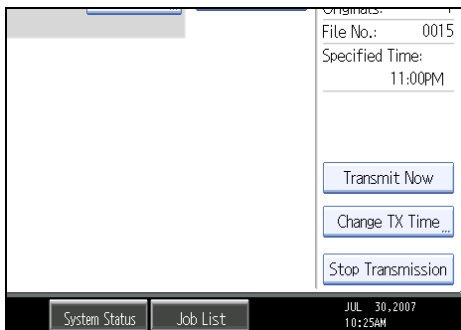
If you press [Transmit Now], the file is transmitted immediately. However, if there is a file on standby, that file is sent first.

6. Press [Clear], re-enter the transmission time using the number keys, and then press [OK].
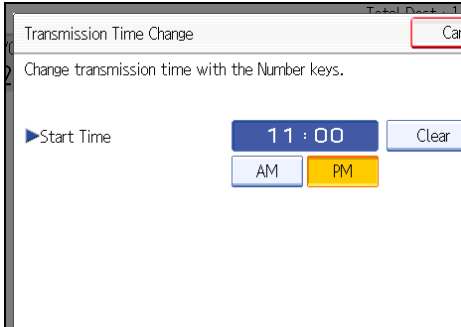
7. Press [Exit].

Repeat from step 3, if you want to change another transmission time.

8. Press [Exit] twice.

The standby display appears.

Changing the SMTP Server Setting

You can change the settings for whether or not to bypass the SMTP server.

1. Press [Change TX / Info].
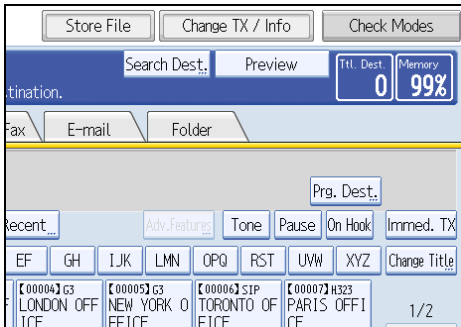
2. Press [Check / Stop Transmission File].
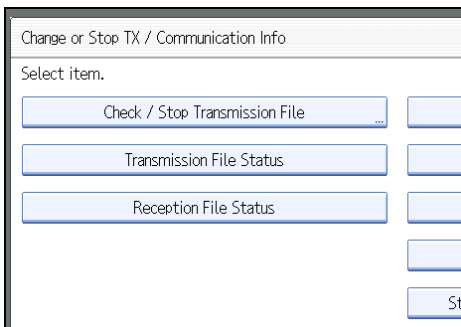
3. **Select a file whose SMTP server setting you want to change.**
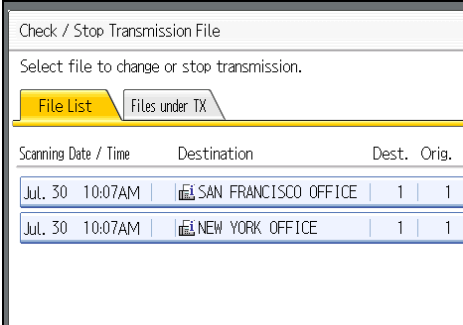
4. **Press [Check / Change Settings].**
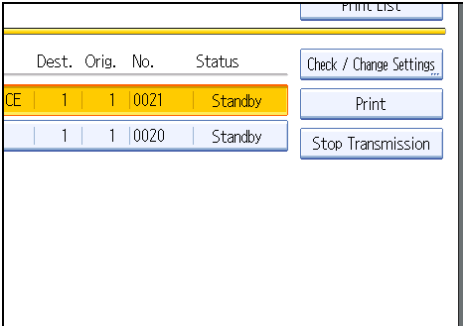
5. **Press [Change].**
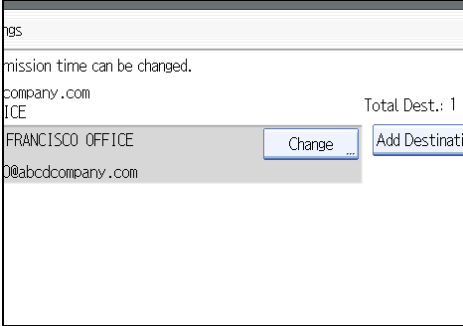
6. Press [SMTP].
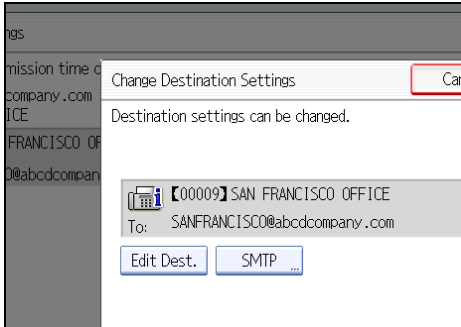
7. Select [Yes] or [No], and then press [OK].
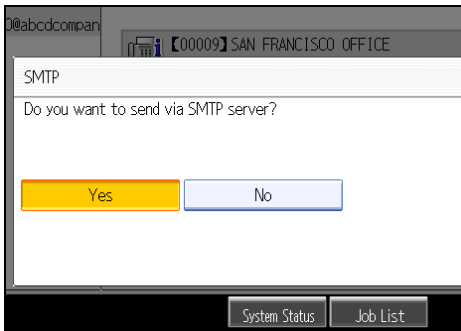
8. Press [OK].
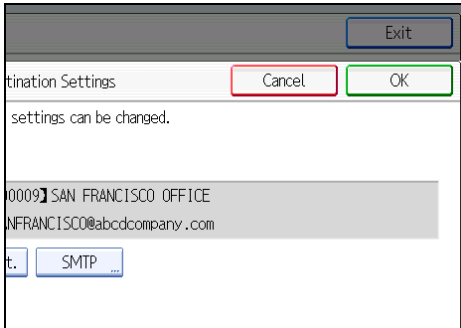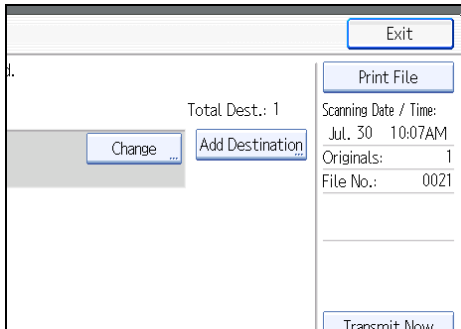
9. **Press [Exit].**

Repeat from step 3 to change the SMTP server settings of other recipients.

10. **Press [Exit] twice.**

The standby display appears.

Printing a File from Memory

If you want to check the contents of a file that is stored in memory and not yet sent, use this procedure to print it out.

1. **Press [Change TX / Info].**
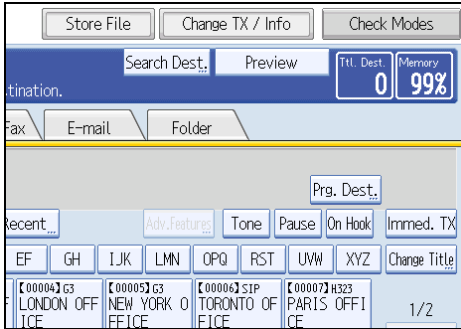
2. **Press [Check / Stop Transmission File].**
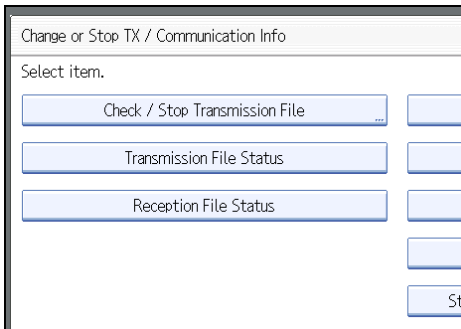
3. **Select the file you want to print.**
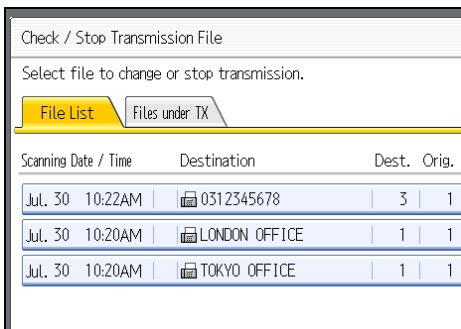
   If multiple destinations were specified, only the number of the destinations that have not received the document you sent is shown.

4. **Press [Print].**

If you want two-sided printing, press [Print on 2 Sides].

To cancel printing, press [Cancel]. The display returns to that of step 4.

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

To cancel printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 4.

Repeat from step 3, if you want to print another file.

6. **Press [Exit] twice.**

The standby display appears.

Note

• You can also print files that have not been successfully transmitted.

Printing a List of Files in Memory (Print TX File List)

Print this list if you want to find out which files are stored in memory and what their file numbers are.

Knowing the file number can be useful (for example when erasing files).

1. **Press [Change TX / Info].**
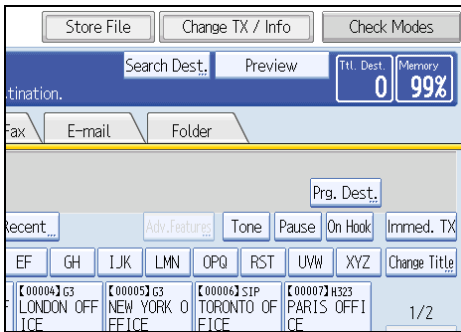
2. **Press [Check / Stop Transmission File].**
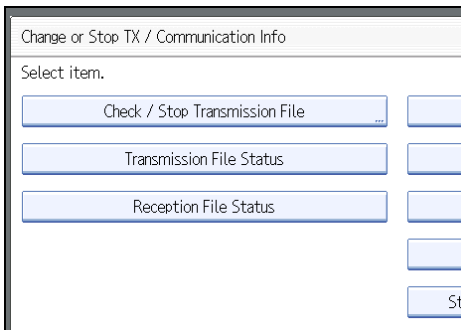
3. **Press [Print List].**
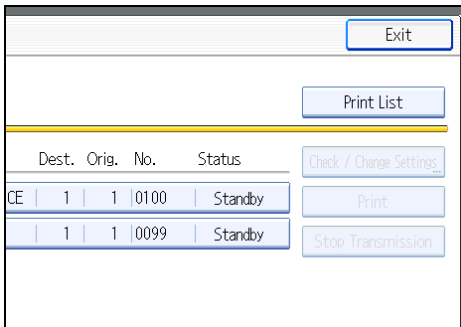
To cancel printing before pressing the [Start] key, press [Cancel]. The screen returns to that displayed before pressing [Print List].

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

   To cancel printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 3.

5. **Press [Exit] twice.**

   The standby display appears.

Note

- The contents of a file stored in memory can also be printed.

- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

4

Resending a File

Machine memory stores documents that could not be successfully transmitted using Memory Transmission. Use this procedure to resend these documents.

⭐ **Important**

- Set "Store documents in memory that could not be transmitted" to "On" in User Parameter (switch 24, bit 0) in the Facsimile Features menu.

1. **Press [Change TX / Info].**
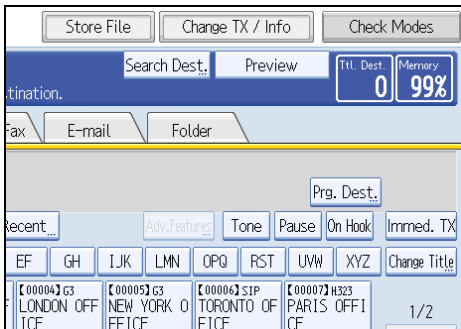
2. **Press [Check / Stop Transmission File].**
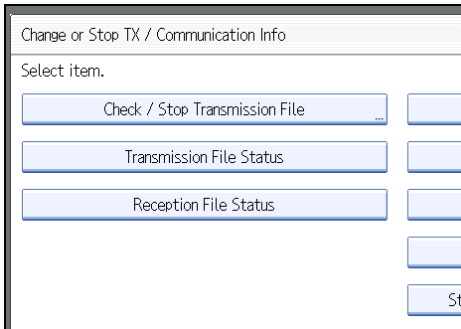
3. **Select the file you want to resend.**

   "TX failed" is displayed for files that could not be sent.
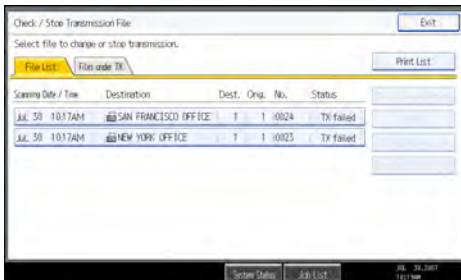
If multiple destinations were specified, only the name of the destination you specify first and only the number of destinations that have not received the document you sent are shown.

4. **Press [Transmit Failed File].**
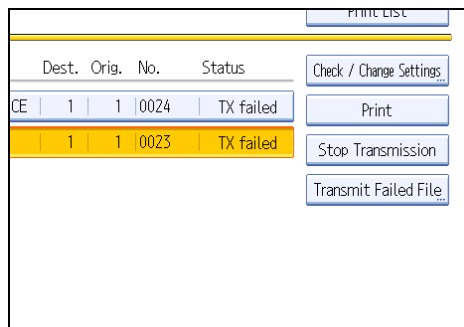
To add a destination, press [Add Destination], and then specify the destination.

5. **Press [OK].**

Transmission starts.

Repeat from step 3 to resend another file.

To cancel transmissions, press [Stop Transmission].

6. **Press [Exit] twice.**

The standby display appears.

Note

- Files that could not be transmitted are kept for either 24 or 72 hours, depending on the setting you make in User Parameter (switch 24, bit 1) in the Facsimile Features menu.

- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

Checking the Transmission Result (Transmission File Status)

You can confirm transmission by the display, report, or e-mail.

Confirming on Display

Use this function to display the transmission results.

1. **Press [Change TX / Info].**
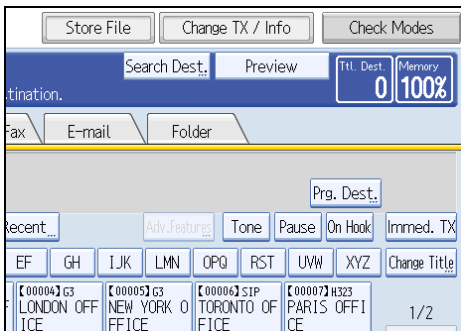
2. **Select [Transmission File Status].**

3. **Check the transmission results.**

    Transmission results are displayed, from the latest result down, in groups of nine.

    When a fax is sent, "Destination" shows the Own Fax Number or Fax Header information of the receiver. When an Internet Fax or e-mail is sent, the e-mail address or name programmed in the destination list appears. For a transmission from a computer, "-- LAN-Fax -->" is shown.

    Depending on security settings, the destination may appear as ✱.

4. **Press [Exit] twice.**

    The standby display appears.

↓ Note

- Only the transmission results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".

- You can view sent fax documents and their lists, using a Web Image Monitor on a network computer. For details, see the Web Image Monitor's Help.

- If a transmission is completed while you are using this function, the result will not appear. To view the latest result, exit Transmission File Status, and then try again.

- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

- When documents are transmitted from the computer to the machine, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.

- An encryption symbol is displayed in the routing/forwarding columns of encrypted e-mail.

🗉 Reference

- p.318 "Maximum Values"

Confirming by Report

Print reports for confirmation.

Memory Transmission

You can confirm the result with a Communication Result Report.

This report is printed each time a Memory Transmission is completed if turned on with User Parameter (switch 03, bit 0) in the Facsimile Features menu.

You can also print the report by programming the TX Status Report to a Quick Operation key and pressing this when specifying a destination.

If you turn the Communication Result Report on, the Communication Failure Report is not printed.

For details about the contents printed in the reports, see "Communication Result Report (Memory Transmission)" or "Communication Failure Report".

Immediate Transmission

You can confirm the result with an Immediate TX Result Report.

Select to print this report in User Parameter (switch 03, bit 5) in the Facsimile Features menu. A report is printed after every Immediate Transmission is completed.

You can also print the report by programming the TX Status Report to a Quick Operation key and pressing this when specifying a destination.

For details about the contents printed in the report, see "Immediate TX Result Report (Immediate Transmission)".

Note

- For details about Parameter Setting and Quick Operation Key, see "Facsimile Features", General Settings Guide.

Reference

- p.229 "Communication Result Report (Memory Transmission)"

- p.230 "Immediate TX Result Report (Immediate Transmission)"

- p.230 "Communication Failure Report"

Confirming by E-mail

Use the E-mail TX Results function to send reports by e-mail to a computer, and then confirm them on the computer.

The available reports are:

- Communication Result Report.

- Immediate TX Result Report.

- Polling with SEP RX Result.

Important

- You must first register the e-mail addresses of the destinations the report is to be sent to on the destination list. For details about registering e-mail addresses, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

Note

- For details about E-mail TX Results, see "Confirming Transmission Results by E-mail".

- For details about the contents of the reports, see "Communication Result Report (Memory Transmission)", "Immediate TX Result Report (Immediate Transmission)", "SEP Code RX Result Report".

- By programming the E-mail TX Results to a Quick Operation key in advance, you can send transmission results by e-mail after each transmission is completed. Select the destination for notification from the Internet Fax destinations or e-mail destinations in the destination list. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

- When using the Sender Name function to select the sender, the transmission results are sent to senders' e-mail addresses that have been registered. Select the sender from the Internet Fax destinations or e-mail destinations in the destination list.

- If you send fax documents from a computer, use LAN-Fax Driver to specify whether or not the LAN-Fax Result Report is sent to the computer.

Reference

- p.141 "SEP Code RX Result Report"

- p.161 "Confirming Transmission Results by E-mail"
- p.229 "Communication Result Report (Memory Transmission)"
- p.230 "Immediate TX Result Report (Immediate Transmission)"

Confirming by Report and E-mail

You can confirm transmission results using both the E-mail TX Results function, which sends the results by e-mail, and the Communication Result Report printed by the machine.

You can set whether to use both of these together in User Parameter (switch 10, bit 6) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

Communication Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission.

Note

- You can turn this function on or off with the User Parameter (switch 03, bit 0) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.
- You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.
- The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.
- "--" indicates that the e-mail or Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)
- To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- If two or more destinations are specified, this report is printed after the fax document is sent to all the destinations.
- If the machine is set up not to print this report and the fax document could not be successfully transmitted, a Communication Failure Report is printed. See "Communication Failure Report".

- If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after transmission. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

🔖 Reference

- p.230 "Communication Failure Report"

Immediate TX Result Report (Immediate Transmission)

If you turn this report on, a report is printed after every Immediate Transmission so you have a record of whether the transmission was successful or not.

If the machine is set up not to print this report and the fax document could not be successfully transmitted, the Error Report is printed instead.

⬇ Note

- You can switch this report on or off in the User Parameter (switch 03, bit 5) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.
- To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- If the page was sent successfully, the Page column gives the total number of pages sent successfully.
- If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after transmission. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

Communication Failure Report

This report is printed when a document could not be successfully transmitted with Memory Transmission.

If the machine is set up to print a Communication Result Report, this report is not printed. Use it to keep a record of failed transmissions so you can send them again.

⬇ Note

- You can select whether the Communication Failure Report is automatically printed using the User Parameter (switch 04, bit 1) in the Facsimile Features menu.
- This report is only printed if the Communication Result Report is turned off and a document could not be successfully transmitted with Memory Transmission.

- You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Facsimile Features menu.

- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.

- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.

- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

- The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.

- "Unprogrammed" indicates that the document could not be sent because the forwarding destination is not programmed.

- "--" indicates that the e-mail or Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

4

Checking the Reception Result (Reception File Status)

Confirm the reception result on the screen or in a report.

Confirming on Display

Use this function to display the reception result.

1. **Press [Change TX / Info].**
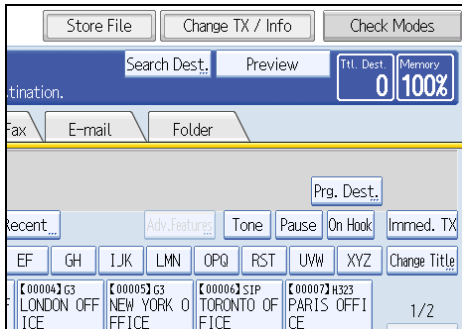
2. **Press [Reception File Status].**

3. **Check the reception results.**
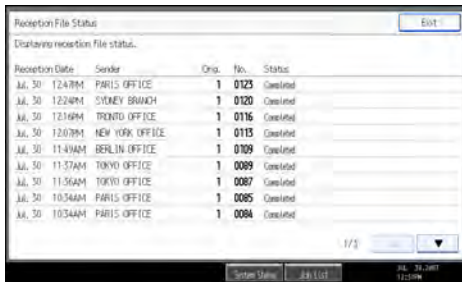
Reception results are displayed, from the latest result, in groups of nine.

When a fax or IP-Fax is received, "Sender" shows the Own Fax Number or Fax Header information. When an Internet Fax is received, the sender's e-mail address appears.

4. **Press [Exit] twice.**

The standby display appears.

Note

- Only the reception results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".

- You can view received fax documents and their lists, using a Web Image Monitor on a network computer. For details, see the Web Image Monitor's Help.

- If a document is received while you are using this function, the result will not appear. To view the latest result, exit Reception File Status, and then try again.

- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

🗒 Reference

- p.318 "Maximum Values"

Confirming by Report

4

Print a report to confirm reception results.

Journal

Print the Journal to confirm the latest reception results.

For details, see "Journal".

🗒 Reference

- p.238 "Journal"

Print Journal

You can print the Journal manually.

⭐ **Important**

- **The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions.**

Printing the Journal

To print the Journal manually, select the printing method: "All", "Print per File No.", or "Print per User".

📥 **Note**

- You can set whether the Journal is automatically printed after every 50 communications in User Parameter (switch 03, bit 7) in the Facsimile Features menu.

- Depending on security settings, the Journal is not automatically printed.

- If the optional extra G3 interface unit is installed, you can set whether the Journal is printed by line type with the User Parameter (switch 19, bit 1) in the Facsimile Features menu.

- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.

- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

- Depending on security settings, the destination may not appear.

- For the maximum number of communication results printed in the Journal, see "Maximum Values".

📄 **Reference**

All

Prints the results of communications in the order made.

1. **Press [Change TX / Info].**
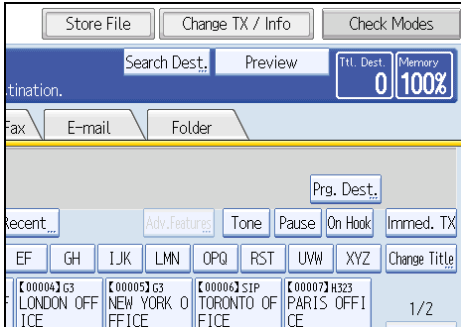
2. **Press [Print Journal].**
3. **Select [All].**
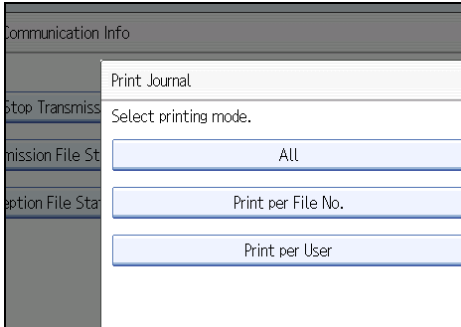
4. **Press the [Start] key.**

   To cancel a file printing, press [Stop Printing]. The display returns to that of step 3.

5. **Press [Exit] twice.**

   The standby display appears.

Print per File No.

Prints only the results of communications specified by file number.

1. **Press [Change TX / Info].**
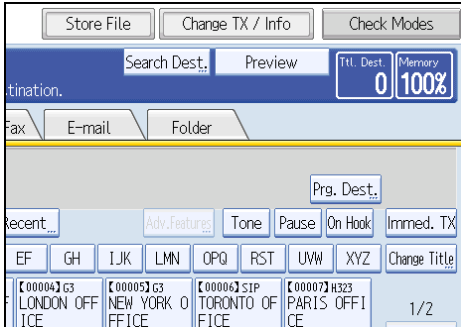
2. **Press [Print Journal].**

3. **Select [Print per File No.].**
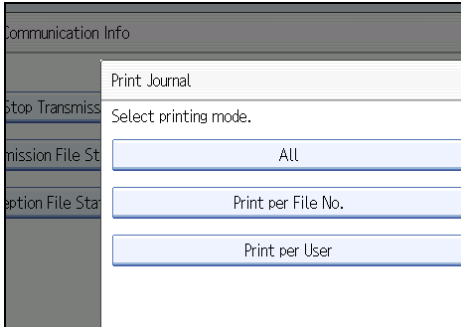
4. **Enter a 4-digit file number.**
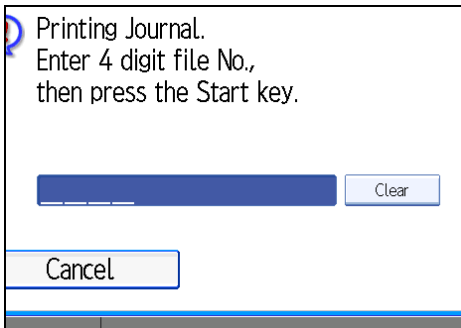
   If you make a mistake, press [Clear], and then try again.

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

   To cancel a file printing, press [Stop Printing]. The display returns to that of step 3.

6. **Press [Exit] twice.**

   The standby display appears.

Print per User

Prints the results of communications by individual senders.

1. **Press [Change TX / Info].**
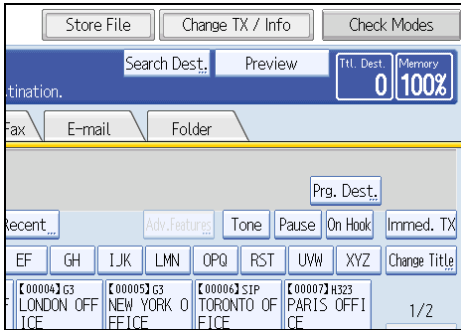
2. **Press [Print Journal].**

3. **Select [Print per User].**
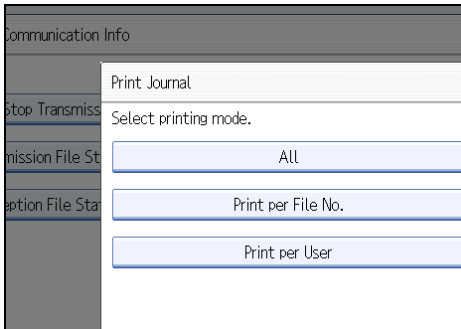
4. **Select a user.**
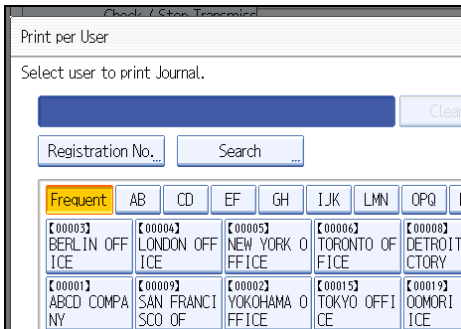
   Press [Cancel] if the user is not registered. The display returns to that of step 3.

5. **Press [OK] after checking the user name shown on the display.**

   Press [Cancel] if a wrong user name is selected. The display returns to that of step 3.

6. Press the [Start] key.

To cancel a file printing, press [Stop Printing]. The display returns to that of step 3.

7. Press [Exit] twice.

The standby display appears.

Journal

This section explains the items printed in the Journal.

BDE019S

1. Printing date

Shows the date and time the report was printed.

2. Programmed Fax Header

Shows the sender name programmed for printing.

3. Date

Shows the transmission or reception date.

4. Time

Shows the transmission or reception start time.

5. **Other end**

- For fax destinations

    Shows the name (for display) programmed by the other end.

    Shows the programmed fax number if the name (for display) was not programmed. The fax number may not be shown depending on sender's settings.

    If neither name nor fax number was programmed by the other end, an entered fax number or a name programmed in a destination list is shown for transmissions.

- For Internet Fax/e-mail destinations

    At time of transmission, it shows the e-mail address or name programmed in the destination list. At time of reception, it shows the e-mail address of the sender.

    At time of broadcasting transmission, it shows the number of destinations after the e-mail addresses or names of destination.

    When documents are transmitted from the computer to the machine, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.

- For IP-Fax destinations

    Shows the IP-Fax destination or name programmed in the destination list. The fax destination details appear on the reception report.

- For folder destinations

    Shows the name programmed in the destination list.

6. **Communication mode**

- For fax transmissions and receptions

    After the line type, "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols. If the optional extra G3 interface unit is installed, "G3-1", "G3-2", or "G3-3" appears.

- For Internet Fax/e-mail transmissions and receptions

    After ✎ (e-mail mark), "T" for outgoing e-mail or "R" for incoming e-mail, and the communication mode appear in alphabetical letters or symbols. Documents sent from Internet Fax destinations are received by Internet Fax, and documents sent from e-mail destinations are received by Mail to Print. "Q" indicates outgoing e-mail for which a Reception Notice is set in "TX Mode", whereas "A" indicates reception notice e-mail.

- For IP-Fax transmissions and receptions

    After ⟨-⟩ (IP-Fax mark), "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols.

- For folder destinations

    After ▭ (folder mark) and "T" for outgoing faxes, the communication mode appears in alphabetical letters or symbols.

7. **Communication time**

    Shows time taken for transmissions or receptions.

8. **Number of pages**

    Shows the number of pages transmitted or received.

9. **Communication result**

    Shows the result of transmissions or receptions.

    OK: All pages were properly transmitted or received. When Reception Notice is activated using "TX Mode", receipt of Reception Notice is shown. The results of received documents that were routed are preceded by "+".

    --: The Internet Fax or e-mail document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.) When using LAN-Fax, the results of communication from a computer to this machine are shown.

    E: A communication error occurred.

    D: Power was disconnected during communication. Not all fax documents were transmitted.

10. **User name**

    Shows the sender's name.

11. **File number**

    Shows file management numbers.

⬇ Note

- For Mail to Print reception, "P.1" is always printed in the number of pages column and "S", which indicates the Standard resolution, is always printed in the communication mode column regardless of the actual page/resolution.

- To prioritize a fax number or name programmed in the destination list, contact your service representative.

Transmitting Journal by E-mail

Use this function to send the Journal to the administrator's e-mail address.

The Journal is sent automatically after every 50 communications. A CSV format Journal is attached to the e-mail.

⭐ Important

- To transmit the Journal by e-mail, it is necessary to make settings with User Parameter (switch 21, bit 4) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

- This machine does not store sent CSV files. It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost. Sent CSV files are not left on the fax machine.

⬇ Note

- If the administrator's address is wrong, you may not be able to acquire the Journal.

- If the Journal fails to be transmitted in e-mail format, the Journal is printed out.

- The name of an attached CSV file is "JOURNAL+year, month, date, hours, minutes". For example, the file name transmitted in 14:40 on 20th, December, 2007 is "JOURNAL200712201440.csv".

• The subject of a Journal sent by e-mail begins with "Journal".

Journal by e-mail

If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of an administrator.

🔽Note

• To transmit the Journal, it is necessary to make settings with the User Parameter (switch 21, bit 4) in the Facsimile Features menu.

• If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.

• For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

• To confirm the administrator's e-mail address, use Administrator's E-mail Address under System Settings. See "System Settings", General Settings Guide.

• Depending on security settings, the Destination/Sender name may not appear.

Confirming/Printing/Deleting Received and Stored Documents

You can print documents that are received and stored on the hard disk. You can also delete unwanted documents.

BBB048S
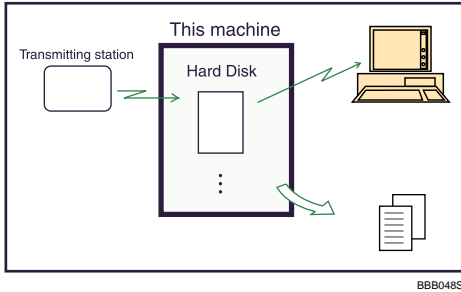
⭐ **Important**

- Make the settings for received and stored documents in "Reception File Setting" in the Facsimile Features menu before using this function. For details about the setting, see "Facsimile Features", General Settings Guide.

⬇ **Note**

- If you have selected to store received documents and specified an e-mail address for notification of receipt, fax reception notification can be sent to that e-mail address.

- For the maximum number of received documents you can store on the machine's hard disk, see "Maximum Values".

- You can view and print received and stored documents using a Web Image Monitor. For details, see "Viewing Fax Information Using a Web Browser".

- Operations from the control panel, such as printing or deleting received documents, can be restricted. To use this function, select "On" for the User Parameters (switch 10, bit 0) in the Parameter Settings. When you do this, "Print / Delete Stored Reception File" is not displayed on the screen, and received documents stored on the machine cannot be accessed using the control panel. For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

- If user authentication is set on the machine, "Print / Delete Stored Reception File" is displayed only if the user who is logged on has been configured for it under "Stored Reception File User Setting" in the Facsimile Features menu logs on the machine. For details about the settings, see "Facsimile Features", General Settings Guide.

📖 **Reference**

- p.298 "Viewing Fax Information Using a Web Browser"
- p.318 "Maximum Values"

Confirming Received and Stored Documents

This section explains how to view documents stored on the hard disk.

1. **Press the [Change TX / Info].**
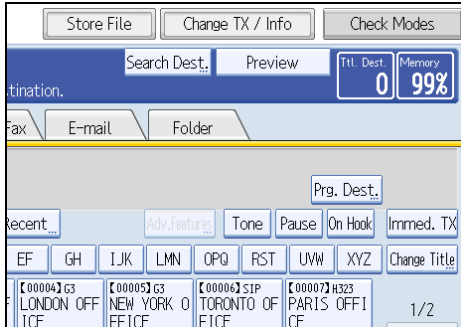
2. **Select [Print / Delete Stored Reception File].**

3. **Select the document you want to confirm.**

   Press the Thumbnails key to switch the screen to thumbnail display.

4. **Press [Preview].**
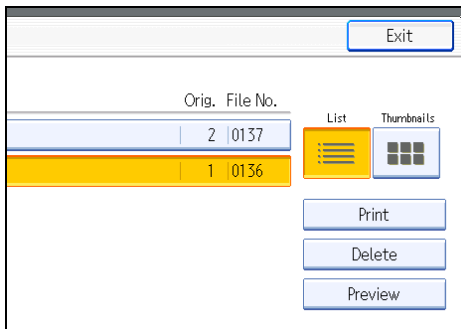
5. **Check the preview.**
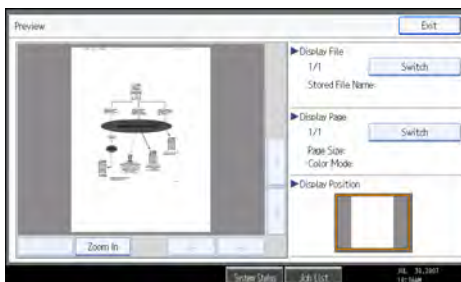
   - Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.
   - Press [←] [→] [↑] [↓] to scroll the preview image.

- Press [Switch] under "Display File" to display another selected file.

- Press [Switch] under "Display Page" to change the displayed page.

6. **Press [Exit].**

The display returns to that of step 4.

7. **Press [Exit] twice.**

The standby display appears.

Note

- If the size of a received and stored document is larger than A3, the document is displayed in the preview as a single image, but it will be split and printed over several sheets.

Printing Received and Stored Documents

This section explains how to print documents saved on the hard disk.

1. **Press [Change TX / Info].**
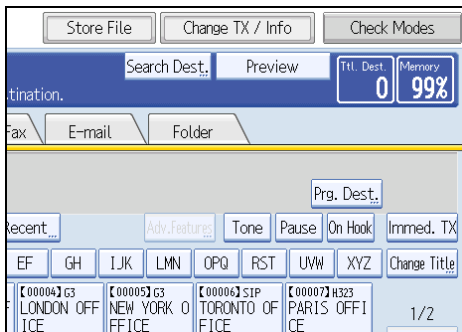
2. **Select [Print / Delete Stored Reception File].**

3. **Select a file to be printed, and then press [Print].**
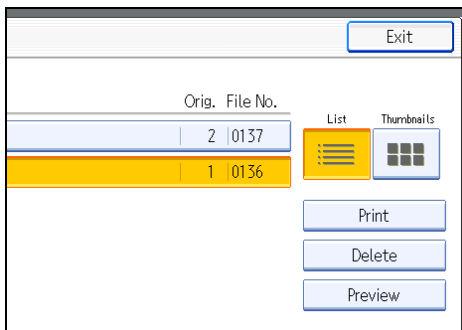
To cancel printing, press [Cancel].

To delete the document after printing, press [Delete File after Printing].

To perform two-sided printing, press [Print on 2 Sides] before pressing the [Start] key.

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

To stop printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 3.

5. **Press [Exit] twice.**

The standby display appears.

Note

- This function allows you to print only received and stored documents.

- You cannot print received and stored documents using the Document Server function.

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit step 1. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

- You can specify and print multiple documents. For the maximum number of documents you can print at a time, see "Maximum Values".

Reference

- p.318 "Maximum Values"

Deleting Received and Stored Documents

This section explains how to delete documents stored on the hard disk.
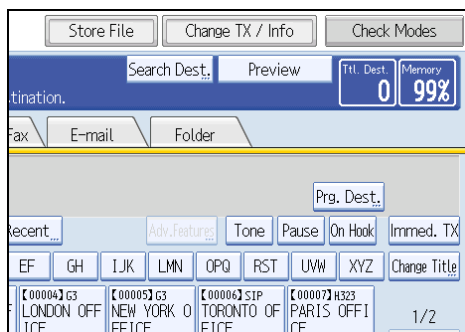
1. **Press [Change TX / Info].**

2. **Select [Print / Delete Stored Reception File].**

3. **Select a file to be printed, and then press [Delete].**
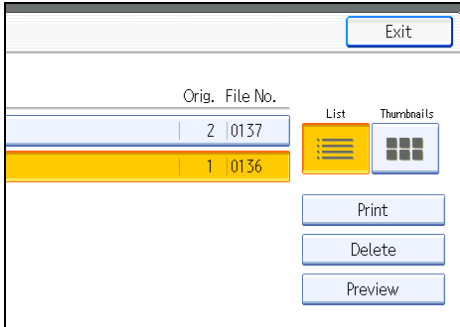
4. **Press [Yes].**

   To cancel a deletion, press [No]. The display returns to that of step 3.

5. **Press [Exit] twice.**

   The standby display appears.

⬇️Note

- You cannot delete received and stored documents using the Document Server function.

- You cannot delete a document while another person is printing it using a Web Image Monitor.

- You can specify and delete multiple documents. For the maximum number of documents you can delete at a time, see "Maximum Values".

📄Reference

-

Printing a File Received with Memory Lock

Prints files received with Memory Lock.

This is a security function designed to prevent unauthorized users from reading your documents. If Memory Lock Reception is switched on, all received documents are stored in memory and are not automatically printed. To print the documents, you have to enter the Memory Lock ID.

When your machine has received a document with Memory Lock Reception, the Confidential File (✉) indicator blinks.

Before using this function, the following preparations are required in the Facsimile Features menu.

- Program your Memory Lock ID under Program Memory Lock ID
- Set Memory Lock Reception to On under Memory Lock Reception

For details about these settings, see "Facsimile Features", General Settings Guide.

⭐ **Important**

- If the main power switch is turned off for about an hour, all documents protected by Memory Lock Reception are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

1. **Confirm that the Confidential File indicator is blinking.**

BDE012S
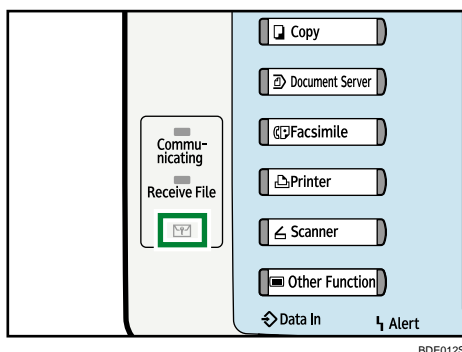
2. **Press [Change TX / Info].**
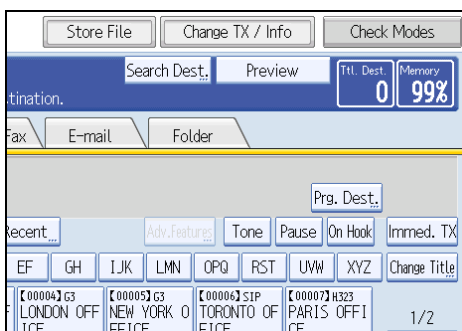
3. **Press [Print Memory Lock].**

   If no documents were received while Memory Lock Reception was switched on, the message "No reception file." is shown. Press [Exit].

4. **Enter a 4-digit Memory Lock ID with the number keys, and then press the [Start] key.**
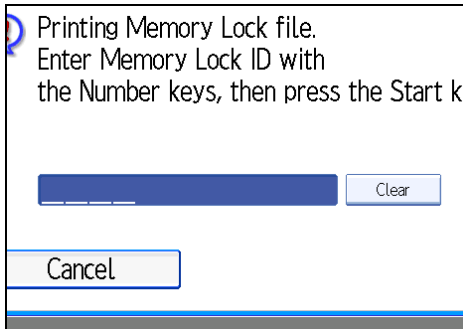
   If you make a mistake, press [Clear], and then try again.

   To cancel printing, press [Cancel].

   If the Memory Lock ID does not match, the "Specified code does not correspond to programmed Memory Lock ID." message appears. Press [Exit] and retry after checking the Memory Lock ID.

5. **Press [Exit].**

   The standby display appears.

   ⬇ **Note**

   - If Memory Lock Reception and received document storage are both set to on, Memory Lock Reception is unavailable and received documents become stored documents.

   - Even when Memory Lock Reception is available, if free memory is insufficient, reception is not possible.

   - You can also apply a Memory Lock Reception to documents that come only from certain senders.

   - Documents received by SEP Code Reception are automatically printed even if this function is switched on.

   - You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 2 and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

   - If you print a Memory Lock File, it is deleted.

Personal Boxes

You can receive confidential documents to Personal Boxes.

⭐ **Important**

- Before using this function, set the Personal Box in advance.

Personal Boxes

Storing your documents in a Personal Box prevents unauthorized users reading them.

When you specify a receiver for the Personal Box, incoming documents are forwarded directly to the destination you specify. You can specify a fax number, IP-Fax destination, Internet Fax destination, e-mail destination, or folder destination as the receiver.

To be able to receive documents into a Personal Box, you must inform the sender of the SUB Code programmed for that Personal Box and ask them to send the document using SUB Code Transmission with that SUB Code. When your machine has received a confidential document, the Confidential File (✉) indicator lights.

⭐ **Important**

- If the main power switch is turned off for about an hour, all documents received into Personal Boxes are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

- Documents delivered to registered destinations are deleted from Personal Boxes.
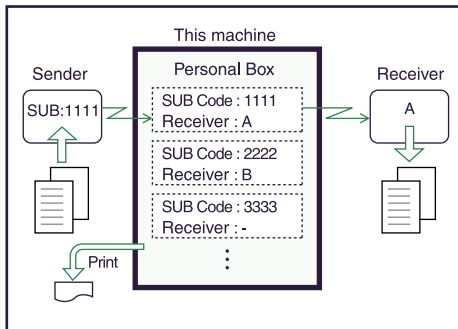
BBB049S

⬇ **Note**

- If a receiver is not assigned, you can print the received documents on this machine. For details about the printing method, see "Printing Personal Box Documents".

- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a digital signature. Use both "Box Setting" on the Facsimile Features menu and Web Image Monitor to

specify whether or not to apply encryption and a digital signature. For details about Box Setting, see "Facsimile Features", General Settings Guide.

• For details about Confidential File Report, see "Confidential File Report".

🔖 **Reference**

• p.250 "Printing Personal Box Documents"

• p.251 "Confidential File Report"

Printing Personal Box Documents

This section explains how to print a document received into a Personal Box.

1. **Make sure that the Confidential File indicator is lit.**
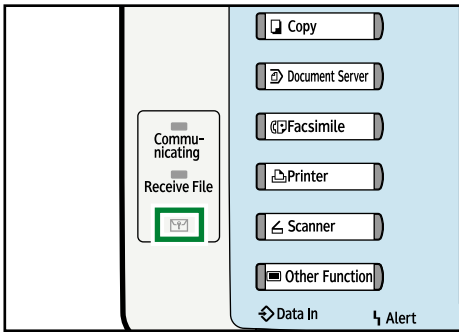
BDE012S

2. **Press [Change TX / Info].**
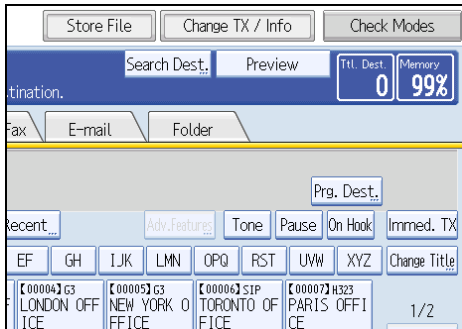
3. **Press [Print Personal Box File].**

4. **Select the box with the document you want to print.**
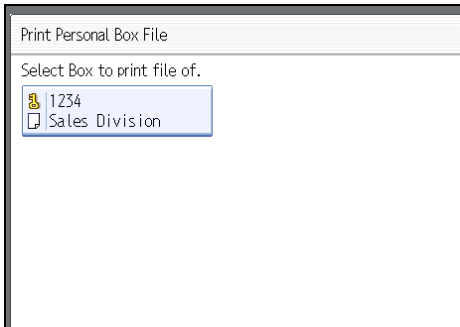
```
Print Personal Box File
Select Box to print file of.
  1234
  Sales Division
```

5. **If a password has been set for the box, enter the password, and then press [OK].**

```
  Enter the password with the Number key
  then press [OK].

  _                    Space    Cle

  Cancel                        OK
```
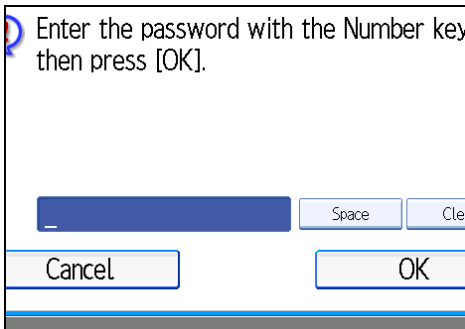
If you make a mistake, press [Clear] before pressing [OK], and then try again.

To cancel entering a password, press [Cancel]. The display returns to that of step 4.

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

To stop printing, press [Stop Printing]. The display returns to that of step 4.

To print a document in another Personal Box, repeat from step 4.

7. **Press [Exit] twice.**

The standby display appears.

Note

- If you print a Personal Box document, it is deleted.

- The passwords for Personal Boxes can be programmed under "Box Setting" in the Facsimile Features menu. For details about the programming method, see "Facsimile Features", General Settings Guide.

Confidential File Report

You can check whether a document was received to a Personal Box.

Note

- You can turn this function on or off with the User Parameter (switch 04, bit 0) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

Information Boxes

This section describes how to use Information Boxes.

⭐ **Important**

- Before using this function, set the Information Box in advance.

Information Boxes

Use the Information Box function to set up the machine as a document server.

Program a document into an Information Box for others to pick up. When a request is made by another party, the SEP Code they specify is matched against the SEP Codes programmed in that Information Box. If a code matches the document stored in the Information Box the document is sent to the other party automatically.

Other parties can receive these documents whenever they request them.

⭐ **Important**

- If the main power switch is turned off for about an hour, all documents stored in Information Boxes are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

- For other parties to be able to retrieve a document programmed in an Information Box, you need to inform the SEP Code assigned to that Information Box.

BBB050S
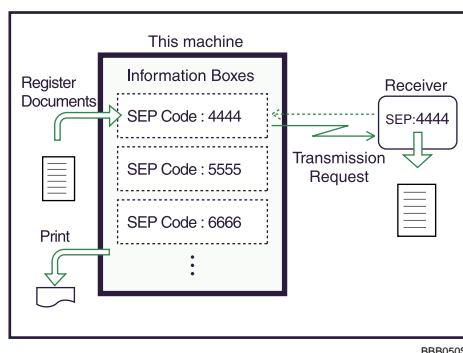
⬇ **Note**

- For details about storing documents in the Information Boxes, see "Storing Documents in Information Boxes".

- You can set a password for Information Boxes in advance. A password can be set in "Box Setting" in the Facsimile Features menu. For details about the programming method, see "Facsimile Features", General Settings Guide.

⊟Reference

• p.254 "Storing Documents in Information Boxes"

Storing Documents in Information Boxes

This section explains how to store a document in an Information Box.

1. **Press [Change TX / Info].**
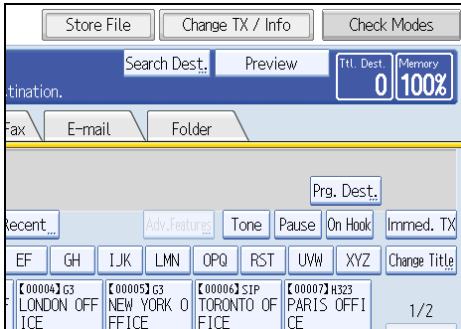
2. **Press [Store / Delete / Print Information Box File].**

3. **Select the box in which you want to store the file.**
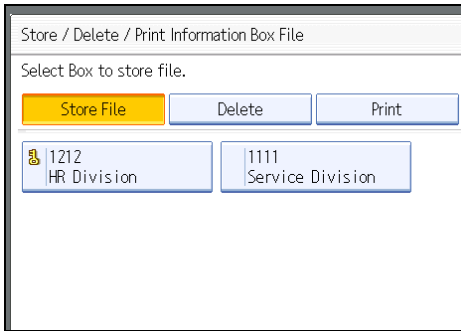
When there are pre-programmed files, a file mark appears to the left of the box name.

A message is displayed if you select a box with a file stored in it. Press [Yes] when changing the file. The stored original file is overwritten.

4. If a password has been set for the box, enter the password, and then press [OK].
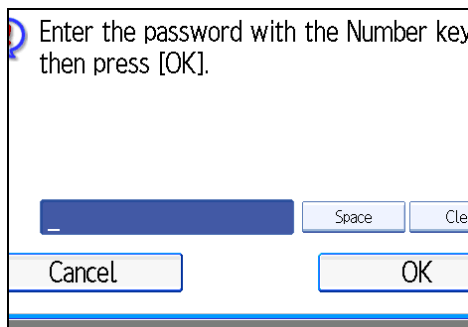
If you make a mistake, press [Clear] before pressing [OK], and then try again.

To cancel entering a password, press [Cancel]. The display returns to that of step 3.

5. Place the original, and then select the scan settings you require.
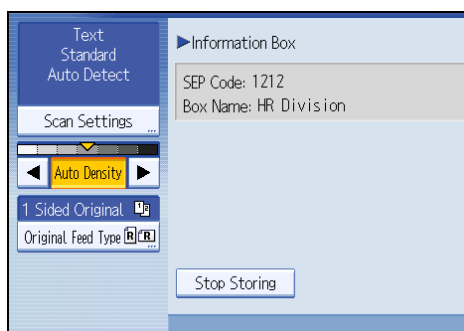
You can also select the following settings:

- Original Orientation
- Original Settings (The optional ADF is required.)
- Stamp (The optional ADF is required.)

6. Press the [Start] key.

The machine starts to scan the original.

To stop scanning, press [Stop]. The display returns to that of step 3.

To store a document in another Information Box, repeat from step 3.

7. Press [Exit] twice.

The standby display appears.

Note

- One Information Box stores one file.
- The stored file is not deleted automatically. If you want to delete a stored file, see "Deleting Information Box Documents".

Reference

- p.257 "Deleting Information Box Documents"

Printing Information Box Documents

This section explains how to print a document stored in an Information Box.

1. **Press [Change TX / Info].**
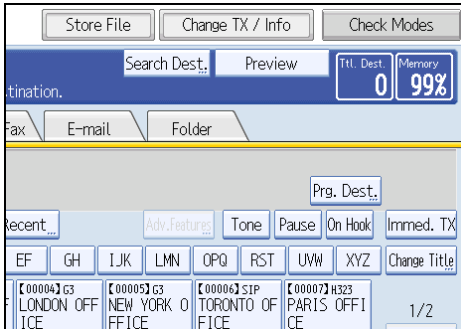
2. **Press [Store / Delete / Print Information Box File].**

3. **Press [Print].**

4. **Select the box that contains the stored file you want to print.**
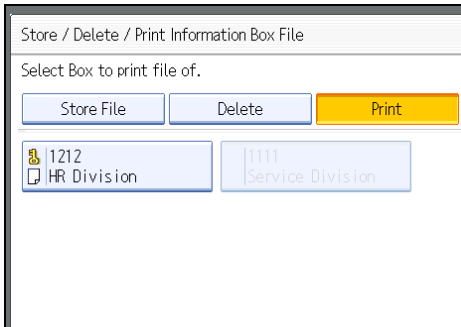
   You cannot select a box that has no stored file.

5. **If a password has been set for the box, enter the password, and then press [OK].**
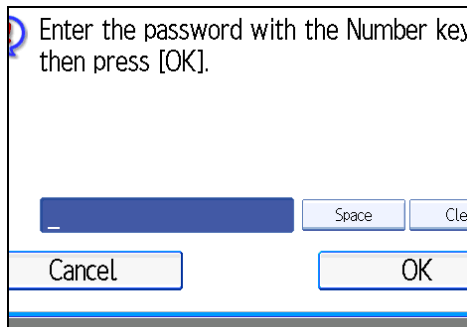
If you make a mistake, press [Clear] before pressing [OK], and then try again.

To cancel entering a password, press [Cancel]. The display returns to that of step 4.

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

If you want two-sided printing, press [Print on 2 Sides] before pressing the [Start] key.

To stop printing before pressing the [Start] key, press [Cancel]. The display returns to that of step 4.

To stop printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 4.

Repeat from step 4 to print another stored file in the box.

7. **Press [Exit] twice.**

The standby display appears.

Deleting Information Box Documents

This section explains how to delete a file stored in an Information Box.

1. **Press [Change TX / Info].**
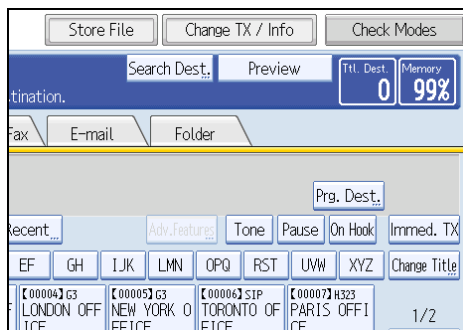
2. **Press [Store / Delete / Print Information Box File].**

3. **Press [Delete].**

4. **Select the box that contains the stored file you want to delete.**
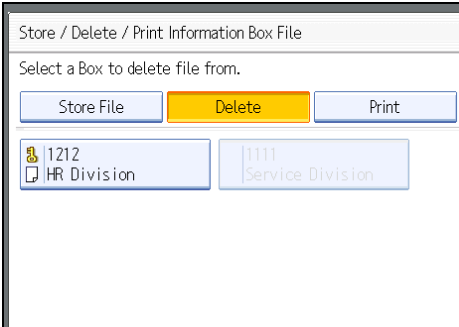
Store / Delete / Print Information Box File

Select a Box to delete file from.

| Store File | Delete | Print |

1212
HR Division

1111
Service Division

5. **If a password has been set for the box, enter the password, and then press [OK].**

Enter the password with the Number key then press [OK].

Space   Cle
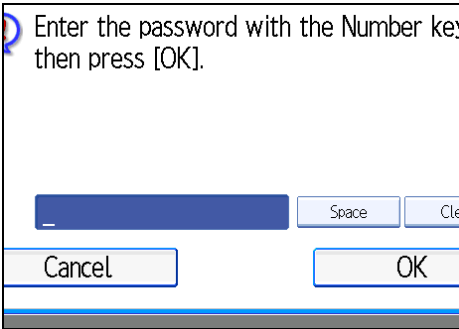
Cancel   OK

If you make a mistake, press [Clear] before pressing [OK], and then try again.

To cancel entering a password, press [Cancel]. The display returns to that of step 4.

6. **Press [Yes].**

To stop deleting, press [No]. The display returns to that of step 4.

Repeat from step 4 to delete another stored file in another box.

7. **Press [Exit] twice.**

The standby display appears.

5. Storing a Document

This section explains storing and managing documents in the Document Server.

Sending a Stored File

This section describes how to store and manage fax documents in the Document Server.

The Document Server can store documents from various applications.

The documents that are stored using the facsimile function are available to transmit by facsimile.

Storing in the Document Server enables the following:

- Once stored, a document can be sent out as many times as you want, just by selecting it.

- Storing a document does not use facsimile memory.

You can send and print multiple stored documents as a single document, and also send them with scanned originals at the same time. Follow the instructions under [Select Stored File] when sending or printing stored documents.

BBB051S
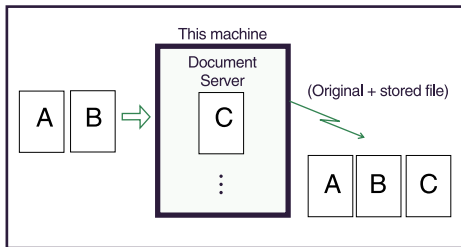
⭐ **Important**

- **Data stored in the machine can be lost if there is an error on the machine's hard disk. The manufacturer is not responsible for any damage that might result from the loss of data.**

⬇ **Note**

- Stored documents are not deleted even if there is a power failure, or the main power switch is turned off.

- You can specify whether or not the machine automatically deletes documents from the Document Server after a certain number of days. You can change this setting using "Auto Delete File in Document Server" under "System Settings". See "System Settings", General Settings Guide.

- You cannot check received and stored documents through the Document Server.

- Documents in the Document Server can be sent, printed, or deleted, and their information can be changed using the Web Image Monitor.

- Using Web Image Monitor, documents you stored in the Document Server can be downloaded and managed on the computer. See "Document Server", Copy/Document Server Reference.

- For the maximum values of the following items, see "Maximum Values".

  - Number of documents you can store in the Document Server using the facsimile function

  - Number of pages per document you can store in the Document Server

  - Number of pages you can store in the Document Server (in total - copy function, facsimile function, printer function, and scanner function)

🔖 Reference

Storing a Document

You can store and send a document at the same time. You can also just store a document.

File names

Scanned documents are automatically assigned names like "FAX0001" or "FAX0002".

User Names

You can set this function if necessary to know who and what departments stored documents in the machine.

Password

You can set this function so as not to send to unspecified people.

1. **Place the original, and then specify the scan settings you require.**

   Specify the "Original Orientation" setting correctly. If you do not, the top/bottom orientation of the original will not be displayed correctly in the preview.

   For details about the setting, see "Setting the Original Orientation".

2. **Press [Store File].**
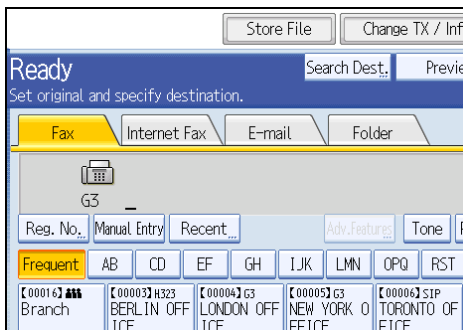
3. **Select [Send & Store] or [Store Only].**

   Select [Send & Store] to send documents after they are stored.

   Select [Store Only] to store documents.
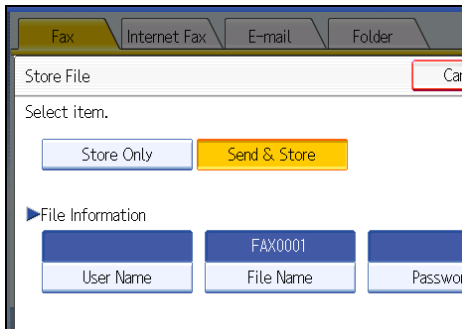
4. **Set the user name, file name, and password as necessary.**
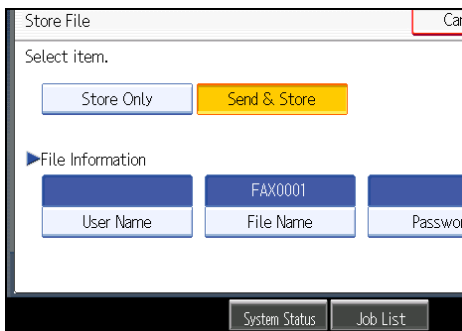
If you are not setting a user name, file name, or password, proceed to step 5.

You cannot change multiple documents at once.

5. **Press [OK].**

The file name appears to the left of [Store File].

6. **If you have selected [Send & Store], specify the receiver.**

If you have selected [Store Only], proceed to step 7.

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

⬇️Note

• You can change file names and user names.

📑Reference

• p.46 "Setting the Original Orientation"

Programming a user name

Specify a user name for the file.

1. **Press [User Name].**
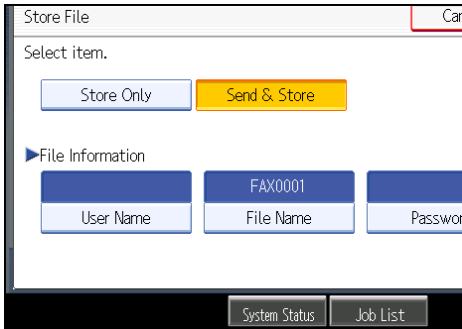
2. **Press the user name to be programmed.**

Press the title key to switch between titles.

To set a non-programmed user name, press [Manual Entry], and then enter the name. User names entered by pressing [Manual Entry] are not programmed into the user code.

3. **Press [OK].**

Note

• Depending on the security settings, [Access Privileges] might be displayed instead of [User Name]. For details about setting [Access Privileges], ask the administrator.

Setting a file name

Specify a name for the file.

1. **Press [File Name].**
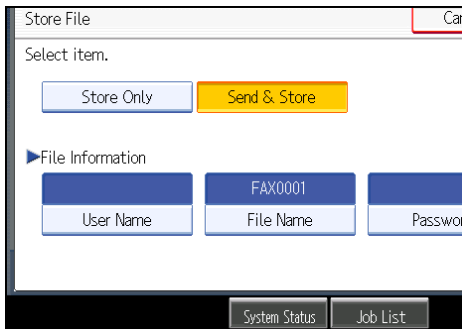
2. **Enter the file name.**
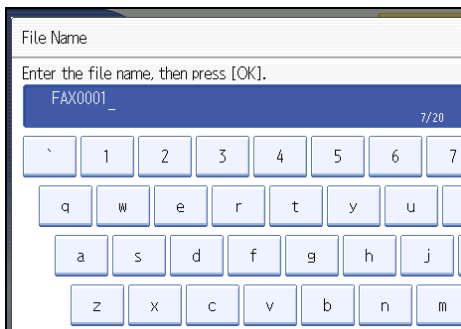
3. **Press [OK].**

Note

- For details about text entry, see "Entering Text", About This Machine.

Setting a password

Set a password for the file.

1. **Press [Password].**
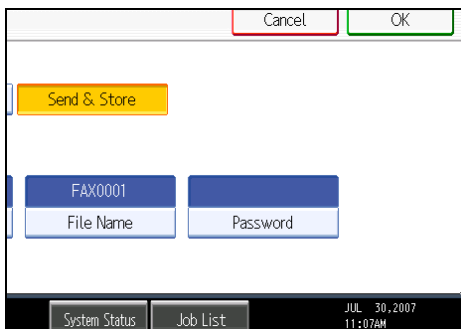
2. **Enter a password using the number keys, and then press [OK].**
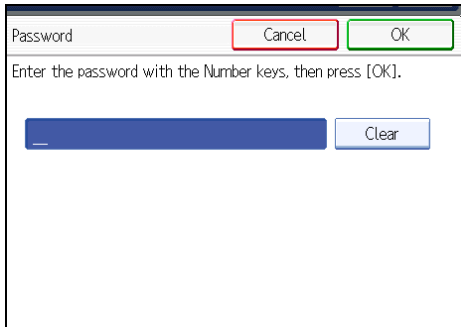
If you make a mistake, press [Clear] before pressing [OK], and then reenter your password.

You can enter up to four to eight digits.

3. **Enter the password again, and then press [OK].**

Sending Stored Documents

The machine sends documents stored with the facsimile function in the Document Server.

The documents stored in the Document Server can be sent again and again until they are deleted. Once sent, documents are stored in the Document Server. Therefore, you can send them in just one operation without having to set your originals again.

⭐Important

- Store the documents to be sent in advance. You can program a password for this function. You can change the user names, file names, and passwords of stored documents.

- You cannot use the following transmission methods:

    - Immediate Transmission

    - Parallel Memory Transmission

    - On Hook Dial

    - Manual Dial

1. **Press [Select Stored File].**

2. **Select the documents to be sent.**
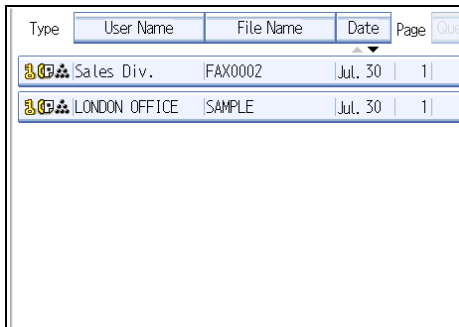
When multiple documents are selected, they are sent in the order of selection.

- Press [Queue] to arrange the order of the documents to be sent.

- Press [File Name] to place the documents in alphabetical order.

- Press [User Name] to place the documents in order by programmed user name.

- Press [Date] to place the documents in order of programmed date.

To view details about stored documents, press [Details].

Press the Thumbnails key to switch the screen to thumbnail display.

3. **If you select a document with a password, enter the password, and then press [OK].**
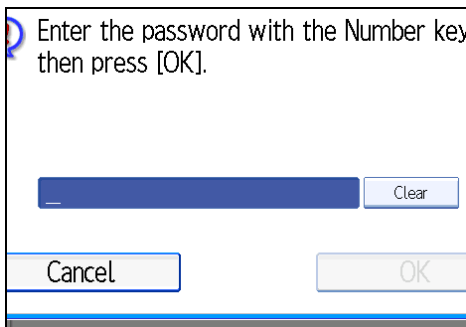
If the document does not have a password, proceed to step 4.

4. **When you want to add your originals to stored documents and send them all at once, press [Original ＋ Stored File] or [Stored file ＋ Original].**

Type	User Name	File Name	Date	Page	Queu
🔒📠⚙ Sales Div.		FAX0002	Jul. 30	1	
🔒📠⚙ LONDON OFFICE		SAMPLE	Jul. 30	1	1

When sending only stored documents, proceed to step 5.

When [Original ＋ Stored File] is pressed, the machine sends the originals, and then stored files. When [Stored file ＋ Original] is pressed, the machine sends the stored files, and then originals.

5. **Press [OK].**

6. **Specify the destination, and then press the [Start] key.**

To add an original to stored documents, place the original, and then select any scan settings you require.

The added originals are not stored.

⬇ Note

- You can send only documents saved with the facsimile function in the Document Server. You cannot send documents stored in the Document Server using the copy, printer, or scanner functions.

- The specified documents are sent with the scan settings made when they were stored.

- To see details of the selected document, press [Details]. To return to the display in step 2, press [Exit].

- For the maximum values of the following items, see "Maximum Values".

  - Number of stored documents you can specify at a time

  - Number of stored pages you can send in one operation

🔖 Reference

- p.318 "Maximum Values"

Specifying documents from [File List]

Search for a file from the file list.

1. **Press [▲] or [▼] to display the documents to be sent.**

2. **Select the file.**

Specifying documents by [User Name]

Search for a file by user name.

1. **Select [User Name].**
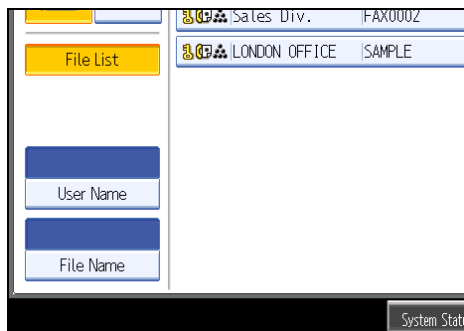
2. **Select the user name of the programmed document, and then press [OK].**

To search by directly entering a user name, press [Manual Entry], and then enter the user name.

Forward matching is used when searching for a user name.

3. **Select the file to be sent.**

Specifying documents by [File Name]

Search for a file by file name.

5
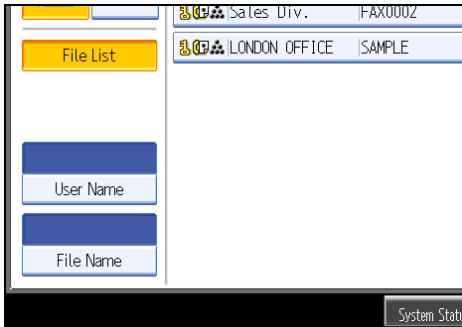
1. **Select [File Name].**

2. **Enter the name of the document to be sent, and then press [OK].**
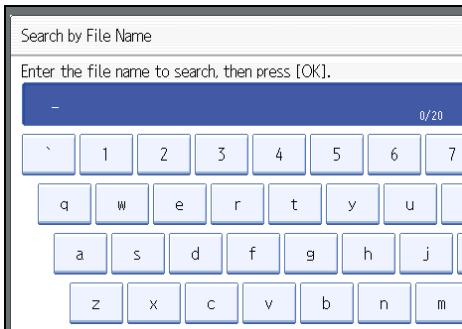
Forward matching is used when searching for a file name.

3. **Select the file to be sent.**

Displaying a preview

Display a preview of stored documents.

1. **Select the document you want to send.**

   Press the Thumbnails key to switch the screen to thumbnail display.

2. **Press [Preview].**
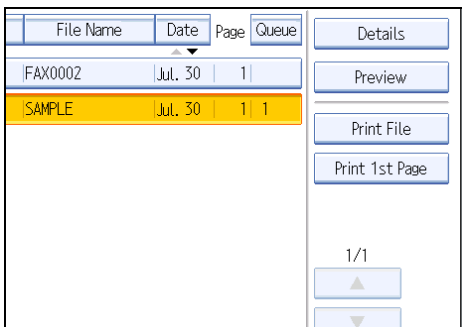
3. **Check the preview.**
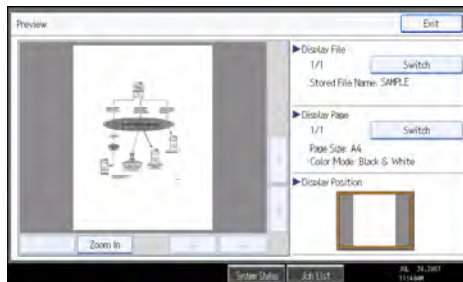
- Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.
- Press [←] [→] [↑] [↓] to scroll the preview image.
- Press [Switch] under "Display File" to display another selected file.
- Press [Switch] under "Display Page" to change the displayed page.

4. **Press [Exit].**

Note

- If image files are corrupt or are larger than A3, they are not displayed on the preview window.
- If the image file is corrupt, store it again.
- If you stored originals that had multiple mixed-size pages without using the Mixed Original Sizes function, the displayed size might differ from the actual size for pages after the first page.

Printing Stored Documents

Use this function to print documents stored in the Document Server.

You can also print the first page only to check the content of the original.

Important

- When [Print 1st Page] is selected, originals larger than A4 size are printed after they are reduced to A4 size.

1. **Press [Select Stored File].**

2. **Select the document to be printed.**
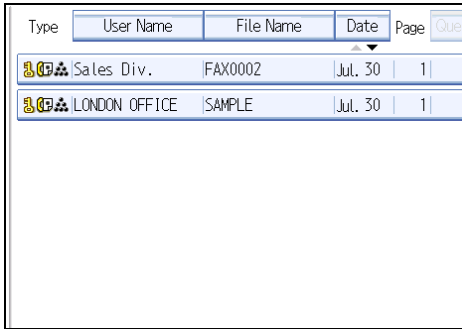
Press the Thumbnail key to switch the screen to thumbnail display.

3. **If you select a document with a password, enter the password, and then press [OK].**
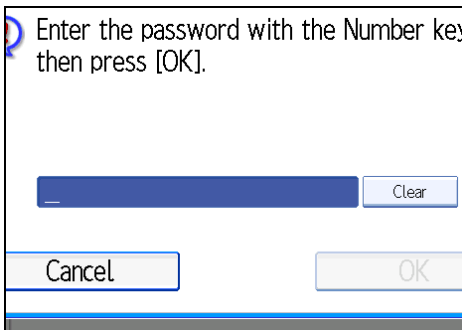
If the document does not have a password, proceed to step 4.

4. **Press [Print File] or [Print 1st Page].**

When [Print File] is pressed, the machine prints all the pages. When [Print 1st Page] is pressed, the machine prints only the first page.

To print both sides, press [Print 2 Sides]. When multiple files are specified they are printed per file.

To cancel printing, press [Stop Printing].

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

   When only the first page is printed, the file name is printed at the top of the paper.

   To cancel printing after pressing the [Start] key, press [Stop Printing].

6. **Press [Cancel].**

   The standby display appears.

↓Note

- Only documents stored using the facsimile function can be printed.

- When printing originals that were not stored using the Mixed Original Sizes function, paper sizes might differ according to whether printing is through the facsimile function or the Document Server.

- You can specify and print multiple documents at one time.

- For the maximum values of the following items, see "Maximum Values".

  - Number of stored documents you can print at a time using [Print 1st Page]

  - Number of stored documents you can print at a time using [Print File]

☐Reference

- p.318 "Maximum Values"

Changing Stored Document Information

You can change the file name, user name, and password of stored documents.

To change a stored document, delete the document you no longer need, and then reprogram the new document.

1. **Select [Select Stored File].**
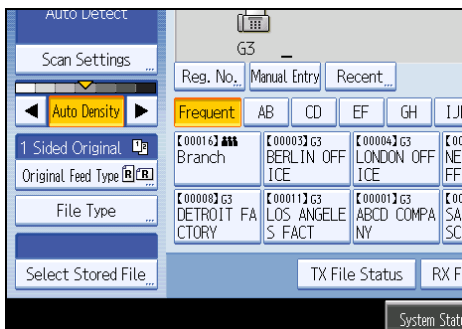
2. Select [Manage / Delete File], and then press the document to be changed.

Cancel	OK
Stored file + Original	Manage / Delete File

File Name	Date	Page	Queue		Details
FAX0002	Jul. 30	1			Preview
SAMPLE	Jul. 30	1			Print File
					Print 1st Page
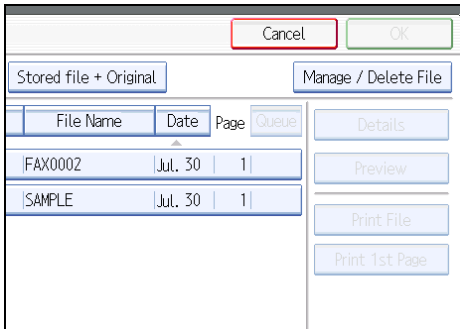
3. If you select a document for which a password is set, enter the password, and then press [OK].

Enter the password with the Number key then press [OK].

	Clear

Cancel	OK
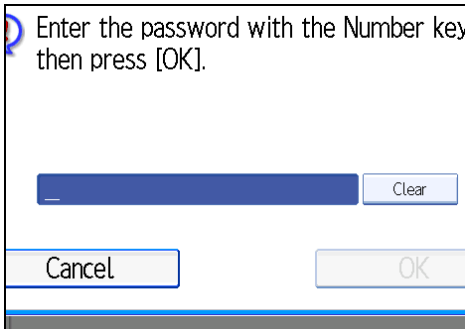
When a selected file does not have a password, proceed to step 4.

4. Change the desired information of the stored document.

Press the keys for the items you want to change.

File Name	Date	Page	Queue	Delete File
FAX0002	Jul. 30	1		LONDON OFFICE
SAMPLE	Jul. 30	1	1	Change User Name
				SAMPLE
				Change File Name
				Change Password
				1/1
				▲
				▼
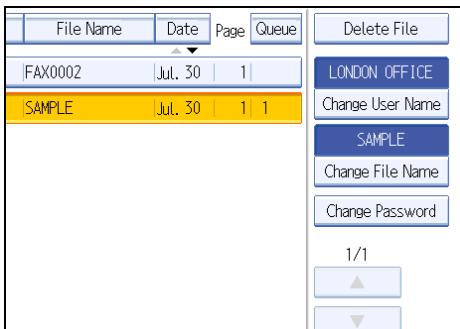
5. Press [Exit].

The standby display appears.

Changing a user name

Change the user name of a stored document.

1. **Press [Change User Name].**
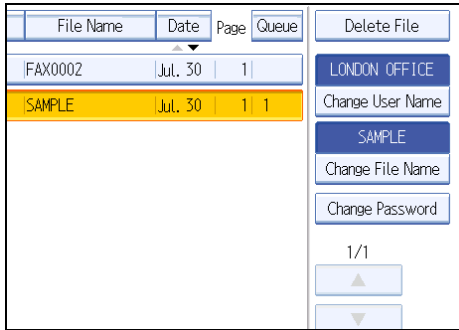
2. **Press [Clear].**
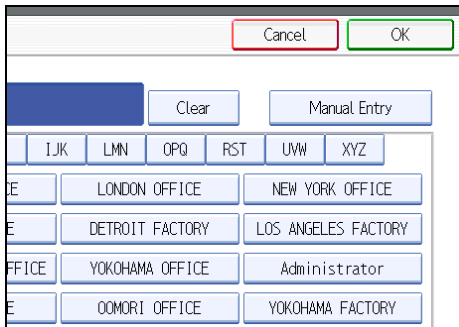
   The user name is deleted.

3. **Enter the new user name, and then press [OK].**

   Press the title word keys to switch between titles.

   To set a non-programmed user name, press [Manual Entry], and then enter the name.

   User names entered by pressing [Manual Entry] are not programmed into the user code.

⬇Note

- Depending on the security settings, [Change Access Priv.] might be displayed instead of [Change User Name]. For details about setting [Change Access Priv.], ask the administrator.

Changing the file name

Change the name of a stored document.

1. **Press [Change File Name].**
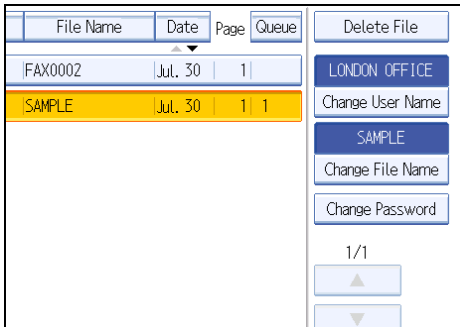
2. **Press [←], [→], [Backspace], or [Delete All], and then re-enter the file name.**
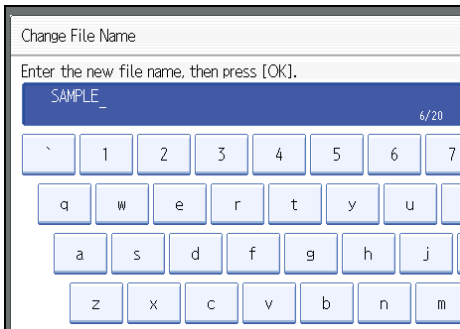
3. **Press [OK].**

⬇ Note

• For details about text entry, see "Entering Text", About This Machine.

Changing the password

Change the password of a stored document.

1. **Press [Change Password].**
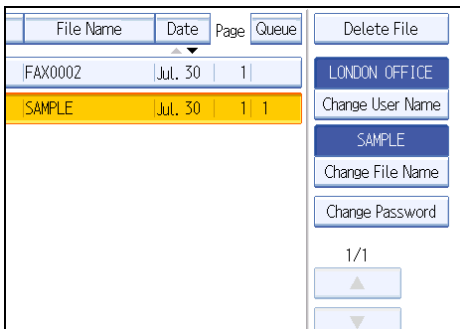
2. **Enter a new password using the number keys, and then press [OK].**
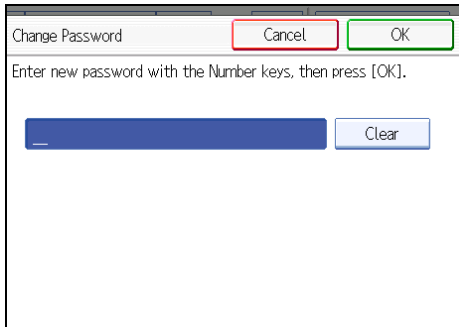
3. **Enter the password again, and then press [OK].**
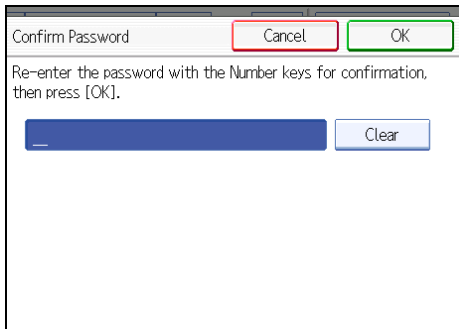
Deleting a Stored Document

Use this function to delete stored documents.

1. **Press [Select Stored File].**
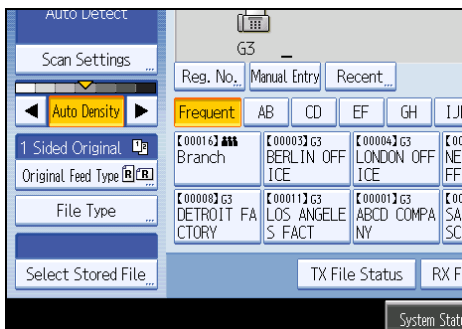
2. Press [Manage / Delete File].
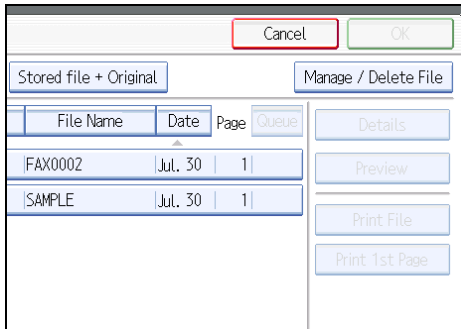
3. Select the document you want to delete.
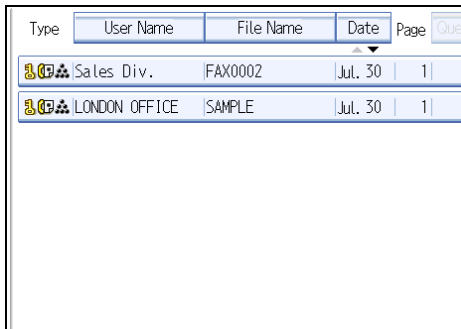
You can also delete multiple documents at once.

4. Enter a password using the number keys, and then press [OK].
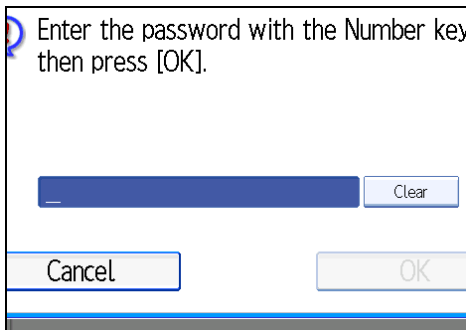
5. Press [Delete File].

6. Press [Yes].

If you do not want to delete the document, press [No].

7. Press [Exit].

The standby display appears.

6. Fax via Computer

This section explains how to use this machine's facsimile function from a computer via a network.

Sending Fax Documents from Computers

You can send a document created with a Windows application from a computer connected to the machine to another fax machine.

Connect computers to the machine via parallel port, LAN, wireless LAN, or USB 2.0.

- To send a fax, simply select [Print...] from the Windows application, then select LAN-Fax as the printer, and then specify a destination. LAN-Fax enables paperless faxing from your computer to the other destinations.

- In addition to sending faxes, the LAN-Fax Driver allows this machine to be used for printing out documents prepared on a computer for proof checking.

- To use the LAN-Fax Driver, connect this machine to computers and make the necessary network settings, and then install the LAN-Fax Driver and the related utilities on your computer.

London Branch of Company A
FAX No:0212-123-5678
This machine
Telephone Network
Paris Branch of Customer B
FAX
FAX No:01-56-78-12-34
Print with the [Print] button.
Specify FAX No:01-56-78-12-34
Computer
Computer

BBB052S
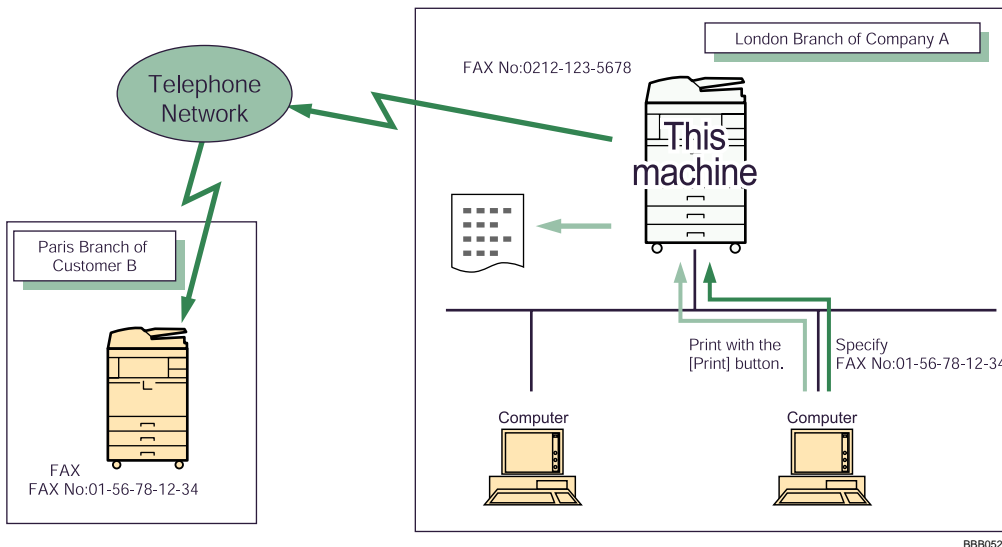
⭐ **Important**

- Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check for errors by using a Web Image Monitor. See Web Image Monitor help.

⬇ **Note**

- It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

- In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

Before Use

To use LAN-Fax features, a LAN-Fax Driver must be installed on your computer.

Use the LAN-Fax Driver included on the printer CD-ROM. You must also make the required computer to fax network settings on the machine, according to the type of connection.

🔱 Note

- When a personal computer and the machine are connected in parallel: See "Printing with Parallel Connection", Printer Reference and "Connecting the Machine", General Settings Guide.

- When using Ethernet or wireless LAN, see "Connecting the Machine", General Settings Guide.

Using the Software

This section provides information about LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor.

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

⭐ Important

- **All operations cannot be guaranteed depending on the system environment.**

Location of the file

The following folder is on the CD-ROM:

- LAN-Fax Driver for Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008

\DRIVERS\LAN-FAX\XP_VISTA

Operating environment

- Computer

PC/AT compatible

- Operating systems

Microsoft Windows 2000/XP/Vista

Microsoft Windows Server 2003/2003 R2/2008

- Display

VGA 640 × 480 pixels or more

⬇ Note

- Before beginning installation, exit all other applications.

Address Book

Address Book helps you edit LAN-Fax transmission destinations.

Operating systems

Microsoft Windows 2000/XP/Vista

Microsoft Windows Server 2003/2003 R2/2008

LAN-Fax Cover Sheet Editor

LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Operating systems

Microsoft Windows 2000/XP/Vista

Microsoft Windows Server 2003/2003 R2/2008

Auto Run program

The installers for various drivers and utilities launch automatically as Auto Run programs when you insert the CD-ROM.

LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor can be installed by Auto Run.

⭐ Important

- If the plug and play function starts, click [Cancel] in the [Found New Hardware] dialog box, and then insert the CD-ROM.

- Auto Run might not work automatically with certain OS settings. If this is the case, double-click "Setup.exe", located on the CD-ROM root directory.

- If you want to cancel Auto Run, hold down the [SHIFT] key (when your system is Windows 2000/ Windows XP or Windows Server 2003/2003 R2/2008, hold down the left [SHIFT] key) while inserting the CD-ROM. Keep the [SHIFT] key held down until the computer stops reading the CD-ROM.

- Clicking [Cancel] during installation aborts the installation. If you cancel the installation, restart your computer and install the rest of the software or printer driver.

⬇ Note

- If your operating system is Windows 2000/XP/Vista or Windows Server 2003/2003 R2/2008, installing a printer driver using Auto Run requires Administrator permissions. When you install LAN-Fax Driver using Auto Run, log on using an account that has Administrator permissions.

Installing Individual Applications

You need to install a LAN-Fax Driver on your computer before using the LAN-Fax functions.

The LAN-Fax Driver is on the CD-ROM included with this machine.

Address Book and LAN-Fax Cover Sheet Editor are installed with the LAN-Fax Driver. Address Book helps you edit LAN-Fax transmission destinations. LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Use the following procedure to install LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor at one time.

⭐ Important

- Before installing the above applications, install SmartDeviceMonitor for Client.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM included with this machine into the CD-ROM drive of your computer.**

   The installer launches automatically, and the language selection window appears.

   Depending on your operating system settings, the installer may not launch automatically. If it does not, double-click "Setup.exe" in the CD-ROM root directory to launch the installer.

3. **Select the interface language of the software, and then click [OK].**

4. **Click [LAN-Fax Driver].**

   The software license agreement window appears.

5. **Read all of the terms and, if you agree, select [I accept the agreement.], and then click [Next].**

   If you select [I don't accept the agreement.], you cannot complete the installation.

6. **Confirm that the [LAN-Fax Driver] check box is selected, and then click [Next].**

7. **Confirm that the [Printer Name:<LAN-Fax M8>] check box is selected, and then click [Continue].**

   Select the desired port.

8. **Click [Finish].**

   The installation completion dialog box appears.

9. **Click [Finish].**

10. **Click [Exit].**

Using the TCP/IP Port

Use SmartDeviceMonitor in DeskTopBinder to specify the TCP/IP port.

1. **Click [TCP/IP].**

2. **Click [Search].**

   A list of printers using TCP/IP appears.

3. **Select the machine you want to use.**

   Only machines that respond to a broadcast from the computer appear.

   To use a machine not listed here, click [Specify address], and then enter the IP address or host name of the machine.

4. **Click [OK].**

Using the IPP Port

Use SmartDeviceMonitor in DeskTopBinder to specify the IPP port.

1. **Click [IPP].**

2. **In the [Printer URL] box, enter "http://machine's IP address/machine" as the machine's address.**

3. **Enter a name for identifying the machine in [IPP Port Name]. Use a name different from the one of any existing ports.**

   If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name.

4. **Click [Detailed Settings] to make necessary settings.**

   For details about the settings, see SmartDeviceMonitor for Client Help.

5. **Click [OK].**

⬇ **Note**

- For details about each setting, see the Help on the CD-ROM.

Setting LAN-Fax Driver Properties

This section explains how to set properties required for using the LAN-Fax Driver.

⬇ **Note**

- If your operating system is Windows 2000/XP/Vista or Windows Server 2003/2003 R2/2008, log on using an account that has Administrator rights.

- The method for selecting the LAN-FAX Driver may vary depending on your operating system. For details, see Windows Help.

Setting print properties

This section explains how to make settings such as paper size or resolution.

1. **On the [Start] menu, select [Control Panel]. Then select [Printers and Other Hardware], and then [Printers and Faxes].**

    In Windows 2000, point to [Settings] on the [Start] menu, and then click [Printers].

    In Windows XP Professional or Windows Server 2003/2003 R2/2008, select [Printers and Faxes] on the [Start] menu.

    In Windows Vista, select [Control Panel] on the [Start] menu. Then select [Hardware and Sound], and then [Printers].

2. **Select to highlight [LAN-Fax M8], then click [Properties] on the [File] menu.**

3. **Click [Printing Preferences...] to set the following properties.**

    - Paper Size

    - Orientation

    - Tray

    - Resolution

4. **Click [OK].**

6

Making settings for option configuration

Make settings for optional units installed in this machine.

1. **On the [Start] menu, select [Control Panel]. Then select [Printers and Other Hardware], and then [Printers and Faxes].**

    In Windows 2000, point to [Settings] on the [Start] menu, and then click [Printers].

    In Windows XP Professional or Windows Server 2003/2003 R2/2008, select [Printers and Faxes] on the [Start] menu.

    In Windows Vista, select [Control Panel] on the [Start] menu. Then select [Hardware and Sound], and then [Printers].

2. **Select to highlight [LAN-Fax M8], then click [Properties] on the [File] menu.**

3. **Click the [Accessories] tab, and then make the settings for the option configuration.**

4. **When the machine is connected to a network, option configuration is automatically performed. If the settings do not match the installed optional units, click [Load from Device].**

5. **When this machine is connected locally to your computer, select the check boxes for the installed optional units.**

6. **Click [Apply].**

    Option configuration settings are complete.

7. **Click [OK].**

[Accessories] tab

The [Accessories] tab contains the following items besides option configuration items.

- Prohibit manual destination entry

  Check this option to inhibit direct destination specification.

- Enable E-mail

  Check this when using Internet Fax with the LAN-Fax function.

- IP-Fax

  Check this option when using IP-Fax.

  After checking this option, select a protocol by clicking an appropriate radio button.

Note

- If the options on this machine are not configured as instructed, LAN-Fax functions may fail.

Basic Transmission

This section explains how to send fax documents created using Windows applications.

To send a fax, simply select [Print...] from the Windows application, then select [LAN-Fax M8] as the printer, and then specify a destination in the [LAN-Fax] dialog box.

Open the application document you want to send or create a new document, and then perform the following procedure.

For details, see LAN-Fax Driver's Help.

Important

- **When entering a destination directly or using the destination list of the LAN-Fax to specify a destination, you cannot specify an e-mail destination and folder destination.**

1. **On the [File] menu, click [Print...].**
2. **Select [LAN-Fax M8] in the list.**
3. **Click [Print].**

   The LAN-Fax dialog box appears.

   The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax M8] for the printer.

4. **Specify the destination.**

   You can specify the destination using the following methods:

   - "Specifying a destination using a destination list"
   - "Specifying a destination using Address Book"
   - "Entering a destination directly"

   When user authentication is used with this machine, click [User Settings...].

5. **Specify necessary options.**

   For details about specifying options, see "Specifying Options" and "Confirming Transmission Results by E-mail".

6. **Click [Send].**

   When you click [Send & Print], the fax is sent to the destination and your machine prints a copy of the document you sent.

⬇**Note**

- The machine can retain documents sent from a LAN-Fax Driver as files to be sent.
- For the maximum values of the following items, see "Maximum Values".
  - Number of destinations you can specify per file
  - Number of documents sent from a LAN-Fax Driver that the machine can retain as files to be sent

🄴**Reference**

Specifying a destination using a destination list

This section explains how to specify destinations in the machine's Address Book using the LAN-Fax Driver.

⭐**Important**

- To use a destination list to specify a destination, you must insert the machine's address book data into the destination table of the LAN-Fax Driver. See "Using the Machine's Address Book Data in the Destination List of the LAN-Fax".

1. **Click the [Address Book] or [Specify Destination] tab.**

   The [Address Book] or [Specify Destination] tab appears.

2. **Select the [Device Address] (or [Use device address]) check box.**

   Device addresses that were registered by selecting the [Use device address] check box in the Address Book appear in the destination list of the [Address Book] tab.

3. **The address is displayed in the [Device Address] field on the [Address Book] tab. On the [Specify Destination] tab, enter the registration number of the Destination key in the [Device Address] box.**

4. **Click [Set as Destination].**

   The entered destination is added and appears in the [List of Destination:] box.

   If you add a destination by mistake, click the wrong destination, and then click [Delete from List].

5. **To specify more destinations, repeat steps 3 and 4.**

⤵ Note

- For details about specifying destinations, see the LAN-Fax Driver's Help.

🔖 Reference

- p.294 "Using the Machine's Address Book Data in the Destination List of the LAN-Fax"

Specifying a destination using Address Book

This section explains how to specify a destination using Address Book.

⭐ Important

- In order to use this method, you need to register destinations in the address list using Address Book.

- To use device address data as the LAN-Fax Driver destination table, you must convert the destinations registered on the machine to a CSV file and send that file to your computer. For details, see "Using the Machine's Address Book Data in the Destination List of the LAN-Fax".

1. **Click the [Address Book] tab.**

   The [Address Book] tab appears.

2. **Select a CSV file containing the desired destination list, from the [Address Book:] dropdown menu.**

   Up to the three most recently used files appear in the dropdown menu. To use a destination list that did not appear, click [Browse...], and then select the file.

3. **Select [Contact] or [Group] in the [Name:] dropdown menu as the display format.**

   Destination list contents change as follows, depending on the option selected:

   - Contact: Individual name, company name, department name, fax number
   - Group: Group name

   If you selected [Group], proceed to step 5.

4. **If you selected [Contact] in step 3, select the type of fax from the [Type:] dropdown menu.**

   To send by standard fax or IP-Fax, select [Fax]. To send by Internet Fax, select [E-mail].

5. **Click the destination in the destination list to highlight it, and then click [Set as Destination].**

   The selected destination is added and appears in the [List of Destination:] box.

   If you add a destination by mistake, click the wrong destination, and then click [Delete from List].

In the Address Book list box, directly enter the name you want to search for. You can then jump to the name you entered.

6. **To specify more destinations, repeat steps 2 through 5.**

⬇ Note

- For details about specifying destinations, see the LAN-Fax Driver's Help.

- Destination list contents can be narrowed down by selecting the first letter of a contact name, company name or group name in the [Search] dropdown menu.

🔖 Reference

- p.294 "Using the Machine's Address Book Data in the Destination List of the LAN-Fax"

Entering a destination directly

This section explains how to enter a destination manually.

1. **Click the [Specify Destination] tab.**

   The [Specify Destination] tab appears.

2. **Select the type of fax from the [Type:] dropdown menu.**

   To send by standard fax or IP-Fax, select [Fax]. To send by Internet Fax, select [E-mail].

   After you select the fax type, the items corresponding to the selected type appear.

3. **Specify the destination.**

   Specify the destination depending on the selected fax type as follows:

   - If you selected [Fax]: enter the fax number. To send by IP-Fax, enter the IP-Fax destination.

   - If you selected [E-mail]: enter the e-mail address.

   To enter a pause in the fax number, click [Pause]. If you selected [E-mail] in step 2, [Pause] is not available.

4. **Specify settings according to the type of fax transmission.**

   Specify settings according to the type of fax transmission selected in step 2, as follows:

   - If you selected [Fax], select a line or a protocol in the [Line:] list.

   - If you selected [E-mail], select the [Do not use SMTP server] check box if you want to bypass the SMTP server.

5. **Click [Set as Destination].**

   The entered destination is added and appears in the [List of Destination:] box.

   If you add a destination by mistake, click the wrong destination, and then click [Delete from List].

6. **To specify more destinations, repeat steps 2 through 5.**

⤵ **Note**

- For details about specifying destinations, see the LAN-Fax Driver's Help.

- When specifying multiple destinations, if you select different lines, the document is sent using the Simultaneous Broadcast function. For details about the Simultaneous Broadcast function, see "Simultaneous Broadcast Using Multiple Line Ports".

- For the maximum number of digits that can be included in a destination, see "Maximum Values".

🔖 **Reference**

Specifying Options

You can specify the transmission options when sending a fax.

- Sending at specific time
- Print Fax Header
- Attach a Cover Sheet
- 2 sided printing
- Preview
- Save as file
- Document Server

⤵ **Note**

- For details about transmission options, see the LAN-Fax Driver's Help.

To send a fax document at a specific time

Specify a time for sending fax documents.

1. **Click [Send Options].**

   The [Send Options] tab appears.

2. **Select the [Sending at specific time] check box, and then specify a transmission time.**

To print a sender stamp

Print a sender stamp that is registered in the machine.

1. **Click [Send Options].**

   The [Send Options] tab appears.

6

2. **Select the [Print Fax Header] check box.**

To attach a cover sheet

Attach a cover sheet to a document.

1. **Click [Send Options].**

   The [Send Options] tab appears.

2. **Select the [Attach a Cover Sheet] check box.**

   A cover sheet is added to the first page of a transmission file.

⬇ Note

- Click [Edit Cover Sheet...] to edit the cover sheet. For details, see "Editing Fax Cover Sheets".

🖹 Reference

- p.294 "Editing Fax Cover Sheets"

To specify two-sided printing

You can configure this machine to perform two-sided printing.

1. **Click [Send Options].**

   The [Send Options] tab appears.

2. **Select the [2 sided printing] check box.**

To display preview

Selecting the [Preview] check box allows you to check how the fax document will be output at the destination.

1. **Click [Send Options].**

   The [Send Options] tab appears.

2. **Select the [Preview] check box.**

3. **Click [Send], [Print], or [Send & Print].**

   The [Preview] window appears.

4. **Click [Next] or [Previous] to check the image.**

   To close the [Preview] window, click [Cancel].

Saving as files

You can save the fax document in TIFF format (TIFF-F).

1. **Click [Send Options].**

   The [Send Options] tab appears.

2. **Select the [Save as file] check box.**

3. **Click [Save to...].**

4. **Select a folder on the folder tree.**

5. **Select a method of file naming.**

   To enter a file name manually, select the [Specify file name when saving] check box. To have the file assigned a name and saved automatically, select the [Automatically create a new file] check box.

6. **Click [OK].**

7. **Click [Save] or [Save & Send].**

   If you select [Automatically create a new file], the image file is assigned a name and saved under the specified folder.

   The file name will be RicHHMMSS.tif (HH: hours, MM: minutes, SS: seconds).

8. **Enter a file name.**

   You can also change the folder in this step.

9. **Click [Save].**

   The image file is saved in the specified folder.

Note

- Single-page documents are saved as single-page TIFF files, and multiple-page documents are saved as multi-page TIFF files.

To store the fax document on the Document Server

Store sent fax documents on the Document Server.

1. **Click [Send Options].**

   The [Send Options] tab appears.

2. **Select the [Send to Document Server] check box, and then enter a user name, file name, and password.**

Checking Transmission Using LAN-Fax Driver

From Web Image Monitor, you can check information about files sent using LAN-Fax Driver.

For the maximum number of transmission results you can check, see "Maximum Values".

⬇Note

- The job history may differ from the machine's transmission results. In that case, refer to the machine's transmission results.

- See the relevant Help for details.

📄Reference

- p.318 "Maximum Values"

Confirming Transmission Results by E-mail

After communicating in the LAN-Fax mode, this function transmits the communication results with the computer by e-mail.

When you have done [Send] or [Send & Print] using the LAN-Fax, and when the communication was successful, it transmits e-mail of the transmission result.

Result notification e-mail is sent when printing is complete, or if an error occurs during communication between this machine and a computer.

1. **Click the [E-mail Settings] tab.**

2. **Select the [Notify] check box under [E-mail TX results].**

3. **Enter the destination.**

   When entering the e-mail address directly, click the [Specify destinations] radio button, and then enter the e-mail address in the [Specify destinations] field.

   When entering the machine's programmed address, click the [Device Address] radio button, and then enter the registration number of the Destination key in the [Device Address] box.

   The [Device Address] box is unavailable when [Specify destinations] is selected, and you cannot enter anything in the text box.

4. **Click [Send] or [Send & Print].**

⬇Note

- You can confirm transmission results using the E-mail TX Results function and the Communication Result Report. You can set whether to use both of these together in User Parameter (switch 10, bit 6) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

- If there be any insufficient configurations of the Internet Fax transmission on this machine, or if "Auto Specify Sender Name" is set to "Off", the LAN-Fax result notification e-mail is not transmitted, and the LAN-Fax Result Report is printed. See "Connecting the Machine", General Settings Guide for the Internet Fax settings, and see "LAN-Fax Result Report" for the LAN-Fax Result Report.

📄Reference

- p.291 "LAN-Fax Result Report"

LAN-Fax Result Report

This section explains the LAN-Fax Result Report.

If "E-mail TX results" is set to "Notify", if there be any insufficient configurations of the Internet Fax transmission on this machine, or if "Auto Specify Sender Name" is set to "Off", the LAN-Fax result notification e-mail is not transmitted, and the LAN-Fax Result Report is printed. If the "E-mail TX Results" of "Sender Name" has not been set to on, the LAN-Fax Result Report is printed.

↓Note

- Whether or not the LAN-Fax Result Report is printed, can be configured with User Parameter (Switch 20, bit 0) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

- When executing [Send] or [Send & Print] with the LAN-Fax Driver, and when the E-mail TX Result Report has not arrived, the Communication Result Report is printed. For details about Communication Result Report, see "Communication Result Report (Memory Transmission)".

▣Reference

- p.229 "Communication Result Report (Memory Transmission)"

Printing and Saving

You can print documents created using Windows applications.

Open the application document you want to print or create a new document, and then perform the following procedure.

1. **On the [File] menu, click [Print...].**

2. **Select [LAN-Fax M8] in the list, and then click [Print].**

   The [LAN-Fax] dialog box appears.

   The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax M8] for the printer.

3. **Click [Print] or [Send & Print].**

↓Note

- You can also save documents in TIFF format. For details about saving in TIFF format, see "Saving as files".

- You can select the length of time the machine keeps document data in memory if print fails due to problems such as a paper shortage or paper jams. Make this setting with User Parameters (switch 20, bit 2, 3, 4, 5) in the Facsimile Features menu. Data is deleted when the specified length of time elapses. See "Facsimile Features", General Settings Guide.

- For details about printing the fax image, see the LAN-Fax Driver's Help.

⎈ Reference

• p.289 "Saving as files"

Editing Address Book

You can program and edit destinations in the address list using the Address Book.

⬇ Note

• For details about the Address Book, see the LAN-Fax Driver's Help.

• You can use files created in CSV format as Address Book data. For this purpose, create CSV files that conform to a certain format. For more information, see Help.

Programming new destinations

Register a new destination in the LAN-Fax Address Book.

1. **On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].**

   The [Address Book] dialog box appears.

   If LAN-Fax Driver has already started up, click [Edit Address Book...].

2. **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**

3. **Enter the destination and name.**

   You can enter a contact name, company name, department name, fax number, e-mail address (Internet Fax destination), and IP-Fax address. The name and destination (Fax Number, E-mail address or IP-Fax address) cannot be omitted.

4. **Click [Add].**

   The destination is added to the destination list.

5. **Click [Close].**

6. **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

   If you do not want to save the changes and want to quit editing, click [No].

   To return to the editing display, click [Cancel].

   The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Note

- To program the contents of the destination list of this machine to the Address Book, select the [Use device address] check box, then enter the Destination key's registration number in the [Device Address] field.
- For [Line:] under [Fax Number:], the following line types are selectable; G3, G3-2, G3-3, G4, G3 Dir. Auto, G3 PABX Auto, or I-G3. However, this machine does not support G4.
- For [Protocol:] under [IP-Fax address:], select [H.323] or [SIP].
- To bypass the SMTP server, under the [E-mail address:] box, select the [Do not use SMTP server] check box.

Editing programmed destinations

Edit destinations registered in the LAN-Fax Address Book.

1. **On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].**

   The [Address Book] dialog box appears.

   If LAN-Fax Driver has already started up, click [Edit Address Book...].

2. **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**

3. **Select the destination you want to edit so it is highlighted in the list.**

4. **Edit the data.**

5. **Click [Update].**

6. **Click [Close].**

7. **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

   If you do not want to save the changes and want to quit editing, click [No].

   To return to the editing display, click [Cancel].

   The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Deleting programmed destinations

Delete destinations registered in the LAN-Fax Address Book.

1. **On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].**

   The [Address Book] dialog box appears.

   If LAN-Fax Driver has already started up, click [Edit Address Book...].

2. **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**

3. **Select the destination you want to delete so it is highlighted in the list.**

4. **Click [Delete].**

5. **Click [Yes].**

6. **Click [Close].**

7. **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

   If you do not want to save the changes and want to quit editing, click [No].

   To return to the editing display, click [Cancel].

   The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Using the Machine's Address Book Data in the Destination List of the LAN-Fax

[Address Management Tool] in SmartDeviceMonitor for Admin allows you to save the Address Book's information registered on this machine as a CSV file that you can save on a computer.

Saved CSV files can be used as the LAN-Fax Driver destination table.

🔽 Note

- When destinations registered in groups by this machine are inserted into Address Book, each person's destination is determined according to the following order of priority (check before inserting and changing the order of priority, if necessary): IP-Fax destination → Fax number → E-mail address

- Depending on the machine type, you may not be able to use the machine when it is updating the Address Book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes.

- For details, see "SmartDeviceMonitor for Admin" Help.

Editing Fax Cover Sheets

LAN-Fax Cover Sheet Editor allows you to edit the format for fax cover sheets.

⭐ Important

- It is necessary to create a cover sheet file before attaching a cover sheet to fax document using LAN-Fax Driver.

Creating a cover sheet

This section explains how to create a fax cover sheet.

You can edit the following items using LAN-Fax Cover Sheet Editor.

- Company name as destination information

- Department name as destination information

- Contact name as destination information

- Company name as sender information

- Department name as sender information

- Contact name as sender information

- Telephone number as sender information

- Fax number as sender information

- Date

- Message

1. **On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [LAN-Fax Cover Sheet Editor].**

   The [LAN-Fax Cover Sheet Editor] dialog box appears.

2. **Edit the cover sheet.**

   For details about operations, see Help.

3. **Click [Save as...] on the [File] menu.**

4. **Select a folder, and then enter a file name.**

5. **Click [Save].**

🕓 **Note**

- Cover sheet data is stored in its own format (using "fcp" as its extension).

Attaching a created cover sheet

This section explains how to attach a created cover sheet file to a fax document.

1. **On the [File] menu, click [Print...].**

2. **Select [LAN-Fax M8] in the list, and then click [Print].**

   The [LAN-Fax] dialog box appears.

3. **Click [Edit Cover Sheet...].**

   The [Cover Sheet] dialog box appears.

4. **Select a cover sheet file from the dropdown list or after clicking [Browse...] in [Select Cover Sheet].**

   The selection made in [Select Cover Sheet] is not canceled unless you select another file. If you want to change only destination information, omit this step and proceed to step 5.

5. **Select the type of information from [To:].**

   You can select [Use Address Book], [To Whom It May Concern], [Edit Names], or [(None)]. Selecting [Edit Names] allows you to enter company, department, and contact names.

6. **To print the date, select the [With a Date] check box.**

7. **Enter the sender information.**

   You can enter company, department, and contact names, and telephone and fax numbers.

   To add a message, select the [With a Message] check box, and then enter a message.

8. **Click [OK].**

9. **Specify a destination.**

10. **Click the [Send Options] tab, and then select the [Attach a Cover Sheet] check box.**

11. **Click [Send] or [Send & Print].**

Managing Facsimile Functions Using SmartDeviceMonitor for Admin

You can check information about this machine's fax functions using a computer and save files on a computer using SmartDeviceMonitor for Admin.

⭐ **Important**

- To use this function, you must first download SmartDeviceMonitor for Admin from the supplier's Web site and install it on your computer. Contact your local dealer for information on downloading SmartDeviceMonitor for Admin.

⬇ **Note**

- For details about SmartDeviceMonitor for Admin and its installation, see "Using SmartDeviceMonitor for Admin", Network Guide.

- For details, see "Using SmartDeviceMonitor for Admin", Network Guide and SmartDeviceMonitor for Admin Help.

LAN-Fax Operation Messages

This section explains typical operation error messages displayed on the computer when using the LAN-Fax Driver, and solutions to those messages.

Message	Causes and Solutions
The number of entries in Destinations exceed the limits. Up to 500 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 500.

Message	Causes and Solutions
"LAN-Fax" has already been launched. Cannot launch it again.	The [LAN-Fax] dialog box is already open. Quit LAN-Fax once, and then start it up again.
Failed to allocate memory.	Available memory on the computer is insufficient. Quit applications currently not in use.

Viewing Fax Information Using a Web Browser

You can view received fax documents and their lists or print these documents using a Web Image Monitor on a network computer.

◆Note

- It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

- When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

- You need to select "Store" as the "Reception File Setting" in the Facsimile Features menu. For details about Reception File Setting, see "Facsimile Features", General Settings Guide.

- For details about using Web Image Monitor, see "Monitoring and Configuring the Printer", Network Guide.

Viewing, Printing, and Deleting Received Fax Documents Using a Web Image Monitor

This section explains how to view and/or print received fax documents using a Web Image Monitor.

Viewing received fax documents using a Web browser

Check the content of received documents stored in the machine.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   The top page of Web Image Monitor is displayed.

3. **Click [Fax Received File] in the left pane.**

4. **If you have programmed a user code for the stored reception file, enter the code, and then press [OK].**

   A list of the received fax documents appears.

   If the programmed user code was deleted using the Address Book Management function under System Settings, a message indicating incorrect user code entry appears. If this is the case, reprogram a user code.

5. **Click the property icon 🖻 of the desired fax document.**

   When viewing a list of the fax documents, you can select the thumbnail display, icon display, or detail display. Click 🖽, 🎛, or 🗐.

6. **View the content of the fax document.**

7. **To download the received fax document, click [PDF] or [Multi-page TIFF], and then click [Download].**

   A downloading confirmation dialog box appears.

   When you select [PDF], make the necessary "PDF File Security Settings" before clicking [Download]. Acrobat Reader starts and the selected document is displayed.

8. **Close the Web browser.**

↓Note

- If your computer cannot be connected to Web Image Monitor, see "Monitoring and Configuring the Printer", Network Guide.

- To enlarge the preview image, click [Enlarge Image]. Enlargement cannot be performed without Acrobat Reader installed. For more information, see Help on the Web Image Monitor.

- To download the document data on the list of received fax documents, click [TIFF] or [PDF]. For details about downloading, see the Web Image Monitor Help.

- The method for downloading differs depending on the selected format. For more information, see Help on the Web Image Monitor.

Printing fax information using a Web browser

Print received documents stored in the machine.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   The top page of Web Image Monitor is displayed.

3. **Click [Fax Received File] in the left pane.**

   The list of received fax documents appears.

4. **Select the check box of the fax document to be printed.**

   When viewing a list of the fax documents, you can select the thumbnail display, icon display, or detail display. Click ⊞, ⊞, or ☰.

5. **Click [Print].**

6. **Click [Print].**

   To cancel printing, press [Cancel] before clicking [Print].

7. **Click [OK].**

   The display returns to that of step 5.

8. **Close the Web browser.**

Note

- You can change the printing order of selected multiple documents. You can also have documents printed on both sides of the paper. For more information, see Help on the Web Image Monitor.

Deleting fax information using a Web browser

Delete received documents stored in the machine.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   The top page of Web Image Monitor is displayed.

3. **Click [Fax Received File] in the left pane.**

   The list of received fax documents appears.

4. **Select the check box of the fax document to be deleted.**

   When viewing a list of the fax documents, you can select the thumbnail display, icon display, or detail display. Click ▦, ▦, or ▤.

5. **Click [Delete].**

6. **Click [Delete File(s)].**

   To cancel deletion, press [Cancel] before clicking [Delete File(s)].

7. **Click [OK].**

   The display returns to that of step 5.

8. **Close the Web browser.**

Note

- After selecting multiple documents, you can also cancel deletion of some of the selected documents. For more information, see Help on the Web Image Monitor.

Programming Destination Information from Web Browser

If the receiving machine is compliant with T.37 full mode Internet Fax, you can program the receiver's properties from Web Image Monitor.

You can program the following properties:

- Compression Type

- Paper size

- Resolution

⏬Note

- For a detailed description, see Help for Web Image Monitor.

- For details about the T.37 full mode, see "T.37 Full Mode".

- When a receiver that is programmed as full mode in the Address Book returns a Reception Notice e-mail, the contents of the newly received e-mail overwrite the existing information.

📑Reference

- p.38 "T.37 Full Mode"

To edit machine properties already programmed

Use Web Image Monitor to edit information about the destination machine registered in the Address Book.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   The top page of Web Image Monitor is displayed.

3. **Click [Login], and then enter the Administrator's name and password.**

4. **Click [Address Book] in the left pane.**

   The Address Book is displayed.

5. **Click the radio button to the left of the machine you want to modify, and then click [Change].**

   The [Change User] page appears.

6. **Set the properties for Internet Fax data format other than the mode selection.**

   If you change the mode to "Simple Mode", you cannot set machine properties.

7. **Click [OK] at the upper or lower left of the screen.**

   To cancel the setting, click [Cancel] at the upper or lower left of the screen.

   The Address Book is displayed.

8. **Close the Web browser.**

To add new receiver

Use Web Image Monitor to add a new destination to the Address Book.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   The top page of Web Image Monitor is displayed.

3. **Click [Login], and then enter the Administrator's name and password.**

4. **Click [Address Book] in the left pane.**

   The Address Book is displayed.

5. **Click [Add User].**

   The [Add User] page appears.

6. **Enter the registration number, name, and e-mail address, then set the necessary properties.**

   You can set the Internet Fax data format after entering the e-mail address.

7. **Click [Full Mode] under [Internet Fax Data Format], and set the properties according to the receiver's properties.**

   If you change the mode to "Simple Mode", you cannot set machine properties.

8. **Click [OK] at the upper or lower left of the screen.**

   To cancel the setting, click [Cancel] at the upper or lower left of the screen.

   The Address Book is displayed.

9. **Close the Web browser.**

Delivering Files Received by Fax

Documents received by the machine can be viewed on or downloaded to a computer using the network delivery server ScanRouter delivery software.

This is a useful function, enabling you to view and store documents on your computer without printing them.

⭐**Important**

- **The ScanRouter delivery software is required as a delivery server.**

- **To view or download documents stored in the delivery server inbox, you must first download DeskTopBinder from the supplier's Web site and install it on your computer. Contact your local dealer for information on downloading DeskTopBinder.**

Using the delivery server, you can eliminate the task of retrieving and delivering documents.

Functions

Delivery server provides the following functions:

- Use the delivery server to associate incoming documents (SUB Code, Own Name, and Own Fax Number) with receivers, so documents are delivered to the intended receivers.

- You can select the delivery method for incoming documents: "Save in the delivery server inbox", "Send as an e-mail attachment", or "Save in the designated folder on the computer". Incoming documents with no SUB Code, Own Name, or Own Fax Number are saved in the delivery server inbox. You can also set it so that the received documents are stored in the specified delivery server inbox according to the line used for reception.

- You can check or download received documents stored in the delivery server inbox using DeskTopBinder.

🔽**Note**

- Documents received in Personal Boxes are also forwarded to the delivery server.

- To send received documents to your computer as e-mail attachments, your computer must have an e-mail application that is compatible with the ScanRouter delivery software.

- To create a network using the delivery server, you must specify the machine's Fax RX File Transmission settings under System Settings. The delivery server must also be configured. For details about Fax RX File Transmission, see "System Settings", General Settings Guide.

- For details about the delivery server (ScanRouter delivery software), see the ScanRouter delivery software's Help or instructions.

- For information about DeskTopBinder, see DeskTopBinder's manual and Help.

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7. Appendix

This section explains features and specifications of the facsimile function.

Checking the Memory Status

Use this function to display a summary of current memory usage.

On the standby display you can check the percentage of free memory space. In addition, in [System Status] you can check the number of "Transmission Standby File(s):", "Memory Lock File(s):", and "RX Print Standby File(s):". "Others:" shows the total number of documents registered in Information Boxes and received in Personal Boxes. See "Checking Machine Status and Settings", Troubleshooting.

⬇ Note

- If you set the "Reception File Setting" in the Facsimile Features menu to "Store", you can check the number of received documents using "RX Print Standby File(s):".

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Programs

If you regularly send documents to a particular destination or transmit using the same functions, you can save repetitive number keys operations by registering this information in a Keystroke Program. Programs can be recalled by just pressing a programmed key.

Registering and Changing Keystroke Programs

This section explains how to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission/Immediate Transmission, transmission type, destinations (except for folder destinations), Scan Type, Resolution, Scan Size, Mixed Original Sizes, Auto Density, Manual Density, Original Orientation, Original Settings, Stamp, Select Line, SUB/SID/SEP/PWD Code entry, Send Later, Reception Notice, BCC Transmission, E-mail TX Results, Text, Standard Message, Auto Reduce, Label Insertion, Closed Network, SUB Code Transmission, SEP Code Reception, Fax Header Print, TX Status Report, Store File, File Type, Preview before transmission

- Program name

The following procedure explains using Send Later with the fax number "0123456789" as an example of how to register a program.

1. **Make the settings you want to register in the program.**

   The procedure for programming differs depending on the items you want to register.

   Press the [Clear Modes] key to cancel programming.

   Press [0], [1], [2], [3], [4], [5], [6], [7], [8], [9] using the number keys, and then continue doing the Send Later setting until the standby display appears when you press [OK].

2. **Make sure that the machine is in facsimile mode and the standby display is shown.**

   If the standby display is not shown, press the [Facsimile] key.

3. **Press the [Program] key.**
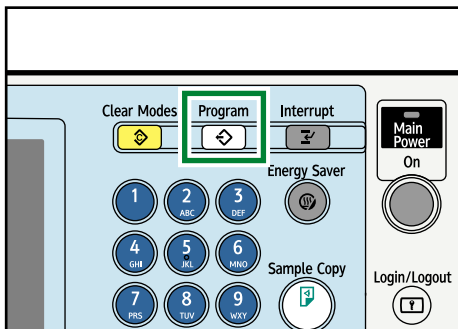
BAT182S

4. **Press [Program].**

   When no programs are registered, proceed to step 5.
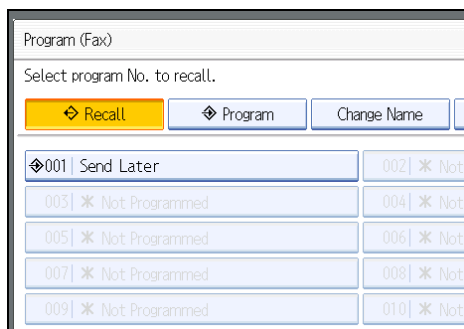
5. **Select a program number in which "Not Programmed" is shown.**
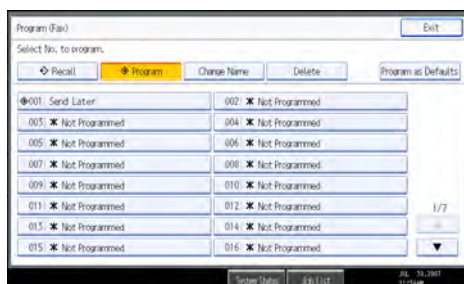
   If you make a mistake, press [Cancel] and select a program number again.

   When you change a Keystroke Program, press [Yes] after pressing the program number you want to change. If you make a mistake, press [No] and try again.

6. **Enter the program name, and then press [OK].**

   The standby display appears.

   If the program name is already registered, the name is displayed. To change the program name, press [←], [→], [Backspace], or [Delete All], and then try again.

   You should register the program name.

   To cancel a program, press [Cancel]. The display returns to that of step 5.

   ⬇ **Note**

   - Use the same procedure to register and change programs. In step 5, select the program number you want to change.

   - For details about text entry, see "Entering Text", About This Machine.

   - The method of registering or changing programs for the copy function is different from that of the fax function.

   - For the maximum values of the following items, see "Maximum Values".

     - Number of destinations you can register into a Keystroke Program

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- Number of Keystroke Programs you can register
- Number of characters you can enter for a program name

Reference

- p.318 "Maximum Values"

Changing a program name

This section explains how to change a program name.

1. **Make sure that the machine is in facsimile mode and the standby display is shown.**

   If the standby display is not shown, press the [Facsimile] key.

2. **Press the [Program] key.**
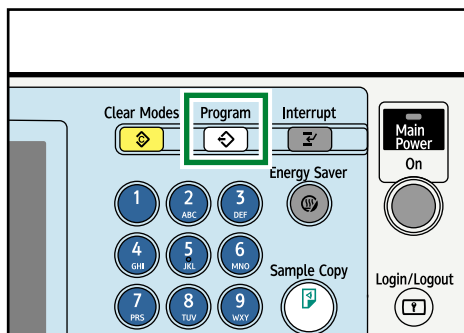
   BAT182S

3. **Press [Change Name].**
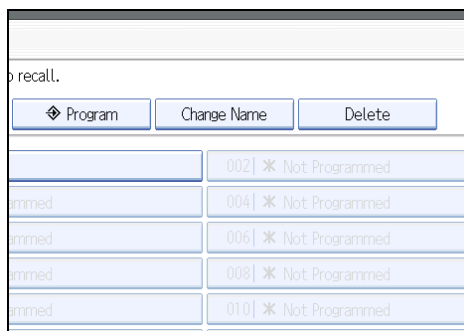
4. **Select the program number of the name you want to change.**

5. **Enter a new program name, and then press [OK].**

   The standby display appears.

   Press [Cancel] to cancel the change.

Deleting a Program

This section explains how to delete an unnecessary program.

1. **Make sure that the machine is in facsimile mode and the standby display is shown.**

   If the standby display is not shown, press the [Facsimile] key.

2. **Press the [Program] key.**
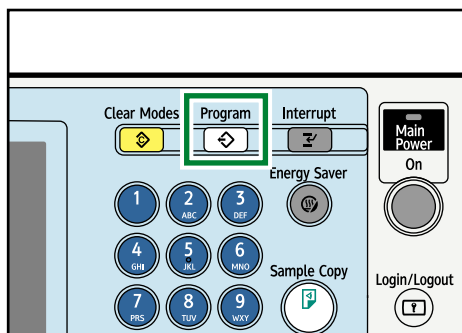
BAT182S

3. **Press [Delete].**
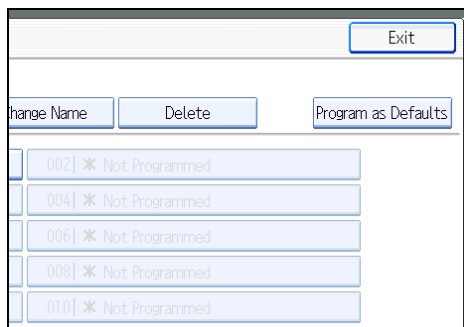
4. **Select the program number you want to delete.**
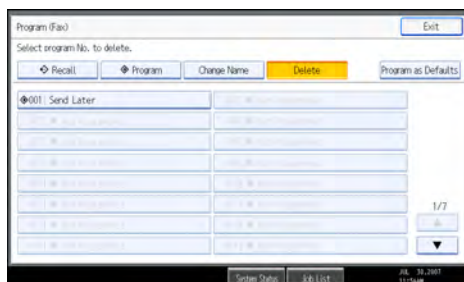
5. **Press [Yes].**

   The standby display appears.

   Press [No] not to delete the program. The display returns to that of step 4.

Using a Program

This section explains how to recall and use a registered program.

1. **Make sure that the machine is in facsimile mode and the standby display is shown.**

   If the standby display is not shown, press the [Facsimile] key.

2. **Place the original.**

3. **Press the [Program] key.**
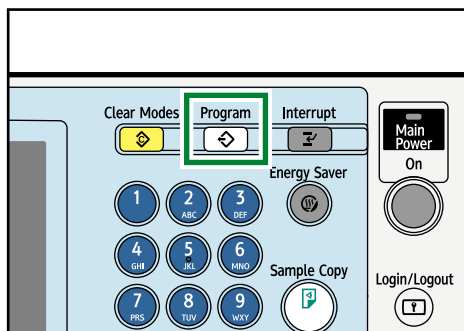
BAT182S

4. **Confirm that [Recall] is selected, and press the registered program number.**
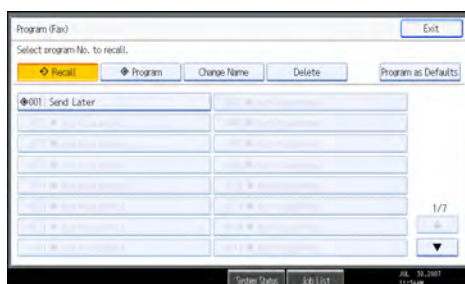
The standby display appears.

The programmed fax number appears and the registered settings are recalled.

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

The machine starts to scan the original.

Then, transmission starts with the recalled transmission settings.

⬇ Note

- Using the program causes the previous settings to be cleared.

- If you have no programmed destinations or scan settings as programs, select the program number, and then enter the fax number of the destination and select the scan settings you require.

Optional Equipment

This section explains the functions of options.

Expansion Memory

This option provides more memory.

This allows you to send fax documents at high resolution (Super Fine). This also allows you to receive fax documents at high resolution (Fine or Super Fine). If you require this option, consult your service representative.

For details about the memory capacity of machines equipped with the optional expansion memory, see "Maximum Values".

🔲 Reference

- p.318 "Maximum Values"

Handset

You can make or receive calls by installing the optional handset and dialing manually.

🔽 Note

- For details about the functions, see "On Hook Dial" and "Manual Dial".

🔲 Reference

- p.127 "On Hook Dial"
- p.129 "Manual Dial"

Extra G3 Interface Unit

This option provides one extra G3 line connection.

A maximum of two G3 interface units can be installed.

Specifications

Fax Transmission and Reception

Component	Specifications
Standard	G3
Resolution	G3: 8 × 3.85 lines/mm, 200 × 100 dpi (Standard character), 8 × 7.7 lines/mm, 200 × 200 dpi (Detail character), 8 × 15.4 lines/mm (Fine character: optional), 16 × 15.4 lines/mm, 400 × 400 dpi (Super Fine character: optional)
Transmission time	G3: 3 seconds at 28,800 bps, Standard resolution (JBIG transmission: 2 seconds)
Data compression method	MH, MR, MMR, JBIG
Maximum original size	Standard: A3⊐, 11 × 17⊐ Custom: 297 × 1200 mm, 11 × 47 inches
Maximum scanning size	297 × 1200 mm, 11 × 47 inches
Print process	Printing on standard paper using a laser
Transmission speed	G3: 33,600 / 31,200 / 28,800 / 26,400 / 24,000 / 21,600 / 19,200 / 16,800 / 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400bps (auto shift down system)

Power Consumption

Component	Specifications
Immediate Transmission	approx. 180 W
Memory Transmission	approx. 160 W
Memory Reception	approx. 160 W
Reception	approx. 700 W

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IP-Fax Transmission and Reception

Component	Specifications
Network	Ethernet (1000BASE-T, 100BASE-TX, 10BASE-T) Wireless LAN (Based on IEEE 802.11a/b/g)
Scan line density	8 × 3.85 lines/mm, 200 × 100 dpi (Standard character), 8 × 7.7 lines/mm, 200 × 200 dpi (Detail character), 8 × 15.4 lines/mm (Fine character: optional), 16 × 15.4 lines/mm, 400 × 400 dpi (Super Fine character: optional)
Maximum original size	Standard: A3▭, 11 × 17▭ Custom: 297 × 1200 mm, 11 × 47 inches
Maximum scanning size	297 mm × 1200 mm, 11 × 47 inches
Transmission protocol	Recommendation: T.38, TCP, UDP/IP communication, SIP (RFC 3261 compliant), H.323 v2
Compatible machines	IP-Fax compatible machines
IP-Fax transmission function	Specify an IP address and send faxes to an IP-Fax compatible fax through a network. Also capable of sending faxes to a G3 fax connected to a telephone line via a VoIP gateway.
IP-Fax reception function	Receive faxes sent from an IP-Fax compatible fax through a network. Also capable of receiving faxes from a G3 fax connected to a telephone line via a VoIP gateway.

Internet Fax Transmission and Reception

Component	Specifications
Network	Ethernet (1000BASE-T, 100BASE-TX, 10BASE-T) Wireless LAN (Based on IEEE 802.11a/b/g)
Transmit function	E-mail
Scan line density	200 × 100 dpi (Standard character), 200 × 200 dpi (Detail character), 200 × 400 dpi (Fine character: optional)[1], 400 × 400 dpi (Super Fine character: optional)[1]
Original size : Scanning width	A3[1], B4 JIS[1], A4

Component	Specifications
Communication Protocols	• Transmission SMTP, TCP/IP • Reception POP3, SMTP, IMAP4, TCP/IP
E-mail format	Single/Multi-part, MIME Conversion Attached file forms: TIFF-F (MH, MR[*1], MMR[*1] compression)
Authentication method	SMTP-AUTH, POP before SMTP, A-POP
Internet communication	Send and receive e-mail with a computer that has an e-mail address.
Encryption method (for transmission)	S/MIME
Internet Fax send functions	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
Internet Fax receive functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

*1 Full mode

E-mail Transmission and Reception, and Folder Transmission

Component	Specifications
Network	Ethernet (1000BASE-T, 100BASE-TX, 10BASE-T) Wireless LAN (Based on IEEE 802.11a/b/g)
Scan line density	200 × 100 dpi (Standard character)[*1], 200 × 200 dpi (Detail character), 400 × 400 dpi (Super Fine character: optional)
Maximum original size	Standard: A3▭, 11 × 17▭ Custom: 297 × 1200 mm, 11 × 47 inches
Maximum scanning size	297 × 1200 mm, 11 × 47 inches
E-mail reception/transmission protocols	• Transmission SMTP, TCP/IP • Reception (Mail to Print) POP3, SMTP, IMAP4, TCP/IP

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Component	Specifications
Protocols for sending files to folders	SMB, FTP, NCP, TCP/IP
E-mail formats	Single/Multi-part, MIME Conversion

File formats	• Transmission
	  TIFF (MH, MR, MMR compression), PDF
	• Reception (Mail to Print)
	  JPEG (JFIF), PDF

Authentication methods	SMTP-AUTH, POP before SMTP, A-POP
Encryption method (for transmission)	S/MIME
E-mail sending functions	Automatically converts documents to e-mail format and sends them as e-mail.
E-mail receiving functions	Automatically detects and prints JPEG and PDF documents attached to received e-mail.
Sending to folder functions	Sends scanned files over the network to shared folders, FTP server folders, or NetWare folders.

*1 When you send document in TIFF format.

Specifications Required for the Internet Fax Destination Machines

This section explains the specifications required for the Internet Fax destination machine.

When communicating with full mode-compatible machines, you can take advantage of higher specifications for coding, original size, and resolution. For details about the specifications available in full mode, see "Internet Fax Transmission and Reception" in "Specifications".

Component	Specifications

Communication protocols	• Transmission
	  SMTP
	• Reception
	  POP3, SMTP, IMAP4

Component	Specifications
E-mail format	• Format MIME, Base64 • Content-Type Image/tiff Multipart/mixed (text/plain, Image/tiff (attached file forms))
Data format	• Profile TIFF Profile S • Coding MH • Original size A4 • Resolution (dpi) 200 × 100/200 × 200, 204 × 98/204 × 196

🗐 Reference

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Maximum Values

The following list contains the maximum value for each item.

Item	Standard	Expansion memory (Optional)
Memory	4 MB	28 MB
Number of documents you can store in memory for Memory Transmission	400	400
Number of pages you can store in memory (using A4 Standard <ITU-T #1 Chart>)	Approx. 320	Approx. 2,240
Number of destinations you can register in the destination list	2000	2000
Number of groups you can register	100	100
Number of destinations you can register in a group	500	500
Number of destinations you can specify per file	500	500
Number of destinations you can specify for all files (including files in memory)	500	500
Number of destinations you can search at a time using [Search Dest.]	100	100
Number of recent destinations the machine can store	10	10
Number of digits that can be included in a destination	128	128
Number of digits for a SEP/SUB/PWD/SID Code	20	20
Number of characters you can enter in the e-mail subject line	128	128
Number of communication results you can check on this machine	200	200
Number of communication results printed in the Journal	50	50
Number of special senders you can register	30	30
Number of LAN-Fax Driver transmission results you can check using Web Image Monitor on a network computer	70	70

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Item	Standard	Expansion memory (Optional)
Number of documents sent from a LAN-Fax Driver that the machine can retain as files to be sent	400	400
Number of destinations you can register into a Keystroke Program	500	500
Number of Keystroke Programs you can register	100	100
Number of characters you can enter for a program name	20	20
Number of received documents you can store on the machine's hard disk	400	400
Number of documents you can print at a time in [Print / Delete Stored Reception File]	30	30
Number of documents you can delete at a time in [Print / Delete Stored Reception File]	30	30
Number of stored documents you can specify at a time in [Select Stored File]	30	30
Number of stored pages you can send in one operation in [Select Stored File]	1,000	1,000
Number of stored documents you can print at a time using [Print 1st Page]	30	30
Number of stored documents you can print at a time using [Print File]	30	30
Number of documents you can store in the Document Server using the facsimile function	3,000	3,000
Number of pages per document you can store in the Document Server	1,000	1,000
Number of pages you can store in the Document Server (in total - copy function, facsimile function, printer function, and scanner function) (Using ITU-T ♯4 Chart)	Approx. 9,000	Approx. 9,000
Number of destinations you can register in the Address Book of the LAN-Fax	2,000	2,000

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Item	Standard	Expansion memory (Optional)
Number of destinations you can specify at once using LAN-Fax	500	500

🔽 **Note**

- The maximum number of pages that can be stored or transmitted may decrease depending on the contents of documents.

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Function List

This section explains various items that can be specified in the Facsimile Features menu.

Press the [User Tools/Counter] key to display the Facsimile Features menu. For details about these settings, see "Facsimile Features", General Settings Guide.

General Settings

Function name	Description
Quick Operation Key (1 - 3)	Frequently used functions programmed as Quick Operation keys are shown on the menu immediately after the power is turned on.
Switch Title	Select the title to be shown on the destination list.
Search Destination	Select a destination list to be used in "Search Destination".
Communication Page Count	Checks the transmission and reception, and totals on the display.
Adjust Sound Volume	Adjust the sound volume during On Hook Mode and Immediate Transmission.
Box Setting	The following functions are for delivery and transfer of documents: Personal Box, Information Box, and Transfer Box.
Box Setting: Print List	You can print a list of the currently registered Personal Boxes, Information Boxes, and Transfer Boxes.
On Hook Mode Release Time	Use this function to specify a time to cancel On Hook mode after you transmit using On Hook dialing.

Scan Settings

Function name	Description
Program / Change / Delete Scan Size	You can program, change, or cancel frequently used scan sizes.

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Send Settings

Function name	Description
Max. E-mail Size	When the other party has a limit on the size of e-mail messages that can be received, or sending data heavy e-mail causes problems, you can make settings to limit the size of sent e-mail.
Program / Change / Delete Standard Message	Program standard messages to be printed at the top of the first page of the original of the opposite party.
Backup File TX Setting	You can specify whether or not to send to a selected folder the backup of a file sent by Memory Transmission.

Reception Settings

Function name	Description
Switch Reception Mode	Specify the method for receiving fax documents.
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently.
Program Special Sender: Print List	You can print the Special Sender List.
Forwarding	Specify whether or not received fax documents are to be forwarded to a programmed receiver.
Reception File Setting	Selects whether received documents are saved on the hard disk to be printed later or printed immediately without being saved.
Stored Reception File User Setting	The administrator can be specified for managing documents stored on the machine after fax documents are received.
SMTP RX File Delivery Settings	This function is available on systems that allow routing of e-mail received via SMTP.
2 Sided Print	Specify whether or not received fax documents are to be printed on both sides of the paper.
Checkered Mark	Specify whether or not a checkered mark is to be printed on the first page of received fax documents.
Center Mark	Specify whether or not a center mark is to be printed halfway down the left side and at the top center of each page received.

Function name	Description
Print Reception Time	Specify whether or not the received date, time, and file number are printed at the bottom of received fax documents.
Reception File Print Quantity	Specify the number of copies to be printed for each fax document received.
Paper Tray	Use this function to print fax documents received from programmed senders and fax documents from other senders, using different paper trays.
Specify Tray for Lines	Specify a paper tray for each line (telephone, Internet Fax, IP-Fax).
Folder Transfer Result Report	You can set whether the Folder Transfer Result Report is transmitted to the specified e-mail address, when folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders.
Memory Lock Reception	When you switch Memory Lock on, received documents are stored in memory and not printed automatically. To print this document, enter the Memory Lock ID.

Initial Settings

Function name	Description
Parameter Setting	User Parameters allow you to customize various settings to suit your needs.
Parameter Setting: Print List	Prints this list to see the current User Parameter settings.
Program Closed Network Code	Register an ID required for Closed Network communication.
Program Memory Lock ID	Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.
Internet Fax Setting	You can select to display the Internet Fax icon or not.
Select Dial / Push Phone	Use this function to select a line type when the machine is connected to a G3 analog line.
Program Fax Information	Program information to be shown on the display of the other machine and printed as a report.
Enable H.323	Specify whether or not H.323 is used for IP-Fax transmission.

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Function name	Description
Enable SIP	Specify whether or not SIP is used for IP-Fax transmission.
H.323 Settings	Set the IPv4 address or host name of gate keeper, and alias telephone number.
SIP Settings	Set the SIP server's IP address or host name, and SIP user name.
Program / Change / Delete Gateway	Register, change, or delete the gateway used for transmission to IP-Fax.
Menu Protect	Using Menu Protect, you can prevent unauthenticated users from changing the user tools.
E-mail Setting	Set whether or not to use "E-mail" in the fax functions.
Folder Setting	Set whether or not to use "Folder" in the fax functions.

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MEMO

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The proper names of the Windows operating systems are as follows:

* The product names of Windows 2000 are as follows:
  Microsoft® Windows® 2000 Professional
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Advanced Server

* The product names of Windows XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
  Microsoft® Windows® XP Media Center Edition
  Microsoft® Windows® XP Tablet PC Edition

* The product names of Windows Vista are as follows:
  Microsoft® Windows Vista® Ultimate
  Microsoft® Windows Vista® Business
  Microsoft® Windows Vista® Home Premium
  Microsoft® Windows Vista® Home Basic
  Microsoft® Windows Vista® Enterprise

* The product names of Windows Server 2003 are as follows:
  Microsoft® Windows Server® 2003 Standard Edition
  Microsoft® Windows Server® 2003 Enterprise Edition
  Microsoft® Windows Server® 2003 Web Edition
  Microsoft® Windows Server® 2003 Datacenter Edition

* The product names of Windows Server 2003 R2 are as follows:
  Microsoft® Windows Server® 2003 R2 Standard Edition
  Microsoft® Windows Server® 2003 R2 Enterprise Edition
  Microsoft® Windows Server® 2003 R2 Datacenter Edition

* The product names of Windows Server 2008 are as follows:
  Microsoft® Windows Server® 2008 Standard
  Microsoft® Windows Server® 2008 Enterprise
  Microsoft® Windows Server® 2008 Datacenter

Operating Instructions   Facsimile Reference

9240/9250
MP 4001/MP 5001
LD140/LD150
Aficio™ MP 4001/5001

Operating Instructions
Printer Reference

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/ Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other Manuals

- UNIX Supplement

- Extended Feature Settings Reference <Device Version>

- Extended Feature Settings Reference <Web Version>

- App2Me Start Guide

⬇ **Note**

- Manuals provided are specific to machine types.

- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional[*1]	DeskTopBinder

[*1] Optional

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TABLE OF CONTENTS

2. Setting Up the Printer Driver

3. Other Print Operations

4. Saving and Printing Using the Document Server

5. Appendix

How to Read This Manual

Symbols

This manual uses the following symbols:

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

Model-Specific Information

In this manual, model-specific information is indicated by the following marks:

| 220-240V |

Indicates information that is specific to the 220 to 240 V model.

| 120V |

Indicates information that is specific to the 120 V model.

⬇️Note

- Check the label on the rear of the machine to identify the model.
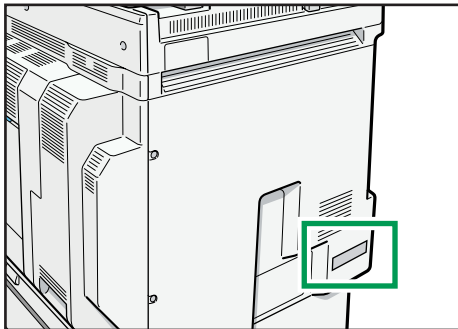
BDH005S

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is the 220 to 240 V model, refer to the metric units. If your printer is the 120 V model, refer to the inch units.

Display Panel

This section describes configuration using the display panel when the printer function is selected.

Initial Display

⭐ Important

- The machine switches to offline when you make settings in online mode. After you complete the setting, the machine switches to online automatically.

- If you make a setting when the machine is offline, it will stay offline afterwards.

- The function items displayed serve as selector keys. You can select or specify an item by pressing it lightly.

- When you select or specify an item on the control panel, it becomes highlighted.

- Keys dimmed (for example, OK) cannot be used.

BDH001S
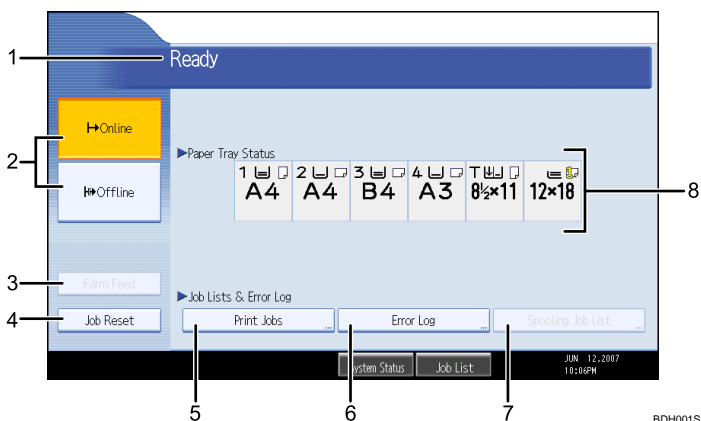
1. **Operational status or messages**

   Displays current machine status, such as "Ready", "Offline", and "Printing...". Information about the print job (user ID and document name) appears in this section.

2. **[⊢Online] / [⊪Offline]**

   Press to switch the machine between online and offline.

   When the machine is online, it can receive data from the computer.

   When the machine is offline, it cannot receive data from the computer.

3. **[Form Feed]**

   Press to print all the data left in the machine's input buffer.

   - When the machine is online, the status appears dimly.

   - This function is not available with the RPCS printer language.

4. **[Job Reset]**

    Press to cancel the current print job.

    If you press it when the machine is offline and Hex Dump is selected, Hex Dump is canceled.

5. **[Print Jobs]**

    Press to display print jobs sent from a computer.

6. **[Error Log]**

    Press to display the error logs of print jobs sent from a computer.

7. **[Spooling Job List]**

    Press to display spooled jobs.

8. **Paper Tray Status indicators**

    The paper tray settings appear.

🔽 **Note**

- When the power is turned on, the copier display is shown. This is a factory default. This initial setting can be changed. See "System Settings", General Settings Guide.

Simplified Display

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display. Letters and keys are displayed at a larger size, making operations easier.

BAC002S
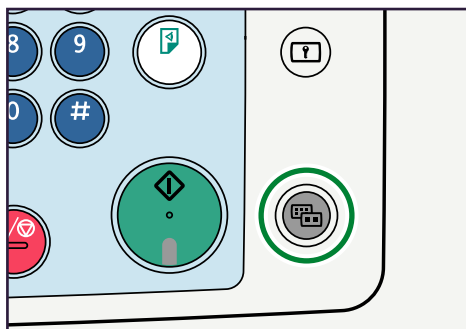
Example of a simplified display
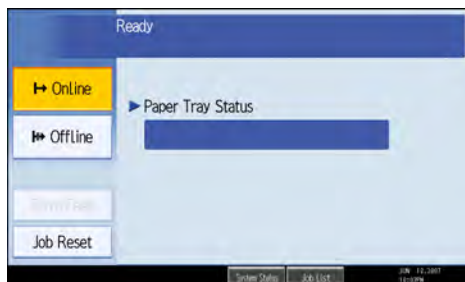
↓Note

- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

Job List

Jobs printed using Copy, Document Server, or Printer mode are temporarily stored in the machine, and then executed in order. The Job List function allows you to manage these jobs.

For example, you can cancel incorrect job settings or print an urgent document.

🔸Note

- You cannot use the Job List function when Interrupt Copy is active.

- Documents printed using the facsimile function and scanner function are not displayed in the job list.

Job List Screen

This section explains displays and icons that appear in the Job List screen.

The Job List screen varies depending on whether Job Order is selected with Print Priority for the System Settings. For details about setting procedure, see "System Settings", General Settings Guide.

When [Job Order] is not selected:

The job list is displayed for each of the functions.
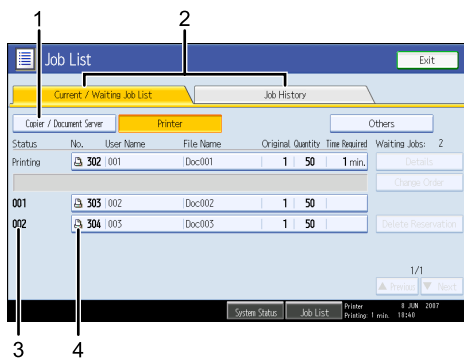
BAC014S

When [Job Order] is selected:

The job list is displayed for all functions in the order of print jobs.
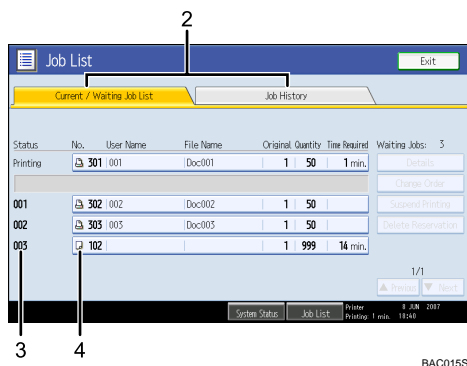
BAC015S

1. Switches between job lists for each function.

2. Switches between [Current / Waiting Job List] and [Job History].

3. Displays reserved job numbers.

4. Displays the function used to print jobs.

   : Job printed using copy function

   : Job printed using printer function

   : Job printed using Document Server function

   : Job printed using DeskTopBinder

   : Job printed using Web Image Monitor

Checking Jobs in the Job List

You can check the contents of jobs in the job list.

1. **Press [Job List].**

2. **Select a job whose contents you want to check.**

3. **Press [Details], and then check the contents.**

4. **Press [Exit].**

Changing the Order of Jobs

You can change the order of jobs in the job list.

1. Press [Job List].

2. Select a job whose order you want to change.

3. Press [Change Order].

4. Change the order using [Top], [Previous], or [Next].

5. Press [OK].

Holding Jobs

You can hold jobs that are queued or currently printing.

1. Press [Job List].

2. Select a job you want to hold.

3. **Press [Suspend Printing].**

   The selected job and the jobs that follow it are suspended. "Suspended" is displayed at the left of the jobs in the job list that are suspended.

⬇ Note

- To resume the suspended jobs, press [Resume Printing].

- This function is available only if [Job Order] is specified.

Deleting Jobs

You can delete a job that is queued or currently printing.

1. **Press [Job List].**

2. **Select a job you want to delete.**
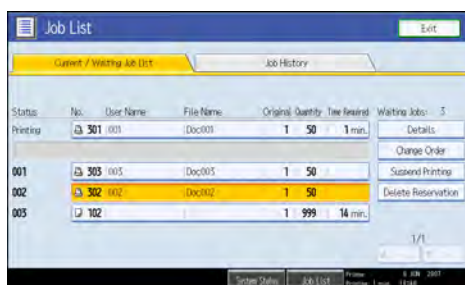
   To delete multiple print jobs, select all print jobs you want to delete.

3. **Press [Delete Reservation].**

4. **Press [OK].**

Checking the Job History

You can view the history and contents of completed print jobs.

1. **Press [Job List].**

2. **Press [Job History].**

   A list of completed print jobs appears.

3. **Select a job whose contents you want to check.**

4. **Press [Details], and then check the contents.**

5. **Press [Exit].**

Setting Paper on the Bypass Tray

This section gives instructions for setting paper on the bypass tray.

For details about paper size and paper type, see "Paper Size and Paper Type", About This Machine.

🔴 **Important**

- Paper sizes that can be loaded onto the bypass tray are 90 - 305 mm (3.55 - 12 in.) vertical, and 148 - 600 mm (5.83 - 23.62 in.) horizontal.
- When paper larger than 600 mm (23.62 in.) in length is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.
- The machine can automatically detect the following sizes as regular size copy paper:
  - 220-240V A3�, A4▭, A5▭, A6▭
  - 120V 11" × 17"▭, 8^1/$_2$" × 11"▭, 5^1/$_2$" × 8^1/$_2$"▭
- If you want to use the size of paper other than the above, be sure to specify the size.
- The following functions are disabled when printing from the bypass tray:
  - Duplex/Booklet printing (when the optional Finisher SR3020)
  - Auto Tray Select
  - Auto Tray Switching
  - Rotating Collate
  - Staple (when the optional Finisher SR790, SR3020, or SR3030 is installed)
  - Punch (when the optional Finisher SR3020 or SR3030, and Punch Unit are installed)

Printing onto paper with specific orientation

When printing onto paper that has specific orientation requirements, such as letterhead paper, be sure to set as the followings:

- If the paper feed orientation is ▭, insert paper print side down in the bypass tray, and set the bottom edge of the paper toward the machine.
- If the paper feed orientation is ▯, insert paper print side down in the bypass tray, and set the bottom edge of the paper toward you.

To print on paper that is set in the opposite position to either of the correct positions described above, rotate the print image 180 degrees using the printer driver. For details, see the printer driver Help.

1. **Open the bypass tray.**
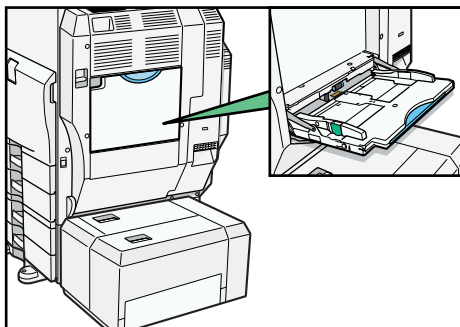
BCY004S

2. **Insert the paper face⁻down until you hear the beep, and then align the paper guides to the paper size by pinching the clip.**

   If the paper size of the paper guide and the paper do not match, skewing and misfeeds might occur.

   Do not stack paper over the limit mark, otherwise a skewed image or misfeeds might occur.

   Open out the extender to support paper sizes larger than A4▷, $8^1/_2$" × 11"▷.

   Fan the paper to get air between the sheets to avoid a multi-sheet feed.
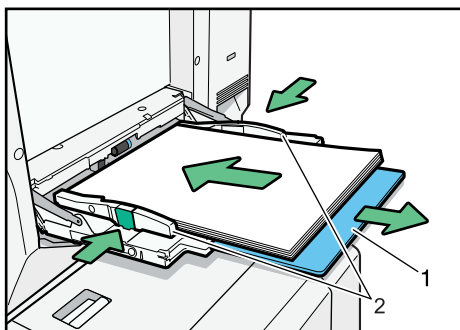
BCY005S

   1. **Extender**

   2. **Paper Guide**

3. **Set the paper size using the printer driver or the control panel.**

⬇ Note

- When loading thick paper, thin paper, or OHP transparencies, set paper size and paper type.

- The number of sheets that can be loaded in the bypass tray depends on the paper type.

- When loading letterhead paper, see "Loading Paper", General Settings Guide.

- When the Panel Key Sound is turned off, it will not sound if you insert paper into the bypass tray. For details about Panel Key Sound, see "System Settings", General Settings Guide.

- For details about setting printer drivers, see the printer driver Help.

Setting the Paper Size Using the Control Panel

Follow the procedure below to set the machine using the control panel when loading standard size paper onto the bypass tray.

⭐ **Important**

- The following procedures are not required if you select [Driver / Command] from [Bypass Tray Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide). In that case, set the paper size using the printer driver.

- Under [Printer Features], [System], if you set [Bypass Tray Setting Priority] to [Driver / Command] , paper size settings made on the printer driver must match those made on the control panel. If they do not match, an error message appears and printing stops if [Printer Features], [System], [Auto Continue] is not set. For details about [Printer Features] settings, see General Settings Guide.
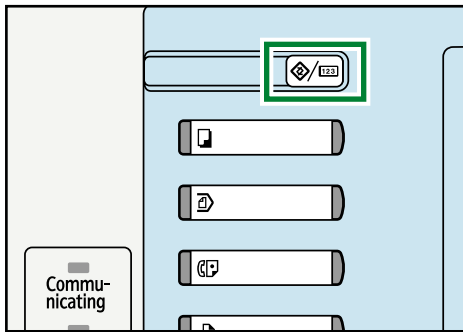
1. **Press the [User Tools/Counter] key on the control panel.**

BAC001S

2. **Press [System Settings].**
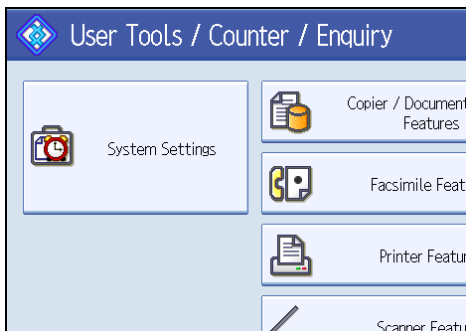
3. **Press the [Tray Paper Settings] tab.**

4. **Press [Printer Bypass Paper Size].**
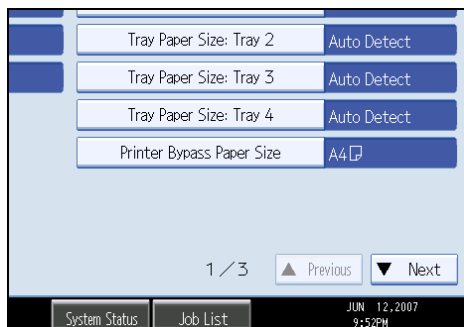
5. **Select the paper size.**

6. **Press [OK].**

7. **Press the [User Tools/Counter] key.**

   The initial screen appears.

↓Note

- When loading thick paper, thin paper, or OHP transparencies, set paper size and paper type.

- [Auto Detect] is the default setting for [Printer Bypass Paper Size].

- For details about setting printer drivers, see the printer driver Help.

Setting Custom Size Paper Using the Control Panel

Follow the procedure below to set the machine using the control panel when loading custom size paper onto the bypass tray.

★Important

- The following procedures are not required if you select [Driver / Command] from [Bypass Tray Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide). In that case, set the paper size using the printer driver.

- If you select [Machine Settings] from [Bypass Tray Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide), the settings made using the control panel have priority over the printer driver settings.

- If the printer driver is not used, select [Machine Settings] from [Bypass Tray Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide). Set paper size using the control panel.
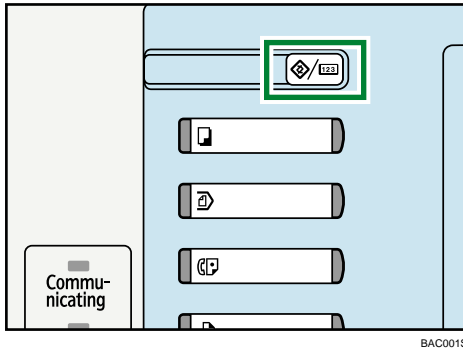
1. **Press the [User Tools/Counter] key on the control panel.**

BAC001S

2. **Press [System Settings].**

3. **Press the [Tray Paper Settings] tab.**

4. **Press [Printer Bypass Paper Size].**

5. **Press [Custom Size].**
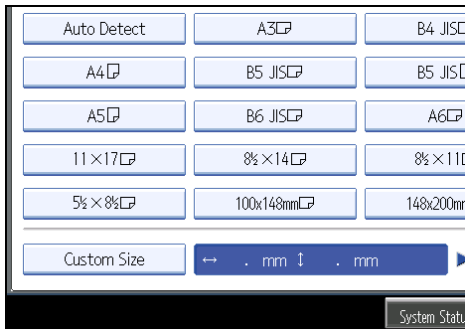
If a custom size is already set, press [Change Size].

6. **Press [Vertical], enter the vertical size of the paper using the number keys, and then press the [⌗] key.**
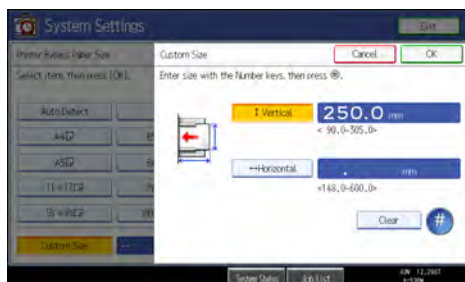
7. **Press [Horizontal], enter the horizontal size of the paper using the number keys, and then press the [⌗] key.**

8. **Press [OK].**

    The paper sizes entered are displayed.

9. **Press [OK].**

10. **Press the [User Tools/Counter] key.**

    The initial screen appears.

Setting Thick Paper, Thin Paper, or OHP Transparencies Using the Control Panel

Follow the procedure below to set the machine using the control panel when loading thick paper, thin paper, or OHP transparencies onto the bypass tray.

⭐ Important

- The following procedures are not required if you select [Driver / Command] from [Bypass Tray Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide). In that case, set the paper size using the printer driver.

- If you select [Machine Settings] from [Bypass Tray Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide), the settings made using the control panel have priority over the printer driver settings.

- If the printer driver is not used, select [Machine Settings] from [Bypass Tray Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide). Set the paper size using the control panel.

- When printing onto OHP transparencies, paper thinner than 52 g/m^2 (about 11 lb.), or paper of 105 g/m^2 (about 23 lb.) or above, you need to specify the type and size of paper with Tray Paper Settings in User Tools Menu. For details about Tray Paper Settings, see "System Settings", General Settings Guide.

- Do not use color OHP transparencies that have easily melted coatings.

- When printing onto OHP transparencies, use A4 ▽, or 8^1/$_2$" × 11" ▽, size sheets, and specify its size.

1. **Press the [User Tools/Counter] key on the control panel.**
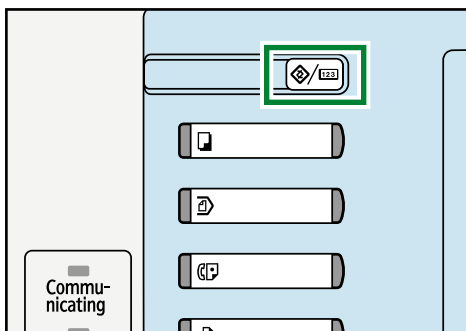
BAC001S

2. **Press [System Settings].**
3. **Press the [Tray Paper Settings] tab.**
4. **Press [▼Next] to scroll through the list.**
5. **Press [Paper Type: Bypass Tray].**
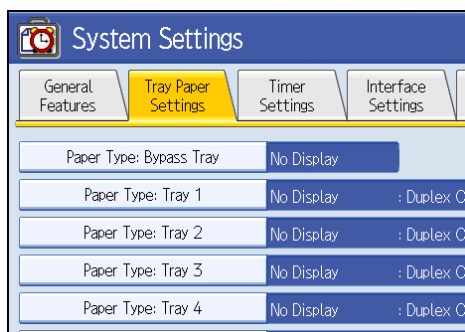
6. **Select the proper items, according to the paper type you want to set.**

   Press [OHP (Transparency)] on the [Paper Type] area when loading OHP transparencies.
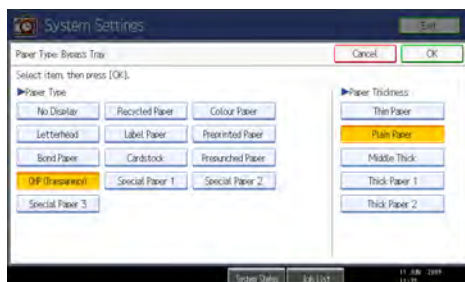
   Press [No Display] on the [Paper Type] area, and then press [Thick Paper 1], [Thick Paper 2], or [Thin Paper] on the [Paper Thickness] area when loading thick paper or thin paper.
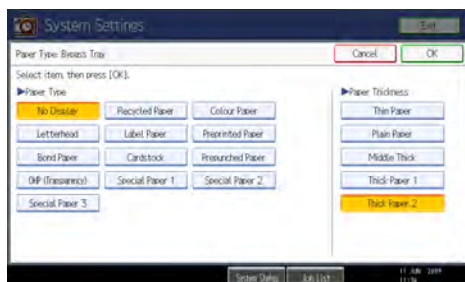
7. **Press [OK].**

   The paper type selected is displayed.

8. **Press the [User Tools/Counter] key.**

   The initial screen appears.

⬇ Note

- Printing on special paper such as thick paper, thin paper, or OHP transparencies may be slower than printing on plain paper.

- The settings made will remain valid until they are reset again. After printing on OHP transparencies or thick paper, thin paper, make sure to clear settings for the next user.

- For details about setting printer drivers, see the printer driver Help.

1. Preparing the Machine

This chapter describes how to connect this machine with your computer, and install the printer driver.

Confirming the Connection Method

This machine supports network and local connection.

Before installing the printer driver, check how the machine is connected. Follow the driver installation procedure that is appropriate to the connection method.

Network Connection

This machine can be used as a Windows printing port or network printer.

Using this machine as the Windows printing port

Network connections can be established through Ethernet, and Wireless LAN.

Available ports are determined based on the combination of Windows operating system version and connection method used.

Standard TCP/IP	*Standard TCP/IP*	*Standard TCP/IP*
LPR	*LPR*	*LPR*
IPP	*IPP*	*IPP*
		WSD
SmartDeviceMonitor for Client	*SmartDeviceMonitor for Client*	*SmartDeviceMonitor for Client*
-TCP/IP	*-TCP/IP*	*-TCP/IP*
-IPP	*-IPP*	*-IPP*

Windows 2000	Windows XP Windows Server 2003/2003 R2	Windows Vista Windows Server 2008

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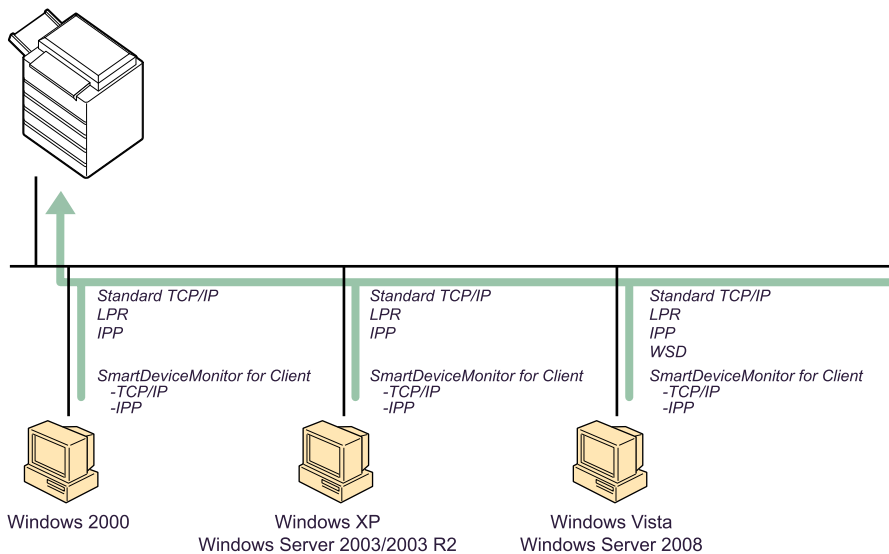
Windows 2000/XP, Windows Server 2003/2003 R2

Connection Method	Available Ports
• Ethernet • Wireless LAN	• Standard TCP/IP port • IPP port • LPR port • SmartDeviceMonitor for Client port

Windows Vista, Windows Server 2008

Connection Method	Available Ports
• Ethernet • Wireless LAN	• Standard TCP/IP port • IPP port • LPR port • WSD port • SmartDeviceMonitor for Client port

🡇 **Note**

- See the explanation about how to install the printer driver for each type of port.
- For details about Standard TCP/IP port, see "Installing the Printer Driver".
- For details about IPP port, see "Installing the Printer Driver".
- For details about LPR port, see "Installing the Printer Driver".
- For details about WSD port, see "Installing the Printer Driver".
- For details about SmartDeviceMonitor for Client port, see "Installing the Printer Driver".

📘 **Reference**

- p.27 "Installing the Printer Driver"

Using as a network printer

This machine can be used as the Windows network printer, the NetWare print server, or the NetWare remote printer.

⭐ **Important**

- IPX/SPX (NetWare) cannot be used under Windows Vista and Windows Server 2008.

Windows 2000/XP/Vista
Windows Server
2003/2003 R2/2008
Print Server

NetWare
Print Server

NetWare
Print Server

Windows Vista
Windows Server 2008

Windows 2000

Windows XP

Windows Server
2003/2003 R2

BXU402S
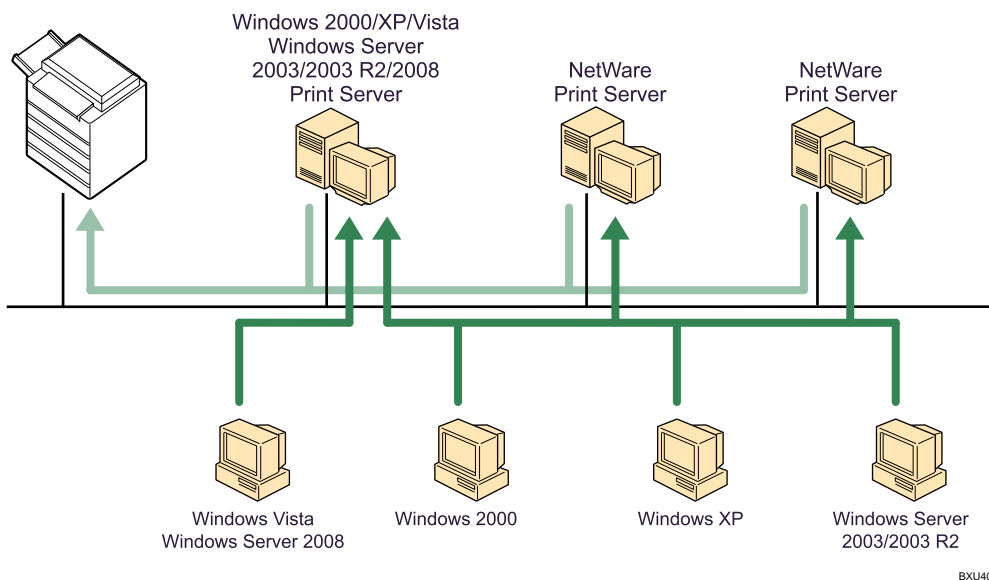
Note

- In an IPv6 environment, NetWare servers cannot be used.

- See the explanation about how to install the printer driver for each type of network printer.

- For details about Windows network printer, see "Using as a Windows Network Printer".

- For details about NetWare print server and remote printer, see "Using as a NetWare Print Server / Remote Printer".

Reference

- p.39 "Using as a Windows Network Printer"

- p.41 "Using as a NetWare Print Server / Remote Printer"

Local Connection

Local connections can be established via parallel, USB, and Bluetooth connections.

Note

- See the explanation about how to install the printer driver for each method of connections.

- For details about Bluetooth connections, see "Printing with Bluetooth Connection", Network Guide.

- For details about USB connections, see "Installing the Printer Driver Using USB".

- For details about parallel connections, see "Printing with Parallel Connection".

Reference

- p.44 "Installing the Printer Driver Using USB"

- p.48 "Printing with Parallel Connection"

1

Installing the Printer Driver

This section explains how to install the printer driver. There are two ways to install the printer driver: using Quick Install, which installs the settings at once, or installing the appropriate driver according to the port you want to use.

Downloading the Printer Driver

> You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

> If your operating system is Windows XP Professional x64, Windows Vista x64, or Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the supplier's Web site. Select this machine and the operating system you are using, and then download it.

⬇ **Note**

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.

Quick Install

You can install the printer drivers easily from the CD-ROM provided with this machine.

Using Quick Install, the PCL printer driver is installed under network environment, and the TCP/IP port will be set.

⭐ **Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

- If you connect using USB, see "Installing the Printer Driver Using USB" and install the printer driver.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [Quick Install].**

   The software license agreement appears in the [License Agreement] dialog box.

5. **After reading the agreement, click [I accept the agreement.], and then click [Next >].**

6. **Select the machine model you want to use in the [Select Printer] dialog box.**

   For network connection via TCP/IP, select the machine whose IP address is displayed in [Connect To].

1

For parallel connection, select the machine whose printer port is displayed in [Connect To].

7. **Click [Install].**

The printer driver installation starts.

8. **Click [Finish].**

A message about restarting the computer appears. Restart the computer to complete installation.

9. **Click [Exit] in the first dialog box of the installer, and then take out the CD-ROM.**

↓Note

- To stop installation of the selected software, click [Cancel] before installation is complete.
- Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory.
- Quick Install is not available unless bidirectional communication between the machine and computer is enabled via parallel connection. For details about bidirectional communication between the machine and computer, see "Making Option Settings for the Printer".

Reference

- p.44 "Installing the Printer Driver Using USB"
- p.50 "Making Option Settings for the Printer"

Installing the Printer Driver for the Selected Port

Using the Standard TCP/IP port

This describes how to install the PCL printer driver using the Standard TCP/IP port.

★Important

- Manage Printers permission is required to install the driver. Log on as an Administrators or Power Users group member.
- In an IPv6 environment, you cannot use the Standard TCP/IP Port. Use the SmartDeviceMonitor for Client port.

Installing the PCL Printer Driver

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

The installer starts.

3. **Select an interface language, and then click [OK].**

The default interface language is English.

4. **Click [PCL Printer Driver].**

1

5. **The software license agreement appears in the [License Agreement] dialog box.**

   After reading the agreement, click [I accept the agreement.], and then click [Next >].

6. **Select a printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

   The PCL 6 printer driver is installed in the language specified by your operating system.

7. **Click [Next >].**

8. **Select the machine model you want to use.**

   The printer name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [Standard TCP/IP Port], and then click [OK].**

    Configure the Standard TCP/IP port settings, and then see Windows Help if [Standard TCP/IP Port] does not appear.

12. **Click [Next >] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**

13. **Enter the printer name or IP address in the [Printer Name or IP Address] box.**

    The [Port Name] text box automatically obtains a port name. Change this name if necessary.

    When the device selection appears, select "RICOH NetworkPrinter Driver C Model".

14. **Click [Next >].**

15. **Click [Finish] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**

    The installation start dialog box reappears.

16. **Check that the port of the selected printer is displayed in [Port].**

17. **Configure the default printer as necessary.**

18. **Click [Continue].**

    The printer driver installation starts.

19. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

🔽 **Note**

- To stop installation of the selected software, click [Cancel] before installation is complete.
- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "When a Message Appears during Installation of the Printer Driver", Troubleshooting.

Using the IPP Port

This describes how to install the PCL printer driver using the IPP port.

⭐ **Important**

- Manage Printers permission is required to install the driver. Log on as an Administrators group member.

- In an IPv6 environment, you cannot use the IPP Port. Use the SmartDeviceMonitor for Client port.

- The IPP port cannot be used under Windows 2000. If you are using Windows 2000, install the PCL printer driver using the SmartDeviceMonitor for Client port. To use the SmartDeviceMonitor for Client port, you must first download SmartDeviceMonitor for Client from the supplier's Website. For details about the SmartDeviceMonitor for Client port, see "Using the SmartDeviceMonitor for Client Port".

- To print via IPP-SSL under Windows Vista or Windows Server 2008, you must install the certificate on your computer before you install the printer driver using the IPP port. For details, consult your administrator.

Installing the PCL printer driver

1. Quit all applications currently running.
2. On the [Start] menu, click [Printers and Faxes].
3. Click [Add a printer].

   The [Add printer Wizard] dialog box appears.
4. Click [Next>].
5. Click [A network printer, or a printer attached to another computer].
6. Click [Next>].
7. Click [Connect to a printer on the Internet or on a home or official network:].
8. In the [URL:] box, enter "http:// printer's IP address/ printer (or ipp)" as the printer's address, and then click [Next>].
9. Click [Have Disk...].
10. Insert the provided CD-ROM into the computer's CD-ROM drive.

    If the [AutoPlay] dialog box appears, click the [close] button.
11. Click Browse..., and then specify a location for the inf file.

    If the CD-ROM drive letter is D, the printer driver's source files are stored in "D:\DRIVERS\PCL5E\XP_VISTA\(Language)\DISK1" or "D:\DRIVERS\PCL6\XP_VISTA\MUI\DISK1".

    The PCL 6 printer driver is installed in the language specified by your operating system.

12. **Click [OK] to close the Install From Disk window.**

13. **Select the machine you want to use, and then click [OK].**

    Only machines that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine.

14. **Configure the default printer as necessary, and then click [Next >].**

    If the [Windows can't verify the publisher of this driver software] message appears, click [Install this driver software anyway].

15. **Click [Finish].**

    If installation is successful, the icon of the printer connected to the IPP port is added to the [Printers and Faxes] window.

⭣ **Note**

- To stop installation of the selected driver, click [Cancel] before installation is complete.

🄴 **Reference**

- p.34 "Using the SmartDeviceMonitor for Client port"

Using the LPR port

This describes how to install the PCL printer driver using the LPR port.

⭐ **Important**

- Manage Printers permission is required to install the driver. Log on as an Administrators or Power Users group member.

- In an IPv6 environment, you cannot use the Standard TCP/IP Port. Use the SmartDeviceMonitor for Client port.

Installing the PCL Printer Driver

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

    The installer starts.

3. **Select an interface language, and then click [OK].**

    The default interface language is English.

4. **Click [PCL Printer Driver].**

5. **The software license agreement appears in the [License Agreement] dialog box.**

    After reading the agreement, click [I accept the agreement.], and then click [Next >].

6. **Select a printer driver you want to use in the [Select Program] dialog box.**

    You can select several printer drivers.

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The PCL 6 printer driver is installed in the language specified by your operating system.

7. **Select the machine model you want to use.**

   The printer name can be changed in the [Change settings for 'Printer Name'] box.

8. **Click [Next >].**

9. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [LPR Port], and then click [OK].**

    If [LPR Port] does not appear, see Windows Help and install it.

12. **Enter the printer's IP address in the [Name or address of server providing lpd] box.**

13. **Enter "lp" in the [Name of printer or print queue on that server] box, and then click [OK].**

    The port is added.

14. **Check that the port of the selected printer is displayed in [Port].**

15. **Configure the default printer as necessary.**

16. **Click [Continue].**

    The printer driver installation starts.

17. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

🔽 **Note**

- To stop installation of the selected software, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "When a Message Appears during Installation of the Printer Driver", Troubleshooting.

Using the WSD port

This section explains installation when using the WSD port.

⭐ **Important**

- The WSD port can be used only under Windows Vista or Windows Server 2008.

- Manage Printers permission is required to install the driver. Log on as an Administrators group member.

- If the machine is connected using the WSD port, bi-directional communication is not possible. For details about bi-directional communication, see "Making Option Settings for the Printer".

- You can connect to the machine only if both the machine and computer are on the same network segment, or "Network discovery" is enabled. For details, see Windows Help.

Installing the PCL Printer Driver

1. **Quit all applications currently running.**

2. **On the [Start] menu, click [Network].**

   The [Network] window appears, and the device search begins automatically.

3. **Right-click the machine's icon, and then click [Install].**

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

   The [Found New Hardware] dialog box appears.

4. **Click [Locate and install driver software (recommended)].**

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

5. **Click [Don't search online].**

6. **Click [Browse my computer for driver software (advanced)].**

7. **Insert the provided CD-ROM into the computer's CD-ROM drive.**

   If the [AutoPlay] dialog box appears, click the [close] button and then proceed to step 8.

8. **Click [Browse...], and then specify a location for the printer driver.**

   If the CD-ROM drive letter is D, the printer driver's source files are stored in "D:\DRIVERS\PCL5E\XP_VISTA\(Language)\DISK1" or "D:\DRIVERS\PCL6\XP_VISTA\MUI\DISK1".

   The PCL 6 printer driver is installed in the language specified by your operating system.

9. **Click [Next].**

   If the [Windows can't verify the publisher of this driver software] message appears, click [Install this driver software anyway].

10. **Click [Close].**

    If installation is successful, the icon of the printer connected to the "WSD" port is added to the [Printers] window.

🔽 **Note**

- The port name that follows "WSD" uses random character strings. It cannot be changed freely.

- To stop the installation, click [Cancel] before the installation is complete. When re-installing the WSD Port, right-click the machine's icon in the [Network] window, and then click [Uninstall].

📄 **Reference**

- p.50 "Making Option Settings for the Printer"

Using the SmartDeviceMonitor for Client port

This describes how to install the the printer driver using the SmartDeviceMonitor for Client port.

To use this function, you must first download SmartDeviceMonitor for Client from the supplier's Website and install it on your computer. Contact your local dealer for information on downloading SmartDeviceMonitor for Client.

⭐ **Important**

- Manage Printers permission is required to install SmartDeviceMonitor for Client. Log on as an Administrators group member.

- Install SmartDeviceMonitor for Client before installing the printer driver when using the SmartDeviceMonitor for Client port.

Installing the PCL printer driver (TCP/IP)

⭐ **Important**

- Manage Printers permission is required to install the driver. Log on as an Administrators or Power Users group member.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PCL Printer Driver].**

5. **The software license agreement appears in the [License Agreement] dialog box.**

   After reading the agreement, click [I accept the agreement.], and then click [Next >].

6. **Select the printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

   The PCL 6 printer driver is installed in the language specified by your operating system.

7. **Click [Next >].**

8. **Select the machine model you want to use.**

   The printer name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [SmartDeviceMonitor], and then click [OK].**

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12. **Click [TCP/IP], and then click [Search].**

    A list of printers using TCP/IP appears.

13. **Select the printer you want to use, and then click [OK].**

    Only printers that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine.

14. **Check that the port of the selected printer is displayed in [Port].**

15. **Set a user code, if necessary.**

    Up to 8 numeric characters can be entered. No alphabetic characters or symbols can be entered.

16. **Select the [Default Printer] check box to configure the printer as default.**

17. **Click [Continue].**

    Installation starts.

18. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

⬇️**Note**

- Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "When a Message Appears during Installation of the Printer Driver", Troubleshooting.

Installing the PCL printer driver (IPP)

⭐**Important**

- Manage Printers permission is required to install the driver. Log on as an Administrators or Power Users group member.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

    The installer starts.

3. **Select an interface language, and then click [OK].**

    The default interface language is English.

4. **Click [PCL Printer Driver].**

5. **The software license agreement appears in the [License Agreement] dialog box.**

    After reading the agreement, click [I accept the agreement.], and then click [Next >].

6. **Select a printer driver you want to use in the [Select Program] dialog box.**

    You can select several printer drivers.

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The PCL 6 printer driver is installed in the language specified by your operating system.

7. **Click [Next >].**

8. **Select the machine model you want to use.**

   The printer name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [SmartDeviceMonitor], and then click [OK].**

12. **Click [IPP].**

13. **In the [Printer URL] box, enter "http://printer's IP address/printer" as the printer's address.**

    If the server authentication is issued, to enable SSL (a protocol for encrypted communication), enter "https://printer's IP address/printer" (Internet Explorer 5.01, or a higher version must be installed). (example IP address: 192.168.15.16)

    `http://192.168.15.16/printer`

    `https://192.168.15.16/printer`

    You can enter "http://printer's IP address/ipp" as the printer's address.

14. **Enter a name for identifying the printer in [IPP Port Name]. Use a name different from the one of any existing ports.**

    If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name.

15. **Click [Detailed Settings] to make necessary settings.**

    For details about the settings, see SmartDeviceMonitor for Client Help.

16. **Click [OK].**

17. **Check that the port of the selected printer is displayed in [Port].**

18. **Set a user code, if necessary.**

    Up to 8 numeric characters can be entered. No alphabetic characters or symbols can be entered.

19. **Select the [Default Printer] check box to configure the printer as default.**

20. **Click [Continue].**

    Installation starts.

21. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

Note

- To stop installation of the selected software, click [Cancel] before installation is complete.
- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.
- Setting a user code allows a SmartDeviceMonitor for Admin user to display and check the number of sheets each user prints. For details, see SmartDeviceMonitor for Admin Help.
- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "When a Message Appears during Installation of the Printer Driver", Troubleshooting.

Changing the port settings for SmartDeviceMonitor for Client

Follow the procedure below to change the SmartDeviceMonitor for Client settings, such as TCP/IP timeout, recovery/parallel printing, and printer groups.

Windows 2000:

1. **On the [Start] menu, point to [Settings], and then click [Printers].**

   The [Printers] window appears.
2. **Click the icon of the machine you want to use. On the [File] menu, click [Properties].**
3. **On the [Ports] tab, click [Configure Port...].**

   The [Configuration] dialog box appears.

Windows XP, Windows Server 2003/2003 R2:

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.
2. **Click the icon of the machine you want to use. On the [File] menu, click [Properties].**
3. **Click the [Ports] tab, and then click [Configure Port...].**

   The [Port Configuration] dialog box appears.

Windows Vista, Windows Server 2008:

1. **On the [Start] menu, click [Control Panel].**

   The [Control Panel] window appears.
2. **Click [Printer].**

   The [Printers] window appears.
3. **Right-click the icon of the printer you want to use, and then click [Properties].**

4. **Click the [Ports] tab, and then click [Configure Port].**

The [Port Configuration:] dialog box appears.

🔽**Note**

- For TCP/IP, timeout setting can be configured.

- User, proxy, and timeout settings can be configured for IPP.

- If no settings on the [Recovery/Parallel Printing] tab are available, follow the procedure below.

    1. Click [Cancel] to close the [Port Configuration:] dialog box.

    2. Start SmartDeviceMonitor for Client, and then right-click the SmartDeviceMonitor for Client icon on the tasktray.

    3. Point to [Properties], and then click [Extended Features Settings].

    4. Select the [Set Recovery/Parallel Printing for each port] check box.

    5. Click [OK] to close the [Extended Features Settings] dialog box.

- For details about these settings, see "Using SmartDeviceMonitor for Client", Network Guide, or SmartDeviceMonitor for Client Help.

Using as a Windows Network Printer

This describes how to install the PCL printer driver when using the printer as a Windows network printer.

To use the print server, install the printer driver by selecting "Network printer server", and then select the Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008 shared printer.

This section assumes that the client has already been configured to communicate with a Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008 print server. Do not begin the following procedure before the client is set up and configured correctly.

⭐ **Important**

- Manage Printers permission is required to install the driver. Log on as an Administrators or Power Users group member.

- If you print with a print server connected to the printer using the SmartDeviceMonitor for Client port, Recovery Printing and Parallel Printing cannot be used from the client.

- If you print under Windows XP/Vista or Windows Server 2003/2003 R2/2008 print server, notification functions of SmartDeviceMonitor for Client may not be used with the client.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows XP Professional/Vista x64, Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

Installing the PCL Printer Driver

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

    The installer starts.

3. **Select an interface language, and then click [OK].**

    The default interface language is English.

4. **Click [PCL Printer Driver].**

5. **The software license agreement appears in the [License Agreement] dialog box.**

    After reading the agreement, click [I accept the agreement.], and then click [Next >].

6. **Select the printer driver you want to use in the [Select Program] dialog box.**

    You can select several printer drivers.

    The PCL 6 printer driver is installed in the language specified by your operating system.

7. **Click [Next >].**

8. **Select the [Printer Name] check box to select the printer models you want to use.**

    The printer name can be changed in the [Change settings for 'Printer Name'] box.

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9. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [Network Printer], and then click [OK].**

12. **Double-click the computer name you want to use as a print server in the [Browse for Printer] window.**

13. **Select the printer you want to use, and then click [OK].**

14. **Check that the port of the selected printer is displayed in [Port].**

15. **Configure the user code as necessary.**

    For details about user code, see the printer driver Help.

16. **Select the [Default Printer] check box to configure the printer as default.**

17. **Click [Continue].**

    The printer driver installation starts.

18. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

⬇ Note

- To stop installation of the selected software, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run.

- If you still want to install the printer driver, use [Add Printer]. See "When a Message Appears during Installation of the Printer Driver", TroubleShooting.

Using as a NetWare Print Server / Remote Printer

This describes how to set up the Windows computer used as the NetWare client.

⭐**Important**

- To install this printer driver under Windows 2000/XP, and Windows Server 2003/2003 R2, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.
- IPX/SPX (NetWare) cannot be used under Windows Vista and Windows Server 2008.
- In an IPv6 environment, NetWare servers cannot be used.

The following explanation assumes NetWare Client is installed on the client computer and the NetWare server environment is correctly set up. Install all necessary client applications before following this procedure.

Set up the printer driver while logging on to the NetWare file server.

The following values are used in the example:

- NetWare version: 4.1
- File server name: CAREE
- Queue name: R-QUEUE

1. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

   Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

2. **Select an interface language, and then click [OK].**

   The default interface language is English.

3. **Click [PCL Printer Driver].**

4. **The software license agreement appears in the [License Agreement] dialog box.**

   After reading the agreement, click [I accept the agreement.], and then click [Next >].

5. **Select the printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

   The PCL 6 printer driver is installed in the language specified by your operating system.

6. **Click [Next >].**

7. **Select the [Printer Name] check box to select the printer model you want to use.**

   The printer name can be changed in the [Change settings for 'Printer Name'] box.

8. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

9. **Click [Port], and then click [Add].**

10. **Click [Network Printer], and then click [OK].**

11. **Double-click the name of the NetWare file server on the network tree.**

    The created queue is displayed.

12. **Select the print queue, and then click [OK].**

13. **Check that the port of the selected printer is displayed in [Port].**

14. **Click [Continue].**

    The printer driver installation starts.

15. **Click [Finish] in the [Select Program] dialog box.**

16. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

17. **After restarting the computer, launch the [Printers and Faxes] window, and then open the printer properties.**

    Under Windows 2000 or Windows Server 2003/2003 R2, open the printer properties from the [Printers] window.

18. **Click the [NetWare setting] tab.**

    Under Windows Server 2003/2003 R2, on the [Printer Settings] tab, clear the [Form Feed] and [Enable Banner] check boxes.

    Do not select these check boxes since they are automatically selected by the printer driver. If you select the check boxes, the printer may not print correctly.

19. **Click [OK] to close the printer properties dialog box.**

🔽Note

- To stop installation of the selected software, click [Cancel] before installation is complete.

- The protocol is set to inactive as default. Enable the protocol on the control panel, using Web Image Monitor or using telnet.

Form Feed

Do not use NetWare to configure form feed. Form feed is controlled by the printer driver on Windows. If NetWare form feed is configured, the printer may not print properly.

Under Windows 2000/XP or Windows Server 2003/2003 R2, follow the procedure below to disable form feed according to the operating system used:

- Clear the [Form feed] check box on the [NetWare Settings] tab in the printer properties dialog box.

Banner Page

Do not use NetWare to configure a banner page.

Under Windows 2000/XP or Windows Server 2003/2003 R2, follow the procedure below to disable banner pages according to the operating system used:

- Clear the [Enable banner] check box on the [NetWare Settings] tab in the printer properties dialog box.

Printing after Resetting the Printer

Printer to print server connection requires 30 - 40 seconds to resume after the printer is reset. During this period, jobs may be accepted (depending on NetWare specifications) but not printed.

To print after resetting the printer as the remote printer, check on the print server that the remote printer is disconnected, or wait for two minutes before trying to print.

Installing the Printer Driver Using USB

This section explains how to install printer drivers using USB.

Before installing, check that only the operating system is running on the computer and no print jobs are in progress.

You can use the printer driver included on the CD-ROM provided with this machine, or can download it from the supplier's web site.

Windows 2000 - USB

⭐ **Important**

- **To install a printer driver, you must have Administrator privilege. Log on using an account that has Administrator privilege.**

When USB is first used, Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

If the printer driver is already installed and plug-and-play is enabled, the icon of the printer connected to the "USB" port appears in the [Printers] window.

The printer drivers can be installed from the CD-ROM provided with this machine.

If the printer driver is not already installed, follow the printer's plug-and-play instructions to install it from the provided CD-ROM.

1. **Check that the power of the machine is off.**

2. **Connect the machine to the computer using a USB cable.**

   Connect the USB cable firmly.

3. **Turn on the power of the machine.**

   Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. **In the Found New Hardware Wizard window, click [Search for a suitable driver for my device [recommended]], and then click [Next >].**

5. **Select the [Specify location] check box, and then click [Next >].**

6. **Insert the CD-ROM into the CD-ROM drive.**

   If Auto Run starts, click [Cancel] and then [Exit].

7. **Specify the location where the source files of the printer driver are stored.**

   If the CD-ROM drive is D, the source files of the printer driver are stored in the following location:

   - PCL 5e

     D:＼DRIVERS＼PCL5E＼XP_VISTA＼(Language)＼DISK1

   - PCL 6

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D:\DRIVERS\PCL6\XP_VISTA\MUI\DISK1

The PCL 6 printer driver is installed in the language specified by your operating system.

8. **Check the printer driver location, and then click [OK].**

9. **Click [Next >].**

10. **Click [Finish].**

If the installation is successful, the icon of the machine connected to the "USB001" port is added to the [Printers] window.

⬇ Note

- To disable Auto Run, press the left Shift key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

- The number after "USB" varies depending on the number of printers that the computer is connected to.

Windows XP, Windows Server 2003/2003 R2 - USB

⭐ Important

- To install a printer driver, you must have Administrators privilege. Log on using an account that has Administrators privilege.

When USB is first used, Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

If the printer driver is already installed and plug-and-play is enabled, the icon of the printer connected to the "USB" port appears in the [Printers and Faxes] window.

The printer drivers can be installed from the CD-ROM provided with this machine.

If the printer driver is not already installed, follow the printer's plug-and-play instructions to install it from the provided CD-ROM.

1. **Check that the power of the machine is off.**

2. **Connect the machine to the computer using a USB cable.**

Connect the USB cable firmly.

3. **Turn on the power of the machine.**

Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. **In the Found New Hardware Wizard window, click [Install the software automatically (Recommended)], and then click [Next >].**

5. **Insert the CD-ROM into the CD-ROM drive.**

If Auto Run starts, click [Cancel], and then [Exit].

6. **Select the [Include this location in the search] check box under [Search for the best driver in these location], and then click [Browse] to select the printer driver location.**

   If the CD-ROM drive is D, the source files of the printer driver are stored in the following location:

   - PCL 5e

     D:＼DRIVERS＼PCL5E＼XP_VISTA＼(Language)＼DISK1

   - PCL 6

     D:＼DRIVERS＼PCL6＼XP_VISTA＼MUI＼DISK1

   The PCL 6 printer driver is installed in the language specified by your operating system.

7. **Check the printer driver location, and then click [Next >].**

8. **Click [Continue].**

9. **Click [Finish].**

   If the installation is successful, the icon of the printer connected to the "USB001" port appears in the [Printers and Faxes] window.

⬇️**Note**

- To disable Auto Run, press the left Shift key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

- The number after "USB" varies depending on the number of printers that the computer is connected to.

Windows Vista, Windows Server 2008 - USB

⭐**Important**

- To install a printer driver, you must have Administrators privilege. Log on using an account that has Administrators privilege.

If the printer driver is already installed and plug-and-play is enabled, the icon of the printer connected to the "USB" port appears in the [Printers] window.

The printer drivers can be installed from the CD-ROM provided with this machine.

If the printer driver is not already installed, follow the printer's plug-and-play instructions to install it from the provided CD-ROM.

1. **Check that the power of the machine is off.**

2. **Connect the machine to the computer using a USB cable.**

   Connect the USB cable firmly.

3. **Turn on the power of the machine.**

   Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. **In the Found New Hardware Wizard window, click [Locate and install driver software (recommended)].**

   Click [Continue] if the [User Account Control] window appears.

5. **When a message prompting insertion of the CD-ROM, insert the CD-ROM into the CD-ROM drive.**

   Installation of the printer driver is automatically started.

   If "Windows can't verify the publisher of this software" display appears in the installation, select the [Install this driver software anyway].

6. **Click [Exit].**

   If the installation is successful, the icon of the printer connected to the "USB001" port appears in the [Printers] window.

↓Note

- To disable Auto Run, press the left Shift key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

- The number after "USB" varies depending on the number of printers that the computer is connected to.

Printing with Parallel Connection

This describes how to install the PCL printer driver when using the parallel port.

To use a machine connected using a parallel interface, click [LPT1] when installing the printer driver.

⭐ **Important**

- **Manage Printers permission is required to install the driver. Log on as an Administrators or Power Users group member.**
- **If your operating system is Windows XP Professional/Vista x64, Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the manufacturer's Website. Select this printer and the operating system you are using, and then download it.**

Installing the PCL Printer Driver

1. **Quit all applications currently running.**
2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.
3. **Select an interface language, and then click [OK].**

   The default interface language is English.
4. **Click [PCL Printer Driver].**
5. **The software license agreement appears in the [License Agreement] dialog box.**

   After reading the agreement, click [I accept the agreement.], and then click [Next >].
6. **Select the printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

   The PCL 6 printer driver is installed in the language specified by your operating system.
7. **Click [Next >].**
8. **Select the [Printer Name] check box to select the printer model you want to use.**

   The printer name can be changed in the [Change settings for 'Printer Name'] box.
9. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.
10. **Check that [LPT1:] is shown in [Port].**
11. **Select the [Default Printer] check box to configure the printer as default.**
12. **Click [Finish].**

    The printer driver installation starts.

13. After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].

Restart the computer to complete installation.

🔽 **Note**

- To stop installation of the selected software, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "When a Message Appears during Installation of the Printer Driver", Troubleshooting.

Making Option Settings for the Printer

Make option settings for the machine using the printer driver when bidirectional communication is disabled.

Conditions for Bidirectional Communication

Bidirectional communication allows information about paper size and feed direction settings to be automatically sent to the printer. You can check machine status from your computer.

To support bidirectional communication, the following conditions must be met:

When connected with parallel cables

- The computer must support bidirectional communication.

- The machine must support bidirectional communication.

- The interface cable must support bidirectional communication.

- The machine must be connected to the computer using the standard parallel cables and parallel connectors.

- Under Windows 2000, [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the printer driver.

When connected with the network

- The machine must support bidirectional communication.

- The standard TCP/IP must be used.

- [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the printer driver.

- In addition to the above, one of the following conditions must also be met:

    - The TCP/IP protocol must be used.

    - IPP port name must include the IP address when using the IPP protocol.

When connected with USB

- The machine must be connected to the computer's USB port using the USB interface cable.

- The computer must support bidirectional communication.

🔽 Note

- The PCL 6 printer driver supports bidirectional communication and updates the machine status automatically.

- The PCL 5e printer driver supports bidirectional communication. You can update the machine status manually.

If Bidirectional Communication Is Disabled

Set up option settings when bidirectional communication is disabled.

⭐**Important**

- Manage Printers permission is required to change the printer properties in the [Printers] folder. Log on as an Administrators or Power Users group member.

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

   When using Windows 2000, point to [Settings] on the [Start] menu, and then click [Printers]. The [Printers] window appears.

   When using Windows Vista or Windows Server 2008, click [Control Panel] on the [start] menu, and then click [Printer]. The [Printers] window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Properties].**

   When using Windows Vista or Windows Server 2008, right-click the icon of the printer you want to use, and then click the [Properties].

4. **Click the [Accessories] tab.**

   If options in the [Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.

5. **Select options installed from the [Options] area, and then make the necessary settings.**

6. **In [Input Tray:] select which trays to use, and then, in [Paper Size:] select the size of the paper that you want to load in each tray.**

   Click [Update] in the [Input Tray Settings] area to apply the setting for each tray.

7. **Click [OK] to close the printer properties dialog box.**

Installing Font Manager

⭐**Important**

- Manage Printers permission is required to install Font Manager. Log on as an Administrators group member.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Click [Font Manager].**

4. **Follow the instructions on the display.**

Using Adobe PageMaker Version 6.0, 6.5, or 7.0

Under Windows 2000/XP with Adobe PageMaker, you need to copy PPD files to the PageMaker folder.

PPD files have the .ppd extension in the folder "DRIVERS＼PS＼XP_VISTA＼(Language)＼DISK1" on the CD-ROM.

The "XP_VISTA" folder inside the "PS" folder is for Windows 2000/XP, Windows Server 2003/2003 R2/2008. Use the folder that is appropriate for the operating system you are currently using.

The third folder "(Language)" may be substituted by an appropriate language name.

Copy the .ppd file to the PageMaker folder.

- **For PageMaker 6.0 default installation**

    The directory is "C:＼PM6＼RSRC＼PPD4".

- **For PageMaker 6.5 default installation**

    The directory is "C:＼PM65＼RSRC＼USENGLISH＼PPD4".

    The "USENGLISH" may vary depending on your language selection.

- **For PageMaker 7.0 default installation**

    The directory is "C:＼PM7＼RSRC＼USENGLISH＼PPD4".

    The "USENGLISH" may vary depending on your language selection.

🔽Note

- If the driver is not set correctly after copying the ".ppd" file, printing may not be performed properly.

- When using PageMaker, the optional features that can be selected by the printer driver will not be active. The following procedure describes how to activate the optional printer features.

    1. On the [File] menu, click [Print].

        The [Print Document] dialog box appears.

    2. Make the necessary settings in the [Features] box.

2. Setting Up the Printer Driver

This chapter explains the printer properties, and how to make changes to the printer settings.

PCL - Accessing the Printer Properties

Windows 2000 - Accessing the Printer Properties

Making printer default settings - the printer properties

⭐ **Important**

- To change the printer's default settings (including settings for options), log on using an account that has Manage Printers permission. Members of the Administrator and Power Users groups have Manage Printers permission by default.

- You cannot change the printer default settings for individual users. Settings made in the [Printer Properties] dialog box are applied to all users.

1. On the [Start] menu, point to [Settings], and then click [Printers].

   The [Printers] window appears.

2. Click the icon of the printer you want to use.

3. On the [File] menu, click [Properties].

   The [Printer Properties] dialog box appears.

4. Make the settings you require, and then click [OK].

🔽 **Note**

- The settings you make here are used as the default settings for all applications.

- For details, see the printer driver Help.

Making printer default settings - printing preferences

⭐ **Important**

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].

1. On the [Start] menu, point to [Settings], and then click [Printers].

   The [Printers] window appears.

2. Click the icon of the printer you want to use.

3. On the [File] menu, click [Printing Preferences...].

The [Printing Preferences] dialog box appears.

4. Make the settings you require, and then click [OK].

The setting is temporarily registered as [Unregistered] in the [One Click Presets list:] area.

Note

- The settings you make here are used as the default settings for all applications.
- The [Unregistered] setting is invalid if the other One Click Presets icon is selected. If you wish to confirm the [Unregistered] setting, click [Register Current Settings...]. For details about confirming the setting, see "Making Printer Settings - One Click Presets".
- For details, see the printer driver Help.

Reference

- p.57 "Making Printer Settings - One Click Presets"

Making printer settings from an application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the [Printing Preferences] dialog box from that application. The following procedure explains making printer settings for Windows 2000 WordPad as an example of how to make printer settings for a specific application.

1. Open the application.

2. On the [File] menu, click [Print...].

The [Print] dialog box appears.

3. Select the printer you want to use in the [Select Printer] list, and then click the tab for the settings you want to change.

4. Make the necessary settings, and then click [Apply].

5. Click [Print].

Note

- Procedures for opening the [Printing Preferences] dialog box vary depending on the application. For details, see the manuals provided with the application.
- Any settings you make using this procedure apply to the current application only.
- General users can change the properties displayed in the [Print] dialog box of an application. Settings made here are used as defaults when printing from the application.
- For details, see the printer driver Help.

Making Printer Settings - One Click Presets

This section explains how to register and use one click presets.

Each function explained in this chapter is preconfigured and registered under [One Click Presets List:] on the [One Click Presets] tab.

You can apply the relevant setting simply by clicking on the one click preset name. This helps to avoid incorrect settings and misprints.

One click presets can be added, modified, and deleted as required. They can also be shared for use by different users. By using registered one click presets, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

Follow the procedure to register one click presets.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the machine, and then open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

3. **Make the settings you require.**

4. **Click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with its registered name in the One Click Preset List: area.

5. **Click [OK].**

⬇ **Note**

- Under Windows operating systems, this function is available through the PCL 6 and PostScript 3 printer driver. When using this function using the PostScript 3 printer driver, see PostScript 3 Supplement.

- For details about modifying and deleting one click presets, see the printer driver Help.

Windows XP, Windows Server 2003/2003 R2 - Accessing the Printer Properties

Making printer default settings - the printer properties

⭐ **Important**

- To change the printer's default settings (including settings for options), log on using an account that has Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default.

- You cannot change the printer default settings for individual users. Settings made in the [Printer Properties] dialog box are applied to all users.

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Properties].**

   The [Printer Properties] dialog box appears.

4. **Make the settings you require, and then click [OK].**

⬇ **Note**

- The settings you make here are used as the default settings for all applications.

- For details, see the printer driver Help.

Making printer default settings - printing preferences

⭐ **Important**

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Printing Preferences...].**

   The [Printing Preferences] dialog box appears.

4. **Make the settings you require, and then click [OK].**

   The setting is temporarily registered as [Unregistered] in the [One Click Presets list:] area.

⬇ **Note**

- The settings you make here are used as the default settings for all applications.

- The [Unregistered] setting is invalid if the other One Click Presets icon is selected. If you wish to confirm the [Unregistered] setting, click [Register Current Settings...]. For details about confirming the setting, see "Making Printer Settings - One Click Presets".

- For details, see the printer driver Help.

🔖 **Reference**

- p.59 "Making Printer Settings - One Click Presets"

Making printer settings from an application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the [Printing Preferences] dialog box from that application. The following procedure explains making printer settings for Windows XP WordPad as an example of how to make printer settings for a specific application.

1. **On the [File] menu, click [Print...].**

   The [Print] dialog box appears.

2. **Select the printer you want to use in the [Select Printer] list, and then click [Preferences].**

3. **Make the necessary settings, and then click [OK].**

⬇ Note

- Procedures for opening the [Printing Preferences] dialog box vary depending on the application. For details, see the manuals provided with the application.

- Any settings you make using this procedure apply to the current application only.

- General users can change the properties displayed in the [Print] dialog box of an application. Settings made here are used the defaults when printing from the application.

- For details, see the printer driver Help.

Making Printer Settings - One Click Presets

This section explains how to register and use one click presets.

Each function explained in this chapter is preconfigured and registered under [One Click Presets List:] on the [One Click Presets] tab.

You can apply the relevant setting simply by clicking on the one click preset name. This helps to avoid incorrect settings and misprints.

One click presets can be added, modified, and deleted as required. They can also be shared for use by different users. By using registered one click presets, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

Follow the procedure to register one click presets.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the machine, and then open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

3. **Make the settings you require.**

4. **Click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with its registered name in the One Click Preset List: area.

5. **Click [OK].**

Note

- Under Windows operating systems, this function is available through the PCL 6 and PostScript 3 printer driver. When using this function using the PostScript 3 printer driver, see PostScript 3 Supplement.
- For details about modifying and deleting one click presets, see the printer driver Help.

Windows Vista, Windows Server 2008 - Accessing the Printer Properties

Making printer default settings - the printer properties

Important

- To change the printer's default settings (including settings for options), log on using an account that has Manage Printers permission. Members of the Administrators group have Manage Printers permission by default.
- You cannot change the printer default settings for individual users. Settings made in the [Printer Properties] dialog box are applied to all users.

1. **On the [Start] menu, click [Control Panel].**

   The [Control Panel] window appears.

2. **Click [Printer] in "Hardware and Sound".**

3. **Right-click the icon of the printer you want to use, and then click [Properties].**

4. **Make the settings you require, and then click [OK].**

Note

- The settings you make here are used as the default settings for all applications.
- For details, see the printer driver Help.

Making printer default settings - printing preferences

Important

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].

1. **On the [Start] menu, click [Control Panel].**

   The [Control Panel] window appears.

2. **Click [Printer] in "Hardware and Sound".**

3. **Right-click the icon of the printer you want to use, and then click [Printing Preferences...].**

   The [Printing Preferences] dialog box appears.

4. **Make the settings you require, and then click [OK].**

The setting is temporarily registered as [Unregistered] in the [One Click Presets list:] area.

🔽 Note

- The settings you make here are used as the default settings for all applications.

- The [Unregistered]] setting is invalid if the other One Click Presets icon is selected. If you wish to confirm the [Unregistered] setting, click [Register Current Settings...]. For details about confirming the setting, see "Making Printer Settings - One Click Presets".

- For details, see the printer driver Help.

📘 Reference

- p.61 "Making Printer Settings - One Click Presets"

Making printer settings from an application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the [Printing Preferences] dialog box from that application. The following procedure explains making printer settings for Windows Vista WordPad as an example of how to make printer settings for a specific application.

1. **On the [File] menu, click [Print...].**

The [Print] dialog box appears.

2. **Select the printer you want to use in the [Select Printer] list, and then click [Preferences].**

3. **Make the settings you require, and then click [OK].**

🔽 Note

- Procedures for opening the [Printing Preferences] dialog box vary depending on the application. For details, see the manuals provided with the application.

- Any settings you make using this procedure apply to the current application only.

- General users can change the properties displayed in the [Print] dialog box of an application. Settings made here are used the defaults when printing from the application.

- For details, see the printer driver Help.

Making Printer Settings - One Click Presets

This section explains how to register and use one click presets.

Each function explained in this chapter is preconfigured and registered under [One Click Presets List:] on the [One Click Presets] tab.

You can apply the relevant setting simply by clicking on the one click preset name. This helps to avoid incorrect settings and misprints.

One click presets can be added, modified, and deleted as required. They can also be shared for use by different users. By using registered one click presets, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

Follow the procedure to register one click presets.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the machine, and then open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

3. **Make the settings you require.**

4. **Click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with its registered name in the One Click Preset List: area.

5. **Click [OK].**

⬇ Note

- Under Windows operating systems, this function is available through the PCL 6 and PostScript 3 printer driver. When using this function using the PostScript 3 printer driver, see PostScript 3 Supplement.

- For details about modifying and deleting one click presets, see the printer driver Help.

3. Other Print Operations

This chapter explains the various printing functions, including Sample Print, Locked Print, Hold Print, Stored Print, and PDF Direct Print.

Printing a PDF File Directly

You can send PDF files directly to the machine for printing, without having to open a PDF application.

⭐ **Important**

- This function is possible only when the optional PostScript 3 unit is installed.
- This function is possible for genuine Adobe PDF files only.
- Version 1.3, 1.4, 1.5, and 1.6 PDF files are compatible.
- PDF files created using PDF version 1.5 Crypt Filter functions or more than eight DeviceN Color Space components cannot be printed.
- PDF files created using PDF version 1.6 watermark note functions, extended optional contents, or page size exceeds 5.08 m cannot be printed.
- PDF version 1.7 (Acrobat 8.0) files created without any functions that are exclusive to PDF version 1.7 can be printed.
- If memory is insufficient or there are other problems, direct printing of High Compression PDF files created using this device's scanner function might not be possible.

⬇ **Note**

- Paper size errors may occur when printing on custom size paper.

Printing Method

There are the two methods of printing the PDF files directly, either using the DeskTopBinder Lite, or entering commands.

To use this function, you must first download DeskTopBinder Lite from the supplier's Website and install it on your computer. Contact your local dealer for information on downloading DeskTopBinder Lite.

Using DeskTopBinder Lite

DeskTopBinder Lite enhancements

Follow the DeskTopBinder Lite enhancement procedure to print PDF files directly.

1. **On the [Start] menu, point to [All Programs], [DeskTopBinder], and then click [Extended Features Wizard].**

   The [Extended Features Wizard] dialog box appears.

2. **Select [Easy settings], and then click [Start]. Click [Next>] repeatedly until the [Printing Function2] dialog box appears.**

   If you select [All function settings], and then click [Start]. Click the [Output] icon on the [Type:] list.

   Select [PDF Direct Print] in [Selectable function(s):], and then click [Add].

3. **In the [Printing Function2] dialog box, click [Add...].**

   The [PDF Direct Print Properties] dialog box appears.

4. **Click [Specify...], and then enter the IP address or host name of the printer.**

5. **Click [OK].**

   The [PDF Direct Print Properties] dialog box closes.

6. **Click [Next>] repeatedly until [Finish] appears.**

7. **Click [Finish].**

Function Palette

The Function palette contains buttons for functions that are already configured through DeskTopBinder Lite enhancement. Using these buttons, you can print Windows files, preview printouts, convert images, and register scanners for documents without having to open DeskTopBinder Lite. You can also use these functions simply by dragging a target file to the button corresponding to the required function and dropping it there.

1. **On the [Start] menu, point to [All Programs], [DeskTopBinder], and then click [Function Palette].**

   An icon for the Function palette is added to the task tray displayed at the bottom right of the screen.

2. **Right-click the new icon that has been added to the task tray, and then click [Properties...].**

   The [Properties] dialog box appears.

3. **Click the [Contents] tab, select the [PDF Direct Print] check box at the center, and then click [OK].**

   The [Properties] screen closes and the [PDF Direct Print] icon is added to the palette.

PDF Direct Printing

Follow the procedure below to print PDF files directly.

1. **Drag the PDF file you want to print to the PDF Direct Printing icon in the palette and drop it there.**

   The [Output File List - PDF Direct Print] dialog box appears.

2. **Highlight the PDF you want to print, and then click [OK].**

   The PDF file is printed.

PDF Direct Print Properties
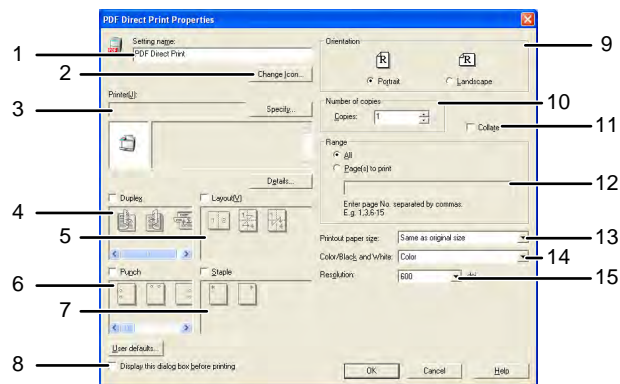
BRP007S

1. **Setting name:**

   Displays the plug‑in configuration name (up to 63 single byte characters)

2. **Change Icon...**

   Changes the icon displayed on the tool bar.

3. **Printer**

   Displays printer's IP address or hostname.

4. **Duplex**

   Prints on both sides of sheets.

5. **Layout**

   Prints multiple pages on a single sheet.

6. **Punch**

   Punches holes in printed sheets.

7. **Staple**

   Staples together printed sheets.

8. **Display this dialog box before printing**

   Appears in PDF direct printing mode if this check box is selected.

9. **Orientation:**

   Specify the original's orientation.

10. **Number of copies**

    Specify the number of copies to print.

11. **Collate**

    Sorts printed sheets.

12. **Range**

    Specify which paper to print.

13. **Printout paper size:**

    Specify the paper size you want copies to be printed onto.

14. **Color/ Black and White: (not available for this machine)**

    Specify color or black-and-white printing.

15. **Resolution:**

    Specify a print resolution.

Using Commands

You can print PDF files directly, using commands such as "ftp", "sftp", and "lpr".

For details about UNIX commands, see Network Guide.

Using the Print Job Function

This describes how to print files stored in the machine.

The following types of printing can be selected using the printer driver: Sample Print, Locked Print, Hold Print, and Stored Print.

You can print or delete the print jobs stored in the machine which is sent from computers.

If you select Sample Print, Locked Print, and Hold Print, the print files stored in the machine are deleted after printing is completed. If you select Stored Print, the files remain in the machine even after printing is finished.

If you press [Print Jobs] on the Printer screen, the Complete List or the List Per User ID screen appears depending on which list type you select from [Initial Print Job List].
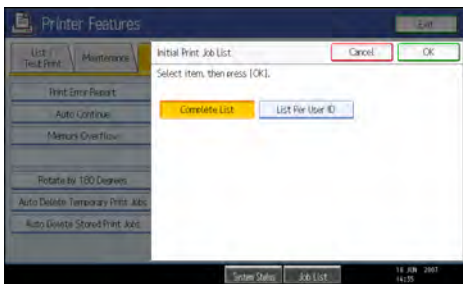
Complete List

    If you select [Complete List] from [Initial Print Job List], the following screen appears:

BAC007S
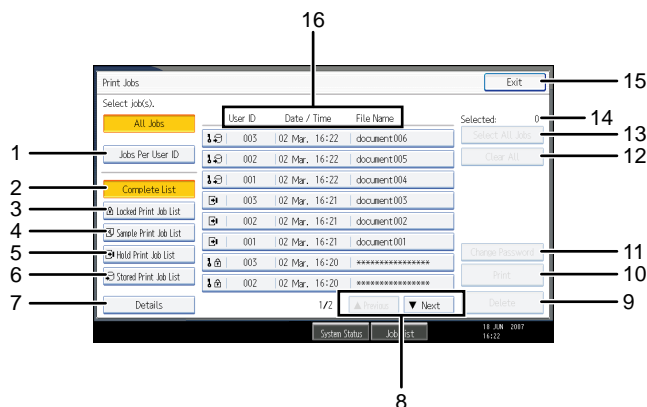
1. [Jobs Per User ID]

   Displays List Per User ID.

2. [Complete List]

   Displays all files stored in the machine.

3. [Locked Print Job List]

Displays only Locked Print files stored in the machine.

4. [Sample Print Job List]

   Displays only Sample Print files stored in the machine.

5. [Hold Print Job List]

   Displays only Hold Print files stored in the machine.

6. [Stored Print Job List]

   Displays only Stored Print files stored in the machine.

7. [Details]

   Displays details about a selected file.

8. [▲Previous] / [▼Next]

   If the list of files does not fit on the screen, scroll up or down to view the list.

9. [Delete]

   Deletes a selected file.

10. [Print]

    Prints a selected file.

11. [Change Password]

    Changes or deletes the password of a file if a password is set. To change the password, press [Change Password], enter the current password, and then enter the new password on the confirmation screen. To delete the password, press [Change Password], leave the entering/confirming a new password box blank, and then press [OK].

    You can also set passwords to the Stored Print files that do not currently have passwords.

12. [Clear All]

    Clears all selections.

13. [Select All Jobs]

    Selects all files stored in the machine.

14. [Selected:]

    Displays number of the files selected.

15. [Exit]

    Returns to the Printer screen.

16. User ID, Date / Time: , and File Name: display

    Displays the time when the instruction to print the stored files was entered, the User IDs, and the file names.

List Per User ID

If you select [List Per User ID] from [Initial Print Job List], the following screen appears:
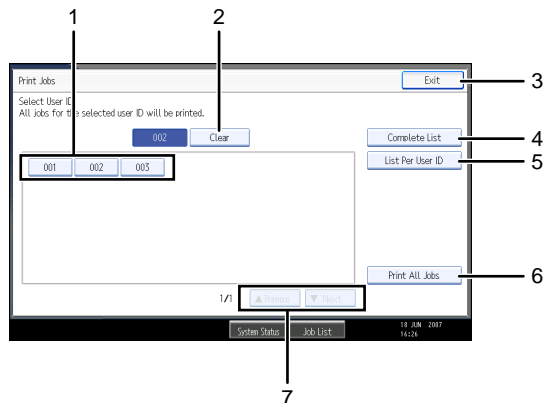
BAC008S

1. **User ID**

   Displays the User IDs who sent files to the machine.

2. **[Clear]**

   Clears a selection.

3. **[Exit]**

   Returns to the Printer screen.

4. **[Complete List]**

   Displays all print jobs.

5. **[List Per User ID]**

   Displays the print job list of each ID.

6. **[Print All Jobs]**

   Prints all selected type of files sent by the user ID.

7. **[▲Previous] / [▼Next]**

   If the list of files does not fit on the screen, scroll up or down to view the list.

↓Note

- Multiple files can be selected on the Print Jobs screen. To clear selection, press the selected print jobs again.

- The display is not updated if a new file is stored while the list of stored files is displayed. To update the display, press [Exit] to return to the Printer screen, and then press [Print Jobs] again.

- If a large number of print jobs is stored in the machine, processing may slow temporarily, depending on which functions are used.

- If you press [List Per User ID] in the Complete List screen, the screen switches to the List Per User ID screen where [Back] appears at the bottom right. Press [Back] to switch to the Complete List screen.

- For details about Sample Print, Locked Print, Hold Print, and Stored Print, see "Printing from the Print Job Screen".

Selecting the Initial Print Job List

Follow the procedure below to set the initial Print Jobs screen, and to show it.

Selecting the Initial Print Job List

1. **Press the [User Tools/Counter] key.**
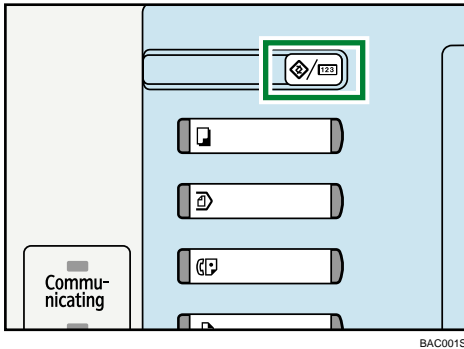
BAC001S

2. **Press [Printer Features].**

   The Printer Features menu appears

3. **On the [System] tab, press [Initial Print Job List].**

4. **Select either [Complete List] or [List Per User ID].**
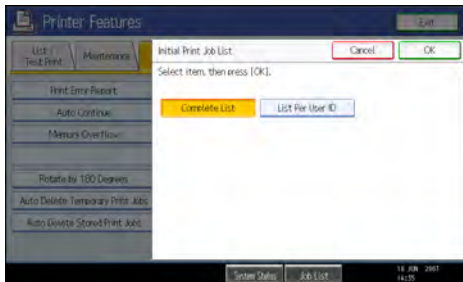
   After configuring the settings, the selected type of print job list is displayed.

Displaying a Print Job List

1. **Press the [Printer] key.**

BAC003S
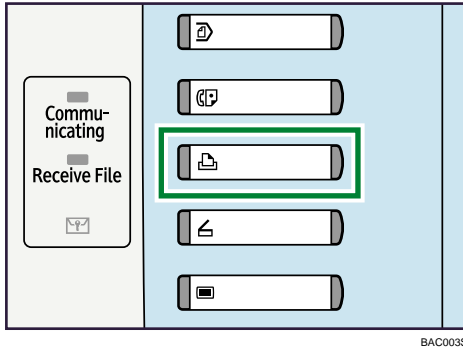
2. **Press [Print Jobs].**
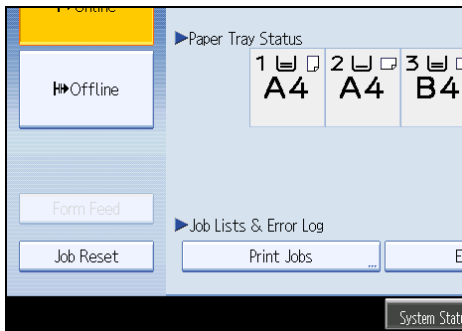
Either the Complete List or List Per User ID screen appears.

Printing from the Print Job Screen

This describes about Sample Print, Locked Print, Hold Print, and Stored Print.

Sample Print

Use this function to print only the first set of a multiple-set print job. After you have checked the result, remaining sets can be printed or canceled using the machine's control panel. This can reduce misprints due to mistakes in contents or settings.

⭐ **Important**

- A Sample Print file cannot be stored if:
  - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
  - the file contains over 1,000 pages.
  - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

⬇ **Note**

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.
- If a Sample Print file has not been stored properly, check the error log on the control panel.
- Even after you turn off the machine, stored documents in the machine remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first.
- If the application has a collate option, make sure it is not selected before sending a print job. By default, Sample Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's [Print] dialog box, more prints than intended may be produced.
- If the first set of the Sample Print files is not as you expected and you do not want to print remaining sets, delete the Sample Print file using the control panel. If you print the remaining sets of the Sample Print file, the job in the machine is deleted automatically.
- For details about the error log on the control panel, see "Checking the Error Log".
- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "Printer Features", General Settings Guide.

📄 **Reference**

- p.94 "Checking the Error Log"

Printing a Sample Print File

The following procedure describes how to print a Sample Print file with the PCL 6/5e printer driver. For details about how to print a Sample Print file with the PostScript 3 printer driver, see PostScript 3 Supplement.

⭐ **Important**

- Applications with their own drivers, such as PageMaker, do not support this function.

- If you are using Mac OS X, you need Mac OS X v10.2 or higher version to use this function.

1. **Configure Sample Print in the printer driver's properties.**

   For details about configuring the printer drivers, see the relevant Help files.

2. **Start printing from the application's [Print] dialog box.**

   Make sure to set more than two copies.

   The Sample Print job is sent to the machine, and the first set is printed.

3. **On the machine's control panel, press the [Printer] key to display the Printer screen.**

4. **Press [Print Jobs].**
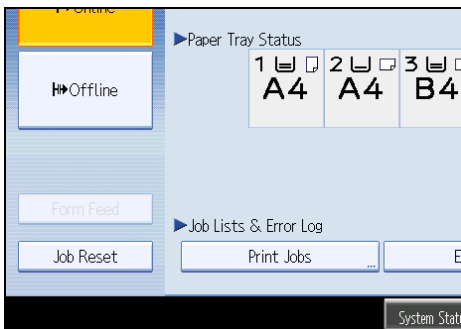
   A list of print files stored in the machine appears.

5. **Press [Sample Print Job List].**
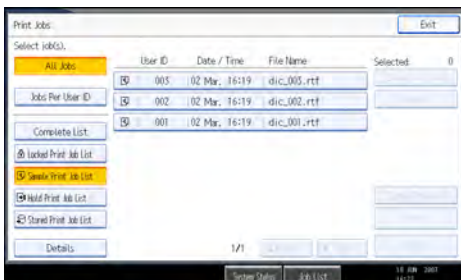
   A list of Sample Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

6. Select the file you want to print, and press [Print].
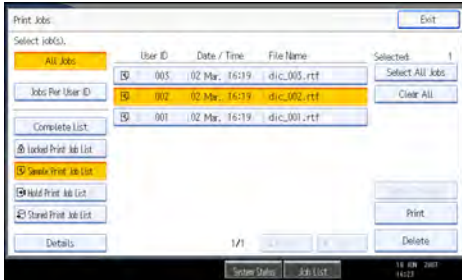
7. Enter the new number of sets using the number keys.
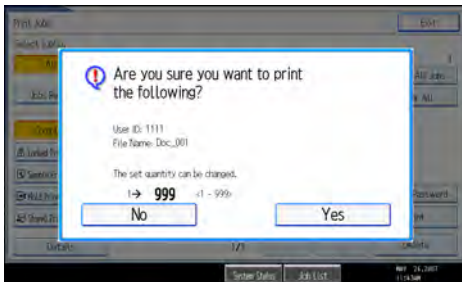
You can enter up to 999 sets.

Press the [Clear/Stop] to correct any entry mistakes.

8. Press [Yes].

The remaining sets are printed.

Press [No] to cancel printing.

↓ Note

- If you select multiple files, the confirmation screen displays the total number of files to be printed.

- If you select a Sample Print file that contains multiple documents, you can use the confirmation screen to specify the number of copy sets. The number you specify will be the number of copy sets printed for each document. If you do not specify a number of copy sets on the confirmation screen, the number of copy sets printed for each document will be the number specified in the printer driver minus one. (If the number of copy sets specified in the printer driver is "1", one copy set will be printed for each document.)

- When printing accumulated sample print documents, you cannot change the numbers of sets.

- When printing is completed, the stored file will be deleted.

- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. The file will be deleted.

Deleting Sample Print Files

If you are not satisfied with the sample printout, you can delete the Sample Print file, revise it and print it again until the settings are suitable.

1. **Press the [Printer] key to display the Printer screen.**

2. **Press [Print Jobs].**

   A list of the print files stored in the machine appears.

3. **Press [Sample Print Job List].**

   A list of Sample Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and then press [Delete].**

   The delete confirmation screen appears.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

🔽 **Note**

- If you do not want to delete the file, press [No].
- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Locked Print

Use this function to maintain privacy when printing confidential documents on the machine over a shared network. Usually, it is possible to print data using the control panel once it is stored in this machine. When using Locked Print, it is not possible to print unless a password is entered on the machine's control panel. Your confidential documents will be safe from being viewed by other people.

⭐ **Important**

- A Locked Print file cannot be stored if:
  - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
  - the file contains over 1,000 pages.
  - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

🔽 **Note**

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.
- If a Locked Print file has not been stored properly, check the error log on the control panel.

- Even after you turn off the machine, stored documents remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first.

- If the application has a collate option, make sure it is not selected before sending a print job. Locked Print jobs are automatically collated by the printer driver as default. If a collate option is selected in the application print dialog box, more sets than intended may be printed.

- After the Locked Print file is printed, the job is automatically deleted.

- For details about the error log on the control panel, see "Checking the Error Log".

- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "Printer Features", General Settings Guide.

🔖 Reference

- p.94 "Checking the Error Log"

Printing a Locked Print File

The following procedure describes how to print a Locked Print file with the PCL 6/5e printer driver. For details about how to print a Locked Print file with the PostScript 3 printer driver, see PostScript 3 Supplement included as a PDF file on the CD-ROM.

⭐ Important

- Applications with their own drivers, such as PageMaker, do not support this function.

- If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

1. **Configure the Locked Print in the printer driver's properties.**

   For details about configuring the printer drivers, see the corresponding Help files.

2. **Click [OK] to close the printer driver's properties.**

3. **Start printing from the application's [Print] dialog box.**

   The Locked Print job is sent to the machine.

4. **On the machine's control panel, press the [Printer] key to display the Printer screen.**

5. **Press [Print Jobs].**
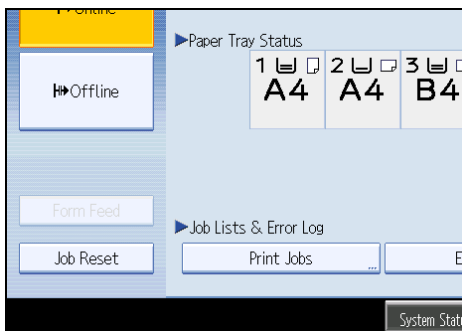
A list of print files stored in the machine appears.

6. **Press [Locked Print Job List].**
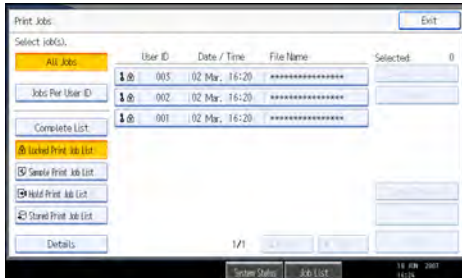
A list of Locked Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

7. **Select the file you want to print, and then press [Print].**
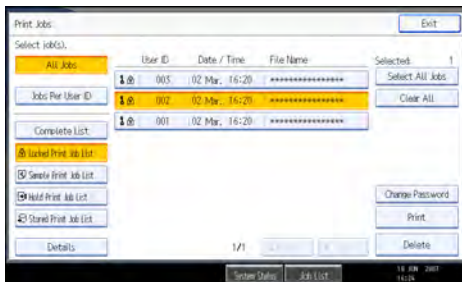
The password screen appears.

8. **Enter the password using the number keys, and then press [OK].**

The print confirmation screen appears.

A confirmation screen will appear if the password is not entered correctly. Press [Exit] to enter the password again.

If multiple print files are selected, the machine prints files that correspond to the entered password. The number of files to be printed is displayed on the confirmation screen.

If you forgot your password, ask your file administrator for help.

9. **Press [Yes].**

   The locked file is printed.

   Press [No] to cancel printing.

⬇ **Note**

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.

- When printing is completed, the stored file will be deleted.

- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. The file will be deleted.

Deleting Locked Print Files

1. **Press the [Printer] key to display the Printer screen.**

2. **Press [Print Jobs].**

3. **Press [Locked Print Job List].**

   A list of Locked Print files stored appears.

   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and then press [Delete].**

   The password screen is displayed.

5. **Enter the password using the number keys, and then press [OK].**

   The delete confirmation screen appears.

   A confirmation screen will appear if the password is not entered correctly. Press [Exit] to enter the password again.

   If you forget your password, ask your file administrator for help.

6. **Press [Yes].**

   The selected file is deleted.

   If you do not want to delete the file, press [No].

⬇ **Note**

- If multiple print files are selected, the machine deletes files that correspond to the entered password. The number of files to be deleted is displayed on the confirmation screen.

Hold Print

Use this function to temporarily hold a file in the machine, and print it from the computer or the machine's control panel later.

⭐ **Important**

- A Hold Print file cannot be stored if:
    - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
    - the file contains over 1,000 pages.
    - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

⤵ **Note**

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.
- If a Hold Print file has not been stored properly, check the error log on the control panel.
- Even after you turn off the machine, stored documents in the machine remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first.
- If the application has a collate option, make sure it is not selected before sending a print job. By default, Hold Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's Print dialog box, more prints than intended may be produced.
- For details about the error log on the control panel, see "Checking the Error Log"
- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "Printer Features", General Settings Guide.

📄 **Reference**

- p.94 "Checking the Error Log"

Printing a Hold Print File

The following procedure describes how to print a Hold Print file with the PCL 6/5e printer driver. For details about how to print a Hold Print file with the PostScript 3 printer driver, see Postscript 3 Supplement included as a PDF file in the supplied CD-ROM.

⭐ **Important**

- Applications with their own drivers, such as PageMaker, do not support this function.
- If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

1. **Configure Hold Print in the printer driver's properties.**

   For details about configuring the printer drivers, see the relevant Help files.
2. **Click [Details...], and then enter a User ID in the [User ID:] box.**
3. **Click [OK] to close [Details...], and then click [OK] to close the printer driver's properties.**

4. **Start printing from the application's [Print] dialog box.**

   The Hold Print job is sent to the machine and stored.

5. **On the machine's control panel, press the [Printer] key to display the printer screen.**
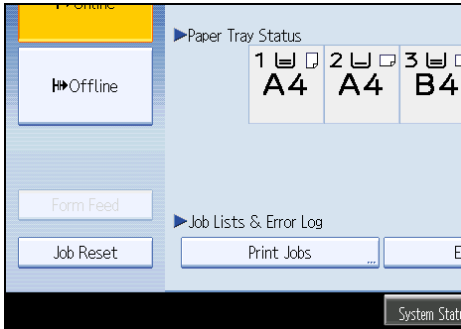
6. **Press [Print Jobs].**

7. **Press [Hold Print Job List].**

   A list of Hold print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

8. **Select the file you want to print, and press [Print].**
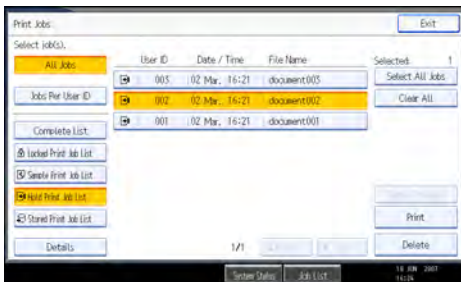
   The confirmation screen appears.

9. **Press [Yes].**

   The Hold Print file is printed.

   Press [No] to cancel printing.

↓ Note

- When printing is completed, the stored file is deleted.

- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. The file will be deleted.

- If you select multiple files, the confirmation screen displays the total number of files to be printed.

- For details about setting printer drivers, see the printer driver Help.

- You can also print or delete a Hold Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Deleting Hold Print Files

1. **Press the [Printer] key to display the Printer screen.**
2. **Press [Print Jobs].**

   A list of print files stored in the machine appears.

3. **Press [Hold Print Job List].**

   A list of Hold Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and then press [Delete].**

   The delete confirmation screen appears.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

   If you do not want to delete the file, press [No].

↓ Note

- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Stored Print

Use this function to store a file in the machine, and then print it from the computer or the machine's control panel later.

Jobs are not deleted after they are printed, so the same job need not be re-sent in order to print multiple copies.

★ Important

- A Stored Print file cannot be stored if:
  - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)

- the file contains over 1,000 pages.
- the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

Note

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.

- If a Stored Print file has not been stored properly, check the error log on the control panel. Even after you turn off the machine, stored documents remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first (see "Printer Features", General Settings Guide).

- If the application has a collate option, make sure it is not selected before sending a print job. By default, Stored Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's Print dialog box, more prints than intended may be produced. You can optionally set a document title and a password of a Stored Print file. For details about a password setting, see the printer driver Help.

- For details about the error log on the control panel, see "Checking the Error Log".

- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "Printer Features", General Settings Guide.

Reference

- p.94 "Checking the Error Log"

Printing a Stored Print File

The following procedure describes how to print a Stored Print file with the PCL 6/5e printer driver. For details about how to print a Stored Print file with the PostScript 3 printer driver, see Postscript 3 Supplement included as a PDF file on the supplied CD-ROM.

Important

- Applications with their own drivers, such as PageMaker, do not support this function.
- If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

1. **Configure Stored Print in the printer driver's properties.**

   You can select two methods of Stored Print:

   - [Stored Print]

     Stores the file in the printer and prints it later using the control panel.

   - [Store and Print]

     Prints the file at once and also stores the file in the machine.

   For details about configuring the printer drivers, see the relevant Help files.

2. **Click [Details...], and then enter a User ID in the [User ID:] box.**

   You can also set a password. The same password must be entered when printing or deleting.

3. **Click [OK] to close [Details...], and then click [OK] to close the printer driver's properties.**

4. **Start printing from the application's [Print] dialog box.**

   The Stored Print job is sent to the machine and stored.

5. **On the machine's control panel, press the [Printer] key to display the Printer screen.**
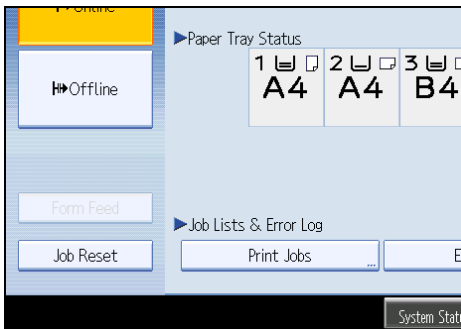
6. **Press [Print Jobs].**

7. **Press [Stored Print Job List].**

   A list of Stored Print files stored in the machine appears.

8. **Select the file you want to print, and press [Print].**
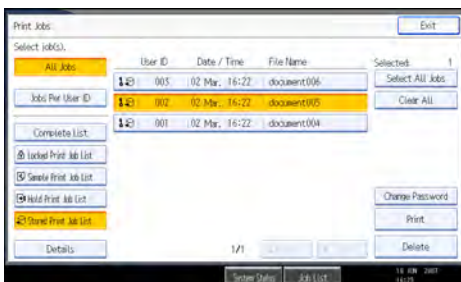
   The confirmation screen appears.

   If you set a password in the printer driver, a password confirmation screen appears. Enter the password.

If multiple print files are selected, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password. The number of files to be printed is displayed on the confirmation screen.

If you forgot your password, ask your file administrator for help.

9. **Enter the number of sets using the number keys.**
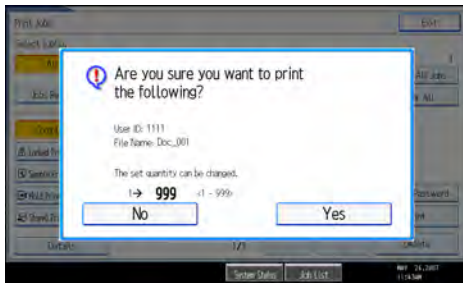
You can enter up to 999 sets.

Press the [Clear/Stop] to correct any entry mistakes.

10. **Press [Yes].**

The Stored Print file is printed.

Press [No] to cancel printing.

♦Note

- If you do not specify a number of copy sets, the number of copy sets printed for each document will be the number specified in the printer driver minus one.

- When printing accumulated stored print documents, you cannot change the numbers of sets.

- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. A Stored Print file is not deleted even if [Job Reset] is pressed.

- The Stored Print file that sent to the machine is not deleted unless you delete a file or select [Auto Delete Stored Print Jobs] (see "Printer Features", General Settings Guide).

- For details about setting printer drivers, see the printer driver Help.

- You can also print or delete a Stored Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Deleting Stored Print Files

1. **Press the [Printer] key to display the Printer screen.**

2. **Press [Print Jobs].**

A list of print files stored in the machine appears.

3. **Press [Stored Print Job List].**

   A list of Stored Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and press [Delete].**

   The delete confirmation screen appears.

   If you set the password in the printer driver, enter the password to delete.

   If multiple print files are selected, and some of these require a password, the machine deletes files correspond to the entered password and files that do not require a password. The number of files to be deleted is displayed on the confirmation screen.

   If you forgot your password, ask your file administrator for help.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

   If you do not want to delete the file, press [No].

↓Note

- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Printing from the Jobs Per User ID Screen

This describes how to print the files saved in the machine from the User ID screen.

Printing the Selected Print Job

1. **Press the [Printer] key.**
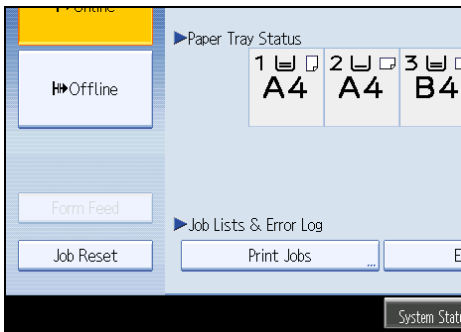
   The Printer screen appears.

2. **On the Printer screen, press [Print Jobs].**

   A list of user IDs whose files are stored in the machine appears.

3. **Press the user ID whose file you want to print.**
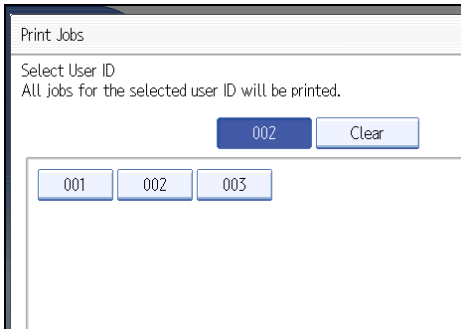
   You cannot select multiple user IDs at the same time.

   Press [▲Previous] or [▼Next] to scroll through the list.

   Press [Clear] to cancel a selection.

4. **Press [List Per User ID].**
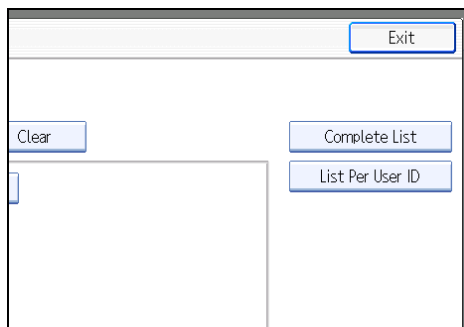
The print job list of the selected user ID appears.

5. **Select the desired print jobs.**
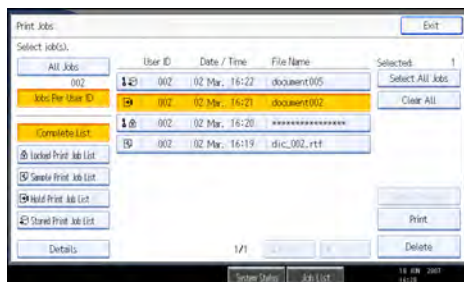
To cancel a selection, press the highlighted print job again. To clear all selections, press [Clear All].

6. **Press [Print].**

The confirmation screen appears.

7. **Press [Yes].**

The selected files are printed.

↓Note

• If you select multiple files, the confirmation screen displays the total number of files to be printed.

Printing All Print Jobs

1. **Press the [Printer] key.**

The Printer screen appears.

2. On the Printer screen, press [Print Jobs].
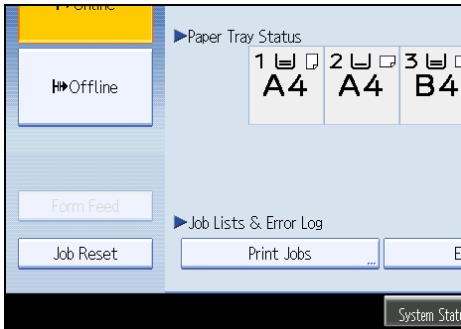
A list of user IDs whose files are stored in the machine appears.

3. Press the user ID whose file you want to print.
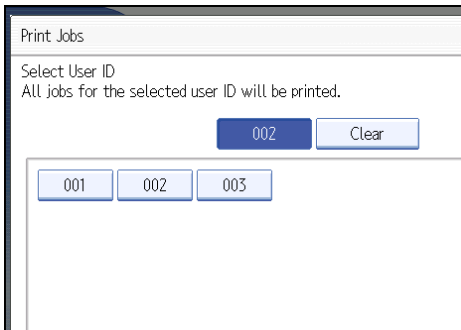
You cannot select multiple user IDs at the same time.

Press [▲Previous] or [▼Next] to scroll through the list.

Press [Clear] to cancel a selection.

4. Press [Print All Jobs].
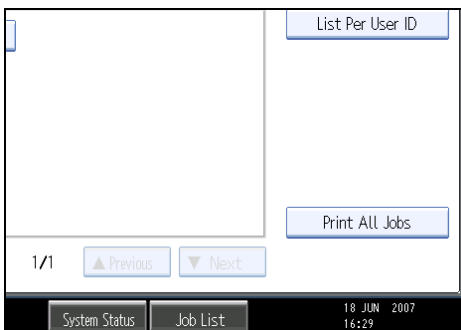
If the selected user ID has multiple types of print jobs, the selection screen of the print job type appears.

5. **Select the desired print job type, and then press [OK].**
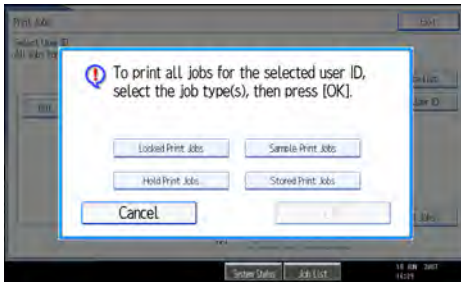
The confirmation screen appears.

The confirmation screen does not appear if the selected ID has only one type of print job.

6. **Press [Yes].**

The selected files are printed.

Note

- After printing is completed, Sample Print, Locked Print, and Hold Print files are deleted.

- You cannot select a print job that is not stored under the selected user ID.

- If you select a Sample Print file that contains multiple documents, you can use the confirmation screen to specify the number of copy sets. The number you specify will be the number of copy sets printed for each document. If you do not specify a number of copy sets on the confirmation screen, the number of copy sets printed for each document will be the number specified in the printer driver minus one. (If the number of copy sets specified in the printer driver is "1", one copy set will be printed for each document.)

- If you select Stored Print, the number you set on the confirmation screen is applied to all files of the selected print job type. If you do not set a quantity, the minimum number is applied to all files.

- If you select Locked Print, enter the correct password. If there are multiple passwords, the machine prints only files that correspond to the entered password.

- If you select Stored Print files, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password.

- The confirmation screen displays the total number of files that have the selected user ID to be printed.

Form Feed

This section gives instructions for operating the machine when there is no tray for the selected paper size or type, or when paper loaded in the machine has run out.

⭐ **Important**

- The tray cannot be changed if the following functions are set:
    - Staple
    - Punch
    - Duplex Print to a tray that does not support duplex printing
    - Cover Sheet
    - Front and Back Cover Sheet
    - Slip Sheet
    - Chaptering
    - Chapter Slip Sheets

⬇ **Note**

- If form feed is selected for a tray with the following settings, you can change the tray by canceling the settings:
    - Staple
    - Punch
    - Duplex
- If Auto Continue is selected, form fed paper is printed after a set interval. See "Printer Features", General Settings Guide.

Printing from a Selected Tray

If the machine does not have a tray for the selected paper size or paper type, or if the selected paper loaded in the machine has run out, a caution message appears. If this message appears, do the following procedure.

1. **Press the [Printer] key.**
2. **Select the tray for form feed from those that appear on the control panel.**

   If you want to print after adding paper to the tray, select the tray after loading the correct paper.

3. **Press [Continue].**

   The machine prints using the selected tray.

❖ Note

- If a tray with a smaller paper size is selected, the print job may be cut short, or other problems may occur.

Canceling a Print Job

Follow the procedure below to cancel a print job if the message prompting form feed appears.

1. **Press the [Printer] key.**

   The Printer screen appears.

2. **Press [Job Reset] or the [Clear/Stop] key.**

   Delete the stored print jobs, and then cancel form feed.

3. **Press [Reset the Job] to cancel the current print job, or [Reset All Jobs] to cancel all jobs.**

   A confirmation message appears.

4. **Press [Yes] to cancel the print job.**

   Press [No] to return to the previous display.

❖ Note

- To resume printing print jobs, press [Resume Printing].
- If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print jobs.
- Under Windows, if the machine is connected to the computer using a parallel cable, sent print jobs may be canceled if [Reset All Jobs] is pressed while "Waiting for print data..." is on the control panel. After the interval set in [I/O Timeout] in Printer Features has passed, the next print job can be sent. A print job sent from a different client computer will not be canceled in this case.
- You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press [Job Reset] or the [Clear/Stop] key.
- A print job containing a large volume of data may take considerable time to stop.
- For details, see "Canceling a Print Job".

🔖 Reference

Canceling a Print Job

This section gives instruction to stop printing from the computer or the control panel.

Canceling a Print Job Using the Control Panel

1. **Press the [Printer] key.**

   The Printer screen appears.

2. **Press [Job Reset].**
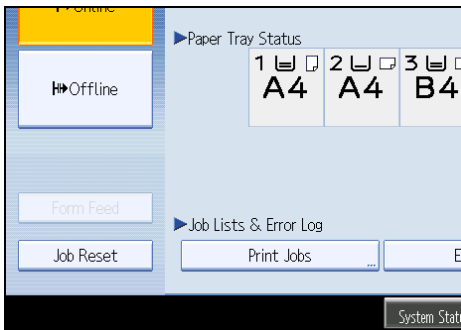
3. **Press [Reset the Job] or [Reset All Jobs].**
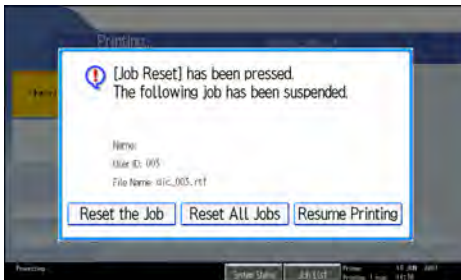
   - [Reset the Job]: cancels the print job currently being processed.
   - [Reset All Jobs]: cancels all jobs in the print queue.
   - [Resume Printing]: resumes printing print jobs.

   A confirmation message appears.

4. **Press [Yes] to cancel the print job.**

5. **Press [No] to return to the previous display.**

Windows - Canceling a Print Job from the computer

You can cancel a print job from the computer if transferring print jobs is not completed.

1. **Double-click the printer icon on the Windows task tray.**

   A window appears, showing all print jobs currently queued for printing. Check the current status of the job you want to cancel.

2. **Select the name of the job you want to cancel.**

3. **On the [Document] menu, click [Cancel].**

4. **Press the [Printer] key on the machine's control panel.**

⬇ Note

- If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print jobs.

- If the machine is connected to the computer using a parallel cable, sent print jobs may be canceled if [Reset All Jobs] is pressed while "Waiting for print data..." is on the control panel. After the interval set in [I/O Timeout] in Printer Features has passed, the next print job can be sent. A print job sent from a different client computer will not be canceled in this case.

- Under Windows XP/Vista, Windows Server 2003/2003 R2/2008, click [Cancel] on the [Document] menu.

- Under Windows 2000, you can also open the print job queue window by double-clicking the machine icon in the [Printers] machine window.

- You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press [Job Reset].

- A print job containing a large volume of data may take considerable time to stop.

Checking the Error Log

If files could not be stored due to printing errors, identify the cause of the errors by checking the error log on the control panel.

⭐**Important**

- The most recent 30 errors are stored in the error log. If a new error is added when there are 30 errors already stored, the oldest error is deleted. However, if the oldest error belongs to one of the following print jobs, it is not deleted. The error is stored separately until the number of those errors reaches 30. You can check any of these print jobs for error log information.
  - Sample Print
  - Locked Print
  - Hold Print
  - Stored Print
- If the main power switch is turned off, the error log is deleted.

1. **Press the [Printer] key.**

   The Printer screen appears.

2. **Press [Error Log].**
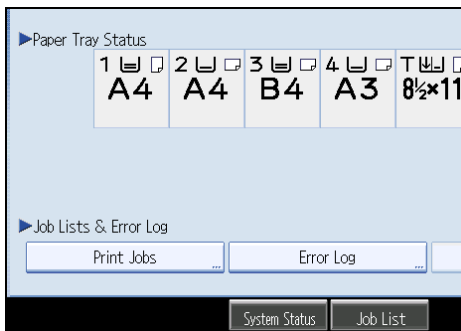
   An error log list appears.

   Depending on the security settings, certain errors may not be displayed.

3. **Press the desired job list.**

   You can select job list from [Complete List], [Locked Print Job List], [Sample Print Job List], [Hold Print Job List], or [Stored Print Job List].

4. **Select the print file you want to check, and then press [Details].**

   A detailed error log appears.

   Press [▲Previous] or [▼Next] to scroll the error files.

Note

- Press [Exit] after checking the log.

- Press [Back to List] to return to the error log list.

- To print files that appear in the error log, resend them after stored files have been printed or deleted.

- [Error Log] is not available in simplified display mode. To view the error log, you must first switch to normal display mode by pressing [Simplified Display] to turn into the normal display mode.

3

Spool Printing

Spool Printing allows print jobs transferred from a computer to be temporarily stored, and then prints them after they are transferred. This shortens printing time as it maximizes printer efficiency.

⭐**Important**

- During Spool Printing, the hard disk is accessed and the Data In indicator blinks. Turning off the computer or machine during Spool Printing can damage the hard disk. Also, if the computer or machine is turned off during Spool Printing, spooled jobs will be deleted. Therefore, do not turn the power of the computer or machine off during Spool Printing.

- If data is sent to the machine using other protocols besides "diprint", "lpr", "ipp", "ftp", "sftp", "smb", and "ws-printer", Spool Printing cannot be performed.

Setting Spool Printing

Spool Printing can be set using telnet or Web Image Monitor.

- Using Web Image Monitor

  For details, see Network Guide or Help for more information.

- Using telnet

  Type in "spoolsw spool on" to set Spool Printing.

  For details, see Network Guide for more information about telnet.

Viewing a list of spool jobs on the control panel

If Spool Printing is set, a list of spooled jobs can be viewed on the control panel screen.

Press the [Printer] key, and then press [Spooling Job List]. A list of spooled jobs appears.

- Deleting jobs

  Select files to be deleted, and then press [Delete].

Viewing/Deleting spool jobs in Web Image Monitor

Start Web Image Monitor and enter the machine's IP address in the address bar. This displays the top page.

For details, see Network Guide.

📝**Note**

- Up to a maximum of 150 jobs at once can be spool printed.
- If Spool Printing is not set, you cannot select [Spooling Job List].
- Printing the first page with Spool Printing will be slow.
- The computer requires less print processing time when large amounts of data are spooled.
- Stored spool jobs can be viewed or deleted using Web Image Monitor.

User Defined Pages

Using this function, you can specify the page numbers for each input tray.

⭐ **Important**

- **This function is available with the PCL 5e printer driver only.**

- **If [Document Server] is selected under [Job Type:], User Defined Page cannot be used.**

- **If [User Defined Pages] is selected under [Paper Selection:] on the [Paper] tab, [Layout:] cannot be selected.**

BAC028S
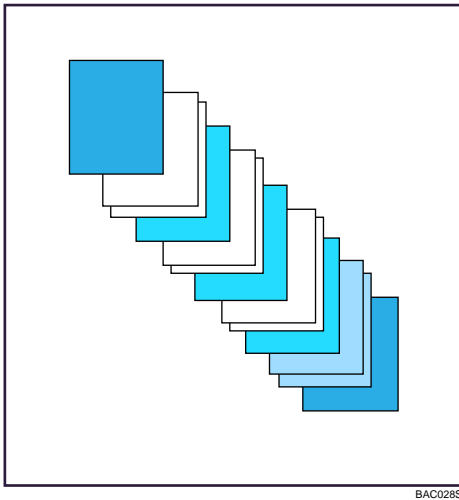
📖 **Reference**

- For details, see the printer driver Help.

Printing with the Finisher

You can collate, staple, or punch holes in printed paper by installing the optional finisher. Make sure you read the following precautions when using the optional finisher.

⭐ **Important**

- **Make option settings for the machine using the printer driver when bidirectional communication is disabled.**
- **Be sure to set the paper size and paper orientation in the printer driver when using duplex printing, booklet printing, combined printing (layout), staple, and punch.**
- **The machine can have only one of the followings installed at any one time: Finisher SR790, Finisher SR3020, and Finisher SR3030.**

⬇ **Note**

- Depending on the application, print settings may not be enabled and printed output may not be as expected.
- When setting Staple or Collate in the printer driver, make sure that the Collate check box is cleared in the application's [Print] dialog box. If Collate is enabled in the application, printing will not be as intended.
- When printing restarts after removing jammed paper, the printing position may be different, depending on the location of the jam.
  - If the paper jam occurred in the optional finisher, printing will restart from the top page of the data currently being printed, or from the page where the paper jam occurred.
  - If the paper jam occurred in the machine, printing will restart from the page where the paper jam occurred.
  - Even if the paper jam occurred in the machine, the error will not be cleared unless the cover of the finisher is opened and closed.
- For details about duplex printing, booklet printing, or combined printing (layout), see the printer driver Help.
- For details about optional finishers, see General Settings Guide.
- To remove paper misfeeds, see Troubleshooting.

Staple

With the optional Finisher SR790, Finisher SR3020, or Finisher SR3030 installed, sets can be stapled individually when printing multiple sets.

Staple Position

The specified staple position varies depending on paper size, type, quantity and feed orientation. The following table shows staple positions:

Paper Orientation on the Machine	Print Data Direction	Staple Position		
		Finisher SR790	Finisher SR3020	Finisher SR3030
	Vertical	R R / R R	R R R / R R	R R R / R R
	Horizontal	R R / R	R R / R R	R R / R R
	Vertical	R R / R	R R R·R / R R	R R / R R
	Horizontal	R R / R R	R R R / R R R/R	R R R / R R

BDH002S

Note

- Stapling might not be in the specified position if combine (layout) and duplex printing are both selected. After setting the staple position, use the printer driver's preview icon to check the position before printing.

- For paper sizes and maximum numbers of sheets available for stapling, see "Specifications", General Settings Guide.

- For printing methods, see the printer driver Help.

Stapling Precautions

Important

- Stapling can be done only with the optional finisher installed.

Staple printing will be canceled under the following conditions:

- If the number of pages to staple exceeds maximum.

- If a paper size that cannot be stapled is selected.

- If a paper type that cannot be stapled is selected.

- If positions other than those fixed for stapling are specified.

- If there are inconsistencies between the orientation in duplex mode and the staple position.

- If there are inconsistencies between the orientation in letterhead mode and the staple position.

- If the paper contains sheets of differing lengths but same widths (like A4⊐ and A3 ⊐, 11" × 17"⊐ and $8^1/_2$" × 11"⊐), and the paper sizes are mixed on a single job.

- When feeding paper from the bypass tray.

- When staples have run out and Auto Continue is set (Printing will continue without stapling after the message has been displayed).

- When only 1 page is printed.

- When staples have run out.

↓Note

- When the stapling is canceled, "BD: Staple has been cancelled." appears.

- If Staple or Shift Collate is selected with the optional Finisher SR3020, Finisher SR790, or SR3030 installed, the paper will be output to the finisher shift tray irrespective of the setting.

- When printing on letterhead, stapling may not be at the specified position.

- If you cannot make staple settings even with Finisher SR790, Finisher SR3020, or SR3030 installed, options may not be set correctly in the printer driver. Correct option settings in the printer driver. For details, see the printer driver Help.

- When the finisher is being used for another function's job (for example, a copy job), printing will start after that job ends.

- Be sure to set paper size and orientation in the printer driver when stapling.

- When duplex printing is selected, adjust staple positions to the binding orientation.

- Depending on the application you are using, print settings may not be stored and the printed result may not be as expected.

- When setting Staple in the printer driver settings, make sure that a collate option is not selected in the print settings of the application. If a collate option is selected in the application, printing will not be as intended.

- When using the optional Finisher SR3020 and Finisher SR3030 following paper sizes can be stapled using the Mixed Size mode.
  - A3⊐ and A4⊐
  - B4⊐ and B5⊐
  - 11" × 17"⊐ and $8^1/_2$" × 11"⊐

Punch
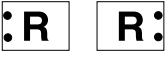
With the optional Finisher SR3020, or Finisher SR3030 and Punch Unit installed, holes can be punched into printed outputs.

Punch Position

The specified punch position varies depending on paper feed and print data orientation. The following table shows punch positions:

220-240V

Paper Orientation on the Machine	Print Data Direction	Punch Position		
		2 holes	4 holes	2 × 2 holes
	Portrait			
	Landscape			
	Portrait			
	Landscape			

BDH003S

120V

Paper Orientation on the Machine	Print Data Direction	Punch Position	
		2 holes	3 holes
	Portrait		
	Landscape		
	Portrait		
	Landscape		

BDH004S

⬇ **Note**

- Punch positions will vary slightly from page to page as holes are punched into each sheet individually.
- The number of holes that can be punched varies according to country.
- For details about paper sizes that can be punched, see "Supplementary Informations", Copy/ Document Server Reference.
- For details about printing methods, see the printer driver Help.

3

Punching Precautions

Follow these precautions when using the punch function.

⭐ **Important**

- **To use this function, the optional Finisher SR3020 or SR3030, and Punch Unit must be installed on the machine.**

Punch printing will be canceled under the following conditions:

- When a paper type that cannot be punched is selected.
- When a paper size that cannot be punched is selected.
- If positions other than those fixed for punching are specified.
- If there are inconsistencies between the orientation in duplex mode and the punch position.
- If there are inconsistencies between the orientation in letterhead mode and the punch position.
- When feeding paper from the bypass tray.
- When the punch receptacle has become full and Auto Continue is set (Printing will continue without punching after the message appears).
- If there are inconsistencies between the staple position and the punch position, when using with staple function.

⬇ **Note**

- When punching is canceled, "BE: Punch has been cancelled." appears.
- Punching might not be in the specified position when printing on letterhead paper.
- If you cannot make punch settings even with the optional finisher installed, options may not be set correctly in the printer driver. Correct option settings in the printer driver. For details, see the printer driver Help.
- When duplex print is selected, adjust the punch position to the binding direction.
- Be sure to set the punch position as same as the staple position when using it with the staple function.
- Be sure to set paper size and orientation in the printer driver when punching.
- Depending on the application, print settings may not be enabled and printed output may not be as expected.
- When setting Punch in the printer driver settings, make sure that a collate option is not selected in the print settings of the application.
- If a collate option is selected in the application, printing will not be as intended.

Collate

When printing multiple documents such as handouts for meetings, you can separate sets into order. This function is known as "Collate". Collate stores data transmitted from a computer to the machine memory or hard disk drive. The followings are the three types of Collate:

⭐**Important**

- If Auto Continue occurs on the first set, Collate will be canceled.
- If forced printing occurs on the first set, Collate will be canceled.
- When setting Collate in the printer driver settings, make sure that a collate option is not selected in the application's print settings. If a collate option is selected, printing will not be as intended.

Collate Types

- Collate

  Printed output is assembled as sets in sequential order.
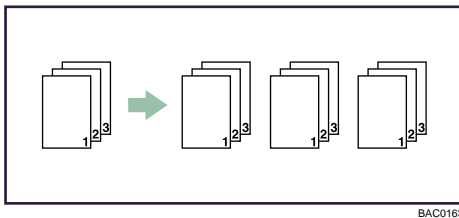
  BAC016S

- Rotating Collate

  Every other print set is rotated by 90 degrees.
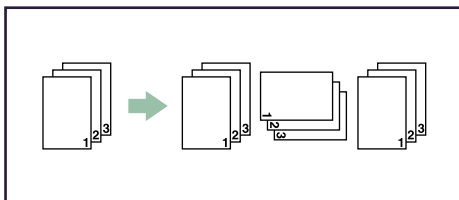
  BAC017S

- Shift Collate

  The optional finisher is required for this function.
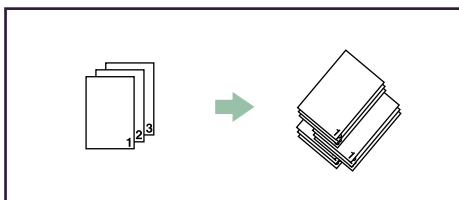
  BAC018S

The finisher shift tray moves backward or forward when a job or set is output, causing the next to shift, so you can separate them.

When Rotate Collate is cancelled

If the following functions are selected, Collate or Shift Collate will be applied even if Rotating Collate is selected:

- When combined with staple function.
- When combined with punch function.
- If jobs containing pages of various sizes are set.
- When output tray is specified.
- When combined with covers function.
- When combined with slip sheet function.
- When combined with chaptering function.
- If custom size paper is set.

Note

- When Rotating Collate has been selected, printing speed will be slower than with other collate functions.
- Separation sheets cannot be inserted if "Slip Sheet" is specified.
- Set Collate and Rotating Collate in the printer driver.
- If you cannot make Shift Collate even with the optional finisher installed, options may not be set up correctly in the printer driver. Correct the printer driver's option settings.
- For details, see the printer driver Help.

Covers

Using this function, you can insert cover and back sheets fed from a different tray to that of the body paper, and print on them.

⭐**Important**

- **To use this function, Collate must be set. Rotating Collate cannot be set.**

- **The cover sheets should be the same size and orientation as the body paper.**

Cover sheet

Prints the first page of the document on the sheet for the cover page.

- Print on one side

Prints on one side of the cover sheet only, even when duplex printing is selected.

BAC021S
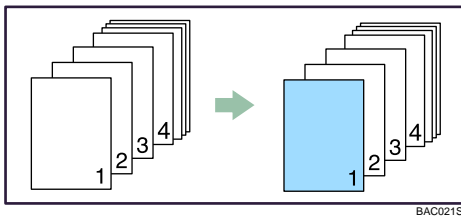
- Print on both sides

Prints on both sides of the cover sheet when duplex printing is selected.

- Cover sheet printed on both sides

BAC022S
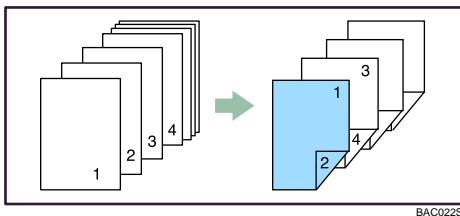
- Cover sheet printed on one side

BAC026S
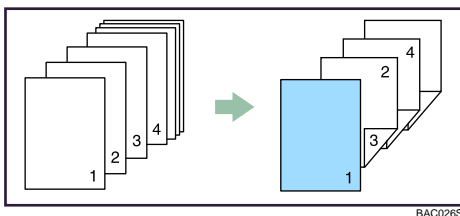
- Blank

- When printing one side

3

BAC021S
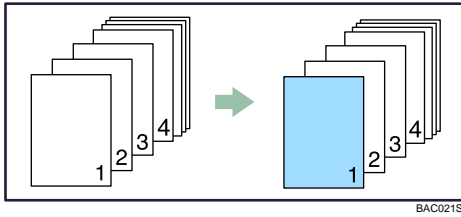
- When printing both sides

BAC026S
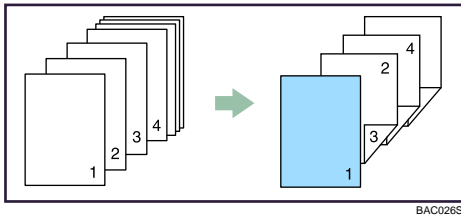
Front and Back Cover

Prints the first and the last pages of the document as the cover pages.

- Print on one side

  Prints on one side of the cover sheet only, even when duplex printing is selected.

BDJ004S
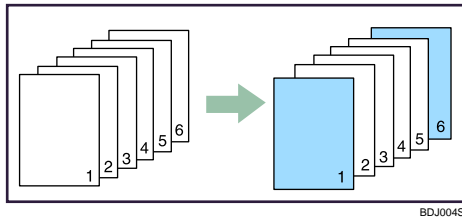
- Print on both sides

  Prints on both sides of the cover sheets when duplex printing is selected.

  - Back cover page face inside, and the number of pages is odd

BDJ005S
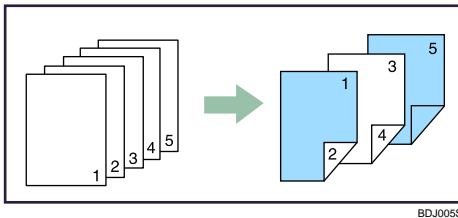
- Back cover page face inside, and the number of pages is even
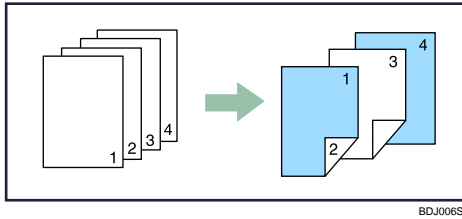
BDJ006S

- Blank

  - When printing on one side.
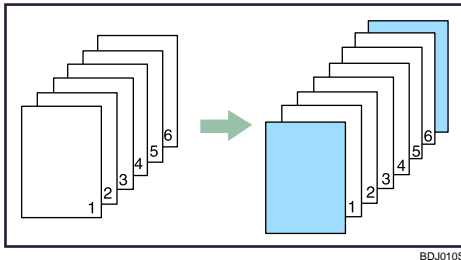
BDJ010S

  - When printing on both sides.
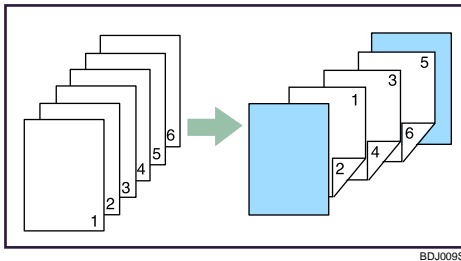
BDJ009S

↓Note

- If "Auto Tray Select" is set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in the 🗗 orientation. Therefore, if the cover paper is set to the 🗗 orientation, the orientation of the output cover and body will be different.

- For printing methods, see the printer driver Help.

Chaptering

The specified page is printed on the same side as the first page, like a book. Also, you can insert chapter slip sheets before specified pages, and select whether or not to print on the slip sheets.

No Slip Sheets

The specified page is always printed on the same side as the first page.

BAC037S
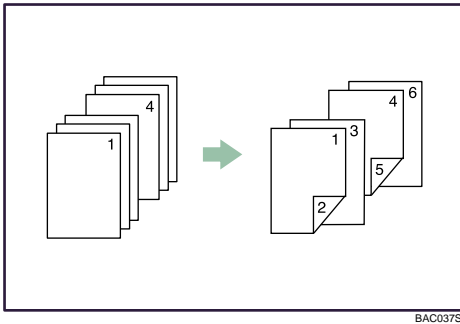
Note

- This function is only valid with duplex printing.
- You can designate up to 100 locations using the printer driver.
- This function can be used together with combine (layout) printing.
- For printing methods, see the printer driver Help.

Inserting Chapter Slip Sheets

Insert chapter slip sheets before the specified page.

- Print

    Prints on the chapter slip sheets. When duplex printing is selected, both sides of the slip sheets are printed on.
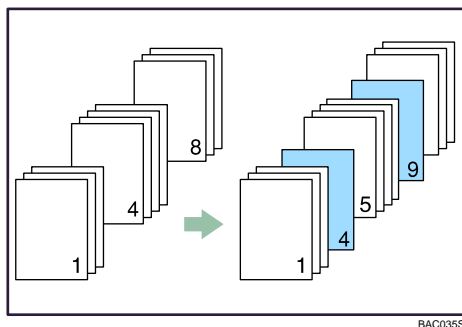
BAC035S

- Blank
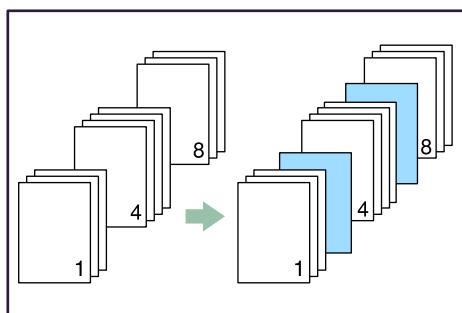
BAC036S

Note

- You can designate up to 100 locations using the printer driver.

- The slip sheet should be the same size and orientation as the body paper.

- If "Auto Tray Select" has been set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in the ▯ orientation. Therefore, when the slip sheet has been set to the ▭ orientation, the orientation of the output slip sheet and body will be different.

- The same paper feed tray cannot be set for the body of the document and the slip sheet.

- For details about printing methods, see the printer driver Help.

Slip Sheet

Inserting a slip sheet between each page

- Print

BAC024S

- Blank

BAC019S
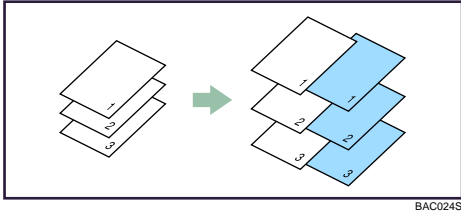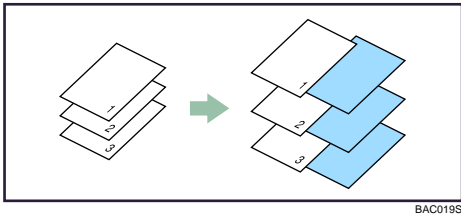
Inserting a slip sheet between OHP transparencies

- Print

BAC025S

- Blank

BAC020S
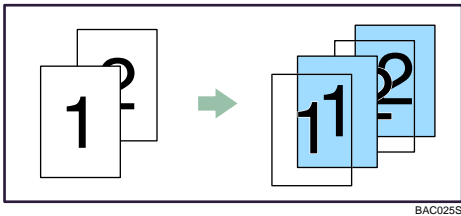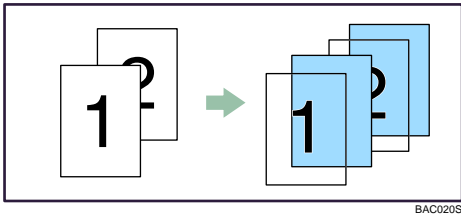
⬇ **Note**

- Collate cannot be set when using slip sheets.

- When the duplex printing or cover printing is set, you cannot insert slip sheets.

- The slip sheet should be the same size and orientation as the body paper.

- If "Auto Tray Select" has been set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in ▢ orientation. Therefore, when the slip sheet has been set to ▢ orientation, the orientation of the output slip sheet and body paper will be different.

- The same paper feed tray cannot be set for the body of the document and slip sheets.

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Specifying the Paper Type with the Printer Driver

You can use the printer driver to specify the paper type.

When specifying the paper type, you can use the printer or copy display to check which of the machine's trays contains which type of paper.

Note however that the paper sizes you can select with the printer driver might not match those displayed on the machine's printer or copy display. When specifying the paper type with the printer driver, make sure that paper of the type you are selecting is actually loaded in one of the trays.

🡇 Note

- You can specify the paper type on the [Tray Paper Settings] tab in [System Settings]. For information about "Paper Type", see "System Settings", General Settings Guide.

Using the Virtual Printer

This section explains the virtual printer function.

The virtual printer is a pseudo printer that can only be recognized on a network. The virtual printer has various print options, such as feeding tray selection and duplex printing, which you can set in advance. You can set those options beforehand. If you use the virtual printer under UNIX, Solaris, and other operating systems, various print functions are possible without your having to manually enter the usual print commands.

Adding a Virtual Printer

Use this procedure to add a virtual printer.

⭐ **Important**

- Adding a virtual printer requires Administrators privilege. Log on using an account that has Administrators privilege.
- The following Virtual Printer protocols are available: "TCP/IP (Unspecified, Normal)", "TCP/IP (DIPRINT)", "TCP/IP (RHPP)", "AppleTalk", and "NetWare".

1. **Log on to Web Image Monitor as an administrator.**

   For details about login user names and passwords, see "Using Web Image Monitor", Network Guide.

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   A list of the available virtual printers appears.

3. **Click [Add].**

   The screen for adding virtual printers appears.

4. **In [Virtual Printer Name], enter a name for the new printer, and then select the protocol in the [Protocol] list.**

5. **Click [OK].**

   The virtual printer is added.

⬇ **Note**

- [AppleTalk] appears only when a PostScript 3 unit is installed.
- If you select [AppleTalk] or [NetWare] in the [Protocol] list, you cannot specify a virtual printer name.
- You can specify a virtual printer name using up to 47 characters.
- You can add up to 50 virtual printers. After 50 virtual printers have been added, [Add] will no longer be displayed.

Changing a Virtual Printer Configuration

Use this procedure to change a virtual printer configuration.

⭐ **Important**

- You must have Administrators privilege to change the configuration of a virtual printer. Log on using an account that has Administrators privilege.

1. **Log on to Web Image Monitor as an administrator.**

   For details about login user names and passwords, see "Using Web Image Monitor", Network Guide.

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   A list of the available virtual printers appears.

3. **Select the virtual printer whose configuration you want to change, and then click [Change].**

4. **Change the configuration as required.**

5. **Click [OK].**

🔽 **Note**

- For details about virtual printer configuration, see Web Image Monitor Help.

Confirming a Virtual Printer Configuration

Use this procedure to confirm a virtual printer configuration.

1. **Start Web Image Monitor.**

   For details about login user names and passwords, see "Using Web Image Monitor", Network Guide.

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   A list of available virtual printers appears.

3. **Select the virtual printer whose configuration details you want to confirm, and then click [Details].**

   A configuration list for the selected virtual printer appears.

🔽 **Note**

- [Details] is not displayed if you log on to Web Image Monitor as an administrator. To confirm a virtual printer configuration, click [Change].

- If the virtual printers function is disabled, the list of available virtual printers is not displayed. For details about enabling the virtual printers function, see Web Image Monitor Help.

Deleting a Virtual Printer

Use this procedure to delete a virtual printer.

⭐**Important**

- You must have Administrators privilege to delete a virtual printer. Log on using an account that has Administrators privilege.

1. **Log on to Web Image Monitor as an administrator.**

   For details about login user names and passwords, see "Using Web Image Monitor", Network Guide.

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   The list of available virtual printers appears.

3. **Select the virtual printer that you want to delete, and then click [Delete].**

   The delete confirmation screen appears.

4. **Click [OK].**

⬇**Note**

- You cannot delete this printer's default virtual printer.
- [Delete] appears only if you have already added a virtual printer.

Printing Using a Virtual Printer

To print directly from a specified virtual printer, assign the virtual printer in the print command. Before printing for the first time, specify the virtual printer you want to use.

1. **Log on to Web Image Monitor in administrator mode.**

   For details about login user name and password, see "Using Web Image Monitor", Network Guide.

2. **In the menu area, click [Configuration], and then click [Printer Basic Settings] in the "Printer" category.**

3. **Select [Active] in [Virtual Printer], and then click [OK].**

4. **Send a command from your computer.**

lpr

```
C:\>lpr -S printer's IP address -P virtual printer name [-ol] \path name\file name
```

rcp

```
c:\> rcp [-b] \path name\file name [\path name\file name...] printer's host name:
[virtual printer name]
```

ftp

```
ftp> put \path name\ file name Virtual Printer Name
```

4. Saving and Printing Using the Document Server

This chapter explains how to use the Document Server function.

Accessing the Document Server

The Document Server enables you to store documents on the machine's hard disk, and allows you to edit and print them as necessary.

⭐ **Important**

- **Applications with their own drivers, such as PageMaker, do not support this function.**

🔽 **Note**

- When you use the Document Server, the following functions can be selected using the machine's control panel:
    - Copies
    - Collate
    - Duplex
    - Staple
    - Paper selection: Paper source tray, paper type, paper output tray.
    - Functions related to paper selection: Cover Sheet, Slip Sheet.
- The above items are dimmed, so you cannot set them from the printer properties dialog box when the Document Server is selected.
- You must enter a user ID, using up to eight alphanumeric characters.
- You should enter a Password and File Name to distinguish the job from others.
- Up to 3,000 files can be stored in the Document Server. New files cannot be stored when 3,000 files have already stored. Even if less than 3,000 files are stored, new files cannot be stored when
    - a file to be stored contains more than 1,000 pages,
    - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)
    - the hard disk is full.
- The Document Server also stores files scanned using the Automatic Document Feeder (ADF) or exposure glass. You should delete unnecessary stored files once in a while so as not to exceed the capacity of the hard disk. For details about deleting stored files, see General Settings Guide.
- When using the hard disk for functions other than those of Document Server, you may not be able to store new files in the Document Server, even if there are less than 3,000 files stored.

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- For details about Document Server functions, see "Document Server", General Settings Guide.

- For details about how to access Document Server from a client, see the printer driver Help.

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5. Appendix

This chapter lists the printer's specifications and the functions that are available on the Printer Features screen.

Specifications

This section contains the machine's electrical and hardware specifications, including information about its options.

Component	Specifications
Resolution	600 × 600 dpi
Printing speed	Type 1: 40 ppm (A4⌐, 8$^1/_2$" × 11"⌐ plain paper) Type 2: 50 ppm (A4⌐, 8$^1/_2$" × 11"⌐ plain paper) Printing speeds depend on the machine. Check which type of machine you have. See General Settings Guide.
Interface	Standard: - Ethernet interface (100BASE-TX / 10BASE-T) - USB 2.0 interface Option: - Gigabit Ethernet Interface (1000BASE-T) - IEEE 1284 parallel interface Use a standard 36-pin printer cable not longer than 3 meters (10 feet). - IEEE 802.11a/b/g wireless LAN interface - Bluetooth interface
Network protocol	IPv4, IPv6, IPX/SPX, AppleTalk
Printer language	Standard: PCL 6/5e, RPCS Option: PostScript 3, PDF, IPDS
Fonts	PCL 6/5e: 45 fonts, 13 International fonts. PostScript 3: 136 fonts (Type 2:24, Type 14:112)

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Component	Specifications
Memory	768 MB
Hard disk	Storage capacity: 40 GB
USB Interface (Standard)	• Supported Operating System: Windows 2000/XP/Vista, Windows Server2003/ 2003 R2/2008, MacOS 10.3.3 or later • Transmission spec. USB 2.0 Standard • Connectable Device: Devices corresponding to USB 2.0 Standard

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⬇ **Note**

- When using Mac OS, use only the standard USB Interface. The optional USB interface board is not supported.
- When using the USB Interface (Standard) with Mac OS 10.3.3, USB2.0 is supported.

Printer Features Menu

The following explains settings and meanings of functions on the Printer Features screen. Select [Printer Features] after you press the [User Tools/Counter] key. For details, see "Printer Features", General Settings Guide.

List / Test Print

Menu	Description
Multiple Lists	You can print the configuration page and error log.
Configuration Page	You can print the machine's current configuration values.
Error Log	You can print error logs listing all errors that occurred during printing.
Menu List	You can print a Menu List showing the machine's function menus.
PCL Configuration / Font Page	You can print the current PCL configuration and installed PCL font list.
PS Configuration / Font Page	You can print the current PS configuration and installed PostScript font list. This menu can be selected only when the optional PostScript 3 unit is installed.
PDF Configuration / Font Page	You can print the current PDF configuration and installed PDF font list. This menu can be selected only when the optional PostScript 3 unit is installed.
IPDS Font List	Prints a list of IPDS-supported fonts.
Hex Dump	You can print in the Hex Dump mode.

Maintenance

Menu	Description
Menu Protect	This function lets you protect menu settings from accidental change. It makes impossible to change menu settings with normal procedures unless you perform the required key operations. In a network environment, only administrators can make changes to menu settings.
List / Test Print Lock	You can lock the [List / Test Print] menu.
Delete All Temporary Print Jobs	You can delete all print jobs temporarily stored in the machine.
Delete All Stored Print Jobs	You can delete all print jobs stored in the machine.
Reset IPDS Fonts	Use this page to delete all IPDS captured fonts.

System

Menu	Description
Print Error Report	You can print an error report when a printer or memory error occurs.
Auto Continue	You can select this to enable Auto Continue. When it is On, printing continues after a system error occurs.
Memory Overflow	Select this to have a memory overflow error report printed.
Job Separation	You can enable Job Separation. This menu can be selected only when a finisher (optional) is installed.
Rotate by 180 Degrees	Use this to select or deselect rotation of the print image by 180 degrees.
Auto Delete Temporary Print Jobs	You can select to automatically delete print jobs temporarily stored in the machine.
Auto Delete Stored Print Jobs	You can select to automatically delete print jobs stored in the machine.

Menu	Description
Initial Print Job List	You can set the default Printer screen when you press [Print Jobs].
Memory Usage	You can select the amount of memory used in Font Priority or Frame Priority, according to paper size or resolution.
Duplex	You can select to have print on both sides of each page.
Copies	You can specify the number of print sets. This setting is disabled if the number of pages to print has been specified with the printer driver or another command.
Blank Page Print	You can select whether or not to print blank pages.
Edge Smoothing	You can specify whether or not to apply edge smoothing. When it is applied, jagged lines are smoothed. Disable edge smoothing if the print image contains fine gradation in tone.
Toner Saving	You can save toner.
Reserved Job Waiting Time	You can specify how long the machine waits to receive a print job before allowing other functions such as the copier and scanner functions to interrupt it.
Printer Language	You can specify the printer language.
Sub Paper Size	You can enable the Auto Substitute Paper Size (A4↔LT) feature.
Page Size	You can select the default paper size.
Letterhead Setting	You can rotate original images when printing. When printing, original images are always rotated by 180 degrees. Therefore, output might not be as expected when printing onto letterhead or preprinted paper requiring orientation.
Bypass Tray Setting Priority	You can specify which of the two options, (Printer) Driver / Command or Machine Settings, has priority for determining the paper size for the bypass tray.
Edge to Edge Print	You can select whether or not to print on the entire sheet.

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Menu	Description
Default Printer Language	You can set the default printer language if the machine cannot find the printer language automatically.
Tray Switching	You can set to switch the paper tray.

Host Interface

Menu	Description
I/O Buffer	You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.
I/O Timeout	You can set how many seconds the machine should wait before ending a print job. If data from another port usually arrives in the middle of a print job, you should increase this timeout period.

PCL Menu

Menu	Description
Orientation	You can set the page orientation.
Form Lines	You can set the number of lines per page.
Font Source	You can set the storage location of the default font.
Font Number	You can set the ID of the default font you want to use.
Point Size	You can set the point size you want to use for the selected font.
Font Pitch	You can set the number of characters per inch for the selected font.
Symbol Set	You can specify the set of print characters for the selected font.
Courier Font	You can select a courier font type.
Extend A4 Width	You can extend the printing area width when printing on A4 sheet with PCL.
Append CR to LF	When set to On, a carriage return will follow each line feed: CR=CR, LF=CR─LF, FF=CR─FF.

Menu	Description
Resolution	You can set the print resolution in dots per inch.

PS Menu (optional)

Menu	Description
Data Format	You can select a data format.
Resolution	You can set the print resolution in dots per inch.

PDF Menu (optional)

Menu	Description
Change PDF Password	You can set the password for the PDF file executing PDF Direct Print.
PDF Group Password	This function is not available.
Resolution	You can set the print resolution in dots per inch.

IPDS Menu (optional)

Menu	Description
Tray Form	Specifies an IPDS form for each paper tray. For each paper tray, select the IPDS form you want to allocate to it.
Emulation Mode	Specifies the emulation mode.
Print Mode	Specifies the print mode.
Default Code Page	Specifies the default code page. The default value is "037".
Default FGID	Specifies the default FGID (Font Typeface Global Identifier), which identifies the printer's default resident font. The default FGID is 416 (Courier 10 point).
Characters Per Inch	Specifies the number of characters per inch (pitch) for the default font. Valid values are 5.0 to 30.0 in units of one tenth of an inch. The default value is 10.0.
Valid Printable Area Check	Enables or disables valid printable area checking.

Menu	Description
Page	Specify how data is positioned on the page.
Edge to Edge	Enables or disables "Edge to Edge" printing.
Font Substitution	Enables or disables font substitution.
Caching	Specifies whether or not to apply caching for repeated overlays.
Font Capture	Enables or disables font capturing.
Resolution	Specifies the resolution reported to the host in the "IPDS XOAOPC" command for raster coded fonts and IM1 image support.
Graphic Character String	Specifies the Graphic Character String (Graphic Character Sizing) processing method.
Bar Code	Specifies the barcode level protocol.
Box Draw	Specifies the Box Draw processing.
Color Simulation	Lets you specify how color specification controls are processed on a monochromatic printer.
Text Color Simulation	Specifies how text color specification controls are processed on a monochrome laser printer.
Suppress Staple Count Nacks	Lets you select whether or not to notify the user when stapling errors occur.
Suppress Punch Nacks	Lets you select whether or not to notify the user when punching errors occur.
Tray Mapping	Maps the media source (input tray) to an ID the host uses for the media source.
Corner Staple Angle	Lets you select [Vertical] or [Slant] for the angle of stapling.
Offset	Specifies whether or not the output is offset (jogged).
Default Punch Pattern	Specifies the default number of holes to punch if the punch unit provides a selection (for example, two or four holes).

🔸Note

- Some options do not appear depending on optional units or selected printer languages in use.

- Some options cannot be set depending on security settings.

- For details, see "Printer Features", General Settings Guide.

- For details about "Copier Features" and "System Settings", see Copy/Document Server Reference and General Settings Guide.

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   Microsoft® Windows® 2000 Professional

   Microsoft® Windows® 2000 Server

   Microsoft® Windows® 2000 Advanced Server

* The product names of Windows XP are as follows:

   Microsoft® Windows® XP Professional

   Microsoft® Windows® XP Home Edition

   Microsoft® Windows® XP Media Center Edition

   Microsoft® Windows® XP Tablet PC Edition

* The product names of Windows Vista are as follows:

   Microsoft® Windows Vista® Ultimate

   Microsoft® Windows Vista® Business

   Microsoft® Windows Vista® Home Premium

   Microsoft® Windows Vista® Home Basic

   Microsoft® Windows Vista® Enterprise

* The product names of Windows Server 2003 are as follows:

   Microsoft® Windows Server® 2003 Standard Edition

   Microsoft® Windows Server® 2003 Enterprise Edition

   Microsoft® Windows Server® 2003 Web Edition

   Microsoft® Windows Server® 2003 Datacenter Edition

* The product names of Windows Server 2003 R2 are as follows:

   Microsoft® Windows Server® 2003 R2 Standard Edition

   Microsoft® Windows Server® 2003 R2 Enterprise Edition

   Microsoft® Windows Server® 2003 R2 Datacenter Edition

* The product names of Windows Server 2008 are as follows:

   Microsoft® Windows Server® 2008 Standard

   Microsoft® Windows Server® 2008 Enterprise

   Microsoft® Windows Server® 2008 Datacenter

Operating Instructions Printer Reference

Operating Instructions

Scanner Reference

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.
Certain options might not be available in some countries. For details, please contact your local dealer.
Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/ Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other Manuals

- UNIX Supplement

- Extended Feature Settings Reference <Device Version>

- Extended Feature Settings Reference <Web Version>

- App2Me Start Guide

⬇ Note

- Manuals provided are specific to machine types.

- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.

- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional[*1]	DeskTopBinder
ScanRouter EX Professional[*1] and ScanRouter EX Enterprise[*1]	the ScanRouter delivery software

[*1] Optional

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TABLE OF CONTENTS

4. Delivering Scan Files

5. Scanning Originals with the Network TWAIN Scanner

6. Various Scan Settings

7. Appendix

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

⬇ **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

📄 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

About the Scanner Functions

This section describes functions you can use in the scanner mode.

You can use the scanner functions to send scan files to computers, scan originals from a computer using the TWAIN driver, or store scan files on the machine's hard disk.

For details about each function, see respective chapters.

Sending scanned files (Network Scanner)

Scan files can be sent to or stored on a computer, and you can specify the format of a scan file according to how the file will be used.

- Sending by e-mail

    You can send scan files to a specified e-mail addresses.

    For details, see chapter 1 "Sending Scan Files by E-mail".

- Sending to folders

    Scan files can be stored in shared network folders, or on FTP or Netware servers.

    For details, see chapter 2 "Sending Scan Files to Folders".

- Delivering

    You can deliver scan files using a delivery server.

    For details, see chapter 4 "Delivering Scan Files".

Scanning originals from a client computer (TWAIN Scanner)

You can use the TWAIN driver to scan files from a networked or directly connected computer.

For details, see chapter 5 "Scanning Originals with the Network TWAIN Scanner".

Storing files

Scan files can be stored on the machine's hard disk. You can do various things with stored files, such as save them in shared folders or send them by e-mail.

For details, see chapter 3 "Storing Files Using the Scanner Function".

🔽 Note

- When the Copy Data Security Unit is installed, if you scan an original that was printed using the data security for copying function, the machine beeps and an entirely gray page is sent or stored. You can use the log file to check who scanned the confidential original. For details about the data security for copying function, consult the administrator.

📄 Reference

- p.19 "Sending Scan Files by E-mail"
- p.51 "Sending Scan Files to Folders"
- p.95 "Delivering Scan Files"

Display Panel

This section explains the simplified display and three confirmation screens: Check Modes, Preview, and Transmission File Status.

You can find explanations about the E-mail screen, Scan to Folder screen, list of stored files screen, or network delivery scanner screen in this manual. For details, see "E-mail Screen", "Scan to Folder Screen", "List of Stored Files", and "Network Delivery Scanner Screen".

Reference

- p.22 "E-mail Screen"
- p.55 "Scan to Folder Screen"
- p.82 "List of Stored Files"
- p.97 "Network Delivery Scanner Screen"

Simplified Display

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.
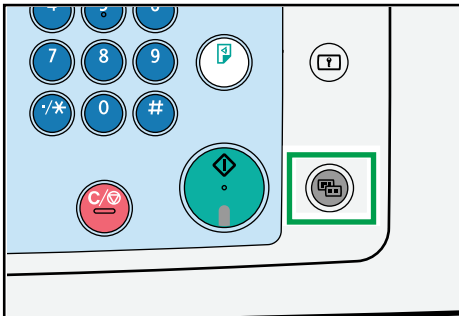
BAP041S

Example of Simplified Display
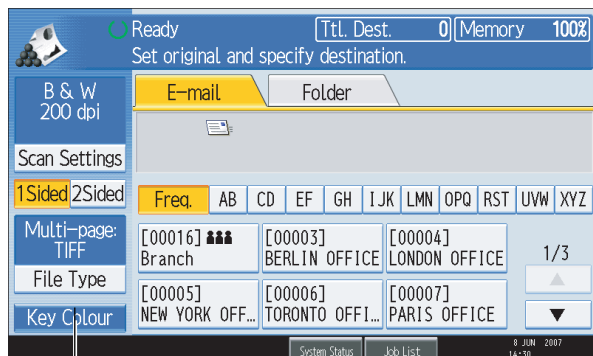
BAP001S

1. **[Key Colour]**

    Press to increase screen contrast by changing the color of the keys.

    This is available only for the simplified display.

⬇ Note

- To return to the initial screen, press the [Simplified Display] key again.

- Certain keys do not appear on the simplified display.

Confirmation Displays

This section explains three confirmation displays: Check Modes, Preview and Transmission File Status.

Check Modes

This section explains items that are displayed and how to display the Check Modes screen.

Use the Check Modes screen to check scanning and transmission settings.

Pressing [Check Modes] switches the screen from the initial scanner screen to the Check Modes screen.
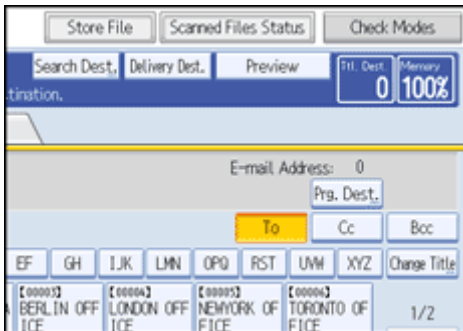
Check Modes

BAP002S
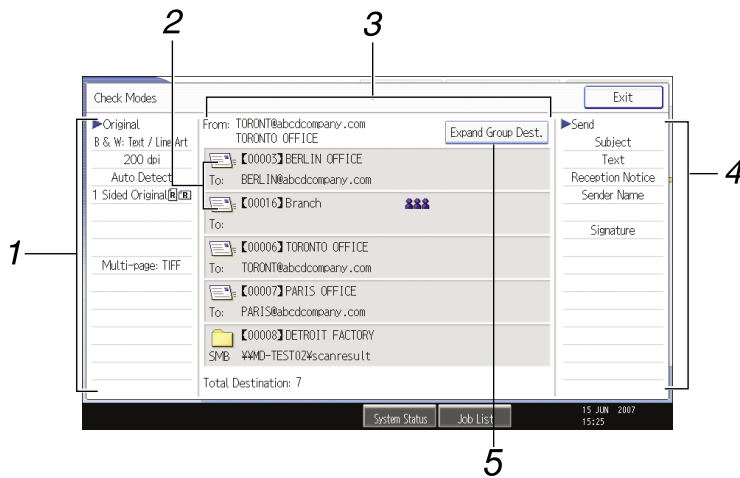
1. **Original**

   Displays Scan Settings, Original Feed Type, and other scanning settings.

2. **Transmission function icon**

   Displays the icon of the transmission function in use.

3. **Sender and Destination**

   Displays the sender and transmission or delivery destinations.

   The (👥👥👥) symbol indicates a group destination.

   The (🔒) symbol indicates a destination that can receive encrypted e-mail.

4. **Send**

   Displays transmission settings such as Sender and Subject.

5. **[Expand Group Dest.]**

   Press to display the members of the group, when a group is specified as the destination.

Preview

Use the Preview screen to check that originals have been scanned correctly.

This section explains about the Preview screen that can be used before sending files by e-mail or Scan to Folder, or delivering files.

Before you start scanning, press [Preview]. If you scan originals while [Preview] is selected, the Preview screen appears. You can start or cancel sending the files after checking the preview and the scan settings used for scanning.

Preview
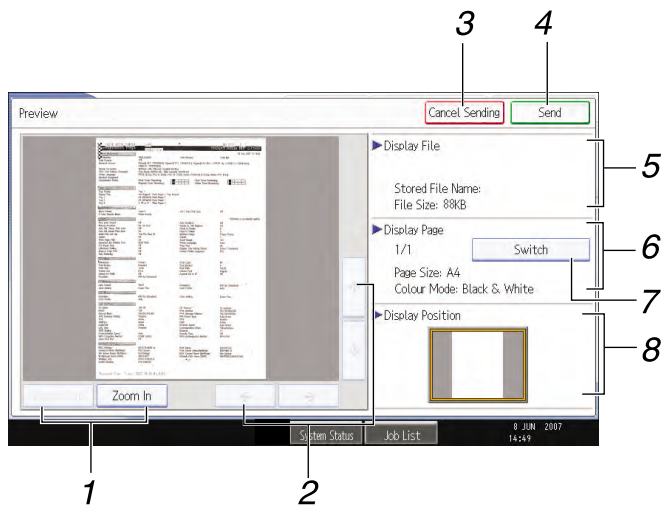
BAP003S

1. **[Zoom Out] and [Zoom In]**

   Press to reduce or enlarge the displayed preview.

2. **[←][→][↑][←]**

   Press to shift the displayed area.

3. **[Cancel Sending]**

   Press to close a preview and interrupt a transmission.

4. **[Send]**

   Press to close a preview and continue a transmission.

5. **Display File**

   Displays a file's name and size.

6. **Display Page**

   Displays the number of the currently displayed page, total number of pages, page size, and color mode.

7. **[Switch]**

   Press to change the page of the selected file that is displayed.

8. **Display Position**

   Displays the position of an image when enlarged.

⬇ **Note**

- Preview is not available if a file is scanned using [Store Only].

- You can view a stored file using the Preview screen displayed from the list of stored files. For details about viewing a stored file, see "Checking a Stored File Selected from the List".

- Preview is not available if you select High Compression PDF as the file type.

- Preview might not be displayed if scanning failed or the image file is corrupted. If this is the case, scan the original again.

🔖 **Reference**

- p.85 "Checking a Stored File Selected from the List"

Scanned Files Status

This section explains items that are displayed and how to display the Scanned Files Status screen.

Use the Scanned Files Status screen to check e-mail transmission, Scan to Folder, and delivery results.

Press [Scanned Files Status] to display the Scanned Files Status screen.
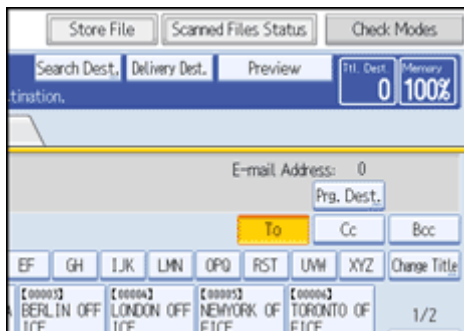
Up to 9 transmission or delivery results are displayed at the same time. Press [▲] or [▼] to switch between results.

Scanned Files Status

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1. **Date/Time**

   Displays the time and date transmission was specified by this machine or the time and date when Completed, Error, or Cancelled was confirmed.

2. **Transmission function icon**

   Displays the icon of the transmission function used.

   The (🔒) symbol indicates a destination that can receive encrypted e-mail.

3. **Destination**

   Displays the transmission destination.

   If you have selected multiple destinations, the first selected destination is displayed.

   Other destinations appear as "+ X" (X indicates the number of destinations.) when sending files by e-mail or delivering them.

4. **Sender**

   Displays the sender name.

5. **File Name**

   Displays the stored file name of files that are simultaneously sent and stored, or of stored files that are sent.

6. **Status**

   Displays one of the following transmission statuses: Completed, Trnsmtg., Waiting..., Error, or Cancelled.

7. **[Cancel]**

   To cancel transmission, select a file whose status is "Waiting...", and then press [Cancel].

8. **[Print List]**

   Press to print transmission results.

⬇ Note

- You cannot check scanner function transmission results by pressing [Job List] at the bottom of the screen. To check transmission results, press [Scanned Files Status], and then display the Scanner File Status screen.

- Depending on security settings, some transmission results might not be displayed.

1. Sending Scan Files by E-mail

Before Sending Scan Files by E-mail

This section explains the necessary preparations and the procedure for sending scan files by e-mail.

Outline of Sending Scan Files by E-mail

This section outlines the function for sending scan files by e-mail.
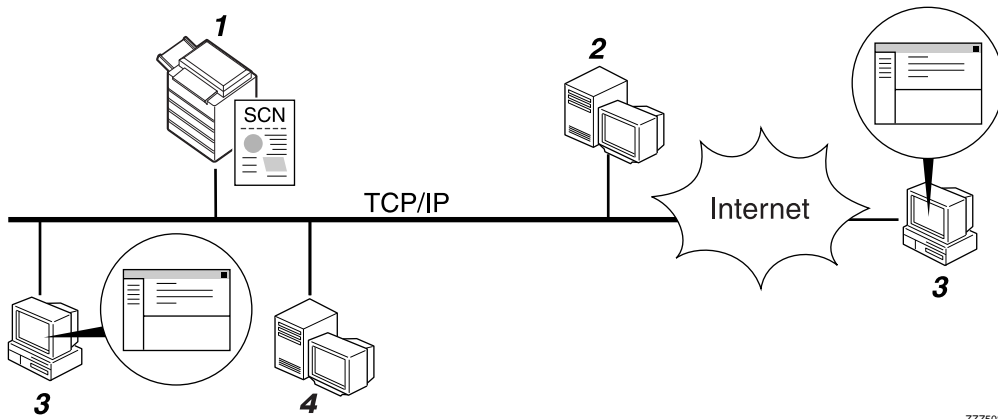
1. **This machine**

   You can attach scan files to e-mail and send them to a mail server. You can also encrypt and/or attach a signature to the scan files you send by e-mail.

2. **SMTP server**

   You need to have an access to an e-mail server that supports SMTP (Simple Mail Transfer Protocol), to send scan files by e-mail. However, it is not essential to have an e-mail server inside the LAN where this machine belongs. It transfers a received e-mail to a specified destination through a LAN or the Internet.

3. **Client computer**

   Use e-mail client software to receive e-mail messages and scan file attachments that are generated by this machine.

4. **LDAP Server**

   Use this server for administering e-mail accounts, searching the network, and authenticating the computers that access the machine. Using the LDAP server, you can search for destinations from the machine.

Note

- This machine does not support SMTPS (SMTP over SSL).

Preparation for Sending by E-mail

To send scanned files by e-mail, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Configure the necessary settings in [Scanner Features]

This section explains each of these steps and where you can find more information about them.

Check the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", General Settings Guide.

Configure the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use E-mail Function", General Settings Guide.

1. Press the [User Tools/Counter] key, and then press [System Settings].

   The System Settings screen appears.

2. Press the [Interface Settings] tab.

3. Press [Machine IPv4 Address] to specify the machine's IPv4 address.

   To specify a static IPv4 address for this machine, press [Specify], and then enter the IPv4 address and subnet mask.

   To obtain an IPv4 address from a DHCP server automatically, press [Auto-Obtain (DHCP)].

4. Press [IPv4 Gateway Address], and then enter the IPv4 gateway address.

5. Press [Effective Protocol], and then make [IPv4] active.

6. Press the [File Transfer] tab, and then press [SMTP Server].

7. Press [Change], which is to the right of [Server Name], then enter the SMTP server host name or IPv4 address, and then press [OK].

   If necessary, you can change the number by pressing [Change], which is to the right of the port number.

8. Press [Exit] twice.

Configure the necessary settings in [Scanner Features]

Using [Scanner Features], you can make or change various settings related to the scanner function, such as compressing scan data or viewing the scanner journal. Configure the scanner settings according to your environment and how you will be using the machine.

This section explains how to display the Scanner Features screen. For details about the settings on this screen, see "Scanner Features", General Settings Guide.

1. Press the [User Tools/Counter] key.

2. Press [Scanner Features].

   The Scanner Features screen appears.

   Press the [General Settings], [Scan Settings], [Send Settings], or [Initial Settings] tabs and configure the relevant settings on those tabs.

Note

- If an extended wireless LAN board (optional) is installed, press [LAN Type] on the [Interface Settings] tab, then press [Ethernet], and then configure the network settings.

- The settings you must configure in [System Settings] vary depending on your network environment. For details about network settings, see "Connecting the Machine", General Settings Guide.

Reference

- p.165 "Scanner Features"

Registering E-mail Addresses in the Address Book

You can register frequently used e-mail addresses in the address book.

Register e-mail addresses in [Address Book Management] under [Administrator Tools] from [System Settings]. Addresses can also be registered as groups.

Note

- For details about registering e-mail addresses in the address book, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

- You can also register e-mail addresses in the address book using Web Image Monitor. For details about how to display Web Image Monitor, see "Monitoring and Configuring the Printer", Network Guide. For details about registering addresses in the address book, see Web Image Monitor Help.

- Encrypted files can be sent by e-mail only to destinations for which decryption is set. For details about sending encrypted files by e-mail, see "Security Settings to E-mails".

Reference

- p.45 "Security Settings to E-mails"

E-mail Screen

This section explains the screen layout when sending scan files by e-mail.

The function items displayed serve as selector keys. You can select or specify an item by pressing it.

When you select or specify an item on the display panel, it is highlighted like [Set]. Keys that cannot be selected appear like [OK].
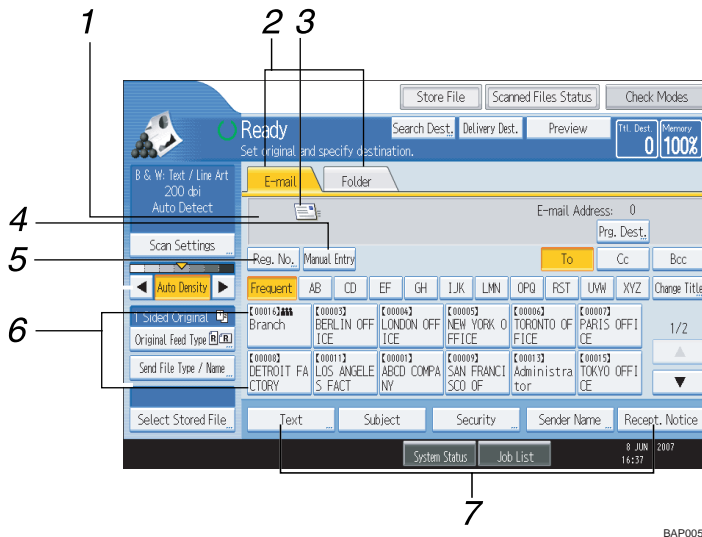
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1. **Destination field**

   The specified destination appears. If more than one destination has been specified, press [▲] or [▼] to scroll through the destinations.

2. **E-mail / Folder**

   Press these tabs to switch between the E-mail screen and Scan to Folder screen.

   Switch the screen also when sending the same files by both e-mail and Scan to Folder.

3. **E-mail icon**

   Indicates that the E-mail screen is displayed.

4. **[Manual Entry]**

   To specify destinations not registered in the address book, press this key, and then enter the e-mail addresses using the soft keyboard that appears.

5. **[Reg. No.]**

   Press this key to specify the destination using a 5-digit registration number.

6. **Destination List**

   The list of destinations registered in the machine appears. If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

   The (🏃🏃🏃) symbol indicates a group destination.

   The (🔒 or 🔒🏃) symbol indicates a destination that can receive encrypted e-mail.

7. **[Text] [Subject] [Security] [Sender Name] [Recept. Notice]**

   Enter the message and specify the subject, security (encryption and a signature), sender, and whether or not to use Message Disposition Notification.

Basic Operation for Sending Scan Files by E-mail

This section describes the basic operation for sending scan files by e-mail.

1. **Make sure that no previous settings remain.**

   If a previous setting remains, press the [Clear Modes] key.

2. **If the network delivery scanner screen or Scan to Folder screen appears, switch to the E-mail screen.**

   For details, see "Switching to the E-mail Screen".

3. **Place originals.**

4. **If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.**

   For details, see "Various Scan Settings".

5. **If necessary, specify the scanning density.**

   For details, see "Adjusting Image Density".

6. **If necessary, press [Original Feed Type] to specify settings such as original orientation.**

   For details, see "Setting of Original Feed Type".

7. **If necessary, press [Send File Type / Name] to specify settings such as file format and file name.**

   For details, see "Specifying the File Type and File Name".

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8. **Specify the destination.**

You can specify multiple destinations.

For details, see "Specifying E-mail Destinations".

9. **If necessary, press [Text] to enter the e-mail message.**

For details, see "Specifying the E-mail Message"

10. **If necessary, press [Subject] to specify the e-mail subject.**

For details, see "Specifying the E-mail Subject".

11. **To specify the e-mail sender, press [Sender Name].**

For details, see "Specifying the E-mail Sender".

12. **If necessary, press [Security] to specify [Encryption] or [Signature].**

For details, see "Security Settings to E-mails".

13. **To use Message Disposition Notification, press [Recept. Notice].**

If you select [Recept. Notice], the selected e-mail sender will receive e-mail notification when the e-mail recipient has opened the e-mail.

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

If you are scanning batches, place the next originals.

⬇ Note

- If you have selected two or more destinations, the destinations can be made to appear one by one by pressing [▲] or [▼] next to the destination field.

- To cancel a selected destination, press [▲] or [▼] to display the destination in the destination field, and then press the [Clear/Stop] key. You can cancel a destination selected from the destination list by pressing the selected destination again.

- In [System Settings], you can specify the administrator's e-mail address as the default sender name. This lets you send e-mail without entering anything for [Sender Name]. For details, see "File Transfer", General Settings Guide.

- Depending on the security setting, the logged-on user may be specified as [Sender Name].

- To use Message Disposition Notification, log on to the machine as a user and specify the sender. Note, however, that the [Recept. Notice] notification e-mail may not be transmitted if the e-mail software of the recipient does not support Message Disposition Notification.

- If you press [Check Modes] before pressing the [Start] key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".

- If you press [Preview] and then start scanning while [Preview] is selected, the Preview screen appears. You can use this screen to check how the originals are scanned and the scan setting used for scanning. After checking the preview, you can specify whether to send the file or not. For details, see "Preview".

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- To cancel scanning, press the [Clear/Stop] key.

- You can also store a scan file and simultaneously send it by e-mail. For details, see "Simultaneous Storage and Sending by E-mail".

- If you select [Do not Use Signatures] under the signature settings in Web Image Monitor, you cannot attach signatures.

- To send encrypted files by e-mail, you must first configure the destination's decryption settings in the address book settings of Web Image Monitor. E-mail sent to a destination for which decryption is not configured cannot be decrypted even if [Encryption] is selected in [Security]. For details about configuring destination decryption settings, see Web Image Monitor Help.

- When [Security] is set to [Encryption], if you specify multiple destinations, a delivery failure message will appear each time a scan file is sent to a destination where decryption settings have not been configured.

- After an e-mail is sent, the destination, sender, subject, text, and file name fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

🗒 Reference

Switching to the E-mail Screen

This section explains how to switch the screen to the E-mail screen.

If the Scan to Folder screen is being displayed, press [E-mail] to switch to the E-mail screen.

If the network delivery scanner screen is being displayed, switch to the E-mail screen as follows:

1. **Press [Delivery Dest.].**
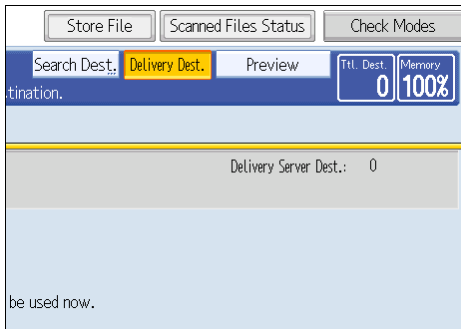
   The E-mail screen or Scan to Folder screen appears.

2. **If the Scan to Folder screen appears, press [E-mail].**
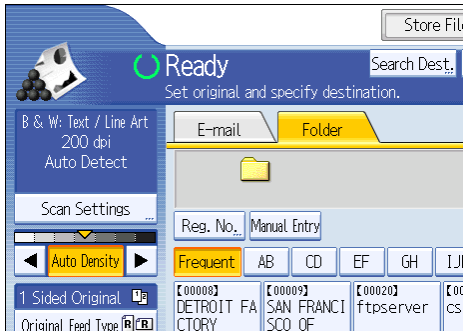
   The E-mail screen appears.

   ⬇️ **Note**

   • You cannot switch from the network delivery scanner screen while delivery destinations are being specified. To clear the specified destination, display the destination in the destination field of the network delivery scanner screen, and then press the [Clear/Stop] key.

Specifying E-mail Destinations

This section explains how to specify e-mail destinations.

You can specify e-mail destinations by any of the following methods:

- Select the destination from the machine's address book
- Enter the e-mail address directly
- Search the LDAP server for the destination and select it

Before you select destinations, make sure you have selected [To]. If necessary, press [Cc] or [Bcc], and then select destinations.

Selecting the Destination from the Machine's Address Book

This section explains how to select the destination from the machine's address book.

⭐ **Important**

- **To use this function, you must register the destinations in [System Settings] in advance. For details, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.**

You can use the following methods to select destinations registered in the machine's address book:

- Select a destination from the list
- Select a destination by entering the registration number
- Select a destination by searching the machine's address book

Selecting a destination from the list

Select the destination from the destination list.

1. **In the destination list, press the key including the destination name.**

The key of the selected destination is highlighted, and the destination appears in the destination field at the top of the screen.

If the target destination does not appear, take one of the following steps:

- Display the destination by selecting its initial letter from the title
- Display the destination by pressing [▲] or [▼]

🔸Note

- Depending on the security setting, some destinations may not appear in the destination list.

Selecting destinations by entering the registration numbers

Select the destination from the machine's address book using its registration number.

1. **Press [Reg. No.].**

2. **Using the number keys, enter the five-digit registration number assigned to the required destination.**

   If the entered number is less than five digits, press the [#] key after the last number.

   Example: To enter 00003

   Press the [3] key, and then press the [#] key.

   By pressing [Change], you can change the selected destination.

3. **Press [OK].**

Searching the machine's address book for the destination and selecting it

This section explains how to search the machine's address book for the destination and select it.

1. Press [Search Dest.].
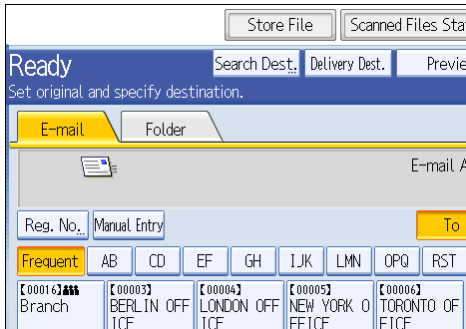
2. To search by destination name, press [Name].

To search by e-mail address, press [E-mail Address].

The soft keyboard appears.

You can also search by combining [Name] and [E-mail Address].

3. Enter the beginning of the destination name.

To search by e-mail address, enter the beginning of the address.

4. Press [OK].

5. If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].

By pressing [Advanced Search], you can search using criteria such as [Name], [Fax Destination], [E-mail Address], and [Folder Name]. You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.

The illustrated screen is an example. The items that actually appear on the screen may differ.

6. Press [Start Search].

Destinations that match the search criteria are displayed.

7. Select a destination.

8. Select [To], [Cc], or [Bcc].

9. **Press [OK].**

   ⬇ Note

   - If [LDAP Search] is set to [On] in [System Settings], check that [Address Book] in the upper part on the screen has been selected before executing the search.

   - Search criteria that appear in [Advanced Search], such as [Name], [Fax Destination], [E-mail Address], and [Folder Name], are registered in the machine's address book. For details, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Setting Guide.

   - By pressing [Details], you can view details about the selected destinations.

   - Up to 100 destinations can be displayed as search results.

   - By pressing [Advanced Search], the following criteria appear:

     - [Beginning Word]: The names which start with the entered character or characters are targeted.

       For example, to search for "ABC", enter "A".

     - [End Word]: The names which end with the entered character or characters are targeted.

       For example, to search for "ABC", enter "C".

     - [Exact Match]: The names which correspond to an entered character or characters are targeted.

       For example, to search for "ABC", enter "ABC".

     - [Include one Word]: The names which contain an entered character or characters are targeted.

       For example, to search for "ABC", enter "A", "B", or "C".

     - [Exclude Words]: The names which do not contain an entered character or characters are targeted.

       For example, to search for "ABC", enter "D".

Entering an E-mail Address Manually

This section explains how to enter an e-mail address manually.

1. **Press [Manual Entry].**
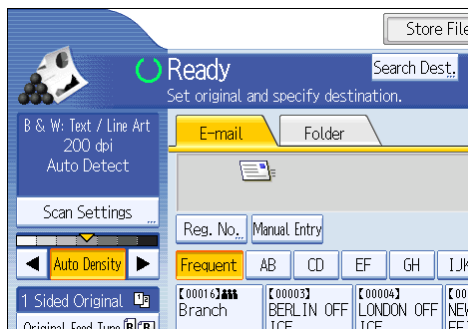
The soft keyboard appears.

2. **Enter the e-mail address.**

3. **Press [OK].**

⬇️**Note**

- Depending on the security settings, [Manual Entry] may not be displayed.

- To change a registered destination e-mail address, press [Edit] to the left of the destination field to display the soft keyboard, use the soft keyboard to enter the new address, and then click [OK].

- The e-mail address that is entered directly can be registered in the machine's address book. For details, see "Registering a Directly-Entered Destination in the Address Book".

📄**Reference**

- p.35 "Registering a Directly-Entered Destination in the Address Book"

Selecting Destinations by Searching an LDAP Server

This section explains how to search for an address registered in an LDAP server and specify it as an e-mail destination.

⭐**Important**

- To use this function, an LDAP server must be connected to the network.

- Under [System Settings], the LDAP server must be registered and [LDAP Search] must be set to [On]. For details, see "System Settings", General Settings Guide.

1. **Press [Search Dest.].**
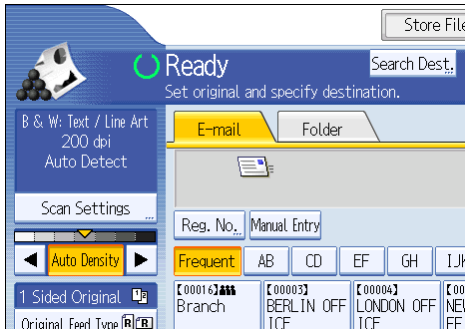
2. **Select the LDAP server that appears next to [Address Book].**

   Register the LDAP server in advance in [System Settings].
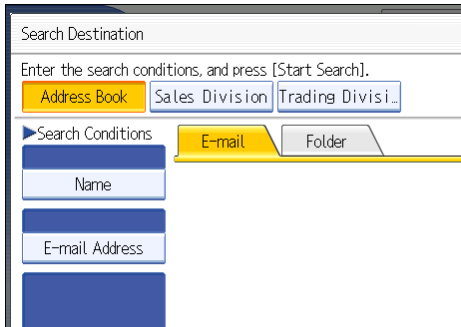
   If authentication is required to access the selected server, the authentication screen appears. To authenticate, enter the user name and password.

3. **To search by destination name, press [Name].**

   To search by e-mail address, press [E-mail Address].

   The soft keyboard appears.

   You can also search by combining [Name] and [E-mail Address]. If you search by [Name], LDAP server's settings determine whether the search is based on surname or first name. Consult your administrator.

4. **Enter the beginning of the destination name.**

   To search by e-mail address, enter the beginning of the destination address.

5. **Press [OK].**

6. **If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].**

   By pressing [Advanced Search], you can search using criteria such as [Name], [Fax Destination], [E-mail Address], [Company Name], and [Department Name]. You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.

The illustrated screen is an example. The items that actually appear on the screen may differ.

7. **Press [Start Search].**

   Destinations that match the search criteria are displayed.

8. **Select the destination.**

9. **Select [To], [Cc], or [Bcc].**

10. **Press [OK].**

   ⬇ **Note**

   - The [Name], [Fax Destination], [E-mail Address], [Company Name], and [Department Name] search criteria that appear in [Advanced Search] are registered in the LDAP server.

   - If you specified [Search Options] on [Program / Change / Delete LDAP Server] under [System Settings], you can add a search condition for LDAP search on the [Advanced Search] screen. For details, see "System Settings", General Settings Guide.

   - By pressing [Details], you can view details about the selected destinations.

   - Up to 100 destinations can be displayed as search results.

   - If an e-mail address returned by the LDAP server is too long, it will be impossible to specify it as the destination. For details about the number of characters that can be specified, see "Sending E-mail".

   - You can register multiple e-mail addresses in individual LDAP server accounts. However, only one e-mail address will be displayed as the search result. Usually, the address that was registered first on the LDAP server is the address that is displayed.

   - By pressing [Advanced Search], the following criteria appear:

     - [Beginning Word]: The names which start with the entered character or characters are targeted.

       For example, to search for "ABC", enter "A".

     - [End Word]: The names which end with the entered character or characters are targeted.

       For example, to search for "ABC", enter "C".

     - [Exact Match]: The names which correspond to an entered character or characters are targeted.

       For example, to search for "ABC", enter "ABC".

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- • [Include one Word]: The names which contain an entered character or characters are targeted.

  For example, to search for "ABC", enter "A", "B", or "C".

- • [Exclude Words]: The names which do not contain an entered character or characters are targeted.

  For example, to search for "ABC", enter "D".

- • [Fuzzy Search]: a vague search (The function of this vague search depends on the system supported by the LDAP server.)

Reference

- • p.160 "Sending E-mail"

Registering a Directly-Entered Destination in the Address Book

This section explains how to register a directly-entered destination in the machine's address book. You can also register a destination selected from the LDAP server.

1. **In the destination field, display the destination you want to register.**
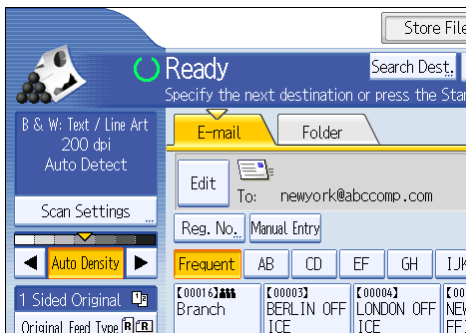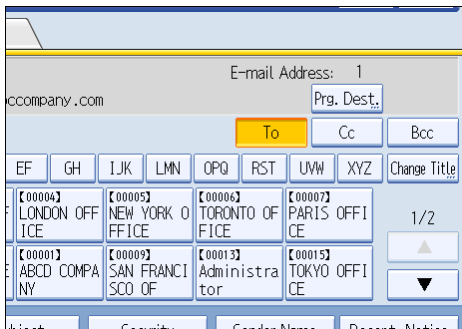
2. **Press [Prg. Dest.].**

3. **Press [Names], and then specify the name and other information to be registered.**

For details about specifying the information to be registered, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

4. **Press [OK].**

🔽Note

- Depending on the security setting, [Prg. Dest.] may not appear. In such case, you cannot complete the registration.

- To register in the machine's address book a destination searched for and selected from the LDAP server, display the destination, and then press [Prg. Dest.].

Specifying the E-mail Sender

This section explains how to specify the e-mail sender.

To send e-mail, you must specify the name of the sender.

You can specify the e-mail sender by any of the following methods:

- Select the sender from the sender list
- Select the sender by entering the registration number
- Select the sender by searching the machine's address book

Note

- Senders must be registered in advance under [System Settings]. For details, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

- In [System Settings], you can specify the administrator's e-mail address as the default sender name. This lets you send e-mail without entering anything for [Sender Name]. For detail, see "File Transfer", General Settings Guide.

- Depending on the security setting, the logged-on user may be specified as [Sender Name].

- When a protection code has been set, a screen for entering the protection code appears after selecting the sender. Enter the protection code, and then press [OK]. If the protection code you entered is correct, the sender name is displayed.

Selecting a Sender from the List

This section explains how to select the sender from the machine's sender list.

1. **Press [Sender Name].**
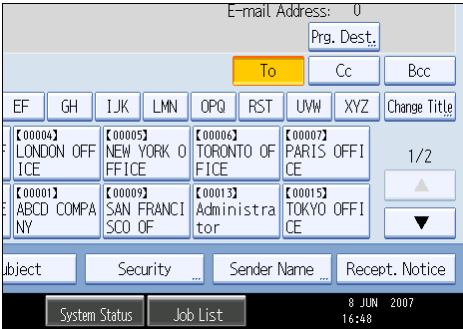
2. **Select the sender.**
3. **Press [OK].**

Using a Registration Number to Specify a Sender Name

Select the sender using the registration numbers specified by users in the machine's address book.
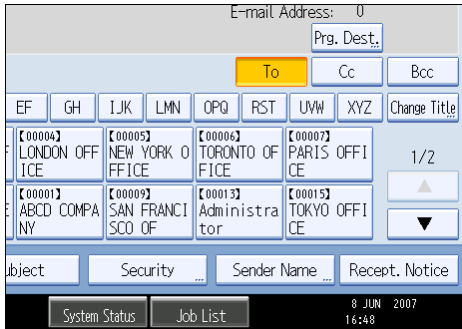
1. **Press [Sender Name].**

2. **Press [Registration No.].**

3. **Using the number keys, enter the five-digit registration number assigned to the required destination.**

   If the entered number is less than five digits, press the [#] key after the last number.

   Example: To enter 00006

   Press the [6] key, and then press the [#] key.

   By pressing [Change], you can change the selected destination.

4. **Press [OK] twice.**

Selecting the Sender by Searching the Machine's Address Book

This section explains how to select the sender by searching the machine's address book.
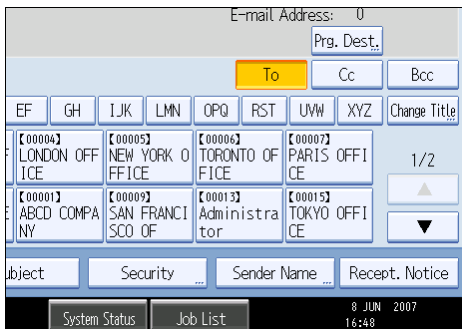
1. **Press [Sender Name].**

2. **Press [Search].**

3. **To search by user name, press [Name].**

   To search by e-mail address, press [E-mail Address].

   The soft keyboard appears.

   You can also search by combining [Name] and [E-mail Address].

4. **Enter the beginning of the sender's name you want to search for.**

   To search by e-mail address, enter the beginning of the address.

5. **Press [OK].**

6. **If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].**

   By pressing [Advanced Search], you can search using criteria such as [Name], [Fax Destination], [E-mail Address], and [Folder Name].

   You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.

   The illustrated screen is an example. The items that actually appear on the screen may differ.

7. **Press [Start Search].**

   Destinations that match the search criteria are displayed.

8. **Select the sender.**

9. **Press [OK] twice.**

   ⬇ **Note**

   - Search criteria that appear in [Advanced Search], such as [Name], [Fax Destination], [E-mail Address], and [Folder Name], are registered in the machine's address book. For details, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Setting Guide.

   - By pressing [Details], you can view details about the selected sender.

   - By pressing [Advanced Search], the following criteria appear:

     - [Beginning Word]: The names which start with the entered character or characters are targeted.

       For example, to search for "ABC", enter "A".

     - [End Word]: The names which end with the entered character or characters are targeted.

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For example, to search for "ABC", enter "C".

- [Exact Match]: The names which correspond to an entered character or characters are targeted.

  For example, to search for "ABC", enter "ABC".

- [Include one Word]: The names which contain an entered character or characters are targeted.

  For example, to search for "ABC", enter "A", "B", or "C".

- [Exclude Words]: The names which do not contain an entered character or characters are targeted.

  For example, to search for "ABC", enter "D".

Specifying the E-mail Subject

You can specify the subject for an e-mail when sending a file by e-mail.

1. **Press [Subject].**
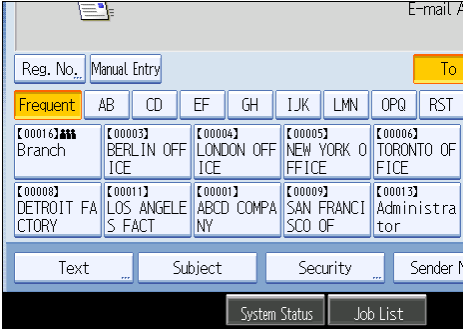
2. **Enter the subject.**

   To enter characters, press [Text Entry].

   To enter symbols, press [Symbol Entry].

   To add predefined User Text registered on this machine, press [User Text].

   For details about entering the text, see "Entering Text", About This Machine.

3. **Press [OK].**

Specifying the E-mail Message

This section explains how to specify the e-mail message.

The message can be created in the following ways:

- Select the registered e-mail message from the list

- Enter the message directly

⭐**Important**

- The messages that can be selected from the list must be registered in [System Settings] in advance. For details, see "File Transfer", General Settings Guide.

Selecting a Message from the List

You can select a message from the list.

1. **Press [Text].**
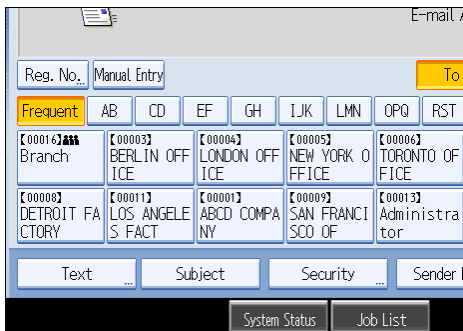
2. **Select a message.**

3. **Press [OK].**

1
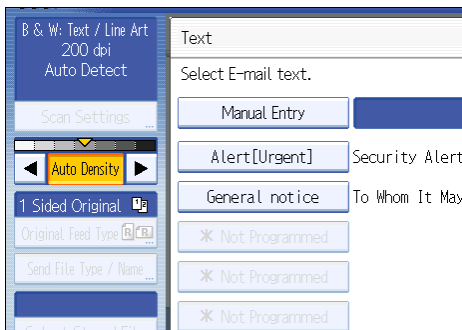
Manual Entry of a Message

You can enter the message manually.

1. **Press [Text].**
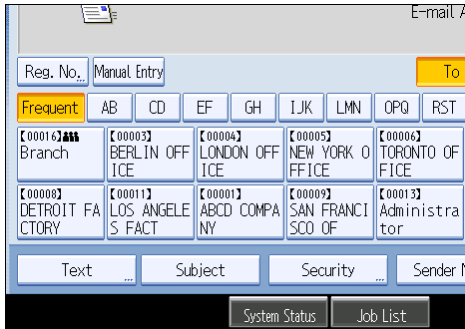
2. **Press [Manual Entry].**

   The soft keyboard appears.

3. **Enter the message.**

4. **Press [OK] twice.**

Simultaneous Storage and Sending by E-mail

This section explains how to store a file and simultaneously send it by e-mail.

1. **Press [Store File].**
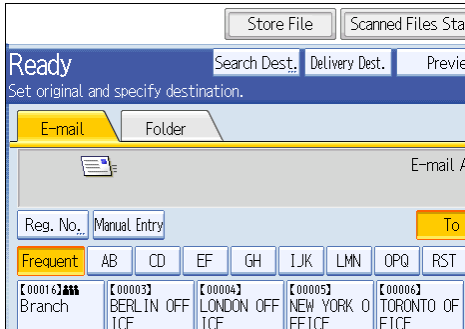
2. **Select [Send & Store].**

3. **If necessary, specify the stored file's information, such as [User Name], [File Name], and [Password].**

   For details, see "Specifying File Information for a Stored File".

4. **Press [OK].**

5. **Specify the destination, make any other necessary settings, and then send the e-mail.**

   For details about sending a file by e-mail, see "Basic Operation for Sending Scan Files by E-mail".

🔽 Note

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

- You can resend stored files by e-mail. To resend stored files, select the files on the Select Stored File screen, and then send them. For details, see "Sending a Stored File".

- If a file is simultaneously sent by e-mail and stored when [Security] is specified, both the sent and stored file will be encrypted, but the signature will be applied to the sent e- file only. Encryption of stored files is possible only when the optional HDD Encryption Unit is installed. For details about encrypting stored files, see "Encrypting Data on the Hard Disk", Security Reference.

🔖 Reference

- p.79 "Specifying File Information for a Stored File"

- p.24 "Basic Operation for Sending Scan Files by E-mail"

- p.88 "Sending a Stored File"

Security Settings to E-mails

This section explains the procedure for applying security (encryption and a signature) to e-mail.

Applying security (encryption and a signature) to e-mail helps prevent spoofing and information leakage.

🔽Note

- The S/MIME authentication function is used to set security. For details about security settings, consult your network administrator.

Sending Encrypted E-mail

Use the following procedure to specify a destination for which encryption is configured, and encrypt and send an e-mail.

Destinations for which encryption can be configured for each transmission are indicated by this symbol 🔒👥.

1. **Press [Security].**
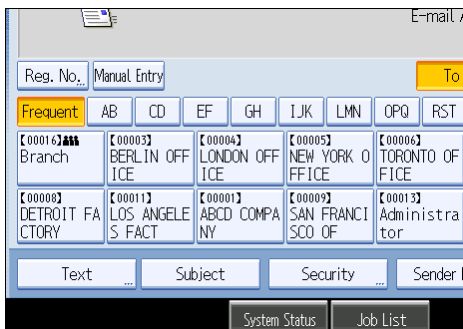
2. **Select [Encryption].**
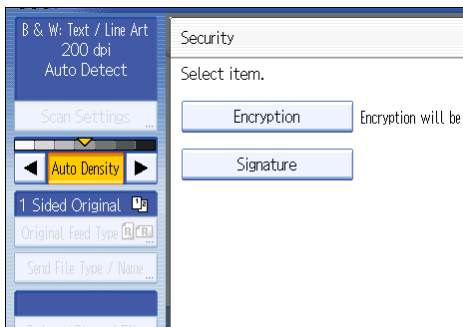
3. **Press [OK].**

🔽Note

- Encrypting e-mail will increase its size.

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- When you specify a destination denoted by the symbol 🔒 (which indicates that e-mail sent to this destination is always encrypted) encrypted e-mail will be sent regardless of the setting specified in [Security].

- If you have selected multiple destinations including destinations for which decryption has not been configured, e-mail sent to such destinations will not be encrypted even if you specify encryption.

- If you select [Send & Store], only the file sent by e-mail will be encrypted. The stored file will not be encrypted. Encryption of stored files is possible only when the optional HDD Encryption Unit is installed. For details about encrypting stored files, see "Encrypting Data on the Hard Disk", Security Reference.

Sending E-mail with a Signature

Use the following procedure to attach signatures to files and send those files by e-mail.

⭐ **Important**

- To perform this procedure, you must first select [Set Individually] in the signature settings of Web Image Monitor.

1. **Press Security.**

2. **Select [Signature].**
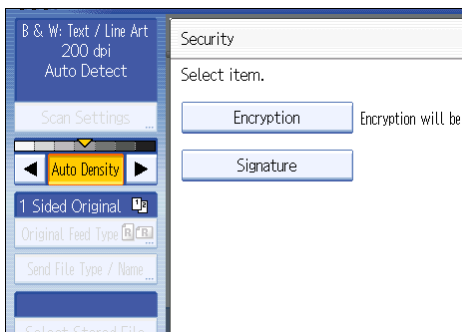
3. **Press [OK].**

⬇ **Note**

- The certificate (device certificate) installed on this machine is used to attach signatures.

- The S/MIME settings of Web Image Monitor limit the signature setting as follows:

  - If [Set Individually] is selected:

    A signature can be applied to each transmission if you select [Signature] in [Security].

  - If [Do not Use Signatures] is selected:

    Pressing [Security] will not display [Signature].

- If [Use Signatures] is selected:

  A signature is always applied to scan files that are sent by e-mail. You cannot cancel [Signature] in [Security].

1

Sending the URL by E-mail

This section explains how to send the URL of a scanned file by e-mail.

Use this function if network restrictions prevent you sending attachments by email.

⭐ **Important**

- **Depending on your e-mail application, a phishing warning might appear after you receive an e-mail message. To prevent phishing warnings appearing after you receive e-mail from a specified sender, you must add the sender to your e-mail application's exclusion list. For details about how to do this, see your e-mail application's Help.**

1. **In [Scanner Features], on the [Send Settings] tab, press [Stored File E-mail Method], and then select [Send URL Link].**

   For details about specifying the setting, see "Scanner Features", General Settings Guide.

2. **Return to the initial scanner screen, and then press [Store File] to select [Send & Store].**

   To send the URL by e-mail, you must select [Send & Store].

3. **Press [OK].**

4. **Specify the e-mail destination, make any other necessary settings, and then send the e-mail.**

   For details about sending e-mail, see "Basic Operation for Sending Scan Files by E-mail".

   An e-mail similar to the following will be sent to the destination:

   URL address

   ```
   This E-mail was sent from "ScanerA" (Aficio MP 2550).

   Please access following URL.
   If you cannot access please contact the sender or machine administrator.

   http://ScanerA.ABCD-NET.com/?open=webdocbox/docFile.cgi?ID=72c
   File Name:SCAN0002
   Scan Date:10.06.2007 13:36:35 (+0200)
   Document Valid for:13.06.2007 13:36:35 (+0200)
   ```

   BAP044S
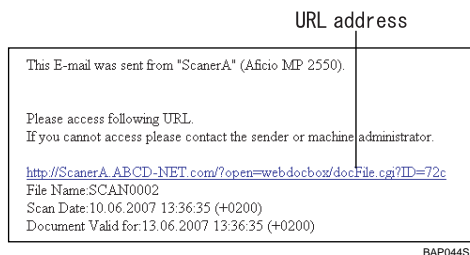
5. **In the e-mail destination, click the URL.**

   Web Image Monitor starts.

6. **View, delete, or download the file over the network using Web Image Monitor.**

   ⬇ **Note**

   - For details about Web Image Monitor functions and their settings, see "Monitoring and Configuring the Printer", Network Guide.

   - It is recommended that you use Web Image Monitor on the same network environment.

   - Depending on the environment, even if you click the URL in the file sent by e-mail, the browser may not start and you may not be able to view the file. If this happens, click the same URL again, or manually enter the URL in the browser's address bar.

- To display details about the functions for managing stored files using Web Image Monitor, click [Help] on the upper right of each Web browser's window.

- You can send the URL by e-mail and simultaneously send it by Scan to Folder. In this case, the file is sent to the Scan to Folder destination, not the URL.

目Reference

- p.24 "Basic Operation for Sending Scan Files by E-mail"

2. Sending Scan Files to Folders

Before Sending Files by Scan to Folder

This section describes the preparations and procedure for sending files by Scan to Folder.

Outline of Sending Scan Files by Scan to Folder

This section outlines the function for sending scan files by Scan to Folder.

Sending files to shared folders
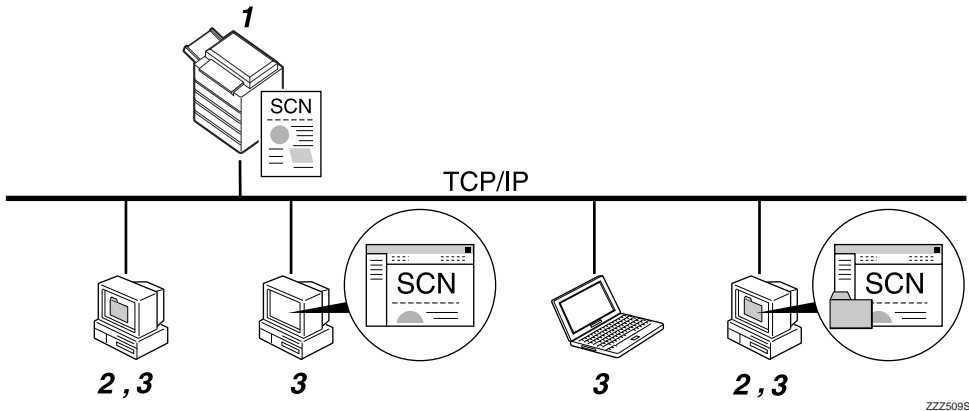
1. **This machine**

   You can send scan files to shared network folders. To send scan files to shared network folders, use the SMB protocol.

2. **Computer with a shared folder**

   To use this function, it is necessary to create a shared folder in advance. You can specify a shared folder to save scan files.

3. **Client computer**

   You can also browse scanned files saved to a shared folder from a client computer.

Sending files to an FTP server
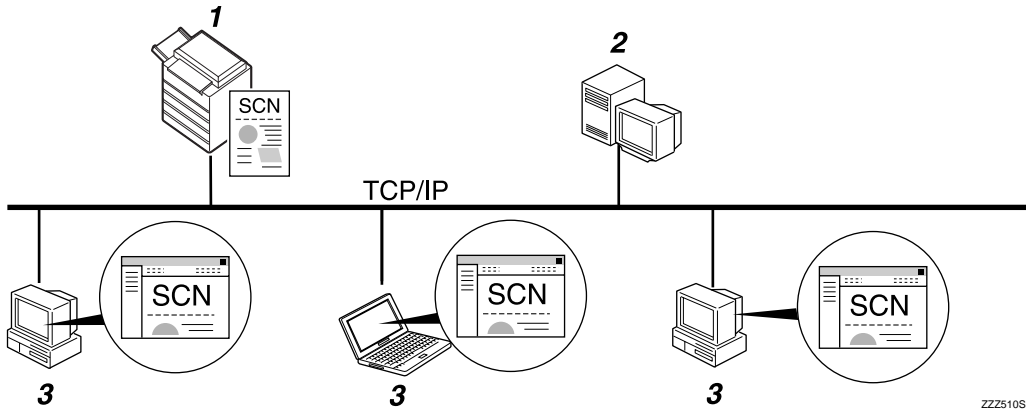
ZZZ510S

1. **This machine**

   You can send scan files to FTP server folders. To send scan files to FTP server folders, use the FTP protocol.

2. **FTP server**

   The FTP server is a server that provides file transfer services among computers on the same network. Transferred files are stored on this server. It is essential to have the FTP server inside the LAN/WAN where this machine belongs. It is not possible to access an FTP server via a proxy server.

3. **Client computer**

   You can browse scanned files saved to an FTP server from a client computer. You need to have an FTP client program on the computer to connect to an FTP server.

Sending files to a NetWare server
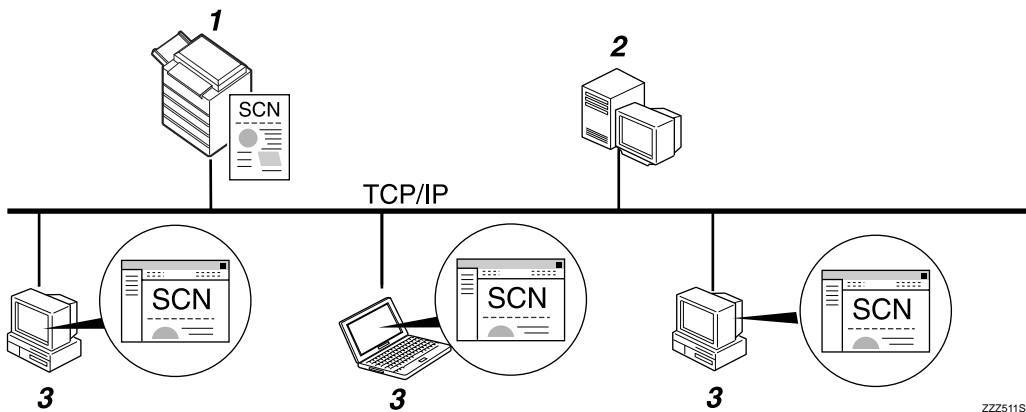
ZZZ511S

1. **This machine**

   You can send scan files to NetWare folders. To send scan files to NetWare folders, use the NCP protocol.

2. **NetWare server**

You can use this server to share files over the network via NetWare. By sending image data to the server, files can be stored on the server.

3. **Client computer**

To download files, a computer must be running the NetWare client and be logged onto the server.

Preparation for Sending by Scan to Folder

2

To send scanned files by Scan to Folder, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Configure the necessary settings in [Scanner Features]

This section explains each of these steps and where you can find more information about them.

Check the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", General Settings Guide.

Configure the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use Scan to Folder Function", General Settings Guide.

1. Press the [User Tools/Counter] key, and then press [System Settings].

   The System Settings screen appears.

2. Press the [Interface Settings] tab.

3. Press [Machine IPv4 Address] to specify the machine's IPv4 address.

   To specify a static IPv4 address for this machine, press [Specify], and then enter the IPv4 address and subnet mask.

   To obtain an IPv4 address from a DHCP server automatically, press [Auto-Obtain (DHCP)].

4. Press [IPv4 Gateway Address], and then enter the IPv4 gateway address.

5. Press [Effective Protocol], and then make [IPv4] active.

   To send files to shared folders, make [SMB] active.

   To send files to Netware folders, make [NetWare] active.

6. Press [Exit] twice.

Configure the necessary settings in [Scanner Features]

Using [Scanner Features], you can make or change various settings related to the scanner function, such as compressing scan data or viewing the scanner journal. Configure the scanner settings according to your environment and how you will be using the machine.

This section explains how to display the Scanner Features screen. For details about the settings on this screen, see "Scanner Features", General Settings Guide.

1. Press the [User Tools/Counter] key.

2. Press [Scanner Features].

   The Scanner Features screen appears.

   Press the [General Settings], [Scan Settings], [Send Settings], or [Initial Settings] tabs and configure the relevant settings on those tabs.

⬇Note

- If an extended wireless LAN board (optional) is installed, press [LAN Type] on the [Interface Settings] tab, then press [Ethernet], and then configure the network settings.

- If necessary, configure the shared folders, FTP server, and Netware server on the network in advance.

- Files can be sent by SMB in NetBIOS over TCP/IP environments only. Files cannot be sent by SMB in NetBEUI environments.

- File sending is still possible even if sending by SMB or FTP is unavailable from the control panel, Web Image Monitor, or Telnet etc.

- The settings you must configure in [System Settings] vary depending on your network environment. For details about network settings, see "Connecting the Machine", General Settings Guide.

- Scan to Folder is not supported in IPv6 environments.

Registering Destination Folders in the Address Book

You can register the addresses of frequently-used destination folders in the address book. Register the folder addresses in [Address Book Management] under [Administrator Tools] from [System Settings]. These addresses can also be registered as groups.

⬇Note

- For details about registering the address of a destination folder in the address book, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

- You can register entries in the address book using Web Image Monitor. For details about how to display Web Image Monitor, see "Monitoring and Configuring the Printer", Network Guide. For details about registering addresses in the address book, see Web Image Monitor Help.

Scan to Folder Screen

This section describes the screen layout when sending scan files by Scan to Folder.

The function items displayed serve as selector keys. You can select or specify an item by pressing it. When you select or specify an item on the display panel, it is highlighted like [Set]. Keys that cannot be selected appear like [OK].

2
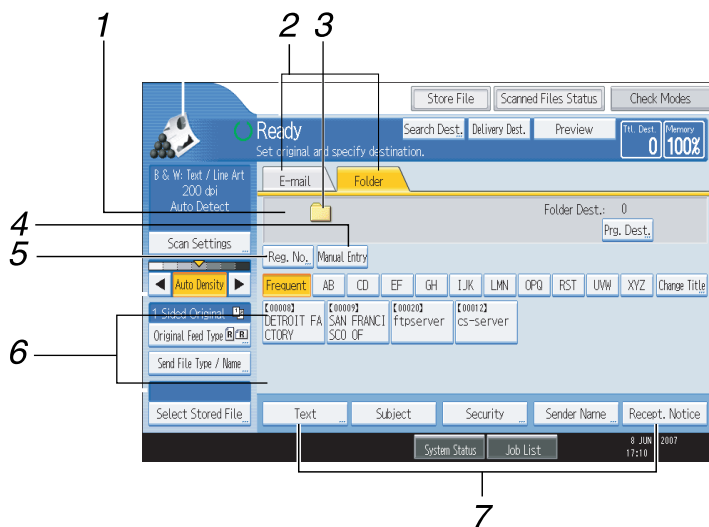
BAP006S

1. **Destination field**

   The specified destination appears. If more than one destination has been specified, press [▲] or [▼] to scroll through the destinations.

2. **E-mail/ Folder**

   Press to switch between the Scan to Folder screen and E-mail screen.

   Also switch the screen when sending a file simultaneously by both Scan to Folder and e-mail.

3. **Scan to Folder icon**

   Shows that the Scan to Folder screen is displayed.

4. **[Manual Entry]**

   To specify destinations not registered in the address book, press this button to display the soft keyboard, and then enter the address of the destination folder.

5. **[Reg. No.]**

   Press to specify a destination using a five-digit registration number.

6. **Destination List**

   The list of destinations registered in the machine appears.

   If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

   The (👥) symbol indicates a group destination.

7. **[Text] [Subject] [Security] [Sender Name] [Recept. Notice]**

Enter the message and specify the subject, e-mail security (encryption and a signature), sender, and whether or not to use Message Disposition Notification. The entries will be used for e-mail transmission when sending files simultaneously by Scan to Folder and e-mail. For details, see "Sending Scan Files by E-mail".

 Reference

- p.19 "Sending Scan Files by E-mail"

Basic Operations When Using Scan to Folder

This section describes the basic operations involved in using Scan to Folder.

1. **Make sure that no previous settings remain.**

   If a previous setting remains, press the [Clear Modes] key.

2. **If the network delivery scanner screen or E-mail screen appears, switch to the Scan to Folder screen.**

   For details, see "Switching to the Scan to Folder Screen".
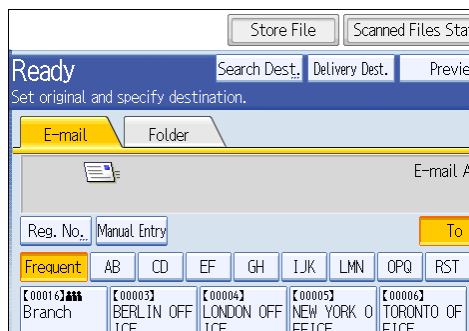
3. **Place originals.**

4. **If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.**

   For details, see "Various Scan Settings".

5. **If necessary, specify the scanning density.**

   For details, see "Adjusting Image Density".

6. **If necessary, press [Original Feed Type] to specify settings such as original orientation.**

   For details, see "Setting of Original Feed Type".

7. **If necessary, press [Send File Type / Name] to specify settings such as file format and file name.**
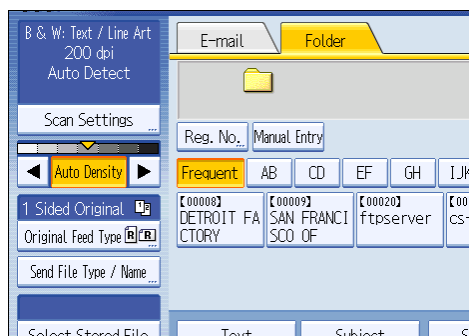
   For details, see "Specifying the File Type and File Name".

8. Specify the destination.

You can specify multiple destinations.

For details, see "Specifying Scan to Folder Destinations".

9. Press the [Start] key.

If you are scanning batches, place the next originals.

⬇ **Note**

- If you have selected more than one destination, you can press [▲] or [▼] next to the destination field to scroll through the destinations.

- To cancel a selected destination, press [▲] or [▼] to display the destination in the destination field, and then press the [Clear/Stop] key. You can cancel a destination selected from the destination list by pressing the selected destination again.

- If you press [Check Modes] before pressing the [Start] key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".

- If you press [Preview], and then start scanning while [Preview] is highlighted, the Preview screen appears. You can use this screen to check how the originals are scanned and the scan settings used for scanning. After checking the preview, you can specify whether to send the file or not. For details, see "Preview".

- To cancel scanning, press the [Clear/Stop] key.

- You can also store a file and simultaneously send it by Scan to Folder. For details, see "Simultaneous Storage and Sending by Scan to Folder".

- After an e-mail is sent, the destination, and file name fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

🔖 **Reference**

- p.59 "Switching to the Scan to Folder Screen"
- p.119 "Various Scan Settings"
- p.128 "Adjusting Image Density"
- p.129 "Setting of Original Feed Type"
- p.138 "Specifying the File Type and File Name"
- p.60 "Specifying Scan to Folder Destinations"
- p.12 "Check Modes"
- p.14 "Preview"
- p.73 "Simultaneous Storage and Sending by Scan to Folder"

Switching to the Scan to Folder Screen

This section explains how to switch to the Scan to Folder screen.

If the E-mail screen is being displayed, press [Folder] to switch to the Scan to Folder screen.

If the network delivery scanner screen is being displayed, switch to the Scan to Folder screen as follows:

1. **Press [Delivery Dest.].**
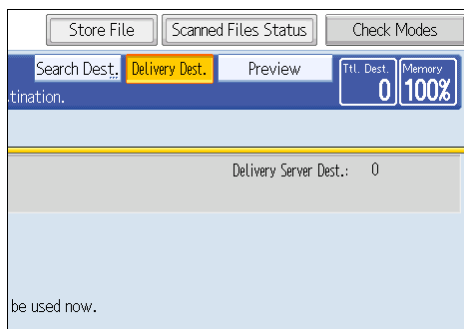
   The E-mail screen or Scan to Folder screen appears.

2. **If the E-mail screen appears, press [Folder].**
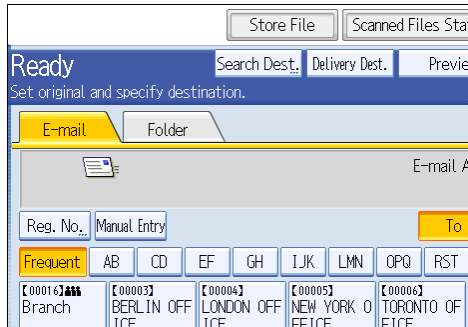
   The Scan to Folder screen appears.

   ⬇ **Note**

   - You cannot switch from the network delivery scanner screen while delivery destinations are being specified. To clear the specified destination, display the destination in the destination field of the network delivery scanner screen, and then press the [Clear/Stop] key.

Specifying Scan to Folder Destinations

This section explains how to specify Scan to Folder destinations.

You can send a file by Scan to Folder by any of the following methods:

- Select a destination registered in the machine's address book
- Send a file to a shared network folder
- Send a file to an FTP server
- Send a file to a NetWare server

Selecting the Destination from the Machine's Address Book

This section explains how to select the destination from the machine's address book.

⭐ **Important**

- To use this function, you must register the destinations in [System Settings] in advance.

You can select a destination registered in the machine's address book by any of the following methods:

- Select the destination from the destination list
- Select the destination by entering its registration number
- Select the destination by searching the machine's address book

🔽 **Note**

- If you have specified the address protection code for accessing the address book, the screen for entering the address protection code appears.
- Depending on the security setting, some destinations may not appear in the destination list.

Selecting a destination registered in the destination list

Select the destination from the destination list.

1. **In the destination list, press the key including the destination name.**

   The key of the selected destination is highlighted, and the destination appears in the destination field at the top of the screen.

If the target destination does not appear, take one of the following steps:

- Display the destination by selecting its initial letter from the title
- Display the destination by pressing [▲] or [▼]

⬇Note

- Depending on the security setting, some destinations may not appear in the destination list.

Selecting destinations by entering the registration numbers

Select the destination from the machine's address book using its registration number.

1. **Press [Reg. No.].**

2. **Enter the five-digit registration number that has been assigned to a destination folder using the number keys.**

   If the entered number is less than five digits, press the [#] key after the last number.

   Example: To enter 00004

   Press the [4] key, and then press the [#] key.

   By pressing [Change], you can change the selected destination.

3. **Press [OK].**

Searching the machine's address book for the destination and selecting it

This section explains how to search the machine's address book for the destination and select it.

1. **Press [Search Dest.].**
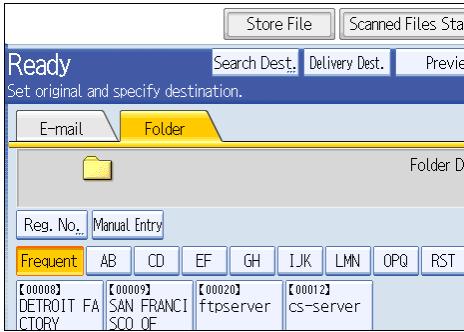
2. **To search by destination name, press [Name].**

   To search by path, press [Folder Name].
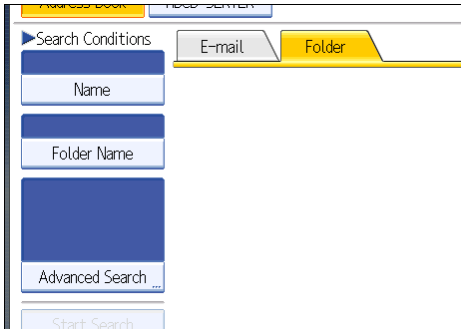
   The soft keyboard appears.

   You can also search by combining [Name] and [Folder Name].

3. **Enter the beginning of the destination name.**

   To search by path, enter the beginning of the path.

4. **Press [OK].**

5. **If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].**

   By pressing [Advanced Search], you can search using criteria such as [Name], [Fax Destination], [E-mail Address], and [Folder Name].

   You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.

The illustrated screen is an example. The items that actually appear on the screen may differ.

6. **Press [Start Search].**

Destinations that match the search criterion are displayed.

7. **Select the destination folder.**

8. **Press [OK].**

⬇ Note

- Search criteria that appear in [Advanced Search], such as [Name], [Fax Destination], [E-mail Address], and [Folder Name], are registered in the machine's address book. For details, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Setting Guide.

- By pressing [Details], you can view details about the selected destinations.

- Up to 100 destinations can be displayed as search results.

- By pressing [Advanced Search], the following criteria appear:

  - [Beginning Word]: The names which start with the entered character or characters are targeted.

    For example, to search for "ABC", enter "A".

  - [End Word]: The names which end with the entered character or characters are targeted.

    For example, to search for "ABC", enter "C".

  - [Exact Match]: The names which correspond to an entered character or characters are targeted.

    For example, to search for "ABC", enter "ABC".

  - [Include one Word]: The names which contain an entered character or characters are targeted.

    For example, to search for "ABC", enter "A", "B", or "C".

  - [Exclude Words]: The names which do not contain an entered character or characters are targeted.

    For example, to search for "ABC", enter "D".

Sending Files to a Shared Network Folder

This section explains how to specify the destination when sending files to a shared network folder.

⭐ **Important**

- The shared folder must have been created on the client computer in advance. For details about creating shared folders, see Windows Help.
- You can create the shared folder under Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008, and Mac OS X 10.2 or later.
- Depending on the operating system of the client computer, access to the shared folder may require authentication.
- This machine does not support DFS (Distributed File System).

You can send a file to a shared folder over the network by any of the following methods:

- Enter the path to the destination directly
- Specify the path by browsing the network for the destination

Entering the path to the destination manually

You can enter the path to the destination folder manually.

1. **Press [Manual Entry].**
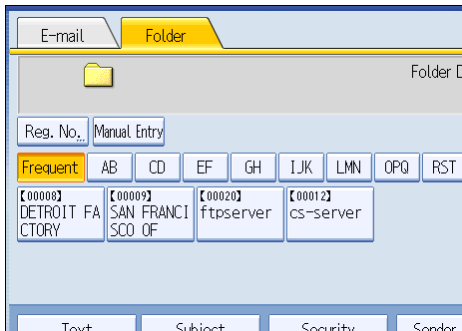
2. **Press [SMB].**

3. **Press [Manual Entry] on the right side of the path field.**

   The soft keyboard appears.

4. **Enter the path for the folder.**

   The following is an example of a path where the folder name is "user" and the computer name is "desk01": \\desk01\user.

   Instead of specifying the destination using its path, you can also use its IPv4 address.

5. **Press [OK].**

2

6. **Depending on the destination setting, enter the user name for logging on to the client computer.**

   Press [Manual Entry] to the right of the user name field to display the soft keyboard.

7. **Depending on the destination setting, enter the password for logging on to the client computer.**

   Press [Manual Entry] for the password to display the soft keyboard.

8. **Press [Connection Test].**

   A connection test is performed to check whether the specified shared folder exists.

9. **Check the connection test result, and then press [Exit].**

10. **Press [OK].**

    ⬇ Note

    - If authentication is required to access the folder, the login screen appears. Enter the user name and password.

    - If you change the protocol after entering the path name, user name, or password, a confirmation message appears.

    - Computer and shared folder names containing more than 12 characters cannot be displayed.

    - To change the path for the folder that has been entered, press [Edit] on the left side of the destination field. Enter the correct path for the folder, and then press [OK].

    - The connection test may take time.

    - You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test.

    - Even if the connection test was successful, the machine may fail to transfer the file if you do not have write privileges for the file or there is not enough free hard disk space.

    - You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".

    🖹 Reference

    -

Specifying the path by browsing the network for destinations

You can browse computers on the network for the destination folder, and then specify the path.

1. **Press [Manual Entry].**
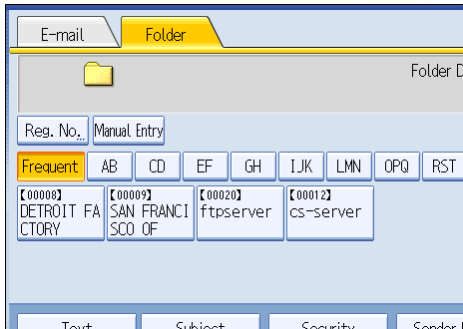
2. **Press [SMB].**

3. **Press [Browse Network] under the path name field.**
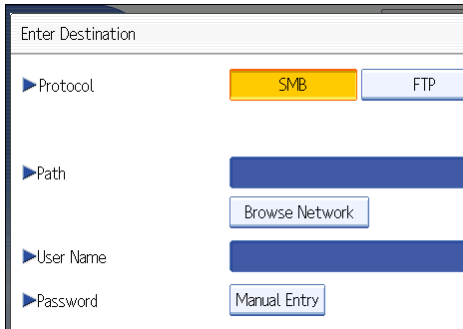
Domains or workgroups on the network appear.

4. **Select the domain or workgroup in which the destination folder is located.**

5. **Select the client computer that has the destination folder.**

If you cannot find the computer you are looking for, press [Up One Level] and browse that level.

If authentication is required to access the selected computer, the authentication screen appears. To authenticate, enter the user name and password.

6. **Select the destination folder.**

When the selected folder has sub-folders, the sub-folders list appears.

If you cannot find the destination folder, press [Up One Level], and then search for the folder at that level.

7. **Press [OK] twice.**

⬇Note

- If authentication is required to access the folder, the login screen appears. Enter the user name and password.

- If you change the protocol after entering the path name, user name, or password, a confirmation message appears.

- Computer and shared folder names containing more than 12 characters cannot be displayed.

- Up to 100 computers or shared folders can be displayed.

- The machine may fail to transfer the file if you do not have the write privileges for the shared folder or there is not enough free hard disk space.

- You can register the path to the destination in the machine' address book. For details, see "Registering the Path to the Selected Destination in the Address Book".

🔖 **Reference**

- p.72 "Registering the Path to the Selected Destination in the Address Book"

Sending Files to an FTP Server

This section explains how to specify destinations when sending files to an FTP server.

Entering the path to an FTP server manually

You can enter the path to an FTP server manually.

1. **Press [Manual Entry].**
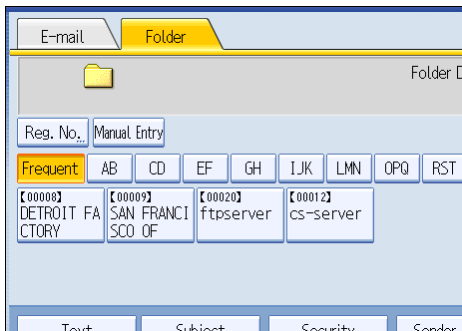
2. **Press [FTP].**

3. **Press [Manual Entry] side of the server name field.**

   The soft keyboard appears.

4. **Enter a server name.**

   Instead of specifying the destination using its path, you can also use its IPv4 address.

5. **Press [OK].**

6. **Press [Manual Entry] on the right side of the path field.**

7. **Enter the path for the folder.**

   The following is an example of a path where the folder name is "user" and the subfolder name is "lib": user\lib.

8. **Press [OK].**

9. **Enter the user name according to the setting at the destination.**

   Press [Manual Entry] to the right of the user name field to display the soft keyboard.

10. **Enter the password according to the setting at the destination.**

    Press [Manual Entry] next to the password field to make the soft keyboard appear.

11. **To change the port number which is set in [System Settings], press [Change] on the right side of the port number field. Enter a port number using the number keys, and then press the [#] key.**

12. **Press [Connection Test].**

    A connection test is performed to check whether the specified folder exists.

13. **Check the connection test result, and then press [Exit].**

14. **Press [OK].**

    ⬇ Note

    - If you change the protocol after entering the path name, user name, or password, a confirmation message appears.

    - The connection test may take time.

    - You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test.

    - To change the registered path to a destination folder, press [Edit] to the left of the destination field to display the soft keyboard, enter the new path, and then click [OK].

    - You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".

    - The machine may fail to transfer the file if you do not have write privileges for the folder or there is not enough free hard disk space.

    📘 Reference

    - p.72 "Registering the Path to the Selected Destination in the Address Book"

Sending Files to NetWare Server

This section explains how to specify destinations when sending files to a NetWare server.

The NetWare folder of the destination can be specified in an NDS tree or on a NetWare Bindery server, depending on the NetWare environment. Consult your administrator.

You can send a file to NetWare server by any of the following methods:

- Enter the destination path of the Netware server directly

- Specify the path by browsing to the destination on the Netware server

Entering the path of the NetWare server directly

You can enter the path of the NetWare server.

1. **Press [Manual Entry].**
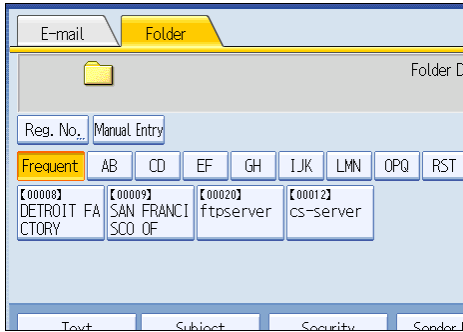
2. **Press [NCP].**

3. **Select the connection type.**

   Press [NDS] to specify the folder in the NDS tree.

   Press [Bindery] to specify the folder on the NetWare Bindery server.

4. **Press [Manual Entry] on the right side of the path field.**
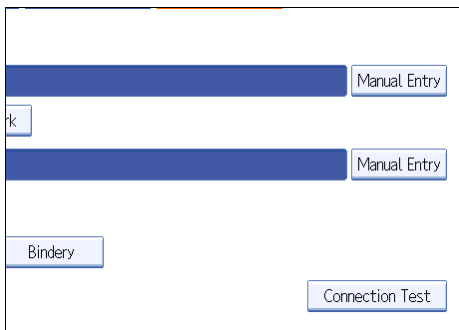
   The soft keyboard appears.

5. **Enter the path for the folder.**

   If you set the connection type to [NDS], the NDS tree name is "tree", the name of the context including the volume is "context", the volume name is "volume", and the folder name is "folder", the path will be \\tree\volume.context\folder".

   If you set the connection type to [Bindery], the NetWare server name is "server", the volume name is "volume", and the folder name is "folder", the path will be "\\server\volume\folder".

6. **Press [OK].**

7. **Enter the user name for logging on to the NDS tree or NetWare Bindery server.**

   Press [Manual Entry] to the right of the user name field. The soft keyboard appears.

2

If you press [NDS] for [Connection Type], enter the user name, and then enter the name of the context containing the user object. If the user name is "user" and the name of the Context is "context", the user name will be "user.context".

8. **If a password is specified for the log on user, enter it.**

   Press [Manual Entry] to the right of the password field. The soft keyboard appears.

9. **Press [Connection Test].**

   A connection test is performed to check whether the specified share folder exists.

10. **Check the connection test result, and then press [Exit].**

11. **Press [OK].**

   ⊕Note

   - If you change the protocol after entering the path name, user name, or password, a confirmation message appears.

   - To change a registered path to a destination folder, press [Edit] to the left to the destination field to display the soft keyboard, enter the correct path to the folder, and then press [OK].

   - You can connect only to folders that you have the read privileges for.

   - The connection test may take time.

   - You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test.

   - Even if the connection test was successful, the machine may fail to transfer the file if you do not have write privileges for the file or there is not enough free hard disk space.

   - You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".

   ⊟Reference

   - p.72 "Registering the Path to the Selected Destination in the Address Book"

Specify the path by browsing to the destination on the Netware server

Specify the path by browsing to the destination folder in an NDS tree or on a NetWare Bindery server.

1. **Press [Manual Entry].**

2. **Press [NCP].**

3. **Select the connection type.**

   Press [NDS] to specify a folder in the NDS tree.

   Press [Bindery] to specify a folder on the NetWare Bindery server.

4. Press [Browse Network] under the path name field.

If you selected [NDS] under [Connection Type], the NDS tree list appears.

If you selected [Bindery] under [Connection Type], the NetWare Bindery server list appears.

5. Search for the destination folder in the NDS tree or NetWare Bindery server.

If you cannot find the destination folder, press [Up One Level], and then search for the folder at that level.

6. Select the destination folder.

7. Press [OK] twice.

⬇ Note

- If you change the protocol after entering the path name, user name, or password, a confirmation message appears.

- Only folders that you have the read privileges for are displayed.

- If the language used for the NDS tree or by the NetWare Bindery server differs from that used by the machine, file names in the NDS tree or on the NetWare Bindery server might appear garbled.

- Up to 100 items can be displayed.

- If the selected NDS tree or NetWare Bindery server requires authentication, a login screen appears. Enter a user name and password for logging on to the NDS tree or NetWare Bindery server. If you log on to the NDS tree, enter a user name, and then enter the name of the context containing the user object. If the user name is "user" and the name of the Context is "context", the user name will be "user.context".

- The machine may fail to transfer the file if you do not have write privileges for the folder or there is not enough free hard disk space.

- You can register the path to the destination in the machine's address book. For details, see "Registering the Path to the Selected Destination in the Address Book".

🔖 Reference

Registering the Path to the Selected Destination in the Address Book

This section explains how to register folder paths you have entered manually or specified by browsing the network to the machine's address book.

1. **In the destination field, display the destination you want to register.**
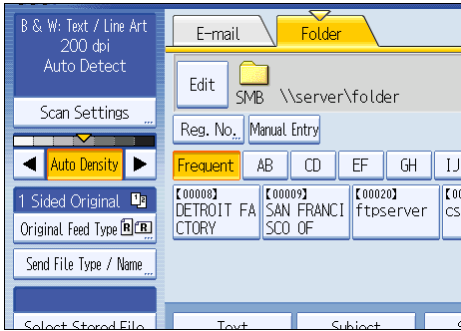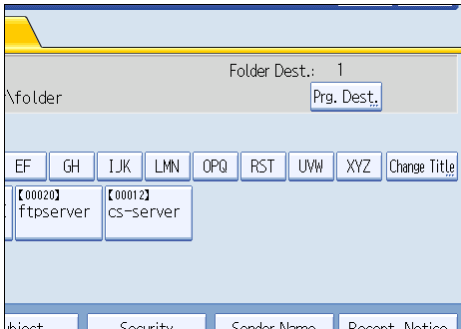
2. **Press [Prg. Dest.].**

3. **Press [Names], and then specify the name and other information to be registered.**

   For details about specifying the information to be registered, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

4. **Press [OK].**

   🔸 Note

   • Depending on the security setting, [Prg. Dest.] may not appear.

Simultaneous Storage and Sending by Scan to Folder

This section explains how to store a file and simultaneously send it by Scan to Folder.

1. **Press [Store File].**
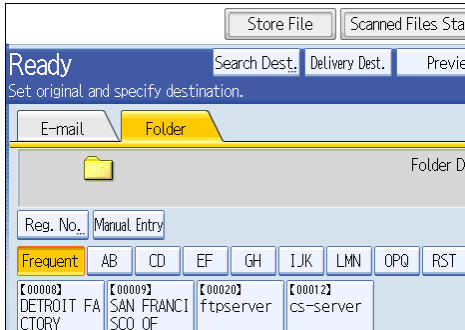
2. **Make sure that [Send & Store] is selected.**

3. **If necessary, specify the stored file's information, such as [User Name], [File Name], and [Password].**

   For details, see "Specifying File Information for a Stored File".

4. **Press [OK].**

5. **Specify the setting for sending the file by Scan to Folder, and then send the file.**

   For details about sending a file by Scan to Folder, see "Basic Operations When Using Scan to Folder".

   ⬇ Note

   - Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

   - You can resend stored files by Scan to Folder. To resend stored files, select the files on the Select Stored File screen, and then send them. For details, see "Sending a Stored File".

   🔵 Reference

   - p.79 "Specifying File Information for a Stored File"

   - p.57 "Basic Operations When Using Scan to Folder"

   - p.88 "Sending a Stored File"

2

3. Storing Files Using the Scanner Function

Before Storing Files

This section outlines file storage under the scanner function and provides related cautions.

Outline of File Storage under the Scanner Function

This section outlines storing files under the scanner function.

⭐ **Important**

- You can specify a password for each stored file. Files that are not password-protected can be accessed by other users on the same local area network using DeskTopBinder. It is recommended that you protect stored files from unauthorized access by specifying passwords.

- Scan file stored in the machine may be lost if some kind of failure occurs. We advise against using the hard disk to store important files. The supplier shall not be responsible for any damage that may result from the loss of files. For long-term storage of files, we recommend the use of DeskTopBinder. For details, contact your local dealer.
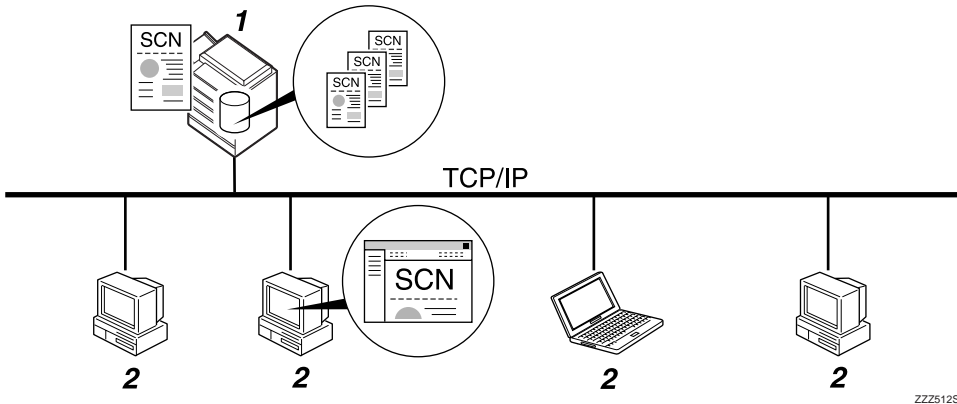
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1. **This Machine**

   You can store scan files on the machine's hard disk. The stored files can be sent by e-mail, Scan to Folder, or the network delivery scanner.

2. **Client Computer**

   Using DeskTopBinder, you can, over the network, view, copy, or delete files stored in the machine. Using Web Image Monitor, you can, over the network, view, download, send, or delete files stored in the machine. For details about DeskTopBinder Lite, see DeskTopBinder Lite-related manuals. For details about Web Image Monitor, Web Image Monitor Help.

⬇Note

- You can download DeskTopBinder Lite from the Web site and then install it on the client computer.

- Stored files will be deleted after a set period. For details about specifying the period, see "Administrator Tools", General Settings Guide.

- Files stored under the scanner function cannot be printed from the machine's control panel. Print the files from a client computer after receiving them on the computer.

- You can also store a file and simultaneously send it. For details, see "Simultaneous Storage and Sending by E-mail", "Simultaneous Storage and Sending by Scan to Folder", and "Simultaneous Storage and Delivery".

🗐Reference

- p.44 "Simultaneous Storage and Sending by E-mail"

- p.73 "Simultaneous Storage and Sending by Scan to Folder"

- p.112 "Simultaneous Storage and Delivery"

Basic Operation for Storing Scan Files

This section describes the basic operation for storing scan files.

1. **Make sure that no previous settings remain.**

   If a previous setting remains, press the [Clear Modes] key.

2. **Place originals.**

3. **Press [Store File].**
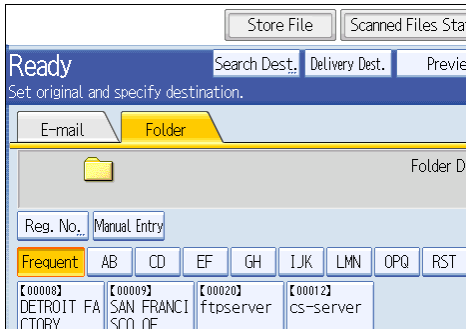
4. **Press [Store Only].**

5. **If necessary, specify file information, such as [User Name], [File Name], and [Password].**

   For details, see "Specifying File Information for a Stored File".

6. **Press [OK].**

7. **If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.**

   For details, see "Various Scan Settings".
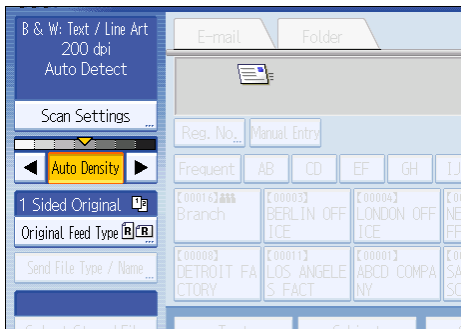
8. **If necessary, specify the scanning density.**

   For details, see "Adjusting Image Density".

9. **If necessary, press [Original Feed Type] to specify settings such as original orientation.**

   For details, see "Setting of Original Feed Type".

10. Press the [Start] key.

If you are scanning batches, place the next originals.

⬇ Note

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

- By pressing [Send & Store], you can simultaneously store scan files and send them. For details, see "Simultaneous Storage and Sending by E-mail", "Simultaneous Storage and Sending by Scan to Folder", and "Simultaneous Storage and Delivery".

- You cannot press [Store File] if:
  - "PDF" is selected as the file type and security is applied
  - High Compression PDF is selected as the file type

- You cannot specify [Store Only] if:
  - a destination is specified
  - [Preview] is selected

- To cancel scanning, press the [Clear/Stop] key.

- After an e-mail is sent, the file information fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

🔲 Reference

- p.79 "Specifying File Information for a Stored File"
- p.119 "Various Scan Settings"
- p.128 "Adjusting Image Density"
- p.129 "Setting of Original Feed Type"
- p.44 "Simultaneous Storage and Sending by E-mail"
- p.73 "Simultaneous Storage and Sending by Scan to Folder"
- p.112 "Simultaneous Storage and Delivery"

Specifying File Information for a Stored File

You can specify information for a stored file, such as user name, file name, and password.

By specifying information for a stored file, you can search for the file by user name or file name, or protect the file with a password to prevent other people from accessing the file.

Specifying a User Name

You can specify a user name for the stored file.

1. **Press [Store File].**
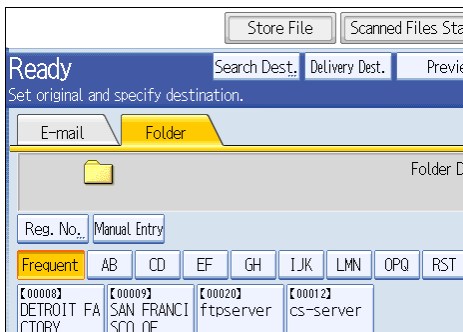
   The Store File screen appears.

2. **Press [User Name].**

   A list of user names appears.

3. **Press the user name you want to specify.**

   The user names shown here are names that were registered on the [Administrator Tools] tab in [System Settings]. To specify a name not shown here, press [Manual Entry], and then enter the user name.

4. **Press [OK] twice.**

   ⬇ Note

   - Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

Specifying a File Name

This section explains how to change the name of a stored file.

A stored file is allocated a name starting with "SCAN" followed by a 4-digit number.

- Example: SCAN0001

You can change this file name.

1. **Press [Store File].**
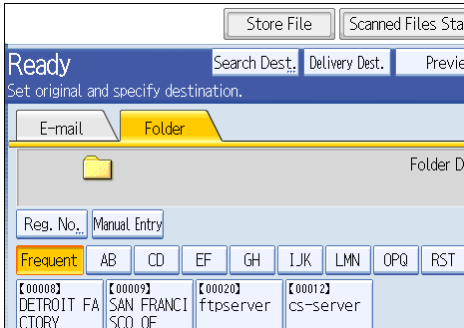
The Store File screen appears.

2. **Press [File Name].**

The soft keyboard appears.

3. **Change the file name.**

4. **Press [OK] twice.**

⬇ **Note**

- For details about entering the text, see "Entering Text", About This Machine.

Specifying a Password

You can specify a password for the stored file.

⭐ **Important**

- Do not forget the password. If you forget it, consult the system administrator of the machine.
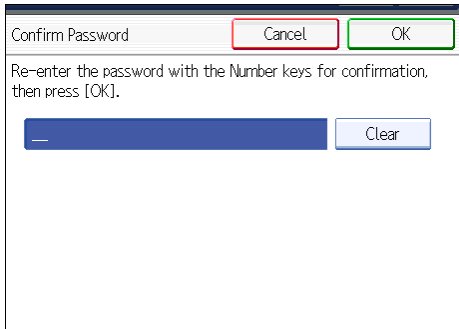
By specifying a password, you can ensure that only the people who know the password can view the file.

1. **Press [Store File].**
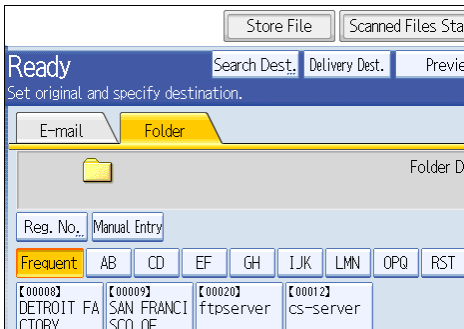
The Store File screen appears.

2. **Press [Password].**

3. **Using the number keys, enter a four to eight-digit number.**

4. **Press [OK].**

5. **Enter the same number again using the number keys.**

6. **Press [OK] twice.**

Displaying the List of Stored Files

This section describes the list of stored files.

Using the list of stored files, you can delete stored files or change the file's information.

List of Stored Files

This section describes how the list of stored files is displayed.

To display the list of stored files, press [Select Stored File] on the initial scanner screen.

The function items displayed serve as selector keys. You can select or specify an item by pressing it. When you select or specify an item on the display panel, it is highlighted like [Set]. Keys that cannot be selected appear like [OK].
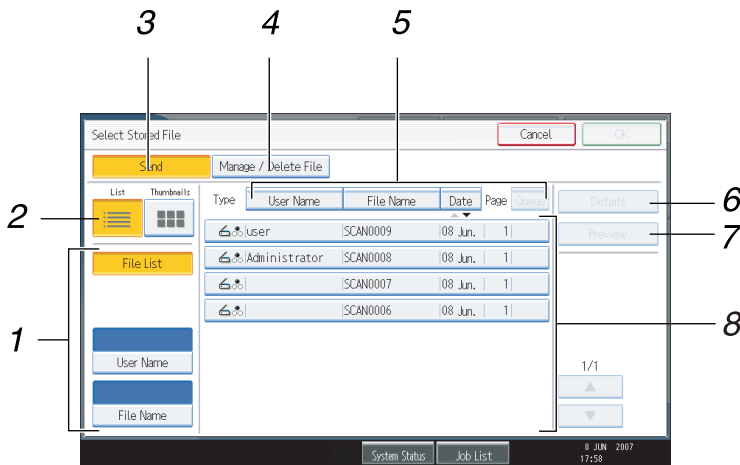
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1. **Keys for searching for files**

   Press to switch to the screens for searching for a file by user name or file name, or to the screen for displaying all files.

2. **List/ Thumbnails**

   You can select whether to display stored files as a list or as thumbnails.

3. **[Send]**

   Press this to deliver or send a stored file by e-mail or Scan to Folder.

4. **[Manage / Delete File]**

   Press this to delete stored files or change the file data.

5. **Keys for sorting files**

   Press to sort the files using the selected item. Select the same item once more for a reverse sort. However, the files cannot be sorted in reverse delivery.

6. **[Details]**

   Press this to display details about the selected file.

7. **[Preview]**

   Press this to display a preview of the selected file. For Detail, see "Checking a Stored File Selected from the List".

8. **List of stored files**

   Displays the list of stored files.

   If the file you want to select is not displayed in the list, press [▲] or [▼] to scroll the screen. If a password has been specified for a file, a key icon appears to the left of the user name for the file.

⬇ **Note**

- Depending on the security setting, some files may not appear in the list.

- Files stored under functions other than the scanner function do not appear on this screen.

🔖 **Reference**

- p.85 "Checking a Stored File Selected from the List"

Searching the List of Stored Files

You can search for files from the stored files using the user name or file name.

You can search the list of stored files by either of the following methods:

- Search by user name

- Search by file name

Searching by user name

You can search for a stored file by its user name.

1. **Press [Select Stored File].**
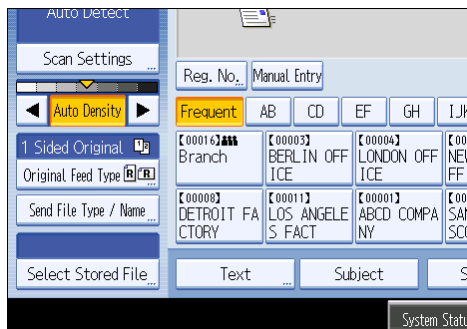
2. **Press [User Name].**

3. Select the user name to be used for the search.

The user names shown here are names that were registered on the [Administrator Tools] tab in [System Settings]. To change a user name not shown here, press [Manual Entry], and then enter the user name.

4. Press [OK].

The search begins, and then files belonging to the specified user appear.

Searching by file name

You can search for a stored file by its file name.

1. Press [Select Stored File].
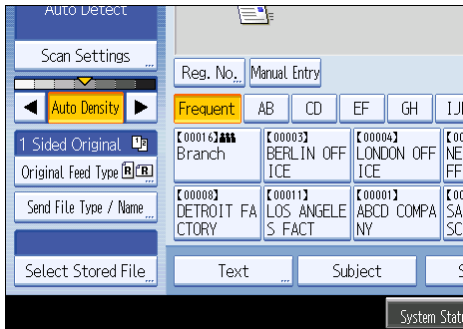
2. Press [File Name].

The soft keyboard appears.

3. Enter the file name.

For information about how to enter characters, see "Entering Text", About This Machine.

4. Press [OK].

The search starts, and files whose name starts with the entered string appear.

Checking Stored Files

You can display the Preview screen and check a stored file on the machine or from the client computer.

Checking a Stored File Selected from the List

This section explains how to preview a file selected from the list of stored files.

1. **Press [Select Stored File].**
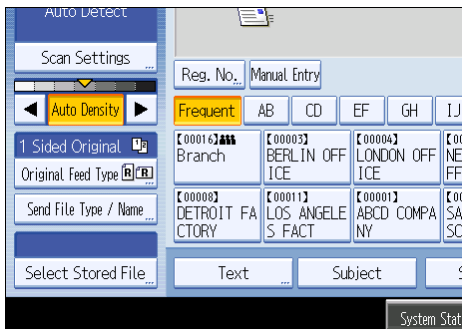
   The list of stored files appears.

   For details about the list of stored files, see "List of Stored Files".

2. **From the list of stored files, select the file you want to check.**

   You can select more than one file.

3. **Press [Preview].**

   A preview of the selected stored file appears.

   🔽 **Note**

   - If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press [OK].

   🔗 **Reference**

   - p.82 "List of Stored Files"

Stored File Preview Screen
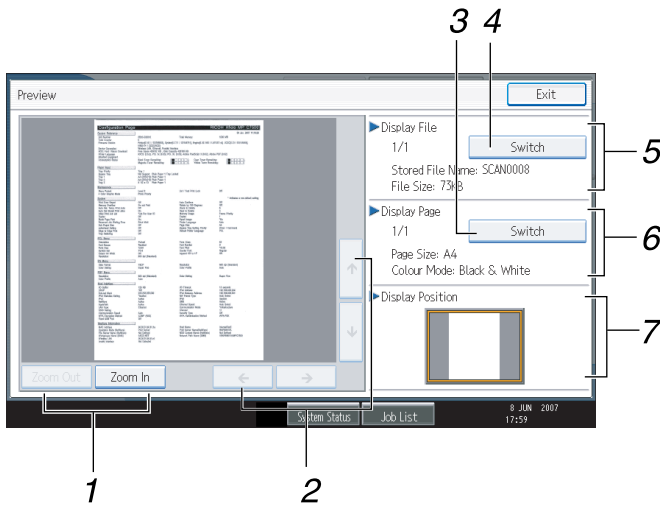
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1. **[Zoom Out], [Zoom In]**

   In previewing, you can reduce or enlarge the file image.

2. **[←] [→] [↑] [↓]**

   You can scroll the preview screen.

3. **[Switch]**

   You can switch to a preview of another page.

4. **[Switch]**

   You can switch to a preview of another file.

5. **Display File**

   The name and size of the selected file appear.

6. **Display Page**

   The page number of the previewed page, total number of pages, page size, and color mode appear.

7. **Display Position**

   When the preview is enlarged, the location of the part of the page displayed on the preview screen is indicated.

Checking Stored Files from a Client Computer

Using DeskTopBinder Lite or Web Image Monitor, you can also display the files stored in the machine on a client computer.

⭐**Important**

- To view stored files from a client computer, you must first make the required IPv4 or IPv6 address settings using DeskTopBinder or Web Image Monitor.

You can also check files stored under the copier, Document Server, and printer functions.

Using DeskTopBinder Lite to display stored files

The stored files are displayed and can be checked on a client computer using DeskTopBinder Lite.

📥**Note**

- You can also transfer the stored files to the client computer.

- You can download DeskTopBinder Lite from the Web site and then install it on the client computer.

- For details about DeskTopBinder, see the DeskTopBinder-related manuals.

Using Web Image Monitor to Display Stored Files

The stored files are displayed and can be checked also on a client computer using Web Image Monitor.

If you enter http:// (machine IPv4 or IPv6 address, or host name)/ in the address bar of the client computer's Web browser, the top page of Web Image Monitor appears.

⭐**Important**

- **Do not begin IPv4 segments with zeros. For example: if the address is "192.168.001.010", enter it as "192.168.1.10".**

📥**Note**

- You can also download the stored files.

- It is recommended that you use Web Image Monitor only within your local area network.

- For details about displaying or downloading stored files using Web Image Monitor, see "Displaying Stored Documents with Web Image Monitor", "Downloading Stored Documents with Web Image Monitor", Copy/ Document Server Reference.

- For details about making settings for using Web Image Monitor, see "Monitoring and Configuring the Printer", Network Guide.

- For details about functions for managing stored files using Web Image Monitor, click [Help] on the upper-right corner of the displayed screen.

Sending a Stored File

This section explains how to send a stored file.

Stored files can be sent by e-mail, Scan to Folder, or the network delivery scanner.

There are two methods of sending stored files by e-mail. Settings made under [Scanner Features] determine which method is used. For details, see "Scanner Features", General Settings Guide.

- To send the URL by e-mail:

  Under [Scanner Features], [Stored File E-mail Method], select [Send URL Link]. This method is useful when network restrictions prevent you sending attachments.

- To send an attached file by e-mail:

  Under [Scanner Features], [Stored File E-mail Method], select [Send File].

⭐ **Important**

- **Depending on your e-mail application, a phishing warning might appear after you receive an e-mail message. To prevent phishing warnings appearing after you receive e-mail from a specified sender, you must add the sender to your e-mail application's exclusion list. For details about how to do this, see your e-mail application's Help.**

Sending Stored Files

This section mainly explains how to select the files you want to send.

For details about how to select stored files and make settings for sending those files, see respective pages.

1. **Press [Select Stored File].**
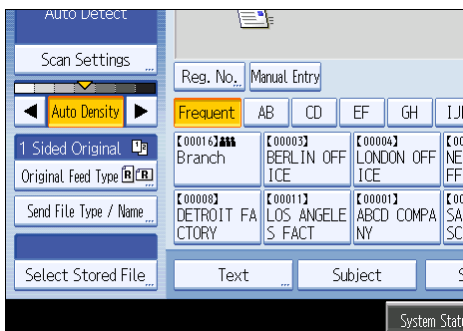
   The list of stored files appears.

2. **Select the file you want to send.**

   You can select multiple files.

   If you select multiple files, the files are sent in the selected order.

   If you press [Queue], only the files you have selected are displayed in the order they will be sent.

For details about selecting the stored files, see "Displaying the List of Stored Files".

3. **Press [OK].**

4. **If necessary, switch to the E-mail, Scan to Folder, or network delivery scanner screen.**

   For details about switching the screen, see "Switching to the E-mail Screen", "Switching to the Scan to Folder Screen", or "Switching to the Network Delivery Scanner Screen".

5. **Specify the destination, make any other necessary settings.**

   For details about how to send a file by e-mail or Scan to Folder, or how to deliver a file, see "Basic Operation for Sending Scan Files by E-mail", "Basic Operations When Using Scan to Folder", or "Basic Operation for Delivering Files".

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

   The stored file will be sent.

   Note

   - If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press [OK].

   - When the URL has been sent by e-mail, the recipient can check the stored file by clicking that URL. For details, see "Sending the URL by E-mail".

   - You can encrypt e-mail or attach a signature to it. For details, see "Security Settings to E-mails".

   Reference

   - p.82 "Displaying the List of Stored Files"
   - p.27 "Switching to the E-mail Screen"
   - p.59 "Switching to the Scan to Folder Screen"
   - p.102 "Switching to the Network Delivery Scanner Screen"
   - p.24 "Basic Operation for Sending Scan Files by E-mail"
   - p.57 "Basic Operations When Using Scan to Folder"
   - p.99 "Basic Operation for Delivering Files"
   - p.48 "Sending the URL by E-mail"
   - p.45 "Security Settings to E-mails"

Managing Stored Files

This section explains how to delete stored files and how to change the data for stored files.

Deleting a Stored File

This section explains how to delete a stored file.
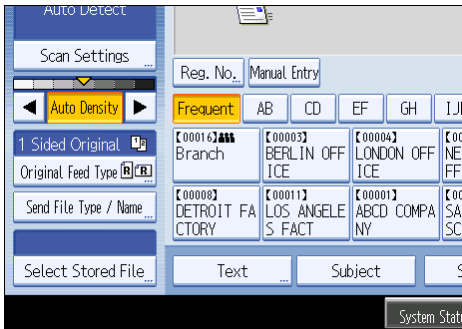
1. **Press [Select Stored File].**

   The list of stored files appears.

2. **Press [Manage / Delete File].**
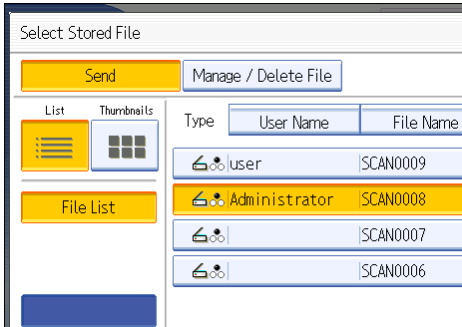
3. **Select the file you want to delete.**

   If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press [OK].

4. **Press [Delete File].**

   A confirmation message about deleting the file appears.

5. **Press [Yes].**

   🔽**Note**

   • Files waiting for delivery cannot be deleted.

- You can also delete files stored in the machine by accessing the machine from a client computer using Web Image Monitor or DeskTopBinder. For detail about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.

Changing Information for a Stored File

You can change information for a stored file, such as [User Name], [File Name], and [Password].

⬇️Note

- Information for files waiting for being sent cannot be changed.

Changing a user name

You can change the user name for a stored file.

1. **Press [Select Stored File].**
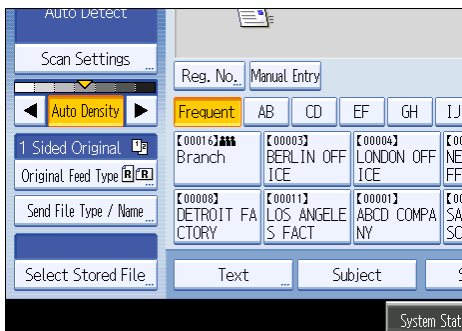
The list of stored files appears.

2. **Press [Manage / Delete File].**
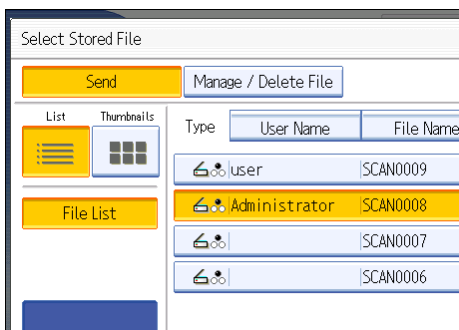
3. **Select the file containing the information you want to change.**

If you select a password-protected stored file, a screen for entering the password appears. Enter the password, and then press [OK].

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4. Press [Change User Name].

5. Enter a new user name.

The user names shown here are names that were registered on the [Administrator Tools] tab in [System Settings]. To change a user name not shown here, press [Manual Entry], and then enter the user name.

6. Press [OK].

7. Make sure that the user name was changed as necessary, and press [Exit].

⬇️Note

- Using Web Image Monitor or DeskTopBinder you can also change the user name of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.

- Depending on the security setting, [Change Access Priv.] may appear instead of [Change User Name]. For details about specifying [Change Access Priv.] consult the administrator.

Changing a file name

You can change the file name of a stored file.

1. Press [Select Stored File].
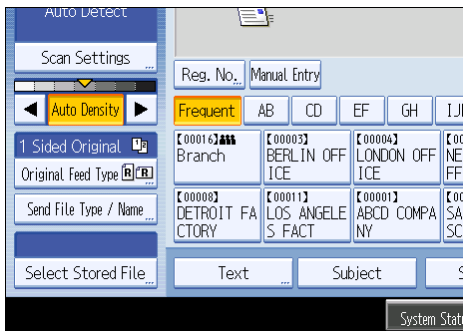
The list of stored files appears.

2. Press [Manage / Delete File].
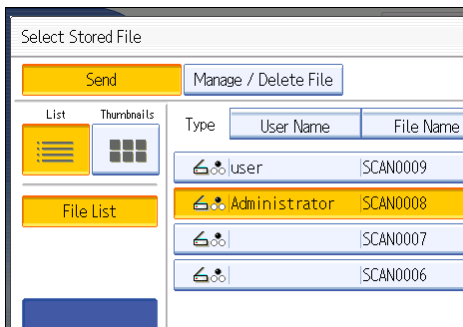
3. **Select the file containing the file information you want to change.**

   If you select a password-protected stored file, a screen for entering the password appears. Enter the password, and then press [OK].

4. **Press [Change File Name].**

5. **Change the file name.**

6. **Press [OK].**

7. **Make sure that the file information was changed as necessary, and press [Exit].**

   🔽 **Note**

   - For information about how to enter characters, see "Entering Text", About This Machine.

   - Using Web Image Monitor or DeskTopBinder, you can also change the name of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.

Changing a password

Enter the password for accessing the stored file.

⭐ **Important**

- Be sure not to forget the password. If you forget it, consult the system administrator of the machine.

1. **Press [Select Stored File].**
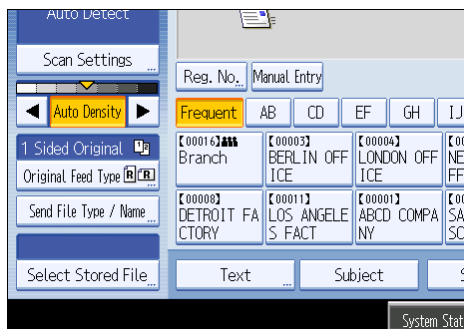
   The list of stored files appears.

2. **Press [Manage / Delete File].**

3. **Select the file containing the file information you want to change.**

   If you select a password-protected stored file, a screen for entering the password appears. Enter the password, and then press [OK].

4. **Press [Change Password].**

5. **Using the number keys, enter a new four to eight-digit password.**

6. **Press [OK].**

7. **Enter the same number again using the number keys.**

8. **Press [OK].**

9. **Press [Exit].**

🔽Note

- Using Web Image Monitor or DeskTopBinder, you can also change the password of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help. For details about DeskTopBinder, see the manuals supplied with DeskTopBinder.

4. Delivering Scan Files

Before Delivering Files

This section describes the necessary preparations and the procedure for using the network delivery scanner.

⭐**Important**

- To use the network delivery scanner function, your network must have a delivery server on which the ScanRouter delivery software (optional) is installed. You must also register destination and sender information on the delivery server. For details about the ScanRouter delivery software, see the manuals that are supplied with it.

Outline of Scan File Delivery

This section outlines the function for delivering files using the network delivery scanner.

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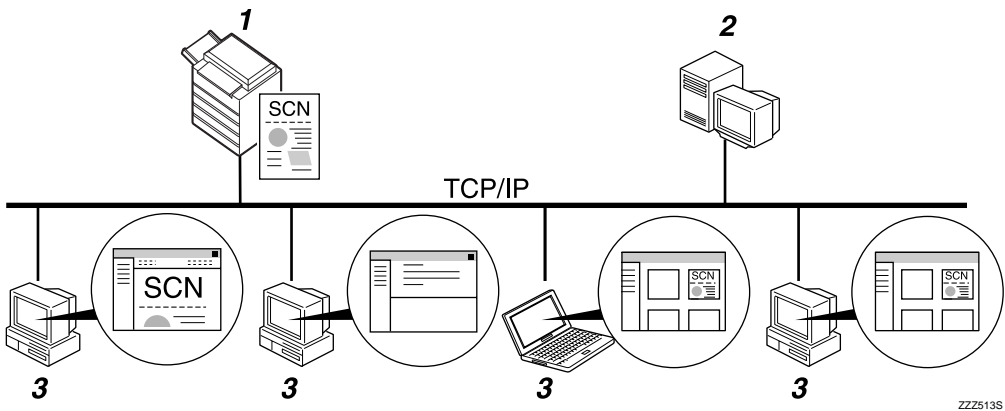
1. **This machine**

   You can send scan files to the delivery server.

2. **Delivery server**

   Install the ScanRouter delivery software on this computer to use it as the delivery server.

   After receiving a scan file, the delivery server delivers the file according to the setting specified for the destination. The delivery settings are as follows:

   - Storing the file in an in-tray
   - Delivering the file by e-mail
   - Storing the file in a selected folder

   For details about the ScanRouter delivery software, see the manuals supplied with ScanRouter delivery software.

3. **Client Computer**

   How to check a file from the client computer depends on the delivery method.

For example, you can check a file by one of the following methods:

- Use DeskTopBinder to view a file delivered to the in-tray.
- Use e-mail software to receive e-mail with an attached file.
- Browse a folder for a stored file.

Preparing to Deliver Files

To deliver scanned files, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Configure the necessary settings in [Scanner Features]
- Configure the settings in ScanRouter delivery software

This section explains each of these steps and where you can find more information about them.

Check the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", General Settings Guide.

Configure the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use the Network Delivery Scanner", General Settings Guide.

1. Press the [User Tools/Counter] key, and then press [System Settings].

   The System Settings screen appears.

2. Press the [Interface Settings] tab.

3. Press [Machine IPv4 Address] to specify the machine's IPv4 address.

   To specify a static IPv4 address for this machine, press [Specify], and then enter the IPv4 address and subnet mask.

   To obtain an IPv4 address from a DHCP server automatically, press [Auto-Obtain (DHCP)].

4. Press [IPv4 Gateway Address], and then enter the IPv4 gateway address.

5. Press [Effective Protocol], and then make [IPv4] active.

6. Press the [File Transfer] tab.

7. Press [Delivery Option], and then press [On].

8. Press [Exit] twice.

Configure the necessary settings in [Scanner Features]

Using [Scanner Features], you can make or change various settings related to the scanner function, such as compressing scan data or viewing the scanner journal. Configure the scanner settings according to your environment and how you will be using the machine.

This section explains how to display the Scanner Features screen. For details about the settings on this screen, see "Scanner Features", General Settings Guide.

1. Press the [User Tools/Counter] key.

2. Press [Scanner Features].

    The Scanner Features screen appears.

    Press the [General Settings], [Scan Settings], [Send Settings], or [Initial Settings] tabs and configure the relevant settings on those tabs.

Configure the settings in ScanRouter delivery software

Using the ScanRouter delivery software, register this machine as an I/O device. In addition, register destinations and specify such settings as the delivery type and sender.

For details about settings, see the manuals supplied with the ScanRouter delivery software.

⬇ Note

- If an extended wireless LAN board (optional) is installed, press [LAN Type] on the [Interface Settings] tab, then press [Ethernet], and then configure the network settings.

- To view files delivered to an in-tray, DeskTopBinder Lite must be installed on the client computer. You can download DeskTopBinder Lite from the Web site and then install it on the client computer.

- The settings you must configure in [System Settings] vary depending on your network environment. For details about network settings, see "Connecting the Machine", General Settings Guide.

🔖 Reference

- p.165 "Scanner Features"

Network Delivery Scanner Screen

This section describes the screen layout when using the network delivery scanner.

The function items displayed serve as selector keys. You can select or specify an item by pressing it. When you select or specify an item on the display panel, it is highlighted like [Set]. Keys that cannot be selected appear like [OK].
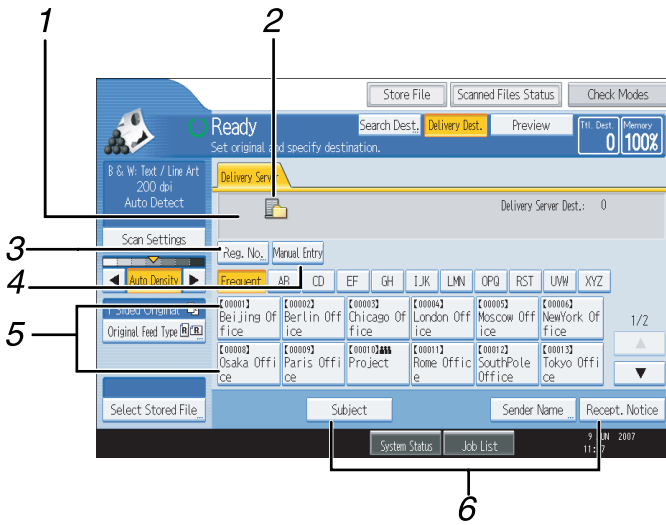
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1. **Destination Field**

   The specified destination appears. If more than one destination has been specified, press [▲] or [▼] to scroll through the destinations.

2. **Network delivery scanner icon**

   Indicates that the network delivery scanner screen is displayed.

3. **[Reg. No.]**

   Press this key to specify the destination using a 3-digit registration number.

4. **[Manual Entry]**

   To send a file by e-mail via the delivery server to a destination not registered in the delivery server's Destination List, press this key to display the soft keyboard. Then use the soft keyboard to enter the e-mail address. For details about how to send a file by e-mail via the delivery server, see ScanRouter delivery software manual.

5. **Destination List**

   The list of destinations registered in the delivery server appears. If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

   The (👥) symbol indicates a group destination.

6. **[Subject] [Sender Name] [Recept. Notice]**

   Specify the subject, sender, and whether or not to enable Message Disposition Notification for the file to be transmitted.

Basic Operation for Delivering Files

This section describes the basic operation for delivering scan files using the network delivery scanner.

⭐ **Important**

- **You must register destinations and senders in advance using the ScanRouter delivery software installed on the delivery server.**

1. **Make sure that no previous settings remain.**

   If a previous setting remains, press the [Clear Modes] key.

2. **If the E-mail screen or Scan to Folder screen appears, switch to the network delivery scanner screen.**

   For details, see "Switching to the Network Delivery Scanner Screen".
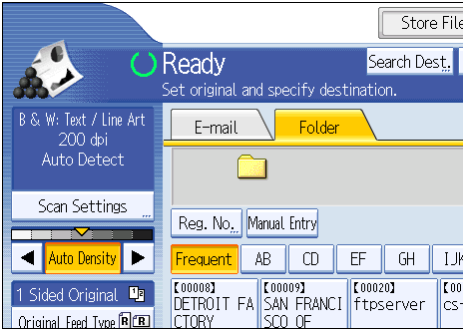
3. **Place originals.**

4. **If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.**

   For details, see "Various Scan Settings".
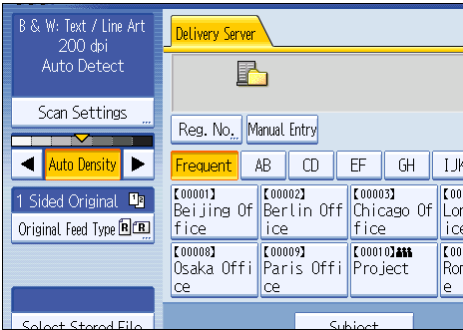
5. **If necessary, specify the scanning density.**

   For details, see "Adjusting Image Density".

6. **If necessary, press [Original Feed Type] to specify settings such as original orientation.**

   For details, see "Setting of Original Feed Type".

7. **Specify the destination.**

   You can specify multiple destinations.

   For details, see "Specifying Delivery Destinations".

8. **If necessary, press [Subject] to specify the e-mail subject.**

   For details, see "Specifying the Subject of the E-mail to Be Transmitted via the Delivery Server".

9. **If necessary, press [Sender Name] to specify the sender.**

   For details, see "Specifying the Sender".

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

    If you are scanning batches, place the next originals.

    ⬇ **Note**

    - By pressing [Manual Entry] on the network delivery scanner screen, you can send a file by e-mail via the delivery server's network. For details about entering the e-mail address directly, see "Entering an E-mail Address Manually".

    - If you have selected more than one destination, press [▲] or [▼] next to the destination field to scroll through the destinations.

    - To cancel a selected destination, display the destination in the destination field, and then press the [Clear/Stop] key. You can cancel a destination selected from the address book by pressing the selected destination again.

    - You can use the Message Disposition Notification function when sending e-mail via delivery server. An e-mail is sent to the sender selected in step 9, notifying him/her that the recipient has read his/her e-mail. To specify this setting, press [Recept. Notice].

    - To enable the Return Receipt function, you must specify the ScanRouter delivery software settings for sending e-mail by SMTP. For details about specifying this setting, see the ScanRouter delivery software manual. Note, however, that if the e-mail software used at the destination does not support Message Disposition Notification (MDN), e-mail notification that the e-mail has been opened may not be sent.

    - Register the sender's e-mail address using the ScanRouter delivery software in advance.

    - If you press [Check Modes] before pressing the [Start] key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".

    - If you press [Preview] and start scanning while [Preview] is highlighted, the Preview screen appears. For details, see "Preview".

    - To cancel scanning, press the [Clear/Stop] key.

    - You can also store a scan file and simultaneously deliver it. For details, see "Simultaneous Storage and Delivery".

- After an e-mail is sent, the destination, sender, and subject fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

Reference

- p.102 "Switching to the Network Delivery Scanner Screen"
- p.119 "Various Scan Settings"
- p.128 "Adjusting Image Density"
- p.129 "Setting of Original Feed Type"
- p.103 "Specifying Delivery Destinations"
- p.111 "Specifying the Subject of the E-mail to Be Transmitted via the Delivery Server"
- p.107 "Specifying the Sender"
- p.31 "Entering an E-mail Address Manually"
- p.12 "Check Modes"
- p.14 "Preview"
- p.112 "Simultaneous Storage and Delivery"

Switching to the Network Delivery Scanner Screen

This section explains how to switch the screen to the network delivery scanner screen.

If the E-mail screen or Scan to Folder screen is being displayed, switch to the network delivery scanner screen.

1. **Press [Delivery Dest.].**
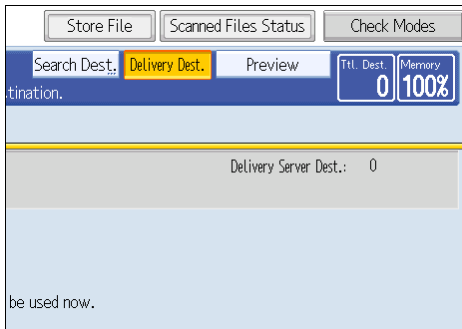
The network delivery scanner screen appears.

🔽**Note**

- You cannot switch from the E-mail screen or Scan to Folder screen while destinations or senders are being specified. To clear a specified destination, display the destination in the destination field of the E-mail screen or Scan to Folder screen, and then press the [Clear / Stop] key.

Specifying Delivery Destinations

This section explains how to specify delivery destinations.

Selecting Destinations Registered in the Delivery Server's Address Book

This section explains how to select destinations registered in the delivery server's address book

You can select a delivery destination registered in Destination List of the delivery server by any of the following methods:

- Select the destination from the delivery destination list
- Select the destination by entering the registration number
- Select the destination by searching in the delivery server

Selecting a destination from the Destination List

From the destination list, select a destination.

1. **In the destination list, press the key including the destination name.**
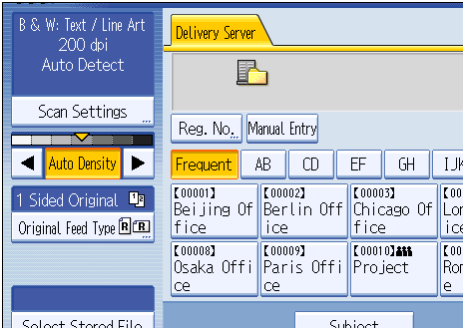
The selected destination is highlighted and also is displayed in the destination field at the top of the screen.

Destinations are registered in the delivery server under captions. The destination list is updated automatically.

⬇️**Note**

- If the target destination does not appear, press [▲] or [▼] to scroll through the destinations until it does.
- Depending on the security setting, some destinations may not appear in the destination list.

Selecting destinations by entering their registration numbers

Select a destination by entering its Short ID number (registered using the ScanRouter delivery software). For details about how to set Short IDs, see the manuals supplied with the ScanRouter delivery software.

1. **Press [Reg. No.].**
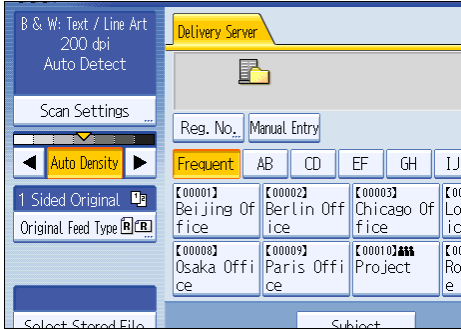
2. **Using the number keys, enter the three-digit registration number, and then press the [#] key.**

   You can also enter a registration number of fewer than three digits.

   Example: To enter 009

   Press the [9] key, and then press the [#] key.

   By pressing [Change], you can change the selected destination.

3. **Press [OK].**

   ↓Note

   • To cancel a selected destination, press [▲] or [▼] next to the destination field to scroll through the destinations until the one you want to cancel appears, and then press the [Clear/Stop] key.

Selecting destinations by searching the delivery server's Destination List

In the delivery server's Destination List, you can search for destinations and select them.

1. **Press [Search Dest.].**
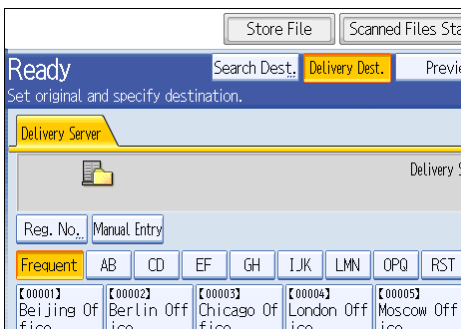
2. **To search by destination name, press [Name].**

   To search by comment, press [Comment].

   The soft keyboard appears.

   You can also search by combining [Name] and [Comment].

3. **Enter the beginning of the destination name.**

   To search by comment, enter the beginning of the comment.

4. **Press [OK].**

5. **If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].**

   By pressing [Advanced Search], you can search by [Name] and [Comment]. You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.

6. **Press [Start Search].**

   Destinations that match the search criteria are displayed.

7. **Select the destination.**

8. **Press [OK].**

   🔽 **Note**

   - The Comment search function searches for destinations by comment information, which is a registration item required by the ScanRouter delivery software.

   - By pressing [Details], you can view details about the selected destinations.

   - Up to 100 destinations can be displayed as search results.

   - By pressing [Advanced Search], the following criteria appear:

     - [Beginning Word]: The names which start with the entered character or characters are targeted.

       For example, to search for "ABC", enter "A".

     - [End Word]: The names which end with the entered character or characters are targeted.

       For example, to search for "ABC", enter "C".

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- [Exact Match]: The names which correspond to an entered character or characters are targeted.

  For example, to search for "ABC", enter "ABC".

- [Include one Word]: The names which contain an entered character or characters are targeted.

  For example, to search for "ABC", enter "A", "B", or "C".

- [Exclude Words]: The names which do not contain an entered character or characters are targeted.

  For example, to search for "ABC", enter "D".

Specifying the Sender

This section explains how to specify the e-mail sender when sending a file by e-mail via the delivery server.

You can specify the sender by any of the following methods:

- Select the sender from the sender list
- Select the sender by entering the registration number
- Select the sender by searching the delivery server's Destination List

Selecting a Sender from the Sender List

This section explains how to select a sender from the sender list.

The sender list displays destinations that are registered on the delivery server.

1. **Press [Sender Name].**
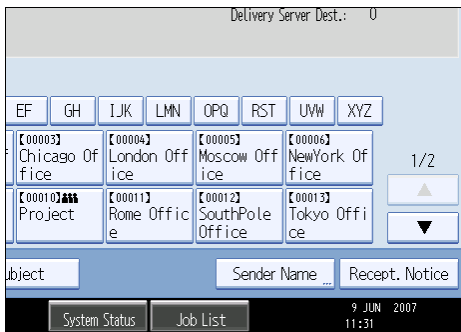
2. **Select the sender.**
3. **Press [OK].**

Selecting the Sender by Entering the Registration Number

Select a sender by entering its Short ID number (registered using the ScanRouter delivery software).

For details about how to set Short IDs, see the manuals supplied with the ScanRouter delivery software.

1. **Press [Sender Name].**
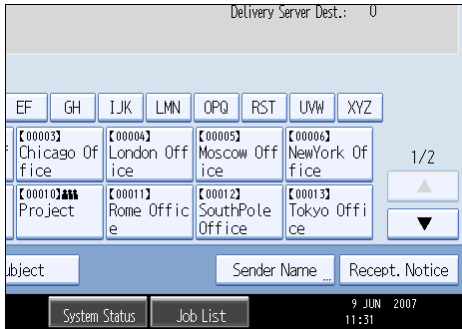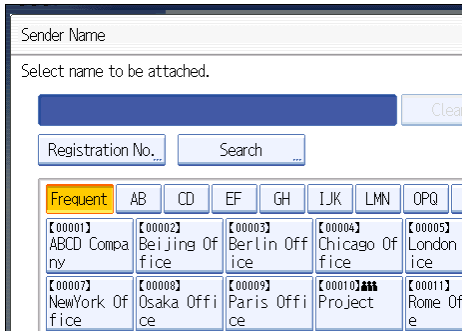
2. **Press [Registration No.].**

3. **Using the number keys, enter the three-digit registration number assigned to the required destination folder.**

   If the entered number is less than five digits, press the [#] key after the last number.

   Example: To enter 006

   Press the [6] key, and then press the [#] key.

   By pressing [Change], you can change the selected destination.

4. **Press [OK] twice.**

Selecting a Sender by Searching the Delivery Server's Destination List

This section explains how to select a sender by searching the delivery server's Destination List.

1. **Press [Sender Name].**
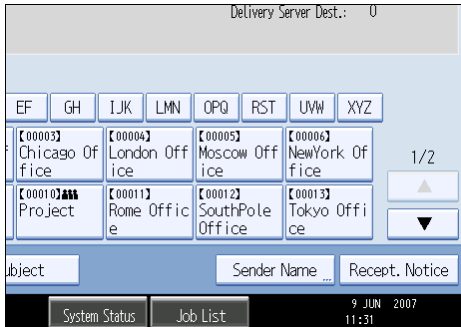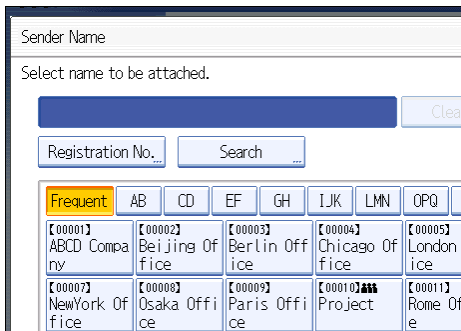
2. **Press [Search].**

3. **To search by destination name, press [Name].**

   To search by comment, press [Comment].

   The soft keyboard appears.

   You can also search by combining [Name] and [Comment].

4. **Enter the beginning of the sender's name.**

   To search by comment, enter beginning of the comment.

5. **Press [OK].**

6. **If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].**

   By pressing [Advanced Search], you can search by [Name] and [Comment]. You can specify search criteria such as [Beginning Word] or [End Word]. You can refine your search using multiple criteria.
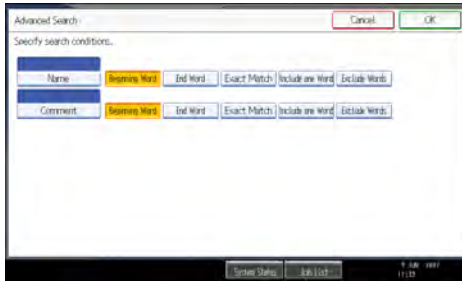
7. **Press [Start Search].**

   Destinations that match the search criteria are displayed.

8. **Select the sender.**

9. **Press [OK].**

   ⬇Note

   - The Comment search function searches for destinations by comment information, which is a registration item required by the ScanRouter delivery software.

   - By pressing [Details], you can view details about the selected destinations.

   - Up to 100 items can be displayed as the search results.

   - By pressing [Advanced Search], the following criteria appear:

     - [Beginning Word]: The names which start with the entered character or characters are targeted.

       For example, to search for "ABC", enter "A".

     - [End Word]: The names which end with the entered character or characters are targeted.

       For example, to search for "ABC", enter "C".

     - [Exact Match]: The names which correspond to an entered character or characters are targeted.

       For example, to search for "ABC", enter "ABC".

     - [Include one Word]: The names which contain an entered character or characters are targeted.

       For example, to search for "ABC", enter "A", "B", or "C".

     - [Exclude Words]: The names which do not contain an entered character or characters are targeted.

       For example, to search for "ABC", enter "D".

Specifying the Subject of the E-mail to Be Transmitted via the Delivery Server

This section explains how to specify the e-mail subject when sending a file by e-mail via the delivery server.

1. **Press [Subject].**
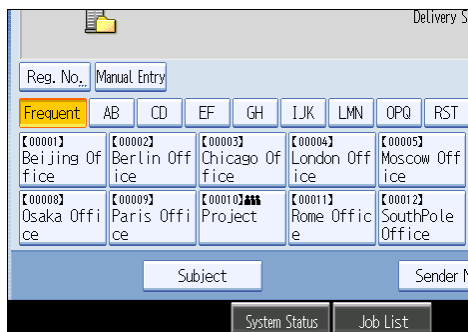
2. **Enter the subject.**

   To enter characters, press [Text Entry].

   To enter symbols, press [Symbol Entry].

   To add predefined User Text registered on this machine, press [User Text].

   For details about entering the text, see "Entering Text", About This Machine.

3. **Press [OK].**

Simultaneous Storage and Delivery

This section explains how to store a file and simultaneously deliver it.

1. **Press [Store File].**
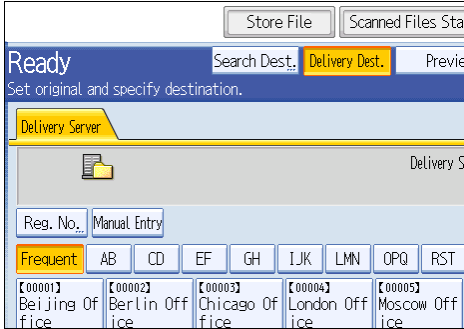
2. **Make sure that [Send & Store] is selected.**

3. **If necessary, specify the stored file's information, such as [User Name], [File Name], and [Password].**

   For details, see "Specifying File Information for a Stored File".

4. **Press [OK].**

5. **Specify the setting for delivering the file, and then send the file.**

   For details about delivering a file, see "Basic Operation for Delivering Files".

   🔽**Note**

   - Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

   - You can resend stored files. To resend stored files, select the files on the Select Stored File screen, and then send them. For details, see "Sending a Stored File".

   🔘**Reference**

   - p.79 "Specifying File Information for a Stored File"

   - p.99 "Basic Operation for Delivering Files"

   - p.88 "Sending a Stored File"

5. Scanning Originals with the Network TWAIN Scanner

Before Using the Network TWAIN Scanner

This section describes the preparations and procedure for using the network TWAIN scanner.

The TWAIN driver allows you to scan originals on the machine from a client computer via the network.

⭐**Important**

- To use the network TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM. For details about installing the TWAIN driver, see "Installing the TWAIN Driver from the Supplied CD-ROM".
- To use the network TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder, must be installed on the client computer. You can download DeskTopBinder Lite from the Web site and then install it on the client computer.

📄**Reference**

- p.115 "Installing the TWAIN Driver from the Supplied CD-ROM"

Outline of the Network TWAIN Scanner

This section outlines the network TWAIN scanner function.

In the TWAIN scanner mode, you can share this machine among multiple computers. Therefore, you don't have to prepare a special computer for scanner or reconnect the scanner and each computer every time you need to use it.
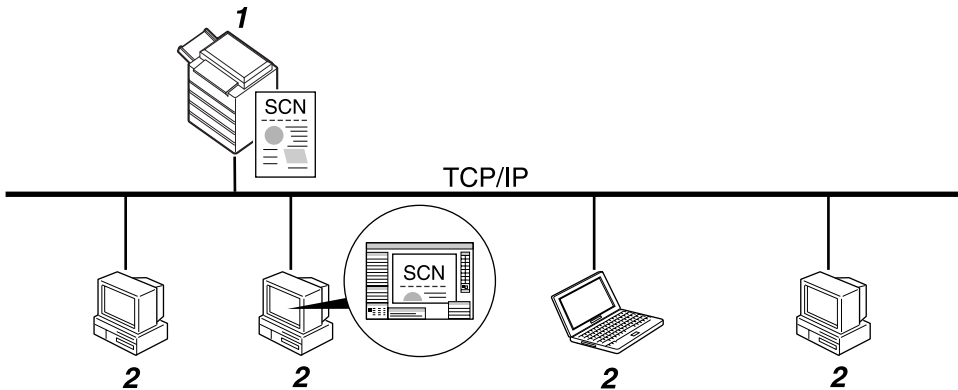
1. **This Machine**

   Scans an original after receiving a scan instruction from a client computer, and then sends the scan file over the network to the client computer.

2. **Client Computer**

   Specifies the scanner settings and controls the scanner using an application, such as DeskTopBinder Lite, that supports the network TWAIN scanner. Receives the files scanned by the machine and displays them using an application that supports the network TWAIN scanner.

   ↓Note

   - When using the machine as a network TWAIN scanner, you do not need to press the [Scanner] key on the machine's control panel. The screen switches automatically when you scan an original from a client computer using the TWAIN driver. To use functions other than the network TWAIN scanner, press [Exit].
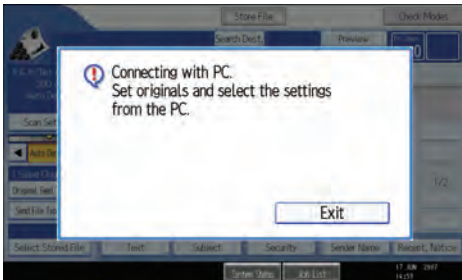
Preparing to Use the Network TWAIN Scanner

To use this machine as a network TWAIN scanner, you must first perform the following:

- Check the machine is properly connected to the network
- Configure the network settings in [System Settings]
- Install the TWAIN driver on a client computer
- Install a TWAIN-compliant application on the same client computer

This section explains each of these steps and where you can find more information about them.

Check the machine is properly connected to the network

Check that this machine is properly connected to the network.

For details about how to connect this machine to a network, see "Connecting to the Interfaces", General Settings Guide.

Configure the network settings in [System Settings]

Configure the network settings in [System Settings] according to your environment and how you will be using the machine.

The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.

Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use Network TWAIN Scanner", General Settings Guide.

1. Press the [User Tools/Counter] key, and then press [System Settings].

   The System Settings screen appears.

2. Press the [Interface Settings] tab.

3. Press [Machine IPv4 Address] to specify the machine's IPv4 address.

   To specify a static IPv4 address for this machine, press [Specify], and then enter the IPv4 address and subnet mask.

   To obtain an IPv4 address from a DHCP server automatically, press [Auto-Obtain (DHCP)].

4. Press [IPv4 Gateway Address], and then enter the IPv4 gateway address.

5. Press [Effective Protocol], and then make [IPv4] active.

6. Press [Exit] twice.

Install the TWAIN driver on a client computer

Install the TWAIN driver on your computer.

For details about installing the TWAIN driver, see "Installing the TWAIN Driver from the Supplied CD-ROM".

Install a TWAIN-compliant application on the same client computer

To use this machine as a network TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder, must be installed on the client computer.

You can download DeskTopBinder Lite from the Web site and then install it on the client computer.

🔽 Note

- If an extended wireless LAN board (optional) is installed, press [LAN Type] on the [Interface Settings] tab, then press [Ethernet], and then configure the network settings.

📰 Reference

- p.115 "Installing the TWAIN Driver from the Supplied CD-ROM"

Installing the TWAIN Driver from the Supplied CD-ROM

This section explains how to install the TWAIN driver on a client computer from the supplied "Scanner Driver and Utilities" CD-ROM.

To use the network TWAIN scanner, you must install the TWAIN driver on a client computer.

1. **Start Windows, and then insert the driver CD-ROM into the CD-ROM drive of the client computer.**

   The installer is automatically started and the [Scanner Driver and Utilities] dialog box appears.

2. **Click [TWAIN Driver].**

3. **The installer of the TWAIN driver starts. Follow the instructions.**

   ⬇ Note

   - Before you start the installation, check the system requirements for the TWAIN driver. For details about the system requirements, see "Software Supplied on CD-ROM".

   - You can install the software using the auto-run program. For details about the auto-run program, see "Auto-Run Program ".

   - If the installer does not start automatically, see "Auto-Run Program".

   - When the installation is complete, a message about restarting the client computer may appear. In this case, restart the client computer.

   - After the installation is complete, a folder with the name of the machine in use is added in [Programs] or [All Programs] on the [Start] menu. Help can be displayed from here.

   - Notes on using the network TWAIN scanner are provided in "Readme.txt". Be sure to read them before use.

   🔖 Reference

   - p.159 "Software Supplied on CD-ROM"

   - p.159 "Auto-Run Program"

Basic Network TWAIN Scanner Operation

This section describes the basic operation for scanning with the network TWAIN scanner.

⭐ Important

- To use the network TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder and the TWAIN driver must be installed on the client computer.

- You can download DeskTopBinder Lite from the Web site and then install it on the client computer.

- Under the Windows XP SP2/Vista or Windows Server 2003/2003 R2/2008 operating system, when the Windows firewall is enabled, "Cannot find the scanner." or "No response from the scanner." may appear and scanning with the TWAIN scanner may fail. In this case, change the settings of the Windows firewall. For details, see Windows Help.

The following procedure uses Windows XP and DeskTopBinder Lite by way of example.

1. On the [Start] menu, point to [All Programs], point to DeskTopBinder, and then click DeskTopBinder.

2. On the [Tools] menu, click [Scanner Settings...].

3. Click [Select Scanner Driver...].

4. Select the name of the machine you want to use in the list, and then click [Select].

5. Click [OK].

6. Place originals.

7. On the [File] menu, point to [Add Document], and then click [Scan...] to display the Scanner Control dialog box.

   The Scanner Control dialog box and DeskTopBinder viewer will appear.

8. Make settings according to such factors as the type of original, type of scanning, and orientation of the original.

   For details, see the TWAIN driver Help.

9. In the Scanner Control dialog box, click [Scan].

   Depending on the security setting, if you press [Scan], a dialog box for entering the user name and password may appear.

   If there are more originals to be scanned, place the next original, and then click [Continue].

   If there are no more originals to be scanned, click [Complete].

10. On the [File] menu of the DeskTopBinder viewer, click [Exit].

11. Enter the file name, and then click [OK].

    The DeskTopBinder viewer closes and the image is stored in DeskTopBinder Lite.

5

↓Note

- If you have already selected a scanner, you do not need to select the scanner unless you want to change it.
- Using DeskTopBinder, you can edit and print scan files. For more information about DeskTopBinder, see DeskTopBinder manuals.
- The model name of the connected scanner appears in the title bar of the Scanner Control dialog box. If there is more than one scanner of the same model on the network, make sure you have selected the correct scanner. If you have not, click [Select Scanner Driver...], and then select the scanner again. If the correct scanner does not appear in the list, check that the scanner is correctly connected to the network and that its IPv4 address has been specified. If the correct scanner still does not appear, consult the network administrator.
- If you are scanning originals from DeskTopBinder using the network TWAIN scanner, you cannot cancel scanning without first saving the documents. If you are no longer using the documents, save them first, and then delete them using DeskTopBinder.

5

6. Various Scan Settings

Scan Settings

This section explains how to make scan settings.

1. **Press [Scan Settings].**
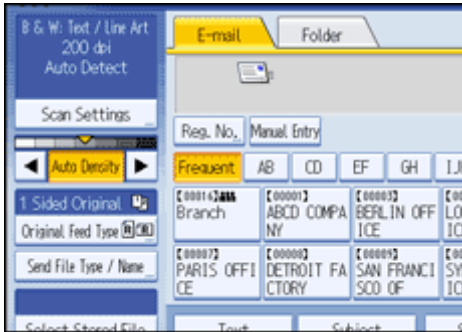
2. **Specify resolution, scan size, and other settings, as required.**

   For details about individual scan setting items, see "Items for Specifying Scan Settings".
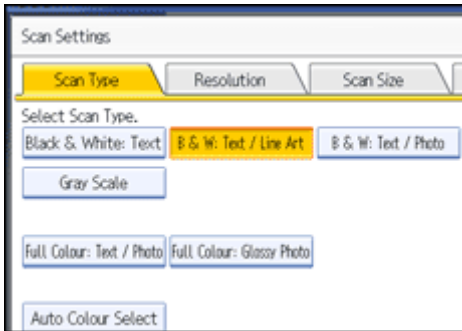
3. **Press [OK].**

📘**Reference**

- p.120 "Items for Specifying Scan Settings"

Items for Specifying Scan Settings

This section describes the items for Scan Settings.

Scan Type

Select a scan type that is appropriate for your original.

[Black & White: Text]

Appropriate to increase OCR readability using an OCR-compliant application.

- [Dropout Colour]

    You can select not to scan the following colors: [Chromatic Colour], [Red], [Green], and [Blue]. When you select a color to leave out of the scan, specify its level of coverage. There are five levels. Press [Narrow] to leave out colors that are closest to the specified color. Press [Wide] to broaden the coverage of the specified color and not scan those colors.

[B & W: Text / Line Art]

Standard black and white originals containing mainly characters. Creates scanned images suitable for printing.

[B & W: Text / Photo]

Originals containing a mixture of photographs, pictures and characters (two-value). Creates scanned images suitable for printing.

[Black & White: Photo]

Originals containing photographs and other pictures (two-value). Creates scanned images suitable for printing.

[Gray Scale]

Originals containing photographs and other pictures (multi-value). Creates scanned images suitable for displaying on a computer screen.

[Full Colour: Text / Photo]

Originals for color printing mainly consisting of characters.

[Full Colour: Glossy Photo]

Originals of silver salt photographs and other color pictures.

[Auto Colour Select]

Scans originals by automatically judging the colors of the originals.

⬇ Note

- [Dropout Colour] can be set when [Black & White: Text] is selected for [Scan Type].

- If [Auto Colour Select] is selected, the machine may fail to correctly judge colors depending on the scanning condition or the contents of originals.

- If [High Compression PDF] is selected as the file type, you can select only [Gray Scale], [Full Colour: Text / Photo], or [Full Colour: Glossy Photo] for Scan Type.

Resolution

Select resolution for scanning originals.

Select [100 dpi], [200 dpi], [300 dpi], [400 dpi], or [600 dpi] as the scanning resolution.

Note

- If [High Compression PDF] is selected as the file type, you cannot select [100 dpi] and [600 dpi]. For details about file types, see "Specifying the File Type and File Name".

Reference

- p.138 "Specifying the File Type and File Name"

Scan Size

Select the size of the original to be scanned.

The following items and sizes can be selected:

[Auto Detect]

Scans original sizes using the automatic size detect function.

[Mixed Original Sizes]

Scans a batch of originals with different length by detecting the length of each.

[Custom Size]

Scans in a specified size.

Template size

A3, A4, A4, A5, A5, B4 JIS, B5 JIS, B5 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $5^1/_2$ × $8^1/_2$

Note

- Selecting both [Mixed Original Sizes] and [Erase Border] reduces the scanning speed.

- You can specify original sizes of 140 mm (5.5 inches) or larger in [Custom Size].

Relationship of original of mixed sizes and scan size

This section explains differences you need to be aware of when scanning originals of different length (such as A3 & A4 or B4 & B5) using the original position setting and size.

- If you select [Mixed Original Sizes], the machine detects the length of each original and scans them.
- If a template size is selected, the machine scans originals at the selected size regardless of the actual size of originals. If an original is smaller than the selected size, the machine applies margins to the scan area.
- If [Auto Detect] is selected for scanning originals from the exposure glass, the machine detects the size of individual originals and scans accordingly.
- If only [Auto Detect] is selected for scanning originals from the ADF, the machine detects the size of the first original and scans all the other originals based on that size.

Note

- When scanning originals of different length at the same time, place them correctly by referring to the chart below. The paper guides cannot be adjusted to small size originals, which may cause slightly tilted scanning.
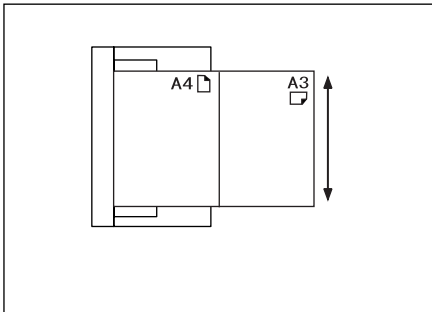
ALQ021S

Setting procedure of a custom size when scanning an entire original

This section explains how to set a custom size for scanning the entire area of an original.

To display the custom size setting screen, on the initial scanner screen, press [Scan Settings] > [Scan Size] > [Custom Size].

The following custom size original is used to explain the method for specifying the scan settings on the custom size setting screen.

Custom size original to be scanned

BAO013S

Scan settings on the custom size setting screen

BAP042S
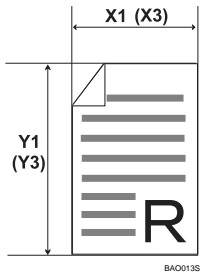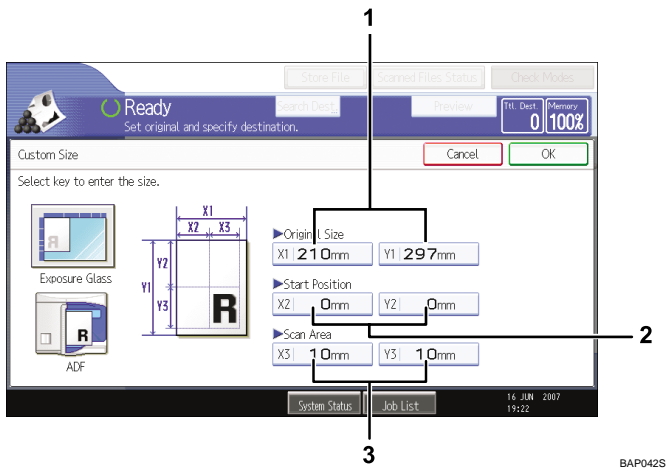
1. **Original Size (X1 and Y1)**

   Specify the length and width of the original.

   Enter the actual width and length in [X1] and [Y1] respectively, and then press the [#] key.

2. **Start Position (X2 and Y2)**

   Set Start Position to 0 mm (0 inch).

   Enter "0" in both [X2] and [Y2], and then press the [#] key.

3. **Scan Area (X3 and Y3)**

   Specify the same values as Original Size (X1, Y1).

   Enter the same values in [X3] and [Y3] as Original Size (X1 and Y1 respectively), and then press the [#] key.

⬇Note

- For X1 and Y1, you can specify 140 mm (5.5 inches) or larger.

- To scan an original that is smaller than 140 mm (5.5 inches), configure the settings as though you were scanning part of an original that is larger than 140 mm (5.5 inches). For example: to scan a CD label on the exposure glass, specify X1〜X3 and Y1〜Y3 based on the chart below. For details about scanning procedures, see "Setting procedure of a custom size when scanning part of an original".
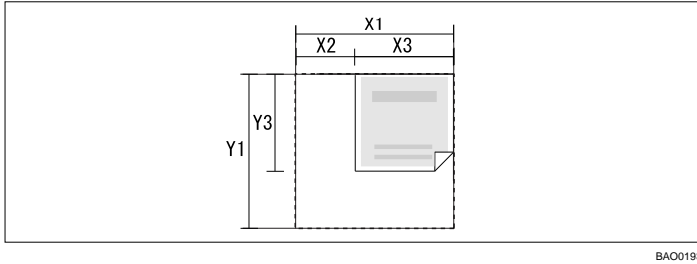
BAO019S

📘 **Reference**

- p.124 "Setting procedure of a custom size when scanning part of an original"

Setting procedure of a custom size when scanning part of an original

This section explains how to specify a custom size for scanning part of an original.

To scan part of an original, measure Original Size (X1 and Y1), Start Position (X2 and Y2), and Scan Area (X3 and Y3) on the surface of the original, and then enter those values in the same order on the custom size setting screen.

To display the custom size setting screen, on the initial scanner screen, press [Scan Settings] > [Scan Size] > [Custom Size].
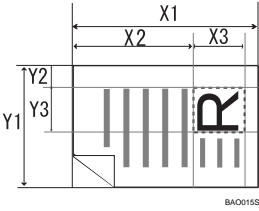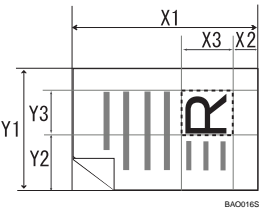
Measuring methods differ depending on where the original is placed and the orientation it is placed in. For details about how to measure Original Size (X1 and Y1), Start Position (X2 and Y2), and Scan Area (X3 and Y3) correctly, see "How to measure sizes".

Enter the sizes while referring to "Scan settings on the custom size setting screen".

How to measure sizes

Orientation and placement of original	Measuring method for scanning the "R" section
In the ⌧⌧ orientation on the exposure glass or in the ADF.	 BAO014S

Orientation and placement of original	Measuring method for scanning the "R" section
In the ▣▣ orientation in the ADF.	BAO015S
In the ▣▣ orientation on the exposure glass.	BAO016S

Scan settings on the custom size setting screen

BAP043S
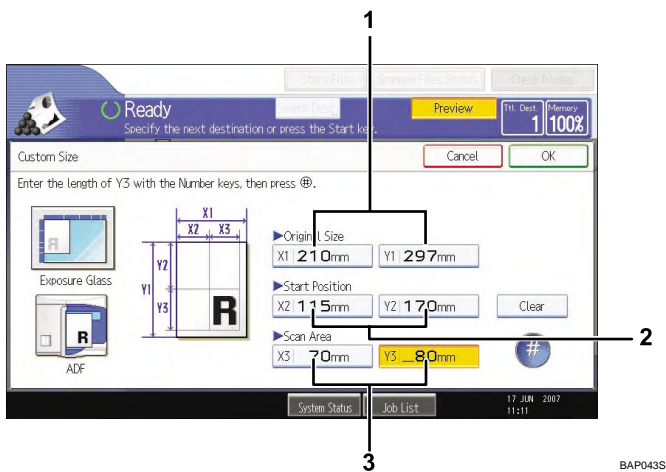
1. **Original Size (X1 and Y1)**

   Specify the original's entire size.

   Enter the actual values in [X1] and [Y1] while referring to "How to measure sizes", and then press the [#] key.

2. **Start Position (X2 and Y2)**

   Specify the scanning start position.

   Enter the actual values in [X2] and [Y2] while referring to "How to measure sizes", and then press the [#] key.

3. **Scan Area (X3 and Y3)**

   Specify sizes of the area you want to scan.

   Enter the actual values in [X3] and [Y3] while referring to "How to measure sizes", and then press the [#] key.

Note

- When scanning originals using [Custom Size], you cannot enter specific values in [Original Size] and [Start Position]. To configure the scan area, specify [Scan Size] and [Start Position] first, and then [Original Size].

How to set originals to scan them by custom size

This section explains how to place originals you want to scan at Custom size.

Original Orientation setting
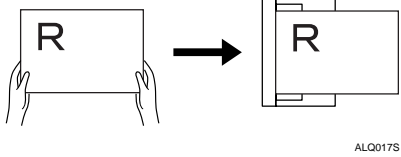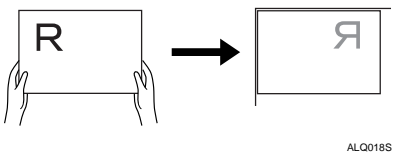
Under [Original Orientation], select [▣▣] or [▣▣] according to the orientation of your original. To display [Original Orientation], on the initial scanner screen, press [Original Orientation]. For details, see "Setting of Original Feed Type".

Placing an original
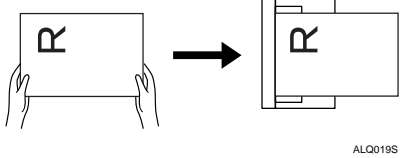
Place originals face up in the ADF; face down on the exposure glass.
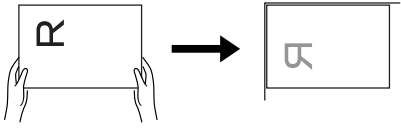
Original Orientation is [▣▣]

Item	Description
Placing an original in the ADF	 ALQ017S
Placing an original on the exposure glass Align the original, turn it rightward or leftward, and then place it face down on the exposure glass.	 ALQ018S

Original Orientation is [▣▣]

Item	Description
Placing an original in the ADF	 ALQ019S

Item	Description
Placing an original on the exposure glass Turn the original over, place it face down on the exposure glass, and then align it with the top left corner of the exposure glass.	 ALQ020S

Reference

- p.129 "Setting of Original Feed Type"

Edit

Make editing settings.

[Erase Border]

Deletes the borders of the scanned original according to the specified width.

If you select [Same Width], you can specify a uniform width for deletion all around the original (top, bottom, left, and right sides). If you select [Different Width], you can specify a different width for deletion for each side.

6

Adjusting Image Density

This section explains how to adjust image density.

To adjust image density, press [◄] or [►], at the left and right of [Auto Density]. These buttons increase or decrease the image density in single increments up to 7.

Selecting [Auto Density] corrects scanning density to improve resolution of paper types such as non-white paper like newspaper or transparent originals.
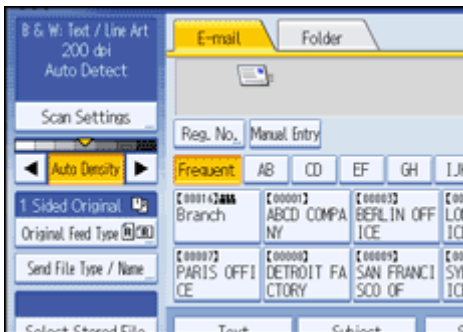
😊 **Note**

- When scanning originals in full color, you can specify the [Auto Density] level in [Background Density of ADS (Full Colour)] under [Scanner Features]. For details, see "Scanner Features", General Settings Guide.

Setting of Original Feed Type

This section explains Original Feed Type settings such as orientation and scan sides of originals.

Original Orientation

This section explains how to correctly display the top/bottom orientation of scanned originals on a client computer screen.

1. **Press [Original Feed Type].**
2. **Press [🔳🔳] or [🔳🔳] to select the same orientation as that of original.**
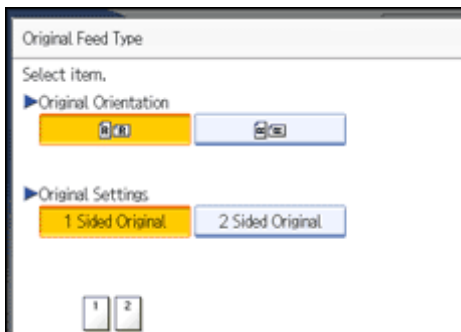
3. **Press [OK].**

Placing Originals

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made on the control panel must match.

Place originals correctly by referring to the following table:

Exposure Glass

Original orientation	Control Panel Key
top edge touches top left corner of exposure glass	
top edge touches rear of exposure glass	

ADF

Original orientation	Control Panel Key
top edge placed first	
top edge touches rear of ADF	

Note

- Originals are normally rectangular () or horizontally long (). However, the table above uses squares to make original orientation easier to understand. Even if the actual shape of the original is different, the combination of original orientation and the orientation specified on the scanner driver does not change.

- When you specify full color, gray scale, or [Auto Colour Select] for Scan Type, and single page TIFF/JPEG or multi-page TIFF is selected as the file type, refer to the table below for how to place originals. Originals placed in orientations that are not recommended in the table might appear incorrectly top/bottom oriented on client computer displays.

How to set an original

Place	Original orientation
Placing an Original on the Exposure Glass	
Placing an Original in the ADF	

Original Settings

This section explains the settings for the scanning the sides of originals.

One-sided original

This section explains the settings for scanning only one side of originals.

1. **Press [Original Feed Type].**
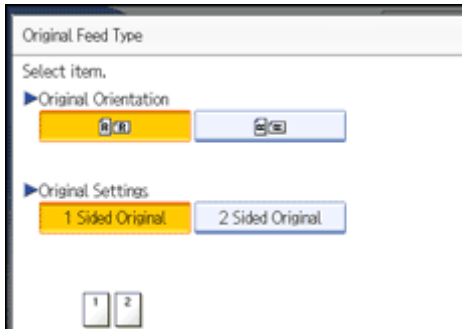
2. **In [Original Settings], select [1 Sided Original].**
3. **Press [OK].**

Two-sided original

This section explains the settings for scanning both sides of originals.

1. **Press [Original Feed Type].**
2. **In [Original Settings], select [2 Sided Original].**
3. **In [Page Opening Orientation], select [Top to Top] or [Top to Bottom] according to the binding orientation of the originals.**
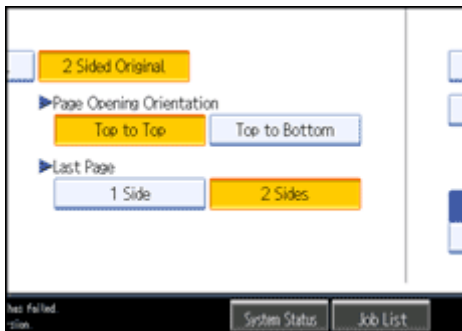
Binding orientation and required page opening orientation

Binding orientation	Page opening orientation
R S R S	Top to Top
R R S S	Top to Bottom

4. **If the last page of the last original is blank, in [Last Page], select [1 Side] or [2 Sides].**

   To skip the last page, select [1 Side].

   To scan the last page as blank page, select [2 Sides].

5. **Press [OK].**

   ⬇Note

   - If you selected [Divide], the setting made here is applied to the last page of each batch of divided originals.

Stamp

This section explains the procedure for stamping originals that are scanned from the ADF. The stamp indicates the originals have been scanned.

When scanning a document using ADF, the machine can stamp a circle mark at the bottom of the original. When scanning a two-sided document, the document is marked at the bottom of the front page and top of the rear page.

This function is very useful when you want to distinguish scanned originals.
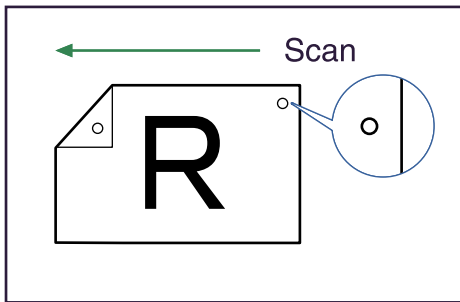
BCS001S

⭐Important

- **To enable stamping, you must install the stamp cartridge.**

1. **Press [Original Feed Type].**

2. **Press [Stamp].**
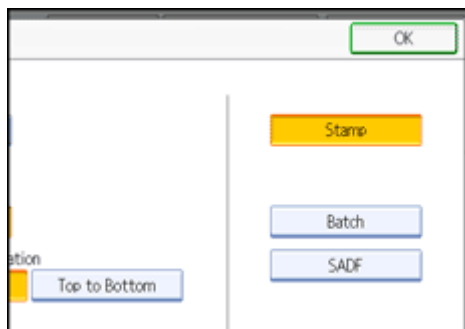
3. **Press [OK].**

⬇ Note

- Last pages are stamped even if you selected not to scan the last page.

- Stamping may continue if scanning is interrupted, depending on the cause of interruption.

- Replace the stamp cartridge when stamp begins to fade. For details, see "Replacing the Stamp Cartridge", Troubleshooting.

Batch, SADF

This section explains settings for scanning multiple originals in several batches.

To scan the originals as a single file, select [Batch].

To scan the originals individually in the ADF, select [SADF].

- If you select [Batch], scanning starts as soon as you place the additional originals and press the [Start] key. When all the originals have been scanned, press [#]. If you select [Batch], regardless of the default settings, the machine waits until additional originals are placed.

- If [SADF] is selected, scanning starts as soon as you place additional originals in the ADF. Select which operation the machine performs while waiting for additional originals in [Wait Time for Next Original(s): SADF] under [Scanner Features]. For details about [Wait Time for Next Original(s): SADF], see "Scanner Features", General Settings Guide.

1. **Press [Original Feed Type].**

2. **Select [Batch] or [SADF].**
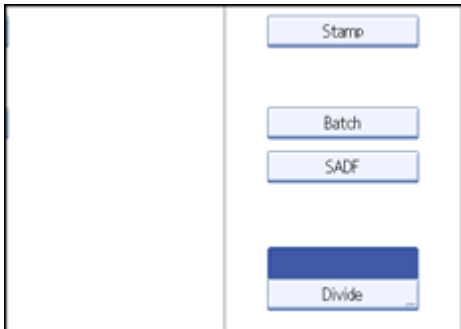
3. **Press [OK].**

📥 Note

- For more details about procedures, see "Scanning Multiple Pages of Originals as One File".
- If [SADF] is selected, scanning starts as soon as you place additional originals in the ADF. However, in the following cases you must press the [Start] key to start scanning additional originals.
  - After scanning additional originals using the exposure glass
  - After changing settings while waiting for additional originals
  - After opening/closing the ADF

🔖 Reference

- p.136 "Scanning Multiple Pages of Originals as One File"

Divide

This section explains settings for dividing multiple originals by a specified number of pages and then sending them.

1. **Press [Original Feed Type].**
2. **Press [Divide].**

3. **Press [Change], and then use the number keys to enter the number of pages you want to divide the job into sets of.**
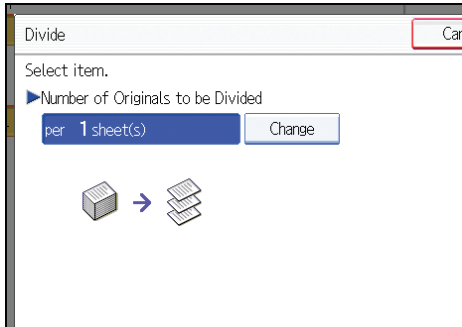
4. **Press the [#] key.**

5. **If necessary, press [Division Check].**

   When you select [Division Check], if the originals were not scanned in order due to a paper jam or multi-sheet feed, a screen for stopping or continuing scanning appears at the end of the scan.

6. **Press [OK] twice.**

   The current settings are displayed.

   ⬇ **Note**

   - If the last page of a batch of divided two-sided originals is blank, you can skip that page. To skip scanning, in [Last Page] under [2 Sided Original], select [1 Side]. To scan the last page as a blank page, select [2 Sides]. For details, see "Two-sided original".

   🗒 **Reference**

   - p.131 "Two-sided original"

Scanning Multiple Pages of Originals as One File

This section explains the procedure for sending multiple originals as a multi-page file or storing them as a single stored file.

⭐**Important**

- **To send multiple originals as a multi-page file, in [Send File Type / Name], select a multi-page file type. For details about file types, see "Specifying the File Type".**

1. **Press [Original Feed Type].**

2. **Select [Batch] or [SADF].**

   To scan originals using the exposure glass, select [Batch]. To scan originals using the ADF, select [SADF]. For detail about [Batch] and [SADF], see "Batch, SADF".
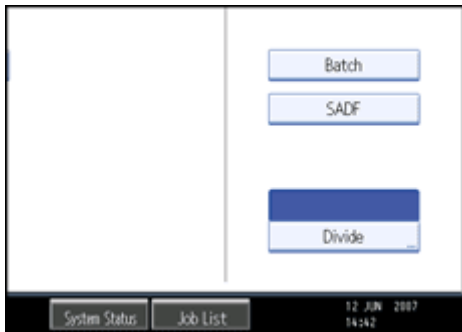
3. **Press [OK].**

4. **Place originals.**

5. **Make settings for sending by e-mail or Scan to Folder, delivering, or storing.**

6. **Press the [Start] key to scan originals.**

   If [Batch] is selected, place additional originals, and then press the [Start] key.

   If [SADF] is selected, scanning starts automatically when you place additional originals.

   Repeat this step until all originals are scanned.

7. **After all originals are scanned, press the [#] key.**

   Storing or transmission starts.

   ⬇**Note**

   - If [Batch] is selected, originals can be scanned using the ADF.

   - When scanning originals using the exposure glass, depending on the settings for [Wait Time for Next Orig.: Exposure Glass] under [Scanner Features], the machine can wait for additional originals even if [Batch] is not selected in [Original Feed Type]. For details about [Wait Time for Next Orig.: Exposure Glass], see "Scanner Features", General Settings Guide.

- If, under [Scanner Features], [Set Wait Time] is set for [Wait Time for Next Orig.: Exposure Glass] or [Wait Time for Next Original(s): SADF], place additional originals within the specified time. When the countdown ends, transmission or storage starts automatically. To start transmission or storage before the countdown is completed, press the [#] key. Countdown is canceled if Scan Settings or other settings are changed in the meantime. Place additional originals, and then press the [Start] key. The machine scans the originals and the countdown is resumed. For details about [Wait Time for Next Orig.: Exposure Glass] and [Wait Time for Next Original(s): SADF], see "Scanner Features", General Settings Guide.

- If [SADF] is selected, scanning from the exposure glass is enabled after scanning from the ADF. If this happens, you must press the [Start] key to start scanning.

Reference

- p.138 "Specifying the File Type"

- p.133 "Batch, SADF"

Specifying the File Type and File Name

This section explains the procedure for specifying the file type, file name, and security for PDF files.

Specifying the File Type

This section explains the procedure for specifying the file type of a file you want to send. File types can be specified when sending files by e-mail or Scan to Folder, and sending stored files by e-mail or Scan to Folder.

You can select one of the following file types:

- Single Page: [TIFF / JPEG], [PDF], [High Compression PDF]

  If you select a single-page file type when scanning multiple originals, one file is created for each single page and the number of files sent is the same as the number of pages scanned.

- Multi-page: [TIFF], [PDF], [High Compression PDF]

  If you select a multi-page file type when scanning multiple originals, scanned pages are combined and sent as a single file.

Selectable file types differ depending on the scan settings and other conditions. For details about file types, see "Notes About and Limitations of File Types".

1. **Press [Send File Type / Name].**
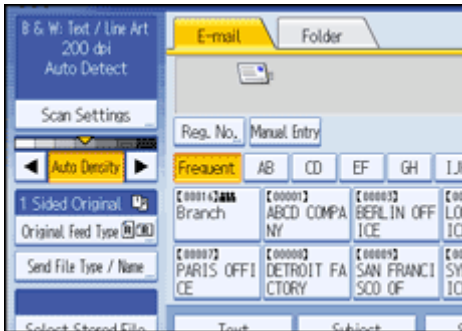
2. **Select a file type.**
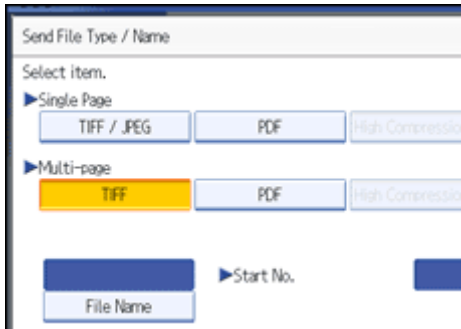
3. **Press [OK].**

⬇ **Note**

- To deliver files, specify the file type using the delivery server computer. For details, see the manuals provided with the ScanRouter delivery software.

- If you select [Store Only] under [Store File], you cannot specify the file type.

- If you select [Send & Store] under [Store File], files are sent by e-mail or Scan to Folder in the specified file type. However, files cannot be stored in the specified type - instead, they are automatically stored in one of the following file types, depending on the Compression and Scan Type settings.

    - JPEG

      Under [Scanner Features], [Compression (Gray Scale / Full Colour)] or [Compression (Gray Scale)] is set to [On], and originals are scanned in full color or gray scale.

    - TIFF

      All other scannings

- High Compression PDF reduces the file's data volume without loss of character legibility. For details about the limitations of High Compression PDF, see "Notes About and Limitations of File Types".

📘 **Reference**

- p.139 "Notes About and Limitations of File Types"

Notes About and Limitations of File Types

Depending on the file type you select, the following limitations will apply.

Single Page [TIFF / JPEG]

- Originals scanned in black and white are sent as TIFF files.

- According to the settings specified for [Compression (Gray Scale / Full Colour)] or [Compression (Gray Scale)] under [Scanner Features], originals scanned in full color or gray scale are sent in one of the following file types:

  - [On] : JPEG file
  - [Off] : TIFF file

Multi-page [TIFF]

- When full color, gray scale, or [Auto Colour Select] is specified under [Scan Type] and [Compression (Gray Scale / Full Colour)] or [Compression (Gray Scale)] is set to [On] under [Scanner Features], you cannot select [TIFF] under [Multi-page].

- Even if you select [TIFF] under [Multi-page], files stored in JPEG format are automatically changed to multi-page PDF files and then sent.

High Compression PDF

- You cannot select [High Compression PDF] if:

  - [Send & Store] is selected under [Store File].
  - [Black & White: Text], [Text], [B & W: Text / Line Art], [Text / Line Art], [B & W: Text / Photo], [Text / Photo], [Black & White: Photo], [Photo], or [Auto Colour Select] is selected under [Scan Type].
  - [100 dpi] or [600 dpi] is selected as the resolution.
  - [Preview] is selected.
  - The machine is working with ScanRouter delivery software and the Capture function is in use. For details about the capture function, see the manuals provided with the ScanRouter delivery software.

- Adobe Acrobat Reader 5.0 / Adobe Reader 6.0 and later versions support High Compression PDF.

- High Compression PDF files created by this machine cannot be printed using PDF Direct Print function.

- High Compression PDF files cannot be displayed correctly using DeskTopBinder Easy Viewer.

Specifying the File Name

This section explains the procedure for specifying the file name.

Scanned file will be given a file name consisting of the time and date of scanning, 4-digit page number, etc.

- Single-page and divided multi-page files are assigned file names that contain the date and time of scanning and a four-digit page number. An underscore is inserted between the date and time and the four-digit page number.

(Example: For a file scanned in single-page TIFF at 10 ms, 15 sec., 15:30 hours on Dec. 31, 2020, the file name will be 20201231153015010_0001.tif)

- Multi-page files are given file names that contain the time and date of scanning.

  (Example: For a file scanned in multi-page TIFF at 10 ms, 15 sec., 15:30 hours on Dec. 31, 2020, the file name will be 20201231153015010.tif)

If necessary, you can change the file name.

1. **Press [Send File Type / Name].**
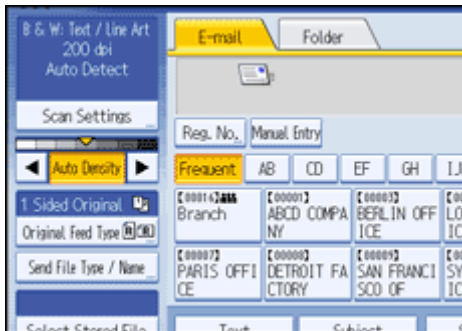
2. **Press [File Name].**
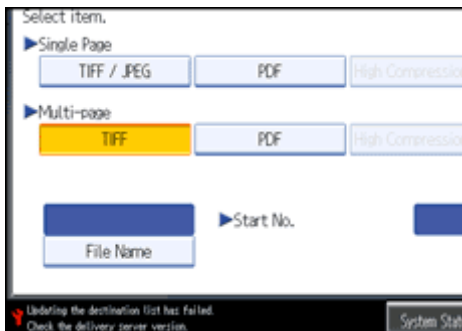
The soft keyboard appears.

3. **Enter a file name.**

4. **Press [OK] twice.**

Changing the starting digit of file name serial numbers

A single-page file is assigned a serial number after the file name. The starting number of this serial number can be changed as follows:

1. **Press [Send File Type / Name].**
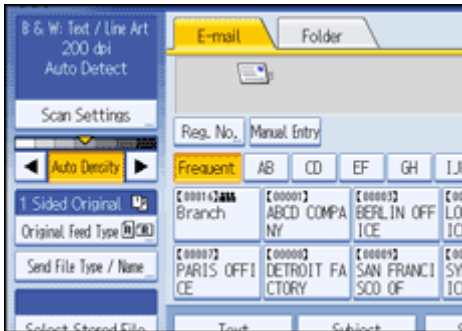
2. **Press [Change] to the right of the entry box.**

3. **Using the number keys, enter the starting digit of the serial number.**

4. **Press the [#] key.**

5. **Press [OK].**

😊**Note**

- You can change the starting digit only if other than [Single Page] is selected as the file type.

- You can change the number of digits in the serial number. Change the number under [Scanner Features], [No. of Digits for Single Page Files]. You can select 4 or 8. For details, see "Scanner Features", General Settings Guide.

Security Settings to PDF Files

This section explains security settings for PDF files.

Use security settings to prevent unauthorized access to PDF files.

⭐**Important**

- **Security settings can be made for PDF and High Compression PDF files only.**

Encrypting PDF files

Set a password to protect and encrypt a PDF file. Only users who have the password can open and decrypt the PDF file.

⭐**Important**

- Encryption is possible only for scan files sent by e-mail or Scan to Folder.

- You cannot open an encrypted file without a password. Make sure you do not forget a file's password.

1. Press [Send File Type / Name].
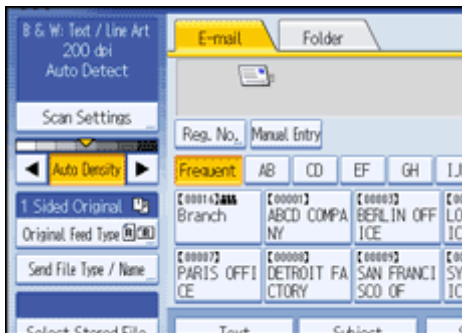
2. Check that [PDF] or [High Compression PDF] is selected.

3. Press [Security Settings].

4. Select [Encryption].

5. In [Encrypt Document], select [On].
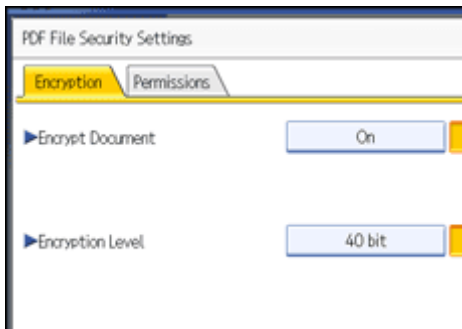
6. **In [Password], press [Enter].**
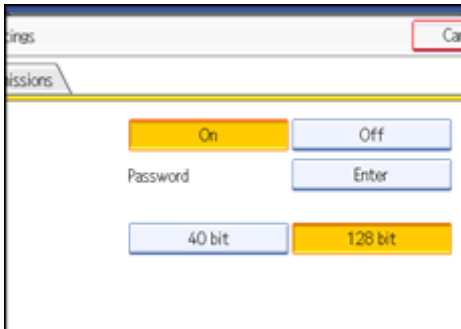
7. **Enter a password, and then press [OK].**

   The password entered here will be required to open the PDF file.

8. **Enter the password again, and then press [OK].**

9. **In [Encryption Level], select [40 bit] or [128 bit].**

10. **Press [OK] twice.**

⬇ **Note**

- A document password cannot be the same as the Master password.

- You can enter up to 32 alphanumeric characters for a document password.

- PDF files created under the [128 bit] Encryption Level cannot be viewed using Adobe Acrobat Reader 3.0 and 4.0.

- If [Low Resolution Only] is selected as the print permission, you cannot select [40 bit] as the PDF encryption level.

Changing security permissions for PDF files

Set a Master Password to restrict unauthorized printing, changing, copying, or extracting of a PDF file's content. Only users who have the Master Password can reset or change these restrictions.

⭐ **Important**

- Encryption is possible only for scan files sent by e-mail or Scan to Folder.

- You cannot reset or change a file's restriction setting without the Master Password. Make a note of the Master Password in a secure place.

1. **Press [Send File Type / Name].**
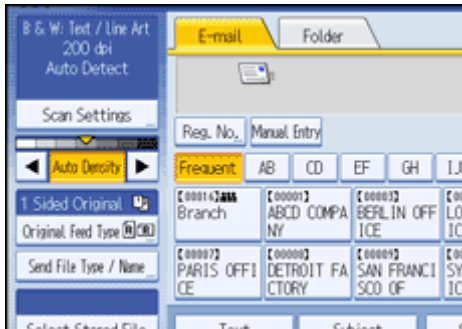
2. **Check that [PDF] or [High Compression PDF] is selected.**

3. **Press [Security Settings].**

4. **Select [Permissions].**

5. **In [Master Password], select [Set].**
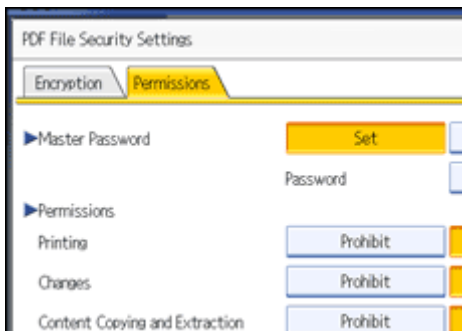
6. **In [Password], press [Enter].**
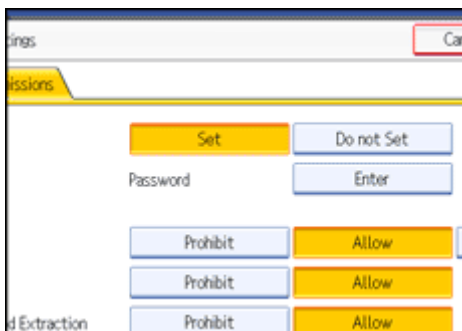
7. **Enter a password, and then press [OK].**

   The password entered here will be required to change the security settings of the PDF file.

8. **Enter the password again, and then press [OK].**

9. **Select the security permission setting.**

   You can specify the following security settings:

- Print permission: [Prohibit], [Allow], or [Low Resolution Only]

- Editing permission: [Prohibit] or [Allow]

- Copying or extracting content permission: [Prohibit] or [Allow]

10. **Press [OK] twice.**

↓Note

- The [Password] and [Master Password] cannot be the same.

- You can enter up to 32 alphanumeric characters for a Master Password.

- If [40 bit] is selected as the PDF encryption level, you cannot select [Low Resolution Only] as the print permission.

Programs

You can register frequently used settings in the machine memory and recall them for future use.

Note

- You can register up to 10 programs for the scanner mode.

- Programs are not deleted by turning the power off or by pressing the [Clear Modes] key unless the content is deleted or newly registered.

- The following settings can be registered to programs: Scan Settings, 1 Sided/2 Sided Original, Top to Top/Top to Bottom, 1 Side/2 Sides for the Last Page, Divide, Original Orientation, File Type, Batch/SADF, Stamp, Store File, Preview, Reception Notice, and Security (E-mail Encryption and Signature).

- Setting made on the simplified display cannot be registered to a program.

Registering Frequently Used Setting

To register frequently used settings in a program:

1. **On the initial scanner screen, make the settings you want to register in a program.**

2. **Press the [Program] key.**
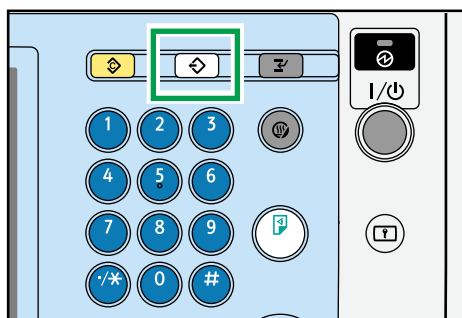
BAP040S
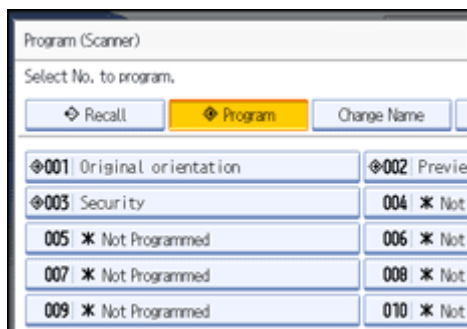
3. **Press [Program].**

4. **Select the number of the program in which you want to register the settings.**

   Program numbers with ⤲ already have settings in them.

5. **Enter the program name.**

6. **Press [OK].**

   The Program screen reappears. When the settings are successfully registered, ⤲ appears on the left side of the registered program number and the program name appears on the right side. The initial screen reappears after a moment.

Recalling a Registered Content

To recall settings registered in a program and use them for scanning:

1. **Press the [Program] key.**

2. **Press [Recall].**
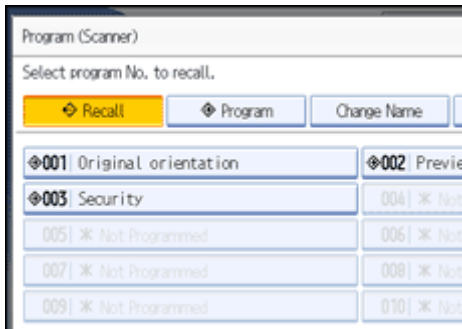
3. **Press the number of the program you want to recall.**

   Settings registered in the program are recalled and the initial scanner screen reappears.

   Settings are not registered in numbers that appear without ⤲.

4. **Place originals, and then press the [Start] key.**

Changing a Registered Program

To change the settings registered to a program:

1. **Press the [Program] key.**

2. **Press [Recall].**

3. **Press the number of the program you want to change.**

   Settings registered in the program are recalled and the initial scanner screen reappears.

4. **Change settings of the program.**

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

6. **Press [Program].**

7. **Press the number of the program whose settings you changed or the number of a different program in which you want to register the changed settings.**

8. **If you select a program that is already registered, a confirmation message appears. To overwrite the program, press [Yes].**

   If you select a new program number, you can omit this step. Proceed to the next step.

9. **Enter a program name.**

10. **Press [OK].**

   If overwritten, the registered program is deleted.

   The new program name appears briefly, and then the initial screen reappears after a moment.

Deleting a Program

To delete a registered program:

1. **Press the [Program] key.**
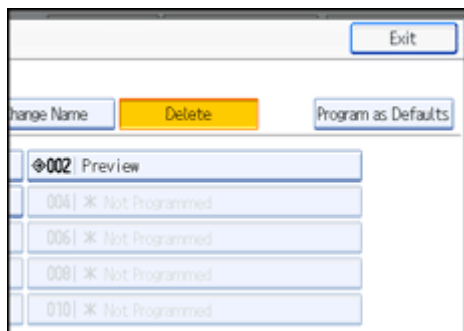
2. **Press [Delete].**

3. **Press the number of the program you want to delete.**

   A confirmation screen appears.

4. **Press [Yes].**

   The program is deleted, and the initial screen reappears after a moment.

Changing the Registered Program Name

To change the name of a registered program:

1. **Press the [Program] key.**

2. **Press [Change Name].**
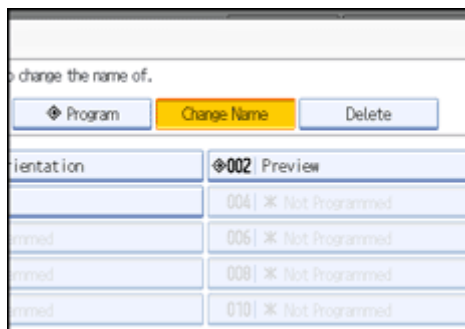
3. **Press the number of the program whose name you want to change.**

   The soft keyboard appears.

4. **Enter a new program name.**

5. **Press [OK].**

   The new program name appears briefly, and then the initial screen reappears.

Registering the Default Values of the Scanner's Initial Display

This section explains how to set defaults for the initial screen, which appears when the machine is turned on or when settings are cleared or reset.

The following settings can be registered as defaults: Scan Settings, 1 Sided/2 Sided Original, Top to Top/ Top to Bottom, 1 Side/2 Sides for the Last Page, Divide, Original Orientation, File Type, Batch/SADF, Stamp, Store File, Preview, Reception Notice, and Security (E-mail Encryption and Signature).

1. **Make the necessary scan settings on the initial screen.**

2. **Press the [Program] key.**
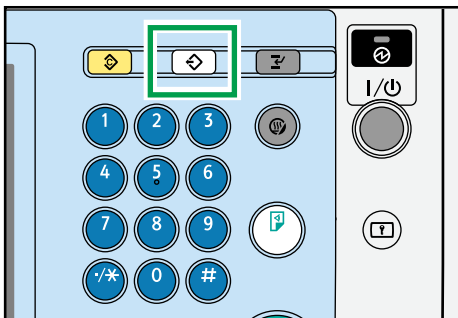
BAP040S

3. **Press [Program as Defaults].**
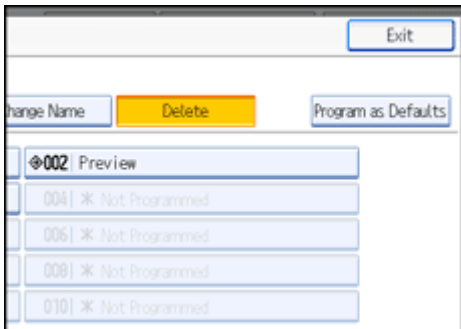
4. **Press [Program].**

   A confirmation screen appears.

5. **Press [Yes].**

   The current settings are registered as defaults, and then the initial screen reappears.

   🔽**Note**

   - To restore the initial screen's original default settings, press [Restore Factory Defaults].

- Default settings for the initial screen can be registered for normal screens and simplified displays respectively.

Scan Settings When Using TWAIN Scanner

This section explains how to specify original orientation and scan setting for a bundle of mixed size originals when using the TWAIN scanner.

Setting Original Orientation on the TWAIN Scanner

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made in the Scanner Control dialog box must match.

1. **Open the Scanner Control dialog box.**

   For details about how to open the Scanner Control dialog box, see "Basic Network TWAIN Scanner Operation".

2. **In the [Original Scan Method:] list, select the place where the original is placed.**

3. **In the [Orig.Orientn.:] list, select [⬅️ Long Edge] or [⬅️ Short Edge].**

4. **In the [Orientation:] list, select [⬅️ Right 90 deg. / ⬅️ Right 90 deg.], [⬅️ Left 90 deg. / ⬅️ Left 90 deg.], [⬅️ Standard 0 deg. / ⬅️ R Standard 0 deg.], or [⬅️ 180 deg. / ⬅️ R 180 deg.].**

5. **If an original is placed in the ADF, from the drop down menu of [Scan Settings:], select [1 Sided], [2 Sided(Top to Top)], or [2 Sided(Top to Bottom)].**
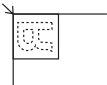
   🔖 **Reference**
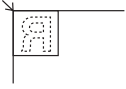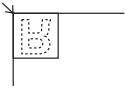
   - p.117 "Basic Network TWAIN Scanner Operation"

Placing Originals

The following table shows the relationship between the original orientation and the Scanner Properties dialog box settings:
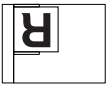
Exposure Glass

Original Orientation	TWAIN Scanner Control Dialog Box Key
top edge touches top left of exposure glass This orientation is the TWAIN driver's standard setting. Place originals in this orientation normally.	⬅️ Left 90 deg.

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Original Orientation	TWAIN Scanner Control Dialog Box Key
top edge touches rear of exposure glass	⬅ Я Standard 0 deg.
bottom edge touches left side of exposure glass	⬅ ꙶ Right 90 deg.
bottom edge touches top of exposure glass	⬅ ꓤ 180 deg.

ADF

Original Orientation	TWAIN Scanner Control Dialog Box Key
top edge of original placed first	⬅ ꓤ Left 90 deg.
top edge touches rear of ADF	⬅ R Standard 0 deg.
bottom edge touches left side of ADF	⬅ ꓤ Right 90 deg.
bottom edge touches top of ADF	⬅ Я 180 deg.

↓Note

- Originals are normally rectangular (📖) or horizontally long (📖). However, the table above uses squares to make original orientation easier to understand. Even if the actual shape of the original is different, the combination of original orientation and the orientation specified on the scanner driver does not change.

- For details about the Scanner Control dialog box, see the TWAIN driver Help.

- Depending on the settings, originals of different sizes are scanned differently.

When Scanning Originals of Mixed Sizes Using TWAIN Scanner

This section explains the differences between scanning mixed-size originals using the TWAIN scanner and normal scanning.

- If [Auto detect(Mixed-size)] is selected in the [Original Size:] list, the machine detects the length of each original and then scans them.

- If [Auto detect(Uni-size)] is selected in the [Original Size:] list, the machine detects the size of the first original of the batch and scans all subsequent originals at that size.

↓Note

- The paper guides cannot be adjusted to small size originals, which may cause slightly tilted scanning.

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7. Appendix

Relationship between Resolution and Scan Size

This section explains the relationship between resolution and scan size.

Resolution and scan size are inversely related. The higher the resolution (dpi) is set, the smaller the area that can be scanned. Conversely, the larger the scan area, the lower the resolution that can be set.

The relationship between the scanning resolution and scan size is shown below. If the combination is unreadable, "Exceeded max. data capacity. Check the scanning resolution, then press the Start key again." appears on the machine's control panel display. Change the condition until scanning is enabled.

⬇ Note

- Image compression level can limit Maximum image size.

When Using the E-mail, Folder Sending, Storing, or Network Delivery Functions

This section explains the relationship between resolution and scan size when using the e-mail, Scan to Folder, storing, or network delivery scanner functions.

If [Black & White: Text], [Text], [B & W: Text / Line Art], [Text / Line Art], [B & W: Text / Photo], [Text / Photo], [Black & White: Photo], [Photo], or [Gray Scale] is selected for Scan Type:

All combinations up to A3 and 600 dpi can be scanned.

If [Full Colour: Text / Photo] or [Full Colour: Glossy Photo] is selected as Scan Type:

The scan size determines the maximum resolution possible.

Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Maximum resolution (dpi)
A3, B4, 11×17, Legal ($8^1/_2$×14), $8^1/_2$×13	400
A4, A5, A6, A7, B5, B6, Letter ($8^1/_2$×11), $5^1/_2$×$8^1/_2$	600

⬇ Note

- Enter B6, A6, and A7 sizes directly.
  - B6 (128 mm/5.0 inches × 182 mm/7.0 inches)
  - A6 (105 mm/4.0 inches × 148 mm/5.8 inches)
  - A7 (74 mm/2.9 inches × 105 mm/4.1 inches)

When Using as a TWAIN Scanner

This section explains the relationship between resolution and scan size when using the machine as a TWAIN scanner.

To specify the scan area or resolution on the machine you are using as a network TWAIN scanner directly, see the TWAIN driver Help.

If [Binary(Text)] / [Binary(Photo)] / [Gray Scale] is selected in [Col./Grad.:].

The scan size determines the maximum possible resolution.

Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Maximum resolution (dpi)
A3, 11×17, B4	600
Legal ($8^1/_2$×14), $8^1/_2$×13	700
A4, Letter ($8^1/_2$×11)	800
B5	900
A5, A6, B6, $5^1/_2$×$8^1/_2$	1200

If [8 Colors] / [8 Colors(Photo)] is selected in [Col./Grad.:]

All combinations up to A3 and 600 dpi can be scanned.

If [16770K colors] is selected in [Col./Grad.:]

The scan size determines the maximum resolution possible.

Refer to the table below for the maximum resolution available for each scan size.

Scan size and maximum resolution

Scan size	Maximum resolution (dpi)
A3, 11×17, B4	400
Legal ($8^1/_2$×14), $8^1/_2$×13	500
A4, A5, A6, B5, B6, Letter ($8^1/_2$×11), $5^1/_2$×$8^1/_2$	600

⬇ Note

• Certain original types and resolution settings can reduce scanning quality.

Software Supplied on CD-ROM

This section explains the applications on the supplied CD-ROM.

Auto-Run Program

This section explains the auto-run program.

When the CD-ROM is inserted into a client computer running Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008, the installer starts up automatically (auto run) to install various software.

Note

- For installation log on as an Administrators group member.

- Auto-run program may not automatically work with certain operating system settings. If this happens, start "Setup.exe" on the CD-ROM root directory.

- To disable auto-run, set CD-ROM while pressing the Shift key. Keep the Shift key pressed until the computer finishes reading from the CD-ROM.

- If [Cancel] is pressed during installation, the installation of all the software thereafter will be stopped. If cancelled, reinstall the remaining software after restarting the client computer.

TWAIN Driver

This section tells you the file path to the TWAIN driver and the TWAIN driver's system requirements.

You must install this driver if you want to scan originals or use the machine as a network TWAIN scanner.

File path

The TWAIN driver is stored in the following folder on the CD-ROM:

\DRIVERS\TWAIN

System requirements

- Computer hardware

    PC/AT-compatible machines that support the operating system properly

- Operating system

    Microsoft Windows 2000/XP/Vista

    Microsoft Windows Server 2003/2003 R2/2008

- Display resolution

    800 × 600 pixels, 256 colors or higher

Values of Various Set Items for Transmission/Storage/Delivery Function

This section explains the values of various transmission/storage/delivery function settings.

⬇ Note

- Depending on the type or settings of the file or original, you may not be able to specify the destination or enter the maximum number of characters stated below.

Transmission Function

This section explains the values of transmission function settings.

Sending E-mail

The following table tells you the maximum values of the e-mail sending function settings.

Values of Set Items for Sending by E-mail

Item	Maximum value	Comments
Number of subject line characters	128 alphanumeric characters	-
Number of e-mail message characters	80 alphanumeric characters	This is the total number of characters selected from the list and the number of characters entered directly from text.
Number of e-mail address characters	128 alphanumeric characters	E-mail addresses found via LDAP server search cannot be selected if they contain more than 128 characters.
Number of addresses you can specify at the same time	500 addresses	You can specify 100 destinations by direct entry, including LDAP search. Select the remaining 400 destinations from registered addresses.
Sendable file size	725.3 MB per file	-
Sendable number of pages	1000 pages per file	-

Folder transmission

The following table tells you the maximum values of the Scan to Folder function settings.

Values of Set Items for Scan to Folder

Item	Maximum value	Comments
Number of path name characters on SMB	128 alphanumeric characters	-
Number of user name characters on SMB	64 alphanumeric characters	-
Number of password characters on SMB	64 alphanumeric characters	-
Number of server name characters on FTP	64 alphanumeric characters	-
Number of path name characters on FTP	128 alphanumeric characters	-
Number of user name characters on FTP	64 alphanumeric characters	-
Number of password characters on FTP	64 alphanumeric characters	-
Number of path name characters on NCP	128 alphanumeric characters	-
Number of user name characters on NCP	64 alphanumeric characters	-
Number of password characters on NCP	64 alphanumeric characters	-
Number of addresses you can specify at the same time	50 addresses	You can specify a maximum of 50 directly entered destinations.
Sendable file size	2000 MB per file	-

Simultaneous Transmission

The following table tells you the maximum values of settings for using the E-mail and Scan to Folder functions simultaneously.

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Values of Set Items for Simultaneous Transmission

Item	Maximum value	Comments
Number of destinations you can select for E-mail and Scan to Folder	550 addresses	-
Number of destinations you can select for sending by e-mail	500 addresses	You can specify a maximum of 100 directly entered destinations, including LDAP search-retrieved destinations.
Number of destinations you can set for sending by Scan to Folder	50 addresses	-

Storage Function

The following table tells you the maximum values of the storage function settings.

Values of Set Items for File Storage

Item	Maximum value	Comments
Number of file name characters	64 alphanumeric characters	On the control panel, the first 16 characters are displayed. When viewing the stored files from a client computer using DeskTopBinder, all the entered characters can be viewed.
Number of user name characters	20 alphanumeric characters	On the control panel, the first 16 characters are displayed. When viewing the stored files from a client computer using DeskTopBinder, all the entered characters can be viewed.
Number of password characters	4-8 digit number	-
Number of stored files you can select at the same time	30 files	-

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Item	Maximum value	Comments
Storable number of files	3,000 files	This is the total number of files stored under the scanner, copier, document server, and printer functions.
Storable number of pages	9000 pages	This is the total number of files stored under the scanner, copier, document server, and printer functions.
Storable number of pages per file	1,000 pages	-
Storable size	2,000 MB per file	-

Network Delivery Function

The following table tells you the values of setting items for the network delivery scanner function.

Values of Set Items for Network Delivery

Item	Maximum value	Comments
Number of subject line characters	128 alphanumeric characters	This is the total number of characters selected from the list and the number of characters entered directly from text.
Number of e-mail address characters	128 alphanumeric characters	-

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Item	Maximum value	Comments
Number of addresses you can specify at the same time	500 addresses	You can specify 65 destinations by direct entry, including LDAP search. Select the remaining 435 destinations from registered addresses. The maximum number of destinations you can specify differs depending on which ScanRouter delivery software you are using. For details, see the manuals supplied with the ScanRouter delivery software.
Sendable file size	2,000 MB per file	-

Scanner Features

This section explains Scanner Features settings.

To display the Scanner Features screen, press the [User Tools/Counter] key. For detailed setting method, see "Scanner Features", General Settings Guide.

Available Items in General Settings

Items	Description
Switch Title	Sets index to use when the list of destinations of this machine is displayed.
Update Delivery Server Destination List	Allows you to update the delivery server's destination list by pressing [Update Delivery Server Destination List]. To use this function, under [System Settings], set [Delivery Option] to [On].
Search Destination	Specify the default search destination list from the machine's address book or the LDAP server. To search through an LDAP server, under [System Settings], register the LDAP server, and then set [LDAP Search] to [On].
TWAIN Standby Time	Select the machine's response if a client computer tries to use the TWAIN scanner while scanning is in progress.
Destination List Display Priority 1	Select the default destination list from the machine's destination list or from the Destination List managed by the delivery server.
Destination List Display Priority 2	Select whether to prioritize the e-mail destination list or the folder destination list.
Print & Delete Scanner Journal	Specify the machine's response of the maximum number of scanner journals is exceeded.
Print Scanner Journal	Allows you to print the scanner journal. The scanner journal is then deleted.
Delete Scanner Journal	Allows you to delete the scanner journal without printing it.

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Available Items in Scan Settings

Items	Description
A.C.S. Sensitivity Level	Allows you to set the sensitivity level for judging color/black and white for scanning originals when [Scan Type] is set to [Auto Colour Select].
Wait Time for Next Orig.: Exposure Glass	Set which operation the machine performs while waiting for additional originals after scanning from the exposure glass.
Wait Time for Next Original(s): SADF	Sets the operation of this machine on the queue for additional originals after scanning the originals with Automatic Document Feeder (ADF).
Background Density of ADS (Full Colour)	Sets the [Auto Density] level when scanning originals in full color. [Auto Density] corrects scanning density to improve the resolution of transparent originals and on-white paper such as newspaper.

Available Items in Send Settings

Items	Description
Compression (Black & White)	Specify a compression method for files scanned in black and white. For some originals, even if [On] is selected, compression setting is invalid and data cannot be compressed.
Compression (Gray Scale / Full Colour)	Specify a compression method for files scanned in gray scale or full color.
High Compression PDF Level	Specify the data compression method for High Compression PDF files.
Max. E-mail Size	Select whether or not to limit the size of e-mail that has attachments.
Divide & Send E-mail	Select whether or not to divide files that exceed the size specified in [Max. E-mail Size] and send them as multiple e-mails. If [Yes (per Max. Size)] is selected, depending on the e-mail software, the received divided file may not be restored.

Items	Description
Insert Additional E-mail Info	Select whether or not to attach a standard message to scan files sent by e-mail. If you select [On], you must also select the language in which the message is sent.
No. of Digits for Single Page Files	Set the number of digits in serial numbers used for single-page file names.
Stored File E-mail Method	Sets the default for whether to attach a file or send URL Link when sending stored files by e-mail.

Available Items in Initial Settings

Items	Description
Menu Protect	Set the default access level for functions whose settings can be changed by users other than the administrator.

Specifications

The following table tells you the specifications of the scanner.

Specifications

Component	Specifications
Scan method	Flatbed scanning
Scan speed	When using the E-mail/Scan to Folder/Network Delivery Scanner function:
	Black and white: 61 page/min
	(Original size: A4⊡, Scan Type: Text / Line Art, Resolution: 200 dpi, Compression (Black & White): On, ITU-T No1 Chart, 1-side scanning)
	When using the E-mail/Scan to Folder/Network Delivery Scanner function:
	Full Color: 31 page/min
	(Original size: A4⊡, Scan Type: Text / Line Art, Resolution: 200 dpi, Compression (Gray Scale / Full Colour): Compression Level 2, Original Chart, 1-side scanning)
	Scanning speed differs depending on the following; operating environment of the machine and computer, scan settings, and the content of originals (denser images require more time).
Image sensor type	CCD Image Sensor
Scan type	Sheet, book
Ethernet interface	10BASE-T/100BASE-TX or 1000BASE-T (optional)
Wireless LAN interface	IEEE 802.11a/b/g (optional)
Original sizes that can be scanned	• Length 140~297 mm ($5^1/_2$~11 inches) • Width 140~432 mm ($5^1/_2$~17 inches)

Component	Specifications
Scan sizes automatically detectable from the exposure glass	• Metric version A3, B4 JIS, A4, A4, B5 JIS, B5 JIS, $8^1/_2 \times 13$ • Inch version 11×17, $8^1/_2 \times 14$, $8^1/_2 \times 11$, $8^1/_2 \times 11$
Scan sizes automatically detectable from the ADF	• Metric version A3, B4 JIS, A4, A4, B5 JIS, B5 JIS, A5, A5, B6 JIS, B6 JIS, 11×17, $8^1/_2 \times 11$, $8^1/_2 \times 11$, $8^1/_2 \times 13$ B6 JIS is automatically detected only when scanning one-sided originals. • Inch version A3, A4, A4, 11×17, $8^1/_2 \times 14$, $8^1/_2 \times 11$, $8^1/_2 \times 11$, $5^1/_2 \times 8^1/_2$, $5^1/_2 \times 8^1/_2$, 10×14, $7^1/_4 \times 10^1/_2$
Basic scanning resolution	600 dpi (24-bit full color)
Selectable scanning resolutions when using the E-mail/Scan to Folder/ Network delivery scanner function	100 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
Selectable scanning resolution when using TWAIN scanner	100 dpi to 1200 dpi
Sendable file formats	TIFF, JPEG, PDF, High Compression PDF
Image compression type for black and white (two-value)	TIFF (MH, MR, MMR)
Image compression type for gray scale/ full color	JPEG
Network protocol	IPv4, IPX
Protocol for sending e-mail	SMTP
Protocol for Scan to Folder	SMB, FTP, NCP

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The proper names of the Windows operating systems are as follows:

* The product names of Windows 2000 are as follows:

   Microsoft® Windows® 2000 Professional

   Microsoft® Windows® 2000 Server

   Microsoft® Windows® 2000 Advanced Server

* The product names of Windows XP are as follows:

   Microsoft® Windows® XP Home Edition

   Microsoft® Windows® XP Professional

   Microsoft® Windows® XP Media Center Edition

   Microsoft® Windows® XP Tablet PC Edition

* The product names of Windows Vista are as follows:

   Microsoft® Windows Vista® Ultimate

   Microsoft® Windows Vista® Business

   Microsoft® Windows Vista® Home Premium

   Microsoft® Windows Vista® Home Basic

   Microsoft® Windows Vista® Enterprise

* The product names of Windows Server 2003 are as follows:

   Microsoft® Windows Server® 2003 Standard Edition

   Microsoft® Windows Server® 2003 Enterprise Edition

   Microsoft® Windows Server® 2003 Web Edition

   Microsoft® Windows Server® 2003 Datacenter Edition

* The product names of Windows Server 2003 R2 are as follows:

   Microsoft® Windows Server® 2003 R2 Standard Edition

   Microsoft® Windows Server® 2003 R2 Enterprise Edition

   Microsoft® Windows Server® 2003 R2 Datacenter Edition

* The product names of Windows Server 2008 are as follows:

   Microsoft® Windows Server® 2008 Standard

   Microsoft® Windows Server® 2008 Enterprise

   Microsoft® Windows Server® 2008 Datacenter

Operating Instructions Scanner Reference

Network Guide

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.
Do not copy or print any item for which reproduction is prohibited by law.
Copying or printing the following items is generally prohibited by local law:
bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.
The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Notes:

Some illustrations in this manual might be slightly different from the machine.
Certain options might not be available in some countries. For details, please contact your local dealer.
Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.
Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other Manuals

- UNIX Supplement

- Extended Feature Settings Reference <Device Version>

- Extended Feature Settings Reference <Web Version>

- App2Me Start Guide

🔽 **Note**

- Manuals provided are specific to machine types.

- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.

- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional[*1]	DeskTopBinder
ScanRouter EX Professional[*1] and ScanRouter EX Enterprise[*1]	the ScanRouter delivery software

[*1] Optional

TABLE OF CONTENTS

3. Special Operations under Windows

4. Appendix

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

🔽 **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

🔳 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

About IP Address

In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

1. Using a Printer Server

Preparing Printer Server

This section explains how to configure the machine as a Windows network printer. The machine is configured to enabling network clients to use it.

⭐ Important

- Under Windows XP Professional or Windows Server 2003/2003 R2, to change printer properties in the [Printer] folder, you need Printer Management access authentication; under Windows Vista and Windows Server 2008, Full Control access authentication. Log on to the file server as an Administrator or member of the PowerUsers group.

1. **Open the [Printers and Faxes] window from the [Start] menu.**

   The [Printers and Faxes] window appears.

2. **Click the icon of the machine you want to use. On the [File] menu, click [Properties]. The printer properties appear.**

3. **On the [Sharing] tab, click [Share this printer].**

4. **To share the machine with users using a different version of Windows, click [Additional Drivers...].**

   If you have installed an alternative driver by selecting [Share As:] during the printer driver installation, this step can be ignored.

5. **Click [OK], and then close the printer properties.**

Using NetWare

This section describes the setting procedure for network printers in the NetWare environment. In the NetWare environment, you can connect the machine as a "print server" or "remote printer".

⭐ **Important**

- IPv6 cannot be used on this function.

🔽 **Note**

- This procedure assumes an environment is already prepared for normal NetWare running the printing service setting.
- The procedure is explained with the following example settings:
  - File server's name ...CAREE
  - Print server's name ...PSERV
  - Printer's name ...R-PRN
  - Queue name ...R-QUEUE

Setting Up as a Print Server (NetWare 3.x)

Follow the procedure below to connect the machine as a print server using NetWare 3.x.

1. **Start Web Image Monitor.**
2. **Click [Login].**

   A dialog box for entering the login user name and password appears.
3. **Enter the login user name and password, and then click [Login].**

   For details about the login user name and password, consult your network administrator.
4. **Click [Configuration] in the left area, and then click [NetWare] in the "Network" area.**
   - Print Server Name: Enter the NetWare print server name. To use the interface board as a print server, enter the name of a print server that is not active on the file server. Use up to 47 characters.
   - Logon Mode: Specify whether to designate a file server or NDS tree when logging on to NetWare.
   - File Server Name: When a file server name is entered here, only the specified file server is searched for. This item is mandatory. Use up to 47 characters.
   - NDS Tree: To enable NDS mode, enter the name of the NDS tree you want to log on to. Use up to 32 alphanumeric characters.
   - NDS Context Name: To enable NDS mode, enter the print server context. Use up to 127 characters.
   - Operation Mode: Specify whether to use the interface board as a print server or a remote printer.

1

- Remote Printer No.: This item is effective when the interface board is specified as a remote printer. Enter the same number as the number of the printer to be created on the print server (0 to 254 characters).

- Job Timeout: When the interface board is used as a NetWare remote printer, the printer cannot detect when a print job ends. Therefore, the printer terminates printing when a certain period of time has elapsed since it last received print data (i.e., when it has not received print data for a certain period of time). Specify here this period of time (3 to 255 seconds). The initial value is 15 (seconds).

- Frame Type: Select the frame type from the drop-down menu.

- Print Server Protocol: Select the protocol for NetWare from the drop-down menu.

- NCP Delivery Protocol: Select the protocol for NCP delivery.

5. **Confirm the settings, and then click [Device Name].**

   Configuration is now complete. Wait several before restarting Web Image Monitor.

6. **Click [Logout].**

⬇ Note

- To check the configuration is correct, enter the following from the command prompt:

  `F:> USERLIST`

- If the printer works as configured, the name of the print server appears as a connected user.

- If you cannot identify the printer you want to configure, check the printer name against the configuration page printed from the printer. For details about printing a configuration page, see "Printing the Configuration Page", General Settings Guide.

- If no printer names appear in the list, match the frame types of IPX/SPXs for the computer and printer. Use the [Network] dialog box of Windows to change the frame type of the computer.

- For details about Web Image Monitor, see "Using Web Image Monitor".

- For details about login user names and passwords, see Security Reference, which is the administrator's manual.

🔖 Reference

- p.19 "Using Web Image Monitor"

Setting Up as a Print Server (NetWare 4.x, 5 / 5.1, 6 / 6.5)

Follow the procedure below to connect the machine as a print server using NetWare 4.x, NetWare 5 / 5.1, or NetWare 6 / 6.5.

⭐ Important

- **When using the printer as a print server in NetWare 4.x, NetWare 5 / 5.1, or NetWare 6 / 6.5, set it to the NDS mode.**

- **When using NetWare 5 / 5.1 or NetWare 6 / 6.5, set the printer as a print server.**

1. **Start Web Image Monitor.**
2. **Click [Login].**

   A dialog box for entering the login user name and password appears.
3. **Enter the login user name and password, and then click [Login].**

   For details about the login user name and password, consult your network administrator.
4. **Click [Configuration] in the left area, and then click [NetWare] in the "Network" area.**
5. **Confirm the settings, and then click [Print Server Name].**

   Configuration is now complete. Wait several minutes before restarting Web Image Monitor.
6. **Click [Logout].**
7. **Quit Web Image Monitor.**

⬇ Note

- To check the configuration is correct, enter the following from the command prompt:

  `F:> USERLIST`
- If the printer works as configured, the name of the print server appears as a connected user.
- If you cannot identify the printer you want to configure, check the printer name against the configuration page printed from the printer. For details about printing a configuration page, see "Printing the Configuration Page", General Settings Guide.
- If no printer names appear in the list, match the frame types of IPX/SPXs for the computer and printer. Use the [Network] dialog box of Windows to change the frame type of the computer.
- For details about Web Image Monitor, see "Using Web Image Monitor".
- For details about login user names and passwords, see Security Reference, which is the administrator's manual.

📄 Reference

- p.19 "Using Web Image Monitor"

Using Pure IP in the NetWare 5 / 5.1 or 6 / 6.5 Environment

Follow the procedure below to connect the machine as a print server in a pure IP environment of NetWare 5 / 5.1 or NetWare 6 / 6.5.

⭐ Important

- When creating a queued print server in a pure IP environment of NetWare 5 / 5.1 or NetWare 6 / 6.5, create a print queue on the file server using NetWare Administrator.
- This printer is not available as a remote printer for use in a pure IP environment.

1

- To use the printer in a pure IP environment, set it to IPv4.

Setting up using NWadmin

1. **From Windows, start NWadmin.**

   For details about NWadmin, see the NetWare manuals.

2. **Select the object in which the print queue is located in the directory tree, and then click [Create] on the [Object] menu.**

3. **In the [Class of new object] box, click [Print Queue], and then click [OK].**

4. **In the [Print Queue Name] box, enter the name of the print queue.**

5. **In the [Print Queue Volume] box, click [Browse].**

6. **In the [Available objects] box, click the volume in which the print queue is created, and then click [OK].**

7. **Check the settings, and then click [Create].**

8. **Select the object in which the printer is located, and then click [Create] on the [Object] menu.**

9. **In the [Class of new object] box, click [Printer], and then click [OK]. For NetWare 5, click [Printer (Non NDPS)].**

10. **In the [Printer name] box, enter the printer name.**

11. **Select the [Define additional properties] check box, and then click [Create].**

12. **Click [Assignments], and then click [Add] in the [Assignments] area.**

13. **In the [Available objects] box, click the queue you created, and then click [OK].**

14. **Click [Configuration], click [Parallel] in the [Printer type] list, and then click [Communication].**

15. **Click [Manual load] in the [Communication type] area, and then click [OK].**

16. **Check the settings, and then click [OK].**

17. **Select a context specified, and then click [Create] on the [Object] menu.**

18. **In the [Class of new object] box, click [Print Server], and then click [OK]. For NetWare 5, click [Print Sever (Non NDPS)].**

19. **In the [Print Server Name] box, enter the print server name.**

   Use the same print server name specified using Web Image Monitor.

20. **Select the [Define additional properties] check box, and then click [Create].**

21. **Click [Assignments], and then click [Add] in the [Assignments] area.**

22. **In the [Available objects] box, click the queue you created, and then click [OK].**

23. **Check the settings, and then click [OK].**

24. **Start the print server by entering the following from the console of the NetWare server.**

   If the print server is in operation, quit and restart it.

To quit

```
CAREE: unload pserver
```

To start

```
CAREE: load pserver print_server_name
```

Setting up using Web Image Monitor

1. **Start Web Image Monitor.**

2. **Click [Login].**

   A dialog box for entering the login user name and login password appears.

3. **Enter the user login user name and password, and then click [Login].**

   For details about the login name and password, consult your network administrator.

4. **Click [Configuration] in the left area, and then click [NetWare] in the "Network" area.**

5. **Confirm the settings, and then click [Print Server Name].**

   Configuration is now complete. Wait several minutes before restarting Web Image Monitor.

6. **Click [Logout].**

7. **Quit Web Image Monitor.**

📝 Note

- If you cannot identify the printer you want to configure, check the printer name against the configuration page printed from the printer. For details about printing a configuration page, see "Printing the Configuration Page", General Settings Guide.

- If no printer names appear in the list, match the frame types of IPX/SPXs for the computer and printer. Use the [Network] dialog box of Windows to change the frame type of the computer.

- For details about Web Image Monitor, see "Using Web Image Monitor".

- For details about login user names and passwords, see Security Reference, which is the administrator's manual.

🔖 Reference

- p.19 "Using Web Image Monitor"

Setting Up as a Remote Printer (NetWare 3.x)

Follow the procedure below to use the machine as a remote printer under NetWare 3.x.

Setting up using PCONSOLE

1. **Enter "PCONSOLE" from the command prompt.**

   ```
   F:> PCONSOLE
   ```

1

2. **Create a print queue.**

   When using the existing print queue, go to the procedure for creating a printer.

3. **From the [Available Options] menu, select [Print Queue Information], and then press the [Enter] key.**

4. **Press [Insert] key, and then enter a print queue name.**

5. **Press [Esc] key to return to the [Available Options] menu.**

6. **Set up the network connection to a printer.**

7. **On the [Available Options] menu, click [Print Server Information], and then press the [Enter] key.**

8. **To create a new print server, press the [Insert] key, and then enter a print server name.**

   For a currently defined print server, select a print server in the [Print Server] list.

   Use the same printer name specified using Web Image Monitor.

9. **From the [Print Server Information] menu, select [Print Server Configuration].**

10. **From the [Print Server Configuration] menu, select [Printer Configuration].**

11. **Select the printer indicated as [Not Installed].**

    Use the same printer number specified as the remote printer number using Web Image Monitor.

12. **To change the printer name, enter a new name.**

    A name "printer x" is assigned to the printer. The "x" stands for the number of the selected printer.

13. **As type, select [Remote Parallel, LPT1].**

    The IRQ, Buffer size, Starting form, and Queue service mode are automatically configured.

14. **Press the [Esc] key, and then click [Yes] on the confirmation message.**

15. **Press the [Esc] key to return to [Print Server Configuration Menu].**

16. **Assign print queues to the created printer.**

17. **From [Print Server Configuration Menu], select [Queues Serviced By Printer].**

18. **Select the printer created.**

19. **Press the [Insert] key to select a queue serviced by the printer.**

    You can select several queues.

20. **Follow the instructions on the screen to make other necessary settings.**

    Following these steps, check that the queues are assigned.

21. **Press the [Esc] key until "Exit?" appears, and then select [Yes] to exit PCONSOLE.**

22. **Start the print server by entering the following from the console of the NetWare server.**

    If the print server is in operation, quit and restart it.

    To quit

    ```
    CAREE: unload pserver
    ```

To start

CAREE: load pserver **print_server_name**

If the printer works as configured, the message "Waiting for job" appears.

Setting up using Web Image Monitor

1. **Start Web Image Monitor.**

2. **Click [Login].**

   A dialog box for entering the login user name and login password appears.

3. **Enter the login user name and password, and then click [Login].**

   For details about the login user name and password, consult your network administrator.

4. **Click [Configuration] in the left area, and then click [NetWare] in the "Network" area.**

5. **Confirm the settings, and then click [Print Server Name].**

   Configuration is now complete. Wait several minutes before restarting Web Image Monitor.

6. **Click [Logout].**

7. **Quit Web Image Monitor.**

⬇️**Note**

- If you cannot identify the printer you want to configure, check the printer name against the configuration page printed from the printer. For details about printing a configuration page, see "Printing the Configuration Page", General Settings Guide.

- If no printer names appear in the list, match the frame types of IPX/SPXs for the computer and printer. Use the [Network] dialog box of Windows to change the frame type of the computer.

- For details about Web Image Monitor, see "Using Web Image Monitor".

- For details about login user names and passwords, see Security Reference, which is the administrator's manual.

🔖**Reference**

- p.19 "Using Web Image Monitor"

Setting Up as a Remote Printer (NetWare 4.x, 5 / 5.1, 6 / 6.5)

Follow the procedure below to use the printer as a remote printer under NetWare 4.x, 5 / 5.1 and 6 / 6.5.

⭐**Important**

- To use the printer as a remote printer under NetWare 4.x, 5 / 5.1, 6 / 6.5, set it to NDS mode.

- Do not use the printer as a remote printer when Pure IP is used.

Setting up using NWadmin

1. **From Windows, start NWadmin.**

   For details about NWadmin, see the NetWare manuals.

2. **Set up the network connection to a print queue. Select the object in which the print queue is located in the directory tree, and then click [Create] on the [Object] menu.**

3. **In the [Class of new object] box, click [Print Queue], and then click [OK].**

4. **In the [Print Queue Name] box, enter the name of the print queue.**

5. **In the [Print Queue Volume] box, click [Browse].**

6. **In the [Available objects] box, click the volume in which the print queue is created, and then click [OK].**

7. **Check the settings, and then click [Create].**

8. **Set up the network connection to a printer. Select the object in which the printer is located, and then click [Create] on the [Object] menu.**

9. **In the [Class of new object] box, click [Printer], and then click [OK]. For NetWare 5, click [Printer (Non NDPS)].**

10. **In the [Printer name] box, enter the printer name.**

11. **Select the [Define additional properties] check box, and then click [Create].**

12. **Assign print queues to the created printer. Click [Assignments, and then click [Add] in the [Assignments] area.**

13. **In the [Available objects] box, click the queue you created, and then click [OK].**

14. **Click [Configuration], click [Parallel] in the [Printer type] list, and then click [Communication].**

15. **Click [Manual load] in the [Communication type] area, and then click [OK]. Check the settings, and then click [OK].**

16. **Set up the network connection to a print server. Select a context specified, and then click [Create] on the [Object] menu.**

17. **In the [Class of new object] box, click [Print Server], and then click [OK]. For NetWare 5, click [Print Sever (Non NDPS)].**

18. **In the [Print Server Name:] box, enter the print server name.**

   Use the same print server name specified using Web Image Monitor.

19. **Select the [Define additional properties] check box, and then click [Create].**

20. **Assign the printer to the created print server. Click [Assignments], and then click [Add] in the [Assignments] area.**

21. **In the [Available objects] box, click the queue you created, and then click [OK].**

22. **In the [Printers] area, click the printer you assigned, and then click [Printer Number].**

23. **Enter the printer number, and then click [OK]. Check the settings, and then click [OK].**

    Use the same printer number specified as the remote printer number using Web Image Monitor.

24. **Start the print server by entering the following from the console of the NetWare server.**

    If the print server is in operation, quit and restart it.

    To exit

    ```
    CAREE: unload pserver
    ```

    To start

    ```
    CAREE: load pserver print_server_name
    ```

25. **Enter the printer server name as the context name, and then press the [Enter] key.**

26. **Select the printer name on the context menu, and then press the [Enter] key.**

Setting up using Web Image Monitor

1. **Start Web Image Monitor.**

2. **Click [Login].**

    A dialog box for entering the login user name and login password appears.

3. **Enter the user login name and password, and then click [Login].**

    For details about the login user name and password, consult your network administrator.

4. **Click [Configuration] in the left area, and then click [NetWare] in the "Network" area.**

5. **Confirm the settings, and then click [Print Server Name].**

    Configuration is now complete. Wait several minutes before restarting Web Image Monitor.

6. **Click [Logout].**

7. **Quit Web Image Monitor.**

⬇ Note

- If you cannot identify the printer you want to configure, check the printer name against the configuration page printed from the printer. For details about printing a configuration page, see "Printing the Configuration Page", General Settings Guide.

- If no printer names appear in the list, match the frame types of IPX/SPXs for the computer and printer. Use the [Network] dialog box of Windows to change the frame type of the computer.

- For details about Web Image Monitor, see "Using Web Image Monitor".

- For details about login user names and passwords, see Security Reference, which is the administrator's manual.

🗉 Reference

- p.19 "Using Web Image Monitor"

2. Monitoring and Configuring the Printer

Using Web Image Monitor

Using Web Image Monitor, you can check the machine status and change settings.

Available operations

The following operations can be remotely performed using Web Image Monitor from a client computer.

- Displaying machine status or settings
- Checking the print job status or history
- Checking, modifying, printing, or deleting print jobs stored in the Document Server
- Interrupting currently printing jobs
- Resetting the machine
- Managing the Address Book
- Making machine settings
- Making network protocol settings
- Making security settings

Configuring the machine

To perform the operations from Web Image Monitor, TCP/IP is required. After the machine is configured to use TCP/IP, operations from Web Image Monitor become available.

Recommended Web browser

- Windows:

  Internet Explorer 5.5 SP2 or higher

  Firefox 1.0 or higher

- Mac OS:

  Firefox 1.0 or higher

  Safari 1.0, 1.2, 2.0 (412.2) or higher

Web Image Monitor supports screen reader software. We recommend JAWS 7.0 or a later version.

🔽 Note

- Safari cannot be used on Mac OS X 10.4.1.
- Display and operation problems can occur if you do not enable JavaScript and cookies, or if you are using a non-recommended Web Browser.

2

- If you are using a proxy server, change the Web browser settings. Contact your administrator for information about the settings.

- Machine information is not automatically updated. To perform an update, click [Refresh] in the display area.

- We recommend using Web Image Monitor in the same network.

- If the machine is firewall-protected, it cannot be accessed from computers outside the firewall.

- When using the machine under DHCP, the IP address may be automatically changed by the DHCP server settings. Enable DDNS setting on the machine, and then connect using the machine's host name. Alternatively, set a static IP address to the DHCP server.

- If the HTTP port is disabled, connection to the machine using the machine's URL cannot be established. SSL setting must be enabled on this machine. For details, consult your network administrator.

- When using the SSL encryption protocol, enter "https://(machine's IP address or host name)/".

- Internet Explorer must be installed on your computer. Use the most recent available version. We recommend Internet Explorer 6.0 or later.

- When you are using Firefox, fonts and colors may be different, or tables may be out of shape.

- When using a host name under Windows Server 2003/2003 R2/2008, or Windows Vista with IPv6 protocol, perform host name resolution using an external DNS server. The host file cannot be used.

- To use JAWS 7.0 under Web Image Monitor, you must be running Windows OS and Microsoft Internet Explorer 5.5 SP2, or a later version.

Displaying Top Page

This section explains the Top Page and how to display Web Image Monitor.

⭐ **Important**

- When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10".

1. **Start your Web browser.**

2. **Enter "http://(machine's IP address or host name)/" in your Web browser's URL bar.**

   Top Page of Web Image Monitor appears.

   If the machine's host name has been registered on the DNS or WINS server, you can enter it.

   When setting SSL, a protocol for encrypted communication, under environment which server authentication is issued, enter "https://(machine's IP address or host name)/".

   Every Web Image Monitor page is divided into the following areas:
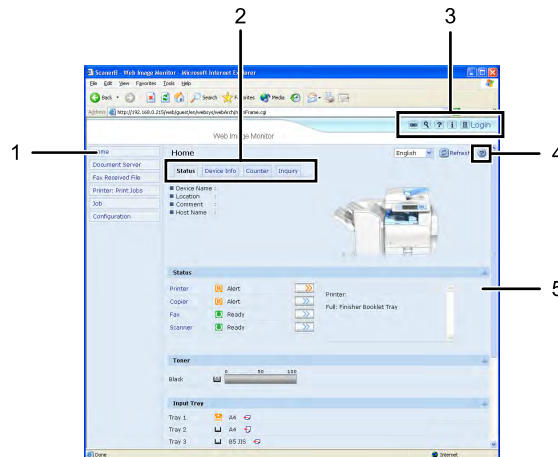
BDH300S

1. **Menu area**

   If you select menu, it's content will be shown on the work area, or the sub area.

2. **Tab area**

   Details about each menu appears.

3. **Header area**

   The dialog box for switching to the user mode and administrator mode appears, and each mode's menu will be displayed.

   The link to help and dialog box for keyword search appears.

4. **Help**

   Use Help to view or download Help file contents.

5. **Display area**

   Displays the contents of the item selected in the menu area.

   Machine information in the display area is not automatically updated. Click [Refresh] at the upper right in the display area to update the machine information. Click the Web browser's [Refresh] button to refresh the entire browser screen.

   ⬇️Note

   • When using a host name under Windows Server 2003/2003 R2/2008, or Windows Vista with IPv6 protocol, perform host name resolution using an external DNS server. The host file cannot be used.

When User Authentication is Set

Login (using Web Image Monitor)

Follow the procedure below to log on when user authentication is set.

1. **Click [Login].**

2. **Enter a login user name and password, and then click [Login].**

   For details about the login user name and password, consult your network administrator.

🔻**Note**

- For user code authentication, enter a user code in [Login User Name], and then click [Login].
- The procedure may differ depending on the Web browser used.

Log Off (using Web Image Monitor)

Click [Logout] to log off.

🔻**Note**

- When you log on and made the setting, always click [Logout].

About Menu and Mode

There are two modes available with Web Image Monitor: guest mode and administrator mode.

Displayed Items may differ depending on the machine type.

About Guest Mode

In the guest mode, machine status, settings, and print job status can be viewed, but the machine settings cannot be changed.
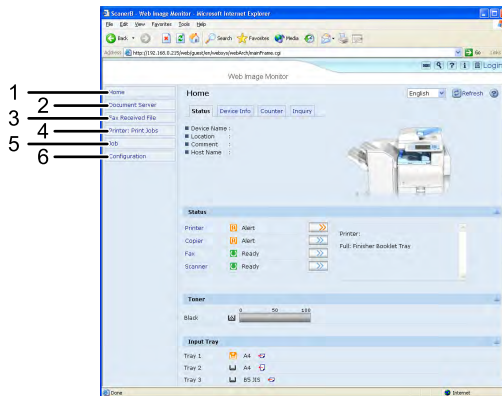
BDH301S

1. **Home**

   The [Status], [Device Info], [Counter], and [Inquiry] tab are displayed. Details of the tab menu are displayed on the work area.

2. **Document Server**

   Display files stored in the Document Server.

3. **Fax Received File**

   Display received fax files.

4. **Printer: Print Jobs**

   Allows you to display list of Sample Print, Locked Print, Hold Print, and Stored Print jobs.

5. **Job**

   Display all print files.

6. **Configuration**

   Display current machine and network settings.

Administrator Mode

In the administrator mode, you can configure various machine settings.
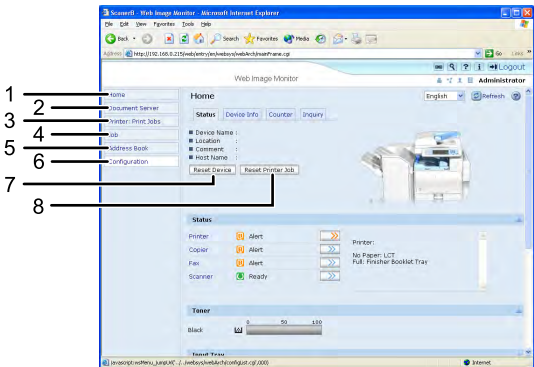
BDH302S

1. **Home**

   The [Status], [Device Info], [Counter], and [Inquiry] tab are displayed. Details of the tab menu are displayed on the work area.

2. **Document Server**

   Display files stored in the Document Server.

3. **Printer: Print Jobs**

   Allows you to display list of Locked Print, Sample Print, Hold Print, and Stored Print jobs.

4. **Job**

   Display all print files.

5. **Address Book**

   User information can be registered, displayed, changed, and deleted.

6. Configuration

Make system settings for the machine, interface settings, and security.

7. Reset Device

Click to reset the printer. If a print job is being processed, the printer will be reset after the print job is completed. This button is located on Top Page.

8. Reset Printer Job

Click to reset current print jobs and print jobs in queue. This button is located on Top Page.

Access in the Administrator Mode

Follow the procedure below to access Web Image Monitor in the administrator mode.

1. On Top Page, click [Login].

The window for entering the login user name and password appears.

2. Enter your login user name and password, and then click [Login].

For details about the login user name and password, consult your network administrator.

List of Setting Items

The following tables show Web Image Monitor items that can be viewed or modified depending on the selected mode on the Web browser. Select one of the following modes to log on Web Image Monitor:

- Guest mode: logged on as a user
- Administrator mode: logged on as an administrator

Home

Status

Menu	Guest mode	Administrator mode
Reset Device	None	Modify
Reset Printer Job	None	Modify
Status	Read	Read
Toner	Read	Read
Input Tray	Read	Read
Output Tray	Read	Read

Device Info

Menu	Guest mode	Administrator mode
Functions	Read	Read
System	Read	Read
Version	Read	Read
Printer Language	Read	Read

Counter

Menu	Guest mode	Administrator mode
Copier	Read	Read
Printer	Read	Read
Fax	Read	Read
Send/TX Total	Read	Read
Fax Transmission	Read	Read
Scanner Send	Read	Read
Other Function(s)	Read	Read

Inquiry

Menu	Guest mode	Administrator mode
Machine Maintenance/Repair	Read	Read
Sales Representative	Read	Read

Document Server

Document Server

Guest mode	Administrator mode
Read/Modify	Read/Modify

Fax Received File

Guest mode	Administrator mode
Read/Modify	None

Printer: Print Jobs

Print Job List

Guest mode	Administrator mode
Read/Modify	Read/Modify

Job

Job List

Menu	Guest mode	Administrator mode
Current/Waiting Jobs	Read	Read/Modify
Job History	Read	Read

Printer

Menu	Guest mode	Administrator mode
Spool Printing	Read	Read/Modify
Job History	Read	Read
Error Log	Read	Read

Fax History

Menu	Guest mode	Administrator mode
Transmission	Read	Read
Reception	Read	Read
LAN-Fax	Read	Read

Document Server

Menu	Guest mode	Administrator mode
Print Job History	Read/Modify	Read/Modify
Fax Remote Send History	Read/Modify	Read/Modify
Scanner Remote Send History	Read/Modify	Read/Modify

Address Book

Menu	Guest mode	Administrator mode
Address Book	None	Read/Modify

Configuration

Device Settings

Menu	Guest mode	Administrator mode
System	Read	Read/Modify
Paper	Read	Read/Modify
Date/Time	Read	Read/Modify
Timer	Read	Read/Modify
Logs	None	Read/Modify
E-mail	Read	Read/Modify
Auto E-mail Notification	None	Read/Modify
On-demand E-mail Notification	None	Read/Modify
File Transfer	None	Read/Modify
User Authentication Management	None	Read/Modify
Administrator Authentication Management	None	Read/Modify
Program/Change Administrator	None	Read/Modify

Menu	Guest mode	Administrator mode
LDAP Server	None	Read/Modify
Firmware Update	None	Read/Modify
Program/Change Realm	None	Modify

Printer

Menu	Guest mode	Administrator mode
Basic Settings	Read	Read/Modify
Tray Parameters (PCL)	None	Read/Modify
Tray Parameters (PS)	None	Read/Modify
Virtual Printer Settings	Read	Read/Modify
PDF Temporary Password	Modify	None
PDF Group Password	None	Modify
PDF Fixed Password	None	Modify
IPDS Form List	Read	Read/Modify
Reset IPDS Fonts	None	Read/Modify

Fax

Menu	Guest mode	Administrator mode
Initial Settings	None	Read/Modify
Send / Reception Settings	None	Read/Modify
IP-Fax Settings	None	Read/Modify
IP-Fax Gateway Settings	None	Read/Modify
Parameter Settings	None	Read/Modify

Scanner

Menu	Guest mode	Administrator mode
General Settings	Read	Read/Modify
Scan Settings	Read	Read/Modify
Send Settings	Read	Read/Modify
Initial Settings	None	Read/Modify
Default Settings for Normal Screens on Device	Read	Read/Modify
Default Settings for Simplified Screens on Device	Read	Read/Modify

Interface

Menu	Guest mode	Administrator mode
Interface Settings	Read	Read/Modify
Wireless LAN Settings	Read	Read/Modify

Network

Menu	Guest mode	Administrator mode
IPv4	Read	Read/Modify
IPv6	Read	Read/Modify
NetWare	Read	Read/Modify
AppleTalk	Read	Read/Modify
SMB	Read	Read/Modify
SNMP	None	Read/Modify
SNMPv3	None	Read/Modify
SSDP	None	Read/Modify
Bonjour	Read	Read/Modify
System Log	Read	Read

Security

Menu	Guest mode	Administrator mode
Network Security	None	Read/Modify
Access Control	None	Read/Modify
IPP Authentication	None	Read/Modify
SSL/TLS	None	Read/Modify
ssh	None	Read/Modify
Site Certificate	None	Read/Modify
Device Certificate	None	Read/Modify
IPsec	None	Read/Modify
User Lockout Policy	None	Read/Modify
S/MIME	None	Read/Modify

RC Gate

Menu	Guest mode	Administrator mode
Setup RC Gate	None	Read/Modify
Update RC Gate Firmware	None	Read
RC Gate Proxy Server	None	Read/Modify

Webpage

Menu	Guest mode	Administrator mode
Webpage	Read/Modify	Read/Modify

Extended Feature Settings

Menu	Guest mode	Administrator mode
Startup Setting	None	Read/Modify
Extended Feature Info	None	Read

Menu	Guest mode	Administrator mode
Install	None	Read/Modify
Uninstall	None	Read/Modify
Change Allocation	None	Read/Modify
Administrator Tools	None	Read/Modify
Copy Extended Features	None	Read/Modify
Copy Card Save Data	None	Read/Modify

Note

- Some items are not displayed depending on the security settings.

Displaying Web Image Monitor Help

When using Help for the first time, clicking the icon marked "?" (⚹⚹) makes the following screen appear, in which you can view Help in two different ways, as shown below:

Viewing Help on our Web site

Downloading Help to your computer

Downloading and Checking Help

You can download Help to your computer. As the Help URL, you can specify the path to the local file to view the Help without connecting to the Internet.

Note

- By clicking "?" (⚹) in the header area, the contents of Help appear.
- By clicking "?" (⚹), the Help icon in the display area, Help for the setting items in the display area appears.

Downloading Help

1. **In the [OS] list, select the operating system.**
2. **In the [Language] list, select the language.**
3. **Click [Download].**
4. **Download Help by following the instructions on the screen.**
5. **Store the downloaded compressed file in a given location, and then decompress the file.**

   To create a link for the Help button (⚹⚹), save the downloaded Help files on a Web server.

Linking the URL of the downloaded Help

You can link the URL of the help file on a computer or Web server to the "?" button.

1. **Log on to Web Image Monitor in the administrator mode.**

2. **In the menu area, click [Configuration].**

3. **Click [Webpage].**

4. **In the [Set Help URL Target] box, enter the URL of the help file.**

   If you saved the help file to "C:\HELP\EN", enter "file://C:/HELP/". For example, if you saved the file to a Web server, and the URL of the index file is "http:// a.b.c.d/HELP/EN/index.html", enter "http://a.b.c.d/HELP/".

5. **Click [OK].**

🔽 Note

- If you save the Help files on your hard disk, you must access them directly - you cannot link to them using the Help button ( ).

Printer Status Notification by E-Mail

Whenever a paper tray becomes empty or paper is jammed, an e-mail alert is issued to the registered addresses to notify the printer status.

For this notification, you can make the e-mail notification settings.

Notification timing and e-mail content can be set.

★ Important

- Depending on your e-mail application, a phishing warning might appear after you receive an e-mail message. To prevent phishing warnings appearing after you receive e-mail from a specified sender, you must add the sender to your e-mail application's exclusion list. For details about how to do this, see your e-mail application's Help.

You can be notified of the following events:

- Service call.
- Toner cartridge is empty.
- Toner cartridge is nearly empty.
- Paper has jammed.
- Open door is detected.
- The paper tray is empty.
- The paper tray is nearly empty.
- A paper tray error occurred.
- Output paper tray is full.
- Unit connection error.
- Waste toner bottle is full.
- Stapler has no staples.
- Service call is successful.
- Hole Punch Receptacle is Full.
- File storage memory is nearly full.
- Punch dust is full.
- Waste Staple Receptacle is Full.
- Log error.
- Device access is violated.

1. **Log on to Web Image Monitor in administrator mode.**
2. **In the menu area, click [Configuration].**
3. **Click [E-mail] on the [Device Settings] area.**

4. **Make the following settings:**

   - Items in the Reception column: Make the necessary settings for sending and receiving e-mail.

   - Items in the SMTP column: Configure the SMTP server. Check your mailing environment, and then specify the necessary items. You can also perform mail authentication for the SMTP server.

   - Items in the POP before SMTP column: Configure the POP server. Check your mailing environment, and then specify the necessary items. You can also perform mail authentication for the POP server.

   - Items in the POP3/IMAP4 column: Configure the POP3 or IMAP4 server. Check your mailing environment, and then specify the necessary items.

   - Items in the E-mail Communication Port column: Configure the port to be used for access to the mail server.

   - Items in the Fax E-mail Account column: Specify these items if you want to use on-demand e-mail notification.

5. **Click [OK].**

6. **Click [Logout].**

7. **Quit Web Image Monitor.**

⬇ Note

- For details about login user name and password, see Security Reference, which is the administrator's manual.

- For details about the settings, see Web Image Monitor Help.

- For details about Web Image Monitor, see "Using Web Image Monitor".

🄱 Reference

- p.19 "Using Web Image Monitor"

Auto E-mail Notification

1. **Log on to Web Image Monitor in administrator mode.**

2. **Click [Configuration] in the menu area, and then click [Auto E-mail Notification] on the [Device Settings] area.**

   The dialog box for making notification settings appears.

3. **Make the following settings:**

   - Items in Notification Message column: You can set this according to your needs, for example, the machine's location, service representative contact information.

   - Items in the Groups to Notify column: E-mail notification addresses can be grouped as required.

   - Items in the Select Groups/Items to Notify column: Select groups for each notification type, such as machine status and error.

To make detailed settings for these items, click [Edit] next to [Detailed Settings of Each Item].

4. **Click [OK].**

5. **Click [Logout].**

6. **Quit Web Image Monitor.**

🔽 **Note**

- For details about Web Image Monitor, see "Using Web Image Monitor".

- For details about the settings, see Web Image Monitor Help.

📘 **Reference**

- p.19 "Using Web Image Monitor"

On-demand E-mail Notification

1. **Log on to Web Image Monitor in administrator mode.**

2. **Click [Configuration] in the menu area, and then click [On-demand E-mail Notification] on the [Device Settings] area.**

   The dialog box for making notification settings appears.

3. **Make the following settings:**

   - Notification Subject column: Enter a text string to be added to the subject line of return e-mails.

   - Items in Notification Message column: You can set this according to your needs, for example, the machine's location, service representative contact information.

   - Items in the Access Restriction to Information column: Select whether to restrict accesses based on a specific category of information.

   - Items in the Receivable E-mail Address/Domain Name Settings column: Enter an e-mail address or domain name to use for requesting information by e-mail and to receive its return e-mail.

4. **Click [OK].**

5. **Click [Logout].**

6. **Quit Web Image Monitor.**

🔽 **Note**

- For details about Web Image Monitor, see "Using Web Image Monitor".

- For details about the settings, see Web Image Monitor Help.

📘 **Reference**

- p.19 "Using Web Image Monitor"

Mail Authentication

You can configure mail authentication to prevent illegal use of the mail server.

SMTP Authentication

Specify SMTP authentication.

When mail is sent to the SMTP server, authentication is performed using the SMTP AUTH protocol by prompting the mail originator to enter the user name and password. This prevents illegal use of the SMTP server.

1. Log on to Web Image Monitor in administrator mode.
2. Click [Configuration] in the menu area, and then click [E-mail] on the [Device Settings] area.
3. Make the following settings in SMTP column:
    - SMTP Server Name: Enter the IP address or host name of the SMTP server
    - SMTP Port No.: Enter the port number used when sending e-mail to the SMTP server.
    - SMTP Authentication: Enable or disable SMTP authentication.
    - SMTP Auth. E-mail Address: Enter the e-mail address.
    - SMTP Auth. User Name: Enter the SMTP account name.
    - SMTP Auth. Password: To set or change the password for SMTP AUTH.
    - SMTP Auth. Encryption: Select whether to encrypt the password or not.

        [Encryption]-[Auto Select]: If the authentication method is PLAIN, LOGIN, CRAM-MD5, or DIGEST-MD5.

        [Encryption]-[Active]: If the authentication method is CRAM-MD5 or DIGEST-MD5.

        [Encryption]-[Inactive]: If the authentication method is PLAIN or LOGIN.
4. Click [OK]
5. Click [Logout].
6. Quit Web Image Monitor.

POP before SMTP Authentication

Select whether to log on to the POP3 server before sending e-mail.

1. Log on to Web Image Monitor in administrator mode.
2. Click [Configuration] in the menu area, and then click [E-mail] on the [Device Settings] area.
3. Make the following settings in POP before SMTP column:
    - POP before SMTP: Enable or disable POP before SMTP.
    - POP E-mail Address: Enter the e-mail address.
    - POP User Name: Enter the POP account name.
    - POP Password: To set or change the POP password.

- Timeout setting after POP Auth.: Enter the time available before connecting to the SMTP server after logging on to the POP server.

4. Click [OK].

5. Click [Logout].

6. Quit Web Image Monitor.

Sending E-mail Notification

To use on-demand e-mail notification, perform the following configuration tasks in Web Image Monitor.

1. Log on to Web Image Monitor in administrator mode.

2. Click [Configuration] in the menu area, and then click [E-mail] on the [Device Settings] area.

3. Make the following settings:

- E-mail Notification E-mail Address: Enter the address using alphanumeric characters.

- Receive E-mail Notification: Specify whether to use on-demand e-mail notification.

- E-mail Notification User Name: Enter the administrator's user name as the mail originator name.

- E-mail Notification Password: Enter the password of the mail notification user.

4. Click [OK].

5. Click [Logout].

6. Quit Web Image Monitor.

Format of on-demand e-mail messages

To use mail notification, you need to send an on-demand e-mail message to this machine.

Using your mail software, enter the following:

Item	Description
Subject (Referred to as Subject)	Enter a request regarding the device. For details, see the table below.
From (Referred to as From)	Specify a valid mail address. The device information will be sent to the address specified here.

⬇️**Note**

- A mail message must be within 1 MB in size.

- E-mail may be incomplete if sent immediately after power on.

Subject field

Format: devicestatus?parameter-name=parameter[&=parameter][& =parameter]...

🔽Note

- The Subject field is case-insensitive.

- Parameter names can be written in any order.

Subject field coding examples

Coding example	Action
devicestatus?request=sysconfig& format=text&lang=en	The device's system configuration information will be sent in an English text format.
devicestatus?request=sysconfig	The device's system configuration information will be sent in a preset format and language.

🔽Note

- The Subject field is case-insensitive.

- Parameter names can be written in any order.

Parameters

Parameter	Meaning	Default
request	Information to be obtained	Mandatory
format	Mail format	Mail will be sent in the format preset for each mail address.
lang	Language for mail body	Mail will be sent in the language preset for each mail address.

Parameters specifying the information to be obtained

Information to be obtained	Parameter
System configuration information	sysconfig
Network configuration information	netconfig
Printer configuration information	prtconfig
Supplies information	supply
Device status information	status

Parameters specifying the mail format

Mail format	Parameter
Text	text
HTML	html
XML	xml

↓Note

- HTML and XML can be selected for subject field, but output is text only.

Parameters that specify the language for mail bodies

Language	Parameter
German	de
French	fr
Italian	it
Dutch	nl
Spanish	es
Danish	da
Finnish	fi
Norwegian	no
Portuguese	pt
Swedish	sv
Czech	cs
Hungarian	hu
Polish	pl
Russian	ru
Catalan	ca
Turkish	tr
English	en

For the language used in the body of the mail, you can select either English or the language in which the control panel items are displayed. For example: if the control panel items are displayed in German, you can select either German or English.

2

Remote Maintenance by telnet

⭐ **Important**

- Remote Maintenance should be protected so that access is allowed to administrators only.

- The password is the same as the one of Web Image Monitor administrator. When the password is changed using "mshell", other's change also.

Using telnet

Follow the procedure below to use telnet.

⭐ **Important**

- Only one user at a time can log on to perform remote maintenance.

- If you are using Windows Vista, you must enable the telnet server and telnet client beforehand.

1. **Use the IP address or the host name of the machine to start telnet.**

   `% telnet IP_address`

2. **Enter your user name and password.**

   For details about the user name and password, consult your network administrator.

   For user authentication, enter a login user name and password.

   For user code authentication, enter a user code in User Name.

3. **Enter a command.**

4. **Quit telnet.**

   `msh> logout`

   The configuration message about saving the changes appears.

5. **Enter "yes" to save the changes, and then press the [Enter] key.**

   If you do not want to save the changes, enter "no", and then press the [Enter] key. To make further changes, enter "return" at the command line, and then press the [Enter] key.

⬇ **Note**

- If the message "Can not write NVRAM information" appears, the changes are not saved. Repeat the procedure above.

- When the changes are saved, the network interface board is reset automatically with that changes.

- When the network interface board resets, the print job in print process will be printed. However, print jobs in queue will be canceled.

access

Use the "access" command to view and configure access control. You can also specify two or more access ranges.

View settings

```
msh> access
```

IPv4 configuration display

```
msh> access ID range
```

IPv6 configuration display

```
msh> access ID range6
```

IPv6 access mask configuration display

```
msh> access ID mask6
```

IPv4 configuration

```
msh> access ID range "start-address end-address"
```

Example: to specify accessible IPv4 addresses between 192.168.0.10 and 192.168.0.20:

```
msh> access 1 range 192.168.0.10 192.168.0.20
```

IPv6 configuration

```
msh> access ID range6 "start-address end-address"
```

Example: to specify accessible IPv6 addresses between 2001:DB8::100 and 2001:DB8::200.

```
msh> access 1 range6 2001:DB8::100 2001:DB8::200
```

IPv6 access mask configuration

```
msh> access ID mask6 "base-address prefixlen"
```

Example: to specify accessible IPv6 addresses to 2001:DB8::/32

```
msh> access 1 mask6 2001:DB8:: 32
```

Access control initialization

```
msh> access flush
```

- Use the "flush" command to restore the default settings so that all access ranges become "0.0.0.0" for IPv4, and "::" for IPv6.

🔽Note

- You can specify each IPv6 entry by either range or mask. For the range parameter, you can select "start-address end-address". For the mask parameter, you can select "baseaddress prefixlen".

- The access range restricts computers from use of the machine by IP address. If you do not need to restrict printing, make the setting "0.0.0.0" for IPv4, and "::" for IPv6.

- Valid ranges must be from lower (start address) to higher (end address).

- For IPv4 and IPv6, you can select an ID number between 1 and 5.

- IPv6 can register and select the range and the mask for each access ranges.

- IPv6 mask ranges between 1 - 128 can be selected.

- Up to five access ranges can be specified. The entry is invalid if the target number is omitted.

- You cannot send print jobs, or access Web Image Monitor and diprint from a restricted IP address.

appletalk

Use the "appletalk" command to view and configure AppleTalk parameters.

View settings

    msh> appletalk

- [2] means "active" and [0] means "inactive".

- The default is [2].

Changing PAP timeout configuration

    msh> appletalk ptimeout value > 0

- Timeout value becomes effective.

    msh> appletalk ptimeout value = 0

- Timeout value becomes ineffective.

autonet

Use the "autonet" command to configure AutoNet parameters.

View settings

    The following command displays the current AutoNet settings:

    msh> autonet

Configuration

    You can configure AutoNet settings.

    msh> autonet {on|off}

- {on} means "active" and {off} means "inactive".

Current interface priority configuration display

    msh> autonet priority

Interface priority configuration

    msh> autonet priority "interface_name"

- You can give interface's AutoNet parameter priority.

- Priority settings are available when multiple interfaces are installed.
- wlan can be specified only when the IEEE 802.11 interface is installed.

Interface	Interface configured
ether	Ethernet interface
wlan	IEEE 802.11 interface

↓Note

- If an interface is not selected, the current interface connection settings remain in effect.
- For details about AutoNet, refer to autonet parameters.

bonjour (rendezvous)

Use the "bonjour (rendezvous)" command to display bonjour (rendezvous)-related settings.

View settings

Bonjour settings are displayed.

`msh> bonjour`

Bonjour service name setting

You can specify the bonjour service name.

`msh> bonjour cname "computer name"`

- The computer name can be entered using up to 63 alphanumeric characters.
- If you do not specify a character string, the current setting is displayed.

Bonjour Installation location information setting

You can enter information about the location where the printer is installed.

`msh> bonjour location "location"`

- Information about location can be entered using up to 32 alphanumeric characters.
- If you do not specify a character string, current setting is displayed.

Setting order of priority for each protocol

- msh> bonjour diprint [0-99]
- msh> bonjour lpr [0-99]
- msh> bonjour ipp [0-99]

You can specify the order of priority for "diprint", "lpr", and "ipp". Smaller numbers indicate higher priority.

IP TTL setting

`msh> bonjour ip ttl [1-255]`

You can specify the IP TTL (the number of routers a packet can pass through).

- The default is 255.

Resetting the computer name and location information

You can reset the computer name and location information.

`msh> bonjour clear {cname|location}`

- cname: Reset the computer name. The default computer name will be displayed when the computer is restarted.

- location: Reset the location information. The previous location information will be deleted.

Interface configuration

`msh> bonjour linklocal "interface_name"`

- If you do not specify an interface, the Ethernet interface is selected automatically.

- If many types of interface are installed, configure the interface that communicates with linklocal address.

- If you do not specify an interface, the Ethernet interface is automatically selected.

- wlan can be specified only when the IEEE 802.11 interface is installed.

Interface	Interface configured
ether	Ethernet interface
wlan	IEEE 802.11 interface

Setting IPP-SSL printing

`msh> bonjour ippport {ipp|ssl}`

- If IPP-SSL Printing is set to ssl, the IPP port number will appear as 443, and IPP-SSL printing can be performed with higher security.

- If IPP-SSL Printing is set to ipp, the IPP port number will appear as 631. Port 631 is the port for normal IPP printing.

btconfig

Use the "btconfig" command to make Bluetooth settings.

View settings

Bluetooth settings are displayed.

`msh> btconfig`

Mode settings

You can set the Bluetooth operation mode to {private} or {public}.

msh> btconfig {private|public}

- The default is {public}.

2 devicename

Use the "devicename" command to display and change the printer name.

View settings

msh> devicename

Printer name configuration

msh> devicename name "string"

- Enter a printer name using up to 31 alphanumeric characters.

- Set single names for each printer.

Printer name initialization

msh> devicename clear name

- Reset the printer name to its default.

dhcp

Use the "dhcp" command to configure DHCP settings.

View settings

The following command displays the current DHCP settings.

msh> dhcp

Configuration

You can configure DHCP.

msh> dhcp "interface_name" {on|off}

- Click {on} to enable dhcp. Click {off} to disable DHCP.

- If the DNS server address and domain name are obtained from DHCP, be sure to click {on}.

- wlan can be specified only when the IEEE 802.11 interface is installed.

Interface name	Interface configured
ether	Ethernet interface
wlan	IEEE 802.11 interface

Current interface priority configuration display

    msh> dhcp priority

Interface priority configuration

    msh> dhcp priority "interface_name"

- You can select which interface has DHCP parameter priority.

- Priority settings are available when multiple interfaces are installed.

DNS server address selection

    msh> dhcp dnsaddr {dhcp|static}

- Specify whether to obtain the DNS server address from the DHCP server or use the address set by a user.

- To obtain the DNS server address from the DHCP server, specify "dhcp". To use the address set by a user, specify "static".

Domain name selection

    msh> dhcp domainname {dhcp|static}

- Specify whether to obtain the domain name from the DNS server or use the domain name set by a user.

- To obtain the domain name from the DHCP server, specify "dhcp". To use the domain name set by a user, specify "static".

🔖 Reference

- p.49 "dns"

- p.50 "domainname"

- p.117 "Using DHCP"

dhcp6

Use the "dhcp6" command to display or configure DHCPv6 settings.

View settings

The following command displays the current DHCPv6 settings.

    msh> dhcp6

DHCPv6-lite configuration and display

    msh> dhcp6 "interface_name" lite {on|off}

Viewing and specifying DNS server address selection (obtained from the dhcpv6 server/user specified value)

    msh> dhcp6 dnsaddr {dhco|static}

DUID(DHCP unique ID) deletion and display

> `msh> dhcp6 duid clear`

Viewing and specifying the time required to re-obtain the parameter obtained from dhcpv6

> `msh> dhcp6 ooption lifetime [0-65535]`

- It can be entered between 0 and 65535 minutes.
- The default is 60 minutes.
- If you specify "0", you cannot re-obtain the value.

diprint

The direct printing port enables direct printing from a network-connected computer.

Use the "diprint" command to change direct printing port settings.

View settings

> The following command displays the current direct printing port settings:
>
> `msh> diprint`
>
> Example output:
>
> `port 9100`
>
> `timeout=300(sec)`
>
> `bidirect on`
>
> `conn multi`
>
> `apl async`

- The "port" specifies the port number of the direct printing port.
- The "bidirect" setting indicates whether the direct printing port is bidirectional or not.

Setting timeout

> `msh> diprint timeout [30-5535]`

- You can specify the timeout interval to use when the printer is expecting data from the network.
- The default is 300 seconds.

Specifying the number of concurrent connections

> `msh> diprint conn {multi|single}`

- The above command specifies the number of concurrent diprint connections. Specify "multi" for multiple connections or "single" for a single connection.
- The default is "multi".

dns

Use the "dns" command to configure or display DNS (Domain Name System) settings.

View settings

The following command displays current DNS settings:

`msh> dns`

IPv4 DNS server configuration

The following command enables or disables the IPv4 DNS server address:

`msh> dns "ID" server "server address"`

The following command displays a configuration using the IP address 192.168.15.16 on a DNS 1 server:

`msh> dns 1 server 192.168.15.16`

- You can register IPv4 DNS Server address.

- You can select an ID number between 1 and 3. You can select up to three ID numbers.

- You cannot use "255.255.255.255" as the DNS server address.

IPv6 DNS server configuration

The following command enables or disables the IPv4 DNS server address:

`msh> dns "ID" server6 "server address"`

- You can register IPv6 DNS Server address.

- The selectable ID number is between 1 and 3. You can select up to 3 ID.

Dynamic DNS function setting

`msh> dns "interface_name" ddns {on|off}`

- You can set the dynamic DNS function "active" or "inactive".

- {on} means "active" and {off} means "inactive".

- wlan can be specified only when the IEEE 802.11 interface is installed.

Interface name	Interface configured
ether	Ethernet interface
wlan	IEEE 802.11 interface

Specifying the record overlap operation

`msh> dns overlap {update|add}`

- You can specify operations performed when records overlap.

- update: To delete old records and register new records.

- add: To add new records and store the old records.

- When CNAME overlaps, it is always changed, irrespective of settings.

CNAME registration

> `msh> dns cname {on|off}`

- You can specify whether to register CNAME.

- {on} means "active" and {off} means "inactive".

- The CNAME registered is the default name beginning with rnp. CNAME cannot be changed.

A records registration

> `msh> dns arecord {dhcp|own}`

- dhcp: You can specify the method of registering an A record when the dynamic DNS function is enabled and DHCP is used.

- own: To register an A record using the printer as the DNS client.

  The DNS server address and the domain name already designated are used for the registration.

Record updating interval settings

> `msh> dns interval [1-255]`

- You can specify the interval after which records are updated when using the dynamic DNS function.

- The updating interval is specified hourly. It can be entered between 1 and 255 hours.

- The default is 24 hours.

resolv.conf display

> `msh> dns resolv`

Specifying the protocol when asking names during dual stacking

> `msh> dns resolv protocol {ipv4|ipv6}`

- Appears during dual stacking only.

domainname

Use the "domainname" command to display or configure the domain name settings.

You can configure the Ethernet interface, or IEEE 802.11 interface.

View settings

The following command displays the current domain name:

> `msh> domainname`

Interface domain configuration

> `msh> domainname "interface_name"`

Setting the Domain Name

msh> domainname "interface_name" name "domain name"

- A domain name can be entered using up to 63 alphanumeric characters.

- The Ethernet interface and IEEE 802.11 interface will have the same domain name.

- wlan can be specified only when the IEEE 802.11 interface is installed.

Interface	Interface set
ether	Ethernet interface
wlan	IEEE 802.11 interface

Deleting the Domain Name

msh> domainname "interface_name" clear name

help

Use the "help" command to display the available command list and the procedures for using those commands.

Command list display

msh> help

Display of procedure for using commands

msh> help "command_name"

hostname

Use the "hostname" command to change the printer name.

View settings

msh> hostname

IPv4 Configuration

msh> hostname "interface_name" "printer_name"

- Enter the printer name using up to 63 alphanumeric characters.

- You cannot use a printer name beginning "RNP" (in either upper or lower case).

- The Ethernet interface and IEEE 802.11 interface will have the same printer name.

- wlan can be specified only when the IEEE 802.11 interface is installed.

- If you do not specify an interface, the Ethernet interface is selected automatically.

Interface name	Interface configured
ether	Ethernet interface
wlan	IEEE 802.11 interface

Initializing the printer name for each interface

```
msh>hostname "interface_name" clear name
```

ifconfig

Use the "ifconfig" command to view and configure TCP/IP (IP address, subnet mask, broadcast address, default gateway address) for the printer.

View settings

```
msh> ifconfig
```

IPv4 configuration

```
msh> ifconfig "interface_name" "parameter" "address"
```

- If you did not enter an interface name, it is automatically set to the Ethernet interface.
- wlan can be specified only when the IEEE 802.11 interface is installed.

Interface name	Interface configured
ether	Ethernet Interface
wlan	IEEE 802.11 Interface

The following explains how to configure an IPv4 address 192.168.15.16 on Ethernet interface.

```
msh> ifconfig ether 192.168.15.16
```

IPv6 configuration

```
msh> ifconfig ether inet6 "interface_name" "printer_name"
```

The following explains how to configure a IPv6 address to 2001:DB8::100 with prefix length 64 on the Ethernet interface.

```
msh> ifconfig ether inet6 2001:DB8::100 64
```

Netmask configuration

```
msh> ifconfig "interface_name" netmask "address"
```

The following explains how to configure a subnet mask 255.255.255.0 on Ethernet interface.

```
msh> ifconfig ether netmask 255.255.255.0
```

Broadcast address configuration

> `msh> ifconfig "interface_name" broadcast "address"`

Changing the interface

> `msh> ifconfig "interface" up`

- When using the optional IEEE 802.11 interface unit, you can specify either Ethernet or IEEE 802.11 interface.

🔻 Note

- To get the above addresses, contact your network administrator.

- Use the default configuration if you cannot obtain setting addresses.

- The IP address, subnet mask and broadcast address are the same as that for the ethernet interface and IEEE 802.11 interface.

- TCP/IP configuration is the same for both Ethernet and IEEE 802.11 interface. If interfaces are changed, the new interface inherits the configuration.

- Use "0x" as the initial two letters of a hexadecimal address.

info

Use the "info" command to display printer information such as paper tray, output tray, and printer language.

Printer information display

> `msh> info`

🔖 Reference

- p.89 "Understanding the Displayed Information"

ipp

Use the "ipp" command to view and configure IPP settings.

Viewing settings

> The following command displays the current IPP settings:

> `msh> ipp`

IPP timeout configuration

> Specify how many seconds the computer waits before canceling an interrupted print job. The time can be entered between 30 to 65535 seconds.

> `msh> ipp timeout [30-65535]`

IPP user authorization configuration

Use IPP user authorization to restrict users to print with IPP. The default is "off".

```
msh> ipp auth {basic|digest|off}
```

- User authorization settings are "basic" and "digest".

- If user authorization is specified, register a user name. You can register up to 10 users.

IPP user name configuration

Configure IPP users according to the following messages:

```
msh> ipp user
```

The following message appears:

```
msh> Input user number (1 to 10):
```

Enter the number, user name, and password.

```
msh> IPP user name:user1
```

```
msh> IPP :*******
```

After configuring the settings, the following message appears:

```
User configuration changed.
```

ipv6

Use the "ipv6" command to display and configure IPv6 settings.

View Setting

```
msh> ipv6
```

IPv6 stateless address

```
msh> ipv6 stateless {on|off}
```

If "on" is selected, IPv6 requests information required for maintaining stateful connection to the router for as long as the printer power is turned on. This setting allows information from the router to be obtained constantly, and periodically refreshes the effective period of the stateless address.

lpr

Use the "lpr" command to view and configure LPR settings.

View Setting

```
msh> lpr
```

Checking host name when deleting the job

```
msh> lpr chkhost {on|off}
```

If "on" is selected, you can delete print jobs only from the IP address of the host that sent the print job. If LPR is disabled, you can also delete print jobs sent from IP addresses other than that of the host.

Printer Error Detection Function

```
lpr prnerrchk {on|off}
```

If you set this to "on", the printer stops receiving data and will wait until the error is resolved before continuing processing a job.

netware

Use the "netware" command to view and configure the NetWare settings such as the print server name or file server name.

NetWare Printer Server Names

```
msh> netware pnamecharacter string
```

- Enter the NetWare print server name using up to 47 characters.

NetWare File Server Names

```
msh> netware fname character string
```

- Enter the NetWare file server name using up to 47 characters.

Encap type

```
msh> netware encap {802.3|802.2|snap|ethernet2|auto}
```

Remote Printer Number

```
msh> netware rnum [0-254]
```

- The default is 0.

Timeout

```
msh> netware timeout [3-255]
```

- The default is 15.

Printer server mode

```
msh> netware mode pserver
```

```
msh> netware mode ps
```

Remote printer mode

```
msh> netware mode rprinter
```

```
msh> netware mode rp
```

NDS context name

```
msh> netware context "character string"
```

SAP interval

 `msh> netware "sap_interval[0-3600]"`

 It can be entered between 0 and 3600 seconds.

Setting login mode for file server

 `msh> netware login server`

Setting login mode for NDS tree

 `msh> netware login tree`

Setting login mode for NDS tree name

 `msh> netware tree "NDS tree name"`

File transfer protocol

 `msh> netware trans {ipv4pri|ipxpri|ipv4|ipx}`

- If you do not specify the protocol, the current setting is displayed.

Protocol	Set Protocol
ipv4pri	IPv4+IPX(IPv4)
ipxpri	IPv4+IPX(IPX)
ipv4	IPv4
ipx	IPX

passwd

Use the "passwd" command to change the remote maintenance password.

Changing the Password

 `msh> passwd`

- Enter the current password.
- Enter the new password.
- Renter the new password to confirm it.

Changing the password of the administrators using the Supervisor

 `msh> passwd {Administrator ID}`

- Enter the new password.
- Renter the new password to confirm it.

🔽Note

- Be sure not to forget or lose the password.

- The password can be entered using up to 32 alphanumeric characters. s are case-sensitive. For example, "R" is not the same as "r".

pathmtu

Use the "pathmtu" command to display and configure the PathMTU Discovery service function.

View settings

    msh> pathmtu

Configuration

    msh> pathmtu {on|off}

- The default is "on".

- If the MTU size of the sent data is larger than the router's MTU, the router will declare it impassable, and communication will fail. If this happens, selecting the "pathmtu" to "off" optimizes the MTU size and prevents data output failure.

- Depending on the environment, information might not be obtained from the router, and communication will fail. If this happens, select the "pathmtu" to "off".

prnlog

Use the "prnlog" command to obtain printer log information.

Print logs display

    msh> prnlog

- Display previous print jobs.

    msh> prnlog "ID Number"

- Specify the ID number of the displayed print log information to display additional details about a print job.

rhpp

Use the "rhpp" command to view and configure RHPP settings.

View settings

    msh> rhpp

Changing rhpp port number

    msh> rhpp [1024-65535]

- The default is 59100.

Setting timeout

```
msh> rhpp timeout [30-65535]
```

- The default is 300 seconds.

Note

- "RHPP" is an abbreviation of "Reliable Host Printing Protocol", which is a manufacturer-original printing protocol.

route

Use the "route" command to view and control the routing table.

Specified route information display

```
msh> route get "destination"
```

- Specify the IPv4 address to destination.

"0.0.0.0" cannot be specified as destination address.

Enabling/disabling specified IPv4 destination

```
msh> route active {host|net} "destination" {on|off}
```

- If you do not specify {host|net}, the host setting is automatically selected.

Adding IPv4 Routing Table

```
msh> route add {host|net} "destination" "gateway"
```

- Adds a host or network route to "destination", and a gateway address to "gateway" in the table.
- Specify the IPv4 address to destination and gateway.
- If you do not specify {host|net}, the host setting is selected automatically.
- You cannot specify"0.0.0.0" as the destination address.

Setting the Default IPv4 Gateway

```
msh> route add default "gateway"
```

Deleting specified IPv4 destination from Routing Table

```
msh> route delete {host|net} "destination"
```

- If you do not specify {host|net}, the host setting is automatically selected.
- IPv4 address of destination can be specified.

Setting IPv6 Default Gateway

```
msh> route add6 default gateway
```

Adding a specified IPv6 destination to Routing Table

```
msh> route add6 "destination" "prefixlen[1-128]" "gateway"
```

- Specify the IPv6 address to destination and gateway.

- If the prefix of the address is between 1 and 127, the network is selected. If the prefix of the address is 128, the host is selected.

- You cannot register a record that has the same destination and prefix as a registered record.

- You cannot register a record that uses "0000:0000:0000:0000:0000:0000:0000:0000" as its destination.

Deleting a specified IPv6 destination from Routing Table

```
msh> route delete6 "destination" "prefixlen"
```

- Specify the IPv6 address to destination and gateway.

Display information about a specified IPv6 route information

```
msh> route get6 "destination"
```

- Specify the IPv6 address to destination and gateway.

Enabling/disabling a specified IPv6 destination

```
msh> route active6 "destination" "prefixlen[1-128]" {on|off}
```

Route initialization

```
msh> route flush
```

⬇ Note

- The maximum number of IPv4 routing tables is 16.

- The maximum number of IPv6 routing tables is 2.

- Set a gateway address when communicating with devices on an external network.

- The same gateway address is shared by all interfaces.

- "Prefixlen" is a number between 1 and 128.

set

Use the "set" command to set the protocol information display "active" or "inactive".

View settings

The following command displays protocol information (active/inactive).

```
msh> set ipv4
msh> set ipv6
msh> set appletalk
msh> set netware
msh> set smb
msh> set protocol
```

- When protocol is specified, information about TCP/IP, AppleTalk, NetWare and SMB appears.

```
msh> set lpr

msh> set lpr6

msh> set ftp

msh> set ftp6

msh> set rsh

msh> set rsh6

msh> set diprint

msh> set diprint6

msh> set web

msh> set snmp

msh> set ssl

msh> set ssl6

msh> set nrs

msh> set rfu

msh> set rfu6

msh> set ipp

msh> set ipp6

msh> set http

msh> set http6

msh> set bonjour

msh> set bonjour6

msh> set nbt

msh> set ssdp

msh> set ssh

msh> set sftp

msh> set sftp6

msh> set wsdev

msh> set wsdev6

msh> set wsprn

msh> set rhpp

msh> set rhpp6
```

Configuration

- Enter "up" to enable protocol, and enter "down" to disable protocol.

You can set the protocol to "active" or "inactive".

`msh> set ipv4 {up|down}`

- If you disable IPv4, you cannot use remote access after logging off. If you did this by mistake, you can use the control panel to enable remote access via IPv4.

- Disabling IPv4 also disables lpr, ftp, rsh, diprint, web, snmp, ssl, ipp, http, bonjour, wsdev, and sftp.

`msh> set ipv6 {up|down}`

- If you disable IPv6, you cannot use remote access after logging off. If you did this by mistake, you can use the control panel to enable remote access via IPv6.

- Disabling IPv6 also disables lpr6, ftp6, rsh6, diprint6, ssl6, ipp6, http6, bonjour 6, wsdev, and sftp6.

`msh> set ipsec {up|down}`

`msh> set appletalk {up|down}`

`msh> set netware {up|down}`

`msh> set smb {up|down}`

`msh> set lpr {up|down}`

`msh> set lpr6 {up|down}`

`msh> set ftp {up|down}`

`msh> set ftp6 {up|down}`

`msh> set rsh {up|down}`

`msh> set rsh6 {up|down}`

`msh> set diprint {up|down}`

`msh> set diprint6 {up|down}`

`msh> set web {up|down}`

`msh> set snmp {up|down}`

`msh> set ssl {up|down}`

`msh> set ssl6 {up|down}`

- If Secured Sockets Layer (SSL, an encryption protocol) function is not available for the printer, you cannot use the function by enabling it.

`msh> set nrs {up|down}`

`msh> set rfu {up|down}`

`msh> set rfu6 {up|down}`

`msh> set ipp {up|down}`

`msh> set ipp6 {up|down}`

```
msh> set http {up|down}
```

```
msh> set http6 {up|down}
```

```
msh> set bonjour {up|down}
```

```
msh> set bonjour6 {up|down}
```

```
msh> set ssh {up|down}
```

```
msh> set ssdp {up|down}
```

```
msh> set nbt {up|down}
```

```
msh> set sftp {up|down}
```

```
msh> set sftp6 {up|down}
```

```
msh> set wsdev {up|down}
```

```
msh> set wsdev6 {up|down}
```

- If "wsdev" and "wsdev6" are enabled simultaneously, both appear as "up" on the protocol information display, but both use IPv4 for WS-Device and WS-Printer.

```
msh> set wsprn {up|down}
```

```
msh> set rhpp {up|down}
```

```
msh> set rhpp6 {up|down}
```

show

Use the "show" command to display network interface board configuration settings.

View settings

```
msh> show
```

- If "-p" is added, you can view settings one by one.

slp

Use "slp" command to view and configure SLP settings.

```
msh> slp ttl "ttl_val[1-255]"
```

- You can search the NetWare server using SLP in the PureIP environment of NetWare 5/5.1. Using the "slp" command, you can configure the value of TTL which can be used by SLP multicast packet.

- The default value of TTL is 1. A search is executed only within a local segment. If the router does not support multicast, the settings are not available even if the TTL value is increased.

- The acceptable TTL value is between 1 and 255.

smb

Use the "smb" command to configure or delete the computer or workgroup name for SMB.

Computer name settings

> `msh> smb comp "computer name"`

- Set computer name using up to 15 characters.
- Names beginning with "RNP" or "rnp" cannot be entered.

Working group name settings

> `msh> smb group "work group name"`

- Set workgroup name using up to 15 characters.

Comment settings

> `msh> smb comment "comment"`

- Set comment using up to 31 characters.

Notify print job completion

> `msh> smb notif {on|off}`

- To notify print job completion, specify "on". Otherwise, specify "off".

Deleting computer name

> `msh> smb clear comp`

Deleting group name

> `msh> smb clear group`

Deleting comment

> `msh> smb clear comment`

View protocol

> `msh> smb protocol`

snmp

Use the "snmp" command to display and edit SNMP configuration settings such as the community name.

View settings

> `msh> snmp`

- Default access settings 1 is as follows:

    Community name:public

    IPv4 address:0.0.0.0

    IPv6 address:::

IPX address:00000000:000000000000

Access type:read-only

Effective Protocol:IPv4/IPv6/IPX

- Default access settings 2 is as follows:

Community name:admin

IPv4 address:0.0.0.0

IPv6 address:::

IPX address:00000000:000000000000

Access type:read-write

Effective Protocol:IPv4/IPv6/IPX

- If "-p" is added, you can view settings one by one.

- To display the current community, specify its registration number.

Display

    msh> snmp ?

Community name configuration

    msh> snmp "number" name "community_name"

- You can configure ten SNMP access settings numbered 1-10.

- When changing the community name, use Web Image Monitor to correspond with printer settings.

- The community name can be entered using up to 15 characters.

Deleting community name

    msh> snmp "number" clear name

Access type configuration

    msh> snmp "number" type "access_type"

Access type	Type of access permission
no	not accessible
read	read only
write	read and write
trap	user is notified of trapmessages

Protocol configuration

Use the following command to set protocols "active" or "inactive": If you set a protocol "inactive", all access settings for that protocol are disabled.

```
msh> snmp {ipv4|ipv6|ipx} {on|off}
```

- Specify "ipv4" for IPv4, "ipv6" for IPv6, or "ipx" for IPX/SPX.

- {on} means "active" and {off} means "inactive".

- All protocols cannot be turned off concurrently.

Configuration of protocol for each registration number

```
msh> snmp "number" active {ipv4|ipv6|ipx} {on|off}
```

- To change the protocol of access settings, use the following command. However, if you have disabled a protocol with the above command, activating it here has no effect.

Access configuration

```
msh> snmp "number" {ipv4|ipv6|ipx} "address"
```

- You can configure a host address according to the protocol used.

- The network interface board accepts requests only from hosts that have IPv4, IPv6, and IPX addresses with access types of "read-only" or "read-write". Enter "0" to have network interface board accept requests from any host without requiring a specific type of access.

- Enter a host address to deliver "trap" access type information to.

- To specify IPv4 or IPv6, enter "ipv4" or "ipv6" followed by a space, and then the IPv4 or IPv6 address.

- To specify IPX/SPX, enter "ipx" followed by a space, the IPX address followed by a decimal, and then the MAC address of the network interface board.

sysLocation configuration

```
msh> snmp location
```

Deleting sysLocation

```
msh> snmp clear location
```

sysContact setting

```
msh> snmp contact
```

Deleting sysContact

```
msh> snmp clear contact
```

SNMP v1v2 function configuration

```
msh> snmp v1v2 {on|off}
```

- Specify "on" to enable, and "off" to disable.

SNMP v3 function configuration

```
msh> snmp v3 {on|off}
```

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- Specify "on" to enable, and "off" to disable.

SNMP TRAP configuration

```
msh> snmp trap{v1|v2|v3} {on|off}
```

- Specify "on" to enable, and "off" to disable.

Remote Configuration Authorization configuration

```
msh> snmp remote {on|off}
```

- Specify "on" to enable, and "off" to disable the SNMP v1v2 setting.

SNMP v3 TRAP configuration display

```
msh> snmp v3trap
```

```
msh> snmp v3trap [1-5]
```

- If a number from 1 to 5 is entered, settings are displayed for that number only.

Configuring a sending address for SNMP v3 TRAP

```
msh> snmp v3trap [1-5] {ipv4|ipv6|ipx} "address"
```

Configuring a sending protocol for SNMP v3 TRAP

```
msh> snmp v3trap [1-5] active {ipv4|ipv6|ipx} {on|off}
```

Configuring a user account for SNMP v3 TRAP

```
msh> snmp v3trap [1-5] account "account_name"
```

- Enter an account name using up to 32 alphanumeric characters.

Deleting an SNMP v3 TRAP user account

```
msh> snmp v3trap [1-5] clear account
```

Configuring an SNMP v3 encryption algorithm

```
msh> snmp v3auth {md5|sha1}
```

Configuring SNMP v3 encryption

```
msh> snmp v3priv {auto|on}
```

- Set "auto" for automatic encryption configuration.
- If you select "on", plain-text communication becomes impossible - only encrypted communication is possible.

Note

- "Encrypted communication" means an encrypted password is set on the machine.

sntp

The printer clock can be synchronized with a NTP server clock using Simple Network Time Protocol (SNTP). Use the "sntp" command to change SNTP settings.

View settings

> msh> sntp

NTP IPv4 server address configuration

> You can specify the IPv4 address of the NTP server.

> msh> sntp server "IPv4_address"

NTP hostname configuration

> You can specify the hostname of the NTP server.

> msh> sntp server "hostname"

Deleting NTP server configuration

> msh> sntp server clear

Interval configuration

> msh> sntp interval "polling_time"

> - You can specify the interval at which the printer synchronizes with the operator-specified NTP server. The default is 60 minutes.

> - The interval can be entered from 0, or between 15 and 10,080 minutes.

> - If you set 0, the printer synchronizes with the NTP server only when you turn the printer on. After that, the printer does not synchronize with the NTP server.

Time-zone configuration

> msh> sntp timezone "±hour_time"

> - You can specify the time difference between the printer clock and NTP server clock. The values are between -12:00 and +13:00.

Note

- You can only select either the address or host name for the ntp server.

spoolsw

Use the "spoolsw" command to view and configure Job Spool settings.

You can only specify diprint, trap, lpr, ipp, ftp, sftp, ws-printer, and smb (TCP/IP) protocol.

View settings

> The Job Spool setting appears.

> msh> spoolsw

Job Spool setting

> msh> spoolsw spool {on|off}

> - Specify "on" to enable Job Spool, or "off" to disable it.

Resetting Job spool setting

```
msh> spoolsw clear job {on|off}
```

- When the printer power is cut during job spooling, this determines whether to reprint the spooled job.

Protocol configuration

```
msh> spoolsw diprint {on|off}
```

```
msh> spoolsw lpr {on|off}
```

```
msh> spoolsw ipp {on|off}
```

```
msh> spoolsw smb {on|off}
```

```
msh> spoolsw ftp {on|off}
```

```
msh> spoolsw sftp {on|off}
```

```
msh> spoolsw {on|off}
```

ssdp

Use the "ssdp" command to view and configure SSDP settings.

View settings

```
msh> ssdp
```

Setting effective time

```
msh> ssdp profile [1801-86400]
```

The default is 10800 seconds.

Advertise packet TTL settings

```
msh> ssdp ttl [1-255]
```

The default is 4.

ssh

Use the "ssh" command to view and configure SSH settings.

View settings

```
msh> ssh
```

Data compression communication settings

```
msh> ssh compression {on|off}
```

The default is "on".

SSH/SFTP communication port setting

> msh> ssh port [22, 1024-65535]

> The default is 22.

SSH/SFTP communication timeout setting

> msh> ssh timeout [0-65535]

> The default is 300.

SSH/SFTP communication login timeout setting

> msh> ssh logintimeout [0-65535]

> The default is 300.

Setting an open key for SSH/SFTP

> msh> ssh genkey {512|768|1024} "character string"

> Create an open key for SSH/SFTP communication.

> Usable characters are ASCII 0x20-0x7e (32 bytes) other than "0".

> The default key length is 1024, and the character string is blank.

> If you do not specify this parameter, an open key with the default value will be created.

Deleting open key for ssh/sftp communication

> msh> ssh delkey

◆Note

- If you do not specify a character string, current setting is displayed.

status

Use the "status" command to display the printer status.

view messages

> msh> status

syslog

Use the "syslog" command to display the information stored in the printer's system log.

View message

> msh> syslog

upnp

Use the "upnp" command to display and configure the universal plug and play.

Public URL display

```
msh> upnp url
```

Public URL configuration

```
msh> upnp url "string"
```

- Enter the URL string in the character string.

web

Use the "web" command to display and configure parameters on Web Image Monitor.

View Settings

```
msh> web
```

URL Configuration

You can set URLs linked by clicking [URL] on Web Image Monitor.

```
msh> web "ID" url http:// "The URL or IP address you want to register"/
```

Specify "1" or "2" for ID as the number corresponding to the URL. Up to two URLs can be registered and specified.

Resetting URLs registered as link destinations

```
msh> web "ID" clear url
```

Specify "1" or "2" for ID as the corresponding number to the URL.

Link name configuration

You can enter the name for URL that appears on Web Image Monitor.

```
msh> web "ID" name "Name you want to display"
```

Specify "1" or "2" for ID the corresponding number to the link name.

Resetting URL names registered as link destinations

```
msh> web "ID" clear name
```

Specify "1" or "2" for ID as the number corresponding to the link name.

Help URL Configuration

You can set URLs linked by clicking "?" on Web Image Monitor.

```
msh> web help http://"Help URL or IP address"/help/
```

Resetting Help URL

```
msh> web clear help
```

wiconfig

Use the "wiconfig" command to make settings for IEEE 802.11.

View settings

```
msh> wiconfig
```

View IEEE 802.11 settings

```
msh> wiconfig cardinfo
```

- If IEEE 802.11 is not working correctly, its information is not displayed.

Configuration

```
msh> wiconfig "parameter"
```

Parameter	Value configured
mode {ap|802.11adhoc}	You can set the infrastructure mode (ap) or the 802.11 Ad hoc mode (802.11adhoc). The default is the infrastructure mode.
ssid "ID value"	You can specify an SSID in infrastructure mode. The characters you can enter in the SSID string are ASCII 0x20-0x7e (32 bytes). If you do not specify a character string, the machine will connect to the nearest access point. The default SSID is blank.
channel frequency "channel no."	In 802.11 ad hoc mode, you can select a channel between 1 and 14, or 36, 40, 44, or 48. Be sure to set the same channel for all ports that will transmit and receive data. The default is "11".

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Parameter	Value configured
key "**key value**" val [1|2|3|4]	You can specify the WEP key when entering in hexadecimal. With a 64-bit WEP, you can use 10 digit hexadecimals. With a 128-bit WEP, you can use 26 digit hexadecimals. Up to four WEP keys can be registered. Specify the number to be registered with "val". When a WEP is specified by key, the WEP specified by key phrase is overwritten. To use this function, set the same key number and WEP key for all ports that transmit data to each other. Put "0x" on the front of WEP key. You can omit the numbers with "val". The key number is set to 1 when making these omissions. The default is blank.
keyphrase "**phrase**" val [1|2|3|4]	You can specify the WEP key when entering in ASCII. With a 64-bit WEP, you can use 5 digit hexadecimals. With a 128-bit WEP, you can use 13 digit hexadecimals. Up to four WEP keys can be registered. Specify the number to be registered with "val". When a WEP is specified by key phrase, the WEP specified by key is overwritten. To use this function, set the same key number and WEP key for all ports that transmit data to each other. You can omit the numbers with "val". The key number is set to 1 when making these omissions. The default is blank.
encval [1|2|3|4]	You can specify which of the four WEP keys is used for packet encoding. "1" is set if a number is not specified.

Parameter	Value configured
wepauth {open|shared}	You can set an authorization mode when using WEP. The specified value and authorized mode are as follows: open: open system authorized (default) shared: shared key authorized rate
security {none|wep|wpa}	You can specify the security mode. none: No encryption(default) wep: WEP encryption wpa: WPA encryption
wpaenc {tkip|ccmp}	You can specify WPA encryption key when using WPA encryption. tkip: TKIP ccmp: CCMP (AES) (default)
wpaauth {wpapsk|wpa|wpa2psk|wpa2}	You can specify the WPA authentication mode when using WPA encryption. wpapsk: WPA-PSK authentication(default) wpa: WPA authentication wpa2psk: WPA2-PSK authentication wpa2: WPA2 authentication
psk "character string"	You can specify the Pre-Shared key. Usable characters: ASCII 0x20-0x7e (8 to 63 bytes). The default is blank.

2

Parameter	Value configured
eap {tls|ttls|leap|peap} {chap|mschap| mschapv2|pap|md5|tls}	You can specify the EAP authentication type. tls: EAP-TLS (default) ttls: EAP-TTLS leap: LEAP peap: PEAP chap, mschap, mschapv2, pap, md5, or tls are settings for the phase 2 method, and must be set when using EAP-TTLS or PEAP. Do not make these settings when using other EAP authentication types. If you select EAP-TTLS, you can select chap, mschap, mschapv2, pap, or md5. If you select PEAP, you can select mschapv2 or tls.
username "character string"	You can specify the login user name for the Radius server. Usable characters: ASCII 0x20-0x7e (31 bytes). The default is blank.
username2 "character string"	You can specify the phase 2 username for EAP-TTLS/PEAP phase 2 authentication. Usable characters: ASCII 0x20-0x7e (31 bytes). The default is blank.
domain "character string"	You can specify the login domain name for the Radius server. The characters you can enter are ASCII 0x20-0x7e (31 bytes), but not "@" or "\". The default is blank.
password "character string"	You can specify the login for the Radius server. Usable characters: ASCII 0x20-0x7e (128 bytes). The default is blank.

Parameter	Value configured
srvcert {on|off}	You can set the server certificate. The default is "off".
imca {on|off}	You can enable or disable the certificate when the intermediate certificate authority is present. The default is "off".
srvid "character string"	You can set the server ID and subdomain of the certificate server. Usable characters: ASCII 0x20-0x7e(128 bytes). The default is blank.
connectinfo	Obtains connection information.
clear {a each command|all}	Returns the selected setting to its default value. If you specify "all", all settings will be restored to their default values.
miccheck {on|off}	You can enable or disable the MIC check function. The default setting is "On" (enabled). If you specify "Off", you cannot perform MIC checks. We recommend you specify "On" for the MIC check function when using this machine.

wins

Use the "wins" command to configure WINS server settings.

Viewing settings

```
msh> wins
```

- If the IPv4 address obtained from DHCP differs from the WINS IPv4 address, the DHCP address is the valid address.

Configuration

```
msh> wins "interface_name" {on|off}
```

- {on} means "active" and {off} means "inactive".
- Be sure to specify the interface.
- wlan can be specified only when the IEEE 802.11 interface is installed.

Interface name	Interface configured
ether	Ethernet interface
wlan	IEEE 802.11 interface

Address configuration

Use the following command to configure a WINS server IP address:

`wins "interface_name" {primary|secondary} "IP address"`

- Use the "primary" command to configure a primary WINS server IP address.
- Use the "secondary" command to configure a secondary WINS server IP address.
- Do not use "255.255.255.255" as the IP address.

NBT (NetBIOS over TCP/IP) Scope ID Selection

You can specify the NBT scope ID.

`msh> wins "interface_name" scope "scope ID"`

- The scope ID can be entered using up to 31 alphanumeric characters.
- Be sure to specify the interface.
- wlan can be specified only when the IEEE 802.11 interface is installed.

Interface name	Interface configured
ether	Ethernet interface
wlan	IEEE 802.11 interface

wsmfp

Use the "wsmfp" command to view and configure WS-MFP settings.

Viw settings

`msh> wsmfp`

Comment settings

`msh> wsmfp comments "comment"`

- If you do not specify a comment, current setting is displayed.

Location configuration

`mah> wsmfp location "location"`

- If you do not specify a comment, current setting is displayed.

Presentation URL configuration

    `msh> wsmfp url "URL"`

      • Ebter the URL string in the "URL".

WS-Device TCP port configuration

    `msh> wsmfp devport "port_number"`

      • The Default is 53000.

WS-Printer TCP port configuration

    `msh> wsmfp prnport "port_number"`

      • The Default is 53001.

Timeout configuration

    `msh> wsmfp prntimeout [30-65535]`

      • The default is 900 seconds.

Comment initialization

    `msh> wsmfp clear comments`

Location initialization

    `msh> wsmfp clear location`

Presentation URL initialization

    `msh> wsmfp clear url`

SNMP

Using the SNMP manager, you can get information about the machine.

The SNMP agent operating on UDP and IPX is incorporated into the built-in Ethernet board and optional IEEE 802.11 interface unit of this machine.

This machine also supports SNMPv3, which increases user authentication, data encryption, and access control security.

To encrypt communication by SNMPv3, you must specify the machine's encrypted password.

⭐ **Important**

- **If you changed the machine's community name, change the configuration of the connected computer accordingly, using SNMP Setup Tool. For details, see SNMP Setup Tool Help.**

The default community names are [public] and [admin]. You can get MIB information using these community names.

Change SNMP setup

1. **Log on to Web Image Monitor in the administrator mode.**
2. **In the menu area, click [Configuration].**
3. **Click [SNMP] to change the setup.**

⬇ **Note**

- For details about login user name and password, see Security Reference, which is the administrator's manual.
- Depending on the configuration of your Web browser, login user name and password may be saved. If you do not want to save them, configure their settings not to be saved on your Web browser.
- For details about the settings, see Web Image Monitor Help.
- For details about Web Image Monitor, see "Using Web Image Monitor".

📑 **Reference**

- p.19 "Using Web Image Monitor"

Getting Printer Information over the Network

This section explains details of each item displayed in the printer status and information.

Current Printer Status

This section explains how you can check the machine's status and the items displayed.

- UNIX: Use the "lpq" command and "rsh", "rcp", "ftp", and "sftp" parameters.
- mshell: Use the "status" command.

Messages	Description
Access Restricted	The job was canceled because user have no authority.
Add staples (Booklet: Back)	The staple of booklet finisher (back) is exhausted.
Add staples (Booklet: Both)	The staple of booklet finisher is exhausted.
Add staples (Booklet: Front)	The staple of booklet finisher (front) is exhausted.
Adjusting...	The machine is initializing or calibrating.
Call Service Center	There is a malfunction in the machine.
Canceled	The job is reset.
Canceling Job...	The job is being reset.
Cannot Eject Original Through	The original cannot be ejected.
Cannot multi-install: SD Card	SD Card software cannot be installed multi times.
Card/Counter not inserted	The machine is waiting for prepaid card or key.
Coin or amount not inserted	The machine is waiting for coin to be inserted.
Coin/Key Counter not inserted	The machine is waiting for coin or key counter.
Configuring...	Setting is being changed.
Cooling Down Fusing Unit...	The fusing unit is cooling down.
Cover Open: ADF	The document feeder is open.
Cover Open: Bridge Unit Center	The cover of the center bridge unit is open.

Messages	Description
Cover Open: Bridge Unit Left	The cover of the left bridge unit is open.
Cover Open: Bridge Unit Right	The cover of the right bridge unit is open.
Cover Open: Duplex Unit	The cover of the duplex unit is open.
Cover Open: Finisher	The cover of Finisher is open.
Cover Open: Finisher Front	The front cover of Finisher is open.
Cover Open: Finisher Upper	The upper cover of Finisher is open.
Cover Open: Front Cover	The front cover is open.
Cover Open: LCT	The LCT cover is open.
Cover Open: Lower Right Cover	The lower right cover is open.
Cover Open: Right Cover	The right cover is open.
Cover Open: Upper Right Cover	The upper right cover is open.
Data Size Error	The data size error occurred.
Empty: Black Toner	The black toner cartridge is almost empty.
Energy Saver Mode	The machine is in Energy Saver Mode.
Envelope Setting Error: None	Printing paper type other than envelope is instructed when B2 lever is down.
Envelope Setting Error: Others	Printing envelope is instructed when B2 lever is down.
Error	An error has occurred.
Error: Address Book	An error has occurred in the data of the address book.
Error: Command Transmission	An error has occurred in the machine.
Error: DIMM Value	A memory error occurred.
Error: Ethernet Board	An Ethernet board error has occurred.
Error: HDD Board	A hard disk drive board error has occurred.
Error: Media Link Board	An error has occurred on the media link board.

Messages	Description
Error: Memory Switch	A memory switch error has occurred.
Error: Optional Font	An error has occurred in the font file of the machine.
Error: Optional RAM	An error has occurred in the optional memory unit.
Error: Parallel I/F Board	An error has occurred in the parallel interface.
Error: PDL	An error has occurred in the page description language.
Error: Rem. Certificate Renewal	An error has occurred in the remote sever renewal.
Error: USB Board	An error has occurred in the USB interface board.
Error: USB Interface	An error has occurred in the USB interface.
Error: Wireless Board	An error has occurred in the wireless interface board or IEEE 802.11 interface unit.
Error: Wireless Card	Wireless card is not inserted during start up, or the IEEE 802.11a/g interface unit or the wireless card is taken out after start up.
Exceed Booklet Stapling Limit	The printing has exceeded the stapling limit of the booklet finisher.
Exceed Stapling Limit	The printing has exceeded the stapling limit.
Full: Finisher	Finisher tray is full.
Full: Finisher Booklet Tray	Booklet tray of Finisher is full.
Full: Finisher Shift Tray	Shift tray of Finisher is full.
Full: Finisher Shift Tray 1, 2	The shift tray 1 and 2 are full.
Full: Finisher Upper Tray	Finisher's upper tray is full.
Full: Hole Punch Receptacle	Punch Chip receptacle for hole punch is full.
Full: Internal Tray 1	Internal Tray is full.
Full: Internal Tray 2	Internal Tray is full.
Full: Log Data Capacity	The log data capacity is full.
Full: Waste Toner	Waste toner is full.

Messages	Description
Hex Dump Mode	It is a hex dump mode.
Immed. Trans. not connected	It did not connect directly with the other party of the transmission.
Immediate Transmission Failed	An error has occurred while transmitting directly.
Independent-supplier Toner	Toner that is not recommended is set.
In Use: Copier	The copier is being used.
In Use: Fax	The fax is being used.
In Use: Finisher	Other function is using Finisher.
In Use: Input Tray	Other function is using the input tray.
In Use: Staple Unit	Other function is using the staple unit.
Jobs Suspended	All jobs are suspended.
Key Card not inserted	The machine is waiting for key card to be inserted.
Key Card/Counter not inserted	The machine is waiting for key card or key counter to be inserted.
Key Counter not inserted	The machine is waiting for key counter to be left in it.
Loading Toner...	Toner is being supplied.
Log Data Transfer failed	Log transfer has failed.
Low: Black Toner	The black toner cartridge is not set correctly, or toner is almost running out.
Low: Toner	The toner cartridge is not set correctly, or toner is almost running out.
Malfunction: Booklet Processor	There is a problem with booklet finisher.
Malfunction: Duplex Unit	There is a problem with the duplex unit.
Malfunction: Ext. Charge Unit	There is a problem with the external charge unit.
Malfunction: Finisher	There is a problem with the finisher.
Malfunction: Interposer	There is a problem with the interposer.

Messages	Description
Malfunction: LCT	There is a problem with the large capacity tray.
Malfunction:Lower Paper Tray(s)	There is a problem with the bank motor.
Malfunction: Output Tray	There is a problem with the output tray.
Malfunction: Punch Unit	There is a problem with the punch unit.
Malfunction: Staple Unit	There is a problem with the staple unit.
Malfunction: Tray 1	There is a problem with tray 1.
Malfunction: Tray 2	There is a problem with tray 2.
Malfunction: Tray 3	There is a problem with tray 3.
Malfunction: Tray 4	There is a problem with tray 4.
Memory Low: Copy	Memory shortage has occurred while the copy was operating.
Memory Low: Data Storage	Memory shortage has occurred while the document was being accumulated.
Memory Low: Fax Scanning	Memory shortage has occurred while transmitting the fax.
Memory Low: Scanning	Memory shortage has occurred while the scanner was working.
Miscellaneous Error	Other error has occurred.
Mismatch: Paper Size	Indicated paper tray does not contain paper of selected size.
Mismatch: Paper Size and Type	Indicated paper tray does not contain paper of selected size and type.
Mismatch: Paper Type	Indicated paper tray does not contain paper of selected type.
Near Replacing: Black PCU	Prepare the new black photoconductor unit.
Near Replacing: Develop. Unit K	Prepare the new development unit (black).
Near Replacing: Fusing Unit	Prepare the new fusing unit.

Messages	Description
Nearly Full: Log Data Capacity	The log is nearing data capacity.
Nearly Full: Waste Toner	Waste toner bottle is nearly full.
Need more Staples	Stapler has almost run out of staples.
No Paper: Interposer Tray	There is no paper in interposer unit.
No Paper: LCT	There is no paper in Large Capacity Tray.
No Paper: Selected Tray	There is no paper in specified tray.
No Paper: Tray 1	There is no paper in tray 1.
No Paper: Tray 2	There is no paper in tray 2.
No Paper: Tray 3	There is no paper in tray 3.
No Paper: Tray 4	There is no paper in tray 4.
Not Detected: B2 Lever	B2 lever is not correctly set.
Not Detected: Black Toner	Black toner is not correctly set.
Not Detected: Develop. Unit (K)	The development unit (black) is not correctly set.
Not Detected: Duplex Feed Unit	The duplex unit is not correctly set.
Not Detected: Duplex Unit	The duplex feed unit is not correctly set.
Not Detected: Finisher	Finisher is not correctly set.
Not Detected: Fusing Unit	The fusing unit is not correctly set.
Not Detected: Input Tray	The paper feed tray is not correctly set.
Not Detected: Interposer	Interposer unit is not correctly set.
Not Detected: PCU (K)	The photoconductor unit (black) is not correctly set.
Not Detected: Tray 1	Tray 1 is not correctly set.
Not Detected: Tray 2	Tray 2 is not correctly set.
Not Detected: Tray 3	Tray 3 is not correctly set.
Not Detected: Tray 4	Tray 4 is not correctly set.
Not Detected: WasteToner Bottle	Waste toner bottle is not correctly set.

Messages	Description
Not Reached, Data Deleted	Unreached job is deleted.
Not Reached, Data Stored	Unreached documents are saved.
Offline	Machine is offline.
Original on Exposure Glass	The original remains on the exposure glass.
Operating Thermo-range Error	The machine is operating outside the permissible temperature range.
Panel Off Mode	The machine is in Panel-Off mode.
Panel Off Mode>>Printing ava.	The machine is in Control Panel-Off mode.
Paper in Duplex Unit	The paper remains in the duplex unit.
Paper in Finisher	The paper remains in Finisher.
Paper Misfeed: ADF	The paper has jammed in Document Feeder.
Paper Misfeed: Duplex Unit	The paper has jammed in the duplex unit.
Paper Misfeed: Finisher	The paper has jammed in Finisher.
Paper Misfeed: Input Tray	The paper has jammed in the input tray.
Paper Misfeed: Internal/Output	The paper has jammed in the internal or output tray.
Paper Misfeed: Output Tray	The paper has jammed in the output tray.
Paper on FinisherShiftTray1, 2	The paper remains in Finisher Shift Tray 1 and 2.
Paper on Finisher Shift Tray 2	The paper remains in Finisher Shift Tray 2.
Prepaid Card not inserted	The prepaid card is not inserted, or has insufficient credit.
Print Complete	The print was completed.
Printing...	Printing is in progress.
Processing	Data is being processed.
Proxy Address/Port Incorrect	The proxy address and port setting is incorrect.
Proxy User/Password Incorrect	The proxy user name and password setting is incorrect.

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Messages	Description
Ready	The machine is ready to print.
Remove Bypass paper/Reset jobs	Printing from paper trays are not possible because there is paper in the bypass tray.
Renewing Remote Certificate	The remote certificate is being renewed.
Replace Black PCU	It is time to replace the black photoconductor unit.
Replace Charger Kit	It is time to replace the charger kit.
Replace Cleaning Web	It is time to replace the Cleaning Web.
Replace Develop. Unit	It is time to replace the development unit.
Replace Develop. Unit (Black)	It is time to replace the development unit (black).
Replace Fusing Unit	It is time to replace the fusing unit.
Replace Int. Transfer Unit	It is time to replace the transfer unit.
Replace Transfer Cleaning Unit	It is time to replace the transfer cleaning unit.
Reset IPDS fonts	The IPDS fonts are being reset.
Retarding...	Printing has stopped momentarily to allow printed sheets to dry.
SD Card Authentication failed	SD card authentication failed.
SD Card not inserted	The machine is waiting for SD card.
Setting Remotely	The RDS setting is being processed.
Skipped due to Error	Skipped the error.
Storage Complete	The storage is complete.
Storage Failed	The storage has failed.
Supplies Order Call failed	The supply order call has failed.
Suspend / Resume Key Error	Finisher stop button was pressed.
Transmission Aborted	The transmission was interrupted.
Transmission Complete	The transmission completion was completed.

Messages	Description
Transmission Failed	The transmission has failed.
Tray Error: Chaptering	The paper feed tray specification error has occurred because chaptering as well as the normal paper use the same tray for printing.
Tray Error: Duplex Printing	Selected paper tray cannot be used for duplex printing.
Unit Left Open: ADF	Document feeder is opened.
Waiting for Job Suspension	The machine is waiting for Job Suspension.
Warming Up...	The machine is warming up.

Note

- For details about UNIX commands, see UNIX Supplement.

- Check the error contents that may be printed in the configuration page. For details about printing a configuration page, see "Printing the Configuration Page", General Settings Guide.

Printer configuration

You can check the printer configuration using telnet.

This section explains the checking procedure for input/output tray and printer language.

- UNIX: Use the "info" command and "rsh", "rcp", "ftp", and "sftp" parameters.

- mshell: Use the "info" command.

Input Tray

Item	Description
No.	ID number of the paper tray
Name	Name of the paper tray
PaperSize	Size of paper loaded in the paper tray
Status	Current status of the paper tray • Normal: Normal • NoInputTray: No tray • PaperEnd: No paper

Output Tray

Item	Description
No.	ID number of the output tray
Name	Name of the output tray
Status	Current status of the output tray • Normal: Normal • PaperExist: Paper exist • OverFlow: Paper is full • Error: Other errors

Printer Language

Item	Description
No.	ID number of the printer language used by the printer
Name	Name of the printer language used in the printer
Version	Version of the printer language

🔽 **Note**

• For details about UNIX commands and parameters, see UNIX Supplement.

Understanding the Displayed Information

This section explains how to read status information returned by the network interface board.

Print Job Information

Use the following command to display print job information:

- UNIX: Use the "info" command and "rsh", "rcp", "ftp", and "sftp" parameters.

- mshell: Use the "info" command.

Item	Description
Rank	Print job status. • Active Printing or preparing for printing. • 1st, 2nd, 3rd, 4th... Waiting to be transferred to the printer.
Owner	Print request user name.
Job	Print request number.
Files	The name of the document.
Total Size	The size of the data (spooled). The default is 0 bytes.

⬇ **Note**

- For details about UNIX commands and parameters, see UNIX Supplement.

Print Log Information

This is a record of the most recent jobs printed.

Use the following command to display print log information:

- UNIX: Use the "prnlog" command and "rsh", "rcp", "ftp", and "sftp" parameters.

- telnet : Use the "prnlog" command.

Item	Description
ID	Print request ID.
User	Print request user name.
Page	Number of pages printed

Result	Print Request Result
	Communication Result
	
	• OK
	   Print was completed normally. However, the print result may not be as required due to printer problems.
	• NG
	   Printing was not completed normally.
	• Canceled
	   An "rcp", "rsh", or "lpr" command print request was canceled, possibly due to the printing application. Not applicable to the "ftp" or "rprinter" command.

Time	Time the print requested was received. Time of print request reception
User ID (when designating Job ID on telnet)	Printer driver-configured User ID. Appears when the print request ID is specified.
JobName (when designating Job ID on telnet)	Name of the document for printing Appears when the print request ID is specified.

🔽 **Note**

• For details about UNIX commands and parameters, see UNIX Supplement.

Configuring the Network Interface Board

Use the following command to display network interface board settings:

• telnet : Use the "show" command.

Item	Description
Common	
Mode	
Protocol Up/Down	Protocol Settings
AppleTalk	
IPv4	
IPv6	
IPsec	
NetWare	
SMB	
PictBridge	
Device Up/Down	Device Settings
Parallel	
USB	
Bluetooth	
Ethernet interface	
Syslog priority	
NVRAM version	
Device name	
Comment	
Location	
Contact	
Soft switch	
AppleTalk	AppleTalk settings
Mode	
Net	

Item			Description
	Object		
	Type		
	Zone		
TCP/IP			TCP/IP settings
	Mode(IPv4)		
	Mode(IPv6)		
		ftp	
		lpr	
		rsh	
		telnet	
		diprint	
		web	
		http	
		ftpc	
		snmp	
		ipp	
		autonet	
		bonjour	
		ssl	
		nrs	
		rfu	
		nbt	
		ssdp	
		ssh	
		sftp	

Item				Description
		WS-Device		
		WS-Print		
		rhpp		
	IPv4			
		DHCP		
		Address		
		Netmask		
		Broadcast		
		Gateway		
	IPv6			
		Stateless		
		Manual		
		Gateway		
		EncapType		
		DHCPv6-lite		
		DUID		
		DHCPv6 option lifetime		
	IPsec			
		Manual Mode		
		Excluded Protocol		
			https	
			dns	
			dhcp	
			wins	
	EncapType			

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Item	Description
Host name	
DNS Domain	
Access Control	Access Control settings
IPv4	
AccessEntry[X]	X can be set between 1 and 5.
IPv6	
AccessEntry[X]	X can be set between 1 and 5.
SNTP Server	Time settings
Time Zone	
SNTP Server polling time	
SYSLOG server	Websys settings
Home page URL1	
Home page linkname1	
Home page URL2	
Home page linkname2	
Help page URL	
IPDS Port	
IPDS timeout	
RHPP Port	
RHPP timeout	
NetWare	
EncapType	
RPRINTER number	
Print server name	
File server name	

Item			Description
	Context name		
	Switch		
		Mode	
		NDS/Bindery	
		Packet negotiation	
		Login Mode	
	Print job timeout		
	Protocol		
	SAP interval time		
	NDS Tree Name		
	Transfer Protocol		
SMB			SMB settings
	Switch		
		Mode	
		Direct print	
		Notification	
	Workgroup name		
	Computer name		
	Comment		
	Share name[1]		
	Protocol		
Wireless LAN			Wireless LAN settings
	Host Name		
	Communication Mode		
	SSID		

Item			Description
	Channel		
	Security		
	WEP Authentication		
	WEP Encryption key number		
	WEP Encryption key number [X]		X can be set between 1 and 4.
	WEP Encryption		
	WPA Encryption		
	WPA Authentication		
	Pre-Shared Key		
	User name		
	Domain name		
	EAP Type		
	Password		
	Phase 2 user name		
	Phase 2 Method TTLS		
	Phase 2 Method PEAP		
	Server cert.		
	IntermediateCA		
	Server ID		
	Sub domain		
	MIC check		
DNS			DNS settings
	IPv4		
		Server[X]	X can be set between 1 and 3.
		Selected IPv4 DNS Server	

Item			Description
IPv6			
	Server[X]		X can be set between 1 and 3.
	Selected IPv6 DNS Server		
	Resolver Protocol		
Domain Name			
	ether		
	wlan		
DDNS			
	ether		
	wlan		
WINS			WINS settings
	ether		
		Primary WINS	
		Secondary WINS	
	wlan		
		Primary WINS	
		Secondary WINS	
Bluetooth			Bluetooth settings
	Bluetooth mode		Bluetooth connection mode
SSDP			SSDP settings
	UUID		
	Profile		
	TTL		
UPnP			UPnP settings
	URL		

Item		Description
Bonjour		Bonjour (Redezvous) settings
	Computer Name (cname)	
	Local Hostname (ether)	
	Local Hostname (wlan)	
	Location	
	Priority (diprint)	
	Priority (lpr)	
	Priority (ipp)	
	IP TTL	
	LinkLocal Route for MultiI/F	
	IPP Port	
SNMP		SNMP settings
	SNMPv1v2	
	SNMPv3	
	protocol	
	v1Trap	
	v2Trap	
	v3Trap	
	SNMPv1v2 Remote Setting	
	SNMPv3 Privacy	
ssh		ssh settings
	Compression	
	Port	
	TimeOut	
	Login TimeOut	

Item			Description
AuthFree			Authfree settings
	IPv4		
		AuthFreeEntry[X]	X can be set between 1 and 5.
	IPv6		
		AuthFreeEntry[X]	X can be set between 1 and 5
	Parallel		
	USB		
LPR			
	lprm check host		
	lpr prnerr chk		
Certificate			
	Verification		
WS-MFP			
	Network Device Name		
	Comments		
	Location		
	Presentation URL		
	WS-Device TCP Port		
	WS-Printer TCP Port		
	WS-Printer Job Timeout		
	MetadataVersion		
	UUID		
Shell mode			Remote maintenance tool mode

Message List

This is a list of messages that appear in the machine's system log. The system log can be viewed using the "syslog" command.

System Log Information

Use the following command to display the system log information:

- UNIX: Use the "syslog" command and "rsh", "rcp", "ftp", and "sftp" parameters.
- telnet: Use the "syslog" command.

Message	Problem and solutions
account is unavailable: Same account name be used.	User account is disabled. This could be because it use the same account name as the administrator account.
account is unavailable: The authentication password is not set up.	User account is disabled. This could be because the authentication password is not set, and only the encryption account is set.
account is unavailable: encryption is impossible.	Encryption is not possible and account is disabled. This could be because: • Security option is not installed. • Encryption password has not been specified.
add_sess_IPv4: bad trap <IPv4 address> community <community name>	The IPv4 address (0.0.0.0.) is unavailable when the community access type is TRAP. Specify the host IPv4 address for the TRAP destination.
add_sess_IPv6: bad trap <IPv6 address> community <community name>	The IPv6 address [::] is unavailable when the community access type is TRAP. Specify the host IPv6 address for the TRAP destination.
add_sess_IPv4: community <community name> already defined.	The same community name already exists. Use another community name.
add_sess_IPv6: community <community name> already defined.	The same community name already exists. Use another community name.

2

Message	Problem and solutions
add_sess_IPX: bad trap <IPX address> community <community name>	The IPX address (00:00:00:00:00:00) is unavailable when the community access type is TRAP. Specify the host IPX address for the TRAP destination.
add_sess_ipx: community <communityname> already defined.	The same community name already exists. Use another community name.
adjust time server <NTP server name> offset: xx sec.	ncsd tells you the timing of the NTP server and whether or not the time system clock is set. NTP Server: NTP server name offset: number of seconds of delay (minus number if a time in advance is specified)
authenticated	The supplicant is authenticated.
authenticating	The supplicant is authenticating with the access point (EAP or WPA).
Authentication mode mismatch	The authentication mode of the access point is different from the authentication mode of the supplicant. Use the authentication mode between the access point and the supplicant.
Client EAP method rejected	The authentication mode of the access point is different with the authentication mode of the supplicant. Use the same authentication mode between the access point and the supplicant.
Client password rejected	The client's password was rejected. Check the client password.
Client TLS certificate rejected	The client's TLS certificate was rejected. Check the certificate.
cipher suite mismatch	The uni-cast / multi-cast suite (TKIP/AES/WEP) of the access point is different from the suite used by the supplicant.
connecting	The supplicant is waiting for wireless connection to the access point.

Message	Problem and solutions
Current Interface Speed: xxxMbps	Speed of the network (10Mbps, 100 Mbps, or 1Gbps).
Duplicate IP = <IP address> (from <MAC address>).	The same IP address (IPv4, or IPv6 address) was used. Each IP address (IPv4, or IPv6 address) must be unique. Check the address of the device indicated in [MAC address].
IEEE 802.11 Card does NOT support WPA .	A wireless card that does not support WPA is installed. Install a wireless card that supports WPA.
IEEE 802.11 Card Firmware REV.<version>	Displays the version number of the 802.11 card's firmware.
IEEE 802.11 card removed	The wireless card managed by the supplicant has been removed.
IEEE 802.11 current channel <channel number>	Displays the current channel number of the active wireless card (in ad hoc and infrastructure mode).
IEEE 802.11 interface down	The IEEE 802.11 interface managed by the supplicant is disabled, or cannot connect to the access point.
IEEE 802.11 interface up	The IEEE 802.11 interface managed by the supplicant is enabled, or is connected to the access point.
IEEE 802.11 MAC Address = <MAC address>	Displays the MAC address of the wireless interface.
IEEE 802.11 SSID <ssid> (AP MAC Address <MAC address>)	The MAC address and SSID of the access point are connected in infrastructure mode.
IEEE 802.11 <communication mode> mode	Displays IEEE 802.11 communication mode.
inetd start.	The inetd service has started.
Interface (interface name): Duplicate IP Address (<IP address>).	The same IP (IPv4 or IPv6) address was used. Each IP address must be unique. Check the address of the device indicated in [IP address].
< Interface > started with IP: < IP address >	IP address (IPv4 or IPv6 address) has been set for the interface and is operating.

2

Message	Problem and solutions
< Interface >: Subnet overlap.	The same IP address (IPv4, orIPv6 address) and the subnet mask is used with other device.
LEAP challenge to access point failed	The LEAP challenge to the access point has failed.
MIC failure TKIP counter measures started	The supplicant using TKIP has detected two instances of tampering within 60 seconds and has started counter measures.
MIC failure TKIP counter measures stopped	Counter measures have stopped after 60 seconds (since the supplicant using TKIP started counter measures against tampering).
no RADIUS/authentication server	The supplicant has received a message reporting that a usable RADIUS server cannot be found.
no smart card detected on device	PEAP/GTC (Generic Token Card) is selected, but a smart card using GTC authentication cannot be found.
no WPA information element in probe response, rescanning	There is no WPA information on the response from the SSID probe of the access point you want to use. The supplicant is rescanning.
server certificate invalid	The server ID is disabled. Check the server authentication.
server identity invalid	The server ID is disabled. Check the server authentication.
server not trusted	The RADIUS server cannot be trusted.
session IPv4 <community name> not defined.	The requested community name is not defined.
session IPv6 <community name> not defined.	The requested community name is not defined.
session_ipx <community name> not defined.	The requested community name is not defined.
shutdown signal received. network service rebooting...	The smbd service has started.

Message	Problem and solutions
SMTPC: failed to get smtp server ip-address.	The SMTP server IP address could not be obtained. This could be because: • The specified DNS server could not be found. • No connection to the network has been established. • The specified DNS server could not be found. • An incorrect DNS server is specified. • The specified SMTP server IP address could not be found in the DNS server.
SMTPC: failed to connect smtp server. timeout.	Connection to the SMTP server failed due to timeout. This could be because the specified SMTP server name is incorrect, or no connection to the network has been established, or the network configuration is incorrect, so there is no response from the SMTP server. Check the SMTP server name, or the network connection and configuration.
SMTPC: refused connect by smtp server.	Connection to the SMTP server is denied. This could be because server other than the SMTP server has been specified, or the specified SMTP server port number is incorrect. Check the SMTP server name, port number, or the SMTP server port number.
SMTPC: no smtp server. connection close.	Connection to the SMTP server failed due to no response from SMTP. This could be because a server other than the SMTP server has been specified, or the specified SMTP server port number is incorrect. Check the SMTP server name, port number, or the SMTP server port number.

Message	Problem and solutions
SMTPC: failed to connect smtp server.	Connection to the SMTP server failed. This could be because no connection to the network has been established, or the network configuration is incorrect, so there is no response from the SMTP server, or the specified SMTP server name is incorrect, or the specified SMTP server IP address could not be found in the DNS server, or a server other than the SMTP server has been specified, or the specified SMTP server port number is incorrect. Check the DNS Server's IP address and SMTP server's IP address, or the SMTP server name and SMTP port number, or the SMTP server's SMTP port number, or the network connection and configuration.
SMTPC: username or password wasn't correct. [response code] (information)	Connection to the SMTP server failed, because the specified SMTP user name is incorrect, or the specified SMTP password is incorrect. Check the SMTP user name and password.
Snmp over IPv4 is ready	Communication over IPv4 with snmp is available.
Snmp over IPv6 is ready.	Communication over IPv6 with snmp is available.
Snmp over ipx is ready.	Communication over IPX with snmp is available.
snmpd start.	The snmpd service has started.
started.	The direct print service has started.
Started.	The bonjour (rendezvous) function is enabled.
stopped	The supplicant is terminating.
success key received	The supplicant received the EAP-Success key.
success but invalid key	The supplicant received a message reporting that EAP authentication was successful, but the EAPOL key was invalid.
Terminated.	The bonjour (rendezvous) function is disabled.

2

Message	Problem and solutions
There is problem in dhcp server operation.	There is a problem with the DHCP server. If multiple DHCP servers are active on the network, check that they are assigning unique IP addresses to each machine.
trap account is unavailable.	v3Trap cannot be sent. This could be because the Trap destination account is different from the account specified by the printer.
unauthenticated	The authentication failed. The supplicant was denied access to the access point, or was not authenticated.
waiting for keys	The supplicant is waiting for the session key.
WPA supplicant started	The WPA supplicant has started.
WPA supplicant unbound	The WPA supplicant is not connected to the unbound access point.
WS-Device started.	WS-Device has started.
WS-Printer started.	WS-Printer has started.

🔻Note

- For details about UNIX commands and parameters, see UNIX Supplement.

3. Special Operations under Windows

Printing Files Directly from Windows

You can print files directly using Windows commands. For example, you can print PostScript files for PostScript 3.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008

> You can print files directly using lpr, rcp, ftp or sftp command.

Windows Vista, Windows Server 2008

> You can not print files using rcp command.

Setup

Follow the procedure below to make network environment settings.

1. **Enable TCP/IP with the control panel, and then set up the printer's network environment about TCP/IP including IP addresses.**

   TCP/IP of the printer is set as default.

2. **Install a TCP/IP in Windows to set up the network environment.**

   Consult the network administrator for the local setting information.

3. **To print under Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008, install "Printing service for UNIX" as the network application.**

🔖 Reference

- p.117 "Using DHCP"

Using a Host Name Instead of an IPv4 Address

When a host name is defined, you can specify a printer by host name instead of IP address. The host names vary depending on the network environment.

When using DNS

Use the host name set to the data file on the DNS server.

When setting the IPv4 address of a printer using DHCP

Use the printer name on the configuration page as the host name.

↓Note

- For details about printing a configuration page, see "Printing the Configuration Page", General Setting Guide.

In other cases

3

Add the IP address and host name of the network printer to the hosts file on the computer used for printing. Methods of addition vary depending on operating systems.

1. **Open the hosts file using memo pad files, for instance.**

   The hosts file is in the following folder:

   - Windows 2000

     `\WINNT\SYSTEM32\DRIVERS\ETC\HOSTS`

     "\WINNT" is the directory of the installation destination for Windows 2000.

   - Windows XP/Vista, Windows Server 2003/2003 R2/2008

     `\WINDOWS\SYSTEM32\DRIVERS\ETC\HOSTS`

     "\WINDOWS" is the directory of the installation destination for Windows XP/Vista, and Windows Server 2003/2003 R2/2008.

2. **Add an IPv4 or IPv6 address and host name to the hosts file using the following format:**

   `192.168.15.16 host # NP`

   "192.168.15.16" is the IPv4 address, "host" is the printer's host name, and "#NP" is replaced by comments. Insert a space or tab between "192.168.15.16" and "host", between "host" and "#NP" respectively, using one line for this format.

   `2001:DB::100 host # NP`

   "2001:DB::100" is the IPv6 address, "host" is the printer's host name, and "#NP" is replaced by comments. Insert a space or tab between "2001:DB::100" and "host", between "host" and "#NP" respectively, using one line for this format.

3. **Save the file.**

↓Note

- When using a host name under Windows Server 2003/2003 R2/2008, or Windows Vista, with IPv6 protocol, perform host name resolution using an external DNS server. The host file cannot be used.

Printing Commands

The following explains printing operations using the "lpr", "rcp", "ftp" and "sftp" commands.

Enter commands using the command prompt window. The location of the command prompts varies depending on operating systems:

- Windows 2000

    [Start] - [Programs] - [Accessories] - [Command Prompt]

- Windows XP/Vista, Windows Server 2003/2003 R2/2008

    [Start] - [All Programs] - [Accessories] - [Command Prompt]

🔽 Note

- Match the data format of the file to be printed with the emulation mode of the printer.

- If the message "print requests full" appears, no print jobs can be accepted. Try again when sessions end. For each command, the amount of possible sessions is indicated as follows:

    - lpr: 5(When the spool printing function is available: 10)

    - rcp, rsh: 5

    - ftp: 3

    - sftp: 3

- Enter the file name in a format including the path from the directory executing commands.

- The "option" specified in a command is an intrinsic printer option and its syntax is similar to printing from UNIX. For details, see UNIX Supplement.

lpr

When specifying a printer by IP address

```
c:> lpr -S printer's IP address [-P option] [-ol] \pass name\file name
```

When using a host name instead of an IP address

```
c:> lpr -S printer's host name [-P option] [-ol] \pass name\file name
```

When printing a binary file, add the "-ol" option (lowercase O, and lowercase L).

When using a printer with the host name "host" to print a PostScript file named "file 1" located in the "C:\PRINT" directory, the command line is as follows:

```
c:> lpr -S host -P filetype=RPS -ol C:\PRINT\file1
```

Printing from the virtual printer

```
C:\>lpr -S printer's IP address -P virtual printer name [-ol] \path name\file name
```

⬇ Note

- For details about the virtual printer configuration, see "Using the Virtual Printer", Printer Preference.

rcp

First, register the printer's host name in the hosts file.

`c:> rcp [-b] \pass name\file name [pass name\file name...] printer's host name: [option]`

In file names, "*" and "?" can be used as wild cards.

When printing a binary file, add the "-b" option.

When using a printer with the host name "host" to print a PostScript file named "file 1" or "file 2" located in the "C:\PRINT" directory, the command line is as follows:

`c:> rcp -b .\PRINT\file1 .\PRINT\file2 host:filetype=RPS`

Printing from the virtual printer

`c:> rcp [-b] \path name\file name [\path name\file name...] printer's host name: [virtual printer name]`

⬇ Note

- For details about the virtual printer configuration, see "Using the Virtual Printer", Printer Preference.

🔖 Reference

- p.107 "Using a Host Name Instead of an IPv4 Address"

ftp / sftp

Use the "put" or "mput" command according to the number of files to be printed.

When one file is printed

`ftp> put \pass name\file name [option]`

Printing from the virtual printer

`ftp> put \path name\file name [virtual printer name]`

When multiple files are printed

`ftp> mput \pass name\file name [\pass name\file name...] [option]`

Follow the procedure below to print using the "ftp" command.

1. **Formulate the printer's IP address or the host name of the hosts file printer as an argument and use the "ftp" command.**

   `% ftp ` **`printer's IP address`**

2. **Enter the user name and password, and then press the [Enter] key.**

   For details about the user name and password, consult your network administrator.

   `User:`

   `Password:`

   When user authentication is set, enter a login user name and password.

3. **When printing a binary file, set the file mode to binary.**

   `ftp> bin`

   When printing a binary file in ASCII mode, print may not come out correctly.

4. **Specify files to be printed.**

   The following shows the examples of printing a PostScript file named "file 1" in the "C:\PRINT" directory and printing file 1 and file 2.

   `ftp> put C:\PRINT\file1 filetype=RPS`

   `ftp> mput C:\PRINT\file1 C:\PRINT\file2`

5. **Quit ftp.**

   `ftp> bye`

⬇ **Note**

- "=", ",", "_", and ";" cannot be used for filenames. File names will be read as option strings.
- If you are using ftp, you cannot specify an option using the "mput" command.
- If you are using ftp, you cannot specify an option using the "pwd" command.
- If you are using sftp, you cannot specify an option using the "cd" command.
- If you are using sftp, you cannot specify an option using the "pwd" command.
- If personal authentication (Basic, Windows, LDAP, or Integrated Server Authentication) is enabled, only authenticated users (users authenticated by login user name and password) can log on.
- For "mput" command, "*" and "?" can be used as wild cards in file names.
- When printing a binary file in ASCII mode, print may not come out correctly.
- For details about registering the machine's host name to the host file, see "Using a Host Name Instead of an IPv4 Address".
- For details about login user name and password, see Security Reference, which is the administrator's manual.
- For details about the virtual printer configuration, see "Using the Virtual Printer", Printer Preference.

Printing with Bluetooth Connection

This describes how to print with Bluetooth devices.

Supported Profiles

The following profiles are supported:

- SPP (Serial Port Profile)
- HCRP (Hardcopy Cable Profile)
- BIP (Basic Imaging Profile)

Restrictions on SPP, HCRP

- A maximum of two Bluetooth adaptor or Bluetooth-equipped computers can be connected at the same time using the Bluetooth interface: one by SPP, one by HCRP.
- When connecting more than one Bluetooth adaptor or Bluetooth-equipped computer at the same time, the first device that establishes connection is selected. When selecting the connection between the other devices, cancel the first established connection.
- SPP connection does not support bidirectional communications.
- HCRP connection supports bidirectional communications.

Restrictions on BIP

- For BIP connection, a module including PostScript 3 must be installed in the machine.
- Only one Bluetooth adaptor or Bluetooth-equipped computer can be connected via BIP.
- Only JPEG images can be printed using BIP.
- User codes are disabled for BIP.
- You cannot print if print functions are restricted.
- Some printers do not support BIP.

Instructions in this manual relate to printing via HRCP. To print using SPP or BIP, see the Help supplied with the Bluetooth adapter you want to use, or the Microsoft Web site.

Adding a Bluetooth Printer

The following procedures explain how to install a Bluetooth printer on a computer that is running Windows XP or Windows Vista.

If your computer is running SP1 or an earlier version of Windows XP, there are additional applications that you must install. For details about these, see the Help supplied with your Bluetooth device.

⭐ **Important**

- To perform a printer installation, your account must have Manage Printers permission. Log on as an Administrators or Power Users group member.

- To connect to a Bluetooth printer, your computer must have a Bluetooth device installed. Make sure a Bluetooth device is installed on your computer.

Windows XP

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

2. **Click [Add a printer].**

   The [Add Printer Wizard] window opens.

3. **Click [Next >].**

4. **Click [Bluetooth Printer], and then click [Next >].**

   The computer begins searching for available Bluetooth printers.

   If a new printer is discovered, the [Found New Hardware Wizard] window appears. To ignore a discovered device and continue searching, click [Cancel]. The computer resumes searching for other available Bluetooth printers.

5. **Click [No, I will not connect], and then click [Next >].**

6. **Click [Install from a list or specific location (Advanced)], and then click [Next >].**

7. **Insert the CD-ROM provided with this machine into your computer's CD-ROM drive, select the [Search removable media (floppy, CD-ROM...)] check box, and then click [Next >].**

8. **If the [Hardware Installation] window appears, click [Continue].**

9. **If the installation was successful, click [Finish].**

10. **Select [Test Print], and then click [Next >].**

11. **Click [Finish].**

⬇ **Note**

- Actual Bluetooth printer operations will vary according to your Bluetooth device and/or Bluetooth-installed computer. For details, see the Help supplied with your Bluetooth device and/or Bluetooth-equipped computer.

- After printing the test page, check it, and then click [Close] to close the window.

- If there is a problem with the test page, click [Troubleshooting] in the test print window.

Windows Vista

⭐Important

- To perform a printer installation, your account must have Manage Printers permission. Log on as an Administrators or Power Users group member.

1. **On the [Start] menu, click [Control Panel].**
2. **In the "Hardware and Sound" area, click [Printers].**
3. **In the top part of the window, click [Add a printer].**
4. **In the [Add Printer] window, select [Add a network, wireless or Bluetooth printer], and then click [Next].**

   The computer begins searching for available Bluetooth devices.
5. **From the list of discovered devices, select the printer you want to use, and then click [Next >].**

   All discovered wireless printers appear in the list of discovered printers, not only Bluetooth printers.

   Make sure the printer you select is a Bluetooth printer.
6. **Insert the CD-ROM provided with this machine into your computer's CD-ROM drive, and then click [Browse my computer for driver software (advanced)] on the [Found New Hardware] display.**
7. **In the [Found New Hardware] window, select the printer driver you want to use, and then click [Next].**

   The printer driver installation starts.
8. **If the [Windows Security] window appears, click [Install this driver software anyway].**
9. **Click [Close].**
10. **If you want to change the printer name, enter the new name in the [Printer Name Settings] window.**
11. **If you want to print a test page, click [Printing Test Page] on the "Test Print" page.**

    Otherwise, click [Finish].

⬇Note

- If you print the test page, after checking it, click [Close] to close the test print window.
- If there is a problem with the test page, click [Troubleshooting Printer Problems] in the test print window.

4. Appendix

When Using Windows Terminal Service/ MetaFrame

The following explains how to use Windows Terminal Service and Maintenance.

Operating Environment

The following operating systems and MetaFrame versions are supported.

Windows 2000 Server / Advanced Server

- MetaFrame 1.8 SP3 / FR1+SP3 / SP4 / FR1+SP4
- MetaFrame XP 1.0 SP1 / SP2 / FR1 / FR1+SP2 / FR2 / SP3 / FR2+SP3 / FR3
- MetaFrame Presentation Server 3.0
- Citrix Presentation Server 4.0

Windows server 2003/2003 R2/2008

- MetaFrame XP 1.0 FR3
- MetaFrame Presentation Server 3.0
- Citrix Presentation Server 4.0

Supported Printer Drivers

When Windows Terminal Service is operating

- PCL drivers
- PostScript 3

Limitations

The following limitations apply to the Windows Terminal Service environment.

These limitations are built in Windows Terminal Service or MetaFrame.

MetaFrame's [Auto-creating client printers]

Using [Auto-creating client printers] can select a logical printer created by copying the client's local printer data to the MetaFrame server. We strongly recommend testing this function in your network environment before using it for your work.

- The settings for optional equipment will not be stored in the server after the equipment is disconnected. The settings for optional equipment will be restored to its defaults each time the client computer logs on to the server.

- When printing a large number of bitmap images or using the server in a WAN environment over dial-up lines such as ISDN, printing may not be possible or errors may occur, depending on data transfer rates.

- When using MetaFrame XP 1.0 or higher versions, we recommend making settings in [Client Printer bandwidth] under [Citrix Management Console] according to the environment.

- If a print error occurs on the server and the print job or a printer created in [Auto-creating client printers] cannot be deleted, we recommend the following:

  - MetaFrame 1.8 SP3, MetaFrame XP 1.0 SP1/FR1

    Make settings in [Delete unfinished print jobs] in the registry. For details, see the Readme file provided with MetaFrame.

  - MetaFrame XP 1.0 FR2

    Make settings in [Delete pending print jobs at logout] under [Printer Properties Management] of Citrix Management Console.

MetaFrame's [Printer driver replication]

Using [Printer driver replication] can distribute printer drivers across all servers in a server farm. We strongly recommend testing this function in your network environment before using it for your work.

- If the printer drivers are not properly copied, install them directly onto each server.

Using DHCP

You can use the printer in a DHCP environment. You can also register the printer NetBIOS name on a WINS server when it is running.

- Printers that register the printer NetBIOS name on a WINS server must be configured for the WINS server.

- Supported DHCP servers are Microsoft DHCP Server included with Windows 2000 Server, and Windows Server 2003/2003 R2, and Windows Server 2008, and the DHCP server included with NetWare and UNIX.

- If you do not use the WINS server, reserve the printer's IP address in the DHCP server so the same IP address is assigned every time.

- To use the WINS server, change the WINS server setting to "active" using the control panel.

- Using the WINS server, you can configure the host name via the remote network printer port.

- DHCP relay-agent is not supported. If you use DHCP relay-agent on a network via ISDN, it will result in increased line charges. This is because your computer connects to the ISDN line whenever a packet is transferred from the printer.

- If there is more than one DHCP server, use the same setting for all servers. The machine operates using data from the DHCP server that responds first.

- DHCP servers can operate in an IPv6 environment, but they cannot be configured to allocate IPv6 addresses or obtain host names.

Using AutoNet

If the printer IPv4 address is not automatically assigned by the DHCP server, a temporary IP address starting with 169.254 and not used on the network can be automatically selected by the printer.

🔸Note

- The IP address assigned by the DHCP server is given priority over that selected by AutoNet.

- You can confirm the current IPv4 address on the configuration page. For more information about the configuration page, see General Settings Guide.

- When AutoNet is running, the NetBIOS name is not registered on the WINS server.

- The machine cannot communicate with devices that do not have the AutoNet function. However, this machine can communicate with Macintosh computers running Mac OS X 10.2.3. or higher.

Configuring the WINS Server

The printer can be configured to register its NetBIOS name with a WINS server when the power is turned on. This enables the NetBIOS name of the printer to be specified from SmartDeviceMonitor for Admin even in a DHCP environment.

This section explains configuring the WINS server.

Note

- The WINS server is supported with Windows 2000 Servers WINS Manager.

- For details about the WINS server settings, see Windows Help.

- If there is no reply from the WINS server, the NetBIOS name is registered by broadcast.

- The NetBIOS name can be entered using up to 13 alphanumeric characters.

Using Web Image Monitor

1. **Start a Web browser.**

2. **Enter "http://(machine's IP address or host name) /" in the address bar to access the printer whose settings you want to change.**

   Top Page of Web Image Monitor appears.

3. **Click [Login].**

   The dialog box for entering the user name and password appears.

4. **Enter the user name and password, and then click [Login].**

   Contact your administrator for information about the settings.

   Depending on the configuration of your Web browser, login user name and password may be saved.

   If you do not want to save them, configure their settings not to be saved on your Web browser.

5. **In the left area, click [Configuration], and then click [Network].**

6. **Click [IPv4].**

7. **Check that [Enable] is selected for [WINS] in the [Ethernet + Wireless LAN] column, and then enter the WINS server IPv4 address in [Primary WINS Server] and [Secondary WINS Server].**

8. **Click [Apply].**

9. **Quit Web Image Monitor.**

Using telnet

You can also use telnet to configure WINS.

Using the Dynamic DNS Function

Dynamic DNS is a function which dynamically updates (registers and deletes) records (A record, AAAA record, CNAME, and PTR record) managed by the DNS server. When a DNS server is part of the network environment to which this printer, a DNS client, is connected, records can be dynamically updated using this function.

Updating

Updating procedure varies depending on whether the printer IP address is static or acquired by DHCP.

⭐ **Important**

- **Dynamic update using message authentication (TSIG, SIG(0)) is not supported.**

For a static IPv4 setting

If the IP address or host name is changed, the A and PTR records are updated. If the A record is registered, CNAME is also registered. CNAMEs that can be registered are as follows:

- Ethernet and IEEE 802.11

    RNPXXXXXX (XXXXXX represents the last 3 hexadecimal bytes of the MAC address)

    However, if CNAME (PRNXXXXXX) overlaps with the host name, CNAME will not be registered.

For DHCPv4 settings

As a substitute for the printer, the DHCP server updates the record, and one of the following occurs:

- When the printer acquires the IP address from the DHCP server, the DHCP server updates the A and PTR records.

- When the printer acquires the IP address from the DHCP server, the printer updates the A record, and the DHCP server updates the PTR record.

If the A record is registered, CNAME is also registered. CNAMEs that can be registered are as follows:

- Ethernet and IEEE 802.11

    RNPXXXXXX (XXXXXX represents the last 3 hexadecimal bytes of the MAC address)

For IPv6 settings

This machine updates the AAAA record and PTR record.

It also updates CNAME when the AAAA record is updated.

When a stateless address is newly set, it is automatically registered on the DNS server also.

⬇ **Note**

- When the dynamic DNS function is not used, records managed by the DNS server must be updated manually, if the printer's IP address is changed.

- To update the record using the printer, the DNS server has to have one of the following:

- No security settings are made.
- If security settings are made, an IP-specified client (this printer) permits updating.

DNS servers targeted for operation

For static IP setting

- Microsoft DNS servers with standard Windows 2000 Server/Windows Server 2003/2003 R2/2008 features
- BIND 8.2.3 or higher

For DHCP setup, when the printer updates the A record

- Microsoft DNS servers with standard Windows 2000 Server/Windows Server 2003/2003 R2/2008 features
- BIND 8.2.3 or higher

For DHCP setup, when the DHCP server updates records

- Microsoft DNS servers with standard Windows 2000 Server/Windows Server 2003/2003 R2/2008 features
- BIND 8.2.3 or higher
- DNS servers with standard NetWare 5 (or a higher version) features

For IPv6 setting

- Microsoft DNS servers with standard Windows Server 2003/2003 R2/2008 features
- BIND 9.2.3 or higher

DHCP servers targeted for operation

As a substitute for the printer, DHCP servers capable of updating the A record and PTR record are as follows:

- Microsoft DHCP servers with standard Windows 2000 Server (Service Pack 3 or higher versions)/ Windows Server 2003/2003 R2/2008 features
- ISC DHCP 3.0 or higher
- DHCP server with standard NetWare 5 features

Setting the dynamic DNS function

Make settings with telnet using the "dns" command.

🔽Note

- For details, see "Remote Maintenance by telnet".

🔖Reference

- p.41 "Remote Maintenance by telnet"

4

Precautions

Please pay attention to the following when using the network interface board. When configuration is necessary, follow the appropriate procedures below.

Connecting a Dial-Up Router to a Network

When using NetWare (file server)

If the NetWare file server and printer are on opposite sides of a router, packets are sent back and forth continuously, possibly incurring communications charges. Because packet transmission is a feature of NetWare, you need to change the configuration of the router. If the network you are using does not allow you to configure the router, configure the machine instead.

Configuring the router

Filter packets so they do not pass over the dial-up router.

🔽Note

- The MAC address of the filtering printer is printed on the printer configuration page. For more information about printing a configuration page, see "Printing the Configuration Page", General Settings Guide.

- For more information about configuring the printer if the router cannot be configured, see the following instructions.

Configuring the printer with NetWare

1. **Following the setup method described earlier in this manual, configure the file server.**

2. **Set the frame type for NetWare environment.**

🔽Note

- For more information about selecting a frame type, see "Interface Settings", General Settings Guide.

Configuring the printer without NetWare

1. **When not printing, the network interface board sends packets over the network. Set NetWare to "inactive".**

🔽Note

- For more information about selecting a protocol, see "Interface Settings", General Settings Guide.

When Using Network Utility

If the machine is connected to a network, observe the following points when setting up the machine or changing settings:

For more details, see the operating instructions and Help for the ScanRouter delivery software and DeskTopBinder.

When a dial-up router is connected in a network environment

The settings for the delivery server to be connected must be made appropriately for the machine with the ScanRouter delivery software, Auto Document Link, or DeskTopBinder. In addition, set up connected devices using the I/O settings of the ScanRouter delivery software administration utility.

If the network environment changes, make the necessary changes for the delivery server using the machine, the administration utility of client computers, Auto Document Link, and DeskTopBinder. Also, set the correct information for the connected devices using the I/O settings of the ScanRouter delivery software administration utility.

⭐**Important**

- If the machine is set up to connect to the delivery server via a dial-up router, the router will dial and go online whenever a connection to the delivery server is made. Telephone charges may be incurred.

When connected to a computer that uses dial-up access

- Do not install the ScanRouter delivery software on a computer which uses dial-up access.

- When using the ScanRouter delivery software, DeskTopBinder, Auto Document Link, or a TWAIN driver on a computer with dial-up access, a dial-up connection may be performed when connecting to the delivery server and other equipment, depending on the setup. If the computer is set up to connect to the Internet automatically, the confirmation dialog box will not appear, and telephone charges may be incurred without your being aware of it. To prevent unnecessary connections, the computer should be set up so the confirmation dialog box always appears before establishing a connection. Do not make unnecessary connections when using the above listed software.

NetWare Printing

⭐Important

- IPv6 cannot be used on this function.

Form feed

You should not configure form feed on NetWare. Form feed is controlled by the printer driver on Windows. If NetWare form feed is configured, the printer might not work properly. If you want to change form feed settings, always configure them using Windows.

- Under Windows 2000/XP and Windows Server 2003 R2, clear the [Form feed] check box on the [NetWare Settings] tab in the printer properties dialog box.

Banner page

You should not configure a banner page on NetWare. If you want to change the banner page setting, always configure it using Windows.

- Under Windows 2000/XP and Windows Server 2003 R2, clear the [Enable banner] check box on the [NetWare Settings] tab in the printer properties dialog box.

Printing after resetting the machine

After resetting the remote printer, the connection from the print server will be cut off for about 30-40 seconds before re-connecting. Depending on the NetWare specification, print jobs may be accepted, but they will not be printed during this interval.

When using the machine as a remote printer, wait about two minutes after resetting before attempting to print.

When the IEEE 802.11 interface unit is installed

When using the wireless LAN interface on the network, note the following:

When moving the machine

Detach the antennas when relocating the machine locally.

After moving the machine, reattach the antennas, ensuring that:

- The antennas are positioned clear of obstacles.
- There is 40 to 60 mm between the antennas, so that they do not touch.
- The exposure glass cover and the Auto Document Feeder (ADF) do not knock the antennas.

If the network area provides poor radio environment

Where radio wave conditions are bad, the network may not function due to interrupted or failed connections. When checking the wireless LAN signal and the access point, follow the procedure below to improve the situation:

- Position the access point nearer to the machine.
- Clear the space between access point and machine of obstructions.
- Move radio wave generating appliances, such as microwaves, away from the machine and access point.

Note

- For information about how to check radio wave status, see "Checking the Signal", General Settings Guide.
- For more information about access point radio wave conditions, refer to the access point manual.

Configuring WPA/WPA2

WPA/WPA2 uses an authentication server to provide greatly enhanced security compared to WPA-PSK/WPA2-PSK.

WPA/WPA2 can be configured using Web Image Monitor's administrator mode. You can select four types of EAP authentication method: EAP-TLS, LEAP, EAPTTLS and PEAP. Note that each EAP authentication method has different configuration settings and authentication procedures.

Types and requirements of certificates are as follows:

If a certificate is required, configure all settings after installing the certificate.

EAP Types Requiring a "Site Certificate"

EAP-TLS, EAP-TTLS, PEAP (Necessary except LEAP)

EAP Types Requiring a "Site Certificate" and a "Device Certificate"

EAP-TLS, PEAP (Phase 2 is for TLS only)

⭐ **Important**

- To set WPA/WPA2, you must enable SSL. For details about SSL configuration, see "Protection Using Encryption", Security Reference.
- To set WPA/WPA2, you must use Web Image Monitor.

Installing a Site Certificate

1. Access the authentication server and obtain the CA certificate.

   Methods of obtaining certificates differ according to the operating system you are using.

2. Log on to Web Image Monitor in the administrator mode.

3. Click [Configuration].

4. Click [Site Certificate] in the "Security" area.

5. Click [Browse] on the "Site Certificate to Import" window, and then select the CA certificate you obtained.

6. Click [Import].

7. Check that the imported certificate's [Status] shows "Trustworthy".

   If [Site Certificate Check] shows "Active", and the [Status] of the certificate shows "Untrustworthy", communication might not be possible.

8. Click [OK].

9. Click [Logout].

10. Quit the Web Image Monitor.

Installing Device Certificate

1. Log on to Web Image Monitor in the administrator mode.

2. Click [Configuration].

3. Click [Device Certificate] in "Security" area.

4. Click [Certificate 2] on the "Device Certificate" window, and then click [Request].

5. Enter appropriate "Common Name" and "Country Code" on "Certificate Information" page, and then click [OK].

6. "Updating..." appears. Wait for about 2 minutes, and then click [OK].

7. Click [Details], shown in the "Device Certificate" window as the memo pad icon for "Requesting".

8. Select all, and then copy the entire "Text for Requested Certificate" text that is displayed in the "Certificate Status" window.

9. **Access the certificate authority server, and then obtain the CA signified certificate using the text copied into "Text for Requested Certificate" windows.**

   Obtaining the certificate differs depending on the environment you want to use.

10. **Click [Certificate 2] on "Device Certificate" window, and then click [Install].**

11. **Using a text editor, open the CA signified certificate downloaded in step 11, and then copy over all the text.**

12. **In the [Install Certificate] window, paste all the text copied into the CA signified certificate.**

13. **Click [OK].**

14. **"Updating..." appears. Wait for about one or two minutes, and then click [OK].**

15. **Check that the "Device Certificate" shows "Installed".**

16. **Click [Certificate 2] on "Certification", and then click [OK].**

17. **Click [Logout].**

18. **Quit Web Image Monitor.**

Note

- you request two certificates simultaneously, the certificate authority might not display either certificate. Click [Cancel Request] to cancel the request.

- You can select [Certificate 1] and [Certificate 2] in the "Device Certificate" window. Note that if you select [Certificate 1] in the "Device Certificate" window, you must select [Certificate 1] in the "IEEE 802.11a" drop down menu in the "Certification" window.

- Click [Cancel Request] to cancel the request for the server certificate.

- If "Not found" appears after clicking [OK] in steps 8 and 16, wait one or two minutes, and then click [Refresh].

Setting Items of WPA/WPA2

1. **Log on to Web Image Monitor in the administrator mode.**

2. **Click [Configuration], and then click [Wireless LAN Settings] in the "Interface" area.**

3. **Select [Infrastructure Mode] in "Communication Mode".**

4. **Enter the alphanumeric characters (a-z, A-Z, or 0-9) in [SSID] according to the access point you want to use.**

5. **Select [WPA] in "Security Method".**

6. **Select [TKIP] or [CCMP (AES)] in "WPA Encryption Method" according to the access point you want to use.**

7. **Select [WPA] or [WPA2] in "WPA Authentication Method".**

8. **In "User Name", enter the user name set in the RADIUS server.**

9. **Enter the domain name in "Domain Name".**

10. **Select "EAP Type". Configurations differ according to the EAP Type.**

    EAP-TLS

    - Make the following settings according to the operating system you are using:

        - Select [On] or [Off] in "Authenticate Server Certificate".

        - Select [On] or [Off] in "Trust Intermediate Certificate Authority".

        - Enter the host name of the RADIUS server on "Server ID".

    LEAP

    - Click [Change] in "Password", and then enter the password set in the RADIUS server.

    EAP-TTLS

    - Click [Change] in "Password", and then enter the password set in the RADIUS server.

    - Click [Change] in "Phase 2 User Name", and then enter the user name set in the RADIUS server.

    - Select [CHAP], [MSCHAP], [MSCHAPv2], [PAP], or [MD5] in "Phase 2 Method".

    - Certain methods might not be available, depending on the RADIUS server you want to use.

    - Make the following settings according to the operating system you are using:

        - Select [On] or [Off] in "Authenticate Server Certificate".

        - Select [On] or [Off] in "Trust Intermediate Certificate Authority".

        - Enter the host name of the RADIUS server in "Server ID".

    PEAP

    - Click [Change] in "Password", and then enter the password set in the RADIUS server.

    - Click [Change] on "Phase 2 User Name", and then enter the user name set in the RADIUS server.

    - Select [MSCHAPv2] or [TLS] in "Phase 2 Method".

    - When you select [TLS], select the client certificate you want to use in "WPA Client Certificate".

    - Make the following settings according to the operating system you are using:

        - Select [On] or [Off] in "Authenticate Server Certificate".

        - Select [On] or [Off] in "Trust Intermediate Certificate Authority".

        - Enter the host name of the RADIUS server on "Server ID".

11. **Click [OK].**

12. **Click [Logout].**

13. **Quit the Web Image Monitor.**

🔽 **Note**

- If there is a problem with settings, you might not be able to communicate with the printer. To identify the problem, print a network summary.

- If you cannot identify the problem, reset the printer interface to normal, and then repeat the procedure from the beginning.

Setting Up the Machine on a Network

This section describes the network settings you can change with User Tools (System Settings). Make settings according to functions you want to use and the interface to be connected.

⭐ **Important**

- These settings should be made by the systems administrator, or after consulting with the systems administrator.

Initial Settings Overview

Interface Settings

Menu	Description
Machine IPv4 Address	Specify the machine's IPv4 network address.
IPv4 Gateway Address	Specify the gateway address for the router or host computer used as a gateway.
Machine IPv6 Address	Displays the machine's IPv6 network address.
IPv6 Gateway Address	Displays the machine's IPv6 gateway address.
IPv6 Stateless Address Autoconfiguration	Specify IPv6 Stateless Address Autoconfiguration.
DNS Configuration	Make settings for the DNS server.
DDNS Configuration	Specifies the DDNS settings.
IPsec	Specify the machine's IPsec function Active/ Inactive.
Domain Name	Specifies the domain name.
WINS Configuration	Specifies the WINS server settings.
Effective Protocol	Select the protocol to use in the network.
NCP Delivery Protocol	Select the protocol for NCP delivery:
NW Frame Type	Select the frame type when you use NetWare.
SMB Computer Name	Specify the SMB computer name.
SMB Work Group	Specify the SMB work group.

Menu	Description
Ethernet Speed	Set the access speed for networks.
LAN Type	When you have installed the IEEE 802.11a/g interface unit, select the method of connection.
Ping Command	Check the network connection with ping command using given IP address.
Permit SNMPv3 Communication	Set the encrypted communication of SNMP v3.
Permit SSL / TLS Communication	Set the encrypted communication of SSL/TLS.
Host Name	Specify the host name.
Machine Name	Specify the machine name.
Communication Mode	Specifies the communication mode of the wireless LAN.
SSID Setting	Specifies SSID to distinguish the access point in infrastructure mode or 802.11 ad hoc mode.
Ad-hoc Channel	Specify the channel to use when [802.11 Ad-hoc Mode] has been selected. Set the channel that matches the type of wireless LAN being used.
Security Method	Specifies the encryption of the IEEE 802.11a/g (wireless LAN).
Wireless LAN Signal	When using in infrastructure mode, you can check the machine's radio wave status using the control panel.
Restore Factory Defaults	You can return the wireless LAN settings to their defaults.

File Transfer Settings

Menu	Description
Delivery Option	Enables or disables sending stored or scanned documents to the ScanRouter delivery server.
Capture Server IPv4 Address	Specify the capture server IPv4 address.

Menu	Description
Fax RX File Transmission	Specify how to deliver fax files received via the different lines.
SMTP Server	Specifies the SMTP server name.
SMTP Authentication	Specify SMTP authentication (PLAIN, LOGIN, CRAMMD5, DIGEST-MD5).
POP before SMTP	Specify POP authentication (POP before SMTP).
Reception Protocol	Specify Reception Protocol for receiving Internet Fax.
POP3 / IMAP4 Settings	Specify the POP3/IMAP4 server name for receiving Internet faxes.
Administrator's E-mail Address	Specify the Administrator's E-mail Address.
E-mail Communication Port	Specify the port numbers for receiving Internet faxes. The specified POP3 port number is used for [POP before SMTP].
E-mail Reception Interval	Specify, in minutes, the time interval for receiving Internet faxes via POP3 or IMAP4 server.
Max. Reception E-mail Size	Specify the maximum reception e-mail size for receiving Internet faxes.
E-mail Storage in Server	Specify whether or not to store received Internet fax e-mails on the POP3 or IMAP4 server.
Default User Name / Password (Send)	Specify the user name and password required when sending scan files directly to a shared folder on a computer running Windows, to an FTP server, or to a NetWare server.
Program / Change / Delete E-mail Message	You can program, change, or delete the e-mail message used when sending an Internet fax or scan file as an attachment.
Auto Specify Sender Name	Set whether or not to specify the name of the sender when sending e-mail.
Fax E-mail Account	Specify e-mail address, user name and password for receiving Internet faxes.

Menu	Description
Scanner Resend Interval Time	Specifies the interval the machine waits before resending a scan file, if it cannot be sent to the delivery server or mail server.
Number of Scanner Resends	Sets a maximum number of times a scan file is resent to the delivery server or mail server.

Initial Settings

Printer/LAN-Fax

Interface	Settings	
Ethernet	Interface Settings/Network	Machine IPv4 Address
Ethernet	Interface Settings/Network	IPv4 Gateway Address
Ethernet	Interface Settings/Network	Machine IPv6 Address
Ethernet	Interface Settings/Network	IPv6 Gateway Address
Ethernet	Interface Settings/Network	IPv6 Stateless Address Autoconfiguration
Ethernet	Interface Settings/Network	DNS Configuration
Ethernet	Interface Settings/Network	DDNS Configuration
Ethernet	Interface Settings/Network	Domain Name
Ethernet	Interface Settings/Network	WINS Configuration
Ethernet	Interface Settings/Network	Effective Protocol
Ethernet	Interface Settings/Network	NCP Delivery Protocol
Ethernet	Interface Settings/Network	NW Frame Type
Ethernet	Interface Settings/Network	SMB Computer Name
Ethernet	Interface Settings/Network	SMB Work Group
Ethernet	Interface Settings/Network	Ethernet Speed
Ethernet	Interface Settings/Network	LAN Type

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Interface	Settings	
Ethernet	Interface Settings/Network	Permit SNMPv3 Communication
Ethernet	Interface Settings/Network	Permit SSL / TLS Communication
Ethernet	Interface Settings/Network	Host Name
Ethernet	Interface Settings/Network	Machine Name
Wireless LAN	Interface Settings/Network	Machine IPv4 Address
Wireless LAN	Interface Settings/Network	IPv4 Gateway Address
Wireless LAN	Interface Settings/Network	Machine IPv6 Address
Wireless LAN	Interface Settings/Network	IPv6 Gateway Address
Wireless LAN	Interface Settings/Network	IPv6 Stateless Address Autoconfiguration
Wireless LAN	Interface Settings/Network	DNS Configuration
Wireless LAN	Interface Settings/Network	DDNS Configuration
Wireless LAN	Interface Settings/Network	Domain Name
Wireless LAN	Interface Settings/Network	WINS Configuration
Wireless LAN	Interface Settings/Network	Effective Protocol
Wireless LAN	Interface Settings/Network	NCP Delivery Protocol
Wireless LAN	Interface Settings/Network	NW Frame Type
Wireless LAN	Interface Settings/Network	SMB Computer Name
Wireless LAN	Interface Settings/Network	SMB Work Group
Wireless LAN	Interface Settings/Network	LAN Type
Wireless LAN	Interface Settings/Network	Permit SNMPv3 Communication
Wireless LAN	Interface Settings/Network	Permit SSL / TLS Communication
Wireless LAN	Interface Settings/Network	Host Name

Interface	Settings	
Wireless LAN	Interface Settings/Network	Machine Name
Wireless LAN	Interface Settings/ Wireless LAN	Communication Mode
Wireless LAN	Interface Settings/ Wireless LAN	SSID Setting
Wireless LAN	Interface Settings/ Wireless LAN	Channel
Wireless LAN	Interface Settings/ Wireless LAN	Security Method

Internet Fax

Interface	Settings	
Ethernet	Interface Settings/Network	Machine IPv4 Address
Ethernet	Interface Settings/Network	IPv4 Gateway Address
Ethernet	Interface Settings/Network	Machine IPv6 Address
Ethernet	Interface Settings/Network	IPv6 Gateway Address
Ethernet	Interface Settings/Network	IPv6 Stateless Address Autoconfiguration
Ethernet	Interface Settings/Network	DNS Configuration
Ethernet	Interface Settings/Network	DDNS Configuration
Ethernet	Interface Settings/Network	Domain Name
Ethernet	Interface Settings/Network	WINS Configuration
Ethernet	Interface Settings/Network	Effective Protocol
Ethernet	Interface Settings/Network	Ethernet Speed
Ethernet	Interface Settings/Network	LAN Type
Ethernet	Interface Settings/Network	Permit SNMPv3 Communication

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Interface	Settings	
Ethernet	Interface Settings/Network	Permit SSL / TLS Communication
Ethernet	Interface Settings/Network	Host Name
Ethernet	File Transfer	SMTP Server
Ethernet	File Transfer	SMTP Authentication
Ethernet	File Transfer	POP before SMTP
Ethernet	File Transfer	Reception Protocol
Ethernet	File Transfer	POP3 / IMAP4 Settings
Ethernet	File Transfer	Administrator's E-mail Address
Ethernet	File Transfer	E-mail Communication Port
Ethernet	File Transfer	E-mail Reception Interval
Ethernet	File Transfer	Max. Reception E-mail Size
Ethernet	File Transfer	E-mail Storage in Server
Ethernet	File Transfer	Program / Change / Delete E-mail Message
Ethernet	File Transfer	Fax E-mail Account
Wireless LAN	Interface Settings/Network	Machine IPv4 Address
Wireless LAN	Interface Settings/Network	IPv4 Gateway Address
Wireless LAN	Interface Settings/Network	Machine IPv6 Address
Wireless LAN	Interface Settings/Network	IPv6 Gateway Address
Wireless LAN	Interface Settings/Network	IPv6 Stateless Address Autoconfiguration
Wireless LAN	Interface Settings/Network	DNS Configuration
Wireless LAN	Interface Settings/Network	DDNS Configuration
Wireless LAN	Interface Settings/Network	Domain Name
Wireless LAN	Interface Settings/Network	WINS Configuration

Interface	Settings	
Wireless LAN	Interface Settings/Network	Effective Protocol
Wireless LAN	Interface Settings/Network	LAN Type
Wireless LAN	Interface Settings/Network	Permit SNMPv3 Communication
Wireless LAN	Interface Settings/Network	Permit SSL / TLS Communication
Wireless LAN	Interface Settings/Network	Host Name
Wireless LAN	Interface Settings/ Wireless LAN	Communication Mode
Wireless LAN	Interface Settings/ Wireless LAN	SSID Setting
Wireless LAN	Interface Settings/ Wireless LAN	Channel
Wireless LAN	Interface Settings/ Wireless LAN	Security Method
Wireless LAN	File Transfer	SMTP Server
Wireless LAN	File Transfer	SMTP Authentication
Wireless LAN	File Transfer	POP before SMTP
Wireless LAN	File Transfer	Reception Protocol
Wireless LAN	File Transfer	POP3 / IMAP4 Settings
Wireless LAN	File Transfer	Administrator's E-mail Address
Wireless LAN	File Transfer	E-mail Communication Port
Wireless LAN	File Transfer	E-mail Reception Interval
Wireless LAN	File Transfer	Max. Reception E-mail Size
Wireless LAN	File Transfer	E-mail Storage in Server
Wireless LAN	File Transfer	Program / Change / Delete E-mail Message

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Interface	Settings	
Wireless LAN	File Transfer	Fax E-mail Account

E-mail

Interface	Settings	
Ethernet	Interface Settings/Network	Machine IPv4 Address
Ethernet	Interface Settings/Network	IPv4 Gateway Address
Ethernet	Interface Settings/Network	DNS Configuration
Ethernet	Interface Settings/Network	DDNS Configuration
Ethernet	Interface Settings/Network	Domain Name
Ethernet	Interface Settings/Network	WINS Configuration
Ethernet	Interface Settings/Network	Effective Protocol
Ethernet	Interface Settings/Network	Ethernet Speed
Ethernet	Interface Settings/Network	LAN Type
Ethernet	Interface Settings/Network	Permit SNMPv3 Communication
Ethernet	Interface Settings/Network	Permit SSL / TLS Communication
Ethernet	Interface Settings/Network	Host Name
Ethernet	File Transfer	SMTP Server
Ethernet	File Transfer	SMTP Authentication
Ethernet	File Transfer	POP before SMTP
Ethernet	File Transfer	Reception Protocol
Ethernet	File Transfer	POP3 / IMAP4 Settings
Ethernet	File Transfer	Administrator's E-mail Address
Ethernet	File Transfer	E-mail Communication Port

Interface	Settings	
Ethernet	File Transfer	Program / Change / Delete E-mail Message
Ethernet	File Transfer	Scanner Resend Interval Time
Ethernet	File Transfer	Number of Scanner Resends
Wireless LAN	Interface Settings/Network	Machine IPv4 Address
Wireless LAN	Interface Settings/Network	IPv4 Gateway Address
Wireless LAN	Interface Settings/Network	DNS Configuration
Wireless LAN	Interface Settings/Network	DDNS Configuration
Wireless LAN	Interface Settings/Network	Domain Name
Wireless LAN	Interface Settings/Network	WINS Configuration
Wireless LAN	Interface Settings/Network	Effective Protocol
Wireless LAN	Interface Settings/Network	LAN Type
Wireless LAN	Interface Settings/Network	Permit SNMPv3 Communication
Wireless LAN	Interface Settings/Network	Permit SSL / TLS Communication
Wireless LAN	Interface Settings/Network	Host Name
Wireless LAN	Interface Settings/ Wireless LAN	Communication Mode
Wireless LAN	Interface Settings/ Wireless LAN	SSID Setting
Wireless LAN	Interface Settings/ Wireless LAN	Channel
Wireless LAN	Interface Settings/ Wireless LAN	Security Method
Wireless LAN	File Transfer	SMTP Server
Wireless LAN	File Transfer	SMTP Authentication

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Interface	Settings	
Wireless LAN	File Transfer	POP before SMTP
Wireless LAN	File Transfer	Reception Protocol
Wireless LAN	File Transfer	POP3 / IMAP4 Settings
Wireless LAN	File Transfer	Administrator's E-mail Address
Wireless LAN	File Transfer	E-mail Communication Port
Wireless LAN	File Transfer	Program / Change / Delete E-mail Message
Wireless LAN	File Transfer	Scanner Resend Interval Time
Wireless LAN	File Transfer	Number of Scanner Resends

Scan to Folder

Interface	Settings	
Ethernet	Interface Settings/Network	Machine IPv4 Address
Ethernet	Interface Settings/Network	IPv4 Gateway Address
Ethernet	Interface Settings/Network	DNS Configuration
Ethernet	Interface Settings/Network	DDNS Configuration
Ethernet	Interface Settings/Network	Domain Name
Ethernet	Interface Settings/Network	WINS Configuration
Ethernet	Interface Settings/Network	Effective Protocol
Ethernet	Interface Settings/Network	Ethernet Speed
Ethernet	Interface Settings/Network	LAN Type
Ethernet	Interface Settings/Network	Permit SNMPv3 Communication
Ethernet	Interface Settings/Network	Permit SSL / TLS Communication
Ethernet	Interface Settings/Network	Host Name

Interface	Settings	
Ethernet	File Transfer	Scanner Resend Interval Time
Ethernet	File Transfer	Number of Scanner Resends
Wireless LAN	Interface Settings/Network	Machine IPv4 Address
Wireless LAN	Interface Settings/Network	IPv4 Gateway Address
Wireless LAN	Interface Settings/Network	DNS Configuration
Wireless LAN	Interface Settings/Network	DDNS Configuration
Wireless LAN	Interface Settings/Network	Domain Name
Wireless LAN	Interface Settings/Network	WINS Configuration
Wireless LAN	Interface Settings/Network	Effective Protocol
Wireless LAN	Interface Settings/Network	LAN Type
Wireless LAN	Interface Settings/Network	Permit SNMPv3 Communication
Wireless LAN	Interface Settings/Network	Permit SSL / TLS Communication
Wireless LAN	Interface Settings/Network	Host Name
Wireless LAN	Interface Settings/ Wireless LAN	Communication Mode
Wireless LAN	Interface Settings/ Wireless LAN	SSID Setting
Wireless LAN	Interface Settings/ Wireless LAN	Channel
Wireless LAN	Interface Settings/ Wireless LAN	Security Method
Wireless LAN	File Transfer	Scanner Resend Interval Time
Wireless LAN	File Transfer	Number of Scanner Resends

4

Network Delivery Scanner

Interface	Settings	
Ethernet	Interface Settings/Network	Machine IPv4 Address
Ethernet	Interface Settings/Network	IPv4 Gateway Address
Ethernet	Interface Settings/Network	DNS Configuration
Ethernet	Interface Settings/Network	DDNS Configuration
Ethernet	Interface Settings/Network	Domain Name
Ethernet	Interface Settings/Network	WINS Configuration
Ethernet	Interface Settings/Network	Effective Protocol
Ethernet	Interface Settings/Network	Ethernet Speed
Ethernet	Interface Settings/Network	LAN Type
Ethernet	Interface Settings/Network	Permit SNMPv3 Communication
Ethernet	Interface Settings/Network	Permit SSL / TLS Communication
Ethernet	Interface Settings/Network	Host Name
Ethernet	File Transfer	Delivery Option
Ethernet	File Transfer	Fax RX File Transmission
Ethernet	File Transfer	Scanner Resend Interval Time
Ethernet	File Transfer	Number of Scanner Resends
Wireless LAN	Interface Settings/Network	Machine IPv4 Address
Wireless LAN	Interface Settings/Network	IPv4 Gateway Address
Wireless LAN	Interface Settings/Network	DNS Configuration
Wireless LAN	Interface Settings/Network	DDNS Configuration
Wireless LAN	Interface Settings/Network	Domain Name
Wireless LAN	Interface Settings/Network	WINS Configuration

Interface	Settings	
Wireless LAN	Interface Settings/Network	Effective Protocol
Wireless LAN	Interface Settings/Network	LAN Type
Wireless LAN	Interface Settings/Network	Permit SNMPv3 Communication
Wireless LAN	Interface Settings/Network	Permit SSL / TLS Communication
Wireless LAN	Interface Settings/Network	Host Name
Wireless LAN	Interface Settings/ Wireless LAN	Communication Mode
Wireless LAN	Interface Settings/ Wireless LAN	SSID Setting
Wireless LAN	Interface Settings/ Wireless LAN	Channel
Wireless LAN	Interface Settings/ Wireless LAN	Security Method
Wireless LAN	File Transfer	Delivery Option
Wireless LAN	File Transfer	Fax RX File Transmission
Wireless LAN	File Transfer	Scanner Resend Interval Time
Wireless LAN	File Transfer	Number of Scanner Resends

Network TWAIN Scanner

Interface	Settings	
Ethernet	Interface Settings/Network	Machine IPv4 Address
Ethernet	Interface Settings/Network	IPv4 Gateway Address
Ethernet	Interface Settings/Network	DNS Configuration
Ethernet	Interface Settings/Network	DDNS Configuration
Ethernet	Interface Settings/Network	Domain Name

Interface	Settings	
Ethernet	Interface Settings/Network	WINS Configuration
Ethernet	Interface Settings/Network	Effective Protocol
Ethernet	Interface Settings/Network	Ethernet Speed
Ethernet	Interface Settings/Network	LAN Type
Ethernet	Interface Settings/Network	Permit SNMPv3 Communication
Ethernet	Interface Settings/Network	Permit SSL / TLS Communication
Ethernet	Interface Settings/Network	Host Name
Wireless LAN	Interface Settings/Network	Machine IPv4 Address
Wireless LAN	Interface Settings/Network	IPv4 Gateway Address
Wireless LAN	Interface Settings/Network	DNS Configuration
Wireless LAN	Interface Settings/Network	DDNS Configuration
Wireless LAN	Interface Settings/Network	Domain Name
Wireless LAN	Interface Settings/Network	WINS Configuration
Wireless LAN	Interface Settings/Network	Effective Protocol
Wireless LAN	Interface Settings/Network	LAN Type
Wireless LAN	Interface Settings/Network	Permit SNMPv3 Communication
Wireless LAN	Interface Settings/Network	Permit SSL / TLS Communication
Wireless LAN	Interface Settings/Network	Host Name
Wireless LAN	Interface Settings/ Wireless LAN	Communication Mode
Wireless LAN	Interface Settings/ Wireless LAN	SSID Setting

Interface	Settings	
Wireless LAN	Interface Settings/ Wireless LAN	Channel
Wireless LAN	Interface Settings/ Wireless LAN	Security Method

Document Server

Interface	Settings	
Ethernet	Interface Settings/Network	Machine IPv4 Address
Ethernet	Interface Settings/Network	IPv4 Gateway Address
Ethernet	Interface Settings/Network	Machine IPv6 Address
Ethernet	Interface Settings/Network	IPv6 Gateway Address
Ethernet	Interface Settings/Network	IPv6 Stateless Address Autoconfiguration
Ethernet	Interface Settings/Network	DNS Configuration
Ethernet	Interface Settings/Network	DDNS Configuration
Ethernet	Interface Settings/Network	Domain Name
Ethernet	Interface Settings/Network	WINS Configuration
Ethernet	Interface Settings/Network	Effective Protocol
Ethernet	Interface Settings/Network	Ethernet Speed
Ethernet	Interface Settings/Network	LAN Type
Ethernet	Interface Settings/Network	Permit SNMPv3 Communication
Ethernet	Interface Settings/Network	Permit SSL / TLS Communication
Ethernet	Interface Settings/Network	Host Name
Wireless LAN	Interface Settings/Network	Machine IPv4 Address
Wireless LAN	Interface Settings/Network	IPv4 Gateway Address

Interface	Settings	
Wireless LAN	Interface Settings/Network	Machine IPv6 Address
Wireless LAN	Interface Settings/Network	IPv6 Gateway Address
Wireless LAN	Interface Settings/Network	IPv6 Stateless Address Autoconfiguration
Wireless LAN	Interface Settings/Network	DNS Configuration
Wireless LAN	Interface Settings/Network	DDNS Configuration
Wireless LAN	Interface Settings/Network	Domain Name
Wireless LAN	Interface Settings/Network	WINS Configuration
Wireless LAN	Interface Settings/Network	Effective Protocol
Wireless LAN	Interface Settings/Network	LAN Type
Wireless LAN	Interface Settings/Network	Permit SNMPv3 Communication
Wireless LAN	Interface Settings/Network	Permit SSL / TLS Communication
Wireless LAN	Interface Settings/Network	Host Name
Wireless LAN	Interface Settings/ Wireless LAN	Communication Mode
Wireless LAN	Interface Settings/ Wireless LAN	SSID Setting
Wireless LAN	Interface Settings/ Wireless LAN	Channel
Wireless LAN	Interface Settings/ Wireless LAN	Security Method
Wireless LAN	Interface Settings/ Wireless LAN	Transmission Speed

🔸**Note**

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [Wireless LAN] and [LAN Type] are displayed when the wireless LAN interface board is installed.

- When both Ethernet and wireless LAN are connected, the selected interface takes precedence.

- SMTP Server and Fax E-mail Account must be specified in order to send Internet Fax.

- When [POP before SMTP] is set to [On], you must also make settings for [Reception Protocol] and [POP3 / IMAP4 Settings].

- When [SMTP Authentication] is set to [On], you must also make settings for [Administrator's E-mail Address].

- When setting [POP before SMTP] to [On], check POP3 port number in [E-mail Communication Port].

- If [Delivery Option] is set to [On], check that IPv4 Address is specified.

4

Specifications

Interface	1000BASE-T, 100BASE-TX, 10BASE-T, IEEE 802.11a/b/g	
Frame type	EthernetII, IEEE 802.2, IEEE 802.3, SNAP	
Printer (LAN-Fax)	IPv4/IPv6	
		LPR
		RSH
		RCP
		DIPRINT
		FTP
		IPP
		IPP-SSL
	IPX/SPX (NetWare)	
	AppleTalk	
	SMB	
	WS-Printer	
Internet Fax	IPv4/IPv6	
		SMTP
		SMTP-C
		POP3
		IMAP4
Network Scanner	IPv4/IPv6	
		RSH
		FTP
		FTP-C

4

		SMTP
		SMTP-C
		POP3
	SMB	
	NCP	
Document Server	IPv4/IPv6	
		FTP
		FTP-C
		HTTP
		HTTPS
Management Function	IPv4/IPv6	
		RSH
		RCP
		FTP
		FTP-C
		SNMP
		SNMP-C
		HTTP
		HTTPS
		TELNET (mshell)
		NBT
		DHCP
		DNS
		DNS-C
		LDAP

4

SNMP v1/v2	MIB-II, PrinterMIB, HostResourceMIB, IPv6-TCP-MIB, IPv6-UDP-MIB, IPv6-MIB, IPv6-ICMP-MIB, RicohPrivateMIB
SNMP v3	MIB-II, PrinterMIB, HostResourceMIB, RicohPrivateMIB, SNMP-FRAMEWORK-MIB, SNMP-TARGET-MIB, SNMP-NOTIFICATION-MIB, SNMP-USER-BASED-SM-MIB, SNMP-VIEW-BASED-ACM-MIB, IPv6-TCP-MIB, IPv6-UDP-MIB, IPv6-MIB, IPv6-ICMP-MIB

To use IPP and SMB, use the SmartDeviceMonitor for Client port.

To use IPP under Windows XP/Vista, Windows Server 2003/2003 R2/2008, use the Standard IPP port.

To use IPP under Windows 2000, use SmartDeviceMonitor for Client.

AppleTalk can be used when the PostScript 3 module is installed.

Under Window Vista, or Windows Server 2008, WS-Printer uses the WSD Port.

Functions

The following functions are available with the machine:

- Copy
- Printer
- Scanner
- Document Server

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MEMO

MEMO

MEMO

Software Version Conventions Used in This Manual

* NetWare 3.x means NetWare 3.12 and 3.2.

* NetWare 4.x means NetWare 4.1, 4.11, 4.2 and IntranetWare.

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The proper names of the Windows operating systems are as follows:

* The product names of Windows 2000 are as follows:

   Microsoft® Windows® 2000 Professional

   Microsoft® Windows® 2000 Server

   Microsoft® Windows® 2000 Advanced Server

* The product names of Windows XP are as follows:

   Microsoft® Windows® XP Professional

   Microsoft® Windows® XP Home Edition

   Microsoft® Windows® XP Media Center Edition

   Microsoft® Windows® XP Tablet PC Edition

* The product names of Windows Vista are as follows:

   Microsoft® Windows Vista® Ultimate

   Microsoft® Windows Vista® Business

   Microsoft® Windows Vista® Home Premium

   Microsoft® Windows Vista® Home Basic

   Microsoft® Windows Vista® Enterprise

* The product names of Windows Server 2003 are as follows:

   Microsoft® Windows Server® 2003 Standard Edition

   Microsoft® Windows Server® 2003 Enterprise Edition

   Microsoft® Windows Server® 2003 Web Edition

   Microsoft® Windows Server® 2003 Datacenter Edition

* The product names of Windows Server 2003 R2 are as follows:

   Microsoft® Windows Server® 2003 R2 Standard Edition

   Microsoft® Windows Server® 2003 R2 Enterprise Edition

   Microsoft® Windows Server® 2003 R2 Datacenter Edition

* The product names of Windows Server 2008 are as follows:

   Microsoft® Windows Server® 2008 Standard

   Microsoft® Windows Server® 2008 Enterprise

   Microsoft® Windows Server® 2008 Datacenter

Network Guide

9240/9250
MP 4001 / MP 5001
LD140 / LD150
Aficio™ MP 4001/5001

Operating Instructions
General Settings Guide

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other manuals

- UNIX Supplement

- Extended Feature Settings Reference <Device Version>

- Extended Feature Settings Reference <Web Version>

- App2Me Start Guide

🔽 **Note**

- Manuals provided are specific to machine types.

- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.

- The following software products are referred to using general names:

Product name	General name
ScanRouter EX Professional*1 and ScanRouter EX Enterprise*1	The ScanRouter delivery software

*1 Optional

TABLE OF CONTENTS

2. System Settings

3. Copier/Document Server Features

4. Facsimile Features

5. Printer Features

8. Other User Tools

9. Appendix

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

🔽 Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

🔖 Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]
Indicates the names of keys on the machine's display or control panels.

Display Panel

The display panel shows machine status, error messages, and function menus.

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.

When you select or specify an item on the display panel, it is highlighted like `Program / Change`. Keys appearing as `OK` cannot be used.

⭐**Important**

- A force or impact of more than 30 N (about 3 kgf) will damage the display panel.

To display the following screen, press the [User Tools/Counter] key to display the User Tools menu, and then press [System Settings].

Using the System Settings menu screen as an example, this section explains how to use the machine's display panel.

BXU603S
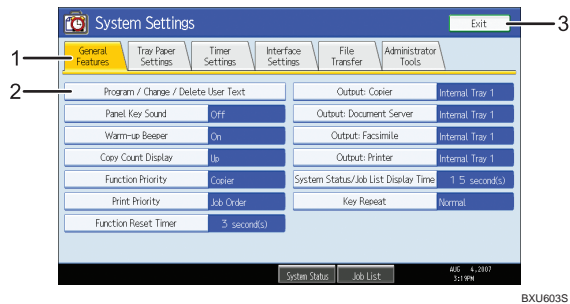
1. **The menu tabs for various settings appear. To display the setting you want to specify or change, press the appropriate menu tab.**

2. **A list of settings appears. To specify or change a setting, press the appropriate key in the list.**

3. **Press this to quit the User Tools menu.**

Accessing User Tools

This section describes how to access User Tools menu.

User Tools allow you to change or set defaults.

⬇ **Note**

- Operations for system settings differ from normal operations. Always quit User Tools when you have finished. For details about how to quit User Tools menu, see "Quitting User Tools".

- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Energy Saver] or [Clear Modes] key is pressed.

📄 **Reference**

- p.13 "Quitting User Tools"

Changing Default Settings

This section describes how to change the settings of User Tools.

⭐ **Important**

- If Administrator Authentication Management is specified, contact your administrator.

1. **Press the [User Tools/Counter] key.**

BBP015S
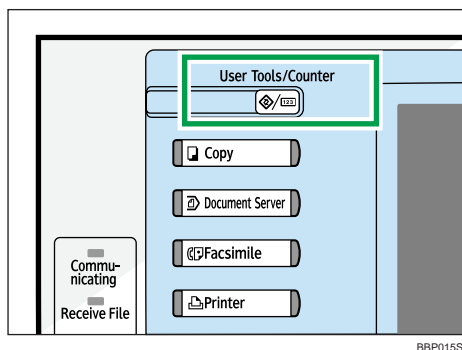
2. **Select the menu.**

   To change the System Settings, press [System Settings].

   To change the Copier / Document Server Features, press [Copier / Document Server Features].

   To change the Facsimile Features, press [Facsimile Features].

   To change the Printer Features, press [Printer Features].

   To change the Scanner Features, press [Scanner Features].

   To check the telephone number to contact for repairs, or to order consumables, press [Inquiry].

To check the counter, press [Counter].

3. **Select the user tool you want to change.**

4. **Change settings by following instructions on the display, and then press [OK].**

⬇ Note

- To cancel changes made to settings and return to the initial display, press the [User Tools/Counter] key.

- For details about specifying System Settings, see "System Settings".

- For details about specifying Copier/Document Server Features, see "Copier/Document Server Features".

- For details about specifying Facsimile Features, see "Facsimile Features".

- For details about specifying Printer Features, see "Printer Features".

- For details about specifying Scanner Features, see "Scanner Features".

- For details about specifying other settings such as changing the language, checking inquiry and counter, see "Other User Tools".

🔖 Reference

- p.57 "System Settings"

- p.101 "Copier/Document Server Features"

- p.123 "Facsimile Features"

- p.199 "Printer Features"

- p.213 "Scanner Features"

- p.293 "Other User Tools"

Quitting User Tools

This section describes how to end User Tools.

1. **Press the [User Tools/Counter] key.**
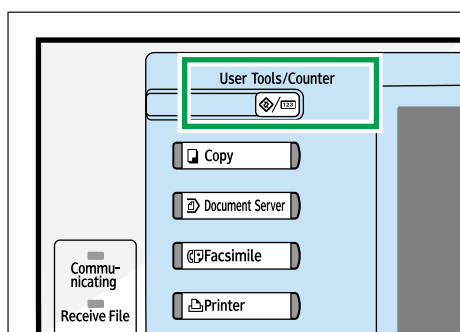
BBP015S

- You can also quit User Tools by pressing [Exit].

Menu Protect

Using Menu Protect, you can prevent unauthenticated users from changing the user tools. Menu Protect can be specified for each of the following user tools menus.

- Copier / Document Server Features
- Facsimile Features
- Printer Features
- Scanner Features

For details, consult your administrator.

1. Connecting the Machine

This chapter describes how to connect the machine to the network and specify the network settings.

Connecting to the Interfaces

This section describes how to identify the machine's interface and connect the machine according to the network environment.

⚠ CAUTION

- A network interface cable with a ferrite core must be used for RF interference suppression.

When the IEEE 1284 interface board (optional) is installed.
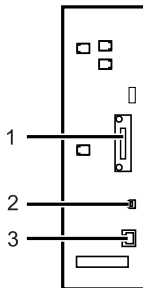
When the wireless LAN board (optional) is installed.
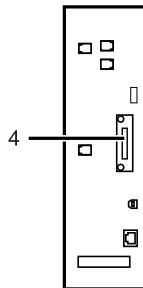
When the Gigabit Ethernet interface board (optional) is installed.
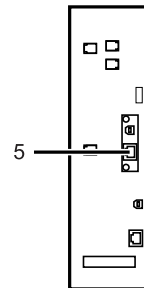
BBM010S

1. **IEEE 1284 ports (optional)**

   Port for connecting the IEEE 1284 interface cable

2. **USB2.0 port**

   Port for connecting the USB2.0 interface cable

3. **10BASE-T/100BASE-TX port**

   Port for connecting the 100BASE-TX or 10BASE-T cable

4. **Wireless LAN port (optional)**

   Port for using the wireless LAN

5. **Gigabit Ethernet port (optional)**

   Port for using the 1000BASE-T, 100BASE-TX, or 10BASE-T cable

🔄 Note

- You cannot install these three options at the same time: IEEE 1284 interface board, wireless LAN board, Gigabit Ethernet board.

- If the optional Gigabit Ethernet board is installed, only the Ethernet interface and USB interface on the Gigabit Ethernet board can be used.

Connecting to the Ethernet Interface

This section describes how to connect Ethernet interface cable to the Ethernet interface.

⭐Important

- If the main power switch is on, turn it off.
- Use the following Ethernet cables.
    - Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type 5 or more

1. **Attach the supplied ferrite core at the machine end of the Ethernet interface cable.**
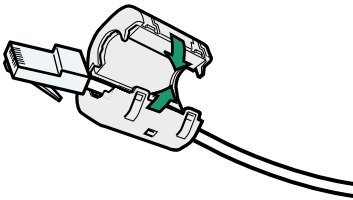
BBP011S

2. **Make sure the main power switch of the machine is off.**
3. **Connect the Ethernet interface cable to the 10BASE-T/100BASE-TX port.**
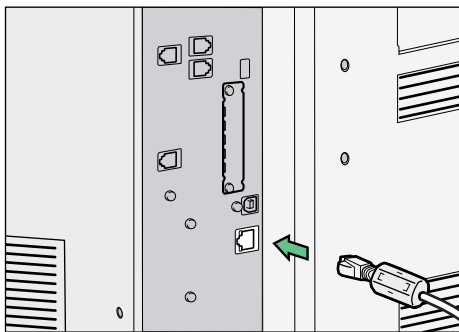
BBM003S

4. **Connect the other end of the Ethernet interface cable to a network connection device such as a hub.**

5. **Turn on the main power switch of the machine.**

1.   2.

BXU601S
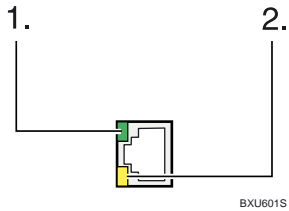
1. Indicator (green)

   Lights up green when the machine is connected correctly to the network.

2. Indicator (yellow)

   Lights up yellow when 100BASE-TX is in operation. Goes off when 10BASE-T is in operation.

⬇**Note**

- For details about how to turn on the main power switch, see "Turning On the Power", About This Machine.
- For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

Connecting to the Gigabit Ethernet Interface

This section describes how to connect the Ethernet interface cable to the Gigabit Ethernet port.

⭐**Important**

- If the main power switch is on, turn it off.
- Use the following Ethernet cables.
  - When using 100BASE-TX/10BASE-T:

    Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type 5 or more
  - When using 1000BASE-T:

    Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type 5e or more

1. **Attach the ferrite core supplied with the machine to the machine end of the Ethernet interface cable. Make a loop about 10 cm (4 inch) (1) from the end and attach the ferrite core supplied with the optional Gigabit Ethernet board.**
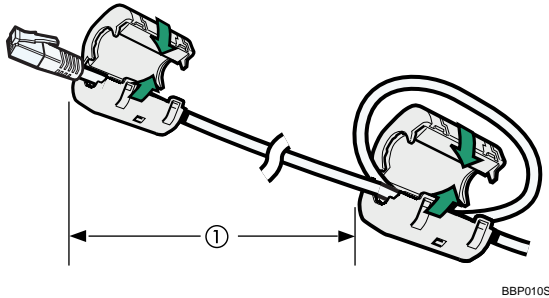
BBP010S

2. **Make sure the main power switch of the machine is off.**

3. **Connect the Ethernet interface cable to the Gigabit Ethernet port.**

BBM016S

4. **Connect the other end of the Ethernet interface cable to a network connection device such as a hub.**

5. **Turn on the main power switch of the machine.**

BBM017S
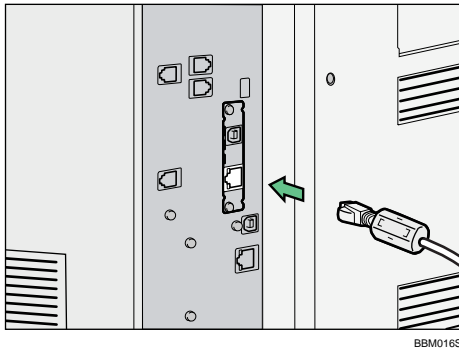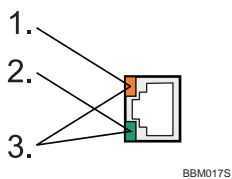
1. Indicator (yellow)

   When 100BASE-TX is operating, the LED is lit yellow. When 10BASE-T is operating, it is turned off.

2. Indicator (green)

   When 10BASE-T is operating, the LED is lit green. When 100BASE-TX is operating it is turned off.

3. Indicators (both yellow and green)

1

When 1000BASE-T is operating, both LED are lit.

🔽Note

- If the optional Gigabit Ethernet board is installed, only the Ethernet interface and USB interface on the Gigabit Ethernet board can be used.

- For details about how to turn on the main power switch, see "Turning On the Power", About This Machine.

- For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

Connecting to the USB Interface

This section describes how to connect the USB2.0 interface cable to the USB2.0 port.

⚠CAUTION

- Properly shielded and grounded cables and connectors must be used for connections to a host computer (and/or peripheral) in order to meet FCC emission limits.

1. **Connect the USB2.0 interface cable to the USB2.0 port.**

BBM004S
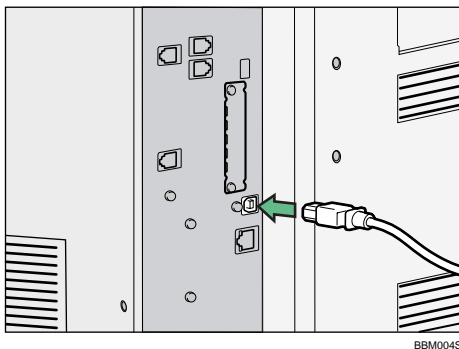
2. **Connect the other end to the USB2.0 port on the host computer.**

🔽Note

- This machine does not come with a USB interface cable. Make sure you purchase the appropriate cable for the machine and your computer.

- The USB2.0 interface board is supported by Windows 2000 / XP / Vista, Windows Server 2003 / 2003 R2 / 2008, Mac OS X 10.3.3 or higher.

  - To use Macintosh, the machine must be equipped with the optional PostScript 3 unit. When used with Mac OS X 10.3.3 or higher, a transfer speed of USB2.0 is supported.

- For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

Connecting to the IEEE 1284 Interface

This section describes how to connect the IEEE 1284 interface cable to the IEEE 1284 interface board.

⚠ CAUTION

- Properly shielded and grounded cables and connectors must be used for connections to a host computer (and/or peripheral) in order to meet FCC emission limits.

1. **Make sure the main power switch of the machine is off.**

2. **Turn off the main power switch of the host computer.**

3. **Connect the IEEE 1284 interface cable to the IEEE 1284 port.**

BBM005S
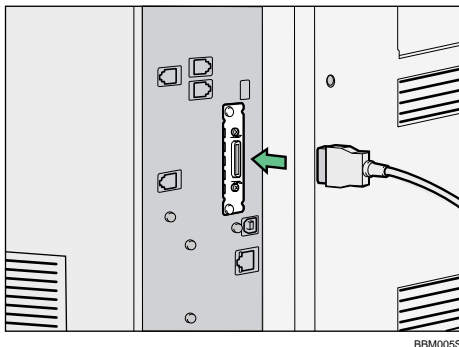
4. **Connect the other end of the cable into the interface connector on the host computer.**

   Check the shape of the connector to the computer. Connect the cable firmly.

5. **Turn on the main power switch of the machine.**

6. **Turn on the host computer.**

   When using Windows 2000 / XP / Vista and Windows Server 2003 / 2003 R2 / 2008, a printer driver installation screen might appear when the computer is turned on. If this happens, click [Cancel] on the screen.

   ⬇ Note

   - For details about how to turn on the main power switch, see "Turning On the Power", About This Machine.
   - For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

Connecting to the Wireless LAN Interface

This section describes how to connect to the wireless LAN interface.

Note

- Check the settings of the IPv4 address and subnet mask or IPv6 address of this machine.

- For details about how to set the IPv4 address and subnet mask from the control panel of the machine, see "Interface Settings".

- Before using this machine with a wireless LAN interface, you must select [Wireless LAN] in [LAN Type].

Reference

- p.67 "Interface Settings"

Setup Procedure

This section describes how to setup wireless LAN interface.

Set up wireless LAN according to the following procedure:

■ Wireless LAN setup procedure

<When the wireless LAN Board is installed>
Select [Wireless LAN] on [Interface Settings]

Select the communication mode

802.11 ad-hoc mode   infrastructure mode

Set the SSID

Select ad-hoc channel

Select Security Type

Enable/Disable Encryption (WEP/WPA)

Apply the settings

Confirm the connection
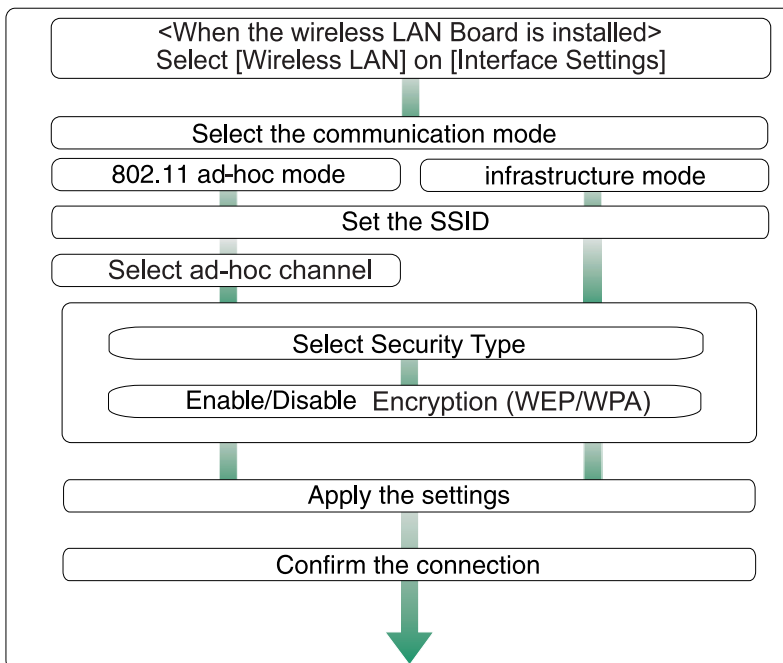
BBM002S

Note

- Select [802.11 Ad-hoc Mode] when connecting Windows XP as a wireless LAN client using Windows XP standard driver or utilities, or when not using the infrastructure mode.

- When [802.11 Ad-hoc Mode] is selected in Communication mode, select the channel for [Ad-hoc Channel]. Set a channel that matches the type of wireless LAN being used. For details about setting the Ad-hoc Channel, see "Wireless LAN".

1

- You can specify either "WEP" or "WPA" to the Security Method.

- Specify "WPA", when [Communication Mode] is set to [Infrastructure Mode].

- If you select the [WPA] option for Security Method, select one of the following: [WPA-PSK], [WPA], [WPA2-PSK], or [WPA2]. If you select [WPA-PSK] or [WPA2-PSK], enter your PSK. If you select [WPA] or [WPA2], authentication settings and certificate installation settings are required. For details about setting methods, see "Configuring WPA/WPA2", Network Guide.

- For details about how to specify wireless LAN settings from the control panel on the machine, see "Wireless LAN".

- For details about how to specify wireless LAN settings from other than the control panel on the machine, see "Using Utilities to Make Network Settings".

Reference

- p.71 "Wireless LAN"

- p.46 "Using Utilities to Make Network Settings"

Checking the Signal

This section describes how to check the machine's radio wave status.

When using in infrastructure mode, you can check the machine's radio wave status using the control panel.

1. Press [System Settings].

2. Press [Interface Settings].

3. Press [Wireless LAN].

4. Press [Wireless LAN Signal].

   The machine's radio wave status appears.

5. After checking radio wave status, press [Exit].

6. Press the [User Tools/Counter] key.

Reference

- p.12 "Accessing User Tools"

Network Settings Required to Use the Printer/LAN-Fax

This section lists the network settings required for using the printer or LAN-Fax function.

⭐ **Important**

- These settings should be made by the system administrator, or with the advice of the system administrator.

Ethernet

This section lists the settings required for using the printer or LAN-Fax function with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	As required
Interface Settings/Network	Machine IPv6 Address	As required
Interface Settings/Network	IPv6 Gateway Address	As required
Interface Settings/Network	IPv6 Stateless Address Autoconfiguration	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	NW Frame Type	As required
Interface Settings/Network	SMB Computer Name	As required
Interface Settings/Network	SMB Work Group	As required

1

Menu	User Tool	Setting Requirements
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/Network	Machine Name	As required

🔸 **Note**

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [LAN Type] is displayed when the wireless LAN board is installed. If Ethernet and wireless LAN are both connected, the selected interface has priority.

🔳 **Reference**

- p.67 "Interface Settings"

Wireless LAN

This section lists the settings required for using the printer or LAN-Fax function with a wireless LAN connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	As required
Interface Settings/Network	Machine IPv6 Address	As required
Interface Settings/Network	IPv6 Gateway Address	As required
Interface Settings/Network	IPv6 Stateless Address Autoconfiguration	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required

Menu	User Tool	Setting Requirements
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	NW Frame Type	As required
Interface Settings/Network	SMB Computer Name	As required
Interface Settings/Network	SMB Work Group	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/Network	Machine Name	As required
Interface Settings/ Wireless LAN	Communication Mode	Necessary
Interface Settings/ Wireless LAN	SSID Setting	As required
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	As required

⬇️**Note**

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [Wireless LAN] and [LAN Type] are displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN are connected, the selected interface takes precedence.

🗐**Reference**

- p.67 "Interface Settings"

1

Network Settings Required to Use Internet Fax

This section lists the network settings required for using Internet Fax.

⭐**Important**

- These settings should be made by the system administrator, or with the advice of the system administrator.

Ethernet

This section lists the settings required for using Internet Fax with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	Necessary
Interface Settings/Network	Machine IPv6 Address	As required
Interface Settings/Network	IPv6 Gateway Address	As required
Interface Settings/Network	IPv6 Stateless Address Autoconfiguration	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	SMTP Server	Necessary

Menu	User Tool	Setting Requirements
File Transfer	SMTP Authentication	As required
File Transfer	POP before SMTP	As required
File Transfer	Reception Protocol	As required
File Transfer	POP3 / IMAP4 Settings	As required
File Transfer	Administrator's E-mail Address	As required
File Transfer	E-mail Communication Port	Necessary
File Transfer	E-mail Reception Interval	As required
File Transfer	Max. Reception E-mail Size	As required
File Transfer	E-mail Storage in Server	As required
File Transfer	Program / Change / Delete E-mail Message	As required
File Transfer	Fax E-mail Account	Necessary

Note

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [LAN Type] is displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN are connected, the selected interface takes precedence.
- SMTP Server and Fax E-mail Account must be specified in order to send Internet Fax.
- When POP before SMTP is set to [On], also make settings for Reception Protocol and POP3 / IMAP4 Settings.
- When SMTP Authentication is set to [On], also make setting for Administrator's E-mail Address.
- POP3 / IMAP4 Settings, E-mail Communication Port, and Fax E-mail Account must be specified in order to receive Internet Fax.
- When setting POP before SMTP to [On], check POP3 port number in E-mail Communication Port.

Reference

- p.67 "Interface Settings"
- p.75 "File Transfer"

Wireless LAN

This section lists the settings required for using Internet Fax with a wireless LAN connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	Necessary
Interface Settings/Network	Machine IPv6 Address	As required
Interface Settings/Network	IPv6 Gateway Address	As required
Interface Settings/Network	IPv6 Stateless Address Autoconfiguration	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/ Wireless LAN	Communication Mode	Necessary
Interface Settings/ Wireless LAN	SSID Setting	As required
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	As required
File Transfer	SMTP Server	Necessary
File Transfer	SMTP Authentication	As required
File Transfer	POP before SMTP	As required

Menu	User Tool	Setting Requirements
File Transfer	Reception Protocol	As required
File Transfer	POP3 / IMAP4 Settings	As required
File Transfer	Administrator's E-mail Address	As required
File Transfer	E-mail Communication Port	Necessary
File Transfer	E-mail Reception Interval	As required
File Transfer	Max. Reception E-mail Size	As required
File Transfer	E-mail Storage in Server	As required
File Transfer	Program / Change / Delete E-mail Message	As required
File Transfer	Fax E-mail Account	Necessary

Note

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].

- [Wireless LAN] and [LAN Type] are displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN are connected, the selected interface takes precedence.

- SMTP Server and Fax E-mail Account must be specified in order to send Internet Fax.

- When POP before SMTP is set to [On], you must also make settings for Reception Protocol and POP3 / IMAP4 Settings.

- When SMTP Authentication is set to [On], you must also make settings for Administrator's E-mail Address.

- POP3 / IMAP4 Settings, E-mail Communication Port, and Fax E-mail Account must be specified in order to receive Internet Fax.

- When setting POP before SMTP to [On], check POP3 port number in E-mail Communication Port.

Reference

Network Settings Required to Use E-mail Function

This section lists the network settings required for sending e-mail.

⭐**Important**

- These settings should be made by the system administrator, or with the advice of the system administrator.

Ethernet

This section lists the settings required for sending e-mail with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	Necessary
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	SMTP Server	Necessary
File Transfer	SMTP Authentication	As required
File Transfer	POP before SMTP	As required

Menu	User Tool	Setting Requirements
File Transfer	Reception Protocol	As required
File Transfer	POP3 / IMAP4 Settings	As required
File Transfer	Administrator's E-mail Address	As required
File Transfer	E-mail Communication Port	As required
File Transfer	Program / Change / Delete E-mail Message	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

1

Note

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [LAN Type] is displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN are connected, the selected interface takes precedence.
- When POP before SMTP is set to [On], also make settings for Reception Protocol and POP3 / IMAP4 Settings.
- When setting POP before SMTP to [On], check POP3 port number in E-mail Communication Port.

Reference

- p.67 "Interface Settings"
- p.75 "File Transfer"

Wireless LAN

This section lists the settings required for sending e-mail with a wireless LAN connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	Necessary
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required

1

Menu	User Tool	Setting Requirements
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/ Wireless LAN	Communication Mode	Necessary
Interface Settings/ Wireless LAN	SSID Setting	As required
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	As required
File Transfer	SMTP Server	Necessary
File Transfer	SMTP Authentication	As required
File Transfer	POP before SMTP	As required
File Transfer	Reception Protocol	As required
File Transfer	POP3 / IMAP4 Settings	As required
File Transfer	Administrator's E-mail Address	As required
File Transfer	E-mail Communication Port	As required
File Transfer	Program / Change / Delete E-mail Message	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

⬇ Note

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].

- [LAN Type] is displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN are connected, the selected interface takes precedence.

- When POP before SMTP is set to [On], you must also make settings for Reception Protocol and POP3 / IMAP4 Settings.
- When setting POP before SMTP to [On], check POP3 port number in E-mail Communication Port.

Reference

- p.67 "Interface Settings"
- p.75 "File Transfer"

Network Settings Required to Use Scan to Folder Function

This section lists the network settings required for sending files.

⭐ **Important**

- **These settings should be made by the system administrator, or with the advice of the system administrator.**

Ethernet

This section lists the settings required for sending files with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	Necessary
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	Default User Name / Password (Send)	As required
File Transfer	Scanner Resend Interval Time	As required

Menu	User Tool	Setting Requirements
File Transfer	Number of Scanner Resends	As required

◆Note

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [LAN Type] is displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN are connected, the selected interface takes precedence.

◘Reference

- p.67 "Interface Settings"
- p.75 "File Transfer"

Wireless LAN

This section lists the settings required for sending files with a wireless LAN connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	Necessary
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/ Wireless LAN	Communication Mode	Necessary
Interface Settings/ Wireless LAN	SSID Setting	As required

Menu	User Tool	Setting Requirements
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	As required
File Transfer	Default User Name / Password (Send)	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

⬇️Note

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [Wireless LAN] and [LAN Type] are displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN are connected, the selected interface takes precedence.

🔃Reference

- p.67 "Interface Settings"
- p.75 "File Transfer"

Network Settings Required to Use the Network Delivery Scanner

1

This section lists the network settings required for delivering data to the network.

⭐ **Important**

- **These settings should be made by the system administrator, or with the advice of the system administrator.**

Ethernet

This section lists the settings required for delivering data to the network with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	Delivery Option	Necessary
File Transfer	Fax RX File Transmission	As required
File Transfer	Scanner Resend Interval Time	As required

Menu	User Tool	Setting Requirements
File Transfer	Number of Scanner Resends	As required

⬇ **Note**

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [Wireless LAN] and [LAN Type] are displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN are connected, the selected interface takes precedence.
- If Delivery Option is set to [On], check that IPv4 Address is specified.

🗐 **Reference**

- p.67 "Interface Settings"
- p.75 "File Transfer"

Wireless LAN

This section lists the settings required for delivering data to the network with a wireless LAN connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/ Wireless LAN	Communication Mode	Necessary

Menu	User Tool	Setting Requirements
Interface Settings/ Wireless LAN	SSID Setting	As required
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	As required
File Transfer	Delivery Option	Necessary
File Transfer	Fax RX File Transmission	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

Note

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [Wireless LAN] and [LAN Type] are displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN are connected, the selected interface takes precedence.
- If Delivery Option is set to [On], check that IPv4 Address is specified.

Reference

- p.67 "Interface Settings"
- p.75 "File Transfer"

Network Settings Required to Use Network TWAIN Scanner

This section lists the network settings required for using the TWAIN Scanner under the network environment.

⭐**Important**

- These settings should be made by the system administrator, or with the advice of the system administrator.

Ethernet

This section lists the settings required for using the network TWAIN Scanner with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required

🔽**Note**

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [LAN Type] is displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN are connected, the selected interface takes precedence.

📑 Reference

- p.67 "Interface Settings"

Wireless LAN

This section lists the settings required for using the network TWAIN Scanner a wireless LAN connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/Network	Communication Mode	Necessary
Interface Settings/ Wireless LAN	SSID Setting	As required
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	As required

🔽 Note

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [Wireless LAN] and [LAN Type] are displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN are connected, the selected interface takes precedence.

Reference

- p.67 "Interface Settings"

Network Settings Required to Use Document Server

1

This section lists the network settings required for using the Document Server function under the network environment.

✪ **Important**

- **These settings should be made by the system administrator, or with the advice of the system administrator.**

Ethernet

This section lists the settings required for using the Document Server function with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	As required
Interface Settings/Network	Machine IPv6 Address	As required
Interface Settings/Network	IPv6 Gateway Address	As required
Interface Settings/Network	IPv6 Stateless Address Autoconfiguration	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required

Menu	User Tool	Setting Requirements
Interface Settings/Network	Host Name	As required

Note

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [LAN Type] is displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN are connected, the selected interface takes precedence.

Reference

- p.67 "Interface Settings"

Wireless LAN

This section lists the settings required for using the Document Server function with a wireless LAN connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	As required
Interface Settings/Network	Machine IPv6 Address	As required
Interface Settings/Network	IPv6 Gateway Address	As required
Interface Settings/Network	IPv6 Stateless Address Autoconfiguration	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required

Menu	User Tool	Setting Requirements
Interface Settings/Network	Host Name	As required
Interface Settings/ Wireless LAN	Communication Mode	Necessary
Interface Settings/ Wireless LAN	SSID Setting	As required
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	As required

Note

- For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- [Wireless LAN] and [LAN Type] are displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN are connected, the selected interface takes precedence.

Reference

- p.67 "Interface Settings"

Using Utilities to Make Network Settings

This section describes how to make network settings using utilities.

You can also specify network settings using utilities such as Web Image Monitor, and telnet.

⤵**Note**

- These settings should be made by the system administrator, or with the advice of the system administrator.

- For details about using Web Image Monitor, see "Using Web Image Monitor", Network Guide.

- For details about using telnet, see "Remote Maintenance", Network Guide.

Interface Settings

This section describes how to make Interface settings using utilities.

Change settings by using Web Image Monitor, and telnet.

[Network] → [Machine IPv4 Address] → [Auto-Obtain (DHCP)]

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [Machine IPv4 Address] → [Specify] → "IPv4 Address"

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [Machine IPv4 Address] → [Specify] → "Sub-net Mask"

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [IPv4 Gateway Address]

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [Machine IPv6 Address] → "Manual Configuration Address"

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [IPv6 Gateway Address]

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [IPv6 Stateless Address Autoconfiguration]

- Web Image Monitor: Can be used for specifying the setting.

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- telnet: Can be used for specifying the setting.

[Network] → [DNS Configuration] → [Auto-Obtain (DHCP)]

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [DNS Configuration] → [Specify] → "DNS Server 1-3"

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [DDNS Configuration]

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [Domain Name] → [Auto-Obtain (DHCP)]

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [Domain Name] → [Specify] → "Domain Name"

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [WINS Configuration] → [On] → "Primary WINS Server"

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [WINS Configuration] → [On] → "Secondary WINS Server"

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [WINS Configuration] → [On] → "Scope ID"

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [WINS Configuration] → [Off]

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [Effective Protocol] → "IPv4"

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [Effective Protocol] → "IPv6"

- Web Image Monitor: Can be used for specifying the setting.

1

- telnet: Can be used for specifying the setting.

[Network] → **[Effective Protocol]** → **"NetWare"**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → **[Effective Protocol]** → **"SMB"**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → **[Effective Protocol]** → **"AppleTalk"**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → **[NCP Delivery Protocol]** → **[IPX Priority]**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Cannot be used for specifying the setting.

[Network] → **[NCP Delivery Protocol]** → **[TCP / IP Priority]**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Cannot be used for specifying the setting.

[Network] → **[NCP Delivery Protocol]** → **[IPX Only]**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Cannot be used for specifying the setting.

[Network] → **[NCP Delivery Protocol]** → **[TCP / IP Only]**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Cannot be used for specifying the setting.

[Network] → **[NW Frame Type]** → **[Auto Select]**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → **[NW Frame Type]** → **[Ethernet II]**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → **[NW Frame Type]** → **[Ethernet 802.2]**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → **[NW Frame Type]** → **[Ethernet 802.3]**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Can be used for specifying the setting.

[Network] → [NW Frame Type] → [Ethernet SNAP]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [SMB Computer Name]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [SMB Work Group]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Ethernet Speed]

- Web Image Monitor: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[Network] → [LAN Type] → [Ethernet]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [LAN Type] → [Wireless LAN]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Ping Command]

- Web Image Monitor: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[Network] → [Permit SNMPv3 Communication] → [Encryption Only]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Permit SNMPv3 Communication] → [Encryption / Cleartext]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Permit SSL / TLS Communication] → [Ciphertext Only]

- Web Image Monitor: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[Network] → [Permit SSL / TLS Communication] → [Ciphertext Priority]

- Web Image Monitor: Cannot be used for specifying the setting.

- telnet: Cannot be used for specifying the setting.

[Network] → [Permit SSL / TLS Communication] → [Ciphertext / Cleartext]

- Web Image Monitor: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[Network] → [Host Name]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Machine Name]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Wireless LAN] → [Communication Mode] → [802.11 Ad-hoc Mode]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Wireless LAN] → [Communication Mode] → [Infrastructure Mode]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Wireless LAN] → [SSID Setting]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Wireless LAN] → [Ad-hoc Channel]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Wireless LAN] → [Security Method]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

File Transfer

This section describes how to make File Transfer settings using utilities.

Change settings by using Web Image Monitor, and telnet.

[File Transfer] → [SMTP Server]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [SMTP Authentication]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [POP before SMTP]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [Reception Protocol] → [POP3]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [Reception Protocol] → [IMAP4]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [Reception Protocol] → [SMTP]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [POP3 / IMAP4 Settings]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [Administrator's E-mail Address]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [E-mail Communication Port]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [E-mail Reception Interval]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [Max. Reception E-mail Size]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [E-mail Storage in Server]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → **[Default User Name / Password (Send)]**

- Web Image Monitor: Can be used for specifying the setting.

- telnet: Cannot be used for specifying the setting.

[File Transfer] → **[Fax E-mail Account]**

- Web Image Monitor: Cannot be used for specifying the setting.

- telnet: Cannot be used for specifying the setting.

[File Transfer] → **[Scanner Resend Interval Time]**

- Web Image Monitor: Cannot be used for specifying the setting.

- telnet: Cannot be used for specifying the setting.

[File Transfer] → **[Number of Scanner Resends]**

- Web Image Monitor: Cannot be used for specifying the setting.

- telnet: Cannot be used for specifying the setting.

Connecting the Machine to a Telephone Line and Telephone

This section describes how to connect the machine to the telephone lines and select the line type.

Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

⚠ CAUTION

- To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord.

⚠ ATTENTION

Pour réduire le risque d'incendie, utiliser uniquement des conducteurs de télécommunications 26 AWG ou de section supérieure.

⭐ **Important**

- Make sure the connector is the correct type before you start.
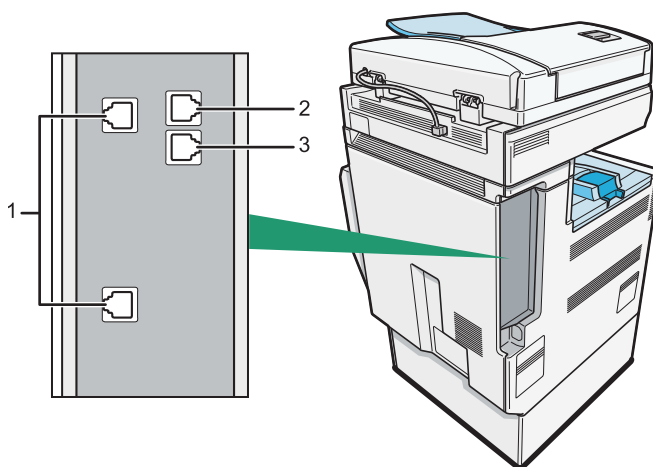
BBM006S

1. **Extra G3 interface unit connector**

2. **G3 interface unit connector**

3. **External telephone connector**

Selecting the Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Select the line type using Administrator Tools.

⬇ **Note**

- This function is not available in some regions.

📖 **Reference**

- p.134 "Initial Settings"

Connecting the Optional Handset or an External Telephone

You can connect the optional handset or an external telephone to the machine.

You can use it for telephone calls.

⭐ **Important**

- **When you use the optional handset or an external telephone with the [On Hook Dial] key for telephone calls, you can not talk with the other party without pressing the [On Hook Dial] key after taking off the receiver.**

Specifying the handset line type

BBP013S
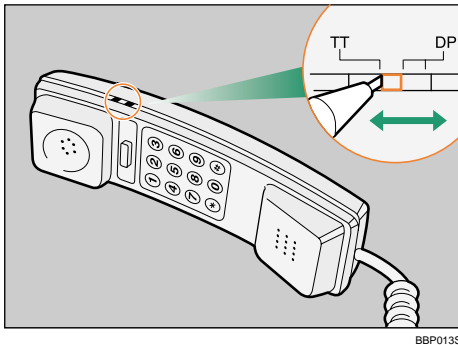
The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

Adjusting the handset bell volume

BBP014S
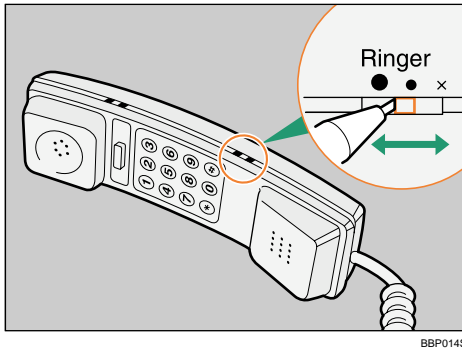
Adjust the handset ringer volume using the volume switch.

🔸Note

• Some external telephones may not be connected or may suffer reduced functionality.

1

2. System Settings

This chapter describes user tools in the System Settings menu. For details on how to access System Settings, see "Accessing User Tools".

General Features

This section describes the user tools in the General Features menu under System Settings.

Default settings are shown in **bold type.**

Program / Change / Delete User Text

You can register text phrases you often use when specifying settings, such as ".com" and "Regards".

You can register up to 40 entries.

- Program / Change
    1. Press [System Settings].
    2. Check that [General Features] is selected.
    3. Press [Program / Change / Delete User Text].
    4. Check that [Program / Change] is selected.
    5. Select the user text you want to change.

        To program new user text, press [*Not Programmed].
    6. Enter the user text, and then press [OK].

        Enter the user text using up to 80 characters.
    7. Press [Exit].
    8. Press the [User Tools/Counter] key.

- Delete
    1. Press [System Settings].
    2. Check that [General Features] is selected.
    3. Press [Program / Change / Delete User Text].
    4. Press [Delete].
    5. Select the user text you want to delete.
    6. Press [Yes].
    7. Press [Exit].
    8. Press the [User Tools/Counter] key.

Panel Key Sound

The beeper (key tone) sounds when a key is pressed.

2

The default setting is **On**.

Warm-up Beeper (copier/Document Server)

You can have the beeper sound when the machine becomes ready to copy after leaving Energy Saver mode, or when the power is turned on.

The default setting is **On**.

If the Panel Tone setting is [Off], the beeper does not sound, whatever the Warm Up Notice setting.

Copy Count Display (copier/Document Server)

The copy counter can be set to show the number of copies made (count up) or the number of copies yet to be made (count down).

The default setting is **Up**.

Function Priority

Specify the mode to be displayed immediately after the operation switch is turned on, or when System Reset mode is turned on.

The default setting is **Copier**.

Print Priority

Print Priority is given to the mode selected.

The default setting is **Display Mode**.

When [Interleave] is selected, the current print job will be interrupted after a maximum of five sheets.

When the optional Internal Tray 2 (1 bin tray), 1000-sheet finisher, 3000-sheet finisher, or booklet finisher is installed on the machine, specify an output tray where documents are delivered. For details about how to specify an output tray for each function, see "Output: Copier", "Output: Document Server", "Output: Facsimile", "Output: Printer" below.

Function Reset Timer

You can set the length of time the machine waits before changing modes when using the multi-access function.

This is useful if you are making many copies and have to change settings for each copy. If you set a longer reset period, you can prevent interruption from other functions.

The default setting is **Set Time**.

When you select [Set Time], enter the time (3-30 seconds, in 1 second increments) using the number keys.

The default setting for Function Reset Time is **3 second(s)**.

The Function Reset Timer setting is ignored if Interleave is set for Print Priority.

Output: Copier (copier)

Specify a tray to which documents are delivered.

BBM001S
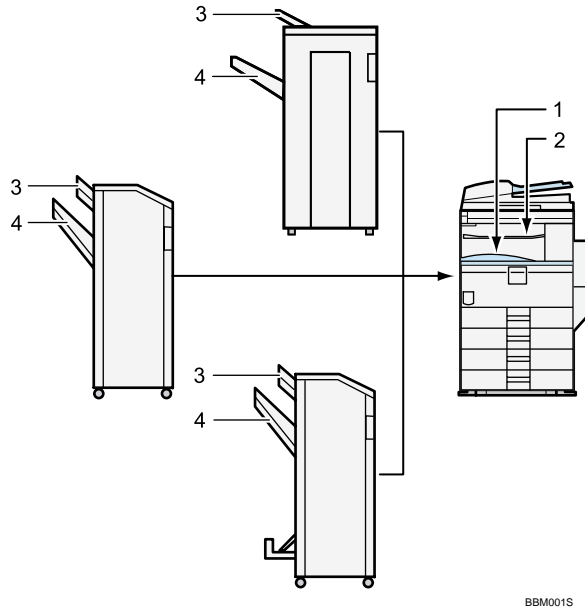
1. Internal Tray 1

2. Internal Tray 2

3. Finisher Upper Tray

4. Finisher Shift Tray

The default setting is **Internal Tray 1**.

Output: Document Server (Document Server)

Specify a tray to which documents are delivered.

The default setting is **Internal Tray 1**.

Output: Facsimile (facsimile)

Specify a tray to which documents are delivered.

The default setting is **Internal Tray 1**.

Output: Printer (printer)

Specify a tray to which documents are delivered.

The default setting is **Internal Tray 1**.

System Status/Job List Display Time

Specify how long to display the System Status and Job List display for.

The default setting is **On**, **15 second(s)**.

By selecting [On], you can specify a display time between 10 and 999 seconds.

Key Repeat

You can enable or disable repetition of an operation if a key on the screen or control panel is pressed continuously.

The default setting is **Normal**.

🖹 Reference

• p.12 "Accessing User Tools"

Output Tray Settings

⭐ Important

• You cannot interrupt the current stapling job even if a stapling job is specified by a different function.

• When the 1000-sheet finisher, 3000-sheet finisher, or booklet finisher is installed and Staple or Shift Sort is specified for a job, the job will be delivered to the finisher shift tray regardless of the output tray specified.

Tray Paper Settings

This section describes the user tools in the Tray Paper Settings menu under System Settings.

Default settings are shown in **bold type**.

⭐ **Important**

- If the specified paper size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size was not detected.

Paper Tray Priority: Copier (copier/Document Server)

Specify the tray to supply paper for output.

The default setting is **Tray 1**.

When optional paper tray unit is installed, [Tray 3] and [Tray 4] are displayed.

When optional paper tray 3 (LCT) is installed, [Tray 3] is displayed.

When optional Large Capacity Tray (LCT) is installed, [LCT] is displayed.

Paper Tray Priority: Facsimile (facsimile)

Specify the tray to supply paper for output.

The default setting is **Tray 1**.

When optional paper tray unit is installed, [Tray 3] and [Tray 4] are displayed.

When optional paper tray 3 (LCT) is installed, [Tray 3] is displayed.

When optional Large Capacity Tray (LCT) is installed, [LCT] is displayed.

Paper Tray Priority: Printer (printer)

Specify the tray to supply paper for output.

The default setting is **Tray 1**.

When optional paper tray unit is installed, [Tray 3] and [Tray 4] are displayed.

When optional paper tray 3 (LCT) is installed, [Tray 3] is displayed.

When optional Large Capacity Tray (LCT) is installed, [LCT] is displayed.

Tray Paper Size: Tray 1-4

Select the size of the paper loaded in the paper tray.

[Tray Paper Size: Tray 3] and [Tray Paper Size: Tray 4] appear only when the optional paper tray unit is installed.

- The paper sizes you can set for tray 1-4 are as follows:
  - Auto Detect
  - A3▷, B4 JIS▷, A4▷, B5 JIS▷
  - 11×17▷, $8^1/_2$×14▷, $8^1/_2$×13▷, $8^1/_2$×11▷, $8^1/_4$×14▷, $8^1/_4$×13▷, 8×13▷, 8×10▷, $7^1/_4$×$10^1/_2$▷

- 11×15□, 10×14□
- A4□, B5 JIS□, A5□
- $8^1/_2$×11□, $7^1/_4$×$10^1/_2$□
- Custom Size

The default settings for Tray 1-4 are **Auto Detect**.

You can specify a custom size of between 182.0-305.0mm (7.17"-12.00") vertically, and between 210.0-432.0mm (8.27"-17.00") horizontally.

The paper guide for the optional paper tray 3 (LCT) and optional Large Capacity Tray (LCT) are fixed for A4□, $8^1/_2$×11□ size paper. Contact your service representative if you need to change the paper size.

Printer Bypass Paper Size

Specify the size of the paper in the bypass tray when printing data from the computer.

- The paper sizes you can set for bypass tray are as follows:
  - Auto Detect
  - A3□, B4 JIS□, A4□, B5 JIS□, A5□, B6 JIS□, A6□
  - 11×17□, $8^1/_2$×14□, $8^1/_2$×13□, $8^1/_2$×11□, $8^1/_4$×14□, $8^1/_4$×13□, 8×13□, 8×$10^1/_2$□, 8×10□, $7^1/_4$×$10^1/_2$□, $5^1/_2$×$8^1/_2$□
  - 12×18□, 11×15□, 11×14□, 10×15□, 10×14□
  - A4□, B5 JIS□, A5□
  - $8^1/_2$×11□, 8×$10^1/_2$□, 8×10□, $7^1/_4$×$10^1/_2$□
  - Custom Size

The default setting is **Auto Detect**.

You can specify a custom size of between 90.0-305.0mm (3.55"-12.00") vertically, and between 148.0-600.0mm (5.83"-23.62") horizontally.

Paper Type: Bypass Tray

Set the display so you can see what type of paper is loaded in the bypass tray.

- The paper types you can set for the bypass tray are as follows:

  No Display, Recycled Paper, Color Paper, Letterhead, Label Paper, OHP (Transparency), Special Paper 1, Special Paper 2, Special Paper 3

- The paper thicknesses you can set for the bypass tray are as follows:

  Thin Paper (52-59g/m^2), Plain Paper (60-81g/m^2), Middle Thick (82-105g/m^2), Thick Paper 1 (106-160g/m^2), Thick Paper 2 (161-216g/m^2)

The default setting is **No Display**.

The default setting for "Paper Thickness" is **Plain Paper**.

For details about the relations between possible paper sizes and thickness, see "Recommended Paper Sizes and Types", About This Machine.

Paper Type: Tray 1-4

Set the display so you can see what type of paper is loaded in each paper tray. The print function uses this information to automatically select the paper tray.

[Paper Type: Tray 3] appears only when the optional paper tray unit or optional paper tray 3 (LCT) is installed.

[Paper Type: Tray 4] appears only when the optional paper tray unit is installed.

- The paper types you can set are as follows:

    No Display, Recycled Paper, Color Paper, Letterhead, Special Paper 1, Special Paper 2, Special Paper 3

- The paper thicknesses you can set for the bypass tray are as follows:

    Plain Paper (60-81g/m^2), Middle Thick (82-105g/m^2), Thick Paper 1 (106-160g/m^2)

The default setting for "Paper Type" is **No Display**.

The default setting for "Paper Thickness" is **Plain Paper**.

The default setting for "Apply Duplex" is **Yes**.

The default setting for "Apply Auto Paper Select" is **Yes**.

A mark appears next to the paper tray if [No] is selected in "Auto Paper Select".

"Auto Paper Select" can only be selected for the copier function if [No Display] and [Recycled Paper] are selected. If [No] is selected, Auto Paper Select is not valid for the tray.

For details about the relations between possible paper sizes and thickness, see "Recommended Paper Sizes and Types", About This Machine.

Paper Type: LCT

Sets the display so you can see what type of paper is loaded in the LCT.

This menu appears only when the optional Large Capacity Tray (LCT) is installed.

- The paper types you can set are as follows:

    No Display, Recycled Paper, Color Paper, Letterhead, Special Paper 1, Special Paper 2, Special Paper 3

- The paper thicknesses you can set for the bypass tray are as follows:

    Plain Paper (60-81g/m^2), Middle Thick (82-105g/m^2), Thick Paper 1 (106-160g/m^2)

The default setting for "Paper Type" is **No Display**.

The default setting for "Paper Thickness" is **Plain Paper**.

The default setting for "Apply Duplex" is **Yes**.

The default setting for "Apply Auto Paper Select" is **Yes**.

A mark appears next to the LCT if [No] is selected in "Auto Paper Select".

"Auto Paper Select" can only be selected for the copier function if [No Display] and [Recycled Paper] are selected. If [No] is selected, Auto Paper Select is not valid for the tray.

For details about the relations between possible paper sizes and thickness, see "Recommended Paper Sizes and Types", About This Machine.

Cover Sheet Tray

Allows you to specify and display the paper tray that is setting cover sheets.

After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

The default setting for "Tray to Program" is **Off**.

Functions using the cover sheet tray setting are the front cover function and front/back cover function.

When [At Mode Selected] is selected, cover sheet tray settings only appear when the cover function or slip sheet function is selected.

When [Full Time] is selected, the cover sheet tray is always displayed.

You can set Copying Method in Duplex only when [At Mode Selected] is selected.

Slip Sheet Tray

Allows you to specify and display the paper tray that is inserting slip sheets.

After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

The default setting for "Tray to Program" is **Off**.

When [At Mode Selected] is selected, slip sheet tray settings only appear when the cover function or slip sheet function is selected.

Timer Settings

This section describes the user tools in the Timer Settings menu under System Settings.

Default settings are shown in **bold type**.

Auto Off Timer

> After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off".

> The machine status after the Auto Off operation is referred to as "Off mode", or "Sleep mode". For the Auto Off Timer, specify the time to elapse before Auto Off.

> The time can be set from 1 to 240 minutes, using the number keys.

> The default setting is **1 min.**.

> Auto Off may not work when error messages appear.

> The machine may not shift to "Sleep mode" at the set time, if the main power switch has just been turned on and functions other than copier function are still in the process of starting up.

Panel Off Timer

> Set the amount of time the machine waits before switching the panel off after copying has finished or the last operation is performed.

> Enter a time interval between 10 seconds and 240 minutes, using the number keys.

> The default setting is **On**, **1 minute(s)**.

System Auto Reset Timer

> The System Reset setting automatically switches the screen to that of the function set in Function Priority when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval.

> The time can be set from 10 to 999 seconds, using the number keys.

> The default setting is **On, 60 second(s)**.

Copier / Document Server Auto Reset Timer (copier/Document Server)

> Specifies the time to elapse before copier and Document Server modes reset.

> If [Off] is selected, the machine does not automatically switch to the user code entry screen.

> The time can be set from 10 to 999 seconds, using the number keys.

> The default setting is **On, 60 second(s)**.

Facsimile Auto Reset Timer (facsimile)

> Specifies the time to elapse before the facsimile mode resets.

> The time can be set from 30 to 999 seconds, using the number keys.

> The default setting is **30 second(s)**.

2

Printer Auto Reset Timer (printer)

Specifies the time to elapse before the printer function resets.

If [Off] is selected, the machine does not automatically switch to the user code entry screen.

The time can be set from 10 to 999 seconds, using the number keys.

The default setting is **On, 60 second(s)**.

Scanner Auto Reset Timer (scanner)

Specifies the time to elapse before the scanner function resets.

If [Off] is selected, the machine will not automatically switch to the user code entry screen.

The time can be set from 10 to 999 seconds, using the number keys.

The default setting is **On, 60 second(s)**.

Set Date

Set the date for the copier's internal clock using the number keys.

To change between year, month, and day, press [←] and [→].

Set Time

Set the time for the copier's internal clock using the number keys.

Enter the time using the 24-hour format (in 1 second increments).

To change between hours, minutes and seconds, press [←] and [→].

Auto Logout Timer

Specify whether or not to automatically log out a user when the user does not operate the machine for a specified period of time after logging in.

The time can be set from 60 to 999 seconds, in one second increments, using the number keys.

The default setting is **On, 180 second(s)**.

🖹 Reference

- p.12 "Accessing User Tools"

Interface Settings

This section describes the user tools in the Interface Settings menu under System Settings.

Default settings are shown in **bold type**.

Network

This section describes the user tools in the Network menu under Interface Settings.

Machine IPv4 Address

Specify the machine's IPv4 network address.

The default setting is **Auto-Obtain (DHCP)**.

When you select [Specify], enter the IPv4 address and subnet mask as "xxx.xxx.xxx.xxx" ("x" indicates a number).

When you select [Specify], make sure that IPv4 address is different from that of other machines on the network.

The physical address (MAC address) also appears.

IPv4 Gateway Address

A gateway is a connection or interchange point between two networks.

Specify the gateway address for the router or host computer used as a gateway.

The default setting is **000.000.000.000**.

Machine IPv6 Address

Displays the machine's IPv6 network address.

- Link-local Address

  The machine's specified link-local address appears.

- Manual Configuration Address

  The machine's manually configured address appears.

- Stateless Address: 1-5

  The specified stateless address appears.

IPv6 Gateway Address

Displays the machine's IPv6 gateway address.

IPv6 Stateless Address Autoconfiguration

Specify IPv6 Stateless Address Autoconfiguration.

The default setting is **Active**.

DNS Configuration

Make settings for the DNS server.

The default setting is **Auto-Obtain (DHCP)**.

When you select [Specify], enter the DNS Server IPv4 address as "xxx.xxx.xxx.xxx" ("x" indicates a number).

DDNS Configuration

Specify the DDNS settings.

The default setting is **Active**.

IPSec

Specify the machine's IPSec function Active/Inactive.

The default setting is **Inactive**.

Domain Name

Specify the domain name.

The default setting is **Auto-Obtain (DHCP)**.

When you select [Specify], enter the domain name using up to 63 characters.

WINS Configuration

Specify the WINS server settings.

The default setting is **Off**.

If [On] is selected, enter the WINS Server IPv4 address as "xxx.xxx.xxx.xxx" ("x" indicates a number).

If DHCP is in use, specify the scope ID. Enter a scope ID using up to 31 characters.

Effective Protocol

Select the Protocol to use in the network.

The default setting for "IPv4" is **Active**.

The default setting for "IPv6" is **Inactive**.

The default setting for "NetWare" is **Active**.

The default setting for "SMB" is **Active**.

The default setting for "AppleTalk" is **Active**.

NCP Delivery Protocol

Select the protocol NCP delivery.

The default setting is **TCP / IP Priority**.

If you select "IPX Only" or "TCP / IP Only", you cannot switch the protocol even if you cannot connect with it. If "NetWare" in [Effective Protocol] is set to "Inactive", you can only use TCP/IP.

NW Frame Type

Select the frame type when you use NetWare.

2

The default setting is **Auto Select**.

SMB Computer Name

Specify the SMB computer name.

Enter the computer name using up to 15 characters.

"*+,/:;<>=?[\]|. and spaces cannot be entered.

Do not set a computer name starting with RNP and rnp.

Use uppercase letters for alphabets.

SMB Work Group

Specify the SMB work group.

Enter the computer name using up to 15 characters.

"*+,/:;<>=?[\]|. and spaces cannot be entered.

Use uppercase letters for alphabet.

Ethernet Speed

Set the access speed for networks.

The default setting is **Auto Select**.

Select a speed that matches your network environment. [Auto Select] should usually be selected.

	10Mbps Half Duplex	10Mbps Full Duplex	100Mbps Half Duplex	100Mbps Full Duplex	Auto Select
10Mbps Half Duplex	●	–	–	–	●
10Mbps Full Duplex	–	●	–	–	–
100Mbps Half Duplex	–	–	●	–	●
100Mbps Full Duplex	–	–	–	●	–
Auto Select	●	–	●	–	●

LAN Type

When you have installed the IEEE 802.11a/g interface unit, select the method of connection.

The default setting is **Ethernet**.

[LAN Type] is displayed when wireless LAN board is installed. If Ethernet and IEEE 802.11a/g (wireless LAN) are both connected, the selected interface has priority.

Ping Command

Check the network connection with ping command using given IPv4 address.

If you fail to connect to the network, check the following, and then retry the ping command.

- Make sure that "IPv4" in [Effective Protocol] is set to "Active".
- Check that the machine with assigned IPv4 address is connected to the network.
- There is a possibility that the same IPv4 address is used for the specified equipment.

Permit SNMPv3 Communication

Set the encrypted communication of SNMPv3.

The default setting is **Encryption / Cleartext**.

If you select to [Encryption Only], you need to set an encryption password for the machine.

Permit SSL / TLS Communication

Set the encrypted communication of SSL/TLS.

The default setting is **Ciphertext / Cleartext**.

If you set to [Ciphertext Only], you need to install the SSL certificate for the machine.

Host Name

Specify the host name.

Enter the host name using up to 63 characters.

Machine Name

Specify the machine name.

Enter the machine name using up to 31 characters.

Parallel Interface

This section describes the user tools in the Parallel Interface menu under Interface Settings.

[Parallel Interface] is displayed when this machine is installed with the IEEE 1284 interface board.

Parallel Timing

Sets the timing for the control signal of the parallel interface.

Normally, you do not need to change this setting.

The default setting is **ACK Outside**.

Parallel Communication Speed

Sets the communication speed for the parallel interface. If the speed is too high, data may not be transferred smoothly. If this happens, change the setting to "Standard".

The default setting is **High Speed**.

Selection Signal Status

Sets the level for the select signal of the parallel interface.

The default setting is **High**.

Input Prime

Sets whether to validate or invalidate the input prime signal upon reception.

Normally, you do not need to change this setting.

The default setting is **Inactive**.

Bidirectional Communication

Sets the printer's response mode to a status acquisition request when using a parallel interface. If you experience problems using another manufacturer's machine, set this to "Off".

The default setting is **On**.

When set to [Off], the bidirectional communication function will be disabled, and the printer driver will not be installed under Windows Auto Detect function.

Signal Control

Specifies how error during printing or sending facsimile from the computer is to be dealt with.

Normally, you do not need to change this setting.

The default setting is **Job Acceptance Priority**.

Wireless LAN

This section describes the user tools in the Wireless LAN menu under Interface Settings.

[Wireless LAN] is displayed when this machine is installed with the wireless LAN interface board.

Be sure to make all settings simultaneously.

Communication Mode

Specifies the communication mode of the wireless LAN.

The default setting is **Infrastructure Mode**.

SSID Setting

Specifies SSID to distinguish the access point in infrastructure mode or 802.11 ad hoc mode.

The characters that can be used are ASCII 0x20-0x7e (32 bytes).

If blank is specified in 802.11 ad hoc mode, "ASSID" appears.

Ad-hoc Channel

Specify the channel to use when [802.11 Ad-hoc Mode] has been selected. Set the channel that matches the type of wireless LAN being used.

The following channels are available:

2

- IEEE 802.11 a/b/g Wireless LAN

    - Frequency range:

        2412 ⁻ 2462 MHz (1 ⁻ 11 channels)

        5180 ⁻ 5320 MHz (36, 40, 44 and 48 channels)

- IEEE 802.11b/g Wireless LAN

    - Frequency range:

        2412 ⁻ 2462 MHz (1 ⁻ 11 channels)

The default setting is **11**.

The channel in use might differ depending on the country.

Security Method

Specifies the encryption of the IEEE 802.11a/g (wireless LAN).

The default setting is **Off**.

If you select [WEP], always enter WEP key. If you select [WPA], specify the encryption and authentication methods.

Specify "WPA", when [Communication Mode] is set to [Infrastructure Mode].

- WEP

    If you select "WEP", enter WEP key.

    When using 64 bit WEP, up to 10 characters can be used for hexadecimal and up to five characters for ASCII. When using 128 bit WEP, up to 26 characters can be used for hexadecimal and up to 13 characters for ASCII.

    The number of characters that can be entered is limited to 10 or 26 for hexadecimal and 5 or 13 for ASCII.

- WPA

    - WPA Encryption Method

        Select either "TKIP" or "CCMP(AES)".

    - WPA Authent. Method

        Select either "WPA-PSK", "WPA", "WPA2-PSK", or "WPA2".

        If you selected "WPA-PSK" or "WPA2-PSK", enter the pre-shared key (PSK) of 8- 63 characters in ASCII code.

        When "WPA" or "WPA2" are selected, authentication settings and certificate installation settings are required. For details about setting methods, see "Configuring WPA/WPA2", Network Guide.

Wireless LAN Signal

When using in infrastructure mode, you can check the machine's radio wave status using the control panel.

Radio wave status is displayed when you press [Wireless LAN Signal].

Restore Factory Defaults

You can return the wireless LAN settings to their defaults.

📑 **Reference**

• p.12 "Accessing User Tools"

Print List

This section describes how to print the configuration page.

You can check items related to the network environment.

The configuration page shows the current network settings and network information.

1. **Press [System Settings].**
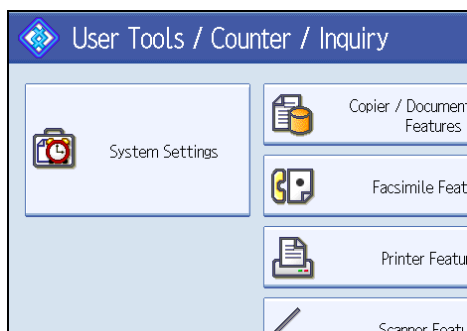
2. **Press [Interface Settings].**
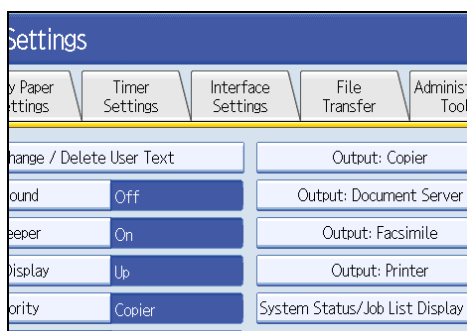
3. **Press [Print List].**
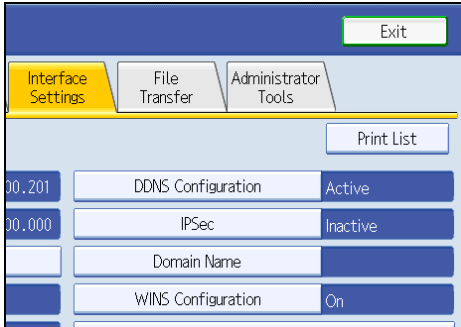
4. **Press the [Start] key.**

   The configuration page is printed.

5. **Press [Exit].**

6. **Press the [User Tools/Counter] key.**

↓Note

- You can also exit by pressing [Exit] on the User Tools main menu.

File Transfer

This section describes the user tools in the File Transfer menu under System Settings.

Default settings are shown in **bold type**.

Delivery Option

Enables or disables sending stored or scanned documents to the ScanRouter delivery server.

The default setting is **Off**.

Specify this option when selecting whether or not to use the ScanRouter delivery software. If you do, you will have to preregister I/O devices in the ScanRouter delivery software.

Capture Server IPv4 Address

Specify the capture server IPv4 address.

This setting appears when the media link board is installed, and when the capture function is being used by the ScanRouter delivery software.

Fax RX File Transmission

Specify how to deliver fax files received via the different lines.

- Setting per Line

   Specifies whether or not received fax documents are sent to the ScanRouter delivery software for each fax line.

   The default setting for Line 1 is **Do not Deliver**.

   The default setting for Line 2 is **Do not Deliver**.

   The default setting for Line 3 is **Do not Deliver**.

- IP-Fax

   The lines appear according to the operating environment.

- RX File Delivery

   Specifies whether or not received fax documents are sent to the ScanRouter delivery software for each fax line.

   The default setting is **Do not Deliver**.

- Print at Deliver

   Specify whether or not received fax documents sent to the ScanRouter delivery software should also be printed at the same time.

   The default setting is **Do not Print**.

- File to Deliver

   Specify whether all received fax documents or only received fax documents that include delivery codes (documents with an ID or SUB/SEP codes) are sent to the ScanRouter delivery software.

   The default setting is **All Files**.

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- Delivery Failure File

  If a received fax document cannot be sent to the ScanRouter delivery software, it is stored in memory. To print a stored file, select [Print File], to delete, select [Delete File].

  If the machine can send the data to the ScanRouter delivery software, it does so automatically. If you delete the data, you will not be able to distribute or print it.

  - Print File
  - Delete File

SMTP Server

Specify the SMTP server name.

If DNS is in use, enter the host name.

If DNS is not in use, enter the SMTP server IPv4 address.

The default setting for "Port No." is **25**.

Enter the server name using up to 127 characters. Spaces cannot be entered.

Enter port number between 1 and 65535 using the number keys, and then press the [**#**] key.

The SMTP server shares the same port number with the Direct SMTP server.

SMTP Authentication

Specify SMTP authentication (PLAIN, LOGIN, CRAMMD5, DIGEST-MD5). When sending e-mail to an SMTP server, you can enhance the SMTP server security level using authentication that requires entering the user name and password.

If the SMTP server requires authentication, set [SMTP Authentication] to [On], and then specify the user name, password and encryption.

Enter the user name and password to be set for the Administrator's e-mail address when using Internet Fax.

The default setting is **Off**.

- Enter the user name using up to 191 characters.

  Spaces cannot be entered. Depending on the SMTP server type, "realm" must be specified. Add "@" after the user name, as in "user name@realm".

- Enter the E-mail address using up to 128 characters.

- Enter the password using up to 128 characters.

  Spaces cannot be entered.

- Select Encryption as follows:

  "Encryption"-[Auto]

  Use if the authentication method is PLAIN, LOGIN, CRAM-MD5, or DIGEST-MD5.

  "Encryption"-[On]

  Use if the authentication method is CRAMMD5 or DIGEST-MD5.

2

"Encryption"-[Off]

Use if the authentication method is PLAIN, or LOGIN.

POP before SMTP

Specify POP authentication (POP before SMTP).

When sending e-mail to an SMTP server, you can enhance the SMTP server security level by connecting to the POP server for authentication.

The default setting is **Off**.

If you set POP before SMTP to [On], specify the waiting time after authentication, user name, e-mail address, and password.

- Wait Time after Authent.: **300 msec.**.

    Specify [Wait Time after Authent.] from zero to 10,000 milliseconds, in increments of one millisecond.

- User Name

    Enter the user name using up to 191 characters. Spaces cannot be entered.

- E-mail Address

    Enter the E-mail Address using up to 128 characters. Spaces cannot be entered.

- Password

    Enter the password using up to 128 characters. Spaces cannot be entered.

To enable POP server authentication before sending e-mail via the SMTP server, set [POP before SMTP] to [On]. E-mail is sent to the SMTP server after the time specified for [Wait Time after Authent.] has elapsed.

If you select [On], enter server name in POP3 / IMAP4 Settings. Also, check POP3 port number in E-mail Communication Port.

Reception Protocol

Specify the Reception Protocol for receiving Internet Fax.

The default setting is **POP3**.

POP3 / IMAP4 Settings

Specify the POP3/IMAP4 server name for receiving Internet faxes.

The specified POP3/IMAP4 server name is used for [POP before SMTP].

The default setting is **Auto**.

- Server Name

    If DNS is in use, enter the host name.

    If DNS is not in use, enter the POP3/IMAP4 or server IPv4 address.

    Enter POP3/IMAP4 server name using up to 127 characters. Spaces cannot be entered.

- Select Encryption as follows:

"Encryption"-[Auto]

Password encryption is automatically set according to the POP/IMAP server settings.

"Encryption"-[On]

Encrypt password.

"Encryption"-[Off]

Do not encrypt password.

Administrator's E-mail Address

Specify the Administrator's E-mail Address.

If a failure occurs in the machine or consumables need to be replaced, e-mail messages are sent to the Administrator's E-mail Address by E-mail Notification function.

On e-mailed scanned documents, if the sender is not specified this appears as the sender's address.

When sending e-mail under the Internet fax function, administrator's e-mail address will appear as the sender's address under the following conditions:

- The sender has not been specified and the machine's e-mail address has not been registered.
- The specified sender is not registered in the machine's address book and the machine's e-mail address has not been registered.

When conducting SMTP authentication for the transmitted files under the Internet fax function, the Administrator's E-mail Address will appear in the "From:" box. If you have specified the user name and e-mail address in [SMTP Authentication], make sure to specify this setting.

Enter up to 128 characters.

On e-mailed scanned documents, if [Auto Specify Sender Name] is [Off], specify the sender.

E-mail Communication Port

Specify the port numbers for receiving Internet faxes. The specified POP3 port number is used for [POP before SMTP].

The default setting for POP3 is **110**.

The default setting for IMAP4 is **143**.

Enter a port number between 1 and 65535 using the number keys, and then press the [#] key.

E-mail Reception Interval

Specify, in minutes, the time interval for receiving Internet faxes via POP3 or IMAP4 server.

The default setting is **On, 15 minute(s)**.

If [On] is selected, the time can be set from 2 to 1440 minutes in increments of one minute.

Max. Reception E-mail Size

Specify the maximum reception e-mail size for receiving Internet faxes.

The default setting is **2 MB**.

Enter a size from one to 50 MB in increments of one megabyte.

E-mail Storage in Server

Specify whether or not to store received Internet fax e-mails on the POP3 or IMAP4 server.

The default setting is **Off**.

Default User Name / Password (Send)

Specify the user name and password required when sending scan files directly to a shared folder on a computer running Windows, to an FTP server, or to a NetWare server.

Enter in up to 128 characters.

Program / Change / Delete E-mail Message

You can program, change, or delete the e-mail message used when sending an Internet fax or scan file as an attachment.

- Program / Change:
    1. Press [System Settings].
    2. Press [File Transfer].
    3. Press [▼Next].
    4. Press [Program / Change / Delete E-mail Message].
    5. Check that [Program / Change] is selected.
    6. Press [*Not Programmed].

        To change the registered e-mail message, select the e-mail message to change.
    7. Press [Change] under the "Name".
    8. Enter a name, and then press [OK].

        Enter the name using up to 20 characters.
    9. Press [Edit].

        To start a new line, press [OK] to return to the e-mail message screen, and then press [▼ Next] in "Select Line to Edit:".
    10. Enter the text, and then press [OK].

        Enter up to five lines of text. Each line can consist of up to 80 characters.
    11. Press [OK].
    12. Press [Exit].
- Delete:
    1. Press [System Settings].
    2. Press [File Transfer].
    3. Press [▼Next].
    4. Press [Program / Change / Delete E-mail Message].
    5. Press [Delete].

6. Select the e-mail message to delete.

   The confirmation message about deleting appears.

7. Press [Yes].

8. Press [Exit].

Auto Specify Sender Name

Set whether or not to specify the name of the sender when sending e-mail.

The default setting is **Off**.

- On

   If you select [On], the specified e-mail address will appear in the "From:" box. If you do not specify the sender's address, the administrator's e-mail address will appear in the "From:" box.

   If you do not specify the sender when sending a file by e-mail under the fax function, or if the specified e-mail address is not registered in the machine's address book, the machine's e-mail address will appear in the "From:" box. If the machine does not have an e-mail address, the administrator's e-mail address will appear in the "From:" box.

- Off

   If you select [Off], the specified e-mail address will appear in the "From:" box, but you cannot send e-mail without specifying the sender's e-mail address. Under the fax function, you cannot send e-mail if the specified sender's e-mail address is not registered in the machine's address book.

Fax E-mail Account

Specify e-mail address, user name and password for receiving Internet faxes.

- E-mail Address

   Enter an e-mail address using up to 128 characters.

- User Name

   Enter a user name using up to 64 characters.

- Password

   Enter a password using up to 64 characters.

Scanner Resend Interval Time

Specifies the interval the machine waits before resending a scan file, if it cannot be sent to the delivery server or mail server.

The default setting is **300 second(s)**.

The interval time can be set from 60 to 900 seconds in one second increments, using the number keys.

This setting is for the scanner function.

Number of Scanner Resends

Sets a maximum number of times a scan file is resent to the delivery server or mail server.

The default setting is **On**, **3 time(s)**.

If [On] is selected, the number of times can be set from 1 to 99.

This setting is for the scanner function.

🗈 Reference

- p.12 "Accessing User Tools"

2

Administrator Tools

This section describes the user tools in the Administrator Tools menu under System Settings.

Default settings are shown in **bold type**.

Administrator Tools are used by the administrator. To change these settings, contact the administrator.

We recommend specifying Administrator Authentication before making Administrator Tools settings.

Address Book Management

You can add, change or delete information registered in the Address Book.

For details, see "Address Book".

- Program / Change

  You can register and change names as well as user codes.

  - Names

    You can register a name, key display, registration number, and title selection.

  - Auth. Info

    You can register a user code, and specify the functions available to each user code. You can also register user names and passwords to be used when sending e-mail, sending files to folders, or accessing an LDAP server.

  - Protection

    You can register a protection code.

  - Fax Dest.

    You can register a fax number, international TX mode, fax header, label insertion, IP-Fax destination, and protocol.

  - E-mail

    You can register an e-mail address.

  - Folder

    You can register the protocol, path, port number, and server name.

  - Add to Group

    You can put names registered in the Address Book into a group.

- Delete

  You can delete a name from the Address Book.

You can register up to 2,000 names.

You can register up to 500 user codes.

You can also register and manage names in the Address Book using Web Image Monitor.

Address Book: Program / Change / Delete Group

Names registered in the Address Book can be added into a group. You can then easily manage the names registered in each group.

- Program / Change

  You can register and change groups.

  - Names

    You can register a name, key display, registration number, and title selection.

  - Programmed User/Group

    You can check the names or groups registered in each group.

  - Protection

    You can register a protection code.

  - Add to Group

    You can put groups registered in the Address Book into a group.

- Delete

  You can delete a group from the Address Book.

You can register up to 100 groups.

You can also register and manage groups in the Address Book using Web Image Monitor.

Address Book: Change Order

Changes the order of registered names.

You can rearrange the order of items on the same page, but you cannot move items to another page.

For example, you cannot move an item from "PLANNING" ([OPQ]) to "DAILY" ([CD]).

1. Press [System Settings].

2. Press [Administrator Tools].

3. Press [Address Book: Change Order].
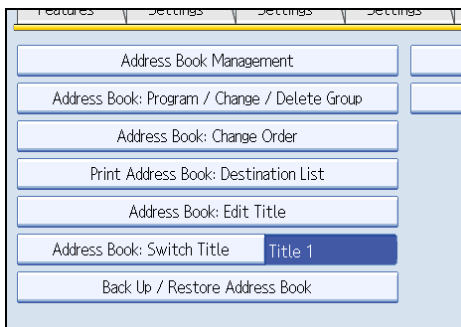
4. Press the name key to be moved.
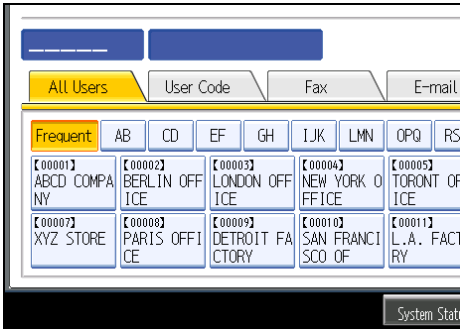
You can select a name using the number keys.

5. Press the name key in place you want to move it to.
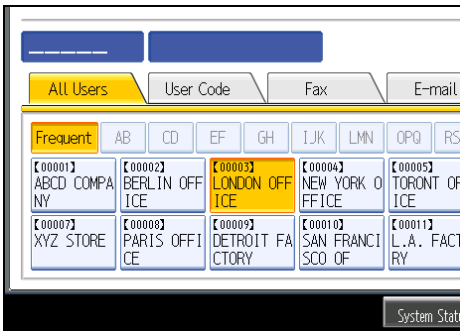
The user key is moved to the selected position, and the user key currently at the selected position is moved forward or backward.

If you move the selected user key forward, the user key currently at the selected position is moved backward.

If you move the selected user key backward, the user key currently at the selected position is moved forward.

You can also select a name using the number keys.

Print Address Book: Destination List

You can print the destination list registered in the Address Book.

- Print in Title 1 Order

  Prints the Address Book in Title 1 order.

- Print in Title 2 Order

  Prints the Address Book in Title 2 order.

- Print in Title 3 Order

  Prints the Address Book in Title 3 order.

- Print Group Dial List

  Prints the group Address Book.

1. Press [System Settings].
2. Press [Administrator Tools].
3. Press [Print Address Book: Destination List].
4. Select the print format.
5. To print the list on two-sided pages, select [Print on 2 Sides].
6. Press the [Start] key.

   The list prints out.

Address Book: Edit Title

You can edit the title to easily find a user.

1. Press [System Settings].
2. Press [Administrator Tools].
3. Press [Address Book: Edit Title].
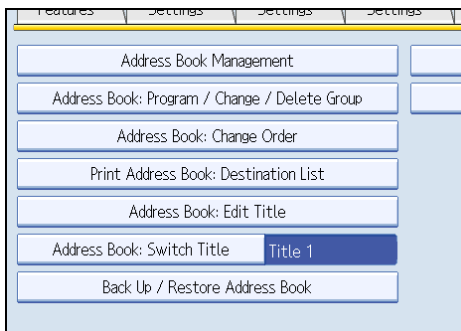
4. Press the title key you want to change.
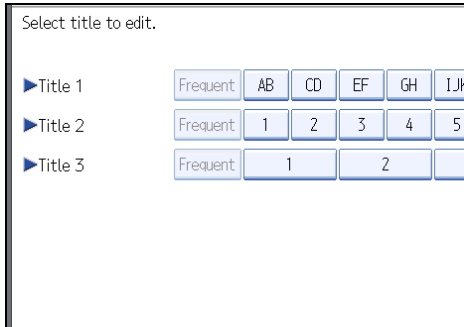
5. Enter the new name, and then press [OK].

6. Press [OK].

Address Book: Switch Title

Specifies the title to select a name.

The default setting is **Title 1**.

Back Up / Restore Address Book

You can back up the machine's address book to external storage or restore the backup copy from the external storage.

Backup requires a removable SD card to be installed in this machine.

For details about installing and removing the SD card, contact your sales or service representative.

Restore data overwrites Address Book data stored on the machine, and clears the counter of each registered user of the machine.

You can also back up and restore the machine's Address Book using Web Image Monitor. For details, see the Help files of Web Image Monitor.

- Back Up

    You can back up the machine's address book to external storage.

- Restore

    You can restore the backup copy of the address book from external storage.

- Format

    You can format the external storage.

- Obtain Media Info

    The free space and occupied space of the external storage are displayed.

Display / Print Counter

Allows you to view and print the number of prints.

- Display / Print Counter

    Displays the number of prints for each function (Total, Copier, Printer, A3 / DLT, Duplex, Fax Prints, Send / TX Total, Fax Transmission, Scanner Send).

- Print Counter List

   Prints out a list of the number of prints made under each function.

Display / Clear / Print Counter per User

   Allows you to view and print the numbers of prints accessed with user codes, and to set those values to 0.

   Press [▲Previous] and [▼Next] to show all the numbers of prints.

   The number of prints may differ from the counter values shown in Display / Print Counter.

   - Print Counter List for All Users

      Prints the counter value for all the users.

   - Clear Counter List for All Users

      Resets the counter value for all the users.

   - Print Counter List per User

      Prints the counter value for each user.

   - Clear Counter List per User

      Resets the counter value for each user.

   - Select All on the Page

      Select all the users on the page.

User Authentication Management

   - User Code Auth.

      Using User Code Authentication, you can limit the available functions and supervise their use.

      When using User Code Authentication, register the user code.

      Using the Printer PC Control function, you can obtain a log of prints corresponding to the codes entered using the printer driver.

      For details about Basic Authentication, Windows Authentication, LDAP Authentication, and Integration Server Authentication, consult your administrator.

      - Copier

      - Document Server

      - Facsimile

      - Printer

      - Printer: PC Control

      - Scanner

      - Printer Job Authentication: Entire, Simple (Limitation), Simple (All)

   - Basic Auth.

   - Windows Auth.

- LDAP Auth.

- Integration Svr. Auth.

- Off

The default setting is **Off**.

Enhanced Authentication Management

For details about this function, consult your administrator.

Administrator Authentication Management

For details about this function, consult your administrator.

Program / Change Administrator

For details about this function, consult your administrator.

Key Counter Management

Specify the functions you want to manage with the key counter.

Extended Security

Specify whether or not to use the extended security functions. For details about the extended security functions, consult your administrator.

Auto Delete File in Document Server

Specify whether documents stored in the Document Server will or will not be deleted after a specified period of time.

The default setting is **On**, **3 day(s)**.

If you select [On], documents stored subsequently are deleted after the specified period.

If you select [Off], documents are not automatically deleted.

If you select [On], enter a number of days from 1 to 180 (in 1 day increments).

The default is 3 days, this means documents are deleted 3 days (72 hours) after they are stored.

Delete All Files in Document Server

You can delete files stored in the Document Server, including files stored for Sample Print, Locked Print, Hold Print, and Stored Print under the printer function.

Even if a password is always set, all documents are deleted.

A confirmation message appears. To delete all documents, select [Yes].

Program / Change / Delete LDAP Server

Program the LDAP server to find up e-mail destinations in the LDAP server Address Book directly. This function is possible when sending scan files by e-mail using the scanner or fax function.

To start an LDAP search, make sure that the items listed below are set. For other items, check your environment and make any necessary changes.

- Server Name

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- Search Base

- Port Number

- Search Conditions

- Authentication

This function supports LDAP Version 2.0 and 3.0.

To use the LDAP server, select [On] under LDAP Search.

For details about how to program the LDAP Server, see "Programming the LDAP server".

LDAP Search

Specify whether or not to use the LDAP server for searching.

The default setting is **Off**.

If you select [Off], the LDAP server list will not appear on the search display.

Program / Change / Delete Realm

Program the realm to be used for Kerberos authentication.

- Realm Name

- KDC Server Name

- Domain Name

Be sure to set both the realm name and KDC server name when programming a realm.

For details about Program / Change / Delete Realm, see "Programming the Realm".

AOF (Always On)

Specify whether or not to use Auto Off.

The default setting is **On**.

Firmware Version

You can check the version of the software installed in this machine.

Network Security Level

For details about this function, consult your administrator.

Auto Erase Memory Setting

For details about this function, consult your administrator.

Erase All Memory

For details about this function, consult your administrator.

Delete All Logs

For details about this function, consult your administrator.

Transfer Log Setting

For details about this function, consult your administrator.

Data Security for Copying

For details about this function, consult your administrator.

Fixed USB Port

Specify whether or not to fix the USB port.

The default setting is **Off**.

If a PC with the printer driver installed is connected to another device of the same model through the USB interface, selecting [On] for this option eliminates the need for additional installation of the driver to the PC.

Machine Data Encryption Settings

For details about this function, consult your administrator.

🗐 Reference

- p.12 "Accessing User Tools"
- p.91 "Programming the LDAP server"
- p.97 "Programming the Realm"
- p.219 "Address Book"
- p.234 "Printing the Counter for Each User"
- p.296 "Counter"

Programming the LDAP server

This section describes how to specify the LDAP server settings.

This function supports LDAP version 2.0 and 3.0.

Program the LDAP server to find e-mail destinations in the LDAP server Address Book directly.

This function is possible when sending scan files by e-mail using the scanner or fax function.

To start an LDAP search, make sure that the items listed below are set. For other items, check your environment and make any necessary changes.

- Server Name
- Search Base
- Port Number
- Search Conditions
- Authentication

If [Kerberos Authentication] is selected be sure to set the "User Name", "Password", and the "Realm Name".

If [Digest Authentication] or [Cleartext Authentication] is selected be sure to set the "User Name" and "Password".

To use the LDAP server in Administrator Tools, select [On] under "LDAP Search".

The LDAP version 2.0 does not support Digest Authentication.

To select Kerberos Authentication, a realm must be registered in advance.

Programming the LDAP server

This section describes how to program the LDAP server.

1. **Press [System Settings].**
2. **Press [Administrator Tools].**
3. **Press [▼Next] twice.**
4. **Press [Program / Change / Delete LDAP Server].**
5. **Check that [Program / Change] is selected.**
6. **Select the LDAP server you want to program or change.**

    When programming the server, select [*Not Programmed].
7. **Press [Change] under "Name".**
8. **Enter the name, and then press [OK].**
9. **Press [Change] under "Server Name".**
10. **Enter the server name, and then press [OK].**

11. **Press [Change] under "Search Base".**

Select the root folder from which to start the search. Users registered in the selected folder and its subfolders become search targets.

12. **Enter the search base, and then press [OK].**

For example, if the search target is the sales department of ABC company, enter "dc=sales department, o=ABC". (In this example, the description is for an active directory. "dc" is for the organization unit, and "o" is for the company.)

Search base registration may be required depending on your server environment. When registration is required, unspecified searches will result in error.

Check your server environment and enter any required specifications.

13. **Press [Change] under "Port Number".**

Specify the port number for communicating with the LDAP server. Specify a port that is compliant with your environment.

14. **Enter the port number using the number keys, and then press the [#] key.**

15. **Press [On] under "Use Secure Connection (SSL)".**

Use SSL to communicate with the LDAP server.

To use SSL, the LDAP server must support SSL.

When SSL is set to [On], the port number automatically changes to "636".

SSL setting must be enabled on this machine. For details, consult your network administrator.

16. **Press [▼Next].**

17. **Select the authentication method.**

To make a search request to the LDAP server, use the administrator account for authentication.

Authentication settings must comply with your server's authentication settings. Check your server settings before setting this machine.

[Digest Authentication] is available only with LDAP Version3.0.

If you select [Cleartext Authentication], a password is sent to the LDAP server as is, without any encryption processing.

If you select [Digest Authentication], a password is sent using an encryption process that prevents passwords from being revealed during transmission to the LDAP server.

If you select [Kerberos Authentication], a password is sent using an encryption process that prevents passwords from being revealed during transmission to the KDC server where authentication occurs.

If you select [Off], proceed to step 23.

If you select [Digest Authentication] or [Cleartext Authentication], proceed to step 18 to 21, and then proceed to step 23.

If you select [Kerberos Authentication], proceed to step 18 to 22, and then proceed to step 23.

2
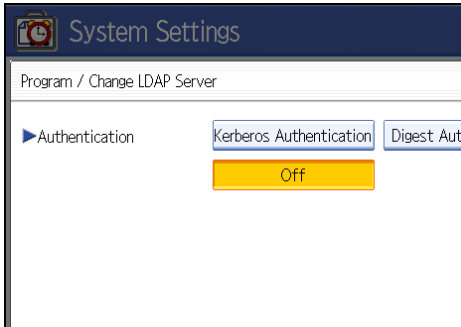
18. **Press [Change] under "User Name".**

When [Kerberos Authentication], [Digest Authentication], and [Cleartext Authentication] is selected for the authentication setting, use the administrator account name and password. Do not enter the administrator account name and password when using authentication for each individual or each search.

19. **Enter the user name, and then press [OK].**

Procedures for the user name setting differ depending on server environment. Check your server environment before making the setting.

Example: Domain Name\User Name, User Name@Domain Name, CN=Name, OU=Department Name, DC=Server Name

20. **Press [Change] under "Password".**

21. **Enter the password, and then press [OK].**

The user name and password are required for administrator authentication to access the LDAP server.

You can set the user name and password in this machine's Address Book to allow individual authentication access to the LDAP server. Use Administrator Tools to select the user name and password you want to use.

If you select [Digest Authentication] or [Cleartext Authentication], proceed to step 23.

22. **Select the Realm.**
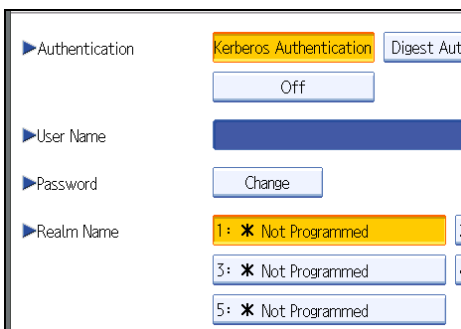
23. **Press [Connection Test].**

Access the LDAP server to check that the proper connection is established. Check authentication works according to the authentication settings.

24. **Press [Exit].**

If the connection test fails, check your settings and try again.

This function does not check search conditions or the search base.

25. **Press [▼Next].**

26. **Press [Change] for items you want to use as search conditions from the following: "Name", "E-mail Address", "Fax Number", "Company Name", and "Department Name".**

You can enter an attribute as a typical search keyword. Using the entered attribute, the function searches the LDAP server's Address Book.

27. **Enter the attribute you want to use when searching for e-mail addresses, and then press [OK].**

The attribute value may change depending on the server environment. Check that the attribute value complies with your server environment before setting it.

You can leave items blank, but you cannot leave attributes blank when searching for e-mail addresses from the LDAP server Address Book.

28. **Press [▼Next].**

29. **Press [Change] under "Attribute".**

30. **Enter the attribute you want to use when searching for e-mail addresses, and then press [OK].**

The attribute value may change depending on the server environment. Check that the attribute complies with your server environment before setting it.

31. **Press [Change] under "Key Display".**

32. **Enter the key display, and then press [OK].**

The registered "Key Display" appears as a keyword for searching LDAP.

- Without key display registration

- With key display registration

The key does not appear on the search screen unless both "Attribute" and "Key Display" are registered. Make sure you register both to use the optional search.

33. **Press [OK].**

34. **Press [Exit].**

35. **Press the [User Tools/Counter] key.**

🔖 **Reference**

- p.289 "Registering SMTP and LDAP Authentication"

Changing the LDAP server

This section describes how to change the LDAP server.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [▼Next] twice.**

4. **Press [Program / Change / Delete LDAP Server].**

5. **Check that [Program / Change] is selected.**

6. **Select the LDAP server you want to change.**

7. **Change the settings as necessary.**

8. **Press [OK] after setting each item.**

9. **Press [Exit].**

10. **Press the [User Tools/Counter] key.**

Deleting the LDAP server

This section describes how to delete the programmed LDAP server.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [▼Next] twice.**

4. **Press [Program / Change / Delete LDAP Server].**

5. **Press [Delete].**

6. **Select the LDAP server you want to delete.**

7. **Press [Yes].**

8. **Press [Exit].**

9. **Press the [User Tools/Counter] key.**

Programming the Realm

This section describes how to specify the Realm settings.

Program the realm to be used for Kerberos authentication.

A realm is the network area in which Kerberos authentication is used. After confirming the network environment, specify the necessary items.

You can register up to 5 realms.

Programming the Realm

This section describes how to program the Realm.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [▼Next] twice.**

4. **Press the [Program / Change / Delete Realm].**

5. **Check that [Program / Change] is selected.**
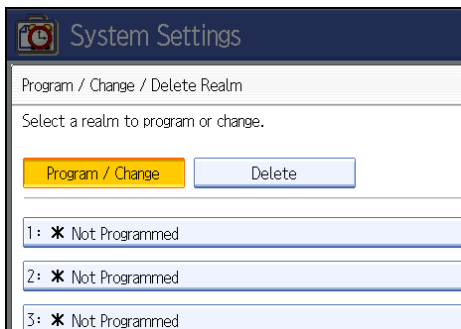
6. **Press [*Not Programmed].**

7. **Press [Change] under "Realm Name".**
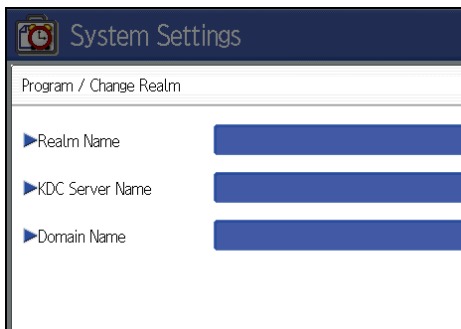
8. **Enter the realm name, and then press [OK].**

   You can enter a Realm name using up to 64 characters.

9. **Press [Change] under "KDC Server Name".**

10. **Enter the KDC server name, and then press [OK].**

    Enter the KDC server name, host name, or IPv4 address.

    You can enter a KDC server name using up to 64 characters.

11. **Press [Change] under "Domain Name".**

12. **Enter the domain name, and then press [OK].**

    You can enter a domain name using up to 64 characters.

13. **Press [OK].**

14. **Press [Exit].**

15. **Press the [User Tools/Counter] key.**

Changing the Realm

This section describes how to change the programmed Realm.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [▼Next] twice.**

4. **Press [Program / Change / Delete Realm].**

5. **Check that [Program / Change] is selected.**

6. **Select the Realm you want to change.**

7. **To change the realm name, press [Change] under "Realm Name".**

8. **Enter the realm name, and then press [OK].**

   You can enter a realm name using up to 64 characters.

9. **To change the KDC server name, press [Change] under "KDC Server Name".**

10. **Enter the KDC server name, and then press [OK].**

    You can enter a KDC server name using up to 64 characters.

11. **To change the domain name, press [Change] under "Domain Name".**

12. **Enter the domain name, and then press [OK].**

    You can enter a domain name using up to 64 characters.

13. **Press [OK].**

14. **Press [Exit].**

15. **Press the [User Tools/Counter] key.**

Deleting the Realm

This section describes how to delete the programmed Realm.

1. **Press [System Settings].**
2. **Press [Administrator Tools].**
3. **Press [▼Next] twice.**
4. **Press [Program / Change / Delete Realm].**
5. **Press [Delete].**
6. **Select the Realm you want to delete.**
7. **Press [Yes].**
8. **Press [Exit].**
9. **Press the [User Tools/Counter] key.**

3. Copier/Document Server Features

This chapter describes user tools in the Copier / Document Server Features menu. For details on how to access Copier / Document Server Features, see "Accessing User Tools".

General Features

This section describes the user tools in the General Features menu under Copier / Document Server Features.

Default settings are shown in **bold type**.

Auto Image Density Priority

You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.

The default setting for "Photo" is **Off**.

The default setting for "Non-photo" is **On**.

Original Photo Type Priority

When you select "Text / Photo" or "Photo" in "Original Type Priority", you can change the settings of the selected original type.

The default setting is **Printed Photo**.

Original Type Display

You can have the original types shown on the initial display.

The default setting is **Display**.

If you select [Hide], the display is as below.
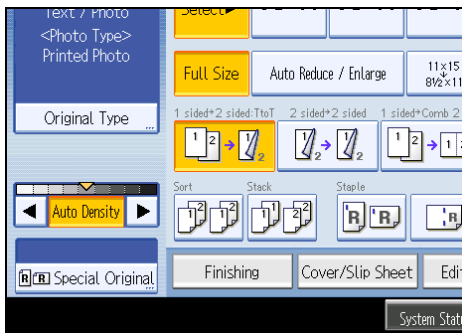
Paper Display

You can choose to have the available paper trays and sizes shown on the initial display.

The default setting is **Display**.

If you select [Hide], the display is shown as below. Press [Auto Paper Select] to display paper sizes.
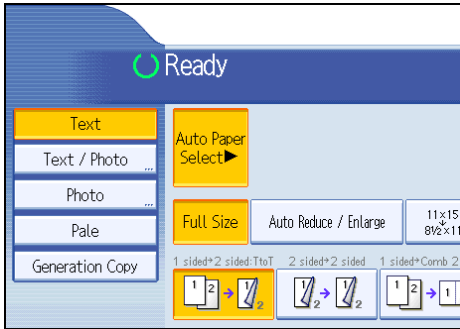
Original Orientation in Duplex Mode

You can set the original orientation when making two-sided copies.

The default setting is **Top to Top**.

Copy Orientation in Duplex Mode

You can set the copy orientation when making two-sided copies.

The default setting is **Top to Top**.

Max. Copy Quantity

The maximum copy quantity can be set between 1 and 999.

The default setting is **999 sheet(s)**.

Auto Tray Switching

If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected). This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.

The default setting is **With Image Rotation**.

- With Image Rotation

  Use to copy when using the Auto Tray Switching function.

- Without Image Rotation

  Only copies with Auto Tray Switching if you load paper of the same size and in the same orientation in two or more trays. If the paper is not the same size or in the same orientation, copying is interrupted and the message "Load paper." is displayed.

- Off

  When a paper tray runs out of paper, copying is interrupted and the message "Load paper." is displayed.

Alert Sound: Original left on Exposure Glass

The beeper (key tone) sounds if you forget to remove originals after copying.

The default setting is **On**.

If Panel Key Sound of User Tools (System Settings) is [Off], the beeper does not sound irrespective of the Tone: Original Remains setting.

Job End Call

You can choose whether or not the beeper sounds when copying is complete.

The default setting is **On**.

If Panel Key Sound of User Tools (System Settings) settings is [On], the machine beeps to notify you that it did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper, or a paper jam occurred.

Customize Function: Copier

You can assign up to six frequently-used functions to Copy Function keys.
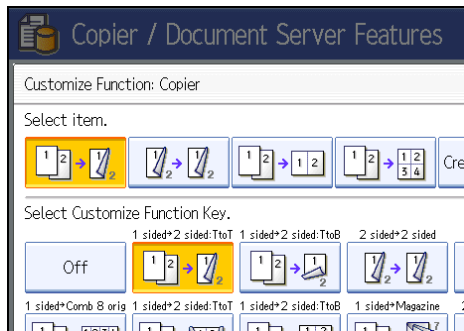
The default setting for "Customize Function: Copier 1" is **1 sided → 2 sided:TtoT**.

The default setting for "Customize Function: Copier 2" is **2 sided → 2 sided**.

The default setting for "Customize Function: Copier 3" is **1 sided → Comb 2 orig**.

The default setting for "Customize Function: Copier 4" is **1 sided → Comb 4 orig**.

The default setting for "Customize Function: Copier 5" is **Create Margin**.

The default setting for "Customize Function: Copier 6" has not been set.

Customize Function: Document Server Storage

You can assign up to six frequently-used functions to Document Server Storage keys.

3
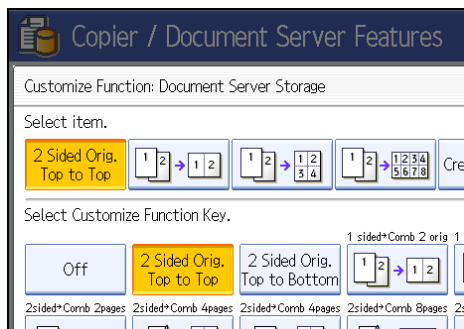
The default setting for "Customize Function: Document Server Storage 1" is **2 Sided Orig. Top to Top**.

The default setting for "Customize Function: Document Server Storage 2" is **1 sided → Comb 2 orig**.

The default setting for "Customize Function: Document Server Storage 3" is **1 sided → Comb 4 orig**.

The default setting for "Customize Function: Document Server Storage 4" is **1 sided → Comb 8 orig**.

The default setting for "Customize Function: Document Server Storage 5" is **Create Margin**.

The default setting for "Customize Function: Document Server Storage 6" has not been set.

Reference

- p.12 "Accessing User Tools"

Reproduction Ratio

This section describes the user tools in the Reproduction Ratio menu under Copier / Document Server Features.

Default settings are shown in **bold type**.

Shortcut Reduce/Enlarge

You can register up to three frequently used Reduce / Enlarge ratios other than the fixed Reduce / Enlarge ratio and have them shown on the initial display. You can also change registered Reduce / Enlarge ratios.

When you select [User Reduce/Enlarge Ratio], the ratio can be set from 25.0 to 400.0%, using the number keys.

The default setting for "F1" is **71%** (Metric version) / **73%** (Inch version).

The default setting for "F2" is **141%** (Metric version) / **155%** (Inch version).

The default setting for "F3" is **93%**.

Reproduction Ratio

Specify the enlargement and reduction ratios that appear if [Reduce / Enlarge] is pressed on the copier screen.

- Metric version
  - 25%
  - A3 → A5, B4 → B6 (50%)
  - A3 → B5, A4 → B6 (61%)
  - A3 → A4, B4 → B5 (71%)
  - B4 → A4, B5 → A5 (82%)
  - A3 → B4, A4 → B5 (87%)
  - 93%
  - B4 → A3, B5 → A4 (115%)
  - A4 → B4, A5 → B5 (122%)

- A4 → A3, B5 → B4 (141%)
- A5 → A3, B6 → B4 (200%)
- 400%
- User R / E Ratio (25-400%)

- Inch version
  - 25%
  - 11"×17" → $5^1/_2$"×$8^1/_2$" (50%)
  - 11"×17" → $8^1/_2$"×11" (65%)
  - 11"×15" → $8^1/_2$"×11" (73%)
  - $8^1/_2$"×14" → $8^1/_2$"×11" (78%)
  - $8^1/_2$"×13" → $8^1/_2$"×11" (85%)
  - 93%
  - $8^1/_2$"×14" → 11"×17" (121%)
  - $8^1/_2$"×11" → 11"×17" (129%)
  - $5^1/_2$"×$8^1/_2$" → $8^1/_2$"×14" (155%)
  - $5^1/_2$"×$8^1/_2$" → 11"×17" (200%)
  - 400%
  - User R / E Ratio (25-400%)

Reduce/Enlarge Ratio Priority

You can set the ratio that has priority when [Reduce / Enlarge] is pressed.

The default setting is **71%** (Metric version) / **73%** (Inch version).

Ratio for Create Margin

You can set a Reduce / Enlarge ratio when registering Create Margin in a shortcut key.

Enter a ratio using number keys (in the range of 90 to 99%).

The default setting is **93%**.

🗒 Reference

- p.12 "Accessing User Tools"

Edit

This section describes the user tools in the Edit menu under Copier / Document Server Features.

Default settings are shown in **bold type**.

Enter the width of the binding margin with the number keys as follows:

- Metric version: 0-30 mm (in increments of 1 mm)
- Inch version: 0"-1.2" (in increments of 0.1 inch)

Enter the width of the erased margin with the number keys as follows:

- Metric version: 2-99 mm (in increments of 1 mm)
- Inch version: 0.1"-3.9" (in increments of 0.1 inch)

An image of approximately 1.5 mm (0.06") will not be displayed as the width of the separation line, when specifying solid or broken lines.

Front Margin: Left / Right

Specify left and right margins on the front side of copies in Margin Adjustment mode.

The default setting is **Left 5 mm** (Metric version) / **Left 0.2"** (Inch version).

Back Margin: Left / Right

Specify left and right margins on the back side of copies in Margin Adjustment mode.

The default setting is **Right 5 mm** (Metric version) / **Right 0.2"** (Inch version).

Front Margin: Top / Bottom

Specify top and bottom margins on the front side of copies in Margin Adjustment mode.

The default setting is **T / B: 0 mm** (Metric version) / **T / B: 0.0"** (Inch version).

Back Margin: Top / Bottom

Specify top and bottom margins on the back side of copies in Margin Adjustment mode.

The default setting is **T / B: 0 mm** (Metric version) / **T / B: 0.0"** (Inch version).

1 Sided → 2 Sided Auto Margin: TtoT

In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.

The margin is set to the same value of "Back Margin: Left/Right".

The default setting is **Right 5 mm** (Metric version) / **Right 0.2"** (Inch version).

1 Sided → 2 Sided Auto Margin: TtoB

In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.

The value set for "Back Margin: Top/Bottom" is used.

The default setting is **T / B: 0 mm** (Metric version) / **T / B: 0.0"** (Inch version).

Erase Border Width

Specify the width of erased border margins using this function.

The default setting is **10 mm** (Metric version) / **0.4"** (Inch version).

Erase Original Shadow in Combine

In Combine mode, you can specify whether to erase a 3 mm, 0.1" boundary margin around all four edges of each original.

The default setting is **On**.

Erase Center Width

Specify the width of the erased center margins with this function.

The default setting is **10 mm** (Metric version) / **0.4"** (Inch version).

Front Cover Copy in Combine

You can make a combined copy on the front cover sheet when you select Front Cover mode.

Combine	Not Combined
1 2 5 6	1 2 3 6 7
3 4 7 8	4 5 8

BBM013S
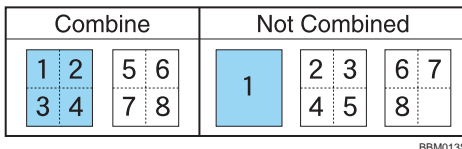
The default setting is **Combine**.

Copy Order in Combine

You can set the copy order in Combine mode to Left to Right or Top to Bottom.

From Left to Right	From Top to Bottom
1 2	1 3
3 4	2 4
1 2 3 4	1 3 5 7
5 6 7 8	2 4 6 8

GCAH090E
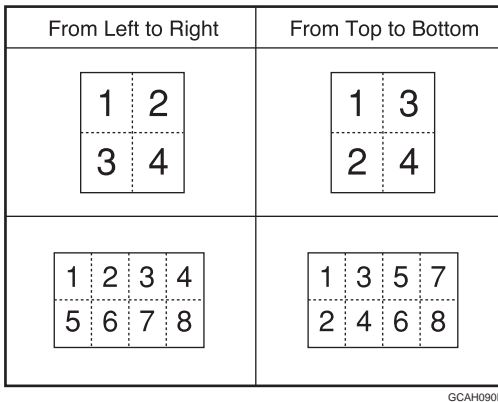
The default setting is **From Left to Right**.

Orientation: Booklet, Magazine

You can select the opening orientation of copies when using Booklet or Magazine mode.

The default setting is **Open to Left**.

Copy on Designating Page in Combine

Specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter mode.

The default setting is **Combine**.

Image Repeat Separation Line

You can select a separation line using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.

- None

- Solid

- Broken A

- Broken B

- Crop Marks

The default setting is **None**.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06") in width along the separation line.

Double Copies Separation Line

You can select a separation line using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks.

- None

- Solid

- Broken A

- Broken B

• Crop Marks

The default setting is **None**.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06") in width along the separation line.

Separation Line in Combine

You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.

• None

• Solid

• Broken A

• Broken B

• Crop Marks

The default setting is **None**.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06") in width along the separation line.

🗒 Reference

• p.12 "Accessing User Tools"

Stamp

This section describes the user tools in the Stamp menu under Copier / Document Server Features.

Default settings are shown in **bold type**.

Background Numbering

This section describes the user tools in the Background Numbering menu under Stamp.

Size

You can set the size of the numbers.

The default setting is **Normal**.

Density

You can set the density of the numbers.

The default setting is **Normal**.

Preset Stamp

This section describes the user tools in the Preset Stamp menu under Stamp.

Stamp Language

You can select the language of the message printed in Stamp mode.

The default setting is **English**.

Stamp Priority

You can select the stamp type given priority when [Preset Stamp] is pressed.

The default setting is **Copy**.

Stamp Format

Specify how each stamp is printed.

- Stamp Position

  Specify where to print the stamp.

  The default setting is **Top Right**.

- Adjust Stamp Position

  You can adjust the position of the stamp within the available ranges shown below.

  - Metric version:

    "Top Left"⁻T/B: 4-144mm, L/R: 4-144mm

    "Top Center"⁻T/B: 4-144mm, L/R: 72-72mm

"Top Right"‾T/B: 4-144mm, L/R: 4-144mm

"Center Left"‾T/B: 72-72mm, L/R: 4-144mm

"Center"‾T/B: 72-72mm, L/R: 72-72mm

"Center Right"‾T/B: 72-72mm, L/R: 4-144mm

"Bottom Left"‾T/B: 4-144mm, L/R: 4-144mm

"Bottom Center"‾T/B: 4-144mm, L/R: 72-72mm

"Bottom Right"‾T/B: 4-144mm, L/R: 4-144mm

- Inch version:

"Top Left"‾T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Top Center"‾T/B: 0.1"-5.7", L/R: 2.8"-2.8"

"Top Right"‾T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Center Left"‾T/B: 2.8"-2.8", L/R: 0.1"-5.7"

"Center"‾T/B: 2.8"-2.8", L/R: 2.8"-2.8"

"Center Right"‾T/B: 2.8"-2.8", L/R: 0.1"-5.7"

"Bottom Left"‾T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Bottom Center"‾T/B: 0.1"-5.7", L/R: 2.8"-2.8"

"Bottom Right"‾T/B: 0.1"-5.7", L/R: 0.1"-5.7"

- Size

  You can set the size of the stamp.

  The default setting is **1 X**.

- Density

  You can set the pattern used to print the stamp.

  The default setting is **Normal**.

  - Normal

    The stamp is printed on the image. You cannot check which parts will overlap.

  - Lighter

    The image can be seen through the stamp.

  - Lightest

    The image appears even clearer than in the Lighter setting.

- Page to Stamp

  You can have the stamp printed on the first page or all pages.

  The default setting is **All Pages**.

User Stamp

This section describes the user tools in the User Stamp menu under Stamp.

Program / Delete Stamp

You can register, change, or delete user stamps.

You can register up to four custom stamps with your favorite designs.

For details about how to program the User Stamp, see "User Stamp", Copy / Document Server Reference.

Stamp Format: 1-4

Specify how each registered User Stamps 1 to 4 is printed.

- Stamp Position

    Specify where to print the User Stamp.

    The default setting is **Top Right**.

- Adjust Stamp Position

    You can adjust the position of the User Stamp within the available ranges shown below.

    - Metric version:

        "Top Left"¯T/B: 4-144mm, L/R: 4-144mm

        "Top Center"¯T/B: 4-144mm, L/R: 72-72mm

        "Top Right"¯T/B: 4-144mm, L/R: 4-144mm

        "Center Left"¯T/B: 72-72mm, L/R: 4-144mm

        "Center"¯T/B: 72-72mm, L/R: 72-72mm

        "Center Right"¯T/B: 72-72mm, L/R: 4-144mm

        "Bottom Left"¯T/B: 4-144mm, L/R: 4-144mm

        "Bottom Center"¯T/B: 4-144mm, L/R: 72-72mm

        "Bottom Right"¯T/B: 4-144mm, L/R: 4-144mm

    - Inch version:

        "Top Left"¯T/B: 0.1"-5.7", L/R: 0.1"-5.7"

        "Top Center"¯T/B: 0.1"-5.7", L/R: 2.8"-2.8"

        "Top Right"¯T/B: 0.1"-5.7", L/R: 0.1"-5.7"

        "Center Left"¯T/B: 2.8"-2.8", L/R: 0.1"-5.7"

        "Center"¯T/B: 2.8"-2.8", L/R: 2.8"-2.8"

        "Center Right"¯T/B: 2.8"-2.8", L/R: 0.1"-5.7"

        "Bottom Left"¯T/B: 0.1"-5.7", L/R: 0.1"-5.7"

        "Bottom Center"¯T/B: 0.1"-5.7", L/R: 2.8"-2.8"

3

"Bottom Right"⁻T/B: 0.1"-5.7", L/R: 0.1"-5.7"

- Page to Stamp

  Sets whether to print the stamp on all pages or only the first page.

  The default setting is **All Pages**.

Date Stamp

This section describes the user tools in the Date Stamp menu under Stamp.

Format

You can select the date format for Date Stamp mode.

The default setting is **DD / MM / YYYY** (Metric version) / **MM / DD / YYYY** (Inch version).

Font

You can select the Date Stamp font.

The default setting is **Font 1**.

Size

You can set the Date Stamp size.

The default setting is **Auto**.

Superimpose

You can have the Date Stamp printed in white when it overlaps black parts of the image.

The default setting is **Off**.

Stamp Setting

Specify how Date Stamp is printed.

- Stamp Position

  Specify where to print the Date Stamp.

  The default setting is **Top Left**.

- Adjust Stamp Position

  You can adjust the position of the Date Stamp within the available ranges shown below.

  - Metric version:

    "Top Left"⁻T/B: 4-144mm, L/R: 4-144mm

    "Top Center"⁻T/B: 4-144mm, L/R: 72-72mm

    "Top Right"⁻T/B: 4-144mm, L/R: 4-144mm

    "Bottom Left"⁻T/B: 4-144mm, L/R: 4-144mm

    "Bottom Center"⁻T/B: 4-144mm, L/R: 72-72mm

    "Bottom Right"⁻T/B: 4-144mm, L/R: 4-144mm

- Inch version:

    "Top Left"⁻T/B: 0.1"-5.7", L/R: 0.1"-5.7"

    "Top Center"⁻T/B: 0.1"-5.7", L/R: 2.8"-2.8"

    "Top Right"⁻T/B: 0.1"-5.7", L/R: 0.1"-5.7"

    "Bottom Left"⁻T/B: 0.1"-5.7", L/R: 0.1"-5.7"

    "Bottom Center"⁻T/B: 0.1"-5.7", L/R: 2.8"-2.8"

    "Bottom Right"⁻T/B: 0.1"-5.7", L/R: 0.1"-5.7"

- Page to Stamp

    Sets whether to print the stamp on all pages or only the first page.

    The default setting is **All Pages**.

Page Numbering

This section describes the user tools in the Page Numbering menu under Stamp.

Stamp Format

You can select the page number format given priority when [Page Numbering] is pressed.

The default setting is **P1,P2....**

Font

You can select the page number printed in Page Numbering mode.

The default setting is **Font 1**.

Size

You can set the size of the stamp printed in Page Numbering mode.

The default setting is **Auto**.

Duplex Back Page Stamping Position

You can set the position of the duplex back page number printed in Duplex mode.

The default setting is **Opposite Position**.

Page Numbering in Combine

You can set page numbering when using the Combine function and the Page Numbering function together.

The default setting is **Per Original**.

Stamp on Designating Slip Sheet

You can select to print the page number onto slip sheets when using the Designate function set to "Copy" and the Page Numbering function together.

The default setting is **Off**.

Stamp Position

Specify how each of stamp is printed.

- Stamp Position

  Specify where to print the stamp.

- Adjust Stamp Position

  You can adjust the position of the stamp within the available ranges shown below.

  - Metric version:

    "Top Left"⁻T/B: 4-144mm, L/R: 4-144mm

    "Top Center"⁻T/B: 4-144mm, L/R: 72-72mm

    "Top Right"⁻T/B: 4-144mm, L/R: 4-144mm

    "Bottom Left"⁻T/B: 4-144mm, L/R: 4-144mm

    "Bottom Center"⁻T/B: 4-144mm, L/R: 72-72mm

    "Bottom Right"⁻T/B: 4-144mm, L/R: 4-144mm

  - Inch version:

    "Top Left"⁻T/B: 0.1"-5.7", L/R: 0.1"-5.7"

    "Top Center"⁻T/B: 0.1"-5.7", L/R: 2.8"-2.8"

    "Top Right"⁻T/B: 0.1"-5.7", L/R: 0.1"-5.7"

    "Bottom Left"⁻T/B: 0.1"-5.7", L/R: 0.1"-5.7"

    "Bottom Center"⁻T/B: 0.1"-5.7", L/R: 2.8"-2.8"

    "Bottom Right"⁻T/B: 0.1"-5.7", L/R: 0.1"-5.7"

Superimpose

You can have page numbers printed in white when they overlap black parts of the image.

The default setting is **Off**.

Page Numbering Initial Letter

You can select the page numbering initial letter between "P1, P2.../P.1, P.2..." and "S1, S2.../S.1, S.2...".

The default setting is **P1,P2.../P.1,P.2...**.

Input / Output

This section describes the user tools in the Input/Output menu under Copier / Document Server Features.

Default settings are shown in **bold type**.

Switch to Batch

You can select to have Batch mode or SADF mode displayed when you press the [Special Original] key.

The default setting is **Batch**.

SADF Auto Reset

In SADF mode, an original must be set within a specified time after the previous original has been fed.

You can adjust this time from 3 to 99 seconds in increments of 1 second.

The default setting is **5 seconds**.

Rotate Sort: Auto Paper Continue

Specify to continue copying when paper of the required orientation has run out during rotate sort.

The default setting is **Off**.

- On

  Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.

- Off

  When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. After you have loaded paper, the machine will continue copying.

Memory Full Auto Scan Restart

When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.

The default setting is **Off**.

- On

  You can leave the machine unattended to make copies, but sorted pages will not be sequential.

- Off

  When memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.

Letterhead Setting

If you select [Yes] in this function, the machine rotates the image correctly.

The default setting is **No**.

Orientation-fixed (top to bottom) or two-sided paper might not be printed correctly depending on how the originals and paper are placed.

Staple Position

Specify which Top 2 staples or Bottom shown on the initial display with priority.

The optional 1000-sheet finisher, 3000-sheet finisher, or booklet finisher is required to use this function.

- When the 1000-sheet finisher is installed:

    The default setting for "Staple Position 1" is **Top 1**.

    The default setting for "Staple Position 2" is **Bottom 1**.

    The default setting for "Staple Position 3" is **Left 2**.

    The default setting for "Staple Position 4" is **Top 2**.

- When the 3000-sheet finisher is installed:

    The default setting for "Staple Position 1" is **Top 1**.

    The default setting for "Staple Position 2" is **Slant**.

    The default setting for "Staple Position 3" is **Left 2**.

    The default setting for "Staple Position 4" is **Top 2**.

- When the booklet finisher is installed:

    The default setting for "Staple Position 1" is **Top 1**.

    The default setting for "Staple Position 2" is **Center**.

    The default setting for "Staple Position 3" is **Left 2**.

    The default setting for "Staple Position 4" is **Top 2**.

Punch Type

Specify which punch type (2 holes or 3 holes) has priority to be shown on the initial display.

The optional 1000-sheet finisher, 3000-sheet finisher, or booklet finisher is required to use this function.

The default setting for "Punch Type 1" is **2 Holes Left**.

The default setting for "Punch Type 2" is **2 Holes Top**.

Simplified Screen: Finishing Types

You can select which key is displayed with higher priority for "Finishing Types" on the Simplified Screen.

The default setting for "Simplified Screen: Finishing Types 1" has not been set.

The default setting for "Simplified Screen: Finishing Types 2" has not been set.

The default setting for "Simplified Screen: Finishing Types 3" has not been set.

[] **Reference**

- p.12 "Accessing User Tools"

Settings for the Document Server

This section describes user tool settings for the Document Server.

For details, see "System Settings", and "Copier/Document Server Features".

Copier / Document Server Features

Heading	Item	Default
General Features	Customize Function: Document Server Storage	2 Sided Orig. Top to Top
General Features	Customize Function: Document Server Storage	1 sided → Comb 2 orig
General Features	Customize Function: Document Server Storage	1 sided → Comb 4 orig
General Features	Customize Function: Document Server Storage	1 sided → Comb 8 orig
General Features	Customize Function: Document Server Storage	Create Margin
General Features	Customize Function: Document Server Storage	-

System Settings

Heading	Item	Default
General Features	Warm-up Beeper	On
General Features	Copy Count Display	Up
General Features	Output: Document Server	Internal Tray 1
Tray Paper Settings	Paper Tray Priority: Copier	Tray 1
Tray Paper Settings	Cover Sheet Tray	-
Tray Paper Settings	Slip Sheet Tray	-
Timer Settings	Copier / Document Server Auto Reset Timer	On, 60 second(s)

Heading	Item	Default
Administrator Tools	Auto Delete File in Document Server	**On**, **3 day(s)**
Administrator Tools	Delete All Files in Document Server	–

🖹 Reference

- p.57 "System Settings"
- p.101 "Copier/Document Server Features"

4. Facsimile Features

This chapter describes user tools in the Facsimile Features menu. For details on how to access Facsimile Features, see "Accessing User Tools".

General Settings

This section describes the user tools in the General Settings menu under Facsimile Features.

Quick Operation Key (1-3)

> Frequently used functions programmed as Quick Operation keys are shown on the menu immediately after the power is turned on.

> If [On] is selected, the Quick Operation keys can be programmed with the following items:

- On

    - Manual E-mail RX

    - Send Later

    - Subject

    - Text

    - Recept. Notice

    - E-mail TX Results

    - BCC Transmission

    - Std. Message

    - Fax Header Print

    - Label Insertion

    - Closed Network

    - SUB Code TX

    - SEP Code Reception

    - Stamp

    - Print Memory Lock

    - TX File Status

    - RX File Status

    - Journal

    - Print Stored RX File

    - TX Status Report

    - Forwarding

    - Switch RX Mode

- Off

Up to three functions can be programmed to Quick Operation keys.

Functions that appear dimmed have already been set.

The default setting for Quick Operation key 1 has not been set.

The default setting for Quick Operation key 2 is **TX File Status**.

The default setting for Quick Operation key 3 is **RX File Status**.

Switch Title

Select the title to be shown on the destination list.

The default setting is **Title 1**.

Search Destination

Select a destination list to be used in "Search Destination".

You can select from the Address Book, or a registered LDAP Server.

To search from an LDAP server, it is necessary to register the LDAP server in [System Settings] and set [LDAP Search] to [On].

The default setting is **Address Book**.

For details about "LDAP Search", see "Administrator Tools".

Communication Page Count

Checks the transmission and reception, and totals on the display.

- Pages Sent:

  Total number of transmitted pages

- Pages Received:

  Total number of received pages

1. Press [Facsimile Features].

2. Press [General Settings].

3. Press [Communication Page Count].

4. After checking the display, press [Exit].

5. Press the [User Tools/Counter] key.

Adjust Sound Volume

Adjust the sound volume during On Hook Mode and Immediate Transmission.

The default settings for each sound volume are **Level 2**.

Box Setting

The following functions are for delivery and transfer of documents:

- Personal Box

- Information Box
- Transfer Box

For details about Box Setting, see "Box Settings".

Box Setting: Print List

You can print a list of the currently registered Personal Boxes, Information Boxes, and Transfer Boxes.

On Hook Mode Release Time

Use this function to specify a time to cancel On Hook mode after you transmit using On Hook dialing.

The default setting is **3 minutes**.

🗒 Reference

- p.12 "Accessing User Tools"
- p.82 "Administrator Tools"
- p.183 "Box Setting"

Scan Settings

This section describes the user tools in the Scan Settings menu under Facsimile Features.

Program / Change / Delete Scan Size

You can program, change, or cancel frequently used scan sizes.

For details about programming Scan Size, see "Program / Change / Delete Scan Size".

🗐 Reference

- p.12 "Accessing User Tools"
- p.148 "Program / Change / Delete Scan Size"

Send Settings

This section describes the user tools in the Send Settings menu under Facsimile Features.

Max. E-mail Size

When the other party has a limit on the size of e-mail messages that can be received, or sending data heavy e-mail causes problems, you can make settings to limit the size of sent e-mail. When this function is set to on, transmission of e-mail that exceeds the set size is aborted.

The default setting is **Off**.

When e-mail exceeds the maximum file size, an Error Report is output, and the e-mail is deleted.

Even when e-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

1. Press [Facsimile Features].

2. Press [Send Settings].

3. Press [Max. E-mail Size].

4. Press [On].
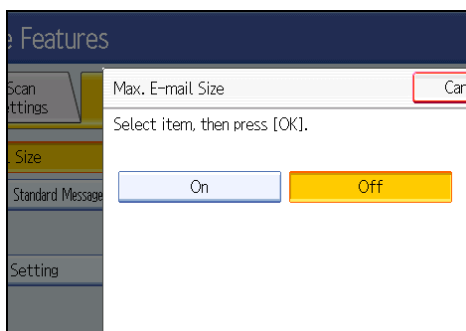
5. Enter the maximum e-mail size using the number keys.
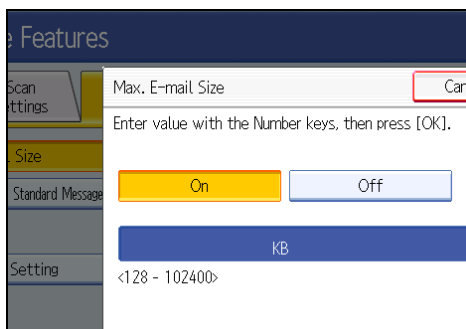
Maximum e-mail size can be between 128 and 102,400 KB.

If you make a mistake, press [Clear] or the [Clear/Stop] key, and then enter again.

6. Press [OK].

Program / Change / Delete Standard Message

Program standard messages to be printed at the top of the first page of the original of the opposite party. It is useful for personalizing messages such as sending greetings.

You can program three standard messages. You cannot change the "Confidential", "Urgent", "Please phone", or "Copy to corres. section" messages.

The procedure is the same for both programming and changing.

For details about how to enter the text, see "Entering Text", About this Machine.

1. Press [Facsimile Features].

2. Press [Send Settings].

3. Press [Program / Change / Delete Standard Message].

4. Check that [Program / Change] is selected.

   To delete the registered message, press [Delete].
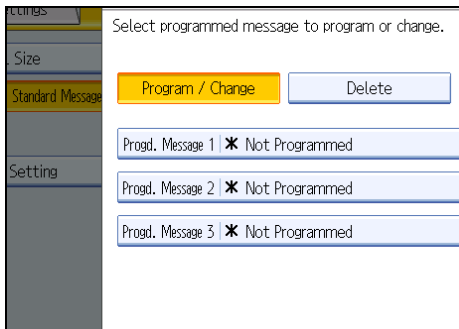
5. Select the message you want to program or change.

   To delete the registered message, select the message you want to delete, and then press [Delete].

6. Enter a new message.

   For details about entering text, see "Entering Text", About This Machine.

7. Press [OK].

   To cancel a registration, press [Cancel].

8. Press [Exit].

9. Press the [User Tools/Counter] key.

Backup File TX Setting

You can specify whether or not to send to a selected folder the backup of a file sent by Memory Transmission.

By setting [Backup File TX Setting] to [On] and selecting the destination folder, you can automatically send to the selected folder the backup of a file sent by Memory Transmission using the machine's control panel, Web Image Monitor, or LAN-Fax.

Select the destination folder for the backup file from the address book.

The default setting is **Off**.

If you set [Backup File TX Setting] to [On] but the Backup File TX fails, the machine automatically prints a backup file TX communication failure report.

The backup file format will be the same as that specified for files forwarded to folder destinations. Using the parameter settings (switch: 21, bit: 3), select TIFF or PDF as the format for sending a file. The format is factory-preset to TIFF.

Using the parameter settings, you can specify the redial interval (switch: 35, bits: 0-7) and the maximum number of redials (switch: 36, bits: 0-7). The redial interval is factory-preset to 15 minutes; the maximum number of redials, to 192.

Using the parameter settings, (switch: 37, bit: 0) you can specify whether to stop sending a backup file if the destination folder becomes full while the machine is sending or waiting to send a fax or the backup file.

1. Press [Facsimile Features].

2. Press [Send Settings].

3. Press [Backup File TX Setting].

4. Press [On].

   If there is a folder already programmed, a folder name is shown. If you want to change the folder, press [Folder] and proceed to step 5.

5. Specify a folder for back up, and then press [OK].

   The folder name is shown to the right of [Folder].

6. Press [OK].

7. Press the [User Tools/Counter] key.

🗐 Reference

- p.12 "Accessing User Tools"
- p.159 "Parameter Settings"

Reception Settings

This section describes the user tools in the Reception Settings menu under Facsimile Features.

Switch Reception Mode

Specify the method for receiving fax documents.

The default setting is **Auto Reception**.

Program Special Sender

By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently.

For details about how to program Special Sender, see "Special Senders to Treat Differently".

Program Special Sender: Print List

You can print the Special Sender List.

1. Press [Facsimile Features].

2. Press [Reception Settings].

3. Press [Program Special Sender: Print List].

4. Press the [Start] key.

   To cancel printing a list before pressing the [Start] key, press [Cancel] or the [Clear/Stop] key.

5. Press the [User Tools/Counter] key.

Forwarding

Specify whether or not received fax documents are to be forwarded to a programmed receiver.

The default setting is **Off**.

For details about Forwarding, see "Forwarding".

Reception File Setting

Select whether received documents are saved on the hard disk to be printed later or printed immediately without being saved.

The default setting is **Print**.

For details about Reception File Setting, see "Reception File Setting".

Stored Reception File User Setting

You can limit fax reception to users who can perform operations on documents stored on the hard disk. To perform operations on received faxes, the user must enter his/her user code or login user name/password using Web image Monitor or the machine's control panel.

For details about Stored Reception File User Setting, see "Stored Reception File User Setting".

The default setting is **Off**.

SMTP RX File Delivery Settings

This function is available on systems that allow routing of e-mail received via SMTP.

The default setting is **Off**.

For details about SMTP RX File Delivery Settings, see "SMTP RX File Delivery Settings".

2 Sided Print

Specify whether or not received fax documents are to be printed on both sides of the paper.

The default setting is **Off**.

Checkered Mark

Specify whether or not a checkered mark is to be printed on the first page of received fax documents.

The default setting is **On**.

Center Mark

Specify whether or not a center mark is to be printed halfway down the left side and at the top center of each page received.

The default setting is **Off**.

Print Reception Time

Specify whether or not the received date, time, and file number are printed at the bottom of received fax documents.

The default setting is **Off**.

Reception File Print Quantity

Specify the number of copies to be printed for each fax document received.

- 1 to 10 set(s)

The default setting is **1 set(s)**.

Paper Tray

Use this function to print fax documents received from programmed senders and fax documents from other senders, using different paper trays.

Display of tray names may differ depending on the options installed.

The default setting is **Auto Select**.

Specify Tray for Lines

Specify a paper tray for each line (telephone, Internet Fax, IP-Fax).

The default setting is **Off**.

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [▼Next].
4. Press [Specify Tray for Lines].

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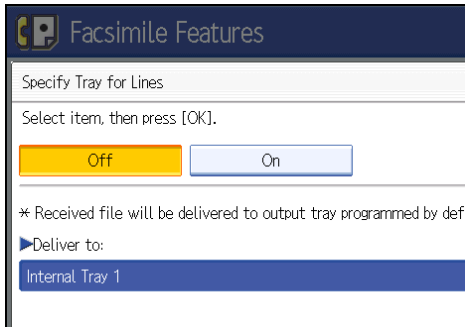
5. Press [On].

If you select [Off], the received fax is delivered to a default tray.

6. Select the line type.
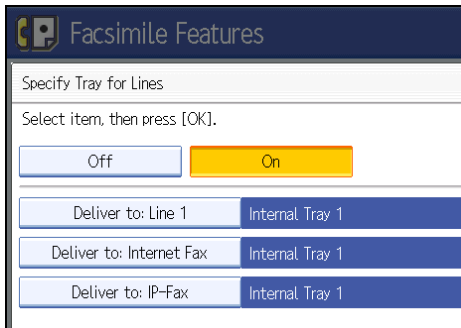
7. Select a tray to deliver the received paper onto, and then press [OK].

If you want to specify another line type, repeat from step 5.

8. Press the [User Tools/Counter] key.

Folder Transfer Result Report

You can set whether the Folder Transfer Result Report is transmitted to the specified e-mail address, when folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders.

You must first register the destination for the Folder Transfer Result Report in the destination list. See "Registering a Fax Destination".

Specify a group destination to transfer documents to multiple destinations. A maximum of 500 parties can be specified in a group. See "Registering Names to a Group".

Even if the Folder Transfer Result Report is not successfully transmitted, the report is not printed on this machine.

The default setting is **Do not E-mail**.

1. Press [Facsimile Features].

2. Press [Reception Settings].

3. Press [▼Next].

4. Press [Folder Transfer Result Report].

5. To send the Folder Transfer Result Report, press [E-mail].

   To not send the Folder Transfer Result Report, press [Do not E-mail], and then press [OK].

6. Press the Destination key of the e-mail address for notification, and then press [OK].

7. Check the selected destination, and then press [OK].

8. Press [Exit].

9. Press the [User Tools/Counter] key.

Memory Lock Reception

When you switch Memory Lock on, received documents are stored in memory and not printed automatically. When a document is received in the Memory Lock mode, the Confidential File indicator blinks. To print this document, enter the Memory Lock ID. A user without the ID cannot print the document.

This prevents unauthorized users from accessing the document. To use Memory Lock, program the Memory Lock ID, and then switch Memory Lock on. To store incoming documents from Special Senders only in Memory Lock, program each sender with "Special Senders to Treat Differently".

This function is not available with Internet Fax.

The default setting is **Off**.

1. Press [Facsimile Features].

2. Press [Reception Settings].

3. Press [▼Next].

4. Press [Memory Lock Reception].

5. Select [On] or [Off], and then press [OK].

6. Press [Exit].

7. Press the [User Tools/Counter] key.

🄵 Reference

- p.169 "Special Senders to Treat Differently"
- p.154 "Forwarding"
- p.140 "Reception File Setting"
- p.143 "Stored Reception File User Setting"
- p.145 "SMTP Reception File Delivery Settings"
- p.240 "Registering a Fax Destination"
- p.276 "Registering Names to a Group"

Initial Settings

This section describes the user tools in the Initial Settings menu under Facsimile Features.

Parameter Setting

User Parameters allow you to customize various settings to suit your needs.

For details about Parameter Setting, see "Parameter Settings".

Parameter Setting: Print List

You can print Parameter Setting list.

Print this list to see the current User Parameter settings. However, not all the parameter settings are printed.

1. Press [Facsimile Features].

2. Press [Initial Settings].

3. Press [Parameter Setting: Print List].

4. Press the [Start] key.

   To cancel printing a list before pressing the [Start] key, press [Cancel] or the [Clear/Stop] key.

5. Press the [User Tools/Counter] key.

Program Closed Network Code

Register an ID required for Closed Network communication.

1. Press [Facsimile Features].

2. Press [Initial Settings].

3. Press [Program Closed Network Code].

4. Enter an ID using the number keys and [A] to [F], and then press [OK].

   Register a four-digit number using 0 to 9 and A to F (except for 0000 and FFFF).
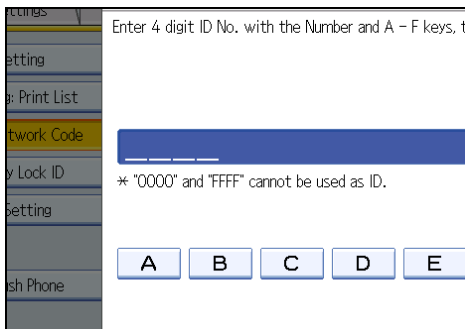
5. Press the [User Tools/Counter] key.

Program Memory Lock ID

Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.

1. Press [Facsimile Features].

2. Press [Initial Settings].

3. Press [Program Memory Lock ID].

4. Enter an ID using the number keys, and then press [OK].

   A Memory Lock ID can be any four-digit number, except 0000.
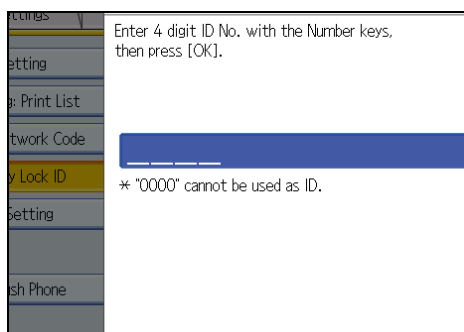
   If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

5. Press the [User Tools/Counter] key.

Internet Fax Setting

You can select to display the Internet Fax icon or not. When you want to send an Internet Fax, set On to display the icon.

The default setting is **Off**.

Select Dial / Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.

Dial and Push lines are available for selection.

If the optional extra G3 interface unit is installed, settings for the extra G3 lines appear.

This function is not available in some regions.

The default setting is **Push Button Phone**.

1. Press [Facsimile Features].

2. Press [Initial Settings].

3. Press [Select Dial / Push Phone].

4. Press [Push Button Phone] or [Dial Phone (10PPS)] to select the line, and then press [OK].

5. Press the [User Tools/Counter] key.

Program Fax Information

Program information to be shown on the display of the other machine and printed as a report. Fax Header, Own Name, Own Fax Number can be programmed.

For details about how to program Fax Information, see "Registering Fax Information".

Enable H.323

Specify whether or not H.323 is used for IP-Fax transmission.

The default setting is **Off**.

Enable SIP

Specify whether or not SIP is used for IP-Fax transmission.

The default setting is **Off**.

H.323 Settings

Set the IPv4 address or host name of gate keeper, and alias telephone number.

If you select "On" using the User Parameters, you can use the gatekeeper server. See "Parameter Settings" (switch 34, bit 0).

You can use numbers, and symbols ("#" and "*") for registration of the alias telephone number in H.323 Settings. Make sure you enter these characters correctly.

1. Press [Facsimile Features].
2. Press [Initial Settings].
3. Press [H.323 Settings].
4. Press [Change] for each property.
5. Enter the IPv4 address or host name, and alias telephone number and press [OK].
6. Press [OK].
7. Press the [User Tools/Counter] key.

SIP Settings

Set the SIP server's IPv4 address or host name, and SIP user name.

If you select "On" using the User Parameters, you can use the SIP server. See "Parameter Settings" (switch 34, bit 1).

You can use alphanumeric symbols (lower and upper cases) and symbols (";", "?", ":", "&", "=", "+", "$", ",", "-", "_", ".", "!", "~", "*", "#", "'", "(", ")", "%", "/", and "@") for registration of the SIP User Name in SIP Settings. Make sure you enter these characters correctly.

Use numbers and periods (".") to enter the correct IPv4 addresses for the gatekeeper, SIP server, and gateway. To obtain the correct IPv4 addresses, consult the administrator.

1. Press [Facsimile Features].
2. Press [Initial Settings].
3. Press [SIP Settings].

4. Press [Change] for each property.

A proxy server relays call requests and responses.

A redirect server processes request destination inquiries.

A register server registers location information of user agents (which correspond to telephones or facsimiles on public telephone lines) on an IP network.

5. Enter the IPv4 address or host name, and SIP user name, and then press [OK].

6. Specify whether to perform SIP digest authentication.

If you select [On], enter the password using up to 128 characters.

7. Press [OK].

8. Press the [User Tools/Counter] key.

Program / Change / Delete Gateway

Register, change, or delete the gateway used for transmission to IP-Fax.

- Program / Change:
    1. Press [Facsimile Features].
    2. Press [Initial Settings].
    3. Press [Program / Change / Delete Gateway].
    4. Check that [Program / Change] is selected.
    5. Press a gateway to register.

        When registering a new gateway, press [*Not Programmed].
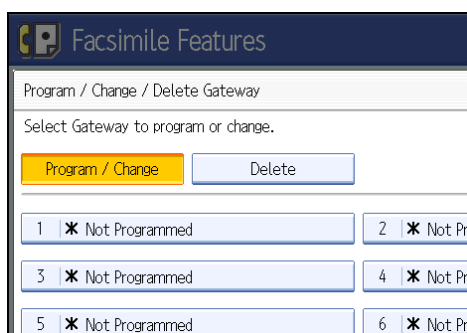
    6. Press [Change] for "Prefix".
    7. Enter the Prefix using the number keys, and then press [OK].

        To change the existing prefix, press [Clear], and then enter a new prefix.

        For documents sent using a gateway to G3 Fax, prefixes can be used. If the first several digits of IP-Fax number and the gateway- specific prefix are identical, documents can be transmitted using the registered digits of the gateway. For example, if both 03 and 04 have been registered as gateway number while 0312345678 is also specified, documents can be transmitted via a gateway for which 03 is used as a prefix.

When you wish to use the gateways regardless of the IP-Fax destination numbers, register only the gateway addresses without registering the prefix.

8. Select a protocol.
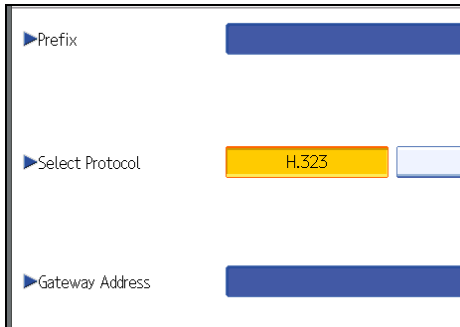
9. Press [Change] for "Gateway Address".

10. Enter the gateway address, and then press [OK].

11. Press [OK].

12. Press the [User Tools/Counter] key.

- Delete:

    1. Press [Facsimile Features].

    2. Press [Initial Settings].

    3. Press [Program / Change / Delete Gateway].

    4. Press [Delete], and then select a gateway to delete.

    5. Press [Yes] on the confirmation message.

        If you do not want to delete the gateway you have selected, press [No].

    6. Press [Exit].

    7. Press the [User Tools/Counter] key.

E-mail Setting

Set whether or not to use "E-mail" in the fax functions.

The default setting is **Off**.

Folder Setting

Set whether or not to use "Folder" in the fax functions.

The default setting is **Off**.

🔲 Reference

- p.12 "Accessing User Tools"

- p.151 "Registering Fax Information"

- p.159 "Parameter Settings"

- p.130 "Reception Settings"
- p.172 "Memory Lock"

Reception File Setting

Specify whether received documents are to be saved on the hard disk or printed immediately without being saved. You can print stored documents repeatedly and download them as images to a computer using Web Image Monitor. If you select printing without saving, documents are printed each time they are received.

If you have used System Settings to specify to have received faxes distributed to the delivery server, the documents cannot be saved on the hard disk.

1. **Press [Facsimile Features].**

2. **Press [Reception Settings].**

3. **Press [Reception File Setting].**

4. **Press [Print] or [Store], and then press [OK].**
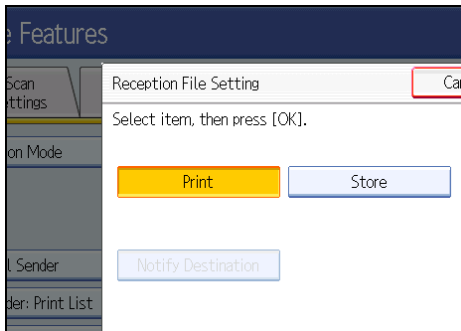
   To cancel your selection, press [Cancel]. The display returns to that of step 3.

   When [Store] is selected, you can select whether or not to send notice of reception to a specific e-mail address. To notify of reception, press [Notify Destination] and select an e-mail address from the Internet Fax destinations programmed in the address book. Further, you can register a group destination. In such a case, a maximum of 500 destinations can be specified in a group.

5. **Press the [User Tools/Counter] key.**

↓Note

- You can use "Parameter Settings" (switch 10, bit 5) to select whether or not to print stored received documents. See "Parameter Settings".

- If [Store] is selected and a destination for notification is specified, notification of document reception can be sent to the specified e-mail address.

- Documents saved on the hard disk are categorized as received and stored documents.

- You cannot change to a different setting if received documents have been stored on the hard disk. To change to different setting, print documents stored on the hard disk if necessary, and then delete them.

- Received confidential documents are stored in memory. Use the Print Confidential RX File function to print them.

- With [Store] selected, more memory space is used as the number of saved documents increases. After memory space becomes insufficient, no more documents are saved on the hard disk. When this happens, the machine starts printing then overwriting old documents, or it deletes the received document data without printing it and then prints the Reception File Erased Report.

- You can store received documents up to a total of approximately 320 pages or 2,240 pages of A4 size Standard <ITU-T#1Chart>.

- You cannot send received documents.

- You cannot manage stored documents from the Document Server display.

- It is recommended that you use Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

Reference

- p.159 "Parameter Settings"

Specifying Automatic Deletion of Incoming Faxes when an Error Occurs

Even if the machine is set to store documents on its hard disk when it cannot print them if they cannot be stored normally because of the following conditions, the machine usually prints them.

- Error occurs on the hard disk of the machine

- The memory is full

- The number of received documents exceeds the number of received documents you can store on the machine's hard disk or facsimile memory

In this case, you can have machine delete the document data without printing it. The machine prints the Reception File Erased Report to confirm information in the received document instead.

Using the User Parameters (switch 10, bit 7) on the Fax Features menu, you can select whether or not to turn on this function. See "Parameter Settings".

Note

- For details about storing documents on the machine's hard disk, see "Reception File Setting".

- You cannot change to a different setting if received documents have been stored on the hard disk. To change to different setting, print documents stored on the hard disk if necessary, and then delete them.

Reference

- p.140 "Reception File Setting"
- p.159 "Parameter Settings"

Reception Report e-mail

When a received document is stored, this report is sent to the e-mail address set as the destination for notification.

🔽Note

- Depending on your e-mail application, a phishing warning might appear after you receive a "Reception Report e-mail". To prevent phishing warnings appearing after you receive a "Reception Report e-mail", you must add the sender to your e-mail application's exclusion list. For details about how to do this, see your e-mail application's Help.

Stored Reception File User Setting

You can limit fax reception to users who can perform operations on documents stored on the hard disk. To perform operations on received faxes, the user must enter his/her user code or login user name/password using Web image Monitor or the machine's control panel.

⭐Important

- You can grant fax operations permission only to users whose user code or login user name/password are already registered in the Address Book.

- It is recommended that you use Web Image Monitor operating under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

1. **Press [Facsimile Features].**
2. **Press [Reception Settings].**
3. **Press [Stored Reception File User Setting].**
4. **If you want to use a user code, press [On].**
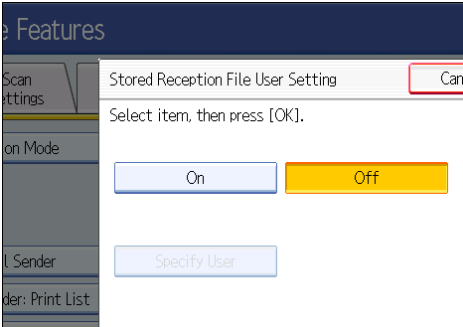
If you do not wish to select a user, press [Off] and proceed from Step 7.

If you press [Cancel], the setting returns to that in Step 3 without being changed.

5. **Press the [Destination] key of the user you wish to specify, and then press [OK].**
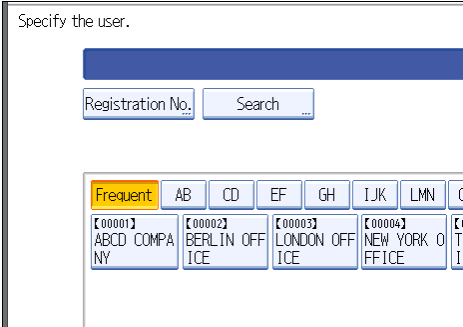
6. **Check the selected user, and then press [OK].**

   If the selected user is deleted from the destination list, the message "Deleted from Address Book" is displayed. Select another user.

7. **Press the [User Tools/Counter] key.**

⬇ Note

- This function is only available when [Store] is selected in Reception File Setting. For details, see "Reception File Setting".

- If the programmed user code was deleted using the Address Book Management function under System Settings, you cannot view received and saved documents using Web Image Monitor or the machine's control panel. Select [Off] in step 4 or reprogram the user code.

- To restrict operations, such as printing or deleting received documents from the machine's control panel, select "On" for the User Parameters (switch 10, bit 0). See "Parameter Settings".

🔖 Reference

- p.159 "Parameter Settings"
- p.140 "Reception File Setting"

SMTP Reception File Delivery Settings

This section describes the user tools in the SMTP Reception File Delivery Settings menu under Facsimile Features.

When an authorized e-mail address is set, e-mail received from addresses that do not match the authorized address is discarded, and an error message is returned to the SMTP server.

The authorized e-mail address is compared with the addresses of e-mail originators, as illustrated by the following examples.

- When the authorized e-mail address is set to "@aaa.abcd.com":

  abc@aaa.abcd.com - accepted

  def@aaa.xyz.com - not accepted

  abc@abcd.com - not accepted

No Error Report is output even when e-mail is discarded.

This function is available on systems that allow routing of e-mail received via SMTP.

1. **Press [Facsimile Features].**

2. **Press [Reception Settings].**

3. **Press [SMTP RX File Delivery Settings].**

4. **Press [On].**
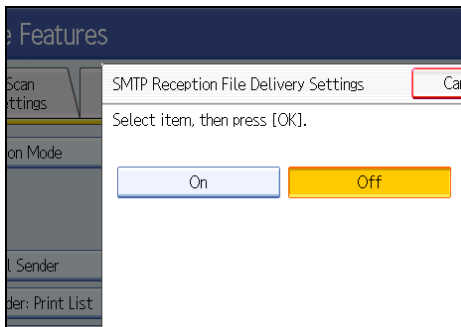
5. **Press [Change].**
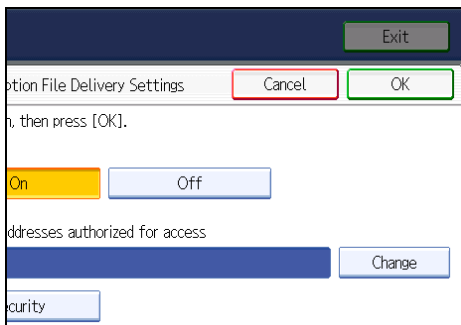
6. **Enter the sending e-mail address to be authorized.**

   If you make a mistake, press [Backspace] or [Delete All], and then enter again.

7. **Press [OK].**

8. **Press [Security].**

   If not specifying the security function, proceed to step 11.

   Security is set to use S/MIME authentication. For details about the security settings, consult your administrator.

9. **Select the security functions.**

   To specify encryption for documents for delivery, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

   To attach a signature to documents for delivery, press [Signature]. For details about Signature, consult your administrator.
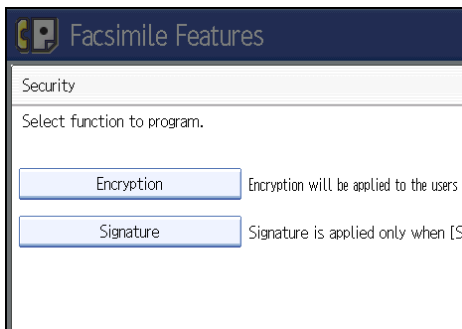
10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools/Counter] key.**

   📌Note

   • If you have specified e-mail destination for delivery, you can specify the file format used for delivery. See "Parameter Settings" (switch 21, bit 3).

- Select [Encrypt All] in the encryption settings and encrypted e-mail is sent regardless of the encryption settings in [Security]. For details about encryption, consult your administrator.

- The electronic signature is limited in the following ways, depending on the S/MIME settings on Web Image Monitor. For details about the electronic signature, consult your administrator.

    - If [Set Individually] is set:

      You can set [Signature] in [Security] and attach an electronic signature to email for every transmission.

    - If [Do not Use Signatures] is set:

      Even if you press [Security], [Signature] does not appear.

    - If [Use Signatures] is set:

      An electronic signature is attached when you send email. The [Signature] setting in [Security] cannot be cancelled.

4

Reference

- p.159 "Parameter Settings"

Program / Change / Delete Scan Size

This section describes how to program, change, and delete a Scan Size.

⭐**Important**

- **When programming or changing a scan size, it is recommended that you make a record of the new size.**

When you select a scan size to scan a custom size original, two custom sizes are available (Program Size 1 and Program Size 2). Use these functions to program a custom size in advance. The procedure is the same for programming and changing.

You can program up to two sizes.

Specify a horizontal length from 128 to 1200 mm, or from 5.5 to 47 inches.

1. **Press [Facsimile Features].**
2. **Press [Scan Settings].**
3. **Press [Program / Change / Delete Scan Size].**
4. **Select [Program Size 1] or [Program Size 2].**
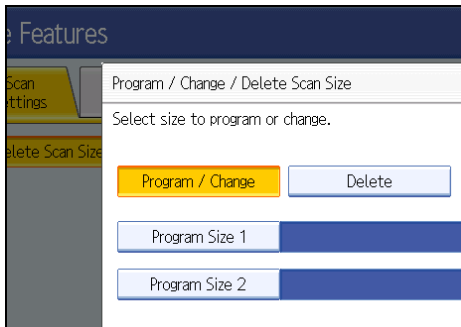
5. **Enter a horizontal size using the number keys.**
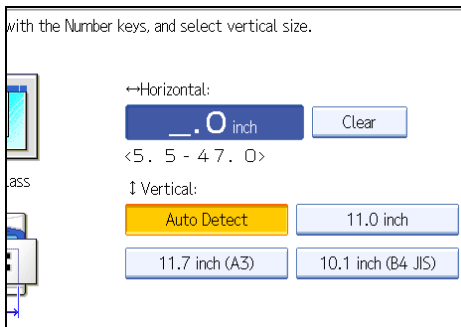
Each time you press [mm] or [inch], the units switch between "mm" and "inch".

If you enter a length and press [mm] or [inch], the length is converted automatically according to the unit (fractions are rounded off). For example, when you enter [2], [2], and [0] in millimeters and

change to "inch", the length 8.7 "inch" is shown on the display. If you press [mm] or [inch] again, "221 mm" is displayed.

If you make a mistake, press [Clear] or the [Clear/Stop] key, and then try again.

To cancel a scan size, press [Cancel].

6. **Select a vertical size, and then press [OK].**

The displayed vertical size differs depending on the selected unit. When [mm] is selected, [Auto Detect], [210 mm (A4)], [257 mm (B4 JIS)], [297 mm (A3)], [216 mm (8 1/2)], and [279 mm (11)] are shown. When [inch] is selected, [Auto Detect], [8.3 inch (A4)], [10.1 inch (B4 JIS)], [11.7 inch (A3)], [8.5 inch], and [11.0 inch] are shown.

To cancel a scan size, press [Cancel].

7. **Press [Exit].**

8. **Press the [User Tools/Counter] key.**

Deleting a Scan Size

This section describes how to delete the programmed Scan Size.

1. **Press [Facsimile Features].**

2. **Press [Scan Settings].**

3. **Press [Program / Change / Delete Scan Size].**

4. **Press [Delete], and then select [Program Size 1] or [Program Size 2].**
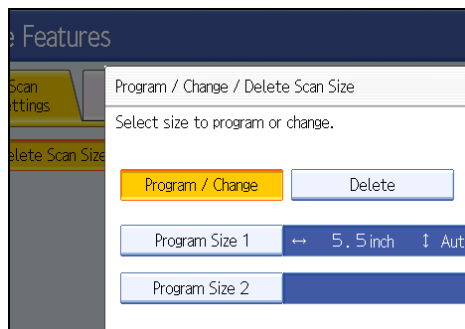
5. **Press [Delete].**

To cancel deleting, press [Do not Delete]. The display returns to that of step 4.

6. **Press [Exit].**

7. **Press the [User Tools/Counter] key.**

Registering Fax Information

This section describes Fax Information.

You can send information to the other party when transmitting or receiving a fax document. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

⭐**Important**

- **You can confirm programmed settings from the User Parameter List. It is recommended that you print and keep the User Parameter List when you program or change settings. See "Parameter Settings".**

- **In the USA, the Fax Header must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.**

- **In the USA, law requires that your fax number be included in the Fax header. Register the fax number and switch on Fax Header Print with User Parameters (switch 18, bit 1) in the Fax Features menu.**

Fax Header

The Fax Header is printed as the header of every fax you send. You should include your name in the Fax Header.

You can program Fax Header1 or Fax Header2. When you send originals using the destination list, you can select which Fax Header is printed on the document received by the other party.

You can register "Fax Header" using up to 32 alphanumeric characters and symbols.

You can use characters, symbols, numbers, and spaces.

You can set whether or not to print a Fax Header using [Fax Header Print] under Options. See "Fax Header Print", Facsimile Reference.

Own Name

The Own Name is sent to the other party when you send or receive a fax. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.

Own Name can be used only if the other machine is of the same manufacturer and has the Own Name function.

You can register "Own Name" using up to 20 alphanumeric characters and symbols.

Own Fax Number

The sender's Own Fax Number is sent to the other party when sending a fax.

The received facsimile number is shown on the display of the other machine and printed in a report.

This function is available regardless of the manufacturer of the other party's machine.

You can register "Own Fax Number" using up to 20 numbers, space, and "+"symbol.

⬇**Note**

- For details about how to print Fax Header, see "Fax Header Print", Facsimile Reference.

Registering Fax Information

1. **Press [Facsimile Features].**

2. **Press [Initial Settings].**

3. **Press [Program Fax Information].**

4. **Select the Fax Information you want to register.**

5. **Register the name and facsimile number.**

6. **Press [Exit].**

7. **Press the [User Tools/Counter] key.**

Registering a Fax Header

1. **Check that [Fax Header] is selected.**

2. **Press [First Name] or [Second Name].**

3. **Enter a fax header including your Own Name and Fax Number, and then press [OK].**

Registering an Own Name

1. Press [Own Name].

2. Press [Own Name].
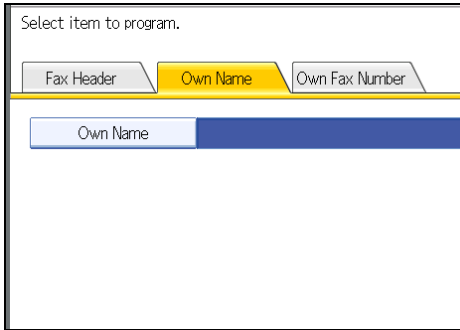
3. Enter your own name, and then press [OK].

Registering an Own Fax Number

1. Press [Own Fax Number].

2. Select line type to program.
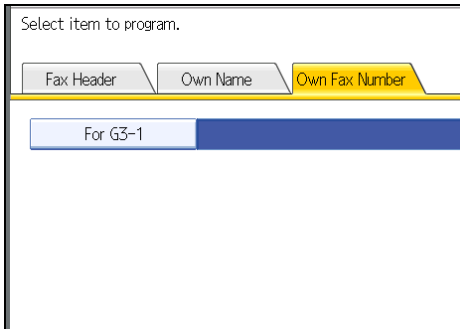
The display differs depending on the optional units installed on the machine.

3. Enter your own facsimile's number using the number keys, and then press [OK].

To enter a + sign or a space, press [+] or [Space].

Changing Fax Information

1. Press [Facsimile Features].

2. Press [Initial Settings].

3. Press [Program Fax Information].

4. **Select the Fax Information you want to change.**

   To change a Fax Header, see "Registering a Fax Header".

   To change Own Name, see "Registering an Own Name".

   To change Own Fax Number, "Registering an Own Fax Number".

5. **Press [Exit].**

6. **Press the [User Tools/Counter] key.**

🔖 Reference

- p.151 "Registering a Fax Header"
- p.152 "Registering an Own Name"
- p.152 "Registering an Own Fax Number"

Deleting Fax Information

1. **Press [Facsimile Features].**

2. **Press [Initial Settings].**

3. **Press [Program Fax Information].**

4. **Press [Fax Header], [Own Name], or [Own Fax Number] to delete.**

5. **Press the item you want to delete.**

6. **Press [Backspace] or [Delete All], and then press [OK].**

   When deleting your own facsimile's number, press [Clear] or the [Clear/Stop] key, and then press [OK].

7. **Press [Exit].**

8. **Press the [User Tools/Counter] key.**

Forwarding

This section describes Forwarding settings.

Print documents received and forward to a specified End Receiver. This is useful if, for example, you are visiting another office and would like a copy of your documents to be sent to that office.

You can also specify a "folder" as the forwarding destination.

⭐ **Important**

- **You can select end receivers only from among destinations programmed in the Address Book.**

A fax number, Internet Fax destination, IP-Fax destination, e-mail address, and folder destination can be set as the forwarding destination.

When you wish to change the end receivers depending on the senders, specify the end receivers by the senders, at "Program Special Sender". Documents not received from specified senders are sent to the destination specified in this function.

You can specify whether or not to print forwarded documents. See "Parameter Settings" (switch 11, bit 6).

Deleting a destination specified as a forward destination from the destination list causes the settings of the forward destination to be deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).

You can program one of the Quick Operation keys with operations for this function.

If you have specified the e-mail destination or folder destination for forwarding, you can specify the file format used for forwarding. See "Parameter Settings" (switch 21, bit 3).

🔳 **Reference**

- p.123 "General Settings"
- p.159 "Parameter Settings"
- p.169 "Special Senders to Treat Differently"

Programming an End Receiver

This section describes how to program an End Receiver.

⭐ **Important**

- **One end receiver can be registered for each special sender. To register two or more end receivers, use group destination. However, a maximum of 500 destinations can be specified in a group.**

1. **Press [Facsimile Features].**
2. **Press [Reception Settings].**
3. **Press [Forwarding].**

4. **Press [On].**
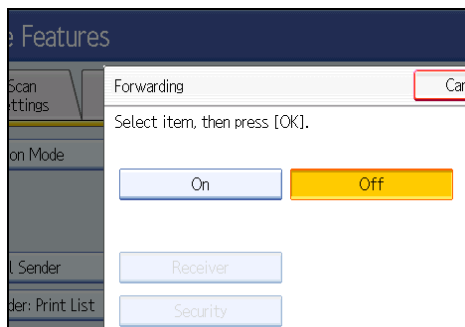
If there is an End Receiver already programmed, a receiver name is shown. If you want to change the receiver, press [Receiver] and proceed to step 5.

To cancel Forwarding, press [Off] and proceed to step 9.

5. **Specify an End Receiver using the destination list, and then press [OK].**
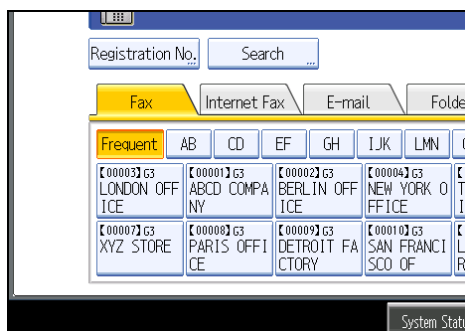
The receiver name is shown to the right of Receiver.

Press the key on the left of the display to switch the destination between fax number, e-mail address, Internet Fax destination, and folder destination.

IP-Fax destination appears in the fax destination list.

Set a folder destination in Address Book Management under Administrator Tools in the System Settings menu. See "Registering Folders".

If you have specified a folder for forwarding, you can specify the file format used for forwarding. See "Parameter Settings" (switch 21, bit 3).

If you make a mistake, press [Clear] before pressing [OK], and then try again.

6. **Press [Security].**

If not specifying the security function, proceed to step 9.

Security is set to use S/MIME authentication. For details about the security settings, consult your administrator.

7. **Select the security functions.**

   To specify encryption for documents for Forwarding, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

   To attach a signature to documents for Forwarding, press [Signature]. For details about Signature, consult your administrator.
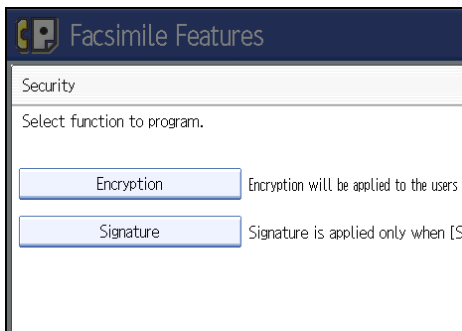
8. **Press [OK].**

9. **Press [Exit].**

10. **Press the [User Tools/Counter] key.**

Note

- Select [Encrypt All] in the encryption settings and encrypted e-mail is sent regardless of the encryption settings in [Security]. For details about encryption, consult your administrator.

- The electronic signature is limited in the following ways, depending on the S/MIME settings on Web Image Monitor. For details about the electronic signature, consult your administrator.

    - If [Set Individually] is set:

      You can set [Signature] in [Security] and attach an electronic signature to email for every transmission.

    - If [Do not Use Signatures] is set:

      Even if you press [Security], [Signature] does not appear.

    - If [Use Signatures] is set:

An electronic signature is attached when you send email. The [Signature] setting in [Security] cannot be cancelled.

Reference

- p.159 "Parameter Settings"
- p.258 "Registering Folders"

Quitting the Forwarding Function

This section describes how to quit the Forwarding function.

1. **Press [Facsimile Features].**

2. **Press [Reception Settings].**

3. **Press [Forwarding].**

4. **Press [Off], and then press [OK].**
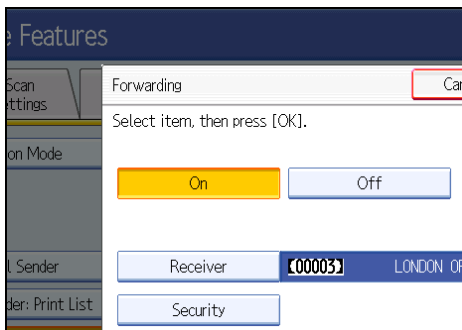
5. **Press the [User Tools/Counter] key.**

Forwarding Mark

This section describes Forwarding Mark.

You can print a Forwarding Mark on receiver's documents that have been forwarded.

The receiver can distinguish between forwarded and normally received documents.

BBM015S
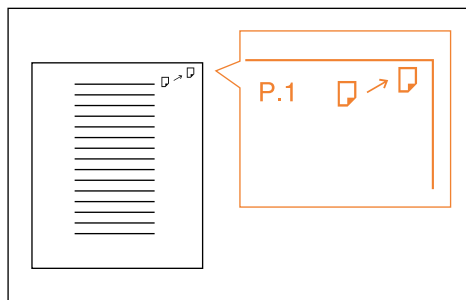
This function is not available when memory forwarding is performed to an e-mail destination or folder destination.

You can specify whether or not to print a Forwarding Mark in the User Parameters. See "Parameter Settings".

Reference

Parameter Settings

This section describes Parameter Settings.

User Parameters allow you to customize various settings to suit your needs. To change function settings, set the User Parameter Switches.

Switches and Bits

Each User Parameter has a set of switches, and each of the switches consist of eight bits, whose values are "0" or "1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between "0" and "1".

- Switch 02

0	0	1	1	1	0	1	1
↓	↓	↓	↓	↓	↓	↓	↓
7	6	5	4	3	2	1	0

User Parameter List

User Parameter Switches are outlined in the following table.

Switch: 02, Bit: 0

Forwarding Mark

- 0: Off
- 1: On

Switch: 02, Bit: 3

TSI Print

- 0: Off
- 1: On

Switch: 03, Bit: 0

Automatic printing of the communication Result Report

- 0: Off
- 1: On

Switch: 03, Bit: 2

Automatic printing of the Memory Storage Report

- 0: Off
- 1: On

Switch: 03, Bit: 3

Whether or not to print the SEP Code RX Reserve Report automatically

- 0: Off
- 1: On

Switch: 03, Bit: 4

Whether or not to print the SEP Code RX Result Report automatically

- 0: Off
- 1: On

Switch: 03, Bit: 5

Automatic printing of the immediate TX Result Report

- 0: Off
- 1: On

Switch: 03, Bit: 7

Automatic printing of the journal

- 0: Off
- 1: On

Switch: 04, Bit: 0

Automatic printing of the Confidential File Report

- 0: Off
- 1: On

Switch: 04, Bit: 1

Automatic printing of Communication Failure Report and Transfer Result Report

- 0: Off
- 1: On

Switch: 04, Bit: 4

Indicates the parties

- 0: Off
- 1: On

Switch: 04, Bit: 5

Include sender's name on reports

- 0: Off
- 1: On

Switch: 04, Bit: 7

Include a portion of the image on reports

- 0: Off
- 1: On

Switch: 05, Bit: 0

Receive Service Call (SC) Condition (Substitute Reception during service call)

- 0: Possible (Substitute RX)
- 1: Not possible (Reception off)

Switch: 05, Bit: 2, 1

Substitute the reception when the machine cannot print (because paper is jammed, all paper trays have run out of paper, toner is empty, or all paper trays are out of order)

- 00: Enabled Unconditionally (Free)
- 01: Enabled when Own Name/Own Fax Number is received
- 10: Enabled for Closed Network Code match
- 11: Disabled (Reception off)

Switch: 05, Bit: 5

Print sheet is limited to that which has highest priority

- 0: Off
- 1: On

Switch: 05, Bit: 7

Empty tray alert (Paper Empty Warning) even when one paper tray is empty

- 0: Off
- 1: On

Switch: 07, Bit: 2

Parallel Memory Transmission

- 0: Off
- 1: On

Switch: 08, Bit: 2

Authorized Reception Type

- 0: Receive from specified senders only
- 1: Receive all documents except from specified senders

Switch: 10, Bit: 0

Restrict operations, such as printing or deleting received documents from the machine's control panel

- 0: Off

- 1: On

Switch: 10, Bit: 3

Page reduction when printing

- 0: Off

- 1: On

Switch: 10, Bit: 5

Reception file setting

- 0: Off

- 1: On

Switch: 10, Bit: 6

Use both e-mail notification and printed reports to confirm the transmission result

- 0: Off

- 1: On

Switch: 10, Bit: 7

Have the machine delete the document data without printing it when an error occurs

- 0: Off

- 1: On

Switch: 11, Bit: 6

Local print when forwarding

- 0: Off

- 1: On

Switch: 14, Bit: 0

Print documents received with Auto Power-On Reception (Night Printing mode)

- 0: Immediate Printing (On)

- 1: When turning on the operation switch (Off)

Switch: 14, Bit: 3

Reset when function changed

- 0: Off

- 1: On

Switch: 15, Bit: 0, 1, 2

Selecting the available paper feed tray

- 001: Tray 1

- 010: Tray 2
- 011: Tray 3
- 100: Tray 4
- 101: Large Capacity Tray (LCT)

Switch: 15, Bit: 5

Whether or not to select the available paper feed tray

- 0: Off
- 1: On

Switch: 17, Bit: 2

Whether you need to press [Add Destination] after specifying a destination with the Destination key when broadcasting

- 0: Not necessary
- 1: Necessary

Switch: 17, Bit: 3

Whether or not to reset the settings when original is scanned

- 0: On
- 1: Off

Switch: 17, Bit: 7

Receive documents by pressing the [Start] key when originals are not set

- 0: Off (no documents Received after pressing the [Start] key)
- 1: On (documents received after Pressing the [Start] key)

Switch: 18, Bit: 0

Print date with Fax Header

- 0: Off
- 1: On

Switch: 18, Bit: 1

Print transmitter origin with Fax Header

- 0: Off
- 1: On

Switch: 18, Bit: 2

Print file number with Fax Header

- 0: Off
- 1: On

Switch: 18, Bit: 3

Print page number with Fax Header

- 0: Off

- 1: On

Switch: 19, Bit: 0

Use paper delivery shift function (Offset Print)

- 0: Off

- 1: On

Switch: 19, Bit: 1

Sort Journal by line type

- 0: Off

- 1: On

Switch: 20, Bit: 0

Automatic printing of the LAN-Fax Result Report

- 0: Off

- 1: On

Switch: 20, Bit: 5, 4, 3, 2

Reprinting time of stored documents in memory that could not be printed using LAN-Fax Driver

- 0000: 0 minutes

- 0001: 1 minutes

- 0010: 2 minutes

- 0011: 3 minutes

- 0100: 4 minutes

- 0101: 5 minutes

- 0110: 6 minutes

- 0111: 7 minutes

- 1000: 8 minutes

- 1001: 9 minutes

- 1010: 10 minutes

- 1011: 11 minutes

- 1100: 12 minutes

- 1101: 13 minutes

- 1110: 14 minutes

- 1111: 15 minutes

Switch: 21, Bit: 0

Print results of sending Reception Notice Request message

- 0: Off (print only when an error occurs)
- 1: On

Switch: 21, Bit: 1

Respond to e-mail reception acknowledgment request

- 0: Off
- 1: On

Switch: 21, Bit: 2

Choose whether to print JPEG or PDF files attached to incoming e-mail

- 0: Do not Print
- 1: Print

Switch: 21, Bit: 3

File format for files forwarded to folder destinations

- 0: TIFF
- 1: PDF

Switch: 21, Bit: 4

Transmit Journal by E-mail

- 0: Off
- 1: On

Switch: 21, Bit: 6

Display Network error

- 0: Display (On)
- 1: Not display (Off)

Switch: 21, Bit: 7

Transmit Error Mail Notification

- 0: On
- 1: Off

Switch: 22, Bit: 0

Detect a dial tone before sending faxes when using the telephone line (LINE)

- 0: Not detect (Off)
- 1: Detect (On)

Switch: 22, Bit: 1

Detect a dial tone before sending faxes when using the telephone line (LINE2)

- 0: Not detect (Off)
- 1: Detect (On)

Switch: 22, Bit: 2

Detect a dial tone before sending faxes when using the telephone line (LINE3)

- 0: Not detect (Off)
- 1: Detect (On)

Switch: 24, Bit: 0

Store documents that could not be transmitted in memory

- 0: Off
- 1: On

Switch: 24, Bit: 1

Length of time documents that could not be transmitted are stored in memory

- 0: 24 hours
- 1: 72 hours

Switch: 24, Bit: 2

Whether to retain the stored file permanently

- 0: No
- 1: Yes

Switch: 32, Bit: 0

Select which order of priority to be used to select an alternative

- 0: Paper Output Priority

  <Priority Order>

  1. IP-Fax destination

  2. Fax number

  3. Internet Fax

  4. E-mail address

  5. Folder

- 1: Electronic Output Priority

  <Priority Order>

  1. Internet Fax

  2. E-mail address

3. Folder

4. IP-Fax destination

5. Fax number

Switch: 34, Bit: 0

Use gatekeeper with IP-Fax

- 0: Off
- 1: On

Switch: 34, Bit: 1

Use SIP server with IP-Fax

- 0: Off
- 1: On

Switch: 35, Bit: 7, 6, 5, 4, 3, 2, 1, 0

Redial interval when sending a backup file

- 00000000: 0 minute(s) ～ 11111111: 255 minute(s)

Switch: 36, Bit: 7, 6, 5, 4, 3, 2, 1, 0

Maximum number of redials when sending a backup file

- 00000000/00000001:1 time(s) ～ 11111110/11111111: 254 time(s)

Switch: 37, Bit: 0

Whether to stop sending a backup file if the destination folder becomes full while the machine is sending or waiting to send a fax or the backup file

- 0: Off
- 1: On

Switch: 37, Bit: 3, 2

Whether to print the backup file if it cannot be sent

- 00: Do not print
- 01: Print first page only
- 10: Print whole file

Changing the User Parameters

This section describes how to set parameters.

⭐**Important**

- **Access to some User Parameter Settings may require options, or other settings may need to be made beforehand.**

- It is recommended that you print and keep a User Parameter list when you program or change a User Parameter.

- Do not change any bit switches other than those shown on the previous pages.

1. **Press [Facsimile Features].**

2. **Press [Initial Settings].**

3. **Press [Parameter Setting].**

4. **Select the switch number you want to change.**

5. **Select the bit number you want to change.**

   When the bit number is pressed, the current value switches between 1 and 0.

   Repeat from step 5 to change another bit number for the same switch.

6. **Press [OK].**

   To cancel these settings, press [Cancel]. The display returns to that of step 4.

7. **Repeat step 4 through step 5 to change the switch settings.**

8. **After all the settings are finished, press [Exit].**

9. **Press the [User Tools/Counter] key.**

Special Senders to Treat Differently

This section describes Special Senders settings.

By programming particular senders in advance, you can set the following function for each sender:

- Authorized Reception
- Forwarding
- Reception File Print Quantity
- Print 2 Sided per Sender
- Memory Lock
- Paper Tray

Use Own Name or Own Fax Number to program your senders. If the sender has a machine of the same manufacturer, program an Own Name that has already been programmed as a sender. If the machine is not from the same manufacturer, Own Fax Number is used.

You can apply the same settings to all programmed numbers. You can then customize the settings for individual numbers as necessary using the Special Sender Registration function.

The following items can be programmed.

- Special Senders

  Up to 30 Special Senders can be registered. A maximum of 24 characters can be used for each name when using G3.

- Full/Partial agreement

  When you program own names and facsimile names for multiple destinations, you can program a common sequence of characters to identify destinations.

Destination to be programmed (Own Name)	Number of programmed identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

Using Partial matching

Destination to be programmed (Own Name)	Number of programmed identifications
BRANCH	1

You can program up to 30 wild cards.

Spaces are ignored when identifications are compared.

You can use wild cards for the following functions:

- Forwarding
- Special Reception Function
- Authorized Reception

When using Partial agreement, you can enter up to the first 24 characters of an e-mail address to use it as an own name or facsimile name.

↓Note

- You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.
- The machine cannot differentiate between SEP Code RX documents from Special Senders.
- You cannot use the following functions with Internet Fax receptions.
    - Authorized Reception per Sender
    - Reception File Print Quantity per Sender
    - Memory Lock per Sender
- You can program up to 24 characters for the sender.
- To use Forwarding, Print 2 Sided, or Paper Tray with Internet Fax reception, program the sender's e-mail address.
- You can check Own Name and Own Fax Number using the Journal. You can check programmed Special Senders using the specified sender list.
- If you select "Off" for the Special Sender function in "Initial Set Up", the settings will be the same as the Reception Settings.

Authorized Reception

Use this function to limit incoming senders.

The machine only receives faxes from programmed Special Senders, and therefore, it helps you screen out unwanted documents, such as junk mail, and prevents wasting fax paper.

↓Note

- Without programming Special Senders, the Authorized Reception function will not work, even if you select "On".
- If you select "Off" for "Authorized Reception" in "Initial Set Up", settings are the same as the Reception Settings.
- You can change Special Senders in the same way as you program them.

Reception File Print Quantity

Print the specified number of copies of documents received from programmed senders (Special Senders).

If you do not program any Special Senders, the machine prints the specified number of copies for all received documents.

🔽 **Note**

- You cannot use multi-copy printing with Memory Lock.

- You can specify up to 10 copies.

Forwarding

Print received documents, and then transfer them to those receivers programmed beforehand.

It is also possible to forward faxes sent only by senders programmed as Special Senders.

🔽 **Note**

- If you select [Same as Basic Settings], the fax document is forwarded to the receivers programmed in "Forwarding" under Facsimile Features.

- If you do not program any Special Senders, the machine transfers all incoming documents to the other end receivers specified in "Forwarding" under Facsimile Features.

- You can set the fax destination, Internet Fax destination, IP-Fax destination, e-mail destination, or folder destination, as a forward destination.

- If you have specified e-mail destination or folder destination for forwarding, you can specify the file format used for forwarding. See "Parameter Settings" (switch: 21, bit: 3).

📑 **Reference**

- p.154 "Forwarding"

- p.159 "Parameter Settings"

Print 2 Sided

Print on both sides of the paper.

🔽 **Note**

- If you select the bypass tray for "Paper Tray", duplex printing is disabled.

Memory Lock

Store incoming documents from programmed senders (Special Senders) in memory without printing them. People without the Memory Lock ID cannot print the documents, and therefore this function is useful for receiving confidential documents. If you do not program any senders, the machine receives fax document from all senders using Memory Lock reception.

⭐**Important**

- You must register Memory Lock ID in advance. For details about how to register Memory Lock ID, see "Initial Settings".
- If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

Reference

- p.134 "Initial Settings"

Paper Tray

Print documents received from programmed senders (Special Senders) and the documents from other senders on different types of paper.

For example, if blue paper is in Tray 1 and white paper is in Tray 2, the machine prints the documents from Special Senders on the blue paper and prints the documents from other senders on the white paper, making it easy for you to separate the two.

If you do not program any Special Senders, the machine outputs documents received from all senders using the default paper tray.

Note

- If the machine receives a document that has a different size from the paper in the specified tray, the machine prints it after splitting it or minimizing its size.
- Selection of the bypass tray enables you to specify the paper size in "Scan Area".

Programming/Changing Special Senders

This section describes how to program and change Special Senders.

1. **Press [Facsimile Features].**
2. **Press [Reception Settings].**
3. **Press [Program Special Sender].**
4. **Check that [Program / Change] is selected.**

5. **Select the sender to program or change.**

   To program new sender, press [*Not Programmed].
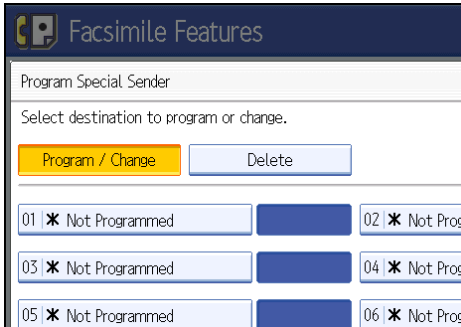
6. **Enter a sender name, and then press [OK].**

   Enter a destination name using Own Name or Own Fax Number.

7. **Press [Full Agreement] or [Partial Agreement].**
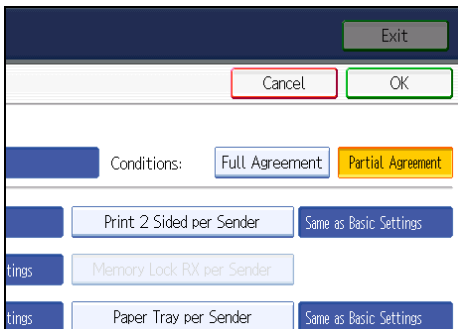
8. **Select the item you want to program.**
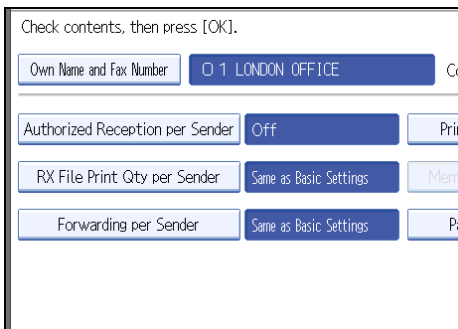
   You must select only the item you want to program.

   To cancel these settings, press [Cancel]. The display returns to that of step 5.

9. **Press [OK].**

   A Special Sender is programmed.

To program another sender, repeat the procedure from step 5.

10. **Press [Exit].**

11. **Press the [User Tools/Counter] key.**

🔽**Note**

- To specify Authorized Reception, see "Authorized Reception per Sender".

- To specify Reception File Print Quantity, see "Reception File Print Quantity per Sender".

- To specify Forwarding, see "Forwarding per Sender".

- To specify print 2 sided, see "Print 2 Sided per Sender".

- To specify Memory Lock, see "Memory Lock per Sender".

- To specify paper tray, see "Paper Tray per Sender".

📖**Reference**

- p.174 "Authorized Reception per Sender"

- p.175 "Reception File Print Quantity per Sender"

- p.175 "Forwarding per Sender"

- p.178 "Print 2 Sided per Sender"

- p.178 "Memory Lock per Sender"

- p.178 "Paper Tray per Sender"

Authorized Reception per Sender

This section describes how to specify Authorized Reception.

Specify when programming a Special Sender.

1. **Press [Authorized Reception per Sender].**

2. **Press [On] or [Off], and then press [OK].**
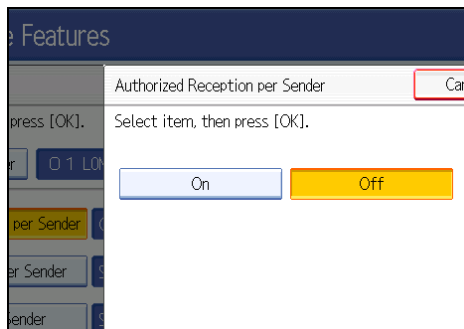
Reception File Print Quantity per Sender

This section describes how to specify Reception File Print Quantity.

Specify when programming a Special Sender.

1. **Press [RX File Print Qty per Sender].**

2. **Press [Number of Sets].**
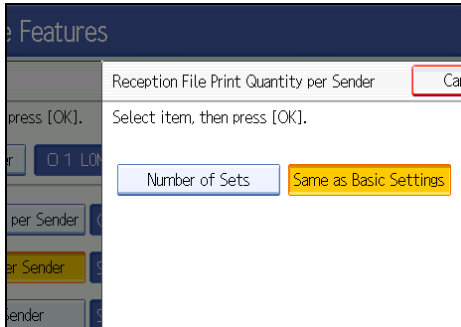
3. **Enter the print quantity using the number keys, and then press [OK].**

Note

- Selecting [Same as Basic Settings] will result in the same setting made for "RX File Print Quantity" of "Reception Settings".

- If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

Forwarding per Sender

This section describes how to specify Forwarding.

Specify when programming a Special Sender.

Important

- One forward destination can be registered for each Special Sender. To register two or more forward destinations, use group destinations. However a maximum of 500 destinations can be specified in a group.

1. **Press [Forwarding per Sender].**

2. **Select [On] or [Off].**

   If you select [Off], proceed to step 7.
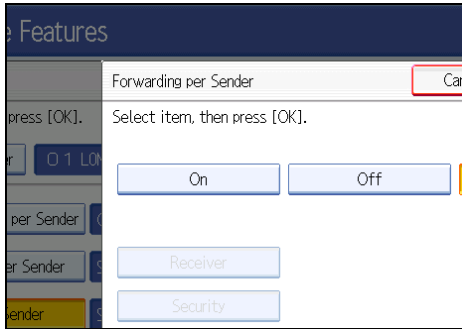
3. **Specify an End Receiver using the destination list, and then press [OK].**
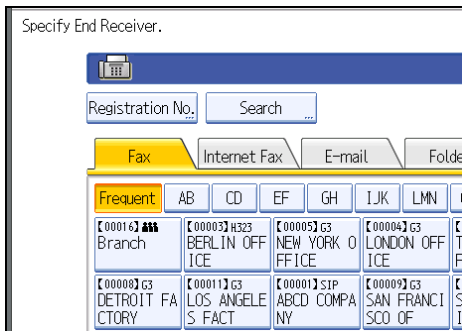
Press the key on the left of the display to switch the destination between fax number, e-mail address, Internet Fax destination, and folder destination.

IP-Fax destination appears in the fax destination list.

4. **Press [Security].**

If not specifying the security function, proceed to step 7.

Security is set to use S/MIME authentication. For details about the security settings, consult your administrator.

5. **Select the security functions.**
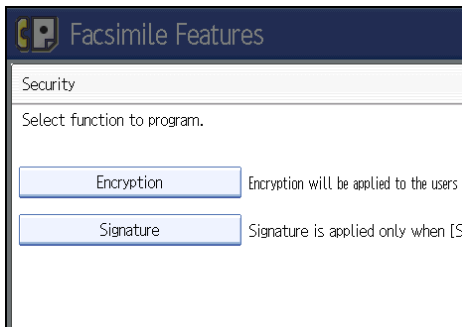
To specify encryption for documents for Forwarding, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

To attach a signature to documents for Forwarding, press [Signature]. For details about Signature, consult your administrator.

6. **Press [OK].**

7. **Press [OK].**

Note

- Selecting [Same as Basic Settings] will result in the same setting made for "Forwarding" under "Reception Settings".

- If you have specified e-mail destination or folder destination for forwarding, you can specify the file format used for forwarding. See "Parameter Settings" (switch 21, bit 3).

- Deleting a destination specified as a forward destination from the destination list causes the settings of the forward destination to be deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).

- After you perform step 7, set "Forwarding" of "Reception Settings" to "On".

- Select [Encrypt All] in the encryption settings and encrypted e-mail is sent regardless of the encryption settings in [Security]. For details about encryption, consult your administrator.

- The electronic signature is limited in the following ways, depending on the S/MIME settings on Web Image Monitor. For details about the electronic signature, consult your administrator.

  - If [Set Individually] is set:

    You can set [Signature] in [Security] and attach an electronic signature to email for every transmission.

  - If [Do not Use Signatures] is set:

    Even if you press [Security], [Signature] does not appear.

- If [Use Signatures] is set:

  An electronic signature is attached when you send email. The [Signature] setting in [Security] cannot be cancelled.

Reference

- p.159 "Parameter Settings"
- p.258 "Registering Folders"

Print 2 Sided per Sender

This section describes how to specify Print 2 Sided.

Specify when programming a Special Sender.

1. **Press [Print 2 Sided per Sender].**
2. **Press [On] or [Off], and then press [OK].**

Note

- Selecting [Same as Basic Settings] will result in the same setting made for "2 Sided Print" of "Reception Settings".

Memory Lock per Sender

This section describes how to specify Memory Lock.

Specify when programming a Special Sender.

1. **Press [Memory Lock RX per Sender].**
2. **Press [On] or [Off], and then press [OK].**

Note

- Selecting [Same as Basic Settings] will result in the same setting made for "Program Memory Lock ID" under "Administrator Tools".

Paper Tray per Sender

This section describes how to specify Paper Tray.

Specify when programming a Special Sender.

1. **Press [Paper Tray per Sender].**
2. **Select the tray you want to use, and then press [OK].**

✏️Note

- Selecting [Same as Basic Settings] will result in the same setting made for "Paper Tray" of "Reception Settings".

Programming Initial Set Up of a Special Sender

This section describes how to program Initial Set Up of a Special Sender.

Program the "Initial Set Up" of a Special Sender. You can also specify the Bypass Tray Paper Size.

1. **Press [Facsimile Features].**
2. **Press [Reception Settings].**
3. **Press [Program Special Sender].**
4. **Press [Initial Set Up].**
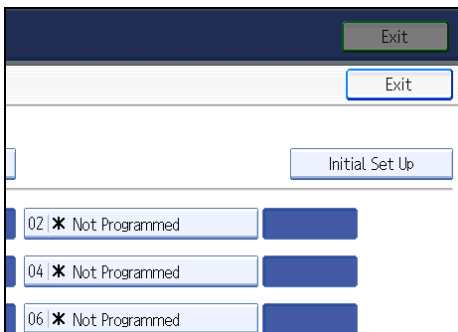
5. **Select the function you want to program.**
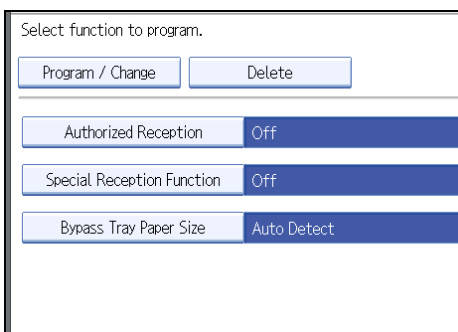
6. **To program Authorized Reception and Special Reception Function, press [Authorized Reception] or [Special Reception Function].**
7. **Press [On] or [Off], and then press [OK].**

   The illustration shows the "Authorized Reception" display as an example.

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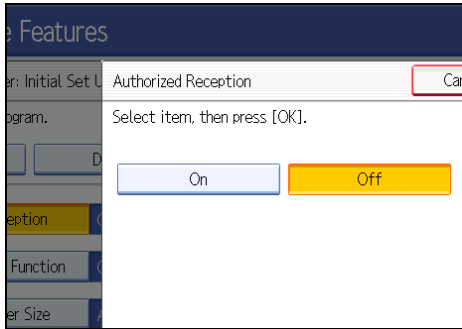
8. **To program Bypass Tray Paper Size, press [Bypass Tray Paper Size].**

   You can select a size from [Auto Detect], [Regular Size], or [Custom Size].

   If you select [Auto Detect], proceed to steps 9 and 14.

   If you select [Regular Size], proceed to steps 9, 10 and 14.

   If you select [Custom Size], proceed to steps 9 and 11 to 14.

9. **Select the size you want to program.**
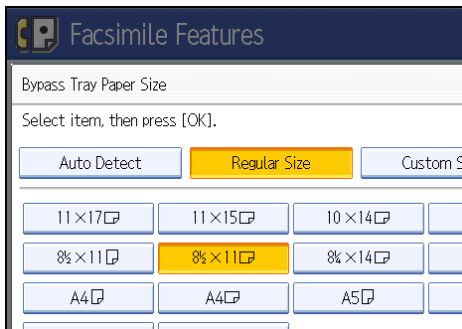
   If you select [Regular Size], select a paper size displayed, and then proceed to step 14.

   If you select [Custom Size], proceed to step 11.

10. **Select the size you want to program from the sizes shown.**

11. **Make sure that [Vertical] is selected.**

12. **Enter the vertical size of the paper using the number keys, and then press the [#] key.**
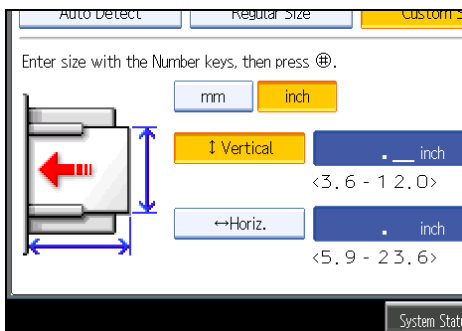
Specify a vertical size from 90 mm (3.6") to 305 mm (12.0"). You cannot enter a size smaller than 90 mm or larger than 305 mm.

Each time you press [mm] or [inch], the units switch between "mm" and "inch".

If you enter a length and change the units by pressing [mm] or [inch], it is converted automatically (fractions are rounded off).

13. **Enter the horizontal size of the paper using the number keys, and then press the [#] key.**
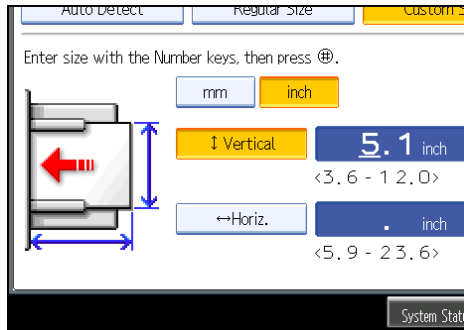
Specify a horizontal size from 148 mm (5.9") to 600 mm (23.7"). You cannot enter a size smaller than 148 mm or larger than 600 mm.

Each time you press [mm] or [inch], the units switch between "mm" and "inch".

If you enter a length and change the units by pressing [mm] or [inch], it is converted automatically (fractions are rounded off).

14. **Press [OK].**

15. **Press [Exit].**

16. **Press the [User Tools/Counter] key.**

Note

• If you select [Auto Detect], the machine recognizes the paper size automatically.

Deleting a Special Sender

This section describes how to delete a Special Sender.

Use this function to delete "Initial Set Up" of a Special Sender. The Bypass Tray Paper Size can also be deleted.

1. **Press [Facsimile Features].**

2. **Press [Reception Settings].**

3. **Press [Program Special Sender].**

4. **Press [Delete], and then select the Special Sender you want to delete.**

5. **Press [Delete].**

   To cancel deleting a special sender, press [Do not Delete]. The display returns to that of step 4.

6. **Press [Exit].**

7. **Press the [User Tools/Counter] key.**

Box Setting

This section describes Box Setting.

The following functions are for delivery and transfer of documents:

- Personal Box
- Information Box
- Transfer Box

SUB Code and SEP Code

SUB Code and SEP Code are IDs consisting of up to 20 digits, and can include numbers, "#", "*", and spaces.

To use this function, you must program a box and SUB/SEP Code beforehand. The other party can send documents to, and retrieve stored documents from, this box using the code.

⬇Note

- The combined total of items that can be stored using the Personal Box, Information Box, and Transfer Box functions is 150.
- You cannot set the same Box code on two different boxes.
- Transmission or programming may not be allowed if there is not enough free memory left. The amount of free memory left differs depending on the optional equipment installed.

Programming/Changing Personal Boxes

This section describes how to program Personal Boxes.

You can program the following items:

- Box Name (required)

  Up to 20 characters long.

- SUB Code (required)

  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

- Password (optional)

  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

  When programming a password, a mark is displayed before the Box name.

- Receiver (optional)

  You can program one delivery destination for each Personal Box. Specify a delivery destination programmed in Destination key.

1. **Press [Facsimile Features].**

2. **Press [General Settings].**

3. **Press [Box Setting].**

4. **Check that [Program / Change] is selected.**

5. **Select a box to program.**

   When programming a new box, press [*Not Programmed].
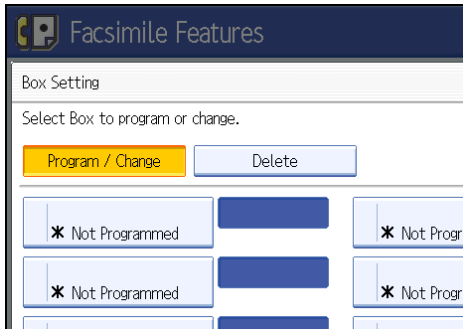
   To change a box already programmed, press it and proceed to step 8.

6. **Press [Personal Box].**

7. **Enter a box name, and then press [OK].**

8. **Enter a SUB Code.**
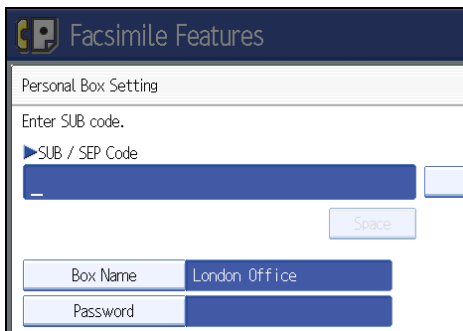
   To change the SUB Code, press [Clear] or the [Clear/Stop] key, and then try again. To change a Box name, press [Box Name], and then repeat from step 7.

9. **Specify the settings you require.**

   If you do not want to program a password or receiver, proceed to step 16.

10. **Press [Password].**

11. **Enter a password, and then press [OK].**
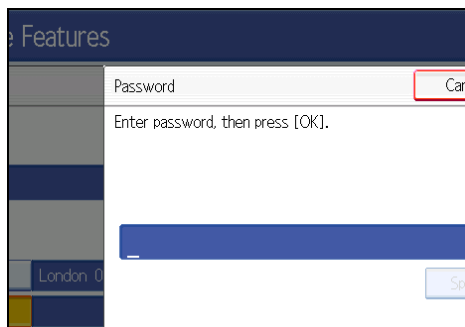
If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

12. **Re-enter the password, and then press [OK].**

If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

To change the password after pressing [OK], press [Change] and repeat step 11 and 12, or press [Cancel] and repeat from step 10.

13. **Press [OK].**

14. **Press [Receiver].**

15. **Select a destination using the destination list, and then press [OK].**
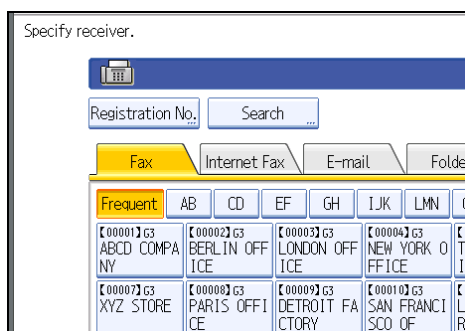
Press the key on the left of the display to switch the destination between fax number, e-mail address, Internet Fax destination, and folder destination.

IP-Fax destination appears in the fax destination list.

16. **Press [Security].**

If not specifying the security function, proceed to step 18.

Security is set to use S/MIME authentication. For details about the security settings, consult your administrator.

17. Select the security functions.
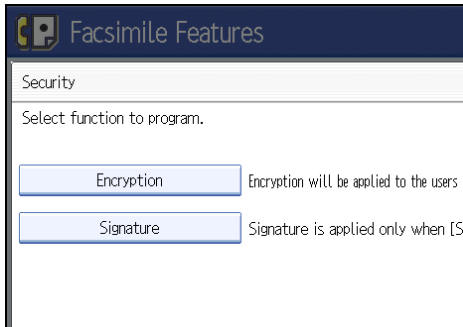
To specify encryption for documents for delivery, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

To attach a signature to documents for delivery, press [Signature]. For details about Signature, consult your administrator.

18. Press [OK].

19. Press [Exit].

20. Press the [User Tools/Counter] key.

⬇ **Note**

- When programming a password, a mark is displayed before the Box name.

- You can set the fax destination, Internet Fax destination, IP-Fax destination, e-mail destination, or folder destination, as a transmission destination.

- If you have specified e-mail destination or folder destination for the transmission destination, you can specify the file format used for delivery. See "Parameter Settings" (switch 21, bit 3).

- The Fax Header is not printed on delivered documents.

- If a document cannot be delivered, a Communication Failure Report is printed and the document is saved as a Confidential Reception document.

- You can edit boxes in the same way you program them. However, boxes that are being used cannot be edited.

- If a destination in the destination table is deleted after being registered, delivery is not performed and the settings of the delivery destination are also deleted. Also, when a delivery destination is changed, a document is sent to the changed destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).

- Select [Encrypt All] in the encryption settings and encrypted e-mail is sent regardless of the encryption settings in [Security]. For details about encryption, consult your administrator.

- The electronic signature is limited in the following ways, depending on the S/MIME settings on Web Image Monitor. For details about the electronic signature, consult your administrator.

  - If [Set Individually] is set:

    You can set [Signature] in [Security] and attach an electronic signature to email for every transmission.

  - If [Do not Use Signatures] is set:

    Even if you press [Security], [Signature] does not appear.

  - If [Use Signatures] is set:

    An electronic signature is attached when you send email. The [Signature] setting in [Security] cannot be cancelled.

🔖 Reference

- p.159 "Parameter Settings"

Deleting Personal Boxes

This section describes how to delete Personal Boxes.

⭐ Important

- If there are documents in the box, you cannot delete the box.

1. **Press [Facsimile Features].**

2. **Press [General Settings].**

3. **Press [Box Setting].**

4. **Press [Delete], and then select the box you want to delete.**

5. **If the password is programmed, enter a password using the number keys, and then press [OK].**
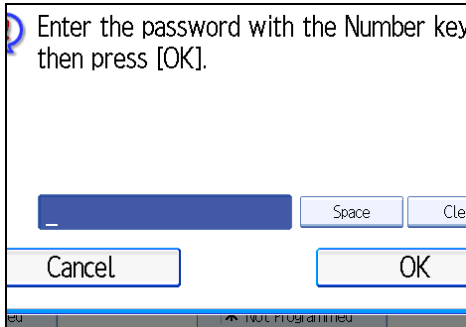
If you make a mistake, press [Clear] or the [Clear/Stop] key, and then try again.

6. **Press [Delete].**

To cancel deleting a box, press [Do not Delete]. The display returns to that of step 4.

7. **Press [Exit].**

8. **Press the [User Tools/Counter] key.**

Programming/Changing Information Boxes

This section describes how to set up an Information Box.

You can store the following items:

- Box Name (required)

  Up to 20 characters long.

- SEP Code (required)

  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

- Password (optional)

  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

  When programming a password, a mark is displayed before the Box name.

1. **Press [Facsimile Features].**

2. **Press [General Settings].**

3. **Press [Box Setting].**

4. **Check that [Program / Change] is selected.**

5. **Select the box to program.**

   When programming a new box, press [*Not Programmed].
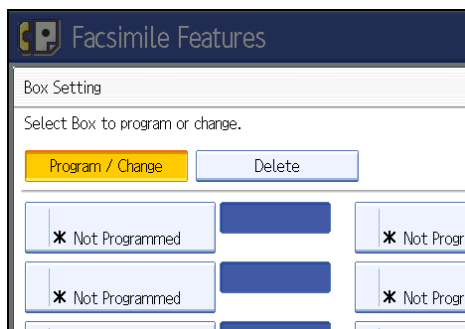
   To change a box already programmed, press it, and then proceed to step 8. If a password is programmed, enter the password, press [OK], and then proceed to step 8.

6. **Press [Information Box].**

7. **Enter a box name, and then press [OK].**

8. **Enter the SEP Code.**
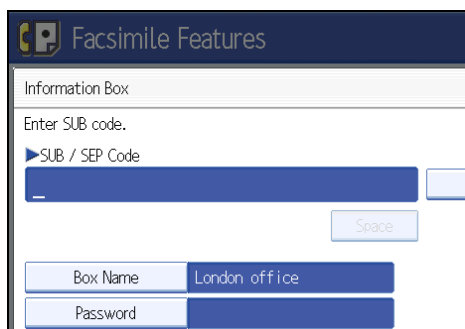
   To change the SEP Code, press [Clear] or the [Clear/Stop] key, and then try again. To change the box name, press [Box Name], and then repeat the procedure from step 7.

9. **Press [Password].**

   If you do not want to program a password, proceed to step 12.

10. **Enter a password, and then press [OK].**
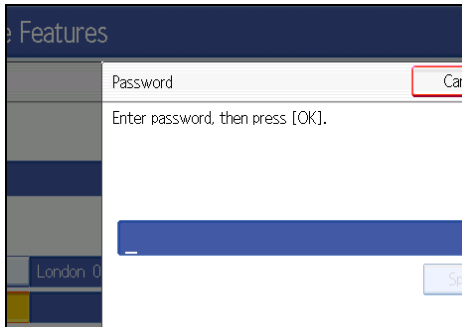
If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

11. **Re-enter the password, and then press [OK].**

If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

12. **Press [OK].**

13. **Press [Exit].**

14. **Press the [User Tools/Counter] key.**

🔻Note

- You can edit boxes in the same way you program them. However, boxes that are being used cannot be edited.

🔋Reference

- p.159 "Parameter Settings"

Deleting Information Boxes

This section describes how to delete Information Boxes.

⭐Important

- If there are documents in the box, you cannot delete the box.

1. **Press [Facsimile Features].**

2. **Press [General Settings].**

3. **Press [Box Setting].**

4. **Press [Delete], and then select the box you want to delete.**

5. **If the password is programmed, enter a password using the number keys, and then press [OK].**
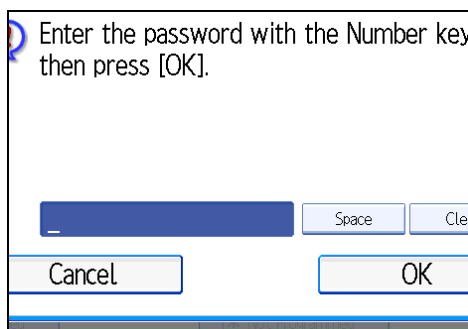
If you make a mistake, press [Clear] or the [Clear/Stop] key, and then try again.

6. **Press [Delete].**

To cancel deleting a box, press [Do not Delete]. The display returns to that of step 4.

7. **Press [Exit].**

8. **Press the [User Tools/Counter] key.**

Programming/Changing Transfer Boxes

This section describes how to set up a Transfer Box.

This function turns the machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received, and then relayed to a programmed receiver.

Since documents can be sent to multiple destinations in a single transfer request, you can economize on call charges when sending to distant destinations.
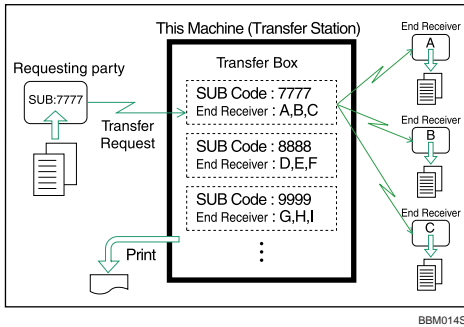
BBM014S

Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they want to have a document transferred by your machine, ask them to send the document using SUB Code Transmission and specify this SUB Code. If a password has also been programmed, inform them of this too, and ask them to enter it as the SID code.

You can store the following items:

- Box Name (required)

  Up to 20 characters.

- SUB Code (required)

  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

- End Receiver (required)

  You can store five End Receivers (destinations to which documents are forwarded) for each box. Specify End Receivers using a single or group destination programmed in the destination list beforehand.

- Password (optional)

  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

  When programming a password, a mark is displayed in front of the Box name.

1. **Press [Facsimile Features].**

2. **Press [General Settings].**

3. **Press [Box Setting].**

4. **Check that [Program / Change] is selected.**

5. **Select the box to program.**

   When programming a new box, press [*Not Programmed].
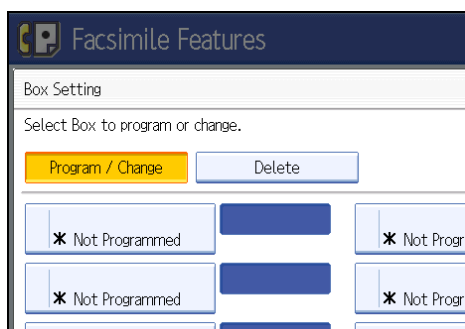
To change a box already programmed, press it, and then proceed to step 8.

6. **Press [Transfer Box].**

7. **Enter a Box name, and then press [OK].**

8. **Enter a SUB Code.**
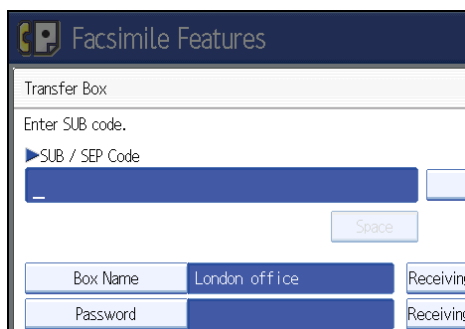
To change the SUB Code, press [Clear] or the [Clear/Stop] key, and then try again. To change Box name, press [Box Name], and then repeat from step 7.

9. **To Program End Receivers, select a Receiving Station.**

You can store five Receiving Station.

10. **Specify End Receivers with Destination keys, and then press [OK].**
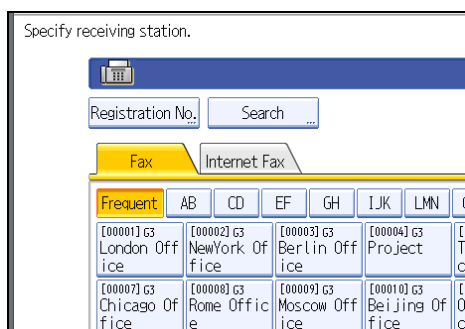
Press the key on the left of the display to switch the destination between fax number, e-mail address, Internet Fax destination, and folder destination.

IP-Fax destination appears in the fax destination list.

A reception station can also be registered as a group destination. In such a case, a maximum of 500 parties including End Receivers 1-5 can be specified in a group.

11. **To program a password, press [Password].**

If you do not want to program a password, proceed to step 14.

12. **Enter a password, and then press [OK].**

If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

13. **Re-enter the password, and then press [OK].**

If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

To change the password after pressing [OK], press [Change] and repeat step 12 and 13, or press [Cancel] and repeat from step 11.

14. **Press [Security].**

If not specifying the security function, proceed to step 17.

Security is set to use S/MIME authentication. For details about the security settings, consult your administrator.

15. **Select the security functions.**
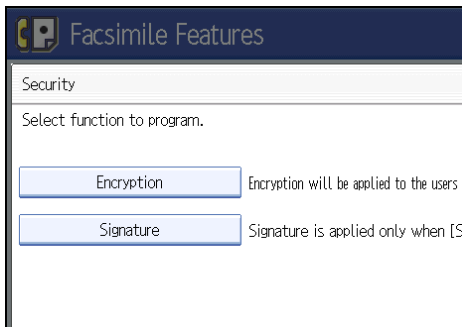
To specify encryption for documents for transfer to receiving station, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

To attach a signature to documents for documents for transfer to receiving station, press [Signature]. For details about Signature, consult your administrator.

16. **Press [OK].**

17. **Press [OK].**

18. **Press [Exit].**

19. **Press the [User Tools/Counter] key.**

Note

• After documents are transferred, Transfer Result Reports are not sent back to the sender.

- You can set the fax destination, Internet Fax destination, IP-Fax destination, e-mail destination, or folder destination, as a reception station.

- If you have specified e-mail destination or folder destination for the transmission destination, you can specify the file format used for transferring to receiving station. See "Parameter Settings" (switch 21, bit 3).

- After documents are transferred, they are deleted.

- When this function is set to on, the machine prints out the received documents it transfers and a Transfer Result Report after the transfer has finished. If you do not want it to print, contact your service representative.

- You can edit boxes in the same way you program them.

- If you delete a destination specified as a reception destination using the destination list, the settings of the reception destination are also deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).

- Select [Encrypt All] in the encryption settings and encrypted e-mail is sent regardless of the encryption settings in [Security]. For details about encryption, consult your administrator.

- The electronic signature is limited in the following ways, depending on the S/MIME settings on Web Image Monitor. For details about the electronic signature, consult your administrator.

  - If [Set Individually] is set:

    You can set [Signature] in [Security] and attach an electronic signature to email for every transmission.

  - If [Do not Use Signatures] is set:

    Even if you press [Security], [Signature] does not appear.

  - If [Use Signatures] is set:

    An electronic signature is attached when you send email. The [Signature] setting in [Security] cannot be cancelled.

🔖 Reference

- p.159 "Parameter Settings"

Deleting Transfer Boxes

This section describes how to delete Transfer Boxes.

1. **Press [Facsimile Features].**
2. **Press [General Settings].**
3. **Press [Box Setting].**

4. **Press [Delete], and then select the box you want to delete.**
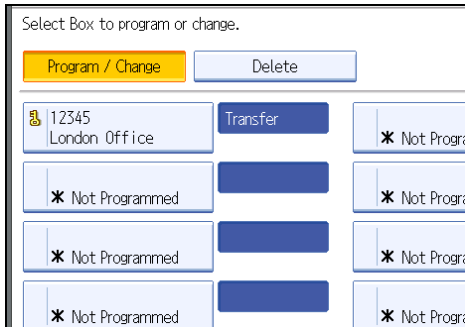
5. **If the password is programmed, enter a password using the number keys, and then press [OK].**
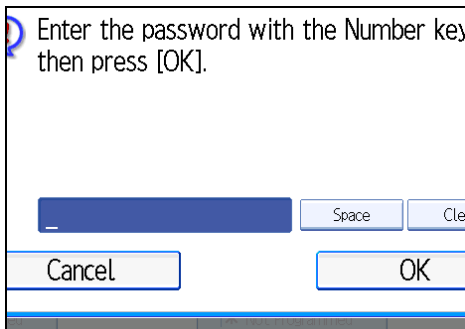
If you make a mistake, press [Clear] or the [Clear/Stop] key, and then try again.

6. **Press [Delete].**

To cancel deleting a Transfer Box, press [Do not Delete]. The display returns to that of step 4.

7. **Press [Exit].**

8. **Press the [User Tools/Counter] key.**

Printing the Box List

This section describes how to print the Box List.

Print a list showing the currently programmed Personal Boxes, Information Boxes, and Transfer Boxes.

1. **Press [Facsimile Features].**

2. **Press [General Settings].**

3. **Press [Box Setting: Print List].**

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

After printing the list, you can then start from step 3.

To cancel printing a list before pressing the [Start] key, press [Cancel] or the [Clear/Stop] key. The display returns to that of step 3.

To cancel printing a list after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 3.

5. **Press the [User Tools/Counter] key.**

4

5. Printer Features

This chapter describes user tools in the Printer Features menu. For details on how to access Printer Features, see "Accessing User Tools".

List / Test Print

This section describes the user tools in the Test Print menu under Printer Features.

Multiple Lists

You can print the configuration page and error log.

Configuration Page

You can print the machine's current configuration values.

Error Log

You can print error logs listing all errors that occurred during printing. The most recent 30 errors are stored in the error log. If a new error is added when there are 30 errors already stored, the oldest error is deleted. However, if the oldest error belongs to one of the following types of print jobs, it is not deleted. Instead, it will be stored separately in error logs for each job type, up to a maximum of 30 for each log. You can check any of these print jobs for error log information.

- Sample Print
- Locked Print
- Hold Print
- Stored Print

The records of Auto Job Cancel and jobs canceled manually from the control panel can be printed.

Menu List

You can print a Menu List showing the machine's function menus.

PCL Configuration / Font Page

You can print the current configuration and installed PCL font list.

PS Configuration / Font Page

You can print the current configuration and installed PostScript font list.

This menu can be selected only when the optional PostScript 3 unit is installed.

PDF Configuration / Font Page

You can print the current configuration and installed PDF font list.

This menu can be selected only when the optional PostScript 3 unit is installed.

Hex Dump

You can print in the Hex Dump mode.

Printing the Configuration Page

This section describes how to print the Configuration Page.

1. **Press [Printer Features].**
2. **Press [Configuration Page] on the [List / Test Print].**
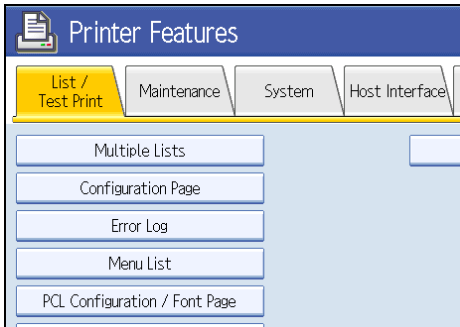
The configuration page is printed.

3. **Press the [User Tools/Counter] key.**

Interpreting the configuration page

This section describes the Configuration Page.

System Reference

- Unit Number

  Displays the serial number assigned to the board by its manufacturer.

- Total Memory

  Displays the total amount of memory (SDRAM) installed on the printer.

- Firmware Version

  - Printer: Displays the version number of the printer firmware.

  - System: Displays the version number of the system firmware.

  - Engine: Displays the version number of the printer engine.

  - LCDC: Displays the version number of the panel display.

  - NIB: Displays the version number of the Network interface.

- Device Connection

  This item(s) appears when the device option(s) is installed.

- HDD: Font / Macro Download

  Displays the capacity of the hard disk drive.

- Printer Language

  Displays the version number of the printer driver language.

- Attached Equipment

  Displays the installed optional equipments.

Paper Input

Displays settings made under Tray Paper Settings menu.

System

Displays settings made under the System menu.

PCL Menu

Displays settings made under PCL Menu.

PS Menu

Displays settings made under PS Menu.

PDF Menu

Displays settings made under PDF Menu.

Host Interface

Displays settings made under the Host Interface menu.

When DHCP is active on the network, the actual IPv4 address, subnet mask and gateway address appear in parentheses on the configuration page.

Interface Information

Displays the interface information.

🔖 Reference

- p.12 "Accessing User Tools"

Maintenance

This section describes the user tools in the Maintenance menu under Printer Features.

Default settings are shown in **bold type**.

List / Test Print Lock

You can lock the [List / Test Print] menu.

The default setting is **Off**.

Delete All Temporary Print Jobs

You can delete all print jobs temporarily stored in the machine.

Delete All Stored Print Jobs

You can delete all print jobs stored in the machine.

🔗 **Reference**

- p.12 "Accessing User Tools"

System

This section describes the user tools in the System menu under Printer Features.

Default settings are shown in **bold type**.

Print Error Report

Select this to have an error report printed when a printer or memory error occurs.

The default setting is **Off**.

Auto Continue

You can select this to enable Auto Continue. When it is On, printing continues after a system error occurs.

The default setting is **Off**.

Memory Overflow

Select this to have a memory overflow error report printed.

The default setting is **Do not Print**.

Job Separation

You can enable Job Separation.

The default setting is **Off**.

This menu can be selected only when a finisher (optional) is installed.

Rotate by 180 Degrees

Specify whether to rotate the print image 180 degrees relative to the paper orientation.

The default setting is **Off**.

Auto Delete Temporary Print Jobs

You can select to automatically delete print jobs temporarily stored in the machine.

The default setting is **Off**.

If you select [On], you can set up to 200 hours for auto file deleting.

Auto Delete Stored Print Jobs

You can select to automatically delete print jobs stored in the machine.

The default setting is **On**, **3 days**.

If you select [On], you can set up to 180 days for auto file deleting.

Initial Print Job List

You can set the desired type of print job list that appears on the screen when you press [Print Jobs].

The default setting is **Complete List**.

- Complete List

Displays the list of print jobs stored in the machine.

- List Per User ID

Displays the list of the User ID who stored a file in the machine.

Memory Usage

You can select the amount of memory used in Font Priority or Frame Priority, according to paper size or resolution.

The default setting is **Frame Priority**.

- Font Priority

This setting uses memory for registering fonts.

- Frame Priority

This setting uses frame memory for high speed printing.

Duplex

You can select to have print on both sides of each page.

The default setting is **Off**.

Copies

You can specify the number of print sets. This setting is disabled if the number of pages to print has been specified with the printer driver or another command.

The default setting is **1 copies**.

The number of copies can be specified from 1 to 999 by increments of one.

Blank Page Print

You can select whether or not to print blank pages.

The default setting is **On**.

Pages that match one of the following conditions are identified as blank.

- There are no images.

- There are images but they are outside the printable area.

- There are only blank characters.

Edge Smoothing

You can set to smoothen the edges of printed characters.

The default setting is **On**.

If you print either photo or halftone graphic images, select "Off".

Toner Saving

You can save toner.

The default setting is **Off**.

Reserved Job Waiting Time

You can specify how long the machine waits to receive a print job before allowing other functions such as the copier and scanner functions to interrupt it.

The default setting is **Short Wait**.

Printer Language

Specify the printer language.

The default setting is **Auto**.

This menu will appear under the following conditions:

- The PostScript 3 option is installed.

Sub Paper Size

You can enable the Auto Substitute Paper Size (A4, LT) feature.

The default setting is **Off**.

Page Size

You can select the default paper size.

- The paper size you can select is as follows:

"A3", "A4", "A5", "A6", "B4 JIS", "B5 JIS", "B6 JIS", "12$\times$18", "11$\times$17", "8$^1/_2\times$14", "8$^1/_2\times$13", "8$^1/_2\times$11", "8$^1/_4\times$13", "8$\times$13", "7$^1/_4\times$10$^1/_2$", "5$^1/_2\times$8$^1/_2$", "8K", "16K", "Custom Size"

The default setting is **A4** (Metric version) / **8$^1/_2$"$\times$11"** (Inch version).

Letterhead Setting

You can rotate original images when printing.

When printing, original images are always rotated by 180 degrees. Therefore, output might not be as expected when printing onto letterhead or preprinted paper requiring orientation. Using this function, you can specify image rotation.

The default setting is **Off**.

When set to Off, original images are rotated by 180 degrees.

When set to Auto Detect, the machine detects a letterhead or preprinted paper automatically, and does not rotate the image.

When set to On (Always), the machine does not rotate the image.

This function reduces printing speed.

Bypass Tray Setting Priority

Specify whether (Printer) Driver / Command or Machine Settings, has priority for determining the paper size for the bypass tray.

The default setting is **Driver / Command**.

Edge to Edge Print

You can select whether or not to print on the entire sheet.

The default setting is **Off**.

The 5 mm margin along the edges may not be printed properly.

Default Printer Language

You can set the default printer language if the machine cannot find the printer language automatically.

The default setting is **PCL**.

Tray Switching

You can set to switch the paper tray.

The default setting is **Off**.

🗐 Reference

- p.12 "Accessing User Tools"

Host Interface

This section describes the user tools in the Host Interface menu under Printer Features.

Default settings are shown in **bold type**.

I/O Buffer

You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.

The default setting is **128 KB**.

I/O Timeout

You can set how many seconds the machine should wait before ending a print job. If data from another port usually arrives in the middle of a print job, you should increase this timeout period.

The default setting is **15 seconds**.

⊟ Reference

- p.12 "Accessing User Tools"

5

PCL Menu

This section describes the user tools in the PCL Menu under Printer Features.

Default settings are shown in **bold type**.

Orientation

You can set the page orientation.

The default setting is **Portrait**.

Form Lines

You can set the number of lines per page.

The number of lines can be specified from 5 to 128 by increments of one.

The default setting is **64 lines** (Metric version) / **60 lines** (Inch version).

Font Source

You can set the storage location of the default font.

The default setting is **Resident**.

RAM, HDD and SD can be selected only when fonts have been downloaded to the machine.

Font Number

You can set the ID of the default font you want to use.

- When [Resident] is selected under [Font Source].

 The font number can be specified from 0 to 63 by increments of one.

 The default setting is **0**.

- When [RAM], [HDD], or [SD] is selected under [Font Source].

 The font number can be specified from 1 up to number of fonts stored on the machine.

 The default setting is **1**.

Point Size

You can set the point size you want to use for the selected font.

The number of point sizes can be specified from 4.00 to 999.75 by increments of 0.25.

The default setting is **12.00 points**.

This setting is effective only with variable-space fonts.

Font Pitch

You can set the number of characters per inch for the selected font.

The number of characters per inch can be specified from 0.44 to 99.99 by increments of 0.01.

The default setting is **10.00 pitches.**

This setting is effective only with fixed-space fonts.

Symbol Set

Specify the character set of the selected font. The available options are as follows:

Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS Publ, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0

The default setting is **PC-8**.

Courier Font

You can select a courier font type.

The default setting is **Regular**.

Extend A4 Width

You can extend the printing area width (when printing on A4 sheet with PCL).

The default setting is **Off**.

When the setting is On, the width will be $8\,^1/_2$ inches.

Append CR to LF

When set to On, a carriage return will follow each line feed: CR=CR, LF=CR-LF, FF=CR-FF.

The default setting is **Off**.

Resolution

You can set the print resolution in dots per inch.

The default setting is **600 dpi**.

🗎 Reference

5

PS Menu

This section describes the user tools in the PS Menu under Printer Features.

Default settings are shown in **bold type**.

This menu appears only when the optional PostScript 3 unit is installed.

Data Format

You can select a data format.

The default setting is data **TBCP**.

This setting is not effective when operating the machine with a parallel or EtherTalk connection.

When operating the machine with a parallel connection, and also if the binary data is sent from the printer driver, the print job is canceled.

When operating the machine with an Ethernet connection, the print job is canceled under the following conditions:

- The printer driver data format is TBCP, and the data format selected on the display panel is Binary Data.

- The printer driver data format is binary, and the data format selected on the display panel is TBCP.

Resolution

You can set the print resolution in dots per inch.

The default setting is **600 dpi**.

🗐 Reference

- p.12 "Accessing User Tools"

PDF Menu

This section describes the user tools in the PDF Menu under Printer Features.

Default settings are shown in **bold type**.

This menu appears only when the PostScript 3 option is installed.

Change PDF Password

Set the password for the PDF file executing PDF Direct Print.

- Current Password
- New Password
- Confirm New Password

A password can be set using Web Image Monitor, but in this case the password information is sent through the network. If security is a priority, set the password using this menu from the Control Panel.

PDF Group Password

This function is not available.

Resolution

You can set the print resolution in dots per inch.

The default setting is **600 dpi**.

🔲 Reference

- p.12 "Accessing User Tools"

5

6. Scanner Features

This chapter describes user tools in the Scanner Features menu. For details on how to access Scanner Features, see "Accessing User Tools".

General Settings

This section describes the user tools in the General Settings menu under Scanner Features.

Default settings are shown in **bold type**.

Switch Title

Select the title to be shown on the destination list.

The default setting is **Title 1**.

Update Delivery Server Destination List

Press [Update Delivery Server Destination List] to update the receivers from the delivery server. To use this function, it is necessary to set [Delivery Option] to [On].

For details about "Delivery Option", see "File Transfer".

Search Destination

Select a destination list to be used in "Search Destination".

To search from LDAP server, it is necessary to register the LDAP server in [System Settings] and set [LDAP Search] to [On].

The default setting is **Address Book**.

For details about "LDAP Search", see "Administrator Tools".

TWAIN Standby Time

When the machine is being used to send e-mail or a file, or functioning as Document Server or a network delivery scanner, a scanning request to the machine as a TWAIN scanner will switch the machine to the network TWAIN scanner function. This setting determines the delay until the machine switches to the network TWAIN scanner function.

The default setting is **Set Time**, **10 second(s)**.

When [Immediate] is selected, the machine will switch to the network TWAIN scanner function at once.

When [Set Time] is selected, you can enter the delay time with the number keys (3-30 seconds). The machine will switch to the network TWAIN scanner function when the time set here passes after the last key operation.

Destination List Display Priority 1

Select a destination list to be displayed when the machine is in the initial state.

You can select either [E-mail / Folder] or [Delivery Server].

The default setting is **Delivery Server**.

Destination List Display Priority 2

In the machine's address book, select which address book appears by default. You can select either [E-mail Address] or [Folder].

The default setting is **E-mail Address**.

Print & Delete Scanner Journal

Up to 250 transmission/delivery results can be checked on this machine. If the stored transmission/delivery results reach 250, select whether to print the delivery journal.

The default setting is **On**.

- On

  The transmission/delivery journal is printed automatically. The printed journal is deleted.

- Off

  Transmission/delivery results are deleted one by one as new results are stored.

- Do not Print: Disable Send

  Transmission/delivery cannot be performed when the journal is full.

When printed, all records are deleted after printing. When not printed, records over the limit are automatically deleted in succession from the oldest record.

While the journal is being printed, files with the status waiting cannot be sent.

Print Scanner Journal

The scanner journal is printed and deleted.

Delete Scanner Journal

The scanner journal is deleted without being printed.

🔖 Reference

- p.12 "Accessing User Tools"
- p.75 "File Transfer"
- p.82 "Administrator Tools"

Scan Settings

This section describes the user tools in the Scan Settings menu under Scanner Features.

Default settings are shown in **bold type**.

A.C.S. Sensitivity Level

Sets the sensitivity level for judging color/black and white for scanning originals when [Scan Type] is set to [Auto Color Select].

The default setting is the middle of 5 adjustment levels.

Wait Time for Next Orig.: Exposure Glass

To divide originals and scan them individually with the exposure glass to form a single file, select [Continuous Wait], [Off], or [Set Wait Time] for the waiting status.

The default setting is **Set Wait Time**, **60 second(s)**.

If you select [SADF] in [Original Feed Type] on the Scan to Folder screen, the [Wait Time for Next Orig.: Exposure Glass] setting becomes invalid.

If you select [Batch] in [Original Feed Type] on the Scan to Folder screen, the [Wait Time for Next Orig.: Exposure Glass] setting becomes invalid, and the machine waits for an additional original to be placed.

If [Set Wait Time] is selected, enter the wait time in seconds (3-999) for placing additional originals with the number keys. Scanning will start if additional originals are placed and the [Start] key is pressed within this time. You can end scanning and begin transmission by pressing the [#] key within this time. Once the specified time has elapsed, transmission starts automatically.

If [Continuous Wait] is selected, the machine will wait for additional originals until the [#] key is pressed. Scanning will start when additional originals are placed and the [Start] key is pressed. You can end scanning and begin sending by pressing the [#] key.

If originals are placed in the ADF (auto document feeder), transmission will start without waiting for additional originals after all originals in the ADF have been scanned, regardless of the specified settings.

If a paper misfeed occurs or any of the following operations are performed while the machine is waiting for additional originals, the countdown stops and does not start again until the [#] key is pressed.

- Changing the settings such as the scan settings
- Opening the upper cover of the ADF
- Pressing the [Interrupt] key to activate the copy mode

Wait Time for Next Original(s): SADF

When dividing originals and scanning them separately with the ADF to form a single file, select [Set Wait Time] or [Continuous Wait] for the waiting status.

The default setting is **Set Wait Time**, **60 second(s).**

This setting is valid if [SADF] is specified for [Original Feed Type] when scanning.

If [Set Wait Time] is selected, enter the wait time in seconds (3-999) for placing additional originals with the number keys. Scanning will start automatically if additional originals are placed within this time. You can end scanning and begin transmission by pressing the [#] key within this time. Once the specified time has elapsed, transmission starts automatically.

If [Continuous Wait] is selected, the machine will wait for the additional originals until the [#] key is pressed. Scanning will start when additional originals are placed and the [Start] key is pressed. You can end scanning and begin sending by pressing the [#] key.

Even if originals are placed on the exposure glass, the machine will operate according to the specified settings. However, every time originals are placed on the exposure glass, you must press the [Start] key to start scanning. Scanning will start if additional originals are placed and the [Start] key is pressed within this time. You can end scanning and begin transmission by pressing the [#] key within this time. Once the specified time has elapsed, transmission starts automatically.

If originals are placed in the auto document feeder (ADF), transmission will start without waiting for additional originals after all originals in the ADF have been scanned, regardless of the specified settings.

If a paper misfeed occurs or any of the following operations are performed while the machine is waiting for additional originals, the countdown stops and does not start again until the [#] key is pressed.

- Changing the settings such as the scan settings
- Opening the upper cover of the ADF
- Pressing the [Interrupt] key to activate the copy mode

Background Density of ADS (Full Color)

Characteristics due to the type of paper such as nonwhiteness like newspaper or transparent originals can be reduced by correcting the scanning density.

The default setting is the middle of 5 adjustment levels.

🗐 Reference

- p.12 "Accessing User Tools"

Send Settings

This section describes the user tools in the Send Settings menu under Scanner Features.

Default settings are shown in **bold type.**

Compression (Black & White)

Select whether or not to compress black and white scan files.

The default setting is **On**.

Compression reduces the time required for transferring the scan file.

The actual time required for file transfer will vary depending on the file size and network load.

Compression (Gray Scale / Full Color)

Specify whether or not to compress multi-level (grayscale / full color) scan files.

The default setting is **On**.

If you select [On], you can specify the compression level between one and five.

The image quality is better for lower compression, but the time required for file transfer increases accordingly.

The actual time required for file transfer will vary depending on the file size and network load.

High Compression PDF Level

Select compression level when creating high compression PDF files.

The default setting is **Standard**.

Max. E-mail Size

Select whether or not to limit the size of an e-mail to which an image is attached.

The default setting is **On, 2048 KB**.

When [On] is selected, enter the size limit (128-102400 KB) with the number keys.

When the SMTP limits the size, match that setting.

Divide & Send E-mail

This function is effective only when [On] is selected for [Max. E-mail Size].

Select whether or not an image exceeding the size specified in [Max. E-mail Size] should be divided and sent using more than one e-mail.

The default setting is **Yes (per Max. Size)**.

The default maximum number of division is **5**.

When [Yes (per Max. Size)] is selected, enter the Max. Number of Divisions (2- 500) with the number keys.

When [Multi-page: TIFF] or [Multi-page: PDF] is selected for [File Type], the image will not be divided even if [Yes (per Page)] is selected.

When [Yes (per Max. Size)] is selected, some received files may not be able to be restored, depending on the type of e-mail software.

When [No] is selected, the e-mail is not sent if its size exceeds the limit, and an error message appears. The scan file is discarded.

Set the maximum e-mail size within the capacity of the SMTP server.

Insert Additional E-mail Info

Select the language in which e-mail information such as title, document name, and sender's name is sent.

If you select [On], select one of the following 22 languages:

British English, American English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Japanese, Simplified Chinese, Traditional Chinese, Russian, Hangul, Catalan, and Turkish.

Even if Off is selected, the message entered into the scanner screen will be sent by e-mail.

The default setting is **On**, **American English**.

The e-mail text which is a template cannot be changed.

No. of Digits for Single Page Files

Sets digit number for serial number to attach to Single Page file name.

The default setting is **4 Digits**.

Stored File E-mail Method

Specify the e-mail setting for sending stored files. You can select [Send File] or [Send URL Link]. This setting can be used for the following:

The default setting is **Send File**.

- Sending Stored Files by E-mail
- Simultaneous Storage and Sending by E-mail

If you select [Send File], actual files are attached to e-mails.

If you select [Send URL Link], URL links to file locations are attached to e-mails.

If [Stored File E-mail Method] is set in [Send URL Link], a phishing warning may appear after you receive a stored file e-mail, depending on your e-mail application. To prevent phishing warnings appearing after you receive a stored file e-mail, you must add the sender to your e-mail application's exclusion list. For details about how to do this, see your e-mail application's Help.

Reference

- p.12 "Accessing User Tools"

7. Registering Addresses and Users for Facsimile/Scanner Functions

This chapter describes how to register destinations and users in the Address Book. For details on how to access System Settings, see "Accessing User Tools".

Address Book

This section describes Address Book settings.

Registering information such as the names of users and their e-mail addresses in the Address Book allows you to manage them easily.

⭐ **Important**

- **Address Book data is stored on the hard disk. It can be lost if there is some kind of hard disk failure. The manufacturer shall not be held responsible for any damages resulting in data loss.**

You can register and manage the following items in the Address Book:

Names

You can register the name of the user and the key display. This is the basic information required for managing users of the machine.

To register a fax number or e-mail address in the address book, you must register information such as the user name and destination name in advance.

Auth. Info

You can register user codes in order to restrict particular functions to certain users, and to check their use of each function. You can also register login user names and login passwords to be used when sending e-mail, sending to folders, or accessing an LDAP server.
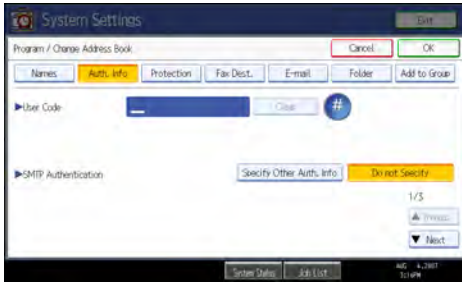
Protection

You can set protection codes to stop sender's name from being used or folders from being accessed without authorization.
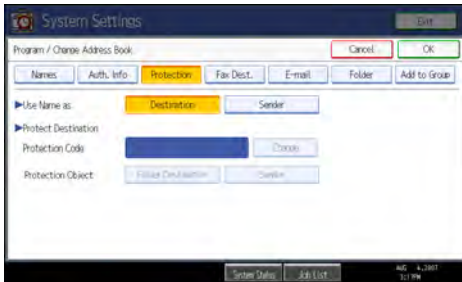
7

Fax Dest.

You can register fax numbers, line, fax header and select label insertion.

When using IP-Fax, you can register the IP-Fax destination and select the protocol.

E-mail

You can register e-mail destinations in the Address Book.
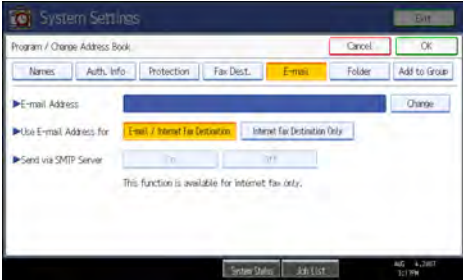
Folder

You can register the protocol, path name and server name.

- SMB

- FTP
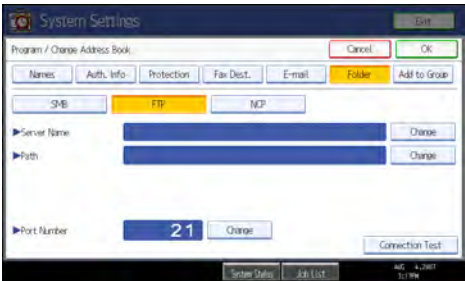
- NCP
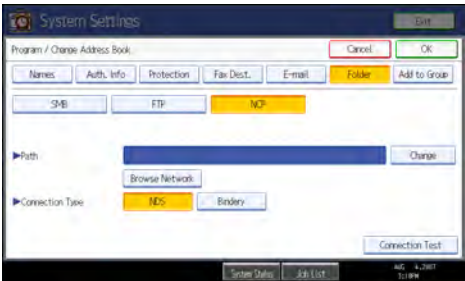
Add to Group

You can put registered e-mail and folder destinations into a group for easier management.
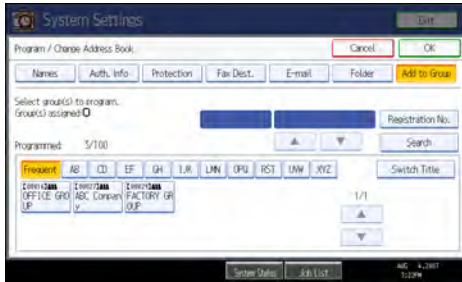
Note

- You can also use Web Image Monitor to register names in the Address Book. For details about using Web Image Monitor, see Web Image Monitor Help.

- Using Web Image Monitor, you can backup Address Book data. We recommend backing up data when using the Address Book. For details, see Web Image Monitor Help.

Managing names in the Address Book

By registering a name and key display beforehand, you can specify e-mail and folder destinations simply by selecting the name key.

Reference

- p.225 "Registering Names"

Sending fax by Quick Dial

Register a fax number in the Address Book so you can specify it only by selecting the fax destination, shown on the fax initial display when sending a fax. When label insertion is set to "On", the receiver's name and standard messages are printed on the fax message when it is received at the other end.

By registering IP-Fax destinations in the Address Book, you can specify a destination simply by selecting it from the destinations that appear in the initial fax display. Registered IP-Fax numbers can be used and printed as sender's IP-Fax numbers.

Reference

- p.238 "Fax Destination"

Sending e-mail by Quick Dial

By registering e-mail addresses in the Address Book, you can specify e-mail destinations simply by selecting them from the fax initial display when sending a document by Internet fax.

You can also specify an e-mail address by selecting the destination shown on the initial scanner display when sending a document using the scanner function. A registered e-mail address can be used as the sender's address, and the sender's addresses are automatically entered in the "From" field of an e-mail header.

🗐 Reference

- p.253 "E-mail Destination"

Sending received fax documents or scanned files to a shared folder directly

After registering the path name, user name and password, you can connect to a shared folder simply by selecting the destination shown on the initial facsimile display whenever sending files using the facsimile function to a shared folder. You can also connect to a shared folder by selecting the destination shown on the initial scanner display whenever sending files using the scanner function.

To share the folder using Windows, select the SMB protocol.

To register the folder to the FTP server, select the FTP protocol.

To register the folder to the NetWare server, select the NCP protocol.

🗐 Reference

- p.258 "Registering Folders"

Preventing unauthorized user access to shared folders from the machine

After registering a protection code, you can specify the object of protection to prevent an e-mail destination from being used without permission.

You can prevent unauthorized access to registered folders.

🗐 Reference

- p.286 "Registering a Protection Code"

Managing users and machine usage

Register user codes to limit users to the following functions and check their use of each function:

- Copier
- Document Server
- Facsimile
- Printer
- Scanner

Reference

- p.229 "Authentication Information"

Registering Names

This section describes names in Address Book.

Register user information including their names.

The user name is useful for selecting a destination when sending faxes or e-mail.

You can also use it as a folder destination.

You can register up to 2000 names.

Registering Names

This section describes how to register names.

1. **Press [System Settings].**
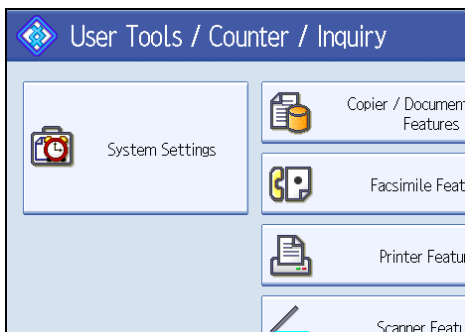
2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Press [New Program].**

6. **Press [Change] under "Name".**

   The name entry display appears.

7. **Enter the name, and then press [OK].**

8. **Press the key for the classification you want to use under "Select Title".**
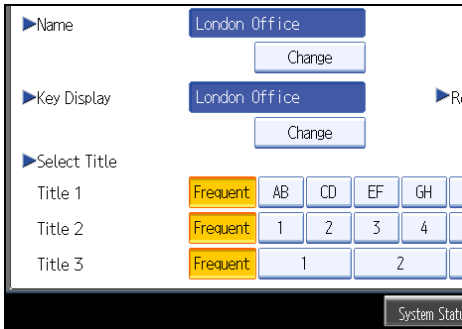
The keys you can select are as follows:

- [Frequent]: Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]: Added to the list of items in the selected title.

You can select [Frequent] and one more page for each title.

9. **Press [OK].**

10. **Press [Exit].**

11. **Press the [User Tools/Counter] key.**

⬇Note

- The name can be used for documents in the Document Server. For details about the Document Server, see "Using the Document Server", Copy/ Document Server Reference.

Changing a Registered Name

This section describes how to change a name.

1. **Press [System Settings].**
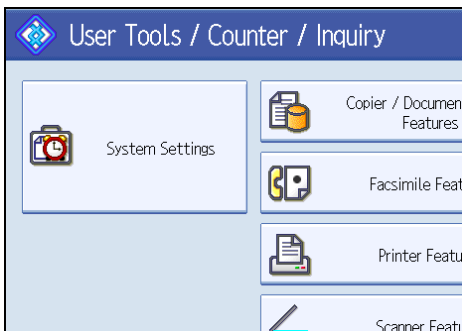
2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the registered name you want to change.**

   Press the name key, or enter the registered number using the number keys.

6. **To change the name or key display, press [Change] under the "Name" or "Key Display".**

7. **Enter the name or key display, and then press [OK].**

8. **To change the title, press the key for the classification you want to use from "Select Title".**

9. **To change the registration number, press [Change] under "Registration No.".**

10. **Enter a new registration number using the number keys, and then press the [#] key.**

11. **Press [OK].**

12. **Press [Exit].**

13. **Press the [User Tools/Counter] key.**

Note

- You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

Deleting a Registered Name

This section describes how to delete a name.

1. **Press [System Settings].**
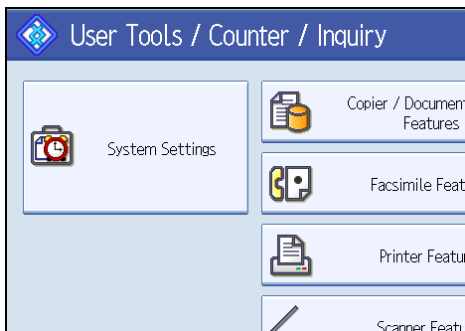
2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Press [Delete].**

5. **Select the name you want to delete.**

   Press the name key, or enter the registered number using the number keys.

6. **Press [OK].**

7. **Press [Exit].**

8. **Press the [User Tools/Counter] key.**

Authentication Information

This section describes the procedure for authenticating a user code.

⭐ **Important**

- **The functions associated with each user code are the same. If you change or delete user codes, management data and limits associated with that code become invalid.**

Register user codes to limit users to the following functions and check their use of each function:

- Copier
- Document Server
- Facsimile
- Printer
- Scanner

⬇ **Note**

- You can register up to 500 user codes.
- The number of copies made of documents stored in the Document Server using the facsimile function is counted for each user code. This allows you to check each user's usage.
- The number of copies scanned using the scanner function is counted for each user code. This allows you to check each user's usage.
- To automatically register the printer driver user code, select [PC Control] under Printer for the printer in User Code Authentication. To use the user code set in User Tools, set the user codes registered in User Tools for the printer driver.
- For details about setting user codes for the printer driver, see the printer driver Help.

🔖 **Reference**

- p.82 "Administrator Tools"
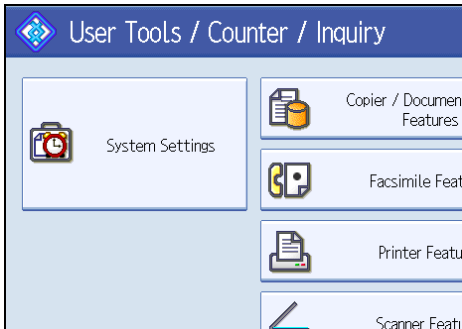
Registering a User Code

This section describes how to register a user code.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Press the name whose code is to be registered, or enter the registered number using the number key.**

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Auth. Info].**

7. **Enter the user code using the number keys, and then press the [#] key.**
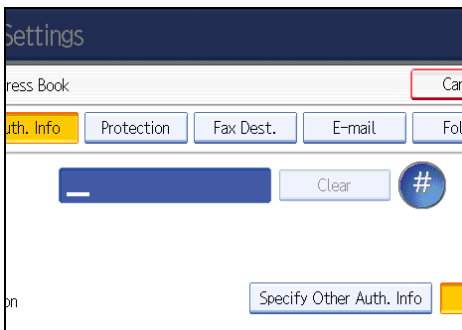
   If you make a mistake, press [Clear] or the [Clear/Stop] key.

8. **Press [▼Next] twice.**

9. **Select the functions to be used with the user code from "Available Functions".**

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools/Counter] key.**

🕔 **Note**

• You can enter a one-to eight-digit user code.

- To register the name, see "Registering Names".

Changing a User Code

This section describes how to change a user code.

⭐ Important

- **Even if you change a user code, the counter value will not be cleared.**

1. **Press [System Settings].**
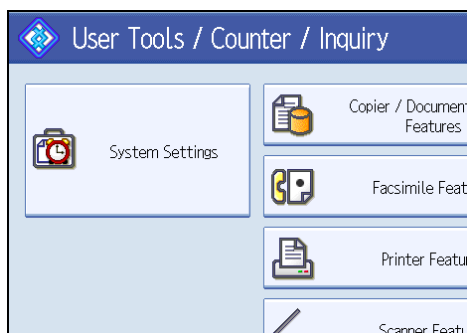
2. **Press [Administrator Tools].**
3. **Press [Address Book Management].**
4. **Check that [Program / Change] is selected.**
5. **Select the user whose user code you want to change.**

   Press the name key, or enter the registered number using the number keys. You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Auth. Info].**
7. **Press [Change], and then enter the new user code using the number keys.**
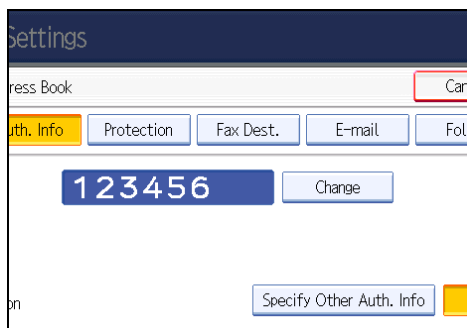
8. Press the [#] key.

9. To change the available functions, press [Auth. Info], and then press [▼Next] twice.

10. Press the key to select the functions to enable them.

    Press the key to highlight it, and then the function is enabled. To cancel a selection, press the highlighted key.

11. Press [OK].

12. Press [Exit].

13. Press the [User Tools/Counter] key.

📩 Note

• To change the name, key display and title, see "Changing a Registered Name".

🔖 Reference

• p.226 "Changing a Registered Name"

Deleting a User Code

This section describes how to delete a user code.

⭐ Important

• After clearing the user code, the counter is automatically cleared.

1. Press [System Settings].
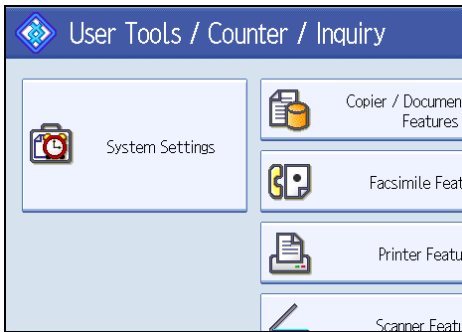
2. Press [Administrator Tools].

3. Press [Address Book Management].

4. Check that [Program / Change] is selected.

5. Select the name whose code is to be deleted.

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Auth. Info].**

7. **Press [Change] to delete the user code, and then press the [#] key.**
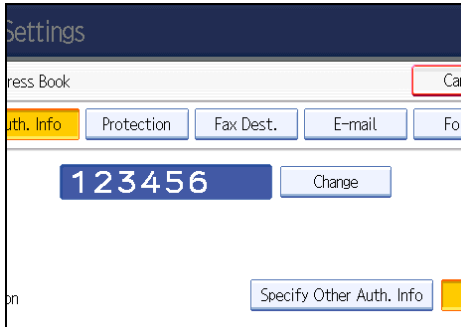
8. **Press [OK].**

9. **Press [Exit].**

10. **Press the [User Tools/Counter] key.**

↓Note

* To delete a name from the Address Book entirely, see "Deleting a Registered Name".

Reference

* p.227 "Deleting a Registered Name"

Displaying the Counter for Each User

This section describes how to display the counter for each user.

1. **Press [System Settings].**
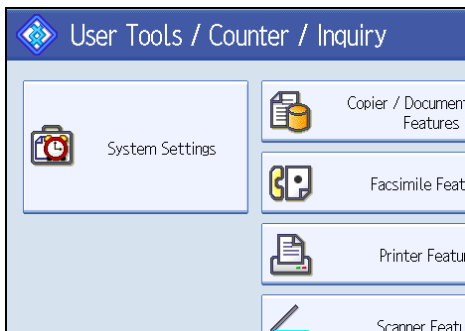
2. **Press [Administrator Tools].**

3. **Press [Display / Clear / Print Counter per User].**

4. **Select the function usage you want to print from [Print Counter], [Transmission Counter], or [Scanner Counter].**

   Counters for individual function usage under each user code appear.

Printing the Counter for Each User

This section describes how to print the counter for each user.

1. **Press [System Settings].**
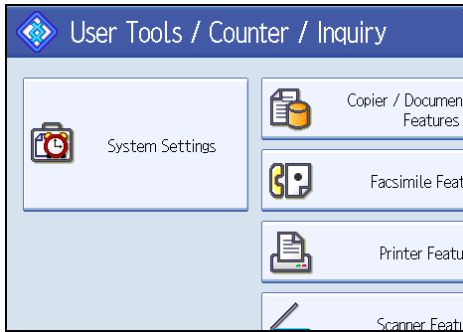
2. **Press [Administrator Tools].**

3. **Press [Display / Clear / Print Counter per User].**

4. **Select a user code from the left side of the display.**

   Press [Select All on the Page] to select all user codes on the page.

5. **Press [Print Counter List] under "Per User".**
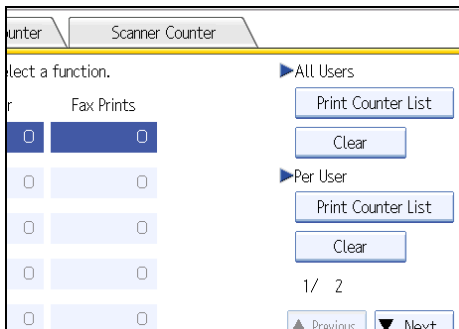
Enter the user code, and then press the [#] key if the user code is registered.

6. **Select the function usage you want to print from [Copier Counter], [Print Counter], [Fax Prints], [Fax Transmission], [Scanner Counter], and [Total Prints].**

7. **Press [Print].**

Printing the Counter for All Users

This section describes how to print the counter for all users.

1. **Press [System Settings].**
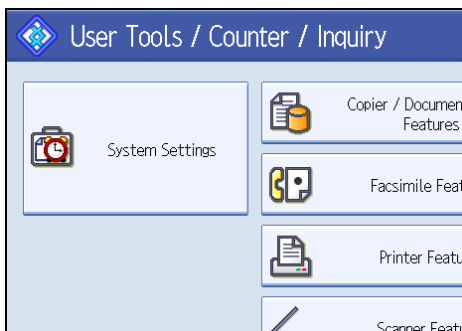
2. **Press [Administrator Tools].**

3. **Press [Display / Clear / Print Counter per User].**

4. Press [Print Counter List] under "All Users".
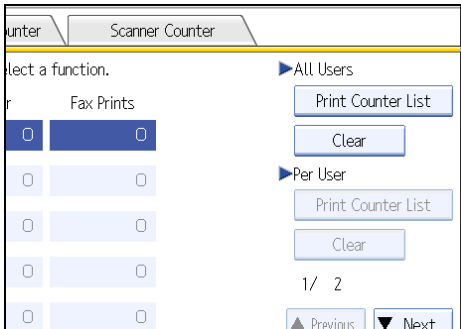
Enter the user code, and then press the [#] key if the user code is registered.

5. Select the function usage you want to print from [Copier Counter], [Print Counter], [Fax Prints], [Fax Transmission], [Scanner Counter], and [Total Prints].

6. Press [Print].

Clearing the Number of Prints

This section describes how to clear the counter.

1. Press [System Settings].
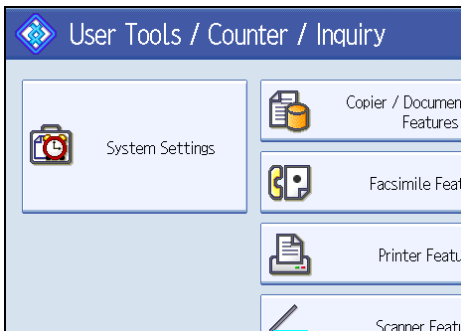
2. Press [Administrator Tools].

3. Press [Display / Clear / Print Counter per User].

4. Select the user code to clear.

5. **To clear the number of prints made under a user code, select the user code from the left side of the display.**

   Press [Select All on the Page] to select all user codes on the page.

6. **Press [Clear] under "Per User".**

7. **Select the function usage you want to clear from [Copier Counter], [Print Counter], [Fax Prints], [Fax Transmission], [Scanner Counter], and [Total Counter].**

8. **Press [OK].**

9. **To clear the number of prints for all user codes, press [Clear] under "All Users".**

10. **Select the function usage you want to clear from [Copier Counter], [Print Counter], [Fax Prints], [Fax Transmission], [Scanner Counter], and [Total Counter].**

11. **Press [OK].**

12. **Press [Exit].**

13. **Press the [User Tools/Counter] key.**

Fax Destination

This section describes the procedure for registering, changing, and deleting Fax Destinations.

Register a fax destination so you do not need to enter fax numbers each time, and can send documents that have been scanned in using the facsimile function.

- It is easy to select the fax destination if you register "Name" and "Key Display" for the fax destination.
- You can register fax destinations as a group. For details about registering a group, see "Fax Destination".
- You can register fax destinations by selecting them from redial function.
- Registered Fax numbers can be used as sender's Fax numbers.

There are two types of fax destination, as shown below:

- Fax Destination

    Select this to send the fax over the telephone network.

- IP-Fax

    Select this to send the fax to a machine on a TCP/IP network.

    You cannot send the fax to a machine on another network if that network is behind a firewall.

You can program the following items in a fax destination:

Fax Number

Registers the destination's fax number. You can enter a fax number using up to 128 digits. You must include every digit in the number.

SUB Code

Registering a SUB Code allows you to use Confidential Transmission to send messages to the other fax machines which support a similar function called "SUB Code". See "SUB Code", Facsimile Reference.

SEP Code

Registering a SEP Code allows you to use Polling Reception to receive faxes from the other fax machines which support Polling Reception. See "SEP Code", Facsimile Reference.

Line

If the optional extra G3 interface unit is installed, you can select the line type per destination.

International TX Mode

When setting the International TX mode to [On], the machine transmits more carefully by lowering transmission speed. However, communication times increase.

Fax Header

You can select to print a fax header on fax messages the other party receives.

The default is "1st Name".

Label Insertion

Use label insertion to print information such as the destination name on the sheet printed out at the destination.

Data is printed as follows:

- Destination Name

    The destination name specified in [Fax Destination] is printed with "To" before it at the top of the sheet.

- Standard Message

    A registered two-line sentence is printed under "Destination Name".

    To use this function, set Label Insertion to [On] when programming fax destinations and also press [Label Insertion] when sending fax documents.

    Fax header and label insertion are also printed when sending by e-mail using the fax function.

    You can program a standard message other than those registered in the machine.

    For details about how to program Standard Message, see "Send Settings".

You can program the following items in an IP-Fax Destination:

IP-Fax

Register the IP-Fax destination. You can register the name using up to 128 characters. You must make this setting when using IP-Fax.

This setting only works if the IP-Fax function has been selected.

SUB Code

Registering a SUB Code allows you to use Confidential Transmission to send messages to the other fax machines which support a similar function called "SUB Code". See "SUB Code", Facsimile Reference.

SEP Code

Registering a SEP Code allows you to use Polling Reception to receive faxes from the other fax machines which support Polling Reception. See "SEP Code", Facsimile Reference.

Select Protocol

Select the protocol for the IP-Fax transmission.

This setting only works if the IP-Fax function has been selected.

🗐 Reference

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Fax Destination

This section describes how to register, change, and delete a fax destination.

Registering a Fax Destination

This section describes how to register a fax number.

1. **Press [System Settings].**
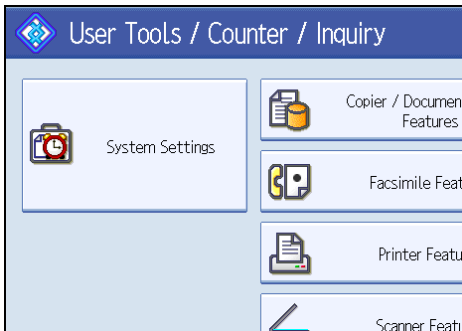
2. **Press [Administrator Tools].**
3. **Press [Address Book Management].**
4. **Check that [Program / Change] is selected.**
5. **Select the name whose fax destination you want to register.**

   Press the name key, or enter the registered number using the number keys.
6. **Press [Fax Dest.].**
7. **Press [Change] under "Fax Destination".**
8. **Enter the fax number using the number keys, and then press [OK].**

9. **Specify optional settings such as "SUB Code", "SEP Code", and "International TX Mode".**
10. **Press [OK].**
11. **Press [Exit].**

12. **Press the [User Tools/Counter] key.**

⬇️**Note**

- When a group is registered, you can also add this fax destination to the group. For details about registering groups, see "Registering Names to a Group".

- To register the name, see "Registering Names".

📄**Reference**

Changing a Fax Destination

This section describes how to change a registered fax destination.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the name whose fax destination you want to change.**

   Press the name key, or enter the registered number using the number keys.

You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Fax Dest.].**

7. **Change the settings.**

8. **Press [OK].**

9. **Press [Exit].**

10. **Press the [User Tools/Counter] key.**

🔽 **Note**

- To change the name, key display and title, see "Changing a Registered Name".

📘 **Reference**

Using a Fax Destination as a sender

This section describes how to use fax destination as a sender.

1. **Press [Protection].**

2. **Press [Sender] under "Use Name as".**

To change the fax number

This section describes how to change the fax number.

1. **Press [Change] under "Fax Destination".**

2. **Enter the new fax number using the number keys, and then press [OK].**

To change the line

This section describes how to select the line.

1. **Press [Select Line].**

2. **Select the line, and then press [OK].**

To program the SUB Code

This section describes how to program the SUB Code.

1. **Press [Adv. Features], and then press [SUB Code].**

2. **Press [Change] under "TX SUB Code".**

3. **Enter the new SUB Code, and then press [OK].**

4. **To change the password, press [Change] under "Password (SID)".**

5. **Enter the new password, and then press [OK].**

6. **Press [OK].**

To program the SEP Code

This section describes how to program the SEP Code.

1. **Press [Adv. Features], and then press [SEP Code].**

2. **Press [Change] under "RX SEP Code".**

3. **Enter the new SEP Code, and then press [OK].**

4. **To change the password, press [Change] under "Password (PWD)".**

5. **Enter the new password, and then press [OK].**

6. **Press [OK].**

To set the International TX Mode

This section describes how to set the International TX Mode.

1. **Press [Change] under "International TX Mode".**

2. **Select [Off] or [On], and then press [OK].**

To select the Fax Header

This section describes how to select the fax header.

You can register the fax header in Program Fax Information in the system settings for Facsimile Features.

1. **Press [Change] under "Fax Header".**
2. **Select [1st Name] or [2nd Name], and then press [OK].**

🔲 Reference

- p.150 "Registering Fax Information"

To set label insertion

This section describes how to set label insertion.

When Label Insertion is set to On, the receiver's name and standard messages are printed on the fax message when it is received at the other end.

1. **Press [Change] under "Label Insertion".**
2. **Press [On].**
3. **Press [Change] under "Line 2".**
4. **Select the new standard message or press [Manual Entry] to enter the new message.**
5. **Enter the new message, and then press [OK].**
6. **Press [OK].**
7. **Press [Change] under "Line 3".**
8. **Select the new standard message, and then press [OK].**
9. **Press [OK].**

⬇ Note

- To change the name, key display and title, see "Changing a Registered Name".

🔲 Reference

- p.226 "Changing a Registered Name"

Deleting a Fax Destination

This section describes how to delete a registered fax destination.

⭐Important

- If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**
3. **Press [Address Book Management].**
4. **Check that [Program / Change] is selected.**
5. **Select the name whose fax destination you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Fax Dest.].**
7. **Press [Change] under "Fax Destination".**
8. **Press [Delete All], and then press [OK].**

9. **Press [OK].**
10. **Press [Exit].**
11. **Press the [User Tools/Counter] key.**

Note

- To delete the name, key display, and title, see "Deleting a Registered Name".

Reference

- p.227 "Deleting a Registered Name"

IP-Fax Destination

This section describes how to register, change, and delete an IP-Fax destination.

Note

- For details about sending an IP-Fax, see "Sending by IP-Fax", Facsimile Reference.

Registering an IP-Fax Destination

This section describes how to register an IP-Fax Destination.
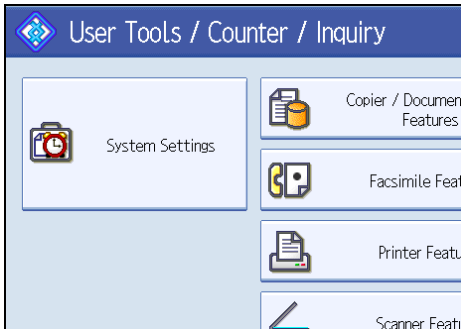
1. **Press [System Settings].**

2. **Press [Administrator Tools].**
3. **Press [Address Book Management].**
4. **Check that [Program / Change] is selected.**
5. **Select the name whose IP-Fax destination you want to register.**

   Press the name key, or enter the registered number using the number keys.
6. **Press [Fax Dest.].**

7. **Press [Select Line], and then select [H.323] or [SIP].**

8. **Press [Change] under "Fax Destination".**

9. **Enter the IP-Fax destination.**

10. **Press [OK].**

11. **Press [OK].**

12. **Press [Exit].**

13. **Press the [User Tools/Counter] key.**

⬇️**Note**

- To register the name, see "Registering Names".
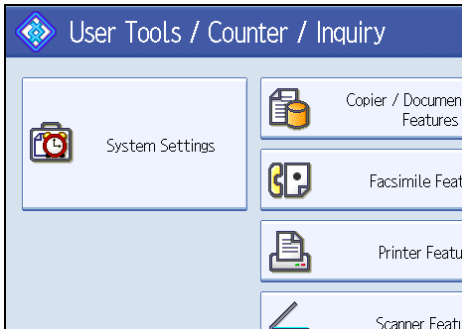
🔢**Reference**

- p.225 "Registering Names"
- p.229 "Registering a User Code"
- p.276 "Registering Names to a Group"
- p.249 "Using the IP-Fax Destination as the sender"
- p.249 "To change the IP-Fax Destination"
- p.249 "To change the protocol"
- p.249 "To program the SUB Code"
- p.250 "To program the SEP Code"
- p.250 "To set the International TX Mode"
- p.250 "To select the Fax Header"
- p.250 "To set label insertion"

Changing a Registered IP-Fax Destination

This section describes how to change an IP-Fax Destination.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the name whose IP-Fax destination you want to change.**

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Fax Dest.].**

7. **Press [Change] under "Fax Destination".**
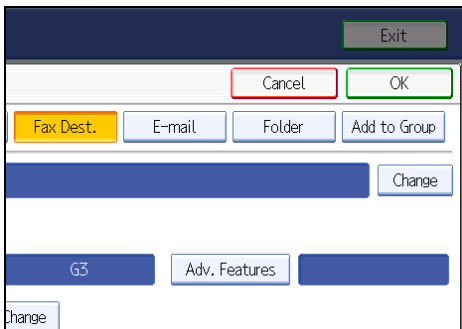
8. **Enter the new destination, and then press [OK].**

9. **Press [OK].**

10. **Press [Exit].**

11. **Press the [User Tools/Counter] key.**

Note

• To change the name, key display and title, see "Changing a Registered Name".

Reference

• p.226 "Changing a Registered Name"

• p.249 "Using the IP-Fax Destination as the sender"

- p.249 "To change the IP-Fax Destination"
- p.249 "To change the protocol"
- p.249 "To program the SUB Code"
- p.250 "To program the SEP Code"
- p.250 "To set the International TX Mode"
- p.250 "To select the Fax Header"
- p.250 "To set label insertion"

Using the IP-Fax Destination as the sender

This section describes how to use the IP-Fax destination as the sender.

1. **Press [Protection].**
2. **Press [Sender] under "Use Name as".**

To change the IP-Fax Destination

This section describes how to change a registered IP-Fax destination.

1. **Press [Change] under "Fax Destination".**
2. **Enter the new destination, and then press [OK].**

To change the protocol

This section describes how to select the protocol.

1. **Press [Select Line].**
2. **Select [H.323] or [SIP].**

To program the SUB Code

This section describes how to program the SUB Code.

1. **Press [Adv. Features], and then press [SUB Code].**
2. **Press [Change] under "TX SUB Code".**
3. **Enter the SUB Code, and then press [OK].**
4. **To enter a password, press [Change] under "Password (SID)".**
5. **Enter a password using the number keys, and then press [OK].**
6. **Press [OK].**

To program the SEP Code

This section describes how to program the SEP Code.

1. **Press [Adv. Features], and then press [SEP Code].**

2. **Press [Change] under "RX SEP Code".**

3. **Enter a SEP Code using the number keys, and then press [OK].**

4. **To enter a password, press [Change] under "Password (PWD)".**

5. **Enter a password using the number keys, and then press [OK].**

6. **Press [OK].**

To set the International TX Mode

This section describes how to set the International TX Mode.

1. **Press [Change] under "International TX Mode".**

2. **Select [Off] or [On], and then press [OK].**

To select the Fax Header

This section describes how to select the fax header.

1. **Press [Change] under "Fax Header".**

2. **Select [1st Name] or [2nd Name], and then press [OK].**

To set label insertion

This section describes how to set label insertion.

When Label Insertion is set to On, the receiver's name and standard messages are printed on the fax message when it is received at the other end.

1. **Press [Change] under "Label Insertion".**

2. **Press [On].**

3. **Press [Change] under "Line 2".**

4. **Select the new standard message or press [Manual Entry] to enter the new message.**

5. **Enter the new message, and then press [OK].**

6. **Press [OK].**

7. **Press [Change] under "Line 3".**

8. **Select the new standard message, and then press [OK].**

9. **Press [OK].**

Note

- To change the name, key display and title, see "Changing a Registered Name".

Reference

- p.226 "Changing a Registered Name"

Deleting a Registered IP-Fax Destination

This section describes how to delete a registered IP-Fax destination.

If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**
3. **Press [Address Book Management].**
4. **Check that [Program / Change] is selected.**
5. **Select the name whose IP-Fax destination you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.
6. **Press [Fax Dest.].**
7. **Press [Change] under "Fax Destination".**
8. **Press [Delete All], and then press [OK].**
9. **Press [OK].**
10. **Press [Exit].**
11. **Press the [User Tools/Counter] key.**

Note

- To change the name, key display and title, see "Changing a Registered Name".

Reference

- p.226 "Changing a Registered Name"

E-mail Destination

This section describes the procedure for registering, changing, and deleting E-mail Destination.

Register e-mail destinations so you do not need to enter an e-mail address every time, and can send scan files from scanner or fax function by e-mail.

- It is easy to select the e-mail destination if you register "Name" and "Key Display" as the e-mail destination.
- You can register e-mail destinations as a group.
- You can use the e-mail address as the sender's address when sending scan files in scanner mode. If you want to do this, set a protection code on the sender address to prevent unauthorized access.

🔽 Note

- You can select an e-mail address from an LDAP server, and then register it in the Address Book. See "Sending Scan Files by E-mail", Scanner Reference.
- You can set the machine to send a Transmission Result Report by e-mail whenever a transmission is sent. See Facsimile Reference.

🔖 Reference

- p.286 "Registering a Protection Code"

Registering an E-mail Destination

This section describes how to register an e-mail destination.
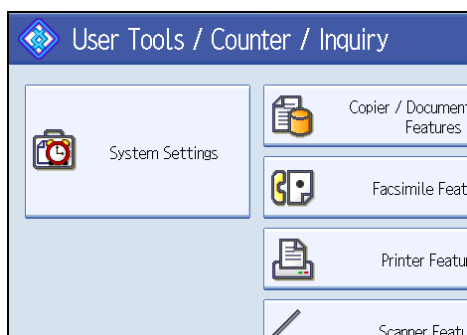
1. **Press [System Settings].**

2. **Press [Administrator Tools].**
3. **Press [Address Book Management].**
4. **Check that [Program / Change] is selected.**
5. **Select the name whose e-mail address you want to register.**

   Press the name key, or enter the registered number using the number keys.

6. **Press [E-mail].**

7. **Press [Change] under "E-mail Address".**
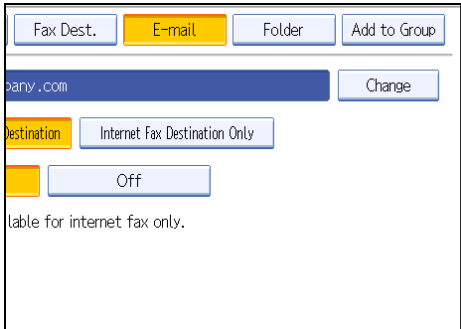
8. **Enter the e-mail address.**
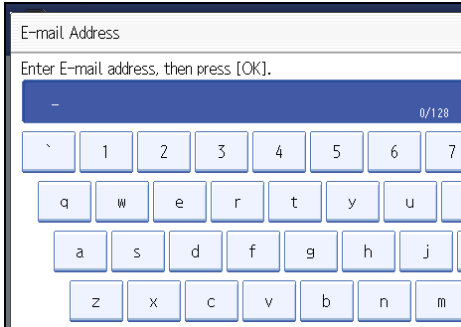
9. **Press [OK].**

10. **Select [E-mail / Internet Fax Destination] or [Internet Fax Destination Only].**

    If [E-mail / Internet Fax Destination] is specified, registered e-mail addresses appear in both the internet fax address display and E-mail address display on the fax function screen, and in the address display on the scanner function screen.

    If [Internet Fax Destination Only] is specified, registered e-mail addresses only appear in the internet fax display on the fax function screen.

11. **If you want to use Internet fax, specify whether or not to use "Send via SMTP Server".**

12. **Press [OK].**

13. **Press [Exit].**

14. **Press the [User Tools/Counter] key.**

⬇Note

- You can enter up to 128 characters for the e-mail address.

- To register the name, see "Registering Names".

📄Reference

- p.225 "Registering Names"

- p.229 "Registering a User Code"
- p.276 "Registering Names to a Group"

Changing an E-mail Destination

This section describes how to change an e-mail destination.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**
3. **Press [Address Book Management].**
4. **Check that [Program / Change] is selected.**
5. **Select the name whose e-mail address you want to change.**

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [E-mail].**
7. **Press [Change] under "E-mail Address".**
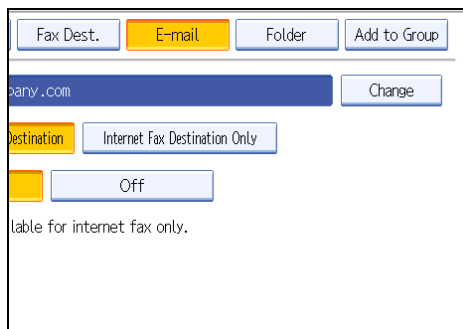
8. **Enter the e-mail address, and then press [OK].**
9. **Press [OK].**

10. **Press [Exit].**

11. **Press the [User Tools/Counter] key.**

⬇Note

- To change the name, key display and title, see "Changing a Registered Name".

⎘Reference

- p.226 "Changing a Registered Name"

Using the e-mail address as the sender

This section describes how to use the e-mail address as a sender.

1. **Press [Protection].**

2. **Press [Sender] under "Use Name as".**

Deleting an E-mail Destination

This section describes how to delete an e-mail destination.
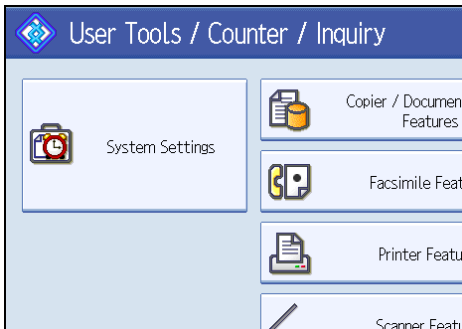
1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the name whose e-mail address you want to delete.**

   Press the name key, or enter the registered number using the number keys. You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [E-mail].**

7. **Press [Change] under "E-mail Address".**

8. **Press [Delete All], and then press [OK].**

9. **Press [OK].**

10. **Press [Exit].**

11. **Press the [User Tools/Counter] key.**

⬇ Note

- To delete the name, key display, and title, see "Deleting a Registered Name".

🔖 Reference

- p.227 "Deleting a Registered Name"

Registering Folders

This section describes the procedure for registering, changing, and deleting folders.

By registering a shared folder, you can send scan files or received fax documents to it directly.

There are three types of protocol you can use:

- SMB

  For sending files to shared Windows folders.

- FTP

  Use when sending files to an FTP server.

- NCP

  Use when sending files to a NetWare server.

🔽 **Note**

- For details about protocols, server names, and folder levels, consult your network administrator.

- You can prevent unauthorized users from accessing folders from the machine. See "Registering a Protection Code".

- You can only select either SMB, FTP, or NCP. If you change protocol after finishing your settings, all previous entries are cleared.

🔖 **Reference**

- p.286 "Registering a Protection Code"

Using SMB to Connect

This section describes the procedure for registering, changing, and deleting SMB folders.

🔽 **Note**

- To register a folder in an FTP server, see "Using FTP to Connect".

- To register a folder in a NetWare server, see "Using NCP to Connect".

🔖 **Reference**

- p.264 "Using FTP to Connect"

- p.269 "Using NCP to Connect"

Registering an SMB Folder

This section describes how to register an SMB folder.

1. **Press [System Settings].**
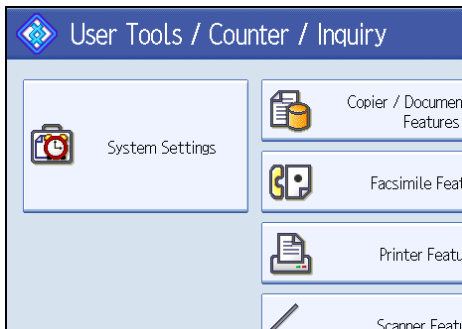
2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the name whose folder you want to register.**

   Press the name key, or enter the registered number using the number keys.

6. **Press [Auth. Info], and then press [▼Next].**
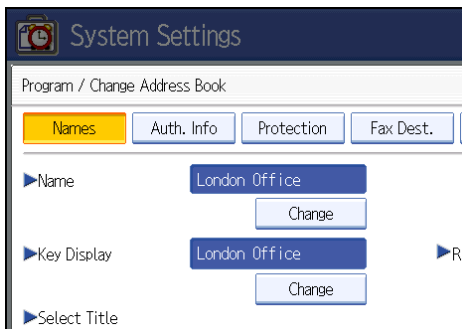
7. **Press [Specify Other Auth. Info] under "Folder Authentication".**

   When [Do not Specify] is selected, the SMB User Name and SMB Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies.

8. **Press [Change] under "Login User Name".**

9. **Enter the login user name, and then press [OK].**

10. **Press [Change] under "Login Password".**

11. **Enter the password, and then press [OK].**

12. **Enter the password again to confirm, and then press [OK].**

13. **Press [Folder].**

14. **Check that [SMB] is selected.**

    To specify a folder, you can either enter the path manually or locate the folder by browsing the network.

7
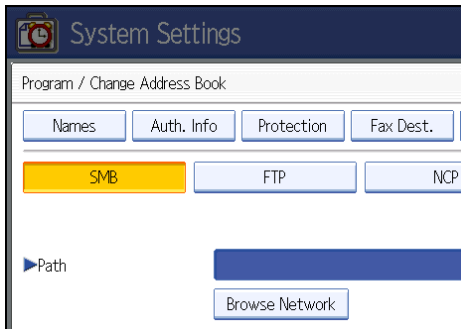
15. **Specify the path.**

    For details about how to specify the path manually, see "Locating the SMB folder manually".

    For details about how to specify the path using Browse Network, see "Locating the SMB folder using Browse Network".

16. **Press [Connection Test] to check the path is set correctly.**

17. **Press [Exit].**

    If the connection test fails, check the settings, and then try again.

18. **Press [OK].**

19. **Press [Exit].**

20. **Press the [User Tools/Counter] key.**

⬇ Note

- To register the name, see "Registering Names".

- You can enter up to 64 characters for the user name.

- You can enter up to 64 characters for the password.

- You can enter a path using up to 128 characters.

- If User Authentication is specified, contact your administrator.

🔲 Reference

- p.225 "Registering Names"

- p.260 "Locating the SMB folder manually"

- p.261 "Locating the SMB folder using Browse Network"

Locating the SMB folder manually

This section describes how to locate the SMB folder manually.

1. **Press [Change] under "Path".**

2. **Enter the path where the folder is located.**

3. **Press [OK].**

   If the format of the entered path is not correct, a message appears. Press [Exit], and then enter the path again.

⬇Note

- Enter the path using this format: "\\ServerName\Share- Name\PathName".
- You can also enter an IPv4 address.
- You can enter a path using up to 128 characters.

Locating the SMB folder using Browse Network

This section describes how to locate the SMB folder using Browse Network.

1. **Press [Browse Network].**

   The client computers sharing the same network as the machine appear.

   Network display only lists client computers you are authorized to access.

2. **Select a client computer.**

   Shared folders under it appear.

   Browse Network

   🔲 Up One Level   🖥ABCD-SERVER   🖥DS-2000SV-
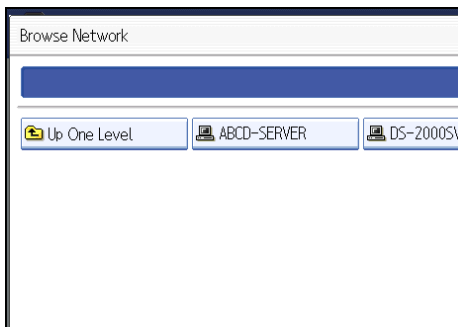
   You can press [Up One Level] to switch between levels.

3. **Select the folder you want to register.**
4. **Press [OK].**

If a Login Screen Appears

This section describes how to log on to the machine if the login screen appears when you try to access a folder by browsing the network.

If you have not specified folder authentication, or if an incorrect user name or password has been entered for folder authentication, the login screen appears.

1. **Enter the login user name, and then press [OK].**

   Enter the login user name specified for folder authentication.

2. **Enter the password, and then press [OK].**

   The path to the selected folder appears.

   If a message appears, press [Exit], and then enter the login user name and password again.

Changing an SMB Folder

This section describes how to change settings of the registered SMB folder.
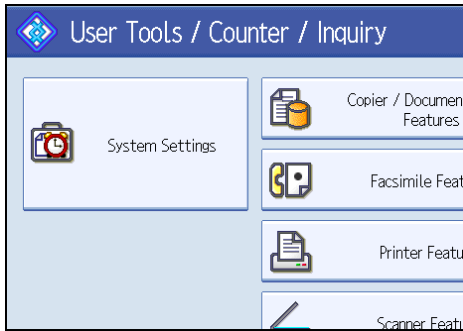
1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the name whose folder you want to change.**

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Folder].**

7. **Select the items you want to change.**

   When specifying a folder, enter the path directly or select it by referencing the network. For details, see "Locating the SMB folder manually" and "Locating the SMB folder using Browse Network".

8. **Press [Connection Test] to check the path is set correctly.**

9. **Press [Exit].**

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools/Counter] key.**

Note

- To change the name, key display and title, see "Changing a Registered Name".

Reference

- p.226 "Changing a Registered Name"
- p.260 "Locating the SMB folder manually"
- p.261 "Locating the SMB folder using Browse Network"

To change the protocol

This section describes how to change the protocol.

1. **Press [FTP] or [NCP].**
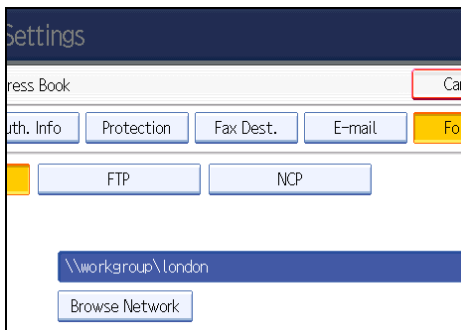
A confirmation message appears.

2. **Press [Yes].**

   Changing the protocol will clear all settings made under the previous protocol.

3. **Enter each item again.**

Reference

- p.264 "Using FTP to Connect"
- p.269 "Using NCP to Connect"

Deleting an SMB registered folder

This section describes how to delete the registered SMB folder.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the name whose folder you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Folder].**

7. **Press the protocol which is not currently selected.**

   A confirmation message appears.

8. **Press [Yes].**

9. **Press [OK].**

10. **Press [Exit].**

11. **Press the [User Tools/Counter] key.**

🔸 **Note**

* To delete the name, key display, and title, see "Deleting a Registered Name".

🔹 **Reference**

* p.227 "Deleting a Registered Name"

Using FTP to Connect

This section describes the procedure for registering, changing, and deleting FTP folders.

🔸 **Note**

* To register a shared folder configured in Windows, see "Using SMB to Connect".

* To register a folder in a NetWare server, see "Using NCP to Connect".

- p.258 "Using SMB to Connect"
- p.269 "Using NCP to Connect"

Registering an FTP Folder

This section describes how to register an FTP folder.

1. **Press [System Settings].**
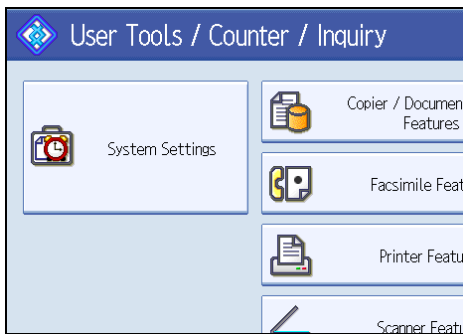
2. **Press [Administrator Tools].**
3. **Press [Address Book Management].**
4. **Check that [Program / Change] is selected.**
5. **Select the name whose folder you want to register.**

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Auth. Info], and then press [▼Next].**
7. **Press [Specify Other Auth. Info] under "Folder Authentication".**

   When [Do not Specify] is selected, the FTP User Name and FTP Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies. For details, see "File Transfer".

8. **Press [Change] under "Login User Name".**
9. **Enter the login user name, and then press [OK].**
10. **Press [Change] under "Login Password".**
11. **Enter the password, and then press [OK].**
12. **Enter the password again to confirm, and then press [OK].**
13. **Press [Folder].**

14. **Press [FTP].**
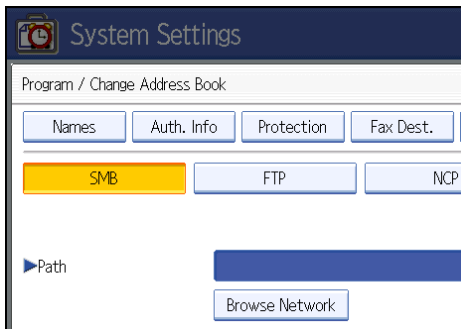
15. **Press [Change] under "Server Name".**

16. **Enter the server name, and then press [OK].**

17. **Press [Change] under "Path".**

18. **Enter the path, and then press [OK].**

    You can enter an absolute path, using this format: "/user/ home/username"; or a relative path, using this format: "directory/sub-directory".

    If you leave the path blank, the login directory is assumed to be the current working directory.

    You can also enter an IPv4 address.

    You can enter a path using up to 128 characters.

19. **To change the port number, press [Change] under "Port Number".**

20. **Enter the port number using the number keys, and then press the [#] key.**

    You can enter 1 to 65535.

21. **Press [Connection Test] to check the path is set correctly.**

22. **Press [Exit].**

    If the connection test fails, check the settings, and then try again.

23. **Press [OK].**

24. **Press [Exit].**

25. **Press the [User Tools/Counter] key.**

↓ Note

- To register the name, see "Registering Names".
- You can enter up to 64 characters for the user name.
- You can enter up to 64 characters for the password.
- You can enter a server name using up to 64 characters.
- If User Authentication is specified, contact your administrator.

- p.225 "Registering Names"

- p.75 "File Transfer"

Changing an FTP Folder

This section describes how to change the registered FTP folder.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the name whose folder you want to change.**

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Folder].**
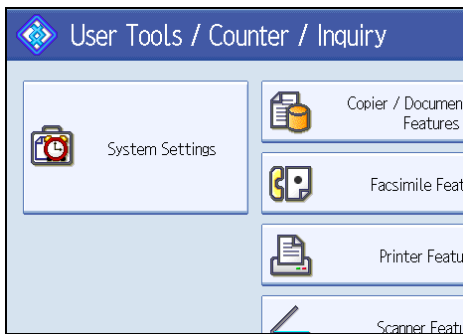
7. **Select the items you want to change.**

8. **Press [Connection Test] to check the path is set correctly.**

9. **Press [Exit].**

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools/Counter] key.**

🔻 **Note**

- To change the name, key display and title, see "Changing a Registered Name".

📘 **Reference**

- p.226 "Changing a Registered Name"

Changing the protocol

This section describes how to change the protocol.

1. **Press [SMB] or [NCP].**

   A confirmation message appears.

2. **Press [Yes].**

   Changing the protocol will clear all settings made under the previous protocol.

3. **Enter each item again.**

   🗐Reference

   - p.258 "Using SMB to Connect"

   - p.269 "Using NCP to Connect"

Changing the registered FTP folder

This section describes how to change the registered FTP folder.

1. **Press [Change] under "Port Number".**

2. **Enter the new port number, and then press the [#] key.**

3. **Press [Change] under "Server Name".**

4. **Enter the new server name, and then press [OK].**

5. **Press [Change] under "Path".**

6. **Enter the new path, and then press [OK].**

Deleting an FTP Folder

This section describes how to delete the registered FTP folder.
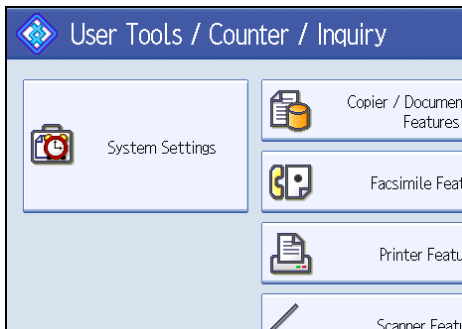
1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the name whose folder you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Folder].**

7. **Press the protocol which is not currently selected.**

   A confirmation message appears.

8. **Press [Yes].**

9. **Press [OK].**

10. **Press [Exit].**

11. **Press the [User Tools/Counter] key.**

🔽Note

• To delete a name entirely, see "Deleting a Registered Name".

📄Reference

• p.227 "Deleting a Registered Name"

Using NCP to Connect

This section describes the procedure for registering, changing, and deleting NCP folders.

🔽Note

• To register a shared folder configured in Windows, see "Using SMB to Connect".

• To register a folder in an FTP server, see "Using FTP to Connect".

Registering an NCP Folder

This section describes how to register an NCP folder.

1. **Press [System Settings].**
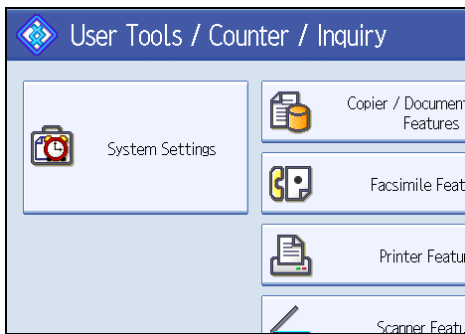
2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Press the name you want to register or enter the registered number using the number keys.**

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Auth. Info], and then press [▼Next].**

7. **Press [Specify Other Auth. Info] under "Folder Authentication".**

   When [Do not Specify] is selected, the NCP User Name and NCP Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies. For details, see "File Transfer".

8. **Press [Change] under "Login User Name".**

9. **Enter the login user name, and then press [OK].**

10. **Press [Change] under "Login Password".**

11. **Enter the password, and then press [OK].**

12. **Enter the password again to confirm, and then press [OK].**

13. **Press [Folder].**

14. **Press [NCP].**

15. **Select "Connection Type".**

    If you want to specify a folder in an NDS tree, press [NDS]. If you want to specify a folder on a NetWare server, press [Bindery].

    If you have set "Connection Type" to [NDS], enter the user name followed by the name of the context where the user object is located. If the user name is "user" and the context name is "context", enter "user.context".

16. **Specify the path.**

    For details about how to specify the path manually, see "Locating the NCP folder manually".

    For details about how to specify the path using Browse Network, see "Locating the NCP folder using Browse Network".

17. **Press [Connection Test] to check the path is set correctly.**

18. **Press [Exit].**

19. **Press [OK].**

20. **Press [Exit].**

21. **Press the [User Tools/Counter] key.**

⬇ **Note**

- To register the name, see "Registering Names".
- You can enter up to 64 characters for the user name.
- You can enter up to 64 characters for the password.
- To specify a folder, you can either enter the path manually or locate the folder by browsing the network.
- If User Authentication is specified, contact your administrator.

📄 **Reference**

- p.75 "File Transfer"
- p.225 "Registering Names"
- p.271 "Locating the NCP folder manually"
- p.272 "Locating the NCP folder using Browse Network"

Locating the NCP folder manually

This section describes how to locate the NCP folder manually.

1. **Press [Change] under "Path".**

2. **Enter the path where the folder is located.**

3. **Press [OK].**

4. **Press [Connection Test] to check the path is set correctly.**

5. **Press [Exit].**

⬇️**Note**

- If you set "Connection Type" to [NDS], and if the NDS tree name is "tree", the name of the context including the volume is "context", the volume name is "volume" and the folder name is "folder", then the path will be "\\tree\volume. context\folder".

- If you set "Connection Type" to [Bindery], and if the NetWare server name is "server", the volume name is "volume" and the folder name is "folder", then the path will be "\\server\volume\folder".

- You can enter a path using up to 128 characters.

- If the connection test fails, check the settings, and then try again.

Locating the NCP folder using Browse Network

This section describes how to locate the NCP folder using Browse Network.

1. **Press [Browse Network].**

2. **If you have set "Connection Type" to [NDS], a list of items in the NDS tree appears. If you have set "Connection Type" to [Bindery], a list of items on the NetWare server appears.**

3. **Search for the destination folder in the NDS tree or NetWare server.**

   You can press [Up One Level] to switch between levels.

4. **Select the folder you want to register, and then press [OK].**

⬇️**Note**

- Only the folders you are allowed to access appear in [Browse Network].

- If the languages used on the machine and the destination you want to view differ, the items in the list may not appear correctly.

- Up to 100 items can be displayed in the list.

Changing an NCP registered folder

This section describes how to change the registered NCP folder.
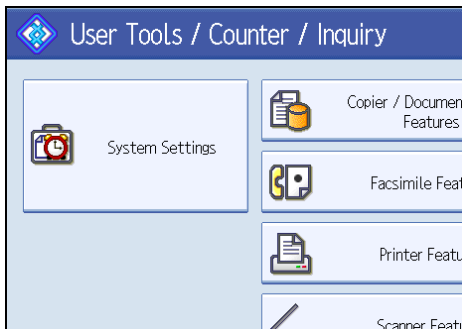
1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the user of the registered folder you want to change.**

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Folder].**

7. **Select "Connection Type".**

   If you want to specify a folder in an NDS tree, press [NDS]. If you want to specify a folder on a NetWare server, press [Bindery].

8. **Specify the folder.**

   To specify a folder, you can either enter the path manually or locate the folder by browsing the network.

9. **Press [Connection Test] to check the path is set correctly.**

10. **Press [Exit].**

11. **Press [OK].**

12. **Press [Exit].**

13. **Press the [User Tools/Counter] key.**

🔽 **Note**

• To change the name, key display and title, see "Changing a Registered Name".

📄 **Reference**

• p.226 "Changing a Registered Name"

Changing the protocol

This section describes how to change the protocol.

1. **Press [SMB] or [FTP].**
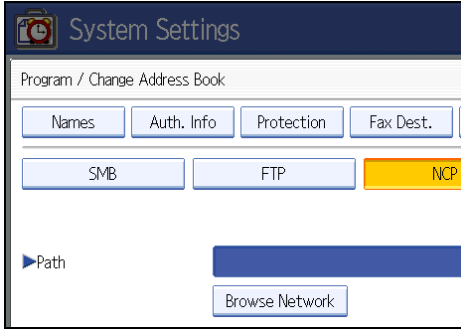
2. **A confirmation message appears. Press [Yes].**

    Changing the protocol will clear all settings made under the previous protocol.

3. **Enter each item again.**

Reference

- p.258 "Using SMB to Connect"
- p.264 "Using FTP to Connect"

Deleting an NCP Folder

This section describes how to delete the registered NCP folder.
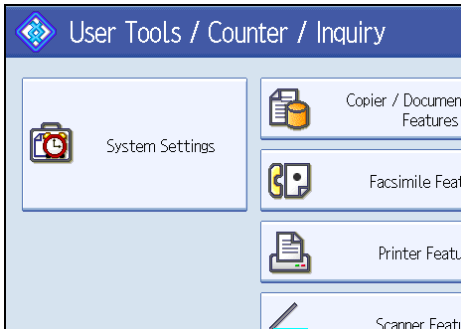
1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select a user of the folder you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Folder].**

7. **Press the protocol which is not currently selected.**

   A confirmation message appears.

8. **Press [Yes].**

9. **Press [OK].**

10. **Press [Exit].**

11. **Press the [User Tools/Counter] key.**

⬇ Note

• To delete a name entirely, see "Deleting a Registered Name".

🗐 Reference

• p.227 "Deleting a Registered Name"

Registering Names to a Group

This section describes how to register names to a group.

You can register names to a group to enable easy management of e-mail addresses and folders for each group.

To add names to a group, the groups must be registered beforehand.

⭐ **Important**

- **When using Scan to Folder function, you cannot send scan files to a group with over 50 folders registered.**
- **The maximum number of destinations registerable to a group is 500.**

⬇ **Note**

- You can set a protection code to prevent unauthorized access to the folders registered in a group. For details, see "Registering a Protection Code".

📗 **Reference**

- p.286 "Registering a Protection Code"

7 Registering a Group

This section describes how to register a group.

1. **Press [System Settings].**
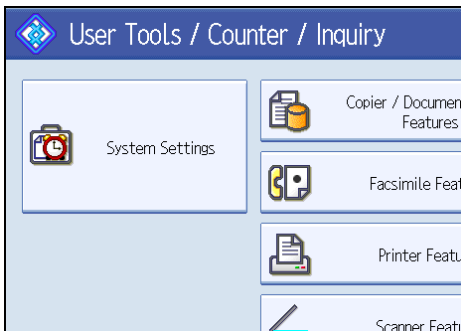
2. **Press [Administrator Tools].**
3. **Press [Address Book: Program / Change / Delete Group].**
4. **Check that [Program / Change] is selected.**
5. **Press [New Program].**

6. **Press [Change] under "Group Name".**
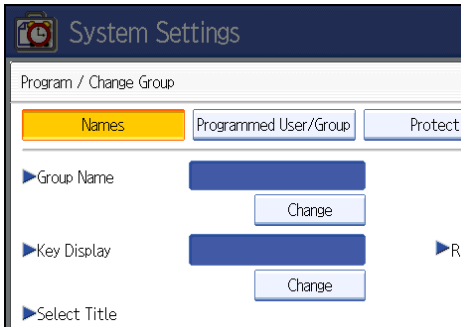
7. **Enter the group name, and then press [OK].**

   The key display name is set automatically.

8. **Press the title key under "Select Title", if necessary.**

   The keys you can select are as follows:

   - [Frequent]: Added to the page that is displayed first.
   - [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]: Added to the list of items in the selected title.

   You can select [Frequent] and one more page for each title.

9. **When you want to change the key display, press [Change] under "Key Display".**

10. **Enter the key display, and then press [OK].**

11. **Press [OK].**

12. **Press [Exit].**

13. **Press the [User Tools/Counter] key.**

Registering Names to a Group

This section describes how to register names to a registered group.

You can put names that have been registered in the Address Book into a group.

When registering new names, you can also register groups at the same time.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the name to register in a group.**

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Add to Group].**

7. **Select a group to which you want to add the name.**
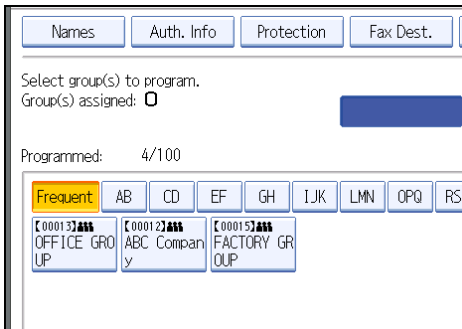
   The group key that you have selected becomes highlighted, and the name is added to it.
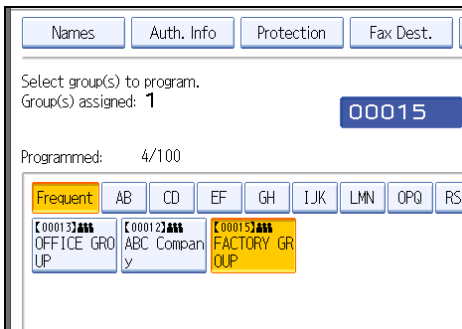
8. **Press [OK].**

9. **Press [Exit].**

10. **Press the [User Tools/Counter] key.**

Adding a Group to Another Group

This section describes how to add a group to another group.

1. **Press [System Settings].**
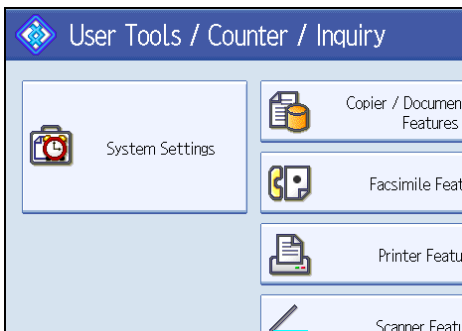
2. **Press [Administrator Tools].**

3. **Press [Address Book: Program / Change / Delete Group].**

4. **Check that [Program / Change] is selected.**

5. **Select the group that you want to put into another group.**

   Press the group key, or enter the registered number using the number keys.

   If you press [Search], you can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Add to Group].**

7. **Select the group to which you want to add.**
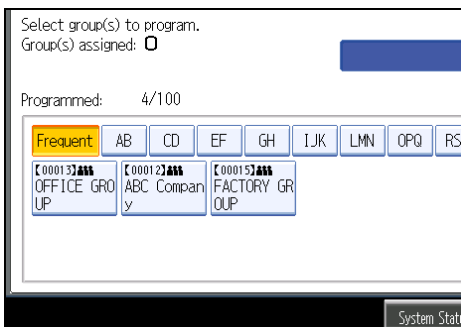
   The group key that you have selected becomes highlighted, and the group is added to it.
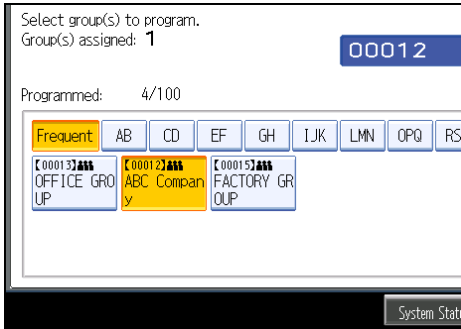
8. Press [OK].

9. Press [Exit].

10. Press the [User Tools/Counter] key.

Displaying Names Registered in a Group

This section describes how to display names registered in a group.

You can check the names or groups registered in each group.

1. Press [System Settings].
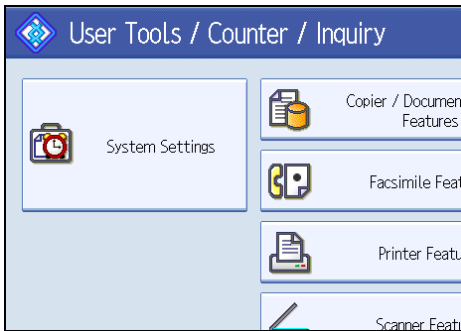
2. Press [Administrator Tools].

3. Press [Address Book: Program / Change / Delete Group].

4. Check that [Program / Change] is selected.

5. Select the group where the members you want to check is registered.

   If you press [Search], you can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. Press [Programmed User/Group].

   All the names registered will be displayed.

7. Press [OK].

8. Press [Exit].

9. **Press the [User Tools/Counter] key.**

Removing a Name from a Group

This section describes how to remove a name from a group.

1. **Press [System Settings].**
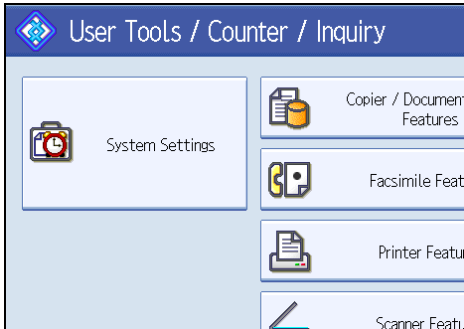
2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the name to remove from a group.**

   Press the name key, or enter the registered number using the number keys.

   If you press [Search], you can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Add to Group].**

7. **Select the group from which you want to remove the name.**
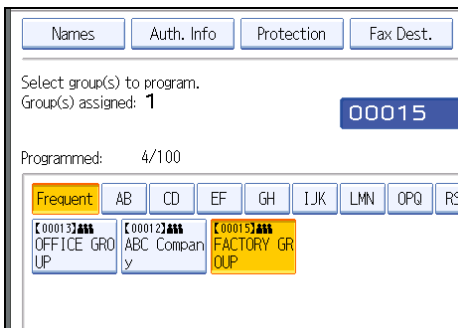
   The group key is deselected and the name is removed from it.
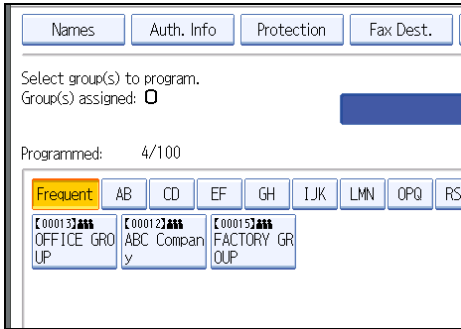
8. Press [OK].

9. Press [Exit].

10. Press the [User Tools/Counter] key.

Deleting a Group Within Another Group

This section describes how to delete a group within another group.

1. Press [System Settings].
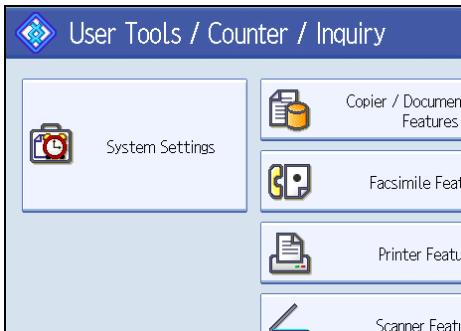
2. Press [Administrator Tools].

3. Press [Address Book: Program / Change / Delete Group].

4. Check that [Program / Change] is selected.

5. Select the group that you want to delete from.

   Press the group key, or enter the registered number during the number keys.

   If you press [Search], you can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. Press [Add to Group].

   The keys of groups in which the group is registered appear highlighted.

7. **Select the group that you want to delete from.**
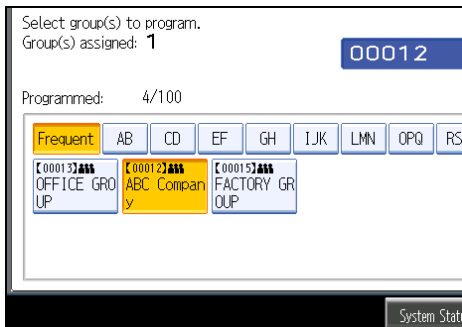
The group key is deselected and the group is deleted from it.
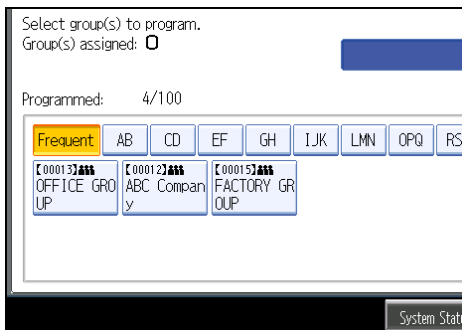
8. **Press [OK].**

9. **Press [Exit].**

10. **Press the [User Tools/Counter] key.**

Changing a Group Name

This section describes how to change a group name.

1. **Press [System Settings].**
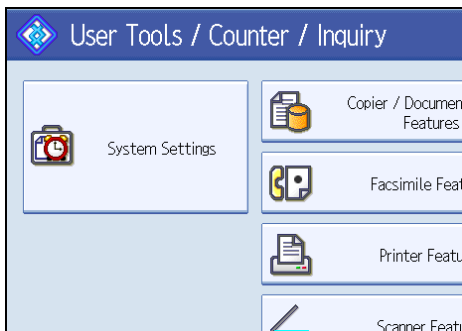
2. **Press [Administrator Tools].**

3. **Press [Address Book: Program / Change / Delete Group].**

4. **Check that [Program / Change] is selected.**

5. **Press the group key you want to change.**

   If you press [Search], you can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **To change the group name and key display, press [Change] under "Group Name" or "Key Display".**
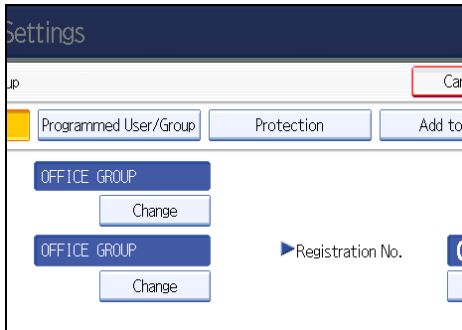
7. **Enter the new group name or key display, and then press [OK].**

8. **To change the title, press the title key under "Select Title".**

9. **To change the registration number, press [Change] under "Registration No.".**

10. **Enter the new registration number using the number keys, and then press the [#] key.**

11. **Press [OK].**

12. **Press [Exit].**

13. **Press the [User Tools/Counter] key.**

Deleting a Group

This section describes how to delete a group.

1. **Press [System Settings].**
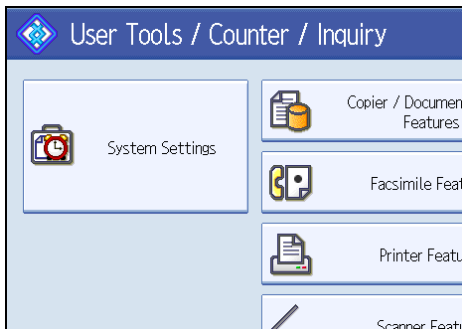
2. **Press [Administrator Tools].**

3. **Press [Address Book: Program / Change / Delete Group].**

4. **Press [Delete].**

5. **Press a group key you want to delete.**

   If you press [Search], you can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Yes].**

7. **Press [Exit].**

8. **Press the [User Tools/Counter] key.**

Registering a Protection Code

This section describes how to register a Protection Code.

You can stop sender's names or folders being accessed by setting a protection code.

You can use this function to protect the following:

- Folders

  You can prevent unauthorized access to folders.

- Sender's names

  You can prevent misuse of sender's names.

🔖 Reference

- p.229 "Registering a User Code"

Registering a Protection Code to a Single User

This section describes how to register a Protection code to a single user.

1. **Press [System Settings].**
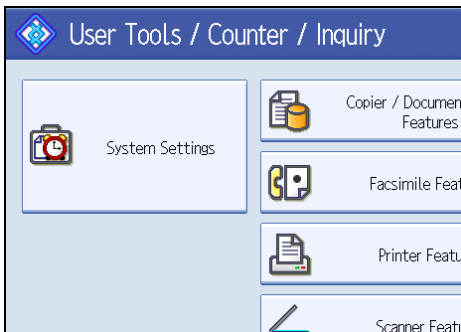
2. **Press [Administrator Tools].**

3. **Press [Address Book Management].**

4. **Check that [Program / Change] is selected.**

5. **Select the name whose protection code you want to register.**

   If you press [Search], you can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Protection].**
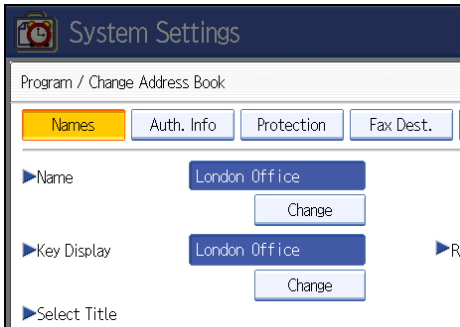
7. **Press [Destination] or [Sender] under "Use Name as".**
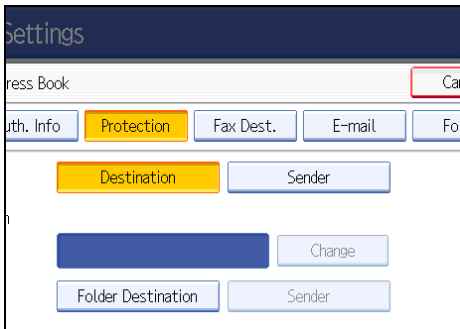
Both [Destination] and [Sender] can be selected at the same time.

8. **Press [Change] under "Protection Code".**

9. **Enter a protection code using the number keys, and then press the [#] key.**

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools/Counter] key.**

⬇Note

• Specify a protection code of up to eight digits. You can also specify "Protection" without specifying a protection code.

Registering a Protection Code to a Group User

This section describes how to register a Protection Code to a Group User.

1. **Press [System Settings].**
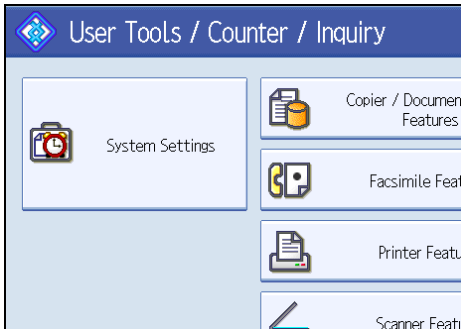
2. **Press [Administrator Tools].**

3. **Press [Address Book: Program / Change / Delete Group].**

4. **Check that [Program / Change] is selected.**

5. **Press the group key you want to register or enter the registered number using the number keys.**

   If you press [Search], you can search by the registered name, user code, folder name, or e-mail address.

6. **Press [Protection].**

7. **Press [Folder Destination] under "Protection Object".**

8. **Press [Change] under "Protection Code".**

9. **Enter a protection code using the number keys, and then press the [#] key.**

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools/Counter] key.**

🔸Note

- Specify a protection code of up to eight digits. You can also specify "Protection" without specifying a protection code.

Registering SMTP and LDAP Authentication

This section describes how to register SMTP and LDAP Authentication.

SMTP Authentication

This section describes how to register SMTP Authentication.

For each user registered in the Address Book, you can register a login user name and login password to be used when accessing an SMTP server.

To use an SMTP server, you need to program it beforehand.

⭐ **Important**

- When [Do not Specify] is selected for SMTP Authentication the User Name and Password that you have specified in SMTP Authentication of File Transfer settings applies. For details, see "File Transfer".

1. **Press [System Settings].**
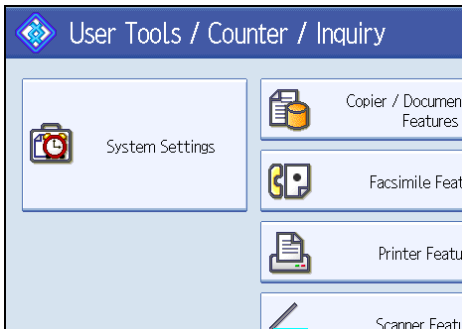
2. **Press [Administrator Tools].**
3. **Press [Address Book Management].**
4. **Check that [Program / Change] is selected.**
5. **Press the name you want to register or enter the registered number using the number keys.**

   If you press [Search], you can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. **Press [Auth. Info].**
7. **Press [Specify Other Auth. Info] under "SMTP Authentication".**
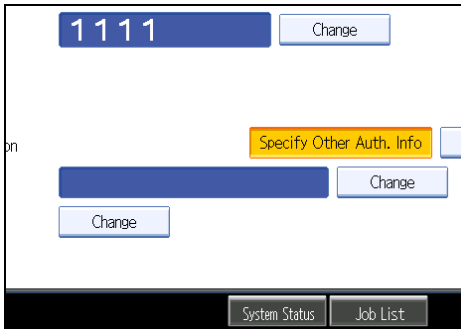
8. **Press [Change] under "Login User Name".**

9. **Enter the login user name, and then press [OK].**

10. **Press [Change] under "Login Password".**

11. **Enter the password, and then press [OK].**

12. **Enter the password again to confirm, and then press [OK].**

13. **Press [OK].**

14. **Press [Exit].**

15. **Press the [User Tools/Counter] key.**

🔽Note

- To register the name, see "Registering Names".

- You can enter up to 191 characters for the user name.

- When using POP before SMTP Authentication, you can enter up to 63 characters.

- You can enter up to 64 characters for the password.

- To change the SMTP Authentication settings, repeat step 2 to 15.

🔲 Reference

- p.225 "Registering Names"

- p.75 "File Transfer"

LDAP Authentication

This section describes how to register LDAP Authentication.

For each user registered in the Address Book, you can register a login user name and login password to be used when accessing an LDAP server.

To use an LDAP server, you need to program it beforehand. For details, see "Programming the LDAP server".

⭐ **Important**

- When [Do not Specify] is selected for LDAP Authentication, the User Name and Password that you have specified in Program / Change LDAP Server of Administrator Tools settings applies. For details, see "Programming the LDAP server".

1. Press [System Settings].
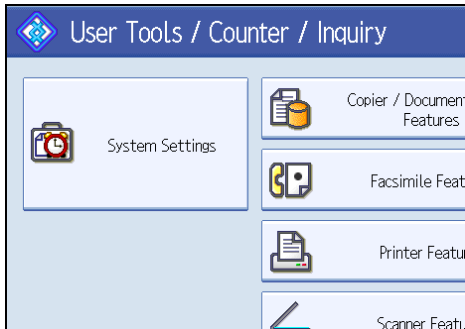
2. Press [Administrator Tools].

3. Press [Address Book Management].

4. Check that [Program / Change] is selected.

5. Press the name you want to register or enter the registered number using he number keys.

   If you press [Search], you can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.

6. Press [Auth. Info], and then press [▼Next].

7. Press [Specify Other Auth. Info] under "LDAP Authentication".
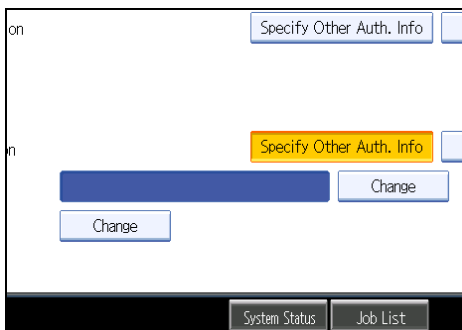
8. Press [Change] under "Login User Name".

9. Enter the login user name, and then press [OK].

10. Press [Change] under "Login Password".

11. Enter the password, and then press [OK].

12. Enter the password again to confirm, and then press [OK].

13. **Press [OK].**

14. **Press [Exit].**

15. **Press the [User Tools/Counter] key.**

⬇️**Note**

- To register the name, see "Registering Name".

- You can enter up to 128 characters for the user name.

- To change the LDAP Authentication settings, repeat step 2 to 15.

🔢**Reference**

- p.225 "Registering Names"

- p.91 "Programming the LDAP server"

8. Other User Tools

Initial settings allow you to switch the language as well as checking the number of printed papers by displaying the counter. For details on how to access respective settings, see "Accessing User Tools".

Changing the Display Language

You can change the language used on the display. English is set as default.

The following procedure explains switching the language from English to Spanish.

1. **Press [Español].**
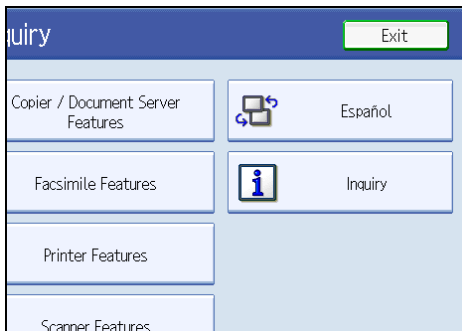
The language is changed to Spanish.

2. **Press [Salir].**
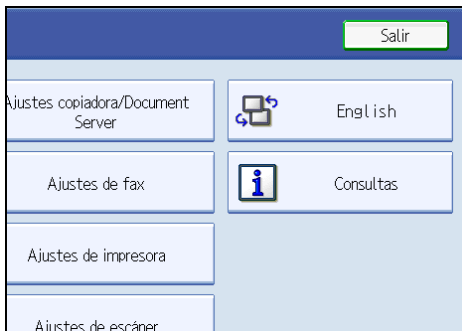
The menu appears in Spanish.

⬇ **Note**

- If you want to return the display language to "English", repeat the step above.

🗐 **Reference**

- p.12 "Accessing User Tools"

8

Inquiry

The inquiry function lets you check the telephone numbers to contact for repairs, or ordering consumables such as toner. Be sure to contact your service engineer to verify the following:

Supplies

- Telephone No. to order
- Toner
- Staple
- Staple (Booklet)
- TX Stamp Name

Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

Sales Representative

- Telephone No.

1. **Press [Inquiry].**
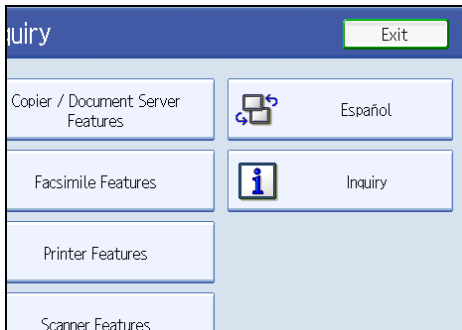
   Inquiry information appears.

2. **Press [Print Inquiry List].**
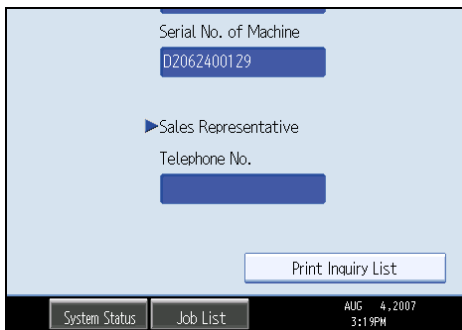
3. **Press the [Start] key.**

   Inquiry information prints out.

4. **Press [Exit] twice.**

8

Counter

Displaying the Total Counter

You can display the total counter value used for all functions.

1. **Press [Counter].**
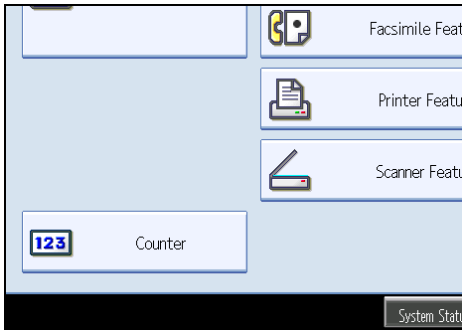
2. **To print a counter list, press [Print Counter List].**
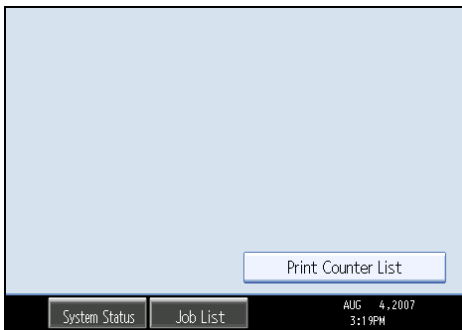
3. **Press the [Start] key.**

   A counter list prints out.

📄 Reference

• p.12 "Accessing User Tools"

9. Appendix

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[Tatu continues]

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- GMP is no longer used, and instead we call BN code from OpenSSL

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- The make-ssh-known-hosts script is no longer included

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- MD5 is now external, in the OpenSSL library

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INDEX

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| : POWER ON.

○ : POWER OFF.

⏻ : STANDBY.

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Microsoft® Windows Vista® Business

Microsoft® Windows Vista® Home Premium

Microsoft® Windows Vista® Home Basic

Microsoft® Windows Vista® Enterprise

* The product names of Windows Server 2003 are as follows:

Microsoft® Windows Server® 2003 Standard Edition

Microsoft® Windows Server® 2003 Enterprise Edition

Microsoft® Windows Server® 2003 Web Edition

Microsoft® Windows Server® 2003 Datacenter Edition

* The product names of Windows Server 2003 R2 are as follows:

Microsoft® Windows Server® 2003 R2 Standard Edition

Microsoft® Windows Server® 2003 R2 Enterprise Edition

Microsoft® Windows Server® 2003 R2 Datacenter Edition

* The product names of Windows Server 2008 are as follows:

Microsoft® Windows Server® 2008 Standard

Microsoft® Windows Server® 2008 Enterprise

Microsoft® Windows Server® 2008 Datacenter

9240/9250
MP 4001/MP 5001
LD140/LD150
Aficio™ MP 4001/5001

Operating Instructions
Security Reference

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.
- For enhanced security, we recommend that you first make the following settings. For details, see "Setting Up the Machine".
    - Install the Device Certificate.
    - Enable SSL (Secure Sockets Layer) Encryption.
    - Change the user name and password of the administrator using Web Image Monitor.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/ Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other manuals

- UNIX Supplement
- Extended Feature Settings Reference <Device Version>
- Extended Feature Settings Reference <Web Version>
- App2Me Start Guide

🔽 Note

- Manuals provided are specific to machine types.
- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.
- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional *1	DeskTopBinder
ScanRouter EX Professional *1 and ScanRouter EX Enterprise *1	The ScanRouter delivery software
Remote Communication Gate S Pro for @Remote Enterprise*1 and Remote Communication Gate S	Remote Communication Gate S

*1 Optional

TABLE OF CONTENTS

3. Ensuring Information Security

4. Managing Access to the Machine

5. Enhanced Network Security

6. Specifying the Extended Security Functions

7. Troubleshooting

8. Appendix

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

⬇ **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

🗐 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

IP Address

In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

1. Getting Started

This chapter describes the machine's security features and how to specify initial security settings.

Before Using the Security Functions

⭐ **Important**

- **If the security settings are not configured, the data in the machine is vulnerable to attack.**

1. To prevent this machine being stolen or willfully damaged, etc., install it in a secure location.

2. Purchasers of this machine must make sure that people who use it do so appropriately, in accordance with operations determined by the machine administrator and supervisor. If the administrator or supervisor does not make the required security settings, there is a risk of security breaches by users.

3. Before setting this machine's security features and to ensure appropriate operation by users, administrators must read the Security Reference completely and thoroughly, paying particular attention to the section entitled "Before Using the Security Functions".

4. Administrators must inform users regarding proper usage of the security functions.

5. Administrators should routinely examine the machine's logs to check for irregular and unusual events.

6. If this machine is connected to a network, its environment must be protected by a firewall or similar.

7. For protection of data during the communication stage, apply the machine's communication security functions and connect it to devices that support security functions such as encrypted communication.

Setting Up the Machine

This section explains how to enable encryption of transmitted data and configure the administrator account. If you want a high level of security, make the following setting before using the machine.

Enabling security

1. **Turn the machine on.**

2. **Press the [User Tools/Counter] key.**

BBM009S
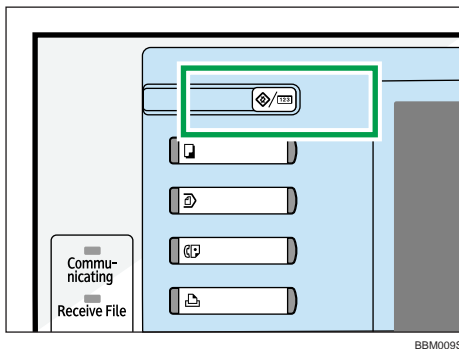
3. **Press [System Settings].**
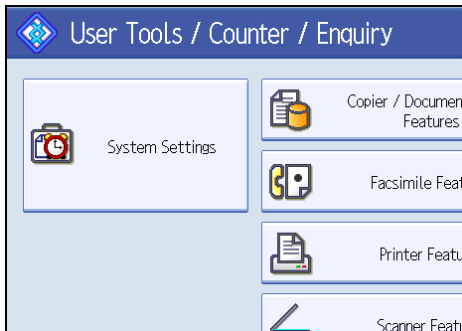
4. **Press [Interface Settings].**
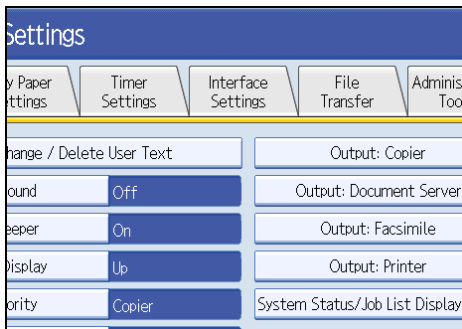
5. **Specify IPv4 Address.**

   For details on how to specify the IPv4 address, see "Interface Settings", General Settings Guide.

6. **Be sure to connect this machine to a network that only administrators can access.**

   The administrator's default account (user name: "admin"; password: blank) is sent in plain text over the network. If acquired, this account information could be used to gain unauthorized access to the machine over the network. If you consider this risky, we recommend that you specify a temporary administrator password for accessing Web Image Monitor for the first time. For details about specifying a user name and password for an administrator, see "Registering the Administrator". We recommend you change the supervisor's password also. For details about changing the supervisor's user name and password, see "Changing the Supervisor".

7. **Start Web Image Monitor, and then log on to the machine as the administrator.**

   For details about logging on to Web Image Monitor as an administrator, see "Using Web Image Monitor".

8. **Install the device certificate.**

   For information on how to install the device certificate, see "Protection Using Encryption".

9. **Enable secure sockets layer (SSL).**

   For details about enabling SSL, see "Protection Using Encryption".

10. **Change the administrator's user name and password.**

    To enable higher security, proceed to step 2 in the following "Enabling enhanced security".

11. **Press the [User Tools/Counter] key.**

Enabling enhanced security

1. **Configure the security settings for the machine by following steps 1 to 10 in the previous section, "Enabling security".**

2. **To use only the ports that have high security, set "Network Security" to [Level 2].**

   If "Network Security" is set to [Level 2], some functions will be unavailable.

   For details, see "Specifying Network Security Level" and "Enabling/Disabling Protocols"

3. **Set "FTP" with weak security to [Inactive] and "SNMPv3 Function" to [Inactive], and then click [OK].**

   For details about the functions that will be unavailable if "FTP" and "SNMPv3"are set to [Inactive], see "Enabling/Disabling Protocols".

4. **Press the [User Tools/Counter] key on the control panel.**

5. **Press [System Settings].**

6. **Press [Administrator Tools].**

7. **Press [Extended Security].**

8. **If you are not using [@Remote Service], set [@Remote Service] to [Prohibit].**

   For details about "Update Firmware", see the following "Firmware Update Cautions".

9. **Press [OK].**

10. **Press the [User Tools/Counter] key.**

    ### Firmware Update Cautions

    If "IPsec" is enabled, all information on the network will be encrypted. This allows you to perform firmware updates securely.

    If "IPsec" is not enabled, the information on the network may not be encrypted depending on the protocol. If you want to perform a firmware update when "IPsec" is not enabled, be sure to do so only if your network environment is protected against electronic eavesdropping and similar security threats.

    🔲 Reference

    - p.38 "Using Web Image Monitor"
    - p.196 "Protection Using Encryption"
    - p.33 "Registering the Administrator"
    - p.270 "Changing the Supervisor"
    - p.189 "Specifying Network Security Level"
    - p.182 "Enabling/Disabling Protocols"

Enhanced Security

This machine's security functions can be enhanced by managing the machine and its users using the improved authentication functions.

By specifying access limits for the machine's functions and the documents and data stored in the machine, information leaks and unauthorized access can be prevented.

Data encryption also prevents unauthorized data access and tampering via the network.

The machine also automatically checks the configuration and supplier of the firmware each time the main power is switched on and whenever firmware is installed.

Authentication and Access Limits

Using authentication, administrators manage the machine and its users. To enable authentication, information about both administrators and users must be registered in order to authenticate users via their login user names and passwords.

Four types of administrators manage specific areas of machine usage, such as settings and user registration.

Access limits for each user are specified by the administrator responsible for user access to machine functions and documents and data stored in the machine.

For details about the administrator and user roles, see "Administrators and Users".

Encryption Technology

This machine can establish secure communication paths by encrypting transmitted data and passwords.

🗐 Reference

- p.23 "Administrators and Users"

Glossary

Administrator

There are four types of administrators according to administrative function: machine administrator, network administrator, file administrator, and user administrator. We recommend that only one person takes each administrator role.

In this way, you can spread the workload and limit unauthorized operation by a single administrator.

Basically, administrators make machine settings and manage the machine; but they cannot perform normal operations, such as copying and printing.

Supervisor

The supervisor can reset an administrator's password. This is required if an administrator's password is lost or revealed, or if an administrator is changed.

The supervisor can neither perform normal operations nor specify default settings.

User

A user performs normal operations on the machine, such as copying and printing.

File Creator (Owner)

This is a user who can store files in the machine and authorize other users to view, edit, or delete those files.

Registered User

Users with personal information registered in the Address Book who have a login password and user name.

Administrator Authentication

Administrators are authenticated by their login user name and login password, supplied by the administrator, when specifying the machine's settings or accessing the machine over the network.

User Authentication

Users are authenticated by a login user name and login password, supplied by the user, when specifying the machine's settings or accessing the machine over the network.

The user's login user name and password, as well as such personal information items as telephone number and e-mail address, are stored in the machine's Address Book. Personal information can be obtained from the Windows domain controller (Windows authentication), LDAP Server (LDAP authentication), or Integration Server (Integration Server authentication) connected to the machine via the network.

Login

This action is required for administrator authentication and user authentication. Enter your login user name and login password on the machine's control panel. A login user name and login password may also be required when accessing the machine over the network or using such utilities as Web Image Monitor.

Logout

This action is required with administrator and user authentication. This action is required when you have finished using the machine or changing the settings.

1

Security Measures Provided by this Machine

Using Authentication and Managing Users

Enabling Authentication

To control administrators' and users' access to the machine, perform administrator authentication and user authentication using login user names and login passwords. To perform authentication, the authentication function must be enabled. For details about authentication settings, see "Enabling Authentication".

Specifying Authentication Information to Log on

Users are managed using the personal information managed in the machine's Address Book.

By enabling user authentication, you can allow only people registered in the Address Book to use the machine. Users can be managed in the Address Book by the user administrator. For information on specifying information to log on, see "Basic Authentication".

Specifying Which Functions are Available

This can be specified by the user administrator. Specify the functions available to registered users. By making this setting, you can limit the functions available to users. For information on how to specify which functions are available, see "Limiting Available Functions".

🔖 Reference

- p.29 "Enabling Authentication"
- p.44 "Basic Authentication"
- p.152 "Limiting Available Functions"

Ensuring Information Security

Preventing Unauthorized Copying (Unauthorized Copy Prevention)

This machine can detect patterns embedded in documents by another machine using the Unauthorized Copy Prevention function. An embedded pattern might be a warning such as "No Copying". Embedded patterns discourage unauthorized printing by appearing clearly on copies if the document is copied, faxed, scanned, or stored in the Document Server. This function is called "Unauthorized Copy Prevention".

Preventing Unauthorized Copying (Data Security for Copying)

If the Copy Data Security Unit is installed, this machine can detect Data Security for Copying masks embedded in documents by another machine. If the machine detects a Data Security for Copying mask in a document, it will print solid gray over the entire document when the document is copied, faxed, scanned, or stored in the Document Server. For details about Data Security for Copying, see "Preventing Unauthorized Copying".

Printing confidential files

Using the printer's Locked Print, you can store files in the machine as confidential files and then print them. You can print a file using the machine's control panel and collect it on the spot to prevent others from seeing it. For details about printing confidential files, see "Printing a Confidential Document".

Protecting Stored Files from Unauthorized Access

You can specify who is allowed to use and access scanned files and the files in Document Server. You can prevent activities such as the printing of stored files by unauthorized users. For details about protecting stored files from unauthorized access, see "Specifying Access Permission for Stored Files".

Protecting Stored Files from Theft

You can specify who is allowed to use and access scanned files and the files in Document Server. You can prevent activities such as the sending and downloading of stored files by unauthorized users. For details about protecting stored files from theft, see "Specifying Access Permission for Stored Files".

Preventing Data Leaks Due to Unauthorized Transmission

You can specify in the Address Book which users are allowed to send files using the scanner or fax function.

You can also limit the direct entry of destinations to prevent files from being sent to destinations not registered in the Address Book. For details about preventing data leaks due to unauthorized transmission, see "Preventing Data Leaks Due to Unauthorized Transmission".

Using S/MIME to Protect E-mail Transmission

When sending mail from the scanner or forwarding a fax to a user registered in the Address Book, you can use S/MIME to protect its contents from interception and alteration, and attach an electronic signature to guarantee the sender's identity. For details about using S/MIME to protect e-mail transmission, see "Using S/MIME to Protect E-mail Transmission".

Protecting Registered Information in the Address Book

You can specify who is allowed to access the data in the Address Book. You can prevent the data in the Address Book being used by unregistered users.

To protect the data from unauthorized reading, you can also encrypt the data in the Address Book. For details about protecting registered information in the Address Book, see "Protecting the Address Book".

Managing Log Files

You can improve data security by deleting log files stored in the machine. By transferring the log files, you can check the history data and identify unauthorized access.

To transfer the log data, Remote Communication Gate S is required. For details about managing log files, see "Managing Log Files".

Encrypting Data on the Hard Disk

Encrypt data stored on the hard disk to prevent information leakage. The optional HDD Encryption Unit is required for hard disk data encryption. For details, see "Encrypting Data on the Hard Disk".

1

Overwriting the Data on the Hard Disk

To prevent data leaks, you can set the machine to automatically overwrite temporary data. We recommend that before disposing of the machine, you overwrite all the data on the hard disk.

To overwrite the hard disk data, the optional DataOverwriteSecurity Unit is required. For details about overwriting the data on the hard disk, see "Deleting Data on the Hard Disk".

🔖 Reference

Limiting and Controlling Access

Preventing Modification or Deletion of Stored Data

You can allow selected users to access stored scan files and files stored in Document Server.

You can permit selected users who are allowed to access stored files to modify or delete the files. For details about limiting and controlling access, see "Specifying Access Permission for Stored Files".

Preventing Modification of Machine Settings

The machine settings that can be modified depend on the type of administrator account.

Register the administrators so that users cannot change the administrator settings. For details about preventing modification of machine settings, see "Preventing Modification of Machine Settings".

Limiting Available Functions

To prevent unauthorized operation, you can specify who is allowed to access each of the machine's functions. For details about limiting available functions for users and groups, see "Limiting Available Functions".

🔖 Reference

Enhanced Network Security

Preventing Unauthorized Access

You can limit IP addresses or disable ports to prevent unauthorized access over the network and protect the Address Book, stored files, and default settings. For details about preventing unauthorized access, see "Preventing Unauthorized Access".

Encrypting Transmitted Passwords

Prevent login passwords, group passwords for PDF files, and IPP authentication passwords from being revealed by encrypting them for transmission.

Also, encrypt the login password for administrator authentication and user authentication. For details about encrypting transmitted passwords, see "Encrypting Transmitted Passwords".

Safer Communication Using SSL, SNMPv3 and IPsec

You can encrypt this machine's transmissions using SSL, SNMPv3, and IPsec. By encrypting transmitted data and safeguarding the transmission route, you can prevent sent data from being intercepted, analyzed, and tampered with. For details about safer communication using SSL, SNMPv3 and IPsec, see "Protection Using Encryption" and "Transmission Using IPsec".

📑 Reference

- p.181 "Preventing Unauthorized Access"
- p.193 "Encrypting Transmitted Passwords"
- p.196 "Protection Using Encryption"
- p.205 "Transmission Using IPsec"

1

2. Authentication and its Application

This chapter describes how to register the administrator and specify the authentication methods. How to log on and log off once authentication is enabled is also described here.

Administrators and Users

When controlling access using the authentication method specified by an administrator, select the machine's administrator, enable the authentication function, and then use the machine.

The administrators manage access to the allocated functions, and users can use only the functions they are permitted to access. When the authentication function is enabled, the login user name and login password are required in order to use the machine.

Specify administrator authentication, and then specify user authentication.

For details about specifying a login user name and password, see "Specifying Login User Name and Login Password".

⭐ **Important**

- If user authentication is not possible because of a problem with the hard disk or network, you can use the machine by accessing it using administrator authentication and disabling user authentication. Do this if, for instance, you need to use the machine urgently.

📑 **Reference**

- p.47 "Specifying Login User Name and Login Password"

Administrators

There are four types of administrators: machine administrator, network administrator, file administrator, and user administrator.

Sharing administrator tasks eases the burden on individual administrators while also limiting unauthorized operation by administrators. You can also specify a supervisor who can change each administrator's password. Administrators are limited to managing the machine's settings and controlling user access, so they cannot use functions such as copying and printing. To use these functions, the administrator must register as a user in the Address Book and then be authenticated as the user.

User Administrator

This is the administrator who manages personal information in the Address Book.

A user administrator can register/delete users in the Address Book or change users' personal information.

Users registered in the Address Book can also change and delete their own information.

If any of the users forget their password, the user administrator can delete it and create a new one, allowing the user to access the machine again.

For instructions on registering the user administrator, see "Registering the Administrator".

Machine Administrator

This is the administrator who mainly manages the machine's default settings. You can set the machine so that the default for each function can only be specified by the machine administrator. By making this setting, you can prevent unauthorized people from changing the settings and allow the machine to be used securely by its many users.

For instructions on registering the machine administrator, see "Registering the Administrator".

Network Administrator

This is the administrator who manages the network settings. You can set the machine so that network settings such as the IP address and settings for sending and receiving e-mail can only be specified by the network administrator.

By making this setting, you can prevent unauthorized users from changing the settings and disabling the machine, and thus ensure correct network operation.

For instructions on registering the network administrator, see "Registering the Administrator".

File Administrator

This is the administrator who manages permission to access stored files. You can specify passwords to allow only registered users with permission to view and edit files stored in Document Server. By making this setting, you can prevent data leaks and tampering due to unauthorized users viewing and using the registered data.

For instructions on registering the file administrator, see "Registering the Administrator".

Supervisor

The supervisor can delete an administrator's password and specify a new one. The supervisor cannot specify defaults or use normal functions. However, if any of the administrators forget their password and cannot access the machine, the supervisor can provide support.

For instructions on registering the supervisor, see "Supervisor Operations".

🔖 Reference

- p.33 "Registering the Administrator"
- p.269 "Supervisor Operations"

User

Users are managed using the personal information in the machine's Address Book.

By enabling user authentication, you can allow only people registered in the Address Book to use the machine. Users can be managed in the Address Book by the user administrator.

For details about registering users in the Address Book, see "Administrator Tools", General Settings Guide.

2

The Management Function

The machine has an authentication function requiring a login user name and login password. By using the authentication function, you can specify access limits for individual users and groups of users. Using access limits, you cannot only limit the machine's available functions but also protect the machine settings and files and data stored in the machine. For instructions on changing the administrator's password, see "Supervisor Operations".

⭐ **Important**

- If you have enabled [Administrator Authentication Management], make sure not to forget the administrator login user name and login password. If an administrator login user name or login password is forgotten, a new password must be specified using the supervisor's authority.

- Be sure not to forget the supervisor login user name and login password. If you do forget them, a service representative will have to return the machine to its default state. This will result in all data in the machine being lost and the service call may not be free of charge.

📄 **Reference**

- p.269 "Supervisor Operations"

About Administrator Authentication

There are four types of administrators: user administrator, machine administrator, network administrator, and file administrator.

For details about each administrator, see "Administrators and Users".

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26
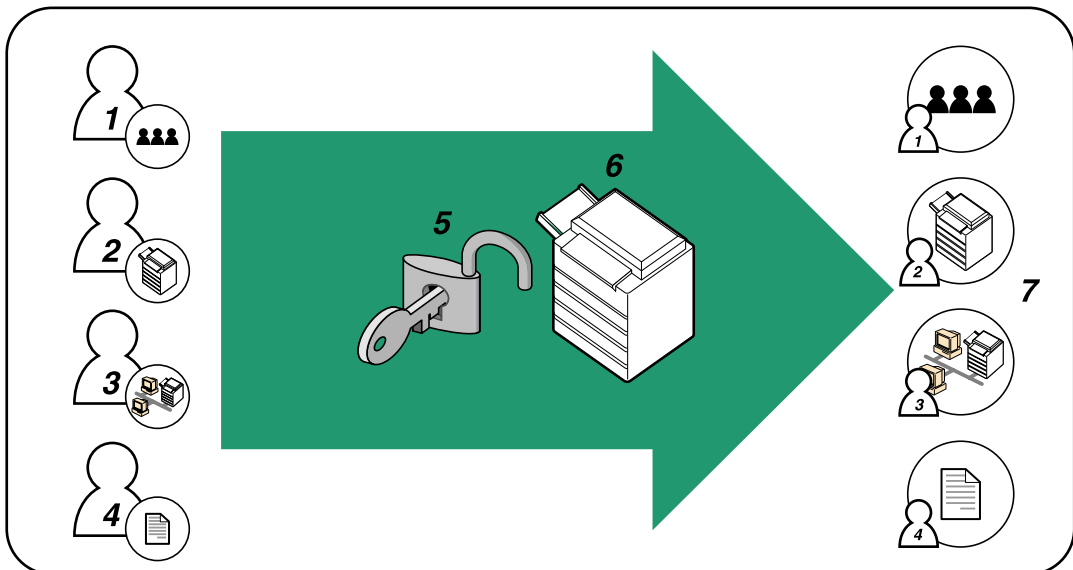
1. **User Administrator**

   This administrator manages personal information in the Address Book. You can register/delete users in the Address Book or change users' personal information.

2. **Machine Administrator**

   This administrator manages the machine's default settings. It is possible to enable only the machine administrator to set data security for copying, log deletion and other defaults.

3. **Network Administrator**

   This administrator manages the network settings. You can set the machine so that network settings such as the IP address and settings for sending and receiving e-mail can be specified by the network administrator only.

4. **File Administrator**

   This administrator manages permission to access stored files. You can specify passwords for Locked Print files stored in the Document Server so that only authorized users can view and change them.

5. **Authentication**

   Administrators must enter their login user name and password to be authenticated.

6. **This machine**

7. **Administrators manage the machine's settings and access limits.**

🗐 Reference

- p.23 "Administrators and Users"

About User Authentication

This machine has an authentication function to prevent unauthorized access.

By using login user name and login password, you can specify access limits for individual users and groups of users.
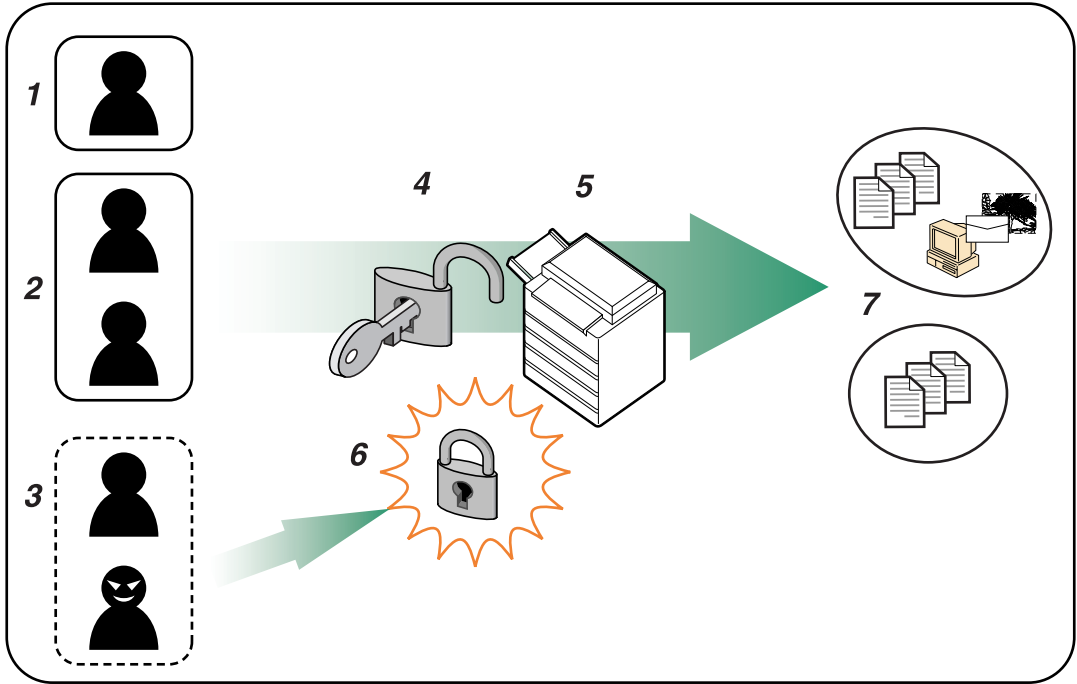
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1. **User**

   A user performs normal operations on the machine, such as copying and printing.

2. **Group**

   A group performs normal operations on the machine, such as copying and printing.

3. **Unauthorized User**

4. **Authentication**

   Using a login user name and password, user authentication is performed.

5. **This Machine**

6. **Access Limit**

   Using authentication, unauthorized users are prevented from accessing the machine.

7. **Authorized users and groups can use only those functions permitted by the administrator.**

Enabling Authentication

To control administrators' and users' access to the machine, perform administrator or user authentication using login user names and passwords. To perform authentication, the authentication function must be enabled. To specify authentication, you need to register administrators.

For instructions on registering the administrator, see "Registering the Administrator".

Reference

- p.33 "Registering the Administrator"

Authentication Setting Procedure

Specify administrator authentication and user authentication according to the following chart:

Administrator Authentication See "Administrator Authentication".	Specifying Administrator Privileges See "Specifying Administrator Privileges". Registering the Administrator See "Registering the Administrator".

User Authentication
See "User Authentication".
	Specifying User Authentication
	Authentication that requires only the machine:
	   • User Code Authentication
	    See "User Code Authentication".
	   • Basic Authentication
	    See "Basic Authentication".
	Authentication that requires external devices:
	   • Windows Authentication
	    See "Windows Authentication".
	   • LDAP Authentication
	    See "LDAP Authentication".
	   • Integration Server Authentication
	    See "Integration Server Authentication".

Note

- To specify Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication, you must first enable user administrator privileges in "Administrator Authentication Management".

- You can specify User Code Authentication without specifying administrator authentication.

Reference

- p.31 "Administrator Authentication"
- p.39 "User Authentication"
- p.31 "Specifying Administrator Privileges"
- p.33 "Registering the Administrator"
- p.40 "User Code Authentication"
- p.44 "Basic Authentication"
- p.52 "Windows Authentication"
- p.64 "LDAP Authentication"
- p.72 "Integration Server Authentication"

Administrator Authentication

Administrators are handled differently from the users registered in the Address Book. When registering an administrator, you cannot use a login user name already registered in the Address Book. Windows Authentication, LDAP Authentication and Integration Server Authentication are not performed for an administrator, so an administrator can log on even if the server is unreachable due to a network problem.

Each administrator is identified by a login user name. One person can act as more than one type of administrator if multiple administrator authorities are granted to a single login user name. You can specify the login user name, login password, and encryption password for each administrator. The encryption password is necessary for performing SNMPv3 and can be used by applications that support SNMPv3, such as SmartDeviceMonitor for Admin.

Administrators are limited to managing the machine's settings and controlling user access, so they cannot use functions such as copying and printing. To use these functions, the administrator must register as a user in the Address Book and then be authenticated as the user.

🔽 **Note**

- Administrator authentication can also be specified via Web Image Monitor. For details see Web Image Monitor Help.

Specifying Administrator Privileges

To specify administrator authentication, set [Administrator Authentication Management] to [On]. In addition, if enabled in the settings, you can choose how the initial settings are divided among the administrators as controlled items.

To log on as an administrator, use the default login user name and login password.

The defaults are "admin" for the login name and blank for the password. For details about changing the administrator password using the supervisor's authority, see "Supervisor Operations".

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

⭐ **Important**

- If you have enabled [Administrator Authentication Management], make sure not to forget the administrator login user name and login password. If an administrator login user name or login password is forgotten, a new password must be specified using the supervisor's authority.

1. **Press the [User Tools/Counter] key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**

2

4. **Press [Administrator Authentication Management].**
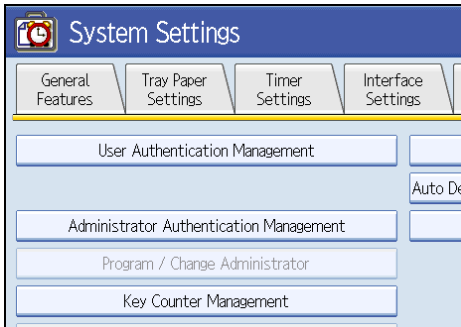
If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

5. **Press [User Management], [Machine Management], [Network Management], or [File Management] key to select which settings to manage.**
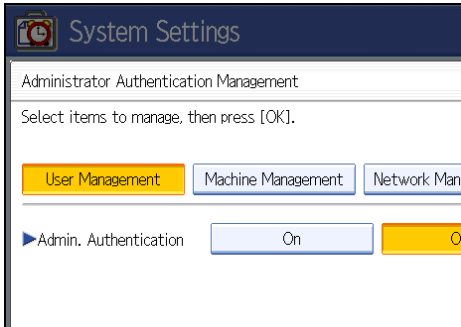
6. **Set "Admin. Authentication" to [On].**
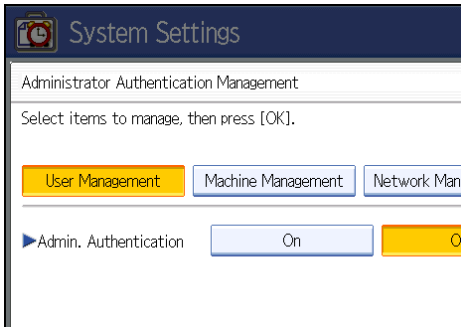
"Available Settings" appears.

2

7. **Select the settings to manage from "Available Settings".**
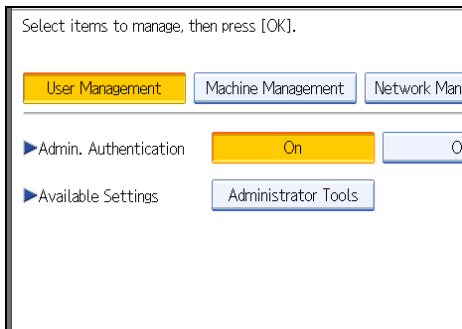
The selected settings will be unavailable to users.

"Available Settings" varies depending on the administrator.

For details about "Available Settings", see "Limiting Available Functions"..

To specify administrator authentication for more than one category, repeat steps 5 to 7.

8. **Press [OK].**

9. **Press the [User Tools/Counter] key.**

🔖 Reference

- p.269 "Supervisor Operations"
- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"
- p.152 "Limiting Available Functions"

Registering the Administrator

If administrator authentication has been specified, we recommend only one person take each administrator role.

The sharing of administrator tasks eases the burden on individual administrators while also limiting unauthorized operation by a single administrator. You can register up to four login user names (Administrators 1-4) to which you can grant administrator privileges.

Administrator authentication can also be specified via Web Image Monitor. For details, see Web Image Monitor Help.

If administrator authentication has already been specified, log on using a registered administrator name and password.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**

2

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Program / Change Administrator].**
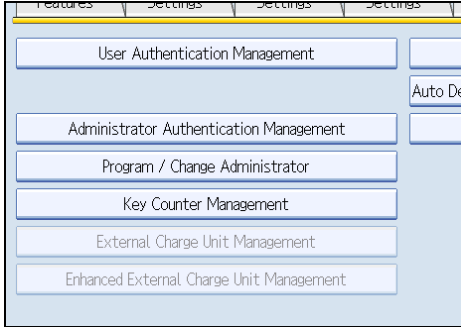
5. **In the line for the administrator whose authority you want to specify, press [Administrator 1], [Administrator 2], [Administrator 3] or [Administrator 4], and then press [Change].**
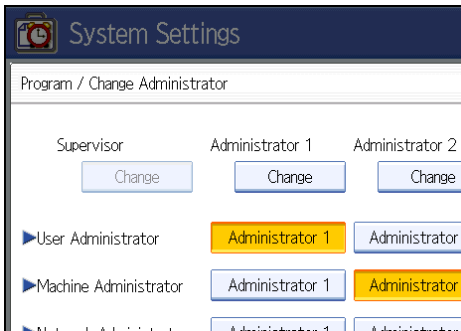
If you allocate each administrator's authority to a different person, the screen appears as follows:

6. **Press [Change] for the login user name.**
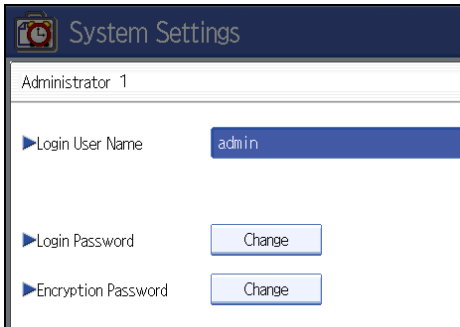
7. **Enter the login user name, and then press [OK].**

8. **Press [Change] for the login password.**
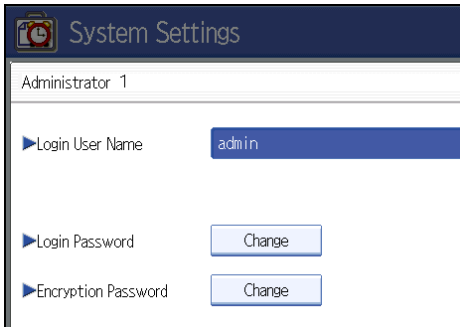
9. **Enter the login password, and then press [OK].**

   Follow the password policy to make the login password more secure.

   For details about the password policy and how to specify it, see "Specifying the Extended Security Functions".

10. **If a password reentry screen appears, enter the login password, and then press [OK].**

11. **Press [Change] for the encryption password.**

12. **Enter the encryption password, and then press [OK].**

13. **If a password reentry screen appears, enter the encryption password, and then press [OK].**

14. **Press [OK] twice.**

    You will be logged off.

15. **Press the [User Tools/Counter] key.**

Note

- When registering login user names and login passwords, you can specify up to 32 alphanumeric characters and symbols. Keep in mind that user names and passwords are case-sensitive. User names cannot contain numbers only, a space, colon (:), or quotation mark ("), nor can they be left blank.

For details about characters that the password can contain, see "Specifying the Extended Security Functions".

Reference

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"
- p.233 "Specifying the Extended Security Functions"

Logging on Using Administrator Authentication

If administrator authentication has been specified, log on using an administrator's user name and password. This section describes how to log on.

1. **Press the [User Tools/Counter] key.**

2. **Press the [Login/Logout] key.**

BBK001S
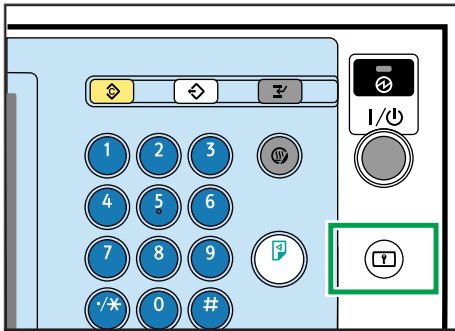
The message, "Press [Login], then enter login user name and login password." appears.

3. **Press [Login].**

    If you do not want to log in, press [Cancel].

4. **Enter the login user name, and then press [OK].**

    When you log on to the machine for the first time as the administrator, enter "admin".

5. **Enter the login password, and then press [OK].**

    When the administrator is making settings for the first time, a password is not required; the administrator can simply press [OK] to proceed.

    "Authenticating... Please wait." appears, followed by the screen for specifying the default.

Note

- If user authentication has already been specified, a screen for authentication appears.
- To log on as an administrator, enter the administrator's login user name and login password.
- If you log on using administrator authority, the name of the administrator logging on appears.

- If the user name entered at login has multiple administrator privileges, any administrator name with administrator privileges will be displayed.

- If you try to log on from an operating screen, "You do not have the privileges to use this function. You can only change setting(s) as an administrator." appears. Press the [User Tools/Counter] key to change the default.

Logging off Using Administrator Authentication

If administrator authentication has been specified, be sure to log off after completing settings. This section explains how to log off after completing settings.

1. **Press the [Login/Logout] key.**
2. **Press [Yes].**

Changing the Administrator

Change the administrator's login user name and login password. You can also assign administrator authority to the login user names [Administrator 1] to [Administrator 4]. To combine the authorities of multiple administrators, assign multiple administrators to a single administrator.

For example, to assign machine administrator authority and user administrator authority to [Administrator 1], press [Administrator 1] in the lines for the machine administrator and the user administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**
4. **Press [Program / Change Administrator].**
5. **In the line for the administrator you want to change, press [Administrator 1], [Administrator 2], [Administrator 3] or [Administrator 4], and then press [Change].**
6. **Press [Change] for the setting you want to change, and re-enter the setting.**
7. **Press [OK].**
8. **Press [OK] twice.**

   You will be logged off.

9. **Press the [User Tools/Counter] key.**

🔽Note

- An administrator's privileges can be changed only by an administrator who has the privileges of the administrator concerned.

• Administrator privileges cannot be revoked by any single administrator.

Reference

• p.36 "Logging on Using Administrator Authentication"

• p.37 "Logging off Using Administrator Authentication"

Using Web Image Monitor

Using Web Image Monitor, you can log on to the machine and change the administrator settings. This section describes how to access Web Image Monitor.

For details about Web Image Monitor, see Web Image Monitor Help.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

4. **Enter the login name and password of an administrator, and then click [Login].**

5. **Make settings as desired.**

Note

• When logging on as an administrator use the login name and password of an administrator set in the machine. The default login name is "admin" and the password is blank.

User Authentication

There are five types of user authentication methods: User Code authentication, Basic authentication, Windows authentication, LDAP authentication, and Integration Server authentication. To use user authentication, select an authentication method on the control panel, and then make the required settings for the authentication. The settings depend on the authentication method.

⬇Note

- User Code authentication is used for authenticating on the basis of a user code, and Basic authentication, Windows authentication, LDAP authentication, and Integration Server authentication are used for authenticating individual users.

- A user code account, that has no more than eight digits and is used for User Code authentication, can be carried over and used as a login user name even after the authentication method has switched from User Code authentication to Basic authentication, Windows authentication, LDAP authentication, or Integration Server authentication. In this case, since the User Code authentication does not have a password, the login password is set as blank.

- When authentication switches to an external authentication method (Windows authentication, LDAP authentication, or Integration Server authentication), authentication will not occur, unless the external authentication device has the carried over user code account previously registered. However, the user code account will remain in the Address Book of the machine despite an authentication failure. From a security perspective, when switching from User Code authentication to another authentication method, we recommend that you delete accounts you are not going to use, or set up a login password. For details about deleting accounts, see "Deleting a Registered Name", General Settings Guide. For details about changing passwords, see "Specifying Login User Name and Login Password".

- You cannot use more than one authentication method at the same time.

- User authentication can also be specified via Web Image Monitor. For details see Web Image Monitor Help.

Reference

- p.47 "Specifying Login User Name and Login Password"

User Code Authentication

This is an authentication method for limiting access to functions according to a user code. The same user code can be used by more than one user. For details about specifying user codes, see "Authentication Information", General Settings Guide.

For details about specifying the user code for the printer driver, see Printer Reference or the printer driver Help.

For details about specifying the TWAIN driver user code, see the TWAIN driver Help.

⭐**Important**

- To control the use of DeskTopBinder for the delivery of files stored in the machine, select Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication.

Specifying User Code Authentication

This can be specified by the machine administrator.

1. **Press the [User Tools/Counter] key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**
4. **Press [User Authentication Management].**
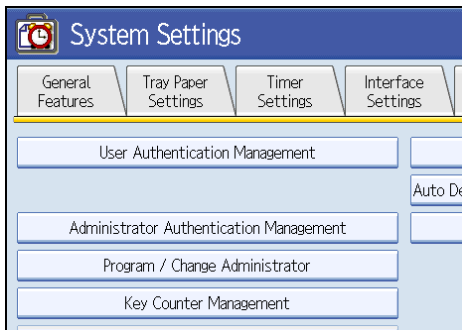
5. **Select [User Code Auth.].**
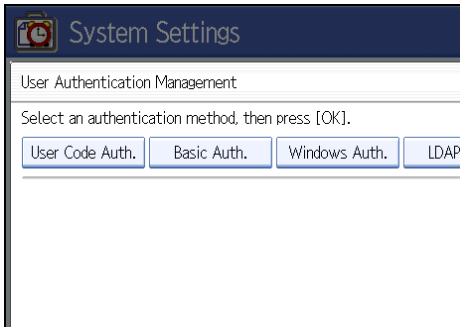
If you do not want to use user authentication management, select [Off].

6. **Select which of the machine's functions you want to limit.**
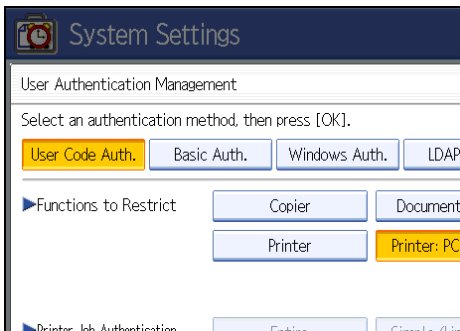
The selected settings will be unavailable to users.

For details about limiting available functions for individuals or groups, see "Limiting Available Functions".

7. **Select the "Printer Job Authentication" level.**
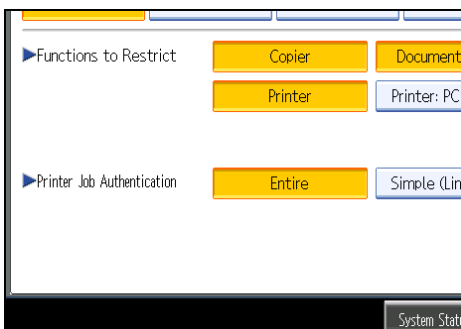
If you select [Entire] or [Simple (All)], proceed to "Selecting Entire or Simple (All)".

If you select [Simple (Limitation)], proceed to "Selecting Simple (Limitation)".

For a description of the printer job authentication levels, see "Printer Job Authentication".

⊟ Reference

- p.152 "Limiting Available Functions"
- p.42 "Selecting Entire or Simple (All)"
- p.42 "Selecting Simple (Limitation)"
- p.79 "Printer Job Authentication"

Selecting Entire or Simple (All)

If you select [Entire], you cannot print using a printer driver or a device that does not support authentication. To print under an environment that does not support authentication, select [Simple (All)] or [Simple (Limitation)].

If you select [Simple (All)], you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that, because the machine does not require authentication in this case, it may be used by unauthorized users.

1. **Press [OK].**
2. **Press [Exit].**

   A confirmation message appears.

   If you press [Yes], you will be automatically logged off.
3. **Press the [User Tools/Counter] key.**

Selecting Simple (Limitation)

If you select [Simple (Limitation)], you can specify clients for which printer job authentication is not required. Specify [Parallel Interface: Simple], [USB: Simple] and the clients' IPv4 address range in which printer job authentication is not required. Specify this setting if you want to print using unauthenticated printer drivers or without any printer driver. Authentication is required for printing with non-specified devices.

If you select [Simple (Limitation)], you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that, because the machine does not require authentication in this case, it may be used by unauthorized users.

1. **Press [Simple (Limitation)].**

2. **Press [Change].**

3. **Specify the range in which [Simple (Limitation)] is applied to "Printer Job Authentication".**

   You can specify the IPv4 address range to which this setting is applied, and whether or not to apply the setting to the parallel and USB interfaces.

4. **Press [Exit].**

5. **Press [OK].**

6. **Press [Exit].**

   A confirmation message appears.

   If you press [Yes], you will be automatically logged off.

7. **Press the [User Tools/Counter] key.**

Basic Authentication

Specify this authentication method when using the machine's Address Book to authenticate each user. Using Basic authentication, you cannot only manage the machine's available functions but also limit access to stored files and to the personal data in the Address Book. Under Basic authentication, the administrator must specify the functions available to each user registered in the Address Book.

Specifying Basic Authentication

This can be specified by the machine administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [User Authentication Management].**
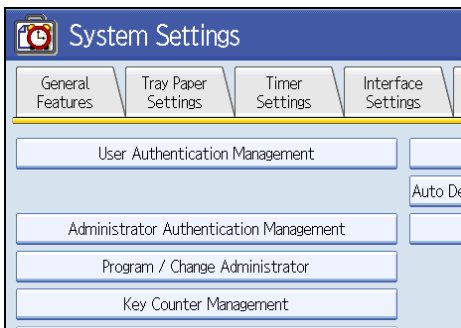
5. **Select [Basic Auth.].**

   If you do not want to use user authentication management, select [Off].

6. **Select which of the machine's functions you want to permit.**
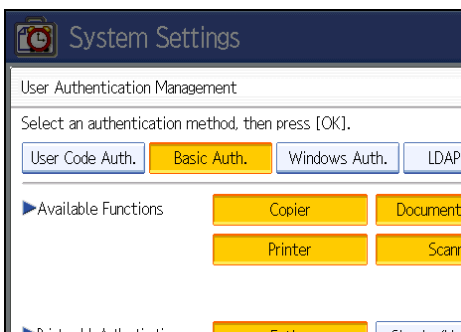
The functions you select here become the default Basic Authentication settings that will be assigned to all new users of the Address Book.

For details about specifying available functions for individuals or groups, see "Limiting Available Functions".

7. **Select the "Printer Job Authentication" level.**

If you select [Entire] or [Simple (All)], proceed to "Selecting Entire or Simple (All)".

If you select [Simple (Limitation)], proceed to "Selecting Simple (Limitation)".

For a description of the printer job authentication levels, see "Printer Job Authentication".

Reference

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"
- p.152 "Limiting Available Functions"
- p.45 "Selecting Entire or Simple (All)"
- p.46 "Selecting Simple (Limitation)"
- p.79 "Printer Job Authentication"

Selecting Entire or Simple (All)

If you select [Entire], you cannot print using a printer driver or a device that does not support authentication. To print under an environment that does not support authentication, select [Simple (All)] or [Simple (Limitation)].

If you select [Simple (All)], you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that, because the machine does not require authentication in this case, it may be used by unauthorized users.

1. **Press [OK].**
2. **Press [Exit].**

A confirmation message appears.

If you press [Yes], you will be automatically logged off.

3. Press the [User Tools/Counter] key.

Selecting Simple (Limitation)

If you select [Simple (Limitation)], you can specify clients for which printer job authentication is not required. Specify [Parallel Interface: Simple], [USB: Simple] and the clients' IPv4 address range in which printer job authentication is not required. Specify this setting if you want to print using unauthenticated printer drivers or without any printer driver. Authentication is required for printing with non-specified devices.

If you select [Simple (Limitation)], you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that, because the machine does not require authentication in this case, it may be used by unauthorized users.

1. Press [Simple (Limitation)].

2. Press [Change].

3. Specify the range in which [Simple (Limitation)] is applied to "Printer Job Authentication".

You can specify the IPv4 address range to which this setting is applied, and whether or not to apply the setting to the parallel and USB interfaces.

4. Press [Exit].

5. Press [OK].

6. Press [Exit].

A confirmation message appears.

If you press [Yes], you will be automatically logged off.

7. Press the [User Tools/Counter] key.

Authentication Information Stored in the Address Book

This can be specified by the user administrator. For details about logging on and logging off with administrator authentication, see "Administrator Authentication".

If you have specified User Authentication, you can specify access limits for individual users and groups of users. Specify the setting in the Address Book for each user.

Users must have a registered account in the Address Book in order to use the machine when User Authentication is specified. For details about user registration, see "Registering Names", General Settings Guide.

User authentication can also be specified via Web Image Monitor. For details, see Web Image Monitor Help.

Reference

- p.31 "Administrator Authentication"

Specifying Login User Name and Login Password

In [Address Book Management], specify the login user name and login password to be used for User Authentication Management.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Address Book Management].**

2
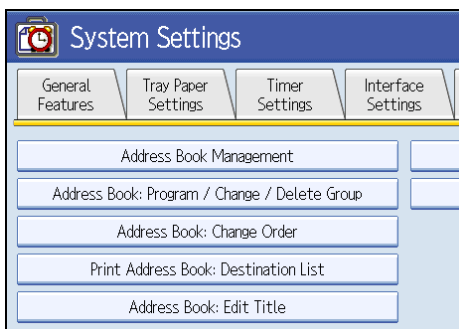
5. **Select the user or group.**
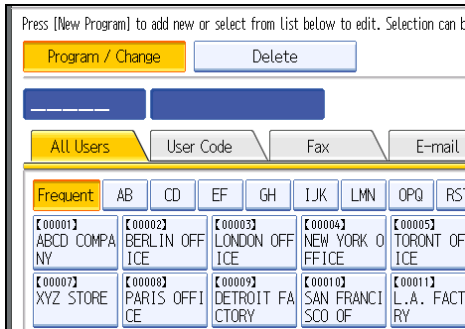
6. **Press [Auth. Info].**
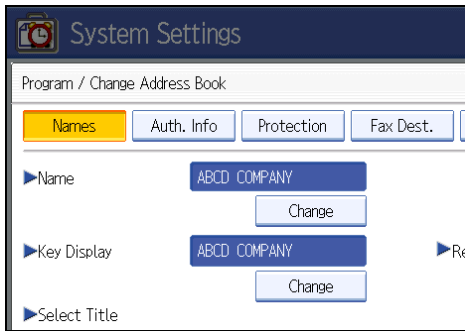
7. **Press [Change] for "Login User Name".**
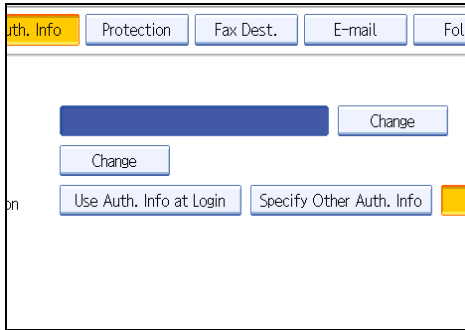
8. **Enter a login user name, and then press [OK].**

9. **Press [Change] for "Login Password".**

10. **Enter a login password, and then press [OK].**

11. **If a password reentry screen appears, enter the login password, and then press [OK].**

12. **Press [OK].**

13. **Press [Exit] twice.**

14. **Press the [User Tools/Counter] key.**

Note

- The administrator must inform general users concerning the number of characters that passwords can contain.

  - You can use up to 128 alphanumeric characters and symbols when registering login user names and login passwords. Keep in mind that passwords are case-sensitive.

  - User names cannot contain numbers only, a space, colon (:), or quotation mark ("), nor can they be left blank.

  - Do not use Japanese, Traditional Chinese, Simplified Chinese, or Hangul double-byte characters.

- If you use multi-byte characters when entering the login user name or password, you cannot authenticate using Web Image Monitor. For details about characters that the password can contain, see "Specifying the Extended Security Functions".

Reference

- p.233 "Specifying the Extended Security Functions"

Specifying Authentication Information to Log on

The login user name and password specified in [Address Book Management] can be used as the login information for "SMTP Authentication", "Folder Authentication", and "LDAP Authentication".

If you do not want to use the login user name and password specified in [Address Book Management] for "SMTP Authentication", "Folder Authentication", or "LDAP Authentication", see "Address Book", General Settings Guide.

For details about specifying login user name and login password, see "Specifying Login User Name and Login Password".

⭐**Important**

- When using [Use Auth. Info at Login] for "SMTP Authentication", "Folder Authentication", or "LDAP Authentication", a user name other than "other", "admin", "supervisor" or "HIDE***" must be specified. The symbol "***" represents any character.

- To use [Use Auth. Info at Login] for "SMTP Authentication", a login password up to 128 characters in length must be specified.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Address Book Management].**
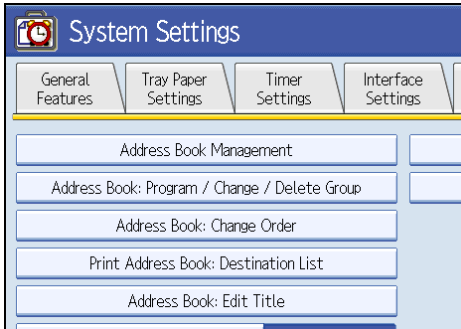
    If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

5. **Select the user or group.**

6. **Press [Auth. Info].**

7. **Select [Use Auth. Info at Login] in "SMTP Authentication".**

    If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

    For folder authentication, select [Use Auth. Info at Login] in "Folder Authentication".

For LDAP authentication, select [Use Auth. Info at Login] in "LDAP Authentication".

8. **Press [OK].**

9. **Press [Exit].**

10. **Press the [User Tools/Counter] key.**

Reference

- p.47 "Specifying Login User Name and Login Password"

2

Windows Authentication

Specify this authentication when using the Windows domain controller to authenticate users who have their accounts on the directory server. Users cannot be authenticated if they do not have their accounts in the directory server. Under Windows authentication, you can specify the access limit for each group registered in the directory server. The Address Book stored in the directory server can be registered to the machine, enabling user authentication without first using the machine to register individual settings in the Address Book. If you can obtain user information, the sender's address (From:) is fixed to prevent unauthorized access when sending e-mails under the scanner function and forwarding received e-mails.

Windows authentication can be performed using one of two authentication methods: NTLM or Kerberos authentication. The operational requirements for both methods are listed below.

Operational Requirements for NTLM authentication

To specify NTLM authentication, the following requirements must be met:

- This machine only supports NTLMv1 authentication.
- A domain controller has been set up in a designated domain.
- This function is supported by the operating systems listed below. To obtain user information when running Active Directory, use LDAP. If SSL is being used, a version of Windows that supports TLS v1, SSL v2, or SSL v3 is required.
    - Windows 2000 Server
    - Windows Server 2003/Windows Server 2003 R2
    - Windows Server 2008

Operational Requirements for Kerberos authentication

To specify Kerberos authentication, the following requirements must be met:

- A domain controller must be set up in a designated domain.
- The operating system must be able to support KDC (Key Distribution Center). To obtain user information when running Active Directory, use LDAP. If SSL is being used, a version of Windows that supports TLSv1, SSLv2, or SSLv3 is required. Compatible operating systems are listed below.
    - Windows 2000 Server
    - Windows Server 2003/Windows Server 2003 R2
    - Windows Server 2008

⭐ **Important**

- During Windows Authentication, data registered in the directory server, such as the user's e-mail address, is automatically registered in the machine. If user information on the server is changed, information registered in the machine may be overwritten when authentication is performed.

- Users managed in other domains are subject to user authentication, but they cannot obtain items such as e-mail addresses.

- If you have created a new user in the domain controller and selected "User must change password at next logon", log on to the machine from the computer to change the password before logging on from the machine's control panel.

- If the authenticating server only supports NTLM when Kerberos authentication is selected on the machine, the authenticating method will automatically switch to NTLM.

- If Kerberos authentication and SSL encryption are set at the same time, e-mail addresses cannot be obtained.

⬇ Note

- Enter the login password correctly; keeping in mind that it is case-sensitive.

- The first time you access the machine, you can use the functions available to your group. If you are not registered in a group, you can use the functions available under [*Default Group]. To limit which functions are available to which users, first make settings in advance in the Address Book.

- When accessing the machine subsequently, you can use all the functions available to your group and to you as an individual user.

- Users who are registered in multiple groups can use all the functions available to those groups.

- A user registered in two or more global groups can use all the functions available to members of those groups.

- If the "Guest" account on the Windows server is enabled, even users not registered in the domain controller can be authenticated. When this account is enabled, users are registered in the Address Book and can use the functions available under [*Default Group].

Specifying Windows Authentication

This can be specified by the machine administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**

2

4. **Press [User Authentication Management].**
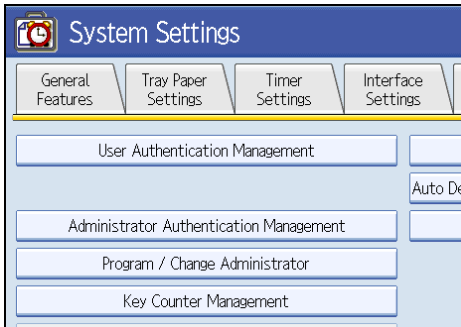
5. **Select [Windows Auth.].**

   If you do not want to use user authentication management, select [Off].

6. **If you want to use Kerberos authentication, press [On].**
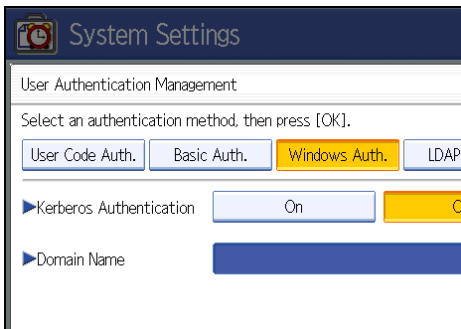
   If you want to use NTLM authentication, press [Off] and proceed to step 8.

7. **Select Kerberos authentication realm and proceed to step 9.**
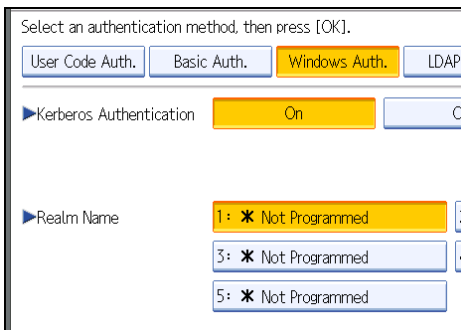
   To enable Kerberos authentication, a realm must be registered beforehand. The realm name must be registered in capital letters. For details about registering a realm, see "Programming the Realm", General Settings Guide.

   Up to 5 realms can be registered.

8. **Press [Change] for "Domain Name", enter the name of the domain controller to be authenticated, and then press [OK].**
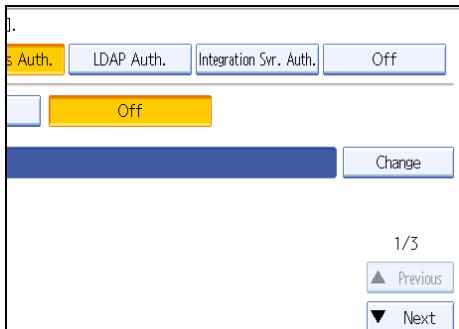
9. **Select the "Printer Job Authentication" level.**
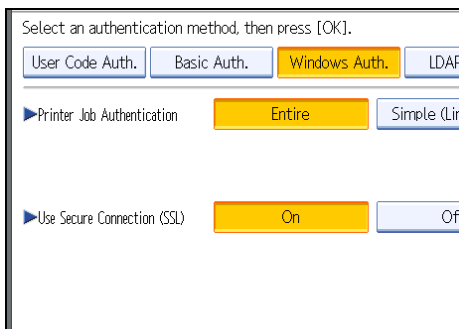
If you select [Entire] or [Simple (All)], proceed to "Selecting Entire or Simple (All)".

If you select [Simple (Limitation)], proceed to "Selecting Simple (Limitation)".

For a description of the printer job authentication levels, see "Printer Job Authentication".

🗒 Reference

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"
- p.55 "Selecting Entire or Simple (All)"
- p.58 "Selecting Simple (Limitation)"
- p.79 "Printer Job Authentication"

Selecting Entire or Simple (All)

If you select [Entire], you cannot print using a printer driver or a device that does not support authentication. To print in an environment that does not support authentication, select [Simple (All)] or [Simple (Limitation)].

If you select [Simple (All)], you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you

do not require authentication for printing. However, note that, because the machine does not require authentication in this case, it may be used by unauthorized users.

1. **Press [On] for "Use Secure Connection (SSL)".**

If you are not using secure sockets layer (SSL) for authentication, press [Off].

If global groups have been registered under Windows server, you can limit the use of functions for each global group.

You need to create global groups in the Windows server in advance and register in each group the users to be authenticated. You also need to register in the machine the functions available to the global group members. Create global groups in the machine by entering the names of the global groups registered in the Windows Server. (Keep in mind that group names are case sensitive.) Then specify the machine functions available to each group.

If global groups are not specified, users can use the available functions specified in [*Default Group]. If global groups are specified, users not registered in global groups can use the available functions specified in [*Default Group]. By default, all functions are available to *Default Group members. Specify the limitation on available functions according to user needs.

2. **Under "Group", press [Program / Change], and then press [* Not Programmed].**

If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

3. **Under "Group Name", press [Change], and then enter the group name.**

4. **Press [OK].**

5. **Select which of the machine's functions you want to permit.**

Windows Authentication will be applied to the selected functions.

Users can use the selected functions only.

For details about specifying available functions for individuals or groups, see "Limiting Available Functions".

6. **Press [OK] twice.**

7. **Press [Exit].**

A confirmation message appears.

If you press [Yes], you will be automatically logged off.

8. **Press the [User Tools/Counter] key.**

↓Note

• Under Windows Authentication, you can select whether or not to use secure sockets layer (SSL) authentication.

• To automatically register user information such as fax numbers and e-mail addresses under Windows authentication, it is recommended that communication between the machine and domain controller be encrypted using SSL.

- Under Windows Authentication, you do not have to create a server certificate unless you want to automatically register user information such as fax numbers and e-mail addresses using SSL.

Reference

- p.152 "Limiting Available Functions"

Selecting Simple (Limitation)

If you select [Simple (Limitation)], you can specify clients for which printer job authentication is not required. Specify [Parallel Interface: Simple], [USB: Simple] and the clients' IPv4 address range in which printer job authentication is not required. Specify this setting if you want to print using unauthenticated printer drivers or without any printer driver. Authentication is required for printing with non-specified devices.

If you select [Simple (Limitation)], you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that, because the machine does not require authentication in this case, it may be used by unauthorized users.

1. **Press [Simple (Limitation)].**

2. **Press [Change].**

3. **Specify the range in which [Simple (Limitation)] is applied to "Printer Job Authentication".**

   You can specify the IPv4 address range to which this setting is applied, and whether or not to apply the setting to the parallel and USB interfaces.

4. Press [Exit].

5. Press [On] for "Use Secure Connection (SSL)".

If you are not using secure sockets layer (SSL) for authentication, press [Off].

If global groups have been registered under Windows server, you can limit the use of functions for each global group.

You need to create global groups in the Windows server in advance and register in each group the users to be authenticated. You also need to register in the machine the functions available to the global group members. Create global groups in the machine by entering the names of the global groups registered in the Windows Server. (Keep in mind that group names are case sensitive.) Then specify the machine functions available to each group.

If global groups are not specified, users can use the available functions specified in [*Default Group]. If global groups are specified, users not registered in global groups can use the available functions specified in "*Default Group". By default, all functions are available to *Default Group members. Specify the limitation on available functions according to user needs.

6. Under "Group", press [Program / Change], and then press [* Not Programmed].

If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

2
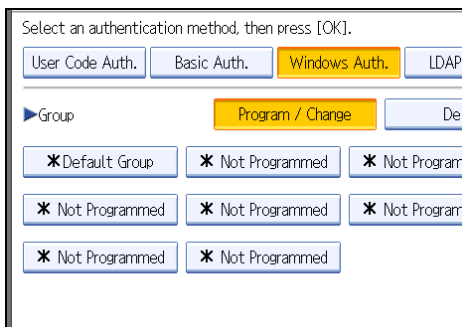
7. **Under "Group Name", press [Change], and then enter the group name.**
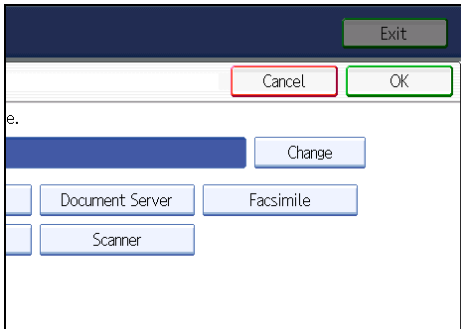
8. **Press [OK].**

9. **Select which of the machine's functions you want to permit.**
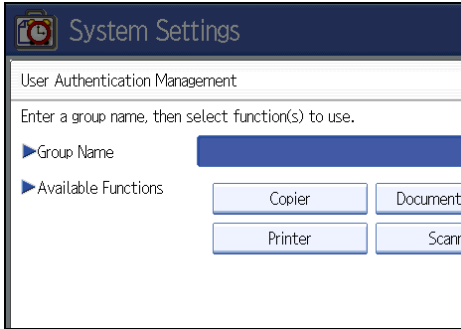
Windows Authentication will be applied to the selected functions.

Users can use the selected functions only.

For details about specifying available functions for individuals or groups, see "Limiting Available Functions".

10. **Press [OK] twice.**

11. **Press [Exit].**

A confirmation message appears.

If you press [Yes], you will be automatically logged off.

12. **Press the [User Tools/Counter] key.**

⬇Note

* Under Windows Authentication, you can select whether or not to use secure sockets layer (SSL) authentication.

* To automatically register user information such as fax numbers and e-mail addresses under Windows authentication, it is recommended that communication between the machine and domain controller be encrypted using SSL.

- Under Windows Authentication, you do not have to create a server certificate unless you want to automatically register user information such as fax numbers and e-mail addresses using SSL.

🔖 Reference

- p.152 "Limiting Available Functions"

Installing Internet Information Services (IIS) and Certificate services

Specify this setting if you want the machine to automatically obtain e-mail addresses registered in Active Directory.

We recommended you install Internet Information Services (IIS) and Certificate services as the Windows components.

Install the components, and then create the server certificate.

If they are not installed, install them as follows:

1. **Select [Add/Remove Programs] on the Control Panel.**
2. **Select [Add/Remove Windows Components].**
3. **Select the "Internet Information Services (IIS)" check box.**
4. **Select the "Certificate Services" check box, and then click [Next].**
5. **Installation of the selected Windows components starts, and a warning message appears.**
6. **Click [Yes].**
7. **Click [Next].**
8. **Select the "Certificate Authority", and then click [Next].**

   On the displayed screen, "Enterprise root CA" is selected.
9. **Enter the Certificate Authority name (optional) in "CA Identifying Information", and then click [Next].**
10. **Leave "Data Storage Location" at its default, and then click [Next].**

    Internet Information Services and Certificate services are installed.

Creating the Server Certificate

After installing Internet Information Services (IIS) and Certificate services Windows components, create the Server Certificate as follows:

1. **Start Internet Services Manager.**
2. **Right-click [Default Web Site], and then click [Properties].**
3. **On the "Directory Security" tab, click [Server Certificate].**

   Web Server Certificate Wizard starts.

2

4. Click [Next].

5. Select [Create a new certificate], and then click [Next].

6. Select [Prepare the request now, but send it later], and then click [Next].

7. Enter the required information according to the instructions given by Web Server Certificate Wizard.

8. Check the specified data, which appears as "Request File Summary", and then click [Next].

   The server certificate is created.

If the fax number cannot be obtained

If the fax number cannot be obtained during authentication, specify the setting as follows:

1. Start C:\WINNT\SYSTEM32\adminpak.

   Start Setup Wizard.

2. Select [Install all of the Administrator Tools], and then click [Next].

3. On the "Start" menu, select [Run].

4. Enter "mmc", and then click [OK].

5. On the "Console", select [Add/Remove Snap-in].

6. Click [Add].

7. Select [Active Directory Schema], and then click [Add].

8. Select [facsimile Telephone Number].

9. Right-click, and then click [Properties].

10. Select "Replicate this attribute", and then click [Apply].

Installing the Device Certificate (Certificate Issued by a Certificate Authority)

Install the device certificate using Web Image Monitor.

This section explains the use of a certificate issued by a certificate authority as the device certificate.

Enter the device certificate contents issued by the certificate authority.

1. Open a Web browser.

2. Enter "http://(the machine's IP address or host name)/" in the address bar.

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. Click [Login].

   The network administrator can log on.

Enter the login user name and password.

4. **Click [Configuration], and then click [Device Certificate] under "Security".**

   The Device Certificate page appears.

5. **Check the radio button next to the number of the certificate you want to install.**

6. **Click [Install].**

7. **Enter the contents of the device certificate.**

8. **In the "Certificate Request:" box, enter the contents of the device certificate received from the certificate authority.**

9. **Click [OK].**

   "Installed" appears under "Certificate Status" to show that a device certificate for the machine has been installed.

10. **Click [Logout].**

LDAP Authentication

Specify this authentication method when using the LDAP server to authenticate users who have their accounts on the LDAP server. Users cannot be authenticated if they do not have their accounts on the LDAP server. The Address Book stored in the LDAP server can be registered to the machine, enabling user authentication without first using the machine to register individual settings in the Address Book. When using LDAP authentication, to prevent the password information being sent over the network unencrypted, it is recommended that communication between the machine and LDAP server be encrypted using SSL. You can specify on the LDAP server whether or not to enable SSL. To do this, you must create a server certificate for the LDAP server.

Using Web Image Monitor, you can specify whether or not to check the reliability of the connecting SSL server. For details about specifying LDAP authentication using Web Image Monitor, see Web Image Monitor Help.

⭐ **Important**

- During LDAP authentication, the data registered in the LDAP server, such as the user's e-mail address, is automatically registered in the machine. If user information on the server is changed, information registered in the machine may be overwritten when authentication is performed.

- Under LDAP authentication, you cannot specify access limits for groups registered in the LDAP server.

- Enter the user's login user name using up to 32 characters and login password using up to 128 characters.

- Do not use double-byte Japanese, Traditional Chinese, Simplified Chinese, or Hangul characters when entering the login user name or password. If you use double-byte characters, you cannot authenticate using Web Image Monitor.

- If using ActiveDirectory in LDAP authentication when Kerberos authentication and SSL are set at the same time, e-mail addresses cannot be obtained.

Operational Requirements for LDAP Authentication

To specify LDAP authentication, the following requirements must be met:

- The network configuration must allow the machine to detect the presence of the LDAP server.

- When SSL is being used, TLSv1, SSLv2, or SSLv3 can function on the LDAP server.

- The LDAP server must be registered in the machine.

- When registering the LDAP server, the following setting must be specified.

  - Server Name

  - Search Base

  - Port Number

  - SSL Communication

  - Authentication

    Select either Kerberos, DIGEST, or Cleartext authentication.

2

- User Name

  You do not have to enter the user name if the LDAP server supports "Anonymous Authentication".

- Password

  You do not have to enter the password if the LDAP server supports "Anonymous Authentication".

Note

- When you select Cleartext authentication, LDAP Simplified authentication is enabled. Simplified authentication can be performed with a user attribute (such as cn, or uid), instead of the DN.

- You can also prohibit blank passwords at login for simplified authentication. For details about LDAP Simplified authentication, contact your sales representative.

- Under LDAP Authentication, if "Anonymous Authentication" in the LDAP server's settings is not set to Prohibit, users who do not have an LDAP server account might still be able to gain access.

- If the LDAP server is configured using Windows Active Directory, "Anonymous Authentication" might be available. If Windows authentication is available, we recommend you use it.

- The first time an unregistered user accesses the machine after LDAP authentication has been specified, the user is registered in the machine and can use the functions available under "Available Functions" during LDAP Authentication. To limit the available functions for each user, register each user and corresponding "Available Functions" setting in the Address Book, or specify "Available Functions" for each registered user. The "Available Functions" setting becomes effective when the user accesses the machine subsequently.

- To enable Kerberos for LDAP authentication, a realm must be registered beforehand. The realm must be programmed in capital letters. For details about registering a realm, see "Programming the LDAP Server", or "Programming the Realm", General Settings Guide.

Specifying LDAP Authentication

This can be specified by the machine administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**

2

4. **Press [User Authentication Management].**
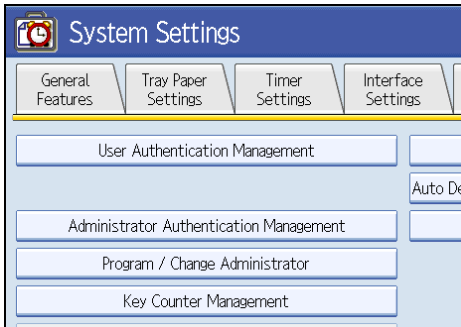
5. **Select [LDAP Auth.].**

If you do not want to use user authentication management, select [Off].

6. **Select the LDAP server to be used for LDAP authentication.**
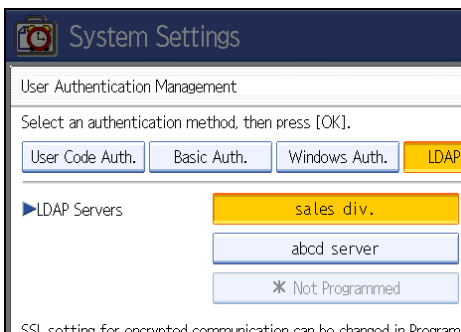
7. **Select the "Printer Job Authentication" level.**

You can specify the IPv4 address range to which this setting is applied, and whether or not to apply the setting to the parallel and USB interfaces.

If you select [Entire] or [Simple (All)], proceed to "Selecting Entire or Simple (All)".

If you select [Simple (Limitation)], proceed to "Selecting Simple (Limitation)".

For a description of the printer job authentication levels, see "Printer Job Authentication".

Reference
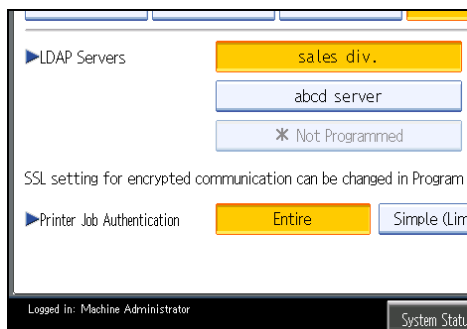
- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"
- p.67 "Selecting Entire or Simple (All)"
- p.69 "Selecting Simple (Limitation)"
- p.79 "Printer Job Authentication"

Selecting Entire or Simple (All)

If you select [Entire], you cannot print using a printer driver or a device that does not support authentication. To print under an environment that does not support authentication, select [Simple (All)] or [Simple (Limitation)].

If you select [Simple (All)], you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that, because the machine does not require authentication in this case, it may be used by unauthorized users.

1. **Select which of the machine's functions you want to permit.**
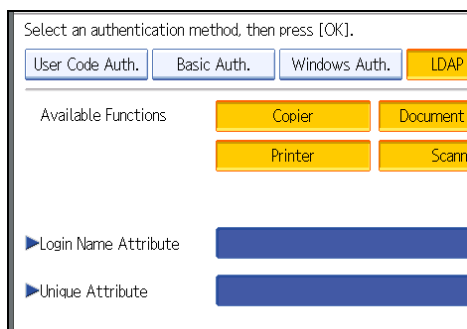
2

LDAP Authentication will be applied to the selected functions.

Users can use the selected functions only.

For details about specifying available functions for individuals or groups, see "Limiting Available Functions".

2. **Press [Change] for "Login Name Attribute".**
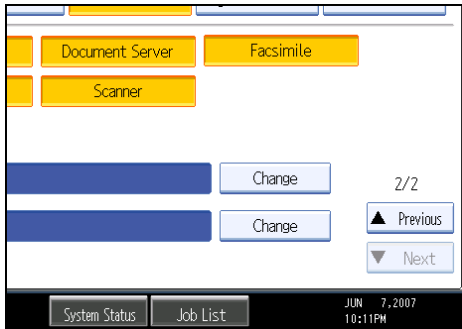
3. **Enter the login name attribute, and then press [OK].**

Use the Login Name Attribute as a search criterion to obtain information about an authenticated user. You can create a search filter based on the Login Name Attribute, select a user, and then retrieve the user information from the LDAP server so it is transferred to the machine's Address Book.

To specify multiple login attributes, place a comma (,) between them. The search will return hits for either or both attributes.

Also, if you place an equal sign (=) between a login attribute and a value (for example: cn=abcde, uid=xyz), the search will return only hits that match the values specified for the attributes. This search function can also be applied when Cleartext authentication is specified.

When authenticating using the DN format, login attributes do not need to be registered.

The method for selecting the user name depends on the server environment. Check the server environment and enter the user name accordingly.

4. **Press [Change] for "Unique Attribute".**
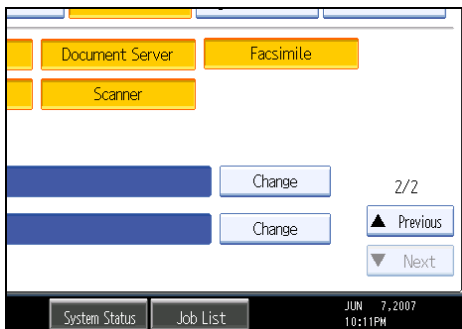
5. **Enter the unique attribute and then press [OK].**

Specify Unique Attribute on the machine to match the user information in the LDAP server with that in the machine. By doing this, if the Unique Attribute of a user registered in the LDAP server matches that of a user registered in the machine, the two instances are treated as referring to the same user. You can enter an attribute such as "serialNumber" or "uid". Additionally, you can enter "cn" or "employeeNumber", provided it is unique. If you do not specify the Unique Attribute, an account with the same user information but with a different login user name will be created in the machine.

6. **Press [OK].**

7. **Press [Exit].**

A confirmation message appears.

If you press [Yes], you will be automatically logged off.

8. **Press the [User Tools/Counter] key.**

🗉 Reference

• p.152 "Limiting Available Functions"

Selecting Simple (Limitation)

If you select [Simple (Limitation)], you can specify clients for which printer job authentication is not required. Specify [Parallel Interface: Simple], [USB: Simple] and the clients' IPv4 address range in which printer job authentication is not required. Specify this setting if you want to print using unauthenticated printer drivers or without any printer driver. Authentication is required for printing with non-specified devices.

If you select [Simple (Limitation)], you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that, because the machine does not require authentication in this case, it may be used by unauthorized users.

1. **Press [Simple (Limitation)].**

2

2. Press [Change].

3. Specify the range in which [Simple (Limitation)] is applied to "Printer Job Authentication".

You can specify the IPv4 address range to which this setting is applied, and whether or not to apply the setting to the parallel and USB interfaces.

4. Press [Exit].

5. Select which of the machine's functions you want to permit.
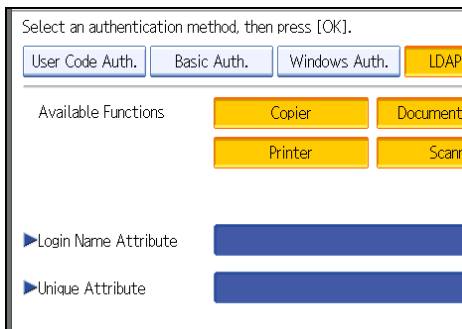
LDAP Authentication will be applied to the selected functions.

Users can use the selected functions only.

For details about specifying available functions for individuals or groups, see "Limiting Available Functions".

6. Press [Change] for "Login Name Attribute".

7. Enter the login name attribute, and then press [OK].

Use the Login Name Attribute as a search criterion to obtain information about an authenticated user. You can create a search filter based on the Login Name Attribute, select a user, and then retrieve the user information from the LDAP server so it is transferred to the machine's Address Book.

To specify multiple login attributes, place a comma (,) between them. The search will return hits for either or both attributes.

Also, if you place an equals sign (=) between two login attributes (for example: cn=abcde, uid=xyz), the search will return only hits that match the attributes. This search function can also be applied when Cleartext authentication is specified.

When authenticating using the DN format, login attributes do not need to be registered.

The method for selecting the user name depends on the server environment. Check the server environment and enter the user name accordingly.

8. **Press [Change] for "Unique Attribute".**

9. **Enter the unique attribute and then press [OK].**

Specify Unique Attribute on the machine to match the user information in the LDAP server with that in the machine. By doing this, if the Unique Attribute of a user registered in the LDAP server matches that of a user registered in the machine, the two instances are treated as referring to the same user. You can enter an attribute such as "serialNumber" or "uid". Additionally, you can enter "cn" or "employeeNumber", provided it is unique. If you do not specify the Unique Attribute, an account with the same user information but with a different login user name will be created in the machine.

10. **Press [OK].**

11. **Press [Exit].**

A confirmation message appears.

If you press [Yes], you will be automatically logged off.

12. **Press the [User Tools/Counter] key.**

🔲 Reference

- p.152 "Limiting Available Functions"

Integration Server Authentication

To use Integration Server authentication, you need a server on which ScanRouter software that supports authentication is installed.

For external authentication, the Integration Server authentication collectively authenticates users accessing the server over the network, providing a server-independent, centralized user authentication system that is safe and convenient.

For example, if the delivery server and the machine share the same Integration Server authentication, single sign-on is possible using DeskTopBinder.

To use Integration Server Authentication, access to a server on which ScanRouter System or Remote Communication Gate S and Authentication Manager are installed, other than the machine, is required. For details about the software, contact your sales representative.

Using Web Image Monitor, you can specify that the server reliability and site certificate are checked every time you access the SSL server. For details about specifying SSL using Web Image Monitor, see Web Image Monitor Help.

⭐ **Important**

- During Integration Server Authentication, the data registered in the server, such as the user's e-mail address, is automatically registered in the machine.

- If user information on the server is changed, information registered in the machine may be overwritten when authentication is performed.

⬇ **Note**

- The default administrator name for ScanRouter System or Remote Communication Gate S, "Admin" differs from the server, "admin".

Specifying Integration Server Authentication

This can be specified by the machine administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**

4. Press [User Authentication Management].
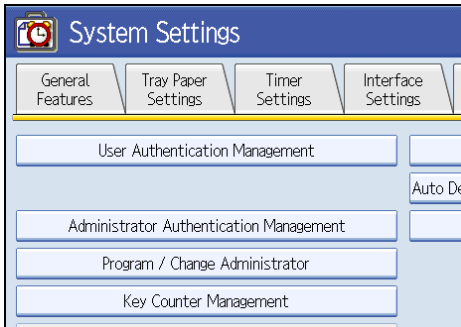
5. Select [Integration Svr. Auth.].

If you do not want to use User Authentication Management, select [Off].

6. Press [Change] for "Server Name".
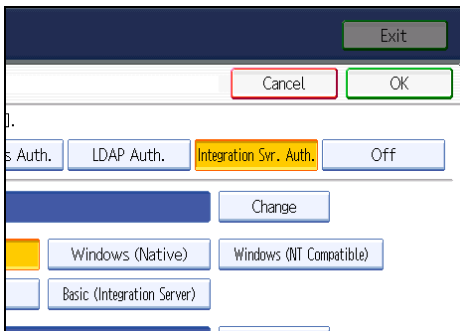
Specify the name of the server for external authentication.

7. Enter the server name, and then press [OK].

Enter the IPv4 address or host name.

8. In "Authentication Type", select the authentication system for external authentication.

Select an available authentication system. For general usage, select [Default].
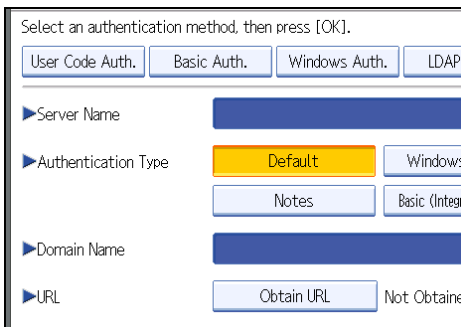
9. **Press [Change] for "Domain Name".**
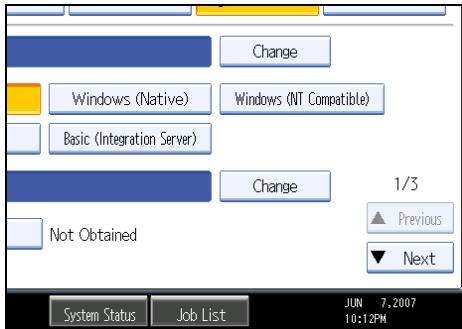
10. **Enter the domain name, and then press [OK].**

You cannot specify a domain name under an authentication system that does not support domain login.

11. **Press [Obtain URL].**
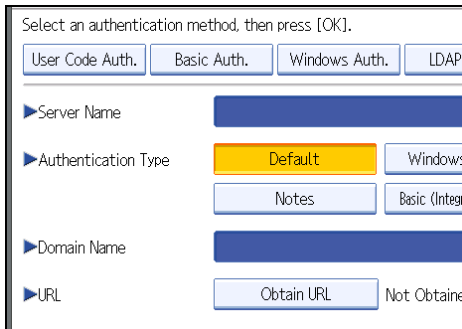
The machine obtains the URL of the server specified in "Server Name".

If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

If "Server Name" or the setting for enabling SSL is changed after obtaining the URL, the URL is "Not Obtained".

12. **Press [Exit].**

In the "Authentication Type", if you have not registered a group, proceed to step 17.

If you have registered a group, proceed to step 13.

If you set "Authentication Type" to [Windows (Native)] or [Windows (NT Compatible)], you can use the global group.

If you set "Authentication Type" to [Notes], you can use the Notes group. If you set "Authentication Type" to [Basic (Integration Server)], you can use the groups created using the Authentication Manager.

13. **Under "Group", press [Program / Change], and then press [* Not Programmed].**
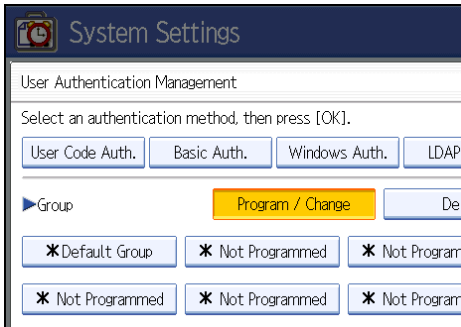
If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

14. **Under "Group Name", press [Change], and then enter the group name.**
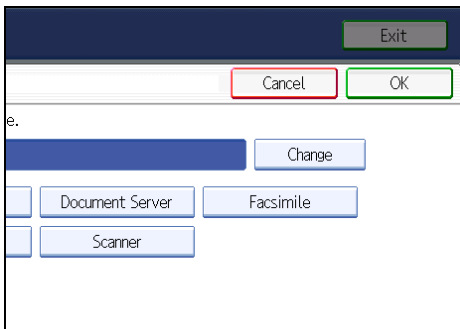
15. **Press [OK].**

16. **Select which of the machine's functions you want to permit.**
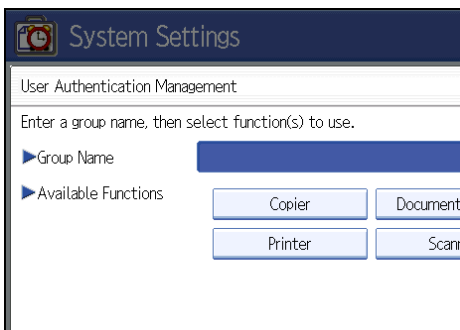
Authentication will be applied to the selected functions.

Users can use the selected functions only.

For details about specifying available functions for individuals or groups, see "Limiting Available Functions".

17. **Press [OK].**

18. Select the "Printer Job Authentication" level.
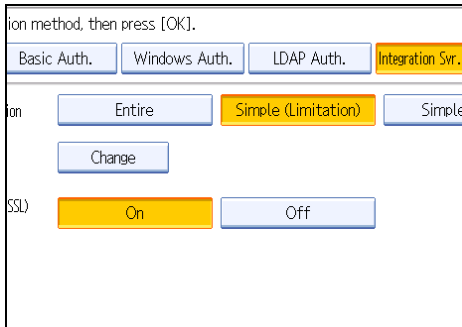
If you select [Entire] or [Simple (All)], proceed to "Selecting Entire or Simple (All)".

If you select [Simple (Limitation)], proceed to "Selecting Simple (Limitation)".

For a description of the printer job authentication levels, see "Printer Job Authentication".

📑 Reference

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"
- p.152 "Limiting Available Functions"
- p.76 "Selecting Entire or Simple (All)"
- p.77 "Selecting Simple (Limitation)"
- p.79 "Printer Job Authentication"

Selecting Entire or Simple (All)

If you select [Entire], you cannot print using a printer driver or a device that does not support authentication. To print in an environment that does not support authentication, select [Simple (All)] or [Simple (Limitation)].

If you select [Simple (All)], you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that, because the machine does not require authentication in this case, it may be used by unauthorized users.

1. **Press [On] for "Use Secure Connection (SSL)", and then press [OK].**

To not use secure sockets layer (SSL) for authentication, press [Off].

2. **Press [Exit].**

A confirmation message appears.

If you press [Yes], you will be automatically logged off.

3. **Press the [User Tools/Counter] key.**

Selecting Simple (Limitation)

If you select [Simple (Limitation)], you can specify clients for which printer job authentication is not required. Specify [Parallel Interface: Simple], [USB: Simple] and the clients' IPv4 address range in which printer job authentication is not required. Specify this setting if you want to print using unauthenticated printer drivers or without any printer driver. Authentication is required for printing with non-specified devices.

If you select [Simple (Limitation)], you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that, because the machine does not require authentication in this case, it may be used by unauthorized users.

1. **Press [Simple (Limitation)].**

2. **Press [Change].**

3. **Specify the range in which [Simple (Limitation)] is applied to "Printer Job Authentication".**

You can specify the IPv4 address range to which this setting is applied, and whether or not to apply the setting to the parallel and USB interfaces.

4. **Press [Exit].**

5. **Press [On] for "Use Secure Connection (SSL)", and then press [OK].**

To not use secure sockets layer (SSL) for authentication, press [Off].

6. **Press [Exit].**

A confirmation message appears.

If you press [Yes], you will be automatically logged off.

7. **Press the [User Tools/Counter] key.**

Printer Job Authentication

This section explains Printer Job Authentication.

Printer Job Authentication Levels and Printer Job Types

This section explains the relationship between printer job authentication levels and printer job types.

Depending on the combination of printer job authentication level and printer job type, the machine may not print properly. Set an appropriate combination according to the operating environment.

User authentication is supported by the PCL printer driver and the LAN-Fax driver.

A: Printing is possible regardless of user authentication.

B: Printing is possible if user authentication is successful. If user authentication fails, the print job is reset.

C: Printing is possible if user authentication is successful and [Driver Encryption Key] for the printer driver and machine match.

X: Printing is not possible regardless of user authentication, and the print job is reset.

[User Authentication Management]	Specified	Specified	Specified	Specified	[Off]
[Printer Job Authentication]	[Simple (All)]	[Simple (All)]	[Entire]	[Entire]	-
[Restrict Use of Simple Encryption]	[Off]	[On]	[Off]	[On]	-
Printer Job Type 1	C	C	C	C	A
Printer Job Type 2	B	X	B	X	A
Printer Job Type 3	X	X	X	X	A
Printer Job Type 4	A	A	B	B	A
Printer Job Type 5	A	A	X	X	A
Printer Job Type 6	A	A	X	X	A
Printer Job Type 7	B	B	B	B	A

Printer Job Authentication

- [Entire]

  The machine authenticates all printer jobs and remote settings, and cancels jobs and settings that fail authentication.

Printer Jobs: Job Reset

Settings: Disabled

- [Simple (All)]

  The machine authenticates printer jobs and remote settings that have authentication information, and cancels the jobs and settings that fail authentication.

  Printer jobs and settings without authentication information are performed without being authenticated.

- [Simple (Limitation)]

  You can specify the range to apply [Simple (Limitation)] to by specifying [Parallel Interface: Simple], [USB: Simple], and the client's IPv4 address.

Printer Job Types

1. The "User Authentication" and "With Encryption" check boxes are selected in the PCL printer driver, and/or the "General user authentication" and "Encryption" check boxes are selected in the LAN-Fax driver dialog box. Personal authentication information is added to the printer job. The printer driver applies advanced encryption to the login passwords. The printer driver encryption key enables driver encryption and prevents the login password from being stolen.

   For details about prohibiting the use of simple encryption using "Restrict Use of Simple Encryption", see "Specifying the Extended Security Functions".

2. The "User Authentication" and "With Encryption" check boxes are selected in the PCL printer driver, and/or the "General user authentication" and "Encryption" check boxes are selected in the LAN-Fax driver dialog box. Personal authentication information is added to the printer job. The printer driver applies simple encryption to login passwords.

   For details about turning off "Restrict Use of Simple Encryption" and allowing the use of simple encryption, see "Specifying the Extended Security Functions".

3. The "User Authentication" check box is selected in the PCL printer driver, and/or the "General user authentication" check box is selected in the LAN-Fax driver dialog box. No personal authentication information is attached to the print job.

4. When using the PostScript 3 printer driver, the printer job contains user code information. Personal authentication information is not added to the printer job but the user code information is. This also applies to recovery/parallel printing using a PCL printer driver that does not support authentication.

5. When using the PostScript 3 printer driver, the printer job does not contain user code information. Neither personal authentication information nor user code information is added to the printer job. This also applies to recovery/parallel printing using a PCL printer driver that does not support authentication.

6. A printer job or PDF file is sent from a host computer without a printer driver and is printed via LPR. Personal authentication information is not added to the printer job.

7. A PDF file is printed via ftp. Personal authentication is performed using the user ID and password used for logging on via ftp. However, the user ID and password are not encrypted.

📖 **Reference**

- p.233 "Specifying the Extended Security Functions"

If User Authentication is Specified

When user authentication (User Code Authentication, Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication) is set, the authentication screen is displayed. To use the machine's security functions, each user must enter a valid user name and password. Log on to operate the machine, and log off when you are finished operations. Be sure to log off to prevent unauthorized users from using the machine. When auto logout timer is specified, the machine automatically logs you off if you do not use the control panel within a given time. Additionally, you can authenticate using an external device. For details about using an external device for user authentication, see "Authentication Using an External Device".

🔽 **Note**

- Consult the User Administrator about your login user name, password, and user code.

- For user code authentication, enter a number registered in the Address Book as [User Code].

- The Auto Logout Timer can only be used under Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication.

🔗 **Reference**

- p.90 "Authentication Using an External Device"

User Code Authentication (Using the Control Panel)

When User Code Authentication is set, the following screen appears.
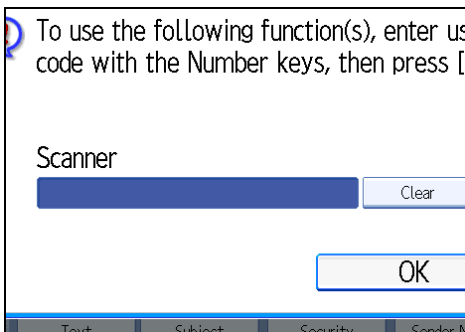
Enter a user code (up to 8 digits), and then press the [OK] key.

🔽 **Note**

- To log off, do one of the following:
    - Press the Operation switch.
    - Press the [Energy Saver] key after jobs are completed.
    - Press the [Clear/Stop] key and the [Clear Modes] key at the same time.

User Code Authentication (Using a Printer Driver)

When User Code Authentication is set, specify a user code in printer properties on the printer driver. For details, see the printer driver Help.

Login (Using the Control Panel)

Use the following procedure to log in when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is enabled.

1. **Press the [Login/Logout] key.**
2. **Press [Login].**
3. **Enter the login user name, and then press [OK].**
4. **Enter the login password, and then press [OK].**

   The message, "Authenticating... Please wait." appears.

Log Off (Using the Control Panel)

Follow the procedure below to log off when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

1. **Press the [Login/Logout] key.**
2. **Press [Yes].**

⬇ Note

- You can log off using the following procedures also.
  - Press the [Power] key.
  - Press the [Energy Saver] key.

Login (Using a Printer/LAN-Fax Driver)

When Basic, Windows, LDAP, or Integration Server Authentication is set, you will be required to enter a login user name and password only if the user authentication and encryption settings have already been specified in the properties dialog box of the printer or LAN-Fax driver.

⬇ Note

- If you logged in via the printer/LAN-Fax driver, you will not be required to log out.

Specifying the LAN-Fax Driver Properties

If the user authentication settings are made on the machine, make sure the user authentication settings are made on the LAN-Fax driver also.

With user authentication, only users registered in the machine or server can send and/or print faxes using the machine. Make sure the user's login user name and login password settings are entered on the LAN-Fax driver to enable that user to send and/or print. Users not registered on the machine cannot use the machine for sending and/or printing.

- [User code:] and [Specify sender] settings on the [User Settings] dialog box are invalid when you use the user authentication function.

1. **Open the printer properties dialog box, and then click the [Advanced Options] tab.**
2. **Select the [General user authentication] check box.**
3. **If you want to encrypt the login password, select the [Encryption] check box.**

   Enter the driver encryption key set on the machine.

   To encrypt the password, depending on your machine, the optional network data protection unit may need to be installed.
4. **Click [OK] to close the printer properties dialog box.**
5. **Open the document you want to send from an application.**
6. **Select [LAN-Fax] as the printer and then start the print job.**

   The [LAN-Fax] dialog box appears
7. **Click [User Settings].**

   The [User Settings] dialog box appears.
8. **Enter the login user name and login password already set on the machine or server for user authentication.**

   If you enter an invalid login user name and login password, sending and/or printing does not start.
9. **Click [OK] to close the dialog box.**

Specifying the Printer Driver Properties

If the user authentication settings have been made on the machine, you also need to make the user authentication settings on the printer driver.

With user authentication, only users who are registered on the machine or the server can print using the machine. You need to make the login user name and login password settings for a user to enable that user to print. Users who are not registered on the machine printer or the server cannot use the machine for printing.

- When you use the user authentication function, user code setting becomes invalid.

1. **Open the printer properties dialog box, and then click the [Advanced Options] tab.**

2. **Select the [User Authentication] check box.**

3. **If you want to encrypt the login password, select the [With Encryption] check box and then click [Driver Encryption Key...].**

   Enter the driver encryption key already set on the machine.

4. **Click [OK] to close the "Driver Encryption Key" dialog box.**

5. **Click [OK] to close the printer properties dialog box.**

6. **From the [Printers] window, open the printing preferences dialog box.**

7. **Specify the user authentication setting.**

   If you are using the PCL 5e printer driver, click the [Valid Access] tab, and then click [Authentications...].

   If you are using the PCL 6 printer driver, click the [Detailed Settings] tab, click [Job Setup], and then click [Authentication...] in the [Job Setup] area.

8. **Enter a login user name and login password already set on the machine or the server for user authentication.**

   Be sure to enter the same login user name and login password that is registered on the machine or the server.

   If you do not enter a valid login user name and login password, printing will not start.

9. **Click [OK] to close the "Authentication" dialog box.**

10. **Click [OK] to close the printing preferences dialog box.**

Login (Using Web Image Monitor)

This section explains how to log on to the machine via Web Image Monitor.

1. **Click [Login] on the top page of the Web Image Monitor.**

2. **Enter a login user name and password, and then click [Login].**

⬇ Note

- For user code authentication, enter a user code in "Login User Name", and then click [Login].

- The procedure may differ depending on the Web Image Monitor used.

Log Off (Using Web Image Monitor)

1. **Click [Logout] to log off.**

⬇ Note

- Delete the cache memory in the Web Image Monitor after logging off.

User Lockout Function

If an incorrect password is entered several times, the User Lockout function prevents further login attempts under the same user name. Even if the locked out user enters the correct password later, authentication will fail and the machine cannot be used until the lockout period elapses or an administrator or supervisor disables the lockout.

To use the lockout function for user authentication, the authentication method must be set to Basic authentication. Under other authentication methods, the lockout function protects supervisor and administrator accounts only, not general user accounts.

Lockout setting items

The lockout function settings can be made using Web Image Monitor.

Setting Item	Description	Setting Values	Default Setting
Lockout	Specify whether or not to enable the lockout function.	• Active • Inactive	• Inactive
Number of Attempts before Lockout	Specify the number of authentication attempts to allow before applying lockout.	1-10	5
Lockout Release Timer	Specify whether or not to cancel lockout after a specified period elapses.	• Active • Inactive	• Inactive
Lock Out User for	Specify the number of minutes after which lockout is canceled.	1-9999 min.	60 min.

Lockout release privileges

Administrators with unlocking privileges are as follows.

Locked out User	Unlocking administrator
general user	user administrator
user administrator, network administrator, file administrator, machine administrator	supervisor

Locked out User	Unlocking administrator
supervisor	machine administrator

Specifying the User Lockout Function

This can be specified by the machine administrator using Web Image Monitor.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The machine administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [User Lockout Policy] under "Security".**

   The User Lockout Policy page appears.

5. **Set "Lockout" to [Active].**

6. **In the drop down menu, select the number of login attempts to permit before applying lockout.**

7. **After lockout, if you want to cancel lockout after a specified time elapses, set the "Lockout Release Timer" to [Active].**

8. **In the "Lock Out User for" field, enter the number of minutes until lockout is disabled.**

9. **Click [OK].**

   User Lockout Policy is set.

10. **Click [Logout].**

Canceling Password Lockout

A locked user account can be unlocked by the administrator or supervisor with unlocking privileges using Web Image Monitor.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The administrator or supervisor with unlocking privileges can log on.

   Enter the login user name and login password.

4. **Click [Address Book].**

   The Address Book page appears.

5. **Select the locked out user's account.**

6. **Click [Change].**

7. **Set the "Lockout" to [Inactive] under "Authentication Information".**

8. **Click [OK].**

9. **Click [Logout].**

⬇️**Note**

- The administrator and supervisor password lockout can be canceled by switching the power off and then back on again.

Auto Logout

This can be specified by the machine administrator.

When using Basic Authentication, Windows Authentication, LDAP Authentication or Integration Server Authentication, the machine automatically logs you off if you do not use the control panel within a given time. This feature is called "Auto Logout". Specify how long the machine is to wait before performing Auto Logout.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Timer Settings].**
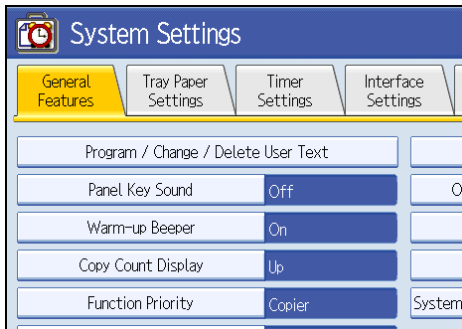
4. **Press [Auto Logout Timer].**
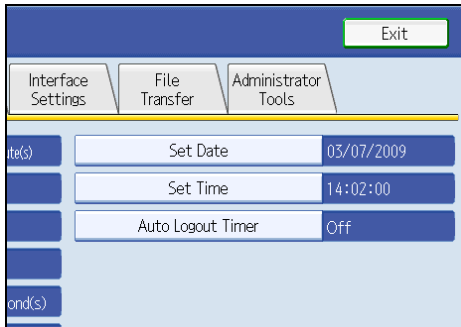
If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

5. **Select [On].**
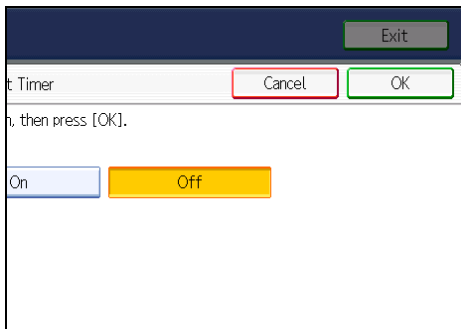
If you do not want to specify [Auto Logout Timer], select [Off].

6. **Enter "60" to "999" (seconds) using the number keys, and then press [#].**
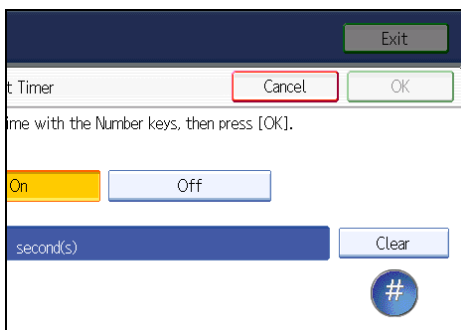
7. **Press the [User Tools/Counter] key.**

⬇ Note

• If a paper jam occurs or a print cartridge runs out of toner, the machine might not be able to perform the Auto Logout function.

Authentication Using an External Device

To authenticate using an external device, see the device manual.

For details, contact your sales representative.

3. Ensuring Information Security

This chapter describes how to protect data that is stored on the machine and transmitted information from unauthorized viewing and modification.

Preventing Unauthorized Copying

This machine can detect special patterns embedded in documents. An embedded pattern might be a warning such as "No Copying". Embedded patterns discourage unauthorized printing by appearing clearly on copies if the document is reproduced. This function is called "Unauthorized Copy Prevention".

If this machine detects an Unauthorized Copy Prevention pattern embedded in a document, it will render the pattern visible when the document is copied, faxed, scanned, or stored in the Document Server.

This machine can also detect anti-copy masks embedded in documents by another machine. If the machine detects an anti-copy mask, it will print solid gray over the entire document when the document is copied, faxed, scanned, or stored in the Document Server. This function is called "Data Security for Copying".

To gray out copies, the optional Copy Data Security Unit is required.

For details about specifying Data Security for Copying, see "Specifying Data Security for Copying Using the Control Panel".

🔖 Reference

Unauthorized Copy Prevention

If a document in which a special pattern (for instance, a warning such as "No Copying") has been embedded is copied, faxed, scanned, or stored in the Document Server by this machine or another printer/MFP, the pattern appears clearly on the copy to discourage unauthorized copying.

⭐ Important

- This machine can detect but cannot embed Data Security for Copying masks.
- Unauthorized copy prevention discourages unauthorized copying, but will not necessarily stop information leaks.
- The embedded pattern cannot be guaranteed to be copied, scanned, or stored properly in the Document Server.
- Depending on the machine and scanner settings, the embedded pattern may not be copied, faxed, scanned, or stored in the Document Server.
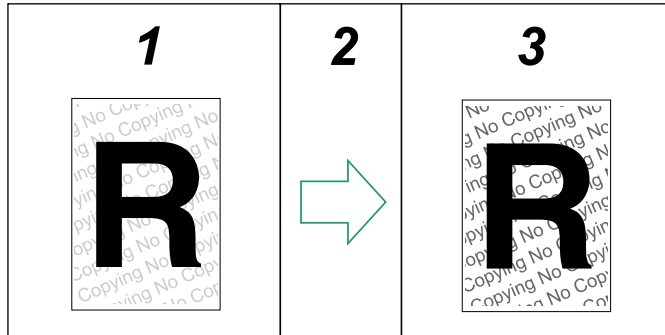
BBK004S

1. **Printed Documents**

   Using the printer driver, you can embed background images and pattern in a printed document for Unauthorized Copy Prevention.

2. **The document is copied, scanned, or stored in the Document Server.**

3. **Printed Copies**

   The embedded pattern (for instance, a warning such as "No Copying") in a printed document appears clearly in printed copies.

Data Security for Copying

A "copy-protected document" is a document in which a special mask has been embedded by a machine using the Data Security for Copying function. If a copy-protected document is copied, faxed, scanned, or stored in the Document Server by a printer/MFP in which the Copy Data Security Unit is installed, the document will be printed over in gray when reproduced. This feature prevents unauthorized copying of the document.

⭐ **Important**

- This machine can detect but cannot embed Unauthorized Copy Prevention patterns.

- If a data security for copying document is detected while using the fax function, the machine does not beep and no entry is added to the unauthorized copying log.

- If a document with embedded pattern for data security for copying is copied, or stored in the Document Server by a copier or multi-function printer without the optional Copy Data Security Unit, the embedded pattern appears conspicuously in the copy. However, character relief may differ depending on the copier or multifunction printer model in use or document scan setting.

- The machine does not beep with a data security for copying document is detected while using the network TWAIN scanner.
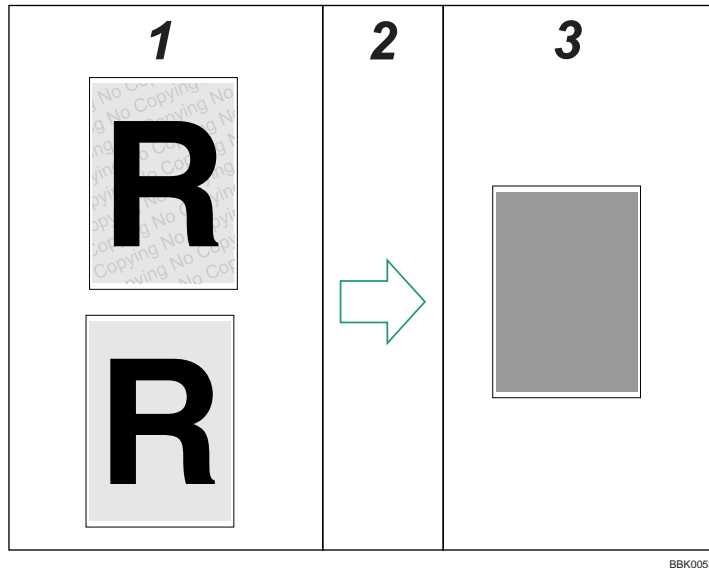
BBK005S

1. **Documents with data security for copying**

2. **The document is copied or stored in the Document Server.**

3. **Printed Copies**

   Text and images in the document are grayed out in printed copies.

Note

- If misdetection occurs, contact your service representative.

- If a document with embedded pattern for data security for copying is copied, scanned, or stored in the Document Server using a copier or multi-function printer without the optional Copy Data Security Unit, the embedded pattern appears clearly on the copy.

- If a data security for copying document is detected, the machine beeps.

- If the scanned data security for copying document is registered as a user stamp, the machine does not beep. The file registered as a user stamp is grayed out, and no entry is added to the unauthorized copying log.

Notice

1. The supplier does not guarantee that unauthorized copy prevention and data security for copying will always work. Depending on the paper, the model of the copier or multi-function printer, and the copier or printer settings, unauthorized copy prevention and data security for copying may not work properly.

2. The supplier is not liable for any damage caused by using or not being able to use unauthorized copy prevention and data security for copying.

Specifying Data Security for Copying Using the Control Panel

This can be specified by the machine administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

To use this function, the optional Copy Data Security Unit must be installed.

If a document printed is copied or stored in the Document Server, the copy is grayed out.

⭐**Important**

- If a document that is not copy-guarded is copied or stored, the copy or stored file is not grayed out.

1. **Press the [User Tools/Counter] key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**
4. **Press [Data Security for Copying].**
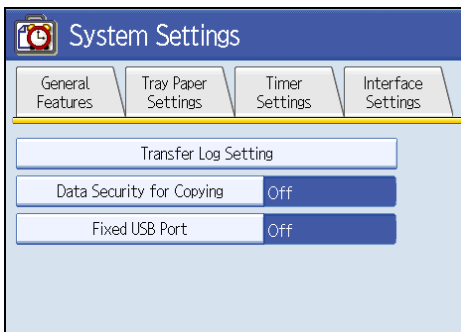
If the setting you want to specify does not appear, press [▼Next] to scroll down to other settings.

5. **Press [On].**
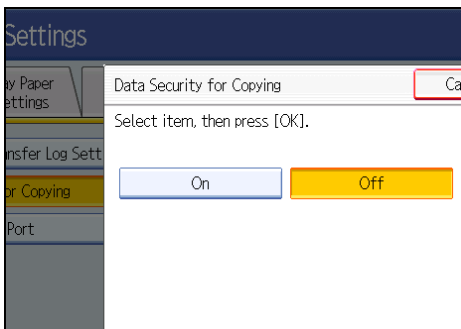
If you do not want to specify "Data Security for Copying", select [Off].

6. **Press [OK].**
7. **Press [Exit].**

8. **Press the [User Tools/Counter] key.**

🗏 Reference

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

Printing a Confidential Document

Depending on the location of the machine, it is difficult to prevent unauthorized persons from viewing prints lying in the machine's output trays. When printing confidential documents, use the Locked Print function.

Locked Print

- Using the printer's Locked Print function, store files in the machine as Locked Print files and then print them from the control panel and retrieve them immediately, preventing others from viewing them.

- Confidential documents can be printed regardless of the User Authentication settings.

↓Note

- To store files temporarily, select [Stored Print] in the printer driver. If you select [Store and Print (Shared)], you can also share these files.

Specifying a Locked Print File

Using the printer driver, specify a Locked Print file.

If user authentication has been enabled, you must enter the login user name and login password using the printer driver. For details about logging on, see the printer driver Help.

1. **Open the printing preferences dialog box.**

2. **Set "Job Type" to [Locked Print].**

   If you are using the PCL 5e printer driver, the [Job Type] list appears on the [Setup] tab.

   If you are using the PCL 6 printer driver, the [Job Type] list appears on the [One Click Presets] tab.

3. **Click [Details...].**

4. **Enter the user ID and password.**

   Enter the user ID using up to 8 alphanumeric characters.

   Enter the password using 4 to 8 numbers.

   The password entered here lets you use the Locked Print function.

   To print a Locked Print file, enter the same password on the control panel.

   The password is encrypted during data transmission.

5. **Click [OK].**

6. **Click [OK].**

7. **Print the locked document.**

Printing a Locked Print File

To print a Locked Print file, you must be at the machine and print the file using the control panel.

To print Locked Print files, the password is required. If you do not enter the correct password, you cannot print the files. The file administrator can change the user password if it is forgotten.

For details about logging on and logging off with user authentication, see "If User Authentication is Specified".

This can also be specified via Web Image Monitor. For details, see Web Image Monitor Help.

1. **Press the [Printer] key.**
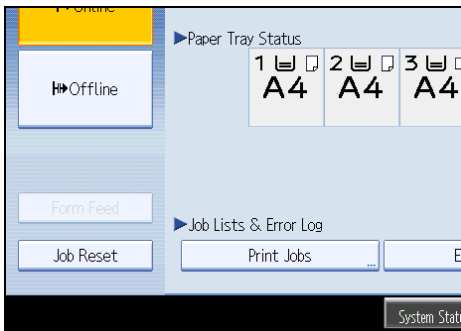
2. **Press [Print Jobs].**

3. **Press [Locked Print Job List].**
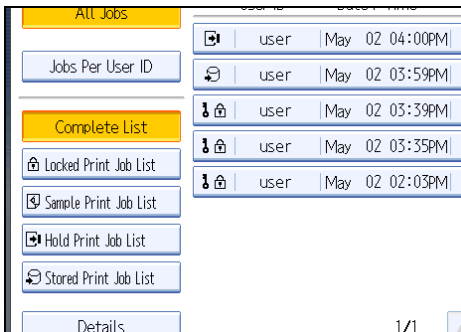
Only Locked Print files belonging to the user who has logged on appear.

4. **Select the Locked Print file to print.**

5. Press [Print].
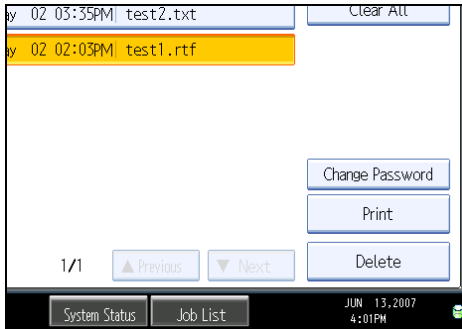
6. Enter the password for the stored file, and then press [OK].
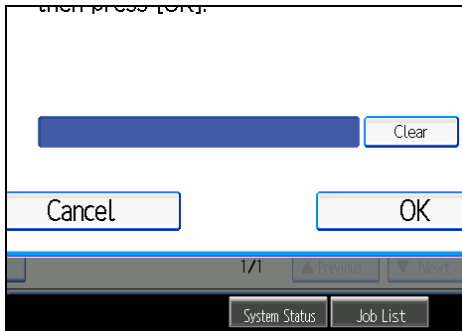
Enter the password specified in step 4 of "Specifying a Locked Print File".

7. Press [Yes].

📘 Reference

• p.82 "If User Authentication is Specified"

Deleting Locked Print Files

This can be specified by the file creator (owner).

To delete Locked Print files, you must enter the password for the files. If the password has been forgotten, ask the file administrator to change the password.

This can also be specified via Web Image Monitor. For details, see Web Image Monitor Help.

1. Press the [Printer] key.

2. Press [Print Jobs].

3. Press [Locked Print Job List].

4. Select the file.

5. **Press [Delete].**
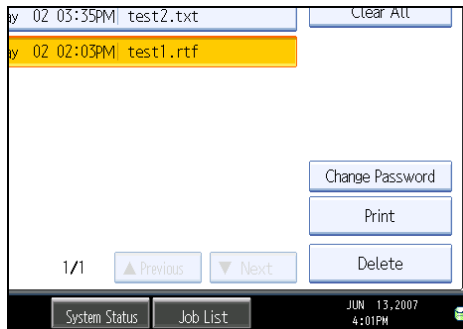
6. **Enter the password of the Locked Print file, and then press [OK].**

   The password entry screen does not appear if the file administrator is logged in.

7. **Press [Yes].**

Note

• Locked Print files can also be deleted by the file administrator.

Changing Passwords of Locked Print Files

This can be specified by the file creator (owner) or file administrator.

If the password has been forgotten, the file administrator changes the password to restore access.

This can also be specified via Web Image Monitor. For details, see Web Image Monitor Help.

1. **Press the [Printer] key.**
2. **Press [Print Jobs].**
3. **Press [Locked Print Job List].**
4. **Select the file.**
5. **Press [Change Password].**
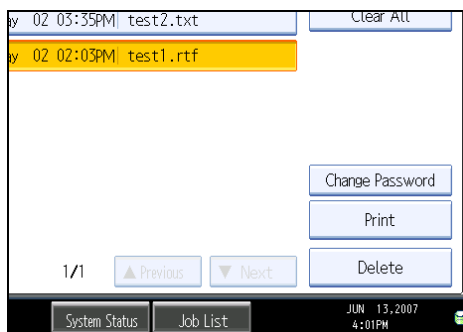
6. **Enter the password for the stored file, and then press [OK].**
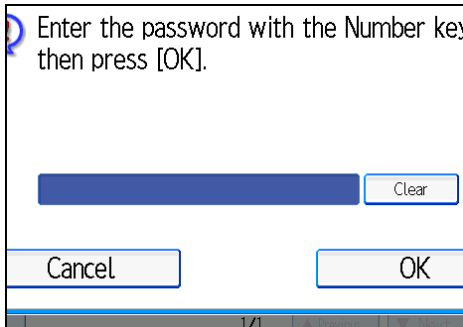
The password entry screen does not appear if the file administrator is logged in.

7. **Enter the new password for the stored file, and then press [OK].**
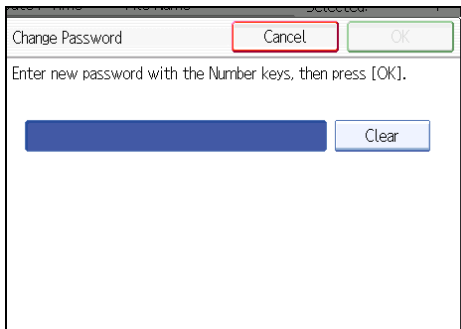
8. **If a password reentry screen appears, enter the login password, and then press [OK].**

Unlocking Locked Print Files

If you specify [On] for "Enhance File Protection", the file will be locked and become inaccessible if an invalid password is entered ten times. This section explains how to unlock files.

"Enhance File Protection" is one of the extended security functions. For details about this and other extended security functions, see "Specifying the Extended Security Functions".

Only the file administrator can unlock files. For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

This can also be specified via Web Image Monitor. For details, see Web Image Monitor Help.

1. **Press the [Printer] key.**

2. **Press [Print Jobs].**

3. **Press [Locked Print Job List].**

4. **Select the file.**

5. **Press [Unlock File].**
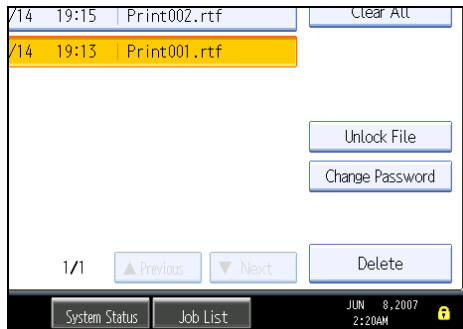
6. **Press [Yes].**

Note

- You can use the same procedure to unlock stored print files also.

Reference

- p.233 "Specifying the Extended Security Functions"

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

Specifying Access Permission for Stored Files

This section describes Specifying Access Permission for Stored Files.

You can specify who is allowed to access stored scan files and files stored in the Document Server.

This can prevent activities such as printing or sending of stored files by unauthorized users.

You can also specify which users can change or delete stored files.

Access Permission

To limit the use of stored files, you can specify four types of access permissions.

Read-only	In addition to checking the content of and information about stored files, you can also print and send the files.
Edit	You can change the print settings for stored files. This includes permission to view files.
Edit / Delete	You can delete stored files. This includes permission to view and edit files.
Full Control	You can specify the user and access permission. This includes permission to view, edit, and edit / delete files.

⬇Note

- Files can be stored by any user who is allowed to use the Document Server, copy function, scanner function, or fax function.

- Using Web Image Monitor, you can check the content of stored files. For details, see Web Image Monitor Help.

- Access permission to documents sent from the printer driver and stored on the machine can only be set on Web Image Monitor.

- The default access permission for the file creator (owner) is "Read-only". You can also specify the access permission.

- The file administrator can also delete stored files. For details, see "Deleting a Stored Document", Copy/ Document Server Reference.

Password for Stored Files

- Passwords for stored files can be specified by the file creator (owner) or file administrator.

- You can obtain greater protection against the unauthorized use of files.

- Even if User Authentication is not set, passwords for stored files can be set.

Assigning Users and Access Permission for Stored Files

This can be specified by the file creator (owner) or file administrator.

Specify the users and their access permissions for each stored file.

By making this setting, only users granted access permission can access stored files.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

⭐**Important**

- If files become inaccessible, reset their access permission as the file creator (owner). This can also be done by the file administrator. If you want to access a file but do not have access permission, ask the file creator (owner).

- The file administrator can change the owner of a document using the document's [Change Access Priv.] setting. This setting also allows the file administrator to change the access privileges of the owner and other users.

- To change the access privileges of a document's owner or another user with [Full Control] privileges for a document, use the [Change Access Priv.] setting of the document.

1. **Press the [Document Server] key.**
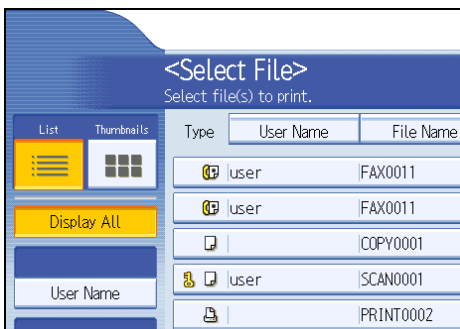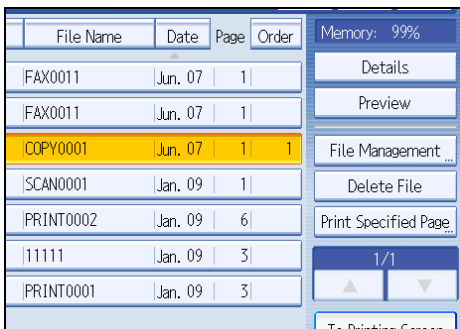
2. **Select the file.**

3. **Press [File Management].**

4. **Press [Change Access Priv.].**

5. **Press [Program/Change/Delete].**

6. **Press [New Program].**

7. **Select the users or groups you want to assign permission to.**

   You can select more than one user.

   By pressing [All Users], you can select all the users.

8. **Press [Exit].**

9. **Select the user who you want to assign access permission to, and then select the permission.**

Select the access permission from [Read-only], [Edit], [Edit / Delete], or [Full Control].
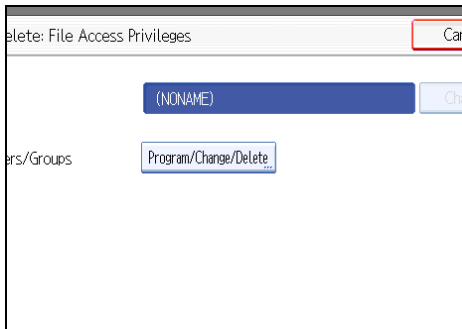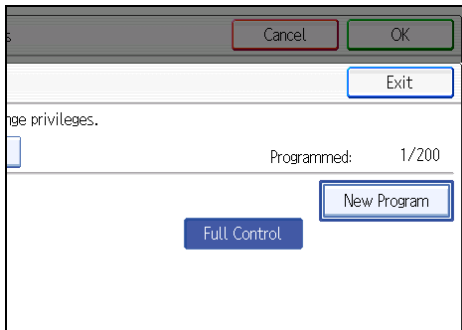
10. **Press [Exit].**

11. **Press [OK].**

📑 Reference

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"

Changing the Owner of a Document

Use this procedure to change the owner of a document.

1. **Press the [Document Server] key.**
2. **Select the file.**
3. **Press [File Management].**
4. **Press [Change Access Priv.].**
5. **Under "Owner", press [Change].**
6. **Select the user you want to register.**
7. **Press [Exit].**
8. **Press [OK] twice.**

Specifying Access Privileges for Files Stored using the Scanner and Fax Functions

If user authentication is set for the scanner and fax functions, you can specify access privileges for stored files when storing them in the Document Server. You can also change the access privileges for the file.

Specifying Access Privileges When Storing Files

This section explains how to specify the access privileges and then store a file in the Document Server under the scanner or fax function.

The scanner screen is used to illustrate the procedure.

1. **Press [Store File].**
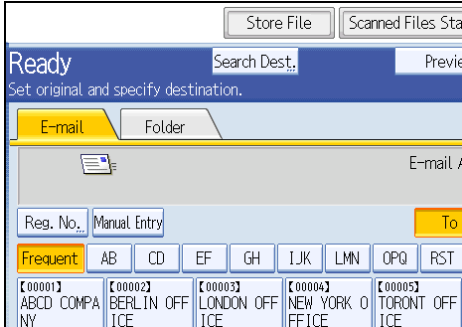
2. **Press [Access Privileges].**
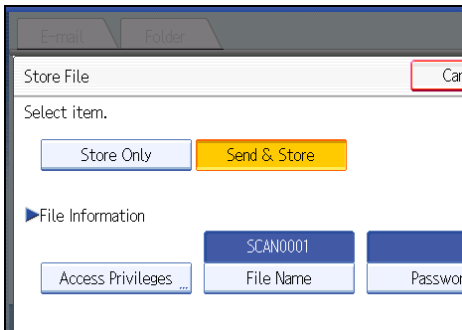
3. **Press [New Program].**
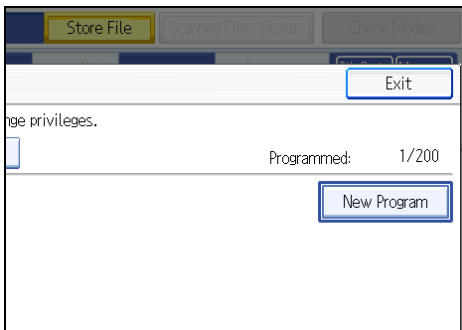
4. **Select the users or groups you want to assign permission to.**

   You can select more than one user.

   By pressing [All Users], you can select all the users.

5. **Press [Exit].**

6. **Select the user who you want to assign access permission to, and then select the permission.**

   Select the access permission from [Read-only], [Edit], [Edit / Delete], or [Full Control].

7. **Press [Exit].**

8. **Press [OK].**

9. **Store files in the Document Server.**

Changing Access Privileges for Previously Stored Files

This section explains how to change access privileges for a file stored in the Document Server under the scanner or fax function.

The scanner screen is used to illustrate the procedure.

1. **Press [Select Stored File].**
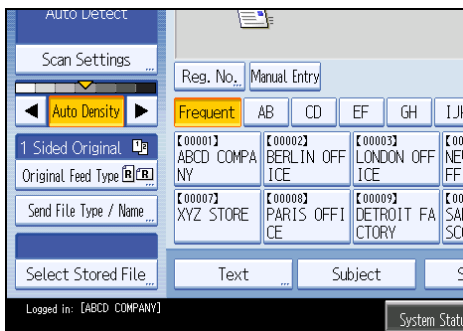
2. **Select the file.**

3. **Press [Manage / Delete File].**
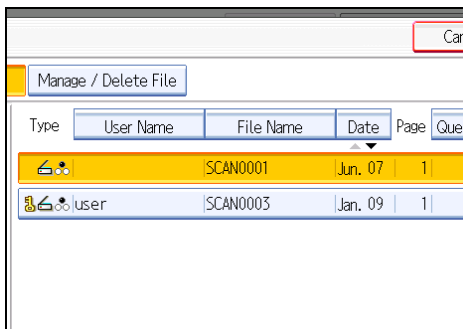
4. **Press [Change Access Priv.].**
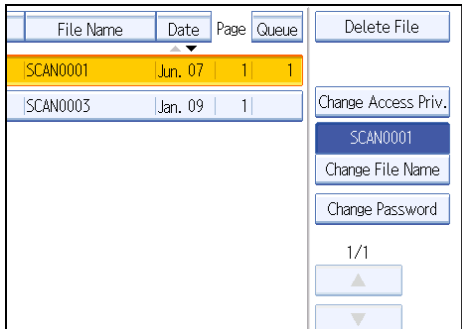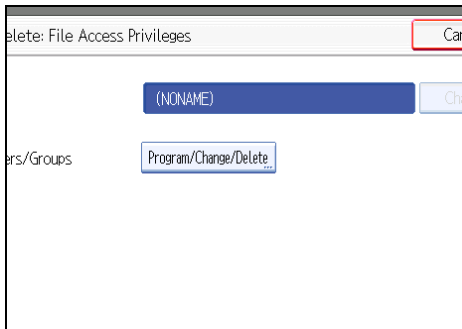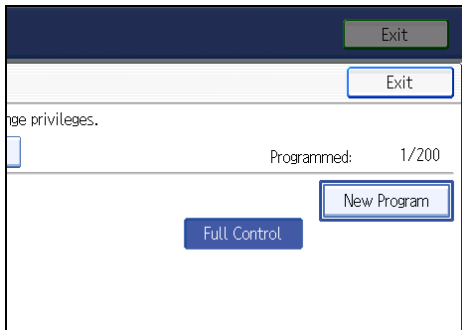
5. **Press [Program/Change/Delete].**

6. **Press [New Program].**

7. **Select the users or groups you want to assign permission to.**
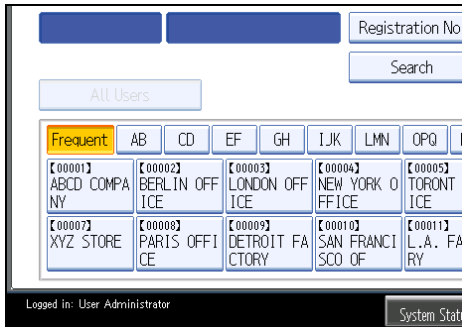
You can select more than one user.

By pressing [All Users], you can select all the users.

8. **Press [Exit].**

9. **Select the user who you want to assign access permission to, and then select the permission.**

   Select the access permission from [Read-only], [Edit], [Edit / Delete], or [Full Control].

10. **Press [Exit].**

11. **Press [OK].**

Assigning the User and the Access Permission for the User's Stored Files

This can be specified by the file creator (owner) or user administrator.

Specify the users and their access permission to files stored by a particular user.

Only those users granted access permission can access stored files.

This makes managing access permission easier than specifying and managing access permissions for each stored file.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

⭐ **Important**

- If files become inaccessible, be sure to enable the user administrator, so that the user administrator can reset the access permission for the files in question.

1. **Press the [User Tools/Counter] key.**
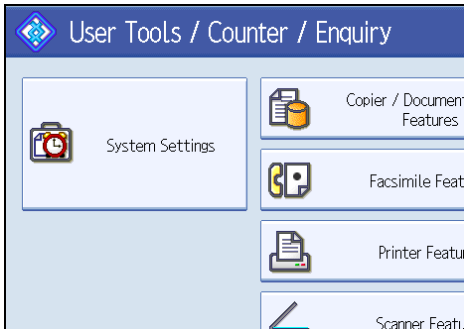
2. **Press [System Settings].**

3. **Press [Administrator Tools].**
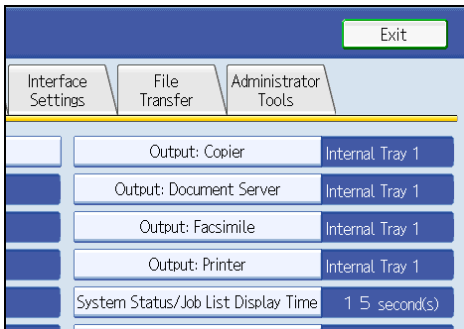
4. **Press [Address Book Management].**
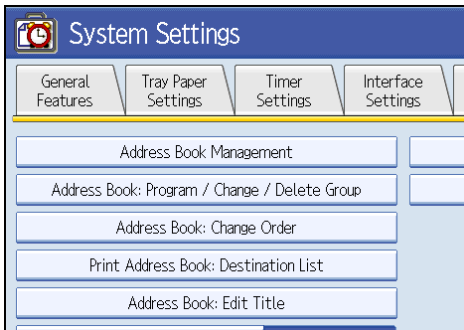
5. **Select the user or group.**
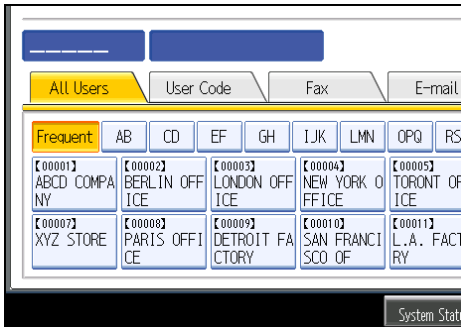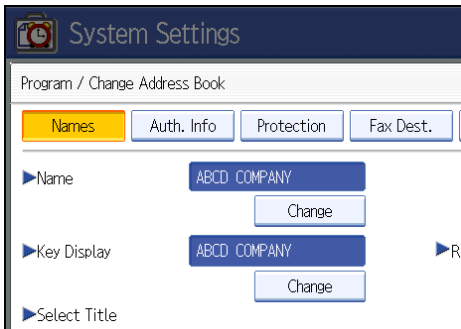
6. **Press [Protection].**

7. **Under "Protect File(s)", press [Program/Change/Delete] for "Permissions for Users/ Groups".**
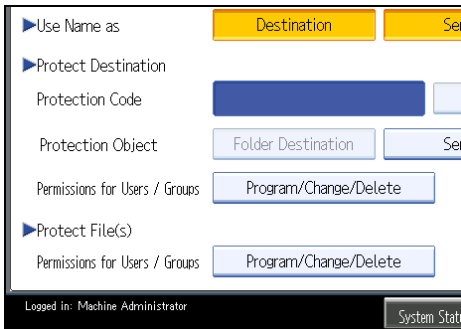
If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

8. Press [New Program].
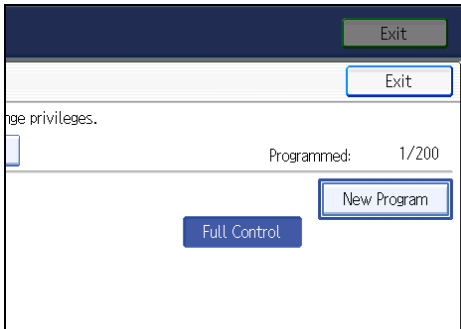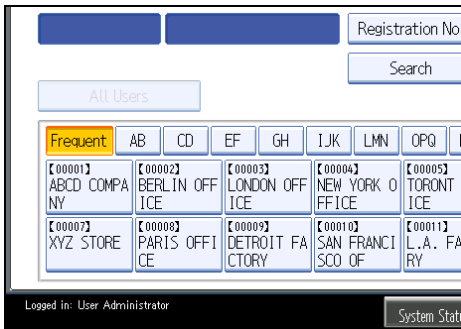
9. Select the users or groups to register.

You can select more than one user.

By pressing [All Users], you can select all the users.

10. Press [Exit].

11. Select the user who you want to assign access permission to, and then select the permission.

Select the access permission from [Read-only], [Edit], [Edit / Delete], or [Full Control].

12. Press [Exit].

13. Press [OK].

14. Press [Exit].

15. Press the [User Tools/Counter] key.

🖹 Reference

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"

Specifying Passwords for Stored Files

This can be specified by the file creator (owner) or file administrator.

Specify passwords for stored files.

This provides increased protection against unauthorized use of files.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [Document Server] key.**

2. **Select the file.**
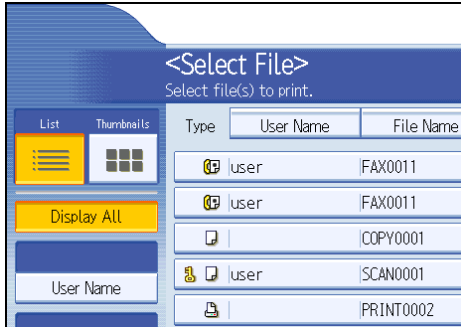
3. **Press [File Management].**
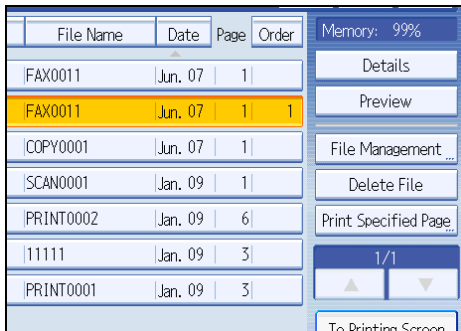
4. **Press [Change Password].**
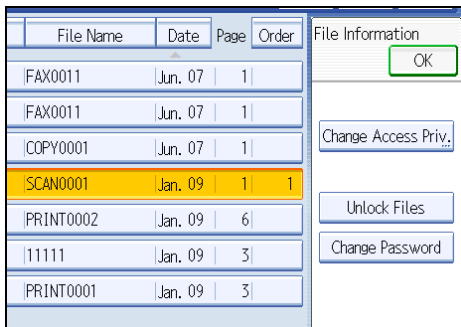
5. Enter the password using the number keys.
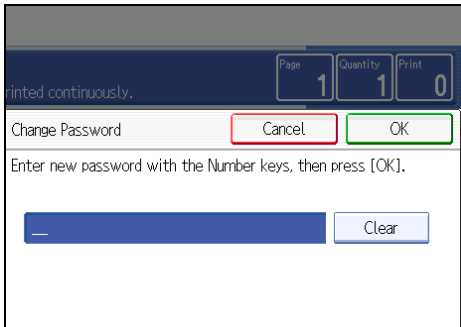
You can use 4 to 8 numbers as the password for the stored file.

6. Press [OK].

7. Confirm the password by re-entering it using the number keys.

8. Press [OK].

9. Press [OK].

Reference

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

Unlocking Files

If you specify "Enhance File Protection", the file will be locked and become inaccessible if an invalid password is entered ten times. This section explains how to unlock files.

"Enhance File Protection" is one of the extended security functions. For details about this and other extended security functions, see "Specifying the Extended Security Functions".

Only the file administrator can unlock files.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. Press the [Document Server] key.

2. **Select the file.**
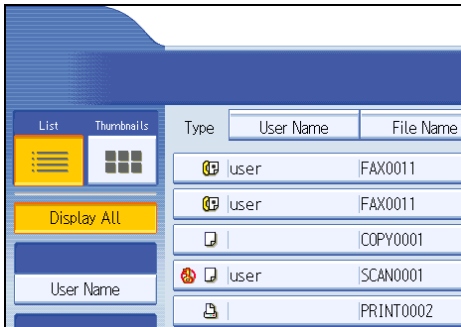
3. **Press [File Management].**
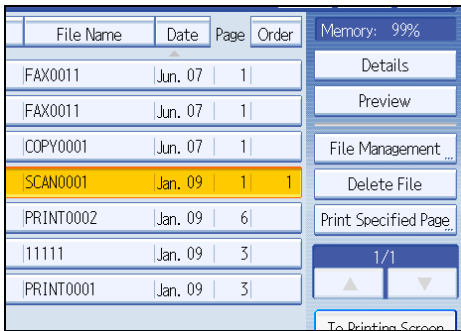
4. **Press [Unlock Files].**
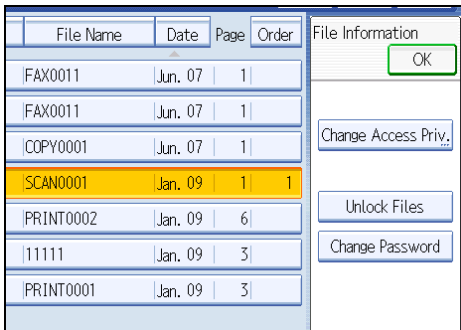
5. **Press [Yes].**

6. **Press [OK].**

Reference

- p.233 "Specifying the Extended Security Functions"
- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"

Preventing Data Leaks Due to Unauthorized Transmission

This section describes Preventing Data Leaks Due to Unauthorized Transmission.

If user authentication is specified, the user who has logged on will be designated as the sender to prevent data from being sent by an unauthorized person masquerading as the user.

You can also limit the direct entry of destinations to prevent files from being sent to destinations not registered in the Address Book.

Restrictions on Destinations

This can be specified by the user administrator.

Make the setting to disable the direct entry of e-mail addresses and phone numbers under the scanner and fax functions.

By making this setting, the destinations are restricted to addresses registered in the Address Book.

If you set "Restrict Use of Destinations" to [On], you can prohibit users from directly entering telephone numbers, e-mail addresses, or Folder Path in order to send files. If you set "Restrict Use of Destinations" to [Off], "Restrict Adding of User Destinations" appears. In "Restrict Adding of User Destinations", you can restrict users from registering data in the Address Book.

If you set "Restrict Adding of User Destinations" to [Off], users can directly enter destination telephone numbers, e-mail addresses, and Folder Path in "Prg. Dest." on the fax and scanner screens. If you set "Restrict Adding of User Destinations" to [On], users can specify destinations directly, but cannot use "Prg. Dest." to register data in the Address Book. When this setting is made, only the user administrator can change the Address Book. "Restrict Use of Destinations" and "Restrict Adding of User Destinations" are extended security functions. For more information about these and the extended security functions, see "Specifying the Extended Security Functions".

"Restrictions on Destinations" can also be specified using Web Image Monitor. For details, see Web Image Monitor Help.
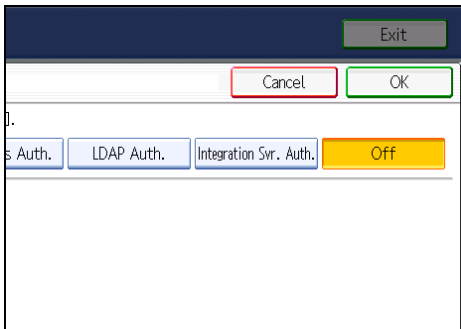
For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**

4. **Press [Extended Security].**
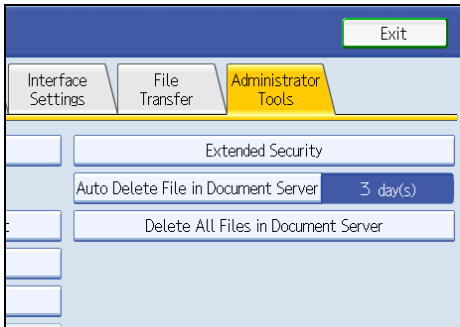
5. **Press [On] for "Restrict Use of Destinations".**

   If "Restrict Use of Destinations" is set to [On], "Restrict Adding of User Destinations" does not appear.
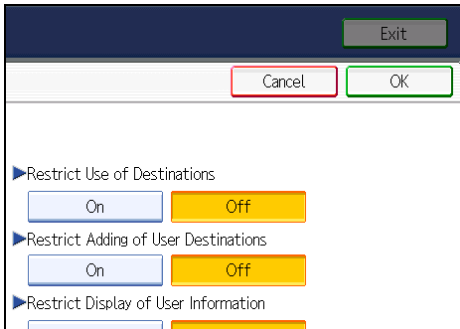
6. **Press [OK].**

7. **Press the [User Tools/Counter] key.**

Reference

- p.233 "Specifying the Extended Security Functions"

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

Using S/MIME to Protect E-mail Transmission

By registering a user certificate in the Address Book, you can send e-mail that is encrypted with a public key which prevents its content from being altered during transmission. You can also prevent sender impersonation (spoofing) by installing a device certificate on the machine, and attaching an electronic signature created with a private key. You can apply these functions separately or, for stronger security, together.

To send encrypted e-mail, both the sender (this machine) and the receiver must support S/MIME.

For details about using S/MIME with the scanner function, see "Security Settings to E-mails", Scanner Reference.

For details about using S/MIME with the fax function, see "Internet Fax Functions" or "Sending to E-mail/Folder Destinations", Facsimile Reference.

Compatible Mailer Applications

> The S/MIME function can be used with the following applications:
>
> - Microsoft Outlook 98 and later
> - Microsoft Outlook Express 5.5 and later
> - Netscape Messenger 7.1 and later
> - Lotus Notes R5 and later

⭐ **Important**

- **To use S/MIME, you must first specify "Administrator's E-mail Address" in [System Settings].**

⬇ **Note**

- If an electronic signature is specified for an e-mail, the administrator's address appears in the "From" field and the address of the user specified as "sender" appears in the "Reply To" field.
- When sending e-mail to users that support S/MIME and users that do not support S/MIME at the same time, the e-mail is separated into encrypted and unencrypted groups and then sent.
- When using S/MIME, the e-mail size is larger than normal.

E-mail Encryption

To send encrypted e-mail using S/MIME, the user certificate must first be prepared using Web Image Monitor and registered in the Address Book by the user administrator. Registering the certificate in the Address Book specifies each user's public key. After installing the certificate, specify the encryption algorithm using Web Image Monitor. The network administrator can specify the algorithm.

E-mail Encryption

1. Prepare the user certificate.

2. Install the user certificate in the Address Book using Web Image Monitor. (The public key on the certificate is specified in the Address Book.)

3. Specify the encryption algorithm using Web Image Monitor.

4. Using the shared key, encrypt the e-mail message.

5. The shared key is encrypted using the user's public key.

6. The encrypted e-mail is sent.

7. The receiver decrypts the shared key using a secret key that corresponds to the public key.

8. The e-mail is decrypted using the shared key.

⬇ Note

- There are three types of user certificates that can be installed on this machine, "DER encoded binary X.509", "Base 64 encoded X.509", and "PKCS #7 certificate".

- When installing a user certificate to the Address Book using Web Image Monitor, you might see an error message if the certificate file contains more than one certificate. If this error message appears, install the certificates one at a time.

Specifying the User Certificate

This can be specified by the user administrator. Each user certificate must be prepared in advance.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The user administrator can log on.

   Enter the login user name and login password.

4. **Click [Address Book].**

   The Address Book page appears.

5. **Select the user for whom the certificate will be installed, and then click [Change].**

   The Change User Information screen appears.

6. **Enter the user address in the "E-mail Address" field under "E-mail".**

7. **Click [Change] in "User Certificate".**

8. **Click [Browse], select the user certificate file, and then click [Open].**

9. **Click [OK].**

   The user certificate is installed.

10. Click [OK].

11. Click [Logout].

Specifying the Encryption Algorithm

This can be specified by the network administrator.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [S/MIME] under "Security".**

   The S/MIME settings page appears.

5. **Select the encryption algorithm from the drop down menu next to "Encryption Algorithm" under "Encryption".**

6. **Click [OK].**

   The algorithm for S/MIME is set.

7. **Click [OK].**

8. **Click [Logout].**

Attaching an Electronic Signature

To attach an electronic signature to sent e-mail, a device certificate must be installed in advance.

It is possible to use either a self-signed certificate created by the machine, or a certificate issued by a certificate authority.

⭐**Important**

- To install an S/MIME device certificate, you must first register "Administrator's E-mail Address" in [System Settings] as the e-mail address for the device certificate. Note that even if you will not be using S/MIME, you must still specify an e-mail address for the S/MIME device certificate.

Electronic Signature

1. Install a device certificate on the machine. (The secret key on the certificate is configured on the machine.)

2. Attach the electronic signature to an e-mail using the secret key provided by the device certificate.

3. Send the e-mail with the electronic signature attached to the user.

4. The receiver requests the public key and device certificate from the machine.

5. Using the public key, you can determine the authenticity of the attached electronic signature to see if the message has been altered.

Configuration flow (self-signed certificate)

1. Creating and installing the device certificate.

   Create and install the device certificate using Web Image Monitor.

2. Make certificate settings.

   Make settings for the certificate to be used for S/MIME using Web Image Monitor.

3. Make electronic signature settings.

   Make settings for the electronic signature using Web Image Monitor.

Configuration flow (certificate issued by a certificate authority)

1. Create the device certificate.

   Create the device certificate using Web Image Monitor.

   The application procedure for a created certificate depends on the certificate authority. Follow the procedure specified by the certificate authority.

2. Install the device certificate.

   Install the device certificate using Web Image Monitor.

3. Make certificate settings.

   Make settings for the certificate to be used for S/MIME using Web Image Monitor.

4. Make electronic signature settings.

   Make settings for the electronic signature using Web Image Monitor.

Creating and Installing the Self-Signed Certificate

This can be specified by the network administrator.

Create and install the device certificate using Web Image Monitor. For details about the displayed items and selectable items, see Web Image Monitor Help.

This section explains the use of a self-signed certificate as the device certificate.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [Device Certificate] under "Security".**

5. **Check the radio button next to the number of the certificate you want to create.**

6. **Click [Create].**

7. **Make the necessary settings.**

8. **Click [OK].**

   The setting is changed.

9. **Click [OK].**

   A security warning dialog box appears.

10. **Check the details, and then click [OK].**

    "Installed" appears under "Certificate Status" to show that a device certificate for the printer has been installed.

11. **Click [Logout].**

⬇ Note

- Click [Delete] to delete the device certificate from the machine.

Creating the Device Certificate (Certificate Issued by a Certificate Authority)

This can be specified by the network administrator.

Create the device certificate using Web Image Monitor. For details about the displayed and selectable items and settings, see Web Image Monitor Help.

Use this procedure to create a device certificate issued by a certificate authority.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [Device Certificate] under "Security".**

   The Device Certificate page appears.

5. **Check the radio button next to the number of the certificate you want to request.**

6. **Click [Request].**

7. **Make the necessary settings.**

8. **Click [OK].**

   "Requesting" appears for "Certificate Status".

9. **Click [Logout].**

10. **Apply to the certificate authority for the device certificate.**

    The application procedure depends on the certificate authority. For details, contact the certificate authority.

    For application details, click the Web Image Monitor Details icon and use the information shown in "Certificate Details".

⬇ Note

- The issuing location may not be displayed if you request two certificates at the same time. When you install a certificate, be sure to check the certificate destination and installation procedure.

- Using Web Image Monitor, you can create the contents of the device certificate but you cannot send the certificate application.

- Click [Cancel Request] to cancel the request for the device certificate.

Installing the Device Certificate (Certificate Issued by a Certificate Authority)

This can be specified by the network administrator.

Install the device certificate using Web Image Monitor. For details about displayed and selectable items and settings, see Web Image Monitor Help.

Use this procedure to install a server certificate issued by a certificate authority.

Enter the details of the device certificate issued by the certificate authority.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [Device Certificate] under "Security".**

   The Device Certificate page appears.

5. **Check the radio button next to the number of the certificate you want to install.**

6. **Click [Install].**

7. **Enter the details of the device certificate.**

   In the "Certificate Request:" box, enter the details of the device certificate received from the certificate authority.

8. **Click [OK].**

   "Installed" appears under "Certificate Status" to show that a device certificate for the machine has been installed.

9. **Click [Logout].**

Selecting the Device Certificate

This can be specified by the network administrator.

Select the device certificate to be used for S/MIME using Web Image Monitor.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can logon.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [Device Certificate] under "Security".**

   The Device Certificate page appears.

5. **Select the certificate to be used for the electronic signature from the drop down box in "S/MIME" under "Certification".**

6. **Click [OK].**

   The certificate to be used for the S/MIME electronic signature is set.

7. **Click [OK].**

8. **Click [Logout].**

Specifying the Electronic Signature

This can be specified by the network administrator.

After installing the device certificate on the machine, configure the electronic signature using Web Image Monitor. The configuration procedure is the same regardless of whether you are using a self-signed certificate or a certificate issued by a certificate authority.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can logon.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [S/MIME] under "Security".**

   The S/MIME settings page appears.

5. **Select the digest algorithm to be used in the electronic signature next to "Digest Algorithm" under "Signature".**

6. **Select the method for attaching the electronic signature when sending e-mail from the scanner next to "When Sending E-mail by Scanner" under "Signature".**

7. **Select the method for attaching the electronic signature when forwarding received fax messages in "When Transferring by Fax" under "Signature".**

8. **Select the method for attaching the electronic signature when forwarding stored documents next to "When Transferring Files Stored in Document Server (Utility)" under "Signature".**

9. **Click [OK].**

   The settings for the S/MIME electronic signature are enabled.

10. **Click [OK].**

11. **Click [Logout].**

⬇Note

- If the machine does not support the scanner or fax functions, S/MIME will not appear on Web Image Monitor.

Protecting the Address Book

If user authentication is specified, the user who has logged on will be designated as the sender to prevent data from being sent by an unauthorized person masquerading as the user.

To protect the data from unauthorized reading, you can also encrypt the data in the Address Book.

Address Book Access Permission

This can be specified by the registered user. Access permission can also be specified by a user granted full control or the user administrator.

You can specify who is allowed to access the data in the Address Book.

By making this setting, you can prevent the data in the Address Book being used by unregistered users.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Address Book Management].**

5. **Select the user or group.**

6. **Press [Protection].**

7. **Press [Program/Change/Delete] for "Permissions for Users/Groups", under "Protect Destination".**

8. **Press [New Program].**

9. **Select the users or groups to register.**

   You can select more than one user.

   By pressing [All Users], you can select all the users.

10. **Press [Exit].**

11. **Select the user who you want to assign access permission to, and then select the permission.**

    Select the permission, from [Read-only], [Edit], [Edit / Delete], or [Full Control].

12. **Press [Exit].**

13. **Press [OK].**

14. **Press [Exit].**

15. **Press the [User Tools/Counter] key.**

◆Note

- An authenticated user's access to Address Book information is determined by the access permissions granted to that user: "Read-only", "Edit", "Edit / Delete", or "Full Control". Note that granting a user "Edit", "Edit / Delete", or "Full Control" permission allows that user to perform high level operations, which could result in loss of or changes to sensitive information. For this reason, we recommend you grant only the "Read-only" access permission to general users.

▣Reference

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"

Encrypting Data in the Address Book

This can be specified by the user administrator.

You can encrypt the data in the Address Book using the extended security function, "Encrypt Address Book". For details about this and other extended security functions, see "Specifying the Extended Security Functions".

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Extended Security].**
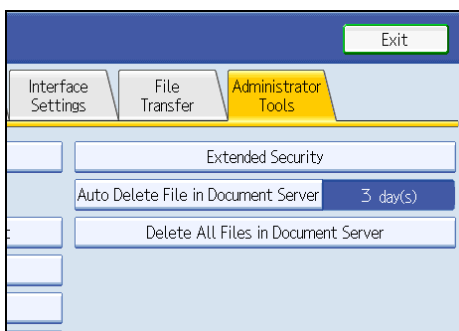
5. **Press [On] for "Encrypt Address Book".**
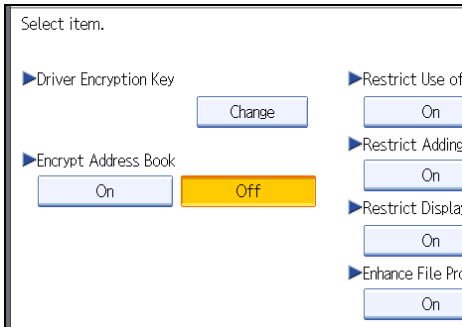
6. **Press [Change] for "Encryption Key".**
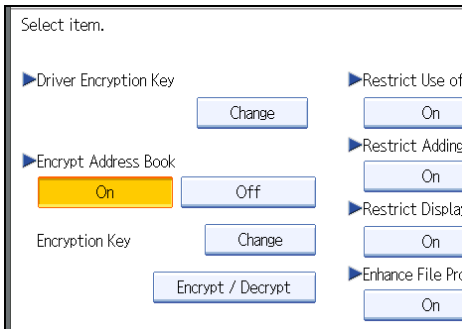
7. **Enter the encryption key, and then press [OK].**

Enter the encryption key using up to 32 alphanumeric characters.

8. **Press [Encrypt / Decrypt].**

9. **Press [Yes].**

Do not switch the main power off during encryption, as doing so may corrupt the data.

Encrypting the data in the Address Book may take a long time.

The time it takes to encrypt the data in the Address Book depends on the number of registered users.

The machine cannot be used during encryption.

Normally, once encryption is complete, [Exit] appears.

If you press [Stop] during encryption, the data is not encrypted.

If you press [Stop] during decryption, the data stays encrypted.

10. **Press [Exit].**

11. **Press [OK].**

12. **Press the [User Tools/Counter] key.**

⬇Note

- If you register additional users after encrypting the data in the Address Book, those users are also encrypted.

- The backup copy of the Address Book data stored in the SD card is encrypted. For details about backing up and then restoring the Address Book using an SD card, see "Administrator Tools", General Settings Guide.

🗐Reference

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

- p.233 "Specifying the Extended Security Functions"

Encrypting Data on the Hard Disk

This can be specified by the machine administrator.

In order to use this function, the optional HDD Encryption Unit option is required.

Prevent information leakage by encrypting the Address Book, authentication information, and stored documents as the data is written. In addition, if the machine malfunctions or needs to be replaced, your service representative can easily transfer existing data to a new machine.

When the data encryption settings are enabled, an encryption key is generated and this is used to restore the data. This key can be changed at any time.

Data that is Encrypted

This function encrypts data that is stored in the machine's NVRAM (memory that remains even after the machine has been turned off) and on the hard disk.

The following data is encrypted:

- Address Book data
- User authentication information
- Data stored in the Document Server
- Temporary stored documents
- Logs
- Network I/F setting information
- System settings information

Enabling the Encryption Settings

Use the following procedure to enable the encryption settings at initial set up, or after encryption settings have been canceled and settings must be made again.

⭐ **Important**

- The encryption key is required for data recovery if the machine malfunctions. Be sure to store the encryption key safely for retrieving backup data.
- Encryption begins after you have completed the control panel procedure and rebooted the machine using the [Off] - [On] function. If there is unencrypted data on the hard disk that must be encrypted, rebooting will take about 2 hours. If there is encrypted data on the hard disk that must be re-encrypted, rebooting will take about 3 hours. If both the erase-by-overwrite function and the encryption function are specified, encryption begins after the data that is stored on the hard disk has been overwritten and the machine has been rebooted using the [Off] - [On] procedure.
- If you specify encryption of unencrypted data with erase-by-overwrite, [Random Numbers] selected as the overwrite method, and the number of overwrites set to "3", the entire process will take about

4 hours. If you specify re-encryption of encrypted data with erase-by-overwrite under the same setting, the entire process will take about 4 hours and 30 minutes.

- Rebooting will be faster if there is no data to carry over to the hard disk and if encryption is set to [Format All Data], even if all the data on the hard disk is formatted. Before you perform encryption, we recommend you back up important data such as the Address Book and all data stored in the Document Server.

- If the encryption key update was not completed, the printed encryption key will not be valid.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Machine Data Encryption Settings].**

   If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.
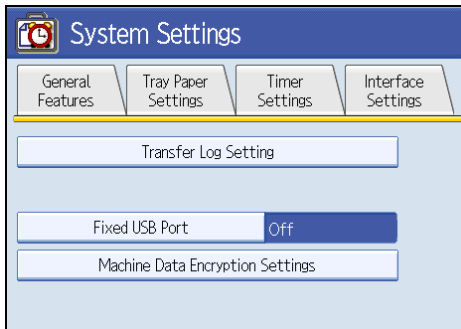
5. **Press [Encrypt].**

6. **Select the data to be carried over to the hard disk and not be reset.**

   To carry all of the data over to the hard disk, select [All Data]. To carry over only the machine settings data, select [File System Data Only]. To reset all of the data, select [Format All Data].
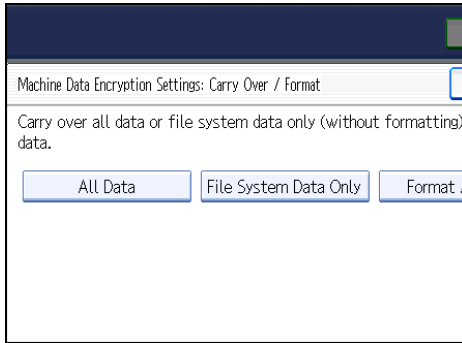
7. **Press the [Start] key.**

   The encryption key for backup data is printed.
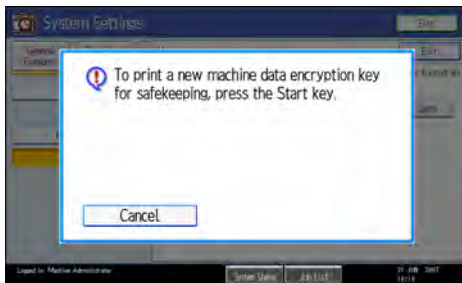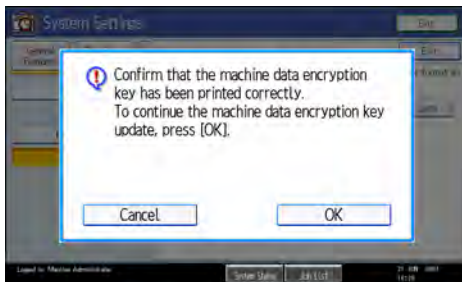
8. **Press [OK].**

9. **Press [Exit].**

10. **Press [Exit].**

11. **Press the [User Tools/Counter] key.**

12. **Turn off the power and the main power switch, and then turn the main power switch back on.**

    For details about turning off the power, see "Turning On the Power", About This Machine.

Printing the Encryption Key

Use the following procedure to print the key again if it has been lost or misplaced.

⭐ **Important**

- The encryption key is required for data recovery if the machine malfunctions. Be sure to store the encryption key safely for retrieving backup data.

- If the encryption key update was not completed, the printed encryption key will not be valid.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Machine Data Encryption Settings].**

   If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.
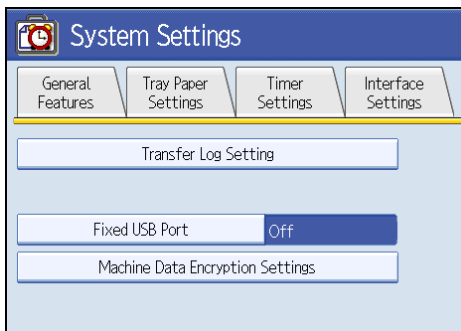
5. **Press [Print Encryption Key].**
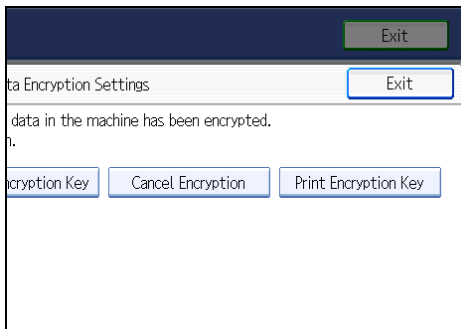
6. **Press the [Start] key.**
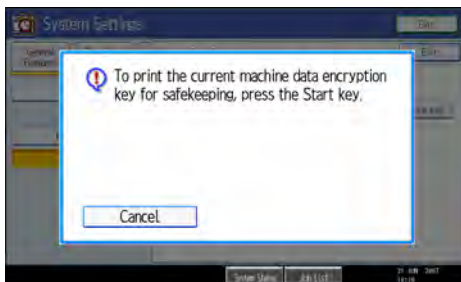
The encryption key for retrieving backup data is printed.

7. **Press [Exit].**

Updating the Encryption Key

You can update the encryption key and create a new key. Updates are possible when the machine is functioning normally.

⭐ **Important**

- The encryption key is required for recovery if the machine malfunctions. Be sure to store the encryption key safely for retrieving backup data.

- When the encryption key is updated, encryption is performed using the new key. After completing the procedure on the machine's control panel, turn off the power and restart the machine to enable the new settings. Restarting can be slow when there is data to be carried over to the hard disk.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Machine Data Encryption Settings].**

   If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.
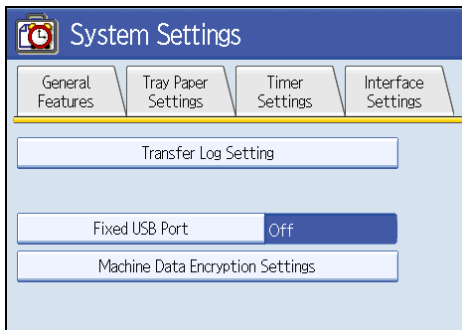
5. **Press [Update Encryption Key].**
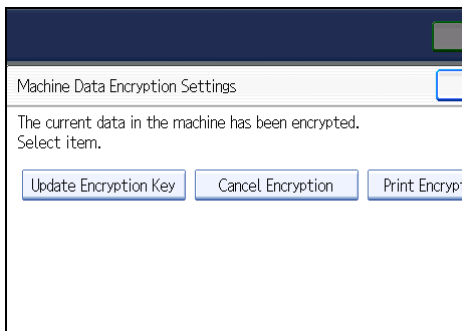
6. **Select the data to be carried over to the hard disk and not be reset.**

   To carry all of the data over to the hard disk, select [All Data]. To carry over only the machine settings data, select [File System Data Only]. To reset all of the data, select [Format All Data].
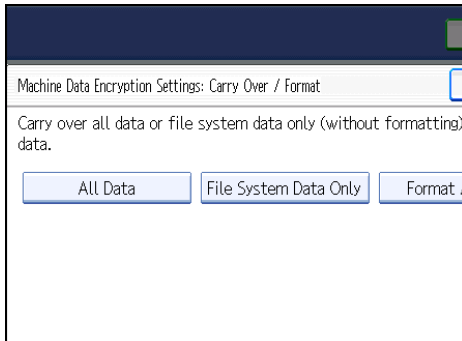
7. **Press the [Start] key.**

   The encryption key for retrieving the backup data is printed.
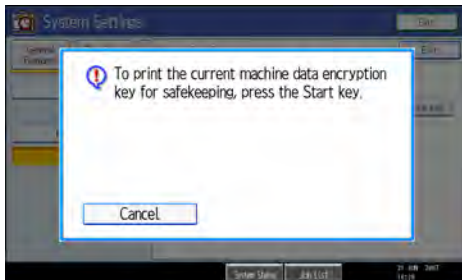
8. **Press [OK].**

9. **Press [Exit].**

10. **Press [Exit].**

11. **Press the [User Tools/Counter] key.**

12. **Turn off the power and the main power switch, and then turn the main power switch back on.**

    For details about turning off the power, see "Turning On the Power", About This Machine.

Canceling Data Encryption

Use the following procedure to cancel the encryption settings when encryption is no longer necessary.

⭐**Important**

- After completing this procedure on the machine's control panel, turn off the power and restart the machine to enable the new settings. Restarting can be slow when there is data to be carried over to the hard disk.

- Before disposing of a hard disk, note that even if [Format All Data] is selected and encryption is canceled, data stored on the hard disk is not erased.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Machine Data Encryption Settings].**

   If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.
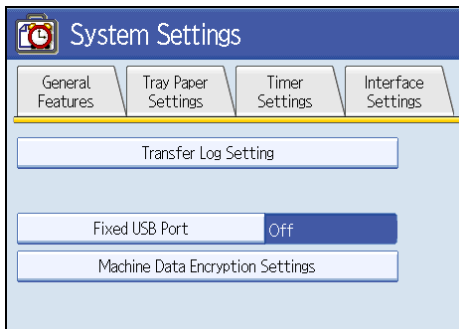
5. **Press [Cancel Encryption].**
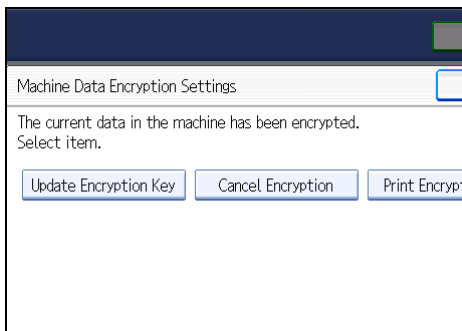
6. **Select the data to be carried over to the hard disk and not be reset.**

   To carry all of the data over to the hard disk, select [All Data]. To carry over only the machine settings data, select [File System Data Only]. To reset all of the data, select [Format All Data].
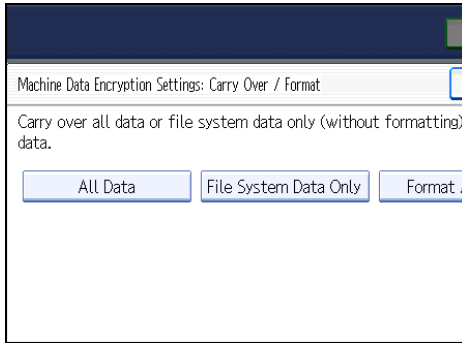
7. **Press [OK].**

8. **Press [Exit].**

9. **Press [Exit].**

10. **Press the [User Tools/Counter] key.**

11. **Turn off the power and the main power switch, and then turn the main power switch back on.**

   For details about turning off the power, see "Turning On the Power", About This Machine.

Deleting Data on the Hard Disk

This can be specified by the machine administrator.

To use this function, the optional DataOverwriteSecurity Unit must be installed.

The machine's hard disk stores all document data from the copier, printer, fax, and scanner functions. It also stores the data of users' Document Server and code counters, and the Address Book.

To prevent data on the hard disk being leaked before disposing of the machine, you can overwrite all data stored on the hard disk. You can also automatically overwrite temporarily-stored data.

↓Note

- Fax transmission data, fax numbers and network TWAIN scanner data are recorded in the memory installed on this machine. This information is not overwritten with the hard disk data.

Auto Erase Memory

A document scanned in copier, or scanner mode, or print data sent from a printer driver is temporarily stored on the machine's hard disk. Even after the job is completed, it remains in the hard disk as temporary data. Auto Erase Memory erases the temporary data on the hard disk by writing over it.

Overwriting starts automatically once the job is completed.

The copier, fax and printer functions take priority over the Auto Erase Memory function. If a copy, fax or print job is in progress, overwriting will only be done after the job is completed.

Overwrite Icon

If this option has been correctly installed and is functioning properly, the Data Overwrite icon will be indicated in the bottom right hand corner of the panel display of your machine when Auto Erase Memory is set to [On].
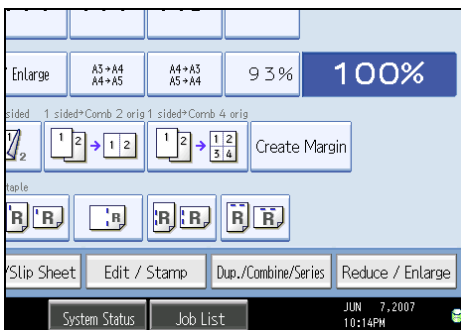
	Dirty	This icon is lit when there is temporary data to be overwritten, and blinks during overwriting.
	Clear	This icon is lit when there is no temporary data to be overwritten.

⭐ **Important**

- The Data Overwrite icon will indicate "Clear" when there is a Sample Print/Locked Print/Hold Print/ Stored Print job.

⬇ **Note**

- If the Data Overwrite icon is not displayed, first check if Auto Erase Memory has been set to "Off". If the icon is not displayed even though Auto Erase Memory is "On", contact your service representative.

Methods of Overwriting

The following overwrite methods are available.

- NSA[*1]

  Temporary data is overwritten twice with random numbers and once with zeros.

- DoD[*2]

  Temporary data is overwritten with a fixed value, the fixed value's complement, and random numbers. When completed, the overwrite is then verified.

- Random Numbers

  Temporary data is overwritten multiple times with random numbers. The number of overwrites can be selected from 1 to 9. The default number of overwrites is 3.

[*1] National Security Agency, U.S.A.

[*2] Department of Defense, U.S.A.

⬇ **Note**

- Default: Random Numbers

Using Auto Erase Memory

This can be specified by the machine administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

⭐**Important**

- When Auto Erase Memory is set to [On], temporary data that remained on the hard disk when Auto Erase Memory was set to [Off] might not be overwritten.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [▼Next] repeatedly until [Auto Erase Memory Setting] appears.**

5. **Press [Auto Erase Memory Setting].**
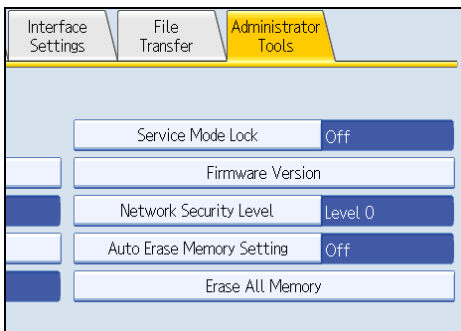
6. **Press [On].**

7. **Select the overwrite method.**

   If you select [NSA] or [DoD], proceed to step 10.

   If you select [Random Numbers], proceed to step 8.

   For details about the methods of overwriting, see "Methods of Overwriting".

8. **Press [Change].**

9. **Enter the number of times that you want to overwrite using the number keys, and then press [#].**
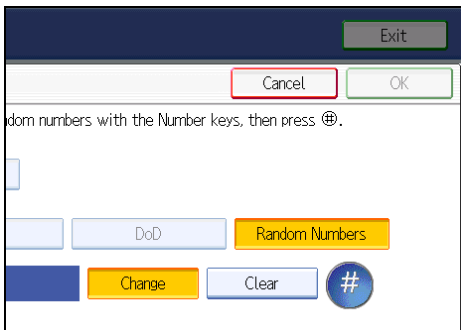
10. **Press [OK].**

    Auto Erase Memory is set.

11. Press the [User Tools/Counter] key.

⬇ Note

- Do not interrupt the overwrite process. Doing so will damage the hard disk and incomplete overwrites are a security hazard.

- Do not switch off the main power during the Erase All Memory operation (hard disk overwrite). Doing so can damage the hard disk and data will remain on the hard disk until overwriting is resumed.

- If the machine's main power switch is turned off when the Auto Erase Memory function is in progress, the overwrite will be resumed when the main power switch is turned back on.

- If an error occurs before overwriting is complete, turn off the machine's main power switch. Wait a few moments, and then turn the main power switch back on. Then, repeat the procedure from step 1.

- If you specify to both overwrite and encrypt the data, the data will all be encrypted.

📓 Reference

Canceling Auto Erase Memory

This can be specified by the machine administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. Follow steps 1 to 5 in "Using Auto Erase Memory".

2. Press [Off].

3. Press [OK].

Auto Erase Memory is disabled.

To set Auto Erase Memory to [On] again, repeat the procedure in "Using Auto Erase Memory".

4. Press the [User Tools/Counter] key.

📓 Reference

Types of Data that Can or Cannot Be Overwritten

The following table shows the types of data that can or cannot be overwritten by "Auto Erase Memory".

Data overwritten by Auto Erase Memory

Copier	Copy jobs
Printer	Print Jobs
Printer	Sample Print / Locked Print / Hold Print/ Stored Print jobs *1
Printer	Spool Printing jobs
Printer	PDF Direct Print data
Fax *2	LAN fax print jobs
Fax *2	Internet fax transmitted data
Scanner *3	Scanned files sent by e-mail
Scanner *3	Files sent by Scan to Folder
Scanner *3	Documents sent using DeskTopBinder, the ScanRouter Delivery software or Web Image Monitor

Data not overwritten by Auto Erase Memory

Documents stored by the user in the Document Server using the Copier, Printer or Scanner functions *4
Information registered in the Address Book *5
Counters stored under each user code
Image overlay data *6

*1 A Sample Print, Locked Print, or Hold Print job can only be overwritten after printing is completed. Stored print jobs can be overwritten by Auto Erase Memory only if they have been deleted in advance.

*2 The data for fax transmission and the registered fax numbers are stored in the memory. This data is not stored on the hard disk, so it will not be overwritten by Auto Erase Memory.

*3 Data scanned with network TWAIN scanner will not be overwritten by Auto Erase Memory.

*4 A stored document can only be overwritten after it has been printed or deleted from the Document Server.

*5 Data stored in the Address Book can be encrypted for security. For details, see "Protecting the Address Book".

*6 Image overlay data can be overwritten by Auto Erase Memory only if it is deleted in advance.

🔖 Reference

Erase All Memory

This can be specified by the machine administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

You can erase all the data on the hard disk by writing over it. This is useful if you relocate or dispose of your machine.

⭐ **Important**

- If you select "Erase All Memory", the following are also deleted: user codes, counters under each user code, user stamps, data stored in the Address Book, printer fonts downloaded by users, applications using Embedded Software Architecture, SSL server certificates, and the machine's network settings.

- If the main power switch is turned to [Off] before "Erase All Memory" is completed, overwriting will be stopped and data will be left on the hard disk.

- Do not stop the overwrite mid-process. Doing so will damage the hard disk.

- Before erasing the hard disk, you can back up user codes, counters for each user code, and Address Book data using SmartDeviceMonitor for Admin. For details, see SmartDeviceMonitor for Admin Help.

- Other than pausing, no operations are possible during the "Erase All Memory" process. If [Random Numbers] is specified and the number of overwrites set to "3", the erase process will take about zzzzz hours.

📄 **Reference**

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

Using Erase All Memory

This can be specified by the machine administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

⭐ **Important**

- If you switch the main power off before Erase All Memory is completed, the overwriting is suspended without deleting the data in the hard disk. This may also damage the hard disk. Make sure not to have the main power switched off while overwriting.

1. **Disconnect communication cables connected to the machine.**

2. **Press the [User Tools/Counter] key.**

3. Press [System Settings].

4. Press [Administrator Tools].

5. Press [▼Next] repeatedly until [Erase All Memory] appears.

6. Press [Erase All Memory].
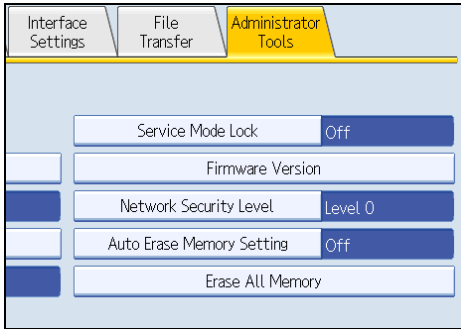
7. Select the overwrite method.

If you selected [NSA] or [DoD], proceed to step 10.

If you selected [Random Numbers], proceed to step 8.

For details about overwrite methods, see "Methods of Overwriting".

8. Press [Change].

9. Enter the number of times that you want to overwrite using the number keys, and then press [#].
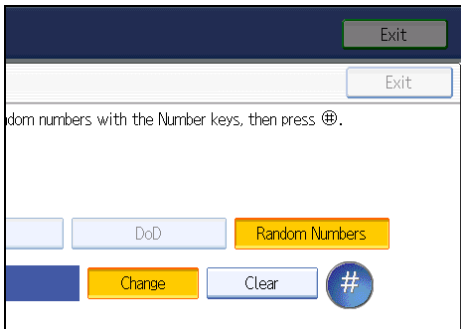
10. Press [Erase].

11. Press [Yes].

12. When overwriting is completed, press [Exit], and then turn off the power.

Before turning the power off, see "Turning On the Power", About This Machine.

Note

- If the machine's main power switch is turned off when the Erase All Memory function is in progress, the overwrite will be resumed when the main power switch is turned back on.

- If an error occurs before overwriting is complete, turn off the machine's main power switch. Wait a few moments, and then turn the main power switch back on. Then, repeat the procedure from step 2.

- If you specify to both overwrite and encrypt the data, the data will all be encrypted.

📄 Reference

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

- p.139 "Methods of Overwriting"

3

Suspending Erase All Memory

The overwriting process can be suspended temporarily.

⭐ Important

- **Erase All Memory cannot be canceled.**

1. **Press [Suspend] while Erase All Memory is in progress.**

2. **Press [Yes].**

   Erase All Memory is suspended.

3. **Turn off the main power.**

   Before turning the power off, see "Turning On the Power", About This Machine.

⬇ Note

- To resume overwriting, turn on the main power.

3

4. Managing Access to the Machine

This chapter describes how to prevent unauthorized access to and modification of the machine's settings.

Preventing Modification of Machine Settings

This section describes Preventing Modification of Machine Settings.

The administrator type determines which machine settings can be modified. Users cannot change the administrator settings. In "Admin. Authentication", [Available Settings], the administrator can select which settings users cannot specify. For details about the administrator roles, see "Administrators and Users".

Register the administrators before using the machine. For instructions on registering the administrator, see "Administrator Authentication".

Type of Administrator

Register the administrator on the machine, and then authenticate the administrator using the administrator's login user name and password. The administrator can also specify [Available Settings] in "Admin. Authentication" to prevent users from specifying certain settings. Administrator type determines which machine settings can be modified. The following administrator types are possible:

- User Administrator

    For a list of settings that the user administrator can specify, see "User Administrator Settings".

- Machine Administrator

    For a list of settings that the machine administrator can specify, see "Machine Administrator Settings".

- Network Administrator

    For a list of settings that the network administrator can specify, see "Network Administrator Settings".

- File Administrator

    For a list of settings that the file administrator can specify, see "File Administrator Settings".

Menu Protect

Use this function to specify the permission level for users to change those settings accessible by non-administrators.

You can specify Menu Protect for the following settings:

- Copier / Document Server Features
- Facsimile Features
- Printer Features
- Scanner Features

For a list of settings that users can specify according to the Menu Protect level, see "User Settings - Control Panel Settings", "User Settings - Web Image Monitor Settings".

🔖 **Reference**

4

Menu Protect

The administrator can also limit users' access permission to the machine's settings. The machine's [System Settings] menu and the printer's regular menus can be locked so they cannot be changed. This function is also effective when management is not based on user authentication. For a list of settings that users can specify according to the Menu Protect level, see "User Settings - Control Panel Settings", or "User Settings - Web Image Monitor Settings".

📘 Reference

- p.302 "User Settings - Control Panel Settings"
- p.326 "User Settings - Web Image Monitor Settings"

Menu Protect

You can set menu protect to [Off], [Level 1], or [Level 2]. If you set it to [Off], no menu protect limitation is applied. To limit access to the fullest extent, select [Level 2].

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

📘 Reference

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"

Copying Functions

To specify [Menu Protect] in [Copier / Document Server Features], set [Machine Management] to [On] in [Administrator Authentication Management] in [Administrator Tools] in [System Settings].

1. **Press the [User Tools/Counter] key.**
2. **Press [Copier / Document Server Features].**
3. **Press [Administrator Tools].**
4. **Press [Menu Protect].**

5. **Select the menu protect level, and then press [OK].**
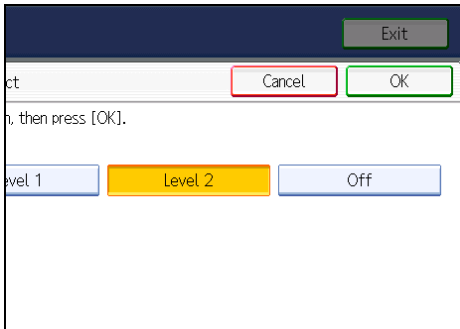
6. **Press the [User Tools/Counter] key.**

Fax Functions

To specify [Menu Protect] in [Facsimile Features], set [Machine Management] to [On] in [Administrator Authentication Management] in [Administrator Tools] in [System Settings].

1. **Press the [User Tools/Counter] key.**

2. **Press [Facsimile Features].**

3. **Press [Initial Settings].**

4. **Press [Menu Protect].**

   If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

5. **Select the menu protect level, and then press [OK].**
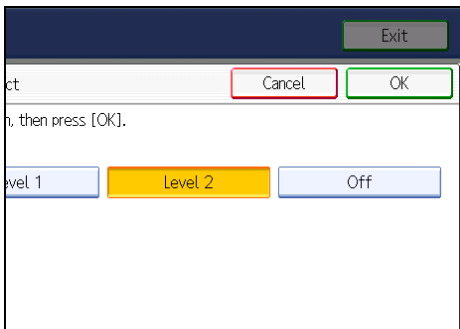
6. **Press the [User Tools/Counter] key.**

Printer Functions

To specify [Menu Protect] in [Printer Features], set [Machine Management] to [On] in [Administrator Authentication Management] in [Administrator Tools] in [System Settings].

1. **Press the [User Tools/Counter] key.**

2. **Press [Printer Features].**

3. **Press [Maintenance].**

4. **Press [Menu Protect].**

5. **Select the menu protect level, and then press [OK].**
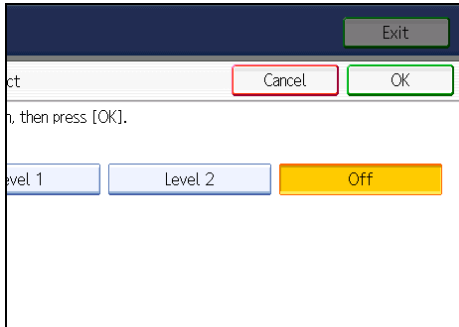
6. **Press the [User Tools/Counter] key.**

Scanner Functions

To specify [Menu Protect] in [Scanner Features], set [Machine Management] to [On] in [Administrator Authentication Management] in [Administrator Tools] in [System Settings].

1. **Press the [User Tools/Counter] key.**

2. **Press [Scanner Features].**

3. **Press [Initial Settings].**

4. **Press [Menu Protect].**

5. **Select the menu protect level, and then press [OK].**
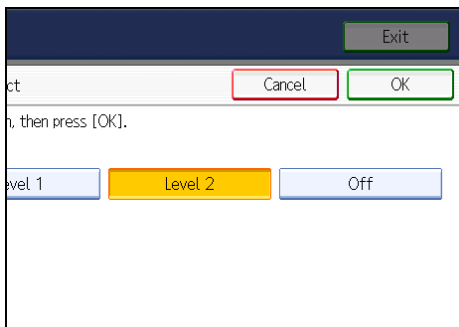
6. **Press the [User Tools/Counter] key.**

Limiting Available Functions

To prevent unauthorized operation, you can specify who is allowed to access each of the machine's functions.

Available Functions

> Specify the available functions from the copier, Document Server, fax, scanner, and printer functions.

Specifying Which Functions are Available

This can be specified by the user administrator. Specify the functions available to registered users. By making this setting, you can limit the functions available to users.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Address Book Management].**
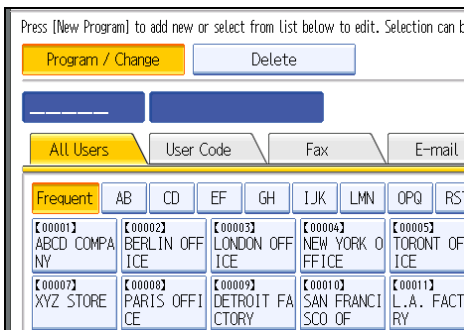
5. **Select the user.**

6. **Press [Auth. Info].**

7. In "Available Functions", select the functions you want to specify.
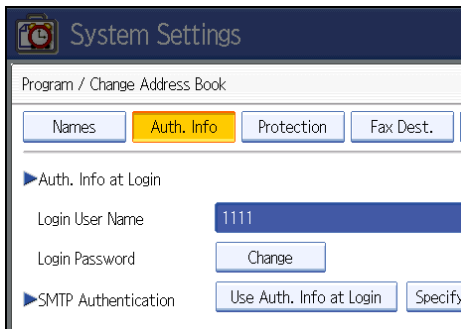
If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

8. Press [OK].

9. Press [Exit].

10. Press the [User Tools/Counter] key.

🗈 Reference

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

Managing Log Files

The logs created by this machine allow you to track access to the machine, identities of users, and usage of the machine's various functions. For security, you can encrypt the logs.

The logs can be viewed using Web Image Monitor. Collected logs can be downloaded all at once from Web Image Monitor as CSV files. You cannot download the log files directly from the hard disk.

Also, login information is cross-checked even when Remote Communication Gate S is in use. For details, see the operating instructions supplied with Remote Communication Gate S.

Log Types

> This machine creates two types of log: the job log and the access log.

> • Job Log

>   Stores details of user file-related operations such as saving files in the Document Server, copying, printing, sending faxes and scanning, and control panel operations such as printing reports (the configuration list, for instance).

> • Access Log

>   Stores details of login/logout activity, stored file operations such as creating, editing, and deleting, service engineer operations such as hard disk formatting, system operations such as viewing the results of log transfers and specifying settings for copy protection, and security operations such as specifying settings for encryption, unauthorized access detection, user lockout, and firmware authentication.

🔽 **Note**

• The log setting can be specified in [Logs] under [Configuration] in Web Image Monitor.

Using the Control Panel to Specify Log File Settings

This can be specified by the machine administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

You can specify settings such as whether or not to transfer logs to Remote Communication Gate S and whether or not to delete all logs.

🔖 **Reference**

• p.36 "Logging on Using Administrator Authentication"

• p.37 "Logging off Using Administrator Authentication"

Disabling log transfer to Remote Communication Gate S

Use the following procedure to disable log transfer from the machine to Remote Communication Gate S. Note that you can change the log transfer setting to [Off] only if it is already set to [On].

For details about Remote Communication Gate S, contact your sales representative.

For details about the transfer log setting, see Remote Communication Gate S manual.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Transfer Log Setting].**

   If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

5. **Press [Off].**

6. **Press [OK].**

7. **Press the [User Tools/Counter] key.**

Specifying Delete All Logs

By deleting the log stored in the machine, you can free up space on the hard disk.

To delete all logs from the control panel, you must use Remote Communication Gate S or enable the Job or Access Log collection settings using Web Image Monitor first.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Delete All Logs].**

   If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

   The confirmation screen appears.

5. **Press [Yes].**

6. **Press [Exit].**

7. **Press the [User Tools/Counter] key.**

Using Remote Communication Gate S to Manage Log Files

For details about using Remote Communication Gate S to manage Log Files, see the manual supplied with Remote Communication Gate S.

Using Web Image Monitor to Manage Log Files

This can be specified by the machine administrator.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

You can specify the types of log to store in the machine and the log collection level. You can also encrypt, bulk delete, or download log files.

🔖 Reference

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"

Specifying log collect settings

Specify collection log settings. The Log collection levels are listed below.

Job Log Collect Level

Level 1

User Settings

Access Log Collect Level

Level 1

Level 2

User Settings

1. **Open a Web browser.**
2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The machine administrator can log on using the appropriate login user name and login password.

4. **Click [Configuration], and then click [Logs] under "Device Settings".**
5. **Select Collect Job Logs to specify Job Log settings, or select Collect Access Logs to specify Access Log settings, and then select [Active].**
6. **Specify the recording levels for either "Job Log Collect Level" or "Access Log Collect Level".**

   The settings shown for "Job Log Collect Settings Listed by Function Type" or "Access Log Collect Settings Listed by Function Type" vary depending on the collection level selected.

If you change the setting in the list, the setting for Job Log Collect Level or Access Log Collect Level automatically changes to [User Settings].

7. **Click [OK].**

   Changes are also reflected in related log settings.

8. **Click [OK].**

9. **Click [Logout].**

⬇ Note

- The greater the Access Log Collect setting value, the more logs are collected.

Disabling log transfer to Remote Communication Gate S

Use the following procedure to disable log transfer to Remote Communication Gate S. Note that you can change the log transfer setting to [Inactive] only if it is already set to [Active].

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The machine administrator can log on using the appropriate login user name and login password.

4. **Click [Configuration], and then click [Logs] under "Device Settings".**

5. **Select [Inactive] under "Transfer Logs".**

6. **Click [OK].**

7. **Click [Logout].**

Specifying log encryption

Use the following procedure to enable/disable log encryption.

1. **Open a Web browser.**

2. **Enter " http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The machine administrator can log on using the appropriate login user name and login password.

4. **Click [Configuration] and then click [Logs] under "Device Settings".**

5. **Select [Active] under "Encrypt Logs".**

   To disable log encryption, select [Inactive].

   If other changes have been made in related log settings, they will occur at the same time.

6. **Click [OK].**

   A confirmation message appears.

7. **Click [OK].**

   The log is encrypted.

8. **Click [Logout].**

⬇ **Note**

- In order to enable encryption, either "Collect Job Logs" or "Collect Access Logs", or both must be set to [Active].

- If the data stored in the machine has been encrypted with the optional HDD Encryption Unit, the log files will still be encrypted, regardless of this setting.

Deleting all logs

Use the following procedure to delete all logs stored in the machine.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The machine administrator can log on using the appropriate login user name and login password.

4. **Click [Configuration], and then click [Logs] under "Device Settings".**

5. **Click [Delete] under "Delete All Logs".**

6. **Click [OK].**

   All job logs and device access log records are cleared.

7. **Click [Logout].**

⬇ **Note**

- On this page, "Delete All Logs" does not appear if either "Collect Job Logs" or "Collect Access Logs" are not set to [Active].

Downloading logs

The logs collected on this machine are in CSV format, so can be batch-downloaded.

1. **Open a Web browser.**

2. **In the Web browser's address bar, enter "http://(the machine's IP address or host name)/ " to access the machine.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The machine administrator can log on.

   Log in using an administrator's user name and password.

4. **Click [Configuration], and then click [Download Logs].**

5. **Click [Download].**

6. **Specify the folder in which you want to save the file.**

7. **Click [Back].**

8. **Click [Logout].**

⬇ **Note**

- Only the jobs that were completed before [Download] was clicked are recorded in the log. The "Result" field of the log entry for uncompleted jobs will be blank.

- Download time may vary depending on the number of logs.

- If an error occurs while the CSV file is downloading or being created, the download is canceled and details of the error are included at the end of the file.

- If a log is downloaded successfully, "Log data download is completed!!" will appear in the last line of the log file.

- For details about saving CSV log files, see your browser's Help.

- Downloaded log files use UTF-8 character encoding. To view a log file, open it using an application that supports UTF-8.

- To collect logs, set "Collect Job Logs" and "Collect Access Logs" to Active. This setting can be specified in [Logs] under [Configuration] in Web Image Monitor.

- For details about the items contained in the logs, see "Attributes of logs you can download".

📖 **Reference**

- p.169 "Attributes of logs you can download"

Note concerning downloading logs

When the number of stored logs reaches the maximum, the oldest logs will be overwritten by newer logs. This applies to both job and access logs and occurs regardless of whether or not the logs have been downloaded.

Overwritten old logs will not be included in downloaded log files.

For this reason, we recommend you take note of the information in the table below and perform regular log management using Web Image Monitor.

Maximum number of logs that can be stored in the machine

Job Logs	Access Logs
2,000	6,000

Estimated number of logs created per day

Job Logs	Access Logs
100 (100 logs per day)	300 This figure is based on 100 operations such as initialization and access operations over the Web and 200 access log entries (two entries per job: one login and one logout).

If the daily estimates are not exceeded, the machine can store logs for 20 days without having to overwrite older logs. However, we recommend that you download the logs every 10 days. This will prevent unwanted overwriting and ensure all logs are preserved, even if the daily estimate is exceeded.

It is the responsibility of the machine administrator to deal downloaded log files appropriately.

Note

- If you change the [Collect] / [Do not Collect] setting for log collection, you must perform a batch deletion of the logs.

- After downloading the logs, perform a batch deletion of the logs.

- Logs processed during log downloads might not be recorded, so do not perform operations on logs during log downloads.

- Batch deletion of logs can be performed from the control panel or through Web Image Monitor.

Notes on operation when the number of log entries reaches maximum

The machine reads the number of access and job logs and begins overwriting the oldest log entries to make space for the new logs as they arrive.

Downloaded log files include both access and job logs, with some log entries incomplete.

The following illustration shows an example in which logs are downloaded during access log overwriting. In this example, some of the access log entries are incomplete.

Logs are overwritten in reverse priority order, meaning logs of lowest priority are overwritten first and logs of highest priority are overwritten last. This way, if the overwrite is canceled, there is a chance that logs of higher priority will still be available.

If logs are downloaded without overwriting

1

log ID: 0x000000000000263d
log ID: 0x000000000000263f
log ID: 0x0000000000002641
log ID: 0x0000000000002642
log ID: 0x0000000000002643
log ID: 0x0000000000002645
log ID: 0x0000000000002647
log ID: 0x0000000000002648
log ID: 0x0000000000002649
log ID: 0x000000000000264a
log ID: 0x000000000000264c
log ID: 0x000000000000264d
log ID: 0x000000000000264f
log ID: 0x0000000000002650

3

2

log ID: 0x000000000000263e
log ID: 0x0000000000002640
log ID: 0x0000000000002644
log ID: 0x0000000000002646
log ID: 0x000000000000264b
log ID: 0x000000000000264e

4

log ID: 0x000000000000263d
log ID: 0x000000000000263e
log ID: 0x000000000000263f
log ID: 0x0000000000002640
log ID: 0x0000000000002641
log ID: 0x0000000000002642
log ID: 0x0000000000002643
log ID: 0x0000000000002644
log ID: 0x0000000000002645
log ID: 0x0000000000002646
log ID: 0x0000000000002647
log ID: 0x0000000000002648
log ID: 0x0000000000002649
log ID: 0x000000000000264a
log ID: 0x000000000000264b
log ID: 0x000000000000264c
log ID: 0x000000000000264d
log ID: 0x000000000000264e
log ID: 0x000000000000264f
log ID: 0x0000000000002650
Log data download is completed!!

BVE001S

1. **Access Log**
2. **Job Log**
3. **Download**
4. **Downloaded Logs**

If logs are downloaded during overwriting

1

log ID: 0x000000000000265a
log ID: 0x000000000000265b
log ID: 0x0000000000002641
log ID: 0x0000000000002642
log ID: 0x0000000000002643
log ID: 0x0000000000002645
log ID: 0x0000000000002647
log ID: 0x0000000000002648
log ID: 0x0000000000002649
log ID: 0x000000000000264a
log ID: 0x000000000000264c
log ID: 0x000000000000264d
log ID: 0x000000000000264f
log ID: 0x0000000000002650

5

2

log ID: 0x000000000000263e
log ID: 0x0000000000002640
log ID: 0x0000000000002644
log ID: 0x0000000000002646
log ID: 0x000000000000264b
log ID: 0x000000000000264e

3

4

log ID: 0x000000000000263d
log ID: 0x000000000000263e
log ID: 0x000000000000263f
log ID: 0x0000000000002640
log ID: 0x0000000000002641
log ID: 0x0000000000002642
log ID: 0x0000000000002643
log ID: 0x0000000000002644
log ID: 0x0000000000002645
log ID: 0x0000000000002646
log ID: 0x0000000000002647
log ID: 0x0000000000002648
log ID: 0x0000000000002649
log ID: 0x000000000000264a
log ID: 0x000000000000264b
log ID: 0x000000000000264c
log ID: 0x000000000000264d
log ID: 0x000000000000264e
log ID: 0x000000000000264f
log ID: 0x0000000000002650
log ID: 0x000000000000265a
log ID: 0x000000000000265b
Log data download is completed!!
A part of the logs before
Log ID xxxx does not exist
any more

6

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1. **Access Log**
2. **Job Log**
3. **Download**
4. **Downloaded Logs**
5. **Overwriting**
6. **Deleted by Overwriting**

To determine whether or not overwriting occurred while the logs were downloading, check the message in the last line of the downloaded logs.

- If overwriting did not occur, the last line will contain the following message: Log data download is completed!!

- If overwriting did occur, the last line will contain the following message: Log data download is completed!! A part of the logs before Log ID xxxx does not exist any more.

Note

- Examine logs following "Log ID xxxx".

Detailed explanation of print job-related log entries

Print Log entries are made before the login entry is made in the Access Log.

Details of series of jobs (including reception, processing, and output of the jobs' data) are combined into single entries.

When the machine receives a print job, it creates an ID for the job and records this in the job log. The machine then creates a login ID for the print job and records this in the access log. It then creates a job log entry detailing the job's processing and outputting (under the same login ID). When the machine has finished processing the job, it creates a logout entry and places this in the access log.

Entries detailing the reception, processing, and output of a series of print jobs are created in the job log first, and then the login and logout details of those jobs are recorded in the access log.

Print Job Flowchart

6	ID: 0x00000000000022c5
7	ID: 0x00000000000022c6
8	ID: 0x00000000000022c5
9	ID: 0x00000000000022c5
10	ID: 0x00000000000022c7
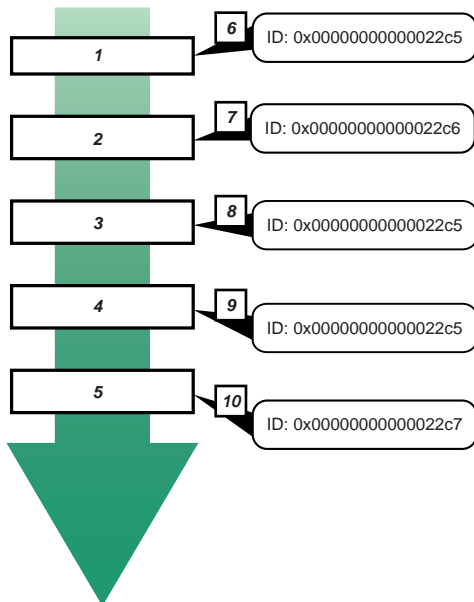
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1. **Print job data is received.**
2. **Authentication (login) data is received.**
3. **Print job is processed.**
4. **Print job is output.**
5. **Authentication (login) data is received.**
6. **An ID is assigned to the print job and recorded as an entry in the Job Log.**
7. **Authentication (login) data is recorded as an entry in the Access Log.**
8. **Information about the processing of the print job is recorded as an entry in the Job Log (using the same ID).**

9. **Information about the outputting of the print job is recorded as an entry in the Job Log (using the same ID).**

10. **Authentication (logout) data is recorded as an entry in the Access Log.**

Logs That Can Be Managed Using Web Image Monitor

This section details the information items contained in the logs that are created for retrieval by Web Image Monitor.

Logs that can be collected

The following tables explain the items in the job log and access log that the machine creates when you enable log collection using Web Image Monitor. If you require log collection, use Web Image Monitor to configure it. This setting can be specified in [Logs] under [Configuration] in Web Image Monitor.

Job Log Information Items

Job Log Item	Log Type Attribute	Content
Copier: Copying	Copier: Copying	Details of normal and Sample Copy jobs.
Copier: Copying and Storing	Copier: Copying and Storing	Details of files stored in Document Server that were also copied at the time of storage.
Document Server: Storing	Document Server: Storing	Details of files stored using the Document Server screen.
Document Server: Stored File Downloading	Document Server: Stored File Downloading	Details of files stored in Document Server and downloaded using Web Image Monitor or DeskTopBinder.
Utility: Storing	Utility: Storing	Details of files stored in Document Server using Desk Top Editor For Production.
Stored File Printing	Stored File Printing	Details of files printed using the Document Server screen.
Scanner: Sending	Scanner: Sending	Details of sent scan files.

Job Log Item	Log Type Attribute	Content
Scanner: URL Link Sending and Storing	Scanner: URL Link Sending and Storing	Details of scan files stored in Document Server and whose URLs were sent by e-mail at the time of storage.
Scanner: Sending and Storing	Scanner: Sending and Storing	Details of scan files stored in Document Server that were also sent at the time of storage.
Scanner: Storing	Scanner: Storing	Details of scan files stored in Document Server.
Scanner: Stored File Downloading	Scanner: Stored File Downloading	Details of scan files stored in Document Server and downloaded using Web Image Monitor, DeskTopBinder or Desk Top Editor For Production.
Scanner: Stored File Sending	Scanner: Stored File Sending	Details of stored scan files that were also sent.
Scanner: Stored File URL Link Sending	Scanner: Stored File URL Link Sending	Details of stored scan files whose URLs were sent by e-mail.
Scanner: TWAIN Driver Scanning	Scanner: TWAIN Driver Scanning	Details of stored scan files that were sent using Network TWAIN Scanner.
Printer: Printing	Printer: Printing	Details of normal print jobs.
Printer: Locked Print (Incomplete)	Printer: Locked Print (Incomplete)	Log showing Locked Print documents temporarily stored on the machine.
Printer: Locked Print	Printer: Locked Print	Log showing Locked Print documents temporarily stored on the machine and then printed from the control panel or through Web Image Monitor.
Printer: Sample Print (Incomplete)	Printer: Sample Print (Incomplete)	Log showing Sample Print documents temporarily stored on the machine.

4

Job Log Item	Log Type Attribute	Content
Printer: Sample Print	Printer: Sample Print	Log showing Sample Print documents temporarily stored on the machine and then printed from the control panel or through Web Image Monitor.
Printer: Hold Print (Incomplete)	Printer: Hold Print (Incomplete)	Log showing Hold Print documents temporarily stored on the machine.
Printer: Hold Print	Printer: Hold Print	Log showing Hold Print documents temporarily stored on the machine and then printed from the control panel or through Web Image Monitor.
Printer: Stored Print	Printer: Stored Print	Details of Stored Print files stored on the machine.
Printer: Store and Normal Print	Printer: Store and Normal Print	Details of Stored Print files that were printed at the time of storage (when "Job Type:" was set to "Store and Print" in printer properties).
Printer: Stored File Printing	Printer: Stored File Printing	Details of Stored Print files printed from the control panel or Web Image Monitor.
Printer: Document Server Sending	Printer: Document Server Sending	Details of files stored in Document Server when "Job Type:" was set to "Document Server" in printer properties.
Fax: Sending	Fax: Sending	Details of sent fax files.
Fax: LAN-Fax Sending	Fax: LAN-Fax Sending	Details of a fax sent from the computer.
Fax: Storing	Fax: Storing	Details of stored fax files.
Fax: Stored File Downloading	Fax: Stored File Downloading	Details of the Document Server's stored files downloaded via Web Image Monitor or DeskTopBinder.
Fax: Receiving	Fax: Receiving	Details of storage of received fax files.

Job Log Item	Log Type Attribute	Content
Fax: Stored File Printing	Fax: Stored File Printing	Details of fax files stored on the machine and printed using the facsimile function.
Fax: Receiving and Delivering	Fax: Receiving and Delivering	Details of faxes that received and delivered by the machine.
Fax: Receiving and Storing	Fax: Receiving and Storing	Details of fax files that received and stored by the machine.
Report Printing	Report Printing	Details of reports printed from the control panel.
Result Report Printing/E-mailing	Result Report Printing/E-mailing	Details of job results printed from the control panel or notified by e-mail.

Access Log Information Items

Access Log Item	Log Type Attribute	Content
Login[*1]	Login	Times of login and identity of logged in users.
Logout	Logout	Times of logout and identity of logged out users.
File Storing	File Storing	Details of files stored in Document Server.
Stored File Deletion	Stored File Deletion	Details of files deleted from Document server.
All Stored Files Deletion	All Stored Files Deletion	Details of deletions of all Document Server files.
HDD Format[*2]	HDD Format	Details of hard disk formatting.
Unauthorized Copying	Unauthorized Copying	Details of documents scanned with "Data security for copying".
All Logs Deletion	All Logs Deletion	Details of deletions of all logs.
Log Setting Change	Log Setting Change	Details of changes made to log settings.

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Access Log Item	Log Type Attribute	Content
Transfer Log Error	Transfer Log Error	Details of changes made to log settings.
Log Collection Item Change	Log Collection Item Change	Details of changes made to log settings.
Collect Encrypted Communication Logs	Collect Encrypted Communication Logs	Details of changes to job log collection levels, access log collection levels, and types of log collected.
Access Violation[*3]	Access Violation	Details of failed access attempts.
Lockout	Lockout	Details of lockout activation.
Firmware: Update	Firmware: Update	Details of firmware updates.
Firmware: Structure Change	Firmware: Structure Change	Details of structure changes that occurred when an SD card was inserted or removed, or when an unsupported SD card was inserted.
Firmware: Structure	Firmware: Structure	Details of checks for changes to firmware module structure made at times such as when the machine was switched on.
Machine Data Encryption Key Change	Machine Data Encryption Key Change	Details of changes made to encryption keys using the Machine Data Encryption setting.
Firmware: Invalid	Firmware: Invalid	Details of checks for firmware validity made at times such as when the machine was switched on.
Date/Time Change	Date/Time Change	Details of changes made to date and time settings.
File Access Privilege Change	File Access Privilege Change	Log for changing the access privilege to the stored files.
Password Change	Password Change	Details of changes made to the login password.
Administrator Change	Administrator Change	Details of changes of administrator.

Access Log Item	Log Type Attribute	Content
Address Book Change	Address Book Change	Details of changes made to address book entries.

*1　There is no "Login" log made for SNMPv3.

*2　If the hard disk is formatted, all the log entries up to the format are deleted and a log entry indicating the completion of the format is made.

*3　An "Access Violation" indicates the system has experienced frequent remote DoS attacks involving logon attempts through user authentication.

🔸Note

- If "Job Log Collect Level" is set to "Level 1", all job logs are collected.
- If "Access Log Collect Level" is set to "Level 1", the following information items are recorded in the access log:
  - HDD Format
  - All Logs Deletion
  - Log Setting Change
  - Log Collection Item Change
- If "Access Log Collect Level" is set to "Level 2", all access logs are collected.
- The first log made following power on is the "Firmware: Structure" log.

Attributes of logs you can download

If you use Web Image Monitor to download logs, a CSV file containing the information items shown in the following table is produced.

Note that a blank field indicates an item is not featured in a log.

File Output Format

- Character Code Set: UTF-8
- Output Format: CSV (Comma-Separated Values)
- File Name: "Device Name + _log.csv"

Order of Log Entries

Log entries are printed in ascending order according to Log ID.

File Structure

The data title is printed in the first line (header line) of the file.

The Difference between the Output Format of Access Log and Job Log

The output format of the access log and job log are different.

- Access log

Items in the list and access log entries appear on separate lines.

- Job log

Multiple lines appear in the order of All, Source (job input data), and Target (job output data). The same log ID is assigned to all lines corresponding to a single job log entry.

Start Date/Time	···	Result	···	Access Result	Source	···	Print File Name	Target	···	Stored File Name
2009-03-02T15:43:03.0	···	Completed	···			···			···	
	···	Completed	···		Report	···			···	
	···	Completed	···			···		Print	···	

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1. All

   Each item in the list is displayed on a separate line.

2. Source

   Displays details of the job log entry and the "Result" and "Status" of each item.

   If there are multiple sources, multiple lines are displayed.

3. Target

   Displays details of the job log entry and the "Result" and "Status" of each item.

   If there are multiple targets, multiple lines are displayed.

Job and Access Log Information Items

Item	Content
Start Date/Time	For a job log entry, indicates the start date and time of the operation. If the job has not been completed, this is blank. For an access log entry, indicates the same date and time as shown by "End Date/Time". This is in Item 1 of the CSV file.
End Date/Time	For a job log entry, indicates the end date and time of the operation. If the operation is still in progress, this will be blank. For an access log entry, indicates the same date and time as shown by "Result". This is Item 2 of the CSV file.
Log Type	Details of the log type. Access logs are classified under "Access Log Type". For details about the information items contained in each type of log, see "Logs that can be Collected". This is Item 3 of the CSV file.

Item	Content
Result[*1]	Indicates the result of an operation or event: • If "Succeeded" is displayed for a job log entry, the operation completed successfully; "Failed" indicates the operation was unsuccessful. If the operation is still in progress, this will be blank. • If "Succeeded" is displayed for an access log entry, the event completed successfully; "Failed" indicates the event was unsuccessful.
Status	Indicates the status of an operation or event: • If "Completed" is displayed for a job log entry, the operation completed successfully; "Failed" indicates the operation was unsuccessful; "Processing" indicates the operation is still in progress. • If "Completed" is displayed for "Source" or "Target" in a job log entry, the operation completed successfully; "Failed" indicates the operation was unsuccessful; "Processing" indicates the operation is still in progress; "Error" indicates an error occurred; "Suspended" indicates the operation is currently suspended. • If "Succeeded" is displayed for an access log entry, the operation completed successfully; if any of the following are displayed, the operation was unsuccessful: "Password Mismatch", "User Not Programmed", "Other Failures", "User Locked Out", "File Password Mismatch", "No Privileges", "Failed to Access File", "File Limit Exceeded", "Transfer Cancelled", "Power Failure", "Lost File", "Functional Problem", "Communication Failure", or "Communication Result Unknown".

4

Item	Content
User Entry ID	Indicates the user's entry ID.
	This is a hexadecimal ID that identifies users who performed job or access log-related operations:
	For supervisors, only 0xffffff86 is available; for administrators, 0xffffff87, 0xffffff88, 0xffffff89, and 0xffffff8a are available. For general users, any value between 0x00000001 and 0xfffffeff is available.
	"0x00000000", "0xffffff80", and "0xffffff81" indicate system operations related to user authentication.
	IDs "0xffffff80" and "0xffffff81" indicate system operations related to stored files and the Address Book; "0x00000000" indicates other operations.
	"0xffffff80" indicates operations related to deleting Hold Print, Locked Print, and Stored Print jobs, or to changing their access permissions. Displays Address Book updates when Auto registration of users is enabled through Windows Authentication, LDAP Authentication, or another authentication system.
	ID "0xffffff81" indicates operations related to creating Hold Print, Locked Print, and Stored Print jobs that can be deleted using system operations.
	"0x00000000" and "0xffffff81" indicate operations that do not require user authentication (such as copying and scanning) and that were performed by non-authenticated users.
	ID "0xffffff81" indicates operations related to stored files, the Address Book and job logs; "0x00000000" indicates other operations.
User Code/User Name	Identifies the user code or user name of the user who performed the operation.
	If an administrator performed the operation, this ID will contain the login name of that administrator.
Log ID	Identifies the ID that is assigned to the log.
	This is a hexadecimal ID that identifies the log.

*1 The following log items are recorded only when the logged operations are executed successfully: "Document Server: Stored File Downloading", "Stored File Printing", "Scanner: Stored File Downloading", "Scanner: Stored File Sending", "Printer: Stored File Printing", and "Fax: Stored File Downloading" (Job logs) and "File Storing" and "Stored File Deletion" (Access logs).

Access Log Information Items

Item	Content
Access Log Type	Indicates the type of access: "Authentication" indicates a user authentication access. "System" indicates a system access. "Stored File" indicates a stored file access. "Network Attack Detection/Encrypted Communication" indicates a network attack or encrypted communication access. "Firmware" indicates a firmware verification access. "Address Book" indicates an Address Book access.
Logout Mode	Mode of logout. "by User's Operation" indicates manual logout by the user; "by Auto Logout Timer" indicates automatic logout following a timeout.
Login Method	Identifies the method of login (authorization): "Control Panel" indicates the login was performed through the control panel; "via Network" indicates the login was performed remotely through a network computer; and "Others" indicates the login was performed through another method.
Login User Type	Indicates the type of login user: "User" indicates the logged in user was a registered general user. "Guest" indicates the logged in user was a guest user. "User Administrator" indicates the logged in user was a registered user administrator. "File Administrator" indicates the logged in user was a registered file administrator. "Machine Administrator" indicates the logged in user was a registered machine administrator. "Network Administrator" indicates the logged in user was a registered network administrator. "Supervisor" indicates the logged in user was a registered supervisor. "Custom Engineer (Service Mode)" indicates the logged in user was a customer engineer. "Others" indicates the logged in user did not belong to any of the above types of user.

4

Item	Content
Target User Entry ID	Indicates the entry ID of the target user: This is a hexadecimal ID that indicates users to whom the following settings are applied: • Lockout • Password Change
Target User Code/User Name	User code or user name of the user whose data was accessed. If the administrator's data was accessed, the administrator's user name is logged.
Lockout/Release	The mode of operation access. "Lockout" indicates activation of password lockout; "Release" indicates deactivation of password lockout.
Lockout/Release Method	"Manual" is recorded if the machine is unlocked manually. "Auto" is recorded if the machine is unlocked by the lockout release timer.
Stored File ID	Identifies a created or deleted file. This is a hexadecimal ID that indicates created or deleted stored files.
Stored File Name	Name of a created or deleted file.
File Location	Region of all file deletion. "Document Server" indicates a deletion of all files from the machine's hard disk.
Collect Job Logs	Indicates the status of the job log collection setting: "Active" indicates job log collection is enabled. "Inactive" indicates job log collection is disabled. "Not Changed" indicates no changes have been made to the job log collection setting.
Collect Access Logs	Indicates the status of the access log collection setting: "Active" indicates access log collection is enabled. "Inactive" indicates access log collection is disabled. "Not Changed" indicates no changes have been made to the access log collection setting.

Item	Content
Transfer Logs	Indicates the status of the log transfer setting: "Active" indicates log transfer is enabled. "Inactive" indicates log transfer is disabled. "Not Changed" indicates no changes have been made to the log transfer setting.
Encrypt Logs	Indicates the status of the log encryption setting: "Active" indicates log encryption is enabled. "Inactive" indicates log encryption is disabled. "Not Changed" indicates no changes have been made to the log encryption setting.
Log Type	If a log's collection level setting has been changed, this function indicates details of the change: "Job Log" indicates the Job Log's collection level has been changed. "Access Log" indicates the Access Log's collection level has been changed. "Level 1" indicates a level 1 collection setting. "Level 2" indicates a level 2 collection setting. "User Settings" indicates a user-specified collection level setting. This is Item 24 of the CSV file.
Log Collect Level	Indicates the level of log collection: "Level 1", "Level 2", or "User Settings".
Encryption/ Cleartext	Indicates whether communication encryption is enabled or disabled: "Encryption Communication" indicates encryption is enabled; "Cleartext Communication" indicates encryption is disabled.
Machine Port No.	Indicates the machine's port number.
Protocol	Destination protocol. "TCP" indicates the destination's protocol is TCP; "UDP" indicates the destination's protocol is UDP; "Unknown" indicates the destination's protocol could not be identified.
IP Address	Destination IP address.
Port No.	Destination port number. This is in decimal.
MAC Address	Destination MAC (physical) address.

4

Item	Content
Primary Communication Protocol	Indicates the primary communication protocol.
Secondary Communication Protocol	Indicates the secondary communication protocol.
Encryption Protocol	Indicates the protocol used to encrypt the communication.
Communication Direction	Indicates the direction of communication: "Communication Start Request Receiver (In)" indicates the machine received a request to start communication; "Communication Start Request Sender (Out)" indicates the machine sent a request to start communication.
Communication Start Log ID	Indicates the log ID for the communication start time. This is a hexadecimal ID that indicates the time at which the communication started.
Communication Start/End	Indicates the times at which the communication started and ended.
Network Attack Status	Indicates the attack status of the network: "Violation Detected" indicates an attack on the network was detected. "Recovered from Violation" indicates the network recovered from an attack. "Max. Host Capacity Reached" indicates the machine became inoperable due to the volume of incoming data reaching the maximum host capacity. "Recovered from Max. Host Capacity" indicates that the machine became operable again following reduction of the volume of incoming data.
Network Attack Type	Identifies the type of network attack as either "Password Entry Violation" or "Device Access Violation".
Network Attack Type Details	Indicates details about the type of network attack: "Authentication Error" or "Encryption Error".
Network Attack Route	Identifies the route of the network attack as either "Attack from Control Panel" or "Attack from Other than Control Panel".

Item	Content
Login User Name used for Network Attack	Identifies the login user name that the network attack was performed under.
Add/Update/Delete Firmware	Indicates the method used to add, update, or delete the machine's firmware: "Updated with SD Card" indicates an SD card was used to perform the firmware update. "Added with SD Card" indicates an SD card was used to add the firmware update. "Deleted with SD Card" indicates an SD card was used to delete the firmware update. "Moved to Another SD Card" indicates the firmware update was moved to another SD card. "Updated via Remote" indicates the firmware update was updated remotely from a computer. "Updated for Other Reasons" indicates the firmware updated was performed using a method other than any of the above.
Module Name	Firmware module name.
Parts Number	Firmware module part number.
Version	Firmware version.
Machine Data Encryption Key Operation	Indicates the type of encryption key operation performed: "Back Up Machine Data Encryption Key" indicates an encryption key backup was performed. "Restore Machine Data Encryption Key" indicates an encryption key was restored. "Clear NVRAM" indicates the NVRAM was cleared. "Start Updating Machine Data Encryption Key" indicates an encryption key update was started. "Finish Updating Machine Data Encryption Key" indicates an encryption key update was finished.
Machine Data Encryption Key Type	Identifies the type of the encryption key as "Encryption Key for Hard Disk", "Encryption Key for NVRAM", or "Device Certificate".
Validity Error File Name	Indicates the name of the file in which a validity error was detected.

4

Item	Content
Access Result	Indicates the results of logged operations: "Completed" indicates an operation completed successfully; "Failed" indicates an operation completed unsuccessfully.

Job Log Information Items

Input Information

Item	Content
Source	Indicates the source of the job file:
	"Scan File" indicates the job file was scanned in; "Stored File" indicates the job file was stored on the hard disk; "Printer" indicates the job file was sent from the printer driver; "Received File" indicates the job file was received over the network; "Report" indicates the job file was a printed report.
Start Date/Time	Dates and times "Scan File", "Received File" and "Printer" operations started.
	This is Item 52 of the CSV file.
End Date/Time	Dates and times "Scan File", "Received File" and "Printer" operations ended.
	This is Item 53 of the CSV file.
Stored File ID	Indicates the ID of data that is output as a stored file.
	This is a decimal ID that identifies the stored file.
Stored File Name	Names of "Stored File" files.
Print File Name	Name of "Printer" files.

Output Information

Item	Content
Target	Target Type of the job target. "Print" indicates a print file; "Store" indicates a stored file; "Send" indicates a sent file.
Start Date/Time	Dates and times "Print", "Store", and "Send" operations started.
	This is Item 58 of the CSV file.
End Date/Time	Dates and times "Print", "Store", and "Send" operations ended.
	This is Item 59 of the CSV file.

Item	Content
Destination Name	Names of "Send" destinations.
Destination Address	IP address, path, or e-mail address of "Send" destinations.
Stored File ID[*1]	Indicates the ID of data that is output as a store file. This is a decimal ID that identifies the stored file.
Stored File Name[*2]	If the Target Type is "Store", the file name of the stored file is recorded.

[*1] Stored File IDs are not logged for documents processed using fax functions.

[*2] Stored File Names are not logged for documents processed using fax functions.

Note

- Printing stored faxes from the Fax screen before transmission will not be recorded in the job log.

Reference

- p.164 "Logs that can be collected"

5. Enhanced Network Security

This chapter describes how to increase security over the network using the machine's functions.

Preventing Unauthorized Access

You can limit IP addresses, disable ports and protocols, or use Web Image Monitor to specify the network security level to prevent unauthorized access over the network and protect the Address Book, stored files, and default settings.

Access Control

This can be specified by the network administrator using Web Image Monitor. For details, see Web Image Monitor Help.

The machine can control TCP/IP access.

Limit the IP addresses from which access is possible by specifying the access control range.

For example, if you specify the access control range as [192.168.15.16]-[192.168.15.20], the client PC addresses from which access is possible will be from [192.168.15.16] to [192.168.15.20].

⭐ **Important**

- Using access control, you can limit access involving LPR, RCP/RSH, FTP, SSH/SFTP, Bonjour, SMB, WSD (Device), WSD (Printer), IPP, DIPRINT, IPDS, RHPP, Web Image Monitor, SmartDeviceMonitor for Client or DeskTopBinder. You cannot limit the monitoring of SmartDeviceMonitor for Client. You cannot limit access involving telnet, or SmartDeviceMonitor for Admin, when using the SNMPv1 monitoring.

1. **Open a Web browser.**

2. **Enter " http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on using the appropriate login user name and login password.

4. **Click [Configuration], and then click [Access Control] under "Security".**

   The Access Control page appears.

5. **To specify the IPv4 Address, enter an IP address that has access to the machine in "Access Control Range".**

   To specify the IPv6 Address, enter an IP address that has access to the machine in "Range" under "Access Control Range", or enter an IP address in "Mask" and specify the "Mask Length".

6. **Click [OK].**

   Access control is set.

7. **Click [Logout].**

Enabling/Disabling Protocols

This can be specified by the network administrator.

Specify whether to enable or disable the function for each protocol. By making this setting, you can specify which protocols are available and so prevent unauthorized access over the network. Network settings can be specified on the control panel, or using Web Image Monitor, telnet, SmartDeviceMonitor for Admin or Remote Communication Gate S. For details about making settings using SmartDeviceMonitor for Admin or Remote Communication Gate S, see the Help for each application. For details about making settings using telnet, see "Remote Maintenance by telnet ", Network Guide. To disable SMTP on Web Image Monitor, in E-mail settings, set the protocol to anything other than SMTP. For details, see Web Image Monitor Help.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

Protocol	Port	Setting Method	Disabled Condition
IPv4	-	• Control Panel • Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	All applications that operate over IPv4 cannot be used. IPv4 cannot be disabled from Web Image Monitor when using IPv4 transmission.
IPv6	-	• Control Panel • Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	All applications that operate over IPv6 cannot be used.
IPsec	-	• Control Panel • Web Image Monitor • telnet	Encrypted transmission using IPsec is disabled.

Protocol	Port	Setting Method	Disabled Condition
FTP	TCP:21	- Web Image Monitor - telnet - SmartDeviceMonitor for Admin - Remote Communication Gate S	Functions that require FTP cannot be used. You can restrict personal information from being displayed by making settings on the control panel using "Restrict Display of User Information".*1
sshd/sftpd	TCP:22	- Web Image Monitor - telnet - SmartDeviceMonitor for Admin - Remote Communication Gate S	Functions that require sftp cannot be used. You can restrict personal information from being displayed by making settings on the control panel using "Restrict Display of User Information".*1
telnet	TCP:23	Web Image Monitor	Commands using telnet are disabled.
SMTP	TCP:25 (variable)	- Control Panel - Web Image Monitor - SmartDeviceMonitor for Admin - Remote Communication Gate S	Internet fax or e-mail notification functions that require SMTP reception cannot be used.
HTTP	TCP:80	- Web Image Monitor - telnet	Functions that require HTTP cannot be used. Cannot print using IPP on port 80.

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Protocol	Port	Setting Method	Disabled Condition
HTTPS	TCP:443	• Web Image Monitor • telnet	Functions that require HTTPS cannot be used. @Remote functions are unavailable. You can also make settings to require SSL transmission and restrict the use of other transmission methods using the control panel or Web Image Monitor.
SMB	TCP:139	• Control Panel • Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	SMB printing functions cannot be used.
NBT	UDP:137 UDP:138	• telnet	SMB printing functions via TCP/IP, as well as NetBIOS designated functions on the WINS server cannot be used.
SNMPv1,v2	UDP:161	• Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	Functions that require SNMPv1, v2 cannot be used. Using the control panel, Web Image Monitor or telnet, you can specify that SNMPv1, v2 settings are read-only, and cannot be edited.

Protocol	Port	Setting Method	Disabled Condition
SNMPv3	UDP:161	• Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	Functions that require SNMPv3 cannot be used. You can also make settings to require SNMPv3 encrypted transmission and restrict the use of other transmission methods using the control panel, Web Image Monitor, or telnet.
RSH/RCP	TCP:514	• Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	Functions that require RSH and network TWAIN functions cannot be used. You can restrict personal information from being displayed by making settings on the control panel using "Restrict Display of User Information".*1
LPR	TCP:515	• Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	LPR functions cannot be used. You can restrict personal information from being displayed by making settings on the control panel using "Restrict Display of User Information".*1

5

Protocol	Port	Setting Method	Disabled Condition
IPP	TCP:631	• Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	IPP functions cannot be used.
IP-FAX	TCP:1720 UDP: 1719 TCP/UDP:5060 (TCP/UDP are variable)	• Control Panel • Web Image Monitor • SmartDeviceMonitor for Admin • Remote Communication Gate S	IP-FAX connections using H.323/SIP connection functions cannot be used.
SSDP	UDP:1900	• Web Image Monitor • telnet	Device discovery using UPnP from Windows cannot be used.
Bonjour	UDP:5353	• Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	Bonjour functions cannot be used.
@Remote	TCP:7443 TCP:7444	• telnet	@Remote cannot be used.
DIPRINT	TCP:9100	• Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	DIPRINT functions cannot be used.
RFU	TCP:10021	• telnet	You can attempt to update firmware via FTP.

Protocol	Port	Setting Method	Disabled Condition
NetWare	(IPX/SPX)	• Control Panel • Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	Cannot print with NetWare. SNMP over IPX cannot be used.
AppleTalk	(PAP)	• Web Image Monitor • telnet	Cannot print with AppleTalk.
WSD (Device)	TCP:53000 (variable)	• Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	WSD (Device) functions cannot be used.
WSD (Printer)	TCP:53001 (variable)	• Web Image Monitor • telnet • SmartDeviceMonitor for Admin • Remote Communication Gate S	WSD (Printer) functions cannot be used.
WS-Discovery	UDP/TCP:3702	• telnet • Remote Communication Gate S	WSD (Device) search function cannot be used.
IPDS	TCP: 5001	• Web Image Monitor • telnet	Cannot print with IPDS.
RHPP	TCP:59100	• Web Image Monitor • telnet	Cannot print with RHPP.

*1 "Restrict Display of User Information" is one of the Extended Security features. For details about making this setting, see "Specifying the Extended Security Functions".

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

- p.233 "Specifying the Extended Security Functions"

Making Settings Using the Control Panel

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Interface Settings].**

4. **Press [Effective Protocol].**
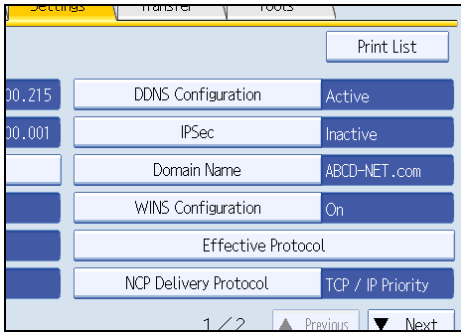
5. **Press [Inactive] for the protocol you want to disable.**

6. **Press [OK].**

7. **Press the [User Tools/Counter] key.**

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

Making Settings Using Web Image Monitor

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [Network Security] under "Security".**

5. **Set the desired protocols to active/inactive (or open/close).**

6. **Click [OK].**

7. **Click [OK].**

8. **Click [Logout].**

Specifying Network Security Level

This can be specified by the network administrator. This setting lets you change the security level to limit unauthorized access. You can make network security level settings on the control panel, as well as Web Image Monitor. However, the protocols that can be specified differ.

Set the security level to [Level 0], [Level 1], or [Level 2].

Select [Level 2] for maximum security to protect confidential information. Make this setting when it is necessary to protect confidential information from outside threats.

Select [Level 1] for moderate security to protect important information. Use this setting if the machine is connected to the office local area network (LAN).

Select [Level 0] for easy use of all the features. Use this setting when you have no information that needs to be protected from outside threats.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

Making Settings Using the Control Panel

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Network Security Level].**
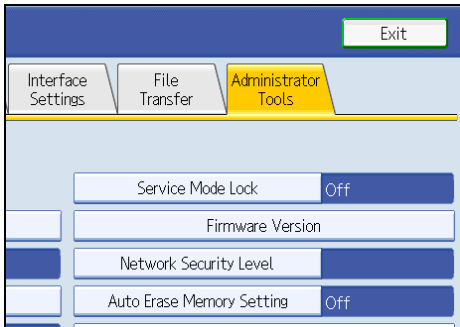
If the setting you want to specify does not appear, press [▼Next] to scroll down to other settings.

5. **Select the network security level.**
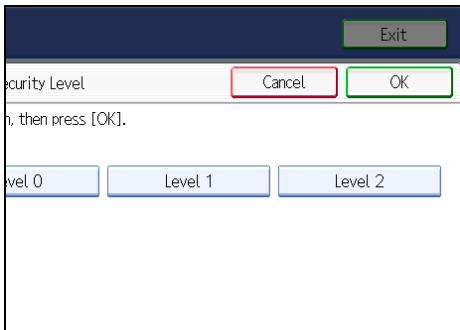
Select [Level 0], [Level 1], or [Level 2].

6. **Press [OK].**

7. **Press [Exit].**

8. **Press the [User Tools/Counter] key.**

Reference

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

Making Settings Using Web Image Monitor

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [Network Security] under "Security".**

5. **Select the network security level in "Security Level".**

6. **Click [OK].**

7. **Click [OK].**

8. **Click [Logout].**

Status of Functions under each Network Security Level

Tab Name:TCP/IP

Function	Level 0	Level 1	Level 2
TCP/IP	Available	Available	Available
HTTP> Port 80	open	open	open
HTTP> Port 443	open	open	open
HTTP> Port 631	open	open	closed
HTTP> Port 7443/7444	open	open	open
IPP> Port 80	open	open	open
IPP> Port 631	open	open	closed
IPP> Port 443	open	open	open
DIPRINT	Available	Available	Unavailable
LPR	Available	Available	Unavailable
FTP> Port 21	open	open	open
ssh> Port 22	open	open	open
sftp	open	open	open
RFU> Port 10021	open	open	open
RSH/RCP	Available	Available	Unavailable
SNMP	Available	Available	Available

Function	Level 0	Level 1	Level 2
SNMP v1v2> Setting	Available	Unavailable	Unavailable
SNMP v1v2> Browse	Available	Available	Unavailable
SNMP v3	Available	Available	Available
SNMP v3> SNMP Encryption	Automatic	Automatic	Ciphertext Only
TELNET	Available	Unavailable	Unavailable
SSDP> Port 1900	open	open	closed
NBT> Port 137/138	open	open	closed
SSL	Available	Available	Available
SSL> SSL / TLS Encryption Mode	Ciphertext Priority	Ciphertext Priority	Ciphertext Only
Bonjour	Available	Available	Unavailable
SMB	Available	Available	Unavailable
WSD (Device)	Available	Available	Unavailable
WSD (Printer)	Available	Available	Unavailable
IPDS	Available	Available	Unavailable
RHPP	Available	Available	Unavailable

Tab Name:NetWare

Function	Level 0	Level 1	Level 2
NetWare	Available	Available	Unavailable

Tab Name:AppleTalk

Function	Level 0	Level 1	Level 2
AppleTalk	Available	Available	Unavailable

Encrypting Transmitted Passwords

Prevent login passwords, and IPP authentication passwords from being revealed by encrypting them for transmission.

Also, encrypt the login password for administrator authentication and user authentication.

Driver Encryption Key

Encrypt the password transmitted when specifying user authentication.

To encrypt the login password, specify the driver encryption key on the machine and on the printer driver installed in the user's computer.

Password for IPP Authentication

To encrypt the IPP Authentication password on Web Image Monitor, set "Authentication" to [DIGEST], and then specify the IPP Authentication password set on the machine.

You can use telnet or FTP to manage passwords for IPP authentication, although it is not recommended.

Driver Encryption Key

This can be specified by the network administrator.

Specify the driver encryption key on the machine.

By making this setting, you can encrypt login passwords for transmission to prevent them from being analyzed.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Extended Security].**
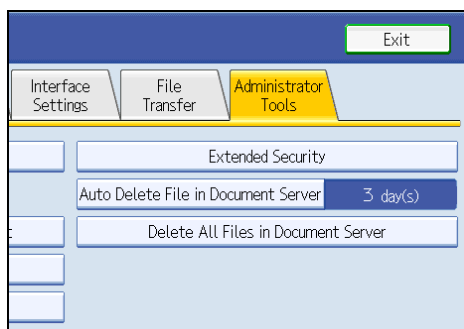
5. **For "Driver Encryption Key", press [Change].**
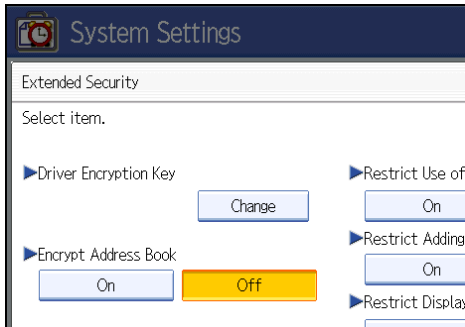
"Driver Encryption Key" is one of the extended security functions. For details about this and other security functions, see "Specifying the Extended Security Functions".

6. **Enter the driver encryption key, and then press [OK].**

Enter the driver encryption key using up to 32 alphanumeric characters.

The network administrator must give users the driver encryption key specified on the machine so they can register it on their computers. Make sure to enter the same driver encryption key as that is specified on the machine.

7. **Press [OK].**

8. **Press the [User Tools/Counter] key.**

For details about specifying the encryption key on the printer driver, see the printer driver Help.

For details about specifying the encryption key on the TWAIN driver, see the TWAIN driver Help.

🗐 Reference

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"
- p.233 "Specifying the Extended Security Functions"

IPP Authentication Password

This can be specified by the network administrator.

Specify the IPP authentication passwords for the machine using Web Image Monitor.

By making this setting, you can encrypt IPP authentication passwords for transmission to prevent them from being analyzed.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on. Enter the login user name and login password.

4. **Click [Configuration] under "Security", and then click [IPP Authentication].**

   The "IPP Authentication" page appears.

5. **Select [DIGEST] from the "Authentication" list.**

6. **Enter the user name in the "User Name" box.**

7. **Enter the password in the "Password" box.**

8. **Click [OK].**

   IPP authentication is specified.

9. **Click [Logout].**

⬇ **Note**

- When using the IPP port under Windows XP or Windows Server 2003/Windows Server 2003 R2, you can use the operating system's standard IPP port.

Protection Using Encryption

Establish encrypted transmission on this machine using SSL, SNMPv3, and IPsec. By encrypting transmitted data and safeguarding the transmission route, you can prevent sent data from being intercepted, analyzed, and tampered with.

SSL (Secure Sockets Layer) Encryption

This can be specified by the network administrator.

To protect the communication path and establish encrypted communication, create and install the device certificate.

There are two ways of installing a device certificate: create and install a self-signed certificate using the machine, or request a certificate from a certificate authority and install it.

SSL (Secure Sockets Layer)
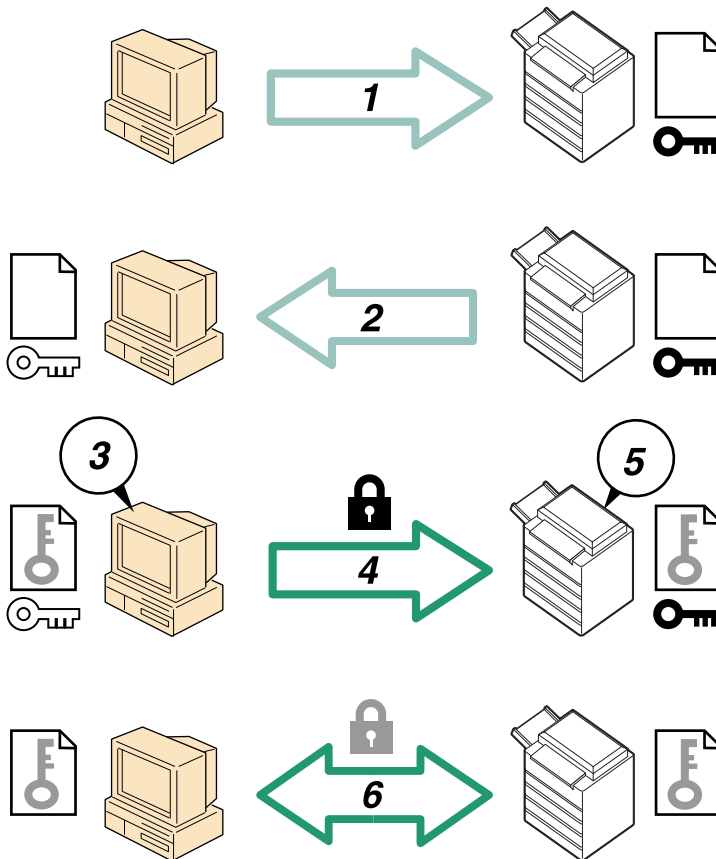
BBC003S

1. **To access the machine from a user's computer, request the SSL device certificate and public key.**

2. **The device certificate and public key are sent from the machine to the user's computer.**

3. **Create a shared key from the user's computer, and then encrypt it using the public key.**

4. **The encrypted shared key is sent to the machine.**

5. **The encrypted shared key is decrypted in the machine using the private key.**

6. **Transmit the encrypted data using the shared key, and the data is then decrypted at the machine to attain secure transmission.**

Configuration flow (self-signed certificate)

1. Creating and installing the device certificate

   Install the device certificate using Web Image Monitor.

2. Enabling SSL

   Enable the "SSL/TLS" setting using Web Image Monitor.

Configuration flow (certificate issued by a certificate authority)

1. Creating the device certificate

   Create the device certificate using Web Image Monitor.

   The application procedure after creating the certificate depends on the certificate authority. Follow the procedure specified by the certificate authority.

2. Installing the device certificate

   Install the device certificate using Web Image Monitor.

3. Enabling SSL

   Enable the "SSL/TLS" setting using Web Image Monitor.

⬇Note

- To confirm whether SSL configuration is enabled, enter "https://(the machine's IP address or host name)/" in your Web browser's address bar to access this machine. If the "The page cannot be displayed" message appears, check the configuration because the current SSL configuration is invalid.

Creating and Installing the Self-Signed Certificate

Create and install the device certificate using Web Image Monitor. For details about the displayed items and selectable items, see Web Image Monitor Help.

This section explains the use of a self-signed certificate as the device certificate.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [Device Certificate] under "Security".**

5. **Check the radio button next to the number of the certificate you want to create.**

6. **Click [Create].**

7. **Make the necessary settings.**

8. **Click [OK].**

   The setting is changed.

9. **Click [OK].**

   A security warning dialog box appears.

10. **Check the details, and then click [OK].**

    "Installed" appears under "Certificate Status" to show that a device certificate for the machine has been installed.

11. **Click [Logout].**

⬇ **Note**

- Click [Delete] to delete the device certificate from the machine.

Creating the Device Certificate (Certificate Issued by a Certificate Authority)

Create the device certificate using Web Image Monitor. For details about the displayed items and selectable items, see Web Image Monitor Help.

This section explains the use of a certificate issued by a certificate authority as the device certificate.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [Device Certificate] under "Security".**

   The Device Certificate page appears.

5. **Check the radio button next to the number of the certificate you want to request.**

6. **Click [Request].**

7. **Make the necessary settings.**

8. **Click [OK].**

   "Requesting" appears for "Certificate Status".

9. **Click [Logout].**

10. **Apply to the certificate authority for the device certificate.**

    The application procedure depends on the certificate authority. For details, contact the certificate authority.

    For the application, click Web Image Monitor Details icon and use the information that appears in "Certificate Details".

Note

- The issuing location may not be displayed if you request two certificates at the same time. When you install a certificate, be sure to check the certificate destination and installation procedure.

- Using Web Image Monitor, you can create the contents of the device certificate but you cannot send the certificate application.

- Click [Cancel Request] to cancel the request for the device certificate.

Installing the Device Certificate (Certificate Issued by a Certificate Authority)

Install the device certificate using Web Image Monitor. For details about the displayed items and selectable items, see Web Image Monitor Help.

This section explains the use of a certificate issued by a certificate authority as the device certificate.

Enter the device certificate contents issued by the certificate authority.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [Device Certificate] under "Security".**

   The Device Certificate page appears.

5. **Check the radio button next to the number of the certificate you want to install.**

6. **Click [Install].**

7. **Enter the contents of the device certificate.**

   In the "Certificate Request:" box, enter the contents of the device certificate received from the certificate authority.

8. **Click [OK].**

   "Installed" appears under "Certificate Status" to show that a device certificate for the machine has been installed.

9. **Click [Logout].**

Enabling SSL

After installing the device certificate in the machine, enable the SSL setting.

This procedure is used for a self-signed certificate or a certificate issued by a certificate authority.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [SSL/TLS] under "Security".**

   The SSL/TLS page appears.

5. **Click [Enable] for the protocol version used in "SSL/TLS".**

6. **Select the encryption communication mode for "Permit SSL/TLS Communication".**

7. **Click [OK].**

   The SSL setting is enabled.

8. **Click [OK].**

9. **Click [Logout].**

⬇️**Note**

- If you set "Permit SSL/TLS Communication" to [Ciphertext Only], enter "https://(the machine's IP address or host name)/" to access the machine.

User Settings for SSL (Secure Sockets Layer)

We recommend that after installing the self-signed certificate or device certificate from a private certificate authority on the main unit and enabling SSL (communication encryption), you instruct users to install the certificate on their computers. Installation of the certificate is especially necessary for users who want to print via IPP-SSL from Windows Vista or Windows Server 2008. The network administrator must instruct each user to install the certificate.

⬇Note

- Take the appropriate steps when you receive a user's inquiry concerning problems such as an expired certificate.

- For details about how to install the certificate and about where to store the certificate when accessing the machine using IPP, see Web Image Monitor Help.

- If a certificate issued by a certificate authority is installed in the machine, confirm the certificate store location with the certificate authority.

- Printing via the standard IPP port under Windows Vista or Windows Server 2008 is possible only after the hostname or IP address is specified in the device certificate's [Common Name] setting. If the host name or IP address has changed, the user must delete the printer installed on the client computer. The printer must be reinstalled if the client computer's device certificate has been updated. Also, if a user's authentication information (login user name and password) has changed, the printer must be deleted, then the user's information settings must be updated, and then the printer must be reinstalled.

Setting the SSL / TLS Encryption Mode

By specifying the SSL/TLS encrypted communication mode, you can change the security level.

Encrypted Communication Mode

Using the encrypted communication mode, you can specify encrypted communication.

Ciphertext Only	Allows encrypted communication only. If encryption is not possible, the machine does not communicate.
Ciphertext Priority	Performs encrypted communication if encryption is possible. If encryption is not possible, the machine communicates without it.
Ciphertext / Cleartext	Communicates with or without encryption, according to the setting.

Setting the SSL / TLS Encryption Mode

This can be specified by the network administrator.

After installing the device certificate, specify the SSL/TLS encrypted communication mode. By making this setting, you can change the security level.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Interface Settings].**

4. **Press [Permit SSL / TLS Communication].**
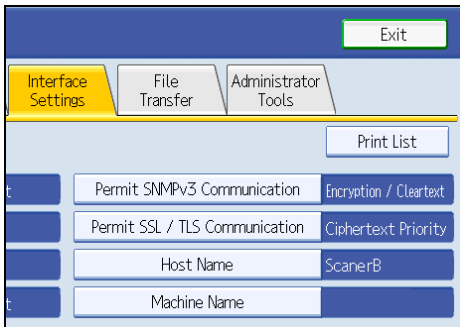
If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

5. **Select the encrypted communication mode.**
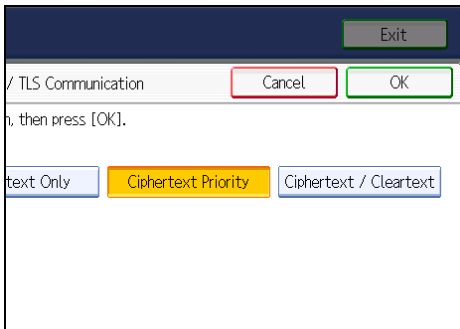
Select [Ciphertext Only], [Ciphertext Priority], or [Ciphertext / Cleartext] as the encrypted communication mode.

6. **Press [OK].**

7. **Press the [User Tools/Counter] key.**

Note

- The SSL/TLS encrypted communication mode can also be specified using Web Image Monitor. For details, see Web Image Monitor Help.

Reference

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"

SNMPv3 Encryption

This can be specified by the network administrator.

When using SmartDeviceMonitor for Admin or another application to make various settings, you can encrypt the data transmitted.

By making this setting, you can protect data from being tampered with.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Interface Settings].**

4. **Press [Permit SNMPv3 Communication].**
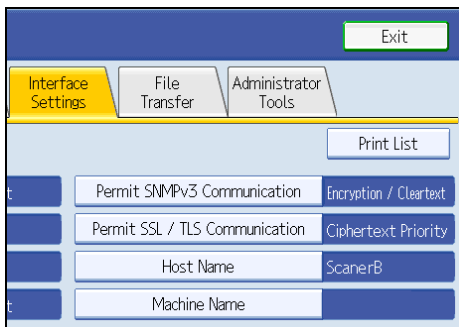
If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

5. **Press [Encryption Only].**
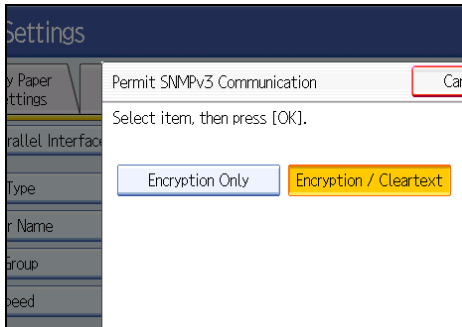
6. **Press [OK].**

7. **Press the [User Tools/Counter] key.**

🔸**Note**

- To use SmartDeviceMonitor for Admin for encrypting the data for specifying settings, you need to specify the network administrator's [Encryption Password] setting and [Encryption Password] in [SNMP Authentication Information] in SmartDeviceMonitor for Admin, in addition to specifying [Permit SNMPv3 Communication] on the machine. For details about specifying [Encryption Password] in SmartDeviceMonitor for Admin, see SmartDeviceMonitor for Admin Help.

- If network administrator's [Encryption Password] setting is not specified, the data for transmission may not be encrypted or sent. For details about specifying the network administrator's [Encryption Password] setting, see "Registering the Administrator".

🔹**Reference**

- p.36 "Logging on Using Administrator Authentication"
- p.37 "Logging off Using Administrator Authentication"
- p.33 "Registering the Administrator"

Transmission Using IPsec

This can be specified by the network administrator.

For communication security, this machine supports IPsec. IPsec transmits secure data packets at the IP protocol level using the shared key encryption method, where both the sender and receiver retain the same key. This machine has two methods that you can use to specify the shared encryption key for both parties: encryption key auto exchange and encryption key manual settings. Using the auto exchange setting, you can renew the shared key exchange settings within a specified validity period, and achieve higher transmission security.

⭐ **Important**

- When "Inactive" is specified for "Exclude HTTPS Communication", access to Web Image Monitor can be lost if the key settings are improperly configured. In order to prevent this, you can specify IPsec to exclude HTTPS transmission by selecting "Active". When you want to include HTTPS transmission, we recommend that you select "Inactive" for "Exclude HTTPS Communication" after confirming that IPsec is properly configured. When "Active" is selected for "Exclude HTTPS Communication", even though HTTPS transmission is not targeted by IPsec, Web Image Monitor might become unusable when TCP is targeted by IPsec from the computer side. If you cannot access Web Image Monitor due to IPsec configuration problems, disable IPsec in System Settings on the control panel, and then access Web Image Monitor. For details about enabling and disabling IPsec using the control panel, see "System Settings", General Settings Guide.

- IPsec is not applied to data obtained through DHCP, DNS, or WINS.

- IPsec compatible operating systems are Windows XP SP2, Windows Vista, Windows Server 2003/2003 R2, Mac OSX 10.4 and later, RedHat Linux Enterprise WS 4.0, and Solaris 10. However, some setting items are not supported depending on the operating system. Make sure the IPsec settings you specify are consistent with the operating system's IPsec settings.

Encryption and Authentication by IPsec

IPsec consists of two main functions: the encryption function, which ensures the confidentiality of data, and the authentication function, which verifies the sender of the data and the data's integrity. This machine's IPsec function supports two security protocols: the ESP protocol, which enables both of the IPsec functions at the same time, and the AH protocol, which enables only the authentication function.

ESP Protocol

The ESP protocol provides secure transmission through both encryption and authentication. This protocol does not provide header authentication.

- For successful encryption, both the sender and receiver must specify the same encryption algorithm and encryption key. If you use the encryption key auto exchange method, the encryption algorithm and encryption key are specified automatically.

- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. If you use the encryption key auto exchange method, the authentication algorithm and authentication key are specified automatically.

AH Protocol

The AH protocol provides secure transmission through authentication of packets only, including headers.

- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. If you use the encryption key auto exchange method, the authentication algorithm and authentication key are specified automatically.

AH Protocol + ESP Protocol

When combined, the ESP and AH protocols provide secure transmission through both encryption and authentication. These protocols provide header authentication.

- For successful encryption, both the sender and receiver must specify the same encryption algorithm and encryption key. If you use the encryption key auto exchange method, the encryption algorithm and encryption key are specified automatically.

- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. If you use the encryption key auto exchange method, the authentication algorithm and authentication key are specified automatically.

🔻 **Note**

- Some operating systems use the term "Compliance" in place of "Authentication".

Encryption Key Auto Exchange Settings and Encryption Key Manual Settings

This machine provides two key setting methods: manual and auto exchange. Using either of these methods, agreements such as the IPsec algorithm and key must be specified for both sender and receiver. Such agreements form what is known as an SA (Security Association). IPsec communication is possible only if the receiver's and sender's SA settings are identical.

If you use the auto exchange method to specify the encryption key, the SA settings are auto configured on both parties' machines. However, before setting the IPsec SA, the ISAKMPSA (Phase 1) settings are auto configured. After this, the IPsec SA (Phase 2) settings, which allow actual IPsec transmission, are auto configured.

Also, for further security, the SA can be periodically auto updated by applying a validity period (time limit) for its settings. This machine only supports IKEv1 for encryption key auto exchange.

If you specify the encryption key manually, the SA settings must be shared and specified identically by both parties. To preserve the security of your SA settings, we recommend that they are not exchanged over a network.

Note that for both the manual and auto method of encryption key specification, multiple settings can be configured in the SA.

Settings 1-4 and Default Setting

Using either the manual or auto exchange method, you can configure four separate sets of SA details (such as different shared keys and IPsec algorithms). In the default settings of these sets, you can include settings that the fields of sets 1 to 4 cannot contain.

When IPsec is enabled, set 1 has the highest priority and 4 has the lowest. You can use this priority system to target IP addresses more securely. For example, set the broadest IP range at the lowest priority (4), and then set specific IP addresses at a higher priority level (3 and higher). This way, when IPsec transmission is enabled for a specific IP address, the higher level security settings will be applied.

IPsec Settings

IPsec settings for this machine can be made on Web Image Monitor. The following table explains individual setting items.

Encryption Key Auto Exchange / Manual Settings - Shared Settings

Setting	Description	Setting Value
IPsec [*1]	Specify whether to enable or disable IPsec.	• Active • Inactive
Exclude HTTPS Communication	Specify whether to enable IPsec for HTTPS transmission.	• Active • Inactive Specify "Active" if you do not want to use IPsec for HTTPS transmission.
Encryption Key Manual Settings	Specify whether to enable Encryption Key Manual Settings, or use Encryption Key Auto Exchange Settings only.	• Active • Inactive Specify "Active" if you want to use "Encryption Key Manual Exchange Settings".

[*1] The "IPsec" setting can also be made from the control panel.

Encryption Key Auto Exchange Security Level

When you select a security level, certain security settings are automatically configured. The following table explains security level features.

Security Level	Security Level Features
Authentication Only	Select this level if you want to authenticate the transmission partner and prevent unauthorized data tampering, but not perform data packet encryption. Since the data is sent in cleartext, data packets are vulnerable to eavesdropping attacks. Do not select this if you are exchanging sensitive information.
Authentication and Low Level Encryption	Select this level if you want to encrypt the data packets as well as authenticate the transmission partner and prevent unauthorized packet tampering. Packet encryption helps prevent eavesdropping attacks. This level provides less security than "Authentication and High Level Encryption".
Authentication and High Level Encryption	Select this level if you want to encrypt the data packets as well as authenticate the transmission partner and prevent unauthorized packet tampering. Packet encryption helps prevent eavesdropping attacks. This level provides higher security than "Authentication and Low Level Encryption".

The following table lists the settings that are automatically configured according to the security level.

Setting	Authentication Only	Authentication and Low Level Encryption	Authentication and High Level Encryption
Security Policy	Apply	Apply	Apply
Encapsulation Mode	Transport	Transport	Transport
IPsec Requirement Level	Use When Possible	Use When Possible	Always Require
Authentication Method	PSK	PSK	PSK
Phase 1 Hash Algorithm	MD5	SHA1	SHA1
Phase 1 Encryption Algorithm	DES	3DES	3DES

Setting	Authentication Only	Authentication and Low Level Encryption	Authentication and High Level Encryption
Phase 1 Diffie-Hellman Group	2	2	2
Phase 2 Security Protocol	AH	ESP	ESP
Phase 2 Authentication Algorithm	HMAC-MD5-96/ HMAC-SHA1-96	HMAC-MD5-96/ HMAC-SHA1-96	HMAC-SHA1-96
Phase 2 Encryption Algorithm	Cleartext (NULL encryption)	DES/3DES/AES-128/ AES-192/AES-256	3DES/AES-128/ AES-192/AES-256
Phase 2 PFS	Inactive	Inactive	2

Encryption Key Auto Exchange Setting Items

When you specify a security level, the corresponding security settings are automatically configured, but other settings, such as address type, local address, and remote address must still be configured manually.

After you specify a security level, you can still make changes to the auto configured settings. When you change an auto configured setting, the security level switches automatically to "User Setting".

Setting	Description	Setting Value
Address Type	Specify the address type for which IPsec transmission is used.	• Inactive • IPv4 • IPv6 • IPv4/IPv6 (Default Settings only)
Local Address	Specify the machine's address. If you are using multiple addresses in IPv6, you can also specify an address range.	The machine's IPv4 or IPv6 address. If you are not setting an address range, enter 32 after an IPv4 address, or enter 128 after an IPv6 address.

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Setting	Description	Setting Value
Remote Address	Specify the address of the IPsec transmission partner. You can also specify an address range.	The IPsec transmission partner's IPv4 or IPv6 address. If you are not setting an address range, enter 32 after an IPv4 address, or enter 128 after an IPv6 address.
Security Policy	Specify how IPsec is handled.	• Apply • Bypass • Discard
Encapsulation Mode	Specify the encapsulation mode. (auto setting)	• Transport • Tunnel (Tunnel beginning address - Tunnel ending address) Select the transport mode (this has no bearing on the security level). If you specify "Tunnel", you must then specify the "Tunnel End Points", which are the beginning and ending IP addresses. Set the same address for the beginning point as you set in "Local Address".
IPsec Requirement Level	Specify whether to only transmit using IPsec, or to allow cleartext transmission when IPsec cannot be established. (auto setting)	• Use When Possible • Always Require

5

Setting	Description	Setting Value
Authentication Method	Specify the method for authenticating transmission partners. (auto setting)	• PSK • Certificate If you specify PSK, you must then set the PSK text (using ASCII characters). If you are using "PSK", specify a PSK password using up to 32 ASCII characters. If you specify Certificate, the certificate for IPsec must be installed and specified before it can be used.
PSK Text	Specify the pre-shared key for PSK authentication.	Enter the pre-shared key required for PSK authentication.
Phase 1 Hash Algorithm	Specify the HASH algorithm to be used in phase 1. (auto setting)	• MD5 • SHA1
Phase 1 Encryption Algorithm	Specify the encryption algorithm to be used in phase 1. (auto setting)	• DES • 3DES
Phase 1 Diffie-Hellman Group	Select the Diffie-Hellman group number used for IKE encryption key generation. (auto setting)	• 1 • 2 • 14
Phase 1 Validity Period	Specify the time period for which the SA settings in phase 1 are valid.	Set in seconds from 300 sec. (5 min.) to 172800 sec. (48 hrs.).

5

Setting	Description	Setting Value
Phase 2 Security Protocol	Specify the security protocol to be used in Phase 2. To apply both encryption and authentication to sent data, specify ESP or ESP+AH. To apply authentication data only, specify AH. (auto setting)	• ESP • AH • ESP+AH
Phase 2 Authentication Algorithm	Specify the authentication algorithm to be used in phase 2. (auto setting)	• HMAC-MD5-96 • HMAC-SHA1-96
Phase 2 Encryption Algorithm Permissions	Specify the encryption algorithm to be used in phase 2. (auto setting)	• Cleartext (NULL encryption) • DES • 3DES • AES-128 • AES-192 • AES-256
Phase 2 PFS	Specify whether to activate PFS. Then, if PFS is activated, select the Diffie-Hellman group. (auto setting)	• Inactive • 1 • 2 • 14
Phase 2 Validity Period	Specify the time period for which the SA settings in phase 2 are valid.	Specify a period (in seconds) from 300 (5min.) to 172800 (48 hrs.).

Encryption Key Manual Settings Items

Setting	Description	Setting Value
Address Type	Specify the address type for which IPsec transmission is used.	• Inactive • IPv4 • IPv6 • IPv4/IPv6 (Default Settings only)
Local Address	Specify the machine's address. If you are using multiple IPv6 addresses, you can also specify an address range.	The machine's IPv4 or IPv6 address. If you are not setting an address range, enter 32 after an IPv4 address, or enter 128 after an IPv6 address.
Remote Address	Specify the address of the IPsec transmission partner. You can also specify an address range.	The IPsec transmission partner's IPv4 or IPv6 address. If you are not setting an address range, enter 32 after an IPv4 address, or enter 128 after an IPv6 address.
Encapsulation Mode	Select the encapsulation mode.	• Transport • Tunnel (Tunnel beginning address - Tunnel ending address) If you select "Tunnel", set the "Tunnel End Point", the beginning and ending IP addresses. In "Tunnel End Point", set the same address for the beginning point as you set in "Local Address".
SPI (Output)	Specify the same value as your transmission partner's SPI input value.	Any number between 256 and 4095

5

Setting	Description	Setting Value
SPI (Input)	Specify the same value as your transmission partner's SPI output value.	Any number between 256 and 4095
Security Protocol	To apply both encryption and authentication to sent data, specify ESP or ESP+AH. To apply authentication data only, specify AH.	• EPS • AH • ESP+AH
Authentication Algorithm	Specify the authentication algorithm.	• HMAC-MD5-96 • HMAC-SHA1-96
Authentication Key	Specify the key for the authentication algorithm.	Specify a value within the ranges shown below, according to the encryption algorithm. hexadecimal value 0-9, a-f, A-F • If HMAC-MD5-96, set 32 digits • If HMAC-SHA1-96, set 40 digits ASCII • IF HMAC-MD5-96, set 16 characters • If HMAC-SHA1-96, set 20 characters
Encryption Algorithm	Specify the encryption algorithm.	• Cleartext (NULL encryption) • DES • 3DES • AES-128 • AES-192 • AES-256

Setting	Description	Setting Value
Encryption Key	Specify the key for the encryption algorithm.	Specify a value within the ranges shown below, according to the encryption algorithm. hexadecimal value 0-9, a-f, A-F • DES, set 16 digits • 3DES, set 48 digits • AES-128, set 32 digits • AES-192, set 48 digits • AES-256, set 64 digits ASCII • DES, set 8 characters • 3DES, set 24 characters • AES-128, set 16 characters • AES-192, set 24 characters • AES-256, set 32 characters

5

Encryption Key Auto Exchange Settings Configuration Flow

This section explains the procedure for specifying Encryption Key Auto Exchange Settings. This can be specified by the network administrator.

```
                    ＜Machine＞                                  ＜PC＞

         ┌─────────────────────────┐          ┌─────────────────────────┐
         │ Set the Security Level  │          │ Set the same items as   │
         │ on Web Image Monitor    │          │ on the machine.         │
         └─────────────────────────┘          └─────────────────────────┘

         ┌─────────────────────────┐          ┌─────────────────────────┐
         │ Device Certificate Only │          │ Device Certificate Only │
         │ Install the certificate │          │ Install the certificate │
         └─────────────────────────┘          └─────────────────────────┘

         ┌─────────────────────────┐          ┌─────────────────────────┐
         │ Activate IPsec settings │          │ Activate IPsec settings │
         └─────────────────────────┘          └─────────────────────────┘

         ┌──────────────────────────────────────────────────────────────┐
         │               Confirm IPsec Transmission                     │
         └──────────────────────────────────────────────────────────────┘
```
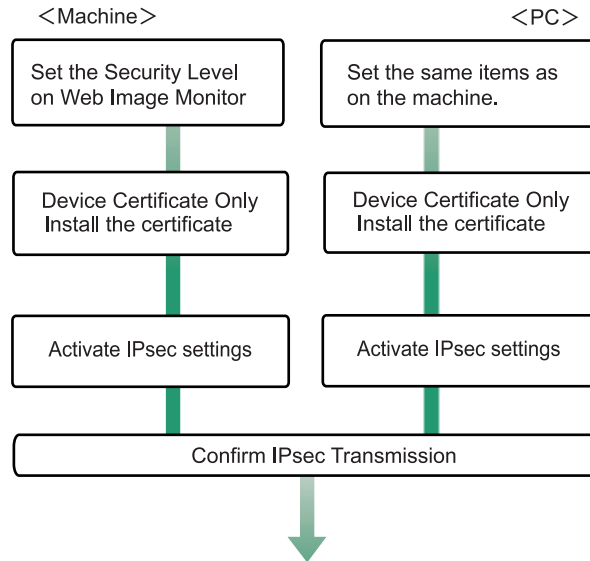
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⬇ **Note**

- To use a certificate to authenticate the transmission partner in encryption key auto exchange settings, a device certificate must be installed.

- After configuring IPsec, you can use "Ping" command to check if the connection is established correctly. However, you cannot use "Ping" command when ICMP is excluded from IPsec transmission on the computer side. Also, because the response is slow during initial key exchange, it may take some time to confirm that transmission has been established.

Specifying Encryption Key Auto Exchange Settings

This can be specified using Web Image Monitor.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [IPsec] under "Security".**

   The IPsec settings page appears.

5. **Click [Edit] under "Encryption Key Auto Exchange Settings".**

6. **Make encryption key auto exchange settings in [Settings 1].**

   If you want to make multiple settings, select the settings number and add settings.

7. **Click [OK].**

8. **Select [Active] for "IPsec".**

9. **Set "Exclude HTTPS Communication" to [Active] if you do not want to use IPsec for HTTPS transmission.**

10. **Click [OK].**

11. **Click [Logout].**

⬇ Note

- To change the transmission partner authentication method for encryption key auto exchange settings to "Certificate", you must first install and assign a certificate. For details about creating and installing a device certificate, see "Using S/MIME to Protect E-mail Transmission".

⊟ Reference

- p.118 "Using S/MIME to Protect E-mail Transmission"

Selecting the Certificate for IPsec

This can be specified by the network administrator.

Using Web Image Monitor, select the certificate to be used for IPsec. You must install the certificate before it can be used.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [Device Certificate] under "Security".**

   The Device Certificate page appears.

5. **Select the certificate to be used for IPsec from the drop down box in "IPsec" under "Certificate".**

6. **Click [OK].**

   The certificate for IPsec is specified.

7. Click [OK].

8. Click [Logout].

Specifying IPsec Settings on the Computer

Specify exactly the same settings for IPsec SA settings on your computer as are specified by the machine's security level on the machine. Setting methods differ according to the computer's operating system. The example procedure shown here uses Windows XP when the Authentication and Low Level Encryption Security level is selected.

1. On the [Start] menu, click [Control Panel], click [Performance and Maintenance], and then click [Administrative Tools].

2. Click [Local Security Policy].

3. Click [IP Security Policies on Local Computer].

4. In the "Action" menu, click [Create IP Security Policy].

   The IP Security Policy Wizard appears.

5. Click [Next].

6. Enter a security policy name in "Name", and then click [Next].

7. Clear the "Activate the default response rule" check box, and then click [Next].

8. Select "Edit properties", and then click [Finish].

9. In the "General" tab, click [Advanced].

10. In "Authenticate and generate a new key after every" enter the same validity period (in minutes) that is specified on the machine in Encryption Key Auto Exchange Settings Phase 1, and then click [Methods].

11. Confirm that the combination of hash algorithm (on Windows XP, "Integrity"), the encryption algorithm (on Windows XP, "Encryption"), and the Diffie-Hellman group settings in "Security method preference order" match the settings specified on the machine in Encryption Key Auto Exchange Settings Phase 1.

12. If the settings are not displayed, click [Add].

13. Click [OK] twice.

14. Click [Add] in the "Rules" Tab.

   The Security Rule Wizard appears.

15. Click [Next].

16. Select "This rule does not specify a tunnel", and then click [Next].

17. Select the type of network for IPsec, and then click [Next].

18. Select the "initial authentication method", and then click [Next].

19. **If you select "Certificate" for authentication method in Encryption Key Auto Exchange Settings on the machine, specify the device certificate. If you select PSK, enter the same PSK text specified on the machine with the pre-shared key.**

20. **Click [Add] in the IP Filter List.**

21. **In [Name], enter an IP Filter name, and then click [Add].**

    The IP Filter Wizard appears.

22. **Click [Next].**

23. **Select "My Address" in "Source Address", and then click [Next].**

24. **Select "A specific IP address" in "Destination Address", enter the machine's IP address, and then click [Next].**

25. **Select the protocol type for IPsec, and then click [Next].**

26. **Click [Finish].**

27. **Click [OK].**

28. **Select the IP filter that was just created, and then click [Next].**

29. **Select the IPsec security filter, and then click [Edit].**

30. **Click [Add], select the "Custom" check box, and then click [Settings].**

31. **In "Integrity algorithm", select the authentication algorithm that was specified on the machine in Encryption Key Auto Exchange Settings Phase 2.**

32. **In "Encryption algorithm", select the encryption algorithm that specified on the machine in Encryption Key Auto Exchange Settings Phase 2.**

33. **In Session Key settings, select "Generate a new key every", and enter the validity period (in seconds) that was specified on the machine in Encryption Key Auto Exchange Settings Phase 2.**

34. **Click [OK] three times.**

35. **Click [Next].**

36. **Click [Finish].**

37. **Click [OK].**

38. **Click [Close].**

    The new IP security policy (IPsec settings) is specified.

39. **Select the security policy that was just created, right click, and then click [Assign].**

    IPsec settings on the computer are enabled.

🔸Note

- To disable the computer's IPsec settings, select the security policy, right click, and then click [Unassign].

- If you specify the "Authentication and High Level Encryption" security level in encryption key auto exchange settings, also select the "Master key perfect forward secrecy (PFS)" check box in the Security Filter Properties screen (which appears in step 29). If using PFS in Windows XP, the PFS group number used in phase 2 is automatically negotiated in phase 1 from the Diffie-Hellman group number (set in step 11). Consequently, if you change the security level specified automatic settings on the machine and "User Setting" appears, you must set the same the group number for "Phase 1 Diffie-Hellman Group" and "Phase 2 PFS" on the machine to establish IPsec transmission.

Encryption Key Manual Settings Configuration Flow

This section explains the procedure for specifying encryption key manual settings. This can be specified by the network administrator.
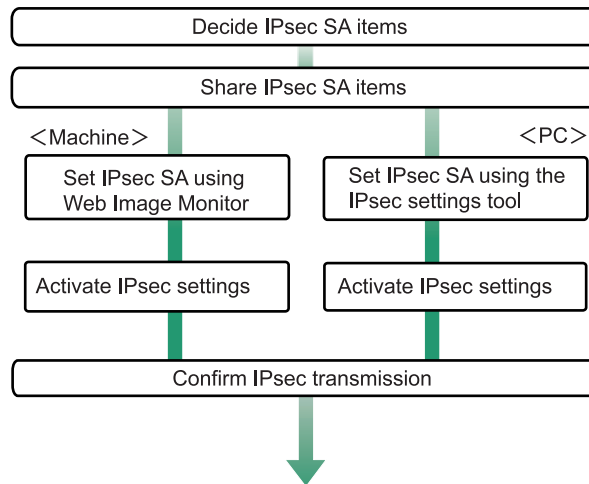
BBD003S

⬇Note

- Before transmission, SA information is shared and specified by the sender and receiver. To prevent SA information leakage, we recommend that this exchange is not performed over the network.

- After configuring IPsec, you can use "Ping" command to check if the connection is established correctly. However, you cannot use "Ping" command when ICMP is excluded from IPsec transmission. Also, because the response is slow during initial key exchange, it may take some time to confirm that transmission has been established.

Specifying Encryption Key Manual Settings

This can be specified using Web Image Monitor.

1. **Open a Web browser.**

2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor appears.

3. **Click [Login].**

   The network administrator can log on.

   Enter the login user name and login password.

4. **Click [Configuration], and then click [IPsec] under "Security".**

   The IPsec settings page appears.

5. **Select [Active] for "Encryption Key Manual Settings".**

6. **Click [Edit] under "Encryption Key Manual Settings".**

7. **Set items for encryption key manual settings in [Settings 1].**

   If you want to make multiple settings, select the settings number and add settings.

8. **Click [OK].**

9. **Select [Active] for "IPsec:" in "IPsec".**

10. **Set "Exclude HTTPS Communication" to [Active] if you do not want to use IPsec for HTTPS communication.**

11. **Click [OK].**

12. **Click [Logout].**

telnet Setting Commands

You can use telnet to confirm IPsec settings and make setting changes. This section explains telnet commands for IPsec. To log in as an administrator using telnet, the default login user name is "admin", and the password is blank. For details about logging in to telnet and telnet operations, see "Using telnet", Network Guide.

⬇ **Note**

- If you are using a certificate as the authentication method in encryption key auto exchange settings (IKE), install the certificate using Web Image Monitor. A certificate cannot be installed using telnet.

ipsec

To display IPsec related settings information, use the "ipsec" command.

Display current settings

```
msh> ipsec
```

Displays the following IPsec settings information:

- IPsec shared settings values
- Encryption key manual settings, SA setting 1-4 values
- Encryption key manual settings, default setting values
- Encryption key auto exchange settings, IKE setting 1-4 values
- Encryption key auto exchange settings, IKE default setting values

Display current settings portions

```
msh> ipsec -p
```

- Displays IPsec settings information in portions.

ipsec manual mode

To display or specify encryption key manual settings, use the "ipsec manual_mode" command.

Display current settings

```
msh> ipsec manual_mode
```

- Displays the current encryption key manual settings.

Specify encryption key manual settings

```
msh> ipsec manual_mode {on|off}
```

- To enable encryption key manual settings, set to [on]. To disable settings, set to [off].

ipsec exclude

To display or specify protocols excluded by IPsec, use the "ipsec exclude" command.

Display current settings

```
msh> ipsec exclude
```

- Displays the protocols currently excluded from IPsec transmission.

Specify protocols to exclude

```
msh> ipsec exclude {https|dns|dhcp|wins|all} {on|off}
```

- Specify the protocol, and then enter [on] to exclude it, or [off] to include it for IPsec transmission. Entering [all] specifies all protocols collectively.

ipsec manual

To display or specify the encryption key manual settings, use the "ipsec manual" command.

Display current settings

```
msh> ipsec manual {1|2|3|4|default}
```

- To display the settings 1-4, specify the number [1-4].
- To display the default setting, specify [default].
- Not specifying any value displays all of the settings.

Disable settings

```
msh> ipsec manual {1|2|3|4|default} disable
```

- To disable the settings 1-4, specify the setting number [1-4].
- To disable the default settings, specify [default].

Specify the local/remote address for settings 1-4

```
msh> ipsec manual {1|2|3|4} {ipv4|ipv6} local address remote address
```

- Enter the separate setting number [1-4] or [default] and specify the local address and remote address.
- To specify the local or remote address value, specify masklen by entering [/] and an integer 0-32 if you are specifying an IPv4 address. If you are specifying an IPv6 address, specify masklen by entering [/] and an integer 0-128.
- Not specifying an address value displays the current setting.

Specify the address type in default setting

```
msh> ipsec manual default {ipv4|ipv6|any}
```

- Specify the address type for the default setting.
- To specify both IPv4 and IPv6, enter [any].

Security protocol setting

```
msh> ipsec manual {1|2|3|4|default} proto {ah|esp|dual}
```

- Enter the separate setting number [1-4] or [default] and specify the security protocol.
- To specify AH, enter [ah]. To specify ESP, enter [esp]. To specify AH and ESP, enter [dual].
- Not specifying a protocol displays the current setting.

SPI value setting

```
msh> ipsec manual {1|2|3|4|default} spi SPI input value SPI output value
```

- Enter the separate setting number [1-4] or [default] and specify the SPI input and output values.
- Specify a decimal number between 256-4095, for both the SPI input and output values.

Encapsulation mode setting

```
msh> ipsec manual {1|2|3|4|default} mode {transport|tunnel}
```

- Enter the separate setting number [1-4] or [default] and specify the encapsulation mode.
- To specify transport mode, enter [transport]. To specify tunnel mode, enter [tunnel].
- If you have set the address type in the default setting to [any], you cannot use [tunnel] in encapsulation mode.

- Not specifying an encapsulation mode displays the current setting.

Tunnel end point setting

```
msh> ipsec manual {1|2|3|4|default} tunneladdar beginning IP address ending IP
address
```

- Enter the separate setting number [1-4] or [default] and specify the tunnel end point beginning and ending IP address.

- Not specifying either the beginning or ending address displays the current settings.

Authentication algorithm and authentication key settings

```
msh> ipsec manual {1|2|3|4|default} auth {hmac-md5|hmac-sha1} authentication key
```

- Enter the separate setting number [1-4] or [default] and specify the authentication algorithm, and then set the authentication key.

- If you are setting a hexadecimal number, attach 0x at the beginning.

- If you are setting an ASCII character string, enter it as is.

- Not specifying either the authentication algorithm or key displays the current setting. (The authentication key is not displayed.)

Encryption algorithm and encryption key setting

```
msh> ipsec manual {1|2|3|4|default} encrypt {null|des|3des|aes128|aes192|aes256}
encryption key
```

- Enter the separate setting number [1-4] or [default], specify the encryption algorithm, and then set the encryption key.

- If you are setting a hexadecimal number, attach 0x at the beginning. If you have set the encryption algorithm to [null], enter an encryption key of arbitrary numbers 2-64 digits long.

- If you are setting an ASCII character string, enter it as is. If you have set the encryption algorithm to [null], enter an encryption key of arbitrary numbers 1-32 digits long.

- Not specifying an encryption algorithm or key displays the current setting. (The encryption key is not displayed.)

Reset setting values

```
msh> ipsec manual {1|2|3|4|default|all} clear
```

- Enter the separate setting number [1-4] or [default] and reset the specified setting. Specifying [all] resets all of the settings, including default.

ipsec ike

To display or specify the encryption key auto exchange settings, use the "ipsec ike" command.

Display current settings

```
msh> ipsec ike {1|2|3|4|default}
```

- To display the settings 1-4, specify the number [1-4].

- To display the default setting, specify [default].

- Not specifying any value displays all of the settings.

Disable settings

```
msh> ipsec manual {1|2|3|4|default} disable
```

- To disable the settings 1-4, specify the number [1-4].

- To disable the default settings, specify [default].

Specify the local/remote address for settings 1-4

```
msh> ipsec manual {1|2|3|4} {ipv4|ipv6} local address remote address
```

- Enter the separate setting number [1-4], and the address type to specify local and remote address.

- To set the local or remote address values, specify masklen by entering [/] and an integer 0-32 when settings an IPv4 address. When setting an IPv6 address, specify masklen by entering [/] and an integer 0-128.

- Not specifying an address value displays the current setting.

Specify the address type in default setting

```
msh> ipsec manual default {ipv4|ipv6|any}
```

- Specify the address type for the default setting.

- To specify both ipv4 and ipv6, enter [any].

Security policy setting

```
msh> ipsec ike {1|2|3|4|default} proc {apply|bypass|discard}
```

- Enter the separate setting number [1-4] or [default] and specify the security policy for the address specified in the selected setting.

- To apply IPsec to the relevant packets, specify [apply]. To not apply IPsec, specify [bypass].

- If you specify [discard], any packets that IPsec can be applied to are discarded.

- Not specifying a security policy displays the current setting.

Security protocol setting

```
msh> ipsec ike {1|2|3|4|default} proto {ah|esp|dual}
```

- Enter the separate setting number [1-4] or [default] and specify the security protocol.

- To specify AH, enter [ah]. To specify ESP, enter [esp]. To specify AH and ESP, enter [dual].

- Not specifying a protocol displays the current setting.

IPsec requirement level setting

```
msh> ipsec ike {1|2|3|4|default} level {require|use}
```

- Enter the separate setting number [1-4] or [default] and specify the IPsec requirement level.

- If you specify [require], data will not be transmitted when IPsec cannot be used. If you specify [use], data will be sent normally when IPsec cannot be used. When IPsec can be used, IPsec transmission is performed.

- Not specifying a requirement level displays the current setting.

Encapsulation mode setting

`msh> ipsec ike {1|2|3|4|default} mode {transport|tunnel}`

- Enter the separate setting number [1-4] or [default] and specify the encapsulation mode.

- To specify transport mode, enter [transport]. To specify tunnel mode, enter [tunnel].

- If you have set the address type in the default setting to [any], you cannot use [tunnel] in encapsulation mode.

- Not specifying an encapsulation mode displays the current setting.

Tunnel end point setting

`msh> ipsec ike {1|2|3|4|default} tunneladdar beginning IP address ending IP address`

- Enter the separate setting number [1-4] or [default] and specify the tunnel end point beginning and ending IP address.

- Not specifying either the beginning or ending address displays the current setting.

IKE partner authentication method setting

`msh> ipsec ike {1|2|3|4|default} auth {psk|rsasig}`

- Enter the separate setting number [1-4] or [default] and specify the authentication method.

- Specify [psk] to use a shared key as the authentication method. Specify [rsasig] to use a certificate at the authentication method.

- You must also specify the PSK character string when you select [psk].

- Note that if you select "Certificate", the certificate for IPsec must be installed and specified before it can be used. To install and specify the certificate use Web Image Monitor.

PSK character string setting

`msh> ipsec ike {1|2|3|4|default} psk PSK character string`

- If you select PSK as the authentication method, enter the separate setting number [1-4] or [default] and specify the PSK character string.

- Specify the character string in ASCII characters. There can be no abbreviations.

ISAKMP SA (phase 1) hash algorithm setting

`msh> ipsec ike {1|2|3|4|default} ph1 hash {md5|sha1}`

- Enter the separate setting number [1-4] or [default] and specify the ISAKMP SA (phase 1) hash algorithm.

- To use MD5, enter [md5]. To use SHA1, enter [sha1].

- Not specifying the hash algorithm displays the current setting.

ISAKMP SA (phase 1) encryption algorithm setting

```
msh> ipsec ike {1|2|3|4|default} ph1 encrypt {des|3des}
```

- Enter the separate setting number [1-4] or [default] and specify the ISAKMP SA (phase 1) encryption algorithm.

- To use DES, enter [des]. To use 3DES, enter [3des].

- Not specifying an encryption algorithm displays the current setting.

ISAKMP SA (phase 1) Diffie-Hellman group setting

```
msh> ipsec ike {1|2|3|4|default} ph1 dhgroup {1|2|14}
```

- Enter the separate setting number [1-4] or [default] and specify the ISAKMP SA (phase 1) Diffie-Hellman group number.

- Specify the group number to be used.

- Not specifying a group number displays the current setting.

ISAKMP SA (phase 1) validity period setting

```
msh> ipsec ike {1|2|3|4|default} ph1 lifetime validity period
```

- Enter the separate setting number [1-4] or [default] and specify the ISAKMP SA (phase 1) validity period.

- Enter the validity period (in seconds) from 300 to 172800.

- Not specifying a validity period displays the current setting.

IPsec SA (phase 2) authentication algorithm setting

```
msh> ipsec ike {1|2|3|4|default} ph2 auth {hmac-md5|hmac-sha1}
```

- Enter the separate setting number [1-4] or [default] and specify the IPsec SA (phase 2) authentication algorithm.

- Separate multiple encryption algorithm entries with a comma (,). The current setting values are displayed in order of highest priority.

- Not specifying an authentication algorithm displays the current setting.

IPsec SA (phase 2) encryption algorithm setting

```
msh> ipsec ike {1|2|3|4|default} ph2 encrypt {null|des|3des|aes128|aes192|
aes256}
```

- Enter the separate setting number [1-4] or [default] and specify the IPsec SA (phase 2) encryption algorithm.

- Separate multiple encryption algorithm entries with a comma (,). The current setting values are displayed in order of highest priority.

- Not specifying an encryption algorithm displays the current setting.

IPsec SA (phase 2) PFS setting

```
msh> ipsec ike {1|2|3|4|default} ph2 pfs {none|1|2|14}
```

- Enter the separate setting number [1-4] or [default] and specify the IPsec SA (phase 2) Diffie-Hellman group number.

- Specify the group number to be used.

- Not specifying a group number displays the current setting.

IPsec SA (phase 2) validity period setting

```
msh> ipsec ike {1|2|3|4|default} ph2 lifetime validity period
```

- Enter the separate setting number [1-4] or [default] and specify the IPsec SA (phase 2) validity period.

- Enter the validity period (in seconds) from 300 to 172800.

- Not specifying a validity period displays the current setting.

Reset setting values

```
msh> ipsec ike {1|2|3|4|default|all} clear
```

- Enter the separate setting number [1-4] or [default] and reset the specified setting. Specifying [all] resets all of the settings, including default.

Settings when IPsec is Available/Unavailable

All communication to and from machines on which IPsec is enabled is encrypted.

If your network supports IPsec, we recommend you enable it.

Settings when IPsec is available

If IPsec is available, configure the settings shown in the following table to enhance the security of the data traveling on your network.

Control panel settings

Menu	Tab	Item	Setting
System Settings	Interface Settings	IPsec[*1]	[Active]
System Settings	Interface Settings	Permit SSL / TLS Communication[*2]	[Ciphertext Only]

*1   You can also set "IPsec" using Web Image Monitor.

*2   You can also set "Permit SSL/TLS Communication" using Web Image Monitor.

Web Image Monitor settings

Menu	Tab	Item
Security/ IPsec	Encryption Key Manual Settings	Inactive
Security/ IPsec	Encryption Key Auto Exchange Settings/ Security Level	Authentication and High Level Encryption

Settings when IPsec is not available

If IPsec is not available, configure the settings shown in the following table to enhance the security of the data traveling on your network.

Setting items using the control panel

Menu	Tab	Item	Setting
System Settings	Interface Settings	IPsec	[Inactive]
System Settings	Interface Settings	Permit SSL / TLS Communication	[Ciphertext Only]

Management when IPsec is inactive

The following procedures make user data more secure when IPsec is unavailable.

Administrators must inform users to carry out these procedures.

- Fax

  When sending faxes, specify destinations by fax number, Internet Fax destination, e-mail address, or folder destination. Do not specify destinations by IP-Fax destination. For details about specifying fax destinations, see "Specifying a Destination", Facsimile Reference.

- Printer

  To use the printer functions, specify "SFTP" as the protocol, or specify "IPP" and select "Active" for "SSL".

  For details about SFTP, see "Special Operations under Windows", Network Guide.

  For details about IPP settings, see "Installing the Printer Driver", Printer Reference.

  For details about SSL settings, see "Protection Using Encryption".

- Scanner

  Send the URL of scanned files to destinations by setting [Stored File E-mail Method] to [Send URL Link] in [Send Settings] in [Scanner Features], instead of sending the actual scanned files. Use

Web Image Monitor through your network to view, delete, send, and download scanned files. When sending scanned files attached to e-mail, protect them by applying an S/MIME certificate. To do this, configure the "Security" settings prior to sending. For details about sending e-mail from the scanner, see "Sending Scan Files by E-mail", Scanner Reference.

🔽 Note

- For details about enabling and disabling IPsec from the control panel, see "System Settings", General Settings Guide.
- For details about the setting for permitting SSL/TLS communication, see "Setting the SSL / TLS Encryption Mode".
- For details about specifying the IPsec setting via Web Image Monitor, see "Transmission Using IPsec".

📘 Reference

- p.196 "Protection Using Encryption"
- p.201 "Setting the SSL / TLS Encryption Mode"
- p.205 "Transmission Using IPsec"

Authentication by telnet

This section explains Authentication by telnet. When using telnet, the default login name for administrator login is "admin" and the password is blank. For details on how to login to telnet, see "Using telnet", Network Guide.

"authfree" Command

Use the "authfree" command to display and configure authentication exclusion control settings. If you use the "authfree" command in telnet, you can exclude printer job authentication and specify an IP address range. The authentication exclusion control display and setting methods are explained below.

View Settings

```
msh> authfree
```

If print job authentication exclusion is not specified, authentication exclusion control is not displayed.

IPv4 address settings

```
msh> authfree "ID" range_addr1 range_addr2
```

IPv6 address settings

```
msh> authfree "ID" range6_addr1 range6_addr2
```

IPv6 address mask settings

```
msh> authfree "ID" mask6_addr1 masklen
```

Parallel/USB settings

```
msh> authfree [parallel|usb] [on|off]
```

- To enable authfree, specify "on". To disable authfree, specify "off".

- Always specify the interface.

Authentication exclusion control initialization

```
msh> authfree flush
```

⬇Note

- In both IPv4 and IPv6 environments, up to five access ranges can be registered and selected.

6. Specifying the Extended Security Functions

This chapter describes the machine's extended security features and how to specify them.

Specifying the Extended Security Functions

In addition to providing basic security through user authentication and administrator specified access limits on the machine, security can also be increased by encrypting transmitted data and data in the Address Book. If you need extended security, specify the machine's extended security functions before using the machine.

This section outlines the extended security functions and how to specify them.

For details about when to use each function, see the corresponding chapters.

Changing the Extended Security Functions

To change the extended security functions, display the extended security screen as follows.

Administrators can change the extended security functions according to their role.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

🗈 Reference

- p.36 "Logging on Using Administrator Authentication"

- p.37 "Logging off Using Administrator Authentication"

Procedure for Changing the Extended Security Functions

This section describes how to Change the Extended Security Functions.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Extended Security].**
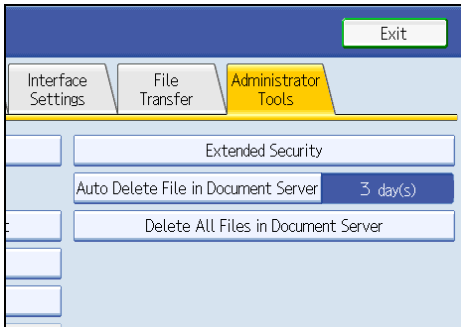
5. **Press the setting you want to change, and change the setting.**
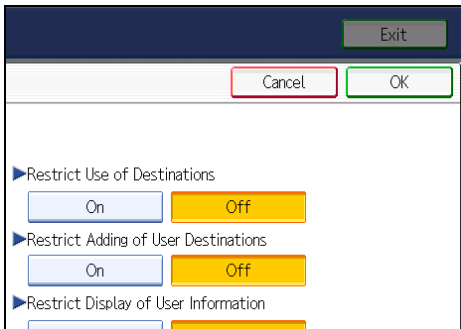
6. **Press [OK].**

7. **Press the [User Tools/Counter] key.**

Settings

Default settings are shown in **bold type**.

Driver Encryption Key

This can be specified by the network administrator. Encrypt the password transmitted when specifying user authentication. If you register the encryption key specified with the machine in the driver, passwords are encrypted. For details, see the printer driver Help, LAN Fax driver Help, or TWAIN driver Help.

Encrypt Address Book

This can be specified by the user administrator. Encrypt the data in the machine's Address Book.

For details on protecting data in the Address Book, see "Protecting the Address Book".

- On

- **Off**

Restrict Use of Destinations

This can be specified by the user administrator.

The available fax and scanner destinations are limited to the destinations registered in the Address Book.

A user cannot directly enter the destinations for transmission.

If you specify the setting to receive e-mails via SMTP, you cannot use [Restrict Use of Destinations].

The destinations searched by "Search LDAP" can be used.

For details about preventing unauthorized transmission, see "Preventing Data Leaks Due to Unauthorized Transmission".

- On
- **Off**

Restrict Adding of User Destinations

This can be specified by the user administrator.

When "Restrict Use of Destinations" is set to [Off], after entering a fax or scanner destination directly, you can register it in the Address Book by pressing [Prg. Dest.]. If [On] is selected for this setting, [Prg. Dest.] does not appear. If you set "Restrict Adding of User Destinations" to [On], users can specify destinations directly, but cannot use [Prg. Dest.] to register data in the Address Book. When this setting is made, only the user administrator can change the Address Book.

- On
- **Off**

Restrict Display of User Information

This can be specified if user authentication is specified. When the job history is checked using a network connection for which authentication is not available, all personal information can be displayed as "*********". For example, when someone not authenticated as an administrator checks the job history using SNMP in SmartDeviceMonitor for Admin, personal information can be displayed as "*********" so that users cannot be identified. Because information identifying registered users cannot be viewed, unauthorized users are prevented from obtaining information about the registered files.

- On
- **Off**

Enhance File Protection

This can be specified by the file administrator. By specifying a password, you can limit operations such as printing, deleting, and sending files, and can prevent unauthorized people from accessing the files. However, it is still possible for the password to be cracked.

By specifying "Enhance File Protection", files are locked and so become inaccessible if an invalid password is entered ten times. This can protect the files from unauthorized access attempts in which a password is repeatedly guessed.

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The locked files can only be unlocked by the file administrator. When "Enhance File Protection" is specified, (🔒) appears in the lower right corner of the screen.

When files are locked, you cannot select them even if the correct password is entered.

- On
- **Off**

Settings by SNMPv1 and v2

This can be specified by the network administrator. When the machine is accessed using the SNMPv1, v2 protocol, authentication cannot be performed, allowing machine administrator settings such as the paper setting to be changed. If you select [Prohibit], the setting can be viewed but not specified with SNMPv1, v2.

- Prohibit
- **Do not Prohibit**

Restrict Use of Simple Encryption

This can be specified by the network administrator. When a sophisticated encryption method cannot be enabled, simple encryption will be applied. For example, when using User Management Tool and Address Management in Smart Device Monitor for Admin to edit the Address Book, or DeskTopBinder and ScanRouter delivery software and SSL/TLS cannot be enabled, make this setting [Off] to enable simple encryption. When SSL/TLS can be enabled, make this setting [On].

For details about specifying SSL/TLS, see "Setting the SSL / TSL Encryption Mode".

If you select [On], specify the encryption setting using the printer driver.

- On
- **Off**

Transfer to Fax Receiver

This can be specified by the machine administrator.

If you use [Forwarding] or [Transfer Box] under the fax function, files stored in the machine can be transferred or delivered.

If you select [Prohibit] for this setting, stored files cannot be transferred by [Forwarding] and [Transfer Request].

Use this setting, to prevent the stored files being transferred by mistake.

- Prohibit
- **Do not Prohibit**

If you select [Prohibit] for this setting, the following functions are disabled:

- Polling Transmission
- Transfer Request
- Forwarding
- Transfer Box

- Delivery from Personal Box

- Information Box

- Delivery of Mail Received via SMTP

- Routing Received Documents

Authenticate Current Job

This can be specified by the machine administrator. This setting lets you specify whether or not authentication is required for operations such as canceling jobs under the copier and printer functions.

If you select [Login Privilege], authorized users and the machine administrator can operate the machine. When this is selected, authentication is not required for users who logged on to the machine before [Login Privilege] was selected.

If you select [Access Privilege], users who canceled a copy or print job in progress and the machine administrator can operate the machine.

Even if you select [Login Privilege] and log on to the machine, you cannot cancel a copy or print job in progress if you are not authorized to use the copy and printer functions.

You can specify [Authenticate Current Job] only if [User Authentication Management] was specified.

- Login Privilege

- Access Privilege

- **Off**

Password Policy

This can be specified by the user administrator.

The password policy setting is effective only if [Basic Auth.] is specified.

This setting lets you specify [Complexity Setting] and [Minimum Character No.] for the password. By making this setting, you can limit the available passwords to only those that meet the conditions specified in [Complexity Setting] and [Minimum Character No.].

If you select [Level 1], specify the password using a combination of two types of characters selected from upper-case letters, lower-case letters, decimal numbers, and symbols such as #.

If you select [Level 2], specify the password using a combination of three types of characters selected from upper-case letters, lower-case letters, decimal numbers, and symbols such as #.

- Level 2

- Level 1

- **Off**

- Minimum Character No. (**0**)

Passwords can contain the following characters:

- Upper case letters: A to Z (26 characters)

- Lower case letters: a to z (26 characters)

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- Numbers: 0 to 9 (10 characters)

- Symbols: (space) ! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } (33 characters)

Some characters are not available, regardless of whether their codes are entered using the keyboard or the control panel.

@Remote Service

Communication via HTTPS for @Remote Service is disabled if you select [Prohibit].

- Prohibit

- **Do not Prohibit**

Update Firmware

This can be specified by the machine administrator.

Specify whether to allow firmware updates on the machine. Firmware update means having the service representative update the firmware or updating the firmware via the network.

If you select [Prohibit], firmware on the machine cannot be updated.

If you select [Do not Prohibit], there are no restrictions on firmware updates.

- Prohibit

- **Do not Prohibit**

Change Firmware Structure

This can be specified by the machine administrator.

Specify whether to prevent changes in the machine's firmware structure. The Change Firmware Structure function detects when the SD card is inserted, or removed or replaced.

If you select [Prohibit], the machine stops during startup when a firmware structure change is detected and a message requesting administrator login is displayed. After the machine administrator logs in, the machine finishes startup with the updated firmware.

The administrator can confirm whether the structure change is necessary or not by checking the firmware version displayed on the control panel screen. If the firmware structure change is not permissible, contact your service representative before logging in.

When Change Firmware Structure is set to [Prohibit], administrator authentication must be enabled. After [Prohibit] is specified, turn off administrator authentication once, and the next time administrator authentication is specified, the setting will return to the default, [Do not Prohibit].

If you select [Do not Prohibit], firmware structure change detection is disabled.

- Prohibit

- **Do not Prohibit**

🗐 Reference

- p.201 "Setting the SSL / TLS Encryption Mode"

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Other Security Functions

This section explains settings for preventing information leaks, and functions that you can restrict to further increase security.

Fax Function

Not Displaying Destinations and Senders in Reports and Lists

In [Facsimile Features], you can specify whether to display destinations and sender names by setting "Switch 4, Bit No. 4" and "Switch 4, Bit No. 5" in [Parameter Setting], under [Initial Settings]. Making this setting helps prevent information leaks, because unintended users cannot read destinations and sender names on both the sending and receiving sides. For details about "Not Displaying Destinations and Senders in Reports and Lists", see "Facsimile Settings", General Settings Guide.

Stored Reception File User Setting

If you set [Stored Reception File User Setting] to [On] in [Reception Settings] in [Facsimile Features], you can specify which users are allowed to manage received fax documents stored on the hard disk.

To access received fax documents through Web Image Monitor, users must enter their user codes or login user names and passwords.

Only users registered in "Stored Reception File User Setting" can access received fax documents.

If you enable "Switch 10, Bit 0" in [Parameter Setting] in [Initial Settings] in [Facsimile Features], users will also have to perform authentication when they try to access received fax documents from the machine's control panel.

For details about Stored Reception File User Setting, see "Facsimile Features", General Settings Guide.

Printing the Journal

When making authentication settings for users, to prevent personal information in transmission history being printed, set the Journal to not be printed. Also, if more than 200 transmissions are made, transmissions shown in the Journal are overwritten each time a further transmission is made. To prevent the Transmission History from being overwritten, perform the following procedures:

- In [Facsimile Features], go to [Initial Settings], [Parameter Setting] "Switch 03, Bit 7", and change the setting for automatically printing the Journal.

- In [Facsimile Features], go to [Initial Settings], [Parameter Setting] "Switch 21, Bit 4", and set "Transmit Journal by E-mail" to ON.

Specifying Automatic Deletion of Incoming Faxes when an Error Occurs

This can be specified by the machine administrator.

In [Facsimile Features], you can configure the machine to automatically delete incoming faxes by setting "Switch 10, Bit 7" in [Parameter Setting] under [Administrator Tools]. If you make this setting, the machine will delete every incoming fax when an error occurs, even if you have configured the

machine to only store incoming faxes. Errors can be caused by corruption of the hard disk, memory overload, or lack of storage for incoming faxes. Each deletion is recorded and will appear on the incoming fax deletion report. By preventing incoming faxes printing out unexpectedly, this function makes fax reception more secure.

Scanner Function

Print & Delete Scanner Journal

To prevent personal information in the transmission/delivery history being printed automatically, set user authentication and the journal will specify [Do not Print: Disable Send] automatically. If you do this, the scanner is automatically disabled when the journal history exceeds 250 transmissions/deliveries. When this happens, press [Print Scanner Journal] or [Delete Scanner Journal]. To print the scanner journal automatically, set [On] for "Print & Delete Scanner Journal".

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Limiting Machine Operation to Customers Only

The machine can be set so that operation is impossible without administrator authentication.

The machine can be set to prohibit operation without administrator authentication and also prohibit remote registration in the Address Book by a service representative.

We maintain strict security when handling customers' data. Administrator authentication prevents us from operating the machine without administrator permission.

Use the following settings.

- Service Mode Lock

Settings

Service Mode Lock

> This can be specified by the machine administrator. Service mode is used by a service representative for inspection or repair. If you set the service mode lock to [On], service mode cannot be used unless the machine administrator logs on to the machine and cancels the service mode lock to allow the service representative to operate the machine for inspection and repair. This ensures that the inspection and repair are done under the supervision of the machine administrator.

Specifying Service Mode Lock

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Service Mode Lock].**
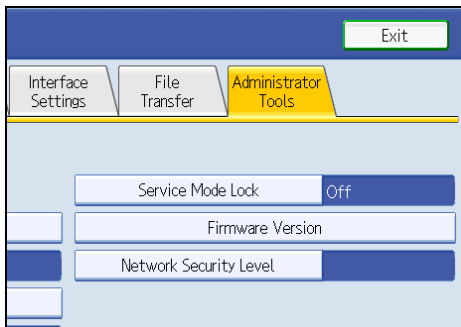
5. **Press [On], and then press [OK].**
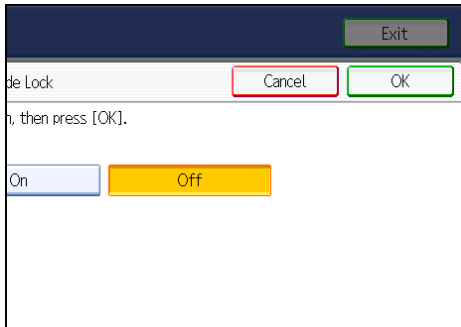
A confirmation message appears.

6. **Press [Yes].**

7. **Press the [User Tools/Counter] key.**

Canceling Service Mode Lock

Before the customer engineer can carry out an inspection or repair in service mode, the machine administrator must first log on to the machine, release the service mode lock, and then call the customer engineer. After the inspection or repair is completed, the service mode lock must be reapplied.

For details about logging on and logging off with administrator authentication, see "Logging on Using Administrator Authentication", "Logging off Using Administrator Authentication".

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Service Mode Lock].**
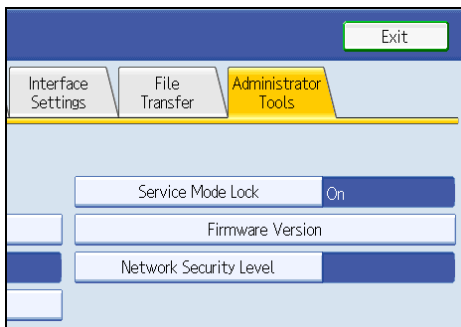
5. **Press [Off], and then press [OK].**

6. **Press the [User Tools/Counter] key.**

The service representative can switch to service mode.

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7. Troubleshooting

This chapter describes what to do if the machine does not function properly.

Authentication Does Not Work Properly

This section explains what to do if a user cannot operate the machine because of a problem related to user authentication. Refer to this section if a user comes to you with such a problem.

A Message Appears

This section explains how to deal with problems if a message appears on the screen during user authentication.

The most common messages are explained. If some other message appears, deal with the problem according to the information contained in the message.

Messages	Cause	Solutions
"You do not have the privileges to use this function."	The authority to use the function is not specified.	• If this appears when trying to use a function: The function is not specified in the Address Book management setting as being available. The user administrator must decide whether to authorize use of the function and then assign the authority. • If this appears when trying to specify a default setting: The administrator differs depending on the default settings you wish to specify. Using the list of settings, the administrator responsible must decide whether to authorize use of the function.

Messages	Cause	Solutions
"Failed to obtain URL."	The machine cannot connect to the server or cannot establish communication.	Make sure the server's settings, such as the IP address and host name, are specified correctly on the machine. Make sure the host name of the UA Server is specified correctly.
"Failed to obtain URL."	The machine is connected to the server, but the UA service is not responding properly.	Make sure the UA service is specified correctly.
"Failed to obtain URL."	SSL is not specified correctly on the server.	Specify SSL using Authentication Manager.
"Failed to obtain URL."	Server authentication failed.	Make sure server authentication is specified correctly on the machine.
"Authentication has failed."	The entered login user name or login password is incorrect.	Ask the user administrator for the correct login user name and login password. See the error codes below for possible solutions: B,W,L,I 0104-000 B,W,L,I 0206-003 W,L,I 0406-003
"Authentication has failed."	Authentication failed because no more users can be registered. (The number of users registered in the Address Book has reached capacity.)	Delete unnecessary user addresses. See the error codes below for possible solutions: W,L,I 0612-005
"Authentication has failed."	Cannot access the authentication server when using Windows Authentication, LDAP Authentication, or Integration Server Authentication.	A network or server error may have occurred. Confirm the network in use with the LAN administrator. If an error code appears, follow the instructions next to the error code in the table below.

Messages	Cause	Solutions
"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."	You have tried to delete files without the authority to do so.	Files can be deleted by the file creator (owner) or file administrator. To delete a file which you are not authorized to delete, contact the file creator (owner).

An Error Code Appears

When authentication fails, the message "Authentication has failed." appears with an error code. The following tables list the error codes, likely causes of the problems they indicate, and what you can do to resolve those problems. If the error code that appears is not on this table, take a note and contact your service representative.

Error Code Display Position

BBH001S
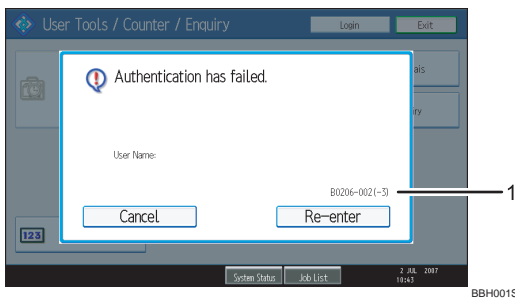
1. **error code**

   An error code appears.

Basic Authentication

Error Code	Cause	Solution
B0103-000	A TWAIN operation occurred during authentication.	Make sure no other user is logged on to the machine, and then try again.

Error Code	Cause	Solution
B0104-000	Failed to decrypt password.	1. A password error occurred. Make sure the password is entered correctly. 2. "Restrict Use of Simple Encryption" is enabled. The administrator has restricted use of simple encryption. You can use the encryption key if it has been specified in the driver. 3. A driver encryption key error occurred. Make sure that the encryption key is correctly specified on the driver.
B0105-000	A login user name was not specified but a DeskTopBinder operation was performed.	Specify the DeskTopBinder login user name correctly.
B0206-002	1. A login user name or password error occurred.	Make sure the login user name and password are entered correctly and then log in.
B0206-002	2. The user attempted authentication from an application on the "System Settings" screen, where only the administrator has authentication ability.	Only the administrator has login privileges on this screen. Log in as a general user from the application's login screen.
B0206-003	An authentication error occurred because the user name contains a space, colon (:), or quotation mark (").	Recreate the account if the account name contains any of these prohibited characters. If the account name was entered incorrectly, enter it correctly and log in again.
B0207-001	An authentication error occurred because the Address Book is being used at another location.	Wait a few minutes and then try again.

Error Code	Cause	Solution
B0208-000	The account is locked because you have reached the maximum number of failed authentication attempts allowed.	Ask the user administrator to unlock the account.

Windows Authentication

Error Code	Cause	Solution
W0103-000	A TWAIN operation occurred during authentication.	Make sure no other user is logged on to the machine, and then try again.
W0104-000	Failed to encrypt password.	1. A password error occurred. Make sure the password is entered correctly. 2. "Restrict Use of Simple Encryption" is enabled. The administrator has restricted use of simple encryption. You can use the encryption key if it has been specified in the driver. 3. A driver encryption key error occurred. Make sure that the encryption key is correctly specified on the driver.
W0105-000	A login user name was not specified but a DeskTopBinder operation was performed.	Set the DeskTopBinder login user name correctly.
W0206-002	The user attempted authentication from an application on the "System Settings" screen, where only the administrator has authentication ability.	Only the administrator has login privileges on this screen. Log in as a general user from the application's login screen.

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Error Code	Cause	Solution
W0206-003	An authentication error occurred because the user name contains a space, colon (:), or quotation mark (").	Recreate the account if the account name contains any of these prohibited characters. If the account name was entered incorrectly, enter it correctly and log in again.
W0207-001	An authentication error occurred because the Address Book is being used at another location.	Wait a few minutes and then try again.
W0406-101	Authentication cannot be completed because of the high number of authentication attempts.	Wait a few minutes and then try again. If the situation does not return to normal, make sure that an authentication attack is not occurring. Notify the administrator of the screen message by e-mail, and check the system log for signs of an authentication attack.
W0400-102	Kerberos authentication failed because the server or security module is not functioning correctly.	1. Make sure that the server is functioning properly. 2. Make sure that the security module is installed.
W0406-104	1. Cannot connect to the authentication server.	Make sure that connection to the authentication server is possible. Use the PING Command to check the connection.
W0406-104	2. A login name or password error occurred.	Make sure that the user is registered on the server. Use a registered login user name and password.

Error Code	Cause	Solution
W0406-104	3. A domain name error occurred.	Make sure that the Windows authentication domain name is specified correctly.
W0406-104	4. Cannot resolve the domain name.	Specify the IP address in the domain name and confirm that authentication is successful. If authentication was successful: 1. If the top-level domain name is specified in the domain name (such as domainname.xxx.com), make sure that DNS is specified in "Interface Settings". 2. If a NetBIOS domain name is specified in domain name (such as DOMAINNAME), make sure that WINS is specified in "Interface Settings".

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Error Code	Cause	Solution
W0406-104	4. Cannot resolve the domain name.	Specify the IP address in the domain name and confirm that authentication is successful. If authentication was unsuccessful: 1. Make sure that Restrict LM/NTLM is not set in either "Domain Controller Security Policy" or "Domain Security Policy". Authentication is rejected because NTLMv2 is not supported. 2. Make sure that the ports for the domain control firewall and the firewall on the machine to the domain control connection path are open. If you are using a Windows firewall, open "Network Connection Properties". Then click detail settings, Windows firewall settings, permit exceptions settings. Click the exceptions tab and specify numbers 137, 139 as the exceptions. In "Network Connection" properties, open TCP/IP properties. Then click detail settings, WINS, and then check the "Enable NetBIOS over TCP/IP" box and set number 137 to "Open".

Error Code	Cause	Solution
W0406-104	5. Kerberos authentication failed.	1. Kerberos authentication settings are not correctly configured. Make sure the realm name, KDC (Key Distribution Center) name and corresponding domain name are specified correctly. 2. The KDC and machine timing do not match. Authentication will fail if the difference between the KDC and machine timing is more than 5 minutes. Make sure the timing matches. 3. Kerberos authentication will fail if the realm name is specified in lower-case letters. Make sure the realm name is specified in capital letters. 4. Kerberos authentication will fail if automatic retrieval for KDC fails. Ask your service representative to make sure the KDC retrieval settings are set to "automatic retrieval". If automatic retrieval is not functioning properly, switch to manual retrieval.

7

Error Code	Cause	Solution
W0400-105	1. The UserPrincipleName (user@domainname.xxx.com) form is being used for the login user name.	The user group cannot be obtained if the UserPrincipleName (user@domainname.xxx.com) form is used. Use "sAMAccountName (user)" to log in, because this account allows you to obtain the user group.
W0400-105	2. Current settings do not allow group retrieval.	Make sure the user group's group scope is set to "Global Group" and the group type is set to "Security" in group properties. Make sure the account has been added to user group. Make sure the user group name registered on the machine and the group name on the DC (domain controller) are exactly the same. The DC is case sensitive. Make sure that Use Auth. Info at Logon has been specified in Auth. Info in the user account registered on the machine. If there is more than one DC, make sure that a confidential relationship has been configured between each DC.
W0400-106	The domain name cannot be resolved.	Make sure that DNS/WINS is specified in the domain name in "Interface Settings".
W0400-200	Due to the high number of authentication attempts, all resources are busy.	Wait a few minutes and then try again.

Error Code	Cause	Solution
W0400-202	1. The SSL settings on the authentication server and the machine do not match.	Make sure the SSL settings on the authentication server and the machine match.
W0400-202	2. The user entered sAMAccountName in the user name to log in.	If a user enters sAMAccountName as the login user name, ldap_bind fails in a parent/subdomain environment. Use UserPrincipleName for the login name instead.
W0406-003	An authentication error occurred because the user name contains a space, colon (:), or quotation mark (").	Recreate the account if the account name contains any of these prohibited characters. If the account name was entered incorrectly, enter it correctly and log in again.
W0409-000	Authentication timed out because the server did not respond.	Check the network configuration, or settings on the authenticating server.
W0511-000	The authentication server login name is the same as a user name already registered on the machine. (Names are distinguished by the unique attribute specified in LDAP authentication settings.)	1. Delete the old, duplicated name or change the login name. 2. If the authentication server has just been changed, delete the old name on the server.
W0607-001	An authentication error occurred because the Address Book is being used at another location.	Wait a few minutes and then try again.
W0606-004	Authentication failed because the user name contains language that cannot be used by general users.	Do not use "other", "admin", "supervisor" or "HIDE*" in general user accounts.

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Error Code	Cause	Solution
W0612-005	Authentication failed because no more users can be registered. (The number of users registered in the Address Book has reached capacity.)	Ask the user administrator to delete unused user accounts in the Address Book.
W0707-001	An authentication error occurred because the Address Book is being used at another location.	Wait a few minutes and then try again.

LDAP Authentication

Error Code	Cause	Solution
L0103-000	A TWAIN operation occurred during authentication.	Make sure no other user is logged on to the machine, and then try again.
L0104-000	Failed to encrypt password.	1. A password error occurred. Make sure the password is entered correctly. 2. "Restrict Use of Simple Encryption" is enabled. The administrator has restricted use of simple encryption. You can use the encryption key if it has been specified in the driver. 3. A driver encryption key error occurred. Make sure that the encryption key is correctly specified on the driver.
L0105-000	A login user name was not specified but a DeskTopBinder operation was performed.	Set the DeskTopBinder login user name correctly.

7

Error Code	Cause	Solution
L0206-002	A user attempted authentication from an application on the "System Settings" screen, where only the administrator has authentication ability.	Only the administrator has login privileges on this screen. Log in as a general user from the application's login screen.
L0206-003	An authentication error occurred because the user name contains a space, colon (:), or quotation mark (").	Recreate the account if the account name contains any of these prohibited characters. If the account name was entered incorrectly, enter it correctly and log in again.
L0207-001	An authentication error occurred because the Address Book is being used at another location.	Wait a few minutes and then try again.
L0306-018	The LDAP server is not correctly configured.	Make sure that a connection test is successful with the current LDAP server configuration.
L0307-001	An authentication error occurred because the Address Book is being used at another location.	Wait a few minutes and then try again.
L0406-200	Authentication cannot be completed because of the high number of authentication attempts.	Wait a few minutes and then try again. If the situation does not return to normal, make sure that an authentication attack is not occurring. Notify the administrator of the screen message by e-mail, and check the system log for signs of an authentication attack.
L0406-201	Authentication is disabled in the LDAP server settings.	Change the LDAP server settings in administrator tools, in "System Settings".

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Error Code	Cause	Solution
L0406-202 L0406-203	1. There is an error in the LDAP authentication settings, LDAP server, or network configuration.	1. Make sure that a connection test is successful with the current LDAP server configuration. If connection is not successful, there might be an error in the network settings. Check the domain name or DNS settings in "Interface Settings". 2. Make sure the LDAP server is specified correctly in the LDAP authentication settings. 3. Make sure the login name attribute is entered correctly in the LDAP authentication settings. 4. Make sure the SSL settings are supported by the LDAP server.
L0406-202 L0406-203	2. A login user name or password error occurred.	1. Make sure the login user name and password are entered correctly. 2. Make sure a useable login name is registered on the machine. Authentication will fail in the following cases: If the login user name contains a space, colon (:), or quotation mark ("). If the login user name exceeds 128 bytes.

Error Code	Cause	Solution
L0406-202 L0406-203	3. There is an error in the simple encryption method.	1. Authentication will fail if the password is left blank in simple authentication mode. To allow blank passwords, contact your service representative. 2. In simple authentication mode, the DN of the login user name is obtained in the user account. Authentication fails if the DN cannot be obtained. Make sure there are no errors in the server name, login user name/password, or information entered for the search filter.
L0406-204	Kerberos authentication failed.	1. Kerberos authentication settings are not correctly configured. Make sure the realm name, KDC (Key Distribution Center) name, and supporting domain name are specified correctly. 2. The KDC and machine timing do not match. Authentication will fail if the difference between the KDC and machine timing is more than 5 minutes. Make sure the timing matches. 3. Kerberos authentication will fail if the realm name is specified in lower-case letters. Make sure the realm name is specified in capital letters.

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Error Code	Cause	Solution
L0400-210	Failed to obtain user information in LDAP search.	The login attribute's search criteria might not be specified or the specified search information is unobtainable. Make sure the login name attribute is specified correctly.
L0406-003	An authentication error occurred because the user name contains a space, colon (:), or quotation mark (").	Recreate the account if the account name contains any of these prohibited characters. If the account name was entered incorrectly, enter it correctly and log in again.
L0409-000	Authentication timed out because the server did not respond.	Contact the server or network administrator. If the situation does not return to normal, contact your service representative.
L0511-000	The authentication server login name is the same as a user name already registered on the machine. (Names are distinguished by the unique attribute specified in the LDAP authentication settings.)	1. Delete the old, duplicated name or change the login name. 2. If the authentication server has just been changed, delete the old name on the server.
L0607-001	An authentication error occurred because the Address Book is being used at another location.	Wait a few minutes and then try again.
L606-004	Authentication failed because the user name contains language that cannot be used by general users.	Do not use "other", "admin", "supervisor" or "HIDE*" in general user accounts.

Error Code	Cause	Solution
L0612-005	Authentication failed because no more users can be registered. (The number of users registered in the Address Book has reached capacity.)	Ask the user administrator to delete unused user accounts in the Address Book.
L0707-001	An authentication error occurred because the Address Book is being used at another location.	Wait a few minutes and then try again.

Integration Server Authentication

Error Code	Cause	Solution
I0103-000	A TWAIN operation occurred during authentication.	Make sure no other user is logged on to the machine, and then try again.
I0104-000	Failed to decrypt password.	1. A password error occurred. Make sure the password is entered correctly. 2. "Restrict Use of Simple Encryption" is enabled. The administrator has restricted use of simple encryption. You can use the encryption key if it has been specified in the driver. 3. A driver encryption key error occurred. Make sure that the encryption key is correctly specified on the driver.
I0105-000	A login user name was not specified but a DeskTopBinder operation was performed.	Set the DeskTopBinder login user name correctly.

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Error Code	Cause	Solution
I0206-002	A user attempted authentication from an application on the "System Settings" screen, where only the administrator has authentication ability.	Only the administrator has login privileges on this screen. Log in as a general user from the application's login screen.
I0206-003	An authentication error occurred because the user name contains a space, colon (:), or quotation mark (").	Recreate the account if the account name contains any of these prohibited characters. If the account name was entered incorrectly, enter it correctly and log in again.
I0207-001	An authentication error occurred because the Address Book is being used at another location.	Wait a few minutes and then try again.
I0406-003	An authentication error occurred because the user name contains a space, colon (:), or quotation mark (").	Recreate the account if the account name contains any of these prohibited characters. If account name was entered incorrectly, enter it correctly and log in again.
I0406-301	1. The URL could not be obtained.	Obtain the URL using Obtain URL in Integration Server authentication.

Error Code	Cause	Solution
I0406-301	2. A login user name or password error occurred.	1. Make sure the login user name and password are entered correctly. 2. Make sure that a useable login name is registered on the machine. Authentication will fail in the following cases. If the login user name contains a space, colon (:), or quotation mark ("). If the login user name exceeds 128 bytes.
I0409-000	Authentication timed out because the server did not respond.	Contact the server or network administrator. If the situation does not return to normal, contact your service representative.
I0511-000	The authentication server login name is the same as a user name already registered on the machine. (Names are distinguished by the unique attribute specified in the LDAP authentication settings.)	1. Delete the old, duplicated name or change the login name. 2. If the authentication server has just been changed, delete the old name on the server.
I0607-001	An authentication error occurred because the Address Book is being used at another location.	Wait a few minutes and then try again.
I0606-004	Authentication failed because the user name contains language that cannot be used by general users.	Do not use "other", "admin", "supervisor" or "HIDE*" in general user accounts.

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Error Code	Cause	Solution
I0612-005	Authentication failed because no more users can be registered. (The number of users registered in the Address Book has reached capacity.)	Ask the user administrator to delete unused user accounts in the Address Book.
I0707-001	An authentication error occurred because the Address Book is being used at another location.	Wait a few minutes and then try again.

Machine Cannot Be Operated

If the following conditions arise while users are operating the machine, provide the instructions on how to deal with them.

Condition	Cause	Solution
Cannot print using the printer driver or connect using the TWAIN driver.	User authentication has been rejected.	Confirm the user name and login name with the administrator of the network in use if using Windows Authentication, LDAP Authentication, or Integration Server Authentication. Confirm with the user administrator if using basic authentication.
Cannot print using the printer driver or connect using the TWAIN driver.	The encryption key specified in the driver does not match the machine's driver encryption key.	Specify the driver encryption key registered in the machine. See "Driver Encryption Key".
Cannot authenticate using the TWAIN driver.	Another user is logging on to the machine.	Wait for the user to log off.
Cannot authenticate using the TWAIN driver.	Authentication is taking time because of operating conditions.	Make sure the LDAP server setting is correct. Make sure the network settings are correct.

Condition	Cause	Solution
Cannot authenticate using the TWAIN driver.	Authentication is not possible while the machine is editing the Address Book data.	Wait until editing of the Address Book data is complete.
After starting "User Management Tool" or "Address Management Tool" in SmartDeviceMonitor for Admin and entering the correct login user name and password, a message that an incorrect password has been entered appears.	"Restrict Use of Simple Encryption" is not set correctly. Alternatively, "SSL/TLS" has been enabled although the required certificate is not installed in the computer.	Set "Restrict Use of Simple Encryption" to [On]. Alternatively, enable "SSL/TLS", install the server certificate in the machine, and then install the certificate in the computer. See "Setting the SSL / TLS Encryption Mode".
Cannot log on to the machine using [Document Server (MFP): Authentication/Encryption] in DeskTopBinder.	"Restrict Use of Simple Encryption" is not set correctly. Alternatively, "SSL/TLS" has been enabled although the required certificate is not installed in the computer.	Set "Restrict Use of Simple Encryption" to [On]. Alternatively, enable "SSL/TLS", install the server certificate in the machine, and then install the certificate in the computer. See "Setting the SSL / TLS Encryption Mode".
Cannot access the machine using ScanRouter EX Professional V3 / ScanRouter EX Enterprise V2.	"Restrict Use of Simple Encryption" is not set correctly. Alternatively, "SSL/TLS" has been enabled although the required certificate is not installed in the computer.	Set "Restrict Use of Simple Encryption" to [On]. Alternatively, enable "SSL/TLS", install the server certificate in the machine, and then install the certificate in the computer. See "Setting the SSL / TLS Encryption Mode".
Cannot connect to the ScanRouter delivery software.	The ScanRouter delivery software may not be supported by the machine.	Update to the latest version of the ScanRouter delivery software.
Cannot access the machine using ScanRouter EX Professional V2.	ScanRouter EX Professional V2 does not support user authentication.	ScanRouter EX Professional V2 does not support user authentication.

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Condition	Cause	Solution
Cannot log off when using the copying or scanner functions.	The original has not been scanned completely.	When the original has been scanned completely, press [#], remove the original, and then log off.
"Prg. Dest." does not appear on the fax or scanner screen for specifying destinations.	"Restrict Adding of User Destinations" is set to [Off] in "Restrict Use of Destinations" in "Extended Security", so only the user administrator can register destinations in the Address Book.	Registration must be done by the user administrator.
User authentication is enabled, yet stored files do not appear.	User authentication may have been disabled while [All Users] is not specified.	Re-enable user authentication, and then enable [All Users] for the files that did not appear. For details about enabling [All Users], see "Specifying Access Permission for Stored Files".
User authentication is enabled, yet destinations specified using the machine do not appear.	User authentication may have been disabled while [All Users] is not specified.	Re-enable user authentication, and then enable [All Users] for the destinations that did not appear. For details about enabling [All Users], see "Protecting the Address Book".
Cannot print when user authentication has been specified.	User authentication may not be specified in the printer driver.	Specify user authentication in the printer driver. For details, see the printer driver Help.
If you try to interrupt a job while copying or scanning, an authentication screen appears.	With this machine, you can log off while copying or scanning. If you try to interrupt copying or scanning after logging off, an authentication screen appears.	Only the user who executed a copying or scanning job can interrupt it. Wait until the job has completed or consult an administrator or the user who executed the job.
After you execute "Encrypt Address Book", the "Exit" message does not appear.	The hard disk may be faulty. The file may be corrupt.	Contact your service representative.

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Reference

- p.193 "Driver Encryption Key"

- p.201 "Setting the SSL / TLS Encryption Mode"

- p.102 "Specifying Access Permission for Stored Files"

- p.126 "Protecting the Address Book"

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8. Appendix

Supervisor Operations

The supervisor can delete an administrator's password and specify a new one.

If any of the administrators forget their passwords or if any of the administrators change, the supervisor can assign a new password. If logged on using the supervisor's user name and password, you cannot use normal functions or specify defaults.

Log on as the supervisor only to change an administrator's password.

⭐ **Important**

- The default login user name is "supervisor" and the login password is blank. We recommend changing the login user name and login password.

- When registering login user names and login passwords, you can specify up to 32 alphanumeric characters and symbols. Keep in mind that user names and passwords are case-sensitive. User names cannot contain numbers only, a space, colon (:), or quotation mark ("), nor can they be left blank. For details about characters that the password can contain, see "Specifying the Extended Security Functions".

- Be sure not to forget the supervisor login user name and login password. If you do forget them, a service representative will to have to return the machine to its default state. This will result in all data in the machine being lost and the service call may not be free of charge.

⬇ **Note**

- You cannot specify the same login user name for the supervisor and the administrators.

- Using Web Image Monitor, you can log on as the supervisor and delete an administrator's password or specify a new one.

📑 **Reference**

- p.233 "Specifying the Extended Security Functions"

Logging on as the Supervisor

If administrator authentication has been specified, log on using the supervisor login user name and login password. This section describes how to log on.

1. **Press the [User Tools/Counter] key.**
2. **Press the [Login/Logout] key.**
3. **Press [Login].**

4. **Enter a login user name, and then press [OK].**

   When you assign the administrator for the first time, enter "supervisor".

5. **Enter a login password, and then press [OK].**

   When the supervisor is making settings for the first time, a password is not required; the supervisor can simply press [OK] to proceed.

   The message, "Authenticating... Please wait." appears.

Logging off as the Supervisor

If administrator authentication has been specified, be sure to log off after completing settings. This section describes how to log off after completing settings.

1. **Press the [Login/Logout] key.**

2. **Press [Yes].**

Changing the Supervisor

This section describes how to change the supervisor's login name and password.

1. **Press the [User Tools/Counter] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Program / Change Administrator].**

5. **Under "Supervisor", press [Change].**
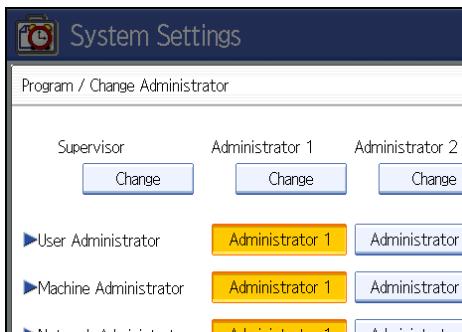
6. **Press [Change] for the login user name.**
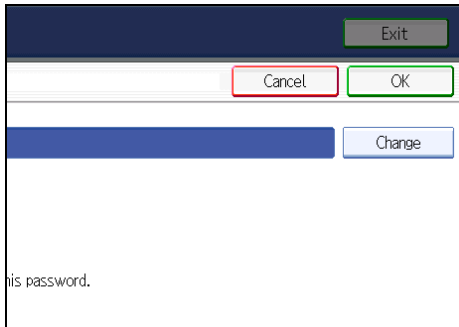
7. **Enter the login user name, and then press [OK].**
8. **Press [Change] for the login password.**
9. **Enter the login password, and then press [OK].**
10. **If a password reentry screen appears, enter the login password, and then press [OK].**
11. **Press [OK] twice.**
12. **Press the [User Tools/Counter] key.**

Resetting an Administrator's Password

This section describes how to reset the administrators' passwords. Administrator login names cannot be changed.

For details about logging on and logging off as the supervisor, see "Supervisor Operations".

1. **Press the [User Tools/Counter] key.**
2. **Press the [Login/Logout] key.**
3. **Log on as the supervisor.**

   You can log on in the same way as an administrator.

4. **Press [System Settings].**
5. **Press [Administrator Tools].**
6. **Press [Program / Change Administrator].**

7. Press [Change] for the administrator you wish to reset.
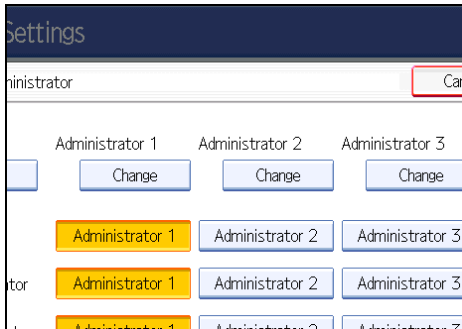
8. Press [Change] for the login password.

9. Enter the login password, and then press [OK].

10. If a password reentry screen appears, enter the login password, and then press [OK].

11. Press [OK] twice.

12. Press the [User Tools/Counter] key.

Reference

• p.269 "Supervisor Operations"

Machine Administrator Settings

The machine administrator settings that can be specified are as follows:

System Settings

The following settings can be specified.

General Features

All the settings can be specified.

Tray Paper Settings

All the settings can be specified.

Timer Settings

All the settings can be specified.

Interface Settings

The following settings can be specified.

- Network

    DNS Configuration

    You can perform a connection test.

- Parallel Interface

    Parallel Timing

    Parallel Communication Speed

    Selection Signal Status

    Input Prime

    Bidirectional Communication

    Signal Control

File Transfer

The following settings can be specified.

- Delivery Option

- Capture Server IPv4 Address

- Fax RX File Transmission

- SMTP Authentication

    SMTP Authentication

    User Name

    E-mail Address

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Password

Encryption

- POP before SMTP

Wait Time after Authent.

User Name

E-mail Address

Password

- Reception Protocol

- POP3 / IMAP4 Settings

Server Name

Encryption

Connection Test

- Administrator's E-mail Address

- Default User Name / Password (Send)

SMB User Name / SMB Password

FTP User Name / FTP Password

NCP User Name / NCP Password

- Program / Change / Delete E-mail Message

- Fax E-mail Account

Account

E-mail Address

User Name

Password

Administrator Tools

The following settings can be specified.

- Address Book Management

Search

Switch Title

- Address Book: Program / Change / Delete Group

Search

Switch Title

- Display / Print Counter

Print Counter List

- Display / Clear / Print Counter per User

  All Users

  Per User

- User Authentication Management

  You can specify which authentication to use.

  You can also edit the settings for each function.

- Enhanced Authentication Management

- Administrator Authentication Management

  Machine Management

- Program / Change Administrator

  Machine Administrator

- Key Counter Management

- Extended Security

  Restrict Display of User Information

  Transfer to Fax Receiver

  Authenticate Current Job

  @Remote Service

  Update Firmware

  Change Firmware Structure

- Program / Change / Delete LDAP Server

  Name

  Server Name

  Search Base

  Port Number

  Use Secure Connection (SSL)

  Authentication

  User Name

  Password

  Connection Test

  Search Conditions

  Search Options

- LDAP Search

- Program / Change / Delete Realm

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Realm Name

KDC Server Name

Domain Name

- AOF (Always On)
- Capture Priority
- Capture: Delete All Unsent Files
- Capture: Ownership
- Capture: Public Priority
- Capture: Owner Defaults
- Service Mode Lock
- Delete All Logs
- Auto Erase Memory Setting
- Erase All Memory
- Transfer Log Setting
- Data Security for Copying
- Fixed USB Port
- Machine Data Encryption Settings

Note

- The "Data Security for Copying" setting is available only if the optional Copy Data Security Unit is installed.
- The following settings are available only if the optional File Format Converter is installed: "Capture Server IPv4 Address", "Capture Priority", "Capture: Delete All Unsent Files", "Capture: Ownership", "Capture: Public Priority", "Capture: Owner Defaults".
- "Auto Erase Memory Setting" and the "Erase All Memory" setting are available only if the optional DataOverwriteSecurity Unit is installed.
- "Machine Data Encryption Settings" are available only if the optional HDD Encryption Unit is installed.

Copier / Document Server Features

The following settings can be specified.

General Features

All the settings can be specified.

Reproduction Ratio

All the settings can be specified.

Edit

>All the settings can be specified.

Stamp

>All the settings can be specified.

Input / Output

>All the settings can be specified.

Administrator Tools

>All the settings can be specified.

Facsimile Features

The following settings can be specified.

General Settings

>All the settings can be specified.

Scan Settings

>All the settings can be specified.

Send Settings

>The following settings can be specified.

>- Program / Change / Delete Standard Message

>- Backup File TX Setting

Reception Settings

>The following settings can be specified.

>- Switch Reception Mode

>- Program Special Sender

>- Program Special Sender: Print List

>- Forwarding

>- Reception File Setting

>- 2 Sided Print

>- SMTP RX File Delivery Settings

>- Checkered Mark

>- Centre Mark

>- Print Reception Time

>- Reception File Print Quantity

>- Paper Tray

- Specify Tray for Lines
- Folder Transfer Result Report
- Memory Lock Reception

Initial Settings

The following settings can be specified.

- Parameter Setting
- Parameter Setting: Print List
- Program Closed Network Code
- Program Memory Lock ID
- Internet Fax Setting
- Select Dial / Push Phone
- Program Fax Information
- Menu Protect
- E-mail Setting
- Folder Setting

Printer Features

The following settings can be specified.

List / Test Print

All the settings can be specified.

Maintenance

The following settings can be specified.

- Menu Protect
- List / Test Print Lock
- Reset IPDS Fonts

System

The following settings can be specified.

- Print Error Report
- Auto Continue
- Memory Overflow
- Job Separation
- Rotate by 180 Degrees
- Initial Print Job List

- Memory Usage
- Duplex
- Copies
- Blank Page Print
- Edge Smoothing
- Toner Saving
- Reserved Job Waiting Time
- Printer Language
- Sub Paper Size
- Page Size
- Letterhead Setting
- Bypass Tray Setting Priority
- Edge to Edge Print
- Default Printer Language
- Tray Switching

Host Interface

All the settings can be specified.

PCL Menu

All the settings can be specified.

PS Menu

All the settings can be specified.

PDF Menu

All the settings can be specified.

IPDS Menu

All the settings can be specified.

↓Note

- The "Reset IPDS Fonts" setting is available only if the optional IPDS Unit is installed.
- PS or PDF menu settings are available only if the optional PostScript 3 Unit is required.
- IPDS menu settings are available only if the optional IPDS Unit is installed.

Scanner Features

The following settings can be specified.

General Settings

All the settings can be specified.

Scan Settings

All the settings can be specified.

Send Settings

The following settings can be specified.

- Compression (Black & White)
- Compression (Gray Scale / Full Colour)
- High Compression PDF Level
- Insert Additional E-mail Info
- No. of Digits for Single Page Files
- Stored File E-mail Method

Initial Settings

All the settings can be specified.

Settings via Web Image Monitor

The following settings can be specified.

Home

- Reset Device
- Reset Printer Job

Device Settings

- System

    Spool Printing

    Protect Printer Display Panel

    Print Priority

    Function Reset Timer

    Permit Firmware Update

    Permit Firmware Structure Change

    Display IP Address on Device Display Panel

    Output Tray

    Paper Tray Priority

    Cover Sheet Tray

    Slip Sheet Tray

- Paper

  All the settings can be specified.

- Date/Time

  All the settings can be specified.

- Timer

  All the settings can be specified.

- Logs

  All the settings can be specified.

- Download Logs

- E-mail

  All the settings can be specified.

- Auto E-mail Notification

  All the settings can be specified.

- On-demand E-mail Notification

  All the settings can be specified.

- File Transfer

  All the settings can be specified.

- User Authentication Management

  All the settings can be specified.

- Administrator Authentication Management

  Machine Administrator Authentication

  Available Settings for Machine Administrator

- Program/Change Administrator

  You can specify the following administrator settings as the machine administrator.

  Login User Name

  Login Password

  Encryption Password

- LDAP Server

  All the settings can be specified.

- Firmware Update

  All the settings can be specified.

- Program/Change Realm

  All the settings can be specified.

Printer

- System

  All the settings can be specified except the following.

  Auto Delete Temporary Print Jobs

  Auto Delete Stored Print Jobs

- Host Interface

  All the settings can be specified.

- PCL Menu

  All the settings can be specified.

- PS Menu

  All the settings can be specified.

- PDF Menu

  All the settings can be specified.

- IPDS Menu

  All the settings can be specified.

- Tray Parameters (PCL)

  All the settings can be specified.

- Tray Parameters (PS)

  All the settings can be specified.

- Virtual Printer Settings

  All the settings can be specified.

- PDF Fixed Password

  All the settings can be specified.

- IPDS Form List

  All the settings can be specified.

- Reset IPDS Fonts

  All the settings can be specified.

Fax

- Initial Settings

  All the settings can be specified.

- Send / Reception Settings

  All the settings can be specified.

- Parameter Settings

All the settings can be specified.

Scanner

- General Settings

  All the settings can be specified.

- Scan Settings

  All the settings can be specified.

- Send Settings

  Max.E-mail Size

  Divide & Send E-mail

- Initial Settings

  All the settings can be specified.

- Default Settings for Normal Screens on Device

  All the settings can be specified.

- Default Settings for Simplified Screens on Device

  All the settings can be specified.

Interface Settings

- USB

Network

- SNMPv3

  Account(Machine Administrator)

Security

- User Lockout Policy

  All the settings can be specified.

RC Gate

All the settings can be specified.

Webpage

- Webpage

  Download Help File

Extended Feature Settings

- Startup Setting

- Install

- Uninstall

- Change Allocation

- Administrator Tools
- Copy Extended Features
- Copy Card Save Data

🔁**Note**

- The following settings are available only if the optional IPDS Unit is installed: "IPDS Form List", "Reset IPDS Fonts".
- The following settings are available only if the optional PostScript 3 Unit is installed: "PS Menu", "PDF Menu", "Tray Parameters (PCL)", "Tray Parameters (PS)", and "PDF Fixed Password".

8

Network Administrator Settings

The network administrator settings that can be specified are as follows:

System Settings

The following settings can be specified.

Interface Settings

If DHCP is set to On, the settings that are automatically obtained via DHCP cannot be specified.

- Network

  Machine IPv4 Address

  IPv4 Gateway Address

  IPv6 Stateless Address Autoconfiguration

  DNS Configuration

  DDNS Configuration

  IPsec

  Domain Name

  WINS Configuration

  Effective Protocol

  NCP Delivery Protocol

  NW Frame Type

  SMB Computer Name

  SMB Work Group

  Ethernet Speed

  LAN Type

  Ping Command

  Permit SNMPv3 Communication

  Permit SSL / TLS Communication

  Host Name

  Machine Name

- Wireless LAN

  All the settings can be specified.

File Transfer

- SMTP Server

Server Name

Port No.

- E-mail Communication Port

- E-mail Reception Interval

- Max. Reception E-mail Size

- E-mail Storage in Server

- Auto Specify Sender Name

- Scanner Resend Interval Time

- Number of Scanner Resends

Administrator Tools

- Address Book Management

Search

Switch Title

- Address Book: Program / Change / Delete Group

Search

Switch Title

- Administrator Authentication Management

Network Management

- Program / Change Administrator

Network Administrator

- Extended Security

Driver Encryption Key

Settings by SNMP V1 and V2

Restrict Use of Simple Encryption

- Network Security Level

⬇ **Note**

- The "Wireless LAN" setting is available only if the wireless LAN interface is installed.

Facsimile Features

The following settings can be specified.

Send Settings

- Max. E-mail Size

Initial Settings

- Enable H.323
- Enable SIP
- H.323 Settings
- SIP Settings
- Program / Change / Delete Gateway

Scanner Features

The following settings can be specified.

Send Settings

- Max. E-mail Size
- Divide & Send E-mail

Settings via Web Image Monitor

The following settings can be specified.

Device Settings

- System

  Device Name

  Comment

  Location
- E-mail

  Reception

  SMTP

  E-mail Communication Port
- Auto E-mail Notification

  You can select groups to notify.
- Administrator Authentication Management

  Network Administrator Authentication

  Available Settings for Network Administrator
- Program/Change Administrator

  You can specify the following administrator settings for the network administrator.

  Login User Name

Login Password

Encryption Password

Fax

- Send / Reception Settings

Maximum E-mail Size

- IP-Fax Settings

All the settings can be specified.

- IP-Fax Gateway Settings

All the settings can be specified.

Scanner

- Send Settings

Max E-mail Size

Divide & Send E-mail

Interface Settings

- LAN Type

- Wireless LAN Settings

Communication Mode

SSID

Cannel

Security Method

WEP Authentication

WEP Key Number

WEP Key

WPA Encryption Method

WEP Authentication

WPA-PSK/WPA2-PSK

WPA/WPA2

- Bluetooth

Operation Mode

Network

- IPv4

All the settings can be specified.

- IPv6

All the settings can be specified.

- NetWare

  All the settings can be specified.

- AppleTalk

  All the settings can be specified.

- SMB

  All the settings can be specified.

- SNMP

  All the settings can be specified.

- SNMPv3

  All the settings can be specified.

- SSDP

  All the settings can be specified.

- Bonjour

  All the settings can be specified.

Security

- Network Security

  All the settings can be specified.

- Access Control

  All the settings can be specified.

- IPP Authentication

  All the settings can be specified.

- SSL/TLS

  All the settings can be specified.

- ssh

  All the settings can be specified.

- Site Certificate

  All the settings can be specified.

- Device Certificate

  All the settings can be specified.

- IPsec

  All the settings can be specified.

- S/MIME

8

All the settings can be specified.

Webpage

All the settings can be specified.

↓Note

- "Wireless LAN Settings" are available only if the wireless LAN interface is installed.

- The "Bluetooth" setting is available only if the Bluetooth interface is installed.

File Administrator Settings

The file administrator settings that can be specified are as follows:

System Settings

The following settings can be specified.

Interface Settings

- DNS Configuration

    Connection Test

Administrator Tools

- Address Book Management

    Search

    Switch Title

- Address Book: Program / Change / Delete Group

    Search

    Switch Title

- Administrator Authentication Management

    File Management

- Program / Change Administrator

    File Administrator

- Extended Security

    Enhance File Protection

- Auto Delete File in Document Server

- Delete All Files in Document Server

Facsimile Features

The following settings can be specified.

Reception Settings

- Stored Reception File User Setting

Printer Features

The following settings can be specified.

Maintenance

- Delete All Temporary Print Jobs

- Delete All Stored Print Jobs

System

- Auto Delete Temporary Print Jobs

- Auto Delete Stored Print Jobs

Settings via Web Image Monitor

The following settings can be specified.

Document Server

All the settings can be specified.

Printer: Print Jobs

The file administrator can Edit/Delete the Print Job List and Unlock the print job.

Device Settings

- Auto E-mail Notification

  You can select groups to notify.

- Administrator Authentication Management

  File Administrator Authentication

  Available Settings for File Administrator

- Program/Change Administrator

  You can specify the following administrator settings for the file administrator.

  Login User Name

  Login Password

  Change Encryption Password

Printer

- System

  Auto Delete Temporary Print Jobs

  Auto Delete Stored Print Jobs

Webpage

- Webpage

Download Help File

User Administrator Settings

The user administrator settings that can be specified are as follows:

System Settings

The following settings can be specified.

Administrator Tools

- Address Book Management

- Address Book: Program / Change / Delete Group

- Address Book: Change Order

- Print Address Book: Destination List

- Address Book: Edit Title

- Address Book: Switch Title

- Back Up / Restore Address Book

- Display / Clear / Print Counter per User

  All Users: Clear

  Per User: Clear

- Administrator Authentication Management

  User Management

- Program / Change Administrator

  User Administrator

- Extended Security

  Encrypt Address Book

  Restrict Use of Destinations

  Restrict Adding of User Destinations

  Password Policy

Settings via Web Image Monitor

The following settings can be specified.

Address Book

All the settings can be specified.

Device Settings

- Auto E-mail Notification

  You can select groups to notify.

- Administrator Authentication Management

  User Administrator Authentication

  Available Settings for User Administrator

- Program/Change Administrator

  The user administrator settings that can be specified are as follows:

  Login User Name

  Login Password

  Change Encryption Password

Webpage

- Webpage

  Download Help File

8

Document Server File Permissions

The authorities for using the files stored in Document Server are as follows.

The authority designations in the list indicate users with the following authorities.

- Read-only

  This is a user assigned "Read-only" authority.

- Edit

  This is a user assigned "Edit" authority.

- Edit / Delete

  This is a user assigned "Edit / Delete" authority.

- Full Control

  This is a user granted full control.

- Owner

  This is a user who can store files in the machine and authorize other users to view, edit, or delete those files.

- File Administrator

  This is the file administrator.

A =Granted authority to operate.

- =Not granted authority to operate.

Settings	Read-only	Edit	Edit / Delete	Full Control	Owner	File Admin.
Viewing Details About Stored Files	A	A	A	A	A * 1	A
Viewing Thumbnails	A	A	A	A	A * 1	A
Print/Transmission	A	A	A	A	A * 1	-
Changing Information About Stored Files	-	A	A	A	A * 1	-
Deleting Files	-	-	A	A	A * 1	A
Specifying File Password	-	-	-	-	A	A
Specifying Permissions for Users/Groups	-	-	-	A	A	A

Settings	Read-only	Edit	Edit / Delete	Full Control	Owner	File Admin.
Unlocking Files	-	-	-	-	-	A

*1   This setting can be specified by the owner.

8

The Privilege for User Account Settings in the Address Book

The authorities for using the Address Book are as follows:

The authority designations in the list indicate users with the following authorities.

- Abbreviations in the table heads

  Read-only (User) = This is a user assigned "Read-only" authority.

  Edit (User) = This is a user assigned "Edit" authority.

  Edit / Delete (User) = This is a user assigned "Edit / Delete" authority.

  User Admin. = This is the user administrator.

  Registered User = This is a user that has personal information registered in the Address Book and has a login password and user name.

  Full Control = This is a user granted full control.

- Abbreviations in the table columns

  A = You can view and change the setting.

  B = You can view the setting.

  C = You cannot view or specify the setting.

Tab Name: Names

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	Full Control	Registered User	User Admin.
Registration No.	B	A	A	A	A	A
Key Display	B	A	A	A	A	A
Name	B	A	A	A	A	A
Select Title	B	A	A	A	A	A

Tab Name: Auth. Info

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	Full Control	Registered User	User Admin.
User Code	C	C	C	C	C	A

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	Full Control	Registered User	User Admin.
Login User Name	C	C	C	C	B	A
Login Password	C	C	C	C	A*1	A*1
SMTP Authentication	C	C	C	C	A*1	A*1
Folder Authentication	B	A	A	A	A	A
LDAP Authentication	C	C	C	C	A*1	A*1
Available Functions	C	C	C	C	B	A

*1   You can only enter the password.

Tab Name: Protection

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	Full Control	Registered User	User Admin.
Use Name as	B	A	A	A	A	A
Protection Code	C	C	C	A	A*1	A*1
Protection Object	C	A	A	A	A	A
Protect Destination: Permissions for Users/Groups	C	C	C	A	A	A
Protect File(s): Permissions for Users/Groups	C	C	C	A	A	A

*1   You can only enter the password.

Tab Name: Fax Dest.

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	Full Control	Registered User	User Admin.
Fax Destination	B	A	A	A	A	A

8

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	Full Control	Register ed User	User Admin.
International TX Mode	B	A	A	A	A	A
Fax Header	B	A	A	A	A	A
Label Insertion	B	A	A	A	A	A
Adv. Features	B	A	A	A	A	A

Tab Name: E-mail

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	Full Control	Registere d User	User Admin.
E-mail Address	B	A	A	A	A	A
Use E-mail Address for	B	A	A	A	A	A
Send via SMTP Server	B	A	A	A	A	A

Tab Name: Folder

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	Full Control	Register ed User	User Admin.
SMB/FTP/NCP	B	A	A	A	A	A
SMB: Path	B	A	A	A	A	A
FTP: Port Number	B	A	A	A	A	A
FTP: Server Name	B	A	A	A	A	A
FTP: Path	B	A	A	A	A	A
NCP: Path	B	A	A	A	A	A
NCP: Connection Type	B	A	A	A	A	A

8

Tab Name: Add to Group

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	Full Control	Registered User	User Admin.
Add to Group	B	A	A	A	A	A

8

User Settings - Control Panel Settings

This section explains which functions and system settings are available to users when administrator authentication is specified. The administrator's configuration of Menu Protect and Available Settings determines which functions and system settings are available to users. If user authentication is specified, system settings and functions are available to authorized users only, who must log on to access them.

8

Copier / Document Server Features

When administrator authentication is enabled, the administrator's configuration of Menu Protect determines which functions and settings are available to users.

User privileges are as follows:

- Abbreviations in the table columns

  R/W (Read and Write) = Both reading and modifying the setting are available.

  R (Read) = Reading only.

  N/A (Not Applicable) = Neither reading nor modifying the setting is available.

When [Menu Protect] is set to [Off], all the following settings can be viewed and modified.

General Features

Settings	Level 1	Level 2
Auto Image Density Priority	R	R
Original Photo Type Priority	R	R
Original Type Display	R	R
Paper Display	R	R
Original Orientation in Duplex Mode	R	R
Copy Orientation in Duplex Mode	R	R
Max. Copy Quantity	R	R
Auto Tray Switching	R	R
Alert Sound: Original left on Exposure Glass	R	R
Job End Call	R	R
Customize Function: Copier	R/W	R
Customize Function: Document Server Storage	R/W	R

Reproduction Ratio

Settings	Level 1	Level 2
Shortcut Reduce/Enlarge	R	R
Reproduction Ratio	R	R

Settings	Level 1	Level 2
Reduce/Enlarge Ratio Priority	R	R
Ratio for Create Margin	R	R

Edit

Settings	Level 1	Level 2
Front Margin: Left / Right	R	R
Back Margin: Left / Right	R	R
Front Margin: Top / Bottom	R	R
Back Margin: Top / Bottom	R	R
1 Sided → 2 Sided Auto Margin: T to T	R	R
1 Sided → 2 Sided Auto Margin: T to B	R	R
Erase Border Width	R	R
Erase Original Shadow in Combine	R/W	R
Erase Centre Width	R	R
Front Cover Copy in Combine	R/W	R
Copy Order in Combine	R/W	R
Orientation: Booklet, Magazine	R/W	R
Copy on Designating Page in Combine	R/W	R
Image Repeat Separation Line	R/W	R
Double Copies Separation Line	R/W	R
Separation Line in Combine	R/W	R

Stamp

Background Numbering

Settings	Level 1	Level 2
Size	R/W	R

Settings	Level 1	Level 2
Density	R/W	R

Preset Stamp

Settings	Level 1	Level 2
Stamp Language	R/W	R
Stamp Priority	R	R
Stamp Format: COPY	R/W	R
Stamp Format: URGENT	R/W	R
Stamp Format: PRIORITY	R/W	R
Stamp Format: For Your Info.	R/W	R
Stamp Format: PRELIMINARY	R/W	R
Stamp Format: For Internal Use Only	R/W	R
Stamp Format: CONFIDENTIAL	R/W	R
Stamp Format: DRAFT	R/W	R

If you select "Level 1" in Stamp Format, you can only specify "Adjust Stamp Position".

User Stamp

Settings	Level 1	Level 2
Program / Delete Stamp	R/W	R
Stamp Format: 1	R/W	R
Stamp Format: 2	R/W	R
Stamp Format: 3	R/W	R
Stamp Format: 4	R/W	R

Date Stamp

8

Settings	Level 1	Level 2
Format	R	R
Font	R/W	R
Size	R/W	R
Superimpose	R/W	R
Stamp Setting	R/W	R

If you select "Level 1" in Stamp Setting, you can only specify "Adjust Stamp Position".

Page Numbering

Settings	Level 1	Level 2
Stamp Format	R	R
Font	R/W	R
Size	R/W	R
Duplex Back Page Stamping Position	R/W	R
Page Numbering in Combine	R/W	R
Stamp on Designating Slip Sheet	R/W	R
Stamp Position: P1, P2...	R/W	R
Stamp Position: 1/5, 2/5...	R/W	R
Stamp Position: -1-, -2-...	R/W	R
Stamp Position: P.1, P.2...	R/W	R
Stamp Position: 1, 2...	R/W	R
Stamp Position: 1-1, 1-2...	R/W	R
Superimpose	R/W	R
Page Numbering Initial Letter	R/W	R

If you select "Level 1" in Stamp Position, you can only specify "Adjust Stamp Position".

Input / Output

Settings	Level 1	Level 2
Switch to Batch	R/W	R
SADF Auto Reset	R	R
Rotate Sort: Auto Paper Continue	R	R
Memory Full Auto Scan Restart	R	R
Letterhead Setting	R	R
Staple Position	R/W	R
Punch Type	R/W	R
Simplified Screen: Finishing Types	R/W	R

Note

- The default for Menu Protect is [Level 2].

- Settings that are not in the list can only be viewed, regardless of the menu protect level setting.

8

Printer Functions

When administrator authentication is enabled, the administrator's configuration of Menu Protect determines which functions and settings are available to users.

User privileges are as follows:

- Abbreviations in the table columns

    R/W (Read and Write) = Both reading and modifying the setting are available.

    R (Read) = Reading only.

    N/A (Not Applicable) = Neither reading nor modifying the setting is available.

When [Menu Protect] is set to [Off], all the following settings can be viewed and modified.

Normal Printer Screen

Functions	Level 1	Level 2
Print Jobs	R/W	R/W
Spooling Job List	R/W	R/W

🔽Note

- The default for Menu Protect is [Level 2].

- Settings that are not in the list can only be viewed, regardless of the menu protect level setting.

8

Printer Features

When administrator authentication is enabled, the administrator's configuration of Menu Protect determines which functions and settings are available to users.

User privileges are as follows:

- Abbreviations in the table columns

  R/W (Read and Write) = Both reading and modifying the setting are available.

  R (Read) = Reading only.

  N/A (Not Applicable) = Neither reading nor modifying the setting is available.

When [Menu Protect] is set to [Off], all the following settings can be viewed and modified.

List / Test Print

Settings	Level 1	Level 2
Multiple Lists	R/W	R/W
Configuration Page	R/W	R/W
Error Log	R/W	R/W
Menu List	R/W	R/W
PCL Configuration / Font Page	R/W	R/W
PS Configuration / Font Page	R/W	R/W
PDF Configuration / Font Page	R/W	R/W
IPDS Font List	R/W	R/W
Hex Dump	R/W	R/W

The "IPDS Font List" can be printed only if the optional IPDS Unit is installed.

The "PS Configuration / Font Page" and the "PDF Configuration / Font Page" can be printed only if the optional PostScript 3 Unit is installed.

System

Settings	Level 1	Level 2
Print Error Report	R	R
Auto Continue	R	R

Settings	Level 1	Level 2
Memory Overflow	R	R
Job Separation	R	R
Rotate by 180 Degrees	R	R
Auto Delete Temporary Print Jobs	R	R
Auto Delete Stored Print Jobs	R	R
Initial Print Job List	R	R
Memory Usage	R	R
Duplex	R	R
Copies	R	R
Blank Page Print	R	R
Edge Smoothing	R	R
Toner Saving	R	R
Reserved Job Waiting Time	R	R
Printer Language	R	R
Sub Paper Size	R	R
Page Size	R/W	R
Letterhead Setting	R	R
Bypass Tray Setting Priority	R	R
Edge to Edge Print	R	R
Default Printer Language	R	R
Tray Switching	R	R

Host Interface

Settings	Level 1	Level 2
I/O Buffer	R	R

Settings	Level 1	Level 2
I/O Timeout	R	R

PCL Menu

Settings	Level 1	Level 2
Orientation	R	R
Form Lines	R	R
Font Source	R	R
Font Number	R	R
Point Size	R	R
Font Pitch	R	R
Symbol Set	R	R
Courier Font	R	R
Extend A4 Width	R	R
Append CR to LF	R	R
Resolution	R	R

PS Menu

Settings	Level 1	Level 2
Data Format	R	R
Resolution	R	R

PS menu settings are available only if the optional PostScript 3 Unit is installed.

PDF Menu

Settings	Level 1	Level 2
Change PDF Password	R	R
Resolution	R	R

8

PDF menu settings are available only if the optional PostScript 3 Unit is installed.

IPDS Menu

Settings	Level 1	Level 2
Tray Form	R/W	R
Emulation Mode	R/W	R
Print Mode	R/W	R
Default Code Page	R/W	R
Default FGID	R/W	R
Characters Per Inch	R/W	R
Valid Printable Area Check	R/W	R
Page	R/W	R
Edge to Edge	R/W	R
Font Substitution	R/W	R
Caching	R/W	R
Font Capture	R/W	R
Resolution	R/W	R
Graphic Character String	R/W	R
Bar Code	R/W	R
Box Draw	R/W	R
Colour Simulation	R/W	R
Text Colour Simulation	R/W	R
Suppress Staple Count Nacks	R/W	R
Suppress Punch Nacks	R/W	R
Tray Mapping	R/W	R
Corner Staple Angle	R/W	R
Offset	R/W	R

Settings	Level 1	Level 2
Default Punch Pattern	R/W	R

IPDS menu settings are available only if the optional IPDS Unit is installed.

🔽Note

- The default for Menu Protect is [Level 2].

- Settings that are not in the list can only be viewed, regardless of the menu protect level setting.

8

Scanner Features

When administrator authentication is enabled, the administrator's configuration of Menu Protect determines which functions and settings are available to users.

User privileges are as follows:

- Abbreviations in the table columns

    R/W (Read and Write) = Both reading and modifying the setting are available.

    R (Read) = Reading only.

    N/A (Not Applicable) = Neither reading nor modifying the setting is available.

When [Menu Protect] is set to [Off], all the following settings can be viewed and modified.

General Settings

Settings	Level 1	Level 2
Switch Title	R	R
Update Delivery Server Destination List	R/W	R
Search Destination	R	R
TWAIN Standby Time	R	R
Destination List Display Priority 1	R	R
Destination List Display Priority 2	R	R
Print & Delete Scanner Journal	R	R
Print Scanner Journal	N/A	N/A
Delete Scanner Journal	N/A	N/A

Scan Settings

Settings	Level 1	Level 2
A.C.S. Sensitivity Level	R	R
Wait Time for Next Orig.: Exposure Glass	R	R
Wait Time for Next Original(s): SADF	R	R
Background Density of ADS (Full Colour)	R	R

Send Settings

Settings	Level 1	Level 2
Compression (Black & White)	R/W	R
Compression (Gray Scale / Full Colour)	R/W	R
High Compression PDF Level	R/W	R
Insert Additional E-mail Info	R/W	R
No. of Digits for Single Page Files	R/W	R
Stored File E-mail Method	R/W	R

Note

- The default for Menu Protect is [Level 2].
- Settings that are not in the list can only be viewed, regardless of the menu protect level setting.

8

Facsimile Features

When administrator authentication is specified, the administrator's configuration of Menu Protect determines which functions and settings are available to users. If user authentication is specified, functions and settings are available to authorized users only, who must log in to access them.

The following settings can be specified by someone who is not an administrator.

- Abbreviations in the table columns

  R/W (Read and Write) = Both reading and modifying the setting are available.

  R (Read) = Reading only.

  N/A (Not Applicable) = Neither reading nor modifying the setting is available.

⬇Note

- Settings that are not in the list can only be viewed, regardless of the menu protect level setting.

The default for [Menu Protect] is [Off].

General Settings

Settings	Level 1	Level 2
Quick Operation key 1-3	R/W	R
Switch Title	R/W	R
Search Destination	R/W	R
Adjust Sound Volume	R/W	R
Box Setting	R	N/A
Box Setting: Print List	R/W	N/A
On Hook Mode Release Time	R/W	R

Scan Settings

Settings	Level 1	Level 2
Program / Change / Delete Scan Size	R/W	R

Send Settings

Settings	Level 1	Level 2
Max. E-mail Size	R	R

Settings	Level 1	Level 2
Program / Change / Delete Standard Message	R	R
Backup File TX Setting	R	R

Reception Settings

Settings	Level 1	Level 2
Switch Reception Mode	R	R
Program Special Sender	N/A	N/A
Program Special Sender: Print List	N/A	N/A
Forwarding	R	R
Reception File Setting	R	R
Stored Reception File User Setting	R	R
SMTP RX File Delivery Settings	R	R
2 Sided Print	R/W	R
Checkered Mark	R/W	R
Centre Mark	R/W	R
Print Reception Time	R/W	R
Reception File Print Quantity	R/W	R
Paper Tray	R/W	R
Specify Tray for Lines	R/W	R
Folder Transfer Result Report	R	R
Memory Lock Reception	R	R

Initial Settings

Settings	Level 1	Level 2
Parameter Setting	R	R
Parameter Setting: Print List	R/W	N/A

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Settings	Level 1	Level 2
Program Closed Network Code	R	N/A
Program Memory Lock ID	R	N/A
Internet Fax Setting	R	R
Select Dial / Push Phone	R	R
Program Fax Information	R	R
Enable H.323	R	R
Enable SIP	R	R
H.323 Settings	R	R
SIP Settings	R	R
Program / Change / Delete Gateway	R	R
E-mail Setting	R	R
Folder Setting	R	R

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System Settings

When administrator authentication is enabled, the administrator's configuration of Available Settings determines which system settings are available to users. If user authentication is specified, no settings are accessible to unauthorized users or authorized users before logging in.

User privileges are as follows:

- Abbreviations in the table heads

  Not Specified = Authorized user when "Available Settings" have not been specified.

  Specified = Authorized user when "Available Settings" have been specified.

- Abbreviations in the table columns

  R/W (Read and Write) = Both reading and modifying the setting are available.

  R (Read) = Reading only.

  N/A (Not Applicable) = Neither reading nor modifying the setting is available.

General Features

Settings	Not Specified	Specified
Program / Change / Delete User Text	R/W	R
Panel Key Sound	R/W	R
Warm-up Beeper	R/W	R
Copy Count Display	R/W	R
Function Priority	R/W	R
Print Priority	R/W	R
Function Reset Timer	R/W	R
Output: Copier	R/W	R
Output: Document Server	R/W	R
Output: Facsimile	R/W	R
Output: Printer	R/W	R
System Status / Job List Display Time	R/W	R
Key Repeat	R/W	R

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Tray Paper Settings

Settings	Not Specified	Specified
Paper Tray Priority: Copier	R/W	R
Paper Tray Priority: Facsimile	R/W	R
Paper Tray Priority: Printer	R/W	R
Tray Paper Size: Tray 1-4	R/W	R
Printer Bypass Paper Size	R/W	R
Paper Type: Bypass Tray	R/W	R
Paper Type: Tray 1-4	R/W	R
Paper Type: LCT	R/W	R
Cover Sheet Tray	R/W	R
Slip Sheet Tray	R/W	R

The "Paper Type: LCT" setting is available only if the optional large capacity tray is installed.

Timer Settings

Settings	Not Specified	Specified
Auto Off Timer	R/W	R
Panel Off Timer	R/W	R
System Auto Reset Timer	R/W	R
Copier / Document Server Auto Reset Timer	R/W	R
Facsimile Auto Reset Timer	R/W	R
Printer Auto Reset Timer	R/W	R
Scanner Auto Reset Timer	R/W	R
Set Date	R/W	R
Set Time	R/W	R

Settings	Not Specified	Specified
Auto Logout Timer	R/W	R

Interface Settings

Settings	Not Specified	Specified
Print List	R/W	N/A

Network

Settings	Not Specified	Specified
Machine IPv4 Address	R/W	R
IPv4 Gateway Address	R/W	R
Machine IPv6 Address	R/W	R
IPv6 Gateway Address	R/W	R
IPv6 Stateless Address Autoconfiguration	R/W	R
DNS Configuration	R/W	R
DDNS Configuration	R/W	R
IPsec	R/W	R
Domain Name	R/W	R
WINS Configuration	R/W	R
Effective Protocol	R/W	R
NCP Delivery Protocol	R/W	R
NW Frame Type	R/W	R
SMB Computer Name	R/W	R
SMB Work Group	R/W	R
Ethernet Speed	R/W	R

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Settings	Not Specified	Specified
LAN Type	R/W	R
Ping Command	R/W	R
Permit SNMPv3 Communication	R/W	R
Permit SSL / TLS Communication	R/W	R
Host Name	R/W	R
Machine Name	R/W	R

If you set "Machine IPv4 Address", "Machine IPv6 Address", "DNS Configuration", "Domain Name", or "WINS Configuration" to "Auto-Obtain (DHCP)", you can only display the settings.

Parallel Interface

Settings	Not Specified	Specified
Parallel Timing	R/W	R
Parallel Communication Speed	R/W	R
Selection Signal Status	R/W	R
Input Prime	R/W	R
Bidirectional Communication	R/W	R
Signal Control	R/W	R

"Parallel Interface" settings are available only if the optional IEEE 1284 interface unit is installed.

Wireless LAN

Settings	Not Specified	Specified
Communication Mode	R/W	R
SSID Setting	R/W	R
Ad-hoc Channel	R/W	R
Security Method	R/W	R

Settings	Not Specified	Specified
Restore Factory Defaults	R/W	N/A

"Wireless LAN" settings are available only if the optional Wireless LAN interface unit is installed.

File Transfer

Settings	Not Specified	Specified
Delivery Option	R/W	R
Capture Server IPv4 Address	R/W	R
Fax RX File Transmission	R/W	R
SMTP Server	R/W	R
SMTP Authentication	R/W	R
POP before SMTP	R/W	R
Reception Protocol	R/W	R
POP3 / IMAP4 Settings	R/W	R
Administrator's E-mail Address	R/W	R
E-mail Communication Port	R/W	R
E-mail Reception Interval	R/W	R
Max. Reception E-mail Size	R/W	R
E-mail Storage in Server	R/W	R
Default User Name / Password (Send)	R/W	R
Program / Change / Delete E-mail Message	R/W	R/W
Auto Specify Sender Name	R/W	R
Fax E-mail Account	R/W	R
Scanner Resend Interval Time	R/W	R
Number of Scanner Resends	R/W	R

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The settings made for "Main Delivery Server IPv4 Address" and "Sub Delivery Server IPv4 Address" in "Delivery Option" can only be displayed, not changed.

The "Capture Server IPv4 Address" setting is available only if the optional File Format Converter is installed.

The passwords for "SMTP Authentication" and "Default User Name / Password (Send)" can be entered or changed but not displayed.

Administrator Tools

Settings	Not Specified	Specified
Address Book Management	R/W	R/W
Address Book: Program / Change / Delete Group	R/W	R/W
Address Book: Change Order	R/W	N/A
Print Address Book: Destination List	R/W	R/W
Address Book: Edit Title	R/W	N/A
Address Book: Switch Title	R/W	N/A
Back Up / Restore Address Book	R/W	N/A
Display / Print Counter	R/W	R/W
Display / Clear / Print Counter per User	R/W	N/A
User Authentication Management	R/W	R
Administrator Authentication Management	R/W	N/A
Key Counter Management	R/W	R
Extended Security	R/W	R
Auto Delete File in Document Server	R/W	R
Delete All Files in Document Server	R/W	N/A
Program / Change / Delete LDAP Server	R/W	R
LDAP Search	R/W	R
Program / Change / Delete Realm	R/W	R
AOF (Always On)	R/W	R

Settings	Not Specified	Specified
Capture Priority	R/W	R
Capture: Delete All Unsent Files	R/W	R
Capture: Ownership	R/W	R
Capture: Public Priority	R/W	R
Capture: Owner Defaults	R/W	R
Service Mode Lock	R/W	R
Auto Erase Memory Setting	R/W	R
Erase All Memory	R/W	R
Delete All Logs	R/W	N/A
Transfer Log Setting	R/W	N/A
Data Security for Copying	R/W	R
Fixed USB Port	R/W	R
Data Security for Copying	R/W	R

The password for "Program / Change / Delete LDAP Server" can be entered or changed but not displayed.

The following settings are available only if the File Format Converter is installed: "Capture Priority", "Capture: Delete All Unsent Files", "Capture: Ownership", "Capture: Public Priority", "Capture: Owner Defaults".

The "Data Security for Copying" setting is available only if the Copy Data Security Unit is installed.

The "Auto Erase Memory Setting" and "Erase All Memory" settings are available only if the optional DataOverwriteSecurity Unit is installed.

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User Settings - Web Image Monitor Settings

This section displays the user settings that can be specified on Web Image Monitor when user authentication is specified. Settings that can be specified by the user vary according to the menu protect level and available settings specifications.

Device Settings

The settings available to the user depend on whether or not administrator authentication is enabled.

If administrator authentication is enabled, the settings available to the user depend on whether or not "Available Settings" has been specified.

User privileges are as follows:

- Abbreviations in the table heads

  Not Specified = Authorized user when "Available Settings" have not been specified.

  Specified = Authorized user when "Available Settings" have been specified.

- Abbreviations in the table columns

  R/W (Read and Write) = Both reading and modifying the setting are available.

  R (Read) = Reading only.

  N/A (Not Applicable) = Neither reading nor modifying the setting is available.

System

Settings	Not Specified	Specified
General Settings : Device Name	R/W	R
General Settings : Comment	R/W	R
General Settings : Location	R/W	R
General Settings : Spool Printing	R/W	R
Output Tray : Copier	R/W	R
Output Tray : Fax	R/W	R
Output Tray : Printer	R/W	R
Output Tray : Document Server	R/W	R
Paper Tray Priority : Copier	R/W	R
Paper Tray Priority : Fax	R/W	R
Paper Tray Priority : Printer	R/W	R
Cover Sheet Tray : Tray to set	R/W	R
Cover Sheet Tray : Apply Duplex	R/W	R

Settings	Not Specified	Specified
Cover Sheet Tray : Display Time	R/W	R
Slip Sheet Tray : Tray to set	R/W	R
Slip Sheet Tray : Apply Duplex	R/W	R
Slip Sheet Tray : Display Time	R/W	R

Paper

Settings	Not Specified	Specified
Tray 1: Paper Size	R/W	R
Tray 1: Custom Paper Size	R/W	R
Tray 1: Paper Type	R/W	R
Tray 1: Paper Thickness	R/W	R
Tray 1: Apply Auto Paper Select	R/W	R
Tray 1: Apply Duplex	R/W	R
Tray 2: Paper Size	R/W	R
Tray 2: Custom Paper Size	R/W	R
Tray 2: Paper Type	R/W	R
Tray 2: Paper Thickness	R/W	R
Tray 2: Apply Auto Paper Select	R/W	R
Tray 2: Apply Duplex	R/W	R
Tray 3: Paper Size	R/W	R
Tray 3: Custom Paper Size	R/W	R
Tray 3: Paper Type	R/W	R
Tray 3: Paper Thickness	R/W	R
Tray 3: Apply Auto Paper Select	R/W	R

Settings	Not Specified	Specified
Tray 3: Apply Duplex	R/W	R
Tray 4: Paper Size	R/W	R
Tray 4: Custom Paper Size	R/W	R
Tray 4: Paper Type	R/W	R
Tray 4: Paper Thickness	R/W	R
Tray 4: Apply Auto Paper Select	R/W	R
Tray 4: Apply Duplex	R/W	R
Large Capacity Tray: Paper Type	R/W	R
Large Capacity Tray: Paper Thickness	R/W	R
Large Capacity Tray: Apply Auto Paper Select	R/W	R
Large Capacity Tray: Apply Duplex	R/W	R
Bypass Tray : Paper Size	R/W	R
Bypass Tray : Custom Paper Size	R/W	R
Bypass Tray : Paper Type	R/W	R
Bypass Tray : Paper Thickness	R/W	R

Date/Time

Settings	Not Specified	Specified
Set Date	R/W	R
Set Time	R/W	R
SNTP Server Name	R/W	R
SNTP Polling Interval	R/W	R
Time Zone	R/W	R

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Timer

Settings	Not Specified	Specified
Auto Off Timer	R/W	R
Panel Off Timer	R/W	R
System Auto Reset Timer	R/W	R
Copier/Document Server Auto Reset Timer	R/W	R
Facsimile Auto Reset Timer	R/W	R
Scanner Auto Reset Timer	R/W	R
Printer Auto Reset Timer	R/W	R
Auto Logout Timer	R/W	R

Logs

Settings	Not Specified	Specified
Collect Job Logs	R/W	R
Job Log Collect Level	R/W	R
Collect Access Logs	R/W	R
Access Log Collect Level	R/W	R
Transfer Logs	R	R
Encrypt Logs	R/W	R
Delete All Logs	R/W	N/A

E-mail

Settings	Not Specified	Specified
Administrator E-mail Address	R/W	R
Reception Protocol	R/W	R

Settings	Not Specified	Specified
E-mail Reception Interval	R/W	R
Max. Reception E-mail Size	R/W	R
E-mail Storage in Server	R/W	R
SMTP Server Name	R/W	R
SMTP Port No.	R/W	R
SMTP Authentication	R/W	R
SMTP Auth. E-mail Address	R/W	R
SMTP Auth. User Name	R/W	N/A
SMTP Auth. Password	R/W	N/A
SMTP Auth. Encryption	R/W	R
POP before SMTP	R/W	R
POP E-mail Address	R/W	R
POP User Name	R/W	N/A
POP Password	R/W	N/A
Timeout setting after POP Auth.	R/W	R
POP3/IMAP4 Server Name	R/W	R
POP3/IMAP4 Encryption	R/W	R
POP3 Reception Port No.	R/W	R
IMAP4 Reception Port No.	R/W	R
Fax E-mail Address	R/W	R
Receive Fax E-mail	R/W	N/A
Fax E-mail User Name	R/W	N/A
Fax E-mail Password	R/W	N/A
E-mail Notification E-mail Address	R/W	R

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Settings	Not Specified	Specified
Receive E-mail Notification	R/W	N/A
E-mail Notification User Name	R/W	N/A
E-mail Notification Password	R/W	N/A

Auto E-mail Notification

Settings	Not Specified	Specified
Groups to Notify: Address List	R/W	R/W

On-demand E-mail Notification

Settings	Not Specified	Specified
Notification Subject	R	R
Notification Message	R	R
Access Restriction to Information	R	R
Receivable E-mail Address/Domain Name Settings	R	R

File Transfer

Settings	Not Specified	Specified
SMB User Name	R/W	N/A
SMB Password	R/W	N/A
FTP User Name	R/W	N/A
FTP Password	R/W	N/A
NCP User Name	R/W	N/A
NCP Password	R/W	N/A

The passwords for "SMB Password", "FTP Password", and "NCP Password" can be entered or changed but not displayed.

User Authentication Management

Settings	Not Specified	Specified
User Authentication Management	R/W	R
User Code Authentication - Printer Job Authentication Settings	R/W	R
User Code Authentication - User Code Authentication Settings	R/W	R
Basic Authentication - Printer Job Authentication Settings	R/W	R
Basic Authentication - Basic Authentication Settings	R/W	R
Windows Authentication - Printer Job Authentication Settings	R/W	R
Windows Authentication - Windows Authentication Settings	R/W	R
Windows Authentication - Group Settings for Windows Authentication	R/W	R
LDAP Authentication - Printer Job Authentication Settings	R/W	R
LDAP Authentication - LDAP Authentication Settings	R/W	R
Integration Server Authentication - Printer Job Authentication Settings	R/W	R
Integration Server Authentication - Integration Server Authentication Settings	R/W	R
Integration Server Authentication - Group Settings for Integration Server Authentication	R/W	R

LDAP Server

Settings	Not Specified	Specified
LDAP Search	R/W	N/A
Program/Change/Delete	R/W	N/A

Printer

If you have enabled administrator authentication, the menu protection setting determines which functions and settings are available.

User privileges are as follows:

- Abbreviations in the table columns

  R/W (Read and Write) = Both reading and modifying the setting are available.

  R (Read) = Reading only.

  N/A (Not Applicable) = Neither reading nor modifying the setting is available.

When [Menu Protect] is set to [Off], all the following settings can be viewed and modified.

Printer Basic Settings

System

Settings	Level 1	Level 2
Print Error Report	R	R
Auto Continue	R	R
Memory Overflow	R	R
Job Separation	R	R
Auto Delete Temporary Print Jobs	R	R
Auto Delete Stored Print Jobs	R	R
Initial Print Job List	R	R
Rotate by 180 Degrees	R	R
Memory Usage	R	R
Duplex	R	R
Copies	R	R
Blank Page Print	R	R
Edge Smoothing	R	R
Toner Saving	R	R
Reserved Job Waiting Time	R	R

Settings	Level 1	Level 2
Printer Language	R	R
Sub Paper Size	R	R
Page Size	R/W	R
Letterhead Setting	R	R
Bypass Tray Setting Priority	R	R
Edge to Edge Print	R	R
Default Printer Language	R	R
Tray Switching	R	R
Virtual Printer	R	R

Host Interface

Settings	Level 1	Level 2
I/O Buffer	R	R
I/O Timeout	R	R

PCL Menu

Settings	Level 1	Level 2
Orientation	R	R
Form Lines	R	R
Font Source	R	R
Font Number	R	R
Point Size	R	R
Font Pitch	R	R
Symbol Set	R	R
Courier Font	R	R
Extend A4 Width	R	R

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Settings	Level 1	Level 2
Append CR to LF	R	R
Resolution	R	R

PS Menu

Settings	Level 1	Level 2
Data Format	R	R
Resolution	R	R

PS menu settings are available only if the optional PostScript 3 Unit is installed.

PDF Menu

Settings	Level 1	Level 2
Resolution	R	R

PDF menu settings are available only if the optional PostScript 3 Unit is installed.

IPDS Menu

Settings	Level 1	Level 2
Emulation Mode	R/W	R
Print Mode	R/W	R
Default Code Page	R/W	R
Default FGID	R/W	R
Characters Per Inch	R/W	R
Valid Printable Area Check	R/W	R
Page	R/W	R
Edge to Edge	R/W	R
Font Substitution	R/W	R
Caching	R/W	R
Font Capture	R/W	R

Settings	Level 1	Level 2
Resolution	R/W	R
Graphic Character String	R/W	R
Bar Code	R/W	R
Box Draw	R/W	R
Color Simulation	R/W	R
Text Color Simulation	R/W	R
Suppress Staple Count Nacks	R/W	R
Suppress Punch Nacks	R/W	R
Tray Mapping	R/W	R
Corner Staple Angle	R/W	R
Offset	R/W	R
Default Punch Pattern	R/W	R
IPDS Form Allocation	R/W	R

IPDS menu settings are available only if the optional IPDS Unit is installed.

Virtual Printer Settings

System

Settings	Level 1	Level 2
Print Error Report	R	R
Job Separation	R	R
Rotate by 180 Degrees	R	R
Memory Usage	R	R
Duplex	R	R
Copies	R	R
Blank Page Print	R	R
Edge Smoothing	R	R

Settings	Level 1	Level 2
Toner Saving	R	R
Sub Paper Size	R	R
Input Tray	R/W	R/W
Page Size	R/W	R
Paper Type	R/W	R/W
Output Tray	R/W	R/W
Letterhead Setting	R	R
Edge to Edge Print	R	R

PCL Menu

Settings	Level 1	Level 2
Orientation	R	R
Form Lines	R	R
Font Source	R	R
Font Number	R	R
Point Size	R	R
Font Pitch	R	R
Symbol Set	R	R
Courier Font	R	R
Extend A4 Width	R	R
Append CR to LF	R	R
Resolution	R	R

PS Menu

Settings	Level 1	Level 2
Data Format	R	R

Settings	Level 1	Level 2
Resolution	R	R

PS menu settings are available only if the optional PostScript 3 Unit is installed.

PDF Menu

Settings	Level 1	Level 2
Resolution	R	R

PDF menu settings are available only if the optional PostScript 3 Unit is installed.

RHPP Settings

Settings	Level 1	Level 2
After Errors Are Solved	R/W	R/W
When Errors Occur	R/W	R/W
RHPP Timeout	R/W	R/W
After Misfed Paper Is Removed	R/W	R/W

PDF Temporary Password

Settings	Level 1	Level 2
PDF Temporary Password	R/W	R/W
Confirm Password	R/W	R/W

"PDF Temporary Password" settings are available only if the optional PostScript 3 Unit is installed.

PDF Fixed Password

Settings	Level 1	Level 2
Current PDF Fixed Password	N/A	N/A
New PDF Fixed Password	N/A	N/A
Confirm Password	N/A	N/A

"PDF Fixed Password" settings are available only if the optional PostScript 3 Unit is installed.

✪Note

- The default for Menu Protect is [Level 2].

- Settings that are not in the list can only be viewed, regardless of the menu protect level setting.

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Scanner

If you have enabled administrator authentication, the menu protection setting determines which functions and settings are available.

User privileges are as follows:

- Abbreviations in the table columns

  R/W (Read and Write) = Both reading and modifying the setting are available.

  R (Read) = Reading only.

  N/A (Not Applicable) = Neither reading nor modifying the setting is available.

When [Menu Protect] is set to [Off], all the following settings can be viewed and modified.

General Settings

Settings	Level 1	Level 2
Switch Title	R	R
Search Destination	R	R
TWAIN Standby Time	R	R
Destination List Display Priority 1	R	R
Destination List Display Priority 2	R	R
Print & Delete Scanner Journal	R	R

Scan Settings

Settings	Level 1	Level 2
A.C.S. Sensitivity Level	R	R
Wait Time for Next Original(s): Exposure Glass	R	R
Wait Time for Next Original(s): SADF	R	R
Background Density of ADS (Full Color)	R	R

Send Settings

Settings	Level 1	Level 2
Compression (Black & White)	R/W	R

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Settings	Level 1	Level 2
Compression (Gray Scale/Full Color)	R/W	R
High Compression PDF Level	R/W	R
Max. E-mail Size	R	R
Divide & Send E-mail	R	R
Insert Additional E-mail Info	R/W	R
No. of Digits for Single Page Files	R/W	R
Stored File E-mail Method	R/W	R

Default Settings for Normal Screens on Device

Settings	Level 1	Level 2
Store File	R	R
Preview	R	R
Scan Type	R	R
Resolution	R	R
Auto Density	R	R
Dropout Color	R	R
Send File Type	R	R

Default Settings for Simplified Screens on Device

Settings	Level 1	Level 2
Scan Type	R	R
Resolution	R	R
Send File Type	R	R

⬇ **Note**

- The default for Menu Protect is [Level 2].

- Settings that are not in the list can only be viewed, regardless of the menu protect level setting.

Fax

If you have specified administrator authentication, the available functions and settings depend on the menu protect setting.

The following settings can be specified by someone who is not an administrator.

- Abbreviations in the table columns

  R/W (Read and Write) = Both reading and modifying the setting are available.

  R (Read) = Reading only.

  N/A (Not Applicable) = Neither reading nor modifying the setting is available.

The default for [Menu Protect] is [Off].

Initial Settings

Settings	Level 1	Level 2
Closed Network Code	N/A	N/A
Internet Fax	N/A	N/A
Indial	N/A	N/A
Program Memory Lock ID	N/A	N/A
Fax Information: Fax Header	N/A	N/A
Fax Information: Own Name	N/A	N/A
Fax Information: Own Fax Number	N/A	N/A
Select Dial/Push Phone	N/A	N/A

Send / Reception Settings

Settings	Level 1	Level 2
Maximum E-mail Size	N/A	N/A
Switch Reception Mode	N/A	N/A
SMTP RX File Delivery Settings	N/A	N/A
Duplex Print	R/W	N/A
Checkered Mark	R/W	N/A
Center Mark	R/W	N/A

Settings	Level 1	Level 2
Print Reception Time	R/W	N/A
Reception File Print Quantity	N/A	N/A
Paper Tray	N/A	N/A
Memory Lock Reception	N/A	N/A

IP-Fax Settings

Settings	Level 1	Level 2
Enable H.323	N/A	N/A
Enable IP-Fax Gatekeeper	N/A	N/A
Gatekeeper Address (Main)	N/A	N/A
Gatekeeper Address (Sub)	N/A	N/A
Own Fax No.	N/A	N/A
Enable SIP	N/A	N/A
Enable Server	N/A	N/A
User Name	N/A	N/A
Server IP Address: Proxy Server Addr. (Main)	N/A	N/A
Server IP Address: Proxy Server Address (Sub)	N/A	N/A
Server IP Address: Redirect Svr. Addr. (Main)	N/A	N/A
Server IP Address: Redirect Svr. Addr. (Sub)	N/A	N/A
Server IP Address: Registrar Address (Main)	N/A	N/A
Server IP Address: Registrar Address (Sub)	N/A	N/A
Digest Authentication	N/A	N/A

IP-Fax Gateway Settings

Settings	Level 1	Level 2
Prefix 1-50	N/A	N/A

Settings	Level 1	Level 2
Protocol 1-50	N/A	N/A
Gateway Address 1-50	N/A	N/A

Parameter Settings

Settings	Level 1	Level 2
Just Size Printing	N/A	N/A
Convert to PDF When Transferring to Folder	N/A	N/A
Journal	N/A	N/A
Immediate Transmission Result Report	N/A	N/A
Communication Result Report	N/A	N/A
Memory Storage Report	N/A	N/A
SEP Code RX Result Report	N/A	N/A
SEP Code RX Reserve Report	N/A	N/A
Confidential File Report	N/A	N/A
LAN-Fax Result Report	N/A	N/A
Inclusion of Part of Image	N/A	N/A
Error E-mail Notification	N/A	N/A
Display Network Errors	N/A	N/A
Journal Notification by E-mail	N/A	N/A
Response to RX Notice Request	N/A	N/A
Select Destination Type Priority	N/A	N/A

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Interface

The settings available to the user depend on whether or not administrator authentication is enabled.

If administrator authentication is enabled, the settings available to the user depend on whether or not "Available Settings" has been specified.

User privileges are as follows:

- Abbreviations in the table heads

  Not Specified = Authorized user when "Available Settings" have not been specified.

  Specified = Authorized user when "Available Settings" have been specified.

- Abbreviations in the table columns

  R/W (Read and Write) = Both reading and modifying the setting are available.

  R (Read) = Reading only.

  N/A (Not Applicable) = Neither reading nor modifying the setting is available.

Interface Settings

Settings	Not Specified	Specified
Bluetooth : Bluetooth	R/W	R
Bluetooth : Operation Mode	R/W	R
USB	R/W	R

The "Bluetooth" setting is available only if the Bluetooth interface unit is installed.

Wireless LAN Settings

Settings	Not Specified	Specified
LAN Type	R/W	N/A
Communication Mode	R/W	R
SSID	R/W	R
Channel	R/W	R
Security Method	R/W	R
WEP Authentication	R/W	N/A

Settings	Not Specified	Specified
WEP Key Number	R/W	R
WEP Key	R/W	R
WPA Encryption Method	R/W	R
WPA Authentication Method	R/W	R
WPA-PSK/WPA2-PSK	R/W	R

"Wireless LAN Settings" are available only if the Wireless LAN interface unit is installed.

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Network

The settings available to the user depend on whether or not administrator authentication is enabled.

If administrator authentication is enabled, the settings available to the user depend on whether or not "Available Settings" has been specified.

User privileges are as follows:

- Abbreviations in the table heads

    Not Specified = Authorized user when "Available Settings" have not been specified.

    Specified = Authorized user when "Available Settings" have been specified.

- Abbreviations in the table columns

    R/W (Read and Write) = Both reading and modifying the setting are available.

    R (Read) = Reading only.

    N/A (Not Applicable) = Neither reading nor modifying the setting is available.

IPv4

Settings	Not Specified	Specified
Host Name	R/W	R
DHCP	R/W	R
Domain Name	R/W	R
IPv4 Address	R/W	R
Subnet Mask	R/W	R
DDNS	R/W	R
WINS	R/W	R
Primary WINS Server	R/W	R
Secondary WINS Server	R/W	R
Scope ID	R/W	R
Default Gateway Address	R/W	R
DNS Server	R/W	R
LPR	R/W	R
RSH/RCP	R/W	R

Settings	Not Specified	Specified
DIPRINT	R/W	R
FTP	R/W	R
sftp	R/W	R
WS-Device	R/W	R
WS-Printer	R/W	R
IPP	R/W	R
WS-Printer/IPP Timeout	R/W	R
IPDS	R/W	R
IPDS Port Number	R/W	R
RHPP	R/W	R

IPv6

Settings	Not Specified	Specified
IPv6	R/W	R
Host Name	R/W	R
Domain Name	R/W	R
Stateless Address	R/W	R
Manual Configuration Address	R/W	R
DHCPv6-lite	R/W	R
DDNS	R/W	R
Default Gateway Address	R/W	R
DNS Server	R/W	R
LPR	R/W	R
RSH/RCP	R/W	R

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Settings	Not Specified	Specified
DIPRINT	R/W	R
FTP	R/W	R
sftp	R/W	R
WS-Device	R/W	R
WS-Printer	R/W	R
IPP	R/W	R
WS-Printer/IPP Timeout	R/W	R
RHPP	R/W	R

NetWare

Settings	Not Specified	Specified
NetWare	R/W	R
Print Server Name	R/W	R
Logon Mode	R/W	R
File Server Name	R/W	R
NDS Tree	R/W	N/A
NDS Context Name	R/W	R
Operation Mode	R/W	R
Remote Printer No.	R/W	N/A
Job Timeout	R/W	N/A
Frame Type	R/W	R
Print Server Protocol	R/W	R
NCP Delivery Protocol	R/W	R

AppleTalk

Settings	Not Specified	Specified
AppleTalk	R/W	R
Printer Name	R/W	R
Zone Name	R/W	R

SMB

Settings	Not Specified	Specified
SMB	R/W	R
Workgroup Name	R/W	R
Computer Name	R/W	R
Comment	R/W	R
Notify Print Completion	R/W	R

Bonjour

Settings	Not Specified	Specified
Bonjour	R/W	R
Computer Name	R/W	R
Location	R/W	R
DIPRINT	R/W	R
LPR	R/W	R
IPP	R/W	R

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Webpage

The settings available to the user depend on whether or not administrator authentication is enabled.

If administrator authentication is enabled, the settings available to the user depend on whether or not "Available Settings" has been specified.

User privileges are as follows:

- Abbreviations in the table heads

  Not Specified = Authorized user when "Available Settings" have not been specified.

  Specified = Authorized user when "Available Settings" have been specified.

- Abbreviations in the table columns

  R/W (Read and Write) = Both reading and modifying the setting are available.

  R (Read) = Reading only.

  N/A (Not Applicable) = Neither reading nor modifying the setting is available.

Webpage

Settings	Not Specified	Specified
Language1	R/W	R
Language2	R/W	R
URL1	R/W	R
URL2	R/W	R
Set Help URL Target	R/W	R
WS-Device/UPnP Setting	R/W	R
Download Help File	R/W	R/W

Functions That Require Options

The following functions require certain options and additional functions.

- Hard Disk overwrite erase function

  DataOverwriteSecurity Unit

- Data security for copying function

  Copy Data Security Unit

- PDF Direct Print function

  PostScript 3 Unit

- Hard Disk data encryption function

  HDD Encryption Unit

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INDEX

The meanings of the symbols for the switches on this machine are as follows:

| : POWER ON.

○ : POWER OFF.

⏻ : STANDBY.

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The proper names of the Windows operating systems are as follows:

* The product names of Windows 2000 are as follows:
    Microsoft® Windows® 2000 Professional
    Microsoft® Windows® 2000 Server
    Microsoft® Windows® 2000 Advanced Server
* The product names of Windows XP are as follows:
    Microsoft® Windows® XP Professional
    Microsoft® Windows® XP Home Edition
    Microsoft® Windows® XP Media Center Edition
    Microsoft® Windows® XP Tablet PC Edition
* The product names of Windows Vista are as follows:
    Microsoft® Windows Vista® Ultimate
    Microsoft® Windows Vista® Business
    Microsoft® Windows Vista® Home Premium
    Microsoft® Windows Vista® Home Basic
    Microsoft® Windows Vista® Enterprise
* The product names of Windows Server 2003 are as follows:
    Microsoft® Windows Server® 2003 Standard Edition
    Microsoft® Windows Server® 2003 Enterprise Edition
    Microsoft® Windows Server® 2003 Web Edition
    Microsoft® Windows Server® 2003 Datacenter Edition
* The product names of Windows Server 2003 R2 are as follows:
    Microsoft® Windows Server® 2003 R2 Standard Edition
    Microsoft® Windows Server® 2003 R2 Enterprise Edition
    Microsoft® Windows Server® 2003 R2 Datacenter Edition
* The product names of Windows Server 2008 are as follows:
    Microsoft® Windows Server® 2008 Standard
    Microsoft® Windows Server® 2008 Enterprise
    Microsoft® Windows Server® 2008 Datacenter

Operating Instructions   Security Reference

PostScript 3 Supplement

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/ Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other Manuals

- UNIX Supplement

- Extended Feature Settings Reference <Device Version>

- Extended Feature Settings Reference <Web Version>

- App2Me Start Guide

⬇ Note

- Manuals provided are specific to machine types.

- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional[*1]	DeskTopBinder

[*1] Optional

TABLE OF CONTENTS

2. Mac OS Configuration

3. Using PostScript 3

4. Printer Utility for Mac

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

⬇ **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

🅱 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

About IP Address

In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

1. Windows Configuration

Using the Standard TCP/IP Port

Installing the PostScript 3 Printer Driver (Windows 2000)

⭐ **Important**

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- In an IPv6 environment, you cannot use the Standard TCP/IP Port. Use the DeskTop Binder-SmartDeviceMonitor port.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Local printer], and then click [Next >].**

7. **Click [Create a new port:].**

8. **Click [Standard TCP/IP Port], and then click [Next >].**

9. **Click [Next >] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**

10. **Enter the printer name or IP address in the [Printer Name or IP Address] box, and then click [Next >].**

    The [Port Name] text box automatically obtains a port name. Change this name if necessary.

    When screen for Device selection appears, select "RICOH NetworkPrinter Driver C Model".

11. **Click [Finish] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**

12. **Check that the name of the machine whose driver you want to install is selected, and then click [Next >].**

13. **Change the printer name if you want, specify whether or not to configure the printer as default, and then click [Next >].**

    Select the [Yes] check box to configure the printer as default.

1

14. **Specify whether or not to share the printer, and then click [Next >].**

15. **Specify whether or not to print a test page, and then click [Next >].**

16. **Click [Finish].**

    The printer driver installation starts.

⬇Note

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows XP, Windows Server 2003/2003 R2)

⭐Important

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- In an IPv6 environment, you cannot use the Standard TCP/IP Port. Use the DeskTop Binder-SmartDeviceMonitor port.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows XP Professional x64, Windows Server 2003/2003 R2 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

    The installer starts.

3. **Select an interface language, and then click [OK].**

    The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

    Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Local printer attached to this printer], and then click [Next >].**

7. **Click [Create a new port:].**

8. **Click [Standard TCP/IP Port] in [Create a new port], and then click [Next >].**

9. **Click [Next >] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**

1

10. **Enter the printer name or IP address in the [Printer Name or IP Address] box.**

    The [Port Name] text box automatically obtains a port name. Change this name if necessary.

    When screen for Device selection appears, select "RICOH NetworkPrinter Driver C Model".

11. **Click [Next >].**

12. **Click [Finish] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**

13. **Check that the name of the machine whose driver you want to install is selected, and then click [Next >].**

14. **Change the printer name if you want, and then click [Next >].**

    Select the [Yes] check box to configure the printer as default.

15. **Specify whether or not to share the printer, and then click [Next >].**

16. **Specify whether or not to print a test page, and then click [Next >].**

17. **Click [Finish].**

    The printer driver installation starts.

🔽 **Note**

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows Vista, Windows Server 2008)

⭐ **Important**

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- In an IPv6 environment, you cannot use the Standard TCP/IP Port. Use the DeskTop Binder-SmartDeviceMonitor port.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows Vista x64, Windows Server 2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

    The installer starts.

1

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Add a local printer].**

6. **Click [Create a new port:], and then select [Standard TCP/IP Port] in [Type of port:].**

7. **Click [Next].**

8. **Select [TCP/IP Device] in [Device Type:].**

9. **Enter the printer's IP address in [Hostname or IP Address], and then click [Next>].**

   The [Port Name] text box automatically obtains a port name. Change this name if necessary.

   A printer driver installation screen appears when Standard TCP/IP port is detected.

   When screen for Device selection appears, select "RICOH NetworkPrinter Driver C Model".

10. **Select that the name of the printer whose driver you want to install is selected, and then click [Next >].**

11. **Change the printer name if you want, and then click [Next >].**

    Select the [Yes] check box to configure the printer as default.

12. **Specify whether or not to share the printer, and then click [Next >].**

13. **Specify whether or not to print a test page, and then click [Finish].**

    The printer driver installation starts.

⬇ **Note**

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Using the IPP Port

⭐**Important**

- Manage Printers permission is required to install the driver. Log on as an Administrators group member.

- In an IPv6 environment, you cannot use the IPP Port. Use the SmartDeviceMonitor for Client port.

- The IPP port cannot be used under Windows 2000. If you are using Windows 2000, install the PostScript 3 printer driver using the SmartDeviceMonitor for Client port. To use the SmartDeviceMonitor for Client port, you must first download SmartDeviceMonitor for Client from the supplier's Website. For details about the SmartDeviceMonitor for Client port, see "Using the DeskTopBinder-SmartDeviceMonitor for Client Port".

- To print via IPP-SSL under Windows Vista or Windows Server 2008, you must install the certificate on your computer before you install the printer driver using the IPP port. For details, consult your administrator.

Installing the PostScript 3 Printer Driver (Windows XP, Windows Server 2003/2003 R2)

1. Quit all applications currently running.

2. On the [Start] menu, click [Printers and Faxes].

3. Click [Add a printer].

   The [Add printer Wizard] dialog box appears.

4. Click [Next>].

5. Click [A network printer, or a printer attached to another computer].

6. Click [Next>].

7. Click [Connect to a printer on the Internet or on a home or official network:].

8. In the [URL:] box, enter "http:// printer's IP address/ printer (or ipp)" as the printer's address, and then click [Next>].

9. Click [Have Disk...].

10. Insert the provided CD-ROM into the computer's CD-ROM drive.

    If the [AutoPlay] dialog box appears, click the [close] button.

11. Click [Browse...], and then specify a location for the inf file.

    If the CD-ROM drive letter is D, the printer driver's source files are stored in "D:\DRIVERS\PS \XP_VISTA\(Language)\DISK1".

12. Click [OK] to close the Install From Disk window.

1

13. Select the machine you want to use, and then click [OK].

Only machines that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine.

14. Configure the default printer as necessary, and then click [Next >].

If the [Windows can't verify the publisher of this driver software] message appears, click [Install this driver software anyway].

15. Click [Finish].

If installation is successful, the icon of the printer connected to the IPP port is added to the [Printers and Faxes] window.

Note

- To stop installation of the selected driver, click [Cancel] before installation is complete.

Reference

- p.20 "Using the DeskTop Binder-SmartDeviceMonitor for Client Port"

Installing the PostScript 3 Printer Driver (Windows Vista, Windows Server 2008)

1. Quit all applications currently running.

2. On the [Start] menu, click [Control Panel].

The [Control Panel] window appears.

3. Click [Printers] in [Hardware and Sound].

4. Click [Add a printer] in [Printers].

The [Add printer] dialog box appears.

5. Click [Add a network, wireless or Bluetooth printer].

6. Click [The printer that I want isn't listed].

7. Insert the provided CD-ROM into the computer's CD-ROM drive.

If the [AutoPlay] dialog box appears, click the [close] button.

8. Click [Select a shared printer by name].

9. Enter "http:// machine's IP address/printer (or ipp)" as the machine's address, and then click [Next].

10. Click [Have Disk...].

11. Click [Browse...], and then specify a location for the inf file.

If the CD-ROM drive letter is D, the printer driver's source files are stored in "D:\DRIVERS\PS \XP_VISTA\(Language)\DISK1".

12. Click [Open].

1

13. **Click [OK] to close the Install From Disk window.**

14. **Select the machine you want to use, and then click [OK].**

   Only machines that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine.

15. **Configure the default printer as necessary, and then click [Next].**

   If the [Windows can't verify the publisher of this driver software] message appears, click [Install this driver software anyway].

16. **Specify whether or not to print a test page, and then click [Finish].**

   If installation is successful, the icon of the printer connected to the IPP port is added to the [Printers] window.

⬇ **Note**

- To stop installation of the selected driver, click [Cancel] before installation is complete.

🗐 **Reference**

- p.20 "Using the DeskTop Binder-SmartDeviceMonitor for Client Port"

Using the LPR Port

1

Installing the PostScript 3 Printer Driver (Windows 2000)

⭐ Important

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Local printer], and then click [Next >].**

7. **Click [Create a new port:].**

8. **Click [LPR Port], and then click [Next >].**

9. **Enter the printer's IP address in the [Name or address of server providing lpd] box.**

10. **Enter "lp" in the [Name of printer or print queue on that server] box, and then click [OK].**

11. **Check that the name of the machine whose driver you want to install is selected, and then click [Next >].**

12. **Change the printer name if you want, and then click [Next >].**

   Select the [Yes] check box to configure the printer as default.

13. **Specify whether or not to share the printer, and then click [Next >].**

14. **Specify whether or not to print a test page, and then click [Next >].**

15. **Click [Finish].**

   The printer driver installation starts.

⬇ Note

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows XP, Windows Server 2003/2003 R2)

⭐ Important

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- In an IPv6 environment, you cannot use the LPR Port. Use the DeskTop Binder-SmartDeviceMonitor port.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows XP Professional x64, Windows Server 2003/2003 R2 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Local printer attached to this computer.], and then click [Next >].**

7. **Click [Create a new port:].**

8. **Click [LPR Port] in [Create a new port], and then click [Next >].**

9. **Enter the printer's IP address in the [Name or address of server providing lpd] box.**

10. **Enter "Ip" in the [Name of printer or print queue on that server] box, and then click [OK].**

11. **Check that the name of the machine whose driver you want to install is selected, and then click [Next >].**

12. **Change the printer name if you want, and then click [Next >].**

    Select the [Yes] check box to configure the printer as default.

13. **Specify whether or not to share the printer, and then click [Next >].**

14. **Specify whether or not to print a test page, and then click [Next >].**

15. **Click [Finish].**

    The printer driver installation starts.

1

Note

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows Vista, Windows Server 2008)

Important

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- In an IPv6 environment, you cannot use the LPR Port. Use the DeskTop Binder-SmartDeviceMonitor port.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows Vista x64, Windows Server 2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Add a local printer].**

6. **Click [Create a new port:], and then click [LPR Port] in [Type of port:].**

7. **Click [Next].**

8. **Enter the printer's IP address in the [Name or address of server providing lpd] box.**

9. **Enter "lp" in the [Name of printer or print queue on that server] box, and then click [OK].**

10. **Select that the name of the printer whose driver you want to install is selected, and then click [Next >].**

11. **Change the printer name if you want, and then click [Next >].**

    Select the [Yes] check box to configure the printer as default.

12. Specify whether or not to print a test page, and then click [Finish].

The printer driver installation starts.

⬇**Note**

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.
- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

1

Using the DeskTop Binder-SmartDeviceMonitor for Client Port

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Installing DeskTop Binder-SmartDeviceMonitor for Client

This describes how to install the the printer driver using the SmartDeviceMonitor for Client.

To use this function, you must first download SmartDeviceMonitor for Client from the supplier's Website and install it on your computer. Contact your local dealer for information on downloading SmartDeviceMonitor for Client.

⭐ **Important**

- To install DeskTop Binder-SmartDeviceMonitor for Client, you must have an account that has Manage Printers permission. Log on as an Administrator.

- Install DeskTop Binder-SmartDeviceMonitor for Client before installing the printer driver when using the DeskTop Binder-SmartDeviceMonitor for Client port.

Installing the PostScript 3 Printer Driver (Windows 2000 - TCP/IP)

⭐ **Important**

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Local printer], and then click [Next >].**

7. **Click [Create a new port:].**

8. **Click [DeskTop Binder - SmartDeviceMonitor], and then click [Next >].**

9. **Click [TCP/IP], and then click [Search].**

   A list of printers using TCP/IP appears.

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10. **Select the printer you want to use, and then click [OK].**

    Only printers that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine.

11. **Check that the name of the machine whose driver you want to install is selected, and then click [Next >].**

12. **Change the printer name if you want, and then click [Next >].**

    Select the [Yes] check box to configure the printer as default.

13. **Specify whether or not to share the printer, and then click [Next >].**

14. **Specify whether or not to print a test page, and then click [Next >].**

15. **Click [Finish].**

    The printer driver installation starts.

⬇ Note

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows 2000 - IPP)

⭐ Important

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

    The installer starts.

3. **Select an interface language, and then click [OK].**

    The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

    Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Local printer attached to this computer], and then click [Next >].**

7. **Click [Create a new port:].**

8. **Click [DeskTop Binder - SmartDeviceMonitor], and then click [Next >].**

9. **Click [IPP].**

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10. In the [Printer URL] box, enter "http://(machine's IP address or host name)/printer" as the printer's address.

If the server authentification is issued, to enable SSL (a protocol for encrypted communication), enter "https://(machine's IP address or host name)/printer" (Internet Explorer 5.01, or a higher version must be installed).

(example IP address: 192.168.15.16)

```
http://192.168.15.16/printer
```

```
https://192.168.15.16/printer
```

You can enter "http://machine's IP address or host name/ipp" as the printer's address.

If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

11. Enter a name for identifying the printer in [IPP Port Name]. Use a name different from the name of any existing port.

If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name.

12. Click [Detailed Settings] to configure proxy server, the IPP user name and other settings. Specify the necessary settings, and then click [OK].

For information about the settings, see DeskTop Binder-SmartDeviceMonitor for Client Help.

13. Click [OK].

14. Check that the name of the machine whose driver you want to install is selected, and then click [Next >].

15. Change the printer name if you want, and then click [Next >].

Select the [Yes] check box to configure the machine as default.

16. Specify whether or not to share the printer, and then click [Next >].

17. Specify whether or not to print a test page, and then click [Next >].

18. Click [Finish].

The printer driver installation starts.

🔽 Note

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows XP, Windows Server 2003/2003 R2 - TCP/IP)

⭐**Important**

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows XP Professional x64, Windows Server 2003/2003 R2 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Local printer attached to this computer.], and then click [Next >].**

7. **Click [Create a new port:].**

8. **Click [DeskTop Binder - SmartDeviceMonitor], and then click [Next >].**

9. **Click [TCP/IP], and then click [Search].**

   A list of printers using TCP/IP appears.

10. **Select the printer you want to use, and then click [OK].**

    Only printers that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine.

11. **Check that the name of the machine whose driver you want to install is selected, and then click [Next >].**

12. **Change the printer name if you want, and then click [Next >].**

    Select the [Yes] check box to configure the printer as default.

13. **Specify whether or not to share the printer, and then click [Next >].**

14. **Specify whether or not to print a test page, and then click [Next >].**

15. **Click [Finish].**

    The printer driver installation starts.

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Note

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows XP, Windows Server 2003/2003 R2 - IPP)

Important

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows XP Professional x64, Windows Server 2003/2003 R2 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Local printer attached to this computer.], and then click [Next >].**

7. **Click [Create a new port:].**

8. **Click [DeskTop Binder - SmartDeviceMonitor], and then click [Next >].**

9. **Click [IPP].**

10. **In the [Printer URL] box, enter "http://(machine's IP address or host name)/printer" as the printer's address.**

    If the server authentification is issued, to enable SSL (a protocol for encrypted communication), enter "https://(machine's IP address or host name)/printer" (Internet Explorer 5.01, or a higher version must be installed).

    (example IP address: 192.168.15.16)

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```
http://192.168.15.16/printer
https://192.168.15.16/printer
```

You can enter "http://machine's IP address or host name/ipp" as the printer's address.

If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

11. **Enter a name for identifying the printer in [IPP Port Name]. Use a name different from the one of any existing port.**

   If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name.

12. **Click [Detailed Settings] to make necessary settings.**

   For information about the settings, see DeskTop Binder-SmartDeviceMonitor for Client Help.

13. **Click [OK].**

14. **Check that the name of the printer driver you want to install is selected, and then click [OK].**

15. **Change the name of the printer if you want, and then click [Next >].**

   Select the [Yes] check box to configure the printer as default.

16. **Specify whether or not to share the printer, and then click [Next >].**

17. **Specify whether or not to print a test page, and then click [Next >].**

18. **Click [Finish].**

   The printer driver installation starts.

⬇ **Note**

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows Vista, Windows Server 2008 - TCP/IP)

⭐ **Important**

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows Vista x64, Windows Server 2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Add a local printer].**

6. **Click [Create a new port:] and then select [DeskTop Binder - SmartDeviceMonitor] in [Type of port:].**

7. **Click [Next >].**

8. **Click [TCP/IP], and then click [Search].**

   A list of printers using TCP/IP appears.

9. **Select the printer you want to use, and then click [OK].**

   Only printers that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine.

10. **Check that the name of the machine whose driver you want to install is selected, and then click [Next >].**

11. **Change the printer name if you want, and then click [Next >].**

12. **Specify whether or not to share the printer, and then click [Next >].**

13. **Specify whether or not to print a test page, and then click [Finish].**

    The printer driver installation starts.

⬇ **Note**

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows Vista, Windows Server 2008 - IPP)

⭐ **Important**

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

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- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.
- If your operating system is Windows Vista x64, Windows Server 2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Add a local printer].**

6. **Click [Create a new port:] and then select [DeskTop Binder - SmartDeviceMonitor] in [Type of port:].**

7. **Click [Next >].**

8. **Click [IPP].**

9. **In the [Printer URL] box, enter "http://(machine's IP address or host name)/printer" as the printer's address.**

   If the server authentification is issued, to enable SSL (a protocol for encrypted communication), enter "https://(machine's IP address or host name)/printer" (Internet Explorer 5.01, or a higher version must be installed).

   (example IP address: 192.168.15.16)

   ```
   http://192.168.15.16/printer
   ```

   ```
   https://192.168.15.16/printer
   ```

   You can enter "http://machine's IP address or host name/ipp" as the printer's address.

   If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

10. **Enter a name for identifying the printer in [IPP Port Name]. Use a name different from the one of any existing port.**

    If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name.

11. **Click [Detailed Settings] to make necessary settings, and then click [Next >].**

    For information about the settings, see DeskTop Binder-SmartDeviceMonitor for Client Help.

12. **Click [OK].**

13. **Check that the name of the printer driver you want to install is selected, and then click [Next >].**

14. **Change the name of the printer if you want, and then click [Next >].**

15. **Specify whether or not to share the printer, and then click [Next >].**

16. **Specify whether or not to print a test page, and then click [Finish].**

    The printer driver installation starts.

↓Note

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Changing the Port Settings DeskTop Binder-SmartDeviceMonitor for Client

Follow the procedure below to change the DeskTop Binder-SmartDeviceMonitor for Client settings, such as TCP/IP timeout, recovery/parallel printing, and printer groups.

Windows 2000:

1. **Open the [Printers] window from the [Start] menu.**

2. **Click the icon of the printer you want to use. On the [File] menu, click [Properties].**

   The printer properties appear.

3. **On the [Ports] tab, click [Configure Port].**

   The [Port Configuration] dialog box appears.

Windows XP, Windows Server 2003 / 2003 R2:

1. **Open the [Printers and Faxes] window from the [Start] menu.**

   The [Printers and Faxes] window appears.

2. **Click the icon of the printer you want to use. On the [File] menu, click [Properties].**

   The printer properties appear.

3. **Click the [Port] tab, and then click [Configure Port].**

   The [Port Configuration] dialog box appears.

   - For TCP/IP, timeout setting can be configured.

   - User, proxy, and timeout settings can be configured for IPP.

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☰ Reference

- For information about these settings, see DeskTop Binder-SmartDevice Monitor for Client Help.

Windows Vista, Windows Server 2008:

1. **Open the [Printers] window from [Control Panel] on the [Start] menu.**

   The [Printers] window appears.

2. **Right-click the icon of the printer you want to use, and then click the [Properties].**

   The printer properties appear.

3. **Click the [Port] tab, and then click [Configure Port].**

   The [Port Configuration] dialog box appears.

   - For TCP/IP, timeout setting can be configured.

   - User, proxy, and timeout settings can be configured for IPP.

☰ Reference

- For information about these settings, see DeskTop Binder-SmartDevice Monitor for Client Help.

How to enable Recovery/Parallel Printing

If no settings on the [Recovery/Parallel Printing] tab are available, follow the procedure below.

1. **Start DeskTop Binder-SmartDeviceMonitor for Client, and then right-click the DeskTop Binder-SmartDeviceMonitor for Client icon on the taskbar.**

2. **Click [Extended Features Settings], and then select the [Set Recovery/Parallel Printing for each port] check box.**

3. **Click [OK] to close the [Extended Features Settings] dialog box.**

Using as the Windows Network Printer

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Installing the PostScript 3 Printer Driver (Windows 2000)

⭐ **Important**

- Installing a printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- If you print from a print server connected to the printer using the DeskTop Binder-SmartDeviceMonitor port, the client cannot use Recovery Printing and Parallel Printing.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Network printer], and then click [Next >].**

7. **Select the location method from the [Locate Your Printer] screen, and then click [Next >].**

8. **Double-click the computer name you want to use as a print server in the [Shared printers] window.**

9. **Select the printer you want to use, and then click [Next >].**

   The printer driver installation starts.

10. **Click [Next >].**

    Select the [Yes] check box to configure the printer as default.

11. **Click [Finish].**

    Restart the computer to complete installation.

⬇ **Note**

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows XP, Windows Server 2003/2003 R2)

⭐**Important**

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- If you print from a print server connected to the printer using the DeskTop Binder-SmartDeviceMonitor port, the client cannot use Recovery Printing and Parallel Printing.

- If you print with a Windows XP or Windows Server 2003/2003 R2 print server, DeskTop Binder-SmartDeviceMonitor notification functions may not be possible for the client.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows XP Professional x64, Windows Server 2003/2003 R2 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [A network printer, or a printer attached to another computer] and then click [Next >].**

7. **Select [Browse for a printer], and then click [Next >].**

8. **Double-click the computer name you want to use as a print server in the [Shared printers] window.**

9. **Select the printer you want to use, and then click [Next >].**

   The printer driver installation starts.

10. **Click [Next >].**

    Select the [Yes] check box to configure the printer as default.

11. **Click [Finish].**

    Restart the computer to complete installation.

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⤵Note

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows Vista, Windows Server 2008)

⭐Important

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- If you print from a print server connected to the printer using the DeskTop Binder-SmartDeviceMonitor port, the client cannot use Recovery Printing and Parallel Printing.

- If you print with a Windows Vista print server, DeskTop Binder-SmartDeviceMonitor notification functions may not be possible for the client.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows Vista x64, Windows Server 2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Add a network, wireless or Bluetooth printer].**

6. **Select your printer, and then click [Next >].**

7. **Select that the name of the printer whose driver you want to install is selected, and then click [Next >].**

8. **Change the printer name if you want, and then click [Next >].**

   Select the check box to configure the machine as default.

9. **Specify whether or not to share the printer, and then click [Next >].**

10. **Specify whether or not to print a test page, and then click [Finish].**

    The printer driver installation starts.

    Restart the computer to complete installation.

🔽**Note**

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Using the WSD port

This section explains installation when using the WSD port.

⭐**Important**

- The WSD Port can be used only under Windows Vista, or Windows Server 2008.

- To install under Windows Vista, you must have an account that has Manage Printers permission. Log on as an Administrator.

- If the machine is connected using the WSD port, bi-directional communication is not possible. For details about bi-directional communication, see "Making Option Settings for the Printer".

- You can connect to the machine only if both the machine and computer are on the same network segment, or Windows Vista "Network discovery" is enabled. For details, see Windows Help.

1. **Quit all applications currently running.**

2. **Click [Start], and then click [Network].**

    The [Network] window appears, and the device search begins automatically.

3. **Right-click the printer's icon, and then click [Install].**

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

    The [Found New Hardware] dialog box appears.

4. **Click [Locate and install driver software (recommended)].**

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

    The [Found New Hardware] window appears.

5. **Click [Don't search online].**

6. **Click [Browse my computer for driver software (advanced)].**

7. **Insert the provided CD-ROM into the computer's CD-ROM drive.**

    If the [AutoPlay] dialog box appears, click the [close] button and then proceed to step 8.

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8. **Click [Browse...], and then specify a location for the printer driver.**

   If the CD-ROM drive letter is D, the printer driver's source files are stored in "D:\DRIVERS\PS \XP_VISTA\ (Language) \DISK1".

9. **Click [Next].**

   If the [Windows can't verify the publisher of this driver software] message appears, click [Install this driver software anyway].

10. **Click [Close].**

    If installation is successful, the icon of the printer connected to the "WSD" port is added to the [Printers] window.

↓ Note

- The port name that follows "WSD" uses random character strings. It cannot be changed freely.

- To stop the installation, click [Cancel] before the installation is complete. When re-installing the WSD Port, right-click the machine's icon in the [Network] window, and then click [Uninstall].

⊟ Reference

- p.46 "Making Option Settings for the Printer"

Using as the NetWare Print Server / Remote Printer

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When using the PostScript 3 Printer Driver

⭐ **Important**

- In an IPv6 environment, Netware servers cannot be used.

Follow the procedure below to set up the PostScript 3 printer driver.

1. **In the [Printers] or [Printers and Faxes] window, open the printer properties.**

2. **Click the [Device Settings] tab.**

3. **Select a [No] on the [Send CTRL+D Before Each Job:] and [Send CTRL+D After Each Job:], and then click [Apply].**

4. **Click [OK] to close the printer properties dialog box.**

Installing the Printer Driver Using USB

This section explains how to install printer drivers using USB.

⭐ Important

- Make sure that machine is connected to the computer's USB ports using the USB interface cable.

- Before installing, check that only the operating system is running on the computer and no print jobs are in progress.

- The printer drivers can be installed from the CD-ROM provided with this machine.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows XP Professional x64, Windows Vista x64, or Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

Windows 2000 - USB

⭐ Important

- Installing a printer driver requires Administrators permission. Log on using an account that has Administrators permission.

If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB" port is added to the [Printers] window.

If the printer driver is not installed, follow the plug-and-play instructions of the printer to install it from the CD-ROM provided.

1. **Check that the power of the machine is off.**

2. **Connect the machine to the computer using the USB cable.**

   Connect the USB cable firmly.

3. **Turn on the power of the machine.**

   Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. **In the Found New Hardware Wizard window, click [Search for a suitable driver for my device [recommended]], and then click [Next >].**

5. **Select the [Specify location] check box, and then click [Next >].**

6. **Insert the CD-ROM into the CD-ROM drive.**

   If Auto Run starts, click [Cancel] and then [Exit].

7. **Specify the location where the source files of the printer driver is stored.**

   If the CD-ROM drive is D, the source files of the printer driver are stored in the following location:

- PostScript 3

    D:\DRIVERS\PS\XP_VISTA\(Language)\DISK1

8. **Check the printer driver location, and then click [OK].**

9. **Click [Next >].**

10. **Click [Finish].**

    If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB001" port is added to the [Printers] window.

⬇Note

- To disable Auto Run, press the left shift key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

- The number after "USB" varies depending on the number of printers connected.

Windows XP, Windows Server 2003/2003 R2 - USB

⭐Important

- Installing a printer driver requires Administrators permission. Log on using an account that has Administrators permission.

If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB" port is added to the [Printers and Faxes] window.

The printer drivers can be installed from the CD-ROM provided with this machine.

If the printer driver is not installed, follow the plug-and-play instructions of the printer to install it from the CD-ROM provided.

1. **Check that the power of the machine is off.**

2. **Connect the machine to the computer using the USB cable.**

    Connect the USB cable firmly.

3. **Turn on the power of the machine.**

    Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. **In the Found New Hardware Wizard window, click [Install from a list or specific location (Recommended)], and then click [Next >].**

5. **Insert the CD-ROM into the CD-ROM drive.**

    If Auto Run starts, click [Cancel], and then [Exit].

6. **Select the [Include this location in the search] check box under [Search for the best driver in these location], and then click [Browse] to select the printer driver location.**

    If the CD-ROM drive is D, the source files of the printer driver are stored in the following location:

    - PostScript 3

D:\DRIVERS\PS\XP_VISTA\(Language)\DISK1

7. **Check the printer driver location, and then click [Next >].**

8. **Click [Continue].**

9. **Click [Finish].**

   If installation is successful, the icon of the printer connected to the "USB001" port is added to the [Printers and Faxes] window.

Note

- To disable Auto Run, press the left Shift key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

- The number after "USB" varies depending on the number of printers connected.

Windows Vista, Windows Server 2008 - USB

Important

- Installing a printer driver requires Administrators permission. Log on using an account that has Administrators permission.

If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB" port is added to the [Printers] window.

The printer drivers can be installed from the supplied CD-ROM provided with this machine.

If the printer driver is not installed, follow the plug-and-play instructions of the printer to install it from the supplied CD-ROM.

1. **Check that the power of the machine is off.**

2. **Connect the machine to the computer using the USB cable.**

   Connect the USB cable firmly.

3. **Turn on the power of the machine.**

   Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. **In the Found New Hardware Wizard window, select [Locate and install driver software (recommended)].**

   Click [Continue] if the [User Account Control] window appears.

5. **When a message prompting insertion of the CD-ROM, insert the CD-ROM into the CD-ROM drive.**

   Installation of the printer driver is automatically started.

   If "Windows can't verify the publisher of this software" display appears in the installation, select the [Install this driver software anyway].

6. **Click [Exit].**

   If installation is successful, the icon of this machine connected to the "USB001" port is added to the [Printers] window.

⬇️**Note**

- To disable Auto Run, press the left Shift key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

- The number after "USB" varies depending on the number of printers connected.

Troubleshooting for using USB

Problems	Solutions
The machine is not automatically recognized.	Turn off the power of the machine, reconnect the USB cable, and then turn it on again.
Windows has already configured the USB settings.	Open Windows' Device Manager, and then, under [Universal Serial Bus controllers], remove any conflicting devices. Conflicting devices have a yellow [!] or [?] icon by them. Take care not to accidentally remove required devices. For details, see Windows Help.

⬇️**Note**

- When using Windows 2000/XP/Vista or Windows Server 2003/2003 R2/2008, an erroneous device is displayed under [USB Controller] in the [Device Manager] dialog box.

Printing with Parallel Connection

To use a machine connected using a parallel interface, click [LPT1] when installing the printer driver.

Installing the PostScript 3 printer driver (Windows 2000)

⭐ **Important**

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Local printer], and then click [Next >].**

   A dialog box for selecting the printer manufacturer and model name appears.

7. **Select [LPT1] at the [Printer Port] dialog box, and then click [Next >].**

8. **Select whether or not to share the printer, and then click [Next >].**

9. **Select the name of the machine whose driver you want to install, and then click [Next >].**

10. **Select whether or not you want to print a test page, and then click [Finish].**

    The printer driver installation starts.

11. **Restart the computer to complete installation if necessary.**

🔽 **Note**

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PostScript 3 Printer Driver (Windows XP, Windows Server 2003/2003 R2)

🟥 **Important**

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows XP Professional x64, Windows Server 2003/2003 R2 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Local printer attached to this computer], and then click [Next >].**

7. **Select the port you want to use, and then click [Next >].**

   A dialog box for selecting the printer manufacturer and model name appears.

8. **Select the name of the machine whose driver you want to install, and then click [Next >].**

9. **Click [Close] to close the [Printer Port] dialog box.**

10. **Click [Next >].**

11. **Change the printer name if you want, and then click [Next >].**

12. **Select whether or not to share the printer, and then click [Next >].**

13. **Specify whether or not to print a test page, and then click [Finish].**

    The printer driver installation starts.

14. **Restart the computer to complete installation.**

🔽 **Note**

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

1

Installing the PostScript 3 Printer Driver (Windows Vista, Windows Server 2008)

⭐**Important**

- Installing this printer driver requires Administrators permission. Log on using an account that has Administrators permission.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

- If your operating system is Windows Vista x64, Windows Server 2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

   The default interface language is English.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Add a local printer].**

6. **Select the port you want to use, and then click [Next >].**

   A dialog box for selecting the printer manufacturer and model name appears.

7. **Select the name of the machine whose driver you want to install, and then click [Next >].**

8. **Change the machine name if you want, and then click [Next >].**

9. **Specify whether or not to share the machine, and then click [Next >].**

10. **Specify whether or not to print a test page, and then click [Finish].**

    The printer driver installation starts.

    Restart the computer to complete installation.

⬇**Note**

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Printing with Bluetooth Connection

For details about printing with Bluetooth, see "Printing with Bluetooth Connection", Network Guide.

If a Message Appears during Installation

Message number 58 or 34 indicates the printer driver cannot be installed using Auto Run. Install the printer driver using [Add Printer] or [Install Printer].

For Windows 2000:

1. **On the [Start] menu, point to [Settings], and then click [Printers].**
2. **Double-click the Add Printer icon.**
3. **Follow the instructions in Add Printer Wizard.**

🔽 Note

- If the printer driver is on a CD-ROM, the location of the PostScript 3 printer driver is D:\DRIVERS\PS\XP_VISTA\(Language)\DISK1.
- If the installer starts, click [Cancel] to quit.

For Windows XP Professional and Windows Server 2003/2003 R2:

1. **On the [Start] menu, click [Printers and Faxes].**
2. **Click [Add a printer].**
3. **Follow the instructions in Add Printer Wizard.**

🔽 Note

- If the printer driver is on a CD-ROM, the location of the PostScript 3 printer driver is D:\DRIVERS\PS\XP_VISTA\(Language)\DISK1. If the installer starts, click [Cancel] to quit.
- If the installer starts, click [Cancel] to quit.

For Windows XP Home Editions:

1. **On the [Start] menu, click [Control Panel].**
2. **Click [Printers and Other Hardware].**
3. **Click [Printers and Faxes].**
4. **Click [Install Printer].**
5. **Follow the instructions in Add Printer Wizard.**

🔽 Note

- If the printer driver is on a CD-ROM, the location of the PostScript 3 printer driver is D:\DRIVERS\PS\XP_VISTA\(Language)\DISK1. If the installer starts, click [Cancel] to quit.
- If the installer starts, click [Cancel] to quit.

For Windows Vista and Windows Server 2008:

1. **On the [Start] menu, click [Control Panel].**

   The [Control Panel] window appears.

2. **Click [Printer] in "Hardware and Sound".**

3. **Click [Install Printer].**

4. **Follow the instructions in Add Printer Wizard.**

Note

- If the printer driver is on a CD-ROM, the location of the PostScript 3 printer driver is D:\DRIVERS\PS\XP_VISTA\(Language)\DISK1. If the installer starts, click [Cancel] to quit.

- If the installer starts, click [Cancel] to quit.

Making Option Settings for the Printer

Make option settings for the machine using the printer driver when bidirectional communication is disabled.

Set up option settings when bidirectional communications are disabled.

⭐ Important

- **Manage Printers permission is required to change the printer properties in the [Printers] folder. Log on as an Administrators or Power Users group member.**

1. **On the [Start] menu, click [Printers and Faxes] or [Printers].**

   The [Printers and Faxes] or [Printers] window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Properties].**

   Under Windows Vista, Windows Server 2008, Right-click the icon of the printer you want to use, and then click the [Properties].

4. **Click the [Device Settings] tab.**

5. **Select options installed from the [Installable Options] area, and then make the necessary settings.**

6. **Click [Apply], and then click [OK] to close the printer properties dialog box.**

📄 Reference

- For details about making option settings for the printer, see Setting Up Options.

Setting Up the Printer Driver

Windows 2000 - Accessing the Printer

Making printer default settings - the printer properties

⭐ **Important**

- To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default.
- You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

1. On the [Start] menu, point to [Settings], and then click [Printers].

   The [Printers] window appears.

2. Click the icon of the printer you want to use.

3. On the [File] menu, click [Properties].

   The printer properties dialog box appears.

4. Make the necessary settings, and then click [OK].

⬇ **Note**

- Settings you make here are used as the default settings for all applications.
- Do not make a setting for [Form to Tray Assignment].

📄 **Reference**

- For details, see the printer driver Help.

Making printer default settings - Printing Preferences

⭐ **Important**

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].

1. On the [Start] menu, point to [Settings], and then click [Printers].

   The [Printers] window appears.

2. Click the icon of the printer you want to use.

3. On the [File] menu, click [Printing Preferences...].

   The [Printing Preferences] dialog box appears.

1

4. **Make the necessary settings, and then click [OK].**

The setting is temporarily registered as [Unregistered] in the [One Click Presets list:] area.

⬇️ **Note**

- Settings you make here are used as the default settings for all applications.
- The [Unregistered] setting is invalid if the other One Click Presets icon is selected. If you wish to confirm the [Unregistered] setting, click [Register Current Settings...]. For details about confirming the setting, see "Making Printer Settings - One Click Presets".

📄 **Reference**

- p.48 "Making Printer Settings - One Click Presets"
- For details, see the printer driver Help.

Making printer settings from an application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the [Printing Preferences] dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows 2000.

1. **On the [File] menu, click [Print...].**

The [Print] dialog box appears.

2. **Select the printer you want to use in the [Select Printer] list, and then click [Preferences].**

3. **Make the necessary settings, and then click [Apply].**

⬇️ **Note**

- The procedure to open the [Printing Preferences] dialog box may vary depending on the application. For details, see the manuals provided with the application you use.
- Any settings you make in the following procedure are valid for the current application only.
- General users can change the properties displayed in the [Print] dialog box of an application. Settings made here are used as defaults when printing from this application.

📄 **Reference**

- For details, see the printer driver Help.

Making Printer Settings - One Click Presets

This section explains how to register and use one click presets.

Each function explained in this chapter is preconfigured and registered under [One Click Presets List:] on the [One Click Presets] tab.

1

You can apply the relevant setting simply by clicking on the one click preset name. This helps to avoid incorrect settings and misprints.

One click presets can be added, modified, and deleted as required. They can also be shared for use by different users. By using registered one click presets, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

Follow the procedure to register one click presets.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the machine, and then open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

3. **Make the settings you require.**

4. **Click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with its registered name in the One Click Preset List: area.

5. **Click [OK].**

⬇ Note

- Under Windows operating systems, this function is available through the PostScript 3 printer driver.

- For details about modifying and deleting one click presets, see the printer driver Help.

Windows XP, Windows Server 2003/2003 R2 - Accessing the Printer Properties

Making printer default settings - the printer properties

⭐ Important

- To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default.

- You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Properties].**

   The printer properties dialog box appears.

1

4. **Make the necessary settings, and then click [OK].**

⬇️**Note**

- Settings you make here are used as the default settings for all applications.

- Do not make a setting for [Form to Tray Assignment].

📄**Reference**

- For details, see the printer driver Help.

Making printer default settings - Printing Preferences

⭐**Important**

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Printing Preferences...].**

   The [Printing Preferences] dialog box appears.

4. **Make the necessary settings, and then click [OK].**

   The setting is temporarily registered as [Unregistered] in the [One Click Presets list:] area.

⬇️**Note**

- Settings you make here are used as the default settings for all applications.

- The [Unregistered] setting is invalid if the other One Click Presets icon is selected. If you wish to confirm the [Unregistered] setting, click [Register Current Settings...]. For details about confirming the setting, see "Making Printer Settings - One Click Presets".

📄**Reference**

- p.51 "Making Printer Settings - One Click Presets"

- For details, see the printer driver Help.

Making printer settings from an application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the [Printing Preferences] dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows XP.

1. **On the [File] menu, click [Print...].**

   The [Print] dialog box appears.

2. **Select the printer you want to use in the [Select Printer] list, and then click [Preferences].**

3. **Make the necessary settings, and then click [OK].**

🔽 **Note**

- The procedure to open the [Printing Preferences] dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

- Any settings you make in the following procedure are valid for the current application only.

- General users can change the properties displayed in the [Print] dialog box of an application. Settings made here are used as defaults when printing from this application.

📑 **Reference**

- For details, see the printer driver Help.

Making Printer Settings - One Click Presets

This section explains how to register and use one click presets.

Each function explained in this chapter is preconfigured and registered under [One Click Presets List:] on the [One Click Presets] tab.

You can apply the relevant setting simply by clicking on the one click preset name. This helps to avoid incorrect settings and misprints.

One click presets can be added, modified, and deleted as required. They can also be shared for use by different users. By using registered one click presets, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

Follow the procedure to register one click presets.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the machine, and then open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

3. **Make the settings you require.**

4. **Click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with its registered name in the One Click Preset List: area.

5. **Click [OK].**

Note

- Under Windows operating systems, this function is available through the PostScript 3 printer driver.

- For details about modifying and deleting one click presets, see the printer driver Help.

Windows Vista, Windows Server 2008 - Accessing the Printer Properties

Making printer default settings - the printer properties

Important

- To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default.

- You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

1. **On the [Start] menu, click [Control Panel].**

   The [Control Panel] window appears.

2. **Click [Printer] in "Hardware and Sound".**

3. **Right-click the icon of the printer you want to use, and then click the [Properties].**

4. **Make the necessary settings, and then click [OK].**

Note

- Settings you make here are used as the default settings for all applications.

- Do not make a setting for [Form to Tray Assignment].

Reference

- For details, see the printer driver Help.

Making printer default settings - Printing Preferences

Important

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].

1. **On the [Start] menu, click [Control Panel].**

   The [Control Panel] window appears.

2. **Click [Printer] in "Hardware and Sound".**

1

3. **Right-click the icon of the printer you want to use, and then click the [Printing Preferences...].**

   The [Printing Preferences] dialog box appears.

4. **Make the necessary settings, and then click [OK].**

   The setting is temporarily registered as [Unregistered] in the [One Click Presets list:] area.

⬇ **Note**

- Settings you make here are used as the default settings for all applications.

- The [Unregistered] setting is invalid if the other One Click Presets icon is selected. If you wish to confirm the [Unregistered] setting, click [Register Current Settings...]. For details about confirming the setting, see "Making Printer Settings - One Click Presets".

🗐 **Reference**

- p.53 "Making Printer Settings - One Click Presets"

- For details, see the printer driver Help.

Making printer settings from an application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the [Printing Preferences] dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows XP.

1. **On the [File] menu, click [Print...].**

   The [Print] dialog box appears.

2. **Select the printer you want to use in the [Select Printer] list, and then click [Preferences].**

3. **Make the necessary settings, and then click [OK].**

⬇ **Note**

- The procedure to open the [Printing Preferences] dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

- Any settings you make in the following procedure are valid for the current application only.

- General users can change the properties displayed in the [Print] dialog box of an application. Settings made here are used as defaults when printing from this application.

🗐 **Reference**

- For details, see the printer driver Help.

Making Printer Settings - One Click Presets

This section explains how to register and use one click presets.

Each function explained in this chapter is preconfigured and registered under [One Click Presets List:] on the [One Click Presets] tab.

You can apply the relevant setting simply by clicking on the one click preset name. This helps to avoid incorrect settings and misprints.

One click presets can be added, modified, and deleted as required. They can also be shared for use by different users. By using registered one click presets, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

Follow the procedure to register one click presets.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the machine, and then open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

3. **Make the settings you require.**

4. **Click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with its registered name in the One Click Preset List: area.

5. **Click [OK].**

🔽 Note

- Under Windows operating systems, this function is available through the PostScript 3 printer driver.

- For details about modifying and deleting one click presets, see the printer driver Help.

2. Mac OS Configuration

Mac OS

This section explains how to configure a Mac OS to use EtherTalk and USB.

The following explains how to configure Mac OS 9.1. If you are not using Mac OS 9.1, see the manual of the Mac OS you are using for details.

⭐ **Important**

- **For Mac OS 8.6 and higher. (Mac OS X Classic environment is supported.)**

⬇ **Note**

- The PostScript 3 printer driver is stored in the following folder on the CD-ROM.

  `Mac OS 8 and 9:PS Driver:(language):Disk1`

Installing the PostScript 3 Printer Driver and PPD File

It is necessary to install a printer driver and PostScript Printer Description (PPD) files to print from a Mac OS.

Follow the procedure below to install a printer driver and a PPD file into a Mac OS using Mac OS 8.6 and higher.

PostScript 3 Printer Driver

1. **Insert the CD-ROM into the CD-ROM drive.**
2. **Double-click the CD-ROM drive icon.**
3. **Double-click the [Mac OS 8 and 9] folder.**
4. **Double-click the [PS Driver] folder.**
5. **Double-click the folder of the language you use.**
6. **Open [Disk1], and then double-click the installer icon.**
7. **Follow the instructions on the screen.**

PPD Files

1. **Double-click the CD-ROM drive icon.**
2. **Double-click the [Mac OS 8 and 9] folder.**
3. **Double-click the [Printer Descriptions] folder.**
4. **Double-click the folder of the language you are using.**

5. **Open the [DISK1] folder.**

6. **Drag the PPD file and the plugin file into [Printer Descriptions] in [Extensions] under [System Folder].**

7. **Restart the Mac OS.**

Setting Up PPD Files

⭐ **Important**

- Make sure that the printers are connected to an AppleTalk network before performing the following procedure.

1. **On the [Apple] menu, click [Chooser].**

2. **Click the Adobe PS icon.**

3. **In the [Select a PostScript Printer:] list, click the name of the printer you want to use.**

4. **Click [Create].**

5. **Click the printer you want to use, and then click [Setup].**

   A PPD file is set up and the Adobe PS icon appears at the left of the printer name in the list. Follow the procedure on Setting Up Options to make option settings; otherwise close the [Chooser] dialog box.

Setting Up Options

1. **On the [Apple] menu, click [Chooser].**

2. **Click the Adobe PS icon.**

3. **In the [Select a PostScript Printer:] list, click the name of the printer you want to use, and then click [Setup].**

4. **Click [Configure].**

   A list of options appears.

5. **Select the option you want to set up, and then select an appropriate setting for it.**

6. **Click [OK].**

   The list of options closes.

7. **Click [OK].**

   The [Chooser] dialog box appears.

8. **Close the [Chooser] dialog box.**

⬇Note

- If the option you want to select is not displayed, PPD files may not be set up correctly. To complete the setup, check the name of the PPD file displayed in the dialog box.

Installing Adobe Type Manager

⭐Important

- Quit all applications currently running before installation. Install ATM after you restart the computer.

1. **Start a Mac OS.**
2. **Insert the CD-ROM into the CD-ROM drive.**
3. **Double-click the CD-ROM drive con.**
4. **Double-click the [Mac OS 8 and 9] folder.**
5. **Double-click the [ATM] folder.**
6. **Double-click the ATM 4.6.2 installer icon.**
7. **Follow the instructions on the screen.**
8. **When the procedure is complete, restart the computer. ATM will be completely installed only after restarting.**
9. **On the [Apple] menu, open [Control Panel], and then click [~ATM].**
10. **The ATM control panel opens.**

⬇Note

- For details about installation, see the operating instructions in the ATM folder.

Installing Screen fonts

Follow the procedure below to install screen fonts.

The screen fonts described below can be found in the [Fonts] folder on the CD-ROM.

1. **Start a Mac OS.**
2. **Insert the CD-ROM into the CD-ROM drive.**

   The CD-ROM drive icon appears.
3. **Double-click the CD-ROM drive icon.**

   The contents of the CD-ROM appear.
4. **Double-click the [Mac OS 8 and 9] folder.**
5. **Double-click the [Fonts] folder.**

6. **Double-click the [Screen font] folder.**

7. **Double-click the [TrueType] or [Type1] folder.**

   Select the font type you want to use.

8. **Copy the fonts you want to install in [System Folder].**

   A confirmation message appears.

9. **Click [OK].**

   The fonts are installed.

10. **Restart the Mac OS.**

Changing to EtherTalk

Follow the procedure below to configure to a Mac OS to use EtherTalk.

1. **Open [Control Panel], and then double-click the AppleTalk icon.**

2. **On the [Connect via:] pop-up menu, click [Ethernet].**

3. **If you change zones, select a name on the [Current zone:] pop-up menu.**

4. **Close the AppleTalk control panel.**

5. **Restart the computer.**

🔽 Note

- The procedures used to configure Mac OS may vary depending on the Mac OS version. The following describes how to configure Mac OS 9.1. If you are using a different version of Mac OS, use the following procedures as a reference and see the manuals for your Mac OS version.

- Confirm the Connection to the Printer with TCP/IP.

📄 Reference

- For information about installing applications required for EtherTalk, see the Mac OS manuals.

Mac OS X

This section explains how to configure a Mac OS X to use EtherTalk, USB and TCP/IP.

Follow the procedure below to configure Mac OS X 10.3.8. If you are not using Mac OS X 10.3.8, see the manual of the Mac OS X you are using for details.

⭐ **Important**

- **For Mac OS X 10.1 or higher.**

⬇️ **Note**

- The PPD files are stored in the following folder on the CD-ROM.

  `Mac OS X:Mac OS X PPD Installer`

Installing the PPD Files

Follow the procedure below to install a PPD file to print from Mac OS X.

⭐ **Important**

- **You need an administrator name and a password (phrase). For details, consult your network administrator.**

1. **Insert the CD-ROM into the CD-ROM drive.**

2. **Double-click the CD-ROM drive icon.**

3. **Double-click the [Mac OS X] folder.**

4. **Double-click the [MacOSX PPD Installer] folder.**

5. **Double-click the installer icon.**

6. **Follow the instructions on the screen.**

Setting Up the PPD File

1. **Start Printer Setup Utility.**

2. **Click [Add].**

   Mac OS X 10.4 or later

   Click a printer that has "AppleTalk" indicated in the "Connection" column.

   If the zone is set, click [More Printers...], and then select the zone from the second pop-up menu.

   Other Mac OS X

   Click [AppleTalk] on the first pop-up menu.

   If the zone is set, select the zone from the second pop-up menu.

3. **Select the printer, and then select its manufacturer from the [Printer Model:] pop-up menu.**

   Under Mac OS X 10.4 or later, you are using from the [Print Using] popup menu.

   A list of printer types appears.

4. **Select the PPD file for the model you are using, and then click [Add].**

5. **Quit Printer Setup Utility.**

Setting Up Options

1. **Start System Preferences.**

2. **Click [Print& Fax].**

3. **In the [Printer] list, click the name of the printer you want to use, and then click [Printer Setup...].**

4. **Select the option you want to set up, and then select an appropriate setting for it.**

5. **Click [Apply Changes].**

Note

- If the option you want to select is not displayed, PPD files may not be set up correctly. To complete the setup, check the name of the PPD file displayed in the dialog box.

Using USB Interface

Follow the procedure below to set up USB connection.

1. **Start Printer Setup Utility.**

2. **Click [Add].**

   Mac OS X 10.4 or later

   Click a printer that has "USB" indicated in the "Connection" column.

   Other Mac OS X

   Click [USB] on the pop-up menu.

   The connected printer appears.

3. **Select the printer, and then select its manufacturer from the [Printer Model:] pop-up menu.**

   Under Mac OS X 10.4 or later, you are using from the [Print Using] pop-up menu.

   A list of printer types appears.

4. **Select the connected printer from the list of printer models, and then click [Add].**

5. **Quit Printer Setup Utility.**

⬇ Note

- When printing with a USB connection to a Macintosh computer, printer language does not change automatically. Use the control panel on this printer to change printer language to [Auto Detect] or [PS] before printing.

- USB2.0 can be used only with Mac OS X 10.3.3 or higher.

Using Bonjour (Rendezvous)

Follow the procedure below to print using Bonjour (Rendezvous) under Mac OS X 10.2.3 or higher. Ethernet and wireless LAN connections can also be used.

1. **Start Printer Setup Utility.**

2. **Click [Add].**

   Mac OS X 10.4 or later

   Click a printer that has "Bonjour" indicated in the "Connection" column.

   If the zone is set, click [More Printers...], and then select the zone from the second pop-up menu.

   Other Mac OS X

   Click [Rendezvous] on the pop-up menu.

   If the zone is set, select the zone from the second pop-up menu.

3. **Select the name of the connected printer from the list of printer models, and then click [Add].**

   Under Mac OS X 10.4 or later, Installable Options window appears. Select the option you want to set up, and then select an appropriate setting for it, and then [Continue].

4. **Quit Printer Setup Utility.**

⬇ Note

- When printing with a Rendezvous connection to a Macintosh computer, printer language does not change automatically. Use the control panel on this printer to change printer language to [Auto Detect] or [PS] before printing.

Changing to EtherTalk

Follow the procedure below to configure a Mac OS X to use EtherTalk.

⭐ Important

- You need an administrator name and a password (phrase). For details, consult your network administrator.

1. **Open [System Preferences], and then click the Network icon.**

2. **Click [Built-in Ethernet] in the [Show:] list box.**

3. **Click the [AppleTalk] tab.**

4. **Select the [Make AppleTalk Active] check box.**

5. **To change AppleTalk zones, select a name from the [AppleTalk Zone:] pop-up menu.**

6. **When the settings are made, click [Apple Now].**

🖹 Reference

- For information about installing applications required for EtherTalk, see the Mac OS manuals.

Configuring the Printer

Use the control panel to enable AppleTalk. (The default is active.)

2

2

3. Using PostScript 3

Setting Up Options

To use installed options correctly, first set up the printer driver. If the options are not recognized, you cannot use them, even though they are physically installed. The procedure to set up a printer driver varies depending on the operating system.

Windows

⭐**Important**

- If your system is Windows 2000, Windows XP Professional, Windows Vista, or Windows Server 2003/2003 R2/2008, changing printer driver settings requires Manage Printers permission. Members of Administrators and Power Users groups have Manage Printers permission by default. When you change printer driver settings, log on with an account that has Manage Printers permission.

- If you are using Adobe PageMaker 6.0, 6.5, or 7.0, you have to set up options in the Adobe PageMaker's print dialog box.

You can set up any of the options using the following tabs:

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Installable Options] on the [Device Settings] tab.
Mac OS	For ethernet, [Chooser] on the Apple Menu. For USB, [Change Setup] from the [Printing] menu to open the Desktop printer.
Mac OS X	[Printer Setup...] in [Print & Fax] to open the System Preferences.

⬇**Note**

- To set up options, access the printer driver from Windows. You cannot set up options if you access the printer driver from an application.

Mac OS

⭐**Important**

- If you are using Mac OS X, this functions cannot be used.

You can set up all options using the [Chooser] dialog box.

📘**Reference**

- See, Making Option Settings for the Printer, Setting Up Options or Setting Up Options for the installation method appropriate to your printing environment.

Printing a Document

This documentation describes the specific printer functions and menus that are added by installing the PPD file.

⭐ **Important**

- On a Macintosh, Mac OS 8.6 or higher (Mac OS X Classic environment is supported.), or Mac OS X 10.1 or higher is required.
- If you are using Mac OS X 10.1.x, the following functions cannot be used:
  - Sample Print
  - Locked Print
  - Hold Print
  - Stored Print
  - Store and Print
  - Document Server
  - User Code
- Applications, such as PageMaker, that have their own drivers do not support the following functions:
  - Sample Print
  - Locked Print
  - Hold Print
  - Stored Print
  - Store and Print
  - Document Server
  - User Code

⬇ **Note**

- If you are using Mac OS X 10.2.x or higher, the Job Type function can be used.
- "Mac OS X" in the tables below refers to Mac OS X 10.2.3. Depending on the version, [Features x] is displayed as [Set x] (x is a number). Make adjustments according to the version you use.

Job Type

Use this to select the type of print job.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Job Type:] is displayed on the [Job Setup] menu in the [Printing Preferences] dialog box.
Mac OS	[Job Type:] on [Job Log] in the print dialog box.
Mac OS X	[Job Type:] on [Job Log] in the print dialog box.

You can select the following items:

Normal Print

Select this for normal printing. The print job starts immediately after the print command is given.

Sample Print

Use this function to print only one set of a multiple print jobs.

The other sets are saved in the machine. The saved job can be printed from the machine's control panel. You can also delete the saved job.

⬇️Note

- The "User ID" can contain up to eight alphanumeric (a-z, A-Z, 0-9) characters.

- Entering the "User ID" helps you distinguish your print job from others.

📧Reference

- For details about how to use Sample Print, see Job Type.

Locked Print

Use this function to save documents in the machine memory with a password, and then edit and print them as you want.

⬇️Note

- The "User ID" can contain to eight alphanumeric (a-z, A-Z, 0-9) characters. The "Password" must be 4-8 digits.

- Entering the "User ID" helps you distinguish your print job from others.

📧Reference

- For details about how to use Locked Print, see Job Type.

Hold Print

Use this function to temporarily hold a file in the machine, and print it from the computer or the machine's control panel later.

⬇️Note

- The "User ID" can contain up to eight alphanumeric (a-z, A-Z, 0-9) characters.

- The "File Name" can contain to 16 alphanumeric (a-z, A-Z, 0-9) characters.

- Entering the "User ID" helps you distinguish your print job from others.

Reference

- For details about how to use Hold Print, see Job Type.

Stored Print

Use this function to store a file in the machine, and then print it from the computer or the machine's control panel later.

Note

- The "User ID" can contain up to eight alphanumeric (a-z, A-Z, 0-9) characters. The "Password" must be 4-8 digits.
- The File Name can contain to 16 alphanumeric (a-z, A-Z, 0-9) characters.
- You can assign a password to a saved document, but password assignment is not mandatory.
- Entering the "User ID" helps you distinguish your print job from others.

Reference

- For details about how to use Stored Print, see Job Type.

Store and Normal Print

Use this function to print the file at once and also store the file in the printer.

Note

- The "User ID" can contain up to eight alphanumeric (a-z, A-Z, 0-9) characters. The "Password" must be 4-8 digits.
- The "File Name" can contain to 16 alphanumeric (a-z, A-Z, 0-9) characters.
- You can assign a password to a saved document, but password assignment is not mandatory.
- Entering the "User ID" helps you distinguish your print job from others.

Reference

- For details about how to use Stored Print, see Job Type.

Send to Document Server

Use this function to store hard disk documents that you want to print as well as documents you might want to later combine or process for printing.

Note

- The "File Name" can contain to 16 alphanumeric (a-z, A-Z, 0-9) characters.

Reference

- For details about the Document Server function, see "Accessing the Document Server", Printer Reference.

How to Use Sample Print

Follow the procedure below to print a document using the Sample Print function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the printer, and then open the [Printing Preferences] dialog box.**

3. **In the [Job Type:] list, click [Sample Print].**

4. **Click [Details...].**

5. **In the [User ID:] box, enter a user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters.**

   The user ID associates the user with his / her jobs.

6. **Click [OK].**

7. **Click [OK] to close the printer properties dialog box.**

   If the application has a collate option, make sure it is not selected before sending a print job. The printer driver automatically collates Sample Print jobs by default. If the collate option is selected in the application's [Print] dialog box, there may be more prints than required.

8. **Set the number of copies to two or more in the [Copies:] box under the [Basic] menu, and then start the printing from the application's [Print] dialog box.**

   The sample print job is sent to the machine, and one set is printed.

9. **Check the printed output to make sure the settings are correct.**

   If the settings are correct, perform the following steps to print the remaining sets.

   If you want to delete saved jobs, see "Deleting Sample Print files".

10. **On the machine's control panel, press the [Printer] key to display the printer screen.**

11. **Press [Print Jobs].**

12. **Press [Sample Print Job List].**

    A list of print files stored in the machine appears.

    [User ID], [Date / Time] and [File Name] also appear.

13. **Select the file you want to print by pressing it.**

14. **Press [Print].**

15. **Enter the new number of sets using the number keys if necessary, and then press [Yes].**

    You can enter up to 999 sets.

    Press the [Clear/Stop] key to correct any entry mistakes.

    When multiple files are selected without setting a quantity, 1 page less than the minimum number of all settings is applied.

The remaining sets are printed.

Note

- Pressing the [Clear/Stop] key after you press [Yes] to print cancels printing The file will remain in the machine.
- When printing finishes, the stored file is deleted.
- To cancel printing, press [Exit]. Then, press [Job Reset]. After it has started, the file is deleted.
- If there is a print job outstanding, this will be printed before the sample print job.
- If the application has a collate option, make sure it is not selected before sending a print job. The printer driver automatically collates Sample Print jobs by default. If the collate option is selected in the application's [Print] dialog box, there may be more prints than required.

Mac OS/Mac OS X

1. **In the application, on the [File] menu, click [Print].**

    The [Print] dialog box appears.

2. **Set the number of copies to two or more.**

    The sample print job is sent to the machine, and one set is printed.

3. **In the pop-up menu, click [Job Log].**

4. **On the [Job Type:] pop-up menu, select [Sample Print].**

5. **In the [User ID:] box, enter a user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters.**

    The user ID associates the user with his / her jobs.

6. **After making the necessary settings, click [Print].**

7. **Check the printed output to make sure the settings are correct.**

    If the settings are correct, perform the following steps to print the remaining sets.

    If you want to delete saved jobs, see "Deleting Sample Print files".

8. **On the machine's control panel, press the [Printer] key to display the printer screen.**

9. **Press [Print Jobs].**

10. **Press [Sample Print Job List].**

    A list of sample print files stored in the machine appears.

    [User ID], [Date / Time] and [File Name] also appear.

11. **Select the file you want to print by pressing it.**

12. **Press [Print].**

13. **Enter the new number of sets using the number keys. if necessary, and then press [Yes].**

    You can enter up to 999 sets.

Press [Clear/Stop] to correct any entry mistakes.

When multiple files are selected without setting a quantity, 1 page less than the minimum number of all settings is applied.

The remaining sets are printed.

⊕ Note

- Pressing the [Clear/Stop] key after you press [Yes] to print cancels printing The file will remain in the machine.

- When printing finishes, the stored file is deleted.

- To cancel printing, press [Exit]. Then, press [Job Reset]. After it has started, the file is deleted.

- If there is a print job outstanding, this is printed before the sample print job.

Deleting a Sample Print File

If a printed document is not as required, you can delete the Sample Print file.

1. **On the machine's control panel, press the [Printer] key to display the printer screen.**

2. **Press [Print Jobs].**

3. **Press [Stored Print Job List].**

   A list of sample print files stored in the machine appears.

4. **Select the file you want to delete by pressing it.**

   To cancel a selection, press the highlighted jobs again.

   Only one file can be selected at a time.

5. **Press [Delete].**

   A confirmation screen appears.

6. **Press [Yes] to delete the file.**

   The selected file is deleted.

How to Use Locked Print

Follow the procedure below to print a document using the Locked Print function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the printer, and then open the [Printing Preferences] dialog box.**

3. **In the [Job Type:] list, click [Locked Print].**

4. **Click the [Details...].**

5. **In the [User ID:] box, enter a user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters, and then enter a 4-8 digit password in the [Password:] box.**

    The user ID associates user with his / her jobs.

6. **Click [OK].**

7. **Click [OK] to close the printer properties dialog box.**

    If the application has a collate option, make sure it is not selected before sending a print job. The printer driver automatically collates Locked Print jobs by default. If the collate option is selected in the application's [Print] dialog box, there may be more prints than required.

8. **On the machine's control panel, press the [Printer] key to display the printer screen.**

9. **Press [Print Jobs].**

10. **Press [Locked Print Job List].**

    A list of locked print files stored in the machine appears.

    [User ID], [Date / Time] and [File Name] also appear.

11. **Select the file you want to print by pressing it.**

12. **Press [Print].**

    The password screen appears.

13. **Enter the password using the number keys, and then press [OK].**

    A confirmation screen appears.

    A confirmation screen will appear if the password is not entered correctly. Press [Exit] to enter the password again.

    When multiple print files are selected, the machine prints only files that correspond to the entered password. The number of files is displayed on the confirmation screen.

14. **Press [Yes].**

    The locked file is printed.

⬇ **Note**

- Pressing the [Clear/Stop] key after you press [Yes] to print cancels printing The file will remain in the machine.

- To cancel printing, press [Exit]. Then, press [Job Reset]. After it has started, the file is deleted.

- If the application has a collate option, make sure it is not selected before sending a print job. The printer driver automatically collates Locked Print jobs by default. If the collate option is selected in the application's [Print] dialog box, there may be more prints than required.

Mac OS/Mac OS X

1. **In the application, click [Print] on the [File] menu.**

   The [Print] dialog box appears.

2. **In the pop-up menu, click [Job Log].**

3. **On the [Job Type:] pop-up menu, click [Locked Print].**

4. **In the [User ID:] box, enter a user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters, and then enter a 4-8 digit password in the [Password:] box.**

   The user ID associates the user with his / her jobs.

5. **After making the necessary settings, click [Print].**

   The document file is saved in the machine.

   To print the document, perform the following steps.

   To delete the document, see Job Type.

6. **On the machine's control panel, press the [Printer] key to display the printer screen.**

7. **Press [Print Jobs].**

   A list of print files stored in the machine appears.

8. **Press [Locked Print Job List].**

   A list of locked print files stored in the machine appears.

   [User ID], [Date / Time] and [File Name] also appear.

9. **Select the file you want to print by pressing it.**

10. **Press [Print].**

    The password screen appears.

11. **Enter the password using the number keys, and then press [OK].**

    A confirmation screen appears.

    A confirmation screen will appear if the password is not entered correctly. Press [Exit] to enter the password again.

    When multiple print files are selected, the machine prints only files that correspond to the entered password. The number of files is displayed on the confirmation screen.

12. **Press [Yes].**

    The locked file is printed.

⬇Note

- Pressing the [Clear/Stop] key after you press [Yes] to print cancels printing The file will remain in the machine.

- To cancel printing, press [Exit]. Then, press [Job Reset]. After it has started, the file is deleted.

Deleting a Locked Print File

If a printed document is not as required, you can delete the Locked Print file.

1. **On the machine's control panel, press the [Printer] key to display the printer screen.**

2. **Press [Print Jobs].**

   A list of print files stored in the machine appears.

3. **Press [Locked Print Job List].**

   A list of locked print files stored in the machine appears.

4. **Select the file you want to delete by pressing it.**

   To cancel a selection, press the highlighted job again.

   Only one file can be selected at a time.

5. **Press [Delete].**

   A password screen appears.

6. **Enter the password using the number keys, and then press [OK].**

   A confirmation screen appears.

   A confirmation screen will reappear if the password was entered incorrectly. Press [Exit] to enter the password again.

   When multiple files are selected, the machine deletes only files that correspond to the entered password. The number of files to be deleted is displayed on the confirmation screen.

7. **Press [Yes].**

   The selected file is deleted.

🔽Note

- Press [No] to cancel the delete request.

How to Use Hold Print

Follow the procedure below to print a document using the Hold Print function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008

1. **In the application, on the [File] menu, click [Print].**
   The [Print] dialog box appears.

2. **Select the printer, and then open the [Printing Preferences] dialog box.**

3. **In the [Job Type:] list, click [Hold Print].**

4. **Click the [Details...].**

5. **In the [User ID:] box, enter a user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters. [File Name:] can also be set.**

   The user ID associates the user with his / her jobs.

6. **Click [OK].**

7. **Click [OK] to close the printer properties dialog box.**

   If the application has a collate option, make sure it is not selected before sending a print job. The printer driver automatically collates Hold Print files by default. If a collate option is selected from the application's Print dialog box, there may be more prints than required.

8. **Start the printing from the application's [Print] dialog box.**

   The document file is saved in the machine.

   To print the document, perform the following steps.

   To delete the document, see JobType.

9. **On the machine's control panel, press the [Printer] key to display the printer screen.**

10. **Press [Print Jobs].**

    A list of print files stored in the machine appears.

11. **Press [Hold Print Job List].**

    A list of hold print files stored in the machine appears.

    [User ID], [Date / Time] and [File Name] also appear.

    Depending on the security settings, certain print jobs may not be displayed.

12. **Select the file you want to print by pressing it.**

13. **Press [Print].**

    A confirmation screen appears.

14. **Press [Yes].**

    The hold print file is printed.

⬇Note

- Pressing the [Clear/Stop] key after you press [Yes] to print cancels printing The file will remain in the machine.

- To cancel printing, press [Exit]. Then, press [Job Reset]. After it has started, the file is deleted.

- When printing finishes, the stored file is deleted.

- If the application has a collate option, make sure it is not selected before sending a print job. The printer driver automatically collates Hold Print files by default. If a collate option is selected from the application's Print dialog box, there may be more prints than required.

Mac OS/Mac OS X

1. **From an application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **In the pop-up menu, click [Job Log].**

3. **On the [Job Type:] pop-up menu, click [Hold Print].**

4. **In the [User ID:] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters. [File Name:] can also be set.**

   The user ID associates the user with his / her jobs.

5. **After making the necessary settings, click [Print].**

   The document file is saved in the machine.

   To print the document, perform the following steps.

   To delete the docuemt, see Job Type.

6. **On the machine's control panel, press the [Printer] key to display the printer screen.**

7. **Press [Print Jobs].**

   A list of print files stored in the machine appears.

8. **Press [Hold Print Job List].**

   A list of hold print files stored in the machine appears.

   [User ID], [Date / Time] and [File Name] also appear.

   Depending on the security settings, certain print jobs may not be displayed.

9. **Select the file you want to print by pressing it.**

10. **Press [Print].**

    A confirmation screen appears.

11. **Press [Yes].**

    The hold print file is printed.

🔽 **Note**

- Pressing the [Clear/Stop] key after you press [Yes] to print cancels printing The file will remain in the machine.

- To cancel printing, press [Exit]. Then, press [Job Reset]. After it has started, the file is deleted.

- When printing is completed, the stored file is deleted.

Deleting a Hold Print File

If a printed document is not as required, you can delete the Hold Print file.

1. **On the machine's control panel, press the [Printer] key to display the printer screen.**

2. **Press [Print Jobs].**

   A list of the print files stored in the machine appears.

3. **Press [Hold Print Job List].**

   A list of Hold Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete by pressing it.**

5. **Press [Delete].**

   A confirmation screen appears.

6. **Press [Yes].**

   The selected file is deleted.

⬇ Note

- Press [No] to cancel the delete request.

How to Use Stored Print/Store and Normal Print

Follow the procedure below to print a document using the Stored Print function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the printer, and then open the [Printing Preferences] dialog box.**

3. **In the [Job Type:] list, click [Stored Print] or [Store and Normal Print].**

   - [Stored Print]

     Stores the file in the printer and print it later using the control panel.

   - [Store and Normal Print]

     Prints the file at once and also stores the file in the printer.

4. **Click the [Details...].**

5. **In the [User ID:] box, enter a user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters, and then enter a 4-8 digit password in the [Password:] box. [File Name:] can also be set.**

   The user ID associates the user with his / her job.

   You can assign a password to a saved document, but password assignment is not mandatory.

   The same password must be entered when printing or deleting.

6. **Click [OK].**

7. **Click [OK] to close the printer properties dialog box.**

   If the application has a collate option, make sure it is not selected before sending a print job. The printer driver automatically collates Stored Print files by default. If a collate option is selected from the application's Print dialog box, there may be more prints than required.

8. **Start the printing from the application's [Print] dialog box.**

   The document file is saved in the machine.

   To print the document, perform the following steps.

   To delete the document, see Job Type.

9. **On the machine's control panel, press the [Printer] key to display the printer screen.**

10. **Press [Print Jobs].**

    A list of print files stored in the machine appears.

11. **Press [Stored Print Job List].**

    A list of stored print files stored in the machine appears.

    [User ID], [Date / Time] and [File Name] also appear.

    Depending on the security settings, certain print jobs may not be displayed.

12. **Select the file you want to print by pressing it.**

13. **Press [Print].**

    A confirmation screen appears.

    If you have already set a password, proceed to the following step.

14. **Enter a password using the number keys on the password screen, and then press [OK].**

    A confirmation screen will appear if the password is not entered correctly. Press [OK] to enter the password again.

    If you have not set the password, proceed to the following step.

15. **Press [Yes].**

    The stored file is printed.

⬇ Note

- Pressing the [Clear/Stop] key after you press [Yes] to print cancels printing The file will remain in the machine.

- To cancel printing, press [Exit]. Then, press [Job Reset]. After it has started, the file is deleted.

- Stored Print files sent to the machine are not deleted unless you delete them in the machine or select [Auto Delete Stored Print Jobs] (see "System", Printer Reference). For details, see Job Type.

- If the application has a collate option, make sure it is not selected before sending a print job. The printer driver automatically collate Stored Print files by default. If a collate option is selected from the application's Print dialog box, there may be more prints than required.

Mac OS/Mac OS X

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **In the pop-up menu, click [Job Log].**

3. **On the [Job Type:] pop-up menu, click [Stored Print] or [Store and Print].**

   • [Stored Print]

      Stores the file in the printer and print it later using the control panel.

   • [Store and Print]

   Prints the file at once and also stores the file in the printer.

4. **In the [User ID:] box, enter a user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters, and then enter a 4-8 digit password in the [Password:] box. [File Name:] can also be set.**

   The user ID associates the user with his / her jobs.

   You can assign a password to a saved document, but password assignment is not mandatory.

   The password must be entered when printing or deleting.

5. **After making the necessary settings, click [Print].**

   The document file is saved in the machine.

   To print the document, perform the following steps.

   To delete the document, see Job Type.

6. **On the machine's control panel, press the [Printer] key to display the printer screen.**

7. **Press [Print Jobs].**

8. **Press [Stored Print Job List].**

   A list of stored print files stored in the machine appears.

   [User ID], [Date / Time] and [File Name] also appear.

   Depending on the security settings, certain print jobs may not be displayed.

9. **Select the file you want to print by pressing it.**

10. **Press [Print].**

    A confirmation screen appears.

    If you have already set a password, proceed to the following step.

11. **Enter a password using the number keys on the password screen, and then press [OK].**

    A confirmation screen will appear if the password is not entered correctly. Press [OK] to enter the password again.

    If you have not set the password, proceed to the following step.

12. **Press [Yes].**

   The stored file is printed.

🔽**Note**

   - Pressing the [Clear/Stop] key after you press [Yes] to print cancels printing The file will remain in the machine..

   - To cancel printing, press [Exit]. Then, press [Job Reset]. After it has started, the file is deleted.

   - Stored Print files sent to the machine is not deleted unless you delete them in the machine or select [Auto Delete Stored Print Jobs] (see "System", Printer Reference). For details, see Job Type.

Deleting a Stored Print File

If a printed document is not as required, you can delete the Stored Print file.

1. **On the machine's control panel, press the [Printer] key to display the printer screen.**

2. **Press [Print Jobs].**

   A list of print files stored in the machine appears.

3. **Press [Stored Print Job List].**

   A list of stored print files stored in the machine appears.

4. **Select the file you want to delete by pressing it.**

   To cancel a selection, press the highlighted job again.

5. **Press [Delete].**

   A confirmation screen appears.

6. **Press [Yes].**

   The selected file is deleted.

🔽**Note**

   - Press [No] to cancel the delete request.

   - If you have already set a password in the printer driver, enter it to delete.

How to Use Send to Document Server

Follow the procedure below to print a document using the Document Server function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the printer, and then open the [Printing Preferences] dialog box.**

3. **In the [Job Type:] list, click [Send to Document Server].**

4. **Click the [Details...].**

5. **In the [User ID:] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters. A file name and password can also be entered arbitrarily.**

   The user ID associates the user with his / her job.

   You can assign a password to a saved document, but password assignment is not mandatory.

   The same password must be entered when printing or deleting.

6. **Click [OK].**

7. **Click [OK] to close the [Job Type Details] dialog box.**

8. **Start the printing from the application's [Print] dialog box.**

> ⭐ **Important**

- If you are using Mac OS X 10.1.x, this function cannot be used.

If you are using Mac OS X 10.2.x or higher, the Job Type function can be used.

Mac OS X

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **In the pop-up menu, click [Job Log].**

3. **On the [Job Type:] pop-up menu, click [Document Server].**

4. **In the [User ID:] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters. A file name and password can also be entered arbitrarily.**

   The user ID associates the user with his / her job.

   You can assign a password to a saved document, but password assignment is not mandatory.

   The same password must be entered when printing or deleting.

5. **Start the printing from the application's [Print] dialog box.**

User Code

Use this to set a user code for print logging.

Enter a user code using up to eight digits. A user code identifies a group of users and allows you to check the number of sheets printed under each code with SmartDeviceMonitor for Admin.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	Enter a user code in the [User Code:] box on the [Job Setup] menu in the [Printing Preferences] dialog box.
Mac OS	Select the [Enable User Code] check box, and then enter a user code in the [User Code] box on [Job Log] in the print dialog box.
Mac OS X	Select the [Enable User Code] check box, and then enter a user code in the [User Code] box on [Job Log] in the print dialog box.

🗐 Reference

- For details about using SmartDeviceMonitor for Admin, see Help.

Paper Size

Use this to select the size of paper you want to use.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Paper Size:] is displayed on the [Basic] menu in the [Printing Preferences] dialog box.
Mac OS	[Paper:] on the [Page Attributes] tab in the Page Setup dialog box.
Mac OS X	[Paper Size:] in the Page Setup dialog box.

🗐 Reference

- For details about the paper sizes supported by this machine, see General Setting Guide.

Fit to Paper

When the size of the document and paper size differ, set whether or not to print according to paper size.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Fit to Paper] is displayed on the [Paper] menu in the [Printing Preferences] dialog box.
Mac OS	[Fit to Paper] on [Printer Specific Options] in the print dialog box.

Mac OS X	[Fit to Paper] on the [Features x] tab on [Printer Features] in the print dialog box.

[Prompt User]

Print is performed with the size of document to be printed unchanged.

[Nearest Size and Scale]

If the paper size is smaller than the selected paper size, the driver reduces the print size.

If the paper size is larger than the size of document to be printed, print is not to fit the paper size.

[Nearest Size and Crop]

When the paper size is smaller than the size of document to be printed, print is adjusted to meet the paper size.

Input Tray

Use this to select the paper sources.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Input Tray:] is displayed on the [Paper] menu in the [Printing Preferences] dialog box.
Mac OS	[Paper Source] on [General] in the print dialog box.
Mac OS X	[Paper Feed] in the print dialog box.

Reference

- For details about the paper sources, see Printer Reference.

Resolution

Use this to set the resolution types.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Resolutions:] is displayed on the [Print Quality] menu in the [Printing Preferences] dialog box.
Mac OS	[Resolution] on [Printer Specific Options] in the print dialog box.

Mac OS X	[Resolution] on the [Features x] tab on [Printer Features] in the print dialog box.

 Reference

- For more information about the resolution types, see Printer Reference.

Rotate by 180 degrees

Use this to rotate the print image by 180 degrees.

The following table shows where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	Check the [Rotate by 180 degrees:] check box on the [Basic] menu in the [Printing Preferences] dialog box.
Mac OS	[Rotate by 180 degrees] in [Printer Specific Options] in the print dialog box.
Mac OS X	[Rotate by 180 degrees] on the [Features x] tab in [Printer Features] in the print dialog box.

Orientation Override

Use this to set the paper orientation.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Orientation Override:] is displayed on the [Finishing] menu in the [Printing Preferences] dialog box.
Mac OS	[Orientation Override] on [Printer Specific Options] in the print dialog box.
Mac OS X	[Orientation Override] on the [Features x] tab on [Printer Features] in the print dialog box.

You can select the following items:

- [Off]
- [Landscape]
- [Portrait]

Print Mode / Toner Saving

Use this function to reduce the amount of toner used when printing.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Print Mode] is displayed on the [Print Quality] menu in the [Printing Preferences] dialog box.
Mac OS	[Print Mode:] on [Printer Specific Options] in the print dialog box.
Mac OS X	[Print Mode:] on the [Features x] tab on [Printer Features] in the print dialog box.

You can select the following items:

Off

Disables print mode.

Toner Saving

Reduces the amount of toner used when printing.

Duplex Printing

Use this function to select duplex printing.

⭐ Important

• To use this function, the optional duplex unit must be installed on the machine.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Duplex] is displayed on the [Edit] menu in the [Printing Preferences] dialog box.
Mac OS	[Print on Both Sides] on [Layout] in the print dialog box.
Mac OS X	• 10.3 or higher The [Two Sided Printing] check box on [Layout] in the print dialog box. • Other Mac OS X The [Print on both Sides] check box on [Duplex] in the print dialog box.

The following items may vary depending on the operating system you are using.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008, Mac OS

Off

Disables Duplex Printing.

Long Edge

Prints output so that you can open it to the long edge when bound along the long edge.

Short Edge

Prints output so that you can open it to the short edge when bound along the short edge.

⬇**Note**

- If you are using a Mac OS, click to select the button that means "Flip on Long Edge" or "Flip on Short Edge".

Mac OS X

The following functions are selectable under Mac OS X 10.3 or higher (for Mac OS X 10.2 or earlier, see Windows 2000/XP/Vista, Windows Server2003/2003 R2/2008, Mac OS in Duplex Printing)

Off

Disables Duplex Printing.

Long-Edge Binding

Prints output so that you can open it to the long edge when bound along the long edge.

Short-Edge Binding

Prints output so that you can open it to the short edge when bound along the short edge.

Collate

Use this function to enable collation. With this feature, the machine can efficiently print collated sets of multiple-page documents.

⭐**Important**

- If you are using Mac OS or Mac OS X, make sure that the following check boxes have not been selected.
  - Mac OS

    The [Collate] check box in the print dialog box.
  - Mac OS X

    The [Collate] check box on [Copies & Pages] in the printer dialog box.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	Set the number of copies to two or more on the [Basic] menu, and then select [On] or [Off] on the [Collate:] list on the [Finishing] menu in the [Printing Preferences] dialog box.
Mac OS	[Collate:] on [Printer Specific Options] in the print dialog box.
Mac OS X	[Collate:] on the [Feature 1] tab on [Printer Feature] in the printer dialog box.

Paper Type

Use this to select the paper type.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Paper Type] is displayed on the [Paper] menu in the [Printing Preferences] dialog box.
Mac OS	[Paper Type] on [Printer Specific Options] in the print dialog box.
Mac OS X	[Paper Type] on the [Features x] tab on [Printer Features] in the print dialog box.

🗐 Reference

- For details about the media type supported by this machine, see General Setting Guide.

Destination

Use this to select the destination tray.

The following table shows where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Destination] is displayed on the [Finishing] menu in the [Printing Preferences] dialog box.
Mac OS	[Destination] in [Printer Specific Options] in the print dialog box.

Mac OS X	[Destination] on the [Features x] tab in [Printer Features] in the print dialog box.

Reference

- For details about the destination tray supported by this machine, see General Setting Guide.

Staple

Use this function to staple sheets of printed paper together.

Important

- When stapling, use the finisher option. See General Setting Guide or Printer Reference.

The following table shows where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Staple:] is displayed on the [Finishing] menu in the [Printing Preferences] dialog box.
Mac OS	[Staple:] in [Printer Specific Options] in the print dialog box.
Mac OS X	[Staple:] on the [Features x] tab in [Printer Features] in the print dialog box.

Note

- The stapling location might differ depending on the orientation of the machine set in the printer and the orientation of the data to be printed. For details, see Printer Reference.

Punch

Use this function to punch holes in the printed documents.

Important

- When punching holes, use the finisher option. See Printer Reference.

The following table shows where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Punch] is displayed on the [Finishing] menu in the [Printing Preferences] dialog box.
Mac OS	[Punch:] in [Printer Specific Options] in the print dialog box.

Mac OS X	[Punch:] on the [Features x] tab in [Printer Features] in the print dialog box.

⬇ Note

- Punch positions and the number of punch holes that are available will change depending on the type of finisher, the original's orientation, and the printing paper size and orientation. For details, see Printer Reference.

Watermark

Set the Watermark function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Watermark] is displayed on the [Effects] menu in the [Printing Preferences] dialog box.
Mac OS X	[Watermark] on the [Features x] tab in the Print dialog box.

⬇ Note

- When using this function under Mac OS, see the printer driver Help. The following explains the procedure for Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008.

Watermark Text

Select the Watermark Text type.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Watermark Text] is displayed on the [Effects] menu in the [Printing Preferences] dialog box.
Mac OS X	[Watermark Text] on the [Features x] tab in the Print dialog box.

⬇ Note

- When using this function under Mac OS, see the printer driver Help. The following explains the procedure for Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008.

Watermark Font

Select the Watermark Font type.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Watermark Font] is displayed on the [Effects] menu in the [Printing Preferences] dialog box.
Mac OS X	[Watermark Font] on the [Features x] tab in the Print dialog box.

Note

- When using this function under Mac OS, see the printer driver Help. The following explains the procedure for Windows 2000 / XP / Vista, and Windows Server 2003 / 2003 R2 / 2008.

Watermark Size

Select the Watermark Size.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Watermark Size] is displayed on the [Effects] menu in the [Printing Preferences] dialog box.
Mac OS X	[Watermark Size] on the [Features x] tab in the Print dialog box.

Note

- When using this function under Mac OS, see the printer driver Help. The following explains the procedure for Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008.

Watermark Angle

Select the Watermark Angle.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Watermark Angle] is displayed on the [Effects] menu in the [Printing Preferences] dialog box.
Mac OS X	[Watermark Angle] on the [Features x] tab in the Print dialog box.

Note

- When using this function under Mac OS, see the printer driver Help. The following explains the procedure for Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008.

Watermark Style

Select the Watermark Style.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Watermark Style] is displayed on the [Effects] menu in the [Printing Preferences] dialog box.
Mac OS X	[Watermark Style] on the [Features x] tab in the Print dialog box.

Note

- When using this function under Mac OS, see the printer driver Help. The following explains the procedure for Windows 2000/XP/Vista, and Windows Server2003/2003 R2/2008.

Dithering

Use this to set the Image Rendering mode.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Dithering] is displayed on the [Print Quality] menu in the [Printing Preferences] dialog box.
Mac OS	[Dithering:] on [Printer Specific Options] in the print dialog box.
Mac OS X	[Dithering:] on the [Features x] tab on [Printer Features] in the print dialog box.

You can select the following items:

Auto

Use this setting to configure the best dithering method automatically depending on the appearance of the document to be printed.

Photographic

Performs dithering using an appropriate pattern for photographs.

Text

Performs dithering using an appropriate pattern for text.

User Setting

Use this setting to print images set in half tone in your application.

Image Smoothing

Use this to select the Image Smoothing type.

The following table shows the tabs or menus where you can select this function.

Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008	[Image Smoothing] is displayed on the [Print Quality] menu in the [Printing Preferences] dialog box.
Mac OS	[Image Smoothing:] on [Printer Specific Options] in the print dialog box.
Mac OS X	[Image Smoothing:] on the [Features x] tab on [Printer Features] in the print dialog box.

Off

Disables Image Smoothing.

On

Performs Image Smoothing unconditionally.

Auto

Performs Image Smoothing automatically for images that have a resolution less than 25% of supported printer resolution.

Less than 90 ppi - Less than 300 ppi

Performs Image Smoothing only when the image has an image resolution (pixels per inch) less than the respective value you have selected in the list.

Note

- When [Auto] is selected, data processing may take a long time.

- When Image Smoothing is used for a mask image, this function may have an undesired effect on the print result.

4. Printer Utility for Mac

Installing Printer Utility for Mac

Follow these steps to install Printer Utility for Mac on the machine.

⭐ **Important**

- **If a Macintosh and printer are connected by USB, you cannot use Printer Utility for Mac.**

1. **Start the Mac OS.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The CD-ROM icon appears.

3. **Double-click the CD-ROM icon.**

   The contents of the CD-ROM appear.

4. **Double-click the [Mac OS] folder.**

   Under Mac OS X, double-click the [Mac OS X] folder.

5. **Double-click the [PS Utility] folder on the CD-ROM, and then drag the [Printer Utility for Mac] file, and then drop it into the Macintosh hard disk.**

6. **Drag the CD-ROM icon and drop it into [Trash] to eject the CD-ROM.**

   Printer Utility for Mac is installed.

🔽 **Note**

- Printer Utility for Mac is included on the driver CD-ROM.
- Printer Utility for Mac requires Mac OS 8.1 or higher. (Mac OS X Classic environment is supported.)
- Printer Utility for Mac cannot use Mac OS X (native mode).

Starting Printer Utility for Mac

The following instructions describe how to start Printer Utility for Mac.

Mac OS

⭐ Important

- Before starting Printer Utility for Mac, make sure the printer is selected in [Chooser] on the Apple menu.

1. **Double-click the Printer Utility for Mac icon.**

   The [Printer Utility for Mac] dialog box appears.

2. **Click [OK].**

   Printer Utility for Mac will take a few seconds to start.

Mac OS X

1. **Double-click the Printer Utility for Mac icon.**

   The [Printer Utility for Mac] dialog box appears.

2. **Click [OK].**

3. **In the [Available Printers:] box, select the printer you want to use.**

   If you change zones, select a name from [Available Network Zones:].

   Click [Choose Printer...] on the Printer Utility for Mac menu if you want to change the printer.

4. **Select the printer you want to use.**

   Printer Utility for Mac will take a few seconds to start.

5. **Click [Choose].**

Printer Utility for Mac Functions

Printer Utility for Mac functions are described below.

File menu

- [Download PS Fonts...]

  Download fonts (PostScript Type 1) to the printer. See Downloading PS Fonts.

- [Display Printer's Fonts...]

  Display and delete the fonts in printer memory and the printer's hard disk drive.

  See Displaying Printer's Fonts.

- [Initialize Printer's Disk...]

  Initialize the printer's hard disk drive. See Initializing the Printer Disk.

- [Page Setup...]

  Set up the paper size to print "Printer Font Catalog" and "Printer Font Sample".

  See Page Setup.

- [Print Fonts Catalog...]

  Print the names of available fonts. See Printing Fonts Catalog.

- [Print Fonts Sample...]

  Print a sample of fonts. See Printing Fonts Sample.

- [Rename Printer...]

  Change the printer's name when viewed via AppleTalk. See Renaming the Printer.

- [Restart Printer]

  Restart the printer. See Restarting the Printer.

Utility menu

- [Download PostScript File...]

  Download a PostScript file. See Downloading PostScript Files.

- [Select Zone...]

  Change the zone to which the printer belongs to via AppleTalk. See Selecting the Zone.

- [Display Printer Status...]

  Display the status of the printer. See Displaying the Printer Status.

- [Launch Dialogue Console...]

  Create and edit a PostScript file, and then download it to the printer. See Launching the Dialogue Console.

Downloading PS Fonts

You can download the PS fonts to the printer's memory or hard disk drive.

⭐ **Important**

- The following procedures to download the fonts assume that you are a system administrator. If you are not, be sure to consult your system administrator.
- If the printer restarts, all the printer settings return to their defaults.
- Confirm that a Mac OS and the printer are connected with AppleTalk.
- During the download, do not turn off the power switch, operate the panel or open or close the cover.

1. **Select [Download PS Fonts...] on the [File] menu.**

2. **Click [Add to list].**

   The dialog box to select fonts appears.

3. **Click to select the desired font files, and then click [Open].**

   The list of selectable font names appears.

4. **After adding all the fonts you want to download, click [OK].**

   The dialog box of selected fonts to download appears.

5. **Click [Download].**

   The fonts begin to download, and the download status is shown.

6. **When the completion message appears, click [OK].**

7. **Click [Cancel].**

⬇ **Note**

- Some fonts cannot be downloaded.
- Before downloading, read the documentation about the fonts you want to use.

Displaying Printer's Fonts

You can display the available fonts currently downloaded to the printer. Fonts in the printer's memory and hard disk drive can be displayed.

1. **Select [Display Printer's Fonts...] on the [File] menu.**

   A dialog box appears.

2. **Select [Printer's memory] or [Printer's disk].**

3. **Click [OK].**

↓Note

- The fonts displayed in italics are the default fonts.

Deleting Fonts

You can delete fonts from the printer's memory or hard disk drive.

⭐Important

- You cannot delete the fonts displayed in italic.

1. **Select [Display Printer's fonts] on the [File] menu.**

   A dialog box appears.

2. **Select [Printer's memory] or [Printer's disk].**

3. **Select the fonts you want to delete.**

4. **Click [Delete].**

   A confirmation message appears.

5. **Confirm the fonts you want to delete and the printer name from which you want to delete the fonts.**

6. **Click [Continue], and then click [OK].**

7. **Click [OK].**

Initializing the Printer Disk

When initializing the printer's hard disk drive, all the fonts downloaded to the printer's hard disk drive are deleted. Before initializing, be sure to check the fonts on the hard disk drive.

⭐Important

- When initializing the printer's hard disk drive from the operation panel, all of the data on the printer's hard disk drive is deleted. Before initializing, be sure to check the data on the hard disk drive.

- Do not turn off the power switch until initializing is completed, otherwise the hard disk drive might be damaged.

1. **Select [Initialize Printer's Disk...] on the [File] menu.**

   The confirmation message appears.

   To cancel initialization, click [Cancel].

2. **Click [Execute].**

   Initializing starts.

3. **When the completion message appears, click [OK].**

Page Setup

You can set the paper size on which to print "Print Fonts Catalogue" and "Prints Fonts Sample".

1. **Select [Page Setup...] on the [File] menu.**
2. **Choose the paper size.**

Printing Fonts Catalog

Print the names of fonts available on the printer.

1. **Select [Print Fonts Catalogue] on the [File] menu.**
2. **Click [Print].**

Note

- The paper selected under [Page Setup] is used.

Printing Fonts Sample

You can print samples of fonts downloaded to the hard disk drive or memory.

1. **Select [Print Fonts Sample...] on the [File] menu.**
2. **Click [Print].**

Note

- Print by using the paper selected on [Page Setup].

Renaming the Printer

You can change the printer name displayed under AppleTalk. If you connect several printers on the network, assign different names so you can identify them. If several printers have the same name, a digit appears next to the printer name in [Chooser].

Important

- You can enter up to 31 digits and letters.
- Do not use symbols, for example "*", ":", "=", "@", "~".

Mac OS

1. **On the [File] menu, click [Rename Printer...].**
2. **In the [New Name:] filed enter a new name.**

3. **Click [Rename].**

   The printer name is changed.

4. **Click [OK].**

5. **On the Apple menu, click [Chooser].**

6. **Click the [AdobePS] icon.**

7. **Select the printer whose name you changed, and then close the [Chooser] dialog box.**

   If there are several AppleTalk zones, select the zone the machine belongs to.

Mac OS X

1. **On the [File] menu, click [Rename Printer...].**

2. **In the [New Name:] filed enter a new name.**

3. **Click [Rename].**

   The printer name is changed.

4. **Click [OK].**

5. **On the Printer Utility for Mac menu, click [Choose Printer...].**

6. **In the [Available Network Zones:] list, select the zone for the Macintosh in use.**

7. **In the [Available Printers:] list, select the printer whose name you changed, and then click [Choose].**

Restarting the Printer

You can restart the printer.

1. **Select [Restart Printer] on the [File] menu.**

2. **Confirm the message that appears on the screen, and then click [Restart].**

   The printer restarts.

   The fonts that you downloaded in the printer's memory will be deleted.

   If the printer restarts, all the printer settings return to their defaults.

Downloading PostScript Files

You can download a Postscript file to the printer.

1. **Select [Download PostScript File...] on the [Utility] menu.**

2. **Select the file name to download and click the file name, and then click [Open].**

3. **Type the log file name, and then click [Save...].**

   The selected file is downloaded.

   Errors are recorded in the log file.

Selecting the Zone

You can change the zone to which the printer belongs under AppleTalk.

⭐ Important

- Confirm that a Macintosh and printer are connected with AppleTalk.

Mac OS

1. **On the [Utility] menu, click [Select Zone...].**

   The zone to which the printer belongs and the available zone list appear.

2. **Select the zone in which you want to locate the printer, and then click [Change].**

   A confirmation message appears.

3. **Click [Continue].**

   A confirmation message appears.

4. **Click [OK].**

5. **On the Apple menu, click [Chooser].**

6. **Click the [AdobePS] icon.**

7. **In the [AppleTalk zone:] list, select the zone you changed.**

8. **In the [Select a PostScript Printer:] list, select the printer you want to use.**

9. **Close the [Chooser] dialog box.**

Mac OS X

1. **On the [Utility] menu, click [Select Zone...].**

   The zone to which the printer belongs and the available zone list appear.

2. **Select the zone which you want to locate the printer in, and then click [Change].**

   A confirmation message appears.

3. **Click [Continue].**

   A confirmation message appears.

4. **Click [OK].**

5. **On the [Printer Utility for Mac] menu, click [Choose Printer...].**

6. **In the [Available Network Zones:] list, select the zone you changed.**

7. **In the [Available Printers:] list, select the model of printer in use, and then click [Choose].**

Displaying the Printer Status

You can display and confirm the current status of the printer.

1. **Select [Display Printer Status...] on the [Utility] menu.**

   The current status of the printer appears.

2. **Confirm the current status of the printer.**

   You can confirm the memory capacity, the VM (Virtual Memory) space, the hard disk drive status and available space on the hard disk drive. You can also confirm the zone to which the printer belongs to.

3. **Click [OK].**

Launching the Dialogue Console

You can create and edit a PostScript file for printing, and then download it to the printer.

⭐ **Important**

- "Launch Dialogue Console" is recommended for users with an understanding of PostScript.
- Do not download any file other than PostScript files to the printer.
- "Launch Dialogue Console" must be used at your own responsibility.

1. **Select [Launch Dialogue Console...] on the [Utility] menu.**

   Open the editing screen. The Dialogue Console menu bar appears.

2. **Type the PostScript command in the editor screen.**

   To edit a PostScript file, select [Open] on the [File] menu to open it.

   You can search or replace a character string by using the [Search] menu.

3. **After editing the PostScript file, select [Download Top Window] on [Console] menu to start printing.**

   The PostScript file is sent to the printer.

   The [Reply from Printer] box opens, depending on the PostScript file you sent.

4. **Select [Return To Main Menu] on the [Console] menu to close the PostScript file.**

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PostScript 3 Supplement

Notes for Security Functions

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Additional Information for Enhanced Security

This section explains the settings that you can configure to enhance the machine's security.

Control panel security settings

Use the control panel to configure the security settings shown in the following table.

Menu	Tab	Item	Setting
System Settings	Timer Settings	Auto Logout Timer	**[On]**: 180 seconds or less
System Settings	Administrator Tools	Administrator Authentication Management/User Management	Select **[On]**, and then select **[Administrator Tools]** for "Available Settings".
System Settings	Administrator Tools	Administrator Authentication Management/Machine Management	Select **[On]**, and then select **[Timer Settings]**, **[Interface Settings]**, **[File Transfer]**, and **[Administrator Tools]** for "Available Settings".
System Settings	Administrator Tools	Administrator Authentication Management/Network Management	Select **[On]**, and then select **[Interface Settings]**, **[File Transfer]**, and **[Administrator Tools]**.
System Settings	Administrator Tools	Administrator Authentication Management/File Management	Select **[On]**, and then select **[Administrator Tools]** for "Available Settings".
System Settings	Administrator Tools	Extended Security/Settings by SNMPv1 and v2	**[Prohibit]**
System Settings	Administrator Tools	Extended Security/Restrict Use of Simple Encryption	**[Off]**
System Settings	Administrator Tools	Extended Security/Authenticate Current Job	**[Access Privilege]**
System Settings	Administrator Tools	Extended Security/Password Policy	"Complexity Setting": **[Level 1]** or higher, "Minimum Character No.": 8 or higher

Menu	Tab	Item	Setting
System Settings	Administrator Tools	Network Security Level	**[Level 2]** To acquire the machine status through printer driver or Web Image Monitor, set "SNMP" to Active on Web Image Monitor.
System Settings	Administrator Tools	Service Mode Lock	**[On]**
System Settings	Administrator Tools	Machine Data Encryption Settings	Select **[Encrypt]**, and then select **[All Data]** for "Carry over all data or file system data only (without formatting), or format all data.".
Scanner Features	Initial Settings	Menu Protect	**[Level 2]**

🖉 Note

❒ The SNMP setting can be specified in **[SNMP]** under **[Configuration]** in Web Image Monitor.

🔎 Reference

For details about auto logout timer settings, see "Auto Logout", Security Reference. You cannot specify the Web Image Monitor auto-logout time with Auto Logout Timer.

For details about basic authentication settings, see "Basic Authentication", Security Reference.

For details about administrator authentication settings, see "Administrator Authentication", Security Reference.

For details about extended security settings, see "Specifying the Extended Security Functions", Security Reference.

For details about network security level settings, see "Specifying Network Security Level", Security Reference.

For details about service mode lock settings, see "Limiting Machine Operation to Customers Only", Security Reference.

For details about machine data encryption settings, see "Encrypting Data on the Hard Disk", Security Reference. If **[Encrypt]** is already selected, further encryption settings are not necessary.

For details about the stored reception file user setting, see "Reception setting", General Settings Guide.

For details about the menu protect setting, see "Menu Protect", Security Reference.

Setting items using Web Image Monitor

Use Web Image Monitor to configure the security settings shown in the following table.

Category	Item	Setting
Device Settings/Logs	Collect Job Logs	Active
Device Settings/Logs	Collect Access Logs	Active
Security/User Lockout Policy	Lockout	Active
Security/User Lockout Policy	Number of Attempts before Lockout	5 times or less
Security/Network Security	FTP	Inactive Before specifying this setting, set "Network Security Level" to **[Level 2]** on the control panel.
Security	S/MIME	"Encryption Algorithm": 3DES-168 bit You must register the user certificate in order to use S/MIME.
Address Book/E-mail	User Certificate	You must register the user certificate in order to use S/MIME.

Note

❒ The log collection setting can be specified in **[Logs]** under **[Configuration]** in Web Image Monitor.

Reference

For details about the user lockout policy, see "User Lockout Function", Security Reference.

For details about specifying an encryption algorithm and registering a user certificate, see "Using S/MIME to Protect E-mail Transmission", Security Reference.

Notes for Security Functions